

# Summer Camp

Parent Handbook 2026



Welcome to JCPRC Summer Camps! We are excited to spend the summer with your child. This handbook contains important information to ensure a safe and enjoyable camp experience. Please read it carefully. Additional details will be provided via email closer to your camp's start date.

# Pick Up & Drop Off

Please adhere to your camp's specific location and schedule each week!

## Drop Off

- Early drop-off is not allowed.
- Sign your child in.
- For late drop-off or location changes, contact our office at 304-728-3207

## Pick Up

- Pick-up must be prompt. Late pick-ups may incur fees or result in removal from future camps.
  - Late pickup fees: \$15 for first 5 minutes, \$1 minute for subsequent minutes.
- A photo ID is required for pick-up.
- If someone not on your authorized list will pick up your child, inform us in writing with their full name.
- For early pick-ups or location changes, contact our office for instructions.



# Personal Property & Attire

Please label items from home with your child's first and last name.

## Attire

- Please adhere to specific instructions for your camp.
- Comfortable, weather-appropriate clothes (expect your child to get messy).
- Closed toe sneakers.
- Sunscreen spray/bug spray (optional)

## What to Bring

- Items specified in camp description or email.
- Refillable water bottle.
- Lunch and snacks (based on camp requirements).



## What Not to Bring

- This is not a complete list, please communicate specific questions or concerns to JCPRC staff.
- Exceptions will be stated in the camp description or email.
- Strictly prohibited items: weapons, controlled substances, dangerous items.
- Toys, electronics, and personal games or stuffed animals.
- Mobile phones should remain out of sight unless there's an emergency.

Jefferson County Parks & Recreation is not responsible for lost or damaged personal items.

# Discipline

## Purpose

- To guide children during camps and programs to develop a healthy behavior pattern that contributes to their overall well-being. Following these guidelines may help facilitate a successful camp or program.
- Program staff in the care or custody of children during camps or programs are responsible for following this SOP.
  - Expectations for participants to follow during camps and programs:
  - Listen to and respect staff
  - Respect other participants, treat others as you would want to be treated
  - Respect facility property and program supplies/equipment
  - Keep hands, feet and other objects to yourself
  - Participate in activities
  - Use an inside voice when inside
  - Clean up after yourself
  - Be positive and have fun!
- Staff should use the following steps when participants are not able to follow the above expectations:
  - Redirection
  - Verbal Warning
  - Time out away from the group
  - Behavior/Incident report send home (must inform parents each time a report is made, child behavior may be documented as few as once and not more than 3 times)
  - Meeting with supervisor, necessary staff, parent(s), and child. (At this time suspension or removal from the activity will be discussed).
- Situations that will result in an automatic behavior warning, incident report, or removal from program, are:
  - Stealing
  - Use of profanity
  - Violence (hitting, kicking, biting, punching, etc.)
  - Property damage
- If a child engages in behavior which poses a threat of bodily harm to himself, others or facility property, an immediate meeting with parent(s), or guardian may be called. An immediate suspension or expulsion may result.

# Health & ADA

## When Children Should Stay Home

- Fever (100°F or higher) within the past 24 hours.
- Unexplained rash.
- Vomiting or diarrhea within the past 24 hours.
- Lice or nits.
- Severe cough or difficulty breathing.
- Any contagious illness.

## Medication

- Administer medication before or after camp when possible.
- All medications (including inhalers) require a medication form signed by a doctor.
- Prescription medications must be in their original labeled bottle.
- Epi-pens require an authorization form signed by a parent or guardian.

## Allergies

- Inform us in advance if your child has severe allergies requiring accommodations.
- No food sharing is allowed.

## Other

- Contact a Recreation Coordinator to request reasonable ADA modifications if you think your child needs them.
  - Advance notice helps us help your child!
- Children must meet basic camp requirements (e.g., age, toilet trained, able to remain the group and participate safely).
- If unsure which camp is best for your child, please reach out to a Recreation Coordinator.

# Unplanned Events

## Weather Cancellation/Relocation & Medical Emergencies

- In the event of a weather-related or emergency closure, we will do our best to notify you promptly.
- Outdoor camps generally proceed in moderate weather, so dress accordingly.
- In case of medical emergencies, staff will call 911, then contact you or your child's other emergency contacts.

## Communication

- Ensure your child's emergency contact information is up-to date in MyRec.
- Opt into text and email notifications through MyRec.
- Follow JCPRC's Facebook page.

## Recreation Manager



Tommy Van Vliet: [tvanvliet@jcprc.org](mailto:tvanvliet@jcprc.org)

## Recreation Coordinators



Heather Burgos: [hburgos@jcprc.org](mailto:hburgos@jcprc.org)



Jim Ramey: [jramey@jcprc.org](mailto:jramey@jcprc.org)

Office: 304-728-3207 / [info@jcprc.org](mailto:info@jcprc.org)

# Cancelations, Waitlists & Scholarships

## Cancelations

- If JCPRC cancels or reschedules a camp, we will notify you and provide available options.
- To withdraw from or transfer camps, submit a refund request form. Forms and policies are available on our website: [jeffersoncountywv.myrec.com](http://jeffersoncountywv.myrec.com)

## Waitlists

- Camps are filled on a first-come, first-served basis.
- If a camp is full, you can place your child on the waitlist.
- Waitlists are contacted in order, but staff may contact the next person on the list if you are not quickly reached.

## Scholarships

- Limited, income-based scholarships may be available
- More information is available on our website: [jeffersoncountywv.myrec.com](http://jeffersoncountywv.myrec.com)



Thank you for choosing JCPRC Summer Camp. We look forward to a fun and safe experience for your child!