



Summer Day Camp

Parent Information Packet

Day Camp Location: Woodland Park Camp Center
(1 Woodland Park Loop)

Summer Day Camp Line: 758-7975



IMPORTANT

- Please review the Parent Information Packet and the Credit & Refund Policy.
- Rollover/credit days are limited to five days throughout the Summer Day Camp program. A rollover/credit day will only be honored if called into the office, 758-7975, prior to 9:00am the day of the absence. If rollover days are not used by August 16, 2019, you will lose them, no credit certificates or refunds will be given.
- Campers must be accompanied by an adult at check-in.
- Campers must be checked in to camp by 9:00am or your child will be unable to attend unless previously approved.



Camp Woodland 2019 Field Trips

Bus 1 is typically Kindergarten-2nd grade
Bus 2 is typically 3rd-7th grade.

*Busing may change due to the number of
Participants in each group.

Your child must be checked in to camp by 9:00am

<u>Date</u>	<u>Wednesday</u>	<u>Friday</u>	<u>Bus</u>
Week 1 June 10-14	Picks Bowling Lone Pine State Park	NO TRIP	Bus 1 Bus 2
Week 2 June 17-21	Lone Pine State Park Bowling	Animal Wonders	Bus 1 Bus 2
Week 3 June 24-28	Stadium 14 Movie	NO TRIP	2 Buses Everyone
Week 4 July 1-5	Baker Park Carnival Day Rockfish Climbing Gym	Rockfish Climbing Gym Baker Park Carnival	Bus 1 Bus 2
Week 5 July 8-12	Whitefish Lake Lake Five Resort	Glacier National Park Whitefish Mtn Resort	Bus 1 Bus 2
Week 6 July 15-19	Lake Five Resort Whitefish Lake	Whitefish Mtn Resort Glacier National Park	Bus 1 Bus 2
Week 7 July 22-26	Big Sky Bible Camp Creston Fish Hatchery	Creston Fish Hatchery Big Sky Bible Camp	Bus 1 Bus 2
Week 8 July 29-Aug 2	Les Mason State Park Wayfarers State Park	Wayfarers State Park Les Mason State Park	Bus 1 Bus 2
Week 9 August 5-9	Happy Hippo	Big Sky Waterslides	2 Buses Everyone
Week 10 August 12-16	Fair Week Water Carnival	Parade/WWP	

*tentative to change - All fieldtrips are subject to change due to weather, participant levels or unforeseen circumstance.

REGISTRATION AND PAYMENT PROCEDURE:

- Registration and payments are only accepted through the Parks and Recreation office, 306 1st Ave. East. Our office hours are Monday - Friday, 8:00am to 5:00pm.
- Cost to attend camp is \$26/day (in-city resident) or \$31/day (out-of-city resident).
- The office will accept over-the-phone credit/debit payments only if your child is already registered. Attendance is guaranteed only if payment has been received. If you call requesting a particular day that is already full, you will not be able to attend that day.
- Payments are not accepted at the Woodland Park Camp Center.
- Please call 758-7975 with any registration/payment questions.

CHECK IN: (No parking in front of main entrance stairs)

- For the safety of campers, they must be accompanied by parent/ guardian for check in.
- Check-in at Woodland Park Center (1 Woodland Park Loop) Front Desk
- Unaccompanied campers at check in will be watched in the office until proper check in procedure is completed.
- All campers must be checked in to camp by 9:00am or your child will be turned away unless previously approved.

CHECK OUT/CLOSING TIME:

- Check out, unless previously arranged, is between 4:00pm and 5:30pm.
- If you wish to pick up your child earlier than 4:00pm, you must notify the Camp Supervisor at drop off before 9:00am. The Camp Supervisor may not be able to grant all requests due to schedule constraints, field trips, etc.
- For the safety and security of campers, those adults designated for pick up are required to personally check-out camper with a photo ID and sign initials on daily roster.
- Summer Day Camp closes at 5:30pm. An overtime fee of \$1.00 per minute per child may be applied and campers may be removed from Camp Woodland if three or more late incidents occur.

RAINY DAYS:

Camp will run rain or shine. If it looks like there will be rain, activities will be adjusted for the weather. Please be sure your child is dressed appropriately for inclement weather (closed-toe shoes, jacket, etc.)

SWIMMING:

Weather permitting or unless otherwise notified, Day Camp participants will swim every Monday, Tuesday, Thursday, and some Wednesdays and Fridays, at Woodland Water Park. Please be sure your child is prepared with a swim suit, sunscreen, towel and life vest if your child needs one. If your child does not want to swim, they will be required to stay in the grassy area at the pool until swim time is over.

- SWIMMING LESSONS: Classes are offered at the Woodland Water Park. Registration and payment is taken at the Woodland Water Park. The best option for Summer Day Camp participants is the **5:00pm-5:35pm** class because we will check them out of summer camp and deliver them to swim lessons. Parents will then need to pick their child up at the pool after their lesson. You must notify staff during check in if your child will be attending swim lessons at the end of the day. For swim lesson registration prior to Day Camp starting, you must go to the Kalispell Parks and Recreation office. After Day Camps starts, swim lesson registration takes place at Woodland Water Park.

- **POOL CONCESSIONS:** Campers are permitted (but not required) to bring 5-\$10 on swimming days to purchase snacks from the pool concession stand. Campers, however, will be responsible for their money as staff is not allowed to store or manage money for campers.

PLEASE LEAVE THESE ITEMS AT HOME:

- Any and all toys including trading cards
- Cell phones and smart watches
- Electronics
- Weapons

Campers w/ prohibited item will be instructed to keep them in their backpacks. If not, the item(s) will be collected then returned to the parents at check out.

