



# JC PARKS

## JC Parks Spring Day Camp Program Guidelines 2024

### WHAT A CAMPER NEEDS:

- Name written on all items
- Wear old play clothes — you may get dirty and wet!!
- Water Bottle / Close toed shoes!
- Jacket and long socks for ice skating day
- Snack and Sack lunch with a drink — NO GLASS PLEASE!
  - (no fridge available)
- Money for 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.

### ✓ **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.
  - 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. 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 Toebben. Please send requests directly to her directly at [atoebben@jeffersoncitymo.gov](mailto:atoebben@jeffersoncitymo.gov).

### ✓ **PARTICIPATION**

- Camp programs are designed with youth in mind.
- We encourage all children to participate in, or at least try, all activities.





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- ✓ **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—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**
  - 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.
  - **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.
- ✓ **SICK CHILD**
  - DO NOT send your child with a fever or an illness. We will be taking every camper's temperature daily.
  - 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.
- ✓ **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 CAMPDOC 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.



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### ✓ MEDICATION

- It is the camper's responsibility to take medication when needed. Campers should keep medication in their lunch coolers or backpacks. Please keep backpacks or coolers containing medication separate and inaccessible by the campers. Camp staff cannot dispense medication.

### ✓ ICE SKATING

- All campers are required to go to ice skating time. If you do not wish for them to ice skate they may sit in the designated camp area with a counselor.

### ✓ 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.
- 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.

### ✓ 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



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- 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.
- **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>

Join our Facebook Group: <https://www.facebook.com/groups/jcparksyouthdaycamps>

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