

2020

WARRENSBURG PARKS & RECREATION

SUMMER DAY CAMP
**PARENT
HANDBOOK**

MAY 26 - AUGUST 21

WARRENSBURG COMMUNITY CENTER
445 E. GAY STREET
WARRENSBURG, MO 64093
660.747.7178
WWW.WARRENSBURG-MO.COM

WELCOME TO CAMP!

Thank you for giving Warrensburg Parks and Recreation the opportunity to be part of your child's summer vacation, through our 2020 Summer Day Camp.

This is the 28th year WPR 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. Questions and concerns are always welcome!

Alex Threlkeld

Recreation Supervisor - Programs & Events

alex.threlkeld@warrensburg-mo.com

660.262.4616

ABOUT OUR CAMP

Trail Blazers

K-2nd

Explorers

3rd-4th

Extreme

5th-7th

Grade is based on the 2020-2021 school year

Campers will experience exciting field trips, crafts, visitors, storytellers, themed activities, games, swimming, character building activities, guest speakers, themed weeks, and lots of FUN!

May 26 - August 21, 2020 | 6:30AM-6:00PM (see page 4)

F E E S

Weekly - Whole Summer _____

- By May 1st: \$1,050 - Summer Special
Includes Nassif Season Pass
Summer Special is exempt from normal refund policy, no refunds, transfers or credits.
- After May 1st: \$1,300
You may pre-pay or set up weekly payments of \$100/week.
- Pick Three Days: \$975
Whole summer or weekly payments of \$75.
- Summer School: \$300
June Only*
Pre-pay or set up weekly payments of \$75.

\$35 one time enrollment fee per child applied at registration
Dates you wish to attend camp must be submitted 7 days prior to arriving to camp. Any later must be approved by the camp director.

C O N C E S S I O N C A R D S

Campers are **not** allowed to bring money to camp. However, we do sell SDC Concession Cards for the Nassif Aquatic Center. Parents can load money onto the card. Cards will be kept with the staff and brought to the pool during swim time. Your child will then be able to access his/her card at the pool. Cards will be returned to the staff person in charge and kept until next use. Parents can purchase and reload cards at the WCC front desk. Parents are responsible for monitoring child's card limit. You can monitor your child's concession card payments by logging in to your WPR account, choose Account Activity - List your gift cards. *No credits or refunds will be issued for unused punches.*

PHILOSOPHY

Our program is designed to help the camper:

- Increase social skills with peers and adults
- Encourage group participation and a sense of belonging
- Acquire new interests and hobbies
- Gain an appreciation for the outdoors
- Develop skills that enhance the use of leisure time
- Make new friends
- To improve health and fitness through physical activities and recreation, and to have fun!

OUR AWESOME STAFF

All staff members are carefully selected by experience, attitude, and work ethic. All staff members are interviewed, referenced checked, undergo a background check, and a complete comprehensive training.

All staff are CPR and First Aid certified. All Unit Leaders are selected based upon experience with children, ability to work with others, and enthusiasm. Please see SDC bio's for more information on our staff!

CAMP HOURS

Camp begins each day at 9:00AM and ends at 4:00PM.

Extended camp hours are 6:30AM to 6:00PM - no extra fee!

Campers will be playing in the gym or arts & crafts room from 7:00-9:00AM as well as 4:00-6:00PM. A structured day of games, swimming, crafts, exercise and activities are from 9:00AM to 4:00PM.

Pick up time is between 4:30-6:00PM.

DAILY ADVENTURES

Most camp activities take place at the Warrensburg Community Center, Grover Park, Buford Field/Tennis Courts, and Nassif Aquatic Center.

Campers should be dropped off and picked up each day at the Warrensburg Community Center.

DROP OFF & PICK UP

Upon arriving at camp, we ask that you sign your child in with your initials as well as the time of drop off. We will be checking campers in at the WCC Gym.

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. Be prepared for delay in picking child up if before 4:00PM. If you are picking up your child before 4:00PM, you can go to the WCC front desk and let them know you need to pick up your child. The attendant will hand you an early check out pass. The pass needs to be handed to the counselors and then the child can be picked up for the day.

Beginning at 4:00PM you may pick up your child at the WCC gym, arts & crafts room, or meeting room 2. Campers will be in these different rooms, which will make pick up easier.

There will be a check out table where you will present your ID, initial your child out for the day, as well as the time of pick up. Please make sure you are signing your child in and out every day. Children can't be dropped off or picked up without being signed in and out first.

LATE FEES :(

There will be a late fee of \$1.00 for every minute your child is dropped off before 6:00AM or picked up after 6:00PM. 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.

SHIRTS

A camp shirt will be provided to all campers. 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 replacement 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. Please note the departure time - bus will leave at designated time! Regular discipline policy will apply.

LUNCHES & SNACKS

If WPR is approved for 2020 Summer Lunch Program, then we will be serving **free** lunches May 26th to August 21st through the Summer Food Service Program. Lunch and snack menus will be available at the front desk, check in, and check out table daily.

Campers may also bring their lunch. A sack lunch is recommended because there are no refrigerators to store lunches.

