

CAMP WEBEGEE 2020

PARENT INFORMATION

www.webstergroves.org/camp

City of Webster Groves Parks & Recreation Department
33 E. Glendale Road, Webster Groves, MO 63119
(314) 963-5600

Please note: Camp Webegee will comply with the St. Louis County Executive Order which is in effect at the time of the session for which you are enrolled.

GENERAL INFORMATION

Participants will receive quality supervision as they engage in activities such as games, arts and crafts, activities and special events.

Ages 5-12

Monday thru Friday: 10 a.m. - 3 p.m.

Before Club available 7:30 - 10 a.m.

After Club 3 - 5:30 p.m.

June 8 - August 7 (one-week sessions)

Blackburn Park (Edgar Rd. & E. Jackson)

Fee: \$110/res. & \$120/non-res. per week. *\$5 discount for 2 or more children in the same family. No discount given for Before/After Club.*

Registration Deadline: Wednesday prior to the start of camp at 5 p.m.

STAFF

Our staff is comprised of a Director and 4 Team Leaders at the site, as well as Counselors at a ratio of no more than 1:12. These individuals have passed a background check, are experienced in working with children, and have had training in first aid, leadership, discipline, arts and crafts, and games. We have a Counselor in Training Program (C.I.T.) program for ages 13 - 15 to help the counselors with activities, supervision and other tasks. These C.I.T.s are not figured into the staff ratio. All staff members are evaluated continuously during the summer. Your comments are encouraged and should be directed to James Boyd, Recreation Manager, at 963-5650. *Staff will be wearing masks. Campers should have masks with them, but may or may not have to wear them during the day. In the event of inclement weather, everyone will have to put their masks on, as closer contact may be unavoidable.*

HOURS/SESSION DATES

Nine consecutive 1-week sessions are held. The hours of the program are 10 a.m. - 3 p.m. Monday through Friday.

Before Club (7:30 - 10 a.m.) and After Club (3 - 5:30 p.m.) are available for an additional fee. Site supervisors are not responsible for children before the designated start time or after the end time. If your child is in Before or After Club, we encourage you to pack extra snacks for that time.

PARENT LATE POLICY

If parents are late the rule of thumb is \$1 per minute, payable upon pick-up. When a parent is late, it will be logged in the Parent Late Log binder. We understand that sometimes emergencies happen; therefore, the first time being late will be a "freebie". After the first time the per minute payment will be expected.

CHECK-IN/OUT PROCEDURES

All children must be checked in upon arrival and checked out upon departure, preferably by a responsible adult. Please do not stand from the parking area and call for your child. In addition, please refrain from picking up your children before camp activities are finished. Special arrangements for those children walking or riding a bike must be made in advance. If your child arrives late, accompany him/her into their site, making sure their Counselor, Team Leader or the Director is aware of their arrival, but do not approach the group. If you check your child out in the middle of the day, you MUST notify his/her Counselor, Team Leader or the Director. Again, do not approach the group or any other group of campers, but rather stand at least 10 feet away and get the attention of one of your child's counselors, team leader assigned to your child's age group or the director. If your child is to go home with someone other than those authorized on the daily departure form, this must be presented IN WRITING to the Camp Director upon arrival and listed on the check-out form. No child will be allowed to sign him/herself in or out. NO EXCEPTIONS!

The check-in and out procedure will be as follows:

As of June 8, parents or other adults are not allowed to enter the camp site, so please take a parking spot in the appropriate parking lot and bring your child to the end of the path which leads to your child's meeting site. A staff member with a clipboard will meet you and check your child in. Ages 5-6 should be dropped off at the Dogwood Pavilion using the Edgar Road entrance.

Ages 7-8 will meet at the Redbud Pavilion (the small pavilion) closest to the Jackson Road entrance and the 9-12 age group will meet at the main pavilion. If you have kids in different age groups, you'll need to check in at each entrance.

Upon arrival, you will be asked who will be picking up the child. The child will only be released to the person whose name appears on the check-in/out form. If there is a problem, an attempt will be made to contact the parent(s). Please note that camp staff is not responsible for children who have permission to walk or ride a bike either before 10 a.m. or after 3 p.m. If your child is riding a bicycle, please make sure it has a lock. If your child is in Before or After Club, you can find your child at the pavilion indicated above between 7:30 – 10 a.m. and 3 -5:30 p.m. Again, please use the 10 foot rule to call for your camper's counselor to check out.

How to reach your child during camp hours:

If you need to reach your child at camp, please call the Webster Groves Rec Complex at (314) 963-5600. The Rec Complex staff or Recreation Manager will then contact the Camp Director via the camp cell phone. The Camp Webegee cell phone is for camp-related purposes only.

What not to bring to camp:

Please do not allow your child to bring toys, games, sharp objects, I-Pads/music devices, electronics or cell phones.

Special accommodations:

If your child requires special accommodations (such as wearing "floaties" in the pool) please discuss the situation with the Team Leader or Director.

