Camp Rec Summer Day Camp
Manual for Parents

Welcome to our exciting, affordable, prestigious and one of a kind summer camp for children. Our program structure is to keep kids, safe and actively engaged. The purpose of this manual is to give you, the parent or guardian a better understanding of our Recreational Sports and Wellness’s Summer Day Camp which is based off of: 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.

The Goals of RSW’s Camp Rec Day Camp Program:

- 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

What is a typical day like for Camp Rec? {Sample}
7:00am- 9:50 Early Care, quiet or big group time
9:00am-9:30am- Breakfast, social time
9:30am-9:30am- Activity #1 (Rotations within groups: Physical/Fitness Activity, Skits, Craft, etc.)
10:30am-11:30am- Activity #2 (Rotations within groups: Physical/Fitness Activity, Skits, Craft, etc.)
11:30am-12:30 Lunch (Depending on Group)
12:30pm-1:30pm- Activity #3 (Rotations within groups: Physical/Fitness Activity Skits, Craft, etc.)
1:30pm-2:30pm- Rotate, Restroom/Water break
2:30pm-3:30pm
3:30pm-4:00pm- PM snack, free play, pack up, clean up
4:00pm-5:45pm- Camper pick up/Extended care

Field Trip Wednesday’s will follow an abbreviated schedule.

Tuesdays and Thursdays consist of swimming in the AM depending on the summer schedule at the Kinesiology Building. Please send a swim suit and towel for your camper or send them in their swim suit and send dry clothes.
Camper’s test each week to determine the need for a floatation device.
Swim lessons are offered as determined by our swim instructor and scheduling availability.

<table>
<thead>
<tr>
<th>Camp Rec Age Groups</th>
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<tbody>
<tr>
<td>Group</td>
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<tr>
<td>Little Cubs</td>
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<tr>
<td>Cubbies</td>
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Updated 5/16/2017
Little Lions | 9-10 | Blue Lions | 11-12 | Red

We provide breakfast, lunch and a PM snack. You may send your child with his/her own lunch daily if you’d like. We ask that you send lunches that do not need to be prepared (re-heating, or cooking, etc), and are nutritious (do not include soft drinks, sugary drinks or candy). All lunches are served with ice water, and milk to ensure that campers remain properly hydrated.

**Assistant Director of Field Experience and Youth Programs**
Mrs. Kathy Cusimano, Bachelor of Arts in Education, Southeastern Louisiana University. Mrs. Kathy brings in 15 years of experience as an educator in Tangipahoa Parish, bringing 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  Emillee Hickman  Breonna Donahoe  Kayla Smith
Pamela Brownlow  Kameron Jackson  Bree’An Talbert  Thomas Moore

**Supporting Pro Staff:**
Mr. Terry Passman-- Director of Recreational Sports and Wellness
Ms LaVerne Richardson, Business Manager
Ms. Megan Mast, Assistant Director of Health and Fitness
Ms. Jean Bernard, Assistant Director of Guest Services
Ms. Cheryl Olah, Administrative Coordinator

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

Our Assistant Director of Field Experience and Youth Programs possesses all of those qualities as well as superior verbal and written communication skills, and has the ability to lead and organize our daily lesson plans.

All staff are trained 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 Core Rules**

- Respect self
- Respect others
- Respect facility & equipment

Our rules were created to make sure that each child has a fun, growing and pleasurable experience. Rudeness and talking back will not be permitted.

**Camp Rec Behavior Management Policy**

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

- 1st Offense: 1 minute activity time out (walking the perimeter of activity)
- 2nd Offense: 5 minute activity time out (walking the perimeter of activity)
- 3rd Offense: Go to the Director or Coordinator’s office
- 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

Each day at pick up/signing out, you will receive feedback of your child’s behavior that day.

If your child has infractions on any of these rules, or partakes in behavior that causes our Counselors to be taken away from the group, we reserve the right to ask your child to leave the program.

**Registration and Rates**

**Registration**: Our program is available for all children ages 4-12 years of age. Parent/guardian must fill out our 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. Should the program be full, your child will be placed on the wait list. We have a no refund policy. All packets are securely stored.

**Rates**: Non-Refundable One-Time Registration Fee: $50/family

- $25/only child

- Weekly Camp Tuition Rate- $145/per child/week (First Child)- No Extended Care
  - $140/per 2nd child same family/week- No Extended Care
  - *$25 Non-Refundable/Non-Transferable Weekly Deposit per week of camp goes to the remaining balance of tuition.

- Extended Care -
  - $30/week for Before AND After Care
  - $15/week for Before OR After Care

**Additional Camp T-shirts**: $8/shirt/child
Payments: All payments are non-refundable and non-transferrable.

Deposit(s) must be paid in full at time of registration Remaining tuition balances are due the Friday prior to the Monday of the upcoming registered session. Payments can be made in cash, credit card (Master Card, Visa, American Express, Discover), or by check. Checks must 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.

Late Pick-Up Policy: You will be charged $1/minute that your child stays over the allotted 5:45pm pick up time. Balance must be paid in full upon pick up.

Parent Responsibility: The safety of your child is our first priority. 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 each pick up. If your child will be absent outside of their regularly scheduled day, please contact the Assistant Director of Field Experience and Youth Programs or call 985-549-5591.

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) with 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 (ear plugs, 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 devises (iPods, iPad, iPad Mini’s Nintendo D.S., or any electronic of the like), Trading Cards (Pokemon, etc.), personal items, etc.
PLEASE MAKE SURE YOUR CHILDS NAME IS ON EVERYTHING THAT YOU SEND WITH YOUR CHILD TO CAMP. While we do have a lost and found system, we are not responsible for lost/misplaced items.
**Water Days 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 councilors will assist in additional sunscreen application. We recommend that you send your camper with as much sun protection possible (hats, sunglasses, etc.).

