TABLE OF CONTENTS

2
Welcome Letter

3-4
General Information

5
Payment and Registration

6
What to bring and what to leave at home

7-8
Camp Behavior

9
Policies and Procedures

10-11
Emergency Procedures

12
Pick-up Authorizations/Procare

WELCOME TO CAMP



Dear Day Camp Families,

Thank you for choosing to be a part of the Blue Springs Day Camp Program.

This Summer Camp Family Handbook has been created as a reference guide to Summer Camp 2026. We are excited to be hosting another year of Summer Camp. A typical week of camp includes 3 days of swimming, a planned field trip, and a visit to a park or a special guest! However, camp is much more than just activities. Camp is about a sense of belonging, seeing old friends and picking up right where you left off or making new friends that we remember forever. It's about the experiences we have and the memories we cherish for a lifetime, not just for campers, but for our staff too.

Please take time with your child to read and review the entire handbook. If you have any questions, comments or concerns please feel free to reach out. Let the fun begin!

Sincerely,

Dominick Macoubrie
Recreation Programmer
E. dmacoubrie@bluespringsgov.com
816-622-4334

PLAYNATURALLY
BLUE SPRINGS
PARKS & RECREATION

GENERAL INFORMATION

Important Phone Numbers:

Front Desk: 816-228-0139

Camp Phone: 816-853-0724

Parks & Rec Department: 816-228-0137

Emilia Porter -
Rec. Coordinator: 816-622-4327

Dominick Macoubrie -
Rec. Programmer - 816-622-4334

Camp Location:

CRCRC - The Fieldhouse
425 NE Mock Ave.
Blue Springs, MO 64104

Camp Hours:

7:00 a.m. - 5:30 p.m.
Monday - Friday

Ratio:

Our camp is designed for up to a 16 to 1 camper-to-staff ratio during before care and aftercare and a 10 to 1 camper-to-staff ratio during scheduled activities for grades K-4 and 15 to1 grades 5-7.

TYPICAL DAILY SCHEDULE

7:00 a.m. - 9:00 a.m. Before Care/Morning Drop off

9:00 a.m. - 10:00 a.m. Morning Meeting, group games

10:00 a.m. - 11:30 a.m. Swimming!

12:00 a.m. - 1:00 p.m. LUNCH

1:00 p.m. - 2:30 p.m Group games, activities, rotations, etc.

2:30 p.m. - 3:00 p.m. Snack

3:00 p.m. - 4:00 p.m. Group games, activities, rotations, etc.

4:00 p.m. - 5:30 p.m. Aftercare/Evening Pick-up

CHECK IN AND CHECK OUT

Check In:

- 7:00 a.m. - 9:00 a.m. - East Doors during before care.
- Children may not be dropped off prior to 7:00 a.m.
- During before care, campers are free to check in at our Camp Closet on the East side of the building. This time is given for free play or games provided by counselors.
- 9:00 a.m. and after - Must check in through the main CRCRC entrance
- Children dropped off after 10:00 a.m. are not guaranteed to go onto our daily fieldtrips and will be left at the Fieldhouse without supervision until the rest of the camp returns (subject to CRCRC age policy)
- After checking in, campers will be escorted by a Camp Counselor or Camp Manager to their group and bring their belongings over to their groups bucket or available locker.

Check Out:

- If you are checking out your camper **BEFORE 4:00 PM**, you **MUST** use the main CRCRC entrance.
- Children picked up before 3:00 p.m. are not guaranteed to be back from our Fieldtrip. If you need to pick our child up, please contact us and get the approval to pick up from the Fieldtrip location. If not, you will need to wait until our busses arrive back.
- 4:00 p.m. - 5:30 p.m. East Doors during aftercare.
- During aftercare, there is free play and structured play like before care.
- Any child not picked up by 5:30 p.m. will result in a late fee at $2.00/minute late.

