

2024 Willard Summer Camp Parent & Camper Information Packet

All camp registrations will be completed through the online registration system. Link can be found at WillardParks.com in the Summer Adventure Camp tab.

Summer Adventure Camp is a recreational program hosted by the Willard Parks and Recreation Department to provide an entertaining and educational childcare option to the community. Camp participants will enjoy swimming, field trips, crafts, athletics, and more over the course of the summer!

This packet should provide answers to the most asked questions. Please read it thoroughly and **return the page at the back to Morgan Long at the Willard Recreation Center before your first week of camp.**

Table of Contents

What to Bring	2
Locations & Amenities	2
Registration Cost, Process, & Requirements	3
Camper Rules & Regulations	4-5
Expectations for Campers	5
Health Policy	5
Discipline Procedure	6-8
Drop-off & Pick-up Procedure	9
FAQ	10-11
Signature Page	12

What will your camper bring every day?

- A great attitude!
- Closed-toe shoes (no slides, sandals, or flip-flops)
- Refillable water bottle
- Cold Sack lunch, with drink and two snacks (NO GLASS)
 - Send your camper with thermal tupperware or cold packs as we do not have access to a microwave and fridge for campers.
- Sunscreen (required), bug spray (recommended)
- Play clothes (Campers will get dirty and wet)
- Towel (Tuesday and Thursday for Swim Day) Friday is a potential swim day
- Name written on all items
- Concession stand money if desired
 - give money to Counselor at drop off for the week

What will your camper NOT bring?

- Opened-toe shoes (slides, sandals, or flip flops are dangerous to run in and break)
- No breakable or valuable items (this includes cell phones, jewelry, etc.)
- **No game systems, toys, or cell phones** (all cellphones will be confiscated and returned to parents at pickup)
- Nice clothes (Campers will get dirty and wet)

Locations & Amenities

The Willard Summer Camp Program will take place at a variety of locations across Willard and southwest Missouri. All campers will check in daily at the Willard Recreation Center. Camp groups may then travel either on foot or by bus to secondary locations for daily activities.

Willard Recreation Center – Home to the Recreation Center, this location is “home base” for Summer Camp Programs. 2 Gymnasiums, a craft classroom, playground, park space, and sports fields provide many opportunities for engaging play.

Willard Aquatic Center- Tuesdays, Thursdays, and some possible Fridays, campers will travel to the Aquatic Center for swim time. Fridays will be potential swim days, parents will be informed on Wednesdays if they will be swimming Fridays

Jackson Street Park- A Playground, acres of green space, and covered pavilions will provide shade and outside activities. Restrooms available at the Aquatic Center.

Miller Farm Park- Disc Golf Course and wooded trails will offer some “Nature Time” for our older campers. This is also the site of our sunflower field that blooms in September.

Frisco Highline Sports Complex- Acres of open sports fields are a great site for yard games, field sports and kite flying.

Field Trips- Campers will travel weekly by bus on a variety of field trips, leaving the Rec around 9am. Field trip locations will be listed on the Willard Parks Website, please send your camper in their Camp-Issued Field t-shirt on every field trip! (We have a limited supply of extra t-shirts at a cost of \$15.00 to replace lost or forgotten shirts)

IMPORTANT Registration Information & Procedures

- **ALL REGISTRATION AND PAYMENTS MUST BE COMPLETED BY 5PM OF THE FRIDAY PRIOR TO THE WEEK ATTENDING.** A \$20 late fee will be added after this deadline.
- ALL REGISTRATION IS COMPLETED THROUGH THE CUSTOMER PORTAL AT WILLARDPARKS.RECDESK.COM
- Monday Walk In Sign Ups are welcome at the full price of camp, administration fee (1st time campers) and the \$20 late fee.

