



## **Summer Day Camp 2010**

***“We play outside....Do you?”***

### **Parent Information Guide**

**JOIN US FOR *PARENT INFORMATION NIGHT***

**May 26, 2010 – 6-7 PM**

**Warrensburg Community Center-  
445 E Gay St, Warrensburg, MO**

Thanks for enrolling your child in Summer Day Camp 2010. This is the 18th year that Warrensburg Parks & Recreation has offered this program. We hope that it will be a fun and memorable experience for your child.

We've highlighted the major points of our program in this handbook to help you understand our service. If you find that you need more information, please contact Lori Evans or Kim Nicas at 747-7178. Your questions and suggestions are always welcome.

### **What is SDC?**

**Summer Day Camp is for youth ages 5 – 12!**

***FUNtastic camp* ages 5-8, will experience exciting field trips, crafts, visitors, storytellers, themed activities, games and lots of FUN!**

***Adventure Camp*, ages 9-12 will have awesome field trips, cool crafts, challenging games, character building activities, guest speakers and themed weeks for nonstop FUN!**

## *Camp Dates*

*Sneak Peak Days are June 2, 3, 4*

Session I: June 7-June 18

Session II: June 21-July 2

Session III: July 5-July 16

Session IV: July 19-July 30

Session V- August 2-August 13

## *Fees & Payment*

\$20- Per Day-Sneak Peak Days

\$100- One Week Session

\$160- Two Week Session

\$700-Summer Special \*

\*includes all three sneak peak days

**Must pay in full at time of registration. Must sign up two weeks prior to session to be guaranteed a spot.**

(The Summer Special is exempt from normal refund policy—no refunds, transfers or credits)

## *Lunch Option*

The Warrensburg Senior Center offers lunches for \$30 per two week session. You may purchase lunch option for the two weeks within a session. We are not able to split up the lunch option. These can be purchased at the front desk of the Warrensburg Community Center, and must be prepaid.

## *Concession Cards*

We recommend that campers do not bring money to camp. We will sell SDC Concession Cards for the Nassif Aquatic Center for \$10. Cards will be kept with the staff, which will bring to the pool during swim time. Your child will then be able to access his/her card at this time. Cards will be returned to the staff person in charge, and kept until next use. Cards may be purchased at the front desk of the Community Center. No credits or refunds will be issued for unused punches.

## *Philosophy:*

Our program is designed to help the camper:

1. Increase social skills with peers and adults.
2. Encourage group participation and a sense of belonging.
3. Acquire new interests and hobbies.
4. Gain an appreciation for the outdoors.

5. Develop skills that enhance the use of leisure time.
6. Make new friends.
7. To improve health and fitness through physical activities and recreation, and to have fun!

## **Staff Qualifications**

All staff members are carefully selected by experience and work ethic. All staff members are interviewed, referenced checked, undergo a background check, and complete comprehensive training. They must be CPR/FA certified. All *Unit Leaders* are college level students, and are selected based upon their experience with children, their ability to work with others and enthusiasm. Unit Leaders in Training are older teens who help Unit leaders with their camper groups.

## **Camp Hours**

Camp begins each day at 8:30 a.m. and ends at 4:30 p.m. Extended camp hours are 7:00 a.m. - 5:30 p.m. (No extra fee!)

## **Where is Camp Held?**

Most camp activities take place at Grover Park. Campers should be dropped off each day at the WCC Gym. Pick up will be at Grover Park unless otherwise notified.

## **Drop Off/Pick Up Procedures**

**Drop off and Pick up:** Upon arriving at camp, we ask that you sign your child in with your initials and also when picking up your child.

Be prepared to show proper ID before we release your child. Only the names on the registration form are permitted to remove your child from our care. These are necessary safety precautions. Pick up procedure is as follows: Beginning at 4:30pm, or unless you've made other arrangements, you may pick up your child by entering the North Entrance of Grover Park. You will be given a sign with your child's name that must be placed in your front window for the first couple weeks of camp. We will then bring your child to you, along with the sign out sheet. Be prepared for delay in picking child up if before 4:30 p.m.

## **Late Fees**

There will be a late fee of \$1.00 for every minute your child is not picked up after 5:30. We will make every attempt to contact you, so an updated cell phone or work number should be on file with our directors. Your child may not return until this fee is paid.

