



**SAINT LOUIS COUNTY**  
Parks and Recreation

**DAY CAMP**  
**DEPARTMENT POLICY**

**PURPOSE:**

St. Louis County Parks and Recreation Day Camps share a goal for all campers to enjoy their days at camp in a safe, caring, and fun environment. Our camps are often outdoors, and the campers participate in sports, games, fishing, swimming, art & crafts, math & science enrichment, and many other activities. At St. Louis County Parks and Recreation Day Camps, the safety and well-being of our campers is the primary focus of our staff. We understand that circumstances may occasionally necessitate changes in our policies or procedures. Please rest assured that in such situations, our commitment remains unwavering, and we will promptly communicate any adjustments to parents and guardians. Should you have any questions or concerns, please do not hesitate to reach out to our team.

**MEDICAL/HEALTH INFORMATION AND INSURANCE:**

St. Louis County Parks and Recreation requires parents and guardians provide pertinent health/medical information for each participant related to allergies, medications, past pertinent medical history, requests for accommodation, assistance, or modification, and any other pertinent information parents or guardians believe is important for St. Louis County Parks and Recreation to know about caring for their child. It is vital to provide St. Louis County Parks and Recreation with any health/medical information needed to properly supervise your child(ren). It is the responsibility of parents and guardians to keep St. Louis County Parks and Recreation fully informed of any new or changing medical conditions, needs, or other circumstances which may arise up to the start of any program, and during the period a child attends a St. Louis County Parks and Recreation camp or program. Camp programs necessitate that St. Louis County Parks and Recreation maintains participant medical information and treatment authorization forms on file. This information is valid for a period of 12 months, and we uphold strict confidentiality regarding our participants' medical records.

**Medication Policy and Procedures:** St. Louis County Parks and Recreation campers and participants are not allowed to have medication of any kind in their possession during day camp or program hours except for an EpiPen (or other cartridge injector for life threatening allergies) or inhalers with appropriate authorization. St. Louis County Parks and Recreation prefers that our staff is not responsible for ensuring that campers or participants take medication(s); however, if a camper does require medication during camp hours then all prescription medications will be given in accordance with the St. Louis County Parks and Recreation Medication Policy and Procedures for Day Camp Programs, Treatment Authorization, and Consent to Administer Medication, which can be found in the appendix of this Policy, as well as in the Participant Registration Packet.

Medication administration will only be provided with express written consent of a parent or guardian and only in accordance with written directions provided by the medication manufacturer or a medical prescription. It is the responsibility of parents and guardians to ensure campers and participants abide by the policy and procedures, and provide any medications and directions needed to administer medication for their child.

St. Louis County, including any of its employees or volunteers, will not be held liable for any illness or injury resulting from administering medication, and will not be held responsible for the reimbursement of any medical expenses resulting from administering medication a parent has requested St. Louis County Parks and Recreation employees to provide to their child, or for the destruction of unused medication that is not timely retrieved, or if a child fails or refuses to take the prescribed medication.

**Medical Emergencies:** Although reasonable precautions are taken to provide proper organization, instruction, and equipment for your child's participation in camps at St. Louis County Parks and Recreation, there can be no guarantee of absolute safety against injury and accident. Elements of risk exist in any sport or program involving physical exertion and risks taken, individually and/or collectively during activities, and in the use of any equipment in connection with the activities. For all campers and participants, St. Louis County Parks and Recreation is authorized to provide basic first aid and/or seek advanced emergency medical attention for camp or program participants from designated Emergency Medical Service providers for illness and/or injury occurring during St. Louis County Parks and Recreation programs.

In the event that a child becomes ill or is injured during participation in an St. Louis County Parks and Recreation camp or program, we will make every effort to contact the parent/guardian by telephone. If we are unable to reach a parent/guardian, we will contact the emergency contacts listed on the registration form in the order provided. We expect parents and emergency contacts to respond promptly by arriving for pick-up.

**Insurance Responsibility:** St. Louis County Parks and Recreation does not provide medical insurance coverage for accidents or injuries that may occur while attending or participating in any activity at, or sponsored by, St. Louis County Parks and Recreation. The responsibility for all costs resulting from an emergency medical transport request and subsequent treatment falls on the parent/guardians.

