



St. Charles
Parks and
Recreation

Parent Handbook

Summer Fun Day
Camp



Welcome to Summer Fun Day Camp



Dear Parents,

Welcome to the City of Saint Charles Parks and Recreation's Summer Fun Day Camp Program! We're excited that your child will be joining us for a summer filled with adventure, creativity, and friendship. Our goal is to provide a safe, inclusive, and engaging environment where every camper can learn, grow, and make lasting memories.

This Parent Handbook serves as a comprehensive guide to help you understand our camp's policies, daily routines, and expectations. We encourage you to read through this handbook carefully, as it will provide valuable information on how we can work together to ensure a positive and enriching experience this summer for your child.

If you have any questions or need further clarification, please do not hesitate to reach out to us. We look forward to an exciting and fun summer with you and your child!

**Thank you for your support of Summer Fun Day Camp and the
St. Charles Parks and Recreation Department.**



Adi Naumann
Recreation Coordinator
St. Charles Parks and Recreation



Camp Contact Numbers

Parks and Recreation Administration Office 636-949-3372

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

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

Monday - Friday, 8:00 AM - 5:00 PM

Blanchette Camp Phone 636-389-3214

Wapelhorst Camp Phone 636-866-8205

Information Hotline 636-944-6001

Blanchette Day Camp, Extension #10 and Wapelhorst Day Camp, Extension #11

Adi Naumann, Recreation Coordinator 636-949-3579

adi.naumann@stcharlesparks.com

Autumn Cool, Recreation Inclusion Specialist 636-448-9563

daycamp@stcharlesparks.com

Parent Communication

- A weekly newsletter for each camp location will be posted at www.stcharlesparks.com, containing details such as field trip instructions, swim days, and announcements.
- To help campers stay fully engaged in their activities, communication between campers and parents is limited to special situations, such as illness, injury, or other unique circumstances. Campers will always check with the Camp Director or staff before making a call, and staff will contact parents first if needed.
- Parents may contact campers or camp staff by calling the designated camp phone.



Summer

Camp Dates, Hours & Drop-Off/Pick-Up Policy

The 2026 Summer Fun Day Camp Program is for 12 consecutive weeks starting Tuesday, May 26th through Friday, August 14th. There will be NO camp on Monday- May 25th in observation of Memorial Day, Friday- July 3rd in observation of Independence Day and Tuesday- August 4th due to elections in Gould Building at Wapelhorst Park and Memorial Hall in Blanchette Park.

- **Sunrise Camp**
Monday - Friday, 6:30 AM - 9:00 AM
- **Regular Camp Hours**
Monday - Friday, 9:00 AM - 3:00 PM
- **Sunset Camp**
3:00 PM - 6:00 PM

Drop-Off Policy

- Parents or guardians must sign in their child upon arrival.
- Children must be escorted into camp by an adult.
- If the child arrives late (after 9:30 AM), please accompany them to locate a staff member to assist with sign in.
- Drop-off at Wapelhorst Camp takes place in front of the Gould Building.
- Drop-off at Blanchette Camp takes place inside Memorial Hall.

Pick-Up Policy

- Only authorized individuals listed on the child's ePACT pick-up list may pick up the child. Be prepared to show an I.D.
 - Late pick-up fees of \$15 for each 15 minutes apply at 3:15pm or 6:15pm for sunset camp.
 - Parents must sign out their child before leaving the premises.
 - Pick-up at Wapelhorst Camp takes place in front of the Gould Building.
 - Pick-up at Blanchette Camp takes place inside Memorial Hall.
- If a child intends to walk or bike ride to camp, the parent/guardian must list this on the child's ePACT profile.

What to bring to camp:

- Camp T-shirt with comfortable clothing, socks and tennis shoes daily. (cros, sandals, flip flops can be sent to wear at pool times)
- backpack
- Sunscreen
- swimsuit & towel on swim days in a bag (one per camper)
- water bottle
- lunch
- Please put your child's name on everything sent to camp, including their camper shirt.
- no toys, phones or electronic devices

Lunch!

- Campers will need a packed non-perishable lunch every day.
- We ask that these items do not need to be microwaved.
- Feel free to pack extra snacks for them to eat later.
- Water fountains or coolers are made available for campers to refill their water bottles throughout the day.
- Campers are not allowed to "trade" or share any food items.
- For certain field trips, camper will need to bring their lunch in a disposable sack/brown bag. This will be noted on the weekly newsletter.



