HOLCOM PARK/ SOUTH PARK CAMP HANDBOOK

Welcome To Camp!

Dear Camp Parents and Guardians,

Welcome to either our Holcom Park (Winter/Spring) or South Park Camp (Summer)!

Located in the heart of Lawrence, these camps reflect the city's mission to create a community where all enjoy life and feel at home by fostering inclusive and engaging opportunities for youth to connect, grow, and thrive. Our camps provide a structured and well-rounded program designed to keep campers engaged, active, and supported throughout the day. We blend outdoor exploration, educational activities, indoor fun, and exciting field trips into our schedule. Throughout the week, campers will participate in a variety of activities including arts and crafts, swimming, games and physical recreation, all designed to encourage creativity, skill-building, and friendships in a safe and supportive environment.

The safety and well-being of our campers is our top priority. We are here to help you understand what you and your camper can expect at our camps and how by working together, families and staff can create the best possible experience for every child. To help your child have a successful camp experience, please ensure all required paperwork is completed and up to date prior to their first day. We also ask that campers arrive prepared each day with appropriate clothing, sunscreen (for summer), and a water bottle. Additional details regarding daily schedules, swimming, lunches, and field trips will be shared as needed. Lastly, please read over the camper code of conduct with your child prior to their first day.

We value open communication and are happy to answer any questions you may have throughout the camp session. Thank you for trusting us with your child, we are excited to have your child join us and look forward to a fun, safe, and memorable camp experience.

Sincerely,

Madison Husbenet
Camp Director

Contacts

Camp Phone _____ 785-551-2170
Madison Husbenet _____ mhusbenet@lawrenceks.gov
Madison's Office Phone _____ 785-832-7951

Contacting Staff During Camp Hours

If you need to contact camp leaders during camp hours, **please call the camp phone number provided to you above**. Staff at recreation centers are not always able to locate campers or pass messages along to staff. If there is no answer on the camp phone, please leave a message.

Hours of Operation

Holcom Park Winter Break and Spring Break Camp:

- 9am-4pm at the Holcom Park Recreation Center

South Park Summer Camp:

- 9am-4pm at the Community Building with extended care from 4pm-5pm for an additional fee.

Arrival/Departure For Both Camps:

- Please note that children may not be left unattened while waiting for camp check-in. Leaving a child unattended may result in their removal from the program.
- Children should be picked up promptly at or before the designated pick up time. If your child has not been picked up at the end of camp, you will be charged a late fee, which will be due the next day before the child can return to camp.

Late Fee Structure:

- First Incident: No Charge
- Second Incident: $5
- Third Incident: $10
- Fourth Incident: $20
- Fifth Incident: Removal from the program

Signing In & Out

Parents/Guardians are required to sign their child in and out each day. Children will only be released to those listed on the authorization form. IDs will be required for individuals at pick up. If the parent or an approved individual is not present at pick-up, the child must remain at camp under staff supervision until arrangements are made. Parents may update the approved pick-up list as needed to ensure authorized individuals are documented.

Campers Should Bring...

- Backpack
- Water Bottle
- Sunscreen
- Swim Apparel/Towel for Swim Days
- Weather Appropriate Clothing
- Closed Toe Shoes
- Bug Spray (If desired)
- Snack (If desired)
- Lunch during winter, spring and summer when lunch is not provided

Campers Should Not Bring...

- Electronics of any kind
- Valuable Items
- Alcohol or Drugs
- Firearms, knives, or weapons of any kind
- Toys
- Pets
- Alcohol or Drugs

Neither the City of Lawrence nor PRC staff are responsible for any damage to belongings arising out of the child's participation in camp activities and programs, and neither shall bear any responsibility for the safety or storage of those items. Please label your child's belongings, as the Parks, Recreation and Culture Department cannot be responsible for these items.

Schedules

Field Trips will be announced on weekly camp schedules. Campers are required to be at the site 15 minutes before departure. Parents may not drop children off at the field trip location unless authorized by the camp supervisor. On field trips, there will be no refrigeration or microwave available for campers. If you do not want your child to participate in a particular activity or field trip, we ask that you not send them to camp that day.

Family Custodial Matters

The Parks, Recreation and Culture staff are not authorized to mediate or interpret child custody disputes. If there are unresolved custody issues affecting your child's drop-off and pick-up arrangements, we ask that you refrain from bringing the child to camp until these matters are fully resolved. Continued conflicts between parents may result in the suspension of your child from the program.

Medication Policy

- A medication consent form must be filled out with disbursement information and signed by a parent.
- Prescription medication will only be accepted from an adult and will be the only medication dispensed. Please do not leave medication in plastic bags.
- Single dose packs from a pharmacy or an original, non-expired medication bottle with a label on it are preferred.

Camp Ages

Our camp joins kids from ages 5-12. We recognize that a five year old has different abilities than a 12 year old, so we try to split the kids into two age groups for most activities. The two age groups are Stingrays (5-8 years old) & Sharks (9-12 years old).

Cancelations & Withdrawal Procedures

If you need to cancel your child's enrollment, we require at least five business days' notice before the session begins. Cancellations made within this time frame will receive a refund, minus a 5% cancellation fee. Cancellations made less than five business days before the session starts are not eligible for a refund. If you have extenuating circumstances, please contact the camp director directly to discuss your situation.

Injuries At Camp

In the event that a child becomes injured at camp, senior camp leaders will fill out a "Hurt Alert" to inform parents of minor bumps, bruises, cuts, etc. that were incurred during camp. The Hurt Alert is a simple note that camp leaders will fill out and provide to guardians at pick up. In the event of a injury that needs immediate medical attention, the child will be transported by emergency services to the nearest medical facility for treatment by a licensed physician.