**PARTICIPANT FAIR PLAY & BEHAVIOR POLICY:**

St. Louis County Parks and Recreation Fair Play & Behavior Policy is designed to help maintain a safe and enjoyable environment for all camp and program participants. St. Louis County Parks and Recreation reserves the right to cancel the enrollment of an individual without providing a refund of fees for reasons, including but not limited to, failure to adhere to the rules outlined in the St. Louis County Parks and Recreation Fair Play & Behavior Policy, and other applicable policies, available in the attached appendix. Any changes to applicable policies which may result in cancelled enrollment of any participant will be provided to parents and guardians in writing.

**Fair Play:** Individuals using the St. Louis County facilities are expected to:

1. Wear appropriate attire in recreation facilities, this includes a shirt and shoes in the recreation complex;
2. Refrain from using profane language;
3. Refrain from placing themselves and/or others at risk (i.e. hitting, fighting, biting, kicking, spitting, etc.);
4. Respect one another and one another's belongings;
5. Not participate in any unlawful activities (i.e. illegal drugs, weapons, vandalism, stealing, etc.); and
6. When participating in guided recreation programs, remain with the instructors, following directions to the best of their ability and refrain from disrupting the class.

Persons endangering the safety of themselves or others will be removed from the park facility or recreation program. Other infractions of the rules will be handled as deemed necessary by the recreation staff.

**Behavior:** Children who misbehave or break camp rules may be given a series of check marks right before an "infraction." We reserve the right to bypass one or more steps in this process if a situation warrants it. Especially in a situation that involves physical contact, we reserve the right to remove the child from camp without refund.

Modifications to these rules may be made to accommodate individual needs.

- 1<sup>st</sup> Offense: Child may be given a five (5) minute time out.
- 2<sup>nd</sup> Offense: Child may be given a ten (10) minute time out.
- 3<sup>rd</sup> Offense: An "infraction" may be given.

Not cooperating while disciplined may result in additional time added to a time out.

- 1<sup>st</sup> Infraction: Conference with Camp Director, Recreation Supervisor, child and parents.
- 2<sup>nd</sup> Infraction: Conference with Camp Director, Recreation Supervisor, Complex Manager, child and parents, suspension from camp for 3 days.
- 3<sup>rd</sup> Infraction: Dismissed from camp with NO REFUND.

**DAY CAMP PAYMENTS AND REFUNDS:**

For your convenience, St. Louis County Parks and Recreation accepts various payment methods, including cash, checks, Visa, MasterCard, and Discover. Registrations are considered incomplete until all applicable registration forms are signed and submitted AND program fees or deposits are received IN FULL. Before processing registration for any St. Louis County Parks and Recreation program or event, we conduct a review of accounts for any outstanding balances. Registration cannot be processed until past-due balances are reconciled.

**Refunds:** To cancel or request a change in a camp or program reservation, contact St. Louis County Parks and Recreation 314-615-4386 at least thirty (30) days prior to the reservation or program date. Any change or cancellation will be assessed a \$24 processing charge. Refunds will not be issued less than thirty (30) days prior to the reservation or program date. Refunds will not be issued when facility or program fees are less than the processing charge. If St. Louis County Parks and Recreation cancels a reservation or program, a full refund will be issued.

**ATTENDANCE AND TRANSPORTATION:**

St. Louis County Parks and Recreation Day Camps do not offer transportation for campers or participants to or from camp sessions. All children are expected to be picked up by a parent or authorized guardian at the end of the camp unless prior written authorization has been given. Parents and guardians must provide the names and phone numbers of individuals authorized to pick up their child, and it is the parent/guardian responsibility to keep St. Louis County Parks and Recreation informed of any new or changing circumstances related to pickup which may arise from the time of registration until the start of any camp or program, and during the period during which my child(ren) attend at a St. Louis County Parks and Recreation camp or program.

Any request for earlier dismissals must be submitted in writing and sent with the student to be given to the Camp Director on the day of the request, or parents/guardians must pick up the student in person. In the absence of a signed note or a parent's presence, counselors cannot allow students to leave a camp or program early.

**UPDATED DAY CAMP STAFF MANUAL:**

St. Louis County Parks and Recreation Day Camp Staff Manual are updated and revised to ensure that all staff members are well-informed about the latest safety protocols and operational guidelines. This comprehensive manual serves as a valuable resource to maintain a safe and enjoyable environment for our day campers and is available to parents and guardians upon request.

**DAY CAMP REGISTRATION FORM:**

St. Louis County Parks and Recreation Day Camp Registration Forms are standardized and mandatory for all camp programs. These forms include camper and parent's personal information, emergency contact information, medical/health information, Medication Policy and Procedures, Treatment Authorization Form, Medication Consent Form, Camp Rules and Policies, Photography/Social Media Consent Form, Fair Play & Behavior Policy, Authorized Pick-Up Release Form, and a Release of Liability Form. Failure to submit any of the required Registration Forms will result in delays in admittance to camp and can lead to a camper or participant from losing a spot in a camp or program.

