



# SUMMER DAY CAMP PARENT HANDBOOK 2019

## ATTENTION: PARENTS & GUARDIANS

Please make yourself familiar with the cancellation policy when you are registering for the Summer Day Camp with Branson Parks and Recreation. This policy is printed on the second page and all cancellations must be submitted in writing to the front desk or emailed to [bransonparksinfo@bransonmo.gov](mailto:bransonparksinfo@bransonmo.gov).

Sign Up For Remind 101 Text Alerts to receive updates, reminders or changes by texting 81010 with the code **@bprycamp**.



Welcome and thank you for registering for Branson Parks and Recreation Summer Day Camp. This handbook will ensure a successful experience for you and your child(ren). Should you still have questions after reviewing this information, please contact Sarah Marsh at (417) 335-2368.

### Hours of Operation

- Camp doors are open from 7:00AM to 6:00PM
- Day Camp activity hours are from 8:30AM to 4:30PM
- Camp will be held Monday—Friday

### Registration Forms

After receiving a parent handbook, parents will be required to fill out the following forms:

- **Pick Up Authorization Form With Valid Driver's License #**
- Health/Medication Form
- Summer Day Camp Behavior Agreement and Anti Bully Policy

Forms will be available at the front desk, via email, online or at camp check-in.

**All forms listed above should be turned in before the first day your child attends camp.**

Confidential forms will be kept by the Day Camp Director at the RecPlex. Emergency contact information will be taken on all field trips by the Day Camp Director/Assistant Director.

### Medication Policy

Day Camp Medication

- Both parent and staff signatures are required to verify amount of medicine given to staff.
- A chart will be used to record administration of medicine.
- Emergency medical devices must be given to the Director and will be carried by the lead counselor of your child's group at all times. Devices may NOT be left in lunch boxes, back packs, or with staff.
- A new form is required for each additional/new medication.
- At least one dose of new medicine must be given to a camper at home 24 hours prior to attending camp.
- If medication is taken at home, please make the summer day camp staff aware so we can plan the administration of medicine accordingly.

All medications and/or emergency medical devices are:

- Supervised by Camp Director or designee.
- Given to staff in original container with proper label.
- Accompanied by instructions and side effects.
- Stored in a locked storage box during program hours (except those requiring refrigeration or emergency medical devices).
- Destroyed according to state law if leftover after the program and not picked up by parents.

Caregivers for medical purposes may attend camp as space allows. If attending field trips, family must purchase admission to the facility we are attending for the caregiver.

### How and when do I pay my balance?

- **FULL PAYMENT**—Select the Day Camp Sessions that your child will be attending and pay with cash, personal check, or credit card for the full amount. By paying the full amount for 10 weeks of camp in advance, you will receive 1 week free.
  - **SESSIONS HELD WITH CREDIT CARD**—Select the Day Camp sessions that your child will be attending and pay for the first week of camp. Complete a credit card authorization form with your credit card information on file (secured in our registration program). The card will be charged for the upcoming week if alternate payment (cash or check) or new card information has not been received by Wednesday, 8:00PM.
- ⇒ **It is your responsibility to provide us with a valid card to be charged each week.**
- ⇒ **All credit card information must be supplied in person, with card in hand. NO EXCEPTIONS.** If, for any reason, your card is declined or deemed invalid on Thursday, we will call and request an alternate method of payment. The alternate payment must be received by 12:00PM on Friday. If payment is not presented by that time, your child will not be allowed to attend camp the following week.

