

Saint Louis  
**COUNTY**  
**PARKS**

Dear Parents and Campers,

Thank you for choosing St. Louis County Parks and Camp Kennedy for your child's summer adventure. Please read all materials enclosed in this packet carefully and return all forms to the Kennedy Recreation Complex at least one week prior to the start of your child's camp session. A cash activity fee of \$12 will be charged at the beginning of every week.

The staff and I are looking forward to working with you and your child. The campers will not only be engaged in sports and games, they will be doing many hands-on crafts and nature activities as well. Our shared goal is for every camper to enjoy their days at camp in a safe, caring, and fun environment. There will be an optional informational meeting on May 31, 2017, at 7:00pm where you will be able to meet the camp staff and ask any questions you may have.

The following is a list of things recommended for camp:

1. Sun screen (especially days when we are at the pool.)
2. All campers must wear tennis shoes unless at the pool. (On pool days, flip-flops are allowed at the pool only...please send the campers in tennis shoes for morning and afternoon activities.)
3. Bring plenty of water. (May want to freeze a bottle the night before so campers will have cold water as it thaws.)
4. Pack 1-2 extra snacks in their lunch.
5. Please do not bring any toys from home.
6. A calendar will be provided detailing daily events and activities.
7. Locations for camp changes each day: Mondays, Wednesdays, and Fridays will be at Kennedy, Tuesdays and Thursdays will be at Suson Park. Our staff will never transport campers, parents will drop them off at the park site scheduled for that day.

If you have any questions regarding this information, please don't hesitate to contact us at 314-615-5572.

Best Regards,

*Camp Kennedy Staff*

**WAYNE C. KENNEDY PARK & RECREATION COMPLEX**

6050 Wells Road • St. Louis, MO 63128 • Voice 314/615-5572 • TTY 314/615-7840 •  
[www.stlouisco.com/parks](http://www.stlouisco.com/parks)

# **Camp Kennedy Rules For Each Park**

## **Kennedy Recreation Complex (Mondays, Wednesdays, and Fridays)**

- 1. Do not leave the designated area for any reason.**
- 2. Ask to use the restroom, so we know where everyone is at all times.**
- 3. When swimming, campers must remain on pool deck or in pool at all times. (Campers are not allowed in the deep end)**
- 4. All campers must be accompanied by a counselor to use the locker room.**
- 5. Stay within the boundaries: no street, no going into the golf area.**
- 6. Stay with your group at all times.**
- 7. Follow instructions provided by Counselors.**

## **Suson Park (Tuesdays & Thursdays)**

- 1. Stay within the boundaries: no creek, no hill, & no street.**
- 2. Stay with your group at all times.**
- 3. Listen while others are talking.**

## **Remember to always...**

**Leave nature where you find it...sticks, rocks, flowers, etc.**

**Please put litter in the trash cans provided.**

**Leave other's belongings alone.**

**Keep hands, feet, and other objects to yourself. Specific incidents may result in removal from camp without a refund, or skipping strikes.**