**MAINTAINING STAFF-TO-CAMPER RATIO:**

To prioritize the safety and well-being of our day camp participants, St. Louis County Parks and Recreation strives to maintain a minimum ratio of 1 counselor per 10 campers in all day camp programs.

**REDUCED DAY CAMP PARTICIPANTS:**

To provide individualized attention and maintain a safe environment, we have reduced the number

of day camp participants at each of our facilities. The registration numbers are adjusted based on the number of camp staff hired, and registration will only be expanded when staffing allows.

**SWIM PROCEDURES FOR DAY CAMP GROUPS:**

To ensure the safety of our day camp participants, all St. Louis County Parks and Recreation swimming activities will be conducted under the supervision of a certified lifeguard. St. Louis County Parks and Recreation requires the consent of a parent or guardian, successful completion of a swim assessment, and a US Coast Guard approved Personal Floatation Device (PFD), when appropriate, before any day camp participant may enter a pool. Campers or participants who do not have the consent of a parent or guardian will be provided with an alternative activity during designated swim times.

Campers will need to bring a swimsuit and towel on designated swim days. Lycra swim shirts or rash guards are permissible. Cotton t-shirts, denim or cotton shorts/skirts may not be worn in the water. If a child does not have a swimsuit, for health and sanitation reasons, they will not be allowed to swim, and instead your child will participate in an alternative activity provided by the camp.

All children who have consent to swim must also complete a swim assessment administered by a certified lifeguard on the first day of each camp session. As part of the swim assessment, each child must pass a swim test demonstrating swimming proficiency. For example, the swimmer may be asked to tread water for 30 seconds or swim a distance in a designated swim area. As each County pool is different, testing may vary according to size of the swim area at each pool. If a child cannot pass the swim assessment and still wishes to participate in swimming activities they will need to wear a US Coast Guard approved PFD. If a parent or guardian is providing the US Coast Guard approved PFD, it must be clearly marked with the child's name and brought on each swim day. Campers who are required to wear a US Coast Guard approved PFD may be prohibited from swimming if they refuse to wear the PFD or refuse to wear the PFD appropriately.

In addition to the swim assessment, all camp participants must undergo an additional swim test before swimming in deep water areas of the pool. Those who pass the swim test for deep water areas are provided with wristbands for easy identification by lifeguards. Wristbands are required at all times. A swimmer entering deep water areas without the appropriate wrist band may lose the ability to have deep water privileges.

**FIELD TRIP PROCEDURES:**

St. Louis County Parks and Recreation requires the consent of a parent or guardian to participate and be transported by bus before a camp participant may attend any field trip to a location off-site from the designated camp location. If a camper does not have parent/guardian authorization to attend a field trip day, the child will not be able to attend camp on the day of a scheduled field trip because the camp does not have staff to stay behind to supervise child who are not on the field trip.

All field trips are conducted under the supervision of camp staff. In the case of inclement weather or scheduling conflicts, the camp director or camp staff may make field trip substitutions, reschedule or cancel a planned field trip. There will be no discounted rate or refund should a scheduled field trip need to be canceled or substituted, or if a camper without authorization cannot

attend camp on a scheduled field trip day. It is the responsibility of parents/guardians to find out what field trips, if any, will be taking place each week of camp and ensure that proper consent is authorized, or to make other arrangements for the child on the day of a field trip.

**FIRST AID/CPR/AED CERTIFICATION AND TRAINING FOR CUSTOMER-FACING STAFF:**

To ensure the safety of our patrons, all customer-facing recreation staff members, including cashiers and building maintenance staff, have been thoroughly trained and certified in First Aid, CPR, and AED through the American Red Cross.

**IN-DEPTH EMPLOYMENT BACKGROUND CHECK:**

In addition to County HR's standard pre-employment background check, St. Louis County Parks and Recreation utilizes a third-party vendor for a more in-depth criminal background check, sex offender registry check, and employment and education verification.

**PHOTOGRAPHY:**

St. Louis County Parks and Recreation may capture photographs or videos of participants enrolled in our programs, classes, events, or while they are enjoying St. Louis County Parks and Recreation facilities. These visuals are intended for use in St. Louis County Parks and Recreation publications, flyers, promotional materials, brochures, websites, and other electronic or video communications. All photos and videos are the exclusive property of St. Louis County Parks and Recreation. While St. Louis County Parks and Recreation may choose not to use your child's photograph immediately, it reserves the discretion to use them at a later date. If you have concerns or require exemptions, please contact the Program Director.

