

**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**

## JACOMO SUMMER CAMP INFORMATION PACKET

LIVE.  
LOVE.  
CAMP.



Dear Parent/Guardian,

Jackson County Parks + Rec extends a warm “welcome” to both 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 fun and 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 required forms. Information will be sent out from [kemper@jacksongov.org](mailto:kemper@jacksongov.org) the week before your child attends camp providing all items pertaining to the following week. Please be sure to check your email and read the information carefully.

Do not hesitate to reach out if you have additional questions after reviewing this packet.

We look forward to a wonderful summer with your child(ren)!

Sincerely,



Caitlyn Campbell  
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 S. 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 visit 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 1<sup>st</sup>, 2026). Your camper's group they are assigned is also determined by the age they are on June 1<sup>st</sup>, 2026.

### **Groups**

There are 6 separate groups (6-, 7-, 8-, 9-, 10- and 11-year old's). The age group that your camper is assigned to is determined by the age they are on June 1<sup>st</sup>, 2026. The camper will remain in this group for the summer regardless of whether 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. However, we agree it is valuable for campers to see a familiar face. As such, we provide many opportunities throughout the camp day for campers to interact with campers from other groups. We believe an important 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: Daisy, Coyote, Sunshine.

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### 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 and click on the “Online Registration” Box link. Spaces fill up quickly so register early!

### Waitlist

As a result of Jacomo Summer Camp’s popularity, we historically begin collecting a waitlist on the day that registration opens for many of our sought-out weeks. As camp spaces become available, *the first camper on the waitlist that is in the age group that has an open space* will be contacted. Staff will move down the waitlist of children in that open age group until the space is filled. We will contact waitlisted families up to the week before a camp week begins to fill available slots. If you do not hear from Jacomo Summer Camp staff regarding the waitlist, there has not yet been a spot made available for your child.

To avoid confusion and misinterpretation, staff will not communicate where your child is located on the waitlist. Staff cannot predict or guarantee a spot will become available for your child.

### Required Forms

#### **Required forms are due May 4<sup>th</sup>, 2026!**

Jacomo Summer Camp’s Required Forms must be on file for every child before they can attend camp. *No child will be allowed to attend camp without completed paperwork*. Forms will be emailed to registered families 24-48 hours following their registration. Please complete these forms by 5 p.m. on Monday, May 4<sup>th</sup>, (4 weeks prior to camp start). Forms can be mailed, emailed, or dropped off at Kemper Outdoor Education Center.

#### *Return Forms*

 Mail or in-person drop-off: 8201 S. Jasper Bell Rd., Blue Springs MO 64015

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

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*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**

Meet & Greet Night will be Thursday, May 28<sup>th</sup> from 6 p.m. – 7 p.m. Meet & Greet is an opportunity for you and your camper to gain familiarity with Jacomo Summer Camp's programming site, try your hand at a few staple camp activities, and "meet" the camp staff prior to the start of the season. Required camp shirts will be available for pick up and any available additional shirts will be present for purchase for \$15 each.

### **Camp Staff**

The Kemper Outdoor Education Supervisor oversees all day camp staff, including two head counselors, nineteen camp counselors, two administrative assistants, and a 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 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 prior to 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 and/or transport campers outside of the program. Violation of this policy is grounds for the employee's immediate dismissal.

### **Aquatic Activities & Safety**

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

#### *Swim Tests & Lifejacket Policy*

As part of our safety protocol, we conduct swim tests every Monday for first-time campers at our onsite pool. If a child fails the swim test or is not 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 of the swim test result, please indicate so on the camper forms you submit prior to camp.

Swim test requirements: Children must be able to comfortably and confidently swim from one side of our residential-sized pool to the other to demonstrate their ability to comfortably navigate a body of water without assistance. Children must remain horizontal with their head above the water with some level of proficiency in their chosen swim stroke. Underwater swimming is not permitted during our swim test. In the event a camper fails the swim test, they are invited to retake it in a future camp session they attend. This is common, as many of our campers attend swimming lessons throughout the summer and improve their skills as the camp season progresses.

