



# JC PARKS

## JC Parks Summer Day Camp Program Guidelines 2024

### WHAT A CAMPER NEEDS:

- Clear Bag for all items brought to camp (pool approved)
- Name written on all items
- Wear old play clothes — you may get dirty and wet!!
- Water Bottle / Close toed shoes!
- Sun Screen and Bug Spray (spray on)
- Swim wear and towel for swim days; Clear Bag for Pool is required
- Jacket and long socks for ice skating day
- Snack and Sack lunch with a drink — NO GLASS PLEASE!
  - (no fridge available)
- Life jacket and water shoes for Camp Green Berry
- Money for pool or ice arena concession stand (optional)



### ITEMS NOT ALLOWED AT CAMP:

- Open toed shoes—NO SANDALS or FLIP FLOPS
- Valuable items that may be lost or broken
- Game Systems, Cell Phones, Toys
- Nice clothes
- Expensive Trading Cards.
- Any type of weapon, sharp object, etc.

- ✓ **PLEASE APPLY SUNSCREEN EVERY MORNING TO YOUR CAMPER!** If your camper burns easily and must wear special protective clothing or lotions, you are responsible for packing such items for your camper. Please make sure they know the importance of putting it on and how to apply it.
- ✓ **REGISTRATION**
  - Register online at [jcparks.com](http://jcparks.com) or at the Linc Office (1299 Lafayette Street)
  - We urge you to register as soon as possible, as most weeks fill quickly. If spaces remain, we will continue to take registrations until the 12 noon on the Friday before camp begins, however a \$10 per child late fee will be applied.
- ✓ **NEED ASSISTANCE PAYING FOR CAMP?**
  - **Option 1:** (FSD) JC Parks Youth Day Camps have a contract with the State of Missouri Subsidy program to provide state childcare assistance to eligible families. All families must pay a portion of the Camp Fees, based on the sliding scale determined by the Department of Social Services (DSS) Family Support Division (FSD).
    - FSD Form
  - **Option 2:** (JC Parks Scholarship) Please stop by the Linc or download the application.
    - All new scholarship applicants must apply for state assistance in order to receive scholarship assistance. If the state denies aid, this does not mean that the family is ineligible for our scholarship program
  - **Option 3:** (Deferred payment plan) Just pay a \$25 deposit per week per camp at the time of registration.
    - Pay the balance for all June camps by Monday, May 31; July camps by June 30; and August camps by July 31.



# JC PARKS

## JC Parks Summer Day Camp Program Guidelines 2024

- Those using the deferred payment plan must sign an agreement at The Linc front desk (special registration will need to be taken for this).
- ✓ **REGISTRATION CANCELLATION & TRANSFER POLICY**
  - Registration fees offset the cost to plan and schedule programs. Enrollment is depended on for a successful program. Please plan your schedule carefully, as responsibility cannot be accepted for personal circumstances.
  - Camp refund policy will be as follows:
    - A \$25 processing fee will be processed per week, per child for every refund issued.
    - All camp refunds must be requested two weeks prior to the first day of the program. If a cancellation is made after the registration deadline, a refund will be given for 1/2 of the fee paid.
    - Once a program starts no refund will be given unless a medical statement substantiates the injury or illness.
    - Transfers need to be approved by the Program Manager, Angie Toeppen. Please send requests directly to her directly at [atoebben@jeffersoncitymo.gov](mailto:atoebben@jeffersoncitymo.gov).
- ✓ **PARTICIPATION**
  - Summer programs are designed with youth in mind.
  - We encourage all children to participate in, or at least try, all activities.
- ✓ **SIGN IN AND SIGN OUT**
  - Each child must be signed in and out daily (camp staff will use the ePACT app).
  - Children will only be released to a person designated by the parent/guardian to pick them up. **Parents—you must include your name(s) on-line using the ePACT form.**
  - Requests for an addition to the **Pick-up Authorization Form** to pick up a child, must be submitted through ePACT on-line.
- ✓ **PICK-UP/DROP-OFF**
  - **Green Berry, Camp Frost, Camp Wokka Wokka and Out N About:** Participants can be dropped off **NO EARLIER than 7:15 a.m.** and must be picked up **NO LATER than 5:30 p.m.** Every child must be signed in & out of program.
  - **Aqua Adventure Camp** (at camp site) campers can be dropped off **NO EARLIER than 7:30 a.m.**
  - **Binder** (at camp site) campers can be dropped off **NO EARLIER than 8:30 a.m.**
    - if you are dropping off your child at The Linc so they can ride the bus to Aqua Adventure Camp or Binder Adventure Camp, you can drop them off anytime between 7:15-7:45 am. You must sign your child in each morning – please go into the lobby of The Linc to drop off your child and sign in with the camp staff.
  - **All participants must be picked up no later than 5:30pm.** Any parent arriving late will be charged \$1.00 for each minute he or she is late. Participants will not be allowed to return to the program until this fee is paid. If a parent is late more than three times, the child will not be allowed to return to the JC Parks Day Camp program.
  - Authorities will be notified if children are not picked-up by 6:00 p.m.
  - Every child must be signed in & out by a person listed on the child's pick-up authorization form.
- ✓ **INSURANCE**
  - The Jefferson City Parks and Recreation Department does not provide any accident or hospitalization insurance for program participants. We recommend that you review your own family policies for coverage information.



