



Raymore Summer Camp

Parent Handbook 2023

RAYMORE SUMMER CAMP WELCOME



DEAR CAMP FAMILIES,

We are so excited to have your child(ren) with us during summer camp this year! We look forward to working with you together as partners.

The staff here at Raymore Summer Camp believes each child is a unique individual with his or her own dreams, talents, and interests. Our goal is to introduce children to as many new experiences as possible and help each child feel confident in a safe and fun environment.

The parent handbook is designed to provide you with the information on our policies and procedures. Please take the time to read through carefully and keep this handbook for future reference. If you have any questions, please feel free to contact myself or our camp staff at any time!

Corinne Harkins
Recreation Coordinator
Raymore Parks and Recreation
816-322-2791
Charkins@raymore.com



Contact Information & Staff

Summer Camp:

Recreation Park
1011 S Madison St.
Raymore, MO 64083
Phone: (816) 520 4205
June 6 - Aug 12
7:00 am - 6:00 pm

Main Office:

227 Municipal Circle
Raymore, MO 64083
Phone: 816-322-2791
Hours: 8:00 am - 5:00 pm

Mailing: 100 Municipal Circle
Raymore, MO 64083

Staff Members

Our camp staff are exceptional individuals, who truly enjoy working with children. Each member is a City of Raymore Employee and has undergone a background & substance screening. All members are CPR certified and trained in First Aid. Some of our counselors have been with our department for several years. Introduction information, including photos & personal interests of our staff is posted at the entrance of the camp office.

We expect our staff to be energetic & fun with your campers but still maintain a respectful and considerate attitude. Staff does have minimal physical contact with campers with campers and may have to remove a camper physically from a safety situation but only when absolutely necessary. Any concerns about staff members should be addressed to the Recreation Coordinator.

About our Facilities

Recreation Park



Camp will be held **outdoors** at Recreation Park using the entire park as our “backyard”. Recreation Park has many amenities to enhance campers experience with us: playground, ball fields, undeveloped open prairie, wooded “Fort”, tennis courts, skate park, paved trail, basketball court and tether ball. The possibilities are endless with this location. Please familiarize yourself with key areas of the park.

- 1)** Shelter House (Home Base)
- 2)** Tennis Courts
- 3)** Pond
- 4)** Disc Golf
- 5)** Baseball Fields
- 6)** Soccer Fields
- 7)** Playground
- 8)** Tree Forts
- 9)** Spiderweb Playground
- 10)** Firepit

Registration and Fees

Payment Policy: Participants can pay in full, or put a \$20 deposit down per week to reserve the spot. Payment for camp is due 2 weeks before the start of that week in order to secure the campers spot in camp. Failure to make these payments may result in loss of spot. Deposits must be made by May 31, after which all remaining spots are open to first come first served.

Fees:

\$35 Admin fee w/registration form

\$120 weekly tuition

\$25 Off Site field trip fee (Weeks: Survivor, Camp Cruise, STEM, Party in USA, Nature Ed, Under the Sea, Performing Arts.)

\$10-\$15 On Site field trip fee (Weeks: Camp Olympics, Camp Magic, Wild Wild West)

Spots Reserved:

Admin Fee **does not** reserve your child's spot each week of camp. Child must be enrolled in each individual week by purchasing those weeks to save spot. If you need spots saved and wish to pay 2 weeks in advance call 816-322-2791 to get child enrolled.

Registration Forms: A registration form is required for each child enrolled in camp. Forms can be found at raymore.com/camp

Refunds: No refunds or prorating for missed days or holidays. No refunds will be given due to suspension or expulsion. Cancellations of weekly fees made at least 7 days in advance will receive full credit to their account or a refund will be issued.

Late Fees: A \$1 fee will be administered for every minute after 6:00 p.m. that the camper is not signed out and picked up. If no contact has been made with a responsible party by 6:30 pm, the Raymore Police Department will be called.

Camper Groups: Campers are divided into groups based on age, not grade. These groups stay separated for the majority of the day. Groups youngest to oldest are as follows: Chameleons, Falcons, Raptors, Wolves, Sharks.

