



The Cabin's Summer Writing Camps Parent/Guardian Handbook 2024

Welcome!

Hello, and welcome to The Cabin's Summer Writing Camps! I'm Hillary Colton, the Education Program Manager for The Cabin. I run our Summer Writing Camps along with Desmond Fuller, our Education Program Coordinator. You can expect to hear from both of us over the course of the summer.

The Cabin's Summer Writing Camps help kids cultivate a lifelong love of writing through fun, week-long literary adventures. Campers explore community spaces as they build tools to creatively express themselves. Each one of our camps is led by an experienced teaching-writer who is thrilled to help your child build their confidence in writing.

We put together this Parent Handbook to share all of our policy and procedures in one place. If you have any questions, feel free to reach out to me at hillaryc@thecabinidaho.org or call **208-331-8000**.

See you this summer!

Hillary Colton

Education Program Manager

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Summer Camp Policies

Enrollment

Your camper should be enrolled at the grade level they will enter in the fall. Campers are only eligible to enroll in camps that match their grade level. If your camper ends up in a camp meant for younger or older campers, we will work with you to find a grade-level appropriate camp.

We recommend enrolling as early as possible to give your teaching-writer lots of opportunity to plan. If you are signing up more than one child for the same camp, please process your orders one at a time to give us correct camper information.

Once you have purchased your camp on our website, please proceed to the registration form on SurveyMonkey. Fill out one form for the correct grade range per child. The sooner you can do this, the better!

Arrival & Dismissal

Please arrive at your camp venue (check your email confirmation for details!) at least 10 minutes before the start of camp each day. We ask that you pick up your camper promptly at the end of camp each day as we have no childcare available.

We will only release campers to adults who are designated by name at the time of registration. Campers will not be free to leave camp on their own unless a designated adult has given The Cabin explicit permission to release them.



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What to Bring

At the beginning of each camp week, The Cabin will provide each student with a notebook, a pencil, a string backpack, and an inspiring teaching-writer. It's been known to get hot on late July afternoons so it would be great if you could remind your camper to dress appropriately for the weather. We recommend wearing sunscreen, a hat, and good walking shoes. Most camps will spend the bulk of camp time outdoors exploring the surrounding parks and city areas. Each camper should also bring a water bottle and a snack. We cannot provide refrigeration.

Field Trips

Each camp will have an opportunity to attend a field trip related to their camp. Field trips are within walking distance of The Cabin and may include the Boise Art Museum, the Idaho State Museum, Zoo Boise, the Boise Public Library, the Flying M, and more. We will send you any relevant field trip information in your pre-camp email.

Weather

Camp will not be canceled in the event of inclement weather. Even though most camps will move indoors, we recommend bringing a raincoat and/or an umbrella and waterproof shoes on rainy days, just in case your camper is far from the building or a covered area when the weather turns.

In the event of extreme heat (over 100 degrees for over an hour) or unhealthy air quality, camps will be moved indoors.



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Cancellation for Low Enrollment

The maximum enrollment for each camp is 10 campers. A minimum number of 6 students are needed for The Cabin to run each camp. If this enrollment minimum isn't reached by 5 days in advance of the first class, enrolled students will be notified of cancellation by email and phone call. Students enrolled in canceled camps will receive a refund for the full registration fee within one week of cancellation.



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Health & Safety Guidelines

Your camper's safety is of the utmost importance to us! We appreciate your help in keeping everyone safe and healthy.

We are following these protocols:

- If you are feeling ill, please stay home! Let us know at **208-331-8000** or **desmond@thecabinidaho.org** so we can arrange for you to attend another camp when you're feeling better.
- We will provide a KN-95 mask to you if you would like to wear one for any reason.
- Campers will be encouraged to wash their hands or use hand sanitizer before and after camp and after transitioning from one activity to another.
- All indoor classroom spaces will be cleaned before and after camps and equipped with high-quality air purifiers to assist with ventilation.
- Friday camp readings will be held outdoors at Julia Davis Park.



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Camper Absence & Illness Policy

We cannot refund students for missed classes, but your teaching-writer will make every effort to share class materials with you if you are absent. However, if you are feeling ill – particularly if you are experiencing COVID-19 symptoms – please stay home from camp!

If you need to cancel because of illness, or if you feel you have a unique situation, contact the Education Program Manager Hillary Colton at hillaryc@thecabinidaho.org or **208-331-8000** to make arrangements

Cancellations by Camper

If you need to cancel your registration for reasons other than illness, the following refund schedule applies:

- More than 5 days before a camp, a full refund will be issued either back to your original form of payment, or as a credit for a future camp.
- 5 days or less before a camp, 50% of your tuition will be refunded by check

Refunds will not be issued for cancellation requests received after camp has begun.



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Community Conduct & Safety

The Cabin aims to provide a safe and fun learning environment that respects the autonomy, creativity, and individuality of all campers. We know that our campers are still developing self-regulation skills and as a result may exhibit unsafe behaviors that require intervention. **Behaviors that may require intervention include but are not limited to:**

- Use of disrespectful language or gestures toward other campers, teaching-writers, and Cabin staff.
- Physical harm of others, including pushing, striking, shoving, grabbing, spitting, etc.
- Harm to self, including attempts and threats to harm oneself.
- Inability to safely stay and transition with the camp group, or threatening to run away or abandon the group.
- Refusal or inability to follow the teaching-writer's directions.
- Unwanted touching of others.

If a camper engages in unsafe behavior, our interventions will proceed as follows:

- 1- **Safe Space:** If a camper's behaviors are deemed unsafe, we will pull them aside to a safe place to validate their emotions and work through the behavior with a teaching-writer.

- **2- Parent/Guardian Contact:** If the teaching-writer and Cabin staff need extra support identifying what the camper's behavior is communicating and/or strategies to work with your camper, the teaching-writer and/or Cabin staff will communicate with you at camp pickup and/or by phone or email and outline the behavior the camper is working through and interventions we have tried with the goal of identifying additional ways to support your camper.
- **3- Administrator Outreach:** If the unsafe behavior continues, the Education Program Manager will call you to discuss a further course of action. This may include sending the camper home for the day or, as a last resort, disenrolling the camper from camp.

If your camper's behavior continues to compromise the safety and wellbeing of other campers, teaching-writers, teaching assistants, and/or Cabin staff, The Cabin reserves the right to disenroll your camper from camp. Disenrollment will only be used as a last resort – we want to work with you to figure out how your camper can safely remain part of their camp!

If you suspect your child may need additional support or accommodations, don't hesitate to reach out to **Desmond** at desmond@thecabinidaho.org or **Hillary** at hillaryc@thecabinidaho.org.

Reporting

In difficult circumstances, students have been known to use writing as a cry for help. If a Cabin teaching-writer identifies writing that signals self-harm, abuse, or other trauma, we reserve the right to report it to the student's parents or other authorities.



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