**Field Trips**
Every week Camp Rec Campers get to embark on a fun, educational and exciting fieldtrip! Cost of entry is included in the Camp Rec Tuition. All paid campers and all counselors and Professional Support Staff go on these fieldtrips 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 child care provided for campers who do not wish to participate in trips. Some field trips you will be asked to send your child with additional spending money, that the Camp does not cover. When informed, please send your child’s money in a labeled zip lock bag with the name, amount, and group of your child. Upon check in, please hand this over 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, that were placed in your child’s bag.**

**Transportation and Bus Behavior**
Camp Rec has contracted with Morgan Bus Transportation to transport your camper to and from fieldtrips. 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 fieldtrips.

**Absenteeism Policy**
Official Camp Rec hours are between 9:00am-4:00pm, 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 the Assistant Director of Camp Rec or a member of the Professional Staff. All payments correlate with this time frame. **We do not pro-rate camp tuition if your child should miss any days of camp.**

**Health and Safety**
If your child becomes ill while in our program, we will notify the parents first. If contact is not made, we will go down the list of emergency contacts that you have provided to us.

Our Assistant Director of Field Experience and 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 is prepared to treat minor cuts, scrapes, bruises, etc.
In the event that your child needs immediate medical attention, emergency personnel will be called. Also, the same notification will be engaged as well.

*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 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 onset of 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
- 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

**Lost and Found**

*Recreational Sports and Wellness Camp Rec assumes no responsibility for lost or stolen items.*

Please label everything that you send your camper with a permanent marker. Should something come up misplaced, our Lost and Found for Camp is located in the Wellness Suite. Please ask that the Assistant Director of Field Experience and Youth Programs, or Professional Staff accompany you to this area. Unclaimed lost and found items will be discarded at the end of camp.

**Program Concerns or Additional Questions**

Our Camp Rec Assistant Director, Counselors and Professional Staff encourage communication to ensure that everyone’s needs are being met. Should a parent ever have a question/concern please contact our Assistant Director of Field Experience and Youth Programs.

**THANK YOU!**
Thank you for selecting our prestigious Summer Day 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 can’t wait to come back to Camp Rec. Thank you for sharing your campers with us!

Director of Recreational Sports and Wellness and North Oak Park: Terry Passman
Office: 985-549-5727
E-mail:

Assistant Director of Field Experience and Youth Programs: Kathy Cusimano
E-mail: Kathy.cusimano@selu.edu
Tear Out This Page & Keep It!

SWIM DAYS ARE ON TUESDAYS AND THURSDAYS EACH WEEK OF CAMP!! Send a Swim Suit and Towel!! Robotics each Monday and Culinary on Fridays!

Bring to Camp (daily)
- Comfortable and appropriate length shorts, Camp Rec shirt!
- Tennis shoes and socks
- Change of clothes if dressed in swimsuit
- Marked items: towel, sunscreen, hats, water bottle, etc.
- Backpack
- Lunches can be brought if your camper chooses to do so

Do Not Bring to Camp
- Open toe shoes for daily activity (flip flops/aqua shoes are appropriate for water play)
- Toys from home, Trading cards
- Valuable items
- Candy, gum, sugary drinks, food that has to be prepped
- Any sort of electronics (iPods, iTouch, iPads, iPhones, hand held gaming systems, etc.)**If your child needs to have a cell phone, it will be left with Camp Staff in a secure place; if there is an emergency, please contact camp staff directly to speak to your child

Camp Rec 2017 Fees
- Registration $50/family
- $25 Non-Refundable/Non-Transferable Weekly Deposit/per child/per week (to reserve spot in camp)
- Weekly Tuition: $145/individual camper-No Extended Care
- $140/2nd sibling of same family-No Extended Care
- $30 per day ala carte’
- $15 Field trip fee in paying daily fee
- Extended Care:
  - $30/week for Before AND After Care
  - $15/week for Before OR After Care
- Additional Camp T-shirts: $8/shirt/camper

***All Fee are nontransferable and nonrefundable

Times & Schedules
- Before Care/Breakfast: 7:00am-9:00am
- Official Camp Time: 9:00am-4:00pm
- After Care: 4:00pm-5:45pm

- Campers are to be checked in by 9:00am daily
- There is a $1/per minute per camper if your camper(s) are not picked up by 5:45pm, excluding Friday’s when Camp is dismissed at 4:00pm. Payment is due at pick up.

Camp Dates
Please mark the weeks your camper(s) will be with us!

Week 1 May 29- June 2 (May 31) Audubon Zoo & Behind the Scenes
Week 2 June 5-9 (June 7) Cajun Pride Swamp Tour
Week 3 June 12-16 (June 14) Maritime Museum and Mandeville Trailhead
Week 4 June 19-23 (June 21) Quarters Laser Tag, Bowling and Arcade
Week 5 June 26-30 (June 28) North Lake Nature Center and Fountainbleau State Park
Week 6 July 3-7 (July 5) Elevation Station
Week 7 July 10-14 (July 12) Movie Tavern- Despicable 3
Week 8 July 17-21 (July 19) Stennis Space Center
Week 9 July 24-28 (July 26) Hammond Fire Station, and Eddy’s Custurd
Week 10 July 31-August 4 (August 2) Elevation Station
Week 11 Aug 7-9 (Aug 9): 3 day camp, kids return to school Aug 10

Updated 5/16/2017 Contact us: (985) 549-5591 or (985) 549-2353