



RiverChase of Fenton
990 Horan Drive
Fenton, MO 63026
636-343-0067 / 636-343-7635 fax

City of Fenton
Parks and Recreation Summer Camp
Policies and Procedures

REFUNDS

If your child is unable to attend any of our camps, please contact us before **9 am, Monday morning** of that camp week. Our policy is to provide a full credit to your RiverChase account that may be used towards future program registrations, or a full refund minus a \$5 administration fee. After the session has begun, **NO REFUNDS** will be given. If the camper is unable to attend camp due to injury or illness, a refund may be given for those missed camp days, but **ONLY** after the Program Supervisor has received a doctor's note.

REGISTRATION

We recommend that all first time camp registrations be completed **in person** at the front desk at RiverChase. Any camp week registrations after that may be completed over the phone. However, if you are unable to make the trip up here, you may register over the phone at **636-343-0067**.

**** Pricing** is based off of a per week basis; **NO EXCEPTIONS!**

**** Payment** is due at the time of registration. We accept cash, check, Visa, MasterCard or Discover.

****Camp registration deadline** is **9 pm** the **Wednesday** prior to the camp week you wish to register for. All registrations after this time will be charged a **\$20 late fee**.

CAMPER PAPERWORK / FORMS

We highly suggest registering in person so that all of the camp paperwork may be filled out at the time of registration. Only **ONE** packet of camper forms is needed for the entire summer camp season. All camper paperwork will be kept on file until the end of the summer camp season. Each camper needs their **own** camper information form filled out completely. On this form we will need information, such as your child's doctor and phone number, any medication they may take, certain side effects, etc. Please make sure you have this information handy when registering so you may complete it right then and there. It is especially important that you fill this out completely and in depth so we can cater to your child the best we can!

****Camper forms must be turned in at least ONE WEEK prior to the camp week. Campers MAY NOT attend camp without the proper paperwork completed by the first day of camp**

PARENT EMAILS / CAMP AGENDAS

When registering, we ask that parents supply a regularly used email address. This email will **ONLY** be used to send out the camp agenda, which includes what the campers will be participating in, what to bring every day, and pertinent details to the camp week. This email will be sent out no later than the Thursday before the start of camp.

SIGN IN/OUT PROCEDURES

During the summer, RiverChase can get pretty busy, and we have a higher number of guests, members, and especially campers that move in and out of our facility. For the well being of our campers, parents/guardians must escort their campers to the camp check in/out table located near the front desk, Kinder Camp sign in/out is held in the Wet Room located in the indoor pool, for those camps located at one of the parks check in/out will be at the main pavilion of the designated park location. A signature is required for drop off. At the time of pick up, the counselors will have the list of persons authorized to pick up your child. *A photo id **MUST** be presented **EVERYTIME** at pick up, regardless of whom it is. We understand emergencies happen; if you need to add someone to the pick up authorization list, please contact Mollie Kelly at RiverChase, at 636-343-0067 or at mkelly@fentonmo.org, and give your child's name, the camp they are in, and the authorized person's name and phone number. Please remind that individual that an ID will be needed to pick up your child. **NO EXCEPTIONS!**

EARLY/LATE ARRIVALS

We request that campers be dropped off **PROMPTLY** at 9 am. You may not drop off your child before this time, unless they are signed up for pre camp care. In the event that your camper will be late to camp, we ask that you contact the Camp Supervisor, Mollie Kelly, or the camp director, **no later than 9:30 am** to let them know your camper will be arriving late. It will be the parent/guardian's responsibility to connect your child with the camp. If a camper arrives late on a field trip day after their camp has left, the camper will remain at the facility with the supervisor until their camp returns.

LATE-PICK UP POLICY

Campers not signed up for post-camp **MUST** be picked up no later than 3:15 pm, (***12:15 pm for Kinder Camp***). Those campers signed up for post camp **MUST** be picked up no later than 5:30 pm. Any late pick ups from camp or post camp will be charged a late pick-up fee of \$10 **per camper** for every 15 minutes after the designated camp end time (I.e. 12:00 pm, 3:00 pm or 5:30 pm). This must be paid before the next camp day in order for the camper to attend camp. We understand life happens, so your first time you will be given a warning, but please make sure you are on time after that.

