

2018 CAMP SUMMIT INFORMATION GUIDE

Lee's Summit Parks & Recreation Department

We welcome you and your camper to Camp Summit. We feel that open communication is the key to developing a positive relationship. The purpose of this guide is to share information with guardians to promote understanding of our program and foster a spirit of cooperation between guardians and our staff. We hope you find it useful as an orientation to both our policies and services. If you need further information please contact a staff person at 969-1540 or 969-1556.

CAMP SUMMIT BASICS

Camp Summit is a recreational day camp for youth, ages 5-11 years old operated by Lee's Summit Parks and Recreation. Camp Summit provides a wide variety of activities including, but not limited to: swimming, skating, field trips, movies, guest speakers, organized games, activities and much more! The camp is staffed by counselors, ranging from recent high school graduates through college degreed staff, trained in leadership, safety procedures, activities and supervisory skills (all staff is 18 years of age or older). Campers are grouped according to age. Staff/camper ratio is 1:8, 1:10 or 1:12 depending on age. Camp Summit is held May 28th (Pending Snow Days) - August 10th, 2018 from 6:30am to 6:00pm, Monday - Friday.

PHILOSOPHY AND MISSION

Our program is designed to enrich the quality of life by providing peace of mind to guardians and by enhancing the life experiences of the campers in a camp setting. Lee's Summit Parks and Recreation is an extraordinary group of employees and volunteers dedicated to providing comprehensive, recreational services, quality facilities and superb parks. We are committed to serving our citizens through benefit based activities and parks that are representative of the best practices of our profession. We excel in patron service, responsible use of our fiscal and natural resources, our volunteers and community partnerships. Our success is measured by the quality of life enjoyed by our citizens.

LOCATION

Camp Summit is held at Harris Park Community Center (HPCC), at the corner of Jefferson and 50 Highway. All participants are asked to use the main parking lot and are required to escort their camper into HPCC. For the safety of our campers and patrons **parking along the curb is prohibited.**

PARENTS INFORMATION DATES- Attendance is mandatory for all new participants

Parents Information sessions will be held May 14th and 16th, 6pm to 7pm, and May 19th, 10am to 11am. Each session will cover in detail information presented in the parent guide, necessary camp forms, swim lessons and pick up of Camp Summit T-shirts. As well as answer any questions guardians may have. If there are multiple campers in the household one session will cover the information for all campers.

Returning participants are required to attend but are not required to attend the presentation. Returning participants will turn in or review any necessary forms and pick up camper t-shirts. The 2018 Camp Summit Parent Information Form is the ticket to pick up camper's t-shirts. The form can be found at www.campsummit.net or copies will be provided during sessions. Payments can also be made during any Parent Information Session.

REGISTRATION

The **non-refundable registration fee is \$90.00 per camper.** Enrollment for Camp Summit will begin on **March 1st, 2018 for Lee's Summit residents ONLY. Beginning April 1, 2018 registration will open for non-residents.** Registrations can be taken at the Harris Park Community Center, 110 SW Blue Parkway or LSPR's administrative office, 220 SE Green Street. You may also submit an enrollment form online at www.campsummit.net. Please keep in mind that registrations are taken on a first come first serve basis and registration is not complete until the enrollment form is submitted and the \$90.00 enrollment fee has been paid.

There are a limited number of enrollments per summer. The camper's age on **May 28th, 2018** will determine the age group that the camper will be placed in. If your camper's age places them in a different age group and you wish to place your camper differently please make arrangements **at the time of enrollment.** All campers must be **5** years of age and may not be older than **11** years of age as of **May 28th, 2018** to attend Camp. Proof of age may be required. **Enrollment fee and registration forms must be turned in at the time of registration. Your camper cannot attend Camp until all forms are turned in!** Please update phone numbers as needed throughout the summer. Only the indicated primary guardians will be allowed to make changes or additions to the enrollment form. In order to provide your camper with the best experience possible, enrollment will be limited to 750 campers and everyone who is enrolled is guaranteed a space.

WEEKLY FEES

Weekly fees are \$120.00. The weekly fee is due on the Tuesday prior to the week of attendance. You pay only for the weeks that your camper attends camp. Please keep in mind that our weeks run Monday-Friday.

