

PEAK Summer Camp Parent Handbook 2018



*Playful Education
& Adventures for Kids*

PEAK

Welcome to the PEAK Summer Camp. This is the 18th year of summer camps for the Department of Recreational Services at Kent State University. We hope to build upon the great success that we experienced over the years and provide your child with even greater excitement and enjoyment this year. If you are new to the program, we are excited about welcoming you and your child into the program. We hope that our diverse program offerings, themes, and outstanding customer service will become the *benchmark* for future camp development.

The PEAK (Playful Education & Adventures for Kids) Camp Philosophy is to serve the needs of children between the ages of 6 and 12 by opening doors to the wonders of art, entertainment, culture, nature, technology, socialization, and recreation within a university setting. Camp activities are designed to help each camper become more independent, enhance self-confidence, develop self-awareness, and develop both mind and body in a fun and safe learning environment.

Camp Goals

- ❖ Emphasize the teaching and learning of skills and activities
 - Introduce new campers to camp rules on their first day of camp
 - Clearly define game rules or activity instructions prior to each activity
- ❖ Teach and instill the concept of teamwork through planned activities
 - Plan or implement at least one team activity each day of camp
 - Diversify teams each day/week so campers experience various team dynamics
- ❖ Create mutual respect for other people and their ideas, thoughts, and actions
 - Provide a platform for every camper to share or be heard
 - Moderate campers interactions when necessary to promote civility and respect
- ❖ Introduce campers to new activities
 - Plan and execute one new activity or game each week of camp
 - Provide opportunities for parents and campers to make activity suggestions via assessments
- ❖ Teach campers the proper way to act during activities, i.e., good sportsmanship
 - Counselors will model positive sportsmanship during activities
 - Hold campers accountable for their actions during play in a respectful and positive way
- ❖ Maintain a safe and respectful learning environment
 - Model safe and respectful interactions between counselors at all times
 - Encourage questions and provide thorough, respectful answers whenever possible
- ❖ De-emphasize competition and emphasize fun in activities
 - Establish rules or goals before each activity or game
 - Counselors will model positive attitudes and good sportsmanship regardless of game results
- ❖ Provide positive role models for the children
 - Recruit and train a diverse, dynamic staff and provide continual support and training
 - Ensure all counselors are trained on all camp values, policies, and procedures before camp

The camp activities are designed to create increased interaction between the staff and the campers. This interaction will create a positive atmosphere where campers and staff members will enjoy themselves more. The overall theme of the camp is to provide children with the positive aspects of recreation while at the same time allowing both the campers and the staff the opportunity to interact and learn from each other.

Let's have a great summer!

Phelan Fletcher

Phelan Nichole Fletcher - PEAK Camp Director

Table of Contents

Welcome	4
Staff Directory	5
Camp Policies & Procedures	
• Camp Structure	5
• Camper Eligibility	5
• Registration Policies	6
• Payment Policies	6
• Enrollment & Extended Care Fees	6
• Daily Camp Times	6
• Check In/Check Out	6
• Daily Camper Supplies	7
• Camper Illness/Accidents	8
• Camper Emergencies	8
• Camper Safety	8
• Parental Concerns	8
• Hold Harmless Agreement & Release	8
• Permission Form & Parent Handbook Acknowledgement	8
• Parking	9
• Camper Discipline	9
• Camper Medication	9

Department of Recreational Services Staff

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Department of Recreational Services (Main Line)

(330) 672-4732

Allerton Sports Complex	(330) 677-4315
Natatorium Main Office	(330) 672-0480
Climbing Wall Main Office	(330) 672-7625
Student Recreation and Wellness Center Pro Shop	(330) 672-0482
Student Recreation Fields (PEAK Staff out-of-camp cell phone)	(330) 541-6547
Campus Police (<i>Non-Emergency</i> Number)	(330) 672-3070
(<i>Emergency</i> Number)	(330) 672-2212

PEAK Program Leaders - Student Workroom	Office	(330) 672-0487
	Email	rsimsports@kent.edu

CAMP POLICIES & PROCEDURES

Camp Structure

PEAK Summer Camp is comprised of nine individual week long sessions. While each session has its own theme, the summer camp follows a similar structure each week in order to provide a consistent experience for each camper regardless of the week they attend. Some activities will occur in multiple sessions but may have a unique adaptation to fit the theme of a particular week. Camp activities include games, sports, arts, crafts, themed programs, and daily swimming. Each week will have a mix of activities to provide a variety of exciting experiences for the campers. PEAK Summer Camp is based out of the Student Recreation and Wellness Center (SRWC) but the camp utilizes outdoor areas surrounding the SRWC and around the Kent State University campus.

