

BREC SUMMER CAMP PARENT GUIDE

ALL YOU NEED
TO KNOW!



 225-272-9200 EXT 400

 [BREC.ORG/SUMMERCAMP](https://www.brec.org/summerncamp)

BREC'S SUMMER CAMP PARENT GUIDELINES

It is the mission and goal of the Recreation and Parks Commission for the Parish of East Baton Rouge that your camper's experience at our summer camps be as pleasant, fun and safe as possible. In an effort to provide a fun and safe summer environment, BREC would like to make you aware of some of our policies and procedures. BREC hopes you will find them helpful. BREC is open to any questions or suggestions that you may have concerning any of BREC's policies and/or procedures. It is BREC's belief that our success is not possible without you.

VACCINATIONS

BREC supports childhood vaccinations. For more information on getting your camper vaccinated, please contact the Headquarters of Louisiana's Department of Health at (225) 342-9500.

REGISTRATION DOCUMENTS

Acceptance of your camper to BREC Summer Camp requires a fully completed registration process and fee(s) paid in full for all sessions your camper will be attending, unless participating in the deposit or financial assistance program.

Parent/Guardian must make sure that all information on the summer camp registration form is complete and correct. In case of emergency, BREC will not be responsible for notifying appropriate guardian due to insufficient or inaccurate information on registration form. Falsifying any information on the registration form could result in your camper's dismissal from camp. BREC staff will contact YOU through this information you have provided in the event of an accident, injury, discipline problem or any other type of communication that needs to occur. Parent/Guardian are required to inform BREC of any address or telephone number changes during summer camp immediately. If your camper is taking medication at camp, a medication log must be filled out before their session starts and provide to Camp Director.

DEPOSITS

BREC allows a registration deposit equal to half of the session(s) fee from March 25-April 28. Anyone who wishes to hold a spot in any session can do so by paying half of the total fee. Registrants must pay the remaining balances of the registration fees no later than April 28. Anyone who does not pay their balance by this time will forfeit their original deposit and their spot in camp. The original deposit is non-refundable, but is transferable. Deposits are not available for online registration.

REFUNDS

Registrants must request all refunds on a Summer Camp Refund form, which can be found on the BREC website (www.brec.org/summercamp) or picked up at their summer camp site. The forms must be dropped off at your camp site. If a registrant makes a refund request more than 10 business days prior to the start of the session, BREC issues the full session fee minus a \$15 transaction fee. If a registrant makes a refund request 10 business days or less from the start of the session, BREC will not issue a refund. BREC does not issue a refund for any session already in progress. The date the refund request is submitted to the summer camp site determines if a refund is approved or denied.

All checks must clear our banks before BREC processes any refunds. Please allow 3-4 weeks for BREC to issue a refund.

Refund Request must be completed by the following dates:

SUMMER CAMP SESSION	REFUND REQUEST DUE DATE
1: June 5 – June 9	May 22
2: June 12 – June 16	May 29
3: June 19 – June 23	June 5
4: June 26 – June 30	June 12
5: July 3 – July 7	June 19
6: July 10 – July 14	June 26
7: July 17 – July 21	July 3
8: July 24 – July 28	July 10

FINANCIAL ASSISTANCE

BREC provides limited financial assistance. BREC requires all applicants to pay at least half of the registration fee for every session they plan to attend at the time of requesting a financial assistance form. All summer camp sites provide financial assistance forms that include directions for completing the financial assistance process. Registrants must complete BREC's Financial Assistance Form in its entirety with the required documents attached to be considered. BREC does not make exceptions. BREC does not offer financial assistance for out-of-parish residents. BREC financial assistance is available on a first come, first served basis until funds are no longer available.

CAMPER ARRIVAL & DEPARTURE PROCEDURE

Drop off (7:30 am) and pick up times (5:30 pm) will be strictly enforced. However, BREC offers before (7-7:30 a.m.) and after (5:30-6 p.m.) care for \$14 per week. A minimum of 10 campers are required. BREC recommends for any unforeseen problem affecting this policy that Parent/Guardian should contact camp staff immediately through the center. Parent/Guardian are required to sign in/out your camper each day. Campers will not be allowed to sign themselves in/out under any circumstances. Failure to do so could result in your camper's dismissal from camp. **NOTE:** There will be a late fee applied per camper for repeated tardiness.

Campers are not permitted to leave camp with anyone other than his/her Parent/Guardian and anyone listed on the sign in/out sheet. When an adult from this approved list comes to pick up your camper, they **MUST** present a current picture ID. Please have your photo ID available whether camp staff knows you or not. **REFRAIN FROM CALLING IN BY PHONE** because advanced written permission **IS REQUIRED** to add anyone to this list. Only the parent/guardian who enrolled a camper in Summer Camp is approved to make changes to the list of individuals authorized to pick up a camper. Parent/Guardian must sign their camper in/out each day. Parents should **NEVER** drop off or pick up camper in parking lot or not sign camper in/out.



