

# DAY CAMP

## PARENT HANDBOOK



**WELCOME TO DAY CAMP!**



**Katie Leuthauser**  
*Camp Director*

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# Welcome Message

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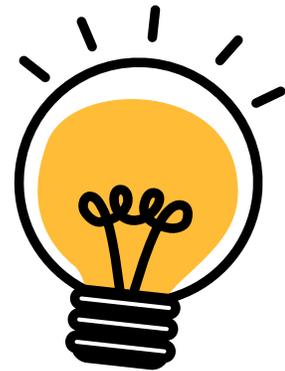
Join Branson's Summer Day Camp for 12 weeks filled with endless excitement! Each week features two thrilling field trips to various locations in Branson and the nearby area. Prepare for adventures at WonderWorks, exhilarating rides at Silver Dollar City, and fun at Moonshine Beach! Our program manual contains all the essential details you'll need about our camp. If you have any questions, feel free to call the front desk at 417-335-2368. We can't wait to welcome you!

In addition to these exciting outings, our summer day camp provides a diverse array of indoor and outdoor activities to keep your child engaged and entertained throughout the day. From arts and crafts to team sports, your child will have the chance to explore new interests and forge new friendships. Our dedicated and enthusiastic staff strive to create a safe, inclusive environment where every child feels welcomed and appreciated.

# Code of Conduct

Staff, kids, and guardians will work Together to be Honest, Innovative, Neighborly, and Kid-friendly. Our camp thrives on the collective efforts of everyone involved, creating an environment where each individual feels valued and inspired. By fostering open communication and collaboration, we aim to nurture a community that encourages curiosity, and promotes personal growth.

**T**EAMWORK  
**H**ONESTY  
**I**NNOVATION  
**N**EIGHBORLY  
**K**ID-FRIENDLY



## Our Mission

At BPR Day Camp we provide a superior, safe summer day camp experience to children of various ages, interests, and backgrounds. At BPR Day Camp we provide innovative programming and nurturing leadership to encourage the acquisition of skills, the development of new friends, and a heightened awareness of our natural and social environment. We build and enhance our campers' competence and confidence. Our camp community is supportive and welcoming. Our boys and girls are encouraged to try new things. We help campers develop lasting friendships, work well in groups, and work toward attainable goals.



# Hours

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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.

# Forms and Inclusion

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## **Additional Camp Documents**

To access the camper information forms and camper medication form, please go to our website at [www.bransonparksandrecreation.com](http://www.bransonparksandrecreation.com), find the tab that says "Programs & Special Events" → "Kid's Camps" → "Camp Documents." From there, you will see the links to fill it out. You will also be able to access these links on your weekly newsletter (sent out on Fridays/Saturdays for the upcoming week).

## **Inclusion Policy**

Branson Parks and Recreation is committed to providing inclusive recreation program opportunities. 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.

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# Medication Policy

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## Medication Needs

If your camper requires medicine to be administered throughout camp hours, please fill out the “Camper Medication Form” located on our website or contact the front desk for assistance with locating it. 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.

- 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 staff-only areas away from kids. The only exception is if the medicine needs to be administered when we are off-site at a field trip. In that case, the counselor of your camper’s group will carry it in their first aid and supply bag.
    - 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.
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# Payment

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- **FULL 12-WEEK PAYMENT** – Pay for the full amount with cash, check, or card. By signing up for the pre-paid 12-week session, you receive a free week of camp. Please note that *refunds are unavailable for this option*.
- **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. Late fees may apply.
- **SESSIONS HELD WITH CARD** – Select and reserve the weeks in advance that you plan to attend. One week’s payment is due at the time of registration and a credit card number must be provided to reserve the weeks you plan to attend. The card on file will be charged each Thursday for the upcoming week unless an alternative payment is made by Wednesday at 8:00 PM. Parents/guardians are responsible for ensuring a valid card is on file, which must be provided in person. If a card is declined or found to be invalid on Thursday, we will contact you to arrange an alternate payment by Friday at 12:00 PM. If payment is not received by then, your child’s spot may be given to the next person on the waiting list.
- **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. The scholarship funds cover half the cost of the day camp week. Please note that funds are limited and may run out. Financial assistance is available to families who qualify for free and reduced school lunch meals. Contact the front desk for more information or visit the “Youth Scholarship Information” tab on our website.



