



Camp Shawnee Family Handbook



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Introduction

This handbook has been developed to summarize the most critical policies and procedures that Camp Shawnee families should know about and follow. Written policies and procedures are very important for a variety of reasons. Probably the most important reason is safety.

Please read these policies and procedures thoroughly. If there is any part of them you don't understand, or if you have questions about anything – ask. The City of Shawnee (City) encourages open communication at all times.

Camp Shawnee and Shawnee Parks and Recreation comply with all applicable laws. This handbook shall be interpreted in accordance with any law imposing obligations beyond the policies outlined here.

While we have outlined inappropriate behaviors, it is not possible to list every potential issue. Camp Shawnee reserves the right to address conduct of comparable severity, even if not explicitly stated in this document.

**ON BEHALF OF THE CITY,
WELCOME TO CAMP SHAWNEE!**

Mission and Vision of Shawnee Parks and Recreation

The mission at Shawnee Parks and Recreation is “Create opportunities, for the Community, to **Explore**, **Engage** and **Connect**.”

In fulfilling our mission every day, we are working towards our vision long-term of who we want to be for Shawnee: *“Shawnee Parks and Recreation is a leader in creating a healthy community that promotes innovative and inclusive opportunities that fulfill each person’s mind, body, and spirit.”*

How do we do this? Through our two aquatic centers, Shawnee Civic Centre, twenty five parks with various amenities, a wide variety of events, classes, camps and workshops offered throughout the year, and our historical museum Shawnee Town 1929.

The Vision of the City

Capitalizing on its strong community values, vast open space, and connectivity citywide and regionally, Shawnee aspires to be a place where people of all walks of life want to call home, grow a business, raise a family, recreate, and spend time.

Camp Shawnee

Starting in 2025, the City operates a full-service day camp at the Shawnee Civic Centre. This facility is located at 13817 Johnson Drive. This facility serves patrons of all ages with a large variety of classes, programs, open gym and rentals throughout the year.

Camp is a wonderful recreation resource for residents of Shawnee that not only will provide an enriching summer full of recreation, for our youth to explore, engage and connect. The Camp will also provide invaluable child care opportunities for our residents and others from neighboring communities as well. The following policies and procedures are established to create an environment where all of this can be accomplished safely and with structure.

Ultimately, our camp staff has the responsibility of making sure all those things happen! The role of the Shawnee camp staff is critical in ensuring a safe and fun recreational experience for campers, and this is done by exhibiting professional and positive actions at all times.

Mission of Camp Shawnee

The mission of Camp Shawnee is to “Create opportunities, for our Campers, to **Explore**, **Engage** and **Connect** during the summer.”

The Goals of Camp Shawnee

For our Shawnee residents, to provide a full-service childcare day camp opportunity to meet an underserved need.

For our Campers, to provide a safe, encouraging, and fun summer day camp experience.

For our Department, to provide a new, innovative opportunity to serve more residents.



Shawnee Parks and Recreation Camp Organizational Chart

Parks and Recreation Director

Tonya Lecuru

Recreation Superintendent

Sean Keenan

Recreation Manager

Matt Mann

Camp Director

Lead Camp Counselors

Camp Counselors

Required Forms

The Kansas Department of Health and Environment requires certain forms to be on file with programs like the Camp Shawnee.

All of our documentation and communication requirements will be through the ePACT system that you will receive an invite to once you are enrolled as a participant in the camp.

Under Kansas State law, all campers must have on file:

- **Member Info Personal Data Information**
- **CCL 358 Health History for Children and Youth Attending School Age Programs**
- **CCL 010 Authorization for Emergency Medical Care:** Notary is not required in Johnson County.
- **Aquatics Permission**
- **Diving Boards Permission**
- **Fieldtrip/Transportation Permission**
- **Sunscreen and Bug Spray Application Permission**

If camper has medications these forms are required to be uploaded as well

- CCL 359 Authorization for Self-Administration
- CCL 026 Authorization for Administering Short-Term Medications
- CCL 027 Authorization for Administering Long-Term Medications

All forms must be submitted in ePACT before your Camper's registration can be completed. Campers with incomplete records cannot attend the camp.