**Use appropriate language at all times.**

**Camp Kennedy  
Important Information**

1. **CAMP HOURS:** Camp Kennedy operates between 9:00 AM to 3:00 PM.
2. **CAMP LOCATION:** The first day of camp, including Sunrise and Late-Day Clubs, is held at the Kennedy Complex. Camp will be held at the following St. Louis County Parks: Kennedy (Mondays/Wednesdays/Fridays), and Suson (Tuesdays/Thursdays).
3. Campers must follow St. Louis County Parks and Recreation Fair Play Policy.
4. **ATTIRE:** Campers, for their own safety, should wear comfortable clothing suitable for outdoor activities. No sandals or open toed shoes except on the pool deck. We will call or send campers home if tennis shoes or closed toe shoes are not worn. Don't forget the sunscreen and hat!
5. **LUNCH:** Please send a nonperishable lunch with a drink to camp every day. Mark the lunch box/bag with the child's name. Soda and snack machines are available at Kennedy only.
6. **WATER:** The weather during camp is usually hot. Drinking fountains are available, but are not always cold. We suggest you send extra bottles of water to camp with your child. Label clearly with the child's name. Hint: Freezing a bottle of water with a squirt top allows for cold water for your child as the ice melts.
7. **SWIMMING:** Campers will swim on the days when camp is located at the Kennedy Recreation Complex, weather permitting. Proper swim attire is required. Please, no leotards, shorts with zippers or belt loops, etc. Label swim bags and towels clearly with child's name. Swim bags should consist of a swimming suit, sunscreen, a towel, and any other supplies for swimming deemed appropriate by the parent or guardian. No campers no matter what swimming capabilities they possess are allowed in the deep end. This is to ensure child safety at the pool and equal treatment.
8. **DROP-OFF/PICK-UP:** Parents should be punctual in dropping off and picking up campers. ALL campers MUST be signed in and out. Staff supervision begins at 9:00am and ends at 3:00pm unless a camper is enrolled in the Sunrise or Late-Day Clubs (must register in advance). Campers may be dropped off no earlier than 8:45am and must be picked up by 3:15pm. A \$5.00 late fee will be assessed for any child not picked up by 3:15 PM and not enrolled in the Late Day Club.
9. **SUNRISE CLUB:** The cost is \$15.00 for the week session and must be prepaid prior to the first day. Supervision begins at 7:30am. Campers may not be dropped off any earlier or they will be assessed a fee.
10. **LATE-DAY CLUB:** The cost is \$25.00 for the week session and must be prepaid prior to the first day. It is essential that campers be picked up on time from camp. A \$5.00 late fee will be assessed for any child not picked up by 6:00 PM.
11. All campers must have an Authorized Walk, Ride, Pick-Up Release form on file the first day of camp. Children without Release forms will not be allowed to walk or ride bikes to/from camp at anytime.
12. Parents will sign campers in and sign campers out each day with a valid picture ID. Campers who walk or ride bikes will need to sign in and sign out.
13. Persons picking up a camper must be on an Authorized Walk, Ride, Pick-Up Release form.
14. The Participant Information form, Authorized Walk, Ride, Pick-Up Release form, Fair Play and Behavior Policy must be signed and on file the first day of camp or the child will not be allowed to attend camp until they are. If applicable, the same is true for Medication form.
15. **Refund Policy-**Refunds will be given for day camp sessions if requests are received 30 days or more prior to camp start date, less \$20.00 processing fee. No refund or credit given for requests received less than 30 days prior to camp start date.  
If you have any questions or comments, call 314-615-5572.

**Camp Kennedy  
Participant Information Form**



**Kennedy Recreation Complex  
6050 Wells Road  
St. Louis, MO 63128**

Participant Name		Email:	
Street Address		City	State ZIP
Birth Date	Age	Sex	
Mother's Name		Home Phone (    )	
Mother's Employer		Work Phone (    )	
Father's Name		Home Phone (    )	
Father's Employer		Work Phone (    )	

**EMERGENCY CONTACTS**  
(To be used in the event we cannot reach someone at the numbers listed above)

Emergency Contact #1	Phone (    )	Relationship
Emergency Contact #2	Phone (    )	Relationship
Doctor	Phone (    )	

In case of an emergency, which hospital do you prefer?

**MEDICAL/HEALTH INFORMATION**  
Please complete the following items to provide pertinent health/medical information on the participant.

Allergies (medications, food, insect stings or bites, etc.)

Medications taken on a regular basis (please complete the Consent to Administer Medication form)

Past Pertinent Medical History

Accommodations, assistance or modifications necessary or desired for participant

**Treatment Authorization: The above information is correct to the best of my knowledge. St. Louis County Parks and Recreation is hereby authorized to provide basic first aid and/or seek advanced emergency medical attention for the participant from designated Emergency Medical Service providers for illness and/or injury occurring during St. Louis County Parks and Recreation programs.**

Parent/Legal Guardian Signature	Date
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## Authorized Walk, Ride, Pick-Up Release Form

My child has permission to: (please check appropriate selections):

\_\_\_\_\_ Walk to Camp

\_\_\_\_\_ Ride Bike to Camp

Please list four (4) people you authorize to pick up your child from St. Louis County Parks and Recreation's summer day camp. Please remember to include all car pool drivers, neighbors, co-workers and relatives. Also, please include names of parents, noncustodial parents/spouses.

Camper's Full Name: \_\_\_\_\_

1.	Phone (     )
2.	Phone (     )
3.	Phone (     )
4.	Phone (     )

## Photographic Release

I hereby do consent and authorize St. Louis County Parks and Recreation to reproduce photographs or video taken of my child for education, advertising and publicity purposes of every description.

