



Camp Alexander  
Policies and Procedures  
For Parents/Guardians

Camp Facility  
1783 Rd. P5  
Emporia, Ks 66801  
Cell 620-794-1830

## Hours of Camp

7:30 am - 5:30 pm

Campers may not be dropped off any earlier than 7:30 am and should be promptly picked up no later than 5:30 pm each day

**\$10 for each 5 minutes that the pickup is late, beginning at 5:31 as we are required to have staff (on overtime) for our accreditation.**

## Release of Camper

All campers must be **signed in** each morning and **signed out** at the end of each day. This should be done in the office at camp. If a camper is leaving early, they must also be signed out. In order to have the camper ready to go, parents/guardians may call the office with time of release and the camper will be waiting in the office.

Only those adults listed on camp enrollment form will be allowed to pick up the camper. If someone other than those listed on the form will be picking up the camper, the camp needs to be notified before the camper is released that day. We **will not** release the camper to anyone not listed on the enrollment form. Notification must be made in person by parent/guardian if anyone not listed on enrollment form will be picking up camper.

## Fees

Fees for each week should be paid no later than 5:30pm on the Monday of each new week. If fees are not paid by Monday, the camper may not come to camp on Tuesday.

Return check fee -\$30.00

There will be a non-refundable deposit of \$10.00 on fees paid in advance, if cancelled. The cost of camp will **NOT** be pro-rated if the camper misses a portion of the week regardless of the reason. We apologize for the inconvenience but Camp Alexander is a nonprofit organization and we encourage you to look at it as a place to support, not to take away from. Thanks for understanding.

## Payment

Camp fees may be paid by cash, check or credit/debit card. These fees may be paid in the camp office after June 1 or at Non-Profit Solutions located at 618 Commercial, Emporia, KS., before June 1.

## **Bullying**

Camp Alexander policies prohibit bullying in any form either by a student, staff member or parent towards a camper or by a camper, staff member, or parent towards a staff member on or while using camp property.

Campers who have bullied others in violation of this policy will be subject to disciplinary action, up to and including suspension from camp or expulsion from camp. If appropriate, campers who violate the bullying prohibition shall be reported to local law enforcement.

Bullying includes, but is not limited to, the following behaviors: any intentional gesture or written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates intimidating, threatening or abusive environment for a camper or staff member such as:

- Physically or mentally harming the camper or staff member through verbal intimidation, physical aggression, social media or any other forms of bullying.
- Damaging a camp member or staff member's property
- Placing a camper or staff member in reasonable fear of harm
- Placing a camper or staff member in reasonable fear of damage to the camper's or staff members property

## **Discipline**

If a camper is not following camp guidelines and is not being respectful, responsible or safe, they will be given a strike. If a strike is given, the parent/guardian will be notified of the incident. If the camper is not following guidelines for a second time they will be given a second strike. If strike 2 is given, the parent/guardian will be called and they will be asked to pick up their camper for the rest of the day. If the camper returns the following day and is not following camp guidelines for the third time they will be given a third strike. The third strike means the camper will need to be picked up immediately and will not be allowed to return to camp for the rest of the summer.

However, it is at the full discretion of the camp director to remove a camper from camp and not allow the camper to return regardless of the 3 strike rule above if they see need to ensure safety for campers and staff. If a camper is removed from camp for disciplinary reasons, the camper will not receive a refund or partial refund of any kind.

### **Destruction of property**

Intentional destruction of property is prohibited. If a camper intentionally damages or destroys property of the camp, parent/guardian will be contacted and may be held accountable for replacement of said property.

### **Dress Code**

Campers should always dress for the weather. Campers should wear appropriate footwear. Sandals and flip flops should not be worn to camp. Water shoes or old tennis shoes are appropriate for swimming. Low-cut tops, revealing clothing or swimwear, short shorts should not be worn at camp. If clothing is deemed inappropriate we will provide an alternate top or will call home to ask for more appropriate clothing. No bikinis are allowed.

### **Medications, Sunscreen, Bug Spray**

If a camper takes prescription medication that needs to be administered at camp, parent/guardian should fill out appropriate paperwork which will need to be signed by a physician. Campers should not bring non-prescription medications to camp.

Campers may want to bring sunscreen. Camp staff **will not provide** sunscreen.

Campers may want to bring bug spray. Camp staff **will not provide** bug spray.

### **Items Allowed at Camp (please bring them Labeled)**

Water Bottles

Towel

Swimming suit

Change of clothes

Hats

Extra footwear

Backpack or bag to hold all of camper's supplies

## **Items NOT Allowed at Camp**

Gaming systems

Phones

Valuables

Weapons of any kind

Pokemon or any cards of any kind or toys from home

## **Lost and Found**

Please ensure that all items brought to camp are marked. Camp Alexander assumes no responsibility for personal items left by the camper, but every effort is made to return lost and found items to their owners before the campers leave. Please make sure to clearly label all items with the name of the camper. If we don't hear from individuals who have left items by the last week of camp, those items will be donated to charity. You may pick up your camper's lost and found items at the camp office or if you would like an item mailed back to you, you will need to pay the cost of postage, plus a \$10 handling fee.

## **Inclement Weather**

Camp Alexander has a Storm/Tornado shelter on site. Staff members will ensure that in the event of severe weather, campers will be escorted into the appropriate building. Light rain, without lightning, is not considered severe weather but all precautions will be taken to ensure the safety of all campers. There are large, enclosed buildings on site that can be used for indoor activities in the event of rain or weather changes. All camp counselors will carry walkie talkies and will keep in communication with the main office where one of three weather radios are located. Office personnel will also ring the announcement bell which can be heard in all areas to signal that counselors need to escort campers back to the main areas.

## **High Risk Sports and Recreational Activities**

Campers will be participating in sports that are sometimes considered by the Kansas Department of Health as high risk. Those that fall into that category are as follows: fishing, swimming and canoeing. In compliance with KDHE Camp Alexander will have licensed lifeguards on sight for all of the above activities as well as camp counselors. Other safety measures that will be followed are:

- Lifejackets will be worn at all times when in a canoe or when swimming.
- When fishing, an adult will always bait hooks and will take off any fish that are caught.

- Parents/Guardians will sign a Release Form upon enrollment of their child(ren) at Camp Alexander.

Staff Members (names and position)

Camp Director- Jen McKay

Program Director-Juan Ramirez

Counselors- Walker Ayers

Marcus Cornelius

Sarah Hill

Shelby Pedersen

Jennifer Whaley

Trenna Hanlin

Israel Alvarez

Brett Reichert

Kathyrn Whitcomb

Camper signature\_\_\_\_\_date\_\_\_\_\_

Director signature\_\_\_\_\_date\_\_\_\_\_