## Camp REC Summer Camp Manual for Parents & Guardians

<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp REC Goals</td>
<td>page 1</td>
</tr>
<tr>
<td>General Weekly Schedule</td>
<td>page 1</td>
</tr>
<tr>
<td>Age Groups</td>
<td>page 1</td>
</tr>
<tr>
<td>Camp REC Staff</td>
<td>page 2</td>
</tr>
<tr>
<td>Camp REC Camper Expectations</td>
<td>pages 2 &amp; 3</td>
</tr>
<tr>
<td>Registration, Rates &amp; Payment</td>
<td>pages 3 &amp; 4</td>
</tr>
<tr>
<td>Junior Counselors</td>
<td>page 4</td>
</tr>
<tr>
<td>Signing in and out Your Child</td>
<td>page 4</td>
</tr>
<tr>
<td>Personal Belongings</td>
<td>page 5</td>
</tr>
<tr>
<td>Field Trips</td>
<td>pages 5 &amp; 6</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>pages 6 &amp; 7</td>
</tr>
<tr>
<td>Contact Information</td>
<td>page 7</td>
</tr>
</tbody>
</table>
Welcome to our exciting, affordable summer camp. Our program structure is to keep kids, safe and actively engaged. The purpose of this manual is to give you a better understanding of our Recreational Sports and Wellness’ Summer Camp Program. Within the manual, you can view our goals, staff requirements, registration and rate information and most importantly the safety and well-being of your child. Should you have further questions after reading through our manual, please utilize the contact info in the back.

**Camp REC Goals**

*The Goals of the Recreational Sports and Wellness’ Camp Rec, Summer Camp Program are:*  
- To help children develop to their fullest potential  
- To promote the values of living an active, healthy, and nutritious life  
- To help children gain social skills  
- To promote the values of caring, honesty, respect, responsibility and hard work

**General Weekly Schedule for Camp**

- Mondays are STEM and/or building activities  
- Tuesdays and Thursdays consist of swimming in the AM depending on the summer schedule at the Kinesiology Building. Please send a swimsuit and towel for your camper or send them in their swimsuit and send dry clothes.  
  - Camper’s test each week to determine the need for a floatation device.  
- Wednesdays are Off Campus Field Trips. We will load the bus at 8:30 unless otherwise noted. If your camper is unable to attend the off campus field trip, you will need to make other arrangements, because there will not be any counselors or staff to watch them at the Pennington Student Activity Center.  
- Fridays are our Culinary Experiences, a weekly celebration of the Camper of the Week, and our skit presentations.

**Camp REC Age Groups**

In order to help our campers have a unique experience, we group our campers by age.  
- Yellow group includes our 4, 5, and 6 year olds  
- Green group includes our 7 and 8 year olds  
- Blue group includes our 9 and 10 year olds  
- Red group includes our 11 and 12 year olds  
- Junior Counselors are selected from 13-15 year old volunteers that apply
Camp REC Staff

Assistant Director of Field Experience and Youth Programs
Mrs. Kathy Cusimano, our Assistant Director, Field Experience & Youth Programs has earned a Bachelor of Arts in Education, right here at Southeastern Louisiana University. Mrs. Kathy brings in 17 years of experience as an educator in Tangipahoa Parish. She brings engaging and leveled learning to regular education and special education students, as well as their parents. She is excited to bring our Camp Rec program to new heights in an engaging and safe way for our camp participants.

Camp REC Program Staff/Counselors:
Ty-Desha Hall                  Breonna Donahue                  Kayla Smith
Kameron Jackson               Bree’An Talbert

Supporting Professional Staff:
Mr. Seth Thomas- Director of Recreational Sports and Wellness
Ms. Jean Bernard- Associate Director, Operations and Facilities
Ms. LaVerne Richardson- Business Manager
Mr. Nicholas Mayeaur- Coordinator, Health and Wellness
Mr. Jason Templet- Coordinator, Competitive Sports and Summer Camps
Ms. Cheryl Olah- Administrative Coordinator

Our Camp Rec Counselors are chosen for our team based on their experience working with children, the ability to be a positive role model and keep the campers engaged, stellar supervisory skills, their ability to implement our program goals and rules, and ensure camper safety at all times.

All staff are trained and certified in child CPR, AED and First Aid as well as our emergency action plans. Additionally all have undergone CASA’s “Darkness into Light Training”.

Camp REC Camper Expectations

● Respect self, you are unique and amazing!
● Be safe; look out for yourself and others!
● Make good decisions and help solve problems!
● Respect others, be friendly and get involved!
● Respect facility & equipment; treat it like your own!

