

# 2019 Summer Camp Information

Morgantown Board of Park and Recreation Commissioners  
PO Box 590, Morgantown, WV 26507

[www.boparc.org](http://www.boparc.org)

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# Summer Camp Important Dates

**June 3rd: First Day of Most Camps**

**July 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>: NO CAMP**

**August 16<sup>th</sup>: Last Day of Camp**

## **CAMP CHECKLIST ~ ALL CAMPS**

Sunscreen labeled with child's name

Water bottle labeled with child's name

Lunch

Extra set of clothes

Morning Snack

(An afternoon Popsicle is provided daily)

Appropriate shoes for outdoor recreation

Back Pack (Everyday)

Swimsuit & towel (Everyday)

Money for Concession Stand- OPTIONAL

*Please do not send more than \$5 per day.*

Dear Parents and Guardians,

Welcome to another adventurous summer at BOPARC! As always, this summer will be packed with new, exciting, educational and recreational activities for campers!

At BOPARC, a fun environment is a safe environment. The BOPARC Administrative Staff takes pride in carefully selecting and training our amazing seasonal staff. All BOPARC camp staff are Adult/Pediatric CPR/First Aid/AED certified by the American Red Cross. Also, all camp staff have passed a national background check.

Over the summer, your child will learn new skills; build new friendships, and most of all, HAVE FUN! It is important to remember that your child always wear proper outdoor clothing and shoes to camp each day. Also, don't forget to send a backpack, lunch, snacks, water bottle, swimsuit, towel and sunscreen every day. Due to allergies, we will not allow campers to share sunscreen, so please make sure your child has sunscreen each and every day and we will make sure we help them use it!

Please review the entire handbook. It provides detailed information on camp policies and procedures, rain day information and more! If at any time, you have questions or concerns please contact your child's Counselor, Coordinator of Youth Programs or the BOPARC Administrative Office

**Welcome to BOPARC Summer Camps 2019!!**

## Rain Day Procedures:

Inclement weather may cause changes to the daily camp schedule. In case of inclement weather, please use the following steps to ensure a safe and timely pick up of your child:

1. If the inclement weather occurs before the start of camp, please check the BOPARC website ([www.boparc.org](http://www.boparc.org)) and Facebook Page for camp location updates. A message will be sent through [rainedout.com](http://rainedout.com) by 5am daily **IF** a location or schedule change has occurred.
2. If inclement weather occurs during camp hours, campers will be moved to a secure location including the park pavilion, the pool dressing rooms, Marilla Center or the Morgantown Sports Complex at White Park. If this occurs, updates will be posted to [boparc.org](http://boparc.org), and the BOPARC Facebook page. A message will also be sent out through [rainedout.com](http://rainedout.com) advising you of your camper's location. Signs will be also posted at the pool and Marilla Center entrances directing you to your child's location

There are several ways to find out the Rain Day Schedule:

- Sign up for [www.rainedout.com](http://www.rainedout.com). Rained Out will send text messages to your phone announcing camp schedule changes, updates and more! Enter BOPARC in the search box and follow the instructions on the screen.
- Visit [www.boparc.org](http://www.boparc.org) and view the CAMP Rain Day Schedule for current pick up locations.
- Visit us on Facebook!
- Call the BOPARC Administrative Office at 304-296-8356.

## **Daily Schedules:**

*Camp schedules vary by camp. Below is a general overview of each camp. Please note schedules are subject to change due to weather, field trips or special guests.*

