

**jacomo  
summer  
camp**



# INFORMATION PACKET

Kemper Outdoor Education Center  
8201 Jasper Bell Road • Blue Springs, MO 64015  
Phone: 816-229-8980 • Fax: 816-224-0755



**LIVE.  
LOVE.  
CAMP.**

**JACKSON COUNTY PARKS + REC**

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Dear Parent/Guardian,

Jackson County Parks + Rec extends a warm “Welcome” to our returning campers for Jacomo Summer Camp and to the new campers joining us for the first time.

This packet contains important information you will need to assure your child is prepared for a positive experience at camp. Our number one priority is to keep our campers safe, while enjoying a summer they will never forget!

Our main form of communication with you will be through the email you have provided in the camper information/ required forms. An email will be sent out from [kemper@jacksongov.org](mailto:kemper@jacksongov.org) the week before your child attends camp and will provide information for the following week. Please be sure to check your email.

After reviewing this packet of information if you have additional questions, do not hesitate to reach out.

We look forward to a wonderful summer with your children.

Sincerely,



Sarah Gauld  
Outdoor Education Supervisor  
8201 S. Jasper Bell Rd.  
Blue Springs, MO 64015  
Email: [Kemper@jacksongov.org](mailto:kemper@jacksongov.org)  
Phone #: (816)229-8980

[www.makeyourdayhere.com/daycamp](http://www.makeyourdayhere.com/daycamp)

## JACOMO SUMMER CAMP INFORMATION PACKET

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Jacomo Summer Camp's 40-acre site is located at 8201 Jasper Bell Rd., Blue Springs, MO 64015 and is nestled in the Fleming Park Nature Preserve, on the east side of Lake Jacomo.

The camp serves children ages 6 to 11 years old and operates for 10 weeks during the summer. Each week has its own special theme and includes a weekly themed field trip and a field trip to one of Jackson County Parks + Rec's prized beaches.

Most of our camp activities occur outdoors and are designed to instill a love of nature and discovery. Each week the camper will engage in activities, including but not limited to:

- Swimming
- Canoeing and Kayaking
- Fishing
- Hiking
- Arts and Crafts
- Archery
- Nature Study

### **Age Requirement**

Your camper must be 6 to 11 years old on the first day camp begins (June 3, 2024). Your camper's group they are assigned is also determined by the age they are on June 3, 2024.

### **Groups**

There are 6 separate groups (6, 7, 8, 9, 10 and 11 year old's). The age group your camper is assigned is determined by the age they are on June 3, 2024. The camper will remain in this group for the summer regardless of if they have a birthday during camp. Group numbers are used to determine camp staffing, bus transportation, supplies, field trip reservations as well as rosters and reports. Therefore, we are limited in the ability to move campers to different groups. We agree it is valuable for campers to see a familiar face. Thankfully, we provide many opportunities throughout the camp day for campers to interact with campers of other groups. We believe a benefit of the camp experience is meeting new friends!

### **Camp Names**

It is a tradition at the Jacomo Summer Camp for the campers and counselors to go by camp names. Please help your child pick a camp name before he/she arrives at camp. Names relating to animals, nature and the outdoors are most appropriate. Examples: Daisey, Coyote, Sunshine.

### Registration

Before you complete the Required Forms make sure you have **registered and paid** for your desired weeks of camp. If you have not done this, you **do not** have a spot at camp and need to go back and register first. If weeks are full, you can be placed on the wait list by calling (816) 229-8980.

Register online by going to [www.makeyourdayhere.com/daycamp](http://www.makeyourdayhere.com/daycamp). Scroll down and click on the “On-Line Registration” link. Spaces fill up quickly so register early!

### Required Forms Due May 6, 2024

The Required Forms must be on file for every child before they can attend camp. No child will be allowed to attend camp without paperwork! Please complete these forms by 5 p.m. on Monday, May 6 (4 weeks prior to camp start) so we have adequate time to process. Forms can be mailed, emailed or dropped off at Kemper Outdoor Education Center.