LUNCH/SNACK TIME

Please send your child with a non-perishable lunch and drink. (***ONLY a snack is required for Kinder Camp***). There are no refrigerators available for lunches/snacks, but camp counselors will do their best to keep food in a cool environment. Please make sure to label all bags, lunch boxes, thermos bottles, etc. Please send full day campers with a snack for the afternoon. Full day campers will be given a break for snack in the afternoon after swim time to restore their energy, and to hold them over until they are picked up. Campers may **NOT** purchase food from our concession stand or vending machines during camp hours. If a lunch/snack is forgotten, the camp director will do their best to get in touch with the parent/guardian. *If unable to get in touch with parent/guardian, the*

camp supervisor will supply food from the concession stand at a \$5 fee that will need to be paid at pick up.

WHAT TO WEAR

Campers should come to camp dressed ready for a full day of activities and fun! Clothes that are comfortable, easy to move around in, and that can get messy are suggested. We recommend light colored clothing, a hat for outdoor camps, socks, and good pair of tennis shoes. Please no open-toed shoes. Flip flops may be brought for swim-time, but only for swim time.

SUNSCREEN POLICY

Camp staff are **NOT** allowed to apply sunscreen to our campers. Before swim time campers step outside to apply sunscreen, and are taken out half way through swim time to reapply. We recommend putting sunscreen on your child before you leave for camp, and also sending spray sunscreen. This type of sunscreen can be easier for campers to use, and allows campers to help one another. Camp staff can help by spraying sunscreen, but that is it. Additionally, we suggest sending a light shirt and/or hat for your camper. Sunscreen will be kept with the camp director every day, with the campers' name labeled on them, so to limit the sharing or loss of sunscreen.

GROUP ASSIGNMENTS

In most of our camps, campers are grouped by age to accommodate their abilities during activities, crafts, etc. If you would like your child to be grouped with someone not in his or her age group please make this request. We will do our best to make accommodations, but do not make any guarantees.

FIELD TRIPS

Field trips will be scheduled on Thursdays or Fridays for certain camps. Transportation will be provided via a bus company. Campers are asked to wear a shirt that matches their **GROUP COLOR** on field trip days. Their group color is assigned at the beginning of the week, and a reminder email will be sent the day before the scheduled field trip.

PRE AND POST CAMP

Pre Camp care is from **7 a.m. to 9 a.m.** and Post Camp care is from **3 p.m. to 5:30 p.m.** You may sign your child up for a weekly fee or purchase a punch card if you are not sure what days you will need before and/or after care. We will supply games, and activities that the campers can participate in independently, or as a group. **We ask that campers leave any and all electronic devices at home**, as our Pre and Post camp staff will facilitate plenty of activities before, and after camp. If electronic devices are brought to camp they must be turned off and stored away in their bag. If campers do not follow this rule, their electronic device will be taken away and stored until pick-up with the

supervisor. If this continues to be a problem, the camper will be asked to leave their belongings at home for the remainder of camp.

SWIMMING

All of our camps will get swim time in the afternoons, typically between the times of **12:00 pm and 2:15 pm**. All campers will be given a black wristband (a color not used for daily guest passes). This enables our counselors and lifeguards to easily distinguish our campers. Swim days may fluctuate depending on weather, field trips, or a camp's need for more time for another activity, craft, or practice (such as with Dance or Cheer/Gymnastics camp, etc.). For those camps held at one of the parks, transportation from the park to RiverChase will be provided in the afternoons to swim by a full-time staff member with a commercial driver's license in a City of Fenton vehicle. Please send your child with a swim suit, and towel **EVERYDAY**. Campers may wear their swimsuit under their clothing if they choose, but please send an extra set of dry clothing to change into after swimming. Campers must follow the pool rules instated by RiverChase and our lifeguards during swim time.

See attached pool rules at the end of this packet.

