



OUTDOOR DISCOVERY CAMP 2009

www.erniemiller.com
www.jcprd.com



Welcome to Outdoor Discovery Camp 2009! This year promises to be exciting for your child. In order to prepare you and your child, we have put together this information packet. Please read it thoroughly and save this packet as a reference all summer. **For additional information contact one of our Park Naturalists below:**

Andrea Johnson, Ernie Miller Park Camp Director (913) 764-8580 ext. 23
Elaine Giessel, Shawnee Mission Park Camp Director (913) 764-8580 ext. 27
Molly Postlewait, Outdoor Discovery Camp Supervisor (913) 764-8580 ext. 26

During camp, you may contact us as follows:

ERNIE MILLER PARK (Nature Center)	(913) 764-7759	(Info. for both Camps)
Shawnee Mission Park Camp Cell Phone	(913) 909-4375	
Ernie Miller Park Camp Cell Phone	(913) 909-3243	

ORIENTATION MEETINGS

★Thursday, May 14, 7:00 p.m.★

We will have orientation meetings at both campsites. We suggest you come to the site that your child will be attending. These meetings will address paperwork and changes in the schedule, as well as give you the opportunity to meet some staff and ask questions. Attendance is not required but may be helpful, especially to new camp parents. Camp locations are as follows:

- Shawnee Mission Park Shelter #12, 7900 Renner Rd. Shawnee, KS
- Ernie Miller Nature Center 909 N. Highway 7 Olathe, KS

**MAIL OR WALK-IN ATTACHED FORMS BY MAY 14 TO:
ERNIE MILLER NATURE CENTER, 909 N. HWY 7, OLATHE, KS 66061**

(Forms will also be accepted at the Orientation Meetings. If registered after May 14, please bring forms the first day of your child's attendance.)

JCPRD CODE OF CONDUCT

All participants are expected to exhibit appropriate behavior at all times while participating, being a spectator, or attending any program or activity conducted or sponsored by the Johnson County Park and Recreation District. This includes participation in programs which may or may not require an activity fee, being a spectator, or observing at athletic events or theatrical performances, and attending special events.

The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional Codes of Conduct may apply for particular programs and events such as childcare programs, athletic leagues, and co-sponsored activities. Failure to comply with the codes may result in expulsion or denial of access or continued participation in the activity.

PARTICIPANTS SHALL:

- 1. Show respect to all participants and program staff and/or supervisors.**
- 2. Take direction from program staff/supervisors.**
- 3. Refrain from using abusive or foul language.**
- 4. Refrain from causing bodily harm to self, other participants, or program staff/supervisors.**
- 5. Refrain from damaging equipment, supplies, and facilities.**

The Park and Recreation District strives to make each of your participations fun-filled, rewarding, and educational. Thank you in advance for your cooperation. We trust you will have an enjoyable experience with the Johnson County Park and Recreation District.

OUTDOOR DISCOVERY CAMP POLICY STATEMENT

Johnson County Park and Recreation District is an equal opportunity employer and service provider.

MISSION STATEMENT

To provide children with a safe and enjoyable outdoor experience that builds positive connections with nature, with cultural heritage, and with each other.

REGISTRATION

All children must be pre-registered. Full payment is due upon registration. Your canceled check or credit card statement is your receipt for payment. If you require additional receipts, call Registration at (913) 831-3355.

CHILDCARE TAX ID#

The tax ID# for your income tax is 48-6090320.

REFUND POLICY

Refunds will be granted only when ALL of the following conditions are met.

- A replacement must be available from our wait list or you must find a replacement.
- A written request must be received two weeks in advance of the camp week.
- Each request must state the reason for the withdrawal.
- These may be e-mailed to Registration@jocogov.org or faxed to (913) 831-6336. **NO PHONE REQUESTS.**
- **EACH CANCELED WEEK IS SUBJECT TO A \$5 PROCESSING FEE TO BE DEDUCTED FROM THE REFUND AMOUNT.** Please allow 2 to 3 weeks to receive any refunds.

ADA REQUESTS

JCPRD 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.

CAMPER TO STAFF RATIO

Our camp is designed for a 10 to 1 camper-to-staff ratio during scheduled activities. This camp is held primarily outdoors. Many of the activities we participate in are deemed by the Kansas Department of Health and Environment as high risk. We frequently travel to and from activity sites by bus. Therefore, this camp may not be the right fit for every child. If you need help in determining whether this camp is right for your child, contact Molly Postlewait, Camp Supervisor at (913) 764-8580 ext. 26 prior to your child's attendance.

