



Ferguson Parks and Recreation

ADVENTURE CAMP

Parent Information

GENERAL INFORMATION

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

Ages 5-13

Monday - Friday, 7:00 a.m. - 6:00 p.m.

Main Camp Programming runs 9:00am - 4:00pm

Open Door runs 7:00am - 9:00am and 4:00pm - 6:00pm

June 5th - August 11th

Location: Ferguson Community Center (1050 Smith Ave. Ferguson, MO 63135)

PAYMENT INFORMATION

No payment is due at the time of enrollment. Payment is due by 6:00pm the Wednesday prior to each week your camper is registered. If payment is not made by the Wednesday prior to the session, your campers spot will be forfeited to a child on the waitlist.

TYPICAL WEEK

Below is a general idea of what a typical week at Ferguson Adventure Camp looks like. Games, activities, crafts, and field trips change based on the set theme of the week. The schedule is subject to change throughout the day/week based on previously scheduled events. However, pool and field trip days stay the same each week.

Camp Days	Mondays	Campers will build new friendships, play games, and explore their creative side.
Swim Days	Tuesdays & Thursdays	Twice a week campers spend the afternoon swimming at Splash at Wabash.
Wacky Day	Wednesday	Each week a special guest will come to entertain our campers or we will have a special and wacky activity.
Field Trips	Fridays	Each week campers visit a fun-filled area at attraction for a summer adventure.

STAFF

Our staff is comprised of a Camp Director and 4 Group Leaders at the site, as well as Counselors at a ratio of 1:10. 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. All staff members are evaluated continuously during the summer. All summer camp staff is supervised by our Recreation Manager. Your comments are encouraged and should be directed to Katelyn Haniford, Recreation Manager, at 314-521-4669 or khaniford@fergusoncity.com.

CHECK IN/OUT PROCEDURES

All children must be checked in upon arrival and checked out upon departure, with a valid photo I.D.. To avoid disruptions of scheduled activities, please refrain from picking up your children before main camp activities are finished. However, we understand that appointments and other responsibilities come up, please notify your campers Group Leader in the morning if the child will be picked up early. If camp is off site, we will do our best to work with the parent/guardian to coordinate the best location and time for pick-up. 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, Group Leader or the Director is aware of their arrival. If you check your child out in the middle of the camp day, you **MUST** notify his/her Counselor, Group Leader 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!** Please be sure to have your Photo ID available during pick up.

The check in and out procedure will be as follows:

NEW! We will be using a software called KidCheck that will be utilized for check in and out. Each family will be required to create an account. Please see the KidCheck section below on how to register. Only parents/guardians that are registered in KidCheck will be allowed to pick up.

How to reach your child during camp hours:

If you need to reach your child at camp, please call the Ferguson Community Center at (314) 521-4661.

What not to bring to camp:

Please do not allow your child to bring toys, games, sharp objects, game cards, I-Pods/music devices, electronics or cell phones (cell phones can only be used before or after camp).

NEW! KIDCHECK REGISTRATION

KidCheck will be utilized for camper check in and out. All camp families **MUST** create an account prior to the first day of camp. *Note: If you are creating an account prior to May 8, 2023, you will not be able to enter an organization, you may skip past this step.*

Sign-up

1. Visit <https://go.kidcheck.com> or download the KidCheck app on a mobile device
2. Select the link to create a free KidCheck account
3. Fill in the requested fields, and agree to the terms of use

Adding Children and Guardians

1. Locate the “Kids” tab. Select the link to add a new child, and input your child’s information and upload photos. Select the save button when you are done.
2. Locate the “Guardians” tab. This is where you will input additional guardians whom you would like to be able to pick up the children you’ve listed. Add their information and upload photos. Remember to click save when you are done.



PARENT LATE PICK - UP POLICY

Camp pick up is no later than 6:00pm. Any guardian arriving late, will be charged \$5.00 for each 15 minutes he or she is late. Participants will not be allowed to return to the program until this fee is paid. If a parent is late more than three times, the child will not be allowed to return to the Summer Day Camp program.

PARENT FIELD TRIP POLICY

Parents/guardians are not allowed on camp field trips. This can be a huge distraction for both your child and the other children in the group, as well as a safety liability for the counselors/group leaders who are monitoring the groups for safety.

While we strongly discourage it, if you do choose to show up during a field trip, you are required to sign your camper out and separate from the camp. You and your child will not be allowed to interact or participate along with the camp and your child's friends during that time until the child is signed back into our care. Note: Some field trips are privately booked, therefore not open to the public parents/guardians to attend.

MONEY AT CAMP

If you wish to send your child(ren) to camp with money for the Vending Machine or Concession Stand at Splash at Wabash, please note that all campers are responsible for their own money. Camp staff will not hold or distribute any money while at camp. We suggest you send your child(ren) to camp with their money in a secure bag placed in a secure location. Ferguson Parks and Recreation is not responsible for any money that gets lost, stolen, or spent incorrectly.

