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2024

Summer Camp

Information

Mailing Address:

287 Eureka Drive, Morgantown, WV 26505

Administrative Office:

Located Inside Marilla Center, 799 East Brockway Ave, Morgantown WV

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

programsfaq@boparc.org

304-296-8356

**PLEASE NOTE:**

**BOPARC USES EPACT, A SECURE ONLINE NETWORK, TO COLLECT ALL REQUIRED CAMPER FORMS. PLEASE READ THE EPACT SECTION TO LEARN HOW TO SUCCESSFULLY SUBMIT CAMPER FORMS VIA THE SYSTEM TO ENSURE YOUR CAMPER’S REGISTRATION IS COMPLETE!**

**Important Dates**

**June 10th: Camps Begin**

**July 1st-5th: NO CAMPS**

**August 9th: Last Day of Camps**

**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
* Backpack (Everyday)
* Swimsuit & towel (Everyday)
* Money for Concession Stand- OPTIONAL

***Please do not send more than $5-$10 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 and have participated in DHHR Mandatory Reporter Training.

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 wears proper outdoor clothing and shoes to camp each day. Also, do not 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 day and we will make sure we help them use it!

Please remember, BOPARC uses the EPACT Network to securely collect your camper’s health, emergency, and pickup information. EPACT eliminates the need for paper forms and allows you to update your camper’s information as needed via a secure online site. EPACT is free and can be accessed via a desktop computer or an android or IOS device. Yep, there’s an APP for 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 see your child’s Counselor, Site Coordinator or Program Coordinator- we’re the ones in the bright yellow staff shirts! Additionally, you can always contact the Administrative Office (304-296-8356) or email [programsfaq@boparc.org](mailto:programsfaq@boparc.org).

**Welcome to BOPARC Summer Camps 2024!!**

**Rain Day/Schedule Change 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 drop off and pick up of your child:

1. If the inclement weather occurs before the start of camp, please check the BOPARC website (www.boparc.org) and Facebook Page for camp location updates. A message will be sent through **One Call** (please make sure to sign up prior to start of camp) by 5am daily **IF** a location or schedule change has occurred.

2. If inclement weather or another issue requiring a change to the normal operating schedule 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, and the BOPARC Facebook page. A message will also be sent via One Call advising you of your camper’s location. Signs will be also posted at the entrances to Marilla Pool and Marilla Center directing you to your child’s location.

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

1. **Sign up for One Call**.  One Call will send text messages to your phone, email, and even a voice message announcing camp schedule changes, updates and more!

**SIGN UP NOW!!**

* **To sign up for One Call alerts, please visit** [www.boparc.org](about:blank) **and click on:** [**CLICK HERE TO SIGN UP FOR BOPARC TEXT ALERTS AND OTHER NEWS.**](https://www.mycallnow.com/?G=1vgf%2bCFPU9qukOsDlcEGkQ%3d%3d)
* Then, click on the “Sign up for BOPARC Alerts and Notifications” picture at the bottom of the page
* **Due to security reasons, you will also need to text ALERT to 22300 to receive text message alerts.**
* **Please contact BOPARC at 304-296-8356 if you have any questions**. Staff can assist you with sign up, if needed.

1. **Visit www.boparc.org** and view the CAMP Rain Day Schedule listed on the main page for drop-off and pick-up locations.
2. **Visit us on Facebook!**
3. **Call the BOPARC customer service desk 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 Park- *check white boards for group locations*

8:45-11:45AM: Morning Activities

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

1:00-4:50PM: POOL/Afternoon Activities. Younger groups may participate in activities before transitioning to pool.

5:00-5:30PM: End of Day Activities at Pick-Up Location- *check white boards for group locations*

**Sports Camps:**

7:30AM-8:30AM: Drop off at White Park, South Middle School, or other listed site.

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

11:30AM: Lunch

Noon-12:30PM: Transport to Marilla Pool

12:30:-4:50PM: POOL

5:00-5:30PM: End of Day Activities at Pick-Up Location- *check white boards for group locations*

**Science Camp:**

8:30AM: Drop off at MTEC

8:45am-Noon: Activities/Lunch

12:30PM: 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 & will be provided at a later date***

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

8:30-12:00pm: Instruction

Noon-12:40: LUNCH/Change for Pool (Marilla swim campers only. Non-swimmers should be picked up by 12:00pm at Wiles Hill)

12:40-1:15PM: Travel to Marilla Pool

1:15-4:50: POOL

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

**Steel Drum Camp:**

8:15-8:30am- Drop off at Wiles Hill Community Center Gym

8:45am- Noon: Instruction

Noon-12:40: Lunch/Change for Pool (Marilla Swim Campers only. Non swimmers should be picked up by Noon at Wiles Hill).

