



**Parent/Camper  
Policies  
&  
Procedures**

2025 Camp Handbook

### **Summer at Barstow Office**

Dan McNickle	Executive Director
Max Williams	Director of Summer at Barstow
Jaylee Beckley	Asst. Director of Summer at Barstow
Shealey McKenzie	Asst. Director of Summer at Barstow
Matt Christopher	IDEA Space Camp Coordinator

**Location:** Student Success Center

### **Office hours:**

Week 1	9 a.m.-2 p.m.
Weeks 2-10	8:45 a.m.-3:45 p.m.
Week 11	9 a.m.-2 p.m.

### **Summer at Barstow Health Office**

Registered nurse on staff

### **Office hours:**

Week 1	9 a.m.-2 p.m.
Weeks 2-10	8:45 a.m.-3:45 p.m.
Week 11	9 a.m.-2 p.m.

### **Contact Information**

Phone	816.277.0445
Fax	816.277.0444
Email	summer@barstowschool.org
Health Office	816.277.0359 (nurse@barstowschool.org)
Extended Care	816.277.0408

### **Summer at Barstow Schedule**

Week 1	May 27-30 (Camp Closed on May 26th)
Week 2	June 2-6
Week 3	June 9-13
Week 4	June 16-20 (Camp Closed on June 19th)
Week 5	June 23-27
Week 6	June 30-July 3 (Camp Closed on July 3rd)
Week 7	July 7-11
Week 8	July 14-18
Week 9	July 21-25
Week 10	July 29-August 1
Week 11	August 4-8 (IDEA Space KC Campus Only)

## Summer at Barstow A to Z

### **Age Requirements**

Summer at Barstow offers camps for children in preschool through grade 8. When deciding what camp to enroll your child in, you should consider the grade your child will be entering in the fall of the upcoming school year (2025-2026). Mini Camp is for campers who turn 3 years old for the 3 year old room or 4 years old for the 4 year old room by May 27, 2025. Kindi Camp is for campers entering kindergarten in the fall. All other camps indicate the grade levels.

### **Arrival & Dismissal**

Please help us keep all campers safe and secure during arrival and dismissal by following these guidelines:

- Drive slowly and cautiously on campus at all times.
- Do not use cell phones while dropping off campers.
- Obey traffic signs and the directions from our staff for the safety of your children.
- The entrance drive is one way. Always exit through the parking lot after dropping off or picking up your child.
- **Campers are never permitted to walk through the parking lot alone.**

**Campers may be dropped off beginning at 8:45 a.m. for AM or full-day camps and 12:15 p.m. for PM camps.** Campers must be picked up by 12:15 for AM camps or 3:45 p.m. for PM or full-day camps. Any campers not picked up by 3:45 p.m. will be enrolled in the Extended Care program and you will be charged accordingly.

**Special Note:** Buses used for Daytripper and all off-campus camps cannot be held for late-arriving campers. If campers miss their departure, we cannot accommodate them in a different program for that day. Our vans and buses are scheduled to return to campus on time; however, in the event of an unexpected delay a staff member will notify parents who are waiting in the circle.

### **Arrival**

- Please take note of which campus your camp occurs at (IDEA Space or Main Campus). If your camp is at IDEA Space, it will be listed in the title of the camp.
- **(IDEA Space)** All campers must be walked inside and checked in for drop-off
- **(Main Campus)** Curbside drop-off with specific entrances for PS-K and 1st-8th will be emailed weekly to parents with maps included. Students will be accompanied by teachers/TAs to their camps from the car line.

### **Dismissal (Noon and 3:30)**

- **(IDEA Space) All Grades** - Please park and walk into the building for pick-up during dismissal
- **(Main Campus) PS-K** - There will be curbside pick-up (located behind Main Campus in parking lot D).
- **(Main Campus) 1st-8th** - The parent will park and walk to pick up their camper from MS soccer field (Noon Dismissal) or Gymnasiums (3:30-3:45 Dismissal)
- **(Main Campus) Camps** will be organized alphabetically with signage (weekly pick-up maps will be emailed). By parent request we can send campers that are in grades 1-8 to the PS-K parking lot to load up with their younger siblings if they have any. Due to the number of changing weekly enrollments, it is up to the parents to remind the summer office weekly of changes to the pick up locations of their campers.