#### *Return Forms*

 Mail or In-person: 8201 Jasper Bell Rd., Blue Springs MO 64015

 Email: [Kemper@jacksongov.org](mailto:Kemper@jacksongov.org)

#### *Required Forms include:*

- Camper Information Form
- Authorized Ride and Pick Up Release Form
- Health Questionnaire Form
- Camper Code of Conduct Agreement
- Agreement to Hold Harmless, Assumption of Risk & Publicity and Talent Release Waiver
- Guardian Waiver and Acknowledgement Form
- Medication Request Authorization and Release Form (only if your camper will need to take medication while at camp). Make sure you bring in original medication bottles prescribed by your doctor with your child’s name on them.

#### *Questions?*

Call Kemper Office: 816-229-8980

### **Meet & Greet**

The Meet & Greet Night will be Thursday, May 30 from 6 p.m. – 7 p.m. Meet & Greet is an opportunity for you and your camper to become familiar with Jacomo Summer Camp's grounds, activities and be able to "meet" the camp staff prior to the start of camp. Camp shirts will be available for pick up and additional shirts are available for \$15 each.

### **Camp Staff**

The Kemper Outdoor Education Supervisor oversees all day camp staff, including a head counselor, assistant head counselor, activities assistant, administrative assistant and bus driver. Our team is made up of individuals who are currently working as teachers, pursuing an education degree or have an interest in working with kids and enjoying the outdoors.

Safety is paramount and we ensure that our counselor-to-camper ratio is appropriate. All counselors complete 40 hours of pre-camp training, including CPR, First Aid and AED, as well as specific training in childcare, behavior management, group dynamics, safety, and programming. All counselors are required to have completed High School and all staff undergo background checks before being hired. We are proud of the high standards we set for our summer camp staff each year, and believe we have an amazing team.

#### *Babysitting Policy*

Jacomo Summer Camp employees are not allowed to babysit or transport campers anytime outside of the program. Violation of this policy is grounds for the employee's immediate dismissal.

### **Aquatic Activities & Safety**

Over half of our staff is lifeguard certified and there will always be a lifeguard present at the pool, pond, and beach while campers are enjoying an aquatic activity. Additionally, all staff members are CPR and first aid certified.

#### *Swim Tests & Lifejacket Policy*

As part of our safety protocol, we conduct swim tests every Monday for first-time campers at our on-site pool. If a child fails the swim test or isn't a confident swimmer, they are required to wear a life jacket while in the water. If you choose to have your child wear a life jacket regardless, please indicate this on the camper forms you submit prior to camp.

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### *Pool*

Campers will swim at our on-site pool on days they are not going on a field trip (weather permitting). Please send a camper with a swimsuit and towel every day as the schedule is subject to change and we want them to be prepared and able to participate for any activity.

### *Pond*

We have a pond on-site for fishing and kayaking. All campers are required to wear a life jacket when at our pond. We supply all campers with US coast guard-certified life jackets and our counselors are trained in proper fitting.

### *Beach*

Every week, weather permitting, our camp takes a trip to one of the Jackson County Parks + Rec Beaches (Longview or Blue Springs Beach). The beaches are equipped with their own lifeguards, and our camp staff will also be present as additional lifeguards. The beach area is marked off with ropes and includes both shallow and deep ends. While some kids may venture into the deeper sections, most opt to stay within the shallow shoreline.

## **Camp Schedule**

A typical day at Jacomo Summer Camp:

<b>TIME</b>	<b>ACTIVITY</b>
<b>7:00 a.m. - 9:00 a.m.</b>	Campers who are signed up for extended hours are dropped off. Age groups are all combined at this time. Campers can participate in a variety of games around the shelter house, barn and playground.
<b>8:45 a.m. - 9:00 a.m.</b>	Regular hour campers are dropped-off.
<b>9:00 a.m.</b>	Flag Ceremony and opening announcements
<b>9:00 a.m. - 3:30 p.m.</b>	Camp activities (hiking, archery, kayaking, canoeing, swimming, fishing, arts and crafts, etc..) outside speakers, field trips
<b>3:30 p.m. - 3:45 p.m.</b>	Closing flag ceremony, announcements and reminders
<b>3:45 p.m. - 4:00 p.m.</b>	Campers signed up for regular hours are picked-up.
<b>3:45 p.m. - 5:30 p.m.</b>	Campers signed up for extended hours are picked-up. While campers wait for their rides, they participate in a variety of games around the shelter house, barn and playground.



