

Branson Day Camp 2024



DAY CAMP MANUAL

TABLE OF CONTENTS

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

WELCOME

THE BASICS



Join Branson's Summer Day Camp for 12 weeks of non-stop fun! Each week, we have *two field trips to facilities around Branson and the surrounding area. Get ready to explore WonderWorks, ride the coasters at Silver Dollar City, and splash around at Moonshine Beach! Our program manual has all the information you need about our camp. If you have further questions, please call the front desk at 417-335-2368. We can't wait to see you!

In addition to the exciting field trips, our summer day camp offers a wide range of indoor and outdoor activities that will keep your child engaged and entertained all day long. From arts and crafts to team sports, your child will have the opportunity to try new things and make new friends. Our experienced and enthusiastic staff are dedicated to creating a safe and inclusive environment where every child feels welcome and valued.

DIRECTOR

Katie Leuthauser will return as the Camp Director this 2024 season. She has worked with children in baseball/softball, golf, general education, dance, and gymnastics for over 10 years. She graduated from Missouri State University with an undergraduate and Master's degree in business administration with an emphasis in management. Her contact is kleuthauser@bransonmo.gov.

ASSISTANT DIRECTOR

Andrew Mitchell will assume the role of Assistant Director this summer. He is Branson's Recreation Specialist for PeeWee and Adult Sports. He is the creator and instructor for "Toddler-Time," a program designed to introduce 2-3 yr olds to sports at an early age. His contact is Amitchell@bransonmo.gov

CULTURE OF CAMP



The Branson RecPlex staff and administration have created several characteristics that make up our camp culture. We expect every counselor, child, and guardian to keep these in mind and embody them throughout the summer and beyond.

AT OUR DAY CAMP, WE **THINK**

TEAMWORK
HONESTY
INNOVATION
NEIGHBORLY
KID-FRIENDLY

By working collectively, being honest with each other, working innovatively, treating everyone as our neighbor, and focusing on the kids, we plan to make this year the best summer yet! Staff, campers, and guardians will be held to this standard.

HOURS OF CAMP

MON - FRI

Check-in: 7:30 am to 9:30 am

Activity Hours: 9:30 am to 4 pm

Check-out: 4 pm - 5:30 pm

Important Information Regarding Pick-Up During Activity Hours

To ensure the safety of our participants, we cannot permit off-site pick-ups. Please review our weekly newsletter to determine when our field trips are scheduled for your camper.

CAMP REGISTRATION FORMS

Necessary Forms for Camper Registration

To ensure a smooth and secure registration process, please complete the following forms for each camper:

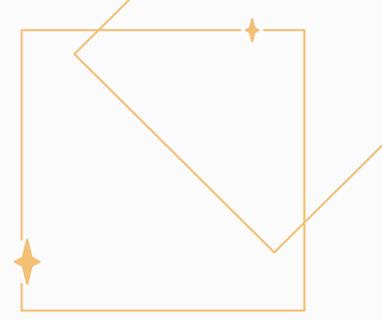
- Pick-up Authorization Forms
- Emergency Contact Form
- Health/Medical Form
- Behavioral Agreement
- Anti-Bullying Policy

These forms are available when you register online, via email, and on our webpage. To avoid delays, all forms must be submitted before check-in. Please note that Branson Parks and Recreation will keep all forms confidential and secure throughout the camp.

These forms are required. Failure to submit these forms before signing your child into camp releases Branson Parks and Recreation from any and all liability.

PAYMENT

WHEN AND HOW



- 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, you receive a free week of camp.
- 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 an alternative payment is made by Wednesday, 8:00 PM. It is the responsibility of the 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, 12:00 PM. If payment is not presented by that time, your child’s spot will be given to the next person on the waiting list.
- 3. PICK YOUR DAYS OR WEEKS** – Register for individual days or weeks of your choosing. Payment in full is required at the time of registration. Individual days will be available 2 weeks prior. Walk-ins are allowed if enrollment is not already at capacity.
- 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 meals. Contact the front desk for more information.



REFUNDS AND WITHDRAWAL



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 8:00 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. No exceptions.

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 before your child attends camp to ask if accommodations can be met by staff. Our refund policy listed above applies to all campers.

MEDICATION

POLICY

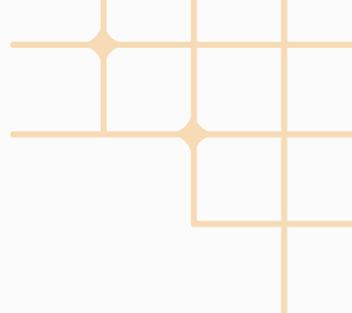
Parent/guardian signatures are required to verify the medication amount and to allow staff permission to administer it. The parent/guardian must inform staff of the time/schedule of medicine needed for your child. Campers who are capable of carrying and keeping track of devices or medicines such as OTC pain/allergy medication, inhalers, and similar items may do so at the discretion of staff and guardian permission. Sharing of medication at any time is strictly forbidden and grounds for expulsion. 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.

SIGNING IN AND 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 the camper. If a guardian knows someone else will be picking up, they should inform the front desk staff to add the said person to their authorized pick-up list. All authorized persons will receive a unique 4-digit PIN upon verification to sign their camper in and out. For safety purposes, we ask that you never share your personal PIN. 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.