### **Attendance & Absences**

**Attendance is taken for field trip camps only.** Call 816-277-0445 or email our office at [summer@barstowschool.org](mailto:summer@barstowschool.org) if your child will be tardy or absent for any field trip. Parents will not receive a phone call if a non-field trip camper is absent.

Campers arriving late must be called into the office at 816-277-0445. A parent must walk in their camper and check them in at the front desk once inside the building. Campers leaving early must be checked out by a parent or authorized adult by calling 816-277-0445. You may be asked to present identification when picking up campers.

While considering when your child is ready to return to school after an illness, please remember that the child will be expected to take part in all camp activities including recess unless excused by a physician's note. There are no refunds or adjustments on camp fees, lunches or Extended Care if a camper is absent.

### **Behavior & Discipline**

At Summer at Barstow, a positive approach to behavior management begins by offering an engaging, developmentally appropriate camp experience. By providing support that benefits all campers such as adequate structure, clear expectations, good modeling and positive reinforcement, we strive to create optimum conditions for campers to fully and appropriately participate in activities.

The following behaviors are not acceptable and will result in disciplinary action:

- Endangering the health and safety of campers and/or staff members.
- Continuing to disrupt the camp.
- Refusing to follow the behavior guidelines or camp rules.
- Using profanity, vulgarity or obscenity.
- Leaving the group without permission
- Stealing or damaging Barstow and/or personal property.

Campers may be temporarily removed from camp and sent home if camp administrators determine that their actions threaten injury to themselves or others, or cause excessive disruption to activities. A camper may be permanently dismissed from the camp if, as determined by the camp administration, their actions demonstrate an inability to abide by the camp's rules and/or create a risk of injury to themselves or to other members of the camp community.

**Relational aggression:** We believe that everyone should enjoy Summer at Barstow equally, and feel safe, secure and accepted regardless of race, religion, ethnicity, gender, popularity, ability or intelligence..

Relational aggression includes fighting, bullying, threatening language, harassment or any behavior deemed by the administration to be inappropriate or harmful. Cyber-bullying, another form of relational aggression, is the unacceptable use of the internet or mobile devices to send or post harmful or cruel text messages or images to intimidate others.

Anyone subjected to or witnessing any relational aggression is encouraged to:

- Take clear and assertive action on their own behalf at the first instance by speaking up and requesting that the action stop.
- Report the incident to a parent, teacher, teaching assistant or Summer at Barstow administrator.

Disciplinary actions may include intervention strategies, parent contact, detention, suspension, probation or expulsion.

### **Conditions for Participation**

Summer at Barstow strives to offer a group experience and opportunities for learning within the boundaries of safety and common sense. We reserve the right to terminate the participation of any camper, without refund, who we believe has violated the conditions for participation or has become a hindrance to the group, goals of the program or safety of other campers.

### **Birthdays**

We recognize that birthdays are important to campers. However, we do not allow campers to bring treats or snacks to share. Any birthday gifts or party favors should be reserved for parties outside of the camp.

### **Communication**

Communication is an essential component for a successful experience for each camper. Parents are encouraged to communicate with their child's teachers and Summer at Barstow administrators. The Summer Office or teacher will initiate communication when necessary. Newsletters will be sent home with campers in academic and Mini and Kindi camps. Field trip information will be sent home in advance for all Daytripper camps (excluding Swim Club).

### **Daytripper Camps**

General permission slips are included in the parent/camper waiver agreement during the online enrollment process. Some Daytripper camp locations require additional parent consent. All permission slips/waivers must be returned to the office (or submitted electronically) prior to the start of the field trip for their camp. Campers who do not have waivers turned in before the start of camp time may not be allowed to participate in the camp for the day. If campers do not have a signed permission slip/waiver, they cannot be accommodated in a different camp for the day.