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### *Lunch*

Campers are required to bring their own lunch and snacks to camp. We ask that lunches are:

- Nutritious, balanced meals for your camper and include a healthy drink. Please do not send junk food.
- Do not send food that requires refrigeration or heating. Camp does not have refrigeration or microwaves for lunches. Please do not send milk or mayonnaise-based products.
- Lunch in a brown paper bag or insulated lunch box is preferred.
- Include hydrating drinks, such as water, instead of carbonated drinks. Please do not send your child with soda.
- Food from home may not contain nuts of any kind.

If a camper has forgotten a lunch and needs one provided, it will be a pre-packaged box or bag with disposable food service items. Jacomo Summer Camp is not an allergy free environment but works with guardians to reduce the chance of exposure. Allergies must be documented on the Health Questionnaire Form. Please do not send food that contain nuts.

### *Snacks*

Occasionally we will provide a fun snack for the campers. Examples may include roasting smores, making root beer floats or ice cream. We do not want anyone to feel left out so please let us know if your camper has a food allergy. We find most guardians have specific food items they like to provide us with as an alternative that the camper can eat. Examples: In the past we have had a camper unable to eat graham crackers and the parents were able to give us a substitute that the camper was able to eat.

### *Field Trips*

The camp will go on two field trips a week.

- One field trip will be a trip to one of Jackson County Parks + Rec's beaches. If it is raining the day your camper is scheduled to go to the beach, we will have to cancel and cannot reschedule due to transportation.
- The second field trip will coordinate with our theme for that week and is subject to change or cancelation.

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The Guardian Waiver/Acknowledgement Form is required to be signed by the Parent/Guardian or the camper will not be allowed to attend field trips. If there are additional waivers that need to be signed for a specific field trip facility it will be sent out in the email the week prior.

You will receive notice of the days your child will be going on field trips in the weekly parent/guardian email. Field trips each week are not guaranteed and subject to change. Camp T-shirts must be worn on all field trips.

Parents/caregivers are not permitted to pick-up or drop-off campers on offsite field trips. If for some reason, your child needs to arrive late, or leave early on a field trip day, you will need to keep them home or make other arrangements. In some circumstances they can stay onsite at Jacomo Summer Camp with another group but this needs to be communicated with the Kemper Front Office in advance via email indicating the camper is to remain at Jacomo Summer Camp and not attend the field trip.

### *Bus/ Van Code of Conduct*

- The Camper Behavior Code of Conduct applies while riding the bus.
- Eating and drinking are not permitted on the bus.
- Riders must remain seated.
- Riders' hands, arms, etc. may not extend outside the bus at any time.
- Riders must not tamper with the bus emergency door.
- Riders must obey the driver.
- The driver oversees the bus and has the right to administer disciplinary actions including assigned seats to maintain order and promote safety.
- Riders may not throw objects on the bus, shout, or display any other behavior that may distract the driver and compromise the safety of those on the bus.

### **Drop-off & Pick-up Procedures**

Please allow yourself fifteen minutes extra to sign your camper in each morning and fifteen minutes extra to sign your camper out in the afternoon. Please be prepared for a line of cars.

Remain in your car and pull up to the drop-off/pick-up location which is the shelter located at the end of the entrance drive. If it is raining, we will move the campers indoors and drop-off/pick-up will be located inside the Arts & Crafts cabin or the Kemper Outdoor Education Center brick building.

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If, for any reason your child is not listed on the Sign-In Sheet, you will not be able to drop them off at camp until you go to the Front Office to resolve the issue.

When picking up your child, the person must provide their identification and be listed on the Authorized Ride and Pick-up Release List. These will be the only people allowed to pick up your camper. When you fill out the Authorized Ride and Pick-up Release Form, be sure to list everyone that might pick-up your child, including yourself and spouse, and anyone you may call on to pick up your child in an emergency.

