

**THE ABC'S  
OF  
M.A.C.K.  
CAMP  
A PARENT HANDBOOK**

**MIGHTY ACTIVE CAMP  
KIDS**

**LOCATED AT THE  
CIVIC ANNEX**

**CITY OF O'FALLON  
PARKS AND RECREATION  
CAMP OFFICE  
(636) 379-KIDS  
REGISTRATION OFFICE  
(636) 474-2REC**

## Arrivals and Departures

Every camper must be signed in and out with his/her counselor each day. Sign-in will take place inside the Civic Annex. **Proper identification is required from any individual who picks up your child, and identification will be checked daily. Be sure to notify camp staff if an individual other than those who are on your child's authorization sheet will be signing your child out.** If your child needs to be picked up early, please come to the Camp M.A.C.K. office.

## Beating the Heat

**Sunscreen**— Please remind your child to apply sunscreen each day as we will be playing outside on a daily basis. Counselors will **not** be permitted to apply sunscreen to campers so have your child ask a friend for help while at camp. Be sure to send your child with a water bottle every day. They will have the opportunity to refill it throughout the day.

## Communication

We know that it is important to keep you informed. We will **EMAIL** a weekly parent letter that will include upcoming events, field trip information, and the group assignments for your child. **Please read this email as it has pertinent information for your child's camp experience. We will not mail any letters to your home address.** If you do not want to provide us with an email then you can contact the camp office the Wednesday prior to the next week of camp for your child's grouping.

## Discipline

First Offense—Camper is given a verbal warning.

Second Offense—Camper is removed from the situation and a think sheet is completed.

Third Offense—Camper has a meeting with a leader/director.

Fourth Offense—Parents are called and asked to pick up their child.

Fifth Offense—Removed from camp without a refund.

**These steps may be taken out of order depending on the severity of the act.**

## Emergencies

In the case of an emergency or accident involving your child you will be notified immediately by a camp administrator. On the registration form we ask for medical conditions that the camp personnel may need to know. **Please notify us immediately if there are any changes in the status of your child's health.**

## Field Trips

Field trips will be taken weekly. We will be taking school busses for all of our trips. If your child is not attending the field trip, they are not allowed at camp for that day as all counselors will be needed for the trip. The counselors will accompany the campers at all times on the trip.

## Group Breakdown

If you have a special request for your child's group assignment, please tell the individual registering your child(ren) so that he/she can make note of it in the system. Although we cannot guarantee requests, we will make every effort possible to do so. Groups will be assigned according to age and will change weekly. All groups will have approximately 8-9 campers per group due to transportation purposes. Counselors may watch up to 12 campers depending on the activity. If you request your two children to be together and they are not the same age, the older child will drop down to the younger age group. Please remember that everyone is in the same camp and the children will see each other throughout the day.

## How to behave at Camp

1. Respect everyone, including camp staff and fellow campers.
2. Follow directions given by your counselor, leaders, directors, and O'Fallon Staff.
3. Wear good tennis shoes or gym shoes. No open-toed shoes are allowed. Please wear socks!
4. No name calling or horseplay is allowed.
5. Respect other people's property, including city property.
6. Please leave all toys and electronics at home.
7. Have fun!

## Illness

All illnesses, no matter how big or small, will be attended to if brought to the staff's attention. If your child should become ill while at camp, you will be notified.

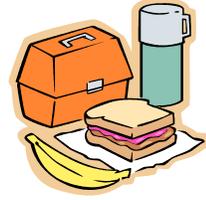
## Junk food vs. Lunches

Lunch is one of the most important activities at camp. Lunch is a time for campers and counselors alike to relax and re-energize their bodies. The lunches should be healthy, and not all junk food. When packing your child's lunch, please put his/her name on it. Your child should not share their lunch with another camper. We will only allow collapsible coolers and lunch sacks due to limited storage. You are welcome to pack icepacks in the coolers. No camper's lunch will be refrigerated. Please feel free to pack a snack if you feel that your camper will need one to eat in the afternoon, as we do not provide one for them. Your child is also encouraged to bring a water bottle to camp each day, as it is important that campers stay hydrated.

## Late Fee Policy

Any child being picked up after their designated pick-up time will be required to pay an additional fee. Children registered for M.A.C.K. Campers must be picked up by 4:00 p.m.

