



TCJPR Youth Enrichment Programs

Camp Jackson 2020 Policies and Procedures

Camp Jackson policies and procedures are provided for your information. Please keep in mind, this document may not be all inclusive and all policies and procedures are subject to change. If you have any questions or concerns, please contact Cheyenne McCollum, Youth Enrichment Programmer, (307) 732-5756.

We aim to provide a safe and supportive environment for all children attending Camp Jackson. Please note that these programs may not be for everyone. Children participate in active and outdoor programs on a regular basis. We encourage children to play and explore their surroundings. We hope that your child will come home happy, tired, often wet, and sometimes muddy!

- Goals** The goals of Camp Jackson are to:
1. Provide a safe environment that teaches self-awareness and responsibility.
 2. Provide a supportive environment in which children can grow and develop.
 3. Provide the opportunity for children to make new friends.
 4. Provide quality programs in which children learn and have fun.

- Expectations** Camp Jackson encourages all participants to join in the activities. The overall expectations of children are to:
1. Be safe.
 2. Have fun!
 3. Participate in the program's activities.
 4. Respect all others in the program.
 5. Ask questions and try new things.
 6. Understand and play by the rules.

Divisions	Camp phone #
WOOLY BUGGERS Children entering 1 st grade	307-690-0540
ROCKHOPPERS Children entering 2 nd grade	307-690-8413
WRANGLERS Children entering 3 rd grade	307-203-6131
EXPLORERS Children entering 4 th grade	307-413-6860
ADVENTURERS Children entering 5 th and 6 th grade	307-699-0278
Camp Jackson Hot Line Questions, cancellations, information, etc.	307-690-1545

ALL Camp Jackson divisions will meet at the Davey Jackson Elementary School.

Hours of Operation Camp Jackson operates Monday through Friday from Monday, June 15th to Friday, August 21st, 8:30 a.m. to 5:30 p.m. Campers are to be dropped off between 8:30 a.m. and 9:30 a.m.; and picked up between 4:30 p.m. and 5:30 p.m.

Holidays/Closures No camp: Friday, July 3rd or Friday, July 31st.

Registration Children must be registered before attending Camp Jackson. To register your child a *2020 Child Information Form*, *2020 Accident Waiver and Release of Liability*, and [if applicable] a *Medication Authorization form* will be required to be turned in, before you register your child, at the Teton County/Jackson Recreation Center, 155 East Gill Street and by mail to: TCJPR, PO Box 811, Jackson, WY 83001.



TCJPR Youth Enrichment Programs

Registration will be [online at tetonparksandrec.org/](http://tetonparksandrec.org/)

Fees	\$45/day per child. At least 50% of payment is required at time of registration. The remaining 50% will be charged to the credit card on file on <u>May 26th</u> . <i>Payment plans for the remaining 50% must be arranged <u>in person</u> before <u>May 22nd</u> at the Recreation Center.</i>
Financial Assistance	All scholarship requests are to go through One22. If granted a scholarship you must follow the agreement made with One22. All scholarships must be brought to TCJPR for registration before May 1, 2019. Any forms brought in after May 1 will be placed on the waitlist unless there is an available spot. <i>Parent portion of the scholarship agreement is due in full at the time of registration.</i>
Cancellations	Schedule changes can be made without penalty until May 22 nd . After <u>May 22nd</u> cancellations will be refunded, minus a \$15.00 per day processing fee. <u>No refunds will be given for cancellations made after 12:00 a.m. the day of camp.</u>
Sick Policy	If a child is sick, please call the recreation center at (307)739-9025 or 307-690-1545. <u>Payment is refundable only with a doctor's notice.</u> If a child becomes sick during the day, camp staff will contact the parent to arrange for pick up.
Drop Off Time	8:30-9:30am. JES door remain locked until 8:30am. TCJPR Youth Programs is not responsible for any child before 8:30am. It is extremely difficult to work with late drop-offs, please be on time.
Pick Up Time	4:30 p.m. - 5:30 p.m. Please understand, early pick up may not always be available due to field trips. If you need to pick up your child earlier, please discuss with camp staff prior to the date.
Release of Children	Children must be signed out of camp. Either accompany your child to the sign-out desk or complete the appropriate section on the registration form that allows your child to sign him/herself in and out. Participants are released only to the persons noted on the registration form. If someone else is picking-up your child, please notify the program in writing or call your child(ren)'s group supervisor directly at designated phone number.
Snack	Camp Jackson provides a small, nutritious snack in late morning and in the afternoon for each camper. Please be sure to inform the camp staff of any camper allergies to foods in person in the first day of camp as well as in the Child Information Form. Packing extra snacks is never a bad idea (we play hard!) A nutritious lunch is camper/parent responsibility. Please remember we are often on field trips. We cannot microwave participant lunches. Please do not send your child with energy drinks, soda, or gum.
Activities Calendar	An activity calendar will be available prior to the beginning of each month. This calendar should be used as a general guideline. Activities are subject to change due to weather and instructor availability. A daily message board will be located at the sign in table with that day's activities and any updates or changes we are aware of for the upcoming days.
Transportation	Camp Jackson provides transportation for field trips during the summer. County passenger vehicles, fifteen passenger vans, twenty-five passenger minibus, school buses, public transportation and transport vehicles provided by partnering agencies are used to transport children. Seat belt use is always required in vehicles where they are provided. Private vehicles will not be used to transport children. If you desire to have your child in a booster seat or child restraint seat, please provide camp with a restraint seat that is labeled with your child's name. <u>Camp Jackson does not provide booster or car seats.</u>



