

2023 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 a home base at Hillcrest School located on Warson and Grandview, this adventure day camp features 2-3 age-specific camp divisions (varies by activity). Each week's activities are structured around a theme and include music, sports, arts & crafts, creative dramatics, science play, non-directed play, and field trips.

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.

Recreation Coordinator Contact Information:

Jill Vogt

Phone: 314-994-2405

email: jvogt@olivetteemo.com

THE BASICS & REGISTRATION

Camp Dates/Times and Locations:

DATES: Monday, June 5th, 2023 to Friday, July 28th, 2023

No Camp on Monday, June 19th and Tuesday, July 4th

CAMP HOURS: 8:00am to 3:00pm Daily

AFTER CARE HOURS: 3:00-5:30pm Daily

LOCATION: Hillcrest School
9777 Grandview Drive
Olivette, MO 63132

Session Dates:

Week 1: June 5th - June 9th

Week 2: June 12th - June 16th

Week 3: June 20th - June 23rd ***No Camp Monday, June 19th**

Week 4: June 26th-July 30th

Week 5: July 3rd – July 7th ***No Camp Tuesday, July 4th**

Week 6: July 10th – July 14th

Week 7: July 17th – July 21st

Week 8: July 24th – July 28th

Administration/Leadership:

Camp is under the direct supervision of the Recreation Coordinator. Camp staff includes a Recreation Specialist, 5 Recreation Leader II's, and 5 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 10-12 years counselor to camper ratio. There are Leaders in Training who volunteer to work at camp in every age group. All camp staff are required to attend pre-camp training sessions emphasizing first aid, camp skills, leadership skills, and situational safety drills.

Camp Payments

Camp Cost is \$159 per week. 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 Friday prior to the camp session beginning. No exceptions will be made to this deadline. Please plan accordingly for registration.
- Try to register early; if you wait until May, you may only get on the wait list.
- ALL camps require pre-registration.
- You can register in person at the Olivette City Center during normal business hours, online at www.olivetteparksandrec.com, or over the phone.
- **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 (Olivette Residents Only)

To qualify for a fee waiver, 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@olivettemo.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 Code to apply at check out.

Two Children Enrolled:

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

Three Children Enrolled:

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

All 8 Week Discount

To qualify for this discount, you will need to sign your child up for all 8 weeks of camp. Contact Jill Vogt (jvogt@olivettemo.com or 314-994-2405) for this code to apply at check out.

Waitlist

Waitlist enrollments start once a session has reached its max number of enrollments. If you register after the maximum number of enrollments has been reached, then only the waitlist is available. 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 30-minute time frame to return this 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.
- This process will continue until the vacant spot is filled.
- Payment must be made before the child's 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.

EXPECTATIONS FOR CAMP

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 we can make sure they leave with an authorized person. If you want to add someone to your authorized pick-up list, please email or call Jill Vogt.

The check-in and out procedures are as follows:

- Campers should not be dropped off before 8:00 am in the morning. Camp ends at 3:00 every day. If a child is not picked up by 3:15pm **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. We will also take a signed note, or an email.**
- When dropping off/picking up your child, you may stay in your car, or you may park and walk in to drop off/pick up your child.
- Campers will only be released to someone on the authorization list.
- Be aware that staff may 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)
- If you are running late and it is safe to call, please call to let us know you are running late.

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.

Visitors/Guests:

Visitors and/or guests are **NOT** permitted at camp. **No exceptions.** Anyone coming in during camp hours (8:00am to 3:00pm) must report to the Recreation Coordinator.

Themed Weeks

We will have a different theme each week of camp. These themes will be reflected in arts & craft projects, STEM projects, and some games. Campers are welcome to dress up for these theme weeks. We would only discourage dress up on field trip days.

Dress:

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. Please label anything your child could potentially misplace. Your camper can bring a backpack. Wearing the correct clothes and shoes for camp is important so your camper can freely participate in all activities while at camp.