Additional COVID-related procedures:

- Campers and counselors will wash hands and equipment will be sanitized frequently throughout the day. If you prefer your child use hand sanitizer, you will need to send it with him or her.
- Age groups will not inter-mix. The same counselors will remain with the group from before-care through the end of after-care.
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RAIN/HEAT POLICY

Camp will be held at the park under rain, shine and heat advisory conditions. Activities and space will be limited on these days so it is your discretion whether to bring your child to camp that day or not. No refunds will be issued for rainy days since camp is held. Due to scheduling, we do not have the resources to hold camp indoors at the Recreation Complex. Should rain or severe weather develop during the day, campers will remain at the park. In this event, it would be advisable to pick up your child from under the pavilion immediately, as activities and spaces are limited and close contact is inevitable. Parents should use their best judgment and decide whether or not to pick their child up; we will not call you. In the case of extremely severe weather or tornado, the kids will be escorted into the restrooms and storage areas at the park. Parents should drop off and pick up their children according to the rules outlined above.

If it is an extremely hot day, camp is still held at the park. The following precautions are taken:

- Frequent water breaks are taken
- Daily physical activity is limited
- Staff keeps campers in the shade as much as possible
- Lots of water play throughout the day- slip n slide, drip-drip-splash, etc.

LUNCHES

Children should bring a non-perishable lunch and drink. There are NO refrigerators available for lunches, so please bring food that requires NO refrigeration. Please clearly label all bags, lunch boxes, thermos bottles, etc. with child's name. Please send lunches in disposable paper bags rather than lunch boxes. The Camp Webegee staff is not responsible for any personal possessions which are lost or stolen including money. On Wednesdays, we will supply lunch (primarily cookouts) If your child has an allergy please let us know at the beginning of each week so we can plan accordingly!

SWIMMING

So long as the Executive Order limits number of patrons at the Aquatic Center or it is not advisable to transport by busses, the camp will not be going to the pool. If the maximum capacity is lifted, Tuesdays & Thursdays, weather permitting, will be swim days at Webster Groves Aquatic Center. In the event of rain on a pool day, campers will be bused to the Webster Groves Recreation Complex and remain there until the regularly scheduled swim time is over. Campers will then be bussed back to the park to end the day and prepare for pick-up. However, if the Rec Center does not have availability for us on a given day, then we will remain at the park. The pool is approximately 5 blocks from Blackburn Park. Children should wear suits and bring towels and sun protection in a bag with their name on it. Flip flops and sandals are not permitted at camp (even on pool days). Closed toe shoes should be worn to camp each day. There will be bus transportation to transport all ages to and from the pool.

On pool days:

Children ages 5-6 and 7-8 years eat at the park. The 9-10s and 11-12s eat at the Rec Complex/outside the pool gate.

All children will be allowed in the middle pool; however, 5-8 year olds must take a swim test to be able to use the competition pool and diving board. The swim test consists of treading water for one minute and swimming two lengths of the pool (to one end and back). Once a child passes the swim test, then they will be allowed to swim in the deep pool. The swim test is good for the entire summer. The diving board test will consist of the team leader watching the child go off the diving board two different times. Lifeguards will determine if a child meets the height requirements in order to go down the big blue tube slide.

No water toys of any kind will be allowed at camp. Goggles are acceptable as long as they have a child's name on them.

Camp counselors are stationed around the pool and regularly swim with the campers. All campers will be given a swim band (a wrist band of some color) so that all staff will be able to recognize a camper while at the pool. Campers are required to wear the swim bands during pool time.

Campers are generally at the Rec Complex pool from Noon to 2 p.m. on Tuesday and Thursdays. Counselors are stationed in the pool breezeway (entrance) in case a camper needs to be picked up early. At the end of each pool day an announcement will be made over the intercom stating that it is time for Camp Webegee to get out of the water and to return to the Camp's designated area.

SUNSCREEN

Sunscreen is VERY IMPORTANT and highly recommended, especially on pool days. **SPRAY ON SUNSCREEN IS RECOMMENDED.** Dri-fit or polyester shirts are also recommended if your child burns easily.

- For 6 years and under, staff will apply sunscreen to back, shoulders and face only. Parents should apply to other areas prior to dropping the child off, as they see fit.
- For 7 years and older, campers will be reminded to apply sunscreen. Children are allowed to help each other apply sunscreen but counselors are not to put sunscreen on any child 7 and older.
- We recommend spray sunscreen, as we are able to help them spray it on.

MEDICAL FORMS

It is extremely important that you return your completed (two sided) medical form to camp because it allows your child to attend field trips and it contains pertinent contact information in the event of any emergency. Please fill the form out in its entirety (it is two sided). A strong preference is that you complete and submit it online at www.wgparksandrec.com. Click on Camp Webegee link on the left. If you forget, turn it in to the person checking in your child at camp on the first day (as opposed to turning them into the Rec Complex) to guarantee that we have them immediately and so they can quickly be filed. If your child has a disability that will require a lower staff to camper ratio or 1:1 supervision, we ask that you turn it in at least 14 days prior to the start of camp. One medical form is required for EACH child (even if you have two children in the same age group). One medical form will be used for the ENTIRE summer. Once you have turned a form in, it will be kept on file for the entire summer (addition and subtraction of info can be made). If child was at camp last year or years prior, a new form is needed because we dispose of all medical forms at the close of summer.

