

Enterprise Parks & Recreation's



Adventure Camp

Discover Life!

**2019 Policy Book for
Parents and Campers!**



It is mandatory to read and review with your child(ren), and agree to this policy book prior to your child(ren) starting camp.

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MISSION STATEMENT

“To provide the best indoor and outdoor atmosphere and an exceptional opportunity for children to learn valuable skills and make new friends through programs that are encouraging, educational, and fun. We believe camp provides an opportunity for growth, self-esteem, and friendship building. We strive to create a place for young people to learn how to work as a group and gain confidence in their abilities as individuals.”

ADVENTURE CAMP INTRODUCTION

Adventure Camp is a summer camp for all children ages 5 – 12 (as of May 1, 2019). Our staff endeavors to provide a variety of planned and supervised activities appropriate for each age group. Some of our daily activities will include arts and crafts, supervised play, creative dance, gym play, group discussions, special guest speakers, cooking classes, and walks at the park. *Adventure Camp* will also take several exciting field trips.

Your child’s safety is extremely important to us here at *Adventure Camp*. To ensure their safety, all participants must obey each staff member, all camp rules, and other employees of the Enterprise Parks and Recreations Department. Campers are expected to follow these basic rules at all times to ensure everyone’s safety.



PAYMENT POLICY SCHEDULE

1. Payment is due the Wednesday prior to the Session that your child(ren) is/are attending.
2. Failure to pay by the listed Due Dates will result in late fees and possible eviction from the program.
3. If your account reaches 1-week (5 business days) unpaid, your child WILL be removed from the program and a child on the waitlist will take their place.
4. The office is open M-F, 8am-5pm to make payments, or you may pay online at eprd.recdesk.com.
5. We accept cash, checks, debit cards, & credit cards. All checks made out to EPRD.
6. Payments for field trips not covered by camp registration must be CASH ONLY.
7. If your child comes even just 1 day per week, you must pay the full week. We do not pro-rate—no exceptions!
8. **Late Fees:** are \$10 per day, until account reaches 1-week (5 business day) unpaid, when your child will be removed from the program.
9. **Session #1/the Registration fee is not refundable.**
10. **Session #1 & Session #6 Have 4 days due to holidays. Fee is still \$35.00/week. Holidays or weather closings will be advertised as soon as possible. Weekly fees will stay the same. The City may cancel days for added holidays or inclement weather—there is no refund for this.**

Session	Dates	Payment Due On or Before
Session #1	May 28—May 31	Wednesday, May 22
Session #2	June 3—June 7	Wednesday, May 29
Session #3	June 10—June 14	Wednesday, June 5
Session #4	June 17—June 21	Wednesday, June 12
Session #5	June 24—June 28	Wednesday, June 19
Session #6	July 1—July 5 <i>*NO CAMP JULY 4*</i>	Wednesday, June 26
Session #7	July 8—July 12	Wednesday, July 3
Session #8	July 15—July 19	Wednesday, July 10
Session #9	July 22—July 26	Wednesday, July 17