- *Swimsuits with any type of zipper or rivet on the sides and back of the swimsuit will **not** be permitted down the water slide.
- *Camp staff can remove these so campers may utilize the water slide, but a parent/guardian will receive a phone call first requesting permission to do so.
- *Goggles may be brought for pool use only, but please label them.
- *Campers sent to camp **without a swimsuit** will be unable to swim. An attempt will be made to contact a parent/guardian. The camper will remain with the camp director during this time, at the pool, throughout swim time.

SWIMMING TESTS

Every Monday, or the first day of swimming depending on the camp, a swim test will be given to our campers to determine if they are able to swim in our competition pool. Campers that pass this test will be given a bright colored band to go with their black swim bracelet so that counselors can easily distinguish those campers that pass our swim test and are allowed in our competition pool.

INCLUSION SERVICES

We at RiverChase, believe every child should get to experience what camp is all about! Our city inclusion coordinator is responsible for facilitating the inclusion of all individuals with special needs. If your camper needs any assistance to participate in our camps, or if you have questions about whether or not your camper will need assistance, please contact the camp supervisor, Mollie Kelly at mkelly@fentonmo.org, and she will connect you to our inclusion coordinator.

LOST & FOUND/PERSONAL BELONGINGS

Please make sure to label **ALL** personal items such as water bottles, goggles, towels, sunscreen, lunchboxes, etc. Any items found will be kept in the back office by the supervisor's desk. Found items will be held for two weeks, after which, said items will be donated to a non-profit organization. We have a large amount of games, and equipment that are available for our campers to utilize. To diminish risk of lost items, we ask that campers leave any items of value at home. This includes: iPods, DS, collectibles, card games, etc. Electronic devices are **NOT** allowed during camp hours. If campers do not follow this rule, the electronic devices will be taken away and stored until pick-up with the supervisor. If this continues to be a problem, campers will be asked to leave their belongings at home for the remainder of camp.

MEDICATION POLICY & PROCEDURES

Campers are not permitted to have any medications of any kind in their possession during camp. We urge parents to check with their camper's physician to see if alternate medicines can be given at home. However, if your camper does require medication during camp hours, **including asthma inhalers or EPI pens**, medications will be given in accordance with the following policies:

1. AT LEAST **TWO WEEKS** before camp begins the supervisor must have a release form signed by the parent on file for each medication the camper is to receive.
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, even over-the-counter medication the camper will be taking at camp. Any changes in medication, dosage, or time must be documented in writing by the prescribing physician.
3. These required documents (including the release form) must be brought or mailed to Mollie Kelly at RiverChase, 990 Horan Drive, Fenton, MO 63026, before the camper's first day of camp.
4. All medication must be in the **original prescription bottle** from the pharmacy when given to the camp director on Monday morning. We recommend bringing one week of medication on Monday. ***Please make sure to send prescription bottle in a Ziploc bag with camper's name and camp week dates written on it.***
5. Parents are responsible for ensuring their camper has enough medication at camp.
6. Director will be responsible for documenting all actions pertaining to medication at camp, including the use of an asthma inhaler or EPI pen.
7. At the end of the week (***unless otherwise requested***) any unused medication and the prescription bottle will be given to the parent/guardian responsible for the camper.

DISCIPLINE

We understand everyone has those days where they wake up on the wrong side of the bed. Kids are no exception to this rule. We want to resolve any issues that may arise during camp as quickly as possible, and keep your camper involved in all activities. However, on occasion, a camper may need to take some time out to think about their actions and/or behavior. If necessary, a camper may be removed from an activity. In cases like this, camp staff will notify parent/guardian at pick-up of how the day went, how the situation was handled, and what the camper and counselors, together, decided would be the best way to prevent this issue from happening again.

Camp is meant to be fun, but any issues that continue to occur will be dealt with in the following order:

1. **Verbal warning** Camp staff will remind camper that their actions/behavior is unacceptable, and remind them of what is the expected behavior.
2. **Time out** The camper will take some time to think about their actions/behavior or sit out of a particular activity. Camp staff will discuss with the camper about their behavior/actions, and what can be done to prevent this issue from happening again or what can improve the behavior.
3. **Meeting with the camper, Director and/or supervisor**– If the behavior continues or warrants it, the camper will be taken to the Director and/or Supervisor to discuss behavior. A behavior report will be filled out and the parent/guardian will be notified by phone or in person. This discussion will include what caused the meeting as well as the consequences resulting.
4. **Suspension** A camper will be suspended from camp for a period of time to be determined by the director and supervisor.
5. **Expulsion** A camper will be sent home for the remainder of the camp session without a refund. The expulsion may be extended throughout the remaining camp sessions.