Effective Date:        January 2024



**ST. LOUIS COUNTY PARKS AND RECREATION CAMP REGISTRATION PACKET**

---

Thank you for choosing St. Louis County Parks and Recreation’s Camps for your adventure. Our shared goal is for all campers to enjoy their days at camp in a safe, caring, and fun environment.

If the camper is attending multiple sessions, you will only need to fill out the forms once. If any information changes for the period your child(ren) is registered, please let the camp directors know so you can update these forms.

Our camps are often outdoors (unless the weather turns bad), and the campers participate in sports, games, fishing, swimming, art & crafts, math & science enrichment, and many other activities. If you have any questions about this information, please contact the camp facility at:

Greensfelder Recreation Complex	314-615-8472
Kennedy Recreation Complex	314-615-5572
North County Recreation Complex	314-615-8839
St. Louis County Parks & Recreation Call Center	314-615-4386

**CAMPER INFORMATION:**

Participant Name (First Middle Last)		Preferred First Name	
Street Address	City	State	ZIP
Birth Date (MM/DD/YYYY)	Age Now	Sex	
School Name		Grade Completed	

**PARENT/LEGAL GUARDIAN\* INFORMATION:**

Name		Relationship
Primary Phone Number	Email	
Name		Relationship
Primary Phone Number	Email	

*\*If legal guardian, please provide legal documentation.*

**EMERGENCY CONTACT INFORMATION:**

Name		Relationship
Primary Phone Number	Email	



**MEDICAL/HEALTH INFORMATION**

Participant Name (First Middle Last)	Preferred First Name
Birth Date	

Please complete the following items to provide pertinent health/medical information on the participant.  
Allergies (medications, food, insect stings or bites, etc.):

---

---

Medications taken regularly, including EpiPens, inhalers, etc. (Please complete the Consent to Administer Medication and/or the Self-Administration of Medication Authorization/Approval forms for each medication):

N/A No Medication required

---

---

Past Pertinent Medical History:

---

---

---

Accommodations, assistance, or modifications necessary or desired for camper:

---

---

---

**OTHER PERTINENT INFORMATION:**

Please use the following space to provide any other information you believe is important for St. Louis County Parks and Recreation to know about caring for your child.

---

---

---

**Parent/Guardian Acknowledgment:** The above information is correct to the best of my knowledge. I understand it is my responsibility to keep St. Louis County Parks and Recreation informed of any new or changing medical conditions, needs, or other circumstances which may arise from now until the start of any camp or program, and during the period during which my child(ren) attend a St. Louis County Parks and Recreation camp or program.

---

---

Signature of Parent/Legal Guardian

Date





**MEDICATION POLICY AND PROCEDURES FOR DAY CAMP PROGRAMS**

Campers are not allowed to have medication of any kind in their possession during day camp hours except for an EpiPen (or other cartridge injector for life threatening allergies) or inhalers with appropriate authorization. Our preference is that our staff not be responsible for ensuring that campers take medication(s). However, if a camper does require medication during camp hours, then all prescription medications will be given in accordance with these policies:

1. The Parks and Recreation Department must have a Consent to Administer Medication form signed by the parent on file for **each prescription medication** the camper is to receive before camp begins. The release form is attached.
2. Parents/guardians must provide a letter and/or action plan from the prescribing physician stating the diagnosis and confirming the need for medication during camp hours. Included in this letter must be the physician’s prescription for all medication the camper will be taking at camp. Any changes in medication, dosage, or time it is to be given must be documented in writing by the prescribing physician.
3. These required documents (including the Consent to Administer Medication form) must be brought or mailed to the department before the first day of each camp session.
4. All medication must be in the original prescription bottle from the pharmacy when given to the camp director on the morning of the camper’s first day of camp. If medication is being provided, a week’s worth of medication should be brought to camp on the morning of the camper’s first day of camp.
5. Parents/guardians are responsible for making sure their child has enough medication at camp and for picking up any unused medication at the end of the week. The Parks and Recreation Department staff may dispose of any medication that is not picked up at the end of the camp week.
6. The camper, accompanied by a counselor, is responsible for coming to the camp director to receive medication at the scheduled time.
7. Campers needing to keep an EpiPen (or other cartridge injector for life threatening allergies) or inhaler with them, should have it placed in an outside pocket of their pack marked with an “X” made by marker or secure tape by the camper, parent or guardian before the medication is brought into camp.
8. Staff will be responsible for documenting all actions pertaining to medication administered at camp on the Medication Administration Record.