POLICIES & PROCEDURES

1. Only a parent or guardian with whom the child resides may register the child in *Camp Adventure*. Neighbors, friends, or other relatives **MAY NOT** complete the application form.
2. When our roster of participants is full, we will start a waiting list on a first-come, first-served basis. We strongly suggest that you leave accurate contact numbers that you can be reached. If we have trouble getting in touch with you, we may skip over you for the next child on the waitlist.
3. Program hours are 7:30am to 5:30pm. There is no early drop-off and there is no late pick-up. If you drop your child off before our Supervisor opens the doors at 7:30am, your child will be dropped from the program. If you pick up your child later than 5:30pm, you will be charged a late fee of \$9.00 the first time it happens. If you pick up your child after 5:30pm a second time, your child will be dropped from the program.
4. Cell Phones are Not Allowed! Camp Supervisors and Counselors are very involved in caring for your children. Phone calls are not encouraged and Campers may not make phone calls for any reason. If communication is needed by a camper, a staff member will do this for the child.
5. Campers may be picked-up by individuals on the Registration Sheet and **you must show photo ID EVERY TIME you pick-up a child, NO EXCEPTIONS.** Do not rely on staff to vouch for you or remember who you are. We strongly urge that family members and children determine before leaving each day for Camp, who is picking up your child.
6. Campers may not bring any electronic devices such as Gameboys, phones, iPads, or music players to camp.
7. Campers should not bring toys or other personal items from home without prior permission from the Camp Supervisor. We are not responsible for any personal items left or lost at camp or on field trips.
8. Do not send children to Camp sick. Sick staff members may lead to a shutdown of the program.
9. Parents shall not confront other children, parents, or camp counselors about matters that occur. Discuss all situations with Camp Supervisors or the Recreation Program Coordinator ONLY.
10. Campers should tell Camp Counselors about problems not other campers or the other Camper's parents or guardians.
11. We are not responsible if Campers leave the site on their own.
12. We do not provide change for Campers to use the snack or drink machines; nor do we reimburse monies taken by the machines.
13. Campers should not share combs, brushes, hats, or towels with other campers; and should wash their hands frequently!
14. Campers are expected to and must stay with their assigned group and not to leave the site without permission. We are not responsible if Campers leave the site on their own.
15. All participants are expected to behave appropriately by not using profane or vulgar language, gestures, or suggestions; not bullying or antagonizing others, and by following all Rules. Failure to behave appropriately will result in permanent removal from Camp.

DISCIPLINARY ACTIONS & DISMISSAL

PROCEDURES FOR INAPPROPRIATE BEHAVIOR

Non-appropriate behavior will not be tolerated at EPRD's *Adventure Camp*. The Camper(s) will be informed immediately if a Counselor feels they are doing something unacceptable. It will be explained to the Camper why the action is inappropriate and they will receive a warning not to continue the behavior.

PROCESS:

1. Counselors will redirect the Camper to a more appropriate behavior.
2. If inappropriate behavior continues the Camper will be reminded of behavior guidelines and camp rules.
3. If a Camper's behavior still does not meet expectations or the Counselor does not feel the Camper is trying to restrain or they continue to interrupt the activity, and is affecting the experience of other campers, they will be asked to sit out the activity and the incident will be documented.
4. If inappropriate behavior continues, the Camper may be dismissed from camp for the day and the parent/guardian will be called to come and pick the Camper up and a meeting with the Counselor, Supervisor and Programs Coordinator may be scheduled to discuss the Camper's behavior with the parent/guardian. Failure to pick the Camper up will result in their being permanently removed from the program.
5. If inappropriate behavior continues on subsequent days, the Camper will be asked to leave Camp the rest of the week with no refund. If no improvement in behavior is seen upon return, the Camper may be dismissed from the program.
6. If a child brings weapons to camp, intentionally harms a staff member or another child, vandalizes property, or steals from the program or others, they may be dismissed from the program immediately without further warning or notice.

ADVENTURE CAMP RULES!

