

Branson Day Camp
2023



DAY CAMP

MANUAL

TABLE OF CONTENTS

Page	Topic
3	Welcome page
4	Camp Hours + Registration
5	How and When to Pay
6	Refunds + Inclusion Policy
7	Medication Policy
8	Signing In & Out
9	Food, Drinks, Attire + Electronics
10	Code of Conduct
11	Disciplinary Actions
12	Safety/First Aid + Sunscreen policy
13	Transportation + Field Trips
14	Lunch Money/Concession Cards at Camp
14	Lost & Found
15	Swimming Pools Rules and Policies

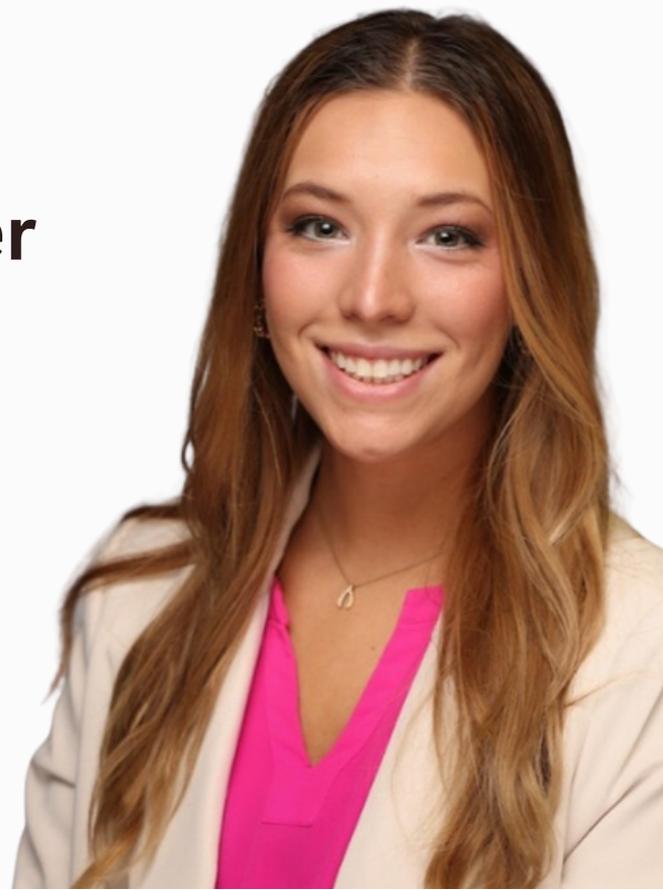
WELCOME

THE BASICS

Welcome to Branson's Summer Day Camp 2023! This year we're taking it up a notch with 12 weeks of summer fun! Two "out-trips" will take place each week on Mondays and Thursdays.* Are your campers excited to jump into action at Big Air Trampoline Park, ride the coasters at Silver Dollar City, and get a hole-in-one at Pirate's Cove? We hope you find this manual useful in answering any questions you may have about our program. Our camp counselors can't wait! If you still can't find your answer, please email Katie Leuthauser at KLeuthauser@bransonmo.gov for more help.

Katie Leuthauser

Camp Director



*Week 1 has one out trip due to Memorial Day

CAMP HOURS

MON - FRI

Check-in: 7:30 am to 9 am

Activity Hours: 9 am to 4:30 pm

Check-out: 4:30 pm - 5:30 pm

Please read the weekly newsletter to see when we will be on our out-trips. Pick-up is not permitted off-site. If you plan to pick up during activity hours, please let a supervisor or counselor know.

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



WHEN AND HOW 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.

**Summer Camp
2023**

REFUND AND WITHDRAWAL POLICY

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, **cancelations and/or refunds will need to be requested no later than 8:00 PM 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 under Programs & Special Events > Kids Camps > Camp Documents. This form must be submitted by 8:00 PM on the Wednesday prior to camp to receive a refund.



INCLUSIVITY POLICY

Branson Parks and Recreation is committed to providing inclusive recreation program opportunities. Branson Day Camp staff are sensory-inclusive certificated through Kulture 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.

**Summer Camp
2023**

MEDICATION POLICY

- Parent/guardian and staff signatures are required to verify the amount of medication at Day Camp at the drop-off of medicine.
- The parent/guardian must inform Director of the time/schedule of medicine needed for your child.
- Staff will chart when the medicine is administered. Parents/guardians 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, backpacks, 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 the original container with proper labels.
 - Accompanied by instructions and side effects.
 - Stored in locked storage boxes except those requiring refrigeration of emergency medical devices.
 - Disposed of according to state and federal law if leftover after the conclusion of the 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, the 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

Summer Camp
2023

SIGN-IN & SIGN-OUT



1. Sign-in/Sign-Out Policy

Campers must be signed in and signed out each day by a parent/guardian, or other authorized people 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 can pick up their camper. All authorized persons picking up **must show a photo ID** during the sign-out process. Campers cannot sign themselves in or out, regardless of age.

2. Late Pick-Up Policy

Campers must be picked up by 5:30 PM. **If a camper is picked up after 5:30 PM, 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 5:30 PM, a late fee will be charged. Late charges occur at 5:31 PM, 5:46 PM, 6:01 PM, 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.



Summer Camp
2023

LUNCH, SNACKS, DRINKS & 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 the time of drop-off.

- Lunches should be clearly marked with a name.
- A morning and afternoon snack option will be provided each day. Campers may purchase snacks from the vending machines or concession stands 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.

BRANSON DAY CAMP

CODE OF CONDUCT

Branson Parks and Recreation is committed to providing 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.

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 the parent/guardian during pick-up. Offenses that are documented in the *Severe Behavior Report* may be subject to a strike. The reports are means of communication between camp staff and parents/guardians. Offenses that occur 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, inappropriate behavior, and destruction of property. Strikes are to be used only for egregious situations that are unable to be resolved after multiple warnings from staff and directors.



**Summer Camp
2023**

SAFETY & FIRST AID

The safety of each individual camper is of first and utmost 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 the time of the 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 the time of pick-up each time any moderate to serious 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 (BandAid, 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

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 TRIPS

- Field trips are scheduled twice per week.
- Departure and return times will be communicated on the field trip calendar and the weekly agenda 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 the scheduled return time prior to picking 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.
- See below for tentative schedule (Summer 2023)

WEEK 1:			WEEK 7:		
WEEK 2:			WEEK 8:		
WEEK 3:			WEEK 9:		
WEEK 4:			WEEK 10:		
WEEK 5:			WEEK 11:		
WEEK 6:			WEEK 12:		

LUNCH MONEY & CONCESSION CARDS



Branson Parks and Recreation offers the ability for campers to buy lunch each day for your convenience. Each morning, there will be an option to purchase lunch for \$5, which 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 safekeeping. 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.

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 hours.**

LOST & FOUND

Campers are responsible for their own belongings. It is recommended to put the camper's name on everything that they 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 to the Branson Parks and Recreation lost and found policy. It is strongly encouraged that campers do not bring anything of value to camp.

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 POLICIES

- Campers must wear swimsuits; no cut-offs or street clothes will be allowed.
- Campers must have their own towel.
- Running, pushing, dunking, and/or horseplay are not permitted in or around the pool area.
- 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 campers to pass a swim test before being allowed in certain areas of the pool.
- Campers may not leave the pool area without the supervision of a staff member.



**Summer Camp
2023**