



City of St. Charles Parks & Recreation Department

C.O.P.S. Camp

2024 Parent Manual



C.O.P.S. Camp

Thank you for your interest in the City of Saint Charles Parks and Recreation C.O.P.S. Camp Program! C.O.P.S. Camp is hosted by the City of St. Charles Parks & Recreation Department. C.O.P.S. Camp is a cooperative program among the City of St. Charles Parks Department Ranger Division, Police Department and Fire Department. The Camp's goal is to provide each child a safe and fun environment to learn about the duties of a first responder, and experience new adventures interacting with camp staff.

As with all of our programs, C.O.P.S. Camp is inclusive and persons with disabilities participate in camp alongside all other children. Camp Staff is available to provide reasonable accommodations to assist children with disabilities to facilitate participation in Camp. Campers should be able to follow the Code of Conduct and participate in Camp activities with or without reasonable accommodation. In order to ensure each child has a safe enjoyable experience the following guidelines are useful.

The C.O.P.S. Camp Program is:

1. a program that provides the opportunities for children to gain social skills create friendships and participate in teambuilding activities;
2. a program where children learn about the duties of a first responder and improve motor skills; and
3. a safe environment for children to enjoy a variety of activities supervised by a trained staff of first responder counselors and Camp interns

The C.O.P.S. Camp Program is not:

1. for children that do not like to be outside or do not like physical activity;
2. a program where activities are specifically tailored and scheduled for each child;
3. a program suitable for child therapy sessions during Camp hours; and
4. a program where Camp staff are available or expected to assist with child feeding, toileting or clothes changing. If a child requires assistance, it is each parent's responsibility to provide it.

We pride ourselves in going above and beyond to make sure every child has an exciting and unforgettable experience! Campers are supervised by Camp staff at all times.

C.O.P.S. Camp Program provides Campers with fun summer activities, field trips, pool time and more! This program is open to all participants' ages 9 to 14. Pre-registration is required for all participants. C.O.P.S. Camp will not be cancelled if extreme heat or threatening weather approaches. A large tent is available which may be air conditioned for extreme temperature, and an indoor facility is available for threatening weather. If your child needs special accommodations, please notify Camp staff at the time of registration or contact the Camp Director.

Program Contact Numbers

Parks and Recreation Administration Office.....636-949-3372

Blanchette Park - 1900 Randolph, St. Charles, MO 63301

Monday – Friday, 8:00 a.m. - 5:00 p.m.

For registration, payment, or other inquiries, please call the Park Office or visit www.stcharlesparks.com*

**Ranger Sgt. Christina Braswell, Camp Director.....636-949-3355 office
636-866-8081 cell**

Police Officer Wendy Sanginiti, Assistant Camp Director.....314-220-2603 cell

Program Dates and Hours

The 2024 St. Charles Parks and Recreation C.O.P.S. Camp Program is a one-week program, beginning July 15th and ending on July 19st, 2024.

Regular Camp hours are: 9:00a.m. – 3:00p.m.

Before Care hours are: 6:30a.m. – 9:00a.m.

After Care hours are: 3:00p.m. – 6:00p.m.

Base Camp location is Mueller Soccer Complex, located at 3801 Mueller Rd, St. Charles, MO. This is the location for pick up and drop off each day.

Fees, Registration, and Payment Policy

The program fee is per child. Fees are all inclusive and are not prorated by day (no exceptions). Each Camper will receive two program T-shirts on the first day of camp. All supplies and field trip admissions are included in the program fee. All payments must be made at the Parks and Recreation Office, online or over the telephone by calling the Parks and Recreation Office at 636-949-3372. Staff at camp is not permitted to accept any form of payment.

