OUTDOOR DISCOVERY CAMP
POLICY STATEMENT

Johnson County Park and Recreation District is an equal opportunity employer and service provider.

MISSION STATEMENT
To provide children with a safe and enjoyable outdoor experience that builds positive connections with nature, with cultural heritage, and with each other.

REGISTRATION
All children must be pre-registered. Full payment is due upon registration.

CHILDCARE TAX ID#
The tax ID# for your income tax is 48-6090320. If you require additional receipts, call Registration at (913) 831-3359 or login to your registration account on www.jcprd.com.

REFUND POLICY
Refunds will be granted for camps with the keywords Nature & Science only when ALL of the following conditions are met.

- A replacement must be available from our wait list or you must find a replacement.
- A written request must be received two weeks in advance of the camp week.
- Each request must state the reason for the withdrawal.
- These may be e-mailed to registration@jocogov.org or faxed to (913) 831-6336. NO PHONE REQUESTS.
- EACH CANCELED WEEK IS SUBJECT TO A $15 PROCESSING FEE TO BE DEDUCTED FROM THE REFUND AMOUNT. Please allow 2 to 3 weeks to receive any refunds.

ADA REQUESTS
JCPRD is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Written requests must be made two weeks or ten working days prior to the start of the program.

CAMPER TO STAFF RATIO
Our camp is designed for a 10 to 1 camper-to-staff ratio during scheduled activities. This camp is held primarily outdoors. Many of the activities we participate in are deemed by the Kansas Department of Health and Environment as high risk. We frequently travel to and from activity sites by bus. Therefore, this camp may not be the right fit for every child. If you need help in determining whether this camp is right for your child, contact Camp Directors, Molly Postlewait (913) 826-2804 for Shawnee Mission Park or Regina Wasson (913) 826-2805 for Ernie Miller Park.

REQUIRED PAPERWORK
1. **Camp forms are due by May 18th by e-mail, mail, walk-in, or at the parent orientation.** (If registered after May 18th, email forms to Cindy Lawrence. Paperwork must be turned in prior to child attending camp.

2. State law prohibits your child from attending camp without these forms:
- ***Authorization for Emergency Medical Care:*** Be certain to sign and date; notarization is not required.
- ***Health History*****:** If your child has not attended a public or accredited non-public school in Kansas, Missouri or Oklahoma, you will need to provide a record of immunizations.

3. ***High Risk Activities and Authorizations Form***: The following activities have been deemed high risk by the Kansas Department of Health and Environment: archery, BB gun riflery, challenge course, swimming, hiking, pedal boating, canoeing, kayaking, fishing, and stream hiking. Written parental permission is required for children to participate in these activities: to apply sunscreen and bug spray, and to be transported by the camp. **Children will not be allowed to participate in these activities without a parent's signature.**

4. ***JCPRD Youth Camp Form/Personal Data Sheet:*** The personal data sheet gives us additional information about your child that is not already listed on the Health History form.
5. Children will not be discharged to anyone not previously authorized by the parent in writing. This may be indicated on the *Youth Camp Form/Personal Data Sheet*. All children must be picked up by an adult. Parents must park and walk to the facility for pick up and drop off their child. **Photo Identification will be required until authorized party is recognized. Always be prepared to present photo identification at time of pick-up.**

6. ***Weekly Signatures***: You (or authorized adult) are required to sign your child in and out daily. Additionally, you must sign a permission form for field trips on a weekly basis. If parent/guardian is not present, please provide a written statement authorizing other party to sign the form.

Additional paperwork may be necessary if your child is also participating in an Ernie Miller Nature Center specialty camp.

CONFIDENTIALITY STATEMENT

All contents of children's files will be kept confidential. File contents cannot be duplicated, distributed, discussed, and/or viewed by anyone other than the custodial parent/guardian, program staff, law enforcement officers, KDHE designee, and emergency medical personnel. Custodial parent/guardian reserves the right to make their children's records available to designated parties through written permission. Documents can be released only to custodial parent/guardian and SRS child protection agency representatives. Release under any other circumstances must be mandated by court order.

