

CORVALLIS ENVIRONMENTAL CENTER

Bike Camp Policies and Procedures

All participants of CEC bike camps must bring the following items every day:

- A bike with the following: Tires suitable for varying terrains- wide tires and adequate tread (No road bikes or bald tires)
- Functioning brakes
- A properly-fitting Helmet
- A spare bike tube that fits their bike

Safety is our utmost priority! Program staff will uphold the following procedures to ensure safe, effective bike programming:

- Participants will be grouped by biking ability/comfort level to the best of our ability.
- The first day of each bike camp will include a review of safe biking practices.
- Participant groups will bike in single file or paired lines and always have 1 adult in front, 1 in back, and (when possible and depending on group size) 1 adult in the middle.
- Staff will follow pre-established routes that prioritize bike paths as much as possible. When required to bike on roadways, we will choose low-traffic roads with bike lanes and, when necessary, walk on sidewalks.
- When crossing intersections, staff will follow crosswalk and traffic signals, and will have at least 1 adult stay in the road until all children have safely crossed.
- Any participant that does not have a properly fitting helmet will not be allowed to bike.
- All students will be required to carry their own gear while biking, including their water and lunch. Please pack lightly- no games, books, toys, etc. "

All bike campers: Listen to and follow safety instructions, demonstrate patience and positivity while riding in a group, and have fun!

Bike FAQs

Q: Does my child need to be an experienced cyclist to attend CEC bike camps?

A: Campers with all levels of bike experience are welcome! Our Let's Get Rolling camp is designed to help teach kids to ride their two-wheeled bike independently. All of the other bike camps have up to three groups, with campers arranged by age and ability/ comfort level. Please note: the ability groups listed below are to give a general idea. Actual group arrangements for each camp week will depend on registration and availability.

Bike Ability Levels

Pre-Beginner- (Let's Get Rollin'): Ready to learn how to pedal, steer, and stop on a bike with two wheels, hand brakes or foot brakes. Requires practice when starting and stopping. Able to follow directions and listen to teachers.

Beginner- Has the ability to ride independently on a pedal bike without training wheels. Knows how to safely start pedaling on the first try, and can safely stop using their brakes without skidding. Learning how to get around corners, going up and down hills. Ready to ride on gravel, dirt, and pavement. Comfortable riding up to 3 miles.

Intermediate- Has the ability to ride independently on a pedal bike without training wheels. Know how to safely start pedaling on the first try. Comfortable stopping using their brakes and

stops without skidding. Comfortable getting around corners, going up and down hills, and riding on various surfaces. Comfortable riding 3-5 miles.

Advanced- Confident riding around corners, going up and down hills, and riding on various surfaces. Well balanced on a bike while wearing a backpack. Comfortable and experienced riding 5-10 miles. Ready for long distance rides.

Q: What should my child bring each day to bike camp?

A: Every camper should come with a labeled backpack with the following labeled items:

- Bike and Helmet
- One or two full water bottles labeled with the child's name. Check and double check for leaks. If possible, a water bottle holder/cage on bike
- Morning and afternoon snacks
- Lunch
- Replacement bike tube (our instructors carry bike pumps and tire levers!)
- Sunscreen and a Hat
- Extra socks
- A lightweight layer, and an extra set of clothing, just in case the wind gets chilly or wet
- Close toed shoes. No crocs, slides, or leather boots. Prefer keens, tennis shoes, or water shoes
- We get in and out of water throughout the day. From bikes to trails and rocky streams to mud - we explore it all. Make their day more enjoyable with the proper footwear. It is challenging to carry and change shoes often throughout the day.

If your child is an independent biker, they should also be comfortable biking while wearing their backpack as we are on the move!

Q: What kind of bike can my child bring to summer camp?

A: Preferred Bike:

- Two-wheel bikes only
- Hand brakes
- All terrain bike tires
- Gears
- Water bottle holder

Also Allowed:

- Coaster breaks (foot or back pedal breaks)
- Cruisers
- Single or fixed gear

NOT Safe for Camp:

- Strider/balance bikes
- Training wheel bike
- Stunt or BMX bike
- Bike without working brakes
- Bike with more than 2 wheels

Q: What kind of helmet should my child wear at summer camp?

A: Helmet:

- Must cover your forehead
- Should not fall off or backwards
- Needs to have adjustable fit
- Needs to have connected and intact casing

- Needs secure chin strap connectors

Skateboard helmets are allowed, but do not provide the same impact protection and brain injury prevention as a properly fitted bike helmet.

Q: My child still rides with training wheels. Can they attend camp?