Should you have questions or concerns about the use of medications, please contact the camp facility at:

Greensfelder Recreation Complex	314-615-8472
Kennedy Recreation Complex	314-615-5572
North County Recreation Complex	314-615-8839
St. Louis County Parks & Recreation Call Center	314-615-4386

**Parent/Guardian Acknowledgment:** I have read and understand the Medication Policy and Procedures for Day Camp Programs. I understand that I am responsible for abiding by it and providing any medications and directions for my child, \_\_\_\_\_, for the duration of camp. I understand it is my responsibility to keep St. Louis County Parks and Recreation informed of any new or changing medical conditions, needs, or other circumstances which may arise from now until the start of any camp or program, and during the period during which my child(ren) attend at a St. Louis County Parks and Recreation camp or program.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date



**TREATMENT AUTHORIZATION**

St. Louis County Parks and Recreation is authorized to provide basic first aid and/or seek advanced emergency medical attention for my child, \_\_\_\_\_, the camp participant, from designated Emergency Medical Service providers for illness and/or injury occurring during St. Louis County Parks and Recreation programs.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date



**CONSENT TO ADMINISTER MEDICATION**

My child \_\_\_\_\_ has a medical need which requires that he/she/they take the following prescription medication: \_\_\_\_\_. However, during the times the program is being conducted, I am unavailable to administer the medication to my child. Therefore, I am, by this document, requesting that personnel of the St. Louis County, including its Department of Parks and Recreation, administer the prescription medication to my child. I will deliver the medication to the appropriate Parks Department personnel before the time my child needs it. I understand that the person(s) who will be administering the medication are not trained medical professionals, or health care professionals, and have received no special training in administering the medication that I am asking them to administer to my child. I understand St. Louis County personnel will not administer medication without proper prescription documentation. I agree that St. Louis County, including any of its employees or volunteers, will not be held liable for any illness or injury resulting from administering medication, and will not be held responsible for the reimbursement of any medical expenses resulting from administering the above-described medication to my child or the destruction of unused medication that is not timely retrieved. I further agree that it is my child's responsibility to take the prescribed medication, including reporting to the distribution location at the distribution time, and that St. Louis County, including its employees and volunteers, will not be liable if my child fails or refuses to take the prescribed medication.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Approximate time(s) to administer the medication \_\_\_\_\_

Date through which the consent is valid \_\_\_\_\_



**SELF-ADMINISTRATION OF MEDICATION AUTHORIZATION/APPROVAL**

I consent to my child \_\_\_\_\_, to be able to self-administer one of these medications:

- EpiPen or other cartridge injector for life-threatening allergies
- Inhaler

I understand that it is my responsibility to provide my child with these medications and that they are to be placed in my child’s backpack in an exterior pocket marked with an “X” by marker or secure tape. I agree that I will not hold St. Louis County, its employees, or volunteers liable should my child fail to take or improperly administer a self-administered medication.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Date through which the consent is valid \_\_\_\_\_



