

# 2017 Summer Camp Parent Handbook



## Goal

The goal of our staff is to provide a safe, fun & healthy program that campers can grow from and guardians can trust.

## Raymore Parks & Recreation Contact information:

Office: 227 Municipal Circle  
Raymore, MO 64083  
Phone: 816-322-2791  
Hours: 8 a.m.-5 p.m.

Mailing: 100 Municipal Circle  
Raymore, MO 64083

Summer Camp: 909 S. Madison Street  
Raymore, MO 64083  
Phone: 816-331-5868  
May 30 - August 11  
6:30 a.m.-6:00 p.m.

## Registration, Reservation Policy & Procedures

Registration opens the first Monday in April, a \$30 per camper registration fee needs to be paid at the time of registration to hold a spot for your camper. Weekly tuition is due on the Wednesday **before** your camper attends. If your plans change after Wednesday, a \$10 change fee will be applied to your account. Credits can be applied for paid tuition minus a change fee. Registration fee is not refundable. There is no prorating for missed days or holidays. Refunds/credits will not be issued for expulsion.

## Fees

\$30 Registration fee w/registration form reserves a space per camper  
(a space is not reserved without a form)  
\$105 weekly tuition  
\$10 discount if paid by Wednesday BEFORE camper attends  
\$25 field trip fee per trip (not for pool trips)

## **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 in office or other quiet space 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 field 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 Park Office. Please ask staff for a “medication form”.

## **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.

## **Discipline Policy**

Campers are expected to follow the rules of our camp, follow directions of their counselors, treat everyone with respect & consideration, set a good example for others and must take responsibility for their own actions. These rules are set to exhibit respect & safety for campers, staff and property.

Our counselors go over these rules regularly as part of the introduction to our camp. 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**

- A. Observe, listen to learn, and anticipate unacceptable behavior
- B. Explain why behavior is unacceptable
- C. Explain and redirect if behavior is repeated
- D. Reflection time away from the group
- E. Director's conference with the camper to discuss misbehavior
- F. Parent notification of camper's repeated misbehavior
- G. Director's conference with parents to discuss possible solutions & practices to help camper (signature required on written notification)
- H. Suspension: a camper may be suspended for 1 day if progress is not being made by camper and/or parents (signature required)
- I. 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.

## **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 & 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 & considerate attitude. Staff does have minimal physical contact with campers (hugs, hand holding, no wrestling) 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 Camp Director or the Recreation Coordinator at the Parks and Recreation office.

## **Parents provide**

Close toed, close fitting shoes (no flip flops, croc, sandals)

**\*\*Campers will not be accepted without proper footwear**

Morning snack (optional)

Lunch

Swimsuit, towel, bag (on pool days)

Campers should wear comfortable play clothes they can get dirty

Please label all personal items clearly (lunchbox, swimsuit, towel, jackets, etc.)

## **We provide**

Water to campers all day & personal cups (do NOT send water bottles)

Afternoon snacks

One camp t-shirt (wear on field trip days)

Pool entrance fees

Sunscreen (SPF 50 sport/water resistant) & bug spray

(A prescription must be provided if a parent wants to provide sunscreen)

## **Personal items**

Campers should not bring any personal items to camp: toys, electronics, water bottles, etc. Any items such as these will be confiscated and kept in the park office and released only to parents. If campers choose to wear jewelry, hats or other items deemed "accessories" and they remove throughout the day, they will be confiscated and kept in the camp office and released to parents.

**\*\*On special theme days, campers will be allowed to bring personal items but must be kept stored until designated time to share with group. These items must be labelled clearly.**

## **Pick up/Drop off**

Camp opens at 6:30 am, do not attempt to drop off children before then.

Camp closes at 6:00 pm, a \$10 will be assessed at 6:01 pm and again at 6:16 pm. If no contact has been made with a responsible party by 6:30 pm, the Raymore Police Department will be called.

A sign in/out book is located just inside the entrance to camp. Parents must enter and sign the camper into camp, in person. The same applies at pick-up time, sibling or other campers cannot sign a camper in/out. It is **vital** campers are signed in/out accurately, every time for safety head counting purposes. Whenever the group leaves on a field trip, this book is taken for head counting accuracy. This also allows for campers to be picked up at field trips if needed.

