



**City of Bonner Springs**  
PARKS AND RECREATION

# Camp Great Adventure

## Parent Manual

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# Camp Great Adventure

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## Program Contact Numbers

Recreation Office.....	913-422-7010 ext.1
Information Hotline.....	816-871-5074
Patty Nickell, Camp Director.....	913-422-7010 ext. 5
Justine Spease, Recreation Manager.....	913-422-7010 ext. 2321
Bonner Springs Aquatic Park.....	913-422-7011

## General Camp Information

### Program Description:

The Bonner Springs Parks and Recreation Camp Great Adventure Program provides program participants with fun summer activities, field trips, pool time and more! This program is open to all participants ages 6-12 years old. A five year old who has completed kindergarten, with proof, may attend camp. Pre-registration is required. This program runs for 11 consecutive weeks and registration is taken on a week by week or session basis. Each week at camp, campers will experience a different variety of activities. These activities change each week and consist of the following: crafts, sports & games, cooking, team building, nature, fitness, music, and playground time. Campers travel, per age group, to a variety of activities throughout the week in order to experience all of these different activities. Campers will also visit the Bonner Springs Aquatic Park 2 times each week and will travel once a week to an off-site field trip or experience an in-house special event/activity!

### Program Dates & Hours:

The 2020 Bonner Springs Parks and Recreation Camp Great Adventure Program will begin on Tuesday, May 26<sup>th</sup>. Camp Great Adventure hours will be Monday through Friday, 7:30 a.m. – 5:30 p.m. Before and After Care will be available from 7:00 a.m. – 7:30 a.m. and 5:30 p.m. – 6:00 p.m. **Please Note: There will be no camp on Friday, July 3<sup>rd</sup>, in observation of Independence Day.** Our camp is an all-weather day camp, meaning we do not close our doors if threatening weather approaches; rather we have indoor facilities to continue with routine programming.

### Fees & Registration:

The fee for this program is per week or session and per camper. Fees are all inclusive and are not prorated by day, no exceptions. Each camper will receive one program t-shirt on their first registered week. All supplies, field trip admissions, etc. are included in the program fee. The camp fee is due the Wednesday before the intended attendance. No child may participate without having paid the fee.

Please refer to the chart below for per week or session fees. The resident rate applies to only City of Bonner Springs residents and may require you to provide proof of residency at the time of registration.

Type of Fee	Weekly Rate	Session 1 (4wks)	Session 2 (4wks)	Session 3 (3wks)
<b>Resident</b>	\$100	\$360	\$360	\$270
<b>Non-Resident</b>	\$110	\$396	\$396	\$297

#### Rate

#### Other Fees

Before Care (weekly)	\$10.00
Before Care (session)	\$40.00
After Care (weekly)	\$10.00
After Care (session)	\$40.00
Late Pick-Up	\$30.00

Registration packets can be found on the website, in the online registration, and at the Community Center. The entire registration packet must be filled out to completion and turned in to the Recreation Office before your child can attend camp. The registration packet includes the 2020 Camp Great Adventure Registration Form, Authorization for Emergency Medical Care (CCL010), Parental Permission Off-Premise Trips (CCL034), and Child Health History (CCL358). If your child takes medication either regularly or irregularly, additional forms such as Short Term Medication Authorization (CCL026), Long Term Medication Authorization (CCL027), and/or Authorization for Self-Administration (CCL359) must be on file. All forms must be filled out clearly and accurately. If a portion of the form does not apply to your child, please indicate that by writing "N/A" on the form, again, no section should ever be left blank.

### Camper to Counselor Ratios:

During Camp Great Adventure, 7:30 a.m. – 5:30 p.m., we use a 1:10 ratio. Campers are directly supervised by staff at all times.

### Camp Attire:

Camp t-shirts must be worn for off premises field trips, primarily Wednesdays. This is to ensure your camper's safety. It is also important that your camper be dressed appropriately for camp on a daily basis. Campers should wear comfortable clothing, socks and tennis shoes daily. Flip flops, sandals, and crocs are not allowed.

Please apply sunscreen to your camper each morning before arriving at camp. Staff will assist with the reapplication throughout the day. Staff will do their best to keep the campers protected from the sun but we will need your cooperation by sending a bottle of lotion sunscreen, and a can of spray-on sunscreen on the 1<sup>st</sup> day your child attends camp. Staff will replenish their group's sunscreen, as needed, from this general supply of sunscreen.

