



# City of Pittsburg 2025 – 2026 Out-Of-School Camp Now & Then Parent Handbook

Pittsburg Parks & Recreation Department  
710 W. 9th St, Pittsburg, KS  
pprd@pittks.org | 620-231-8310

Visit Online at [pittrec.org](http://pittrec.org)



# Table of Contents



Letter to parents.....	2
Contact list.....	3
Program dates.....	3
Enrollment.....	4
Withdrawal Procedures.....	4
Temporary withdrawal.....	4
Registration and Fees.....	4
Absences.....	4
Camp Payment Instructions.....	5
Returned Checks.....	5
Arrival.....	5
Departure.....	5
Signing in and out.....	5
Family Custodial Matters.....	6
Camper Safety/Backpacks/Bags.....	6
Staff Screening & Training.....	6
Weather Emergencies.....	6

Health Regulations.....	7
Incident, accident or illness.....	7
Conditions to keep your child at home.....	7
Medication Policy.....	7
Camp Code of Conduct.....	8
Camp Disciplinary Policy.....	8
Camp Staff Guidelines.....	8
Staff Code of Conduct.....	9
Lunch.....	9
Toys and Personal Items.....	9
Photography.....	10
Transportation Policy.....	10
Field Trips.....	10
Parent Involvement.....	11
Clothing.....	12



# Letter to Parents

Welcome to Pittsburg Parks and Recreation Camp Now & Then Program! We are delighted that you have chosen to enroll your child/children in this out-of-school session.

With an expectancy of about 30-50 campers from Pittsburg and surrounding areas, we have put together an educational and enlightening program that includes arts and crafts, games, and other hands-on activities designed to challenge the minds of our youth.

Proper supervision and safety remain paramount in this city program. We realize that you are entrusting the care of your child/children to the city, and we take this very seriously. The staff – which adheres to a 1-to-16 camper-counselor ratio – has undergone first-aid & CPR and behavior management trainings. We also are licensed by the Kansas State Department of Health and Environment.

We encourage you to read through this handbook and let us know if you have any questions.

Thank you for allowing us to be a part of your child/children's out-of-school adventures.

Josie Maples  
Camp Director & Recreation Program Manager  
Pittsburg Parks and Recreation





# Camp Now & Then Contact List

If you have comments or suggestions you would like to express concerning the Camp Now & Then Program or if you need assistance in any matter concerning the program, please feel free to contact the Pittsburg Parks & Recreation Office.

## Pittsburg Parks and Recreation Administrative Staff

Pittsburg Parks and Recreation Office.....620-231-8310  
Camp Now & Then Cell.....620-687-5436  
Camp Director, Josie Maples.....620-230-5524  
Recreation Superintendent, Jason Cecil.....620-230-5652  
Pittsburg Parks and Recreation Director, Toby Book.....620-230-5506

In case of an emergency, we ask that you speak to the Camp Director or Recreation Superintendent. We do ask that you only contact your child at Camp Now & Then during an emergency situation. However, never hesitate to contact Camp Now & Then when necessary.

## 2025 - 2026 Camp Now & Then Program Dates

Monday through Friday, 7:30am - 5:30pm

September 15

October 10, 16, & 17

November 7 & 24 - 28

NO CAMP NOV. 27 & 28 | DUE TO HOLIDAY

December 22 - 31

NO CAMP DEC. 25 & 26 | DUE TO HOLIDAY

January 2 & 23

NO CAMP JAN. 1 & 19 | DUE TO HOLIDAY

February 13, 19, & 20

March 16 - 20

April 3 & 6

May 1



## Enrollment

Camp Now & Then accepts children between the ages of 5 to 12.

Any revision made to an enrollment form must only be made by the person who signed and registered the child/children.

## Withdrawal Procedures

Families wishing to withdraw a child from Camp Now & Then are asked to give a two-week notice. Reenrollment is necessary to rejoin the program but may not be immediately available. There are no refunds given for Camp Now & Then. Unless camp is cancelled by the Parks & Recreation Department.