Our expectations are in place to make sure that each child has a safe, enjoyable experience full of opportunities for personal and team growth. Defiance, hurting others, physically or with words, and disrespectful behaviors cannot be tolerated. For safety, campers are not permitted to leave their group unattended for any reason.
**Camp Rec Expectations Policy**

While each child is different, we ask that you enroll your child knowing they will be expected to abide by our expectations. Our policy on reinforcing negative behavior and breaks the rules is:

- **1st Offense:** 1 minute activity time to draw or write what they are feeling, what happened
- **2nd Offense:** 5-minute activity ‘time-in’ with the Director, to help your child through the situation.
- **3rd Offense:** Time away with the Director to determine the root of the problem and create a plan to change behavior.
- **4th Offense:** Time out for the rest of the activity; phone call to parent for dismissal, for a time period determined by the Assistant Director of Camp Rec or Director of Recreational Sports and Wellness

If your child has infractions, or partakes in behavior that cause our Counselors’ attention to be taken away from the group, we reserve the right to ask your child to leave the program for the remainder of the week.

**Registration, Rates and Payments**

**Registration**

Our program is available for all children ages 4-12 years of age. Parent/guardian must fill out the online registration packet for each child enrolled in the program. It will be valid for one year. Registration will be open until our program maximum has been reached, as we operate on a first come, first serve basis. **Weekly tuition is due the Monday before the week your camper is attending.** Should the program be full or it is past the deadline for payment, your child will be placed on the waitlist.

We have a **no refund** policy. All packets are securely stored.

**Rates**

- **Weekly Camp Tuition Rate:** $160/per child per week
- **Daily camp hours:** 8:00 AM - 4:00 PM
- **Extended Care Rate:** $30/week for Before **and** After Care
- **$15/week for Before or After Care**
- **Extended Care hours:** Morning: 6:45 AM- 7:45 AM and Evening: 4:15 PM- 5:45 PM
- **Additional Camp T-shirts:** $12/shirt/child

Weekly tuition includes breakfast, lunch, afternoon snacks, off campus field trips, and all necessary materials for crafts, STEM projects, or Culinary Experiences.

We provide breakfast, lunch and an afternoon snack. ALL campers are required to go through the lunch line and pick from the options offered to them. You may send your child with his/her own lunch daily if you choose. We ask that you send lunches that do not need to be prepared (reheating, or cooking, etc.), and are nutritious (do not include soft drinks, sugary drinks or candy). All lunches are served with ice water or milk to ensure that campers remain properly hydrated.

Updated 3/13/2018

Contact us: (985) 549-5591 or (985) 549-2353
Payments
Weekly tuition is due by Close of Business the Monday before your camper is attending camp. **All payments are non-refundable and non-transferrable.**

Payments can be made in cash, credit card (MasterCard, Visa, American Express, Discover), or by check. Checks **must** be written to Southeastern Louisiana University and include a physical address, phone number, driver’s license number and date of birth of one of the parties named on the check. 
***There is a fee of $35 charged for all returned checks, and you forfeit the privilege of paying with checks in the future.

Failure to respond to demands for payment by Southeastern may result in such debts being transferred to the State of Louisiana Attorney General’s Office or other outside collection agency, for collection. Upon transmittal for collection, the parent/guardian is responsible to pay the fees employed by the collection agency, including collection fee of thirty-three and one-third percent (33 1/3%) of the unpaid debt, all court cost, attorney fees and expenses.

Junior Counselors

Our Junior Counselor positions are unique and selective. Junior Counselors will be assigned to the younger groups to assist Camp REC Counselors and staff. If your camper is between the ages of 13 and 15 and has been a Camp REC camper in the past, is responsible, friendly and helpful, they may apply. Please reach out to Ms. Kathy for more information and the application process for this incredible volunteer opportunity!

Signing in and Signing Out your Camper

Parent Responsibility
The safety of your child is our first priority. You will be required to sign in and out your child when you bring them in the morning and pick them up in the afternoon. We will ask you to initial each day and a Camp REC staff member will document the time of arrival and departure. It is vital that you help us document your child’s arrival and departure. Thank you for your cooperation in this important matter.

We provide each parent/guardian an opportunity to state who may pick up and sign out your child in your absence though our Registration Packet. We will not release your child to anyone not listed in the packet. A photo ID may be required as well at pick up.

If you know your child will be absent outside of their regularly scheduled day, please contact Ms. Kathy at (985)549-2353 or let the staff know at check in.
Personal Belongings

What to send with your child
We respectfully ask that you send your child in our Camp Rec T-shirt, on Wednesdays for our Off Campus Field Trips. Please send them daily wearing comfortable fitting and appropriate length shorts, closed toe tennis shoes and socks. You may send your child with a light jacket since the building temperatures fluctuate.

On Swim days, please send your child with their swimming suit, water appropriate shoes, a towel, and any other equipment (earplugs, hats, goggles, floaties, etc.) that they may need. All children will undergo a swim test their first time at camp. If you elect to send your child dressed in their swimsuit, please send them with a laundered pair of undergarments for them to change into, as this is mandatory.

Please refrain from sending your child to camp with small toys, electronic devices (Phones, iPods, iPads, iPod Mini’s Nintendo D.S., or any electronic of the like), Trading Cards (Pokémon, etc.), personal items, etc.

PLEASE MAKE SURE YOUR CHILD’S NAME IS ON EVERYTHING THAT YOU SEND WITH THEM TO CAMP. While we do have a lost and found system, we are not responsible for lost/misplaced items.