### **Personal Belongings:**

Campers are responsible for their own belongings. Camp Great Adventure is not responsible for any camper's personal possessions that are brought to camp and which may be lost, stolen, or broken.

- All articles brought to camp should be clearly marked with the camper's name.
- No skateboards, scooters or wheeled shoes are permitted.
- No cell phones or other electronic devices should be brought to camp.
- On swim days, each camper should bring their belongings in a clearly labeled bag. Please to not share bags between siblings as they may not be swimming at the same designated time each day.

There is a designated Lost & Found area that we encourage parents/guardians to check frequently. Please notify a staff member or Camp Director if something is lost.

### **Lunch:**

Camp Great Adventure campers will need to bring a non-perishable lunch, two snacks, and a water bottle every day. Please send their lunch in a small cooler or lunch box that is clearly marked with their name and age group.

During the Summer, there are a few weeks that USD204 provides a free summer lunch program. During those weeks, Camp Great Adventure will participate, a non-perishable lunch will not be required to be sent with your child but two snacks and a water bottle are.

Please check the Sign-In/Sign-Out table for information on what is on the menu at the USD204 summer lunch program and for other information about the week/session.

## **Camp Safety**

### **Emergency Contacts:**

A consent waiver form must be filled out for each camper prior to your camper's first day at camp. Situations (accidents, late departures, etc.) occur in which parents cannot always be available. It is very important that reliable emergency contacts are always available during the hours of the Camp Great Adventure Program. We require at least two emergency contacts and phone numbers to be provided. If at any time the emergency contacts change or you need to add additional contacts, please inform the Camp Director.

## **Medication:**

Any camper taking medication of any kind, even if temporary such as Aspirin, must have the proper documentation on file. Short Term Medication Authorization (CCL026), Long Term Medication Authorization (CCL027), and Authorization for Self-Administration (CCL359).

## **First Aid & Incident Reports:**

For minor cuts and scrapes, in which a camper can administer their own Band-Aid, an accident report will not be written. For any other injury, or if staff is needed to administer a Band-Aid, an accident report will be completed and parent/guardian will be informed. Parent/Guardians will have to sign the completed incident form at the time of Pick-Up. Parent/Guardians should be made aware of the injury when they come to pick up their child. A parent/guardian will be notified immediately in the event of a severe accident, injury, or sudden illness. Notification will be attempted by phone and will be made only by the Camp Director or Full-Time Recreation Staff that the parent/guardian will have to pick up their child from camp. A parent/guardian or emergency contact listed on the camper's waiver must be available at any time to pick up their camper from camp for any accident, injury, sudden illness or severe discipline issue.

## **Parent/Guardian Communication:**

A session calendar will be available one week prior to the session beginning. This calendar will have all the information you will need to know for the session regarding field trip instructions, swim days and any parent announcements. Campers are only allowed to contact their parent/guardian if they are injured/feeling ill or a unique circumstance arises. Campers will always consult with the Director/staff before a phone call is permitted and the Director/staff will always dial and speak with the parent/guardian first before the camper. Parent/guardians are only to call the camp office and contact their child if there is a family emergency or important information that needs to be passed along to the camper. Full-Time Recreation Staff or the Director will always answer the phone and speak with the parent/guardian before the camper. We strongly encourage parent/guardians not to contact your camper during camp hours because it disrupts their participation in activities and daily routine.

## **Threatening Weather:**

Our camp is an all-weather day camp, meaning we do not close our doors if threatening weather approaches. In the event of sudden inclement weather, Camp Great Adventure will limit its activities to the Community Center.

## **Discipline**

At all times, restraint and good judgement will be exercised when a camper requires discipline. Our procedure in disciplining negative behavior is as follows:

- First, if a camper displays negative behavior, a verbal redirection/warning will be given by the counselor.

- Second, if the negative behavior continues, a verbal redirection will follow, as well as a consequence such as minutes lost from pool time if misbehaving at the aquatic facilities or time out of an activity. Your camper will be supervised at all times and the time will be limited.
- Third, parents will be notified and a conference will be held with the Camp Director to discuss the steps needed to correct the problem.
- If the negative behavior continues, your camper may be dismissed from the Camp Great Adventure Program and a refund will not be issued.

Note: We understand each camper is different, so we reserve the right to bypass one or more steps in this process if a situation warrants. We will keep the parent informed of their camper's behavior if there is a pattern of negative behavior. Incident forms are completed by staff at the time of any discipline issue. Parent/guardians are required to sign incident forms at time of pick-up if applicable.