What to bring to Camp Each

Day:

- Sack Lunch (refrigeration is not provided)
- Morning Snack (optional)
- Water Bottle
- Close Toed Shoes
- Play clothes you can get dirty

*Please label all personal items clearly

What NOT to bring to Camp:

- Cell Phones
- Toys
- Electronics
- Cards (Pokemon, Magic, etc)
- Gum or Candy
- Sandals/Flip flops

We Provide:

- Water to campers all day
- Afternoon Snacks
- One camp T-Shirt
- Sunscreen SPF 50
- Bug Spray

*If your child has food allergies, we recommend they pack their own snack to be extra cautious

*If your child requires a certain type of sunscreen, it is to be provided and labeled by you



Camp Schedule

Pick up/Drop off

Campers can be dropped off or picked up anytime during camp hours 7am-6pm. We recommend children are dropped off no later than 8:30 am and picked up no sooner than 3 pm to be able to experience all of our primary activities each day.

A sign in/out book is located at the shelter house. Parents must enter and sign the campers into camp, in person. The same applies at pick-up time, siblings under the age of 16 or other campers cannot sign a camper in/out. The person picking up must be on the registration form.

Please have your ID ready to be checked by staff at any time during the summer. Please be patient with this procedure, it is for your camper's safety.

Typical Daily Schedule

7:00-8:30 am	Camper Arrival/Free Play
8:30-8:45 am	Clean Up/Break into Groups
8:45-9:00 am	Sunscreen/Move out to stations
9:00-10:00 am	Group Activity Stations
10:00-11:00 am	Group Activity Stations
11:00-12:00 pm	Group Activity Stations
12:00-1:00 pm	Lunch
1:00-2:00 pm	Group Activity Stations
2:00-3:00 pm	Group Activity Stations
3:00-4:40 pm	Snack and All Play
4:40-6:00 pm	Pick-up/Free Play



Camp Rules

The rules of camp are designed to help create a positive and safe environment for both kids and staff. Rules are presented in a positive way aimed to show campers what to do, rather than what not to do. We use the rules of camp to help teach our campers to make good and positive choices.

- 1) Be Respectful
- 2) Be a Good Friend
- 3) Be a Good Sport
- 4) Be a Good Listener
- 5) Be Kind
- 6) Be a Good Follower of Directions
- 7) Be Helpful
- 8) Be Responsible

In addition there are some other rules we should note:

- Campers will not leave their group/counselors
- Treat others how you want to be treated. Bullying is not tolerated.
- Name calling, verbal abuse, inappropriate language, and physical fighting is not tolerated
- Poor treatment of staff and counselors verbally or physically will result in disciplinary action
- Campers will respect the facilities and equipment

At the end of the day, we just want to maintain a fun and safe environment for our campers.

Be Kind, Respectful, and Keep Our Hands to Ourselves.

Discipline Policy

When unacceptable behavior occurs, counselors will explain to the camper why that behavior is not acceptable and discuss better choices in the future. Campers are encouraged to voice any questions or concerns to counselors at any time. Explanations are part of being respectful to our campers. In turn, campers are expected to accept the explanation & follow instructions. However, excessive whining or arguing will be treated as unacceptable behavior.

We understand each child is different and may respond differently to any situation, therefore we reserve the right to deviate from the discipline plan set forth, if we feel it is warranted.

Discipline Plan

1. Observe, listen to learn, and anticipate unacceptable behavior
2. Explain why behavior is unacceptable and redirect - Incident Report
3. Reflection time away from the group
4. Supervisors conference with the camper to discuss misbehavior
5. Parent notification of camper's repeated misbehavior (signature required)
6. Supervisors conference with parents to discuss possible solutions & practices to help camper (signature required on written notification)
7. Suspension: a camper may be suspended for 1 day if progress is not being made by camper and/or parents (signature required)
8. Expulsion: a camper may be expelled if the misbehavior reaches a point that safety & enrichment of other campers or staff is jeopardized.

It is important that parents support us in our camp rules to ensure a safe & happy experience at camp. We strive to concentrate on having FUN with kids, not being distracted by those that misbehave or challenge these rules. Field trip privileges can be revoked as part of a discipline action.