### **BOPARC Day Camp:**

7:30-8:30AM: Drop Off at Marilla Center/Stations

8:45-11:45AM: Morning Activities

Noon-12:45: Lunch/MOVIE/Change for Pool

1:00pm-1:45PM: Afternoon Activity

2:00-4:50PM: POOL/Afternoon Activities

5:00-5:30PM: End of Day Activities at Pick-Up Location

### **Pro Performance Sports Camps:**

7:30AM-8:30AM: Drop off/ Stations

8:30AM-11:30AM: Morning Activities

11:30AM: Transport from Morning Location to Marilla Park

Noon-12:45: Lunch/Change for Pool

1:00-4:50PM: POOL

5:00-5:30PM: End of Day Activities at Pick-Up Location

### **Science Camp:**

8:30AM: Drop off at MTEC

8:45-12:30: Activities/Lunch

12:45-1:15: Transport to Marilla Pool

1:30-4:50PM: POOL

5:00-5:30PM: End of Day Activities at Pick-Up Location

### **Half Day Arts Camps: *Arts in the Park Maintains a DIFFERENT SCHEDULE***

8:00AM: Drop off at Morning Location (Wiles Hill)

8:30-12:30pm: Instruction/Lunch

12:30pm-1pm: Travel to Marilla Pool (Marilla Swim campers only)

12:30-1:00PM: Lunch/Change for Pool

1:15-4:50: POOL

5:00-5:30PM: End of the Day Activities at Pick-Up Location

## General Program Rules:

- Always send your child/children to camp with sunscreen. Please have your child/children wear or bring their bathing suit to camp along with a towel **every day**.
- Electronic hand held games, tablets, and cell phones are not permitted at camp. If your child must carry a cell phone it is to be used for emergencies only and they must ask their counselor for permission to use the phone. If students are caught with these devices or using their phones in excess, these devices will be confiscated by their Counselor or Site Coordinator and can only be picked up by the parent at the end of the day.
- Please leave all personal toys at home. These items may get lost/stolen and can be a distraction to camp activities.
- Parents please remember that most BOPARC camps are outdoor recreation based programs. Children must be willing to participate in outdoor physical activities. Camp is an active place, so campers will get dirty! Children should be dressed appropriately to provide for comfort and safety. Sneakers, or comfortable, well-fitting tennis shoes are best for footwear. **Please, no sport sandals, flip flops, or open-toed shoes.** All items should be labeled with your camper's name. BOPARC is not responsible for lost or damaged items.
- If you arrive before 5:00pm please refer to the white boards that are located at the entrance of Marilla Center and Marilla Pool to direct you to the location of your child's group. Most camps are in the pool area from approximately 1:00pm-4:50pm daily. All campers must be picked up by 5:30pm daily.
- All campers must be signed-in and out from their group daily. Parents with multiple children must sign-out each child from their respective group/camp. No one but those listed on the authorized pick-up form will be allowed to sign out your child/children. **Photo ID is required at pick-up.**
- It is a good idea to pack an extra set of clothes for your child in his/her backpack. Accidents happen.

## Pool Rules:

- If you choose to send money with your child to purchase items from the concession stand it is the responsibility of your child to keep track of their own money. Counselors will not hold the money for your child and are not responsible for lost or stolen money. It is a good idea to send the money in a zip-lock baggie with his/her name written on the front. **Please do not send more than \$5 per day.**
- Your child will be provided with an afternoon popsicle each day. Please send a morning snack with your child. If your child has special dietary needs please send an appropriate afternoon snack as well. You may also send extra snacks with your child.
- Your child must know how to swim in deep water, without a floatation device to be permitted on the slides and or diving board. Your child must also meet the height requirement for the slides.
- Children must follow all pool rules within the facility. Children must also follow life guards and pool manager instructions, failure to comply with these rules may result in loss of pool time or permanent suspension from pool.
- Only Coast Guard approved flotation devices are permitted in the pool. If your child cannot swim, they are permitted to wear a Coast Guard approved life vest. "Swimmies" and rafts are not permitted in the pool.
- The BOPARC Staff reserves the right to restrict pool permissions if they feel your child is not safe in a specific area of the pool. If restrictions are given, they will be discussed with you on the same day they are implemented.
- BOPARC Staff reserves the right to restrict concession permissions.