Camper Eligibility

The PEAK Summer Camp is available to, and designed for, children between the ages of 6 and 12. In general the campers will be together for a majority of the camp activities, but some activities do require splitting the campers into groups in order to provide activities suited to the varying ages of children. If this is the case campers will be grouped primarily according to age, but physical, emotional, and social maturity may also be considered when grouping campers. Campers will be grouped as deemed appropriate by the Program Leader and Camp Director. Additionally, in order to enroll or remain enrolled in PEAK Summer Camp, children must be at least six year old, and must demonstrate the ability to care for themselves independently (to include toileting, changing, eating, etc.), must be able to follow directions and camp rules and safety precautions, remain with the group, be able to understand and communicate with counselors, and fit the camp's 8:1 camper to counselor supervision ratio.

There is a Leaders In Training (L.I.T.) program available for youth ages 13-15. The L.I.T. program is intended for those past campers who have aged out of camp but wish to still be a part of PEAK Summer Camp. The L.I.T.s are directly involved with the daily activities of camp and will learn leadership skills and responsibility by helping the counselors and camp staff throughout the summer.

Registration Policies

Parents may enroll their child(ren) from the beginning of registration (typically by early March) until the Wednesday before each session, or until all sessions are filled. Reservations are accepted on a first-come first-serve basis with a minimum deposit required (per child, per week), to secure a space for their child(ren) in camp. The Camp Director reserves the right to cancel future reservations for non-payment or children that pose disciplinary problems in camp. All enrollments are on a first-come first-serve basis, for a maximum of 72 campers per session.

Registration occurs in the Pro Shop of the Student Recreation and Wellness Center. It is requested that all required forms be submitted at the time of registration, but the Camp Enrollment form is required for registration. A \$50 deposit per child per session is required at the time of registration to reserve a space for a child in camp.

All forms and full payments are required to be completed and submitted to the Camp Director by the Wednesday prior to the session enrolled if the space has been reserved. Any enrollment after the Wednesday prior to the start of the desired session will be considered a late enrollment. Late enrollments require full payment at the time of registration and are subject to a late registration fee. All required paperwork and forms must be completed and submitted prior to the child’s participation in the program. Any late paperwork and registrations will receive a \$10 late registration fee.

Payment Policies

Full payments for reserved spaces are due by the Wednesday prior to the start of the session. Late enrollment fees are due at the time of registration or prior to the child’s participation on the first day of the session. The Camp Director reserves the right to alter the schedule of payments with families.

Enrollment & Extended Care Fees (Fees are per one week session)

One week Deposit	\$50
One Session	\$150.00
Each additional child from same household (enrolled in the same session)	\$15 off
Before or After Care (per session)	\$20.00
Before and After Care (per session)	\$30.00

All camp fees are refundable up to the Wednesday prior to each session with the exception of the \$50.00 deposit, which is non-refundable and non-transferable.

Daily Camp Times

Each session will run from 9:00 am through 4:00 pm, Monday through Friday. Extended Care will be available to families that need additional time for the care of their child(ren) from 7:30 – 9:00 am and from 4:00 – 5:30 pm, Monday through Friday.

Check-in/Check-out

Each child's safety is the top priority for the PEAK Summer Camp; therefore, policies that have been established regarding check-in/out procedures are not subject to change unless the Camp Director has made prior arrangements with the parent or guardian of the child.

Check-in will occur in the entrance area of the Student Recreation and Wellness Center (unless otherwise noted). Check-out will occur in the entrance of the Student Recreation and Wellness Center also (unless otherwise noted).

It is important to our camp's success that campers are here by 9:00 am daily and are picked up at the appropriate time. Our activity sessions cannot begin until we have all staff and campers present. If you know that you will be running late, please let us know so that we can plan our staffing needs accordingly.

It is not the camp's responsibility to verify absent campers. Contact may not be made with the parents about an absent camper as it is solely the parent's responsibility to transport the child to camp. Parents are encouraged to inform camp staff of scheduling differences when possible. Notifications of such changes may be sent to the Camp Director.