Financial Policy

A \$30 one-time, non-refundable charge is required at time of registration for camper welcome kit and processing.

First week of camp will be charged in full at time of registration with remaining weekly balances following the installment billing schedule.

Balance for remaining unpaid camp weeks will follow the 2025 Summer Camp Fee Schedule and be automatically charged on the Monday, 2 weeks prior to camp week start date.

Early balance payment is available online via the "My Account" then "Pay Balance" tab.

Separate camp "add-on" programs (swim lessons, enrichment camps, etc.) require full payment at time of registration.

Multi-sibling discount result in a \$10 reduction in total fee per additional Camper after the first registration in the same week.

Additional Processing Fees

- Decline Payment Fee - \$30
- Registration date change - \$15
- Late pick up fee -\$1/minute

Changes and Cancellations Policy

Enrollment cancellation request processed prior to April 8, 2025 will result in full refund.

Request for cancelation/refund after April 8, 2025, will only be processed if vacancy can be filled.

Request for cancellation/refund will not be accepted less than two weeks prior to camp week start date.

All cancellations for the Summer Camp must be submitted in writing and processed at the Shawnee Civic Centre or via email to Recreation Manager.

Requests for changes in camp week enrollment after initial registration will result in a \$15 processing fee dependent on availability.

Fees are charge weekly and not subject to proration due to illness, sports, vacations, etc.

Refunds will not be issued for absences/expulsion related to violations of the CAMPERS CODE OF CONDUCT.

Campers Code of Conduct

Behavior Management and Consequences

At Camp Shawnee, we focus on helping youth develop essential skills in conflict resolution, emotional expression, self-advocacy, and self-regulation. When addressing behavior and delivering consequences, we consider each Camper's developmental stage and age.

In the event of a behavior incident, staff will assess the situation with both youth and team members.

For more serious incidents, a thorough review will be conducted before determining final consequences.

The Disciplinary Form will be utilized to keep a record of any behavior issues, consequences, and follow-up that took place and/or needs to take place. These will be presented to parents at pickup.

Minor Behaviors

Minor behaviors are actions that disrupt others' ability to play, have fun, or remain safe. These behaviors may persist despite redirection or calming techniques. The severity of a behavior depends on the Camper's age and developmental stage.

Examples of Minor Behaviors include:

- Excessive yelling or screaming

- Mildly inappropriate language
- Intimidating others through body positioning or gestures
- Inappropriate physical contact (hugging, kissing, or touching)
- Minor verbal aggression towards others
- Leaving the designated area without permission but remaining inside the building
- Invading another Camper's personal space repeatedly or suddenly
- Throwing or kicking objects in anger (not directed at a person)
- Disrupting a game, puzzle, or activity by knocking over toys or interfering physically

Consequences for Minor Behaviors

One or more of the following actions may be taken:

- Redirection to a designated calm area
- Practicing calming techniques before rejoining activities
- Loss of specific privileges (e.g., group games or activities) for 1-15 minutes
- Communication with parents/guardians about the incident
- Short removal from the group
- Switching groups for the day
- Possible suspension from the program for 1-2 days

Major Behaviors

Major behaviors pose a serious risk to safety, involve repeated defiance of interventions, or require immediate separation from the situation. These actions may be physically or emotionally harmful.

Examples of Major Behaviors include:

- Repeated or extreme use of inappropriate language
- Threatening or harmful language directed at others
- Theft or destruction of property
- Intentional exposure of private areas or attempts to expose others
- Physical aggression or threats with intent to cause harm
- Throwing objects at others or using them dangerously
- Sexual misconduct, including inappropriate touching or engagement in any sexual act
- Evading staff and leaving the building
- Bullying (in-person or cyberbullying)

- Repeated minor or major offenses that disrupt camp operations

Consequences for Major Behaviors

One or more of the following actions may be taken:

