



2024 CAMP O PARENT INFORMATION PACKET

Welcome to the Olivette Parks & Recreation Department Summer Camp! We strive to provide a healthy recreation experience in a positive environment for children to have fun while developing social skills and emotional maturity. With home base inside the Community Center, this adventure day camp features 2-3 age-specific camp divisions (varies by activity), each with their own classroom. Each week's activities are structured around a theme and include music, sports, arts & crafts, creative dramatics, science play, cooking, non-directed play, and one weekly field trip.

The camp fee includes all materials, daily snack, camp t-shirt, field trip, and swim fees and chartered school bus transportation.

Campers wear closed toe-shoes and bring a hat, water bottle, and sack lunch each day.

Camp Dates/Times and Locations:

DATES:	Monday, June 10 th to Friday, August 2 nd , 2024 <i>No Camp on Wednesday, Jun 19</i> <i>No Camp on the 4th of July</i>
CAMP HOURS:	8:00am to 3:00pm Daily
LATE HOURS:	3:00-5:30pm Daily
LOCATION:	Hillcrest School 9777 Grandview Dr Olivette, MO 63132

Session Dates:

Week 1: June 10 - June 14

Week 2: June 17 - June 21 *No Camp Wednesday, June 19th

Week 3: June 24 - June 28

Week 4: July 1 - July 5 * No Camp Thursday, July 4th

Week 5: July 8 – July 12

Week 6: July 15 – July 19

Week 7: July 22 – July 26

Week 8: July 29 – August 2 (This week will be at Five Oaks on Warson(1200 N Warson Rd))

Camp Payments

Camp Cost is \$179 per week for member/residents and \$205 for all others. Each camp week must be paid at the time of registration.

Registration

- Due to planning and staffing purposes, registration closes when camp is full or at **12pm the Wednesday** prior to the camp session beginning. No exceptions will be made to this deadline. Please plan accordingly for registration.
- ALL camps require pre-registration.
- You can register in person at Five Oaks on Warson during normal business hours or online at www.olivetteparksandrec.com
- All fees are required at the time of registration. We will not hold spots for anyone or use a billing system.
- Cash, check, Visa and MasterCard are accepted.

Refund Policy:

No refunds. Except in extenuating/medical circumstances. Please contact jvogt@olivette.com for questions.

Fee Waiver Program

To qualify for a scholarship, you must verify Olivette residency with a current utility bill AND provide a copy of the free or reduced lunch approval letter from your school district, prior to registration. Following approval, a coupon code will be provided for registration. For more information, please call or email Jill Vogt at jvogt@olivette.com or 314.994.2405

- USDA's Reduced Lunch (25% Off Total for single child registration)
- USDA's Free Lunch (50% Off Total for single child registration)

Sibling Discount:

To qualify for the 10% sibling discount, two or more children from the same family must be enrolled in camp. Discount is applied to second, third and subsequent siblings. Contact Jill Vogt for the code to apply at check out.

Two Children Enrolled:

Older Sibling: Paid in Full
Youngest Sibling: 10% Discount

Three Children Enrolled:

Older Sibling: Paid in Full
Younger Sibling: 10% Discount
Youngest Sibling: 10% Discount

Wait-list

Waitlist enrollments start once the session has reached its max number of enrollments. When registering the only available offering for that session will be for the waitlist. When a spot on the main roster opens, the following process occurs:

- A phone call is made to the first person registered on the waitlist.
- If the call is unanswered a voicemail will be left stating that there is an available spot on the main roster and there is a one hour time frame to return call before the next person on the waitlist is called to fill the open spot.
- Should the voicemail inbox be full, we will move on to the next person on the waitlist.
- Process will continue until vacant spot is filled.
- Payment must be made before name is added to the roster.

The Olivette Parks and Recreation office will call waitlisted campers when a spot is available. Calls to fill roster from waitlist will happen as quickly as spots become available.

Tax EIN Number:

43-6002646

All receipts for all transactions can be found on your perfect mind (or Xplor Recreation) account. If you have any trouble finding these receipts you can email or call Jill Vogt (jvogt@olivettemo.com or 314.994.2405).

Sign-in and Sign-out: May be subject to change

If you are unable to pick your child up, please let us know exactly who is picking up your child. That person must be listed on your child's Pick-Up Authorization so that we can make sure they leave with an authorized person.