Lifeguard-certified staff maintain the right to ask campers to wear a life jacket at any time during the summer as a safety precaution.

#### *Pool*

Campers will swim at our onsite pool on days they are not going on a field trip (weather permitting). Please send a camper with a swimsuit and towel every day.

#### *Pond*

We have a pond onsite 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.

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### *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 are also 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 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 & crafts, etc.) themed activities, 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.

### *Lunch*

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

- Nutritious, balanced meals for your camper. Please do not send junk food.
- Do not send food that requires refrigeration or heating. Camp does not have public 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.

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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 allergen-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 contains nuts.

### *Snacks*

Occasionally we will provide a fun snack for the campers, which will be communicated to guardians in weekly parent/guardian emails. Examples may include roasting smores, making root beer floats, or camp-made trail mix. As we do not want anyone feeling left out, please inform us if your child will require an alternative snack. We find that most guardians have specific food items they like to provide for the camper to instead eat. *Example:* In the past, we have had campers unable to eat graham crackers and the parents provided us with a gluten-free substitute that the campers were safely able to consume.

### *Field Trips*

The camp will go on two field trips a week.

- One field trip will be a visit 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 unfortunately cannot reschedule due to transportation limitations.
- The second field trip will coordinate with our theme for that week. Field trips are always subject to changes or cancelation.

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 alternative arrangements. In some circumstances, they can stay onsite at Jacomo Summer Camp with another group. However, 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. Many of our field trips do NOT arrive back at camp until 3 p.m., so please keep this in mind when considering early pick-up.

### *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 seating 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 – this is the shelter located at the end of the entrance drive. If there is inclement weather, we will move the campers indoors and drop-off/pick-up will be located inside the Activities Building and/or the Kemper Outdoor Education Center main building.

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.

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### *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 only scheduled until 5:30 p.m. A late fee of \$1 per minute per child will be applied for pick-up after 4:00 p.m. for regular hours and 5:30 p.m. for extended hours. Chronic late pick-up may be grounds for extra fees and/or dismissal from the program.

If you fail to pick up your child by their pick-up time:

- 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 call until someone is reached. Your child will never be left alone at the camp, but you will continue to accrue per-minute late fees.

### *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. This is especially imperative to avoid missing the bus on a field trip day.

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.

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. Many of our field trips do NOT arrive back at camp until 3 p.m., so please keep this in mind when considering early pick-up.

Late drop-off and early pick-up are done through the Front Office located inside the Kemper Outdoor Education Center main 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, and we meet rain or shine. Please check the weather forecast each day to ensure your child is dressed appropriately.

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

- Shorts and t-shirts that are ok to get dirty - camp t-shirts are always a good option.
- Athletic shoes that can get wet & dirty.
  - NO sandals; NO flip-flops; NO open toes or open heels. We STRONGLY recommend not sending your child in Crocs. You will be called to drop off appropriate shoes for the safety of your child.
- Water shoes for boating/wading (*optional*)
- Swimsuit and towel
  - For our 6- and 7-year-olds, it would be helpful if they could wear their swimsuit to camp under their clothes every day, barring themed field trip days. 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.
- 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 his or her refillable water bottle. You can add a strap to make it easy to carry.
- A bag/backpack to keep all personal items in.

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### *Camp T-shirts*

Every child registered for camp will have a one-time \$15 fee for a camp t-shirt that you can pick up on Meet and Greet night or 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. *As a safety measure, shirts are required to be worn on field trips!*

### *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 Thursday and 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 are not responsible for lost, stolen, or damaged items. Please do not allow your child to bring anything to camp you are concerned may get damaged. We want your child to have a fun camp experience and not to be distracted. If any of the items below are found, they will be placed in the Front Office until the end of the day.