- Immediate removal from the group
- Parents/guardians will be contacted as soon as possible for pick-up
- Loss of field trip privileges
- Possible suspension for 3-5 days, determined in collaboration with camp leadership and recreation management
- Modifications to the Camper's schedule or activities to support a successful return
- Dismissal from Camp Shawnee may occur based on a review by camp leadership and recreation management

Parent/Guardian Code of Conduct

A Camper may be suspended or permanently expelled from Camp Shawnee if Parent(s) or Guardian(s) fail to follow this Code of Conduct. Conduct that may result in suspension or expulsion includes, but is not limited to:

- Threats, written or otherwise, directed at Staff.
- Actions that jeopardize Camp Shawnee's state license.
- Failure to comply with Camp Shawnee policies and procedures, including providing required documentation for the Application for Enrollment, Child Care Services Agreement, and any supplemental information requested.
- Disrespectful treatment of Shawnee Parks and Recreation staff or contracted instructors.
- Incomplete or missing required application materials.
- Failure to update and maintain requested information, including Camper drop-off and pickup authorizations and required medical records.
- Refusal to cooperate with any action related to Camper conduct or other handbook provisions requiring parental cooperation.
- Behavior that creates health or safety concerns for the Camper, other Camper, Parks and Recreation staff, or contracted instructors.

Rules and Expectations

Respect is our ultimate guidepost when it comes to our overall Rules and Expectations for our Camp Shawnee campers and our staff team. We will respect people, facilities and things at all times. Through this lens, we will all take responsible actions that show respect to others.

Camp is 48 days of the summer and each day and each week will be different. We will be going on 10 different field trips, making 19 visits to the pool, etc. Each place we go, whether that's upstairs to one of the Civic Centre rooms or on an adventure to a really awesome park offsite, we will show RESPECT and make decisions that we are personally Responsible for.

The ultimate idea is: "How are your actions, that you are personally responsible for, showing respect to [insert person, place, or thing]?"

Respect People

Other Campers, Camp Shawnee Staff, Parks and Recreation Staff, Pool Staff, Field Trip Staff and other members of the public, and YOURSELF

Responsible actions examples...

- Do not steal from others
- Give others personal space
- Do not yell at someone

Respect Facilities

Shawnee Civic Centre, TASAC pool, parks and Field Trip destinations

Responsible actions examples...

- Do not play with light switches in bathrooms
- Benches at the pool must remain where they are
- Leave signs around a field trip destination alone

Respect Things

Camp supplies, pool equipment, field trip items, playgrounds, Civic Centre equipment

Responsible actions examples...

- Do not tear apart blocks
- Leave activity supplies at the Field Trip site
- Use pool inflatables in the appropriate body of water

Swimming Days

We will be visiting The Thomas A. Soetaert Aquatic Center (TASAC) twice a week. We will follow all of the rules and expectations as outlined by the Aquatics Division of the Shawnee Parks and Recreation Department, in addition to our normal rules.

Swim passes – Campers will be swimming 2x/week at TASAC. This is included in camp registration. To access Shawnee Parks & Recreation Aquatic Centers outside of camp, campers and their families will either have to pay the daily admission fee or acquire a summer pool membership.

Supervision – Our swim times will take place during regular open hours of the aquatic center. Along with the trained and certified aquatic center team, Camp Shawnee staff will be supervising youth during swim times as well and work alongside our aquatic center team to provide multiple eyes on the water, in common areas and in the locker rooms. Campers will have a camp-specific wristband to help with identification while at the pool.

Swim Tests – Campers will have to pass a swim test their first time at the pool if they want to be able to use the slides or diving boards. These will be conducted for all Camp Shawnee participants PRIOR to swimming allowance. Swimming abilities and access areas will be denoted by wrist band color system.

Field Trip Days

We will be going on a Field Trip once or twice a week. We will follow all of the rules and expectations as outlined by the Field Trip site.

On the bus to the Field Trip, we will follow all of the rules and expectations of the bus company we are working with, in addition to our normal rules.

Family access to Camp Shawnee

Family and approved adults are always welcome any time to the programs and activities of Camp during camp hours.