# Pick-Up Policy

## Pick-Up Procedures:

- A Parent/Guardian is required to pick up their child by 5:30pm at the appropriate location. All participants must be signed out daily.
- To ensure your child's safety, you must fill out an Emergency Contact form that lists individuals you will allow to pick your child up. We must have at least one emergency contact person other than the primary parent listed on the form.
- A photo ID will be required to dismiss your child at the end of the day. Only authorized persons may pick up your child from the program.
- You must inform us of any changes to your child's regular pick-up schedule (ex. if you usually pick your child up, but his/her aunt is picking them up that day, you must inform us even if their aunt is on the Pick-Up Authorization Form).
- All changes to your child's form must be made by the parent/guardian, in-person at the BOPARC Administrative Office between the hours of 8:30am-4:30pm.

## Late Pick-Up:

- Always be on time to pick up your child. If you are going to be late due to an emergency, you must notify the Site Coordinator immediately. (304-216-0631)
- If your child has not been picked up by 5:30pm, staff will try to contact you and/or anyone listed on your registration form. The FIRST late pick up will result in a \$25 late fee. If we are unable to reach you or an emergency contact after 30 minutes, a phone call will be made to the local authorities.
- IF YOU PICK UP YOUR CHILD LATE, MORE THAN ONE TIME, YOUR CHILD MAY BE SUSPENDED FROM THE PROGRAM WITHOUT REFUND.



# Health Information

## Illness Policy

If a camper becomes ill during program hours, a parent or authorized person will be called to pick up the child. As a part of participation in BOPARC programs, you are agreeing to pick up your child within 1 hour of notification. If your child has a fever (fever over 100 rectally/ear and 99 orally) before the program begins, please keep them home until the fever is gone for at least 24 hours without fever reduction medication. Do not bring child to camp if vomiting, has diarrhea or if mucous membrane of the eyes is reddened or draining or if there is an unexplained body rash.

## Emergency/Health Information

Parents/Guardians must provide emergency and health information on the BOPARC Emergency/Medical Form. All parents/guardians must fill out this form, even if your child does not have a medical issue. It is important that BOPARC has this information and that it is current at all times. Please notify your child's counselor and the BOPARC Administrative Office of any changes.

## Medication

If your child requires medication during camp, a Medication Form must be completed. This form must be signed by the camper's physician. Only trained BOPARC staff will administer a child's medication. All medication must be kept in original containers. Information regarding dosage and times of administration must be completed.

## **NO NIT/NO LICE POLICY:**

BOPARC maintains a NO NIT/NO LICE POLICY. If lice or nits are discovered, you will be contacted and asked to pick up your child. The child may not return to camp for at least 24 hours or until the child is nit/lice free. A doctor slip may be required for participants to return to camp.

# **Discipline Policy**

BOPARC Campers are expected to follow the rules stated in the BOPARC Discipline Policy and any other site-specific rules established by the Director, Assistant Director or Site Coordinator. These rules will be discussed with your child on the first day of camp.

In order to maintain a safe and fun environment, BOPARC staff will work closely with you and your child to ensure proper behavior. If, however, a problem occurs, the Site Coordinator and staff member(s) involved will complete a Discipline Report and you will be notified that day.

## **Level 1: First Warning**

This is used the first time rules/procedures are not followed.

## **Level 2: Second Warning**

This is used the second time rules/procedures are not followed.

## **Level 3: Excused from Program**

Suspension from camp without refund. Site Coordinator and Program Manager will determine the length of suspension.

\*\*\*Depending on the severity of the behavior problem, a Level 3 may be necessary even if the child has not been given Level 1 or Level 2 Warnings. In this case, the child may be suspended without refund of the registration fee. Each child's disciplinary action will be handled on a case by case basis.

## **BOPARC Zero-Tolerance Violence & Bullying Policy**

BOPARC is committed to a safe, civil, educational and recreational environment for all campers and staff. Therefore, BOPARC follows a zero-tolerance violence and bullying policy. Violence and bullying are inexcusable. Any camper who harms another individual physically and/or verbally (by violence or bullying) will be suspended or removed from the program immediately. On the first day of camp, counselors will review this policy with all campers. A copy of the full policy will be sent home with your child. Please sign and date the form and return with your child on his/her next camp day.