## **T-shirts**

A camp T-shirt will be provided. Campers may wear their shirt anytime throughout camp; however, campers will be required to wear their camp shirt on field trip days. You may purchase additional shirts for \$10.00 per shirt. No replacements shirts will be available the day of a field trip.

## **Field Trips**

Campers are transported by a rental school bus on most field trips. Campers may also walk to close sites around Warrensburg. Parents will be notified in advance of all planned field trips. Regular discipline policy will apply to all field trips. Finalized field trip schedule will be available May 26 at the Parent Information Night.

## **Snacks/Lunches**

Campers will need to bring their own lunch and drink everyday. We suggest that lunches be brought in coolers since we are unable to provide refrigeration. Campers must bring a water bottle to have with them during the day. If your child does not bring a lunch, you will be notified by a staff member. If we can not reach you before lunch time, a replacement meal fee of \$5.00 will apply.

## **Be Informed**

A weekly newsletter will be sent out on Friday's at checkout time. This will include information regarding the following weeks. If you would prefer paperless newsletter updates, please send an email with "updates" in the title to:[levans@warrensburg-mo.com](mailto:levans@warrensburg-mo.com).

## **Swimming**

We will be swimming most days at the Nassif Aquatic Center. Please encourage your child to wear their swim suit under their clothing and include a towel, sunscreen and a properly labeled change of clothes.

If suits are worn to camp please do not forget to pack under garments to allow for a dry, comfortable rest of the day. Some items have a tendency to get lost, so please keep this in mind. \*Goggles will be allowed during swim time.

- A complete list of swimming pool rules and swim lesson times, are available.
- If you have any concerns about swimming, please consider signing your camper up for one of WPR's swim lesson opportunities. See Warrensburg Community Center Staff at the front desk for a complete list of swim lesson times.
- SDC staff will walk your camper to/from swim lessons at the NAC. Please provide a written note with instructions to your child's unit leader, or director.

### Camp Visits

If adult guests (18 or older) are interested in observing camp, please make arrangements with the camp staff. Unregistered children and child guests are not allowed to attend camp with the campers. If having lunch with your child, let us know when you drop off camper in the morning. We will then tell you where we will have lunch that day.

### *Policy of Illness and Communicable Disease*

If your child does not feel well have him/her tell their unit leader. The unit leader will then escort him/her to the directors who will then decide if the child should rest quietly for a short period of time or if a call should be placed to the child's parent/guardian.

Children who are ill with a contagious illness or fever may not attend the program. A temperature of 100.7 is considered a fever. If your child has a fever, or becomes ill while attending camp, we will call you. If your child is sent home with a fever he/she must be free of fever for at least 24 hours before returning to the program.

### *Injuries/Accidents*

Every effort will be made to notify the parent/guardian immediately in case of an emergency/injury. In the event that the parent cannot be contacted or arrive at the site in ample time, the child will be transported to the nearest hospital in an emergency situation. Should we need to reach you; the child will be kept in a calm environment until you arrive.

## **Medication**

All medication must be turned in to the Camp Director with a completed medicine form, provided by Warrensburg Parks and Recreation. The time, dosage and name of medication must be listed. A parent must sign this medication form. Medication must be in the original container, with the original label. Medications will be disbursed by the Camp Director or Assistant Director, and will be documented.

## **Discipline Procedures**

The staff of SDC 2010 will strive to not only provide fun and learning experiences, but to also stress respect for the environment and others. The following procedure will be followed when children misbehave or break camp rules. We reserve the right to bypass one or more steps in this process if a situation warrants. Please review the rules with your child and make sure they are understood. We believe that you as a parent/guardian will appreciate knowing of any problems that your child may experience. Warrensburg Parks and Recreation along with the Summer Day Camp program, Directors, Assistant Directors, and Recreation Coordinator, reserve the right to suspend or expel any camper from the program who poses serious or continual discipline problems, whether or not all of the steps in our discipline procedure have been completed. See Below.

- Minor Offenses: Disrespect of staff or participants, inappropriate behavior on the bus or on field trips, and breaking general program rules.

