

## Overbrook Kids Camps Parent/Guardian Handbook

Dear Parents and Guardians,

Thank you for signing up your child for Overbrook Summer Camp and/or Overbrook Kids Camp. The camp staff and I are very excited about all of the fun activities that we have planned for this summer. We are committed to giving our campers the best experience by creating lifetime memories that focus on our core values and provide outdoor activities that they will love.

As they run, laugh, smile, and play; it is our hope that campers will learn to have fun in nature and put our core values to use every day. We encourage all parents to read over the agenda so that you are aware of the daily activities. Keep in mind that activities are subject to change due to weather conditions. We will also release a weekly newsletter to advise parents of the planned activities every weekend.

Enclosed in this information packet you will find all of the necessary information to ensure your child's enjoyment and safety at camp. There are a few important details that I would like to further note. All permission forms and waivers need to be filled out and returned to Madison Warbritton at Overbrook City Hall before their first day of camp or it could affect your child's start date. This includes part-time and drop in campers.

If you have any questions about any of the contents of this packet, do not hesitate to contact Madison Warbritton at (785) 219-9060 or [OPR@OverbrookKS.com](mailto:OPR@OverbrookKS.com).

It is our mission to serve you as best as we can. Please let us know if your family has any special needs or if there is anything we can do to make this camp experience the best that it can be for your family.

Madison Warbritton  
Overbrook Parks & Recreation Director  
(785) 219-9060  
[OPR@OverbrookKS.com](mailto:OPR@OverbrookKS.com)

## Overbrook Kids Camps Overview

### Overbrook Kids Camp Weeks (OAC Gym Indoor Location):

- Closed Memorial Day – May 26th, 2025
- Tuesday May 27th, 2025 - Friday June 20th, 2025
- Monday June 30th, 2025 – Thursday July 3rd, 2025
- Closed for Independence Day – July 4th, 2025 and July 7th, 2025
- Tuesday July 8th, 2025 – Friday August 1st, 2025
- Last day at OAC will be August 1st, 2025

### Overbrook Summer Camp Weeks (Community Room at Overbrook City Library):

- Monday June 23rd, 2025 – Friday June 27th, 2025
- Monday August 4th, 2025 – Friday August 8th, 2025

### Drop off & Pick Up Times & Information:

- Hours of operation for the OPR Camps are from 7:30 am - 5:30 pm.
- The recommended drop off time is between 7:30-8:30 am at the OAC playground. We ask that you DO NOT drop your child off before 7:30am as there is no OPR staff on site and Overbrook Attendance Center (OAC) staff is not responsible for any Overbrook Kids Camp campers.
  - If we are located **indoors due to weather** for days of the **Overbrook Summer Camp**, campers MUST be dropped off on the **west side of the OAC building** at the Gym Doors.
  - If we are located **indoors due to weather**, for days of the **Overbrook Summer Camp**, campers MUST be dropped off on the **west side of the library community building**.
  - DO NOT use the main entrance or go to the main office to drop off campers or enquire about Overbrook Kids Camp at OAC and/or the Overbrook City Library.
  - If an OPR staff member is not at the door we will have a phone number available to call to let the OPR staff know you are at the drop off site and need to be let in.

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- The recommended pick up time is between 4:30 - 5:30 pm at the OAC playground to allow campers to return from any activities.
  - If we are located indoors due to weather for days of the Overbrook Summer Camp, campers MUST be picked up at the West side of the OAC building at the Gym Doors.
  - If we are located indoors due to weather, for days of the Overbrook Summer Camp, campers MUST be dropped off on the West side of the library community building.
  - DO NOT use the main entrance or go to the main office at OAC and/or the Overbrook City Library to pick up campers or enquire about Overbrook Summer Camp.
  - If an OPR staff member is not at the door we will have a phone number available to call to let the OPR staff know you are at the pick up site and need to be let in.

### **Payment:**

- Payment for each week is due on the start of each week, Monday.
- Failure to pay may result in the removal of the camper after 3 attempts to collect.

### **Emergency/Waivers:**

- Campers CANNOT attend camp until the parent/guardian has filled out all forms and emergency information. These forms are included in the packet and will also be available the first time you drop off your camper.
- You may bring the completed forms to Madison Warbritton at Overbrook City Hall. These packets will need to be completed by May 19th. We will look over them in the following week and call about any paperwork errors we find prior to camp. Campers cannot participate unless all paperwork is completed correctly.

### **Breakfast, Lunch & Snacks:**

- Your child may bring breakfast, lunch or snacks from home. There will be an allotted snack time in the morning for snacks brought from home.