### *Drop-Off & Pick-Up Hours*

Regular hours:	Drop-Off	8:45 a.m. - 9:00 a.m.
	Pick-Up	3:45 p.m. – 4:00 p.m.
Extended hours:	Drop-Off	7:00 a.m. - 9:00 a.m.
	Pick-Up	3:45 p.m. – 5:30 p.m.

### *Late Pick-Up or Failure to Pick-Up*

Staff are scheduled until 5:30 p.m. However, staff will not leave a camper unattended. A late fee of \$1 per minute per child will be applied for late pick-up. Chronic late pick-up may be grounds for extra fees and/or dismissal from the program. If you fail to pick up your child, the following will happen:

- All phone numbers we have on file for your child will be called.
- If no contact can be made at those numbers, we will continually be calling until someone is reached. Your child will never be left alone at the camp.

### *Late Drop-off & Early Pick-up*

Camp activities start promptly in the morning at 9:00 a.m. It is important your child arrives on time, so they do not miss the bus if going on a field trip or miss out on any fun.

We do understand there will be times you might need to drop-off or pick-up outside of the regular times. If you need to drop-off your camper after 9:00 a.m. or pick-up your camper before 3:45 p.m. please coordinate with the Front Office so we can be sure your child will be on site and not on a field trip.

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If a camper needs to be picked up prior to when their field trip is scheduled to return, send an email to [kemper@jacksongov.org](mailto:kemper@jacksongov.org) stating that the camper is to remain at Jacomo Summer Camp and not attend the field trip. It would be beneficial to let their counselors know as well. Guardians will not be allowed to drop-off or pick-up a camper from a field trip location.

Late drop-off and early pick-up are done through the Front Office located inside the Kemper Outdoor Education Center brick building.

### *Impairment*

Your child's safety is our priority. At times we are called to make judgements concerning a camper's safety. If a Jacomo Summer Camp staff member suspects that a parent, guardian, or other adult authorized to pick up the child is in an incapacitated condition (drugs, alcohol, etc.) and present a risk to the camper when he or she arrives to pick-up the child, Jacomo Summer Camp will keep the child at camp until alternative transportation can be arranged. Jacomo Summer Camp will first try to contact another family member, then one of the emergency contacts listed on the child's registration form. Jacomo Summer Camp reserves the right to involve appropriate authorities if necessary to protect the child and the camp.

### **What to Wear & Bring to Camp**

Remember this is an outdoor program. We meet rain or shine. Please check the weather forecast each day to be sure your child is dressed appropriately. Please clearly print your child's name on everything he/she wears or brings to camp.

### *List of what to wear & bring to camp*

- Shorts and t-shirts that are ok to get dirty, a camp t-shirt is always a good option.
- Athletic shoes that can get wet & dirty.
  - NO sandals; NO flip-flops; NO open toes or open heels. You will be called to drop off appropriate shoes for the safety of your child.
- Water shoes for boating/wading (optional)
- Swimsuit and towel
  - 6- and 7-year-olds, it would be helpful if they could wear their swimsuit to camp under their clothes every day, except for the themed field trip day. They will change out of their swimsuit after swimming. Please send underclothes to change back into.
- Sunscreen, minimum SPF 30
  - Select a spray bottle if your child will need help applying it.

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- Child-Safe Insect Repellent
- LUNCH and healthy snacks, non-perishable or brought in an insulated lunch box.
- Refillable water bottle
  - Please put your child's name on it. You can add a strap to make it easy to carry.
- A book bag/ backpack to keep all personal items in.

### *Camp T-shirts*

Camp t-shirts are required to be worn on field trips. Every child registered for camp will have a one-time \$15 fee for a camp t-shirt that you can pick up on May 30 from 6 p.m. – 7 p.m., Meet and Greet night, or you can pick up at the Front Office prior to your child's first day of camp. If you would like to purchase additional shirts, a limited selection will be available for purchase at the Kemper Outdoor Education Center's Front Office once camp has started or during Meet and Greet night. *Shirts must be worn on field trips!* This is a safety measure.

### *Lost & Found*

If your child is missing an item, please notify their counselor and check the Lost and Found for your child's property. Lost and found is set out on picnic tables every Friday next to where camper pick-up is located. All items not retrieved will be donated to a local charity after the last day of camp.