## Temporary Withdrawal

Once enrolled for the days you chose, your child is guaranteed space unless you choose to withdraw your child. If your withdrawal is temporary, i.e. for a family vacation, you must give a two-week written notice to the camp director. If two-week notice is not given, the household will be charged for the spot during the temporary withdrawal.

## Absences

Please notify Pittsburg Parks and Recreation Office if your child will be absent. If your child is absent due to a contagious disease/sickness, please let us know the diagnoses. That way other parents can be informed that their child has been exposed.



## Registration & Fees

All fees are due 2 weeks prior to registered days. For example, if your child is registered for September 18 payment for that day is due September 4.

\$25.00 Per Day Per Child

There are no refunds given for Camp Now & Then.





## Camp Payment Instructions

1. All fees are due 2 weeks prior to registered days. For example, if your child is registered for September 18 payment for that day is due September 4.
2. No payment will be accepted by Camp Now & Then. Payments are accepted at the Pittsburgh Parks and Recreation Office at the front of Lincoln Center 8:00am - 5:00pm.
3. If fees remain unpaid by the end of the business day, there will be a \$10.00 late fee.
4. The child will not be accepted into camp until all past fees are paid.
5. If there are unexpected problems, which temporarily make it difficult to pay fees, please contact Josie Maples at 620-230-5524.
6. If delinquent fees are not paid by the end of the week, the child will automatically be withdrawn from camp.

### Returned Checks

There will be a \$35.00 charge for all returned checks. Once a check has been returned, future payments must be paid in cash or card.

**We will accept money orders, cash, checks, or debit/credit cards at Pittsburgh Parks and Recreation Office, 710 W. 9th St.**



## Arrival

Children are to be brought to Camp Now & Then any time after 7:30am. No child may be left unattended to wait for the Lincoln Center doors to be unlocked. If left unattended, child will be removed from camp. All children must be sign in for the day. A child not signed in will be considered left unattended. Parents may not drop child off at the field trip site unless authorized by the Camp Director.

## Departure

Children should be picked up no later than 5:30pm from Camp Now & then. A late charge of \$1.00 per minute per child will be assessed at every minute past 5:30pm. This fee is to be paid the following day by 10:00am. If not paid, the child will not be accepted the following day.

## Signing In & Signing Out

Parents must sign their child in and out daily when dropping them off and picking them up in order for camp staff to accept or release a child. Children will only be released to those persons listed on the child's registration forms. Parents may add to the list as necessary. ID must be shown so staff can verify the list given to them.

## Family Custodial Matters

The Parks & Recreation staff is to ensure a safe and fun environment for your child. We do not have the ability to resolve custody issues or to be mediators. The City of Pittsburgh is not able to interpret or make rules relating to custody agreements and is not responsible for enforcing time constraints relating to visitation.

If custodial issues are in dispute, causing any uncertainty as to which parent is entitled to pick up the child, the Parks & Recreation Department asks that you refrain from bringing the child until such issues are resolved. If issues continue without resolve, the department will consider whether the child may continue to participate in the program.

## Camper Safety/Back Packs/Bags

The City of Pittsburgh wants all campers and their parents to feel comfortable and safe when visiting campsites. In order to enforce safety, all backpacks, totes, containers and large bags of any kind are subject to inspection as deemed necessary by the staff. This practice may be modified periodically as necessary to ensure the safety of the campers and staff.

## Staff Screening & Training

The Camp Now & Then staff has been through a screening process that meets the licensing requirements set forth by the Kansas Department of Health and Environment. All staff members are required to obtain at least 16 hours of in-service training on an annual basis. All staff members are CPR and First Aid certified. During all times Camp Now & Then meets the 1 counselor to 15 children ratio set in the licensing requirements.

## Weather Emergencies

During severe weather conditions, parents are asked to visit the Pittsburgh Parks and Recreation Facebook page for information on closings. The Summer Camp Now & Then Program will close for bad weather only during potentially dangerous situations. In the event of an emergency, all parents will be called ASAP. Refund and or Credits will be given during closures caused by weather.