12:40-1:15pm: Travel to Marilla Pool

1:00- POOL/Afternoon Activities

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

**General Program Rules:**

* Always send participants to camp with sunscreen. Please have your child/children wear or bring their bathing suit to camp along with a towel **every day.**

* Electronic handheld 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 BOPARC staff and can only be picked up by the parent at the end of the day.

* Please leave all personal toys at home unless otherwise requested by BOPARC staff. 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. Lost & Found bins are located inside Marilla Center, Marilla Pool and Krepps Pool
* When you arrive to pick up your child(ren) 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. Only 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 money for your child. BOPARC is 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-$10 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. Please place morning snacks in a separate bag from camper’s lunch, labeled with the camper’s name. Morning snack is at approximately 10am each day, afternoon popsicles are at the 3pm break.

* 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 (42inches).

* Children must follow all pool rules within the facility. Children must also follow lifeguards 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 or puddle-jumper. “Swimmies” and rafts and other inflatables 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 (via EPACT) 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, we request you inform us at drop-off, even if their aunt is on the Pick-Up Authorization Form).
* All changes to your child’s information must be made via EPACT.

**Late Pick-Up:**

* Always be on time to pick up your child.
* 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.

**EPACT:**

BOPARC utilizes EPACT for secure online collection of camper’s health, emergency contact and pickup information. The use of EPACT will eliminate the need for paper forms. EPACT will also allows parents/guardians to quickly update camper information from the convenience of your home computer or via an APP on your android or IOS device, ensuring that only the necessary camp staff have the most up to date information for your camper(s).

Shortly after registration, an email will be sent to the email address on file. **It is important that you make sure your email address is updated, at the time of registration, on your BOPARC ACCOUNT**. If you are registering over the phone or in-person, the BOPARC Recreation Assistants WILL review your email address. **IF you are registering ONLINE, PLEASE REVIEW AND MAKE SURE YOUR EMAIL IS CORRECT.**

**If the email listed on your registration account is incorrect, you will not receive the EPACT email and your camper(s) registration will be incomplete.**

**COMPLETING EPACT IS MANDATORY. CAMPER REGISTRATION REMAINS INCOMPLETE UNTIL ALL EPACT INFORMATION IS SUBMITTED. CAMPERS MAY NOT ATTEND CAMP UNTIL BOPARC RECEIVES ALL REQUIRED INFORMATION.**

After registration, an email from EPACT will arrive within 24 hours of completing your registration. The email will ask you create an EPACT account (free) and enter all requested information for your camper(s). Once complete, make sure you hit SUBMIT! That’s it, once BOPARC receives the submitted form, your registration is complete!

Didn’t receive the email? PLEASE wait 24 hours and also CHECK YOUR JUNK/SPAM folder. If after 24hours you did not receive the EPACT email, please send an email to [REGISTRATIONFAQ@BOPARC.ORG](mailto:REGISTRATIONFAQ@BOPARC.ORG) and request a new EPACT link be sent. Please list your campers name and associated email in the body of the email.

BOPARC also utilizes EPACT to streamline check-in and check-out and also attendance throughout the day.

**Health Information**

**COVID Policy:**

**COVID will potentially impact summer programming protocols. Please know, BOPARC will follow all local and state guidelines as enforced by the Monongalia County Health Department. If your child tests positive for COVID, your child may not attend camp until the appropriate quarantine period has been met. Additionally, if your child has a PENDING COVID test, your child should remain at home until a negative result is received. Safety is always our #1 priority at BOPARC with FUN coming in a close 2nd. BOPARC staff will do everything we can to make sure campers have a SAFE yet FUN 2024 summer! COVID protocols can be confusing, please reach out to BOPARC Staff if you have questions or concerns!**

**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 a child to camp if vomiting, has diarrhea, 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 to BOPARC via EPACT. All parents/guardians must fill out the online forms, even if your child does not have a medical issue. It is important that BOPARC has this information and that it is always current. Please keep your child’s information up to date throughout the summer.

**Medication**

If your child requires medication during camp, a Medication Form via EPACT must be completed. 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 camp rules as 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.

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.

**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.