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. On field trip and swim days, please send lunches in plastic bags rather than lunch boxes. Concessions are available at the pool, but we are not responsible for money sent with your child. In addition, the concession stand may not open on rainy days or days with the threat of rain, so it is advisable to bring your lunch daily. The Day Camp staff is not responsible for any personal possessions which are lost or stolen including money. Due to limited space, campers may eat outdoors. **Note:** Sharing and/or exchanging food/drinks will not be allowed. NO EXCEPTIONS!

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 camp on the first day of camp. It is mandatory on field trip and special event days to wear their Camp T-shirt. No loaner T-shirts will be issued. Children may receive one shirt per every five weeks they are enrolled at camp. Children should bring swim suits with them every day of camp except field trip days. Children should 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. We suggest packing a sweatshirt/jacket as we will be indoor for part of the day and some children may get cold after water activities outside.

ARTS AND CRAFT SUPPLIES

The materials listed below can be used as arts and crafts supplies in our program. Instead of disposing of these items, please send them to camp with your child. You would be surprised at the imaginative things your child can create. Baby food jars and lids, any type of containers (buckets, shoe boxes, jars and cans, margarine tubs and lids), wood, carpet scraps, paper plates, socks, tiles, old jewelry, cotton balls, wire, magazines, buttons, yarn, toothpicks, pipe cleaners, milk cartons, tooth brushes, aluminum pie pans, sea shells, ribbon, string, feathers, pine cones, clothes pins, thread spools, bottle caps, paper towel and T.P. tubes, sponges, beads or anything else you think will create that "special project"!

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. Lost and found items are displayed in the main Lobby of the Ferguson Community Center with signs on them.

INCLEMENT WEATHER POLICY

Camp will be held at the Ferguson Community Center (indoor), but various activities, pool days, and field trips will be outdoors. Activities and space will be limited on these days, but all campers will remain indoors at the Ferguson Community Center. No refunds will be issued for rainy days. Should rain or severe weather develop during the day, campers will remain indoors. In the case of extremely severe weather or tornado, the campers and staff will take cover in the halls, restrooms, and basement, if needed. Parents should drop off and pick up their children according to the rules outlined above.

If it is an extremely hot day, limited camp activities will still be held outdoors. 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
- Camper activities will be limited to 30 minutes outdoors before taking a break indoors.

SWIMMING

Every Tuesday and Thursday we will bus the children to and from the pool. In the event of rain on a pool day, campers will remain at the Ferguson Community Center and other activities will be in place. The campers will be swimming at Splash at Wabash located at January-Wabash Park in Ferguson. 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.

On pool days:

Children are bused to January-Wabash Park in groups. While at January-Wabash, campers will play games (depending on arrival time) and have lunch prior to swimming (this does not mean they have access to concession stand during lunch time, please still pack a lunch for them).

All children are allowed in all areas of the pool; however, 5-8 year olds must take a swim test to be able to go off the diving boards. The diving board test will consist of the Group Leader watching the child go off the diving board two different times and treat water for 30 seconds. Lifeguards will determine if a child meets the height requirements in order to go down the 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. If your child needs a floatation device, please speak with your Group Leader.

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 pool from 1:00 p.m to 3:15 p.m. 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 Adventure Camp to get out of the water and to return to the Camp's designated area. Counselors will assist with notifying campers it is time to get out.

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 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 often to apply sunscreen. Children are allowed to help each other apply sunscreen. Ferguson Day Camp staff will NOT apply sunscreen.

Reminders to reapply sunscreen will be given throughout each day!

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.

ILLNESS/MEDICATIONS

Please indicate anything you think might be of assistance to your child's counselor in the Registration Packet (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. If your child needs medications during camp hours, a Medication Administration and Authorization Form **MUST** be filled out prior to the week the child is attending camp. Please call Katelyn Haniford, Recreation Manager at (314) 521-4669 with any questions, concerns or accommodation needs.

CAMPER DISCIPLINE

Camp rules will be outlined at the beginning of camp each week. Children will be in on the rule making. Should a discipline problem arise, a Reset, also known as 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 Group Leader, Director or Recreation Supervisor 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. "Reset", also known as a 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
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.

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 and make payment no later than 6 p.m., Wednesday of the week prior to the session you choose. If your child is in need of special accommodations, please contact Katelyn Haniford, Recreation Manager: Ferguson Parks and Recreation at (314) 521-4669.



Questions, comments, or suggestions should be directed to the Ferguson Adventure Camp Director by speaking with him/her on-site.

You may also contact Katelyn Haniford, Recreation Manager

Phone: (314) 521-4669

Email: khaniford@fergusoncity.com