TYPICAL CAMP DAY

Structured activities are provided for campers throughout the day. All activities, equipment, field trips, arts/crafts are already paid for through the registration fee, no additional money should be sent with the camper each day! BREC asks parents that your camper avoid from wearing expensive clothing or jewelry to camp. Remember your camper will be engaging in active recreational activities, as well as traveling field trips throughout the parishes. The following items are not permitted at camp under no circumstances, this is to protect your camper's personal belongings: cash (campers are not permitted to purchase items, including concessions/souvenirs), any electronic devices including cameras, handheld game devices, Ipods/MP3s, cellular phones, headphones, etc. Pocket knives or other items that could be considered weapons are not allowed at camp.

BREC IS NOT RESPONSIBLE FOR LOST OR DAMAGED PROPERTY OF ANY KIND.

Parents are encouraged to check the contents of their camper's backpack before dropping off at camp. If the camper is found to have such items as above, BREC staff will store the item until the camper is picked up from camp that day by the parent/guardian.

WHAT TO BRING TO CAMP?

Your camper is required to wear the BREC camper shirt provided to you on field trips days. It is recommended that your camper bring their own sunscreen/insect repellent to camp at the beginning of each day (packed in their lunch bag) or be sprayed before being dropped off each morning.

Parent/Guardian, please send your camper to camp dressed appropriately for indoor and outdoor activities. Campers are **REQUIRED** to wear sneaker style shoes and socks to camp each day. Please do not send your camper in flip-flops, crocs, sandals or heelys (skate shoes). For swim days, please send your camper already dressed in their swimsuit, with their clothes over it. On these days, they should bring a bag with necessities for changing after swimming, along with a towel. Girl campers must wear one-piece swimsuits, while boy campers must wear swim trunks with a lining.



WHAT TO PACK FOR SNACKS/LUNCH?

Campers will need to bring two snacks each day, one for the morning and afternoon. BREC recommends that you send healthy snacks for your camper each day. Your camper's lunch must be a non-microwavable meal. You should send enough drinks for your camper to last all day. Please limit number of carbonated drinks (water and juices are preferred). BREC recommends sending a water bottle that can be refilled throughout the day. Be sure that your camper's name is written on his/her belongings (lunch boxes, water bottles, beach towels, backpacks, baseball caps, etc.).

DAILY ACTIVITIES/FIELD TRIPS

Parent/Guardian are requested not to visit campers during summer camp activities, except in the event of an emergency. It is camp policy to notify Parent/Guardian in the event of an accident, injury, or discipline problem. However, Parent/Guardian who have questions or concerns regarding their camper or Summer Camp, should contact the camp director at the facility. The director is in-charge of the daily operation, staff, and facilities.

Parent/Guardian shall never, under any circumstance, attempt to stop a BREC Summer Camp bus, once it has left a camp site. Such an incident may result in your camper's dismissal from camp. For campers arriving late to camp/field trip, it is the parents'/guardians' responsibility to bring their camper to the field trip location on that day. Parent/Guardian are required to check with Camp Director upon arrival of field trip location and sign them in.

MEDICATIONS

Parent/Guardian must notify the Camp Director about any camper needing to take medication during the day and provide all medications clearly labeled with the child's name, name of medication, and dosage level for **1 DAY!** A medication log must be completed and filled out for all campers requiring administration of medicine during camp. Camp staff will hold all medicines to prevent accidental ingestion by other campers.





CAMPER DISCIPLINARY PROCEDURE

Parent/Guardian are responsible for working with summer camp staff to resolve disruptive behavior and discipline problems that may result in the camper's suspension and/or expulsion from camp. BREC considers attending summer camp a privilege and will not allow unruly or disruptive behavior from any of its campers while on camp site or field trip. If any camper becomes a discipline problem, he/she may be subject to suspension and/or expulsion from camp. Parent/Guardian are expected to work with camp staff in the discipline of their camper. Depending upon the severity of the incident a camper may:

- a. Be given a verbal warning
- b. Have an activity taken away
- c. Be placed in timeout
- d. Be sent home
- e. Dismissal from camp

BREC reserves the right to dismiss a camper, whose conduct or influence is unsatisfactory or detrimental to the best interests of the camp, as determined entirely at the discretion of BREC. If needed, Parent/Guardian will be required to pick up the camper upon being notified of being sent home or expelled from camp immediately.

No environment is risk-free. Please instruct your camper on the importance of abiding by the camp's rules. Make sure that he/she is familiar with these rules and will follow them.

DON'T FORGET



CAMP NAME: _____

CAMP ADDRESS: _____

CENTER'S PHONE NUMBER: _____

RECREATION OFFICE CONTACT: 225-272-9200 EXT 400 or summercamps@brec.org

RECREATION MANAGERS NAME/EMAIL: _____

CAMP DIRECTOR'S NAME: _____

COUNSELORS' NAMES: _____

MEET & GREET NIGHT INFORMATION

THURSDAY, JUNE 1, FROM 5-7 PM AT MY CAMP SITE

Come to the Recreation Center where your camper is registered to attend camp and meet the staff that will be supervising your camper. Get answers to questions, learn your travel / swim days and get an idea of the exciting daily programmed activities.

Mark your calendars now and we hope to see you there!!!

