

Wake Forest University
Campus Recreation

Summer Camp
Parent/Guardian
Manual

A message from the Camp Director:

Welcome to our Summer Camp program! Wake Forest Campus Recreation is excited to host our youth summer camp. Each week will include traditional and unique camp activities/games, swimming, the climbing wall, and much more. Providing a quality experience for both you and your child is something that we take very seriously. Our goal is to provide a summer camp that creates a lasting positive impression for each camper.

Our camp staff consists of camp counselors, two Campus Recreation Interns and the Campus Recreation full-time staff members. All summer camp staff are trained to facilitate activities, interact positively with children, and are CPR/First Aid/AED certified. Camp activities are designed to include high levels of interaction between counselors and campers. We believe that this interaction will foster a fun, safe and enjoyable environment for everyone involved.

Camp Staff Goals

- Ensure camper safety
- Provide positive examples for children
- Introduce campers to new activities and interests
- Emphasize the concepts of teamwork and respect
- Promote and foster socially engaged participants
- Create a fun and happy environment for children

To summarize, our first priority is your child's safety and enjoyment of our camp. We are looking forward to another great summer, and welcome any question or ideas that you may have.

Sincerely,



Associate Director, Programs

CAMP COMMITMENT

Our camp is designed to provide a fun and recreational experience for all campers. All camp counselors are certified in CPR/First Aid/AED. They are all dedicated to making sure each camper has a positive and fun experience at camp. We also make reasonable accommodations for individuals with disabilities or special needs. In order to ensure the accessibility of all programs and services, we encourage anyone needing information, assistance, and/or accommodation of any kind to contact Dana Lopez - 336.758.7177. Every effort will be made to find ways to assist with any special needs in a confidential manner.

IMPORTANT CONTACTS

- Dana Lopez
 - o 408.823.7216
 - o lopezd@wfu.edu
- Megan Shortt
 - o 336.423.4078
- Ashley Atkins
 - o 336.210.7948
- Campus Recreation Center front desk and membership staff
 - o 336.758.7178

WEEKLY CAMP DATES

June 18-June 22

June 25-June 29

July 9 - July 13

July 16-July 20

July 23-July 27

July 30 - Aug 3

Age at Camp

A child's age will be determined by their age on the first day they will attend camp. In order to be eligible for enrollment, the child's age must be within the designated range for camp (6-12 years).

Waitlist

If a specific week's enrollment has reached the maximum, additional requests for space in the camp will be placed on a waiting list with priority based on the order in which enrollment is completed. If a vacancy in camp enrollment occurs, the individual at the top of the waiting list will be given until 5:00pm on the following business day in order to accept the vacancy and pay any fees that are due. If this does not occur, the vacancy will be made available to the next subsequent individual on the waiting list.

Registration Deadline

The registration deadline is the Tuesday before the camp week begins. Enrollment forms will be accepted until camp spaces are full. **Full payment is due at time of registration.**

CAMP RATES

	Half day Camp	Full day Camp
WFU Affiliates	\$175/week	\$225/week
Non-WFU	\$200/week	\$250/week
Additional Siblings		
WFU Affiliates	\$140/week	\$180/week
Non-WFU	\$180/week	\$200/week

REFUND & TRANSFER POLICY

There is no refund policy. We can transfer a camper to a different week provided the information is received prior to the Tuesday registration deadline date.

DISMISSALS

On occasion, dismissal of a child from camp may be necessary for disciplinary reasons. Parents/guardians will be notified immediately concerning this action and an opportunity will exist to discuss this action with parents/guardians, the camper, and the camp director. This action will take effect only after consultation among the parents, camper and the camp director. If a camper is dismissed for disciplinary reasons, there will be no refund for the remaining unused days.

CAMPER DROP-OFF/PICK-UP

Full Day Information:

Drop-off will begin at 7:30am and run until 8:30am. Camp will begin promptly at 8:30am each morning. Camper pick-up will be between 5pm-5:30pm.

Morning Half-Day Information:

Drop-off will begin at 7:30am and run until 8:30am. Camp will begin promptly at 8:30am. Camper pick-up will be between 12:30pm-1pm.

Afternoon Half-Day Information:

Drop-off will begin at 12:30pm and run until 1pm. Camp will begin promptly at 1:15pm. Camper pick-up will be between 5pm-5:30pm

Counselors will be stationed at the facility and will sign campers in and out at the location so parents and guardians do not have to worry about parking in order to drop-off or pick-up a camper. (See map on following page.)