REQUIRED PAPERWORK

1. **Camp paperwork is due by May 14, by mail, walk-in or at the parent orientation.** (If registered after May 14, bring forms the first day of your child's attendance.)

2. State law prohibits your child from attending camp without these forms:

- **Authorization for Emergency Medical Care:** Be certain to sign and date; notarization is not required.
- **Health History:** If your child has not attended a public or accredited non-public school in Kansas, Missouri or Oklahoma, you will need to provide a record of immunizations.

3. **Activities, Transportation, and Health Product Application Permission:** The following activities have been deemed high risk by the Kansas Department of Health and Environment: archery, BB gun riflery, challenge course, swimming, hiking, pedal boating, canoeing, kayaking, fishing and stream hiking. Written parental permission is required for children to participate in these activities, to apply sunscreen and bug spray, and to be transported by the camp. **Children will not be allowed to participate in these activities without parent's signature.**

4. **Personal Data Sheet, Code of Conduct Signatures and JCPRD Waiver Statement:** The personal data sheet gives us additional information about your child that is not already listed on the Health History form. Two parental and the child's signatures are required on this page.

5. Children will not be discharged to anyone not previously authorized by the parent in writing. This may be indicated on the *Personal Data Sheet*. All children must be picked up by an adult. Parents must park and come to the facility for their child. **Photo Identification will be required until authorized party is recognized. Always be prepared to present photo identification at time of pick-up.**

6. **Weekly Signatures:** You (or authorized adult) are required to sign your child in and out daily. Signed permission for field trips is required on a weekly basis. If parent/guardian is not present, please provide a written statement authorizing other party to sign.

CONFIDENTIALITY STATEMENT

All contents of children's files will be kept confidential. File contents cannot be duplicated, distributed, discussed, and/or viewed by anyone other than the custodial parent/guardian, program staff, law enforcement officers, KDHE designee, and emergency medical personnel. Custodial parent/guardian reserves the right to make their children's records available to designated parties through written permission. Documents can be released only to custodial parent/guardian and SRS child protection agency representatives. Release under any other circumstances must be mandated by court order.

MEDICATIONS

If your child must take medicine during camp, you are required to sign an *Authorization for Self-Administration of Medication* form, giving complete instructions. Camp staff will have this form available. Medicine must be in its original Rx container. Children are not allowed to carry medicine.

ILLNESS

Participants will not attend when suffering from any communicable disease. Guidelines provided by the Johnson County Health Department will be observed. The Camp Director shall exercise discretion in determining if a child seems well enough to resume normal participation. A note explaining illness and any applicable doctor's notes should be brought when the child returns to camp. Parents must report to the Camp Director any exposure to communicable disease.

SCHEDULE

1. From 9:00 am to 4:00 p.m. children will be engaged in program activities. For working parents, staff will be at the site at 7:30 a.m. until 5:30 p.m. at no additional charge. **Remember, children are not to be dropped off before 7:30 a.m. For the safety of your child, make sure a counselor is present when dropping off your child. If your child needs to be picked up before 4:00 p.m., please let the Camp Director know in advance.** If a child is dropped off or picked up between the hours of 9:00 a.m. and 4:00 p.m. it is the parent's responsibility to come to the location of camp activity, e.g., pool, beach, field trip.

2. **Late Charge:** We realize that under some circumstances lateness cannot be avoided; however, **a late charge of \$1.00 per minute per child** past 5:30 p.m. will be assessed to parents for after-hour care.

Drop-off & Pick-up locations:

Ernie Miller Nature Center: **Camp Shelter in Nature Center Parking lot! (all ages)** Unless posted otherwise.

Shawnee Mission Park: Shelter #12, unless posted otherwise. We try to return to the shelter by 3:45pm daily.

Inclement Weather:

Ernie Miller Nature Center: Ernie Miller Camp will go to the Nature Center building.

Shawnee Mission Park: In the case of inclement weather, an updated schedule will be posted at shelter #12.

**You may also find out about schedule changes for both camps by calling Ernie Miller Nature Center at 764-7759, 8:30 am until 5:00 p.m. If weather looks doubtful, please send a raincoat, poncho and/or sweatshirt.

SWIMMING

1. Weather permitting, we will have water activities several times a week. **Campers must have dry clothes to change into after water activities or the child will not be permitted to participate.**

2. Swim time is considered campers' free time. They will be supervised, but there will not be structured pool games. Children will be required to pass a simple swimming test before going into the deep end.

3. If your child needs to wear a life jacket or if there are any special restrictions or instructions, discuss this with the Camp Director.