### **Dress Code**

We ask parents to select clothing for their camper that is appropriate for the corresponding camps. Sandals, flip-flops and Crocs can be dangerous for sports camps, performance camps and some Daytripper camps. Please send additional shoes with your child if they wear sandals, flip-flops or Crocs to these camps.

### **Early Dismissal**

Campers leaving early from camp must be checked out by a parent or authorized adult by calling the office at 816-277-0445. You must physically enter the building to check your student out from the Summer at Barstow office.

### **Extended Care**

AM Care is offered daily from 7:30-8:45 a.m. All campers arriving on campus before 8:45 a.m. must report to Extended Care. Your account will be charged accordingly. All campers are escorted by staff from AM Care to their camp meeting place each morning.

PM Care is offered daily from 3:30-5:30 p.m. daily. In case you are unexpectedly late or delayed in picking up your children, they will be escorted by a staff member to the Extended Care program at 3:45 p.m. PM Care ends promptly at 5:30 p.m. Late fees are \$10 per minute after 5:30 p.m.

Campers must be checked in and out of Extended Care by a parent or authorized adult. Our Extended Care desk is located just inside the entrance doors. You may be asked to present identification when your student is being picked up.

Extended Care is only available at the weekly rate. Any drop-in attendance that occurs will result in your student being charged for the week. Please understand that it is imperative for us to plan accordingly for our Extended Care numbers. Any charges incurred will be added to your Ultracamp account weekly throughout the summer. Any balance due at the end of each month will be automatically charged to the payment information, credit card or bank account on file.

### **Emergency Procedures**

Procedures to be followed in the event of a fire or tornado drill or any other circumstance requiring the orderly evacuation of the school buildings are posted in each classroom, lounge, gymnasium and library.

### **Food Allergies**

Barstow is an allergy-aware school committed to providing a school environment that promotes and protects children's health, wellbeing and ability to learn. Guidelines have been established to serve as a benchmark for quality nutrition and activity.

Although the primary responsibility for ensuring a child with food allergies does not consume unsafe food lies with the parent and child, the Bartow School will comply with reasonable and appropriate protocols and practices to avoid putting the health and safety of the child at risk. A parent of a child with a food allergy is expected to have a conversation with the child and inform the child of the food allergies, expected reactions and necessary food restrictions. A parent must also inform the school in writing of a child's food allergies, expected reactions, and necessary food restrictions. A parent may provide the school with medications to mitigate allergic reactions as appropriate.

The parent must provide food or snacks for the child to bring for school-sponsored events and activities, to ensure that appropriate food and snacks are available to their child. Additionally, the parent is encouraged to provide the school with lists of processed foods, including information regarding the brand and manufacturer, and non-processed foods, including, but not limited to, fruits and vegetables, that are safe for their child's consumption. Non-processed foods in cooking camps will be thoroughly washed before being given to the child. Please note, however, that the school cannot provide appropriate foods or snacks this summer at any or all school-sponsored events and activities, and therefore the parents must provide appropriate foods and snacks for their child.

Campers with severe food allergies interested in baking camps should contact the Summer Office prior to enrolling.

### **Harassment**

The Summer at Barstow community is enriched by its diversity. The program recognizes and respects individual differences in background in regard to culture, race, ethnicity, religion, gender, sexual orientation and disability. In order to provide an environment of mutual respect, tolerance and sensitivity, it is important that every member of the camp recognizes certain guidelines for appropriate behavior. Harassment, either verbal or physical, is unacceptable. Harassment includes unwelcome physical contact, unwarranted verbal remarks and derogatory statements. Unwarranted verbal remarks or discriminatory comments can occur between any two individuals or groups of individuals.

