



### **Mission Statement:**

For campers to have an active, engaging summer facilitated by qualified and caring staff who promote a safe environment, making lifelong memories, learning, socialization and fun!

### **Goals:**

- ✓ To create an environment where everyone belongs.
- ✓ To enhance social skills, such as cooperation, responsibility, patience and tolerance.
- ✓ To encourage self- expression and creativity.
- ✓ To be active and have fun.

### **Program Administration**

- OPRD outdoor camps are located in public city parks and are operated by the City of Olathe's Parks and Recreation Department.
- We are guests of the park and aim to be compatible and as unobtrusive as possible to all other park patrons.
- The City of Olathe provides equal opportunity and does not discriminate based on race, color, national origin, sex, religion, age, ancestry and/or handicap status in the provision of service or employment.
- All participants must be able to function in a counselor to camper ratio of 1:15.
- Confidentiality - All contents of a camper's files, including health history, medication forms, correspondence from parents, etc., are confidential documents. File contents are not duplicated, distributed, discussed or viewed by anyone other than the parent/guardian, program staff, law enforcement officers, KDHE designee, and emergency medical personnel. Parent/Guardian reserves the right to make their camper's records available to designated parties through signed permission. Campers' records are kept on file for the camp season; once the season has ended, they are securely disposed of.
- Photos of campers are strictly used for program use and/or other city publications.

### **Registration Requirements**

- Children attending camp must be pre-registered in advance of attendance by completing the registration process with payment via Olathe Park & Recreation registration system and **completing the online personal data sheet and uploading of the KDHE Health History Form and Emergency Medical Release Form by April 22, 2024.**
  - Online Form and KDHE Form Submission:  
<https://schools.procareconnect.com/register/b8379cb2-455c-4739-9035-70ea81af3c1c>.

- KDHE Forms are at the end of this packet. Trouble uploading forms? Email them to our Youth Development Specialist - [jdvore@olatheks.org](mailto:jdvore@olatheks.org).
- Once the online information is submitted, staff will review and place child in their camp and invite parents to register for the Procure: Childcare App for the communications and signing in/out of camp.
- By registering for camp, parents/guardians are agreeing to the Olathe Parks & Recreation waiver and release:
  - I have volunteered to allow the minor registered for camp to participate in recreational activities provided by the City of Olathe. I knowingly and voluntarily assume the responsibility for the minor to abide by all regulations governing the recreational program. It is further understood that the City of Olathe and its employees are not responsible for accidents, injuries, illness or loss of property.
  - LIABILITY WAIVER: I acknowledge that recreational activities provided by the City of Olathe may involve risk of bodily injury or property damage and to agree to assume any such risks. I understand that it is up to me to consult physicians and other professionals to make sure that the minor noted herein can safely participate in activities and events held by the City of Olathe. Further, I do hereby release and hold harmless the City of Olathe, its elected and appointed officials and employees from any and all liability and/or claims resulting from injuries, damages, or losses arising out of or in connection with participation in recreational programming to the fullest extent permitted by law. I hereby assume all risk or injury, damage, and liability, and waive any right of recovery from or to bring suit against the City of Olathe, to the fullest extent permitted by law, for any illness, personal injury, death, or other consequence arising out of the voluntary participation in these activities.
  - PHOTO RELEASE – I authorize the City of Olathe to use at its discretion any photograph(s) taken of the camper(s) for promotional purposes, including but not limited to print, online, and social networking media while participating in an activity and waive any and all claims that the member or the undersigned or their heirs, executors, administrators, or assigns may have or claim to have resulting from such photograph(s) or reproductions thereof. I have read the above statement, understand and agree to the conditions set forth.

## Camp Fees

- ~~NEW~~ Camp fee is set per week. All fees are **non-refundable (includes illness and vacations)**. If using payment plan, payer is still liable for 2<sup>nd</sup> half of payment.
- Fee may be paid in full at time of registration or utilize the Outdoor Camp Payment Plan.
  - The payment plan requires a 50% non-refundable payment due at time of registration and the remaining 50% (non-refundable) of each week is charged to card on file two weeks in advance of that week of care. If payment is declined when the remaining 50% is due, the person responsible for payment will have 24 hours to provide an alternative means of payment. If payment is not received in 24 hours, the camper spot will be opened to waitlist. If spot not taken from waitlist, payment will still be due by registrant and sent for collection.
- Transfers: A transfer is from one week of outdoor camp to another week of outdoor

camp only (transfers are not applicable to other OPRD recreational programs). A written request must be received two weeks prior to the start of the week of camp with reason for transfer. If space is available, transfer will be approved with a \$15 processing fee. Email requests to [recreation@olatheks.org](mailto:recreation@olatheks.org).

- Refunds: If we are able to fill a cancellation from the waitlist, we will consider a refund minus a \$30 processing fee.