Payments will be accepted through the Tuesday prior to the week of camp, before a late fee will apply. The late fee is \$7 per day/ per camper and must be paid when the weekly fee is paid. The weekly fee includes field trips, swimming, snacks, craft supplies and admission fees; due to this we cannot prorate the weekly fee.

Worlds of Fun (WOF) is not included in the weekly fees and will be an additional cost per camper. Camp Summit will be attending WOF on August 2nd, 2018. Tickets will be \$40.00 per camper and includes a lunch. If your camper has a season pass a lunch ticket will need to be purchased, \$10.00 per camper. Tickets can be purchased starting April 1st, 2018. Deadline to purchase tickets will be July 23rd, 2018.

You may send additional money with your camper for concession items at the pool, when going on field trips and vending machines. Please communicate with your camper about the responsibility of carrying money and tax. Money can be turned in to the managers when the camper is checked in.

Weekly Fees can be paid: In person at any LSPR facility, over the phone at 969-1540 or 969-1556, or online at www.campsummit.net. In order to pay online you will need your Household ID/User Name and password. There is **no additional charge** for paying online or over the phone.

TRANSFER/REFUND POLICY:

Lee's Summit Parks and Recreation's "Satisfaction Guarantee" is in place in order to provide flexibility to patrons. In the case of a schedule conflict or inability to attend a paid for week, a refund or week transfer will be issued to the participant. Prior to the Tuesday registration deadline of that week a 100% refund of the fees will be refunded or transferred. After registration deadline for that week, 90% of the weekly fee paid will be refunded or transferred. After the start of the week, 75% of the paid week fees will be refunded or transferred.

If you are not satisfied with the services provided by Lee's Summit Park and Recreation the following options are available: 1. Receive a full refund. 2. Repeat the activity at no charge. 3. Receive a full credit that may be applied to any departmental activity. Contact activity supervisor to proceed with options. In order to receive a full refund participant will be required to meet with the supervisor of each program. Refund checks or credits to credit cards will be processed within 14 business days. *We are unable to refund activities that are provided by another organization or business. i.e. Kansas City Royal tickets, theater tickets, Worlds of Fun etc.

To ensure a consistently high quality and properly staffed program for each camper, we have adopted a NO REFUND policy for Camp days missed. If your camper misses a **FULL WEEK** of Camp, which consists of Monday - Friday, and you had already paid for that week, and the absence was due to illness and you present a signed physicians statement to that effect, that week's registration fee may be applied to a future week of Camp. We do not prorate a weekly fee nor do we have a part-time fee. (Example - your camper attends only one or two days out of the five-day week, you must pay the full weekly fee.) Your cooperation in this matter is appreciated.

WHEN IS CAMP SUMMIT AVAILABLE?

Camp Summit is available Monday through Friday from 6:30am-6:00pm during the following weeks:

<u>Week</u>	<u>Dates</u>	<u>Payment Due</u>	<u>Week</u>	<u>Dates</u>	<u>Payment Due</u>
01	5/28-6/1	5/22	07	7/9-7/13	7/3
02	6/4-6/8	5/29	08	7/16-7/20	7/10
03	6/11-6/15	6/5	09	7/23-7/27	7/17
04	6/18-6/22	6/12	10	7/30-8/3	7/24
05	6/25-6-29	6/19	11	8/6-8/10	7/31
06	7/2-7/6	6/26			

HOW DO I DROP OFF AND PICK UP?

Campers are allowed to be dropped off and picked up at any point during the day while at HPCC. It is advised to drop them off during the hours of 6:30am and 9am and pick them up between 4pm and 6pm. For drop off and pick up campers are required to be signed in and out at the managers table located directly inside the gym. **All guardians must present a photo ID in order for the campers to be released to a guardian.** If camper is dropped off or being picked up outside of the recommended time we ask that you see the front desk and staff will bring your camper to the front or take them to their group's location.

Campers are not allowed to be dropped off or picked up while attending a field trip. If the camper arrives after their group has left they will remain at Camp Summit with another age group. If a camper needs to be picked up prior to their return from a field trip a written note needs to be provided via- written note submitted that morning, email or fax, stating that the camper is to remain at Camp Summit and not attend the field trip.

Only those listed on the enrollment form are allowed to pick up the camper. If someone not listed on the enrollment form is picking the camper up written documentation needs to be provided via- written note submitted that morning, email or fax.

