



**Rutledge-Wilson Farm**

*Summer*  
**CAMP**

**Parent  
Handbook  
2023**



**3825 W. FR 146 Springfield, MO**

## **Welcome to Summer 2023!**

Thank you for choosing to be part of Rutledge-Wilson Farm Park Summer Camps! We are excited to welcome all the new and returning families and provide you with an exciting fun-filled summer. Summer Camp is a place where your child can learn, grow, create memories and friendships that will last a lifetime!

We take pride in teaching the Farm Code-Respect, Safety, Learning, and Fun while cultivating an environment where campers can feel safe, cared for, and encouraged to be themselves. Our staff is selected by seasoned Educators and are thoroughly screened and trained to lead summer camps. Every Camp Counselor is trained in Child Abuse Awareness and CPR/First Aid certified before the first day of summer camp.

This Parent Handbook is a tool for all parents/guardians and children that are participating in summer camp. It contains important information on policies, procedures, and expectations for our summer camp program. Please take the time to read this handbook carefully and discuss it with your child before the start of summer camp. If you have any questions or comments, please feel free to contact the Farm Park Education Supervisor.

Cheers to the best summer yet!

Farm Park Education Supervisor, Sara Anderson

[sara.anderson@springfieldmo.gov](mailto:sara.anderson@springfieldmo.gov)

417-874-2920

## **Rutledge-Wilson Farm Summer Camp Policies & Expectations**

### Days of Operation

- Summer camps run Monday-Friday
- No summer camps are offered July 3-7, 2023.
- Half-day camps run from 9:00am-12:00pm

- Full-day camps run from 9:00am-3:00pm
- After Care for Full Day camps run from 3:00pm-6:00pm

### **Drop-Off and Pick-Up Procedures**

- Drop-off and pick-up are located on the east side of the barn through the double doors.
- Parents and other authorized individuals must sign the camper in every morning and out every afternoon.
- Only authorized individuals will be allowed to pick-up a child from the program. No child will be released to leave with someone who is not listed as an authorized pick up.
- Photo identification must be presented at the time of pick-up. No child will be released to anyone who refuses to show proper identification when asked.
- Children must be picked up at the appropriate pickup times. Any child picked up late will be charged \$5 for every 15 minutes late.
- Children will not be allowed to return to the camp until **ALL** late fees are paid.

### **Summer Camp After Care**

- After Care is available for Full Day Camps for an additional fee of \$45.
- After Care runs from 3:00pm-6:00pm Monday-Friday when a Full Day Camp is offered.
- Children must be picked up at the appropriate pickup times. Any child picked up late will be charged \$5 for every 15 minutes late.

### **What to Bring and What Not to Bring to Camp**

- **BRING TO CAMP**
  - 50 SPF sunscreen/ Sun Protection i.e hat (please apply before arriving at camp)
  - Gym shoes (NO SANDALS)
    - Children may bring and wear sandals if they are asked to by camp staff. Some camps will visit Wilsons Creek that is located on property for activities.
  - Healthy lunch (insulated bag with ice recommended)
  - One healthy snack

- Weather appropriate clothing
- Refillable water bottle
- **DO NOT BRING TO CAMP**
  - Glass containers or bottles
  - Knives, guns, other weapons (toys resembling those items)
  - Personal items
  - Electronics (including cell phones)

Rutledge-Wilson Farm Park is not responsible for lost or stolen items. Any personal items brought from home will be collected and returned to the parent at the end of the day.

### General Guidelines

#### Enrollment for Summer Camp

- Campers can be enrolled into the appropriate summer camp by 3 processes: online, over the phone, or in person.
  - **Over the Phone-** Parents/Guardians may call (417) 837-5949 and the Front Desk Attendee will help register the child/children into the appropriate camp and take payment, if the camp is full, the child/children will be put on the waitlist if requested.
  - **In-Person:** Parents/Guardians may come to the RWF visitor center and the Front Desk Attendee will help get the child/children enrolled or waitlisted into the appropriate camp and take payment in-person.
  - **Online:** Parents/Guardians can visit [parkboard.org/farmpark](http://parkboard.org/farmpark) and register their child for the desired camp.