# Refunds

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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. Refunds are not available for the 12-week pre-pay plan. 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. You can also request a physical copy from the Front Desk. Once again, this form must be submitted by 8:00 PM on the Wednesday prior to camp to receive a refund. No exceptions.

# Electronic Policy

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In today's Digital Age, we recognize that many children may have access to iPads, phones, and other electronic devices. Whether campers can bring these items to camp is entirely up to the discretion of their guardians. The City of Branson and its employees are not liable for any damage, theft, loss, or abandonment of personal items, including electronics. Campers are allowed to use their devices during free play hours, but access will be limited during program and activity times. Staff members reserve the right to confiscate devices if they are misused, cause distractions, or are used in an inappropriate manner. If your family has a specific reason for the camper needing to keep their device with them at all times (such as having a family member in the hospital), please inform a lead counselor or director to ensure we can accommodate this request.

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# Signing In and Out

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Campers must be signed in and out each day by a parent or guardian at the Front Desk. They cannot be dropped off or picked up at any field trip location. During pick-up, only individuals listed on the Pick Up Authorization Form are allowed to collect the camper. If a guardian is aware that someone else will be picking up, they can add that person to their authorized pick-up list on ProCare. The front desk staff can guide you on how to add someone, but they cannot make the changes for you. Only the guardian who initially registered the camper for camp is authorized to make these additions. All authorized individuals will receive a unique 4-digit PIN upon verification, which they must use to sign the camper in and out. For safety reasons, please do not share your personal PIN. Campers are not permitted to sign themselves in or out, regardless of their age. Parents should sign their child out before heading to the Day Camp room. Please refrain from signing out your camper if they are on a field trip, as this affects our live ProCare roster and complicates staff efforts to account for every camper. If picking up during program hours, the camp may be away from the Day Camp room, such as at the pool or playgrounds. Please allow for additional time for a staff member to bring your child to the lobby. Once again, no pick up is allowed when we are off-site at field trips.

## **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.

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# ProCare Messaging

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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 and from our staff 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 locate where you can enter this information in.

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 more. Guardians can message staff as well. You also have access to input any allergies or special accommodations your child needs on ProCare.

Each Friday or Saturday before your camper's enrolled week, you'll receive an email newsletter with the week's agenda, including pool and field trip times, planned activities, and important updates. We'll also share some of the best pictures from the previous week in the newsletter. While we know parents love receiving photos throughout the week, our staff's primary focus is on the campers. They will only reach out with important updates. Photos from the previous week will be available in the online newsletter and displayed at the front desk.



**Procare**  
SOLUTIONS

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# Food, Drink, and Attire

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## Food & Drink

- Campers are encouraged to bring non-perishable snacks, lunch, and drinks. They will have access to these multiple times throughout the day. Alternatively, campers can purchase lunch each morning during check-in for an additional fee, which must be paid at drop-off. A morning and afternoon snack will be provided daily. Campers may also buy snacks from the concession stand or vending machine during these times.
- Energy drinks and coffee are available for sale on-site; however, we do not permit children under 12 to consume them. The American Academy of Pediatrics advises against caffeinated drinks for this age group, as they can lead to anxiety, jitters, headaches, heart palpitations, or gastrointestinal issues like diarrhea. If a counselor observes a child with an energy drink or coffee, it will be confiscated and stored in the staff fridge. Parents/guardians can retrieve it at pickup. If not claimed by the end of the day, it will be discarded.
- Water will be available throughout the day. Campers are welcome to refill their water bottles or use the water fountain. We recommend campers bring a labeled water bottle on field trips. Our staff will make every effort to remind and help locate items that campers bring on field trips, but the ultimate responsibility is on the camper.