A late pick up fee will be applied to guardians arriving after 6:05pm. \$1.00 per minute fee after 6:05 will be charged and must be paid prior to the camper returning to camp. In the case that a guardian has not arrived or contact has not been made by 6:45pm, the Lee's Summit Police Department will be contacted and further action will be taken.

WHAT DOES MY CAMPER WEAR DAILY?

All campers are required to wear their Camp T-shirt daily. We will provide your camper with three shirts that must be worn each day. This is to help in additional safety of Camp participants. Guardians may purchase additional shirts if needed at a cost of \$10.00/shirt. Your camper may wear shorts, pants, etc. along with their Camp shirt. Each age group is assigned its own color shirt. Any camper who does not wear their shirt will be given a new one at the guardian's expense. We also ask your camper arrives in their swimsuit daily. This allows for only one changing period after swim time.

IMPORTANT ITEMS TO WEAR:

- **Camp Summit T-Shirt**
- **Swim Suit**
- **Close Toed Shoes**

IMPORTANT ITEMS TO BRING:

- **Sack Lunch (cannot be refrigerated or heated)**
- **Towel**
- **Flip Flops**
- **Dry Cloths**
- **Water Bottle**
- **Sunscreen**
- **Bag to place all items in**

Please LABEL ALL personal items

PLEASE APPLY SUNSCREEN EVERY MORNING TO YOUR CAMPER! If your camper burns easily and must wear special protective clothing or lotions, you are responsible for packing such items for your camper. Please make sure they know the importance of putting it on and how to apply it.

Non-marking tennis shoes or shoes with covered toes must be worn at all times for the safety of the campers. **NO SANDALS or OPEN TOED SHOES WILL BE ALLOWED.** Flip flops are only allowed when we go to the pool.

PLEASE MAKE SURE YOUR CAMPER IS AWARE OF WHAT THEY BRING TO CAMP WITH THEM EACH DAY. THIS WILL HELP IN THE PREVENTION OF LOST AND FOUND ITEMS AT THE CAMP, POOL, ETC. No toys, electronics, ball gloves, trading cards or video games shall be brought to camp. We cannot assume responsibility for these items.

Please report lost items to the Camp Director. Lost and found items will be held for one week only. Lee's Summit Parks and Recreation will not be held responsible for any lost or stolen items. Please check the lost and found table daily for your camper's belongings. The lost and found table is located across from the sign in/out table. Lost and found items will be taken to the Lee's Summit Social Services or Hillcrest at the completion of each week.

ALLERGIES

Camp Summit is not an allergy free environment but works with guardians to provide awareness and instruction to reduce the chance of exposure. Camper Allergies must be documented on the campers enrollment form. If additional communication regarding the allergy needs to occur contact the Camp Director. Camp Summit provides a snack to campers each day and may attend field trips in which food is served. If your camper has a food allergy a snack list can be provided for your review. If your camper is unable to consume a particular snack item an alternate snack will be provided. If items are provided during a field trip staff will work with guardians to provide an alternative item or activity.

Campers are strongly discouraged from sharing items with each other to reduce the chance of exposure.

If you would like to bring items in to be shared please discuss with the Camp Director.

HOW ARE FIELD TRIPS HANDLED?

We transport Camp Summit participants on rental school buses. Field Trip calendars are available at www.campsummit.net and at HPCC front desk. Updates will be communicated at the sign in and out table and on www.campsummit.net. The times stated on the calendars are the times the campers will depart and return to camp. Please make sure your camper is on time for departure for field trips.

While attending field trips Camp Summit operates with a 3 check process for the safety of our campers. 1- Counselors are trained in multiple methods to keep campers together; a few examples are the buddy system and assigning a number per camper. 2- Managers document the number of campers & staff leaving HPCC and verify the number of campers & staff returning to HPCC. 3- Managers and Counselor document those that are in attendance prior to leaving HPCC and prior to returning to HPCC, this document is checked at the field trip location to ensure all participants are accounted for.

WHAT IF YOUR CAMPER BECOMES ILL AT CAMP?