#### Cancellation Policy

- Registration fees offset the cost to plan and schedule the camps. Enrollment is dependent on a successful program. Please plan your schedule carefully, as responsibility cannot be accepted for personal circumstances.
- A \$10 processing fee will be applied to all **PAID** registrations.
- If the parent/guardian must **CANCEL** the registration of a camper, the parent/guardian **MUST** notify Rutledge-Wilson Farm in writing, in-person, or by email no later than **5:00 pm** the Monday before the week your child/children are scheduled to attend the camp to receive a refund (minus the \$10 processing fee). Cancellation requests submitted after Monday will not be eligible for a refund.

- No credits or refunds will be approved for absenteeism, suspension, or expulsion from the program.

### **Insurance Policy**

- The Springfield-Greene County Park Board does not provide any accident or hospitalization insurance for the program participants. We recommend that a review of the family policies for coverage information.

### **Medical Authorization**

- If your child needs to be given medication (prescription or over the counter) while at camp, you must have a completed **health statement** form on file.
- All medications must be in the original, properly labeled container when sent to the program.

### **Sick Child**

- Please do not send a child that is sick to the camp with a fever or illness.
- If your child exhibits symptoms of illness or fever, you will be called to pick up the child/children.
- The staff at RWF ask that you make every effort to pick up the child/children as soon as possible.

### **Inclusive Recreation**

- If the camper requires any accommodations for participation, please notify RWF staff at least two weeks before the week the camper will attend.

### **Emergency Situations**

- Rutledge-Wilson Farm Front Desk: (417) 837-5949
  - This phone will be answered from 9a-5p Sunday through Saturday, in the summer camp months and the Farm Park Supervisor will be notified and a call returned.
- RWF Emergency Line: (417) 353-3417
  - This phone will be available through all summer camp time frames. The Farm Park Supervisor will be notified, and a call returned as needed.

### **Behavior Management Policy**

## **Farm Code: Respect, Safety, Learn, and to HAVE FUN!**

- Campers and staff follow the “Farm Code” that is verbally announced every day before the start of camp
- To Be Respectful
  - Be Caring
  - Be Present
  - Be Honest
- To Be Safe
  - Listen to the rules the FIRST TIME
  - Have fun in a safe environment
  - Respectful of the animals, equipment, facility, and tools
  - Always stay with the camp counselor
- To Learn
  - Participate in all activities with positive attitudes and to the best of their abilities
  - Gain knowledge taught in every carefully themed camp
- To Have Fun!

### **Discipline Guidelines**

- **Zero Tolerance Bullying Policy-** Any form of bullying, physical or verbal, will not be tolerated. Any child not following this rule will result in a phone call to the parent/guardian and will be asked to pick up the child.
  - Depending on how severe the bullying, the consequence may result in the following:
    - 1-day suspension
    - Expulsion from the rest of camp
- Children are expected to display satisfactory behavior while at camp. If behavior problems arise, the camper’s behavior will be documented, and parents notified. If the problems are persistent or severe, the child will be suspended or expelled from the camp.
- Depending on the severity of the incident or number of occurrences, EACH documentation can include any or all the following:
  - Verbal Warning
  - Safe Spot (time away from activity/group)
  - Visit with the Supervisor
  - Suspended for X amount of days

- Expulsion from camp
- NO refunds due to suspension or expulsion for the current week will be approved.

### **RWF's Commitment to Parents/Guardians and Children**

- Children are cared for in a safe, supportive environment
- Parents/Guardians are welcome to inquire with the Farm Park Education Supervisor about concerns related to their child
- Parents/Guardians will be informed directly about any issues with behavior from their child and can speak with the staff directly involved with the issue. If results are not agreed upon, the Farm Park Education Supervisor will be welcome to be a part of the discussion and corrective behavior actions.
- Parents/Guardians will be regularly informed of activities
- Parents/Guardians will be given opportunities to provide input about the program

### **RWF's Expectations of the Parents/Guardians**

- Communicate with staff respectfully
- Support staff with discipline situations
- Follow all policies outlined in this Handbook
- Notify the Farm Park Education Supervisor of any changes with the child's records
- Sign child/children in and out daily, with proof of driver's license

*I have read and received the policies of the Rutledge-Wilson Farm Park 2023 Summer Camp Handbook. I understand and agree to follow this policy. Failure to follow these policies may result in the termination of program services.*