

**Hazelwood  
Summer  
Day Camp**

**Caregiver  
Handbook  
2026**



**DISCOVER HAZELWOOD**  
PARKS AND RECREATION

# WELCOME!

Dear Caregivers,

Welcome to the Hazelwood Summer Day Camp Program! My name is Victoria Brainerd, and I joined the Parks and Recreation team as a Program Specialist in December 2023. I am very excited for this opportunity to work with and get to know you and your camper! Each day at camp will bring new topics, activities, and games led by our camp staff for your camper to enjoy. Please review this handbook in detail and familiarize yourself with our policies and procedures. By working together, we can ensure that all campers have a fun and safe summer!

Should you have any questions or concerns prior to camp, please do not hesitate to contact me at (314) 513-5083 or [vlbrainerd@hazelwoodmo.org](mailto:vlbrainerd@hazelwoodmo.org).

Regards,

Victoria Brainerd  
Program Specialist  
Hazelwood Parks and Recreation  
Direct: (314) 513-5083  
Community Center: (314) 731-0980  
[vlbrainerd@hazelwoodmo.org](mailto:vlbrainerd@hazelwoodmo.org)

# CAMP SCHEDULE

## CAMP HOURS

REGULAR CAMP HOURS: 9:00AM-3:00PM

AM CARE HOURS: 7:30AM-9:00AM

PM CARE HOURS: 3:00PM-5:30PM

## CAMP LOCATION

Camp will primarily take place at the Hazelwood Community Center located at 1186 Teson Road, Hazelwood, MO 63042. Campers will have the opportunity to participate in outdoor activities within White Birch Park and swim at the White Birch Bay Aquatic Center.

## JUNE 2026 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 WEEK 1 SWIM DAY	16	17 SWIM DAY	18 FIELD TRIP/VISITOR	19 SWIM DAY	20
21	22 WEEK 2 SWIM DAY	23	24 SWIM DAY	25 FIELD TRIP/VISITOR	26 SWIM DAY	27
28	29 WEEK 3 SWIM DAY	30	1 SWIM DAY	2 FIELD TRIP/VISITOR	3 SWIM DAY	

## JULY 2026 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	29 WEEK 3 SWIM DAY	30	1 SWIM DAY	2 FIELD TRIP/VISITOR	3 SWIM DAY	4
5	6 WEEK 4 SWIM DAY	7	8 SWIM DAY	9 FIELD TRIP/VISITOR	10 SWIM DAY	11
12	13 WEEK 5 SWIM DAY	14	15 SWIM DAY	16 FIELD TRIP/VISITOR	17 SWIM DAY	18
19	20 WEEK 6 SWIM DAY	21	22 SWIM DAY	23 FIELD TRIP/VISITOR	24 SWIM DAY	25
26	27 WEEK 7 SWIM DAY	28	29 SWIM DAY	30 FIELD TRIP/VISITOR	31 SWIM DAY	



AUGUST 2026 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 WEEK 8 SWIM DAY	4	5	6	7 SWIM DAY	8
9	10	11	12	13 FIELD TRIP/VISITOR	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



# CAMP POLICIES

## **DROP-OFF/PICK-UP:**

Drop-off and pick-up location may vary, please check your email prior to the start of camp for specific instructions. You may also follow the signs once you enter the lot to go to the correct point.

For the safety of all campers, a designated adult is required to sign their camper in and out each day. The designated adult must physically come to the drop-off/pick-up area to sign the camper in or out. No camper will be released to an adult that is not on their pick-up list, so please ensure that all necessary individuals are listed prior to the start of camp. Adults picking up may be required to show identification. If there is any concern regarding potential issues with drop-off/pick-up, please contact the Camp Program Specialist prior to the start of camp.

## **LATE ARRIVALS/EARLY PICK-UP:**

We understand that there may be circumstances under which campers must arrive late to camp or be picked up early. Please relay this information to the Camp Program Specialist as early as possible but no later than pick-up the day prior for late arrivals, and drop-off the day of for early pick-ups. Please note that late arrivals/early pick-ups may not be able to be accommodated on field trip days.

## **EARLY ARRIVAL:**

Campers enrolled in AM Care may be dropped off beginning at 7:30 AM. Campers not enrolled in AM Care may be dropped off from 9:00AM-9:30AM. Campers may not arrive to camp prior to their designated drop-off time (7:30 am for AM care and 9:00am for regular camp). If a camper not signed up for AM care arrives more than 10 minutes early to camp, they must be registered for AM care at that time. AM Care fees will not be prorated. Early drop-offs to AM care cannot be accommodated.

## **LATE PICK-UP:**

Campers not enrolled in PM Care may be picked up from 2:30PM-3:00PM. Campers enrolled in PM Care must be picked up by 5:30PM. Any caregiver who picks up more than 10 minutes after the designated pick-up time (3:00pm for regular camp and 5:30pm for PM care) will be considered late. At that time, camp staff will begin to contact caregivers and emergency contacts for the camper. If no contact has been made after 30 minutes, the Hazelwood Police Department will be contacted.