If your camper does not feel well direct them to tell their counselor. The counselor will then escort the camper to the first aid room located next to the office. Camp staff and the Camp nurse will allow the camper to rest quietly for a short period of time. If the camper feels better and wishes to return to their group they can. If they do not improve the campers temperature will be assessed and the primary guardian will be called. If the primary guardian cannot be reached the secondary guardian will be contacted.

Campers who are ill with a contagious illness or fever may not attend Camp Summit. If your camper is sent home with a fever he/she must be free of symptoms for at least 24 hours before returning to the program. If a camper's fever is over 100 degrees the guardian is required to pick them up immediately.

HEAD LICE

Camp Summit Staff highly encourages guardians to check their camper's hair routinely. Staff also encourages guardians to discuss not using other people items such as hair brushes, combs, towels, etc. Camp Summit uses the Center for Disease Control and Prevention recommendations as guidelines for the lice policy. If a camper is believed to have lice, guardians will be contacted to pick the camper up. Once the camper has been treated they are allowed to return to Camp Summit. Siblings, friends, or others who may have had close contact with the camper will also be checked. Guardians will be notified if their camper was checked at camp and will be highly encouraged to check at home.

WHAT IF MY CAMPER IS INJURED WHILE AT CAMP?

In a non-emergency situation, the camper will remain at camp. If first aid is issued to the camper, it will be recorded on an "Ouch Report." The "Ouch Report" will be located in the sign in and out binder with the campers name highlighted for the parent's information.

In an emergency situation, every effort will be made to notify the guardian immediately. If the situation warrants Lee's Summit Fire and Paramedics will be contacted immediately. Camp Summits Director or Manager will remain with the camper at all times. In the event the guardian cannot be contacted or arrive at Camp soon enough, the camper will be transported by ambulance to Lee's Summit Medical Center.

All Camp Summit Staff are certified in First Aid and CPR.

WHAT IF MY CAMPER NEEDS TO TAKE MEDICINE WHILE AT CAMP?

If your camper needs to take any form of medication while at camp, it must be held and distributed by Camp Staff. The camper's guardian must fill out a medication form and bring the medicine in its original bottle to the front office. Medication forms can be found at www.campsummit.net or the front desk of HPCC. All medicines are kept in a locked box and Camp Summit staff documents when it is distributed.

CAMP SUMMIT RULES AND DISCIPLINE

The rules and regulations are for the safety and well being of all campers. Please discuss the following 8 rules with your camper prior to your camper attending:

1. Safety First!
2. Keep hands, feet, and body parts to yourself
3. Respect Everyone at Camp
4. Always listen to your Counselors
5. Pick Up all Trash (even if it's not yours)
6. Stay with your counselor at all times

7. Camp Summit is a Bully Free Zone

8. Have Fun and Be Safe!

Attendance at Camp Summit is considered a privilege. We expect full support when you are informed of a discipline problem. Failure to abide will result in dismissal from the program. Our discipline procedures are:

1. A verbal discussion will be held between the camper and the counselor. The camper will be asked for responses so there can be no mistake they understand the rule and what is acceptable behavior. (I.e., What did you do wrong? What should you do now?) At this point the camper will be allowed to return to the activity.
2. If the offense is repeated, the camper will be placed in a designated area. This area is not a punitive place. It is simply a place for the camper to sit for a short period and think about improving his/her behavior. The camper is expected to sit quietly during this time. The situation will be noted by the counselor on the camper's daily sheet provided to the guardians at the conclusion of the day.
3. If the offense is repeated, the camper will be escorted to the Camp Management and the following steps will occur:
 - The camper will receive a Behavior Report. The Behavior Report will explain the behavior and the steps taken to improve the situation. The Behavior Report will be reviewed by the guardian and signed when the camper is being picked up. If a camper receives three behavior reports it is equivalent to one Incident Report.
 - If the behavior persists the camper will receive an Incident Report. The Incident Report will explain the behavior and the steps taken to improve the situation. The Incident Report will be reviewed and signed by the guardian when the camper is being picked up. If the camper receives two Incident Reports a Guardian Conference with be scheduled with Camp Summit Management Staff and the Campers Guardians. The conference will be set to discuss the behaviors and ways to ensure the behaviors no longer occur. It is the guardian's decision to involve the camper in the conference or not. The conference is required to take place prior to the camper returning to camp.
 - If the camper receives a third Incident Report, guardians will be notified and the camper will be suspended for three camp days. At that point the camper is allowed to remain at camp through the conclusion of the day unless the behavior warrants otherwise.
 - After the three day suspension, if a fourth Incident Report is received the camper will be suspended for the remainder of the summer.