Personal Belongings

Campers are responsible for their own belongings. The City is not responsible for any program participant's personal possessions that are brought to camp and which may be lost, stolen, or broken. Each camp site has a designated Lost and Found area that we encourage parents to check frequently. Please notify a staff member or Camp Director if something is lost. Cell phones or any electronic devices, toys, games or items deemed inappropriate by staff should NOT be brought to camp. If any of the above items are brought to camp, they must remain in the camper's backpack or lunch box at all times. If a camper has a repetitive issue of not keep these items in their backpack they may be confiscated by leadership staff and parents will be called and a report written.



Camp T-shirt!

- All campers must wear a camp t-shirt every day.
- Program Participants ages 6-11 will wear the orange day camp shirt.
- 12-14 campers wear the blue camp shirt.
- Every camper receives 1 free camp shirt per summer.
- Additional camp shirts may be purchased from the Park Office or on our website for \$10.00 each.
- Bring your printed or digital receipt to camp to pick up additional shirts.
- Payment cannot be taken at either camp location.



Medication

- Campers are not allowed to have medication of any kind unless noted on their ePACT profile.
- All medication must be in the original container with the label affixed when given to staff.
- A parent may provide weekly medication or may drop off and pick up the medication daily or as needed.
- More information on administering medications at camp available in waiver on ePACT.



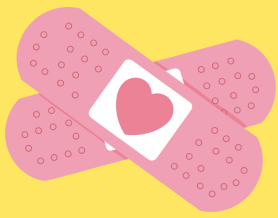
To give parents an idea of what a typical non-field trip day at camp consists of, here is a general sample schedule of what your child's day at camp may look like. Each day there will be different games, activities, crafts, special guests, etc. Campers will rotate through a specific schedule for their camp age group only. Camp age groups typically consist of: 6's, 7's, 8's, 9's, 10's, 11's, 12-14's.



| Time | Activity |
|---------------------|---------------------------|
| 6:30 - 9:00 AM | Sunrise Camp Hours |
| 9:00 AM | General Day Camp Drop off |
| 9:15-9:30AM | Attendance |
| 9:30 - 10:00 AM | Game/Activity 1 |
| 10:00 - 10:30 AM | Craft |
| 10:30 - 11:00 AM | Game/Activity 2 |
| 11:00 - 11:30 AM | Lunch |
| 11:30 AM - 12:00 PM | Pool Prep |
| 12:00 - 1:30 PM | Swim Time! |
| 1:30 - 2:00 PM | Change |
| 2:00 - 2:45 PM | Snack & Playground |
| 3:00 PM | General Day Camp Pick Up |
| 3:00-6:00PM | Sunset Camp Hours |



Camp Safety



Maintaining a low camper-to-counselor ratio is crucial for safety and quality programming. At Summer Fun Day Camp, we strive to follow these guidelines to ensure an optimal camp environment whenever possible. Please note that some field trips (ex. Myseum) have a more controlled environment in which the standard field trip ratio is not needed. Each age group is led by a lead group counselor and supported with group support counselors. :

General Camp

10 campers per 1 counselor

Pool Hours & Field Trips

8 campers per 1 counselor

Sunrise/Sunset or Rain Days

25 campers per 1 counselor

Emergency Contacts

Parents must complete an online Consent Waiver Form in ePACT before a child can attend camp. Campers cannot be signed in until their ePACT account is fully set up. At least two reliable emergency contacts must be provided and kept up to date, as they must be available to pick up the child if needed.

In case of an Emergency

If a child needs emergency medical care, staff will try to contact the parent/guardian first, followed by the listed emergency contacts. If no one can be reached, the child will be taken by ambulance to the nearest appropriate medical facility—typically SSM St. Joseph Hospital in St. Charles, Missouri—for necessary treatment.

ePACT

ePACT is a secure online system that organizations use to collect and access updated emergency information. Parents must create an ePACT account for each camper to store their information, complete required waivers, check their child in and out of camp daily, and receive camp updates prior to their camper's first day of camp. After registration, families will receive an email within 24 hours with instructions to set up the camper's ePACT account, which only needs to be created once per summer

First Aid and Incident Reports

Minor injuries that children can treat themselves with a band-aid do not require an accident report. Any injury needing staff assistance does. Parents will be informed of minor injuries and must sign the incident form at pickup. For serious injuries or sudden illness, parents will be contacted immediately and may need to pick up their child. Children with head lice must go home and may return only when completely nit-free. Sick children should not attend camp, and absences do not reduce fees. Our camp staff are first aid and cpr trained and certified.