Campers not registered for PM care who are picked up late more than once will be required to register for PM care prior to returning to camp. PM Care fees will not be prorated. Late pick ups from PM care cannot be accommodated.

## **ELECTRONICS:**

Use of electronics during camp will not be allowed. If caregivers wish to send a cellphone to camp with their camper, they do so at their own risk and the device must stay in the camper's bag at all times. Please do not send any other electronics with your camper. This includes but is not limited to tablets, gaming systems, headphones, and smart watches. The City of Hazelwood and Hazelwood Day Camps Program are not liable for any lost, stolen, or broken devices.

## CAMP POLICIES (CONT.)

### LUNCH:

Campers must bring a non-perishable packed lunch, two snacks, and a filled water bottle each day of camp. A refrigerator/microwave will not be available. Water will be available to refill bottles, but no cups or bottles will be provided. Sodas, Gatorades, etc. may be sent to camp, but should not serve as a replacement for a water bottle. Please label the lunchbox and water bottle with the camper's first and last name. Due to potential allergies among campers, please do not send any nut-containing products and inform campers that they are not to trade food.

No food will be provided at camp with the exception of a few activity-related snacks. These instances will be communicated to caregivers prior to the start of camp.

### CAMP ATTIRE:

Camp will be outside and consist of potentially messy activities most days. Please send your camper in weather-appropriate clothing and shoes that you don't mind getting dirty. You may wish to send your camper with a change of clothes. Closed-toed shoes are required at camp. Campers who arrive in sandals will be asked to change shoes before they can be signed in. Crocs will be allowed at camp, but should be worn with socks and must be in "sport mode" at all times. If Croc-wearing becomes a hazard to your camper, we may ask that you discontinue sending your camper in Crocs.

On swim days, campers should come to camp dressed in their regular clothing. Please pack their swimwear and pool shoes (if desired) for them to change into before swim time. Sandals/flip flops will only be allowed during swim time. On field trip days, please send your camper in their camp t-shirt.

### MEDICATION:

Staff of the Hazelwood Summer Day Camp Program are not authorized to administer any prescription or over-the-counter medications for campers (THIS INCLUDES SUNSCREEN) unless required by the camper's medical provider. It is highly suggested if a camper normally takes a medications during camp hours that you consult with your physician on changing the dosage schedule for the duration of camp. If this is not possible, please notify the Camp Program Specialist prior to the start of camp and accurately complete the camper medical form with the medication's information. With the exception of asthma inhalers, epi-pens, or insulin, campers are not to be in possession of any prescription or over-the-counter medications during camp.

### SUNSCREEN:

Campers should come to camp with sunscreen already applied. They must also bring their own sunscreen to reapply at scheduled times throughout the day. Camp staff will remind campers to reapply but cannot assist with application or provide sunscreen to campers. If application assistance is needed, campers will be encouraged to assist each other.

### REFUNDS:

Hazelwood Parks and Recreation reserves the right to cancel any camp sessions due to low enrollment or any other reason. A full refund will be issued if camp is cancelled. If you wish to receive a refund for a reason other than Program cancellation, you must submit your request in writing to the Camp Program Specialist. A \$25 per session service charge will be retained for any withdrawals after the registration end date. There will be no refunds issued after a camp session has started.

## CAMP POLICIES (CONT.)

### BEHAVIOR AND BEHAVIOR MANAGEMENT:

To ensure that all campers have an enjoyable and safe summer camp experience, we expect a certain standard of behavior from each camper. The number one expectation of all campers is respect.

Campers are expected to be respectful of each other, parks and recreation staff, community members, and all camp equipment. This includes but is not limited to using appropriate language, having appropriate conversations, following rules, listening to direction given by staff, and keeping hands to one's self. Bullying and violence will not be tolerated at camp. Please discuss behavior expectations with your camper prior to the start of camp.

Failure to follow camp rules will be handled according to the following guidelines:

First Occurrence- The camper will receive a verbal warning by camp staff and be counseled on appropriate behavior. The caregiver will receive written documentation of the incident as well as verbal communication by camp staff.

Second Occurrence- The camper will be counseled on appropriate behavior and will have a time out not to exceed 10 minutes. The caregiver will receive written documentation of the incident as well as verbal communication by camp staff.

Third Occurrence- The camper will be sent home for the remainder of the camp day and may be asked to stay home for an additional full day based on the severity of the incident. The caregiver will receive written documentation of the incident and will be required to meet with the Camp Program Specialist prior to their camper's return to camp.

Fourth Occurrence- The camper will be removed from camp for the remainder of the summer. The caregiver will receive written documentation of the incident and a notice that the camper is not to return to camp along with verbal communication by the Camp Program Specialist. No refunds will be issued in the instance that a camper is removed due to behavior issues.

\*Please note that the above steps may be repeated or skipped; the severity of a behavior incident may require an escalation of disciplinary action outside of the above schedule up to and including immediate suspension or expulsion at the discretion of the Camp Program Specialist. If your camper is registered for multiple sessions, the occurrences do not reset each session.