Drop-Off Procedures



At drop-off in the morning between 7:30-9:00am, parents are asked to pull into the lower parking lot of the Shawnee Civic Centre. The entrance to the camp is accessed as shown in the picture. ***If a staff person is available, they will be signing campers in by the sidewalk, otherwise you will need to bring them into the gym through the lower entrance.***

After 9:00am, parents will be expected to park in the regular parking spots and enter the front doors of the Shawnee Civic Centre.

- ***If we are leaving right after check-in for a field trip or there are other extenuating circumstances, we will communicate with parents in as many ways as possible in a timely fashion.***
- ***Parents are not allowed to drop off without checking in with a Camp Shawnee staff.***
- ***Drop-off prior to 7:30am is not permitted.***

Running Late or other Extenuating Circumstances

If you have had a situation arise that effects your time to arrive at the Civic Centre (traffic, illness, etc.) please call the camp phone as soon as possible to let Camp Shawnee staff know what is going on and we will work with you to best outcome for child(ren) for field trips, offsite activities, etc.

Pick-Up Procedures



After 4:00pm, the exit door will be open and will be the main access for parents to sign out. Please pull up in the parking spots shown here. *If available, a staff person will be outside checking out kids by sidewalk. If not, you will need to enter through the lower gym entrance.*

Parents who want to sign their camper(s) out between 9:00am and 4:00pm must first park in the regular upper parking lot of the Shawnee Civic Centre and then enter through the front doors and ask for camp staff location.

- ***There will be a late charge of \$1 per minute that you are past 5:30pm. You must call the camp phone and communicate if there is something delaying you, etc. for safety reasons.***
- ***Parents are not allowed to pick up without checking out with a Camp Shawnee staff.***
- ***If Camp Shawnee staff are not familiar with the adult picking up, photo ID will be required to be shown. Know this is 100% to only make sure that we are sending your camper(s) home with the right people at all times. The name of the person(s) picking up MUST be on the approved pickup list.***

Offsite Drop-Off and/or Pick-Up Procedures

If you need to drop-off or pick-up at the pools or at a field trip, please communicate with the staff either the day before or the morning at drop-off so they can plan for your arrival. ***Come prepared to show your photo ID.***

Sickness and Medications

Communicable Disease

Campers may not attend when suffering from any communicable disease. Guidelines as determined by the Johnson County Health Department will be observed. Children must be well enough to participate in activities before returning to camp.

Please help us keep a healthy environment for all our children. If a child cannot participate in the program due to illness, the child must be kept at home. Children who are ill may not return until they are symptom-free for 24 hours. They must also be fever-free for 24 hours without the use of fever reducers. If your child becomes ill during program hours, you will be notified and requested to pick up your child.

Prescription & Non-Prescription Medications

If your child is taking any medications while in attendance, these medications must be sent to the camp director in their original containers and must have prescription information affixed. Medication cannot be administered without signed parental consent through the forms in EPACT for medication administration.

Prescription medications must be in their original container labeled with the child's first and last name, the date the prescription was filled, the name of the licensed physician or licensed nurse practitioner who wrote the prescription, the expiration date of the medication, and specific and legible instructions for administration and storage of the medication. Camp Shawnee staff will administer the medication according to the instructions.

Nonprescription medications can be given by permission and directions from child's physician. Medication must arrive in original container with proper label and instructions.

Camp Shawnee staff will administer non-prescription medication from the original container labeled with the first and last name of the child or youth and according to the instructions on the label and instructions upload via ePACT.

All medicine will be held in the main offices of the Civic Centre in a designated spot.

All medication left at camp at the end of summer will be disposed of one week after the last week of camp.

Small cuts and scrapes will be treated by our CPR/First Aid certified staff using standard first aid procedures. In cases of serious illness or injury, the Camp Director will contact parents immediately. If the parent cannot be reached, the designated 'emergency contact' will be called. Camp Shawnee staff will contact EMS at any time necessary for the safety of a child, which may involve transportation to an emergency medical facility.