****We reserve the right to bypass any of the above steps if the situation warrants.****

RIVERCHASE OF FENTON POOL RULES & REGULATIONS

Pool rules and regulations are intended for the safety of all guests. Failure to follow the rules may result in illness, serious injury or expulsion from the pool.

- ⊖ Certified lifeguards will be on duty at all times. Patrons must listen to the guards, if not, patrons will be punished based on the severity of the action.
- ⊖ Absolutely no cash refunds will be given. Rainchecks will only be issued if the participant has been in the facility less than 2 hours and the pool will not be reopening for the day.
- ⊖ Patrons must shower before entering the pool.
- ⊖ Missouri State Law requires that proper swimsuit attire must be worn when swimming. (No cut-offs, shorts, leotards, etc.)
- ⊖ Swimming suits should not be worn outside of the swimming pool and locker room areas.
- ⊖ Tobacco products are not allowed.
- ⊖ Running, rough play or obscene language is not allowed.
- ⊖ Any person suspected of being under the influence of a controlled substance will be asked to leave the facility.
- ⊖ Swimmers with contagious conditions or open wounds will not be allowed admission.
- ⊖ In the event of threatening weather or cool temperatures, the pools will be closed until the management determines it is safe to reopen the pool.
- ⊖ Paging of patrons is not allowed. Unless it is an emergency!
- ⊖ The City of Fenton is not responsible for lost or stolen items.
- ⊖ No lawn chairs may be brought into the facility.
- ⊖ A ratio of 2 swimming adults for every 5 children must be met with all groups from ages 2 to 4. Otherwise, a ratio of one swimming adult for every 10 children must be met.

- ∪ Food purchased from the Concession Stand must be kept in the concession area. No food, glass containers, or coolers may be brought into the pool or concession area. Drinks bought from the Concession Stand and water bottles are allowed on the pool deck.
- ∪ Chewing gum is not allowed in the pool area.
- ∪ Appropriate swim skills must be demonstrated before using the diving boards or swimming in deep water.
- ∪ Hanging on lap ropes is not allowed.
- ∪ No nerf balls or rafts are allowed in the pool area. All floatable devices must be Coast Guard approved and labeled in such manner.
- ∪ No chairs in the water.
- ∪ Diapers are not allowed in the pool, swim diapers are required.
- ∪ Management exercises the right to take action on circumstances proven not to be in the best interests of the public.
- ∪ No diving or flips off the side of the pool.

DIVING BOARD RULES

- ∪ Only one person is allowed on the board at a time. Persons in line must wait until the previous diver has safely reached the pool ladder before climbing the diving board ladder. Divers must exit the diving area at the nearest ladder.
- ∪ Divers must demonstrate swimming ability.
- ∪ No flotation devices or assistance is allowed.

WATER FEATURE RULES

- ∪ Only one person is allowed on the slide at a time. The lifeguard will signal when the next slider may go.
- ∪ Sliders must go down the slide in a sitting position or on back, feet first.
- ∪ Slides must exit at the nearest ladder.

- υ Goggles, fins, watches, zippers, buckles, rivets, life jackets or flotation devices may not be worn while using the slide.
- υ Only children under 48” may use the water playground and wading pool.
- υ Patrons, who are pregnant, have a fear of heights or have experienced heart or back problems should not use the slides.

SPA RULES

- υ 16 years or older may use the spa
- υ Persons, who are pregnant, have high blood pressure or are on medication, should consult a physician prior to using the spa.
- υ Proper swimming attire is required.
- υ It is recommended that no one spend more than 15 minutes in the spa.

The Patron is responsible for reading and obeying all rules.

A Patron, who violates these rules, may be asked to leave.

Staff has the discretion to enforce additional rules as necessary.