1. The Parks and Recreation Department Cancellation Policy requires participants cancelling an activity (week of camp) less than 14 days prior to the scheduled activity will not receive a refund. Refunds for participants cancelling more than 14 days prior to the start of the scheduled activity will not receive a refund of the \$15 deposit. Please refer to the chart below for per week, per participant fees.
2. The enrollment registration deadline for any week of camp is Tuesday the week prior to the week of camp you want to attend. This applies to all participants and no exceptions will be made.
3. The resident rate applies to only City of St. Charles residents and will require proof of residency at the time of registration.
4. Full Payment for C.O.P.S. Camp and/or Before & After Care is due 14 days prior to the week of camp. This is to ensure staff scheduling, program supplies and field trip reservations are accurate for all enrolled Campers. If you have not made full payment 14 days prior to the week of camp, participant registration is subject to cancellation without refund of deposit.
5. No parent/guardian is permitted to sign in or drop off a child for the C.O.P.S. Camp who is not a registered program participant and paid in full.

*****PLEASE READ CAREFULLY*****

Camp at a Glance

C.O.P.S. Camp is a week-long summer camp designed to provide Campers with a better understanding of the duties of a First Responder, while building relationships between Campers and First Responders. Emphasis is placed on self-discipline, teamwork and leadership by participating in fun, but challenging activities. All C.O.P.S. Camp Counselors are first responders for the City of St. Charles. Each team will be staffed with a Ranger, Police Officer and Firefighter/Paramedic and serve as team counselors. In addition to Counselors, each team will have volunteer Interns to assist with Camp activities.

On the first day of Camp, Campers will be divided into 3 teams, Red, Blue and Green, with color indicative camp T-shirts. Due to the number of campers and the importance of equally divided teams, team preference choices will only be made for siblings, or to those who's parents attended the annual C.O.P.S. Camp Trivia Night fundraiser. Examples of Camp activities include:

- Physical fitness obstacle course
- NERF challenge
- First Aid/CPR
- Swift Water Rescue
- Vehicle Stops

The teams enjoy activities at base camp on the first day of Camp. Each Tuesday, Wednesday and Thursday morning the teams are divided and go on field trips or remain at base camp for activities, and the locations rotate each day so that all teams have similar experiences. On Friday morning, the teams travel together to the same location. Upon return from morning field trips, campers have a lunch period, followed by scheduled activities at base camp in the afternoon.

The program and field trip locations may change without prior notification. Also, additional waiver forms may be required for field trips to some locations. The waiver form must be completed and returned to the Camp Director prior the first day of camp. Failure to complete all of the required waiver forms will result in your child not being permitted to participate in the program.

C.O.P.S. Camp Graduation occurs at the end of the day on Friday. Please consult the Parent Schedule Booklet for the specific time for graduation. At graduation, awards are presented to campers who have gone above and beyond in demonstrating the qualities of an outstanding camper.

After the graduation ceremony, campers and their families are invited to attend the Family BBQ/Pool Party at the Blanchette Aquatic Facility. Food and drink are provided. Please let us know if you plan to attend and how many people will be attending. An RSVP sheet will be at the sign in/sign out tables, and it **MUST** be completed by Wednesday of Camp week. At the party, the teams will compete in a Cardboard Boat Race in boats designed and built by each team. Please make every effort to attend the party as it has become known as the "Event of the Week"!

What campers should bring and wear each day to Camp

Camp T-shirts must be worn each day of Camp. Camp T-shirts are provided to ensure your child's safety. For each day of Camp, your child needs to be dressed appropriately for camp and the weather. Campers should wear the Camp T-shirt with comfortable clothing, socks and tennis shoes (Closed Toed Shoes ONLY). Flip flops, sandals, and crocs are only permitted to be worn at the pool. **Please apply sunscreen to your child each morning before arriving at Camp.** Staff can assist with sunscreen application during the day, if needed. You are responsible for providing sunscreen for your child for each day of Camp. Spray-on sunscreen, clearly marked with your child's name, is preferred.

Personal belongings

Each Camper is responsible for his/her property. The City is not responsible for property that is lost, stolen, or broken. Base camp has a designated lost and found area. Parents should check the area frequently. Please notify a staff member or Camp Director if something is lost.