Lunch:

Campers must bring their own lunch from home each day. Names should be written on bags or in lunch boxes. No refrigeration will be provided. The camp will provide unlimited ice water. Campers must supply all other drinks. Please 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 Parks & 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 Recreation Coordinator by the parent/guardian (Exceptions: campers may hold onto their Inhaler and/or Epi Pen) in the original packaging. A parent/guardian will need to fill out a medication form. 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.

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. This includes items such as: Pokémon cards, Beyblades, action figures, stuffed animals, Barbies, and other toys. If these items are accidentally brought to camp, they will be confiscated and given to whomever picks the camper up at the end of the day. Camp staff are not responsible for a camper's personal items.

Lost and Found Policy:

Staff is not responsible for any lost items. Items will be held for one 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. Please **LABEL** anything you send your child to camp with, with the camper's last name at least. This makes it much easier to return lost items to their rightful owners.

Movies:

The Recreation Coordinator and Recreation Specialist must approve any movies prior to being viewed. Only movies with a G-Rating or PG-Rating will be shown 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/guardian 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.

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).

FIELD TRIPS

What to Bring on 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. **Closed-toed shoes with socks**
4. **Lunch**
5. **Water Bottle**

Sunscreen:

Sunscreen should be applied by parents before children arrive at camp. Campers may bring sunscreen to apply themselves. Camp activities will stop twice a day to reapply sunscreen by aerosol. Sunscreen will be reapplied before campers eat lunch and before snack each day.

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. If you would like your child to wear a life jacket while at the pool, you must provide a life jacket.

Money:

Campers should not bring more than \$5.00 with them to camp for a drink and snack during field trips. The best way to send money is in a sandwich bag with your child's name and the amount of money written on the bag. Many factors may prevent campers from purchasing items from snack bars on field trips. Vending machines are not available in Hillcrest School.

SAFETY & BEHAVIOR POLICIES

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. Parents and/or guardians 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.

Inclement Weather and Extreme Heat:

If a sudden storm should develop during camp hours, we will take shelter inside the Hillcrest School. Otherwise, campers will spend the majority of their 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 Hillcrest School. 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 (If the heat index is between 95 and 105 degrees, play outside should be altered, this means campers can be outside, but they need to be in the shade and doing more sit-down games than running games. If the heat index is over 105 degrees, then we would need to move camp inside a building), camp activities will be moved inside Hillcrest School.

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 prevent 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, and intimidation will be handled according to the following behavior policy.

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, and intimidation will be handled in the following manner:

First Occurrence: Warning- Child will be coached on what is appropriate behavior and reflect on how they can change their behavior in the future.

Second Occurrence: Child will be coached on what is appropriate behavior. Child will sit out of a camp activity. Parents will be notified that their child is having some trouble following the camp rules. Written documentation will be provided to parents.

Third Occurrence: Depending on the severity of the behavior, a suspension for the remainder of the day may occur. Child will be coached on what is appropriate behavior. Child will sit out of a camp activity. Parents must speak with the Recreation Coordinator before their child may return to camp if this happens. Written documentation of the offense will be provided to the parents. Parents will be informed that the next occurrence will result in a suspension from the remainder of camp.

Fourth Occurrence: The child will be suspended from camp on the following day. This decision will only be made by the Recreation Coordinator.

Fifth Occurrence: The child will be removed from camp for the remainder of the summer and fees will be refunded for any unused future sessions.

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 will hold a thorough investigation of the situation and will contact 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 the opportunity 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 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.

QUESTIONS

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

We strongly value our partnership with parents like you. Please email or call anytime with questions. We will do our best to respond in a timely manner to ensure we are providing quality experiences for all residents.

We encourage you to follow Olivette Parks & Recreation on Instagram to stay in the loop on other programs and initiatives from the Parks & Recreation department @OlivetteParksAndRec

We're looking forward to your child participating in camp!

It's going to be a GREAT Summer!