



# 2020 CAMP

## PARENT INFORMATION PACKET

Welcome to the Olivette Parks & Recreation Department Summer Camp. We strive to provide healthy recreation with a positive environment so that children can have fun while developing social skills and emotional maturity. A fresh look for the classic Olivette day camp. 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, one weekly field trip and one weekly swimming trip. 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 1st, 2019 to Friday July 31 <sup>st</sup> , 2019 No Camp on 3 <sup>rd</sup> of July
CAMP HOURS:	9:00am to 3:30pm Daily
EARLY HOURS:	NO EXTENDED CARE
LATE HOURS:	NO EXTENDED CARE
LOCATION:	Olivette Community Center 9723 Grandview Dr Olivette, MO 63132

### Session Dates:

Week 1: June 1<sup>st</sup> - June 5<sup>th</sup> CANCELLED

Week 2: June 8<sup>th</sup> - June 12<sup>th</sup> CANCELLED

Week 3: June 15<sup>th</sup> - June 19<sup>th</sup>

Week 4: June 22<sup>nd</sup> - June 26<sup>th</sup>

Week 5: June 29<sup>th</sup> – July 2<sup>nd</sup> \* No Camp 7/3

Week 6: July 6<sup>th</sup> – July 10<sup>th</sup>

Week 7: July 13<sup>th</sup> – July 17<sup>th</sup>

Week 8: July 20<sup>th</sup> – July 24<sup>th</sup>

Week 9: July 27<sup>th</sup> – July 31<sup>st</sup>

### \*Camp Payments\*

Camp Cost is \$139 per week. Each camp week must be paid at the time of registration.

### **Important COVID Policy Information (SUBJECT TO CHANGE)**

Olivette Parks and Recreation has made every effort to implement policies that will keep children as safe and healthy as possible. Policies that are revised or newly implemented due to COVID are as follows. OPRD has the right to cancel any sessions of camp at any time.

- Temperature Checks upon arrival to camp
- Wellness checks throughout the day
- Each child and leader is required to wash hands after each activity
- Sanitation of supplies and equipment is required after each use
- Groups will consist of 8-10 children and 2 Leaders
- Groups may not be allowed to intermingle
- Masks may be encouraged, but not required

### **Sick Policy (SUBJECT TO CHANGE)**

- Please do not send your child(ren) to camp if they or anyone in your family has been sick, experiencing symptoms or has been exposed to someone else that is sick or showing symptoms.
- Any child experiencing the following symptoms will be isolated. We will do our best to determine if the symptoms are typical complaints or if it is something we need to take more seriously.
  - Fever
  - Cough
  - Upset Stomach
  - Extreme Fatigue
  - Shortness of Breath
- Children experiencing symptoms at camp will be removed from their group and be picked up

### **Revised Refund Policy**

Credits/Refunds can be issued in the event of:

- A program is canceled by the Parks and Recreation Department.
- A registrant cannot participate due to a change in the program dates or times made by OPRD.
- A registrant cannot or does not want to participate due to effects of COVID-19.
- Rescheduled events including, trips, weddings, camps, etc.

Refund/credit requests must be submitted in writing for all cases. Refunds will be based on the date the requests are received. Please allow up to three weeks for refund processing. Please contact [mhukill@olivettemo.com](mailto:mhukill@olivettemo.com) for questions.

### **Registration**

- Due to planning and staffing purposes, registration closes when camp is full or at **12pm the Friday** prior to the camp week 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 the Olivette Community Center during normal business hours or online at [www.olivetteparksandrec.com](http://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.

### **\*Fee Waiver Program\***

To qualify for a scholarship, you must be able to prove Olivette residency by a current utility bill AND have the original copy of free or reduced lunch approval letter from your school district. Approval letter and residency must be submitted before registration. Once the scholarship is approved, a coupon code will be given for registration. For more information, please call or email Megan Hukill at [mhukill@olivettemo.com](mailto:mhukill@olivettemo.com) or 314.994.2402

- 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 15% 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 Megan Hukill for Code to apply at check out.

#### **Two Children Enrolled:**

Older Sibling: Paid in Full  
Youngest Sibling: 15% Discount

#### **Three Children Enrolled:**

Older Sibling: Paid in Full  
Younger Sibling: 15% Discount  
Youngest Sibling: 15% 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 ten-minute 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.