### Withdrawal & Refund Policy

Camp registration fees assist us in offsetting the cost of planning and scheduling programs and trips. To assist us in providing the best camp experience possible, any cancellations and/or refunds will need to be requested in a timely manner. **All refund requests must be made in writing at the Branson RecPlex front desk or emailed to [bransonparksinfo@bransonmo.gov](mailto:bransonparksinfo@bransonmo.gov). No verbal cancellations will be approved without documentation.** To receive a refund, requests must be made **no later than 8:00PM on the Wednesday before the requested week.** If requests are not made by this time, no refunds will be considered. No refunds or credits will be given in the event a camper is suspended or expelled from the camp program

### Head Lice Policy

Branson Parks and Recreation has adopted a "No Nit" Policy. If live lice bugs and/or nits (eggs) are detected, the child's parents/guardians will be contacted and the child will have to be picked up immediately. We will then check all children in the camp and make any appropriate phone calls. A Treatment Verification Form will be sent home and is to be signed by a parent/guardian and returned to camp to verify that treatment has been done. They will be able to return to camp the next day after treatment and a recheck is done to verify that the live lice and nits are gone. The parent/guardian who is dropping off will have to remain at camp until the recheck is done. Periodic rechecks will be done to verify that infestation did not reoccur. No refund will be given in the event a camper misses camp due to head lice.

### Sign In/Sign Out Policy

- Campers must be signed in and out each day by parent or other authorized person at the front desk of the RecPlex.
- Campers may **not be dropped off at or picked up from field trip locations.**
- At pick up, only those individuals listed on the **authorized pick up list** will be able to pick up their camper.
- All authorized persons will be **required to show photo ID** at pick up.
- Campers are not allowed to sign themselves in or out, regardless of age.

### Late Pickup Fee Policy

- Campers must be picked up by 6:00PM.
- If a camper is picked up after 6:00PM, a late fee of \$15/child for every 15 minutes will be added.
- The first late charge will occur at 6:01PM.

### Lunch and Snacks

- Campers must bring their own non-perishable lunch and drink. There is no access to refrigeration or cooking.
- Lunches should be clearly marked with camper's name.
- Water will be provided throughout the day.
- An afternoon snack will be provided each day.
- On days that campers are at the RecPlex, they will be able to purchase concession items for the afternoon snack, if preferred. Concessions will not be available for lunch.
- On field trip days, it is recommended that you send a water bottle labeled with the camper's name.

### Campers' Attire

- Dress your camper according to the day's activities and weather.
- Closed-toe shoes are required; sandals are not permitted (other than at the pool).
- Campers must wear the BPR issued t-shirt on all field trips.

### Electronics Policy

- Electronics such as cell phones, game systems and mp3 players are not allowed at camp.
- If seen the device will be turned into the Day Camp Director for safe keeping until pick up at which point it may be picked up by parent.
- Branson Parks and Recreation is not responsible for lost or stolen electronics.

### Conduct and Discipline

Branson Parks and Recreation is committed to providing a safe, positive, and respectful environment for everyone. Participants and parents are expected to follow the Rules for Play and Code of Conduct, as well as all applicable BPR Rules and Regulations to ensure a positive experience for all. We take a constructive approach to discipline and our staff regularly reviews rules with participants. Please immediately report to staff any uncomfortable or threatening situations your child(ren) experiences while participating in our Day Camp. The Department makes every effort to promptly resolve any inappropriate behavior and will resolve the conflict in a feasible manner.

### Code of Conduct

#### ***Participants, parents, staff, and volunteers are expected to:***

1. Be respectful, courteous, and considerate of others at all times.
2. Communicate in an appropriate manner. Refrain from using abusive, foul language/gestures, harsh words, yelling, or harassing others.
3. Be responsible for their actions and understand that irresponsible behavior will result in disciplinary action.
4. Refrain from deliberately causing harm to oneself or others.
5. Never jeopardize the health and safety of others.
6. Be respectful of the property of others and the property of Branson Parks and any field trip locations.

#### **As a participant, I will:**

1. Follow the program's Code of Conduct.
2. Follow directions and cooperate with staff.
3. Be nice and not bully, tease, pick on, kick, bite, hit, or fight with others. I will show respect to all others.
4. Use program equipment, supplies, and facilities in a safe and respectful manner.

