

# CAMP WEBEGEE 2016

## PARENT INFORMATION



[www.webstergroves.org/camp](http://www.webstergroves.org/camp)

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

### 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 5-12

Monday thru Friday, 10 a.m. - 3 p.m. with Before Club available 7:30 - 10 a.m. & After Club 3 - 5:30 p.m.

#### June 6 - 10

Larson Park, (Kirkham & Denver Pl.) *Camp will be at Larson due to Boy & Girl Scouts at Blackburn*

\*Meet at the main pavilion, located near the large playground

#### June 13 - August 5

Blackburn Park (Edgar Rd. & E. Jackson)

\*Meet at the main pavilion, located near the large playground

Fee: \$80/res. & \$88/non-res. per week. \$5 discount for 2 or more children same family *or* if one child registers for 2 or more weeks at once. \$10 discount if register 2 or more children same family *and* 2 or more weeks. \$30 per week Before or After Club (\$60 both). No discount given for Before/After Club.

Registration Deadline: 5 p.m., the Wednesday preceding session

### 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.Ters 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 Supervisor, at 963-5600.

### 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. All campers check in and out of the main pavilion at Blackburn (up the walk way from the playground) and the main pavilion at Larson (located next to the restrooms). 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. If you check your child out in the middle of the camp day, you **MUST** notify his/her Counselor, Team 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!**  
Note: campers are not allowed to use the camp cell phone to arrange pool parties or sleep overs at other camper's homes

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

Upon arrival, the person who brought the child will check him/her in at the shelter with their counselor. They will write who will be picking up the child next to his/her name. The child will only be released to the person whose name appears on the check-in/out form. 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 there is a problem, an attempt will be made to contact the parent(s). 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 playing at the playground or in the main pavilion between 7:30 – 10 a.m. and 3 -5:30 p.m.

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 Supervisor 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-Pods/music devices, electronics or cell phones (cell phones can only be used before or after camp).

Special accommodations

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

### **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. 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
- All campers will be bused to the Aquatic Center on swimming days

### **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 Camp Webegee staff is not responsible for any personal possessions which are lost or stolen including money. On Wednesdays, the camp has a cook out at the park where counselors make lunch for the campers and parents supply small items for the lunch (like buns, taco shells cheese etc.). There are signup sheets available for the items that are needed at the beginning of the week. Please make sure you ask your child's Team Leader what is needed.

### **SWIMMING**

The children ages 7-12 will walk to the Webster Groves Aquatic Complex from Blackburn Park on swimming days (Tuesdays & Thursdays), weather permitting. 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 bused 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 for the 5-6 year old age group and those with disabilities. (*Note: all campers will be bused to swimming the weeks that camp is held at Larson Park.*)

On pool days:

Children ages 5-6 and 7-8 years eat at the park. The 5-6s leave the park at 11:30 a.m. while the 7-8s leave the park at 11:15 a.m. The 9-10s and 11-12s eat at the pool/Rec Complex and leave the park at 10:45 a.m. All times are approximate and are not meant to be exact; the times specified are only to give you an idea of the probable schedule.

All children will be allowed in the middle pool; however, 5-8 year olds must have a note from parents allowing them to swim in the deep pool (competition pool) or go to off the diving board. Once the Team Leader has a note, they will or a counselor will administer a swim test which 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 note and the swim test are good for the entire summer. Parents do not need to fill out a new swim note each week. 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. 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.

### **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. We prefer that you bring it to camp as opposed to turning them into the Rec Complex to guarantee that we have them immediately and so they can quickly be filed. Completed forms should be turned into your Team Leader or Director. One medical form for 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. Please fill the form out in its entirety (it's two sided).

### **ILLNESS/MEDICATIONS**

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 Mary Furfaro, Regional Coordinator of Inclusive Services at (314) 486-2731 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. It is preferred that children wear their camp shirts as many days as possible, but it is **mandatory** on field trip and special event days. 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.

### **TYPICAL WEEK**

A typical week at camp will generally consist of:

Monday – activities at the park

Tuesday – activities at the park & swimming at the Rec Complex

Wednesday – activities at the park & camp barbeque

Thursday – activities at the park & swimming at the Rec Complex

Friday – activities at the park & field trip

### **FIELD TRIPS/SPECIAL EVENTS**

On Fridays, the children will either take a field trip or engage in an on-site special event. Children will not be allowed to attend field trips without a signed permission form on file (included in this packet). There will be no supervision at the park for those who are unable to attend the field trip. Children MUST wear their camp T-shirt 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. Please complete the attached field trip permission slip and return on or before first day of camp. Transportation is by rental school buses. On field trip days we typically leave the park by 10:45 a.m., so please make arrangements 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 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. "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.

### **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 at the main pavilion with signs on them.

### **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. Please be sure to fill out the following pages and either turn them into the Recreation Complex prior to the first Monday of the camp session or bring them with you the first day of camp. 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 SUPERVISOR: WEBSTER GROVES PARKS AND RECREATION AT (314) 963-5600.

