



# Summer Camp Parent Handbook 2023



## **Welcome**

Welcome to the Best Summer Ever, Summer Camp 2022. We are looking forward to having your child in camp this summer. O'Fallon Parks & Recreation offers summer camp programs for children Pre-School age to 8th grade. Summer camp builds confidence and independence, as well as, a sense of responsibility and community. Campers meet new friends and develop social skills and patience. Camp also allows children the opportunity to express themselves through a variety of activities that may include crafts, nature, games, sports, special events, field trips, and themed weeks. Swimming is also a part of the camps. This handbook is for all children attending O'Fallon Parks & Recreation Summer camps.

O'Fallon Parks & Recreation offers full and half day camps to accommodate campers needs. Camp Cavins/Full day Choo Choo will be held from May 30th - August 15th. Mini Camps will be held from June 5th - Aug 4th. Choo Choo half day will be held from May 30th - Aug 11th (No mini camps July 4th week - Camp Cavins & Choo Choo only).

## **CAMP IS HELD RAIN OR SHINE**

**Join us at the KCCC Wednesday May 17th between 4:30 - 7:30 pm for Summer Camp 411.**

This is a great way to reduce anxiety before the first day of camp. Bring your camper to meet the staff and become familiar with Camp life.

### **Camp contact Information**

Parks Admin Office - 618-624-0139

We get very busy in the summer so please leave a voicemail and our office staff will call you back.

Parks office admin email - [parks@ofallon.org](mailto:parks@ofallon.org)

Camp direct line - 618-206-4356

Camp email - [campcavins@gmail.com](mailto:campcavins@gmail.com)

### **Camp Registrations/Withdrawals/Changes**

**ALL CAMP REGISTRATIONS/WITHDRAWALS/CHANGES ARE TO BE MADE WITH O'FALLON OFFICE STAFF**

**LOCATED IN THE PARKS OFFICE UPSTAIRS IN THE KCCC/PARK OFFICE.**

**NO CHANGES CAN OR WILL BE MADE WITH CAMP COUNSELORS/DIRECTORS**

**ALL CHANGES NEED TO BE MADE IN WRITING EITHER USING THE CHANGE OF CAMP FORM OR BY EMAILING**

**[Parks@ofallon.org](mailto:Parks@ofallon.org)**



## **The Camp Team**

The key to an amazing summer at OPRD is our dedicated and talented camp team. Camp team members create a safe and positive environment for our campers.

The Camp Team consists of the O'Fallon Parks & Recreation Office staff, Camp Director, Camp Supervisors, counselors and counselors in training. Camp Team members are City of O'Fallon employees, certified teachers, adults, college students and high school students.

OPRD's number one priority is the safety and supervision of each camper. The ratio of campers to counselors is 10:1 for youth camps and 8:1 for early childhood camps. All staff members have attended a comprehensive staff training program. Examples of material covered include positive reinforcement strategies, special needs training, and developing camp activities for all ability levels. Counselors are required to be First Aid and CPR(AED on-site) trained .

Everyone works together as a team in all activities, projects, and events that are happening at camp. Camp Team Members are responsible for getting to know each camper in their camp as an individual and create daily plans that allow campers to express themselves through crafts, games, sports, etc.

Please take an opportunity to meet your child's camp director and counselors. We look forward to serving your child's camp needs. If you should have any questions or concerns, please contact O'Fallon Parks and Recreation office.

## **Camp Location**

All camps will be held at the Katy Cavins Community Center and Community Park unless otherwise noted. OPRD will transport all campers to and from offsite locations, field trips, etc. It is the responsibility of the parent to contact camp if you are needing to pick up/drop off during core camp hours (9:00 am - 4:00 pm).

## **Camp Times**

**Camp Cavins and Camp Choo Choo all day are held from 9:00 am - 4:00 pm**

Camp Choo Choo morning hours are held 9:00 am - NOON

**Mini Camps hours are from 8:45 am - Noon & 12:45 pm - 4:00 pm**

Before & Aftercare runs from 7:00 am to 9:00 am and 4:00 - 6:00 pm

## **Mini Camps**

Campers signed up for all day or for both morning & afternoon sessions stay for lunch from noon - 1pm.

**FIELD TRIP BUSES LEAVE AT 8:45 AND 12:45 FOR CAMP ACTIVITIES OFF PREMISES. BUSES WILL NOT WAIT.**

**(Depending on field trip some buses may leave earlier—check weekly newsletters)**



## **Before & Aftercare**

This program provides extended supervision. This allows you to drop off your child as early as 7:00 am and stay 'n' play until camp starts at 9:00 am, and allows you to pick up at 6:00 pm.