#### **Please refer to and initial the Summer Day Camp Behavior Agreement and Anti Bully Policy form.**

### Disciplinary Actions

Disciplinary actions for participants may include

- 1st offense: Verbal Warning
- 2nd offense: Time Out/Loss of Privilege
- 3rd offense: Parent Phone Call

Any offense that occurs after the third will result in the Camp Director or Assistant Director contacting the parent or guardian and the participant must be picked up immediately. This can also result in the participant being permanently suspended from camp for the remainder of the program.

Disciplinary forms will be filled out and communicated with the parents at pick up. Cumulative disciplinary action can be taken for those who have repeated behavior issues.

## Safety

- Camp staff members are trained in hands only CPR and AED use.
- We will notify you should your child become sick or injured. If you are unavailable, we will notify the individual listed as the emergency contact on the Pick Up Authorization Form.
- A note of Injury/Illness/Incident Report Form will be sent home each time First Aid is given to your child and will require a parent signature.

## Transportation

- Branson Parks and Recreation does not provide transportation to or from camp.
- Field trips are taken in school buses.
- Staff is not permitted to transport campers in their personal vehicles.
- Only registered participants are allowed to ride buses.
- Campers are not permitted to be dropped off at or picked up from field trip locations.

## Field Trips

- Field trips will be taken 2 times a week, per group, as well as a "Day at the Park" field trip on Fridays.
- Departure time for field trips will be communicated in advance and noted on the field trip calendar. Please make sure that campers are dropped off, checked in and wearing their field trip shirt at the RecPlex **prior to departure time** to avoid missing the field trip and camp for the day.
- Field trip return time will typically be 4:00PM, or earlier, unless otherwise noted on the calendar.
- Parents will be notified with any planned deviations from that schedule.
- All field trips and activities will be age appropriate with staff supervision.
- Field trips are subject to change due to weather or any other unforeseen circumstances.

## Swimming Pool Rules

- Campers must wear bathing suits, no cut-offs.
- Campers must bring their own towel.
- Running, pushing, dunking, and/or horseplay are not permitted.
- No diving is allowed off of the side of the pool.
- No flotation devices (other than coast guard approved life jackets), masks, or snorkels are allowed in the pool.
- Lifeguards will require a swim test before campers are allowed in certain areas of the pool.
- A buddy system will be established for campers' safety.
- Campers must obey all posted rules at any pools.

## Sunscreen Policy

Appropriate sunscreen use is important to prevent skin damage and skin cancer. Campers will be outside everyday that they attend Day Camp.

- Campers are required to have sunscreen with them each day at camp.
- Counselors and other staff are not responsible to hold sunscreen.
- If your child will need assistance in the application of sunscreen, they must have SPRAY sunscreen. They may also have the stick variety for the face. Counselors and other staff will not be permitted to assist with the application of any lotion type sunscreen.

## Money Brought to Camp

Branson Parks and Recreation understands that parents/guardians may send cash with campers for snacks and field trip items. We cannot be responsible for any money that is lost or misplaced during camp hours. The Day Camp Director or Assistant Director will have a bank that can be used to keep money for campers to use for concessions. If you send money with your camper, please limit the amount to **\$10** and have it appropriately **labeled with your child's first and last name** and should be brought in a sealed envelope.

## Lost and Found

Campers are responsible for their own belongings. Please put your child's name on everything that they bring to camp. Lost and found items will be kept by Day Camp staff during the week. Any remaining items will be turned in to the front desk at the end of each week's session. All lost and found items will be subject to the Department's lost and found policy. We strongly encourage campers do not bring anything of value to camp.

## Parent Cooperation

Parents will be provided with a calendar prior to the start of camp. They will also be provided with information via flyers and signage throughout Summer Camp. Communication is extremely important for a successful experience for all. Please do not hesitate to contact the Day Camp Director with any questions or concerns. Your feedback is very important to us. We also ask that you adhere to all policies and procedures contained within this manual. Thank you for your assistance in making this a great summer experience for the kids!