Daily check-in/check-out will be fifteen (15) minutes prior to camp and after camp. A late pick-up fee will be assessed to parents who do not pick their child up by the designated time. The fees for late pick-up are as follows: 4:16 PM—5:00 PM = \$5.00 fee, 5:01 PM—5:30 PM = \$10.00, after 5:30pm=\$1 per minute. All fees are due and payable at the time the child is picked up. Parents must drop their children off at the designated areas and check their child into camp. To pick their child up, the parent, guardian or authorized person must present valid photo identification before the child will be released. The authorized person must be on the camper enrollment form; otherwise the camper may not be released to the individual.

Children will not be released to travel unescorted to the parent or guardian's office, home, or elsewhere. Children will only be released to parents, guardians, or authorized persons. This rule is not subject to interpretation or review; it is for the safety of the child.

If the child is to be picked up prior to the conclusion of a day's activities, the parent must report such instances to the Camp Staff, Program Leader, or Camp Director, preferably during check-in at the beginning of the day. When the parent arrives, staff will radio the camp counselors notifying them that the child's parent is here for the child. The Program Leader or Camp Director will assume care for the child when released by the counselor until the parent; guardian or authorized person has signed the child out. The counselor will not stop an activity to escort the child to the parent. Parent/guardians should communicate with the Program Leader or Camp Director to arrange early pick up or late drop off.

Daily Camper Supplies

Each day, the child should wear appropriate/comfortable/active clothing to include closed toe shoes, preferably tennis/athletic type shoes (flip flops are not allowed). Campers will receive a camp t-shirt but they are not required to wear the t-shirt to camp. Campers should bring the following items to camp (please label all items sent to camp with your child's full first and last name):

- Swimsuit
- Towel
- Prescribed medication in original packing
- Sun block – spray on is preferred
- Insect repellent (if desired for outdoor activities)
- Change of clothes
- Water bottle
- Backpack (to store items not being used)
- Non-refrigerated nut-free lunch (if not eating camp lunch)

The camp staff requests that you do not send any toys, electronics (i.e. iPod, cell phones, tablets, etc.) or additional money with your child when they come to camp. The toys from home may tend to provide an unnecessary distraction for the other campers when the staff is trying to implement a game or activity. In addition, we do not want a child to misplace or lose these belongings. The camp will not be held responsible for lost or stolen items. All items should be clearly labeled with full first and last name. The camp will provide a morning and afternoon snack for the children; which should alleviate the need for a child to bring money to camp. Parents and/or guardians will be notified should the child need to bring other items to camp.

Parents are strongly encouraged to help the child pack for camp daily to ensure that inappropriate items are not brought to camp. Inappropriate items would include but are not limited to alcohol, drugs, and illegal substances, personal items including sports equipment, pets / animals, and items that resemble or could be used as a weapon.

Camper Illness/Accidents

In the event the camper becomes ill or has an accident, the Program Leader and/or Camp Director will notify the parent or guardian. Due to the large concentration of children, there are circumstances when the Program Leader and/or Camp Director will ask that children do not attend or must be picked up early from camp. These instances will include, but are not limited to; a camper who has two or more episodes of diarrhea, a camper who is running a fever of 100 degrees or more, a camper who has thrown up, or the combination of any of the above symptoms. If your child is suffering from any of these or other symptoms (such as pink eye or other contagious illnesses), please call the camp to alert the staff. For minor accidents/illness, the camp staff will provide appropriate first aid and provide the parent/guardian with a copy of the accident/injury report form.

Camper Emergencies

For camper emergencies, the Camp Director or Program Leader (in the absence of the Camp Director) will notify the parent or guardian of the situation. If the parent/guardian is unavailable, or cannot be reached, the camp staff will seek emergency medical treatment from qualified medical professionals. In the event emergency medical treatment is necessary, the physician is authorized to provide necessary medical care as needed unless otherwise indicated on the child's Health History Form. If the parent or guardian is still unable to be reached, the camp staff will notify the authorized emergency contact. Camp supervisors will have access to the Health History information, and at least one supervisor will be on duty and accessible to camp staff in the event of an emergency in the case that this health history information is needed.

If the parent or guardian has an emergency and needs to contact their child or camp staff member, the parent/guardian should call the Department of Recreational Services at (330) 672-4732.

Camper Safety

The camp staff maintains current certifications in American Red Cross CPR/AED for the Professional Rescuer and First Aid. In the best interests of safety, all campers will be under supervision of the camp staff at all times during camp activity. PEAK Summer Camp maintains an 8:1 camper to staff ratio to provide optimal supervision throughout the program. Exceptions to this ratio may occur in rare situations such as extended care, while caring for an ill or injured child, waiting for the child to be picked up, etc. In these situations however, the camper should not be left alone without supervision of a camp staff member. Camp staff should also limit one-on-one interactions with campers and ensure that they are both accompanied by at least one other staff member and/or a camper. If a situation arises where a one-on-one interaction is necessary, it should occur in a public area within plain sight of the public and/or other camp staff.