SWIM DAY PROCEDURES

- Swimming will occur in the morning on designated days, unless specified otherwise. Swim tests will occur on Monday each week and will consist of swimming 25 meters from one end of the pool to the other, lengthwise, without stopping or touching the bottom of the pool. Campers who do not pass the swim test MUST wear a lifejacket. If you do not want your child to take the swim test, please indicate that they need a life jacket on your registration packet. .
- All groups will swim at the same time. Camp staff supervise the children swimming at all times in addition to the lifeguards. Some staff are in the water with campers, some are on the edge of the pool in designated areas and some walk around the pool in rotation.

Please label ALL belongings: swimsuit, towel, plastic bag, bookbag, water bottle and change of clothes. .

- All swimming will occur outdoors. The hot tub and dry sauna will not be available to camp participants.

Program Participation

Participation in the program is a privilege, not a right. This is a program, not a daycare. Blue Springs Day Camp has non-negotiable standards for participation. Please see the Behavior Contract and Policy on Page 7. These are reasonable expectations for any child participating in a group care setting.

Registration Forms

All registration forms must be submitted to Emilia Porter, Recreation Coordinator before your child can attend camp. Campers with incomplete forms cannot attend camp. Please allow 5-10 extra minutes on your child's first day of camp to sign anything you may have missed.

Communication

Parents/Guardians will receive information from camp through emails , ProCare, phone calls, and notes home . Camp Directors spend most of their time interacting with the campers and staff. They will have limited access to a computer/phone during the summer. They may not always be at camp drop off and pick up times. If you would like to meet with the director, please contact them to schedule a time to do so.

Dress Code

T-shirts should not contain graphics or language that are vulgar in language, abusive or otherwise inappropriate i.e. Depicting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, political slogans or other similar writing.

Closed toed shoes, tennis shoes are to be worn - no "Heelies" or flipflops will be allowed. If a camper does not have appropriate footwear, they will not be allowed to participate in that day's physical activities.

DAY CAMP FEES

Cancellations/Refunds:
If needing to cancel, paid funds can be used to pay for another week of camp, following a $5.00 transfer fee and at least a week notice. Refunds must be requested at least one week in advance (7 days) and are subject to a $7.00 cancellation fee. A refund will not be given if the refund is requested after the camp session has started. A refund will also not be given if your camper has been suspended or expelled. Exceptions may be made in the case of an emergency or extended illness and may require a doctor's note.

Fees:

Late pickup after 5:30 pm: **$2.00 per minute late.**

Payment and Due Dates

It is expected that payment be made in full for each week, 10 days in prior to the start of the week of care.

If capacity allows for a late enrollment into a session, late payments may be accepted following a required **$20.00** late payment fee. Late payments will not be accepted past Wednesday the week before the start of each camp session.

Forms of payment
Our camp program offers a flexible payment plan which allows you to pay only for the day(s) that you want and not the whole school year in a lump sum. Payments can be made online using our online reservation system found on our website. Payments can also be made in person at the CRCRC, 425 NE Mock Avenue or over the phone at **816-228-0137**. Payments must be received by the payment deadline. Your payment guarantees your child's spot in the camp session. If your payment is not received by the deadline, your child's spot may be forfeited for that session.

PLAYNATURALLY
BLUE SPRINGS
PARKS & RECREATION

WHAT TO BRING TO CAMP

The following items are needed to ensure your camper will have a fun-filled day. Please label your child(ren)'s belongings with a permanent marker. ***Blue Springs Parks and Recreation is not responsible for lost, damaged or stolen items.***



Athletic Shoes and Socks - closed-toed with non-skid sole are preferred. No sandals, flip flops, crocs or Heely's.



Water Bottle - please provide your child with a refillable water bottle each day. Please be sure to label each item with your child's name/initials.



Lunch - Each camper **MUST** bring their own lunch. Ice packs are recommended for cold items. Refrain from packing anything with **NUTS** to avoid potential allergic reactions.



