



2019 PARENT AND GUARDIAN GUIDE

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WELCOME!

Ohio University Campus Recreation is excited for another year of Campus Rec Summer Camp. We look forward to providing a high-quality recreational day camp for your children. This Parent Guide is designed to answer questions you may have regarding this program. We encourage all parents and guardians to take time to review all the following information.

FOR MORE INFORMATION, PLEASE CONTACT:

Ohio University Campus Recreation
140F Ping Center, Athens, OH 45701

Registration Questions:

Campus Recreation Member Services

Office: (740) 593-9901 / **Email:** CampusRec-Memberships@ohio.edu

Program Questions:

Bridget Tasker, Assistant Director of Competitive Sports and Community Programming

Office: (740) 593-9913 / **Email:** tasker@ohio.edu / **Email:** ohioeccamp@ohio.edu

On-Site Contact:

Counselor Camp Staff

Hotline Number: (740) 274-0690 (camp hours only)

CAMPUS REC SUMMER CAMP MISSION

Our goal is to provide the highest quality recreational day camps. We strive to provide developmentally appropriate activities which promote lifelong learning of recreational and sport skills. The skills are experienced in a recreation setting to encourage each child to explore fun and diverse activities while building new friendships.

DATES TO REMEMBER

DATE	EVENT	LOCATION
March 1	Summer Registration opens for 2019 Summer Session	Online at https://www.recshop.ohio.edu/
May 29 6-7 p.m.	Parent Orientation Meeting (Optional)	Ping Recreation Center Meeting Rooms
June 3 - August 16	Summer Camp in session	Ohio University Campus Recreation Facilities

PAYMENT INFORMATION

Session registration is held by the non-refundable \$75 deposit and applied towards the total (\$150) session fee. Your balance must be received in full on or before 5 p.m. on the Wednesday prior to the start of camp. Unfortunately at this time, Campus Rec Summer Camp does not offer financial assistance.

Session Offerings

Session 1: June 3-7

Session 2: June 10-14

Session 3: June 17 -21

Session 4: June 24-28

Session 5: July 8-12

Session 6: July 15-19

Session 7: July 22-27

Session 8: July 29- August 2

Session 9: August 5-9

Session 10: August 12-16

** No camp week of 4th of July

Payments Due

Session 1: May 30
Session 2: June 6
Session 3: June 13
Session 4: June 20

Session 5: July 4
Session 6: July 11
Session 7: July 18
Session 8: July 25
Session 9: August 1
Session 10: August 8

** No camp week of 4th of July

NOTE: Space is limited to the first 60 campers that register per session. **Session registration will be canceled if payment is not received in full by the due date. No exceptions. There is no on-site registration the day camp begins.**

FEE BALANCES, CANCELLATIONS AND REFUNDS

- All camp fees are due on the Wednesday before the start of the session. See Payments Due for more information.
- We will charge a \$10 fee for each late payment.
- Deposits will not be refunded.
- Cancellations made outside of two weeks will be refunded \$75 or credited to a future week.
- Cancellations made within two weeks of the start of camp will not be provided a refund. If you need to cancel a week of camp, there may be an opportunity to credit for future camp weeks if space is available.
- There are no refunds for campers who are dismissed from camp for behavioral reasons.
- Absences do not result in a refund.

REGISTRATION DOCUMENTS

Registration documents will be emailed to you when you register. You may also find them on the Campus Rec Summer Camp Website, <https://www.ohio.edu/recreation/camp>.

The Emergency and Medical Information and Minor Waiver forms are required by the Ohio University Office of Legal Affairs to attend Campus Rec Summer Camp. We are not permitted to change the forms. These forms are due to camp administration the Wednesday before the scheduled camp session. A camper cannot participate in camp without these forms. See [Payment Due](#) for schedule.

STAFFING STRUCTURE AND REQUIREMENTS

Structure

Camp will be led by the Assistant Director of Competitive Sports and Community Programming, three Lead Counselors, two Health and Safety Counselors and 20 team counselors. Staffing ratio will never exceed 1:10 and are typically lower.