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- Overbrook Kids Camp will utilize the free meal program provided by the school district. Free meals include breakfast and lunch.
  1. Off-Site Breakfast/Lunches:
    - During good weather days, students will pick up their lunches from the school and enjoy a picnic-style meal outside.
    - All meals provided by the school must be consumed off-site.
      - i. Inclement Weather Plan:
        1. In the event of inclement weather, students are required to bring a home-packed lunch.
        2. The school will not provide lunches on these days due to their off-premises lunch policy.
        3. Students will eat their home-packed lunches inside the designated facility for the week of camp.
  2. Parent Notification:
    - Parents will receive a lunch notice the night prior to inform them if they need to pack a lunch for their child.
    - It is recommended to pack non-perishable items or use insulated food packs with ice packs to keep food cold.
  3. Lunch Packing Guidelines:
    - Pack items that do not require heating, as access to a microwave will not be provided.
    - Pack any silverware that may be needed for the meal as there will not be readily available silverware depending on the location of camp that week.
- Overbrook Kids Camp will provide one snack a day. (Please make sure any food allergies are on your campers form)

### **Confidentiality Policy:**

- Information regarding the children enrolled in the Overbrook Kids Camp program is confidential. Parents, legal guardians, licensing personnel, OPR staff and the OPR director are the only people allowed to look at a child's file. Discussion of the children outside of the camp is prohibited according to licensing regulations. It is against the confidentiality policy to post pictures or other information about program participants on social media.

**Pick Up Policy:**

- Only designated persons on the childrens pick up information are able to check out campers at the end of the day.
- Designated persons must show a valid drivers license. If someone other than a designated person attempts to pick up a child, we will not release the child and we will contact the legal guardian.
- If someone other than a designated person is picking up a child, please let the OPR staff know ahead of time.
- If you are running late:
  - We will contact you right at 5:35 pm
  - If you do not answer or call back by 5:45 pm we will call the person listed on the emergency contact sheet.
  - If nobody has been in contact with the OPR staff then the Overbrook Police Department may be contacted after 30 minutes of no communication.
  - 15+ minutes of being late may result in a \$10 late fee per day of being late.
- If parents are continually late picking up their child, after the third time their child may be removed from the program.
- When picking up campers please DO NOT ring the bell on the OAC main entrance or go to the main office of OAC or Overbrook City Library to enquire about Overbrook Kids Camp. This is not a program run by the school and/or the Overbrook City Library campers are not OAC staff's responsibility. An OPR staff member must let you in the building and check the camper out for the end of the day. Campers must be picked up on the OAC playground or the West side of the building at the gym doors.

**Severe Weather:**

- All parents and guardians will be alerted right away via text, email and a facebook post.
  - In the event of lightning all campers will be directed to OAC and/or Community Room at Overbrook City Library

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- In the event of rain all campers will be directed to OAC and/or Community Room at Overbrook City Library
- In the event of a tornado warning all campers will be directed to OAC and/or Community Room at Overbrook City Library
- In the event of a tornado watch all campers will be directed to the nearest shelter.
- In the event of a fire all campers will follow the fire escape plan for the place they are currently at. (Pool, Library, OAC or outdoors)
- In the event of rain prior to drop off and/or during pick up. The location will be changed to the West doors of the indoor location for the specific camps. Parents & guardians will be notified of this change. Please DO NOT drop your child off at the main entrance or at the main office at OAC or Overbrook City Library, you must drop the child off with OPR staff not OAC or Library staff.
- In the event of high temperatures that exceed 100 (degrees fahrenheit or index) campers will be moved inside OAC and/or Community Room at Overbrook City Library. Parents and guardians will be notified that pick up will be moved to the West side of the buildings. Please DO NOT go to the main entrance or to the main office at OAC or Overbrook City Library, you must pick up your child from OPR staff not OAC staff or Library Staff.
- In the event of a power outage, parents will be contacted to pick up their children. Overbrook Summer & Kids Camps cannot operate during power outages.

### **Water:**

- Water will be available at all activity sites. We will provide water breaks frequently for campers. **Please have campers bring water bottles daily.**

### **When a child doesn't feel well:**

- We will have them take a break out of the heat and drink water. If the child truly feels ill, their parent or guardian will be contacted to decide further actions.

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- If the child is running a fever or throwing up then the parent or guardian will be contacted to arrange pick up for the child.

### **Medication:**

- All medications will need to be in the hands of an adult. If you have a temporary medication for your child please contact Madison Warbritton to fill out a medical release form.

### **Pool Routine:**

- OPR staff will always be at the pool with campers to supervise them along with the help of the Overbrook City Pool lifeguards.
- Your child will have a color coded wristband for identification. The wristband will identify whether your child can go into the deep end, jump off the diving board or remain in the shallow end.
- Swimsuits:
  - We recommend avoiding blue, white, pastel, or other non-contrasting colors for swimsuits due to visibility underwater.
  - Reds, oranges, pinks or other high visibility colors are good choices.