Parental Concerns

If the parent/guardian has a concern, suggestion, or complaint, please see the Program Leader or the Camp Director and complete a Parent Concern Form. The form will be given to the Camp Director and will be addressed as soon as possible.

Camp Transportation

Transportation to and from camp is the sole responsibility of the parent/guardian(s) and/or authorized pickup people. Counselors may not transport campers in their personal vehicles without previous written parental consent, and must be approved by the Camp Director.

Hold Harmless Agreement and Release

The parent/guardian will be responsible for signing a Hold Harmless Agreement and Release for each child that they enroll in camp. This form notifies the parent of the hazards and inherent risks of participating in a summer day camp. The form also notifies parents that the PEAK Summer Camp does not provide insurance for the campers. The parent/guardian should contact their insurance agent regarding insurance coverage for their child.

Permission Form & Parent Handbook Acknowledgement

The parent/guardian will be responsible for signing the Permission Form. This form provides parent/guardian authorization that the camper is in good health and can participate in camp. It includes a photography/videography release and a transportation waiver for cases in which a camper may need to be transported in the event of an emergency. This also states that the Department of Recreational Services reserves the right to dismiss participants because of disruptive behavior. The parent/guardian will be responsible for signing the Parent Handbook Acknowledgement stating that the Parent Handbook has been reviewed and the individual understands the information presented in the document.

Parking

The PEAK Summer Camp and Department of Recreational Services will not provide parking for parents or staff. However, we contact parking services and notify them about typical drop-off and pickup times. Please ask the Camp Director for more details regarding this. If you are parking outside of the normal drop-off and pickup times, then it is the responsibility of the parent/guardian or staff member to purchase a parking pass or daily pass (through the vending machine located in the SRWC lot). The Department of Recreational Services and PEAK Summer Camp is not responsible for parking fines or for damage to, vandalism of, or theft of automobiles or other personal property contained within the automobile while parked in the SRWC or other lots.

Camper Discipline

There will be times during camp when it becomes necessary to administer discipline to a camper. The methods of discipline used by this camp are to:

- a. Speak individually with the camper,
- b. Remove the camper from the activity for a short period of time,
- c. Remove the camper from the whole activity, and/or
- d. Have the Program Leader speak with the camper, and/or
- e. Have the Camp Director speak with the camper.

If the child meets with either the Camp Director or Program Leader, a Discipline Report will be filed and must be signed by the parent at the end of the day. If any child accrues two Discipline Reports in the same week, the parent will be called and swim time may be lost for the remainder of the week.

The camp staff does not want to be placed in the position of removing swim time. If the problem persists during the week, under extreme conditions, the parent will be called to pick the child up early from camp. We ask that the parent speak with the child and let them know the importance of following the instructions of the camp staff. If a child is sent home early from camp there will be no refund of enrollment fees for the camper. This camp will be a community of many people working together. There is a zero-tolerance policy for bullying of any sort as this is unacceptable behavior and threatens the well-being of other campers. If a child threatens the safety or well-being of other campers, the child will not be allowed to return to PEAK Summer Camp.

Camper Medication

If a camper is required to take any form of medication during the day, prescribed or not, the Health History Form should contain the information. The parent /guardian is required to submit the Health History form and the Camper Medication Form prior to any medication being given to a camper. The medication must be provided by the parent/guardian of the camper and should be given to the Camp Director in the original, clearly labeled container with exact directions for administration. When administering medication, the directions on the Health History Form and Camper Medication Form should be followed. If these directions conflict with those on the medicine container, the parent should clearly identify this on the Health History Form and Camper Medication Form.

Asthma inhalers and injectable medication must be provided by the parent/guardian. For safety reasons, campers may not maintain possession of their medication while in camp; the direct counselor will maintain possession and assume responsibility for the medication. Camper medication will be under the direct supervision of the child's counselor until the need arises. The camper will self-administer any inhalers and injectable medication, and apply sunscreen and bug spray when needed unless the parent has made prior arrangements with the Camp Director. Only the camp staff, Program Leader, or Camp Director may administer all other medication. Counselors will have a copy of each child's medical needs as noted in the Health History Form. Children will apply their own lotion before proceeding outside. If the child is using spray on sun block, then the counselor may assist the camper with application of the product. However, the counselor will not be held responsible for missed application.