### **Age Requirements**

Camps are decided and set for the appropriate age requirement based on instructors/ability.

**ABSOLUTELY NO AGE EXCEPTIONS CONSIDERED.**

### **Pick up/Drop off Procedures & Late Pick-up**

**All campers MUST be manually signed in and out by a parent/guardian EVERYDAY.** Please make camp staff aware of who will be picking up your child each week. If someone new picks up your child and they are not on the authorized pick up list your child will not be released. **All authorized pick ups need to show ID.**

### **Sign in/Drop Off**

- 8:30 am is the earliest you can drop off if not signed up for Before & After care. **Sign in/drop off for ALL camps are located curbside.**
- 12:30 pm is the earliest you can drop off if your child is signed up for an afternoon mini camp.

### **Pick up/Sign Out**

- Choo Choo and Mini Camp morning sessions are signed out/pickup curbside.
- Aftercare, Camp Cavins, Choo Choo and mini camps all day session sign out/Pick up will be located curbside at Pavilion #1 in Community Park unless inclement weather then it will be located in the KCCC basement.
- Written permission from the parent/guardian allowing someone under the age of 18 to sign out their child.

### **Late Pick Up Policy**

We ask that you observe the scheduled pick up time. One warning will be given if your child is picked up after your scheduled pick up time. Thereafter, you will be charged a \$5.00 late fee per child for every 15 minutes.

We understand that emergencies occur, so if you find yourself in such situation, please call Parks office 618-624-0139 before 5:15 pm.

We understand your required work time and respectfully ask that you respect our staff's required work time.

## **Food/Lunches**

Campers are responsible for bringing their own lunch and beverage every day, unless they are purchasing a DQ lunch.

**NO REFUNDS ON DQ LUNCHES ONCE PAID.** For lunch on Friday, all campers receive a FREE pizza party. Cheese and Pepperoni Pizzas only. **NO SPECIALIZED PIZZAS AVAILABLE.**

A morning snack will be provided for camp Choo choo. An afternoon snack will be provided daily for Camp Cavins and Camp Choo Choo. Mini Camp can bring their own snack.

Water bottles must be sent with campers daily, water coolers/stations are available for you child to fill up when needed throughout the day. **Refrigerators and microwaves are not available.**

If lunch is forgotten a fee of \$6.00 will be charged by the Parks office for supplying your child lunch that day.



## **Health Policies**

If medication is to be given during camp hours, a separate Dispense Medication Form must be completed, these forms can be picked up from the camp sign in desk in the KCCC basement.

Campers may return to camp 24 hours after beginning an antibiotic, 24 hours after the last occurrence of diarrhea or vomiting, or when fever free for 24 hours without the use of fever reducing medication.

Camp fees will be prorated and refunded with a doctor's note. You will need to contact the parks office to request a refund.

## **Emergency Information**

All Camp staff are CPR and First Aid certified (AED on site). Staff will administer first aid when necessary. If your child is injured or ill and requires more than basic first aid, we will first attempt to contact the parent/guardian, before calling any listed emergency contacts. If staff is unable to reach any contacts on the camp information form, staff will call 911 when the situation requires more aid than we can provide. All steps will be taken to ensure the safety and welfare of your child. If the injury is serious or involves the head or neck, the paramedics will be called immediately. If an injured or ill camper is transported by ambulance to the local hospital, a camp staff member will stay with the camper at all times until a parent or guardian arrives.

## **Attire**

Please label all belongings your child brings to camp. Children should wear comfortable clothing; appropriate for the weather and for messy camp activities. Campers will be provided two camp T-shirts, campers must wear the correct color shirt for camp attending; orange shirt for Camp Cavins; blue shirt for Camp Choo Choo; green shirt for Mini Camps.

## **Personal Items**

Please label all belongings your child brings to camp. Although the OPRD is not responsible for any lost or stolen items, we do have a lost and found in the basement of the KCCC. Please be sure to check it often.

Sunscreen, insect repellent, water bottles and towels are the campers' responsibility. Campers should bring the following each day.

\*Water Bottle

\*Swim suit & Towel

\*Sunscreen/Insect Repellent

\*Appropriate clothing

\*Lunch & Snack

Cell phone and electronic device (i.e. iPods, iPads, Chromebook, etc.) usage are **not allowed** during camp hours. This is in the best interest of the campers and staff, as well as to lower the likelihood of the item being stolen, lost or broken. If a cell phone has to be sent with a child to camp it should be turned off and put in the child's backpack during camp hours. Parents are asked to call the camp direct line 618-206-4356 when trying to contact their child during camp. The OPRD is not responsible for any trades, lost, stolen or broken items that may result when bringing personal items to camp.