***If you wish to drop-off or pick-up your child during different timeframes, communication must be provided to camp Director prior to date.**

As parents/guardians pull up for camper pick-up, **they will need to show a photo identification to the camp staff member**, indicating they are listed as an authorized pick-up person for that child. *For safety purposes, there is no exception to the photo identification policy.* If someone other than yourself or an authorized pick-up person is picking up your child, you must submit a signed note stating who will pick up your child that day.

Children will not be permitted to leave the camp location unaccompanied by an adult. No camper will be permitted to walk unaccompanied to their home or another meeting place unless we have a written note **AND** verbal confirmation from the parent or guardian.

Please note the following policies regarding drop-off/pick-up of campers:

- Pull up directly behind the car in front of yours. Please do not leave significant spaces between cars, as the process should flow smoothly with our staff assisting campers to and from cars.
- Be courteous to other drivers. Do not leave your car unattended or double park at the curb as it adds to the congestion and you could be cited.
- Be safe and cautious. Please watch for staff in the street and other cars entering/leaving the area.
- Campus Recreation cannot be responsible for parking violation tickets. Maps are in email and will be on the website: <https://campusrec.wfu.edu/services/day-camps/>

LATE ARRIVALS/EARLY PICK-UPS

Special arrangements for your child to arrive late or leave early can usually be accommodated only if advance notice is given. This notice should be given in writing at either check-in or check-out to the counselor on duty or camp director. The notice should specify the date, time, and who will be picking up or dropping off the child.

MEDICATION

If your child is taking medication, the Permission to Administer Medication form must be completed and turned in before the first day your child attends camp. This form will outline the type of medication, amounts, and times to be taken. Medication needs shall remain confidential between parents and camp staff and if necessary, will be administered in a discrete fashion.

In order for the camp staff to dispense prescribed medication, it must be in the original prescription container with the prescription dosages. The camp director or student health services staff member will be responsible for retaining this medication and ensuring it is properly administered according to the directions of the parent and prescription.

ACCIDENTS & EMERGENCIES

All campers have medical coverage prior to attending camp. In case of an emergency or accident involving your child, you will be contacted following notification of the appropriate emergency personnel. The camp staff makes provisions to be certain that all campers will be as safe as possible.

All staff members are CPR/First Aid/AED certified and will provide initial emergency care when needed. Lifeguards and counselors will supervise all aquatic activities and we provide and require campers to wear safety equipment for applicable activities. An incident report will be completed as necessary and a copy will be available for the parent.

ILLNESS

If your child should become ill while at camp, you will be notified. Campus Recreation does not have a registered nurse on staff, however, we will have access to our Student Health Services. Therefore, we will ask you to make the decision whether to remove your child from the program for the day. We also ask for your discretion in bringing your child to camp if he/she is ill.

CONTACTING YOUR CHILD DURING CAMP

If an emergency arises and you need to contact your child during camp, you can call the membership desk at 336.758.7178 or Dana at 408.823.7216.

LOST AND FOUND

Please see the camp staff for any lost items throughout the program. At the conclusion of the camp season, unclaimed lost and found items will be donated.

STAFF/CAMPER RATIO

The minimum ratio of staff to children will be 1 to 10. At no time are campers permitted to leave the group alone or wander into unauthorized areas of the facility or adjacent areas, unless under the supervision of a counselor. Campers should not go to the restroom alone. They should ask a staff member for permission. (This is a precaution to ensure camper safety.)

CAMPER CONDUCT

Campus Recreation believes that it is important that our campers act in a respectful manner towards each other, counselors, employees, and patrons of the recreation center. While we understand that some children have a natural tendency to test the limits of compliance in many situations, we believe that there are certain standards to which our campers must be held. It is our goal to help develop our campers into individuals who have strong morals, are responsible, and treat others with respect.

Camp counselors will serve as frontline employees in relation to camper discipline. Counselor's training and discretion will be used in determining what action(s) warrant discipline, labeling the severity of such actions, issuing warnings, or referring campers to the camp director. Camp counselors must be able to explain their reasoning when disciplining a camper. Counselors will respond to disciplinary issues under the following progression:

- Verbal warning
- Possible loss of privilege and/or removal from activity
- Notification given to camp director (possible notification of parent or guardian)
 - o Camper may be asked to sit in office
- Notification of parents (possible removal from camp)

Once a child is sent to the camp director, it will be the director's discretion on any consequences needed. If these consequences warrant the presence of the child's parent or guardian, the parent or guardian will be asked to appear at camp as soon as possible to pick up their child.

