



# **2025**

## ***Parent Handbook and Program Information***

### **Session Dates**

June 2 - June 13

June 16 - June 27

*(Closed June 19 – Juneteenth Holiday Observed)*

June 30 - July 11

*(Closed July 4 – Independence Day Holiday)*

July 14 – July 25

July 28 - August 8

### ***DAYS & HOURS***

Monday - Friday

7:15 am - 5:15 pm

***RATES:*** \$195 per session

### ***LOCATION***

Fergus Falls Community Arena

340 N. Friberg Ave.

# ***Kids Kamp***

## ***Program Information***

Kids Kamp is a place for school-age children to come and be part of many summer activities. It's open for kids entering 1<sup>st</sup> grade – 6<sup>th</sup> grade. They will work on building their confidence through games, crafts, and indoor/outdoor activities. We believe that all kids need to build on teamwork, self-control and being responsible.

**Hours of Operation/Fees/Cancellations:** - Drop-off can begin at 7:15am and all children must be picked up by 5:15pm. All participants must be signed in and out each day by an adult.

**FEES** are \$225/session for a two-week session whether your child attends everyday or just a few days. This fee includes most field trips. Fees are due on the **first day** of each session unless prior arrangements are made. **\*\*You can reserve your spot for any or all sessions for only \$50 per session. This fee is non-refundable if you cancel that session.**

**LATE FEE POLICY:** After 1 Warning there will be a late pick-up fee assessed at the rate of \$1.00 per minute for each minute that a parent is late. If someone else other than the parent is late picking up the child, the parent is still responsible for paying the fee. If possible, contact Kids Kamp to let them know you will be late **218-205-0323 (no text messages please).**

**CANCELLATION POLICY:** All cancellations need to be made 1 week prior to the start of a new session, or you will be responsible for full payment for that session. This gives us time to contact others on the waiting list if needed.

**Pick-up Person:** Anytime someone other than you, the parent or a designated person listed on your registration form will be picking up your child, please let the Kamp Coordinator know at check-in time with a written note. All designated pick-up people must be listed on the Registration Form.

Any child who will be leaving the program without parental supervision (walkers, bike riders, etc...) must have a written note on file with the coordinator and it needs to be stated on the Registration Form.

**Kamp Emergency:** Please make sure ALL contact phone numbers are updated and accurate.

***We must be able to contact someone at ALL times!*** If you need to contact the staff for anything throughout the day, please call our Kids Kamp phone **218-205-0323** or the Park & Recreation office **218-332-5806**.

**Communication:** While your child is in our program, we encourage parent input and participation. To help us interact with your child, parents are encouraged to share with staff, any events affecting your child.

**Lost & Found:** There will be a central location for lost articles. Please check with a Kamp staff member if they have lost something. At the end of each session, all Lost & Found items will be donated to the Salvation Army if not claimed within 2 weeks.

### Things to Bring:

- **Snack/Lunch:** All children should bring a snack, lunch, and drinks with them each day. **No glass bottles please!** Insulated thermos and lunch bags/coolers are recommended. We will have a refrigerator & microwave available for use. Due to the different size bags and microwave abilities, we please ask that you don't send microwave popcorn unless it's already been popped.
- **Clothing:** All children should dress according to the weather forecast. T-shirts and shorts are usually best for the average day. Sneakers are also recommended, or some type of closed toe shoe – sandals are not recommended. Dry clothing must be worn after swimming. A shirt and shorts/pants are required at all times. Also, please label backpacks, carrying bags and lunch boxes/coolers.
- **Water bottle:** Please be sure you have your name on it. They will be used daily and taken with us on our outings.
- **Sunscreen:** Please send a bottle of sunscreen with your child in their backpack and please label it with their name.