Requirements

- An application submitted via the Ohio University HR Website & interview
- Criminal background check in compliance with state day camp guidelines
- Certified in First Aid & CPR/AED & belay
- Comprehensive training, including: health, safety and emergency actions, behavior management, planning activities, customer service, communication and child abuse awareness and prevention

DAILY SCHEDULE STRUCTURE

Session activities will vary based on available facilities and weather. Activities are recreational and sports-based in nature. During every session, craft activities will be offered. Our goal is to provide a supportive and enjoyable environment where learning and fun can go hand in hand. The schedule will be centered on noncompetitive sports and character development lessons. The character development lesson will set the theme for the week and each word of the day. A weekly parent newsletter with an overview of camp activities for the week will be sent via email on Friday before camp. Please ensure that we have your current email address on file.

Activity Groups

One of our goals at Campus Rec Summer Camp is to promote individual growth. We feel that exposure to other children and new experiences are ways to achieve this goal. Specific small group requests will not be honored. Respect this request. Physical, emotional and social maturity vary by age and gender, so campers will be grouped according to their grade. This allows us to provide activities suited to the varying ages of children.

There is time designated for small group development and we encourage you to visit with your child about the opportunity to make new friends and learn about others. There will be large group activity opportunities to provide time to connect with other campers of all ages.

Day Camp Structure

*50 percent of time of camp will be spent outside (weather permitting)

7:45-9 a.m.	Drop-off, free play, warm-up
9 a.m.	Opening Ceremony: Word of the Day, review daily schedule, ice breakers and team building
9:30 a.m.	Arts and Crafts: Create arts and crafts that relate to sport/theme of the week
10 a.m.	Group Games: play the Sport of the Week
Noon	Lunch
12:45 p.m.	Small Group Games: ice breakers and team building
1 p.m.	Swimming or climb the rock wall
3 p.m.	Skill-Based Group Games: Games that teach skills related to the sport of the week
3:30 p.m.	Exploration: Spend time outside exploring and other outdoor activities
4 p.m.	Pick-up begins & free play
5:30 p.m.	Pick-up ends

COMMUNICATION

We encourage family involvement. A camper's positive experience is contingent on a partnership between families and our staff. Visiting parents or guardians are required to notify the camp office and camp lead of their presence at camp. Camper groups may have different counselors depending on daily staff schedules and our needs each week. Most counselors will be checking your child in or out of camp at least once per week, so this is a great opportunity to meet them.

Camp Hotline

To reach the Camp Hotline, call [740-274-0690](tel:740-274-0690). This will be the best number to reach the camp staff during the day. The Camp Hotline is only available during camp hours, which are 8 a.m. - 5:30 p.m. Monday through Friday. To contact the Assistant Director directly, call 740-593-9913. Please contact 740-593-9901 if you are unable to reach the staff or the Assistant Director.

E-Mail

If you would like to contact the camp staff, feel free to email us at ohioreccamp@ohio.edu. We will be using e-mail to send a weekly parent newsletter to families every Friday. Review the newsletter to prepare for the next week of camp.

Website

You can find the link to the Campus Rec Summer Camp page at <https://www.ohio.edu/recreation/about/camp.cfm>. Visit any of our pages for more information.

Ohio Department of Job and Family Services

We encourage our staff and parents to resolve most concerns by working together. This is a learning experience for our student instructors as well as for your child. Sometimes a family has a concern about an incident at camp or a camp policy or procedure that requires assistance from camp staff. We believe that in order to provide the highest quality camp program for you and your child we must work in partnership, and it is important that we work together to quickly bring concerns to a satisfactory resolution. If such a concern exists, we recommend the following action steps:

- If the concern is about an incident at camp, discuss your concern first with your child's counselor and camp supervisor. Because it is difficult to pull the counselor away from the program, please schedule a time to meet with the counselor and camp supervisor in advance.
- If the concern remains, or if the concern is about a camp policy or procedure, you may discuss your concern with the camp director.
- If the concern remains, it should be discussed with the Assistant Director of Competitive Sports and Community Programming. Most concerns can be resolved with a concrete plan of action and continued communication.

