

Let's go  
on an

ADVENTURE

## SUMMER DAY CAMP PARENT HANDBOOK 2017

### 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.

Sign Up For Remind 101 Text Alerts to receive updates, reminders or changes by texting 81010 with the code **@ycamp2017**.

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 the Parks and Recreation offices at (417) 335-2368.

### Hours of Operation

- Day Camp activity hours are from 9:00AM to 4:00PM
- Camp doors are open from 7:00AM to 6:00PM
- Camp will be Monday—Friday

### Required Forms Process

During registration, parents will be required to fill out the following forms:

- Registration Form
- Pick Up Authorization Form With Valid Driver's License #
- Credit Card/Authorized Payment Form
- Health/Medication Form

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

### Medication Policy

Day Camp Medication Chart

- Both parent and staff signatures are required to verify amount of medicine given to staff.
- 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.
- New forms are required for each additional/new medication.
- If medication is taken at home, please indicate on the medication form.

All medications and/or emergency medical devices are:

- Administered by Camp Director or designee.
- Given to staff in original container with proper label.
- Accompanied by instructions and side effects.
- At least one dose of new medicine must be given to a camper at home 24 hours prior to attending camp.
- Store in 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.

### 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.
  - **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, 6:00PM.
- ⇒ **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 PM 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

Registration fees offset the cost of planning and scheduling programs and trips. Refunds will be handled in the following manner:

- All refund requests must be made in writing at the RecPlex front desk. No verbal cancellations will be approved.
- **FULL REFUND—Requires a 10 business day advance notice (by 6:00 PM Monday).**
- **50% REFUND— Requires a 5 business day advance notice (by 6:00 PM Monday).**
- No refunds will be issued if the request is less than a 5 business day notice (after 6:00PM Monday).
- No refunds or credit will be given for absences due to vacation or illness.
- 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. 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. We will then check all children in the camp and make any appropriate phone calls. They will be able to return to camp the next day, after treatment and a recheck is done and it is verified 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.

### Sign In/Sign Out Policy

- Campers must be signed in and out each day by parent or other authorized person at 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, 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, leave valuables at home.

### 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 you or your child(ren) may experience while participating in our Day Camp. The Department makes every effort to promptly resolve any inappropriate behavior.

### Rules for Play

- Be a good listener
- Be a good sport
- Be attentive
- Be friendly & respectful
- Be on time
- Leave valuables at home
- Make new friends
- Respect the property of others

### 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 and Rules for Play.
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.

### Disciplinary Actions

Disciplinary actions for participants may include

- 1st offense: Verbal Warning
- 2nd offense: Time Out/Loss of Privilege
- 3rd offense: Parent Phone Call
- 4th offense: Remainder of day suspension

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 CPR and First Aid.
- 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 Participant Profile.
- 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**

- BPR 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 on Wednesdays and Fridays unless otherwise noted on the calendar.
- Departure time for field trips will be 9:00AM unless otherwise noted on the calendar. Please make sure that campers are dropped off and checked in 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 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.

### **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 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.

### **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 that 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 you 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!



## Day Camp Cancellation Form 2017

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 2017

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 \_\_\_\_\_