### **Camp Great Adventure – Camper Rules**

- Campers must be signed in each day and remain at the camp site or with their counselor, which includes anywhere the camp goes at all times. Automatic dismissal will result if abused.
- Respect will always be shown towards the environment, campers and all staff.
- Campers must keep their hands to themselves at all times. Fighting (hitting, biting, etc.) or use of profanity, racial or ethnic slurs will not be tolerated.
- No electronics, tobacco products, any type of chemical substance, alcohol or any apparatus that could be used as a weapon is allowed on camp grounds or on/off site activities by any camper or staff. If caught with such items, the violator will be suspended from the program and police/parents will be notified. Gang gestures, slogans or dress is never acceptable. Bullying will not be tolerated.
- All campers are expected to listen to staff directions at all times and exhibit acceptable behavior when riding buses, at field trip sites and while at the aquatic park.
- On field trips, campers must always remain with their assigned group and staff member.
- When at the pool, all pool rules must be followed. No running or rough housing will be tolerated.
- Campers are not permitted to give any staff member a gift or incentive of any kind. Campers are not permitted to bring in any “homemade” snacks or treats of any kind for other campers or staff members. Staff is not permitted to give a gift or incentive of any kind to campers. Exception: if it is the camper's birthday and they wish to bring in a snack for their entire camp group, it must be store bought and in the original container listing all ingredients.

## **Arrival & Departure Procedures**

Campers will be allowed to leave the camp premises only with a parent/guardian or individual listed on the registration form. Campers must be signed in/out by a parent/guardian writing down the time of pick-up/drop-off.

If a parent/guardian or individual on the consent waiver form needs to pick up a camper early for any reason (ex. Doctor's appointment) and will be returning the camper back to camp, the camper must be signed in and signed out according to procedures at each arrival and/or departure from camp premises.

Once a camper is signed out to a parent/guardian or individual on their consent waiver, the camper is no longer under the care of Camp Great Adventure, even if the camper is still on the Camp Great Adventure's premises.

Any time a camper is signed out, the parent/guardian must present a valid government issued photo ID to be compared to the names listed on the consent waiver form. We will not let any child leave the premises with anyone that is not authorized on the camper's consent waiver form. The Camp Director or a Full-Time Staff member will call a parent/guardian and until we have spoken verbally with the parent/guardian, the camper will not be allowed to be signed out. Campers may not add an individual to their consent waiver form. In order to limit any confusion or delay in departure, please add any individuals to the consent waiver form that may be picking up your camper.

### **Arrival:**

Every Camp Great Adventure camper must be signed in by their parent/guardian every morning on the designated sign-in sheet with noted time of arrival. Parent/Guardians must walk into the Community Center to sign their child in each day.

If your camper arrives after 9:00 a.m., please check in with the Camp Director before leaving. Your camper will be accompanied by a staff member to their respective group. If camp is on a field trip, we will not have anyone to supervise your camper and they may not stay with the Director. Please make sure you pick up a session calendar at the beginning of the session so you will know the field trip days and times.

### **Departure:**

Every Camp Great Adventure camper must be signed out in the evening. Parent/Guardians of the individual listed on the consent waiver form must present a valid government photo ID. If you plan to pick up your camper early, please fill out the early pick-up form to ensure your camper is ready when you arrive. You must enter the building to sign your camper out.

### **Late Pick-Up Policy:**

We realize that delays in picking up your camper are going to occur throughout the summer. In order to ensure staff coverage for these delays, we will charge a late pick-up fee. Late fees begin



at 5:30 p.m. for regular camp and 6:00 p.m. for after care. The charge will be \$30.00 per camper up to 15min. There will be a \$30.00 charge for each additional 15min, or portion thereof. This charge must be paid the next morning at the Recreation Office or the camper will not be allowed to attend camp. If you know you are going to be late, please call the camp office to make staff aware of the situation. This allows staff to plan accordingly and inform the camper.

## Payment Information

Payments for Camp Great Adventure are due the Wednesday before the week the camper will be attending camp. This is to ensure that program rosters properly reflect all enrollees. If you have not made your payment by the deadline, rosters will be incomplete or incorrect and your child may not be listed as a valid camper on rosters, delaying them from attending camp.