Step by Step Online Registration Walk-thru

1. Complete your member profile or log in at **WillardParks.recdesk.com**
 - a. Add each child attending camp to your household
2. Select **Programs** tab
3. Select **Childcare** from dropdown menu
4. Select the week of camp you want to register for
5. Program Registration
 - a. Verify all information
 - b. Click **Save**
6. Shopping Cart
 - a. Verify all information
 - b. Click hyperlink to register another household member (for this selected week) if needed
 - c. Select **Add New Registration** button if you want to add another week of registration
 - d. When all campers and weeks are in Shopping Cart, select **Go To Checkout**
7. Waiver
 - a. Carefully read the waiver
 - b. Click **I Accept Waiver**
8. Required Forms
 - a. Non-injectable Medication Authorization 2024
 - i. Select **Complete Form** button
 - ii. Fill out form if your child will need to take medication at camp, or leave blank if your child is not taking medications

- iii. Select blue **Next** button to continue through form
 - iv. Page 4 of 4: Sign and select **Submit Form**
 - b. Summer Camp Release and Policies 2024
 - i. Carefully read and check boxes
 - ii. Sign and select **Submit Form**
 - c. Willard Parks and Recreation Agreement, Waiver and Release
 - i. Carefully read, sign, and date
 - ii. Select **Submit Form**
 - d. Once all forms have green checkmarks, select **I Have Completed All Forms** button
9. Checkout
 - a. Confirm billing information
 - i. The first week of camp and the week of July 4th will be \$100 per child due to camp being 4 days long
 - ii. All other weeks will be \$125 per child
 - b. Convenience Fee
 - i. This is a 3% fee for running a card through the system. If you want to avoid paying this fee, you can come to the Willard Recreation Center **before 5PM the Friday before your camp week starts** and make payment with cash or check.
 - c. Select **Submit**

Camper Rules & Regulations

Summer camp is meant to be a fun and engaging environment; however, campers must follow the rules below to ensure a safe, fun, and rewarding experience for all involved.

General Rules

- Walk in lobbies and hallways at all times- NO RUNNING
- Use inside voice in lobbies, hallways, and restrooms
- Do not leave the room without group leader's approval
- Clean up your activity area before beginning another
- Do not go into other children's Cubbies/Baskets/Backpacks/Lunch Boxes, etc.
- All children will help at clean up time
- When instructed, line up at the door quietly to wait for directions

Field Trip Rules

- Wear and also bring sunscreen
- Children will walk together to the bus and wait at the door for counselor instruction
- Children will enter the bus in an orderly line when the driver or the leader directs them to do so
- Walk when entering, leaving, or moving through the bus

- Hands, heads, feet, and personal belongings must stay inside the bus at all times
- Nothing shall be put outside the windows of the bus
- Windows shall be opened only with the permission of the leader or driver
- The bus shall not be littered in any way
- No food or drink will be consumed on the bus
- Children must stay with the group at all times
- Children must stay with the adult they are assigned to (usually their group leader) at all times
- Children will be expected to follow the special rules of the site being visited (reviewed before each trip)
- Children will not use bathrooms without leader's approval
- Horseplay, fighting, and profanity will not be tolerated
- Any child experiencing behavioral problems on a field trip may be excluded from the next field trip or from the program

All campers must wear camp-issued t-shirts on every field trip! (We have a limited supply of extra t-shirts at a cost of \$15.00 to replace lost or forgotten shirts)

Park Rules (open greenspace areas)

- All campers must follow the instructions of their group leader at all times
- Campers will return to the group when instructed to do so
- Campers that attempt to leave the activity area without permission will be subject to discipline
- Sunscreen will be worn at all times

Pool Rules

- All campers must follow the instructions of their group leader at all times
- Campers will return to the group when instructed to do so
- Campers that attempt to leave the activity area without permission will be subject to discipline
- Sunscreen will be worn at all times
- Campers will exit the pool when instructed to do so - campers that refuse this instruction will be subject to discipline including loss of pool privileges
- No floaties

Expectations for Campers

- Participate in all activities
- Follow all rules and group leader instructions
- Be responsible for your belongings
- Be on time (Arrive: 6:30-8:00 am, Pick up 3:30-6:00 pm)
- Confine eating to lunch and snack times
- Always be courteous and cooperative
- Play safely and use good sportsmanship

- Report anything wrong with facilities to group leaders (clogged toilets, messes in restrooms, burnt out lights, etc.)
- Campers must be potty trained
- **Most importantly, HAVE FUN!**

Health Policy

Insurance

The Willard Park Board does not provide any accident or hospitalization insurance for camp participants. We recommend that you review your own family policies for coverage information.