### Things **NOT** to Bring:

- Electronics: I-Pads, cellphones, I-Pods or Smart Watches.
- Cellphones will not be used during the day if brought to Kamp. If you need to contact your child, please call our Kids Kamp phone **218-205-0323** or the Park & Rec Office @ **218-332-5806**.
- Money (unless requested for a field trip)
- Candy and/or gum.
- Blankets, toys or stuffed animals. If a child should bring something from home, it must be understood that others may play with it, and we cannot guarantee its safety.

**Field Trips:** Scheduled field trips will take place throughout the course of the summer. On field trip days, ALL children and staff will go on the trip. Parents with children who do not wish to go on the field trip will need to find alternative arrangements for the day. Most field trip costs are included in the session costs. There could be times when your child is asked to bring money for an event and these times will be posted.  
(ex: Ice cream treats at Dairyland or Uncle Eddie's)

**Treasures:** We will post a list of items that we may need throughout the summer for projects or craft items. We may ask for magazines, empty paper towel or toilet paper tubes, jars, tin cans, and buckets to name a few.

**Donated Items:** If you are cleaning out closets, we are looking for more games, puzzles, educational or learning toys, Legos, Barbie's, and other items that kids like to use.

**Bike Riders:** Children who ride their bikes to Kids Kamp shall not ride or play with them during program hours. We also ask that you provide a written statement to us verifying you are allowing your child to arrive and leave on their bicycle.

**Behavior:** We have a **NO TOLERANCE RULE** on inappropriate language and touching. If any of these behaviors are brought to our attention you will be notified immediately. If this behavior continues your child will be dismissed from our program.

**Special Needs/Behavioral Challenged:** Parents of special needs or behavioral challenged children should contact the Recreation Coordinator at **218-332-5806** to discuss if this program is right for your child prior to your child registering or attending. We want this to be a positive experience for all and although we are willing to make every possible effort to provide accommodation for the safety and enjoyment of all children; we also realize our staff are mostly high school and college kids that are not necessarily trained yet to handle these situations.

**Medication:** If your child needs any medication during our program hours, please make sure you note that on the Registration Form, along with specific time and dosages to be administered. *All medications must be delivered in its original container that shows: prescription info, name on medication, date filled, physician's name, child's name, and directions for dosage.* Kamp director will oversee administering the medication. If possible, we would prefer all medications to be given prior to arriving at Kids Kamp. Also, if your child takes daily medication, please don't forget to give it to them as this isn't fair to your child, the staff and others who interact with them.

**Illness or Injury:** According to state licensing requirements and for the protection of all children, we cannot accept any children with the following symptoms: elevated temperature, diarrhea or vomiting, undiagnosed rash, sore or discharging eyes or ears, profuse nasal discharge, diagnosed contagious disease (such as strep throat or chick pox). Children must be symptom free for 24 hours before they can return.

We also please ask if you have more than 1 child attending Kids Kamp, and if one becomes ill, please keep other siblings' home too. This helps limit the spread of germs to others. Sick children will be provided with a place to rest until parents are notified to come pick them up. We ask that when you are called that you, please come immediately.

Emergency services will be obtained through 911 for any illness or injury that the staff feels they are unable to handle. Attempts to reach a parent or other person designated on emergency contact list until someone is reached. A parent or other designated person will be requested to pick up a child who is ill or who has an injury requiring medical treatment.

**Transportation:** We **DO NOT** transport for activities. We will try to accommodate the best we can with the schedules, but please remember that the staff is busy with the other kids and not always available to walk them to places or meet them. If your child is one that will be attending an activity during the day and can go on their own you will need to leave a note with our staff which authorizes them to go. If they are taking the Otter Express bus anywhere we please ask that you have them picked up and dropped off at the main entrance. Please discuss any special schedule requests or accommodations your child may need with the coordinator so we can see if we are able to help accommodate. **PLEASE NOTE** when we are on a field trip or out of the building that we don't have staff that stays behind. If your child will be returning while we are out – you will need to make other arrangements so that they are not left unattended in the building.

**If you have any other questions or concerns, please contact our office @ 218-332-5806**