### **ST. LOUIS COUNTY PARKS CAMP RULES & POLICIES**

1. Campers must follow St Louis County Parks & Recreation Fair Play Policy. **Please read this policy to your child.**
2. All campers must have completed these forms before the first day of camp:
  - a. Participant Information;
  - b. Consent to Release of photographs, video, audio and related media formats, including any social media;
  - c. Medical Release;
  - d. Release of Liability;
  - e. Parent/Guardian Acknowledgment of Medication Policy and Procedures for Day Camp Programs;
  - f. Parent/Guardian Acknowledgment of Camp Rules and Policies;
  - g. Parent/Guardian Acknowledgment of the Fair Play and Behavior Policy
  - h. Treatment Authorization;
  - i. Swimming Release (needed for Kennedy, North County Camp Eagles' Nest, and Greensfelder Recreation Complex for swimming field trips);
  - j. Fieldtrip Release;
  - k. Authorized Walk and Pick up Release; and
  - l. If applicable, Consent to Administer Medication and/or Consent to Self-Administer of Medication Authorization/Approval.
3. Campers are NOT allowed to have medication of any kind during day camp hours unless the "Consent to Administer Medication" or the "Self-Administration of Medication Authorization/Approval" form is properly filled out and submitted.
4. Campers, for their own safety, should wear comfortable clothing suitable for the activities that they are participating in. For camps that are outdoors, children should be dressed appropriately for the weather and heat. Sandals and open toed shoes are NOT allowed for most activities (water activities are the exception). **IF PROPER FOOTWEAR IS NOT WORN, PARENTS WILL BE CALLED AND THE CAMPER WILL NOT BE ALLOWED TO PARTICIPATE UNTIL PROPER SHOES ARE PROVIDED.**
5. **DEVICES:** No cell phones, tablets, pagers, toys, trading cards, cd players, iPods, radios, electronic games, or similar devices will be allowed at camp. If your child brings any such items to camp, St. Louis County is not responsible for the care and protection of these devices.
6. **BREAKFAST & LUNCH:** Breakfast and Lunch options are NOT provided. Campers are required to bring a nonperishable lunch (refrigeration is unavailable) with a drink to camp every day. **MARK THE LUNCH WITH YOUR CHILD'S NAME.**
7. **WATER:** The weather during camp held in the summer is usually hot. Even if the weather is cold, your child will likely be active and needs to stay hydrated. Drinking fountains are available, but we recommend sending 2 water bottles (one frozen during hot weather). **MARK THE WATER BOTTLES WITH YOUR CHILD'S NAME.**



- 8. **SUNSCREEN:** Summer Campers will need to use sunscreen for all camps involving outdoor activities. Please instruct your child on how to apply sunscreen. If your child requires assistance with applying sunscreen, St. Louis County staff are permitted to only apply sunscreen in the forms of face sticks or sprays. **MARK THE SUNSCREEN WITH YOUR CHILD’S NAME.**
- 9. Camps are limited to registered participants only. **NO GUESTS ARE ALLOWED TO ATTEND CAMPS.**
- 10. **DROP OFF/PICK UP:** Parents/Guardians should be punctual in dropping off and picking up their child. **ALL CAMPERS MUST BE SIGNED IN AND OUT DAILY WITH A VALID PICTURE ID.** Staff supervision for a basic camp registration begins at 9:00 am and ends at 3:00 pm **SHARP.** If additional time is required to keep your child, please register for our Early/Late Bird programs.
- 11. All campers must have the proper forms before the start of camp. The Authorized Walk and Pick up Release Form must be filled out before the camper is released from the camp. Please keep these forms updated. Campers will be released only to the authorized person or method agreed to in the form.
- 12. While we realize traffic can be a problem, it is essential that the Camper is picked up on time. If you are caught in traffic, please contact the camp facility. Any child in camp not picked up by 3:15 pm will automatically be enrolled in aftercare for the week at the advertised cost of the program. Any child enrolled in aftercare and not picked up by 6pm will incur fees of \$1 PER MINUTE. Multiple incidents may lead to camper ineligibility for future camp sessions with no refund for current camp session.
- 13. **Refund Policy:** Full Refunds will be given for day camp sessions for requests received 30 days or more before camp start date, less a processing fee. No refund or credit will be given for requests received less than 30 days before camp start date. No refund or credit will be given if a camper is absent from a field trip.
- 14. Please follow updated Covid-19 guidelines from department of health at <https://stlouiscountymo.gov/st-louis-county-departments/public-health/> NOTE: Policies/procedures are subject to change throughout duration of programing.

**Parent/Guardian Acknowledgment:** I have read and understand the St. Louis County Parks Camp Rules and Polices. I understand that I am responsible for reading these rules to my child \_\_\_\_\_ before the first day of camp.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date



**CONSENT TO RELEASE OF PHOTOGRAPHS,  
VIDEO, AUDIO, AND RELATED MEDIA FORMATS, INCLUDING ANY SOCIAL MEDIA:**

Photographs may be taken during camp for the benefit of campers and parents and will not be used for education, advertising, or publicity without permission.

   I consent and authorize St. Louis County, including its Department of Parks and Recreation, to reproduce photographs or video taken of my child, \_\_\_\_\_, for education, advertising and publicity purposes of every description.

   I do not consent or authorize St. Louis County, including its Department of Parks and Recreation, to reproduce any photographs or video taken of my child, \_\_\_\_\_, for any purpose. The child will participate in all activities. I understand that every effort will be made to not photograph the child, and the child's likeness will not be used for any purpose.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Parent/Guardian Printed Name: \_\_\_\_\_



**ST. LOUIS COUNTY PARKS AND RECREATION  
FAIR PLAY & BEHAVIOR POLICY**

Our goal is to provide for personal growth in a safe environment. Please help us maintain a safe and enjoyable environment by following these policies.