Lost and Found
Recreational Sports and Wellness Camp Rec assumes no responsibility for lost or stolen items. Please label everything your child brings with a permanent marker. A lost and found will be established for any items found or left at the end of the day. Please ask Ms. Kathy, our Assistant Director, Field Experience & Youth Programs, or Professional Staff to accompany you to the lost and found. Unclaimed lost and found items may be sent to the University’s Police Department at the end of camp.

Field Trips

Every week Camp Rec Campers get to embark on a fun and educational off campus field trip! Cost of entry is included in the Camp REC weekly tuition. All paid campers, all counselors, Ms. Kathy, our Assistant Director, Field Experience & Youth Programs, and Professional Support Staff go on these field trips to ensure optimal supervision and safety.

All field trips are planned for the campers to be away from our facilities during the official camp hours of operation. There is no alternative childcare provided for campers who do not participate in trips.

On field trip days, you may send your child with snacks and/or additional spending money. Please send your child’s money in a labeled zip lock bag with their name, amount, and which group your child belongs. Upon check in, please hand this to the Counselor at the check in table. All counselors will hold your child’s monies until it is appropriate to hand out. We are not responsible for monies not handed over, or that were placed in your child’s bag.

Updated 3/13/2018  Contact us: (985) 549-5591 or (985) 549-2353
Transportation and Bus Behavior
Camp Rec has contracted Bus Transportation to transport your camper to and from field trips. All drivers are licensed and insured. All campers are expected to follow the rules of the bus set out by our staff as well as the bus driver. Campers who do not follow bus rules may be denied the privilege of attending field trips.

Field Trips and Sunscreen Policy
If you wish for your camper to wear sunscreen, please apply sunscreen to your child prior to drop off for the day. If you want your child to re-apply sunscreen before water activities, or field trips please send the child with the sunscreen. Due to allergies, we do not provide sunscreen. The counselors will assist in additional sunscreen application. We recommend that you send your camper with as much sun protection possible (hats, sunglasses, etc.).

Health and Safety
If a child becomes ill, we will notify the parent/guardian first. If we are unable to make contact, we will continue down the list of emergency contacts that you have provided us.

Ms. Kathy, our Assistant Director, Field Experience & Youth Programs and Counselors are not equipped to change soiled pants. If your child has an accident, we will follow the same protocol listed above.

The safety of the children is of utmost importance to us. Our staff is trained on how to classify the severity of an accident resulting in injury. Staff are prepared to treat minor cuts, scrapes, bruises, etc. In the event that your child needs immediate medical attention, emergency personnel will be called. In addition, the same notification will be engaged.

Camp Rec cannot and does not provide accident insurance.

No staff of Camp Rec can dispense over the counter medicine. Prescribed medications (epi pen, inhalers) need to have a written document from the parent and doctor with information to dispense.

Onset of Illness while at Camp REC
If your camper becomes ill during our care, we will activate the emergency contact protocol listed above. Your camper will be removed from the activity in case of being contagious, and will be placed within sight and hearing of Recreational Sports and Wellness staff until parent or a person from the contact list can pick up your child. When notified, parents or emergency contacts must come within one hour to pick up ill camper.

Campers with the following symptoms will be asked to leave camp and not return until the symptoms have gone away or a Medical Doctor has released them, accompanied by a written release:
- Severe pain
- Temperature over 100*
- Diarrhea or blood in urine

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- Swollen Joints
- visibly enlarged lymph nodes
- Evidence of head lice
- Infected/untreated skin patches, or rashes lasting more than a day
- 2 or more episodes of vomiting within a 24-hour period

**Absenteeism Policy**
Official Camp Rec hours are between 8:00 AM-4:00 PM, Monday-Friday. Prior notifications of your child(ren) being absent from camp are welcomed. If prior notification is not an option, please call 985-549-5591 and request to speak to Ms. Kathy, our Assistant Director, Field Experience & Youth Programs or a member of the Professional Staff. All payments correlate with this period. **We do not pro-rate camp tuition if your child should miss any days of camp.**

**Contact Information**
Our Camp Rec Assistant Director, Counselors, and Professional Staff encourage communication to ensure that everyone’s needs are being met. Should you ever have a question or concern please contact Ms. Kathy.

**Thank You!**
Thank you for selecting Camp REC, summer camp and trusting your children to the care of our remarkable staff! We have worked hard to plan fun filled days and an overall exciting time for our campers! Our goal is that your child is excited and eager to come back to camp each day! Thank you for sharing your campers with us. We look forward to building lots of amazing memories and relationships with you all.

Director of Recreational Sports and Wellness: Seth Thomas  
Office: (985) 549-5727  
Email: seth.thomas@selu.edu

Assistant Director of Field Experience and Youth Programs: Kathy Cusimano  
Office: (985) 549-2353  
Email: kathy.cusimano@selu.edu

Control Desk (985) 549-5591  
Membership Desk: (985) 549-5734

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