



**Allison Sports Town**

**Summer 2024**

**Summer Camp Policy Handbook**

# Table of Contents

- What to Bring
- What Not to Bring
- Location
- Important Registration Information & Procedures
- Online Registration Walk-through
- Camper Rules & Regulations
- Expectations for Campers
- Health Policy
- Discipline Policy
- 1st Offense
- 2nd Offense
- 3rd Offense
- 4th Offense
- Drop-off & Pick-up Process
- Drop-off Process
- Pick-up Process
- Contact Information
- Registration Checklist
- Parent/Guardian Signature Page

## **What to Bring**

- A positive attitude!
- Closed-toe shoes (no slides, sandals, flip-flops, etc.)
- Refillable water bottle
- Sack lunch with drinks and snacks (NO GLASS water bottles or containers)
- Sunscreen (REQUIRED), bug spray (recommended)
- Extra clothes when prompted (campers will get dirty, sweaty, or wet)
- Name written on ALL items.

## **What not to bring**

- Open-toed shoes (no slides, sandals, flip-flops, etc.)
- No breakable/valuable items (cellphones, jewelry, etc.)
- No game systems, toys, cellphones (cellphones will be collected and returned to parents at pickup)
- Nice clothes (campers will get dirty, sweaty, or wet)

## **Location/Contact Info**

Allison Sports Town: 209 North Airport Boulevard, Springfield, MO, 65802

- |   |  |                                    |
|---|--|------------------------------------|
| • Chris Martin (General Manager)            | chris@sgfsports.com  | 417-530-1600                       |
| • Tylar Grant (Programming Director)        | tylar@sgfsports.com  | 417-530-1600 (cell - 417-988-8382) |
| • Garrick Allen (Programming Coordinator)   | <a href="mailto:gallen@sportsfacilities.com">gallen@sportsfacilities.com</a> | 417-530-1600 (cell – 417-298-9032) |
| • Derek Rowe (Programming Coordinator)      | derek@sgfsports.com  | 417-530-1600 (cell – 270-562-4196) |
| • Jennifer Coleman (Operations Coordinator) | jennifer@sgfsports.com   | 417-530-1600                       |

## **Important Registration Information & Procedures**

- All registration and payments must be completed by 5:00 PM of the Sunday prior to the week attending camp.
- All registration can be done online at [Spring Camps 2024 - Betty & Bobby Allison Sports Town](#)
- Registration must be completed through Day Smart by making a customer profile.

## **Step by Step Online Registration Walk-through**

1. Go to <https://www.allisonsportstown.com/>
2. Click on the “members” tab in the top right corner of the screen
  - a. Click register to begin creating your account
3. Create an account
  - a. Make sure to create the account for yourself first and then add your children to your account

## **Camper Rules & Regulations**

### **General Rules**

- No running in hallways or lobbies
- No yelling in lobbies. Hallways or restrooms
- Do not leave the group without the group leader’s approval
- Clean up after yourself before beginning a new activity
- Do not go into other campers' backpacks, lunchboxes, etc.
- All children will help with clean up at end of all activities
  - Group leaders will dismiss campers when cleanup is finished
- When instructed by group leaders' campers will line up quietly to head to the next activity

## **Expectations for Campers**

- Participate in all camp activities
- Follow all rules and group leader instructions
- Be responsible for your own belongings
- Be on time (Arrive between 8:30-9:00 AM, Leave 3:30-4:00 PM)
- Always be respectful and cooperative
- Practice good sportsmanship
- Play safely and responsibly

- Report anything broken or wrong with facilities to group leaders (clogged toilets, spills, messes in bathrooms, lights not working, etc.)
- **Have fun!**

## **Health Policy**

### **Insurance**

Allison Sports Town does not provide any accident or hospitalization insurance for camp participants. We recommend that you review your own family policies for coverage information before registering your child for camps.

### **Medication**

If your child requires any medication (prescription or over the counter) while attending a camp, you must notify the group leader or front desk associate when dropping off your child for their camp. No medication will be given without Allison Sports Town being aware if a child needs medication. All medication must be in original containers with clear prescription labels of what the medication is and who the medication has been prescribed to.

### **Illness**

Do not send your child to camp if you know they may be sick or ill. If your child shows symptoms of illness or fever, you will be called to pick up your child from camp. We ask that you pick up your child as soon as possible, as your child will be separated from the other campers to stop the spread of illness.

## **Discipline Policy**

### **Discipline Policy for Allison Sports Town Summer Camps**

At Allison Sports Town Summer Camps, we prioritize the safety, well-being, and positive experience of all campers. To maintain a safe and enjoyable environment for everyone, we enforce the following discipline policy:

**First Offense:**

Verbal Warning: Upon the first instance of misconduct or violation of camp rules, the camper will receive a verbal warning from a camp counselor or staff member. The camper will be reminded of the camp rules and the expected behavior.

**Second Offense:**

Written Warning: If a camper engages in misconduct or violates camp rules for the second time, they will receive a written warning. The warning will outline the specific behavior that led to the warning and will be documented in the camper's file. Parents or guardians will be notified of the written warning.