A: Training wheels are unfortunately NOT safe for bike camp. However, if your child wants to learn to be an independent rider, they are welcome to bring a two wheeled bike (with no training wheels) to Let's Get Rollin' camp. This camp is open to bikers of all ability levels. This is the only biking camp that is available to bikers who are in the process of transitioning from training wheels to independent two-wheel biking.

Q: Can I leave my child's bike behind at CEC while they are attending camp?

A: No. CEC is unable to store bikes safely at this time. Please plan to transport your child's bike to and from camp locations each day.

Q: What will my child learn about bike safety? What kind of safety precautions are taken?

A: Children will learn about roadways right of way traffic rules, the importance of visibility, basic bicycle care, communication while cycling in a group, and use of safety equipment such as properly adjusting and wearing a helmet. Multiple camp leaders are positioned along the group of campers, always keeping one at the head and one at the end of the line. We stop often for water breaks and at every turn/ intersection/ trail fork to ensure the group stays safely together.

Q: What kind of footwear should my child wear while biking?

A: Every camper should be wearing close-toed sneakers unless otherwise noted by the camp instructor. Campers may not wear crocs, flip-flops, or other unsecured, open-toed shoes while biking."

A letter will be emailed to all parents prior to each camp listing all items needed, itinerary, and other important information.

Registration and Financial Policies

Registration

The date a program registration closes will be posted on each program description (typically closes on Sunday, a week before the program starts by 11:00 pm / subject to change)

If a program is full, families will be able to sign up for the waitlist within their account and will receive an automatic notification when a position becomes available.

Payment of Program(s)

Registration for programs is NOT secured until payment is made. For our camp programs, payment in full for the week of camp is required to complete the registration process. If payment is not established before closing the browser, the camp spot is not secured. You will be asked to pay at the end of the registration process and will be able to enter either a credit card or automatic funds transfer (bank's terminology: ACH). ACH is our preferred method of payment because transaction fees are considerably less since it is funds transferred from a bank to a bank. The savings will go directly to our nature-based outdoor programs. You will receive a confirmation of the registration and payment to the email of the primary account holder.

Cancellations and Refunds

For all camps, summer preschool, and school's out adventures.

If you must cancel your registration, please follow the link in your registration confirmation email to access your account. A refund is available minus a \$25 processing fee, if cancellation is made 1 week and 1 day prior to the start date of the program. Camps typically start on a Monday so cancellation would be the Sunday a week before camp starts by 11:00 p.m. If cancellation is attempted after this deadline, the payment is non-refundable; and no refunds after a program session begins. In the case of a serious medical emergency such as a broken limb or a trip to the hospital, a credit will be given toward future programs. A fever, cold, COVID, or other general illness does not qualify as a medical emergency. No refunds will be given for any weather/natural disaster-related program closures, e.g., earthquakes, floods, wildfire smoke, excessive heat or cold, etc.

COVID Policy

CEC follows local and State guidance for COVID-19 safety. Program schedules, topics, and format are subject to change due to COVID impacts and current guidance. In accordance with current local COVID guidelines, all staff and children ages 5+ are welcome, but not required, to wear a face covering. For current guidance check the Benton County and State of Oregon Covid web pages.

Safety Policy and Procedures

Hold Harmless

The parent/guardian will certify at registration that they understand and assume the risk of participation in this program. The guardian, heirs, and assigns, will agree to waive, release and forever discharge any claim for injury or damage, and hold harmless the Corvallis Environmental Center, it's officers and employees against any claim, loss, liability or expenses including attorney's fees, resulting directly, indirectly from participation.

Medical Information

Medical information is required to be filled out at registration for any child attending a CEC program. This information is considered private records and is not shared outside of the organization. These records are kept within the registration database and not accessible to anyone outside of the organization.

Incident Reports

Incident Reports are filled out by CEC staff, interns, or volunteers within 24 hrs of an incident occurring. Forms will be filed for the following events:

- Physical restraint of a child to prevent injury to the child, other children, staff, intern, or volunteer.
- Major behavioral incident that results in child's removal from the program
- Major injuries resulting from program participation.
- Absence of breath or heartbeat
- Injury from fire, natural disaster, forced entry, or threat of entry.

A copy of the form can be emailed to the parent or guardian upon request.

Sign In / Sign Out

A parent or guardian (or person they designate in the registration process) will sign a child in upon arrival to program and out at the end of each program. ID may be requested at pick up.

Roaming Child

Staff keep all children within eyesight but if a child strays from the group and not found, CEC staff search for the child and inform the parents/guardians. Emergency responders will be contacted if necessary, following these procedures: Staff search for the missing child near the area where the child was last seen, while one educational staff member ensures that all other enrolled children stay in a central, easily supervised location. If the child is not recovered after 15 minutes, authorities will be contacted by calling 9-1-1 and the missing child's parent/guardian will be contacted immediately.