### *What NOT to bring to camp*

JCP+R and its staff members cannot be responsible for lost, stolen or damaged items. Please do not bring anything you are concerned about damaging to camp. We want your child to have a fun camp experience and to not be distracted. If any of the below items are found, they will be placed in the Front Office until the end of the day.

- ☹ Radios/CD, DVD or MP3 Players, Headphones, etc.
- ☹ Cell Phones
- ☹ Video Games/Other Electronics
- ☹ Valuables

### **Severe Weather**

In the event of a weather, or other emergency, the Outdoor Education Site Supervisor will send an email to all parents with updates, as well as, be in continuous communication with Jackson County Park Rangers in order to help parents receive information. We ask that parents wait to be notified before trying to call camp, as the staff need to focus on the safety of the children and any emergency.

During heat advisory days we will take extra precautions to keep children in shaded areas and well hydrated. When possible, indoor spaces will be utilized, and groups will be rotated inside for heat relief. Activities will be modified to give campers plenty of rest time in extreme heat.

In the event of severe weather such as thunderstorms or tornado warnings, we will take immediate cover. The Camp Director and Site Manager will stay alert for weather advisories issued over the radio.

Staff are trained to handle emergency situations. It is imperative to keep emergency contact information current so we can reach you in an emergency.

### **Camper Behavior**

We ask all campers and their parents/guardians to sign the Camper Code of Conduct Agreement before coming to camp. This gives campers and parents/guardians a better idea of what is expected of them this summer. If your child does not abide by the Code of Conduct agreement, we reserve the right to remove your child from camp.

#### *Behavior Guidelines*

- Show respect to all participants of Jacomo Summer Camp. This includes all campers, counselors and any Jackson County staff, volunteers or visitors.
- Be responsible for your words and actions.
- Listen to camp counselors, camp staff and volunteers and follow their directions.
- Leave all electronic devices at home such as iPods, handheld video games, MP3 players, and cell phones. (A parent/guardian must seek permission from the Outdoor Education Supervisor for the camper to be able to carry a cell phone for emergencies. If a phone is found, it will be placed in the front office where it will be kept until the end of the day).

### *Prohibited Behaviors*

- Endangering the health and safety of themselves, other campers, and/or staff or volunteers.
- Stealing, damaging, or failing to care for Jacomo Summer Camp's equipment, other participants' personal property or their own personal property.
- Continual disruption of the program and lack of participation.
- Refusal to follow the behavioral guidelines and listening to counselors.
- Inappropriate physical contact.
- Using profanity, inappropriate language or displaying clothing or personal items with offensive content.
- Bullying others or acts of aggression or violence.
- Possession or use of illegal substances, tobacco, or alcohol.
- Possession of weapons - any object that may cause harm to another or place another person in fear of his/her safety, is considered a weapon.

### *Steps Taken for Failure to Follow Behavior Guidelines*

1. Verbal Warning: Counselor will discuss the incident with the camper and/or redirect the camper to a more appropriate behavior.
2. Loss of Participation: Staff will have the camper sit out from an activity. Depending on the severity of the incident the camper's guardian may or may not be notified.
3. Sent Home: If the problem persists the Outdoor Education Supervisor will be notified and may find it necessary to have the camper picked up early from camp. The parent/guardian will be called to discuss the problem.
4. Removal from Camp: If problems persist, the Outdoor Education Supervisor reserves the right to withdraw the camper from Jacomo Summer Camp. If this happens, you will not be eligible for a refund.

NOTE: If a camper's behavior threatens the immediate safety of him or herself, other campers, or staff, the parent/guardian will be notified and expected to pick up the child immediately.

The Outdoor Education Supervisor reserves the right to withdraw a camper from Jacomo Summer Camp at any time and start at the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> steps depending on the severity of the incident.

### **Special Emotional or Physical Needs**

Campers with IEP (Individualized Education Program) should be called to the attention of the Outdoor Education Supervisor by emailing the IEP and any other information unique to the camper at least two weeks prior to arrival. The Outdoor Education Supervisor will review the IEP and get back to you to discuss possible solutions and accommodations.