- Each Camper is provided a **drawstring bag** labeled with his/her name that **should be used each day for belongings**.
- **Cell phones, electronic devices, toys, games or items should not be brought to Camp.** If a Camper brings an unapproved device to camp, the item will be taken and given to the Camp Director. **The item will not be returned until the last day of camp.** Any exceptions to this rule can only be made by the Camp Director.
- Skateboards, scooters or wheeled shoes are not permitted at Camp.
- On pool days, each Camper should bring his/her belongings in the drawstring bag.

Water Bottles, Food and Lunch

Campers should bring a **water bottle each day** and water coolers are available to refill the bottles. Campers need to bring a **non-perishable lunch, drink and snack each day, EXCEPT** the day of the 18 North Central field trips. **NO ICE PACKS IN LUNCHESES PLEASE!** They will be kept inside a cooler throughout the day. At 18 North Central, pizza will be provided, however we advise sending snacks for the afternoon. If your child does not like pizza, or has food allergies, please send a non-perishable lunch this day. Lunches should be brought in a small cooler or lunch box that is **marked with the child's name**. There are no facilities for heating food. It is advisable to pack an extra snack, especially if he/she is enrolled in after care. Campers are not permitted to "trade" or give their lunch/snack items to other Campers. Campers are not permitted to bring or distribute "homemade" or store-bought items of any kind to Campers or staff members.

Parent and Guardian Communication

A Parent Schedule Booklet will be provided at registration on the first day of Camp, which contains your child's team activity schedule for the week. Please utilize this booklet in order to ensure you are sending your child with the proper items needed for each day. Campers are only permitted to contact their parent/guardian if they are injured/feeling ill or a unique circumstance arises. Campers will always consult with the Camp Director/staff before a telephone call is permitted. The Camp Director/staff will dial and speak with the Parent/Guardian first before the child speaks. Parent/guardians should only telephone the Camp Director and contact their child if there is a family emergency or important information that needs to be communicated to the child. The Camp Director will always answer the telephone and speak with the parent/guardian before the child speaks. **We strongly encourage parent/guardians not to contact your child as it disrupts participation in Camp activities.**

CAMP SAFETY

Emergency Contacts

The online Consent Waiver Form must be completed and signed by the parent or guardian for each Camp participant prior to the first day at Camp. Children cannot be signed into Camp until the Parent/Guardian completes and signs the Consent Waiver Form. It is very important that reliable emergency contacts are provided on the Form and are always available to pick up a child in case of accident, illness, or other issue. At least two emergency contacts and telephone numbers must be provided. If at any time an emergency contact changes or additional contacts need to be added, please inform the Camp Director or Recreation Specialist.

Medication

Children are not allowed to have medication of any kind in their possession unless noted on the Consent Waiver Form for emergency situations. If a child requires medication, then medication is dispensed according to the following policies:

1. The Parks and Recreation Department must have a completed and signed Consent Waiver Form on file with each medication the child needs to take during Camp hours. The Consent Waiver Form must be received before the child may be signed in on the first morning of Camp.
2. A Consent Waiver Form must be completed and signed by the Parent/Guardian for each child attending Camp. Only the Parent/Guardian listed on the Consent Waiver Form will be allowed to make any changes to the Consent Waiver Form, including medical information.
3. All medication must be in the original container with the label affixed. A Parent/Guardian may provide a full week's dosage of medication or may drop off and pick up the medication daily or as needed.
4. Parents/Guardians are responsible for insuring that the exact dosage(s) is provided each day per the dosage instructions listed on the Consent Waiver Form. Also, Parents/Guardians are responsible for picking up unused medication.
5. Each child, accompanied by the paramedic team counselor, is responsible for coming to the Camp Director to receive medication at the scheduled dosage time.
6. The dispensing of medication is documented.