The check-in and out procedures are as follows:

- Campers should not be dropped off before 7:50am in the morning. Campers must be picked up at 3:00pm. If a child is not picked up by 3:00pm **the late fee is \$1 for every minute late.**
- **If camper walks/bikes to and from camp, a signed authorization form is required. Forms are available in the office, or an email from a parent will also be accepted**
- When dropping off/picking up your child off, please stay in the car until the drop location.
- Campers will only be released to someone on the authorization list.
- Be aware that staff will ask to see your I.D to confirm that you are on the approved Pick-Up Authorization form.
- Late Care: Campers should be picked up no later than 5:30pm. If a camper is not picked up by 5:30 pm there will be a late fee of **\$1 for every minute late.** (Additional fee required)
- **Please be on time!!!**

Dress & Lunch:

Campers should wear cool comfortable clothing since many activities will be outside. Shorts, shirts, socks and shoes are ideal. Please **do not send campers in sandals**, this is for safety reasons. Campers must bring their own lunch from home each day - sandwiches, fruits, and cookies are ideal. Names should be written on bags. No refrigeration will be provided. The Camp will provide unlimited ice water. Campers must supply all other drinks. Bring **reusable** water bottles. Cups will not be provided. **THIS IS A NUT FREE FACILITY. No peanut or tree nuts permitted.**

Medication:

The policy of the City of Olivette and Recreation Department is not to administer any medication to participants in any of its programs. However, if you feel as though your child will require medication during camp, please inform the Recreation Coordinator to discuss the procedures which must be followed. Upon approval by the Recreation Coordinator, all medications, both prescription and over-the-counter, must be given to the Camp Director by the parent/guardian (Exceptions: campers may hold onto their Inhaler and/or Epi Pen), in the original packaging. All medication will be logged and stored in a safe location. Staff will administer the medication to the participant per the physician's specifications submitted with the medication. Because the administration of medication requires extra staff time and safety considerations, parents should check with their health care provider to see if the dosage schedule can be arranged that does not involve the hours the child is at camp or a program.

Money and Personal Items:

Since campers move from place to place constantly, they are not allowed to bring personal toys or other items not required for an activity at camp. Camp staff is not responsible for camper's personal items. Campers should not bring more than \$10.00 with them to camp for a drink and snack during field trips. Many factors may prevent campers from purchasing items from snack bars on field trips. Vending

machines are not available in Hillcrest School

Visitors/Guests:

Visitors and/or guests are **NOT** permitted at camp. **No exceptions.** Anyone coming in during camp hours (8am to 3pm) must report in with the Recreation Coordinator.

Phones and Electronics:

Phones and all other electronic devices should be kept away during camp. If out when not permitted, they will be taken away and given to the parent at the end of the camp day. Camp days are fully programmed with outdoor games, activities, crafts, and trips. We have a phone on site for emergencies. If you need to get in contact with your camper, please contact the parks and recreation office at 314.991.1249.

Absences or Late Notices:

Please contact the Recreation Coordinator (Jill Vogt) when your child is going to be absent or late for the arrival of camp or picking up from camp. Please be aware that the bus will not wait on field trip days. The only drop off and pick up with camp is at Hillcrest School. Camp will not release campers or accept campers off site.

Bicycles, Skateboards, and Roller blades

Campers may ride or walk to camp if the appropriate information and permission is given to the Parks & Recreation Office before camp starts. Campers will not be allowed to use their bicycles, skateboards, or roller blades while camp is in session (unless in an authorized activity).

Safety:

Camp programs include games and other physical activities. Parents and campers should be aware of the possibility of cuts, scrapes, splinters, bee stings and other various minor injuries. Parent and/or guardian will be notified in the case of accident, injury, or sudden illness. Please keep the Department notified of any changes in phone numbers needed to reach you. If campers are not wearing closed toed shoes or inappropriate attire, they will be forced to sit out of activities for their safety.

Themed Days

Campers will be allowed to bring or wear items normally not allowed on specific days. On themed days campers may be allowed to dress and bring items from home. Counselors will update families for themed days and what will be allowed during pick up and drop off.

Field Trips

Campers will be required to wear their camp shirts on all field trips. **If you are late to camp on a field trip or pool day, the bus will not wait. Pick-ups and drop-offs off site will not be allowed.**

Check list:

- 1. Camp Shirt**
- 2. Swim gear (pool days)**
- 3. Close toed shoes with socks**
- 4. Lunch**
- 5. Water Bottles**

Sunscreen:

Sunscreen should be applied by parents before the children arrive at camp. Campers may bring sunscreen to apply themselves. Camp activities will stop twice a day to reapply sunscreen by aerosol.