# Health Regulations

**In the event of an incident, accident, or illness at camp, the director will:**

1. Contact the child's parent(s) or an individual on the child's contact sheet by telephone, outline the nature of the incident, accident or illness involving the child, and outline whether the child can stay at the facility or needs to be picked up. The information will then be listed on an accident form.
2. If the child is in a medical crisis, the child will be taken by emergency transport to the nearest medical facility for treatment by a licensed physician or will be transported to the location of the parent's choice should the child be exempt from medical care due to religious reasons.

In the interest of every child's well-being, only healthy children will be cared for at the Camp Now & Then Program.

**Conditions under which you are requested to keep your child at home:**

1. If he/she has a fever or has had a fever of more than 100 degrees during the previous 24-hour period.
2. If he/she has diarrhea or vomiting.
3. If he/she breaks out in a rash.
4. If her/she has symptoms or a possible communicable disease.
5. If your child has been sent home for head lice. To return, you must show proof of treatment by giving the empty medicine bottle to the director.

If a parent is notified to pick up their child because of an incident, accident, illness or detection of head lice, they will be given one hour from the time of notification to do so. Children who are ill, will be kept in a private room. If the child is not picked up within that time, the child will be suspended from the program. This is very important to the health of all of our children. A child who has symptoms of a contagious disease may be required to obtain a note from the child's doctor before returning to camp.

## Medication Policy

1. A medication consent form must be filled out with disbursement information and signed by a parent before medication can be dispensed.
2. Prescription medication will only be accepted from an adult and will be the only medication dispensed. Please do not leave medication in plastic bags.
3. Single dose packs from the pharmacy are preferred.
4. The State Department of Health and Environment requires that your child's name be on all medication.
5. Any medications left at campsite for more than three days will be discarded.



# Camp Code of Conduct

All children in the Out-of-school Camp Now & Then Program will be presented with rules governing behavior and the consequences for breaking those rules. The form of discipline to be used is time out, where the child will be set aside from the group.

1. Children must show respect for and abide by the instructions of the director, counselors and administrative staff of Camp Now & Then.
2. Children must present themselves with pride by conducting themselves as ladies and gentlemen.
3. Camp Now & Then property is for everyone and must be treated as such.
4. Children should dress appropriately for the activity being conducted. Play clothes, shorts, and closed toed shoes are recommended.
5. Children must bring a towel and swimsuit labeled with their name every day. Boys' suit must have drawstring and liner.
6. Fighting, scuffling, horseplay, harassment, name calling, or loud and excessive noise will not be tolerated.
7. Stealing will not be tolerated. Anyone caught stealing will be removed from the camp.
8. All children should participate in scheduled activities unless unusual circumstances exist as outlined in writing by the parents.
9. Children may use the telephone or will be called to the telephone to receive calls only in the case of an emergency.
10. No cell phones, electronic games, or toys are allowed at camp.

The camper Code of Conduct is designed to ensure that all participants in the Camp Now & Then Program have a safe and happy camp experience.



# Camp Discipline Policy

1. The child is taken aside and a verbal discussion takes place between the child and staff person. The child will be asked for responses so there is no mistake they understand the rule and what is acceptable behavior. (Example: What did you wrong? What is a better choice? What should you do now?) At this point the child will be allowed to return to the activity.
2. If the offense is repeated, the child will be placed in a designated time out area. It is simply a place for the child to sit and calm down for 5 – 15 minute period. The child is expected to sit quietly during this time. After time out, a discussion between the child and staff member takes place to discuss what is a good choice and what the child did wrong.
3. If the offense is repeated a third time, the child will be escorted to the Camp Director for discussion between Camp Director and child.
4. A think sheet will be filled out and placed with the child's camp records. A parental signature will be required at the time of pick up.
5. After three problem reports have been submitted, the parents will be contacted, and the child will be suspended from Camp Now & Then for a time period to be determined by the Camp Director and Recreation Superintendent.
6. If the problem is not solved through the initial suspension, the child will be suspended from Camp Now & Then for the remainder of the current camp session with no refund.
7. For fighting (physical contact), the child will automatically be suspended for a period of time decided by the Camp Director and Recreation Superintendent with no refund.

## Camp Staff Guidelines

Camp counselors will be responsible for the discipline of the campers.

