

# Day Camp Policies and Procedures

## Hours of Camp

- Check-in begins at 7:30am
- Check-out ends at 5:30pm
- Activity hours are from 9:00am-4:30pm

## Camp Registration Forms

The following forms are required for each camper:

- Pick-up Authorization Form
- Emergency Contact Form
- Health/Medical Form
- Behavioral Agreement and Anti-Bullying Policy

Forms are available at the Front Desk, via email, online, and at check-in each day. **All forms listed above must be turned in before to check-in.**

Forms are retained by Branson Parks and Recreation confidentially and securely throughout the camp.

## Medication Policy

- Parent/guardian and staff signatures are required to verify the amount of medication at Day Camp at drop-off of medicine.
- Parent/guardian must inform Director of time/schedule of medicine needed for your child.
- Staff will chart when medicine is administered. Parent/guardian may see this chart at request.
- Emergency medical devices (such as epi-pens) must be given to the Director and will be carried by the lead counselor of your child's group at all times. Devices may **NOT** be left in lunch boxes, back packs, or with other campers.
- A new form is required for each additional/new medication.
- Parent/guardian and staff signatures are required to pick-up/take home medication from Day Camp.

Medication and/or emergency medical devices are:

- Supervised by staff
- Provided to staff in original container with proper labels.
- Accompanied by instructions and side effects.
- Stored in locked storage box except those requiring refrigeration of emergency medical devices.
- Disposed according to state and federal law if leftover after conclusion of Day Camp year and not picked up by parent/guardian.

Caregivers for medical or 1-on-1 inclusion purposes may attend camp. If attending field trips, family must purchase admission to the facility for caregiver arrangements. Please notify Day Camp staff if a caregiver must ride on the bus to field trip locations with your child.

## How and when do I pay for Camp?

1. **FULL PAYMENT** – Select the Day Camp sessions that your child be attending and pay for the full amount with cash, check, or card. By paying the full amount, it is a discounted rate!
2. **SESSIONS HELD WITH CARD** – Select the Day Camp sessions that your child will be attending, and pay for the first week of camp. Complete a card authorization form with your card information on file (secured in our registration program) at the Branson RecPlex. The card will be charged for the upcoming week each prior Thursday, unless alternative payment is made by Wednesday, 8:00PM. ***It is the responsibility of parent/guardian to provide a valid card to be charged each week. All card information must be supplied in person.*** If for any reason your card is declined or deemed invalid by Thursday, we will call and request an alternate method of payment by Friday, 12:00PM. If payment is not presented by that time, your child will not be allowed to attend camp the following week.
3. **PICK YOUR TIME** – Register for individual days or weeks of your choosing. Payment in full is required at time of registration.
4. **SCHOLARSHIPS** – Scholarships are available for full week campers through the Skaggs Foundation, whose mission is to support and lead initiatives that improve health and wellness. Financial assistance is available to families who qualify for free and reduced school lunch meal.

## Withdrawal and Refund Policy

Camp registration costs assist in the planning and scheduling of programs, trips, and provision of food. To assist in providing the best camp experience possible, cancellations and/or refunds will need to be requested **no later than 8:00PM on the Wednesday before the requested week**. If requests are not made by this time, no refund will be considered. No refunds or credits will be given in the event a camper is suspended or removed from the program. **All refund requests must submit a Day Camp Cancellation Form.** Day Camp Cancellation Forms may be found online at [www.bransonparksandrecreation.com](http://www.bransonparksandrecreation.com) under Programs & Special Events > Kids Camps > Camp Documents. This form must be submitted by 8:00PM on the Wednesday prior to camp to receive a refund.

## Inclusive Recreation

Branson Parks and Recreation is committed to provide inclusive recreation program opportunities. Branson Day Camp staff are sensory inclusive certificated through Culture City. If your child requires accommodations for participation, or if there is anything that the Day Camp staff should know to provide the best experience for your child, please notify us as soon as possible prior to your child attending camp to ask if accommodations can be met by staff.