PLEASE REVIEW WITH YOUR CHILD(REN) ATTENDING CAMP

1. We must obey the Camp Coordinator, Camp Supervisors, Camp Counselors, and all employees of the Enterprise Parks and Recreation Department.
2. We will represent ourselves, our camp, and our city well when we are out on field trips and at Camp.
3. We will follow the Golden Rule, "Do unto others, as you would have them do unto you".
4. We will keep our building and play area neat and clean. We put our garbage in the trash bins and our recycle in the recycle bins. We put things away when we are done using them, even if we were not the ones who got them out, and we will leave our space clean. We will push our chairs in when we stand up, and keep our restrooms tidy!
5. We treasure our friendships and want to keep our friends.
6. We will strive for safety! We will walk instead of running indoors and when going from one location to another. We will wear shoes at all times. NO OPEN TOE SANDALS!
7. We will strive for the respect of others at all times, so we will leave our cell phones, video games, game boys, MP3 players, or any other personal electronic devices at home. *Special permission may be obtained from the Camp Supervisor for long field trips or for a special class or activity.*
8. We will accept that *Adventure Camp* is also a place of business and the phone is for business and emergency use only. We must ask permission from our Camp Counselor to use the phone.
9. Parents must sign children in/out daily. Campers will not be able to leave the facility without an adult. If anyone other than a parent/guardian or individual listed on the approved pick-up list is going to be picking up a child, then the parent/guardian must present the staff with a written note that morning when they drop off the child.
10. Breakfast and lunch will be provided to all campers*. If you choose to pack a lunch for your child, please note that we do not have the ability to put lunches in the refrigerator.
***There is no breakfast/lunch on May 28 thru June 31. You MUST bring your own.**
11. The program and our responsibilities are from 7:30am until 5:30pm, Monday-Friday. We are not responsible for children left before 7:30am and a mandatory fine will be assessed after 5:30pm. Dropping off early and picking up late, may result in fines and being removed from the program, please see Policies & Procedures.
12. Parents must adhere to the payment schedule or the camper may be removed from camp.

ADVENTURE CAMP RULES CONTINUED—OUR BUS RULES

PLEASE REVIEW WITH YOUR CHILD(REN) ATTENDING CAMP

1. We will obey and listen to our bus driver.
2. We will not damage the bus or city equipment.
3. We will keep the bus clean and clean up after ourselves if we make a mess.
4. We will stay in our seat at all times.
5. We will not fight, push, or shove.
6. We will not curse or yell back at anyone.
7. We will not eat or drink on the bus, unless we are given permission by our bus driver and Camp Supervisor.
8. We will answer roll call only for our own names by saying, “here.”
9. We will be courteous at all times, saying, “Sir” “Ma’am”, “excuse me”, “please” and “thank -you”.



PICK-UP & DROP-OFF PROCEDURES

1. A completed and signed “Registration” form must be on file for each child and list any authorized adults to pick up the child.
2. Anyone picking up the child, MUST present photo ID every time they pick up the child—no exceptions! Do Not ask the staff to vouch for you or remember you.
3. Changes to any *Authorized Adults to Pick Up Your Child*: (a) may not be made directly on the original form. If changes are necessary, the original authorizer must complete a new form and the old form is placed in the office for future reference.
4. Authorized person MUST sign the child in and out each day. Only individuals listed under the *Authorized Adults to Pick Up Your Child* list will be allowed to pick up children. If you will have someone not on that list pick-up your child, you must present a written note in the morning when you drop off your child.
5. You cannot drop your child outside of camp, you must accompany your child into the building and sign them in. Failure to do this may result in permanent removal from camp.
6. Children are unable to sign themselves out; unless given written permission by the Program Coordinator for special circumstances.
7. Custody issues: we allow only the parent who registered the child and filled out the Registration form to make any changes to the Registration form. Any undue stress to staff or children regarding pick-up, drop-off, payments, etc., may result in your child being permanently removed from the program.
8. The City of Enterprise Parks and Recreation staff ARE NOT responsible for early drop-off or late pick-up. We will only be responsible for a child who has been signed in at the start of camp. All children must be signed out by the end of camp operations. There will be no exceptions.





**EPRD
ADVENTURE CAMP
2019 REGISTRATION FORM**

Staff only:

Camper Name: _____ Group: _____
Guardian Name: _____ Guardian Phone #: _____

Parent or Legal Guardian, please complete and return the original to the Recreation Center no later than 5:00p.m. May 15, 2019. Failure to provide this to the Recreation Center by May 15, 2019 may result in your child being removed permanently from our Adventure Camp. You must complete a Registration form for all children attending.