Camp Summit Staff have the option to take away a Camp privilege to help with the process of modifying a behavior that is unacceptable. Example - taking away swimming privileges. Please keep in mind that activities such as swimming, field trips, etc. are considered a privilege and are for those campers who follow rules.

Certain behaviors or action can result in automatic Behavior or Incident Reports. Examples of an automatic Incident Report are- Physical violence, profanity, and running away from the group.

Refunds will not be issued for suspensions from Camp Summit.

SAFETY IS ALWAYS OUR MAIN PRIORITY!

POOL TIME AND WRISTBANDS

Camp Summit swims at Summit Waves daily from 10:30am to 11:30am. During this time Camp Summit has exclusive use of Summit Waves. In addition to Summit Waves Lifeguard Staff all Camp Summit Staff is either actively swimming with campers or positioned on the edge of the pools monitoring campers.

All campers are swim tested on their first day of attendance. The three different levels are- Diving Board- camper needs to be able to jump off diving board and swim to the shallow end without assistance. This level is allowed to enter any pool area at Summit Waves. Action River- camper needs to be able to walk/swim from stairs to the opposite wall and back without assistance in the current. This level is allowed to enter any pool area in Summit Waves except the Diving Board Area. Kiddie Pool- for the campers who are comfortable only staying in the kiddie pool area of Summit Waves. If a camper chooses to test into a different area notify the Manager at the sign in and out table when checking in. Summit Waves slide use is based off the height of 42 inches tall and is regulated by Summit Waves Staff.

Once the camper has completed their swim test they will be assigned a colored bracelet-Orange, Green, or Purple. Each color is coordinated to the area that camper is allowed to swim in.

All campers are required to go to Summit Waves for swim time unless prior arrangements have been made with the Camp Director. If you do not wish for them to swim they may sit in the concession area or at the edge of the pool with a counselor.

Upon arriving to Camp Summit a wristband will be placed on you camper each morning. In addition to the safety measure for Summit Waves, each wristband has two phone numbers listed. This is one more safety measure used for when campers are off site.

WHAT IF I WANT MY CAMPER TO TAKE SWIM LESSONS

Swim lessons at Summit Waves are a separate program not connected with Camp Summit. If your camper is enrolled in swim lessons during camp, Camp Staff will accompany them to the lessons and back to Camp. Camp Summit Staff recommends that Swim Lesson participants are enrolled in the 8:30am or 9:30am session. If a field trip is scheduled during your campers swim lesson time it is up to the guardians if the camper attends the field trip or swim lessons. Swim lessons cannot be rescheduled for field trips.

If you camper is in swim lessons, guardians will need to check them into the Swim Lesson table when they drop the camper off. At that point the camper will place any items needed during swim lessons in designated area for their swim lesson time. Each swim lesson participant will receive a penny to place over their camp shirt. At the time of their Swim Lesson a Camp Summit Manager will transport the participants to Summit Waves and back.

SUMMIT WAVES SEASON PASS

Each camper registered receives a season pass to Summit Waves at no additional fee. Season Passes can be picked up at Harris Park Community Center, 110 SW Blue Parkway, LSPR's administrative office, 220 SE Green Street, or Summit Waves 120 SW Blue Parkway. Camper must be present at the time of pick up to ensure photo for the pass is taken and current. Pass can be issued at the time of Camp Registration (if done in person) if the camper is present.

ARE YOU COVERED?

The Lee's Summit Parks and Recreation Department does not carry medical or accident insurance for program participants. The Parks and Recreation Board assumes no responsibility for injury or accidents occurring at programs, activities, special events, trips and outings or at any City park. Please review your personal policy.

QUESTIONS/PHONE CALLS

During Camp hours all questions and phone calls need to be directed to the Camp Director or Managers. The phone number at the **Harris Park Community Center** is **969-1540 or 969-1556**. The Lee's Summit Parks and Recreation Department administrative office phone number is 969-1500.

CAMP DIRECTOR CONTACT INFORMATION: Ryan Gibson Office: 816-969-1556, Email: ryan.gibson@cityofls.net