LUNCH and WATER

Send lunch foods that do not spoil easily. We do not provide refrigeration. Send a **refillable** water bottle everyday. We will not provide water bottles, but we will remind campers to refill their water. Please plan and pack your child's lunch with the smallest amount of trash possible. Help us reduce waste and promote a green awareness in our camp.

SNACK TIME

We provide a snack twice daily. Children may substitute a snack from home.

QUIET TIME

We require a rest period each day. Children may bring a book or quiet game from home to pass the time.

DISCIPLINE

1. Discipline procedures shall not include any form of corporal punishment, verbal abuse, physical restraint, confinement, threats, humiliation, forcing or withholding of food, or fear tactics.

2. Your child will be expected to comply with the camp rules and regulations. We are concerned about the safety of your child and have set rules accordingly. If disciplinary action is necessary, the following techniques may be employed as counselors deem necessary:

- a. Redirection b. Time Out c. Community Service d. Behavior Contract

These techniques will be used in most instances of misbehavior depending on the situation, the child's age, and the severity or repetition of misbehavior.

3. In the case of physical fighting and violation of safety rules, your child will be removed from camp for a day on the first instance. If there is a second instance, your child will be removed for the summer and fees will be refunded. **This will be the case regardless of who is the aggressor.**

CAMP VALUES

Please review both JCPRD Participant Code of Conduct stated on the front page and the ODC Camp Values below with your child and sign in the appropriate space on the Personal Data Sheet.

1. At Outdoor Discovery Camp, we uphold five values:

- Safety - Following safety rules and procedures. Caring for self and others' physical and emotional safety.
- Stewardship - Caring for camp and park resources.
- Citizenship - Obeying laws and camp rules. Showing respect for leaders and other authority figures.
- Sportsmanship – Demonstrating appropriate behavior during and/or after games.
- Friendship - Respecting other campers and their property.

2. All behavior is expected to be representative of these values. Each camper is to take responsibility for his/her own actions. We reserve the right to remove a child from camp who is unable to control his or her behavior in an appropriate manner. Parents will be notified if misbehavior occurs.

3. The Outdoor Discovery Camp is concerned with the physical and emotional well-being of each camper. Therefore, bullying will not be tolerated.

4. Violent play, including the use of toys, sticks, rocks, etc. as weapons, gesturing in aggressive manners, and depicting violence in drawings or any other expressive form will not be allowed. Possession of weapons is prohibited. Statements by anyone that threaten violent action will be regarded as real and may be grounds for expulsion.

! Please review the Camp Values and JCPRD Code of Conduct with your child/children and sign that you have read and understand it on the attached Personal Data Sheet!



OUTDOOR DISCOVERY CAMP

SUPPLY CHECK LIST



Please write name on all items!

Forms:

- Personal Data Sheet, Code of Conduct and JCPRD Waiver Statement with signatures
- Activities, Health Product Application and Transportation Permission
- Health History Form
- Authorization for Emergency Medical Care Form (Notary not required)

Clothing Items (put name on):

- Swim suit.** Please pack bathing suit **everyday**. [**Do not wear to camp!**]
- Small towel and plastic bag** (for storing wet gear)
- Appropriate Camp Clothing:** Dress for the weather, e.g. hat & rain gear, coat, as needed.
- Protective shoes** with closed-toes and heels (i.e. Tennis shoes, hiking boots). Closed-toed/heeled shoes must be worn at all times. For stream hikes, we recommend a separate pair of old tennis shoes. Sandals, Crocs, Texas, Aqua socks, etc. are not adequate.

Personal Items (put name on):

- Backpack** or sports bag for all personal items. **All items need to fit in backpack.**
- Daily **lunch** in a reusable small lunch bag with airtight plastic containers
- Refillable **water bottle** for water & drinks. (no more than a quart size)
- Sunscreen:** Please provide sunscreen with minimum 30-45 SPF. Apply prior to coming to camp. Counselors will remind children to re-apply as needed throughout the day.
- Insect/tick repellent:** It is recommended that bug spray for children should contain no more than 30% Deet. Do not use sunscreen/bug spray combinations. Counselors will remind children to reapply as needed.
- Magazine, book, puzzle book, or deck of cards for quiet time activity.
- Personal fishing pole with closed reel, if preferred, but no tackle boxes. We will provide poles, extra line, weights, single hooks and bait for all. (Ernie Miller Park Camp will only fish one day a week. See attached schedule)

Note: Participants should not bring personal items other than those on the supply list. Cell phones, video and electronic games, iPods, electronics of any kind, as well as trading cards are prohibited. The program is not responsible for loss, theft or breakage of personal items.