**FAIR PLAY POLICY**

Individuals using the St. Louis County facilities are expected to:

1. Wear appropriate attire in recreation facilities, this includes a shirt and shoes in the recreation complex;
2. Refrain from using profane language;
3. Refrain from placing themselves and/or others at risk (i.e. hitting, fighting, biting, kicking, spitting, etc.);
4. Respect one another and one another's belongings;
5. Not participate in any unlawful activities (i.e. illegal drugs, weapons, vandalism, stealing, etc.); and
6. When participating in guided recreation programs, remain with the instructors, following directions to the best of their ability and refrain from disrupting the class.

Persons endangering the safety of themselves or others will be removed from the park facility or recreation program. Other infractions of the rules will be handled as deemed necessary by the recreation staff.

**BEHAVIOR POLICY**

Children who misbehave or break camp rules may be given a series of check marks right before an "infraction." We reserve the right to bypass one or more steps in this process if a situation warrants it. Especially in a situation that involves physical contact, we reserve the right to remove the child from camp without refund.

Modifications to these rules may be made to accommodate individual needs.

- 1<sup>st</sup> Offense: Child may be given a five (5) minute time out.
- 2<sup>nd</sup> Offense: Child may be given a ten (10) minute time out.
- 3<sup>rd</sup> Offense: An "infraction" may be given.

Not cooperating while disciplined may result in additional time added to a time out.

- 1<sup>st</sup> Infraction: Conference with Camp Director, Recreation Supervisor, child, and parents.
- 2<sup>nd</sup> Infraction: Conference with Camp Director, Recreation Supervisor, Complex Manager, child, and parents, suspension from camp for 3 days.
- 3<sup>rd</sup> Infraction: Dismissal from camp with NO REFUND.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Parent/Guardian Printed Name: \_\_\_\_\_





**AUTHORIZED PICK-UP RELEASE**

Please list up to four people, including yourself, that are authorized to pick up your child, \_\_\_\_\_ from St. Louis County Parks and Recreation’s camp (if a parent is not authorized, please let us know). Please remember to include all carpool drivers, nannies, neighbors, co-workers, and relatives who might be involved with camper pick up.

Pick up contact #1	Phone	Relationship
Pick up contact #2	Phone	Relationship
Pick up contact #3	Phone	Relationship
Pick up contact #4	Phone	Relationship

**Parent/Guardian Acknowledgment:** I have provided the names and phone numbers of individuals authorized to pick up my child. I understand it is my responsibility to keep St. Louis County Parks and Recreation informed of any new or changing circumstances which may arise from now until the start of any camp or program, and during the period during which my child(ren) attend at a St. Louis County Parks and Recreation camp or program.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Parent/Guardian Printed Name: \_\_\_\_\_



**RELEASE OF LIABILITY**

I, \_\_\_\_\_, the Parent/Guardian of \_\_\_\_\_  
(Name) (Camper's Name)

acknowledge that I voluntarily and willingly permit my child to participate in camps run by St. Louis County, Department of Parks and Recreation, located at their facilities. I represent that my child is physically able to participate in the program for which I am registering them.

**RISK AND RESPONSIBILITY:** Although reasonable precautions are taken to provide proper organization, instruction, and equipment for your child's participation in camps at St. Louis County Parks, there can be no guarantee of absolute safety against injury and accident. Elements of risk exist in any sport or program involving physical exertion and risks taken, individually and/or collectively during activities, and in the use of any equipment in connection with the activities. I, on behalf of myself and my child, understand that my child may be involved in activities, including but not limited to: arts and crafts, sports, swimming, team-building initiatives, tennis, games, and/or other physical undertakings. I acknowledge that participating in activities, including swimming and field trips, may result in loss of property, injury, or death. I acknowledge that participation by my child in any activities is voluntary and that my child may decline to participate in any activities.

**MEDICAL:** I authorize any medical treatment deemed necessary by St. Louis County Parks and Recreation Staff in the event of any injury to my child while participating in the activities, including the administration of first aid, administration of medication in accordance with any actions plans or prescriptions provided for my child, and/or use of emergency medical services. I hereby acknowledge that I have appropriate insurance, or, in its absence, I agree to pay all costs of medical services and medical transport as may be incurred on behalf of my child.