MEDICATIONS

If your child must take medicine during camp, you are required to sign an ***Authorization for Self-Administration of Medication*** form, giving complete instructions. Camp staff will have this form available. Medicine must be in its original Rx container. **Children are not allowed to carry the medication in their backpacks.**

ILLNESS

Participants will not be allowed to attend when suffering from any communicable disease. Guidelines provided by the Johnson County Health Department will be observed. The Camp Director shall exercise discretion in determining if a child seems well enough to resume normal participation. A note explaining illness and any applicable doctor's notes should be brought when the child returns to camp. Parents must report to the Camp Director any exposure to a communicable disease.

SCHEDULE

1. **Remember, children are not to be dropped off before 7:30 a.m. For the safety of your child, make sure a counselor is present when dropping off your child.** From 9:00 a.m. to 4:00 p.m. children will be engaged in program activities. For working parents, staff will be at the site at **7:30 a.m**. until **5:30 p.m**. at no additional charge. If your child needs to be picked up before 4:00 p.m., please let the Camp Director know in advance. If a child is dropped off or picked up between the hours of 9:00 a.m. and 4:00 p.m. it is the parent's responsibility to come to the location of camp activity, e.g., pool, beach, field trip.

2. ***Late Charge***: We realize that under some circumstances of lateness cannot be avoided; however, **a late charge of $1.00 per minute per child past 5:30 p.m**. will be assessed to parents for after-hours care.

3. ***Drop-off & Pick-up locations:***

Ernie Miller Nature Center: Camp Shelter in Nature Center Parking lot for all ages, unless posted otherwise.

Shawnee Mission Park: Shelter #12, unless posted otherwise. We try to return to the shelter by 3:45 pm daily.

4. ***Inclement Weather:***
Ernie Miller Nature Center: Ernie Miller Camp will go to the Nature Center building.
Shawnee Mission Park: In the case of inclement weather, an updated schedule will be posted at shelter #12.

**You may also find out about schedule changes for both camps by calling Ernie Miller Nature Center at 764-7759, 8:30 a.m. until 5:00 p.m. If weather looks doubtful, please send a raincoat, poncho and, /or sweatshirt.

SWIMMING

1. Weather permitting, we will have water activities during the week. **Campers must have dry clothes to change into after water activities or the child will not be permitted to participate**.

2. Swim time is considered campers' free time. They will be supervised, but there will not be structured pool games. Children will be required to pass a simple swimming test before going into the deep end.

3. If your child needs to wear a life jacket or if there are any special restrictions or instructions, discuss this with the Camp Director.

LUNCH and WATER

Send lunch foods that do not spoil easily. We do not provide refrigeration. Send a 20-32 ounce **refillable** water bottle each day. We will not provide water bottles, but we will remind campers to refill their water bottles. Please refrain from sending soda in your child's lunch. Please plan and pack your child's lunch with the smallest amount of trash possible. Help us reduce waste and promote a green awareness in our camp.

SNACK TIME

We provide a snack twice daily. Children may substitute a snack from home.

QUIET TIME

We require an afternoon rest period each day. Children may bring a book or quiet game from home to pass the time.

DISCIPLINE

1. Discipline procedures shall not include any form of corporal punishment, verbal abuse, physical restraint, confinement, threats, humiliation, forcing or withholding of food, or fear tactics.

2. Your child will be expected to comply with the camp rules and regulations. We are concerned about the safety of your child and have set rules accordingly. If disciplinary action is necessary, the following techniques may be employed as counselors deem necessary:

a. Redirection **b.** Time Out **c**. Community Service **d.** Behavior Contract

These techniques will be used in most instances of misbehavior depending on the situation, the child's age, and the severity or repetition of misbehavior.

3. In the case of physical fighting and violation of safety rules, your child will be removed from camp for a day on the first instance. If there is a second instance, your child will be removed for the summer and fees will be refunded. **This will be the case regardless of who is the aggressor.**