<u>Week</u>	<u>Payment/Registration Due</u>
Wk1 (5/26-5/29)	Wednesday, May 20 <sup>th</sup> , 2020
Wk2 (6/1-6/5)	Wednesday, May 27 <sup>th</sup> , 2020
Wk3 (6/8-6/12)	Wednesday, June 3 <sup>rd</sup> , 2020
Wk4 (6/15-6/19)	Wednesday, June 10 <sup>th</sup> , 2020
Wk5 (6/22-6/26)	Wednesday, June 17 <sup>th</sup> , 2020
Wk6 (6/29-7/2)	Wednesday, June 24 <sup>th</sup> , 2020
Wk7 (7/6-7/10)	Wednesday, July 1 <sup>st</sup> , 2020
Wk8 (7/13-7/17)	Wednesday, July 8 <sup>th</sup> , 2020
Wk9 (7/20-7/24)	Wednesday, July 15 <sup>th</sup> , 2020
Wk10 (7/27-7/31)	Wednesday, July 22 <sup>nd</sup> , 2020
Wk11 (8/3-8/7)	Wednesday, July 29 <sup>th</sup> , 2020
Session 1 (5/26-6/19)	Wednesday, May 20 <sup>th</sup> , 2020
Session 2 (6/22-7/17)	Wednesday, June 17 <sup>th</sup> , 2020
Session 3 (7/20-8/7)	Wednesday, July 15 <sup>th</sup> , 2020

Payments must be made either online at [www.bonnerrsprings.org/parks](http://www.bonnerrsprings.org/parks), over the phone at 913-422-7010 ext. 5, or in person at the Community Center with the Front Desk attendant. Camp staff is not permitted to accept any form of payment. The Community Center, located at 200 East 3<sup>rd</sup> Street, is open Monday – Friday from 7:00 a.m. – 6:00 p.m.

## Field Trips

Your camper is automatically registered for any field trip in the week(s) they are registered for camp. If you do not wish for your camper to attend the field trip, you must arrange for other accommodations for your camper on the day of the scheduled field trip. They may not stay at camp. The Camp Director or counselors will not supervise your camper. In addition, campers will occasionally take walking trips to nearby facilities such as Lion's Park, the Library, Dairy Queen, etc., please ensure that the form Parental Permission Off-Premise Trips (CCL034) is filled out completely for your camper to participate.

Before your camper can participate in any off-site field trip, the form Parental Permission Off-Premise Group Trips (CCL035) must be on file. This will be given to parents the Monday before the field trip and must be signed and turned back into the Recreation Office no later than Tuesday at Pick-Up.

## Swimming

Camp Great Adventure swim days are typically Tuesday and Thursday. Campers are required to wear and are identified with a bright wristband while at the pool. Please review the session calendar to confirm the swim days in case of any changes. This information will also be posted on the information board at the Sign-In/Sign-Out table. Campers will not be required to swim, but we do ask that they remain seated around the pool area until the session is completed. Campers are not allowed to bring money to buy snacks. Campers will be riding to the pool in three groups. Each group will be at the pool for a two hour period each day they are scheduled for pool time.

- 6 & 7 year old campers will be swimming from 12:00 p.m. – 2:00 p.m.
- 8 & 9 year old campers will be swimming from 12:15 p.m. – 2:15 p.m.
- 10 – 12 year old campers will be swimming from 12:30 p.m. – 2:30 p.m.

## What Campers Need for Swim Days:

We ask that each individual camper have their own swim bag clearly labeled with the campers name and age. Each camper should bring a towel that is clearly labeled to use at the pool. Also, please make sure you apply sunscreen to your child before they arrive at camp in the morning. Counselors will help reapply before pool time and at the safety check during their pool time. Do not send your camper with any pool toys. Flip flops may be worn at the pool, but must be changed back into tennis shoes afterwards.

Dear Parents,

We want to thank you for enrolling your child in the Camp Great Adventure Program. We hope your child has a great recreation experience throughout the summer and fun memories are made with the Bonner Springs Parks & Recreation Department!

Please feel free to call 913-422-7010 ext. 5 or email me at [jspease@bonnersprings.org](mailto:jspease@bonnersprings.org) any time you have questions, comments or special situations we need to know about.

Thank you, again!

Justine Spease, AFO, CPM, CPRP  
Recreation Manager  
City of Bonner Springs

## Appendix A



### Statement of Acknowledgment and Understanding

I accept responsibility for this Camp Great Adventure Program Parent/Guardian Manual and I agree to make myself familiar with all policies and information contained within. I agree to abide by all rules and regulations set forth by the City of Bonner Springs and the Bonner Springs Parks & Recreation Department.

Parent Printed Name:

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Parent Signature:

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Date:

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Name of Child(ren):

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