Our day camp is registered with the State of Ohio. We expect that we will exceed your expectations in terms of safety, camper activities, satisfaction, etc. We hope that any concerns you may have can be worked out by keeping lines of communication open between you and our staff. The laws and rules governing the operation of the camp are available at the camp for review upon request. However, if you wish to make a complaint regarding camp, you may call the Ohio Department of Job and Family Services.

WHAT TO WEAR AND BRING TO CAMP

Clothing and Shoes

Campers should come to Campus Rec Summer Camp dressed for a full day of activity. Campers should dress comfortably for active days and appropriately for weather. Children are not permitted to wear open-toed shoes (sandals, flip flops or similar). We recommend packing an extra set of clothing for your camper in case of accidents or lost clothing. Survey what your child brings to camp in the morning to avoid lost items.

Pool Day

We will be going to the pool on Monday, Wednesday and Friday. Send your child to camp with a swim suit, towel and any swim accessories they may need. Campers may bring and use goggles in the pool. All campers will complete a swim test once per summer to determine whether or not they should use a personal floating device in the pool.

Backpack/Gym Bag

A backpack, gym or book bag is recommended for your child's belongings. Label all of your camper's items with his or her name in permanent marker. Campus Rec Summer Camp cannot be held responsible for lost or stolen items.

Water Bottle

Water is a vital component when physically active. Parents are asked to send a water bottle each day, labeled with your child's name. Encourage your child to drink water while they are attending camp. Water is available at all indoor activity areas and can be transported to outdoor areas by camp staff in athletic event water jugs.

Sunblock

Your child will participate in outdoor activities every day. For protection from the sun's rays, we recommend applying sunblock (SPF 15 or higher) on your child, prior to arrival. You may also send sunblock with your child. Sunblock is most effective when applied one half hour before exposure.

Lunch/Snack

Pack your child a lunch and snack each day in small coolers (recommended), lunch boxes or lunch bags. Lunches and snacks will not be provided and refrigeration is not available. NO PEANUTS or TREE NUTS as we have campers with severe allergies. Campers with nut-based food products will be asked to put the food away. We have a 'no-sharing' policy at camp.

WHAT NOT TO BRING TO CAMP

Cell Phones and Electronic Devices

Campers are not allowed to carry cell phones, pagers/beepers, iPods or other portable electronic devices during camp program time. Do not allow your child to bring these items to camp.

Personal Items

To aid us in preventing accidents or injuries, we ask that you do not send any sports equipment that is not specifically required. Children cannot bring toys, money, fidget spinners, weapons, etc. to camp. These items or any other that are causing a distraction will be confiscated. We also do not allow campers to buy from the vending machines or concession stands.

Valuables

We request that your child leave all items of sentimental or monetary value at home. This may include collector cards, hand held video games, sports equipment, money, etc. Items that are not appropriate for camp will be confiscated and locked in the camp administration office until check-out. Campus Recreation is not responsible for lost or stolen items.

LOST AND FOUND

We maintain a Lost and Found throughout the summer and do our best to keep track of misplaced items. Each Friday, during closing circle, Lost and Found items will be displayed for campers to claim.

FACILITIES

Your child's day will begin and end at the Charles J. Ping Recreation Center.

Activities will take place at various indoor and outdoor locations on Campus. These facilities include the Aquatic Center, Charles J. Ping Recreation Center, Mill Street Fields, South Green "Beach" Volleyball Courts, Golf and Tennis Center, Richland Avenue Park and Walter Fieldhouse. We will be walking as a group to these facilities. Activities will also be conducted at the climbing wall inside the Charles J. Ping Recreation Center with supervision from certified belay instructors.