**ACKNOWLEDGMENT:** In consideration of my child's participation in the activities, I do for myself, my child and our respective administrators, executors, heirs, spouse, dependents, successors, and assigns, knowingly and intentionally release, forever discharge and covenant not to sue St. Louis County and its officers, agents, employees and volunteers from and against any claims, demands, expenses, actions and causes of action of every name, type, and nature, I or we now have, or may ever have arising out of my child's participation in the camp activities.

**REQUIRED SIGNATURE:** The signature provided confirms I have read and fully completed these forms: Participant Information, Consent to Release of Photographs, Video, Audio, and Related Media Formats, including Social Media; Medication Policy and Procedures; the Camp Rules & Policies, the Fair Play & Behavior Policy; Treatment Authorization; Authorized Walk, Ride, Pick-Up Release; Swimming Release for applicable camps; Field Trip Release; this Release of Liability; and if applicable, the Consent to Administer Medication and/or Consent to Self-Administration of Medication Authorization/Approval, and freely and voluntarily agree to the terms and conditions of this Release in order to participate in any and all camp activities unless specified above. I acknowledge the information I have given is correct to the best of my knowledge and that I am authorized to sign all identified releases, including this release of liability on behalf of my child.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Parent/Guardian Printed Name: \_\_\_\_\_



**SWIMMING RELEASE**

**(needed for Kennedy, North County Camp Eagles' Nest, Greensfelder Recreation Complex)**

\_\_\_ I consent to my child \_\_\_\_\_ participating in swimming activities as part of summer camp.

\_\_\_ I consent to my child \_\_\_\_\_ participating in swimming activities as part of summer camp and instead of participating in the swim assessment, I will provide a US Coast Guard approved Personal Floatation Device for my child.

\_\_\_ I do not consent to my child \_\_\_\_\_ participating in swimming activities as part of summer camp.

\_\_\_ I will provide a US Coast Guard approved life-vest for my child if they do not pass the swim assessment.

If no, during swim time, your camper will participate in an alternative activity provided by the camp.

If yes, your child must complete a swim assessment administered by a certified lifeguard on the first day of each camp session. As part of the swim assessment, your child must pass a swim test demonstrating swimming proficiency. For example, the swimmer may be asked to tread water for 30 seconds or swim a distance in a designated swim area. As each County pool is different, testing may vary according to the size of the swim area at each pool. If your child cannot pass the swim assessment and still wishes to participate in swimming activities, they will need to wear a US Coast Guard approved Personal Floatation Device (PFD). Puddle-jumpers or floaties are not allowed. If you are providing the US Coast Guard approved PFD, please bring that on the first day of camp, clearly marked with your child's name, and on each swim day thereafter. Campers who are required to wear a PFD may be prohibited from swimming if they refuse to wear the PFD or refuse to wear the vest appropriately. I understand that all swimming activities will be conducted under the supervision of a certified lifeguard, but that my child's participation in any swimming event is done at their own risk.

In addition to the swim assessment, all camp participants must undergo an additional swim test before swimming in deep water areas of the pool. Those who pass the swim test for deep water areas are provided with wristbands for easy identification by lifeguards. Wristbands are required at all times. A swimmer entering deep water areas without the appropriate wrist band may lose the ability to have deep water privileges.

For days on which there is swimming, your child will need to bring a swimsuit and towel on designated swim days. Lycra swim shirts or rash guards are permissible. Cotton t-shirts, denim or cotton shorts/skirts may not be worn in the water. If your child does not have a swimsuit, for health and sanitation reasons, they will not be allowed to swim, and instead your child will participate in an alternative activity provided by the camp.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Parent/Guardian Printed Name: \_\_\_\_\_



**FIELD TRIP RELEASE**

\_\_\_ I give permission for my child, \_\_\_\_\_, to attend all field trips as part of the camp program under the supervision of camp staff. I consent to my child being transported by bus to field trips as part of the camp’s weekly activities.

In case of inclement weather or scheduling conflicts, I understand the camp director or camp staff may make field trip substitutions, reschedule, or cancel a planned field trip. I understand that there will be no discounted rate or refund should a scheduled field trip need to be canceled or substituted. On occasion guest speakers or presenters may be part of the curriculum. I understand it is my responsibility to find out what field trips, if any, will be taking place each week of camp. I assume the risk by having my child participate in any field trip.

\_\_\_ I do not give my child, \_\_\_\_\_, permission to attend field trips, and I understand that my child will not be able to attend camp on the day of a scheduled field trip because the camp does not have staff to stay behind to supervise children who are not on the field trip. I understand that there will be no discounted rate or refund for my child for not participating in a camp field trip.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Parent/Guardian Printed Name: \_\_\_\_\_