First Aid

Staff will have access to a well-maintained first aid kit when leading a group of children. Staff will provide basic first aid to enrolled students, staff members, parents, and volunteers when necessary. Given the nature of the CEC's outdoor educational programs: Bumps, bruises, and scrapes or "small injuries" may occur. Injuries beyond this scope will be reported on an incident report and a copy will be provided to the enrolled child's parent/guardian.

CPR

All educational staff are CPR and first aid trained while employed with the CEC.

Epi-pen

If a child has an epi-pen to treat their allergies parents/guardians must declare this at registration. Staff do not carry epi-pens.

Parents/Guardians Behavior

Parents or Guardians are required to communicate their child's arrival and removal from any program each day. Parents/Guardians are asked to act in a way that is respectful to nature and respectful to others while in and around the vicinity of the CEC educational programs. Neglecting to follow these safety guidelines will result in potential removal of the child from the program.

Illness/ Injury

Enrolled children should be of good health while attending educational programs. The parent/guardian may be asked to attest on check-in that their child is symptom free. The following procedures will be observed:

- If an enrolled child sustains an injury at a CEC program that prevents him or her from completing normal activities during class, then a staff member will contact the parent/guardian to arrange for the child to be picked up.
- If an enrolled child has a fever that is at or above 100.0° F, a staff member will contact a parent/guardian to arrange for the child to be picked up. A child must be fever-free for 24 full hours prior to returning to a CEC educational program.
- If a child vomits or has watery stool more than one time in the day, the student could have a contagious infection and should go home.
- If a student has very red nose with yellow green mucus, they should stay home.
- If a student has a very sore throat with no cold symptoms, they should stay home.

Mandated Reporting of Suspected Abuse/Neglect

As mandatory reporters, CEC employees and volunteers will be alert to the physical and emotional state of all children participating in programs and are legally required to report injuries or suspected abuse/neglect to DHS.

Emergency Preparedness

The educational programs of the CEC will follow evacuation and safety procedures in the event of an emergency, in order to maintain a calm and safe environment for the enrolled students, staff, parents, and volunteers until the emergency has passed or until all enrolled children have been released to their parents/guardians. The procedures are as follows:

- In the event of an emergency, staff will observe the emergency exit maps located at each exit if inside a building. Children will be calmly evacuated to the established evacuation site. An educational staff member will exit the building with the sign-in/out forms, parent contact/student medical release forms, and a first aid kit. Authorities and parents will be notified by staff as soon as possible. When applicable, the support staff will be responsible for calling and directing emergency authorities for assistance. Staff will maintain a safe environment by maintaining a calm presence and will take attendance regularly and ensure constant supervision of enrolled children.
- In the event of a true emergency, children will be reunited with families when the educational staff agree it is safe to release children to their families, after consulting with emergency responders when applicable. Until that point, children are to remain in the care of the CEC staff. For programs held in or near Avery House Nature Center: evacuation site is Lion's Shelter Pavilion. Secondary evacuation site: Lion's Shelter parking lot.
- For programs at SAGE in Starker Arts Park the primary site location is Sunset Park 4567 SW Country Club Dr Secondary site location: Old Mill Center 1650 SW 45th Place.
- In the event of a minor fire: The children will be evacuated, and a staff member will extinguish the fire. The Avery House Program's fire extinguishers are located at the North ramp door and upstairs between the two offices.
- In the event of a major fire: The children will be evacuated to the established evacuation site and 911 will be called. Parents/guardians will be notified for pick up.

Natural Disaster

Earthquake

All adults and children are to drop, cover, and hold on.

Once the earthquake has passed, all enrolled children, staff, parents, and volunteers will evacuate to the on-site evacuation location. If the scene is not safe, the senior staff will move staff and children to the nearest safe location and call emergency services.

Severe Weather and Flood

In the event of severe weather and flooding, senior staff will be responsible for determining if the present location is safe. If it is safer to remain where they are, senior staff will keep staff and children in the present location until it is safe to release children and staff to travel home. If it is safer to leave, evacuate higher ground if needed, and wait until it is safe to release staff and children to travel home. The support staff will call parents/guardians to arrange pick up once it is safe to travel home.

Transportation

Transportation of students may occur on occasion for the purposes of field trips utilizing rental services providing busses with drivers.

Dismissal/Withdrawal

Adverse behaviors by parents, enrolled children, staff, or volunteers may result in immediate dismissal or withdrawal from any given program. Such a dismissal/withdrawal is to be determined at the discretion of the educational program's senior staff and Executive Director. Any family who is withdrawn from an

educational program due to misconduct on behalf of the enrolled child or that child's family member will not receive a refund.