What Campers Should Bring Each Day

For all things listed here, please make sure to label the items with your Camper's name and other important information. **LABEL ALL ITEMS WITH FIRST AND LAST NAME**

Camp Attire

Rain or shine, hot or chill, we will be getting outside as much as possible and letting kids play in nature. Please send your campers with **the REQUIRED and PROVIDED "Camp Shawnee" shirt** as well appropriate clothes for the day, rain jacket if raining, extra shoes if its wet, hats for field trips, lighter clothes, etc.

Comfortable close-toe shoes for regular camp days and field trip days.
Flipflops/sandals ok when at the pool.

Backpack or Sports Bag with the following required items

- Water Bottle - we have water refill stations at the Civic Centre and will fill up before leaving for Field Trips.
- Sun Block - Campers are required to bring 2 bottles of sunscreen upon their first day. Parents will be contacted when the supply is low. In the event that the sunscreen is unavailable, camp provided sunscreen with SPF 30+ will be applied.
- All campers should have a change of clothing available labeled with name in the event of accidents.

Lunch/Snacks

Camp snacks will be provided twice a day at designated time. Your camper(s) will need to provide their own lunch each day. Sometimes these lunches will take place offsite, so make sure the lunch can be transported. Please include a

healthy and nutritious lunch for your camper(s). **We are not able to refrigerate/microwave items.**

When we have Pool Days

- **Pool concessions – concessions can be added to a camper's card for the pool. All cards can only be used at TASAC or at the City's other aquatic center, Splash Cove.**
- Open-toe shoes like flip flops are allowed at the pool only.
- Plastic Bag for Wet Swimsuit and Towel
- Swimsuit
- Towel

When we go on Field Trips

It is recommended that campers NOT bring money on field trips. If you choose to send money, Camp Shawnee is not responsible for money that is lost or stolen.

What NOT to Bring

Personal Toys, Electronics, Trading Cards, Cell Phones, Video Games, Tablets, or any Electronics of any kind. Weapons (toy or real). Shawnee Parks and Recreation is not responsible for loss, theft or breakage of personal items.

Lost and Found

All lost and found items will be placed together at end of day. If it is properly marked, we will attempt to return the item(s) to the appropriate family. All unmarked items that are still unclaimed after one week, will be donated to a charitable organization.

Communication

Camp Shawnee has a cell phone that will be available for calls during normal camp hours. The number is **(913) 407-2505**. The Camp phone will go on field trips and be at the pool as well. You can also reach out to the Civic Centre at 913-631-5200 if it is an emergency and the Camp staff is unable to answer the phone.

Parents / Guardians will receive information about Camp through EPACT communications, emails, phone calls, notes home to parents, and staff reminders at pick-up and drop-off. If there is an issue with your camper(s), these

discussions will take place in a place to keep their content confidential and out of respect for your camper/others.

If there is an issue, you are encouraged to visit with staff as soon as you can so we can be aware and/or work toward a solution. If it's an issue outside of Camp Shawnee, we want to be able to support our campers as much as we can on our end. We appreciate all feedback and information we get from our families because we are always trying to improve and move forward.

Typical Day Camp Schedule

The following schedule reflects what a normal day will look like at camp. When there are field trips or swim days at TASAC, those 3-4 hour blocks of time will adjust our schedule accordingly.

7:30am-9:00am - Drop-off/sign-in outside Camp Home Base. When you pull up, this would be a great time if you have not already, to "Take a Minute, See What's In It" in your camper's backpack to make sure the contents of the bag are appropriate for camp that day. You will then sign-in with one of the staff and your Camper will walk into the facility, set their backpack in Camp Home Base, then hang out in the gym with puzzles, building, and drawing or some other active free play.

9:00am-9:15am - Camp begins. Everyone will gather in the gym for announcements, a camp cheer or song, and go over a schedule for the day. Youth will break out into their groups and go separate ways.