If you feel that you have been harassed, you should promptly report the incident to a camp administrator or faculty member. The contact person is then responsible for conveying your concerns, as appropriate, to a Summer at Barstow administrator. It is the responsibility of that person to ensure complaints of harassment are handled appropriately in order to end the harassment and to protect any camper from future harassment and retaliation.

Any camper who threatens, intimidates or takes retaliatory action against another camper for making a complaint will be subject to disciplinary action, including separation or expulsion from camp. Summer at Barstow is founded upon the belief that clear behavioral parameters preserve the rights of all and ensure an appropriate educational atmosphere. Each person at Barstow has the right to participate fully in the life of the camp without harassment.

### **Health & Camper Information Forms**

The Camper Information form you completed during enrollment requires you to list emergency contacts, authorized pick-up information and any health concerns or special needs your child may have. This information is vital to your child's safety during Summer at Barstow. Your digital signature is required at the time of enrollment to certify that the information you provided is complete and accurate. Failure to disclose information regarding your child may result in disenrollment and/or forfeiture of tuition.

All health forms must be on file at the beginning of camp. Your child will not be allowed to attend camp without the necessary paperwork. Please be sure your information is complete and up to date.

**Academic Ability, Learning Style or Special Needs:** You are required to provide us with details of any assessments or testing your child has had outside of the regular testing completed in school. You are required to provide us with details of any special needs your child may have. **(See Special Needs.)**

**Asthma/Allergy Action Plan:** If campers have asthma or an allergy that requires medication including Benadryl, inhalers, EpiPens, etc., an Asthma/Allergy Action Plan must be on file. Campers with asthma or any allergy are not allowed to attend camp until the pertinent plan is signed by a physician and is on file in the health office. All medications must be kept in the health office and will be administered by camp personnel. In rare circumstances, campers may contract with the nurse to carry their own inhaler, but only after strict criteria has been met. Otherwise all medications are administered by camp personnel, even on field trips. This policy exists for the safety of all campers. Your cooperation is greatly appreciated. Any asthma or allergy listed on the Camper Information form requires an action plan.

**Authorization for Administration of Medication:** All medications your child will be taking while at camp require an Authorization for Administration of Medication form to be on file in the health office. This must be completed by your child's physician each year.



Prescribed medications must have intact prescription labels. Prescribed medications must be current. You are responsible for replacing any medications that expire during the summer.

The Summer at Barstow health office provides the following over-the-counter (OTC) medications: ibuprofen (Advil, Motrin), acetaminophen (Tylenol), Benadryl, Caladryl lotion, TUMS and throat lozenges/cough drops. You are required to select “consent” or “do not consent” to the administration of these medications in the Camper Information section during the online enrollment process.

Any additional OTC medications your child needs to take while at camp must be provided by you and require an Authorization for Administration of Medication form to be on file in the health office. OTC medications must be in their original packaging. It is your responsibility to pick up medications at the end of camp. Any medications (including inhalers and epi-pens) not picked up by August 19 will be discarded.

**Authorized Pick Up Information:** If a camper will be going home with someone other than a parent or legal guardian, their names must be listed in the “Authorized Pickup” section of your enrollment. Campers will not be released into the care of anyone not on the approved pickup list under any circumstances. Authorized adults may be asked to present identification.

**Emergency Contacts:** Each camper must have two non-parent emergency contacts on file. It is your responsibility to keep this information accurate. You must update your online account with any changes.

**Health Concerns, Restrictions, Non-allergy, Non-asthma or Medication Information:** To make your child’s camp experience safe and enjoyable, you are required to include any health concerns, restrictions, or medications your child is currently taking at home, on the Camper Information form.

### **Health Office**

Summer at Barstow will have a registered nurse on staff May 28–August 2.

- Mondays 8 a.m.–3:45 p.m.
- Tuesday–Friday 9 a.m.–3:45 p.m.

Our nurse dispenses medication per physician’s orders, assesses campers who become ill while at camp and administers first aid. You may contact our nurse with questions at [nurse@barstowschool.org](mailto:nurse@barstowschool.org) or 816-277-0359.