Locker Room Policy

Throughout the week each camper will have the opportunity to swim as part of their camp activities. Our campers will change in public locker rooms at the Ohio University Aquatic Center. The following protocol will be in place to ensure the safety of every counselor and child:

- Campers and staff entering the locker room of the opposite gender is prohibited
- Counselors will do an initial walk through of the locker rooms and identify a bay of lockers for the campers to privately change in
- Counselors will stand outside the bay lockers to monitor the area
- Staff on duty in the locker room will change in a different area away from campers
- Staff will rotate while changing to assure that constant monitoring of campers
- Counselors will escort campers out of the locker room to the pool area

ARRIVING AT CAMP

Children will check in at the Charles J. Ping Recreation Center. Outside of the main entrance of the parking lot there will be a green tent with staff. Parents will check in with the counselors there.

Check-In Procedures

Upon arrival, parent/child should check in with the Campus Rec Summer Camp staff at the tent. Regular drop off will be held at the Charles J. Ping Recreation Center front lawn parking lot starting at 7:45 am. Drop off will end at 9:00 am each day. If your camper is going to be late, contact the hotline.

NOTE: Due to liability reasons, a child may be removed from Campus Rec Summer Camp if they have been dropped off prior to 7:45 a.m.

Late Arrivals

Signing your child in at any other time (after 9:00 a.m.) must be done with Campus Rec Summer Camp administration. Call the camp administration at (740) 331-9631 to arrange drop-off. Note that this may require you to meet Campus Rec Summer Camp administration at a site other than the Charles J. Ping Student Recreation Center. Notify staff at least 15 minutes prior to expected drop-off.

DEPARTING FROM CAMP

Early Departures

Advanced notice must be given during drop-off in the morning. Call the Campus Rec Summer Camp administration at (740) 331-9631 to arrange early check-out, and let camp staff know when you drop off your child that you will be picking them up early.

NOTE: Early pick-up may require you to meet Campus Rec Summer Camp administration at a site other than the Charles J. Ping Recreation Center.

Check-Out Procedures

Parents are required to sign-out their child. Children will only be allowed to leave with authorized persons listed on the child's registration form (government-issued ID required). Check-out will be conducted from 4-5:30 p.m. Pick-up will take place at the Charles J. Ping Recreation Center front desk.

Late Fees for Late Pick-Up

We are not able to accommodate pick-ups after 5:30 p.m. If your child is not picked up by this time, a late fee will be charged in fifteen minute increments. The schedule for the late fee is as follows:

5:30-5:45 p.m - \$15

5:46-6 p.m - \$65

This fee must be paid before the child will be permitted to rejoin camp.

NOTE: Campus Rec Summer Camp will contact the Athens Police Department for any child left at the Charles J. Ping Recreation Center after 6 p.m.

SUMMER CAMP SOUVENIR T-SHIRT

Each camper will receive **ONE** complimentary Campus Rec Summer Camp T-shirt for the summer. T-Shirts will be administered to the campers during camp. They will be given the opportunity to tie dye their shirts.

PARKING

Lot 87 is located directly in front of the Charles J. Ping Recreation Center and has various parking options for Campus Rec Summer Camp. Review the following information carefully to avoid parking difficulties.

Loading and Unloading

Campus Rec Summer Camp staff will be stationed outside the Charles J. Ping Recreation Center during morning drop-off and afternoon pick-up periods to quickly keep vehicular traffic moving. Do not block the roadway or drive aisles when dropping off participants. If you need to enter the building at any time, follow the parking options listed below. Leaving a vehicle parked with flashers or blocking traffic is not permissible.

Parking Options

- Prior to 7 a.m. and after 5 p.m. Monday - Friday, guests may park in a non-metered space at no cost.
- Saturday and Sunday, guests may park in a non-metered space at no cost any time.
- Monday - Friday from 7 a.m. until 5 p.m., a permit is required in non-metered spaces
- There are metered areas located in lot 87. Parking within a metered space will require payment of the associated hourly fees at all times.

Contact Transportation and Parking Services at 740-593-1917 with questions. Campus Recreation will not be issuing permits or reimbursing paid parking areas selected by participants.