9:15am-noon - Groups will rotate through fun hands-on activities throughout the rooms in the meeting rooms, the gym, and outdoors. These rotations will include activities that center around Science/Technology/Engineering/Math (STEM), Creativity, Project-Based Learning, and Importance of Play. These sessions will be 45 minutes long with small breaks in between for restroom, getting a drink, etc.

Noon-1:00pm - Everyone will typically come back together for lunch break; the location will typically be the gym, but sometimes groups will rotate out to the park pavilion, out on the patio, etc. we want kids to have a variety of experiences each day. After lunch, kids will have a few moments to read a book, hang out on the playground, shoot hoops, etc. to give some personal time.

1:00pm-3:45pm - The final rotations of the day through other planned activities like above. Time for cleaning up and resetting for next day as a team will occur 3:45-4:00pm, as well as reminders to campers for the next day.

4:00-5:30pm - Much like the early morning drop-off time, this time will be centered on open play including board games, free creative time, time to play with the big green blocks, etc. in the gym. You will pull up and sign out your Camper with staff, who will bring them to the cars or you will park, you come in and pick them up.

5:30pm - Thanks for coming, we will see you tomorrow! ☺

General Information

Important Phone Numbers

Camp Shawnee Phone: (913) 407-2505

Recreation Manager's Phone: (913) 742-6405

Recreation Superintendent's Phone: (913) 742-6404

Shawnee Civic Centre: (913) 631-5200

Hours of Operation

Monday – Friday 7:30am-5:30pm

Fees

Resident \$180/week (proof of residency required)

Non-Resident \$190/week

Holidays

There will no camp on Thursday, June 19th on honor of Juneteenth or on Friday, July 4th for Independence Day

Facility, Program, or Service User Code of Conduct

All program and service users shall:

1. Follow safety rules established in the facility, program or service where they are in attendance or participation.
2. Avoid offensive conduct or language.
3. Not smoke, drink, or be under the influence of alcohol or drugs within city facilities, programs or services unless explicitly made clear that it is permitted to do so.
4. Show respect to all participants, spectators and volunteers; no one shall be discriminated against based on ancestry, race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, low income, genetic information, familial status, veteran status, or any other basis prohibited by applicable state or federal law.
5. Be responsible for their actions that intentionally damage equipment, supplies and/or facilities.

Disciplinary Action

If a facility, program, or service user does not adhere to the Code of Conduct, they will be subject to immediate disciplinary action up to including the following depending on the severity of the offense:

1. Verbal warning
2. Written warning
3. Immediate ejection from current facility, program or service
4. Long-term suspension from facilities, programs or services
5. Permanent suspension from the City's facilities, programs and/or service

Non-Discrimination Statement

It is against City policy to discriminate against any one because of their race, color, religion, sex, age, national origin, disability, or low income. No disparaging comments should ever be made related to any of the aforementioned characteristics.

Americans with Disabilities Act

The City of Shawnee has a policy of nondiscrimination on the basis of disability with regard to employees or job applicants as well as the accessibility of City programs and activities to the citizens of Shawnee.

The City Manager has been designated the City's ADA Coordinator. The ADA Coordinator is assigned the duties and responsibilities of maintaining documentation and procedures for this policy and working with other City staff on issues related to implementation of ADA requirements.

It is the City's policy to provide reasonable accommodation to individuals with disabilities so that they may access City programs and facilities. To request assistance with this, please contact the Camp Director and the Recreation Manager to arrange this. Unfortunately, not all accommodation requests may be possible to honor, but we will work with every family to try and accomplish this.

Enrichment Camps Opportunities

Throughout the summer, we will also have other enrichment camp opportunities running concurrently with Camp Shawnee.

These camps are an additional charge, and spaces are limited based on the contracted partners' availability.

This list of camps will be made available to you as well as at the website https://www.cityofshawnee.org/departments/parks_recreation/summer_camps

Employee Customer Service and Safety Recognition

During the summer, we want to give our valuable Camp Shawnee staff recognition for a job well done.

If you have a staff member that does something exceptional, please let the Camp Director or Recreation Manager know! We will tracking these each week, along with Civic Centre and upper management observations, for an awards program at end of the summer for all the camp staff.