Swimsuit/Swimshirt/Rash Guard/Trunks - swimwear is a MUST for days we plan to go to the pool or have a water day. Please provide your child with a cover up. Be sure to label each item with your child's name/initials.



Bookbag/sack - All items listed will need to be in a bag with your child's name on it. Include an appropriate change of clothes.



Plastic Bag - for wet items after swimming.



Electronic devices and trading cards that facilitate playing games, watching shows, or used as a phone for calling/texting are NOT ALLOWED as they are a distraction for our campers. In the event that your camper(s) bring an electronic device to camp it will be held in the Recreation Coordinators office until the end of the day.

PLAYNATURALLY
BLUE SPRINGS
PARKS & RECREATION

Camp Behavior Policy

We want Blue Springs Summer Day Camp to be a fun, safe and stimulating environment for ***everyone***. In order to help us achieve this, it is important that both you and your camper read and understand the Behavior Policy and agree to following rules by signing at the bottom of this page. Please help your child understand their responsibilities for both themselves and towards others while attending Summer Day Camp. Thank you!

We recognize that it's not always easy for campers to make positive choices and sometimes they don't know the right choice. It is in these instances that campers require guidance in making the right, positive choice. This is where our behavior plan is put into place.

For small behavior issues, children will be given reminders and have talks with their counselor about appropriate behavior. If these behavior issues continue to reoccur, or if the behavior warrants more than a chat, a form will be filled out.

Blue Springs Day Camp operates under a 4 write up rule. Campers who misbehave or break camp rules will be given 4 chances leading up to dismissal from Blue Springs Day Camp without refund. ***We reserve the right to bypass one or more steps in this process if a situation warrants it.***

1. I will show respect to other campers and treat them as well as I would like to be treated.
2. I will show respect to staff and cooperate with their instructions.
3. I will not verbally abuse others by using inappropriate language, gossip, threats, teasing, exclusion or harassment.
4. I will respect the environment by refraining from littering, vandalizing, stealing or abusing equipment that does not belong to me.
5. I will not deliberately cause bodily harm to other campers or staff. I understand that kicking, punching, hitting, biting, spitting, or fighting are not acceptable forms of behavior and will not be tolerated.
6. I will respect the property of other campers and staff.
7. I will be a positive contributor and will participate in all camp programs and activities.
8. I understand and agree that I am not allowed electronic devices that facilitate playing games, watching shows, or used as a phone for calling/texting. In the event that I bring an electronic device to camp it will be held in the Recreation Supervisors office until the end of the day.
9. I understand that should the Camp Administration feel as though my behavior or actions may cause harm to myself or others, I may not be permitted to attend Blue Springs Summer Day Camp for the remainder of the summer.
10. I understand that these rules and guidelines are for the safety and the protection of myself and all campers and staff.

****Just as we expect the Day Camp staff to treat parents with respect and dignity, we expect the parents/guardians to treat the staff in the same manner. Any parent or guardian who shows disrespect to our staff will automatically forfeit their child's spot in the program, effective immediately. Also, any authorized pick up person who displays unacceptable behavior will be removed from the pick up list and not be allowed on the program's premises.**

Camp Behavior Policy

1st write up: Camp Manager will call parent/guardian or talk to them upon pickup that day.
2nd write up: Camp Manager and Recreation Supervisor will discuss behavior modifications with the parent/guardian.
3rd write up: 3-day suspension from camp without refund.
4th write up: Dismissal from camp for 1 year.