### **Consequences:**

- 1st Offense- Verbal warning followed by a note in file
  - 2nd Offense- Loss of morning or afternoon activities and notify parents.
  - 3rd Offense- Written notice to parent/guardian.
  - 4th Offense- Termination from program or session. This will be up to the director's discretion. No refunds will be given.
- 
- Serious Offenses: Endangering another person's well being, swearing or verbal abuse of staff or participants, stealing or destruction of property, General disregard for Unit Leaders, program and regulations. If we need to remove camper from program immediately, the parent will be notified.

## Consequences:

- 1st Offense- Written notice to parent/guardian regarding the problem.
- 2nd Offense- Removal from site, Camper will be with Director or assistant director, and parent/guardian will be notified to pick child-up.
- 3<sup>rd</sup> Offense- Termination from Program, or session. This will be up to the director's discretion. No refunds will be given.

## *General Rules of SDC 2*☺1☺ *Please review with your child:*

- \* Avoid all forms of horseplay including piggyback rides, pool dunking, wrestling and picking each other up.
- \* Sticks and rocks should not even be picked up!
- \* Campers are not allowed in the ABC Building without a staff person.
- \* Only staff and campers are permitted in program areas.
- \* Keep hands, feet to yourself - respect fellow campers.
- \* Profanity or negative talk will not be tolerated.
- \* Always show good sportsmanship.
- \* If you do not feel well, tell your unit leader.
- \* If there is a problem notify a staff member immediately.
- \* Respect, other campers, staff, equipment, facilities, and yourself.
- \* On the bus, remain seated; talk quietly and save food for later.
- \* Always pick up and put equipment away.
- \* Always ask permission from unit leader to use restroom or get a drink
- \* Campers should always be with their unit leader unless they have permission to be somewhere else.
- \* Stay in program areas with your group at all times.
- \* If a child consistently refuses to follow directions that apply to his or her safety, we will contact the parent immediately.
- \* Please do not bring makeup or hair spray to camp. These things need to be left at home.
- \* One camper allowed at a time in bathroom.

## *What to Wear/Bring*

1. Play clothes and tennis shoes are recommended.
2. Campers should apply sunscreen before the camp day. We will encourage camper to reapply as necessary. We are outside about 85% of the day.
3. Lunches, jackets, sunscreen and other personal items should be marked with the camper's name.

5. Children need to bring a towel and swimsuit on swim days. (We prefer child to wear swimsuit under clothes if possible.)
6. **IF YOUR CHILD WEARS GLASSES-** please make a plan with your camper for the safety of these glasses.
7. To maintain our proper staff/camper ratio, campers may not bring friends or family members to camp that are not enrolled in our program.
8. If your camper brings money for camp field trips or for snacks etc, we are not responsible if lost or stolen.

### **Lost and Found:**

Lost and Found: Due to limited space and cleanliness, lost and found will be cleared out frequently. Please check the lost and found everyday for any belongings your child/children may have misplaced. Staff members will not take time away from campers to search for lost items. The SDC Staff and Warrensburg Parks and Recreation assume no responsibility for the loss of personal property.

### **Donations**

Donations will be accepted throughout the summer. If you have games, crayons, paper, craft supplies, etc. that you would like to donate, please contact the camp directors.

### **For Your Taxes**

Warrensburg Parks & Recreation is not a licensed day care provider. Make sure you keep your receipt for your records. Our Federal ID number is 446000282. Please note: If at a later date, you need a re-print of your child's participation in SDC 2☺1☺---a fee may apply.

### **Insurance**

We make every effort to protect your child from injury. Unfortunately, accidents do happen. The Warrensburg Parks & Recreation Department does not carry medical or accident insurance for program participants.

The Department assumes no responsibility for injury or accidents occurring at programs, activities, special events, trips and outings, etc.

### **Refund Policy**

Refunds are given only if the program is canceled by the Parks & Recreation Department or under extraordinary circumstances for health. A doctor's note will be required. If you are not satisfied with the program and would like a refund, please contact Kim Nicas, Recreation Superintendent. Refund policy does not apply to Summer Special.

### **Questions & Phone Calls**

If you need to reach camp staff, call the Parks & Recreation office at 747-7178, or Lori Evans, Recreation Coordinator at 660-441-1501