First Aid and Accident/Incident Reports

1. An accident report is not prepared for minor cuts and scrapes for which a child can administer his/her own Band-aid. An accident report is completed for any other injury.
2. Parents will be informed of minor injuries and are required to sign the accident form at the time the child is picked up from camp for the day.
4. Parents will be notified immediately in the event of a severe accident, injury, or sudden illness. The child may be required to be picked up.
5. A parent/guardian or emergency contact listed on the Consent Waiver Form must be available at all times to pick up a child.
6. If a child has head lice, he/she will be sent home and not allowed to return until nit free per state guidelines.
7. **Please do not send your child to Camp if he/she is sick or feeling ill.** Although you are welcome to contact the Camp Director if your child will be absent from Camp, notification of absences is not required. Fees are not prorated for absences.

In Case of an Emergency

1. In the event of an injury or medical condition that requires emergency medical care, we will attempt to contact the parent/guardian, primary, secondary and emergency contact (in that order).
2. In the event the parent/guardian, primary, secondary and emergency contact cannot be contacted, the child will be transported by ambulance to the nearest emergency room, which is SSM St. Joseph Hospital at 301 First Capitol Drive, St. Charles, Missouri 63301, or other medical facility deemed necessary by medical personnel to provide emergency medical care or treatment.

PARENT/GUARDIAN RESPONSIBLE FOR COST OF EMERGENCY

MEDICAL CARE

1. **THE CHILD'S PARENT OR GUARDIAN IS RESPONSIBLE FOR 100% OF THE COST OF EMERGENCY MEDICAL CARE, INCLUDING EMERGENCY MEDICAL TRANSPORTATION.**
2. **THE CHILD'S PARENT OR GUARDIAN IS RESPONSIBLE FOR THE COST OF CARE REGARDLESS IF THE CHILD IS TREATED AT A FACILITY OR BY MEDICAL PERSONNEL THAT IS IN OR OUT OF YOUR HEALTH INSURANCE NETWORK. WE RECOMMEND THAT YOU DETERMINE IF SSM ST. JOSEPH HOSPITAL IS COVERED BY YOUR HEALTH INSURANCE AND IS IN YOUR HEALTH INSURANCE NETWORK BEFORE PARTICIPATING IN THIS PROGRAM.**
3. **UNDER NO CIRCUMSTANCES WILL THE CHILD BE TRANSPORTED TO A FACILITY SOLELY FOR THE PURPOSE OF BEING TREATED AT A FACILITY THAT IS COVERED BY YOUR HEALTH INSURANCE OR IS IN YOUR HEALTH INSURANCE NETWORK.**
4. **NO CHILD WHO HAS A MEDICAL EMERGENCY WILL BE TRANSPORTED IN A CITY VEHICLE.**

CORRECTIVE ACTION, DISCIPLINE & PROGRAM DISMISSAL

A positive approach is used for discipline. If inappropriate conduct occurs, a prompt resolution will be sought specific to each individual situation. Staff will maintain open communication with parent/guardians when a discipline problem occurs. All disciplinary issues will be documented on an incident form and the parent/guardian will be required to sign the incident form when the child is picked up that day.

Violent or aggressive behavior, leaving camp premises or any situations deemed unsafe by staff towards one's self, another child, or staff member may result in the immediate dismissal of the child from the C.O.P.S. Camp Program. If the child is dismissed from the Program, no refund of fees will be made.

The following corrective actions may be taken to address inappropriate conduct. The severity of the conduct determines the corrective action:

1. Verbal reminder for inappropriate conduct
2. Verbal warning to correct inappropriate conduct
3. Disciplinary action commensurate with the inappropriate conduct. Disciplinary action may consist of one, or a combination of the following: picking up trash or activity supplies, time out or temporary separation from team activities, an oral or written apology to make amends, push-ups or other physical activity.
4. Staff supervised time away from the activity, group or pool. If this level of discipline occurs, an incident report is prepared and the parent/guardian must sign the report the day the child is picked up from camp.
5. A meeting with the child, counselor and Camp Director.
6. Telephone call or meeting with the parent/guardian.