**Your Child Must Be 5-12 Years Old on May 1, 2019
We must have a birth certificate on file by May 15, 2019.**

Child's Name: _____ Age as of May 1, 2019: _____

Birthdate: _____ Sex: _____

Address: _____

Primary Legal Guardian

Name: _____ Relationship to child: _____

Mobile Phone #: _____ Primary Email: _____

Work Phone #: _____ Home Phone #: _____

Emergency Contact #1 _____ EC #1 Phone #: _____

Emergency Contact #2 _____ EC #2 Phone #: _____

Circle ALL sessions you know your child will not be attending camp. You will be responsible for payment on any uncircled sessions:

Session #1	Session #2	Session #2	Session #4	Session #5	Session #6	Session #7	Session #8	Session#9
05/28-05/31	06/03-06/07	06/10-06/14	06/17-06/21	06/24-06/28	07/01-07/05 Closed 07/04	07/08-07/12	07/15-07/19	07/22-07/26

List of Authorized Adults to Pick-Up Your Child: (additional names may go on the back of this page.)

Name	Relationship to Child	Phone Number

Field Trip Permission:

I hereby give permission for the child listed above to attend all field trips sponsored by the enterprise parks and Recreation Department Summer Camp Program.

Signature

Date



EPRD
ADVENTURE CAMP
2019 MEDICAL RELEASE FORM

Parent or Legal Guardian, please complete and return the original to the Recreation Center no later than 5:00p.m. May 15, 2019. Failure to provide this to the Recreation Center by May 15, 2019 may result in your child being removed permanently from our Adventure Camp. You must complete a Registration form for all children attending.

Medical Release:

In the event of an emergency, I hereby give Enterprise Parks and Recreation Department and it's employees permission to seek medical attention for my child/dependent.

Signature Date

Please check any additional Health Concerns and explain further below:

- Heart Condition Diabetic Asthma Autism
Eye/Ear Infections Convulsions Headaches Downs Syndrome
Bladder Condition Contact Lenses ADD or ADHD Behavioral Disorder

Food Allergies

Bee Sting Allergies:

Other Concerns:

Other special needs, pertinent information, or issues concerning your child:

Please check your child's/dependent's swimming ability below:

- Strong: no assistance needed. Medium: Can swim without assistance, but tires easily. Weak: Is comfortable in the water and needs the aide of a flotation device. Newbie: Cannot swim and should not be in deep water without personal assistance

I, the undersigned parent and/or legal guardian of do hereby consent to any and all medical and surgical treatment; including, but not limited to Anesthesia and operation which may be deemed advisable by any qualified physician selected by agents or officials of the Enterprise Parks and Recreation Department. The intention hereof is to grant authority to administer and to perform all and singularly any examination, treatments, anesthetics, operations, and diagnostic procedures which may now or during the course of the patient care be deemed advisable or necessary by any qualified phy-

Home: Work:
Mobile: Emergency:

Signature of Parent/Legal Guardian Date

Printed Name of Parent/Legal Guardian Date



2019 POLICY BOOK FOR PARENTS & CAMPERS

I, the undersigned parent/legal guardian of _____ (child's full name), have read the 2019 Policy Book for Parents & Campers and reviewed it with the child listed above. The program staff has answered any questions that I might have. I agree to abide by the 2019 Policy Book for Parent & Campers as a condition of my child's enrollment in the summer camp program.

Signature of Parent/Legal Guardian

Date

Printed name of Parent/Legal Guardian

Date

AGREEMENT TO SHOW PHOTO ID AT PICK-UP

I, the undersigned parent/legal guardian of _____ (child's full name), understand that I will not be allowed to sign my child out of camp without showing photo identification at the sign-out desk. I will not put the responsibility or pressure on the camp staff to remember my face in order to identify me as the person picking up my child, nor will I ask staff members or other parents to vouch for who I am. I understand that this is a safety precaution put in place to help keep my child and all the other children at Adventure Camp safe

Signature of Parent/Legal Guardian

Date

Printed name of Parent/Legal Guardian

Date