## **Photographs**

By registering for a program or class, participating in an activity, attending an event or using park facilities or property, you authorize OPRD to use photos and video footage for park promotion. All footage is property of OPRD. Media will be used without granting compensation, prior notice or exceptions. Local media/newspapers may also visit our parks to take pictures or write a story.

## **Inclement Weather Information**

Most of camp is conducted outdoors and is held rain or shine, hot or cold. Campers will go indoors on rainy days and take shade/air conditioned areas on hot days.

### **Severe Weather**

OPRD has two lightning Detection Systems with sirens within the parks to help with lightning safety. First siren is located at the O'Fallon Family Sports Park on top of Pavilion #3, which is the pavilion by the Splash Pad. The second siren is located at Community Park on Pavilion #4 which is located next to Memorial Pool. The following process is the procedure for weather safety with the O'Fallon Parks.

### **Lightning Detection Siren**

- Siren will sound for 15 seconds for the initial warning
- Strobe light will continue to flash until the All-Clear Siren
- Move to a safe and covered area
- Countdown clock to all clear will automatically reset when lightning is present (through admin phone app)
- All Clear Siren is three 5-second blasts.

### **Memorial Pool Area**

- All individuals must leave the swimming pool area and clear the pool deck.
- Individuals need to proceed to a safe, covered area, such as locker rooms/restrooms, KCCC basement.
- Strobe light will continue until the All Clear siren alert.

### **Splash Pad Area**

- All individuals must leave the Splash Pad area.
- Individuals need to proceed to a safe, covered area, such as Pavilion, Camp bus.
- Strobe light will continue until the All Clear siren alert.

### **Community Park Open Field space**

- Play will stop immediately
- Individuals need to proceed to a safe, covered area, such as Pavilion or KCCC basement.
- Strobe light will continue until the All Clear siren alert.

Severe Storms/Tornado Warnings: Campers and staff will seek shelter inside the KCCC basement. Campers will not be dismissed from camp until the storm has passed.



## Swimming Information

Camps will swim/visit at the Memorial Pool located in Community Park and the Splash Pad located at The Family Sports Park. The Memorial Pool/Splash Pad is licensed by the State to ensure water quality. The Memorial are staffed by Red Cross Certified Lifeguards.

Campers will be walked to the Memorial pool or bussed to the Splash Pad. Camp Cavins campers will swim everyday from 9am - 10pm unless otherwise noted. Camp Choo Choo will visit the wading pool daily unless otherwise noted. Children are encouraged to arrive at camp with sunscreen already applied and if swimming first thing then arrive wearing a bathing suit under their clothes. Weekly camp flyers will give you daily times when your camper will be swimming. Mini Camp Recreation Swim Campers will be walked to the pool at 1pm to swim, they will leave the pool at 3:45pm. If severe weather campers will be entertained and kept active indoors.

Children who do not wish to swim have an option to sit at the side areas of the pool. All swimming areas have trained lifeguards on duty at all times. Camp staff is required to be in the water with the campers.

### Sunscreen Policy

Each camp will take a sunscreen break every 1.5-2 hours. Sunscreen will be reapplied to the campers face, shoulders, arms and back by a counselor if parent has provided authorization. Campers must apply their own sunscreen to all other parts of their body, and should come to camp with it already applied. Campers can find a buddy to apply sunscreen. Staff is not allowed to apply sunscreen to campers except as indicated above. **CAMPERS MUST PROVIDE THEIR OWN SUNSCREEN.**

On swim days we recommend that campers wear a swim shirt for maximum protection against the sun.

## Transportation of Children

### Bus

OPRD provides bus transportation for all field trips, splash pad, shuttling campers to the movies. All bus drivers have their Commercial Driver's License (CDL) and currently drive a school bus for either O'Fallon, Shiloh and local surrounding school Districts.



## **Camp Refund Policy**

### **Payment Policy**

- All participants in full day Camp Cavins, Mini Camps, Camp Choo Choo Full day and morning may pay a \$20 deposit or the full amount per session per child at the time of registration to hold their spot. \$10 deposit for Mini camp half days. The deposit is non-refundable if withdrawal from camp is not seven day prior to camp session starting. All camp fees must be paid in full seven days before the camp session begins.