# Pick Up Authorization Form

Child's Name: \_\_\_\_\_ Gender: Male Female Age: \_\_\_\_\_  
Birthdate (MM/DD/YYYY) : \_\_\_\_\_ Has your child completed Kindergarten? Yes No  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Authorized To Pick Up

Mother/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Valid Driver's License # \_\_\_\_\_

## Authorized To Pick Up

Father/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Valid Driver's License # \_\_\_\_\_

## Non-Parent/Guardian Authorized To Pick up

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_ Valid Driver's License # \_\_\_\_\_

## Non-Parent/Guardian Authorized To Pick up

Contact's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_ Valid Driver's License # \_\_\_\_\_

## Non-Parent/Guardian Authorized To Pick up

Contact's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_ Valid Driver's License # \_\_\_\_\_

Only those listed above, with all required information, will be authorized to pick up a child/camper. Those listed are also asked to show their valid driver's license when picking up the camper. No camper will be allowed to leave the Summer Day Camp unless proper identification of an authorized person is shown. If there is an emergency, and an authorized person is not able to pick up the camper, please call the RecPlex and provide all the information necessary to the Day Camp Director or Parks Assistant Director.

**I am the parent/legal guardian of the above named minor. I hereby waive, release and forever discharge all claims against the City of Branson, it's employees, volunteers, commissioners or agents for damages and/or injuries that may arise from participation in the above named program. I hereby authorize any duly licensed physician, emergency medical technician or medical facility to treat the above named minor for injuries that may be received while participating in the program. I also understand that my child's photo may be used to document or market this program.**

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

# Summer Day Camp Medication Form

- Medication must accompany the child in original container and be turned into Camp Director.
- For medication to be administered the child must see the Camp Director or designee.
- Medication is NOT to be kept in lunchboxes or backpacks or with your child.
- A new form must be filled out for each additional medication.

I hereby grant permission to the Day Camp Director or designee to assist in the administration of the following medication to my child:

Name of Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Treatment Of: \_\_\_\_\_

Administration Time: \_\_\_\_\_ Physician Name: \_\_\_\_\_

Number: \_\_\_\_\_

Amount given to Staff: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

### WAIVER TO ADMINISTER MEDICATION

The undersigned recognizes that the Branson Parks and Recreation Day Camp staff member, who will be responsible for ensuring the above medication, is not a pharmacist and accepts full responsibility for ensuring the above medication and further acknowledges that neither such a person or the City of Branson shall have any responsibility or liability arising from the above listed child taking medication in accordance with the instructions on the label. The undersigned also authorizes a Branson Parks and Recreation Day Camp staff member to administer the medication listed above.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday
Dose:	Dose:	Dose:	Dose:	Dose:
Time:	Time:	Time:	Time:	Time:
Initials:	Initials:	Initials:	Initials:	Initials:
Dose:	Dose:	Dose:	Dose:	Dose:
Time:	Time:	Time:	Time:	Time:
Initials:	Initials:	Initials:	Initials:	Initials:
Dose:	Dose:	Dose:	Dose:	Dose:
Time:	Time:	Time:	Time:	Time:
Initials:	Initials:	Initials:	Initials:	Initials:
Dose:	Dose:	Dose:	Dose:	Dose:
Time:	Time:	Time:	Time:	Time:
Initials:	Initials:	Initials:	Initials:	Initials:



## Day Camp Cancellation Form 2019

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Cancellation Dates: \_\_\_\_\_ to \_\_\_\_\_ Week \_\_\_\_\_

Parents Name: \_\_\_\_\_

Parents Signature: \_\_\_\_\_

*\*\*This form must be turned into the front desk, **NOT** to Camp staff.*

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Office Use only: \_\_\_\_\_  
Staff Member \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_



## Day Camp Cancellation Form 2019

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Cancellation Dates: \_\_\_\_\_ to \_\_\_\_\_ Week \_\_\_\_\_

Parents Name: \_\_\_\_\_

Parents Signature: \_\_\_\_\_

*\*\*This form must be turned into the front desk, **NOT** to Camp staff.*

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Office Use only: \_\_\_\_\_  
Staff Member \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

BRANSON SUMMER DAY CAMP  
INJURY & INCIDENT REPORT

Staff Name \_\_\_\_\_ Title \_\_\_\_\_ Department \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Name of Injured Person(s) \_\_\_\_\_