- First time needed: camper will be asked to leave for the rest of the day
- Second time needed: camper will be asked not to return to camp

***All disciplinary meetings with campers will be conducted either in an open environment, or with additional camp staff present.*

If the camper's actions are severe enough, the earlier stages of the behavior consequences list will be disregarded. If inappropriate behavior, bad language, threats, or violence are noted, your camper may be dismissed and asked not to return to camp in the future. If a child is removed from camp for disciplinary reasons, a parent conference will be required to determine whether or not the child is eligible for camp participation the following year.

SUMMER CAMP SOUVENIR T-SHIRT

Each child will receive one complimentary camp t-shirt as a keepsake for attending camp. T-shirts will be distributed each week to campers on Mondays (limit one t-shirt per camper, per summer). T-shirts are not required to be worn during camp, but are encouraged on THURSDAY for the Group Photo. If you sign up after the t-shirts are ordered, you may not receive the indicated size you request.

WHAT TO BRING EVERY DAY

Recommended Clothing

Campers should arrive dressed for activity each day, especially with footwear. (Required footwear: close-toed athletic shoes.) Campus Recreation recommends indoor/outdoor athletic or activity clothes. Clothing needs may change somewhat from day to day, based on the nature of the activity. A weekly itinerary will be emailed out to parents/guardians prior to each week of camp to help prepare.

Water Bottle

Please send your child with a water bottle each day, labeled with your child's first and last name.

Lunch/Snacks

Lunch will not be provided. All other campers are expected to bring a packed lunch that does not need to be refrigerated. Snacks, water, and Gatorade will be provided to campers throughout the day.

Sun Block

Some camp activities will take place outdoors. We recommend applying sun block on your child prior to arrival, and sending sun block with them so that your child can reapply as needed. **We recommend sending spray-style sunscreen.**

Swimming Gear

Please pack a swimsuit and towel for your child every day. A pair of sandals may be brought to wear in the locker room or pool area (only). Children will be able to change into their swimsuits prior to swimming. If your child wears their swimsuit to camp, please have them bring their underwear to change into after swimming. Wet swimsuits are not advisable for children to stay in all day, due to health concerns. Also, we suggest a plastic bag for wet swimsuits are provided so everything else in their bag does not get wet after swim time.

Gym Bag/Backpack

A gym bag or backpack is recommended for your child's belongings.

****Please label clothing, towels, and all personal items with the child's last name.**

WHAT NOT TO BRING

Items of Value

Personal items such as cell phones, mp2 players, tablets, and hand-held electronic games are **STRICTLY PROHIBITED** at camp. Campers are not permitted to use these items during camp. All sentimental and items of personal or monetary value should be left at home. *Campus Recreation is not responsible for lost or stolen items.*

AREA SPECIFIC POLICIES

Aquatics Center

Campers will have the opportunity to swim almost every day. In order to ensure a safe swimming environment, we will ask that all campers obey the following aquatic center rules. Rules will be reviewed with campers each week.

- All participants are required to shower before entering the pool.
- Participants may not enter the pool until a certified lifeguard is in position.
- Participants with open wounds are prohibited from using the pool.
- The pool may be cleared of participants during severe weather.
- Appropriate swimming attire (swimsuit) must be worn. Gym shorts, cut-off shorts, sports bras, etc. are prohibited. A clean t-shirt may be worn to cover the upper body if desired.

- Spitting, spouting water, and blowing nose in the water is prohibited.
- Participants are prohibited from hanging on the lane lines.
- Diving into the pool, running on the decks, and horseplay in or around the pool is prohibited.
- At the discretion of the lifeguards diving rings, noodles, and balls may be used in the pool.

Climbing Wall

Campers will have the opportunity to use the climbing wall multiple times each week. In order to ensure a safe climbing environment, we will ask that all campers obey the following climbing wall rules. Rules will be reviewed with campers each week.

- No climbing above or below another person.
- Campus Recreation's climbing ropes, carabiners, harnesses, belay devices, and other climbing equipment will be used on the climbing wall.
- Climbers must be tied in by a camp or wall staff member and checked by the belay-certified staff prior to climbing.
- Tie hair back when necessary. All rings and jewelry should be removed prior to climbing.
- No horseplay in or around the climbing wall area.