



ROOMIE'S REC CAMP PARENT MANUAL

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***** ALL PAYMENTS ARE NON-REFUNDABLE AND NON-TRANSFERRABLE.**

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Welcome!

Welcome to our exciting, affordable summer camp. Our program is structured 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 information and rates, and most importantly, the safety and well-being of your child. Should you have further questions after reading our manual, please take a look at our contact information on the last page.

Roomie's Rec Camp Goals

- 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 our craft/gardening days
- Tuesdays and Thursdays are our swimming days!
 1. Please send a swimsuit and towel for your camper or send them in their swimsuit and send dry clothes.
 2. Campers test each week to determine the need for a floatation device.
- Wednesdays are our Sports Clinic Day!
 1. Campers will be able to show off their athleticism. This may be but not limited to basketball, softball, volleyball, track, and jogging.
- Fridays are our Culinary experiences

Roomie's Rec Camp 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

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Roomie's Rec Camp Staff

Our summer camp is overseen by **Ms. Erika Pierce** and operated with the support of our entire department.

Supporting Professional Staff:

Ms. Erika Pierce, Camp Director

Mrs. LaVerne Richardson, Assistant Director of Business Operations

Ms. Cheryl Olah, Administrative Coordinator III

Ms. Jean Bernard, Associate Director of Recreational Sports and Wellness

Mr. Seth Thomas, Director of Recreational Sports and Wellness

Camp Counselors

Our Roomie's Rec Camp 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, and their ability to implement our program goals and rules while ensuring 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". Our camp counselors will be selected and announced in May.

Roomie's Rec Camper Expectations

- Respect yourself, 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 the facility and the equipment; treat it like your own!

We ask that you enroll your child knowing they will be expected to abide by our expectations. Our policy on reinforcing negative behavior:

- 1st Offense: time to think and discuss with the counselor what occurred and how it could have been handled differently.
- 2nd Offense: 5-minute activity 'time-in' with the Camp Director, to help your child through the situation.
- 3rd Offense: Time away with the Camp Director to determine the root of the problem and create a plan to change behavior.

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- 4th Offense: Time out for the rest of the activity; phone call to parent for dismissal, for a time period determined by the Camp Director or the 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.

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.

Registration, Rates and Payments**Registration**

Our program is available for all children ages 4-12 years of age. Parent(s) and/or guardian(s) must fill out our 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: \$140/per child per week

Extended Care Rate: \$30/week for Before and After Care

\$15/week for Before or After Care

Additional Camp T-shirts: \$12/shirt/child

Daily camp hours: 8:00am - 4:00pm

Extended Care hours: Morning: 6:45am - 7:45am and Evening: 4:15pm - 5:30pm

Weekly tuition includes breakfast, lunch, afternoon snacks, and all necessary materials for crafts, gardening 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

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include soft drinks, sugary drinks or candy). All lunches are served with cold water or milk to ensure that campers remain properly hydrated.

Payments

Weekly tuition is due by Close of Business the Monday before your camper is attending camp.

***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 transmittals 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 costs, 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 Roomie's Rec Counselors and staff. If your camper is between the ages of 13 and 15 and has been a Roomie's Rec camper in the past, is responsible, friendly and helpful, they may apply. Please reach out to Ms. Erika Pierce at roomiesreccamp@southeastern.edu 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. On the REC Camp parent portal, you will create an account and password which will be used to log in/log out your child when you bring them in the morning and pick them up in the afternoon. 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 in 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 Mrs. Erika Pierce at roomiesreccamp@southeastern.edu or let the staff know at check in.

Personal Belongings**What to send with your child?**

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Please send them daily wearing a face covering (mask or shield), comfortable fitting and appropriate length shorts, closed toe tennis shoes and socks. You may send your child with a light jacket since the building temperature fluctuates.

On swim days, please be sure to 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 with them a laundered pair of undergarments for changing, as this is mandatory. Weather permitting, there may be days when campers walk to North Oaks Park to play in the splash-pad and so we will advise at the beginning of the week when these same items will be needed aside from Tuesdays and Thursdays.

**** Please refrain from sending your child to camp with small toys, electronic devices (Phones, iPods, iPads, iPad Mini's, Nintendo D.S., or any electronics of the like), trading cards (Pokémon, etc.), personal items, toys, stuffed animals, 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

Roomie's Rec Camp 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 a Camp Counselor or Professional Staff member 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.

Sunscreen Policy

If you wish for your camper to wear sunscreen, please apply sunscreen to your child prior to drop off for the day. Due to allergies, we do not provide sunscreen. The counselors will assist in additional sunscreen applications. We recommend that you send your camper with as much sun protection as possible (hats, sunglasses, etc.).

Health and Safety

If your 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.

Our camp staff is not equipped to change soiled pants. If your child has an accident, we will follow the same protocol listed above.

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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. In addition, the same notification will be engaged. Roomie's Rec Camp cannot and does not provide accident insurance.

No staff of Roomie's Rec Camp 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 Roomie's Rec Camp

If your camper becomes ill during our care, we will activate an 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 a parent or a person from the contact list can pick up your child. When notified, a parent(s) or emergency contact must come within one hour to pick up the 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
- Swollen Joints
- Pink Eye
- 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 Roomie's Rec Camp 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 to speak to Ms. Erika Pierce or a member of the Professional Staff or email roomiesreccamp@southeastern.edu.

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All payments correlate with this period. We do not prorate camp tuition if your child should miss any days of camp.

Contact Information

Our Roomie's Rec Camp 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. Erika Pierce at roomiesreccamp@southeastern.edu.

Thank you for selecting Roomie's Rec Camp and trusting your child(ren) 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(ren) 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.

Camp Teacher/Director:

Erika Pierce
Office: (985) 549-2353
Email: roomiesreccamp@southeastern.edu

Director of Recreational Sports and Wellness:

Seth Thomas
Office: (985) 549-5727
Email: seth.thomas@selu.edu

Assistant Director of Business Operations:

LaVerne Richardson
Office: (985) 549-5593
Email: lrichardson@selu.edu

Administrative Coordinator III

Cheryl Olah
Office: (985) 549-5729
Email: colah@selu.edu

Control Desk:

(985) 549-5591

Membership Desk (payments):

(985) 549-5734