### INCLUSION AND DISABILITY ACCESS:

The City of Hazelwood and Hazelwood Day Camps Program are committed to providing welcoming and inclusive camp programming to children of all ability levels and backgrounds. In accordance with the Americans with Disabilities Act (ADA), the Program will provide reasonable accommodations for campers to ensure meaningful access to participation. If your camper may need support due to a diagnosis such as ADHD, Down Syndrome, autism, or physical disability, please contact the Camp Program Specialist at (314) 513-5083 or [vlbrainerd@hazelwoodmo.org](mailto:vlbrainerd@hazelwoodmo.org) prior to registration to discuss reasonable accommodations. In your communication, please be as open and clear as possible in regards to your camper's needs so we may ensure the best and safest experience possible. If applicable, providing your camper's IEP or school behavior plan can help us to understand their needs in a group setting. Please note that we are not able to fully implement IEPs or school behavior plans in most cases.

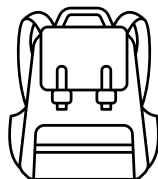


# IMPORTANT INFORMATION

## WHAT TO BRING TO CAMP:

The following items should be brought to camp each day with your camper. Optional but highly suggested items will be marked as such, all other items are required. All items brought to camp should be labeled with your camper's first and last name.

- Lunch and snacks (please see lunch policy for details)
- Filled water bottle
- A clear backpack (clear bags are required at all Hazelwood Recreation Facilities)
- Sunscreen
- Bug spray (optional)
- A hat (optional)
- An extra change of clothes (optional)
- Swimwear (swim days only)
- A towel (swim days only)
- Sandals or pool shoes (swim days only)



## DO NOT BRING TO CAMP:

The following items are not allowed at camp under any circumstances. Please note that this is not an exhaustive list. If you have questions about if an item can be brought to camp, please check with the Camp Program Specialist prior to the start of camp.

- Electronics (please see the electronics policy for more details)
- Weapons of any kind
- Fireworks
- Matches/lighters
- Alcohol/tobacco/drugs or other medications that have not been communicated



## SWIM DAYS:

Campers will attend swimming sessions at White Birch Bay Aquatic Center from 12:00-2:00pm on the following dates (weather permitting):

- June 15, 17, 19, 22, 24, 26, and 29
- July 1, 6, 8, 10, 13, 15, 17, 20, 22, 24, 27, 29, and 31
- August 3, 5, and 7

On swim days, campers should come to camp dressed in their regular clothes and shoes. Please pack appropriate swimwear, a towel, and pool shoes. If desired, you may wish to pack an additional change of dry clothes for after the pool. Makeup swim days will not be offered if swim sessions are cancelled due to weather.

On the first swim day of each camp session, all campers will be required to take a swim test to determine their swimming abilities. Results of the swim test may limit the areas of the pool accessible to your camper. If desired, campers may retest at the start of each camp session.

## INCLEMENT WEATHER/EXTREME HEAT:

Camp will not be cancelled due to inclement weather or extreme heat. In the event of inclement weather or extreme heat, campers will remain indoors at the Hazelwood Community Center. Should inclement weather occur while on a field trip, campers will follow the safety protocols of the facility being visited.

## IMPORTANT INFORMATION (CONT.)

### INJURY, ILLNESS, AND FIRST AID:

The Hazelwood Summer Day Camp Program will include a mix of indoor and outdoor activities. Caregivers and campers should be aware of the potential risk for small cuts, scrapes, bruises, splinters, and insect bites/stings. Our staff's number one priority is the safety of your camper and we will do everything in our power to prevent injury during camp. Please do your part to keep your camper safe by sending them to camp with closed-toed shoes, appropriate clothing, and sunscreen.

Should your camper sustain an injury at camp, our first aid-trained camp staff will assess the injury and provide first aid to the extent of their abilities. If first aid is administered, the caregiver will receive a written notice at pick-up and/or a call from camp staff. If a serious injury is sustained, camp staff will immediately contact caregivers and/or emergency contacts as well as 911 if necessary.

In the case of illness at camp, including but not limited to fever, vomiting, diarrhea, and excessive coughing, caregivers and/or emergency contacts will be called to pick up the camper. Please do not send your camper to camp if they are showing any symptoms of illness. In order to return to camp after illness, the camper must be free of all symptoms for at least 24 hours and/or have been cleared by a physician.

In the extreme case of life-threatening injury or illness, 911 as well as caregivers and/or emergency contacts will be contacted immediately.

### LOST AND FOUND:

Campers are responsible for keeping track of their own belongings during camp time. Please put your camper's first and last name on all items to be brought to camp. There will be a lost and found at camp and the items will be laid out each Friday at drop-off and pick-up for campers to claim. If your camper has lost an item, please notify camp staff and they can check the lost and found area. Lost and found items will be disposed of at the end of the summer. Hazelwood Parks and Recreation is not liable for any lost, broken, or stolen items.

### COMMUNICATION:

Email will be the primary form of communication for pertinent camp information and updates. Please be sure to check your email daily to ensure that you do not miss any information. In addition, camp staff will communicate via phone in the case of any behavior incidents, illness, or injury that require urgent attention. Please be sure to provide good day-time phone numbers for all caregivers and emergency contacts. If you need to make contact with your camper or the Camp Program Specialist during the camp day, please call (314) 731-0980.