



Dear Parents and Campers,

Thank you for choosing St. Louis County Parks and Camp Queeny for your summer adventure. Please read all materials enclosed in this packet *carefully* and return all of the completed forms to the Greensfelder Recreation Complex at Queeny Park at least one week prior to the start of the camp session. If the camper is attending multiple sessions, you will only need to fill out the forms once (please let the camp directors know if any of the information changes at any time).

Please be aware that our camps are mainly outdoor (unless the weather turns bad) and the campers participate in sports, games, fishing, canoeing, art & crafts, and many other activities. A field trip (on or off campus) will be scheduled each week and incorporated into the planned activities. An activity fee (\$15 or less for 2017) per camper will be due by Wednesday of the camp session that will pay for supplies, shows, treats, transportation, and extra admission for the field trips. Our shared goal is for every camper to enjoy their days at camp in a safe, caring, and fun environment.

The following is a list of things required for camp:

1. Tennis shoes (children without tennis shoes will not be allowed to participate until proper shoes are delivered).
2. Sunscreen.
3. Plenty of water marked with camper's name (you may want to freeze a bottle the night before so campers have cold water as it thaws).
4. Nonperishable lunch with drink marked with camper's name.
5. Other specialty items noted on the camp schedule (i.e. Swimsuit for water games, etc.)

If you have any questions regarding this information, please contact us at 314-615-8472.

Thank you and see you this summer!

Camp Queeny Staff

CAMP QUEENY RULES & POLICIES

Greensfelder Recreation Complex

- 1. Campers must follow St Louis County Parks & Recreation Fair Play Policy. Please read this policy to your child. Both you and the camper must sign the policy.**
- 2. All campers must have a completed Participant Information/Medical Release form on file by the first day of camp. Campers are NOT allowed to have medication of any kind during day camp hours unless the "Consent to Administer Medication" form is properly filled out.**
- 3. Campers, for their own safety, should wear comfortable clothing suitable for outdoor activities. This is an OUTDOOR CAMP. No sandals, open toed shoes, or crocs are allowed for most activities (water activities are the exception). IF PROPER FOOTWEAR IS NOT WORN, PARENTS WILL BE CALLED AND THE CAMPER WILL NOT BE ALLOWED TO PARTICIPATE UNTIL PROPER SHOES ARE PROVIDED.**
- 4. NO CELL PHONES, PAGERS, TOYS, TRADING CARDS, CD PLAYERS, IPODS, RADIOS, ELECTRONIC GAMES OR SIMILAR DEVICES WILL BE ALLOWED AT CAMP.**
- 5. LUNCH: Please send a nonperishable lunch (refrigeration is Not available) with a drink to camp every day. MARK THE LUNCH WITH YOUR CHILD'S NAME.**
- 6. WATER: The weather during camp is usually hot. Drinking fountains are available, but we recommend sending 2 water bottles (one frozen during hot weather). MARK THE WATER BOTTLES WITH YOUR CHILD'S NAME.**
- 7. SUNSCREEN: Campers will need to use sunscreen. Please instruct your child on how to apply the sunscreen.**
- 8. Camps are limited to registered participants only. NO GUESTS!**
- 9. DROP OFF/PICK UP: Parents should be punctual in dropping off and picking up their child. ALL CAMPERS MUST BE SIGNED IN AND OUT ON A DAILY BASIS with a valid picture ID. Staff supervision for a basic camp registration begins at 9:00 am and ends at 3:00 pm SHARP. If additional time is required to keep your child, please register for our Early Bird or Late Bird program.**
- 10. EARLY BIRDS/LATE BIRDS:**
Early Bird: Supervision begins at 7 am and must be prepaid (\$20 per week).
Late Bird: Supervision ends at 6 pm and must be prepaid (\$30 per week).
- 11. All campers must have the proper forms prior to the start of camp. The Authorized Walk and Pick up Release Form must be filled out prior to the camper being released from the camp. Please keep these forms updated. Campers will only be released to the authorized person or method agreed to in the form.**
- 12. While we realize traffic can be a problem, it is essential that the Camper is picked up on time. If you are caught in traffic, please call 314-615-8472 so the staff and the camper do not worry. Any child in regular camp not picked up by 3:15 pm will have to enroll in aftercare for the week. Any child enrolled in Late Bird Care and not picked up by 6pm will incur fees for overtime staff. Multiple incidents may lead to camper ineligibility with no refunds.**
- 13. All campers must have their activity fee paid in cash by Wednesday of the week they are attending camp. This fee pays for buses, shows, special treats, and extra field trip fees. The activity fee is not pro-rated or refundable.**
- 14. Refund Policy – Refunds will be given for day camp sessions if requests are received 30 days or more prior to camp start date, less a \$20 processing fee. No refund or credit given for requests received less than 30 days prior to camp start date.**

**Camp Queeny 2017
Participant Information**



Camper's Name		Parent's Email (one that gets checked often)	
Street Address		City	State ZIP
Birth Date	Age	Sex	
Parent/Guardian's #1 Name		Cell/Home Phone ()	
Parent/Guardian's #1 Employer		Work/or other Phone ()	
Parent/Guardian's #2 Name		Cell/Home Phone ()	
Parent/Guardian's #2 Employer		Work/ or other 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?			
Authorized Walk, Ride, Pick-Up Release Please list four (2-4) people you authorize to pick up your child from St. Louis County Parks and Recreation's summer day camp other than parents listed above (if a parent is not authorized, please let us know). Please remember to include all car pool drivers, nannies, neighbors, co-workers and relatives who might be involved with camper pick up.			
Pick Up Contact #1 (Required)	Phone ()	Relationship	
Pick Up Contact #2 (Required)	Phone ()	Relationship	
Pick Up Contact #3	Phone ()	Relationship	
Pick Up Contact #4	Phone ()	Relationship	

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

_____ Walk to Camp _____ Ride Bike to Camp
 (Please make camper aware that they must sign themselves out if you check either of the 2 options above)

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/including EpiPens (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

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. (We mainly post pictures on our Facebook page so parents can track their camper's activities).	
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 (with the exception of an EpiPen). 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 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, is responsible for coming to the camp director to receive medication at the scheduled time.
7. Campers needing to keep an EpiPen with them, should have it placed in an outside pocket of their pack marked with an "X" made by marker or secure tape.
8. Staff will be responsible for documenting all actions pertaining to medication at camp.

Should you have questions or concerns please call us at 314-615-8472.

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

Return this form (signed by both camper & parent) by 1st 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 handled 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 an "infraction". We reserve the right to bypass one or more steps in this process if a situation warrants it. Especially in a situation that involves physical contact, we reserve the right to remove the child from camp without refund.

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

- 1st Offense: Child will be given a five (5) minute time out.
- 2nd Offense: Child will be given a ten (10) minute time out.
- 3rd Offense: An "infraction" will be given.

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

- 1st Infraction: Conference with Camp Director, Recreation Supervisor, child and parents.
- 2nd Infraction: Conference with Camp Director, Recreation Supervisor, Complex Manager, child and parents, suspension from camp for 3 days.
- 3rd Infraction: Dismissed from camp with NO REFUND.

<u>Parent/Legal Guardian</u>	Date	<u>Camper</u>	Date