Swimming:

The entire camp will go swimming during designated weeks at a local municipal pool. Both camp staff and lifeguards will be on duty at the pool. Please have your child bring or wear a swimsuit and towel marked with the camper's name. Water toys are not permitted at the pool. Although everyone must go to the pool, swimming is optional. Campers may select to sit out of the water with a staff member. Swim time may be taken away from campers not following the camp behavior requirements. If parents choose to send their camper with a life jacket, staff will make sure that the camper wears the life jacket while at the pool.

Movies:

The Recreation Coordinator and Camp Director must approve any movies prior to being viewed. Only movies with a G-Rating or PG-Rating will be shown at camp. Movies are only shown on severe weather days.

Inclement Weather and Extreme Heat:

If a sudden storm should develop during camp hours, we will take shelter inside the Olivette Community Center. Otherwise, campers will spend a majority of time outside. Parents should make alternate plans for their children in case of camp cancellation. If camp is canceled due to severe weather after camp begins, parents must pick up their campers immediately. If weather should interfere on a field trip day, the policies of the field trip site will be followed. If a field trip is cancelled, the camp will return or be held at the Olivette Community Center. In case of rain or during heat warnings, children will be moved indoors or under shelter with back-up activities. If the National Weather Service issues a heat warning (100F), camp activities will be inside the Olivette Community Center.

Administration/Leadership:

Camp is under the direct supervision of the Recreation Coordinator. Camp staff includes a Camp Specialist, five Recreation Leader II's, and seven Recreation Leader I's, and a 1:6 staff/camper ratio for ages 5 -6 years; a 1:7 ratio for ages 7-9, and a 1:8 ratio for ages 7-12 years. There are Leaders in Training who volunteer to work at camp in every age group. All camp staff is required to attend pre-camp training sessions emphasizing first aid, camp skills, leadership skills, and situational safety drills.

Discipline Philosophy

The Olivette philosophy of discipline is based on respecting the child's self-esteem, setting reasonable limits and consequences, encouraging increased self-discipline, and promoting respect for others. We want each child's experience to be a positive one. We need to be proactive in our approach in order to stop problems before they occur. Behavior that affects other children, leaders, or supervisors, such as, but not limited to swearing, verbally fighting, leaving the group, name calling, refusal to obey directives of leaders, intimidation and refusal to participate will be handled in the following manner:

Behavior Policy:

Behavior that affects other children, counselors, or supervisors, such as, but not limited to swearing, threatening, fighting, leaving the group, name calling, refusal to obey directions of counselors, intimidation, and refusal to participate will be handled in the following manner:

First Occurrence	Children will be counseled on what is appropriate behavior.
Second Occurrence	Child will receive a written reprimand and will not be allowed to participate in scheduled events for a minimum of a half hour.
Third Occurrence	Parents will be called for pick up. Camper will miss the remainder of the day.
Fourth Occurrence	Child will be suspended from camp on the following camp day.
Fifth Occurrence	Child will be removed from the camp for the remainder of the summer and fees will be refunded for any unused future sessions.

These occurrences will be on a cumulative basis, Campers do not receive a “clean slate” at the beginning of each session.

The following actions will result in immediate removal from camp:

1. Damaging/Defacing property
2. Sexual Harassment
3. False fire or 911 alarm
4. Fighting/hitting/biting/ physically harming or attempting to harm another child or staff member.
5. Threatening another child or staff member
6. Intentionally setting a fire
7. Stealing
8. Possession of a lighter, drugs, alcohol or other illegal substances, knives or weapons.

Bullying

The Olivette Parks and Recreation Department will not tolerate bullying behavior. If a child is accused of bullying, the Recreation Coordinator and Camp Director will hold a thorough investigation of the situation and will make contact with each parent/guardian of all children involved. This not only brings attention of the situation to the parent/guardian, but it also gives the parent/ guardian a chance to speak with their child to assist camp staff in resolving the situation. If bullying behavior is witnessed first-hand by staff, a parent conference will be held with the Recreation Coordinator and Camp Director in order to come to a swift conclusion of the matter. Depending upon the severity of the situation, immediate expulsion from camp may take place. This decision will be made by the Recreation Coordinator, Recreation Program Supervisor, and the Parks & Recreation Director.

Lost and Found Policy:

Please label any items that you send to camp with your camper! Staff is not responsible for any lost items. Items will be held for 1 week after camp ends. After that one week, items will be thrown away, recycled or donated. Items that are not accounted for throughout the duration of camp will be displayed on the Friday concluding camp.

QUESTIONS?

If you have any further questions about Camp O, please contact the Olivette Parks & Recreation Department at 314.991.1249.

We're looking forward to you child participating at camp! It's going to be a GREAT Summer!