## Sign-in/Sign-Out Policy

Campers must be signed in and signed out each day by a parent/guardians, or other authorized person at the Day Camp counter of the RecPlex. **Campers may not be dropped off or picked up at any field trip location.** At pick-up, only the individuals listed on the *Pick Up Authorization Form* will be able to pick up their camper. All authorized persons picking up **are required to show photo ID** during the sign-out process. Campers are not allowed to sign themselves in or out, regardless of age.

### Late Pick Up Policy

- Campers must be picked up by 5:30PM.
- **If a camper is picked up after 5:30PM, a late fee of \$15/camper for every 15 minutes will be added.** Each family is allowed one late fee grace. Beginning the second time a camper is not picked up by 5:30PM, a late fee will be charged.
- Late charges occur at 5:31PM, 5:46PM, 6:01PM, etc.
- Late fees will be charged to the authorized card on file for the camper. All late fees must be paid in full prior to registering for future weeks if a card is not on file.

## Lunch, Snacks, Drinks, and Attire

Campers are asked to bring their own non-perishable lunch and drink; there is no access to refrigeration or cooking. Campers may alternatively purchase their lunch each morning during check-in for an additional fee; this must be purchased at time of drop-off.

- Lunches should be clearly marked with name.
- A morning and afternoon snack option will be provided each day. Campers may purchase snacks from the vending machines or concession stand during these times.
- Water will be accessible throughout the day. Campers may use their own water bottle to fill up, or the water fountain to refresh.
- On field trips, campers are asked to provide their own wattle bottle with their name labeled.

Campers should be dressed according to the day's activities and weather. Closed-toe shoes are recommended for all activities. Campers are asked to wear their camp shirts on field trips.

### Electronics Policy

Campers are allowed to use their personal electronic equipment, such as cell phones, video game systems, and music devices outside of program activity hours. Branson Parks and Recreation and staff are not responsible for lost or stolen electronic equipment. Lockers are not provided for campers to use throughout the day. Campers should not share their personal electronic equipment with other campers.

## Camp Code of Conduct

Branson Parks and Recreation is committed to provide a safe, positive, and respectful environment for all campers. Participants and parents are expected to follow the Rules for Play and Code of Conduct, as well as all Branson Parks and Recreation rules and regulations to ensure a positive experience for all. We take a constructive approach to discipline and our staff regularly reviews rules with campers. Please immediately report to staff any uncomfortable or threatening situation your camper experiences while attending Day Camp. The Director makes every effort to promptly resolve any inappropriate behavior and will resolve the conflict in a feasible manner.

### Code of Conduct

*Campers, parents/guardians, and staff are expected to:*

1. Be respectful, courteous, and considerate of others.
2. Communicate in an appropriate manner.
3. Refrain from using abusive, foul language/gestures, hard words, yelling, or harassing others.
4. Be responsible for their actions and understand that irresponsible actions will result in discipline.
5. Refrain from deliberately causing harm or injury to oneself and others.
6. Never jeopardize the health and safety of others.
7. Be respectful of the property of others and the property of Branson Parks and field trip locations.

### As a participant, I will:

1. Follow the Camp Code of Conduct.
2. Follow directions and cooperate with staff.
3. Be nice and not bully, tease, pick on, kick, bite, hit, or fight with others.
4. Show respect to all others.
5. Use program equipment, supplies, and facilities in a safe and respectful manner. Please refer to the *Day Camp Behavior Agreement and Anti-Bully Policy Form*.

### Disciplinary Actions

Severe disciplinary actions include a 3-step process:

- Strike 1: Verbal warning
- Strike 2: Time out/loss of privilege
- Strike 3: Parent/guardian phone call

Any offense that occurs that warrants a strike will be documented and reviewed with parent/guardian during pick up. Offenses that are documented in the *Severe Behavior Report* may be subject to a strike. These reports are means of communication between camp staff and parents/guardians. Offenses that occurs after Strike 3 will result in the Camp Director or designee contacting the parent/guardian for immediate pick up. This may also result in the camper being suspended from camp. Strikes are used for serious violations, including but not limited to threats, violence, or destruction of property. Strikes are not used for campers inattention during the day; however, a parent meeting and/or *Conversation Report* may be used to help redirect into a positive outcome.

