

Camp Policy Please read carefully and sign.

Discipline Policy

We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. We believe that when participants receive positive, non-violent, and understanding interactions, they can develop good self concept, problem-solving abilities, and self-discipline.

Behavior Management Policy: The City of O'Fallon Parks and Recreation Department supports and practices the following Behavior Management Policies: (Complete Staff Policies are available at Camp Locations)

1. Quiet Reprimand/Verbal Warning
2. After repeated behavior problem, the camper is removed from the activity.
3. After repeated behavior problem, a meeting is scheduled with the leader/director, the incident documented and parent/guardians are made aware of the situation.
4. Additional behavior problems will constitute parents being called, second written incident report given to parent/guardian and a possible 1-2 day suspension from the program.
5. If negative behavior persists, a third written incident report constitutes that the participant will be dismissed from the program and no refunds will be given.
6. For severe offenses, such as but not limited to fighting, theft, vandalism, possession of weapons or drugs, severe verbal threats, or sexual misconduct, the participant will be dismissed from the program immediately, without warning, and no refund will be given.

Payment Policy

Full payment is due at time of registration by check, credit card (Visa or MasterCard) or money order.

Refund Policy

1. 100% refund/credit/transfer if the City of O'Fallon Parks and Recreation Department cancels the program for any reason.
2. All refund requests received in writing at least 14 days in advance of the start date of a program are entitled to either:
 - a) 100% transfer of fees for another program; or
 - b) A service fee of \$5.00 or 10 percent (whichever is greater) will apply to refunds initiated by the customer.
3. Refund/credit/transfer requests received less than 14 days prior to start date of a program will not be granted.
4. Refunds for medical reasons requested prior to the start date of program will be granted at 100% subject to verification.
5. A transfer must be requested at the time of withdrawal.

A credit may be applied to another program within the current season or a future season. A credit may be used by any family member on the same registration account.

Medication/Medical Treatment

Only medications which are medically necessary and cannot be scheduled outside the hours of the recreation program will be given during the program. A medication permission slip form must be signed and filled out by a parent or guardian. Every effort will be made to contact parents/guardians in the case of medical emergency. By signing below, if I cannot be reached I authorize the City of O'Fallon Staff to seek appropriate medical care. This permission extends from minor first-aid treatment to (under a doctor's care) hospitalization, injections, anesthesia, surgery, and other medical procedures deemed necessary. If needed, the emergency vehicle will go to St. Joe's West for G.A.T.O.R. camp and Progress West for Camp J.A.C.K.

Field Trips

O'Fallon Parks and Recreation may transport participants in vehicles provided by the City of O'Fallon or contracted by the department. All field trips and special events require a separate permission slip. If you choose not to attend the field trip, the child must stay home. We will not provide supervision for the children back at camp.

Dress Code

In order to maintain a positive experience and to focus on the safety of campers, the O'Fallon Parks and Recreation recommends appropriate attire. Campers will participate in recreational or athletic activities almost everyday so they should wear cool, comfortable clothing, and jewelry should be left at home. If a child arrives at camp without appropriate attire, parents will be asked to bring appropriate clothing or will be required to come pick-up their child. Certain camps may have additional clothing requirements

Unacceptable attire:

- Sandals or flip-flops
- Clothing that displays drugs, alcohol, tobacco, or gang references
- Excessively loose pants or shirts
- Shirts with spaghetti straps
- Revealing clothing

Photography Waiver

Pictures may be taken of my child while participating in City activities and may be used for program publicity.

Late Pick-up Policy

Participants that are picked up later than the closing time of camp will be charged a late fee. Children registered for camp only must be pick-up by 3:45 pm. Children registered for Sun Downers must be picked up by 6:00 pm. There will be no exceptions including but not limited to traffic, construction, personal affairs, or weather. The fee is as follows: For the first fifteen minutes that you are late you will be charged \$10.00. You will then be charged an additional \$5.00 for every 10 minutes you are late after that.

<u>Camp Only</u>	
3:46-4:01p.m.	\$10.00
4:02-4:12p.m.	\$15.00
4:13-4:23p.m.	\$20.00
4:24-4:34p.m.	\$25.00

<u>Sun Downers Camp Only</u>	
6:01-6:16p.m.....	\$10.00
6:17-6:27p.m.....	\$15.00
6:28-6:38p.m.....	\$20.00
6:39-6:49p.m.....	\$25.00

Sign In & Out Policy

Children are not permitted to check themselves in or out of Camp. Therefore, counselors will not allow campers to walk or ride their bikes to and from camp. No child will be allowed to stay at the pool once their designated swim time is over. All campers must travel back to camp with their group. **Any child that is registered for swim lessons or Torpedo Swim team will not be picked up or brought to Alligator's Creek by G.A.T.O.R. Camp staff. Children that need to go to Alligator's Creek for such programs must be signed-in and signed-out by authorized persons on their parent authorization form.**

Lost Items

The City of O'Fallon Parks and Recreation Department is not responsible for any personal items lost or stolen at our programs.

Sunscreen Policy

Due to liability issues camp staff will not be allowed to apply sunscreen or any kind of ointment to children without a Doctor's approval. The staff will remind children to put sunscreen on themselves during the day. It is also highly recommended that during the early weeks of summer that children wear light t-shirts for all outdoor activities. Please discuss with your child the need to be protected from the sun's rays.

Release & Indemnity Agreement

I for myself and on behalf of my child understand that participating in the recreational program selected involves risk of injury. These risks include, but are not limited to, inclement weather, accidents while traveling, equipment problems or failures, contacts with and actions of other participants, slips/trips/falls, and musculoskeletal injuries, among others. I choose for myself or for my child to participate in the selected programs despite the risks.

By signing this form, I for myself and on behalf of my child acknowledge all risks of injury, illness, and death and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with participation in the program. I also agree for myself and on behalf of my child participant to follow all rules and procedures of the program and to follow the reasonable instructions of the teachers and supervisors of the program.

In return for the opportunity to participate in this program, I for myself and on behalf of my child agree to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the City, its employees, officials, officers or its agents for injury, illness, or death resulting from this program. If I am registering a child for a program, I agree that I am a parent, legal guardian, or am otherwise responsible for the child whose application I am submitting and that I for myself and on behalf of my child release, waive, and discharge any legal rights that I or my child may assert on behalf of the child participation in the program. I for myself and on behalf of my child also agree not to sue the City, its employees, officials, officers or its agents and agree to indemnify the City for all claims, damages, losses, or expenses, including attorney's fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from participation in the program.

I for myself and on behalf of my child understand that the City of O'Fallon provides no insurance coverage for me or my child. I have read this document thoroughly and understand that by signing below. I am waiving legal rights. I understand and agree to the policies stated above. Signature required to complete process.

Participants Name _____

Parent/Guardian Signature _____

Date _____