PROCARE

PARENT APP



ProCare is the phone and web app we use for our day camp program. Once you register for camp, our staff will create your child's account and enter your name, phone number, and email address. You will receive an email from ProCare detailing instructions on setting up your account and getting your unique 4-digit PIN needed to sign campers in/out of camp. If you have multiple children on your account, you will be able to use the same PIN for all of them.

If other relatives, family friends, etc. will be dropping off or picking up your camper, please ensure to add them to your 'Authorized Pickups' List on ProCare and include their name, relation, and phone number. Our front desk is happy to help you enter this information in at drop-off.

Beyond signing in and out, ProCare is the primary communication method our staff will use to communicate with parents and guardians. We may message about field trip delays or schedule changes, any minor injuries or first care your camper received, behavior updates, illness, and maybe even some fun pictures throughout the week! Guardians can message staff as well. You also have access to input any allergies or special accommodations your child needs on ProCare.

Lastly, on the Friday/Saturday before each week your camper is enrolled in, you will receive a newsletter detailing the week's agenda and any information you may like to know such as pool and field trip times, planned activities, and important updates. We will also post some of our best pictures of the previous week in our newsletter.



Procare
SOLUTIONS

FOOD, DRINK AND ATTIRE

Campers are asked to bring their own non-perishable snacks, lunch, and drinks; they do not have access to refrigeration or microwaves/toasters. 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 concession stands during these times.
- Vending machines will only be allowed with staff supervision.
- 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 water 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 for easy identification.

ELECTRONICS POLICY

Campers are allowed to use their personal electronic equipment, such as cell phones, video game systems, and music devices at guardian and staff discretion. **Branson Parks and Recreation and staff are not responsible for lost, damaged, 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.



CODE OF CONDUCT



Branson Parks and Recreation provides a safe environment for campers with enforced rules and a Code of Conduct. Discipline is handled constructively, and any concerning situations should be reported for prompt resolution. Transparency on camper behavior is provided to guardians by staff at pick-up/drop-off or through ProCare.

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

1. Be respectful, courteous, and considerate of others.
2. Communicate appropriately.
3. Refrain from using abusive, foul language/gestures, yelling, or any form of harassment towards any child, employee, patron, or parent at any time.
4. Understand that irresponsible actions will result in discipline.
5. Refrain from deliberately causing harm 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. Failure to follow any of these promises is subject to expulsion without refund. Please refer to the *Day Camp Behavior Agreement and Anti-Bully Policy Form*.

DISCIPLINARY ACTIONS



Disciplinary actions include a 3-step process:

- Offense 1: Verbal warning
- Offense 2: Time out/loss of privilege
- Offense 3: Parent/guardian conversation

Egregious offenses will result in a Behavior/Disciplinary Report. After the 3rd documented report, the camper will be suspended and/or expelled from the program without a refund.

Any offense that occurs that warrants a serious parent conversation will be documented and reviewed with the parent/guardian during pick-up. Offenses that are documented will remain a camper's file. The reports are a means of open and honest communication between camp staff and parents/guardians. Serious and/or repetitive offenses 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.

Behavioral Disciplinary reports are used for serious violations, including but not limited to threats, violence, inappropriate behavior, and destruction of property. Disciplinary Reports are to be used only for egregious situations that are unable to be resolved after multiple warnings from staff and directors. Our rules are in place to ensure we can provide a safe and friendly environment for all campers, staff, and guardians alike. Parent Conversation reports will be used for minor offenses to keep the parent/guardian informed of camper behavior.

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-on 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 requires 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. Staff will strongly advise and continuously remind campers to reapply every half hour to hour of outdoor play.

- 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 for holding 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.

FIELD TRIPS AND TRANSPORTATION

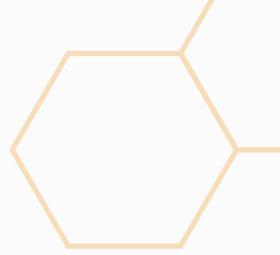
Branson Parks and Recreation does not provide transportation to or from camp. Field trips are taken in school buses, and campers may not be picked up or dropped off at field trip locations. The field trip schedule is subject to change.

- Field trips 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.
- When finalized, the tentative schedule will be shown below...

| | | | |
|---------------|---------------------------------|----------------|--------------------|
| WEEK 1 | Memorial Day Beyond the Lens | WEEK 7 | TBD TBD |
| WEEK 2 | TBD Silver Dollar City | WEEK 8 | TBD TBD |
| WEEK 3 | TBD TBD | WEEK 9 | TBD TBD |
| WEEK 4 | TBD TBD | WEEK 10 | The OC Pool TBD |
| WEEK 5 | The OC Pool TBD | WEEK 11 | TBD TBD |
| WEEK 6 | TBD TBD | WEEK 12 | TBD TBD |

CONCESSION

CARDS, MONEY, LOST & FOUND



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 \$6, which includes an entree, chips, and drink. Branson Parks and Recreation is also offering a Concession Card in place 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. 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. Please note that while the staff encourages campers to not overspend, they are unable to monitor every camper's purchases throughout the day.

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.

POOL

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. Violators will have swim time taken away.
- 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.
- Swim shirts and swim shoes are permitted to prevent sunburn and scraped feet while at the pool.
- Items left or misplaced at the pool can be found at the pool's lost and found station.

Please contact the front desk with any further questions at 417-335-2368. Thank you and let's look forward to a great summer!