- **If your student has an EpiPen or inhaler that is marked on your UltraCamp enrollment, you must bring those medications with you on your child’s first day of camp. If your child does not have their medication on the first day, they will be sent to the health office until a parent can pick them up.**

## **Illness**

The camp sets guidelines for excluding children from camp due to illness, but we depend on parents to be our partners in promoting the health of all campers and staff. For the health and welfare of all campers concerned, the nurse may make an assessment that your child is too ill to be at camp. In such cases, you will be called to pick your child up from camp. Please help us and your child by responding promptly if you are called. Please report any communicable diseases to the nursing staff. Letters will be sent home with campers.

Furthermore, please keep your child at home if he/she experiences any of the following symptoms within 24 hours of the beginning of a new camp day:

- Fever of 100 degrees or higher (Children must be fever-free without fever-reducing medication for 24 hours before returning to camp)
- Recurrent diarrhea, vomiting or significant nausea
- Flu-like symptoms
- Any illness where a child is unable to participate fully in camp activities
- Any undiagnosed rash
- Tests positive for COVID-19

## **Incontinence**

Parents will be notified if a child has a bathroom accident while at Barstow. Due to privacy and hygiene restrictions, the staff is not allowed to change a child. Please bring an extra change of clothes in a plastic bag for Mini and Kindi campers. The camper may change clothes (if available) or wait for the parent to arrive. If incontinence occurs regularly, it can result in removal from camp.

## **Lunch and Snacks**

Neither lunch or snack will be provided by Summer at Barstow. All food must be brought from home. Refrigeration and microwaves will not be available. **Only full day campers attend lunch time in their designated PM Camp classroom.**

## **Personal Belongings**

To minimize lost and found, please mark your camper's name on all articles including clothing, backpacks, lunch boxes, towels, etc. Lost and found items will be displayed in the main hallway by the Extended Care check-in desk. Any items not claimed by August 12 will be donated. Summer at Barstow assumes no responsibility for lost or damaged property.

Campers are encouraged to leave valuables such as cell phones, iPads and other electronics in their backpack. If a camper brings any of these items to camp they must remain in their backpack or they will be asked to check them in to the Summer Office until the end of the day.

## **Recess**

Outdoor recess is scheduled daily. All campers are expected to go outside for recess with their camp. Appropriate clothing for the weather is important. We do not go outside in extreme weather conditions. If there is a special circumstance when a child should not go out to recess, please send a note from your child's physician. ***IDEA Space camps do not have access to an outdoor playground, so there is no outdoor recess at IDEA Space.***

### **Registration Policies**

Summer at Barstow depends on enrollment fees to pay faculty and staff, buy supplies and prepare facilities for camp. To plan and prepare for these services, we ask that parents pay 100% of camp fees at the time of enrollment. The enrollment agreement signed at registration states that no refunds will be processed after May 7, 2025. This includes events such as a camper's absence, withdrawal, dismissal or schedule conflict.

**Cancellations by Summer at Barstow:** Summer at Barstow reserves the right to change or cancel any camp. Efforts are made to assign campers affected by such a change or cancellation to other available camps of similar cost. Summer at Barstow refunds any difference in fees between the two camps as well as collects any additional charges for camps selected that have a higher fee. A complete refund is given in those cases when other camp placement is not possible.

**Cancellations by Parent:** You may modify or cancel your enrollment prior to May 7, 2025. Tuition will be refunded prior to May 7, less the \$25 non-refundable fee and any credit card processing fees.

**Fees:** There is a \$25 non-refundable enrollment fee per camper and a 2.75% online enrollment convenience fee to pay by credit card. Summer at Barstow accepts American Express, Discover, Visa and MasterCard. You can pay by e-check with no additional fees.

