



City of Lake Saint Louis Summer Day Camp Parent/Guardian Information



Parks and Recreation
200 Civic Center Dr.
Lake Saint Louis, MO 63367
Administration: (636) 561-4620
Camp Office: 636-463-3616



Welcome to the City of Lake Saint Louis Summer Day Camp, Camp Covey! We are happy that you and your child have chosen to participate in our program. Day Camp seeks to:

- ✪ Deliver quality activities that are safe and fun.
- ✪ Enrich children with experiences beyond standard curriculum.
- ✪ Provide positive staff role models.
- ✪ Strive to ensure that each child enjoys each day at Day Camp.

I. Camp Safety

Safety of campers is our priority and we focus on creating a protected, nurturing and pleasant environment for your child.

The directors and leaders oversee the camp's daily activities and camp counselors will work directly with the children. All camp staff has completed training session in programming, leadership, and safety. Staff also goes through a screening process that includes an application, interview, reference/background checks and a continuous evaluation process.

RULES OF CONDUCT:

To ensure a safe and pleasant environment for those who are registered and participate, it is essential that all participants obey the following rules. These rules also apply to participants when they accompany staff on field trips and to all buildings, grounds, and parking areas governed by the City of Lake Saint Louis.

- ✪ Agree to be drug, alcohol, tobacco, and weapon free.
- ✪ Fighting, horseplay and use of foul or obscene language will not be tolerated.
- ✪ Threatening and/or abusive behavior will not be tolerated.
- ✪ No child is allowed to leave City premises unless with written consent of a parent/guardian.
- ✪ Follow directions from staff at all times.
- ✪ Be respectful of other campers, camp staff, camp property and other campers' property.
- ✪ Wear appropriate clothing and shoes.
- ✪ Electronics are allowed, but can only be used during Before or After Care.
- ✪ Offices and supply rooms are off limits and only for authorized staff.

In addition, any child suspended or expelled by the Wentzville School District may be denied access to City programs. Failure to comply with these or other rules may result in your child's privileges to participate in the Day Camp being revoked.

DISCIPLINARY PROCEDURES

Discipline is administered on an individual incident basis. Discipline ranges from verbal warnings to time outs to expulsion from Day Camp and other City of Lake Saint Louis recreation programs. If a child or parent/guardian displays aggressive or violent behavior towards City staff, another parent/ guardian, or property, immediate termination of Day Camp and other recreation program privileges may result.

II. CAMP POLICIES & OPERATIONS

HOURS OF OPERATION

- Day Camp will be held Monday – Friday from 8:30 a.m. – 3:30 p.m.
- Sunrise (Before Care) is available from 7 a.m. – 8:30 a.m. (additional fee)
- Sunset (After Care) is available from 3:30 – 6 p.m. (additional fee)
- Camp will be closed for Federal Holidays: Memorial Day and Independence Day.

CAMP LOCATION

- Camp will now be held at Quail Ridge Park.
- 560 Interstate Drive, Wentzville, MO, 63385
- Pick-Up & Drop-Off will be located:
 - Monday-Thursday** at Quail Ridge Lodge.
 - Friday** at Shelter 5 Pavilion.
- Camp Activities will be held at Quail Ridge Park.

SIGN-IN AND SIGN-OUT PROCEDURE/AUTHORIZATION TO PICK UP:

For your child's safety, all campers must be signed-in and out each day by a parent or guardian or someone authorized to sign your child in and/or out of camp. SEE DROP OFF & PICK UP section.

DROP OFF AND PICK UP:

The drop off & pick up location: **Monday-Thursday** at Quail Ridge Lodge. And **Fridays** at Shelter 5 Pavilion.

If your child is not participating in Sunrise camp (before care) they may not be signed in before 8:45 a.m.

- Campers must be picked up by 3:30 p.m. unless signed up for Sunset camp.
- Individuals picking up a child must be on the authorized pick up form
- **Individuals picking up a child must have a photo ID with them every day.**

LATE PICK UP CHARGES FOR SUNSET CAMP:

After 6:00 p.m., a late charge of \$1.00 per minute/per child will be assessed until the child is picked-up. **If you are late three times during Camp, you risk dismissal from the program.** At 6:00 p.m., if City staff has not been contacted by a parent/guardian, a phone call will be placed to the parent/guardian who was supposed to pick up the child. At 6:15 p.m., if we still have not heard from the child's parent/guardian, we will call the other authorized persons listed on the child's registration form.

-- At 7:00 p.m. if no authorized person listed on the child's registration form has contacted City staff, the Lake Saint Louis Police Department is notified.

-- Late charges are due before a child attends another day of camp. A child will not be allowed to return to day camp until all late charges are paid in full.

REGISTRATION:

- Please enroll your child at least one week prior to the camp session he/she will be attending.
- Full registration is due at the time of registration. Cash/Check or Credit Cards are accepted at City Hall & on-line registration or phone registrations can be done with a credit card.

GROUP ASSIGNMENTS:

Children participating in Camp Covey are divided into groups based on age. We try to meet any specific requests we are provided, but cannot guarantee placement due to multiple factors that may occur.

INCLEMENT WEATHER:

Camp will be held rain or shine. When inclement weather occurs, camp activities will be modified and/or moved indoors at the Quail Ridge Lodge.

ABSENCES

If your child is absent for any reason, please notify City staff as soon as possible. A child may have unlimited absences; however, there is no refund for days not attended.

FIELD TRIPS

- Field trips fees are provided to campers at no additional charge. All field trips are tentative and subject to change. Field trips are a scheduled camp activity and require a full complement of camp staff. In order to provide adequate supervision and safety for the children participating in the field trips, we will not be providing camp staff supervision at Quail Ridge during field trips. If you choose not to have your child participate in the weekly field trip, it will be necessary for you to make alternate arrangements for you child/children for that day.
- All campers will be subject to a swimming test during swim day field trips. Campers not able to swim will be able to use only certain areas of the pool.
- All campers will be transported from Quail Ridge Lodge to the field trip location by school bus or in rare cases by a City vehicle. Camp staff accompanies the campers at all times.
- Campers must arrive the day of a scheduled field trip on time. Buses will need to leave exactly at designated times.
- We require your child wear the summer camp T-shirt during field trips.

PARENT/GUARDIAN AND STAFF COMMUNICATION:

Communication between our staff and you is of utmost importance. We value the fact that you are your child's most important teacher. Consequently, we will do our best to talk with you as often as possible about your child. You are welcome to visit our Day Camp site at any time, as long as you check-in at our office. Please inform us of any changes in your child's life, which

may influence his or her behavior at the Day Camp. Parent/guardian conferences can be arranged with staff at your request.

EMERGENCY/ACCIDENT/ILLNESS INFORMATION:

In case of an emergency, accident or illness involving your child, you will be notified as soon as possible by a camp director/leader. If we cannot reach you we will leave a message and also try others you have listed on your registration form. If there are any changes in your child's emergency information due to a move, change of job, or telephone number(s), etc., you must get this information to City staff as soon as possible. We will promptly assist you to make any changes to your child's registration form that you require.

DAILY LUNCH AND SNACKS:

Each day, parents/guardians must send with their child a (recommended nutritious) lunch and a snack. Please send the appropriate amount of lunch and snacks for your child each day. Staff will encourage your child to eat their lunch and snacks. However, staff will never force your child to eat any foods. A refrigerator is NOT available. Please do not send any food that requires refrigeration. Please notify camp staff of any allergies.

LOST PERSONAL ITEMS:

The City is not responsible for lost, stolen or damaged personal articles. We recommend campers to leave any items of value at home.