Please have your ID ready to be checked by staff at any time during the summer. Sometimes, we have new staff, who you may not have met you yet. Please be patient with this procedure, it is for your camper's safety. Other adults may be listed on the registration form as alternatives for pick-up. These adults will definitely need ID when picking up your camper.

## **Daily schedule**

Our facility in Recreation Park allows us to use the entire park as our "backyard". We will be away from the facility quite a bit throughout the day. 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. Our indoor facility has a kitchen area for campers to experiment with recipes and make their own snacks. The possibilities are endless with this location.

Here is the basic schedule for a day at camp:

6:30 -9:00 am	Arrival, open free play for all groups
9:00-11:30 am	Individual age group activities (apply sunscreen)
11:30-12:30 pm	Lunch (shifts)
12:30-3:00 pm	Individual age group activities (apply sunscreen)
3:00-4:30 pm	Afternoon Snack with quiet movie time
4:30-6:00 pm	Pick-up, open free play for all groups

A staff member is always at the facility for late arrivals/pick-up, unless on a field trip.

## **Field trips**

Our campers are transported by Apple Bus Co. The additional fees for field trips are intended to cover entrance fees & bus fees. NONE of our field trips require campers to carry extra money. Please do not send money to camp with your camper. Camp t-shirts are required on field trip days (not including pool). Our ratio campers:counselors increase when we are away from our home base. We have male & female counselors on staff, so that no camper visits the restroom alone when on a field trip. We will carry lunches from home or purchase lunch on the field trip (watch for info on the newsletter). 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.

## **Pool trips**

Our camp attends the Harrisonville Pool. Camp leaves the facility at 12:30 pm; campers wear their swimsuits and carry their towels. Campers cannot take any personal items (goggles, toys, flotation devices). Every camper takes a swim test on their first trip to the pool and is assigned a colored bracelet to indicate what areas of the pool they are permitted. Campers will have the opportunity to take the test again if their skill level has increased. Campers get sunscreen applied before leaving for the pool and again at “adult swim” break times which occur every hour. Counselors are stationed around the pool for maximum coverage of our campers.

## **Newsletters**

Newsletters are available on Wednesdays for the following week. Themes, field trips times and activities are all listed. We email out this newsletter and other important camp bulletins, so please keep your household information updated.

Camp will be closed on major holidays such as Memorial Day & July 4th.

## **General Information**

Campers are divided into small groups of 13-18, generally by grade, two grades per group. These groups stay segregated for the majority of the day at camp. The daily curriculum is based on age group capability & interests. We do not generally mix age groups for that reason.

Parents are welcome to visit camp or attend any field trip, as long as it does not cause a disruption to our organization. Parents are not to discipline, be disrespectful, or be physical with campers in any way while attending a trip.

Campers are not permitted to make phone calls. If information needs to be relayed, it can be through staff.

## **Emergency Procedures**

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

## **Lost & found**

There is a Lost & Found tub near the sign in table. 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.

## **Social media**

We encourage parents to “like” our Facebook page 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.

## **Camper Code of Conduct**

We expect campers to follow camp rules and exhibit good behavior. We hope parents will support camper compliance to these rules. Violating these rules will not be tolerated.

- \* Safety is a priority, campers will not leave their group/counselors.
- \* Treat others as you would like to be treated. Bullying is not tolerated.
- \* Name calling & verbally or physical fighting is not tolerated
- \* Poor treatment of staff/counselors verbally or physically is not acceptable.
- \* Campers will LISTEN & OBEY staff instructions.
- \* Campers will respect the equipment & facilities, including cleaning up after activities
- \* Campers are not to use harsh or inappropriate language towards campers or staff
- \* Campers are not to get physically abusive towards campers or staff
- \* Campers are to exhibit good sportsmanship, sometimes “life is not fair”
- \* Pool rules are to be followed at all times
- \* Field trips are considered a privilege and can be taken away as part of the process of modifying unacceptable behavior. Written notification will be given to parents if this occurs.

**\*We are here to have fun, not to waste time on misbehavior.**

The following signature page should be signed and returned with the camp registration form before a camper is fully registered and a space guaranteed for the 2017 summer season.



I, \_\_\_\_\_ have read the policies & procedures set in the 2017 Summer Camp Parent Handbook and agree to follow them.

Parent Signature Page \_\_\_\_\_ Date \_\_\_\_\_

Camper's Name(s) \_\_\_\_\_

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