**Refunds:** There are no refunds after May 7, 2025, for camp withdrawal. For withdrawals prior to May 7, tuition is refunded, less the \$25 non-refundable fee and any credit card processing fees previously collected. This includes vacation schedules, conflicting activities, or a change in your summer plans.

Special note for Mini Camp: in the event your child is not toilet trained in time for camp, please notify us in writing no later than May 17, 2025. Under these circumstances, we issue a refund for full tuition, less the \$25 non-refundable enrollment fee and any credit card processing fees previously collected.

**Transfers:** There is a transfer fee of \$50 per camp, plus the difference in camp fees, for any transfer made after May 7, 2025.

**Waiting Lists:** Once a camp has reached its maximum enrollment, we form a waiting list for that specific camp. There is no cost to remain on a waiting list. If an opening becomes available, families are contacted in the order in which they were added to the waitlist.

### **Security**

The doors to the school, with the exception of the front lobby door, will be locked all day long. Parents are not allowed to enter the building this summer. If you need your student or you need to drop something off, you must call the office at 816-277-0445 during normal camp hours. During Extended Care hours, call 816-277-0408.

### **Special Needs**

Any camper who can succeed in a typical school setting independently should thrive at Summer at Barstow. Because your child's safety is paramount, please contact the Summer Office prior to registering to discuss your child's specific needs and to find out if Barstow is the appropriate placement.

### **Sun Protection & Hydration**

Summer at Barstow understands the importance of hydration and keeping campers safe in the sun and the heat. Through a team effort that involves parents, our staff and campers, we can achieve the best results. We ask that you please send your child each day with a water bottle. If your child is involved in outdoor camps you should also send them with a bottle of sunscreen (SPF 30 or greater). Please apply sunscreen to your child before coming to camp each day. Our staff will remind campers to reapply sunscreen throughout the day; however, each camper is expected to reapply sunscreen themselves. Staff will assist campers in Mini and Kindi Camp as necessary.

### **Technology Code of Conduct**

Summer at Barstow is proud to offer technology that provides vast, diverse and unique resources to campers. All Barstow network equipment and computers are the property of the school. Accordingly, Summer at Barstow reserves the right to monitor and/or intercept all computer and Internet activity. Campers should have no expectation of privacy in their use of computer labs, laptops, or other technology resources.

For campers working with technology, Summer at Barstow expects the same thoughtful consideration of the rights, efforts and feelings of others as it does in every other area of camp life. Although technology may seem to depersonalize inconsiderate acts, any actions deemed hurtful to another person or to the camp community will be regarded as disciplinary problems.

Each camper is expected to follow all guidelines stated below, as well as those given orally by faculty members, and to demonstrate ethical behavior that is of the highest order in using the network facilities. Summer at Barstow cannot reasonably prevent all inappropriate uses, including access to objectionable material and communication with persons outside the school. Barstow is not responsible for the accuracy or quality of information that students obtain through the Internet.

### **Students must accept responsibility for:**

- Using technology as an educational tool and not for playing games, participating in chat rooms or viewing other inappropriate sites.

- Retrieving information from the Internet related to camp goals only and avoiding excessive use of the school's Internet connection.

In the event campers engage in any of the above-referenced activities, their access privileges will be revoked and other disciplinary measures may result.

### **Transportation Policy**

The Summer at Barstow program includes activities and events that require the transportation of the campers to and from activities. There is a general consent in the Camper/Parent Waiver. Summer at Barstow will use school buses to transport campers.

If your student enrolls in both an IDEA Space and Main Campus camp in the same week, Summer at Barstow provides transportation between the two campuses, via campus shuttle bus or van, at the midday point and at the beginning/end of the day for Extended Care purposes.

### **Weather**

In case of rain, any outdoor activities or camps will be moved indoors. In the case of rain during arrival or dismissal please use the following procedures:

- AM & Noon arrivals will go straight to the classrooms as normal, guided by our staff with umbrellas/rain gear
- PM dismissal will proceed as planned. Noon dismissal will move inside into Barstow's Varsity Gym