## Safety and First Aid

The safety of each individual camper is of first and upmost importance to Branson Parks and Recreation and the Day Camp staff. Camp staff members are trained in hands only CPR and AED use. If your camper should become sick or injured, we will notify the registering parent/guardian. If you are unavailable at time of phone call, we will notify the individual next listed as the emergency contact on the *Pick Up Authorization Form*.

An *Injury/Incident Report Form* will be provided at time of pick-up each time First Aid is given to your child. This form required a signature, and a copy will be provided to the individual at pick up if one is requested. Campers are given the opportunity to administer basic first aid (Band-Aid, anti-bacterial wipe, etc) for cuts, scrapes, and scratches under the supervisor of Day Camp staff; if assistance is needed, Day Camp staff will administer the basic First Aid.

## Sunscreen Policy

Appropriate sunscreen use is important to prevent skin damage and skin cancer. Campers will be outside every day (weather permitting) for programs and activities.

- Campers are required to have sunscreen with them each day at camp. Extra sunscreen will be on hand if your camper does not have their own.
- Day Camp staff are not responsible to hold sunscreen.
- If your camper needs assistance in the application of sunscreen, **spray sunscreen** will be used. Staff is not permitted to assist with the application of lotion sunscreen.

## Transportation and Field Trips

Branson Parks and Recreation does not provide transportation to or from camp. Field trips are taken in school buses, and campers may not be picked up or dropped off at field trip locations. The field trip schedule is subject to change.

### Field Trip Schedule:

- Field trips are scheduled twice per week.
- Departure and return times will be communicated on the field trip calendar and the weekly calendar. Please have campers dropped off and checked in **prior to departure time** to avoid missing the field trip and camp for the day. Campers not attending the field trip are not allowed to stay at the RecPlex, and must be brought home.
- Return times are estimates only; please allow an additional 15-30 minutes after scheduled return time prior to pick up to account for traffic and transportation delays.
- All field trips and activities are taken as a camp.
- Field trips are subject to change due to weather or unforeseen circumstances.

## Lunch and Concession Card

New for Summer 2022, Branson Parks and Recreation is offering the ability to buy lunch each day! Each morning, there will be an option to purchase lunch for \$5, that includes a protein, side, and drink.

Branson Parks and Recreation is also offering a Concession Card in lieu of cash at the concession stand. Parents/guardians may load up a card to prepay for their camper at the concession stand during swim time and end-of-day free play as available. These options afford the ability of safe-keeping.

Parents/guardians will have the ability to place credit and pre-purchase meals using cash or a debit/credit card. Money put towards lunch and/or the concession card is non-refundable. Counselors and staff will not be handling money. Campers are responsible for their own money if not placed on the card, and parents are strongly urged to utilize this offering.

## Branson AquaPlex

The Branson AquaPlex will be used (weather permitting) on non-field trip days. Campers must obey all posted rules for the health and well-being of all involved.

### Swimming Pool Rules:

- Campers must wear swim suits; no cut-offs or street clothes will be allowed.
- Campers must have their own towel.
- Running, pushing, dunking, and/or horseplay is not permitted.
- Diving is only allowed in the designated areas.
- No masks, snorkels, or flotation devices (other than coast guard approved life jackets) are allowed.
- Lifeguards will require a swim test before campers are allowed in certain areas of the pool.
- Campers may not leave the pool area without supervision of staff.

## Money Brought to Camp

Branson Parks and Recreation and Day Camp staff are not responsible for lost or missing money if parents/guardians send cash with campers for their use. Branson Parks and Recreation and Day Camp **staff are not responsible for lost, misplaced, or misused money during camp hour.**

## Lost and Found

Campers are responsible for their own belongings. It is recommended to put the camper's name on everything that bring to camp. Lost and found items will be kept by Day Camp staff throughout the week; anything not claimed by Friday will be turned into the RecPlex Front Desk. All lost and found items are subject the Branson Parks and Recreation lost and found policy. It is strongly encouraged that campers do not bring anything of value to camp.