Nature of Injury/Incident (Give full details) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Injury/Incident (Be specific: example Branson RecPlex, #1 baseball field) \_\_\_\_\_

\_\_\_\_\_

Property Damage \_\_\_\_\_

Physical Injury \_\_\_\_\_

Other Remarks \_\_\_\_\_

Parent(s) Contacted?    YES    NO    Response from parent: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_

Camp Counselor/ Witness Signature: \_\_\_\_\_

Camp Director Signature: \_\_\_\_\_

Copy sent to Cindy Shook? YES    NO    Received: \_\_\_\_\_



# Branson Parks and Recreation

Your child has committed an infraction of our Disciplinary Policy. We need your help in solving this problem.

Please discuss this incident with you child so that it will not happen again.

<input type="checkbox"/> Disrespecting staff	<input type="checkbox"/> Fighting/Violent behavior
<input type="checkbox"/> Defiance of rules	<input type="checkbox"/> Unsociable language
<input type="checkbox"/> Disrupting activities	<input type="checkbox"/> Argumentative
<input type="checkbox"/> Picking on other children	<input type="checkbox"/> Damage to property

**1st Offense:** Camp Director or Assistant Director talks to participant about behavior and discusses appropriate behavior. Parent/Guardian is notified at pick up.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Counselor: \_\_\_\_\_

Details of offense: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2nd Offense:** Camp Director or Assistant Director talks to participant and discusses appropriate behavior. This may also result in a loss of privilege (pool time, field trip, etc.) Parent/Guardian is notified and parent meeting is required. A refund will not be issued if the participant cannot attend an field trip.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Counselor: \_\_\_\_\_

Details of offense: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3rd Offense:** Camp Director or Assistant Director takes appropriate disciplinary action. Parent/Guardian is notified via phone call and parent meeting is required. Depending on offense, temporary suspension is possible and the participant **will not be allowed** to attend the next scheduled field trip.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Counselor: \_\_\_\_\_

Details of offense: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Camp Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Any offense that occurs after the third will result in the Camp Director or Assistant Director contacting the parent or guardian and the participant must be picked up immediately. This can also result in the participant being permanently suspended from camp for the remainder of the program.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Counselor: \_\_\_\_\_

Details of offense: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Camp Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks and Recreation Director/Assistant Director: \_\_\_\_\_ Date: \_\_\_\_\_

**CHILD'S NAME:**

# DOCUMENTATION FOR SEVERE BEHAVIOR

Site: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Severe behavior exhibited:

\_\_\_\_ Intentional cause physical harm to self or others

Specific behavior demonstrated:

\_\_\_\_ Self-abusive behavior: \_\_\_\_\_

\_\_\_\_ Physical aggression: \_\_\_\_\_

\_\_\_\_ Toward staff

\_\_\_\_ Toward another child

\_\_\_\_ Intentional destruction of property

\_\_\_\_ Leaving a supervised area without permission

\_\_\_\_ Uncooperative behavior

\_\_\_\_ Toward staff

\_\_\_\_ Toward another child

Activity taking place: \_\_\_\_\_

\_\_\_\_\_

Description of behavior in detail: \_\_\_\_\_

\_\_\_\_\_

Staff intervention/response: \_\_\_\_\_

\_\_\_\_\_

Child's reaction after incident: \_\_\_\_\_

\_\_\_\_\_

Counselor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Director's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## Branson Parks and Recreation

### Summer Day Camp Behavior Agreement and Anti Bully Policy

The Branson Parks and Recreation Summer Day Camp is committed to a safe and civil environment for all of our campers as well as staff, free from harassment, intimidation or bullying of any kind. "Harassment, intimidation or bullying" includes but is not limited to any intentional written, verbal or physical act.