# JC PARKS

# JC Parks Summer Day Camp Program Guidelines 2024

- ✓ **SICK CHILD**
  - Do not send your child with a fever or an illness.
  - If your child exhibits symptoms of illness or fever, you will be called to pick up your child.
  - We ask that you make every effort to pick up the child as quickly as possible. If the primary guardian cannot be reached the secondary guardian will be contacted.
  - Campers who are ill with a contagious illness or fever may not attend camp. If your camper is sent home with a fever he/she must be free of symptoms for at least 24 hours before returning to the program. If a camper's fever is over 100 degrees the guardian is required to pick them up immediately.
- ✓ **INCLUSIVE RECREATION**
  - If your child requires accommodations for participation, please notify us at least two weeks prior to the week they will attend.
- ✓ **FIELD TRIPS**
  - We transport camp participants on rental school buses. Details and any updates will be communicated at the sign in and out table and on the google calendars. The times stated on the emails are the times the campers will depart and return to camp. Please make sure your camper is on time for departure for field trips.
  - While attending field trips our camps operate with a 3 check process for the safety of our campers. 1- Counselors are trained in multiple methods to keep campers together; a few examples are the buddy system and assigning a number per camper. 2- Managers document the number of campers & staff leaving camp and verify the number of campers & staff returning to camp. 3- Managers and Counselor document those that are in attendance prior to leaving camp and prior to returning to camp, this document is checked at the field trip location to ensure all participants are accounted for.
- ✓ **EMERGENCY SITUATIONS**
  - If you have an emergency and need to contact your child during program hours, please call the **JC Parks Office @ (573) 634-6482**
  - The Camp Leader will be notified to return your call.
  - If you sign up for the weekly text group, you can text the leader and have them text you back or call you.
- ✓ **WHAT IF MY CAMPER IS INJURED WHILE AT CAMP?**
  - In a non-emergency situation, the camper will remain at camp. If first aid is issued to the camper, it will be recorded on an "Ouch Report." The "Ouch Report" will be located in the sign in and out binder with the campers name highlighted for the parent's information.
  - In an emergency situation, every effort will be made to notify the guardian immediately. If the situation warrants EMS will be contacted immediately. The Camp Leader will remain with the camper at all times. In the event the guardian cannot be contacted or arrive at Camp soon enough, the camper will be transported by ambulance to an area hospital.
  - All Camp Staff are certified in First Aid and CPR.
- ✓ **ALLERGIES**
  - JC Parks camps are not an allergy free environment but works with guardians to provide awareness and instruction to reduce the chance of exposure. Camper Allergies must be documented on the campers ePACT form. If additional communication regarding the allergy needs to occur contact the Camp Leader.
  - Campers are strongly discouraged from sharing items with each other to reduce the chance of exposure.
  - If you would like to bring items in to be shared please discuss with the Camp Leader.
- ✓ **MEDICATION**
  - It is the camper's responsibility to take medication when needed. Campers should keep medication in their



# JC PARKS

## JC Parks Summer Day Camp Program Guidelines 2024

lunch coolers or backpacks. Please keep backpacks or coolers containing medication separate and inaccessible by the campers. Camp staff cannot dispense medication.

- ✓ **POOL TIME, ICE SKATING AND WRISTBANDS**
  - At check in on the first day of camp each week, the parent/guardian must select if the camper can swim in the deep end of the pool or not.
  - The camper will be assigned a colored wrist band – Red or Green. Each color is coordinated to the area that camper is allowed to swim in.
  - All campers are required to go to swim time or ice skating time. If you do not wish for them to swim or ice skate they may sit in the designated camp area with a counselor.
- ✓ **CAMP SWIM LESSONS – Aqua Adventure Camp and Camp Out N About only**
  - Swim lessons are a separate program not connected with camp. If your camper is enrolled in swim lessons during camp, Camp Staff will accompany them to the lessons and back to camp.
  - As swimming lessons are at 9 am in the morning, please make sure to remind camp staff at check in that your child is enrolled and make sure they are dressed and ready to go to their lesson.
- ✓ **LOST AND FOUND**
  - **MAKE SURE YOUR CAMPER IS AWARE OF WHAT THEY BRING TO CAMP WITH THEM EACH DAY. THIS WILL HELP IN THE PREVENTION OF LOST AND FOUND ITEMS AT THE CAMP, POOL, ETC.**
  - No toys, electronics, ball gloves, trading cards, video games, etc. shall be brought to camp. We cannot assume responsibility for these items.
  - Report lost items to the Camp Leader. Lost and found items will be held for one week only. Jefferson City Parks and Recreation will not be held responsible for any lost or stolen items. Please check the lost and found area daily for your camper's belongings. Lost and found items will be taken to the The Linc at the completion of each week.
- ✓ **JC PARKS CELL PHONES & ELECTRONIC DEVICES POLICY**
  - Personal/portable electronic devices are not permitted at camp. If a parent believes that their child needs to carry a cell phone for safety reasons as they travel to and from camp, the child may bring the cell phone to camp. However, once they are on camp property, the cell phone must be turned off, put away (not on the camper) and not used during camp hours. If emergencies arise during the camp day, the camp staff will contact the parent. If a child feels that they need to contact their parent during camp hours, they must request permission from the camp leader to do so and use a camp phone to make the call. Likewise, if the parent needs to contact the camp or speak with their child in the event of an emergency during camp hours, they will need to call the Department's main line at 573-634-6482.
  - Any violation of this policy will result in the confiscation of the device. The device will be returned to the parent/guardian when they pick up their camper at the end of the day. The department, the camps and their staff shall not assume responsibility for devices that are damaged, lost, or stolen when brought to camp or after being confiscated for violation of this policy.
- ✓ **JCPR DAY CAMP BULLYING POLICY**
  - *Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable camper to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any camper without exception; or that substantially disrupts the orderly operation of the camp. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.