### **Terms of Care/Code of Conduct**

- Campers must fully comply with the code of conduct to continue enrollment.
- Participation is a privilege not a right. Non-compliance will result in disciplinary action including suspension and up to termination of care.
- Participants shall practice positive interactions, including but not limited to, responding to adult authority in appropriate ways, taking ownership of actions, accepting other's differences, managing anger in appropriate ways, being courteous of others as well as their personal space and belongings.
- Discipline procedures shall be of a positive nature and shall not include any form of corporal punishment, verbal abuse, physical restraint, confinement, threats, humiliation, forcing/withholding of food or fear tactics.
  - All behaviors are viewed on a case by case basis using the Camp Olathe Behavior Matrix. Parents will be notified of inappropriate behaviors and will be advised of steps taken toward improvement.
  - Examples of behavioral interventions include closer proximity to staff, increased frequency of rule reminders, processing through actions and more acceptable behaviors, and redirection. In some situations, campers may be removed from an activity to ensure safety of self and other campers. More serious behavior issues require parent/ staff conference to develop an action plan for improvement.
- Camp does not allow any form of violent play, including use of toys as weapons, gesturing in an aggressive manner, or depicting violence in drawings or other expressive forms. Possession of weapons fashioned or real is prohibited and is grounds for immediate termination of care. Statements by anyone that threaten violent acts or express physical aggression will be regarded as real and result in immediate disciplinary action up to including termination of care. Law enforcement may be called if necessary.
- Parents must demonstrate civility, self-control, and socially acceptable behavior when interacting with camp staff and any other person they may encounter at camp. Profanity, threats, insults, harassment, suggestive remarks, intimidation, physical crowding and or contact will not be tolerated and can result in termination of care.
- Parents will be limited to the check in/out area only, refraining from any exposure to the camp area with campers. Any parents wanting to do a birthday snack will need to bring a store-bought snack in its individual packaging.

### **Hours of Operation and Drop off/Pick up**

- 7 am - 6 pm
- No care provided on City Holidays such as Memorial Day, Juneteenth, Fourth of July or July 5th.
- Each camper must be signed in and signed out daily via the Procure: Childcare App or

with the authorized pick up person's unique pin number. Pin Numbers may not be shared at any time.

- All individuals authorized to pick up camper must be listed in advance on the camper's record and use only their unique pin. Until all authorized parties are known to staff, photo identification will be required at time of pick up.
- A charge of \$1 per minute past the 6 pm closure will be assessed to parents. We realize that under some circumstances, being late cannot be avoided. We require parents to call us should such a situation occur. Regardless of cause, charges will be charged to card on file. If 45 minutes pass with no communication to camp, Olathe Police Department will be called for child abandonment.
- State law prohibits the release of a camper to parents and any other authorized adults who appear to be impaired by drugs or alcohol. Any existing court orders barring parent contact, visitation, and child release must be on file at the camp to support law enforcement interventions.
- Campers are not permitted to be released to walk home unsupervised.

### **Dress**

- Campers should dress for the weather. Mornings can potentially start cool; providing layers can assist with the temperature changes. This is an outdoor camp and except for field trips and extreme weather, we will remain outdoors.
- Campers must wear camp T-shirt daily.
  - Campers will receive 5 T-shirts per summer.
  - Please note camps change shirt colors every two years.
- Campers must wear tennis shoes or other closed toed shoes that securely affix to the foot (flip flops may be brought in a bag and only worn at pool).
- Campers may not be permitted to stay without camp shirt or proper footwear.

### **Communications**

- Weekly newsletters will be emailed out to the parents/guardians listed on the account through our ActiveNET Registration system.
- Any additional notes or changes to camp will be communicated via the Procure: Childcare App. Parents may set up communications settings from the app. Communications options include push notifications or when parent opens app.
- Parents may also message staff through the Procure: Childcare App.
- Weather and field trip updates will be sent via the Procure: Childcare App.
- Behavioral or illness related communications specific to camper will be communicated to parent/guardian at pick up or by phone during the day.
- Parents should contact the **camp director directly** with any issue, concern, and/or suggestion regarding their camper or the program.

### **Absences/Daily signing in and out**

- Please send a message via the Procure: Childcare App
- Parent/Guardian must sign camper into camp with Procure: Childcare App or with unique pin and sign screen.
- Parent/Guardian must sign out camper with Procure: Childcare App or with unique pin and sign screen.

## Illness/ Medications

- Camp will regularly wash hands and sanitize per scheduled activities.
- Camp will continue with cleaning and sanitizing of materials.
- Participants will not be permitted to attend when suffering from any communicable disease, COVID-19 symptoms, temperature or any other symptoms deemed by the local health department at the time of camp that require us to exclude a camper (these are subject to change depending on guidelines for summer 202). Guidelines as determined by the Johnson County Health Department are observed.