## Attire

- Campers should dress appropriately for the day's activities and weather conditions. Layers and closed-toe shoes are recommended. Campers are not allowed to take their shoes off when at the playground or in the gymnasium. Additionally, campers should wear their camp shirts on field trip days (M/Th) to facilitate easy identification. On Swim days (T/W/F), campers should bring a swimsuit, sunscreen, towel, and change of clothes. If a camper prefers to wear a swimshirt/swim trunks, they may wear these to camp. No swimwear that shows the midriff or high thighs is allowed to be worn during non-swim hours.
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# Disciplinary Actions

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At Branson Day Camp, we are committed to providing a safe and enjoyable environment for our campers, families, and staff. Any behavior that violates our Code of Conduct or camp values will not be tolerated. This policy applies to campers, staff, and guardians alike. Failure to follow our Code of Conduct will result in the following disciplinary actions:

## **Offense System** (Resets Daily)

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

If inappropriate behavior continues or if a serious offense occurs, a Behavior Report Strike will be issued. A guardian must sign the report at pick-up.

## **Behavior Strike System** (Does Not Reset Until End of Year)

- Strike 1: Guardian conversation at pick-up with a lead counselor, assistant director, or director.
- Strike 2: Loss of pool and/or field trip privileges for the week.
- Strike 3: Immediate guardian pickup and a required meeting with the Camp Director. The camper will not be allowed to attend field trips the following week. No refunds will be given.
- Additional Strikes: Continued behavioral issues will result in a one-week suspension. Further issues will lead to expulsion from camp for the remainder of the program with no refunds.

## **Severe Behavior Policy**

In cases of serious misconduct—such as threats, physical harm, emotional distress, racial slurs, property damage, or any action that endangers campers, staff, or families—the Day Camp Director reserves the right to bypass any part of the offense/strike system and implement immediate consequences. Our goal is to create a fun, safe, and positive experience for everyone at camp.

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# Safety First

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The safety and well-being of every camper are our top priorities at Branson Parks & Recreation and the Day Camp program. Our staff is CPR and AED certified and trained in basic first aid to respond quickly to medical situations.

If your camper becomes sick or injured, we will notify the registering parent/guardian through ProCare. In the event of a serious incident—such as a head injury, deep cut, suspected sprain or fracture, or any other significant concern—we will call a guardian immediately. If we are unable to reach you, we will contact the next designated emergency contact listed on the Pick-Up Authorization Form.

While our staff is trained to provide basic first aid, serious injuries requiring advanced medical attention (such as those that may require ambulance transport) will be handled accordingly, with immediate communication to guardians.

Please note that Branson Parks & Recreation and RecPlex staff are not liable for any injuries, medical costs, or related expenses resulting from incidents that occur on or off City property during camp activities.

Each time moderate to serious first aid is administered to your child, an Injury/Incident Report Form will be provided at pick-up. A guardian's signature is required to confirm awareness of the incident. For minor injuries (such as small cuts, scrapes, or scratches), campers will be given the opportunity to apply basic first aid (Band-Aid, antibacterial wipe, etc.) under staff supervision. If assistance is needed, a staff member will administer basic first aid. Day Camp staff are not permitted to assist in private restrooms. In the event of a bathroom accident, staff will guide the child to a private restroom and wait outside while they clean up, change clothes, or wait for a guardian to arrive. If this happens, we ask that the child bring a spare set of clothes for the next few weeks in case of recurrence.