If a child damages property as the result of inappropriate conduct, the parent/guardian is financially responsible for the damage.

The St. Charles Parks and Recreation Department may at any time amend, repeal, waive or adjust the corrective action plan or the plan sequence.

ARRIVAL & DEPARTURE PROCEDURE

1. Campers are permitted to leave camp premises ONLY with a parent/guardian or person listed on the Consent Waiver Form. Children must be signed out by the Camp Director or designated staff member (**Time is noted on sign out**)
2. If a parent/guardian or person listed on the Consent Waiver Form needs to pick up a child early for any reason (example: Doctor's appointment/Dentist appointment/lunch/outside activity) and will be returning the child back to camp, the child must be signed in and signed out according to the procedure at each arrival and/or departure from camp.
3. Once a child is signed out, he/she is no longer under the City's care, even if the child remains physically on Park premises. For example, if a parent/guardian desires to eat lunch with the child at camp, he/she may do so, but is required to sign the child out of camp first and, at this time, the child is no longer under the City's care. When lunch is finished, the child must be re-signed in by the parent/guardian, at which time the child returns to the City's care.
4. A parent/guardian or other responsible party must present a valid government issued photograph identification (driver's license, state issued identification card) to sign out a child. No child is allowed to leave Park premises with any person who is not listed on the Consent Waiver Form. Under no circumstances will a child be allowed to leave Park premises with a person who is not listed on the Consent Waiver Form unless the Camp Director or Recreation Specialist is able to contact the parent/guardian and obtain their permission. Children may not add any person to the Consent Waiver Form. To limit confusion and delay, a parent/guardian should add any person who may be picking up the child. In order to limit any confusion or delay in departure, please add to the Consent Waiver form the name of any person that may be picking up the child.
5. If a child has permission to walk or bike ride to camp, the parent/guardian must have authorized on the Consent Waiver Form the child to walk or bike ride to camp and the child is required to sign him/herself in and out each day.
6. Every parent/guardian is required to park their vehicle and physically walk with the child up to registration to sign the child in and out, and you must note the time of drop off or pick up.

Late Arrival:

If the child arrives late (after 9:15 a.m.) to camp, camp staff will be unable to transport them to any off-site activity location. Your child may remain at "base camp" or you may transport them to the activity location, where you will need to contact team counselors for drop off.

Late Pick-Up Policy:

We are aware that parents are sometimes late in picking up the child. In order to ensure compensated staff is available when a parent is late picking up a child, late pick-up fee of \$15.00 for each 15 minutes or portion thereof that you are late picking up the child. Late fees start at 3:15 p.m. for C.O.P.S. Camp and at 6:05 p.m. for after care.

The late pick up fee must be paid the next morning at the Park Office or the child will not be allowed to attend camp. If you know you are going to be late, please telephone the Camp Director so that the child can be informed and staff can plan for the late arrival.

FIELD TRIPS

1. Each child is automatically registered for all field trips throughout the week of camp.
2. There may be additional forms to fill out for certain field trips. The forms will be provided in advance. If the form is not completed in advance, the child will not be permitted to attend the field trip.
3. If you do not wish for the child to attend the field trip, other accommodations must be arranged for the child on the day of the scheduled field trip.
4. Field Trip locations are subject to change without prior notification.
5. Each child will wear an identification name badge each day at base camp and on each field trip. The name badge will be provided by the St. Charles Parks and Recreation Department. The identification name badge will remain at camp at the end of each day and will be given to the child when they are signed in. Children are not be permitted to take badges home until the end of the last day.

SWIMMING

1. Children are required to wear for identification a colored wrist-band when at the pool, which will be provided by camp staff on the day of pool trips.
2. Please review the Parent Schedule Booklet to confirm pool days to ensure Campers are sent with necessary items on scheduled days.
3. Children are not required to swim, but are required to remain within the pool area until the session is completed.
4. Children may bring money to buy snacks. However, each child is responsible for their money at all times.