Examples include but are not limited to:

- Physically harming a camper/staff member or intentionally damaging any belongings or property
- Has the effect of substantially interfering with a camper's or staff member's duties
- Severe, persistent, or pervasive behaviors that create an intimidating or threatening camp environment
- Has the effect of substantially disrupting the daily operation of camp

Bullying or harassment of any kind is **not tolerated** for any reason including race, sex, or other characteristics both physical or emotional.

Harassment, intimidation or bullying can take many forms including but not limited to: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act willfully rather than the impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not disrupt the safe environment we strive to maintain. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other policies, rules, or regulations.

Counseling, corrective discipline as stated in the discipline policy, and conference with parent/guardian will be used to change the undesired behavior and remediate the impact on the victim. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy and will not be tolerated.

The Branson Parks and Recreation Summer Day Camp Director and/or Assistant Director is authorized to direct and implement the procedures addressing the elements of this policy, and will do so fairly, consistent and timely with the knowledge and actions brought to their attention.

**Parents:** Please take a moment to review the following agreement with your camper. Signify that you both understand and agree to each statement by initialing the box. This form must be returned with the camp registration and payment in order to be processed.

\_\_\_\_\_ I will arrive and remain at camp with a positive attitude, open to meeting new people and trying new activities.

\_\_\_\_\_ I will work with my counselors and fellow campers towards creating an environment that is safe and welcoming for all of us.

\_\_\_\_\_ I understand that doing intentional harm or bullying another camper, either physically or emotionally is grounds for dismissal from camp.

\_\_\_\_\_ I understand that although I am encouraged to solve some conflicts on my own, the counselors are always available to listen and assist if there any problems. I understand that my counselors and staff need and want to help but can only do so if I am willing to share any concerns that I have with them.

\_\_\_\_\_ I will remain with my counselor at all times and partake in the activities with my group as required.

\_\_\_\_\_ I will use appropriate language at all times and understand that the use of excessive, deliberate, profane language and bullying will not be tolerated.

\_\_\_\_\_ I will leave my cell phone and other electronic devices at home. I understand that if there is an emergency the camp staff will be happy to allow me to use the phone and will pass on any urgent messages from home.

\_\_\_\_\_ I will be respectful of the property and personal space of other campers and camp staff.

\_\_\_\_\_ I will not possess smoking materials, lighters, matches, illegal drugs, alcohol or weapons of any kind on RecPlex property including any field trips and other special venues.

The Branson Parks and Recreation Summer Day Camp operates on a three-strike policy. The first infraction of the behavior management will result in the Camp Director or Assistant Director talking with the participant about behavior and discusses appropriate behavior. Parent/Guardian will be notified at pick up. The second infraction will result in the Camp Director or Assistant Director talking to the participant and discusses appropriate behavior. This may also result in a loss of privilege (pool time, field trip, etc.) Parent/Guardian is notified and parent meeting is required. A refund will not be issued if the participant cannot attend a field trip. A third infraction will result in the Camp Director or Assistant Director takes appropriate disciplinary action. Parent/Guardian is notified via phone call and parent meeting is required. Depending on the offense, temporary suspension is possible and the participant will not be allowed to attend the next scheduled field trip. Any offense that occurs after the third will result in the Camp Director or Assistant Director contacting the parent or guardian and the participant must be picked up immediately. This can also result in the participant being permanently suspended from camp for the remainder of the program.

A zero tolerance policy is enforced in regards to physical aggression. Any camper who commits an act of physical aggression against another camper, staff member, or anyone else will be removed from camp immediately. As a parent, you will be responsible for picking your camper up within one hour of the decision to dismiss your child from camp, this is to include any field trips. Anyone who comes to pick up your camper will have to be on the authorized pick up list and present a valid ID or the camper will not be released to them. Depending on the severity, your child may not be able to return to camp for the remainder of the camp program and no refund will be given.

**Refunds are not given for any camper who is sent home/removed from the program for disciplinary reasons.**

By signing below, I am stating that I have read and agree to abide by, all policies contained with the anti-bullying policy and behavior agreement. Furthermore, I certify that I have discussed all the policies, and their meanings and consequences, with my child(ren).

Camper Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_