### **Sunscreen & Bug Spray:**

- OPR staff will make sure that children have sunscreen throughout the day and before campers go to the pool.
- If your child has sensitive skin or allergies please provide a separate sunscreen or bug spray and let the OPR staff know.

### **Supply List:**

- There is a \$25 required start up/registration fee for EACH camper. This fee is to help cover costs of activities and art supplies, must be paid before the start date.
- Parent/Guardian will need to provide:
  - Backpack, pool bag, or small duffle bag to carry items.
  - Sunscreen - Labeled with campers name

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- Water bottle - please bring this daily as it is important for the campers to stay hydrated. Preferably bring one that is labeled with the campers name and easily refillable.
- Swimming Suit - Pool Days Only
- Towel - Pool Days Only
- Library Books as needed on Library days
- Hat & Sunglasses (Optional)

### Contact Information:

First Contact:	Second Contact:
Katelyn Miner	Madison Warbritton
Overbrook Kids Camp Director	OPR Director
(785) 787-0253	(785) 219-9060
OPRSummerCamps@gmail.com	OPR@overbrookks.com

\*Please DO NOT contact Overbrook Attendance Center and/or Overbrook City Library for Camp Information - You will need to contact Overbrook Parks & Recreation for ALL information regarding Overbrook Kids Camp.

\*Please DO NOT use the main entrance or go to the main office to enquire about Overbrook Kids Camp. All enquiries must go through Overbrook Parks & Recreation. If indoors you MUST use the gym doors on the West side of the building and/or West Entrance of the Community Room at Overbrook City Library.

### Discipline Policy:

- Children will be verbally warned when improper behavior is taking place.
- Children will be redirected with suggestions as to proper acceptable behavior.



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- Children will be removed from activities for a short period of time or until the child can demonstrate acceptable behavior (time out)
- A report of misbehavior will be filled out by OPR staff to report improper behavior and kept on file.
- Children will be sent to the Manager or Director for further guidance.
- A phone call to the parent or guardian will be made for a discussion over the child's behavior.
- If parents or guardians have been contacted more than once the child may be sent home for the remainder of the day.
- If the child returns with repeated behaviors, they may be terminated from the program with no refund.

## Consent Form

I, \_\_\_\_\_, have read and agree to the terms and policies found in the Overbrook Parks & Recreation Summer Camp Parent & Guardian Handbook.

I understand that failure to comply may result in immediate termination and no refund.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Child's Name \_\_\_\_\_

## **Social Agreement for Child**

My name is \_\_\_\_\_ and I agree to follow  
Overbrook Parks & Recreation Summer Camp rules.

Date \_\_\_\_\_

1. I will not run off. I will ask a camp leader before going ANYWHERE.
2. I will not pretend to fight or physically fight.
3. I will not use inappropriate language or voice levels. I will use my inside voice when I am at the library or inside the school.
4. I will not bully others.
5. I will respect all of the adults who are in charge of me. This includes but is not limited to all OPR staff, Pool staff and Library staff.
6. I will keep my hands and feet to myself, respecting others' personal space.
7. I understand that I am not supposed to bring personal items from home and that if I do then it could be lost, stolen, broken or confiscated.
8. I understand that this is a tech-free camp and I will not bring any technology from home.
9. I will act appropriately based on my location (bathroom manners, lunch, library, pool, etc.)
10. I will not throw anything except for balls during a game.
11. I will not touch wildlife without permission.
12. I will control my body when walking from one location to the next.
13. I will treat all places I am at with respect and not damage property (OAC, OAC playground, Library, Pool, etc.)
14. I will not damage toys, games and books provided by Overbrook Kids Camp.
15. I will not wander around the Overbrook school and disrupt teachers, summer school, Kinder Camp, OAC staff and Library Staff.
16. I will have fun!!

## Overbrook City Pool

Mondays, Wednesdays and Fridays from 1:00 pm - 3:00 pm Overbrook Parks & Recreation Summer Camp will have pool time at the Overbrook City Pool.

Please check the correct one:

- ☐ My child, \_\_\_\_\_, can only be in the shallow end and is not allowed in the deep end nor the diving board.
- ☐ My child, \_\_\_\_\_, is allowed in the deep end but NOT the diving board.
- ☐ My child, \_\_\_\_\_, is allowed in the deep end and can go off the diving board.

Please circle:

My child can swim	Yes	No
My child can go underwater	Yes	No
My child can take off their floaties	Yes	No
My child is scared of the water	Yes	No

Additional Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Child's Name \_\_\_\_\_