

# Earnest Shepherd Memorial Youth Center Summer Camp Handbook

## **Earnest Shepherd Memorial Youth Center**

**ESMYC**

610 E Shepherd Rd

Liberty, MO 64068

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816.781.7733

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Thank you for choosing Earnest Shepherd Memorial Youth Center for your child's summer camp experience! Whether walking the halls of Hogwarts, sailing the seven seas, or traveling back to medieval times children truly have an unforgettable summer experience at Earnest Shepherd!

### **Things to know before camp starts:**

#### **Camp Registration:**

Registration starts the end of March; Registration forms will be on our website with camp dates and times a few weeks before registration begins. Camp space is limited; reservations may be made by phone, walked in, or mailed.

- Registration day procedures: First come, first served; then mailed in registrations will be opened in the order they were received; phone calls will be returned last.
- The reservation is secured only upon receipt of payment with registration form.
- We will need one registration form for each participant; you may list more than one camp.
- Please print clearly on the registration form.
- If you need a payment plan please call Jolinda at (816)781-7733.
- When mailing in the registration form we will notify you if the camp is full.

#### **Camp Confirmation:**

A month before your camp starts we will email you details about the camp your child will be attending. When filling out your camp registration form don't forget to add an email that you check regularly. Please print the email address clearly. If you don't receive the email please look in your spam folder, if you still do not see the email call Jolinda at 816-781-7733 so we can get you the information.

#### **Campers Grade Level Requirements:**

Campers must have **completed** the grade level indicated on the registration form to qualify for camp. We cannot allow children in camps that they are not eligible for.

#### **Permission to Participate/Emergency Contact Form:**

Please be sure to completely fill out the permission to participate/emergency contact form on the back side of the registration form. We must have this information on file before your child(ren) can be admitted to camp.

**Zip Line Release Form:**

Upon registering your child, the Zip Line Waiver will be e-mailed to you. Please be sure to completely fill out this form and bring it with you the first day of camp.

**Cancellation Policy:**

ESMYC requires a fifteen day notice for full refund. If less than a fifteen day notice is given, Earnest Shepherd Youth Center will not refund program fee. However, in the event the vacancy can be filled-a refund minus \$10 administration fee will be returned.

**Camp Times:**

- Most of our camps are 5 days and run from 9 a.m. to 1 p.m.
- Harry Potter Camp, week III, will run just 4 days. The camp time will be from 9 a.m. to 2 p.m.
- Art camp has two sessions. The AM Session runs from 9 a.m. to Noon, and the PM Session runs from 12:30 p.m. to 3:30 p.m.
- Children may NOT be dropped off before 8:50 a.m. and children must be picked up at 1 p.m. There is a \$10 fee per 5 minutes if your child is not picked -up on time. Thank you for understanding.

**Photo Release:**

We like to share how much fun the campers are having on our Facebook page. It's a great way to share with the parents and all the other people who love ESMYC what wonderful things we are doing at camp. We never use the children's names. If you would prefer for your child to stay out of the pictures please make sure to mark "no" on the photo release area on the camp registration form.

**Activities:**

All activities at camp are challenge by choice. If there is a camp activity you do not want your child participating in please write it down and deliver to the Camp Director the first day of camp.

**Parent communication log:**

You will find a binder or notebook in which you can leave messages for the Camp Director or counselors. Communication log uses:

- Child needs to leave early from camp. The time they will be picked up so we can have them ready for you.
- A different adult will be picking up your child.
- Carpool information, children in carpool, and who will be picking them up each day.

**Snacks:**

Campers will be served a snack during their mid-morning break. If your child has dietary restrictions (such as peanut allergies), please bring a snack to accommodate them. Parents can review the snacks for the week.

**ESMYC peanut allergy strategy:**

1. Parents are to inform the youth center staff of allergy.
2. Parents are to provide the Epi-pen.
3. Parents will provide peanut-free snacks. ESMYC will have the week snack available for the parents to review.
4. ESMYC will have a staff member trained in administering the Epi-pen.
5. ESMYC will designate a peanut free table. One staff member will be assigned that table for the week to ensure that rules are being followed.
6. After, lunch, all students will be required to wash hands using soap/ anti-septic hand gel.