Fees & Payment Policy



2026 Summer Fun Day Camp Fees

| General Camp: 9:00 AM - 3:00 PM | Resident | Non-Resident |
|------------------------------------|----------|--------------|
| Per Week Fee | \$170.00 | \$200.00 |
| Week 1, 6 & 11 | \$155.00 | \$185.00 |

| Sunrise: 6:30 AM - 9:00 AM Sunset: 3:00 PM - 6:00 PM | Both Sunrise & Sunset | Either Sunrise or Sunset |
|---|-----------------------|--------------------------|
| Per Week Fee | \$105.00 | \$65.00 |
| Week 1, 6 & 11 | \$90.00 | \$55.00 |

The program fee is per week and per child. Fees are all inclusive and are not prorated by day (no exceptions). 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.

- The first two weeks of camp requires full payment at the time of registration. To reserve your child's place for additional weeks, you may do so by registering per week with a \$50 non-refundable, non-transferable deposit per participant. The deposit will be applied to the total amount due for the additional weeks registered.

The resident rate applies to only City of St. Charles residents and will require proof of residency at the time of registration.

- Full Payment for Summer Fun Day Camp and/or Sunrise/Sunset Camps 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 program participants. 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.
- No parents will be allowed to sign in or drop off a child into the Summer Fun Day Camp program who is not a registered program participant paid in full.

Cancelations

Participants cancelling an activity (week of camp) less than 14 days prior to the first day of the scheduled activity will not receive a refund. Participants cancelling more than 14 days prior to the start of the scheduled activity will receive a refund, except for the non-refundable and non-transferable \$50 deposit.



Field Trips

·Each child is automatically registered for any field trip in the week(s) registered for camp.

·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.

·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. The child may not remain at camp.

·Field Trip locations are subject to change without prior notification.

·Wapelhorst field trips typically are scheduled for Wednesdays and Blanchette field trips are typically on Thursdays. Please see the weekly newsletter for exact dates each week.

| Camp Week | Theme | Field Trip |
|------------------------------|---------------------------------|--|
| Week 1: 5/26-5/29 | ROLLING INTO SUMMER | Ages 6-9: Go Play! Ages 10-14: Great Skate |
| Week 2: 6/1-6/5 | BUGGING OUT | Ages 6-14: Serengeti Steve & Kona Ice |
| Week 3: 6/8-6/12 | WELCOME TO THE JUNGLE | Ages 6-14: STL Zoo |
| Week 4: 6/15-6/19 | FIRST RESPONDERS WEEK | Ages 6-11: Grant's Farm Ages 12-14: STL Cardinal's Game |
| Week 5: 6/22-6/26 | OUT OF THIS WORLD | Ages 6-9: Jaycee Park & BBQ Ages 10-14: Endangered Wolf Sanctuary |
| Week 6: 6/29-7/2 | PARTY IN THE USA | Ages 6-14: Aquaport |
| Week 7: 7/6-7/10 | OOEY GOOEY SCIENCE | Ages 6-14: Science Center |
| Week 8: 7/13-7/17 | LIGHTS, CAMERA, ACTION | Ages 6-14: Marcus Wehrenberg Movie Theatre |
| Week 9: 7/20-7/24 | TIE DYE WEEK | Ages 6-11: Magic House Ages 12-14: Float Trip |
| Week 10: 7/27-7/31 | WELCOME TO THE WILD WEST | Ages 6-14: Joel's Safari |
| Week 11: 8/3-8/7 | SUPER HEROS ASSEMBLE | Ages 6-14: Bowlero |
| Week 12: 8/10-8/14 | CAMP OLYMPICS | Ages 6-14: Pool Swap |

Monday Fundays!

Each week, special guests or groups visit camp to lead exciting, hands-on activities that add variety and fun to the day. These sessions usually take place on Mondays, though the exact day may vary based on schedules and guest availability.