**Parent/Guardian Signature**

**Date**

**ST. LOUIS COUNTY PARKS & RECREATION DEPARTMENT  
MEDICATION POLICY AND PROCEDURES  
FOR DAY CAMP PROGRAMS**

Campers are not allowed to have medication of any kind in their possession during day camp hours. We urge parents to check with their child's physician to see if alternate medicines can be dispensed at home. Our preference is that our staff not be responsible for assuring that campers take medication(s). However, if a camper does require medication during camp hours then all prescription medications will be given in accordance with the following policies:

1. The Parks and Recreation Department must have a release form signed by the parent on file for each prescription medication the camper is to receive before day camp begins. The release form is attached.
2. Parents must provide a letter from the prescribing physician stating the diagnosis and confirming the need for medication during camp hours. Included in this letter must be the physician's prescription for all medication the camper will be taking at camp. Any changes in medication, dosage, or time it is to be given must be documented in writing by the prescribing physician.
3. These required documents (including the release form) must be brought or mailed to the department before the first day of each camp session.
4. All medication must be in the original prescription bottle from the pharmacy when given to the day camp director on Monday morning(s). We recommend bringing a week's worth or a session's worth of medication to camp on Monday.
5. Parents are responsible for making sure their child has enough medication at camp and for picking up any unused medication at the end of a session.
6. The camper, accompanied by a counselor/volunteer, is responsible for coming to the camp director to receive medication at the scheduled time.
7. Staff will be responsible for documenting all actions pertaining to medication at camp.

Should you have questions or concerns please call us at 314-615-5572.

**ST. LOUIS COUNTY PARKS AND RECREATION  
CONSENT TO ADMINISTER MEDICATION**

My name is \_\_\_\_\_ and I am the parent/legal guardian of \_\_\_\_\_, who is a participant in the \_\_\_\_\_ Program at \_\_\_\_\_ Park, run by the St. Louis County Department of Parks and Recreation. The program runs from \_\_\_\_\_ to \_\_\_\_\_.

My child has a medical need which requires that he/she take the following prescription medication: \_\_\_\_\_.

However, during the times the program is being conducted, I am not available to administer the medication to my child. Therefore, I am, by this document, requesting that personnel of the St. Louis County Department of Parks and Recreation administer the prescription medication to my child. I will deliver the medication to the appropriate Parks Department personnel prior to the time my child needs it. I understand that the person(s) who will be administering the medication are not trained medical professionals, or health care professionals, and have received no special training in administering the medication that I am asking them to administer to my child. I understand Parks Department personnel will not administer medication without proper prescription documentation.

I promise not to make any claim against St. Louis County or any of its employees or volunteers for any acts of negligence which might arise out of the administering of the above described medication to my child.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Approximate time(s) to administer the medication \_\_\_\_\_

Date through which the consent is valid \_\_\_\_\_

**PLEASE return this form and the other required documents to the Parks and Recreation Department BEFORE the first day of the program. Thank you!**

# ST. LOUIS COUNTY PARKS AND RECREATION FAIR PLAY POLICY & BEHAVIOR POLICY

(Return this signed form by 1<sup>st</sup> day of camp)

Our goal is to provide for personal growth in a safe environment. Please assist us in maintaining a safe and enjoyable environment by following the Fair Play Policy.

Individuals using the St. Louis County facilities are expected to:

1. Wear appropriate attire in recreation facilities, this includes a shirt and shoes in the recreation complex.
2. Refrain from using profane language.
3. Refrain from placing themselves and/or others at risk (i.e. hitting, fighting, biting, kicking, spitting, etc...)
4. Respect one another and one another's belongings.
5. Not participate in any unlawful activities (i.e. illegal drugs, weapons, vandalism, stealing, etc...)
6. When participating in recreation programs, remain with the instructors, following directions to the best of their ability and refrain from disrupting the class.

Persons endangering the safety of themselves or others will be removed from the park facility or recreation program. Other infractions of the rules will be handed as deemed necessary by the recreation staff.

## BEHAVIOR POLICY

Children who misbehave or break camp rules will be given a series of check marks leading up to a "strike". We reserve the right to bypass one or more steps in this process if a situation warrants it (language, fighting/physical contact).

Modifications to these rules may be made to accommodate individual needs.

1<sup>st</sup> Offense: Child will be given a five (5) minute time out.

2<sup>nd</sup> Offense: Child will be given a ten (10) minute time out.

3<sup>rd</sup> Offense: A "strike" will be given.

Not cooperating while disciplined will result in additional time added to a time out.

1<sup>st</sup> Strike: Conference with Camp Director, Recreation Supervisor, child and parents.

2<sup>nd</sup> Strike: Conference with Camp Director, Recreation Supervisor, Complex Manager, child and parents, suspension from camp for 3 days.

3<sup>rd</sup> Strike: Dismissed from camp with NO REFUND.

Parent/Legal Guardian	Date	Camper	Date