**CAMP WEBEGEE  
MEDICAL INFORMATION FORM 2016  
WEBSTER GROVES PARKS & RECREATION \* 314.963.5600**

**\*\*PLEASE FILL OUT THIS FORM COMPLETELY\*\***

Session (circle all that apply): I II III IV V VI VII VIII IX

NAME OF CHILD \_\_\_\_\_ SEX male female

Home Address \_\_\_\_\_ Zip \_\_\_\_\_

Age \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade in fall \_\_\_\_\_

Sibling's name(s) at camp & age \_\_\_\_\_ School in fall \_\_\_\_\_

**PARENTS / GUARDIAN(S)** with whom child resides:

Name \_\_\_\_\_ Email \_\_\_\_\_

Place of Employment \_\_\_\_\_ Phone # \_\_\_\_\_

MOTHER home work cell

Place of Employment \_\_\_\_\_ Phone # \_\_\_\_\_

FATHER home work cell

**EMERGENCY CONTACT** – First person to call in case of an emergency (parent, step-parent, grandparent, aunt, neighbor)

Name \_\_\_\_\_ Address \_\_\_\_\_

Relationship to Child \_\_\_\_\_ Phone #'s \_\_\_\_\_

NAME \_\_\_\_\_ Address \_\_\_\_\_

Relationship to Child \_\_\_\_\_ Phone #'s \_\_\_\_\_

**CHILD'S DOCTOR'S NAME** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of hospital where you would like your child treated if possible \_\_\_\_\_

1. Does the child have any allergies such as bee stings, reactions to pool chlorine, certain foods, penicillin? \_\_\_\_\_

If so, what? \_\_\_\_\_

**\*\*\*Please inform the Team Leader of your child's allergies each week your child attends camp.\*\*\***

2. Is the child taking any medication? \_\_\_\_\_ If so, what? \_\_\_\_\_

3. Should the physical activity of the child be restricted for medical reasons? \_\_\_\_\_

What activities? \_\_\_\_\_

For what reason? \_\_\_\_\_

4. Does the child have any other conditions or restrictions that our staff needs to be aware of ?

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5. Does your child have an Individualized Education Program (I.E.P.) provided by their school? \_\_\_Yes \_\_\_NO  
If yes, please contact Mary Furfaro, Coordinator of Inclusive Services, at 314.505.8607.

6. Are you or your child in need of any special accommodations/assistance needs in order to successfully participate in our programs (e.g. an interpreter, etc.)? \_\_\_\_\_  
If so, please name \_\_\_\_\_

(Please note: our staff will not be responsible for personal care e.g. toileting-including changing or feeding tubes)

**\*\*\*PLEASE COMPLETE BOTH SIDES\*\*\***

**\*\*\*If you listed that your child needs assistance, please contact our Inclusion Coordinator, Mary Furfaro - (314) 505-8607.**

7. Please share any additional information that would be useful in providing for your child's needs:

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8. What is the level of your child's swimming ability?  
Beginner\_\_\_ Intermediate\_\_\_ Advanced\_\_\_

In case of an accident at the program, your permission is needed in order to allow your child to be treated quickly. Please sign the below statement in order to give that permission.

### **MEDICAL EMERGENCY TRANSPORTATION & TREATMENT AUTHORIZATION**

In the event that my child \_\_\_\_\_ is injured or becomes ill and/or needs medical attention for any reason whatsoever and I (we) or the emergency contact cannot be contacted, this Authorization will serve as my request and authority for the camp supervisors to call a private ambulance service for the purpose of transporting my child to the hospital, doctor, or to the proper medical facility, and that I authorize any and all medical treatment provided to my (our) child.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

### **FIELD TRIP PERMISSION RELEASE**

I hereby give permission for my child \_\_\_\_\_ to attend all Camp Webegee field trips/special events scheduled for the summer, with the following exceptions:\_\_\_\_\_.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

### **PHOTOGRAPHIC RELEASE**

I hereby consent and authorize Webster Groves Parks and Recreation Department, the sponsor of this camp, to reproduce photographs or video taken of my child for advertising and publicity purposes of every description (such as in our program brochure). **Check YES or NO and sign.** \_\_\_Yes \_\_\_No

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

### **SPECIAL ARRANGEMENTS**

Special arrangements for your camper to arrive late or leave early can be accommodated with an advance written note, including time the camper needs to leave and who will be picking them up. If the person picking the camper up is not on the Sign In/Out sheet they will need to tell the Director or call James Boyd, Recreation Supervisor at the Rec Complex. I will have special arrangements \_\_\_  
All summer \_\_\_ Specific dates (Please list dates below)

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### **AUTHORIZATION TO WALK OR RIDE TO/FROM CAMP**

My child has permission to walk to and from camp: Yes\_\_\_ No\_\_\_

My child has permission to ride their bicycle to and from camp: Yes\_\_\_ No\_\_\_

My child has permission to stay at the W.G. Aquatic Center on pool days (after Webegee exits the pool): Yes\_\_\_ No\_\_\_

If you checked "yes" to stay at the pool, please indicate a day(s): Tuesdays\_\_\_ Thursdays\_\_\_

*\*\*\*Please return form to the Recreation Complex or Camp Director on or before the first day of camp. If your child needs special accommodations, please return to Webster Groves Parks and Recreation, 33 E. Glendale Rd., Webster Groves, MO 63119 at least 2 weeks prior to your session.*

**\*\*\*PLEASE COMPLETE BOTH SIDES\*\*\***

**RETURN ON OR BEFORE THE FIRST DAY OF CAMP; THE MED FORMS OF CHILDREN WITH SPECIAL NEEDS OR DISABILITIES SHOULD BE COMPLETED AND RETURNED IMMEDIATELY UPON REGISTRATION.**