1. In order to be most effective, immediate consequences for misbehavior should be known in advance.
2. Each camp will have a "Time Out Spot" to isolate the child who needs discipline.
3. Physical punishment – spanking, pinching, slapping – are not to be used. The counselor will shout at the child only if there is need to warn of immediate danger.
4. Removal of activity privileges may be used for serious or cumulative infractions.
5. All children will be directed to appropriate behavior rather than continually spoken to in negative terms, such as "Do this" rather than "Don't do this."





## Staff Code of Conduct

All staff members will be trained according to the guidelines set forth by the Kansas State Department of Health and Environment Regulations governing childcare facilities. The following outlines the training given to each camp staff member.

1. No staff member should be alone with a child where they cannot be observed.
2. Staff will not leave child alone.
3. Staff will respect the child's right not to be touched in ways that make them feel uncomfortable.
4. Staff will refrain from intimate displays of affection toward others in the presence of children, parents and other staff.
5. Staff may not be alone with children they meet in the Camp Now & Then outside of the program. This includes baby-sitting, sleepovers and inviting the children into their homes.
6. Staff members are not to transport children in their own vehicles.
7. Under no circumstances should staff release children to anyone other than the authorized parent, guardian or other authorized adult on file with the Camp Now & Then Program.

## Lunch

Campers are required to bring their own lunch. The lunch must be packed in an insulated container. NO PAPER BAGS WILL BE ALLOWED. Snacks will be provided twice a day. Please note that lunches will be needed on some field trips. This will be noted on the schedule.

## Toys & Personal Items

Camp Now & Then provides a wide variety of appropriate toys for each age group. Children should not bring toys from home except by request of the camp director or camp counselor for a special activity. We realize that a doll or bear may be important to your child when they first begin attending the camp, but these items could become lost or broken and feelings will be hurt when they are not shared. We will take reasonable precautions to ensure the safe return of personal belongings brought or left at day camp, but we cannot assume responsibility for any toys.

## Photography

To promote the Pittsburgh Parks & Recreation Department and its programs, we may photograph the children while they are active in the camp. Many times, media and outside camera crews will ask permission to take pictures or to film the children during various activities. As a parent, you must give consent in writing to have your child photographed and relinquish all rights, titles and interest in the finished photographs, tape and negatives. Your consent form is in the Camp Now & Then registration packet.

## Field Trips

Calendars will be issued announcing all scheduled field trips.

- Children are to be at site 30 minutes prior to departure.
- Repeated tardiness will result in child being suspended from program.

Parents may not drop child off at a field trip site unless authorized by the Camp Director, Josie Maples (620-230-5524). If dropping off at field trip, child must be taken directly to director and signed in.

## Transportation Policy

The Pittsburgh Parks & Recreation Department Camp Now & Then Program is responsible for the safe transportation of enrolled children to and from programs and fields trips that are part of the camp program.

1. All buses and bus drivers come from the local school district and all bus drivers are licensed to operate the buses.
2. Pittsburgh Parks and Recreation's vehicles are maintained on a regular basis to ensure a safe vehicle for Camp Now & Then program.
3. Good behavior and mannerism in the vehicle is essential to safety. Play will not be tolerated, and we reserve the right to refuse future transportation services to any child when that child's behavior is considered to be unsafe. Examples would include refusal to remain in one's seat or excessive and distracting noise.
4. The only exception to the above policies shall be a medical emergency.





## Clothing

Washable play clothes, shorts or pants, and closed toed shoes are most suitable for Camp Now & Then. Sandals are not allowed! The Pittsburgh Parks & Recreation Department cannot be responsible for unmarked items.



## Parent Involvement

Parents are encouraged to be active participants in their child's activities. Parents and caregivers must work together if your child is to receive the maximum benefit from their Camp Now & Then experience. Please watch for notices concerning field trips or activities open for parental participation. If participating on a field trip, parent must provide their own transportation.

Parents are welcome to visit their children at any time. However, due to the nature of the camp setting, we request that you keep your visits to 10 minutes. If you choose to visit with us, please find the camp director so a counselor may be assigned to accompany you during your visit.