FOOD

Please help us ensure your child has the energy needed to enjoy camp by making sure they eat a good breakfast and have substantial lunch and snacks packed. Vending machines will not be an option for campers during camp hours. Help us in making sure your child has the energy needed to enjoy camp by making sure they eat a good breakfast and have a substantial lunch packed.

Lunches

Campers are given a lunch break at noon each day. Lunches should be contained in small coolers (recommended), lunch boxes or lunch bags. A refrigerator or microwave will not be available. When packing your child's lunch put his/her name on the cooler/bag. **Children may not bring cash to camp to purchase lunch.**

Due to **SEVERE NUT ALLERGIES**, any nut products are explicitly prohibited.

Snacks

A snack time will be built-in to the schedule near the end of each day. We expect that campers will expend a tremendous amount of energy through the course of the day and feel it is important to give them the opportunity to nourish their bodies accordingly. Pack an adequate snack so your child has something to assist them in making it through the day. Camp will not provide a snack.

HEALTH AND SAFETY INFORMATION

As a registered day camp with the state of Ohio, we are required to have a current camper health form on file for each participant. On this form we ask for certain specific personal information about your child. We ask this information to make sure we are prepared for your child in every way.

Confidentiality

Once you share information with us, our promise is to share it only with the people who have direct contact with your child. If you have special concerns about confidentiality, let us know so we can sort them out together. If your child is worried about privacy, reassure them that only adults who can help will know the contents of their camper health form. Camp operates on "need-to-know" basis.

Medication

Camp staff must be aware if a camper will bring medication needed for chronic or life-threatening conditions, and when it is needed for daily care during camp hours. If medication of any type (over the counter or prescription) is required, it must be administered by the Campus Rec Summer Camp certified Health & Safety Counselor. Campers may not carry medication with them, including all over the counter medicines.

The parent/guardian of any camper who requires medication including inhalers and/or EpiPens must complete a Child Medical/Physical Care Plan Form and Request for Administration of Medication Form. All medication must be in its original container. Campers that require medication should give them to camp staff at the beginning of the camp day.

Prevention

Staff members receive training in communicable disease management and use this information to observe each child daily upon arrival for signs of illness. Staff receives instruction and implements proper hand washing and sanitation techniques. Campers are also assisted in proper hand washing throughout the day.

If a physician diagnoses a participating child with a communicable disease, an exposure email will be sent out to all families within the affected camper group. The notice will list the name of the disease, the date the symptoms were first observed, the date of diagnosis, the incubation period, typical signs and symptoms of the disease and typical treatments. Families are urged to consult their own physician for advice about precautions to take with their child.

Illness

If your child becomes ill while at camp, you will be notified immediately. We do not have a registered nurse on staff; therefore, we will ask you to make the decision whether to remove your child from the program for the day. We ask for your discretion on bringing your child to camp if he/she is ill. Campus Rec Summer Camp administration reserves the right to refuse admission to any child that is ill. Examples of illness symptoms not permitted:

- Temperature of 100 degrees Fahrenheit or greater (taken under the arm) with or without any other signs and symptoms of illness
- Diarrhea (three or more abnormally loose stools in one day)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Redness of the eye, obvious discharge, matted eye lashes, burning or itching of the eye
- Difficult or rapid breathing
- Yellowish skin or eyes
- Untreated infected skin patches, unusual spots or rashes
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of untreated lice, scabies or other parasitic infestation
- Sore throat or difficulty swallowing
- Inability to participate in normal activities

Accidents and Emergencies

Through appropriate supervision, staff is able to prevent many accidents and injuries from occurring. In the case of an emergency or accident involving your child, you will be notified following notification of the appropriate emergency personnel. All members of the camp staff have Adult and Pediatric CPR/ AED and First Aid certifications. Following protocol will be used in an accident:

- Staff with first aid training will respond to camper's immediate needs. Most accidents and injuries that occur are minor and can be resolved quickly.
- An Incident Report will be completed for any injury that requires first aid. A copy of the report will be emailed to parents of the child and a copy is kept in the child's file. Serious incidents must also be reported to the Ohio Department of Job and Family Services by the camp director.
- Counselors may call 911 and the University Police for assistance. The family is contacted at the same time or after the emergency call is placed.
- Emergency personnel or parents will determine further treatment.