What Campers Need for Pool Days:

1. Please have the child dressed in his/her swimming attire under the camp T-shirt and outfit. Dry clothes may be brought for changing into after returning to camp.
2. Please provide a swim bag (plastic grocery bags - clearly labeled are perfect.) for each child (not family).
3. A towel that is clearly marked with the child's full name.
4. Each child should have his/her own sunscreen each day; preferably, the pump or continuous spray type. This will help apply the sunscreen quickly and efficiently. Please be sure to label the sunscreen with your child's name. Also, **please make sure you apply sunscreen to your child before arrival at camp each day.** Counselors will help reapply before pool time and as needed throughout the day.

Thank you for allowing us to share the week with your child in the C.O.P.S. Camp Program. We sincerely hope every child has a great experience during the week and fun memories are made here with the City of St. Charles First Responders!

Please feel free to call Sgt. Christina Braswell, Camp Director at 636-949-3355, or e-mail christina.braswell@gstcharlesparks.com, if you have questions, comments or a special situation you want us to know about.

Thank you, again!



Sgt. Christina Braswell

St. Charles City Ranger Division

Office: 636-949-3355

Christina.braswell@stcharlesparks.com

www.stcharlesparks.com

Statement of Acknowledgment and Understanding

1. I accept responsibility for abiding by the policies in this 2024 C.O.P.S. Camp Program Parent/Guardian Manual.
2. I agree to make myself and my child familiar with all policies and information contained in this Manual.
3. I acknowledge I have read, understand and agree I am solely financially responsible for the emergency medical care and transportation of my child in the event of a medical emergency.
4. I acknowledge that this Manual is not a contract, creates no legal obligations upon the City of St. Charles or the Parks and Recreation Department, and creates no legal rights of a parent or child participating in these programs.
5. I and my child agree to abide by all rules and regulations set forth by the City of St. Charles and the St. Charles Parks & Recreation Department.

Parent Signature: _____

Parent Printed Name: _____

Date: _____



C.O.P.S. Camp Code of Conduct



- All Campers will be signed in and signed out by a Parent/Guardian each day before they enter or leave camp.
- All Campers must wear camp team shirt and proper camp attire (shorts/pants/closed toed shoes/swimwear/sunscreen/I.D. Badge, etc.) while at camp and when appropriate.
- Campers are not to bring cell phones or other electronic devices, toys, games or items deemed inappropriate by staff to camp. If a Camper brings an unapproved device to camp, the item will be taken and given to the Camp Director. **The item will not be returned until the last day of camp.**
- Participants **must** remain at the camp site and with their assigned group, which includes field trips. Automatic dismissal will result if abused.
- Campers will listen and follow directions from all staff members at camp and on all field trips.
- Fighting (hitting, biting, etc.) or use of profanity, racial or ethnic slurs will not be tolerated. Gang gestures or representation of any kind is never acceptable.
- Campers will not take items which do not belong to them. Stealing is never acceptable.
- Respect will always be shown towards the environment, other campers and all staff.
- The C.O.P.S. Camp equipment and supplies are available for everyone to enjoy. Care should always be shown when they are being used.
- All participants will exhibit acceptable behavior when riding buses, and will follow the rules of the bus.
- When on field trips, campers will follow the rules of the location. The facility rules are an extension of the C.O.P.S. Camp Code of Conduct. Violation of the facility rules will result in the same consequences as violation of C.O.P.S. Camp Code of Conduct, with dismissal from the Camp being possible.

I have read the C.O.P.S. Camp Code of Conduct. I understand the camp rules and I will behave according to these rules. I understand if I do not follow the Camp Code of Conduct, camp staff will take disciplinary action, which may result in dismissal from camp.

Camper Name (Printed)

Camper Signature