Inclement Weather:

- Day camp will not be cancelled if extreme heat or threatening weather approaches.
- Camp will use indoor facilities to continue with routine programming whenever possible.
- Swimming will be cancelled at the discretion of the Aquatic Facility Managers.
- Please still pack all personal items and clothing as normal, as camper's schedule can be adjusted throughout the day.
- Field trips can be cancelled due to inclement weather, depending on location. We will do our best to notify parents of cancellation before camp hours begin, if possible.

Swimming Information



SWIM TIME

- Blanchette Camp swim days are typically Tuesday, Wednesday, and Friday.
- Wapelhorst Camp swim days are typically Wednesday, Thursday, and Friday.
- Children are required to wear an orange wrist-band when at the pool.
- Please review the weekly newsletter to confirm swim days as they may change.
- Children are not required to swim, but are required to remain seated around the pool area until the session is completed.
- Children may bring money to buy snacks at pool concessions. Each child is responsible for their money at all times. Staff cannot hold onto camper's money.
- Children rotate to the pool in four groups. Each group will be at the pool for a 1.5-hour period each scheduled pool day as follows (this schedule is subject to change):
 - 6 & 7: 11:30 a.m. – 1:00 p.m.
 - 8 & 9: 12:00 p.m. – 1:30 p.m.
 - 10 & 11: 12:30 p.m. – 2:00 p.m.
 - 12 to 14: 1:00 p.m. – 2:30 p.m.



SWIM LESSONS

Children may be enrolled for the 9:40 a.m. instructional swimming lesson at the Park Office. Camp staff will take the children to and from the pool each day. Lessons are not provided on field trip days. The fee for lessons is not prorated for fieldtrip days or absences. Children must come to camp already in their swimsuit.



SPLASH ZONE

Add Splash Zone Camp to your child's regular Summer Fun Day Camp schedule so they can enjoy extra time at the pool after general camp hours. Camp counselors will accompany those registered for Splash Zone to the pool. Available Weeks 2-10 of Day Camp
Swim Time: 3:30-5:30pm, pick up at main camp location at 6:00pm



Code of Conduct

At camp, three simple rules are followed: Respect, Safety, and Responsibility. I will follow these rules and the Participant Code of Conduct to the best of my abilities at all times.

- I will be signed in and signed out by a Parent/Guardian each day before I enter or leave camp.
- I will remain at camp and stay with my group and group counselor at all times.
- I will listen and follow directions from all staff members at camp, the pool and on field trips.
- I will be respectful to all staff, campers and the environment by treating others the way I would like to be treated.
- I will show respect by using kind words, safe actions and will be fully responsible for my actions.
- I will be careful not to hurt myself, other campers or staff by keeping my hands, feet, teeth or items to myself. I understand that abusive or offensive words and actions, for example: deliberately hurting myself or others by pushing, hitting, kicking, spitting, scratching, biting, fighting rough play or bullying of any kind will not be tolerated.
- I will wear my camp shirt and proper camp attire (shorts/pants/closed toed shoes/swimwear/sunscreen, etc.) while at camp and when appropriate.
- I will not bring cell phones or other electronic devices, toys, games or items deemed inappropriate by staff to camp. If approved and appropriate, I will keep all items in my backpack or lunchbox at all times.
- I will not take items that do not belong to me.
- I will participate in the fun activities that are planned for me each day to the best of my abilities.
- Program participants or their parent/guardians are not permitted to give any staff member a gift or anything of value. Likewise, staff is prohibited from giving a gift or anything of value to a child or parent/guardian.

Corrective Actions & Discipline

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 parents when a discipline problem occurs. All disciplinary issues will be documented on an incident form and the parent 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 Summer Fun Day 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:

- Verbal reminder for inappropriate conduct.
- Verbal warning to correct inappropriate conduct.
- Disciplinary action commensurate with the inappropriate conduct. Disciplinary action may consist of: picking up trash or activity supplies, an oral or written apology to make amends.
- 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.
- A meeting with the child, counselor and Camp Director/Recreation Specialist.
- Telephone call or meeting with the parent.
- If a child damages property as the result of inappropriate conduct, the parent is financially responsible for the damage.
- The St. Charles Parks and Recreation Department may at any time amend, revoke, waive or adjust the corrective action plan or the plan sequence.



Thank you for enrolling your child in the Summer Fun Day Camp Program. We sincerely hope every child has a great experience throughout the summer and fun memories are made here with the St. Charles Parks and Recreation Department!