Absences and Health Regulations

Please notify camp staff if your child will be absent. If your child is absent due to illness, they must be fever-free for 24 hours (without medication) before they can return to camp.

Conditions Under Which You Are Requested to Keep Your Child at Home:

- If the child has had a fever of more than 100 degrees during the last 24 hours
- The child has diarrhea or is vomiting during the last 24 hours
- The child has symptoms of a communicable illness
- The child has headlice

In the event that a child becomes ill at camp, senior camp leaders will:

1. Determine if the child can stay at camp or needs to be picked up due to the illness. (In some situations, camp staff will communicate with parents or guardians to gather information and work together to make a decision on what is in the best interest of the child.)
    a. *If the decision is made that the child needs to be picked up, senior camp leaders or the camp director will contact the child's parent or legal guardian by phone to clearly explain the situation and provide details on picking up their child. Parents/Guardians will be given one hour from the time of notification to retrieve the child. If the child is not picked up within that time frame, the child may be suspended from the program. (If a parent or guardian cannot be reached the emergency contacts will be called.)*
2. Any child with symptoms of a contagious illness may be required to obtain a doctor's note before returning to camp. The health of all our campers is of the utmost importance.
3. In the event of a medical crisis, the child will be transported by emergency services to the nearest medical facility for treatment by a licensed physician.

Camper Code of Conduct

Lawrence Parks, Recreation and Culture is committed to providing a safe, enjoyable and positive camp experience. To ensure this, parents/guardians should read the Camp Code Of Conduct below with their camper:

I, _____ as a camper will:
camper name

- Treat everybody with kindness and respect. Including other campers and camp staff.
- Maintain a safe body meaning keeping my hands, feet, teeth and spit to myself.
- Refrain from deliberately causing bodily harm to other campers or staff. I will NOT push, hit, scratch, bite, fight, etc.
- Listen to my camp leaders.
- Use kind words and communicate in an appropriate manner.
- NOT bully, gossip, intimidate, tease or demonstrate unkind behaviors.
- Use equipment, supplies, and facilities appropriatley.
- Stay with my group.
- Have fun and be willing to try.
- Ask for help from a camp leader when I have a problem or see others facing an issue.
- Be responsible for my belongings.
- Respect myself.
- NOT take things that do not belong to me.
- NOT bring any weapons, drugs or alcohol to camp.
- HAVE FUN!

I understand that the care, welfare, safety, and security of myself, fellow campers, and staff is the primary focus. If I do not follow the Camp Code of Conduct and my challenging or disruptive behavior continues after staff have tried behavior interventions listed on page 8, that my camp leaders will implement the following actions depending on my behavior:

Camper Code Of Conduct Continued

FOR MINOR INCIDENTS

Incidents that relate to behavior and do not endanger the safety of yourself or others.

Examples:

- Inappropriate language
- Teasing
- Not following rules
- Not respecting counselors

MINOR INCIDENT ACTIONS

- ***1st Offense:*** Child will have a behavior discussion with a senior camp leader or camp director and receive a violation slip. Parent/guardians will be notified at pick up of the violation. The child may be removed from part of or a whole activity that day.
- ***2nd Offense:*** Child will receive a second violation slip and will talk with the camp director and parent/guardian to notify them of their second violation at pickup. The child may be removed form part of or a whole activity that day.
- ***3rd Offense:*** On a child's third violation they will be suspended from camp, with the length to be determined by the Senior Camp Leaders and Camp Director. The parent/guardians will be notified at pick up with the violation slip detailing the suspension.

*For minor incidents staff will try these behavior interventions before implementing our Camper Code of Conduct for minor violations:

- Counseling: When a behavioral incident occurs, Senior Camp Leaders will speak to the child and give an explanation of why this behavior is not okay and the expected behavior at camp.
- Take a break and start over: If subsequent incidents occur the student may be asked to take a break from activities. A break from activities is a 5 to 12-minute period that the student spends quietly (and supervised) reflecting on the incident. For an age-appropriate break, one minute per the child's age. i.e.: a 7-year-old would get a 7-minute break. The child then rejoins the group.

Camper Code Of Conduct Continued

For safety purposes, major incidents will result in parent/guardians being immediately contacted to pick up their child. Severe negative, dangerous, or harmful behavior can lead to the immediate suspension or permanent removal of a camper from the program. This decision will be determined on a case-by-case basis by the Camp Director.

FOR MAJOR INCIDENTS

Incidents that endanger the safety or well-being of yourself, other children, or staff.

Examples:

- Pushing/Shoving/Hitting
- Bullying
- Throwing Objects
- Eloping
- Destruction

MAJOR INCIDENT ACTIONS

- ***1st Offense:*** Child will receive a violation slip and sit out of activities. Parent/Guardians will be called and the child will be sent home for the day. Violation slip must be signed by parent and child.
- ***2nd Offense:*** Child will receive a violation slip and sit out of activities. Parent/Guardians will be called and the child will be sent home for the day and be suspended with the length to be determined by the camp director. Violation slip must be signed by parent and child.

Children must be picked up within the hour from time of notification

INFO FOR SOUTH PARK ONLY...

Free Lunch Program

The South Park Summer Camp participates in the Free Summer Lunch Program provided by USD 497. Meals will be provided to campers free of charge (usually only weeks 1-8). Children are welcome to bring their own lunches but may not bring items that must be refrigerated or warmed up. On certain days where the Free Summer Lunch Program is not in session, parents will be notified.

Swimming During The Summer

On days that our camp goes to the pool, please send swimwear, a towel, sunscreen and any other items such as goggles, life jacket, hat, etc... Please be sure to label your camper's sunscreen. Sunscreen will be applied throughout the day and during water breaks at the pool. Open toed shoes and flip flops can be carried in the childs back pack and worn only at the pool. Please send your child to camp in comfortable running/walking shoes.