



## **OUTDOOR DISCOVERY CAMP 2023** **Information & Policies Packet**

www.erniemiller.com  
www.jcprd.com



Welcome to Outdoor Discovery Camp 2023! This year promises to be exciting for your child. In order to prepare you and your child, we have put together this information and policies packet. Please thoroughly read and save this packet as a reference all summer. For additional information, prior to camp's start on May 30th please contact one of our Park Naturalists at 913-826-2800.

***The Camp Directors will not be in the office at the number above after 5/26/23, please call the camp cell phones to reach your camp directly from May 30 – August 4.***

During camp dates ONLY, you may contact us at:

<b>Shawnee Mission Park Camp Cell Phone*</b>	<b>913-909-4375</b>
<b>Ernie Miller Park Camp Cell Phone*</b>	<b>913-909-3243</b>
<b>Ernie Miller Park &amp; Nature Center</b>	<b>913-826-2800</b>

\*These numbers are checked only during summer camp and will not be answered or checked the rest of the year.

### **Outdoor Discovery Camp Orientation Information**

**ePACT, MAIL, OR WALK-IN CAMPER FORMS BY May 18th**

**ERNIE MILLER NATURE CENTER, 909 N. HWY 7, OLATHE, KS 66061**

Camp paperwork must be received in advance of the child attending camp. An invite to our ePACT Camp form system will be sent to registrants within 24 hours of registration. Late registrants, after May 18<sup>th</sup>, should bring a printed copy of the forms on the camper's first day. Paper forms can be found at [erniemiller.com](http://erniemiller.com) on the camp's page.

***Please review the Camp Values and Participant and Parent Code of Conduct with your child before attending camp. These are viewable on our webpage under "camps" at [www.erniemiller.com](http://www.erniemiller.com)***

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



## OUTDOOR DISCOVERY CAMP POLICY STATEMENT



### 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.

### CHILDCARE TAX ID#

The tax ID# for your income tax is 48-6090320. If you require additional receipts, call Registration at (913) 831-3359 or login to your registration account on [www.jcprd.com](http://www.jcprd.com).

### REFUND POLICY

**Refunds will be granted for camps with the keywords Nature & Science 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. [Email](#) request accepted.
- Each request must state the reason for the withdrawal.
- These may be e-mailed to [registration@jocogov.org](mailto:registration@jocogov.org) or faxed to (913) 831-6336. **NO PHONE REQUESTS.**
- **EACH CANCELED WEEK IS SUBJECT TO A \$15 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 Camp Directors, Amber Lamble (913) 826-2804 for Shawnee Mission Park or M.C. Rose (913) 826-2806 for Ernie Miller Park.

### REQUIRED PAPERWORK

1. **Camp forms are due by May 18<sup>th</sup> by ePACT, mail, or walk-in.** (If registered after May 18<sup>th</sup>, a printed copy of the forms must be turned in on the camper's first day. Printable forms can be found at [erniemiller.com](http://erniemiller.com) on the camp's page.) Paperwork must be submitted 1 business day prior to child attending camp.

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. **High Risk Activities and Authorizations Form:** The following activities have been deemed high risk by the Kansas Department of Health and Environment: archery, BB gun riflery, slingshots, 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 a parent's signature.**

4. **JCPRD Youth Camp Form/Personal Data Sheet:** The personal data sheet completed in ePACT gives us additional information about your child that is not already listed on the Health History form.

5. Children will not be discharged to anyone not previously authorized by the parent in writing. This may be indicated on the *Youth Camp Form/Personal Data Sheet*. All children must be picked up by an adult. Parents must park and walk to the facility for pick up and drop off 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. Additionally, you may be asked to sign a permission form for field trips on a weekly basis. If parent/guardian is not present, please provide a written statement authorizing another party to sign the form.

*\*Additional paperwork may be necessary if your child is also participating in an Ernie Miller Nature Center specialty camp.*

### **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 any medications in their backpacks.**

### **ILLNESS**

Participants will not be allowed to 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 a communicable disease.

### **SCHEDULE**

1. **Remember, children are not to be dropped off before 7:00 a.m. For the safety of your child, make sure a counselor is present when dropping off your child.** From 9:00 a.m. to 4:00 p.m. children will be engaged in program activities. For working parents, staff will be at the site at **7:00 a.m.** until **5:30 p.m.** at no additional charge. 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.

**\*\*You may also find out about schedule changes for both camps by calling Ernie Miller Nature Center at (913) 826-2800, 9:00 a.m. until 5:00 p.m. If weather looks doubtful, please send a raincoat, poncho, and /or sweatshirt.\*\***

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

3. **Drop-off & Pick-up locations: (Please call your child out by 9 am if they will be late, or not attending camp)**

Ernie Miller Nature Center: Park in the Nature Center Parking lot. 6-12-year-old campers need to be signed in/out at Camp Shelter #2, unless otherwise posted. We try to return to the shelter by 3:30 pm daily.

Shawnee Mission Park: Campers need to be signed in/out at Shelter #12, unless posted otherwise. We try to return to the shelter by 3:30 pm daily.

4. ***Inclement Weather:*** A posting of location will be on site of the camp, but you can also get updated on Facebook by following *Ernie Miller Nature Center*, or by calling (913) 826-2800 or the camp's cell phone number.

Ernie Miller Nature Center: Ernie Miller Camp will go to/stay in the Nature Center building. The camp will post a notice at Shelter #2 stating that we are inside the Nature Center.

Shawnee Mission Park: In the case of inclement weather, an updated schedule will be posted at Shelter #12. Majority of the time, the inclement weather site for Shawnee Mission Park is Mill Creek Activity Center: 6518 Vista Dr, Shawnee, KS 66218; Mill Creek Activity Center phone number: (913) 826-2950.

## **SWIMMING**

1. Weather permitting, we will have water activities during the 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 or off the diving board.

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 20–32-ounce **refillable** water bottle each day. We will not provide water bottles, but we will remind campers to refill their water bottles. Please refrain from sending soda in your child's lunch. Also 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 an afternoon 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/or 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.** In extreme cases, your child may be expelled from camp after the first instance.