

2009

SPRING BREAK CAMP

PARENT GUIDE

Welcome to the Olivette Parks & Recreation Department Spring Break Camp. We strive to provide healthy recreation with a positive environment so that children can have fun while developing physical skills and emotional maturity. Campers participate in daily activities, which include: games, crafts, music, special events and sports. Children are grouped by age and placed under the supervision of a qualified counselor with a 1 to 10 counselor to child ratio. The camp fee includes supplies, equipment and staff.

Camp Dates/Times and Locations:

DATES: Monday, March 23, 2009 to Friday March 27, 2009

CAMP HOURS: 9:00am to 3:00pm daily

EARLY DROP OFF HOURS: 8:00am to 9:00am (additional fee required)

LATE PICK UP HOURS: 3:00am to 4:00pm (additional fee required)

LOCATIONS: Olivette Community Center
9723 Grandview Drive
Olivette, MO 63132

Refund Policy:

Refunds are issued ONLY in the event of the cancellation of the entire program. No exceptions. The City of Olivette's Parks & Recreation Department has the right and authority to refuse service to anyone.

Sign-in and Sign-out:

Parents must sign campers in and out with their child's counselor. This is to insure your child's safety and allow our counselors to keep in touch with you as to your child's behavior. If you are unable to pick your child up yourself please let us know exactly who is picking up your child. That person must be listed on your child's Pick Up Authorization Form so that we can make sure they leave with an authorized person.

Pick up and Drop off Guidelines:

Spring Break Camp: Campers should not be dropped off before 8:50am in the morning. Campers should be picked up at 3:00pm. If a child is not picked up by 3:00pm there will be a late fee of \$15.00 for every 15 minutes late.

Early Drop off: Campers should not be dropped off before 8am in the morning. There will not be a counselor on duty until 8am. (Additional fee required)

Late Pick up: Campers should be picked up no later than 4:00pm. If a camper is not picked up by 4:00pm there will be a late fee of \$15.00 for every 15 minutes late. (Additional fee required)

The late fee will need to be paid to the Parks & Recreation Office that evening or the following morning.

Please remember to be on time.

Money and Personal Items:

Since campers move from place to place constantly, they are not allowed to bring personal toys or other items not required for an activity at camp. Any other items that are brought will be confiscated and returned at the end of the day. Camper should not bring more than \$5.00 with them to camp for a soda and snack. **Campers may purchase snacks and drinks from the vending machines during early camp, lunch, and late camp.**

Visitors/Guests:

Visitors and/or guests are NOT permitted at camp. No exceptions. Anyone coming in during camp hours (9am to 3pm) must report in with the Head Counselor.

Behavior Policy:

Behavior that affects other children, counselors, or supervisors, such as, but not limited to swearing, verbally fighting, leaving the group, name calling, refusal to obey directions of counselors, intimidation, and refusal to participate will be handled in the following manner:

First Occurrence	Children will be counseled on what is appropriate behavior.
Second Occurrence	Child will receive a written reprimand and will not be allowed to participate in scheduled events for a minimum of one hour.
Third Occurrence	Child will be suspended from camp on the following camp day.
Forth Occurrence	Child will be removed from the camp for the remainder of the week and fees will be forfeited.

These occurrences will be on a cumulative basis, Campers do not receive a "clean slate" at the beginning of each day.

The following actions will result in immediate removal from camp:

1. Damaging/Defacing property
2. Sexual Harassment
3. False fire or 911 alarm
4. Fighting/hitting/biting/ physically harming or attempting to harm another child or staff member.
5. Threatening another child or staff member
6. Intentionally setting a fire
7. Stealing
8. Possession of fireworks
9. Ammunition Possession
10. Gun, Knife, Matches, or Lighter Possession
11. Tobacco, Alcohol, or any illegal substance Possession

Dress, Lunch:

Campers should wear comfortable clothing. Pants, shirts, socks and shoes are ideal. Please **do not send campers in sandals**, this is for safety reasons. Campers must bring their own lunch from home each day - sandwiches, fruits, and cookies are ideal. Names should be written on bags. The Camp will furnish ice water. Campers must supply all other drinks.

Bicycles, Skateboards and Roller blades:

Campers may ride or walk to camp if the appropriate information and permission is given to the Parks & Recreation Office before camp starts. Campers will not be allowed to use their bicycles, skateboards, or roller blades while camp is in session (unless in an authorized activity).

Administration/Leadership:

Camp will be under the direct supervision of the Recreation Coordinator. Camp staff includes one Counselor for every group of 10 children. All camp staff is required to attend pre-camp training sessions emphasizing first aid, camping skills, and supervision. Please maintain close contact with your child's Counselor and the Recreation Coordinator so we will know how to best meet your needs and those of your child.

Movies:

The Recreation Coordinator must approve all movies prior to being viewed. Only G and PG rated movies will be allowed.

Safety:

Camp programs include games and physical activities. Parents and campers should be aware of possible cuts, scrapes, splinters, bee stings and various other injuries. The staff will do their best to provide each camper with a safe experience. An attempt will be made to notify the parent or guardian in case of accident, injury or sudden illness. Please make sure you have listed the necessary phone numbers needed to reach you. In addition, make sure that your child's counselor is aware of any allergies and/or medications that your child has or is taking during camp hours. (It will be the responsibility of the child or child's parents to take

his/her medication(s) as needed on a daily basis.)

Absences:

Please contact the Recreation Supervisor or other Staff member at the Olivette Parks & Recreation Office when your child is going to be absent from camp.

Arts and Craft Supplies:

The materials listed below will be used as arts and craft supplies in our program. Instead of disposing of these items, please send them to camp with your child.

Milk Cartons (plastic & card board), Paper towel and toilet paper tubes, or any other tubular items, paper bags all sizes, paper plates, unused coffee filters, yarn, toothpicks, pipe cleaners, aluminum pie pans, ribbon, sponges, clothes pins, shoe boxes, jars and cans all types, cotton balls, quilt tips, wire, magazines, pine cones, string, beads, shells, construction paper, glue, paints (washable), tiles, or anything else you can think off that the campers will be able to make something out of.

**THE CITY OF OLIVETTE PARKS & RECREATION DEPARTMENT RESERVES
THE RIGHT TO DIVERAGE FROM THE RULES AS IT DEEMS NECESSARY.
PARENTS WILL BE NOTIFIED OF SUCH CHANGES IF THEY OCCUR.**

**PARENTS, PLEASE TAKE AN INTEREST IN WHAT YOUR CHILD DOES AT CAMP.
THEY HAVE FUN AND WANT TO SHARE ALL THE EXCITEMENT WITH YOU.**