For illnesses:

- If a child vomits, a parent will be contacted. If they continue to feel unwell, they must be picked up.
  - If a child has a temperature of 100.4°F or higher, they will be sent home.
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# Sunscreen

Appropriate sunscreen use is important to prevent sunburn, skin damage, and skin cancer, especially for children. Campers will be outside every day (weather permitting) for programs and activities. Staff will strongly advise and continuously remind campers to reapply every 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.
- Spray Sunscreen is not allowed to be sprayed on the ground or applied inside.
- All kids are required to use sunscreen when we go out to the pool and reapply halfway through, if not more often.



# Field Trips

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Field trips are taken on Mondays and Thursday between the hours of 10am and 3pm. All transportation to and from our trips is in our school bus. Campers may not be picked up or dropped off at field trip locations. The field trip schedule is subject to change.

- 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. If they miss the bus, they will not be allowed to be dropped off. They can be dropped off once we return to the RecPlex. Children can not be picked up or signed out while on field trips.
- 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. We may split the camp into 2 groups.
- Field trips are subject to change due to weather or unforeseen circumstances.
- Once finalized, the field trip schedule will be posted online and at the front desk.



# Lunch & Concession Cards

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## **Lunch**

Branson Parks and Recreation offers the ability for campers' guardians to purchase a \$6 lunch meal. Lunches must be purchased at drop-off for the order to be placed. Lunches includes an option of 3 different entrees, chips, and a drink. If a camper does not have a lunch or a \$6 lunch purchased, the guardian will be contacted for further discussion and a report will be made that the child was sent without a lunch. If no guardian is able to bring a lunch, the card on file will be charged \$6 and the child will receive a PBJ, chips and a drink.

## **Concession Cards/Money Handling**

Branson Parks and Recreation offers 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 are not permitted to hold money for any camper at any time. Branson Parks and Recreation and Day Camp staff are not responsible for lost, misplaced, or misused money during camp hours. Campers are responsible for their own money if not placed on the card. Please note that while the staff encourages campers to not overspend, they are unable to monitor every camper's purchases throughout the day. We find the best solution is to put money on the card Monday morning for the week, and encourage the child to start to make smart financial and planning decisions to ensure their money lasts throughout the week. Branson Bank will come to camp on one of the days to educate our campers on money saving as well.

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# Lost & Found

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## Lost and 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.

# Lice

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Lice are a very common problem, especially for kids, but do not indicate uncleanliness. They're contagious, annoying, and sometimes tough to get rid of. Nits are the eggs of lice. Nits are closer to the scalp and stuck to the hair shaft. They do not spread and do not come off easily.

- Branson Parks and Recreation has adopted a "No Nit" Policy. If live lice bugs and/or nits (eggs) are detected the child's parents/guardians will be contacted and the child will have to be picked up. A treatment verification form will be sent home and is to be signed by a parent/guardian and returned to camp to verify that treatment has been done. We will then check all children in the camp and make any appropriate phone calls. They will be able to return to camp the next day after treatment and a recheck is done and it is verified that the live lice and nits are gone. The parent/ guardian who is dropping off will have to remain at camp until the recheck is done. Periodic rechecks will be done to verify that the infestation did not reoccur. The Day Camp Director and designated staff will do checks and rechecks. If a camper is determined to have an infestation, the Day Camp Director will make all necessary calls to parents/guardians.

# Pool

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The Branson AquaPlex will be used (weather permitting) on non-field trip days (T/W/F). Campers must obey all posted rules for the health and well-being of all involved. No running, pushing, shoving, or horseplay around the pool deck

- For first offenses, a warning will be given
- The second offense is 5 minutes of sitting out
- The third offense is 15 minutes of sitting out
- If a fourth offense occurs the camper will be asked to change and sit out for the remainder of the day and guardians will be notified.

## 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.
  - If a parent comes to pick up while a child is still at the pool, they must wait at the gate for a counselor to bring them their child. If they wish to swim with their child, they will need to be signed out and pay for the appropriate amount of pool admissions. A child cannot remain in the pool area after being signed out with paying the admission fee.
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