**THIS MEANS THE MONDAY BEFORE MONDAY YOU START CAMP, NOT FRIDAY.**

- All changes to camp registration must be made at least seven days in advance in writing or in person with the parks office for a Full Refund. IF CANCELLATIONS ARE MADE LESS THAN 7 DAYS YOU WILL BE DEDUCTED 50% OF YOUR REGISTRATION FEE. ABSOLUTELY NO REFUNDS WILL BE HONORED ON THE IMMEDIATE FRIDAY BEFORE THE MONDAY OF CAMP. (EXAMPLE: IF YOUR CHILD IS ATTENDING THE CAMP THE WEEK MONDAY JUNE 5 - FRIDAY JUNE 9TH THE CANCELLATION NEEDS TO BE NO LATER THAN MONDAY MAY 29TH).
- NO VERBAL CHANGES OR CANCELLATIONS WILL BE HONORED - EMAIL (PARKS@OFALLON.ORG) OR IN PERSON ONLY.
- Payments are set up to automatically to be charged to credit/debit card if you paid deposits only, the payment will come out the Monday before the Monday before the camp session begins. **Children may not attend camp until payment is made.**
- A late fee of \$25 will be charged for any failed scheduled payments.
- Refunds/cancellation fees: you have the option to use your refunded deposit to go towards your camp balance or have the \$20 deposit refunded back to your credit card.
- If you do not show up the week you are registered for and have forgotten to give seven days notice you **WILL NOT** receive a refund for that week.
- The OPRD does offer scholarships for residents of O'Fallon and Shiloh. Scholarship paperwork can be found/pick up at the Parks office.

**No payments are to be made to camp staff or at the camp desk - All payments and camp changes will only be accepted by the Parks office.**

**No camp changes or camp transfers can be made after the start of the camp session.**

### **ePACT - Family Emergency Information**

Once you have registered for camp you will automatically receive an email from ePACT Network. Epact is an online emergency network. You will be able to enter your campers medical, emergency contact information securely. Once you have entered your information ePACT will store and share emergency information with relevant camp staff so we can access critical details like medical needs (e.g. allergies, medications) or key contacts (e.g. legal guardians of dependents, or support contacts like grandparents, nannies or neighbors if guardians are not accessible)

Once connected, users can access the system anytime, anywhere via web and mobile, and communicate through the system, update or change information at anytime.

For more information on ePACT you can visit their website <https://www.epactnetwork.com/>

ePact help desk [help@epactnetwork.com](mailto:help@epactnetwork.com) or call 1-855-773-7228 Monday - Friday 9am - 5pm PST





## **Behavior Code of Conduct**

It is the responsibility of each parent to discuss the code of conduct with their child, and reinforce compliance with it.

All campers and parents are expected to exhibit appropriate behavior at all times while at the OPRD. Parents please discuss with your children that our activities are planned for groups. While your child may not wish to participate in a specific activity, he/she is still expected to make an effort to be a part of the program.

Children or parents who are a danger to themselves or others, use inappropriate language or actions, or who are physically aggressive or threatening may be dismissed from the program. OPRD reserves the right to dismiss a participant whose behavior, or that of his/her parent, is inappropriate or endangers the safety of himself/herself or others. The following guidelines are designed to provide safe and enjoyable activities for all.

Campers shall:

- Show respect to all other campers, staff and property
- Take direction from counselors and supervisors
- Refrain from using abusive or foul language
- Refrain from causing bodily harm to self, other campers or staff
- Show respect for equipment, supplies and facilities
- Bullying is not permitted or tolerated

A positive approach will be used regarding discipline. OPRD reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others and/or if inappropriate behavior does not stop, and/or if the behavior negatively affects the experience of other participants. Physical restraint of a child will only occur if the child is putting themselves or others in immediate danger. The camper will continue to be required to follow the Behavior Code of Conduct if an aide is in place.

Any participant breaking the code of conduct will:

- Be given a verbal warning by the staff accompanied by a discussion about why their behavior is not appropriate.
- Be given a time out by the staff that is equal to the camper's age after the unacceptable behavior has been discussed with the camper.

Bullying is repetitive and/ or habitual behavior used to tease, threat, abuse, intimidate or aggressively dominate others. Bullying is not permitted in any fashion at camp. Bullying and any violent, physical or threatening actions will receive an immediate conduct report and may result in a suspension or removal from camp.

Upon receiving three conduct reports, the recreation supervisor will contact the parent or guardian to arrange a meeting to discuss corrective measures and disciplinary action. If additional conduct reports are issued, a one to three day suspension and/or dismissal will occur.

The OPRD reserves the right to immediately dismiss a participant whose behavior endangers the safety of themselves or others, or if the behavior negatively affects the experience of other participants. No refunds will be issued.