Three Strike Rule

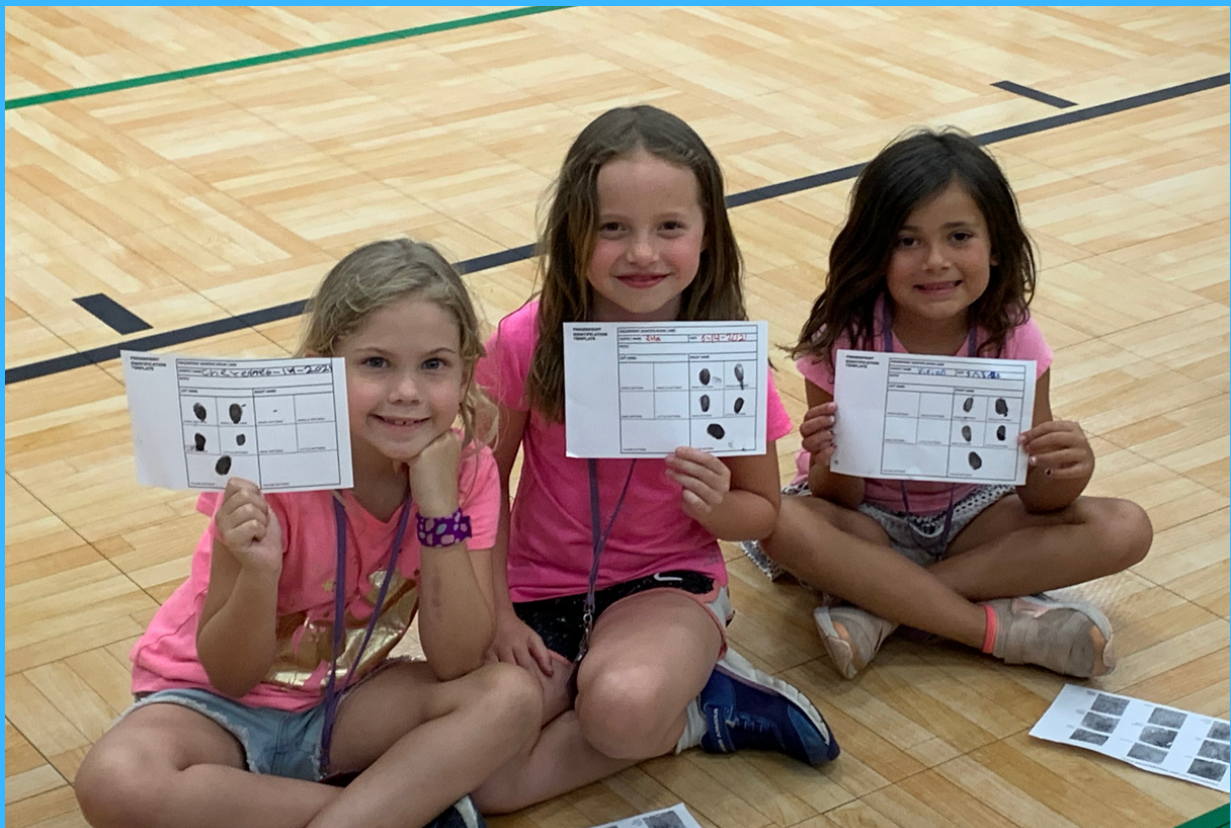
We operate under a strict three strike rule for any physical violence or altercation. This includes throwing rocks, hitting other campers, pushing, or any such act of aggression. This includes just "playing around" as campers are told daily to keep their hands to themselves.

Strike 1 - Incident Report and Parent Notification

Strike 2 - One day suspension from camp. Camper picked up early.

Strike 3 - Expulsion from camp.

Staff reserves the right to escalate these steps and proceed straight to a more serious disciplinary action if need be. We understand this may be seen as overly strict by some, and too lax by others. These policies are aimed to do our best to protect the kids left in our care.



Field trips

Our ratio of campers to counselors increase when we are away from our home base. Campers must always bring a lunch, even on trip days unless otherwise stated. Disposable lunches are preferred for field trips. Campers are expected to uphold camp rules when riding the bus and on field trips. Campers can lose the privilege to attend field trips as a result of misbehavior.