- \* When arriving late to pick up your child, you must sign your child out with the Camp Leader and pick up and sign your late fee form.
- \* The fee may be paid to the Camp Leader on duty at that time, or to the Camp Director the next morning.
- \* The child will not be allowed to attend camp until the late fee has been paid.
- \* Payments may be made in cash or check. **There will be NO EXCEPTIONS including traffic, construction, personal affairs, or weather. The camp staff will strictly enforce this policy.** Camp uses an official "camp time clock". If you are concerned about the time please ask to see the official "camp time clock."



### M.A.C.K. Camp Late Fees

|                |         |
|----------------|---------|
| 4:01-4:10 p.m. | \$10.00 |
| 4:11-4:20 p.m. | \$15.00 |
| 4:21-4:30 p.m. | \$20.00 |
| 4:31-4:40 p.m. | \$25.00 |

## Medication

Medication needs to be in its original container. It is important that you give it to the counselor at sign-in. At this time you will need to fill out the medication form if you have not already done so. Please do not send more than one day's worth of medication at a time. Asthma inhalers and epi-pens must also be taken home every night.

## No Nits

The no nit policy is a public health standard intended to keep children lice free, nit free, in school, in camp, and other areas where children gather. Any camper found with head lice or nits will not be able to go to camp. They will need a doctor's note to return to camp. For more information about lice, please visit: <http://www.cdc.gov/lice/head/treatment.html>

## Office

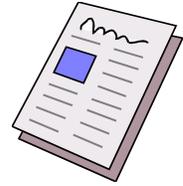
Our camp office is located inside the Civic Annex. We can be reached there at 636.379.KIDS (5437).

## Play

We ask that all campers come ready to play when they arrive at camp. If a camper isn't enjoying a game the group is playing, we encourage campers to suggest new games to their counselors. Our counselors have a variety of games that any age of camper can enjoy. We'll do our best to play everyone's favorite games.

## Questions

At anytime throughout the summer that you have questions or concerns, please call the camp office at 636.379.5437. We may not be in the office because we are outside playing with your children. Please leave a message and we will get back to you as soon as possible.



## Refunds

Refunds for camp will only be granted if a refund request is received in writing at least 14 days prior to the beginning of the program. A processing fee of \$5.00 or 10% of the program fee (whichever is greater) applies to each refund. Camp will not provide pro-rated refunds, including for field trip days. See the Youth Camp Policy form for more details.

## Swim Suit Days

Camp M.A.C.K will offer swimming on Fridays if they are not attending a field trip. We will also have swim suit days. Swim Suit days will be indicated in the weekly parent letter sent via email.

## Tee-shirts

All campers will receive one free T-shirt. These shirts will be distributed on the first week that they attend camp. If your T-shirt is lost you will need to purchase a new one for \$5.00. **T-shirts must be worn on fieldtrips.**

## Uniforms

Campers should come dressed for a full day of fun and games. We recommend that each child wear good tennis shoes or gym shoes and lightweight, lightly colored clothing that could potentially get dirtied. **NO open-toed shoes are allowed! Please wear socks!**

## Valuables

Your child's day at camp promises to be filled with both active and more relaxed games. We have a large variety of games and equipment for campers to use. Campers are not allowed to bring items of value to camp (ex: video games, iPods, MP3 players, trading cards), and if brought, they will be taken to the camp office. If your child brings money on swimming days or field trips, they will be responsible for carrying it. We are not responsible for lost or stolen money or items that are brought to camp.

## Weather

Camp will be held rain or shine and is not cancelled due to heat or other weather conditions. On extremely hot days, we will do our best to stay inside or in the shade and play water games to keep everyone cool. If we have severe thunderstorms during camp we will go into the Civic Annex and we will stay there until the storms have passed.

## Extended Camp Programs

Camp M.A.C.K. will not offer before care or after care programs.

## You

You, the parents, are very important to us and we want you to be as informed as possible on all aspects of camp. It is our hope that you will find this guide helpful and insightful. Please know that your comments and questions are always welcome.

## Zzz's

Camp is an exciting adventure for any child, full of games and activities. Therefore, a good night's sleep is a necessary ingredient for your child to participate fully in the day-to-day camp activities.

## General Information

- \* Camp is for children age's 5-10 years old.
- \* Camp will meet from 8:00 a.m.-4:00p.m. Before Care is also available from 7am-8am for an additional fee.

All groups will have approximately 8-9 campers per group.. Counselors may watch up to 12 campers depending on the activity.