An afternoon snack will be served 3:30-4:00PM at the WCC. If campers are still hungry, parents are always welcome to pack them snacks for the day.

SWIMMING

Campers 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. Only spray sunscreen or a stick tube for their face will be applied by staff to campers.

A complete list of swimming pool rules are available on the WPR website.

If your child can not swim and must wear a life vest, please note this on their enrollment form.

If you have any concerns about swimming, please consider signing your camper up for one of WPR's swim lesson opportunities. See WCC front desk staff or 2020 Summer Activity Guide for a complete list of swim lesson times and sessions.

SDC staff will walk your camper to and from swim lessons at Nassif Aquatic Center.

VISITORS

If adult guests (18+) 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 then you drop off your camper in the morning.

POLICY OF ILLNESS & 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 director 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

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.

MEDICATION

All medication must be turned in to the Camp Director with a completed Medication Authorization 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 and will be documented.

BEHAVIOR POLICY

The staff of SDC 2020 will strive to not only provide fun learning experiences, but to also stress respect for the environment and others.

The rules and regulations are for the safety and well being of all campers. Attendance at SDC 2020 is considered a privilege. We expect that all discipline problems will be handled at home. We also expect full parental support when you are informed of a discipline problem. Parent and camper will sign a form that they understand this policy. Failure to abide will result in dismissal from the program. Our discipline procedures are:

Step 1: A verbal discussion is held between the child and staff person. The child will be asked for responses so there can be no mistake they understand the rule and what is acceptable behavior. (What did you do wrong? What should you do now?) At this point the child will be allowed to return to the activity.

Step 2: If the offense is repeated, the child will be placed in a designated area. This area is not a punitive place. It is simply a place for the child to sit for a short period and think about improving his/her behavior. The child is expected to sit quietly during this time. The situation will be noted by the Unit Leader.

Step 3: If the offense is repeated, the child will be escorted to the Camp Director. A Behavior Report form will be created. The child's name will be "highlighted" on the sign out sheet so parent/guardian picking the child up that day will know to check the child's files for discipline problems. (Staff have the option at this point to take away a Camp privilege to help with the process of modifying a behavior that is unacceptable. Example: taking away swimming privileges. Please keep in mind that activities such as swimming, field trips, etc. are considered a privilege and are for those children who follow rules.)

Step 4: If the problem continues, the child's parent/guardian will be notified for a conference.

BEHAVIOR POLICY CONTINUED

If the child is written up for a disciplinary action three times, the child will be suspended for a three-day period. (In certain circumstances a child may be suspended without notice due to negative behavior.)

If the child is then written up for any reason after suspension, the child will be expelled from SDC for the duration of the program. At the time of suspension the parent/guardian will sign a written statement which states in full the process leading up to the child's suspension. Refunds will **not** be issued for suspension or expulsion from camp.

*Any physical violence (hitting, biting, kicking) will not be tolerated and will result in an automatic write up for the child. Parent or guardian will be notified to pick up the child immediately. WPR reserves the right to handle serious incidents in a manner that will maintain a safe environment for all campers and staff.

WHAT TO BRING

- Play Clothes & Tennis Shoes
- Sunscreen - Spray or Stick only
- Personal Items - should be marked with the camper's name.
- Towel & Swimsuit for swim days
- If your child wears glasses, please make a plan for the safety of them.
- Friends or family members that are not enrolled, are not allowed.
- Campers are not allowed to bring money to camp.
- Water Bottle
- Backpack
- Snacks - if needed
- Goggles - if needed
- Medications - if needed
- Change of Clothes

BE INFORMED

A weekly newsletter and schedule will be sent out on Fridays at checkout time. This will include information regarding the upcoming week. If you would prefer paperless newsletter updates, please send an email with "SDC Updates" in the subject line to:

alex.threlkeld@warrensburg-mo.com

LOST & FOUND

Due to limited space and cleanliness, lost and found will be cleared out monthly. Please check the lost and found every day for any belongings your child may have misplaced. Staff members will not take time away from campers to search for lost items. The SDC staff and WPR assume no responsibility for the loss of personal property.* Lost and found table will be at check in/check out table daily.

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 coordinator.

FOR YOUR TAXES

WPR 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 2020, just ask the WCC front desk.

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 & 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.

Please contact Alex Threlkeld, Recreation Supervisor at alex.threlkeld@warrensburg-mo.com for more information. Refund policy does not apply to Summer Special.

SDC RULES 2020

- Personal items such as phones, DS games, etc. are not allowed.
- Avoid all forms of horseplay including piggy back rides, pool dunking, wrestling and picking each other up.
- Sticks and rocks should not be picked up.
- Keep hands and feet to yourself.
- Respect fellow campers.
- Profanity or negative talk will not be tolerated.
- Always show good sportsmanship.
- Stay in program areas with your group at all times.
- If you do not feel well, tell your unit leader.
- If there is a problem notify a staff member immediately. We can't fix something unless we know about it.
- Respect other campers, staff, equipment, facilities and yourself.
- on the bus remain seated, talk quietly and save food for later.
- 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 elsewhere.