Minor Behavior Issue Examples

- Not following camp rules
- Being disrespectful
- Being unsafe
- Not listening
- Not making good decisions
- Not following directions
- Not being Cooperative
- Not Keeping hands, feet and all other objects to yourself

(KHFOOTY)

Major Behavior Issue Examples

- Verbal abuse towards self, other campers or staff
- Behavior requiring constant 1 on 1 intervention
- Damage to program location/building or property
- Damage to the property of others
- Physical abuse towards self, other campers or staff
- Repeated minor behavioral issues
- Eloping

POLICIES AND PROCEDURES

SAFETY

- Camp staff maintain a daily attendance list and campers are assigned to their group each week.
- Swim tests will be given by our camp manager every Monday or as needed. If they do not pass the swim test they will have a **GREEN** band, this indicates that they must stay in the shallow water. If they pass, they will be given a **RED** band which gives them access to the deep end.
- Camp staff may only use physical restraint on a camper when there is an imminent threat of physical harm or danger to the camper or others; and where such action (i.e. to physically restrain or seclude) would be considered reasonable in all the circumstances and there is no less restrictive means of responding in these circumstances. The Recreation Supervisor reserves the right to amend, revoke, waive or make individual adjustments to these rules for just cause.

ADA REQUESTS

- Blue Springs Parks and Recreation is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Written requests must be made two weeks or ten working days prior to the start of the program.

FIRST AID AND CPR

- Camp staff are trained to administer first aid for minor accidents. Camp staff are also trained to perform CPR should a camper become unconscious and stop breathing. With an accident or injury of this or a more serious nature, EMS personnel will be called. Should medical transport be necessary, parents or guardians will be notified immediately. Any follow-up medical care is the responsibility of the parent/guardian. Camp staff has each camper's emergency medical information and contact information for immediate access.

HEALTH

- If a child becomes ill during the day or just isn't feeling well at camp, the parent/guardian will be contacted and requested to take their child home. Until the child is picked up, they may be isolated from other campers and attended to by a camp staff member in order to protect against the potential spread of illness.
- When there are questions of illness, please use these guidelines: Do not bring your child to camp if they have a fever or if the child has had a fever that was relieved by medication. Campers may return to camp after the have been fever free for at least 24 hours, without medication. Do not bring your child to camp if they are vomiting or have been vomiting in the last 4-5 hours.
- Please do not bring a child who exhibits symptoms of fever, rash, vomiting, diarrhea, sore throat, or drainage from eyes and nose within the last 24-48 hours.
- If the child has any signs or symptoms of COVID-19, please refrain from bringing the child to camp.

Medicines

- Any required medication will be administered by Camp Management staff. All prescriptions and non-prescriptions, including bug spray and sunscreen, must have the child's name clearly listed. Medications will be securely stored and administered at the time listed on the camper's health history on their registration forms.

Lost and Found

- A lost and found table will be located at camp check in. All items that are not claimed after 1 week from the last day of summer camp will be donated to charity.

Emergency Procedures

In Case of Fire

Clear all campers away from area.
Immediately notify management to dial 911.
A) If at the Fieldhouse, campers should be directed to exit the building and head to the far side of the south parking lot. A quick head count should be taken at the rendezvous point alongside Mock Avenue.
B) If at the pool, staff should follow directions from members of the pool staff and once outside, gather campers and headcount.
All campers should remain with camp staff until a proper pick-up site can be established. Management will not release any campers until checking pick-up forms and identification.