**Swim:**

ESMYC has a swimming pool that is 3' on both ends and 5' in the middle. If campers would like to swim in the 5' they must pass a swim test. The staff's primary goal is to make sure that children are safe.

- Camp Rule: To swim in the deep end (5 foot) each child must be able to swim the length of the pool, free style (no dog paddling). Your child may be permitted to retake the test later in the week.
- Camp staff and a certified lifeguard will supervise pool time.
- ESMYC has bathrooms with stalls and a changing room for campers to change in/out of swimsuit. Some campers choose to wear swimsuit under clothes to camp with a dry pair of clothes to change into after swim (this is your call).

**Water Bottle:**

Please bring a refillable water bottle to camp each day. It gets hot playing all day the kids need to refresh from time to time with a nice sip of water.

**Lunch:**

Please bring a lunch for your child each day (except during Art Camp). When kids arrive for the day they will be directed to put their lunch in the fridge.

**What to bring to camp:**

Have your child bring a labeled water bottle, bug spray, sunscreen, swimsuit, lunch and towel each day. If your child needs to apply sunscreen and/or bug spray, please do this before camp begins each day. Campers can reapply after swim.

**What not to bring:**

We believe I pod's, Nintendo DS's, cell phones, and other portable electronic devices are better left at home. Not only are these items easily lost, damaged or even stolen, they are counterproductive to the camp experience. We are not responsible for lost or stolen electronics.

The Youth Center is a place for teaching kids about new games & activities, while making new friendships. When kids are playing with their cell phones or electronics, their opportunities to learn and experience new things with their group are limited.

**Lost and found:**

We will have a table dedicated to lost items. We will hold on to items until October and donate anything not picked up.

**What to wear:**

Your child may need a sweatshirt or jacket for outside activities depending on the weather. Have children wear tennis shoes you don't mind getting dirty to camp each day. They may wear flip flops during swim time only. Please do not wear or bring anything of value.

**Inclement Weather:**

In the event of severe weather (i.e. lightning, heavy rain, excessive heat) it is our policy not to cancel camp. We have alternate activities planned for days that limit outdoor time. Note: On rainy days (weather permitting) we will still go outside.

**First Aid:**

First aid is located in the office of Shepherd Hall. Key staff members are CPR and first aid certified. We do not hand out medicine.

**Staff Ratio:**

There is one counselor for every 8 campers.

**The Youth Center's Overall Approach to Misbehavior:**

Sometimes children misbehave. An important distinction to make is that the young person is ok, the behavior is not. There are usually reasons why kids misbehave. With patience, a perceptive staff member may discover the reasons behind the behavior problem and help solve it.

**Discipline Plan for camp:**

1<sup>st</sup> time- Verbal warning – gives the child opportunity to check themselves.

2<sup>nd</sup> time- Verbal warning, separate from the group and discuss needed change in behavior.

3<sup>rd</sup> time- Verbal warning, separated from the group, a portion of swim time taken away. Parent/Guardian notified of behavior upon pick up. Behavioral plan filled out for child.

Behavior Plan for camp- ESMYC director will work with parents to develop a plan of action to help their child be successful in ESMYC programs.

\*If a child, parent or guardian displays aggressive or violent behavior towards ESMYC employees, another day camp participant, parent or guardian immediate termination will result from ESMYC programs.

**Who to Call:**

If you need to contact us while your child is at camp you can call the office (816) 781-7733. You may need to leave a message, but we will be checking the machine regularly.

**ESMYC is an Equal opportunity/ADA institution.** Persons with disabilities who anticipate needing accommodations or who have questions about physical access may contact staff at (816) 781-7733 in advance of the program

**We are looking forward to another awesome summer helping youth  
create memories that will last a lifetime!**