- The parent/guardian will be called if transportation to a hospital is needed, emergency personnel or parents will provide transportation indicated on Camper Health Form. Staff will travel with the child if a family member is not present.
- The cost of all medical care is the responsibility of the family.

Concussion Protocol

Injuries to the head will be reported to parents, even if it appears to be minor. Campus Rec Summer Camp will follow the following protocol in the event that a camper is suspected to have a concussion:

- The camper will be removed from physical after the initial assessment.
- Should the camper exhibit at least one symptom, the camper cannot return to physical activity on the same day that he or she is removed.
- The camper may not be permitted to return to physical activity until they have been assessed by a physician (M.D. or D.O.). The parent or guardian must submit a letter to camp staff including the camper's name and the date the camper is cleared to return to physical activity/camp.

Evacuations

Staff is trained annually in the steps to take in the event of an emergency evacuation. The staff uses a two-way radio for notification of evacuations.

- Staff gathers children and prepares to leave the building with children's emergency medications and other emergency supplies.
- Staff quickly moves campers to the closest safe space.
- In the event of dangerous weather, groups will move indoors, or to designated tornado safe space.
- Staff completes a face-to-name attendance check prior to and after moving campers from one location to another.

DISCIPLINE

The Campus Rec Summer Camp staff and administration provide children with guidelines for appropriate behavior and rules to follow while enrolled in camp. We encourage positive actions through positive reinforcement and close supervision. Our main goal is to keep the children safely involved in activities so inappropriate behavior is limited. The following steps shall be followed if inappropriate behavior occurs. Special modifications may be made to adapt to a child's needs.

1st Offense	Warning: The camper will be notified of their behavior and given cues to correct.
2nd Offense	Time-out: A staff member will address the situation with the child and have him or her sit out for a predetermined amount of time. Following the time-out, the staff member will give him or her cues to correct the behavior and communicate further consequences should the child continue the behavior. The staff member will complete the discipline form, including all past instances of discipline. The discipline form will be given to the parent upon pick-up.
3rd Offense	Trip to the camp office: The staff member and the camper will meet a camp administrator and discuss the camper's behavior and future consequences. The staff member will complete the discipline form, including all past instances of discipline. The discipline form will be given to the parent upon pick-up.
4th Offense	Meeting with Parent or Guardian: A camp administrator will call the parent or guardian of the child and arrange a meeting. The camp staff member will complete an additional discipline form which will be reviewed in the meeting along with camper expectations and possible future consequences. The camper may need to be picked up from camp early and a camp suspension may be enforced.

Campus Rec Summer Camp reserves the right to skip any of these steps depending on the severity of the situation.

An incident report will be filed when there is evidence of property destruction, injury to another individual, physically touching another individual. Accrual of multiple behavior reports and/or other inappropriate behavior is grounds for dismissal from camp.

A child may be terminated from camp without prior notice to the parents under the following conditions:

- A child injures another individual requiring medical attention.
- A child displays violent, uncontrollable behavior that will put campers and/or counselor staff at risk.

A child terminated from a session will not be able to participate in any camp sessions for the remainder of the year. Behavior incidents will never be dealt with in a demoralizing, humiliating or abusive manner. No child shall be subject to abuses of neglect, cruel, unusual, severe or corporal punishment including: punishments which subject a child to verbal abuse, ridicule, humiliation, denial of food, use of bathroom facilities, punishment for soiling, wetting or not using the toilet. Staff members shall not be subject to verbal or physical abuse by a child enrolled in camp, or by their parent, including but not limited to, cruelty, humiliation, foul language and ridicule.

THANK YOU TO OUR SPONSOR!