**Third Offense:**

Suspension: Upon the third offense, the camper will be suspended from participating in camp activities for a specified period, determined by camp administration. During the suspension, the camper will not be allowed to attend camp. Parents or guardians will be notified of the suspension and must pick up their child from camp immediately.

**Fourth Offense:**

Expulsion: If a camper continues to engage in misconduct or violate camp rules after three warnings, they will be expelled from Allison Sports Town Summer Camps. Expulsion is a last resort measure taken when a camper's behavior poses a significant risk to the safety and well-being of themselves or others, or severely disrupts the camp environment. Parents or guardians will be notified of the expulsion, and no refunds will be issued for the remaining camp days.

**Additional Notes:**

The severity of the disciplinary action may vary depending on the offense's nature and seriousness.

Camp counselors and staff members are trained to handle disciplinary situations with care, understanding, and fairness.

We encourage open communication between campers, parents, and camp staff to address any concerns or issues that may arise during the camp session.

By adhering to this discipline policy, we aim to foster a positive and respectful camp community where all campers can learn, grow, and have fun in a safe and supportive environment.

## **Drop-off & Pick-up Requirements**

At Allison Sports Town Summer Camps, we prioritize the safety and well-being of all campers. To ensure a smooth and organized drop-off and pick-up process, we have established the following requirements:

### **Drop-off Times:**

- Parents or guardians must drop off their campers between 7:30 AM and 9:00 AM.
- Campers must be dropped off at the designated drop-off area, where they will be greeted by camp staff.
- It is essential for parents or guardians to adhere to the specified drop-off window to facilitate a timely start to the camp day.

### **Pick-up Times:**

- For half-day campers, pick-up times are between 12:00 PM and 1:00 PM.
- For full-day campers, pick-up times are between 3:00 PM and 5:30 PM.
- Parents or guardians must arrive promptly within the designated pick-up window to collect their campers.
- Campers will be released only to individuals listed on the authorized pick-up list provided by parents or guardians during registration. Any guardian picking up a camper must show their driver's license or some form of identification.
- Late pick-ups may result in extra fees and inconvenience to camp staff and discomfort for the camper.

### **Additional Requirements:**

- On arrival for drop-off and pick-up, parents or guardians must sign their campers in and out.
- If someone other than the designated parent or guardian is picking up the camper, prior notification and authorization must be provided to camp staff and show a form of I.D.
- Camp staff will verify the identity of individuals picking up campers to ensure the safety and security of all participants.
- Parents or guardians are encouraged to communicate any changes to drop-off or pick-up arrangements in advance to camp administration.

By adhering to these drop-off and pick-up requirements, we aim to create a safe and efficient process for campers and their families, allowing for a seamless transition into and out of the camp day while prioritizing the well-being of all participants.

## **Parent/Guardian Signature Page**

**Please sign, detach, and return this page to the Front Desk Associate at Allison Sports Town before the first day of camp.**

I, [Parent/Guardian Name], hereby acknowledge that I have read and accept the key points outlined in the Allison Sports Town Summer Camp Policy Handbook. By signing below, I agree to abide by the policies and procedures set forth by the camp administration for the safety, well-being, and enjoyment of my camper(s).

### **Key Points Acknowledged:**

1. What to Bring: I understand the list of items my camper should bring to camp, as outlined in the Handbook.
2. What Not to Bring: I acknowledge restrictions on items prohibited at camp, as detailed in the Handbook.
3. Location: I am aware of the camp location and will ensure timely arrival and departure for my camper(s).
4. Important Registration Information & Procedures: I have reviewed the registration process and understand the required steps for enrollment in the summer camp program.
5. Online Registration Walk-through: I have familiarized myself with the online registration system and completed the necessary registration forms accurately.
6. Camper Rules & Regulations: I have read and discussed the camper rules and regulations with my camper(s) to ensure compliance with camp policies.
7. Expectations for Campers: I understand the behavioral expectations outlined for campers and will support the camp in enforcing these expectations.
8. Health Policy: I acknowledge the health policy of the camp, including medication administration procedures and health-related protocols.
9. Discipline Policy: I understand the camp's discipline policy and the consequences for camper misconduct as outlined in the Handbook.
10. Drop-off & Pick-up Process: I agree to adhere to the designated drop-off and pick-up times and procedures outlined by the camp.
11. Contact Information: I have provided accurate contact information to the camp administration for emergency purposes and communication regarding camp-related matters.
12. Registration Checklist: I have completed all required registration steps and provided necessary documentation for my camper(s).



13. Parent/Guardian Signature Page: By signing below, I confirm that I have read, understood, and agree to comply with the policies and procedures outlined in the Allison Sports Town Summer Camp Policy Handbook.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Camper(s) Name(s):** \_\_\_\_\_

**Camp Session(s):** \_\_\_\_\_

Thank you for your cooperation and support in ensuring a successful and enriching summer camp experience for all campers.