ILLNESS/MEDICATIONS

If your child or any member of his/her family members or others residing in the household have COVID-19 or are exhibiting symptoms (fever, dry cough, extreme fatigue, loss of appetite, body aches, shortness of breath, or a rash), do not bring him/her to camp. Camper temperatures will be taken upon arrival. If the thermometer registers high, your child will not be able to remain at camp. It is not recommended that children with compromised immune systems or other conditions that make them more vulnerable to infections or to complications from COVID-19 attend camp. Please indicate anything you think might be of assistance to your child's counselor on the medical information form (e.g. hypertension, epileptic, attention deficit, shy, prescribed medications, etc). Also, please let us know immediately if your child develops a contagious disease so that we may notify other parents. Any child taking medication must be capable of taking it on his/her own. **UNDER NO CIRCUMSTANCES WILL ANY CAMP WEBEGEE PERSONNEL BE ALLOWED TO GIVE MEDICATION TO ANY CHILD AT ANY TIME** or be responsible for medication in any capacity including keeping it in a safe place. However, if your child needs to be reminded to take their medication, then we will be more than happy to remind them to do so, as long as it does not require us to handle the medication in any way. Please call Malory Smysor, Regional Coordinator of Inclusive Services at (314) 290-8507 with any questions, concerns or accommodation needs.

ON-SITE INJURY

An attempt will be made to notify the parent or guardian immediately in case of accident, injury or sudden illness. Please make sure we have all the necessary phone numbers to reach you during the day. If your child is injured, the staff will take whatever steps are necessary to obtain emergency care. These steps may include, but are not limited to the following: contact other persons listed on the emergency information form, contact your physician or medical center for assistance, call an ambulance or paramedic, and have the child taken to an emergency hospital in the company of a staff member.

T-SHIRTS/CLOTHING

Children should wear cool, comfortable clothing. Tennis shoes or closed toed shoes are required due to the nature of the activities. Flip flops and sandals are not permitted at camp (even on pool days). Closed toe shoes should be worn to camp each day. T-shirts will be

distributed at the park the first day of camp. No loaner T-shirts will be issued. Children should bring swim suits with them every day of camp **as well as a mask**. Children can wear swim suits under their clothes on swim days and it is advisable that they do so on non-swim days as water-related activities will be offered especially on extremely hot days. Your children WILL get wet to keep cool, even on non-swim days. **Masks should be laundered daily. It is encouraged that you bathe your child and change clothes when he/she gets home from camp.**

FIELD TRIPS/SPECIAL EVENTS

On Fridays, the children will either take a field trip, if allowed by the Order (not likely), or engage in an on-site special event. Children will not be allowed to attend field trips without a signed permission form on file. It is advisable that children wear their camp T-shirt from a previous year on these days for easy identification and/or photographs. Children will be divided up into small groups of five to eight kids based on age while on the field trip. No loaner T-shirts will be issued so please remember to wear your camp shirt. Transportation is by rental school buses. On field trip days, we typically leave the park by 10:45 a.m., so please plan to be at camp on time!

DISCIPLINE

Camp rules will be outlined at the beginning of camp. Children will be in on the rule-making. Should a discipline problem arise, a Time-Out will be enforced and the parent or guardian may be contacted depending upon severity. Should it continue to be a problem, the parents will be contacted and the child may be suspended for a day or dismissed from camp, with no refund given. A parent may request a conference with the Counselor, Team Leader, Director or Recreation Manager any time they feel one is needed. Camp has a discipline log and all incidents are recorded for reference.

Discipline plan is as follows:

1. Verbal Warning.
2. "Time-Out" in a designated place to reflect on the situation (parents will be notified if repeated discipline occurs).
3. Conference with Team Leader and/or Director.
4. Parent will be talked to (may or may not be accompanied by a written warning).
5. Suspension from camp.
6. Dismissal from camp.

Note: Each situation will be dealt on a case-by-case basis. We reserve the right to bypass any of these steps as the situation warrants.

LOST AND FOUND POLICY

Items will be held for two weeks. After that time, items will be removed and donated. Please label all belongings to ensure they are returned. Notify your counselor if an item is lost and they will search the Lost and Found.

REMINDER

We would like to encourage your child to attend on a regular basis so he/she can feel a part of the group and feel comfortable interacting with the staff and other children. In order to accomplish this, we urge you to make reservations no later than 5 p.m., Wednesday of the week prior to the session you choose. We expect that the camps will fill quickly as numbers are reduced. If there are special accommodations needed or your child has a developmental disability which warrants a lower staff ratio, this form needs to be turned in as soon as possible, preferably two weeks prior to the start of the session. This is important information about your child which we need to know on his/her first day of camp.

QUESTIONS, COMMENTS OR SUGGESTIONS SHOULD BE DIRECTED TO THE CAMP WEBEGEE DIRECTOR BY SPEAKING WITH HIM/HER ON-SITE. YOU MAY ALSO CONTACT JAMES BOYD, RECREATION MANAGER: WEBSTER GROVES PARKS AND RECREATION AT (314) 963-5650.