### **Sign-in and Sign-out:**

Parents must drop off and pick up by drive thru. Placard must be displayed in front window. Temperature checks and a short questionnaire will be required in the morning. They will be signed in by the Camp Director or Rec Coordinator. This is to ensure camper health and safety. 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 8:50am in the morning. Campers should be picked up at 3:30pm.
- Upon arrival, the person who brought the child to camp will check in the camper with staff at the check in table in the Center's Lobby
- The person will sign their name along with the time. When picking up a camper, the person must be on the pick-up authorization sheet filled out at registration.
- If the person is not on the list they will not be allowed to sign out your camper.
- When signing the camper out for the day, person will sign their name along with the time of sign out.
- Be aware that staff will ask to see your I.D to confirm that you are on the approved Pick Up Authorization form.

### **LATE PICK UP**

- Parents should make every effort to pick up their children by 3:30 pm daily.
- If a child is not picked up by 4:00 pm, a late fee of \$5.00 will be charged.
- Police will be called to pick up the child at 5:00.
- A maximum of 3 late pickups in a calendar month will result in a one-week suspension

from the program, and possible termination of the program.

### **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 \$5.00 with them to camp for a drink and snack during certain field trips. Do not assume that campers will always be allowed to purchase items from snack bars. Snack bar use is a reward and will be determined by camper behavior. **VENDING MACHINES WILL NOT BE USED AT CAMP.**

### **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.

### **Visitors/Guests:**

Visitors and/or guests are **NOT** permitted at camp. **No exceptions.** Anyone coming in during camp hours (9am to 3pm) must report in with the Recreation Coordinator.

### **Absences or Late Notices:**

Please contact the Recreation Coordinator (Megan Hukill) 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 Olivette Community Center. 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 physical activities. Parents and campers should be aware of possible cuts, scrapes, splinters, bee stings and other various injuries. The staff will do their best to provide each camper with a safe experience. An attempt will be made to notify the parent or guardian in case of accident, injury or sudden illness. Please make sure you have listed the necessary phone numbers needed to reach

you. In addition, make sure that your child's counselor is aware of any allergies and/or medications that your child has or is taking during camp hours. (It will be the responsibility of the child or child's parents to take his/her medication(s) as needed daily.) Staff cannot legally distribute medicine. 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**

All trips for the 2020 camp season are cancelled.

**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.

**Movies:**

The Recreation Coordinator and Camp Director must approve all movies prior to being viewed. Only G-rated movies will be allowed for ages 8 & under. With approval PG-13 will be allowed for ages 9 to 12 years old. Movies are mostly used as a rainy-day activity.

**Inclement Weather and Extreme Heat:**

If a sudden storm should develop during camp hours, we will take shelter inside the Olivette Community Center. Campers will be kept outside whenever possible. 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 for other activities. If the National Weather Service issues a heat warning (100F), camp will be held inside at Olivette Community Center.

**Administration/Leadership:**

Camp will be under the direct supervision of the Recreation Coordinator. Camp staff includes a Camp Director, Assistant Director, two Lead Counselors, and a 1 to 8 counselor to camper ratio. 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.

**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:

<b>First Occurrence</b>	Children will be counseled on what is appropriate behavior.
<b>Second Occurrence</b>	Child will receive a Verbal warning and may not be allowed to participate in scheduled events for a maximum of a half hour.
<b>Third Occurrence</b>	Child will receive a written reprimand and will not be allowed to participate in scheduled events for a minimum of a half hour.
<b>Fourth Occurrence</b>	Parents may be called for pick up. Camper will miss the remainder of the day.
<b>Fifth Occurrence</b>	Child will be removed from the camp for the remainder of the week/ summer and fees will be refunded for any unused future sessions. At discretion of OPRD Director.

***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 coming to a conclusion of the situation. If bullying behavior is witnessed first-hand by staff, a parent conference will be held with the Recreation Specialist and Camp Director in order to come to a swift conclusion of the matter at hand. Depending upon the severity of the situation, immediate expulsion from camp may take place. This decision will be made by the Recreation Coordinator and Parks Director.

### **Lost and Found Policy:**

Staff is not responsible for any lost items. **Lunches should be brought in a bag, not a lunch box.** 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.