**\*Due to COVID-19, campers will be excluded for (subject to change based on health department recommendations):**

1 – Primary Symptom	2 – Secondary Symptoms	Pending COVID Test Or Exposure	Positive Test
Fever New Cough Difficulty Breathing Loss of Taste or Smell Fatigue	Congestion/Runny Nose Sore Throat Nausea/Diarrhea/Vomiting Headache Muscle/Body Aches Chills		

- If the camper will be taking any medications at camp, whether over the counter or prescription, a medication form must be filled out and on file at camp. Medications must be sent in original container with label in a single daily dose and given to staff. Campers are not permitted to hold onto their own medications.
- Any camper with chronic health/special care needs will need to have a parent/staff meeting prior to attendance to ensure care needs can be accommodated and met within camp. All participants need to function in a 1:15 counselor to camper ratio.
- **Due to COVID-19, we follow all Johnson Co Health Department Guidelines for Licensed Child Care Centers and will manage positive and exposed individuals per their recommendations.**
  - <https://www.jocogov.org/sites/default/files/files/2022-02/Child-Care-Centers-Guidance-021122.pdf>

## Medical Insurance/ Emergency Medical Care

- During normal participation in camp, accidents can and do happen. Therefore, it is important that parents carry medical insurance for expenses that result from injury. The City of Olathe does not carry medical insurance for its participants.
- Medical insurance policy name and number are required on the authorization for emergency medical release form.
- In urgent care situations, staff will attempt to contact parent/guardian for child pick up and follow up medical treatment.
- In emergency situations, staff will follow recommendations of trained medical personnel.
- If a camper needs to be transported to the nearest hospital, a staff member will go with them until the parent/guardian arrives.
- Be sure all your child's records are up to date to assist staff in responding to emergencies.

## Field Trip/Transportation Policy

- All campers in attendance must accompany group on field trip.
- Campers are transported by a leased school bus or City bus/vans.
- If parent/guardian desires camper not to participate in activities on trip, please advise staff so that they may arrange for an alternative activity at the field trip site. Please note, all campers go on trips.

## Inclement Weather

- Each camp will have one or two designated inclement weather locations. Pay attention to newsletters for reminders of sites.
- Inclement weather will be communicated via the Procure: Childcare App. If accurate cell phone number is on file, a text message will be pushed out.
- In the event of inclement weather, campers will be transported by bus to indoor facilities per the plans below.
  - Morning Plan (7-9 am)
    - For extreme weather (thunderstorms with severe winds, tornados, etc.), camp may open for the day at the designated inclement weather location.
    - Campers will be transported back to camp via bus when weather permits and will remain under shelter.
    - Campers will remain under shelter and/or in bus for their protection and safety at certain times.
    - Procure: Childcare App to check location status and potentially drop off at inclement weather location.
  - Afternoon Plan (4-6 pm)
    - On heat days when the heat index is 102+ camp will close from our designated inclement weather locations.
    - For extreme weather (thunderstorms with severe winds, tornados, etc.), camp may close for the day at the designated inclement weather location.
    - Please pay attention to Procure: Childcare App for updates.

## Emergency Closings

- Natural disasters and or utility outages can result in emergency closure of program. No alternative care location will be available in the event of emergency closures.
- The camp director will notify parents/guardians of closures and when care can be resumed.

## Personal Belongings

- **Campers must bring daily:** backpack, lunch, and water bottle.
- **Label all personal belongings** (including clothes, water bottles, bags, towels, even shoes and socks).
- Camp is not responsible for the loss, theft, or breakage of personal belongings.
- Toys (including stuffed animals, action figures, Pokémon Cards), cell phones, video games, radios, and other items from home are prohibited unless specifically requested by camp.
- Please limit all personal belongs brought to camp.

**\* COVID-19 requirements are subject to change depending on community conditions for summer of 2023.**

# CAMP SUPPLY/TASK LIST

## **LABEL ALL ITEMS**

### **BEFORE CAMP BEGINS TURN IN ALL FORMS**

**See form checklist to ensure they are complete!**

- Complete forms online: <https://schools.procureconnect.com/register/b8379cb2-455c-4739-9035-70ea81af3c1c> (this includes uploading the KDHE Health History Form, KDHE Emergency Medical Release Form, First Aid Permission Form and Park Permission slip. Medication Administration Form is only for those needing medication during camp).
- Bring a bottle of bug spray and waterproof spray sunscreen (at least SPF45) to camp. **Note: Sunscreen should be applied daily at home before departing for camp.** Counselors will help re-apply at morning snack, lunch, mid-swim time, and pm snack.
- Sign all **permissions forms** (by parent) and upload to camper file via Procure: Childcare App prior first day of camp. Participants cannot attend without signature.

### **SWIMMING DAYS:**

- Swim trunks for boys or one-piece bathing suit (or suit that fully covers) for girls and towel. **(Please label all items)**

### **DAILY:**

- Wear **CAMP T-SHIRT and MASK** with comfortable play clothes that can tolerate becoming soiled.
- Bring **water bottle**, water thermos, or canteen.
- Wear **tennis shoes** or shoes that are securely affixed to the feet. **NO FLIP FLOPS** worn at camp, but they may be brought for use at the pool.
- Backpack** or sports bag for all personal items. **(Please label)**
- Prescription drugs must come in original container with safety lock top affixed with RX information. Oral medications must be sent daily with only the amount to be taken in container. **(Parents have submitted a medication form to camp.)**
- Be prepared for all weather with layers, ponchos, etc. if necessary.
- Share any relevant information with camp staff about your camper.

**NOTE:** Participants should not bring personal items other than those designated on supply list. The program is not responsible for the loss, theft or breakage of personal belongings. Participants are responsible for personal belongings.