TCJPR Youth Enrichment Programs

Medications/Forms If your child requires medication during camp; the medication must be in the original container, with doctor's orders for the medication. This also includes Epi-pens. A Medication Authorization Form must also be completed. It will be kept on file with the Youth Enrichment Programmer.

Sunscreen and insect repellents WILL BE administered to children by Camp Jackson staff. Parents, please provide sunscreen for your child's use in your child's backpack. Children are encouraged to apply products before camp, and after swimming, as well as keeping body parts protected from the sun and/or insects.

Child Abuse/ All staff are Mandated Reporters. This means we are required by law to report cases of suspected child abuse or neglect to the Neglect Department of Family Services and /or Child Protective Services.

Staff Ratio Camp Jackson has a desired staff ratio of eight (8) children to one (1) counselor with a maximum staff ratio of thirteen (13) children to one (1) counselor. A minimum of two counselors will be with each division, every day.

Personal Belongings Please label all personal belongings with your child's name and phone number! Lost items are not the responsibility of Camp Jackson; although camp staff will do their best in returning lost items with name / numbers. Lost and found items not collected within a week of Camp Jackson's end date will be donated to charity.

Valuables and Electronic Devices

The following items should not be brought to camp: Electronics, including iPods, mp3 players, cell phones, smart watches or portable gaming devices. Valuables including designer clothes, video cameras, digital cameras, toys, stuffed animals, or trinkets should stay at home. Camp Jackson and its staff will not be responsible for lost, stolen, or damaged items.

Contraband Staff will confiscate the following items if brought to camp: pocket knives, fireworks, drugs, tobacco, alcohol, lighters or matches, and return the items to the parents. Staff will confiscate illegal items and surrender the items to the proper authorities.

Discipline The sit, think, discuss, and resolve procedure is used for initial disciplinary measures. If a problem continues, the parent will be notified of conduct and the child may be removed from the program. If a situation arises that puts a child in danger to him/herself, or other children or staff, the Teton County/Jackson Parks and Recreation Department reserves the right to forgo the discipline steps and suspend or expel a child if the discipline problem warrants it. This is not limited to physical actions of the child, but may also include verbal action, unauthorized departure and/or damage to facilities, equipment or supplies.

Step 1: Verbal - sit, think, discuss and resolve.

Step 2: Written report - parents will be notified of incident.

Step 3: Conference - a conference will be set up which could include staff, parents and/or partnering agencies to determine the appropriate course of intervention.

Inappropriate conduct

- a. Unnecessary rough tactics against other participants or staff.
- b. Abusive language or gestures.
- c. Vandalism to the facility, equipment or supplies.
- d. Unauthorized departure from group activities.



TCJPR Youth Enrichment Programs

- e. The use or possession of controlled substances, including but not limited to: illegal drugs, prescription drugs, drug paraphernalia, lighters, alcohol, or tobacco.
- f. Fighting or physical violence against another person or staff.

Zero Tolerance Policy

If a situation arises that puts a child in danger to him/herself, or other children or staff, the Teton County/Jackson Parks and Recreation Department reserves the right to forgo the discipline steps and suspend or expel a child if the discipline problem warrants it. This is not limited to physical actions of the child, but may also include verbal action, unauthorized departure and/or damage to facilities, equipment or supplies.

No refunds will be given for children who are expelled from any youth enrichment program.

What to bring to camp everyday

Please send the following items with your child so that they are prepared for the day:

- Lunch (nothing that will need microwaved.)
- Large water bottle
- Sunscreen
- Hat
- Jacket
- Rain gear
- Swimsuit and towel
- Hiking shoes or tennis shoes, (no open toed shoes allowed when hiking)
- Water shoes or sandals (sandals must have a heel strap, NO FLIP-FLOPS)
- Backpack to carry everything
- An extra change of clothes that will be kept at Camp Jackson's base camp is also highly recommended.

We are excited to have your children attending Camp Jackson! Please keep in mind, this document is meant to be informative and may not be all inclusive. All policies and procedures are subject to change.

If you have any comments or questions regarding youth enrichment programs, please contact Cheyenne McCollum at the Teton Co/Jackson Parks and Recreation Department.

Sincerely,

Cheyenne McCollum
Youth Enrichment Programmer
(307) 732-5756
cmccollum@tetoncountywy.gov