Medication

If your child needs to be given medication (prescription or over-the-counter) while at camp, you must have a completed Medical Authorization Form on file. No medication will be given without this form on file. All medications must be in the original, properly labeled container when sent to camp.

Illness

Please do not send your child to camp with a fever or an illness. If your child exhibits symptoms of illness or fever, you will be called to pick up your child. We ask that you make every effort to pick up your child as soon as possible, as your child will be separated from the other campers to inhibit spread of illness.

Discipline

The following is an example of the discipline and communication campers will receive from their camp counselors and other supervisory staff. Please understand that we want to encourage children to make great choices in their behavior. Your support from home is greatly appreciated by our hardworking camp counselors. Other consequences are expressed throughout this document. Please read it thoroughly.

Document given to counselors for confronting most common or most severe camper misbehaviors:

Summer Camp 2024 Discipline Escalation Protocol

Take every step seriously, using your child communication tools. If you have forgotten what they are, consult a superior to refresh your memory. Morgan, Samantha, Jason, and other senior staff are here to support you (in that order).

Not listening to counselor direction

First Offense

1. *Bend down to child's level to communicate, reminding them of direction*

Second Offense

2. *Speak plainly and repeat rules and expectations stated at the beginning of camp, warning of write up.*
3. *Inform parent and camper after third offense it is up for discussion to remove camper from camp.*

Third Offense

4. *Communicate that there are consequences to every choice, time out to not exceed age, give write up and explain the situation to parent at pick up.*

Inappropriate Contact (not keeping their hands to themselves)

First Offense

1. *Warning, reminder of camp rules and values*

Second Offense

2. *Removal of privileges to participate for given time (time out to not exceed age/minutes rule)*
3. *Inform parent and camper after third offense it is up for discussion to remove camper from camp.*

Third Offense

4. *Communicate that there are consequences to every choice, give write up and explain the situation to parent at pick up.*

Physical/verbal assault (cursing, harassment, or hitting with intent to harm)

First Offense

1. *Remove from situation, address situation with aggressor- allow time for cooldown if needed*

Second Offense

2. *Communicate severity of offense- and make clear it is not tolerated, complete discipline document and notify parent at pick up.*
3. *Inform parent and camper after third offense it is up for discussion to remove camper from camp.*

Third Offense

4. *Contact parent to pick up camper.*

- **After the third write up it is up for discussion for dismissal from the summer camp program. This decision is made in consultation with camp management and after careful consideration of the child's needs and the overall safety and atmosphere of camp.**

- **No refunds will be issued for suspension or expulsion from Summer Adventure Camp for the current week, however a refund can be given for prepaid future weeks.**
- **We will attempt to follow these guidelines each day. However, children are individuals and may require modifications to this plan. Multiple offenses, severity of offense, may result in an abbreviated escalation of recourse to protect your or other campers' safety.**

Drop-off & Pick-up Process Requirements

To ensure a safe and secure transfer of supervision of your child, every camper **MUST** be signed-in and signed-out of the program daily with both parents/guardians signature and time. Only those listed on the Approved Pick-Up List will be allowed to sign out a camper from the program.

Parents may authorize additional pickups anytime by adding them to the Approved Pick Up List by contacting the Willard Recreation Center Front Desk. *We check photo identification*, please communicate with anyone on your approved pick up list to bring identification. Following these rules is required every time, regardless of circumstances, for your child's safety.