REQUIRED TO BRING TO CAMP:

Label all items with child's first and last name in a *Labeled* **BACKPACK WITH:**

- ✓ **SUNSCREEN**Morning application AT HOME before drop-off
- ✓ **CLOSED TOE SHOES**
- ✓ *Labeled* **LIGHT JACKET** & DRESSED FOR WEATHER
- ✓ *Labeled* **WATER BOTTLE**
- ✓ *Labeled* (2) **TWO SNACKS**
- ✓ *Labeled* **WATERPOOF SUNSCREEN** (Spray-screen may be easier to apply... but often gets in eyes.)
- ✓ *Labeled* **SWIMWEAR**
- ✓ *Labeled* **TOWEL**
- ✓ *Labeled* **LUNCH** (*If not choosing the Free Summer Food Program!*)

ALLERGIES/MEDICATIONS

Summer Day Camp staff are not permitted to physically give your child medication. This includes prescriptions, over the counter medicine (ex: Benadryl, Aspirin, etc.) and also includes epi-pens and insulin injections. A waiver from a guardian or parent is not acceptable due to city policies.

FIELD TRIPS:

- June: Field trips will be on Wednesdays (No late check in after 9:00am)
- July: Field trips will be on Wednesdays and Fridays (No late check in after 9:00am)
- August: Field trips will be on Wednesdays and Fridays (No late check in after 9:00am)

CAMPERS CODE OF CONDUCT:

All camp participants are expected to follow the Campers Code of Conduct. If a camper chooses not to follow the Campers Code of Conduct he/she will experience a consequence. The consequences could be, but are not limited to, cleaning up messes, sitting in a time out, a loss of privileges, or suspension from camp.

As a camper I will:

- Listen to all staff and follow their directions
- Keep my hands to myself and be respectful to others
- Be involved in all activities and try to the best of my abilities
- Do my part to help keep the camp clean and all play equipment in good working order
- Open to try new things

CAMP DISCIPLINE POLICY:

Camp Woodland staff assist children in developing appropriate behavior and interactions in a variety of positive and affirming actions. At times, however, it becomes necessary to take disciplinary steps (see below) for actions contrary to rules and expectations.

Step One: Three verbal warnings for minor conduct infractions will be given, providing camper an opportunity to correct the problem.

Step Two: A time out will be given for disregarding verbal warnings or for infractions of a more moderate nature. Moderate infractions include, but are not limited to, bad language, throwing a tantrum, and being disrespectful to staff. A time out will consist of sitting in a designated time out location for 5 – 10 minutes. At the end of this time, the staff will determine the child's understanding of why he/she is in time out and what the child's resolve is to avoid another one. The child will then apologize to the offended group or individual as well as clean up any mess his/her actions may have caused. Time outs will be documented and parents will be notified of the situation at the end of the day.

Warnings and additional time outs will be given to a child who acts contrary to the rules and expectations of Day Camp participants while in time out.

TIMEOUT = Time to STOP, REFOCUS, AND GET BACK IN THE GAME

Step Three: Parents will be contacted to come and pick up their child if the child has three time outs in one day, five time outs in one week, or for infractions of a severe nature. Severe infractions include, but are not limited to, inappropriate sexual references or behavior, fighting, stealing, bullying and vandalism.

Students will also be sent home if they habitually exhibit any of the following behaviors:

- Having an abusive attitude toward staff, other children, or Day Camp property
- Not being involved as a positive member of the Summer Day Camp
- Refusing to listen to staff instructions
- Breaking established Day Camp rules and expectations

When a child is sent home for the first time, he/she may come back to Day Camp the same week if approved by the Recreation Superintendent. If a child is sent home a **second time**, he/she will not be allowed back at Day Camp for a week (5 consecutive camp days). The **third time** a child is sent home, he/she is not welcome back at the Day Camp Program for the remainder of the year. Any registration fees paid for days missed because of being sent home and/or suspended from the Day Camp Program will not be refunded.

DAY CAMP CREDIT & REFUND POLICY:

1. Rollover/credit days are limited to five days throughout Summer Day Camp program. A rollover/credit day will only be honored if called into the office, 758-7975, prior to 9:00am the day of the absence and must be used on your child(ren) only. If rollover/credit days are not used by **August 16, 2019 at 7:30am** you will lose them, no credit certificates or refunds will be given.
2. **May 31, 2019 at 5:00pm** is the last day to move dates without using your 5 roll over days.
3. **May 24, 2019 at 7:30am** is the deadline to request a full refund minus a \$10 administration fee or a full credit certificate can be issued with a one year expiration date.

4. There is a **two week deadline** from the first day your child(ren) participates to pull your child(ren) from the remainder of the program to be eligible for a 50% refund minus a \$10 administration fee. Amounts of \$20 or less will be issued a credit certificate with a one year expiration date.
5. Refunds due to emergencies will be given. The office must be notified by 9:00am on the first missed day. Emergencies such as a major medical injury accompanied by a doctor's note or a death in the family will qualify as an emergency. In order to receive a refund for an emergency, the office must receive written documentation/verification within 7 days of the emergency.
6. If Summer Day Camp is cancelled by the Recreation Department 100% refund/credit will be given.
7. No refunds/credits or prorating will be given for leaving early or coming late.
8. Credit card refunds will be made only to the same card used for the original transaction minus a \$10 administration fee.
9. A customer can receive a full amount credit certificate if they have met the policies above to avoid a \$10 administration fee on a refund made via credit card or check. These certificates are valid for one year and can be used on any of our programs. A credit certificate must accompany a registration form to be valid.