There are no camp operations during off site field trips. If a child opts out of a field trip, they can not come to camp that day. Staff will be with the kids on the trip, not at home base.

Parents may attend trips, as long as it does not cause a disruption to our program. Parents are not to discipline, be disrespectful, or be physical with campers in any way while attending a trip or visiting our camp. Please notify camp supervisors if you wish to come on a field trip.

Newsletters

Newsletters are available on Thursdays highlighting the activities of the current week. Themes, field trips times and activity highlights are listed for the upcoming week. We email out this newsletter and other important camp bulletins, so please keep your household information updated.

The complete camp schedule with daily activities listed is posted on our website at raymore.com/camp. Schedule is subject to change.

Camp Closures/Inclement Weather

Camp will be closed on July 3 and July 4th (Independence Day) and Aug 8 (Voting Day). In the event of inclement weather, we will move operations to Eagle Glen Elementary. Decisions will be made the previous day by noon and communicated via email.

Medical Concerns

Injuries

If a camper sustains a minor injury such as scrape, cut, bump that may bruise; staff will administer first aid and **may** call you as an “F.Y.I.” notification. Staff may also ask the parent to sign an “injury report” at the time of pick up. If a camper has stomach cramps or headache, they will be asked to sit aside for a short period of time. Campers may rejoin camp activities at their choice if discomfort passes. If discomfort continues, staff may contact parents for guidance or ask for camper to be picked-up. Dehydration can be a common complaint at camp. We have water available all day and at all of our trip locations. We insist campers drink water regularly throughout the day. We also ask parents to hydrate their campers in the evenings as well, during the hottest days of summer.

Medical suspension

If a camper is sent home for medical reasons, they must be absent the following day of camp (except on Friday).

A camper may be sent home for:

- Diarrhea occurrences of 3 or more
- Temperature over 100
- Vomiting
- Presence of lice, nits or eggs
- Pink Eye

Any child requiring medication will need written documentation including directions, submitted to Recreation Coordinator, Corinne Harkins at Charkins@Raymore.com or the Parks and Recreation Offices, 227 Municipal Circle or 1011 S. Madison St. Please ask staff for a “medication form”. This includes OTC medications such as tylenol or benadryl. We cannot give any medication without a medication form and parent consent.



Emergency Procedures

Our facility does have a storm shelter for tornado drills and our staff practice these drills before camp starts. Our City Emergency Management & Police Department keeps in close contact with our staff during threatening weather conditions.

Lost & found

A Lost & Found bin will be at the shelter during pickup.. Please check it regularly but if you are sending as few items as possible with your camper that is the best practice for eliminating lost items. We are not responsible for lost or stolen items that a camper may bring to camp. Unclaimed lost and found items will be thrown away 3 times during the camp season. Please check the bin often to prevent your items from being thrown away.

Social media

We encourage parents to "like" our Facebook page (Raymore Parks and Recreation) as camp activities may be posted there. Important notifications/bulletins may also be posted there. The City reserves the right to use any program photographs or videos for promotional purposes, in print or social media, without obligation or liability to campers, parents/guardians or family members. Campers & Counselors should never share personal information, via direct or media outlets.



Emergency Release

In the event a parent cannot be reached in an emergency, the City hereby has the authority to secure proper medical care for my child as deemed necessary. This permission extends from minor first-aid treatment to (under doctor's orders) hospitalization, injections, anesthesia, surgery and other medical procedures deemed necessary.

Media Release

I agree, as a parent of a minor participant, to grant full permission to the City of Raymore to use my child's photograph, videotape or recording for promotional purposes (in print or social media) without obligation or liability to me or my family.

Liability Release

The undersigned releases and holds harmless this camp and any officer, employees or agents thereof, including without limitation the Raymore Park Board, City of Raymore, from any and all claims, liabilities, or demands whatsoever arising out of the enrollment of participation in any program by the participant herein.



RAYMORE

parks & recreation

The following signature form should be signed and returned with the camp registration form before a camper is fully registered for the 2023 summer season.

I, _____ have read the policies & procedures set in the 2023 Summer Camp Parent Handbook and agree to follow them.

Parent Signature _____ Date _____

Parent Name (Printed): _____

Camper's Name(s)