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

### **Severe Weather and Emergency Situations**

Staff are trained to handle emergencies and follow internal established protocols pertinent to the situation at hand. In the event of a camp-wide emergency, Jacomo Summer Camp will contact the primary guardian listed on the child's Required Forms by email with updates. *We ask that parents wait to be notified before trying to call camp.* There will always be a short delay in communication with families until campers and staff are confirmed safe and accounted for.

During severe weather, we will shelter in our site's designated indoor spaces until an all-clear is given. Camp leadership will stay alert for weather advisories issued over the weather radio. In the event of a weather emergency that has triggered the local weather siren systems, campers and staff will shelter in our program site basements. **Please do NOT attempt to pick up your**

**child when weather sirens are actively sounding.** For safety reasons, staff will not be able to answer phones or monitor doors during this time. Families will be notified via email with updates when the situation permits.

It is imperative to keep contact information current so we can reach you in an 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.

### **Camper Behavior**

We require campers and their parents/guardians to sign the Camper Code of Conduct Agreement before coming to camp, which gives campers and parents/guardians a better idea of behavior expectations for the summer. We reserve the right to suspend or remove your child from camp if they do not abide by the Code of Conduct agreement.

#### *Behavior Guidelines*

- Campers are expected to respect all participants of Jacomo Summer Camp. This includes campers, counselors, and any Jackson County staff, volunteers or visitors.
- Campers are responsible for their words and actions.
- Campers are expected to listen to camp counselors, camp staff, and volunteers and follow their directions.
- Campers are required to leave all electronic devices at home such as cell phones, iPads, and music playback devices. (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).
- Commit to Jacomo Summer Camp's values of curiosity, community and character, by building community through respect and teamwork, demonstrating character through honesty and responsibility, and embracing curiosity by exploring, asking questions, and trying new things.

#### *Prohibited Behaviors*

- Endangering the health and safety of themselves, other campers, and/or staff or volunteers.

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- 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.
- Refusal to listen to staff or volunteers.
- Inappropriate physical contact.
- Use of 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. Quiet Time/Alternative Activity: Staff will have the camper sit out from an activity or engage in an alternative one. Depending on the severity of the incident, the camper's guardian may be notified.
3. Parent Contact: The parent or guardian will be notified by phone of the incident(s) in question. The parent will be made aware that further disciplinary action may be taken if the issues continue or escalate.
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: The discipline process may be accelerated by staff in the event of serious misconduct. 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.

### **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 Medical Emergencies**

#### *Non-Emergency*

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

- If first aid is issued to the camper, it will be recorded on our first aid report.
- The child will be periodically observed after first aid has been applied.
- The first aid report will be placed in the sign-in/sign-out clipboard and given to the caregiver at pickup.

#### *Emergency Procedures*

- If the situation warrants, 911 will be called immediately and the Jackson County Rangers will be notified. Every effort will be made to contact the guardian.
- First aid will be administered by camp staff personnel until professional services arrive. All camp staff are certified in American Red Cross 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 reached or arrive to the 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 circumstances below 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 either a) 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 b) the camper has completed the quarantine time required by the current Jackson County and CDC guidelines (if applicable).

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. We will follow the instructions provided on the bottle unless a doctor's note is included indicating alternative instructions.

All prescription and over-the-counter medication will be stored in the Front Office. **DO NOT PACK MEDICATION IN YOUR CHILD'S 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 a "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 during field trips.

All camp staff are trained in First Aid/CPR and AED including the administration of emergency medication such as an EpiPen 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. After-hours calls (emergency only) can be directed to the Ranger Station at (816) 503-4890.

### **Cancellation and Transfer Policy**

Camps cancelled one week or more from the first day of your child's registered camp week will receive a refund of the payment + a \$30 cancellation fee to the original payment method. Cancellations made less than a week out from your registered camp will receive 50% back of the payment to the original payment method. No refunds will be given for camp no call, no shows.

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