In Case of Severe Thunderstorms or Tornado

The office staff will stay up to date on surrounding area weather. In the event that a storm threatens the immediate work/event area, the following procedures will be used. Be familiar with warning signs for the Blue Springs area.
A) If a Severe Thunderstorm Watch has been issued for the Blue Springs area, the supervisor/employees should continue to monitor the situation and be aware of any changes in the weather.
B) In the case of a Severe Thunderstorm Warning, supervisor/employees should be alert for lightning, hail, or heavy rains and seek shelter. When lightning has been detected within 10 miles, camp will head indoors if at an outdoor location and continue to monitor for lightning for the next 30 minutes.
C) In the event of a Tornado Watch, the supervisor should inform other staff and all participants that the area is in a tornado watch. If outdoors, camp will move indoors - either the Blue Springs Fieldhouse or the supervisor will continue to monitor the weather for changes.
D) If a Tornado Warning has been issued for the Blue Springs area, the supervisor should immediately make an announcement and have all staff and participants seek immediate shelter.
1) If at any park shelter, staff will escort campers into park bathrooms, storage closest, etc. to take cover and keep their heads covered. Camp will remain here until the all-clear has been given.
2) If at the Pool, campers will be escorted into the bathrooms and instructed to sit down and keep their heads covered. Camp will remain until the all-clear has been given.
3) If at the Blue Springs Fieldhouse, the supervisor will direct campers and staff to seek shelter in the locker rooms located on the lower level of the building. Campers will be instructed to sit down and keep their heads covered at all times. Camp will remain until the all-clear has been given.

Emergency Procedures

Accident and Emergency Medical Procedures

All childcare/program staff are trained in First Aid and CPR. Classrooms are equipped with the required First Aid materials.
In case of injury/accident, the following emergency procedures will be followed:
1. Staff will assess child and injury and the necessary first aid will be administered.
2. Parent will be notified of injury/accident.
3. If it is a serious accident or there is doubt to severity, 911 will be called immediately.
4. An incident report will be filled out with information pertaining to the accident and procedures taken.
5. If a child must be taken to a hospital or medical facility, a Camp staff member will accompany the child if a parent cannot make it to the site. A parent will be notified as to where the child is transferred.

Legal Issues - Custody/Parenting Plans

• Legal document (copies: court order, divorce decree, parenting plan etc.) must be on file and current at the program regarding divorce/custody arrangements.
• In the event of a parents' divorce or separation, we are required to release the child to either parent unless a court order states otherwise.
• Divorced parents should submit a copy of the court order, divorce decree or other legal documentation to prevent an unauthorized pick up by the non-custodial parent. Documentation must be kept in the child's file.
• Any deviation of the child custody agreement will require written formal agreement prior to allowing pick up.
• In the absence of a court order on file with the program, both parents will be afforded equal access to their child as stipulated by law. Blue Springs Parks and Recreation cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Blue Springs Parks and Recreation suggests that the parent keep the child with them until a court order is issued.
• A legal restraining order must be on file with Blue Springs Summer Day Camp if an individual is not allowed to pick up the child.

Pick-up Procedures

Person Authorized to pick-up

• The person signing your child out of the program must be 18 years of age and show a valid ID.
• A child will only be released to persons authorized by the custodial parent/s on the child's Registration Form. Anyone not on your list or who is not authorized in writing will not be allowed to pick up your child unless an emergency arises. In this situation a phone call or e-mail will be accepted. You may be required to verify confidential information found on your child's Registration Form and the person picking up your child will be required to show a valid ID.
• Staff may ask for ID until familiar with person picking up your child.
• If the person who has arrived to pick up the child is judged by staff to be unsafe to drive a vehicle, staff will offer to contact an alternate on the child's registration form. If the person becomes uncooperative, staff will contact the police department to assist with the situation.
• Parents/guardians are required to escort your child into and out of the program.
• It is required that the parent or authorized person sign your child in and out every day with the correct date, time and signature.
• Please notify a staff member when your child arrives or is leaving.

ProCare

Dear Parents,

We know how important it is to stay up to date on your child's learning journey, which is why we're excited to offer you access to Procare Solutions' best-in-class parent app.

What Can I See on the App?

Once you download the Procare mobile app, you can check in/out, stay up to date on activities, and more! We can send you photos and videos of your child, as well as keep you in the loop on upcoming events and time-sensitive information.

How do I get the app?

You will receive an email from Procare with a unique 10-digit code and instructions on how to download and log into the the app.

Portfolio

We can now create a portfolio containing pictures taken throughout the day. These pictures will be available for you to download, share, print or link to Facebook.

We think you'll really enjoy this new way for us to stay connected!