- Please bring your child to camp no later than 8:30am to be present for activities, especially on field trip days. Many activities are at other park locations, but drop-off is always at the Rec Center.
- A \$5 fee will be billed for every 15 minutes (or portion thereof) a parent/guardian is late.
 - **Campers MUST be picked up by 6:00pm.**
 - Authorities may be notified if children are not picked up from camp by 6:30pm.

Contacts for drop-off and pick-up party alterations (you must actively speak to a camp/rec center representative, so leave a name and call back number if you reach voicemail):

Morgan Long, Camp Coordinator
Willard Parks Front Desk

417-742-5385
417-742-5380

Summer Camp Costs

Administrative Fee	\$20
Late Registration Fee	\$20
Extra T-shirt Fee	\$15
Missing Lunch	\$8
4 Day Week Camp (Week 1 & 6)	\$100
5 Day Week Camp	\$125

FAQ

Q: What if I have an emergency and need to contact/pick up my child ASAP?

A: Call the Willard Recreation Office at 417-742-5380. The Camp Director will be paged to return your call ASAP.

Q: How do you promote inclusivity when it comes to differently abled campers?

A: If your child requires accommodations for participation, please notify us at least two weeks prior to the week they will attend. We want to be completely inclusive and prepared when they join us for summer fun!

Q: What is the meal policy?

A: Lunch and snacks must be brought from home every day. This includes a morning snack, a cold sack lunch, and evening snack. If your child forgets a lunch, one will be provided, and an \$8.00 lunch fee will be applied to your account. We will have optional snacks for sale through the concession stand at snack time. We do not have access to microwaves and/or refrigerators for campers.

Q: What kind of movies do you play at camp?

A: Throughout Summer Adventure Camp we will be watching movies. The movies will be rated G or PG only. If you do not want your child watching PG movies, please let us know before the start of camp.

Q: Can my child bring money on field trips?

A: No, we do not offer campers to bring money on field trips to purchase items.

Q: Do field trips cost extra?

A: Fees for most field trips are included in your weekly tuition, however some might require an additional small charge. We will let you know about these fees the week prior to the field trip.

Q: Can I sign up for the whole summer?

A: Yes! We love our full-summer campers! These kids often become great helpers and their parents become friends. Payment for each week is due no later than the Friday before at 5PM.

Q: How and when do I pay?

*A: Fees are easy this year! We are only accepting weekly registrations of \$125 per child per week. **All payments MUST be made by 5 pm the Friday before the week you're paying for.** You can pay by card through the registration website or make payment at the Willard Rec Center with cash, check, or card. No refunds, credits, or rollovers will be given for "unused" days.*

Q: Do you offer any discounts for multiple child households?

A: Yes! We can discount your registration fee over the phone. Complete your registration online, without payment, and then call Samantha Guinn, Assistant Director at 417-742-5382 to apply a 10% discount for families registering 3+ campers.

Q: What is the Administration Fee and do I have to pay that every week?

A: The \$20 Administration Fee is to cover the cost of your child's camp shirt and additional registration work done during your camp signup process. This fee should only apply to your first week attending camp and should not appear in the following weeks.

Q: I'm confused about registration. Who can I reach out to with my questions?

*A. Morgan Long, Camp & Activities Coordinator
Monday – Friday 7:30-4pm
417-742-5385
operations@cityofwillard.org*

Parent/Guardian Signature Page

I have read this Willard Parks Summer Adventure Camp 2022 packet and have contacted proper channels with my questions. I understand all the key points in this packet such as:

1. How to register
2. Payment requirements
3. Discipline protocol
4. Contact information
5. Drop-off and pick-up requirements
6. How to make my camper prepared for camp using the calendar and "What to Bring" lists
7. FAQ

I understand these rules and regulations are set up for the safety of my child, other children at camp, rec center patrons, rec center staff, and myself.

Signature _____

Date _____

***SIGN, DETACH, AND RETURN THIS PAGE TO MORGAN LONG,
CAMP COORDINATOR AT THE WILLARD REC CENTER BEFORE
YOUR FIRST DAY OF CAMP***

Keep the remainder of this packet for your reference through the 2024 Summer