### **Camper Accidents and Emergencies**

#### *Non-Emergency*

In a non-emergency situation, the camper will remain at camp and we will do the following steps:

- If first aid is issued to the camper, it will be recorded on our first aid report.
- The child will periodically be observed after first aid has been applied.
- The first aid report will be placed in the sign-in/sign-out clipboard and the camper's name will be highlighted indicating to the caregiver that they have a copy of the first aid report to receive.

#### *Emergency Procedures*

- If the situation warrants, 911 will be called immediately and the Jackson County Rangers will be called. Every effort will be made to notify the guardian.
- First Aid will be administered by the camp staff personnel until professional services arrive. All camp staff are certified in First Aid and CPR.
- The Outdoor Education Supervisor or a leadership team member will always remain with the camper.
- If the guardian/emergency contact cannot be contacted or get to camp quick enough, then the camper will be transported by ambulance to the hospital.
- The incident will be documented in writing on Jackson County's Incident Report Forms.



### Camper Health and Wellness

It is our sincere desire to provide quality care for your camper while they are at Camp. If a child becomes ill during camp and is unable to participate in activities, we will contact the parent/guardian. If we decide the camper needs to be picked up a counselor will provide supervision until the guardian is able to arrive. If any of the below circumstances are true for a camper, that camper will be required to be picked up and must stay home from camp:

- The illness prevents the camper from participating comfortably in camp activities.
- The illness results in greater care needed than the counselor can provide without compromising the health and safety of the other campers.
- The camper has reported the following conditions:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever of 100.4°F or higher or a sense of having a fever
  - Sore throat
  - Chills
  - New loss of taste or smell
  - Muscle or body aches
  - Nausea/vomiting/diarrhea
  - Congestion or running nose not related to seasonal allergies
  - Unusual fatigue

#### *Returning to Camp after Illness*

Should a camper be sent home from camp due to illness with any type of symptoms, we will require the parent to consult a doctor and provide a written note from that doctor indicating that it is safe for the camper to return to camp or the camper has completed the quarantine time required by the current Jackson County and CDC guidelines.

Any camper who had signs of suspected or confirmed COVID-19 can return to camp when:

- At least 24 hours have passed since recovery (defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath); **AND**
- Have completed the recommended quarantine period per CDC and local guidelines.

### **Medication**

Jacomo Summer Camp prefers that all medications be administered at home before the camp day. Medication that must be administered at camp must be checked in at the Front Office. All prescription medication must be in the original container that identifies your child's name, the prescribing physician, the name of the medication, the dosage, and the frequency of administration. Medication cannot be expired. Over the counter medication must be in the original container and not expired. We will follow the instructions provided on the bottle unless a doctor's note is included indicating different instructions.

All prescription and over-the-counter medication will be stored in the Front Office. Refrigeration will be provided for medication if necessary. **DO NOT PACK MEDICATION IN BACKPACK OR LUNCH BAG.** Medication must be given directly to the Front Office at drop-off along with the "Medicine Administration" form.

### **Emergency Medication**

If your child requires emergency medication, you must complete an "Medication Request Authorization" form at the time of registration. Bring the medication to camp on your child's first day and give it directly to the Front Office. Do not give emergency medication to your child's counselor or keep it in your child's backpack. All medication must have your child's name, including the dosage and instructions for administration. Emergency medication will be kept with your child's camper group, in a red emergency backpack at all times. This will be taken from camp with the counselor during field trips.

All camp staff are trained in First Aid/CPR and AED including the administration of emergency medication such as epi pen and asthma inhaler. If your camper requires emergency medication other than these listed, we may ask you to train us in the administration of the medication.

### **Contact Info**

You may reach your child or the camp staff by calling the Kemper Outdoor Education Center at (816) 229-8980 x 1. After-hours calls (emergency only) can be directed to the Ranger Station at (816) 503-4890.

### **Refund and Transfer Policy**

If you need to cancel, a \$30 cancellation fee/week will apply. If you transfer your child to a different week of camp, given there is space available, there will be a \$20 transfer fee.