# JC PARKS

## JC Parks Summer Day Camp Program Guidelines 2024

- Campers who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the day camp discipline code. Such discipline may include expulsion, removal from participation in activities, parental meeting/conference, and other consequences deemed appropriate by the camp leader.
- ✓ **CHILD CARE STATEMENT**
  - A child care statement will be e-mailed to all camp participants in January. If you need this statement earlier, please call our office at 573-634-6482.
- ✓ **LICENSE EXEMPT DISCLOSURE STATEMENT**
  - Pursuant to Section 210.211.1(4), RSMo., JC Parks Youth Day Camps are exempt from licensing requirements by the State of Missouri. Our camps are registered with the State of Missouri as a Child Care Subsidy Provider. As part of this program, all camp staff must be certified in first aid and CPR, have a fingerprint background check completed every 5 years, must complete at least 6 hours of child care approved training, and all sites are inspected once a year. JC Parks Youth Day Camps also comply with the American Camp Association guidelines.
- ✓ **CAMP RULES AND DISCIPLINE**
  - The rules and regulations are for the safety and well-being of all campers. Please discuss the following 8 rules with your camper prior to your camper attending:
    - Safety First!
    - Keep hands, feet, and body parts to yourself
    - Respect Everyone at Camp
    - Always listen to your Counselors
    - Pick Up all Trash (even if it's not yours)
    - Stay with your counselor at all times
    - Camp is a Bully Free Zone
    - Have Fun and Be Safe!
  - **DISCIPLINE GUIDELINES**
    - Participants are expected to display satisfactory behavior during program hours. If behavior problems arise, parents will be contacted. If the problems are persistent or severe, the child will be removed from the program.
    - The **discipline guidelines** below will be administered depending upon the severity of the incident and can include any or all, up to removal from the program, on the first occurrence:
      - **1) Verbal Warning 2) Cool Down Spot 3) Visit with Camp Leader 4) Visit with Parents 5) Behavior Report**
    - The camper will receive a Behavior Report. The Behavior Report will explain the behavior and the steps taken to improve the situation. The Behavior Report will be reviewed by the guardian and signed when the camper is being picked up. If a camper receives three behavior reports it is an automatic removal from the day camp program.
    - **No refunds due to suspension or removal from the program for the current week will be approved, but a refund will be given for future weeks of registration.**
  - Camp Staff has the option to take away a Camp privilege to help with the process of modifying a behavior that is unacceptable. Example - taking away swimming privileges. Please keep in mind that activities such as swimming, field trips, etc. are considered a privilege and are for those campers who follow rules.



**JC PARKS**

# JC Parks Summer Day Camp Program Guidelines 2024

- Certain behaviors or action can result in automatic Behavior Reports. Examples of an automatic removal from camp programs are- Physical violence, profanity, and running away from the group.
- SAFETY IS ALWAYS OUR MAIN PRIORITY!

**CAMP DIRECTOR CONTACT INFORMATION:** Angie Toebben Office: 573-634-6491, Email: [atoebben@jeffersoncitymo.gov](mailto:atoebben@jeffersoncitymo.gov)

Sign Up for the Day Camp E-News Letter: <http://bit.ly/jcparkeneews>

General Camp Information: <https://www.jcparks.com/youth-day-camp-general-info/>



State of MO Subsidy Program – Camp DVN Numbers:

- |                                   |           |
|-----------------------------------|-----------|
| • Aqua Adventure Camp             | 002818357 |
| • Binder Adventure Camp           | 002818357 |
| • The Linc Day Camp (Camp Global) | 002818357 |
| • Camp Frost                      | 002818375 |
| • Camp Green Berry                | 002818339 |
| • Camp Out N About                | 002818366 |
| • Camp Wokka Wokka                | 002818348 |
| • Camp Oakley                     | TBA       |