



PARENT PACKET

SUMMER 2008

Welcome:

BGSU Kids Camp has arrived and we are so excited to welcome you and your camper into our camp family! We have a dedicated staff of BGSU students, both master's and undergraduates, who have committed their summer to serving the needs of the BG Youth Community and look forward to building relationships with you and your camper.

This packet is designed to help parents understand the policies, procedures, goals, and programming involved with the BGSU Kids Camp. It is a comprehensive explanation of everything you wanted to know and more. Please take some time to review this manual and share rules, regulations, and programming tips with your camper. The better prepared campers are before arriving to camp, the more success they will experience.

Thank you and if you have further questions regarding camp after reviewing this manual, I invite you to get in touch with me at any time. I, Micha Seither, can be reached at any time at 419-372-7482 or via email at smicha@bgsu.edu.

Summer Kids Camp Purpose:

To provide our campers with fun experiences, that empowers them to grow physically, emotionally, socially, and intellectually. We seek to do this by creating supportive environments encourage campers to reach their fullest potential and instill a desire for lifelong learning. All activities are designed to provide a sense of pride and achievement, regardless of a child's individual ability. Campers are treated with respect and their safety is key while in our care. Our goal is to build lasting memories!

Your Feedback and Suggestions are Welcome!

We want you and your child to have the best and most reward experience possible. If for some reason, you or your child are unhappy or unsatisfied with our Summer Kids Camps, please let us know as early as possible so we can make need changes. Feel free to contact one or all three of the following camp administrators. Thank you.

Camp Contacts:

Micha Seither	Camp Director	419-372-7482
Scott Sehman	Assistant Camp Director	419-372-8343
Bryan Cavins	Associate Director	419-372-2790

Camp Office Number	419-372-6071
Student Recreation Center Office	419-372-2711

General Information

1. Cost and Enrollment Information

\$129 per week for a full-time camper.

\$89 per week for a part-time camper.

Part-time is defined as attendance to camp for 3 days of the week. A 5% discount will be given after the first child enrolled in the program for multiple children. All BGSU employees will be given a 10% discount off of enrollment for the first child enrolled, and the 5% discount after the first child enrolled in the program for multiple children.

	FT 1 st child	FT Multiple children	PT 1 st child	PT Multiple children
BGSU employee	\$116.10	\$110.30	\$80.10	\$76.05
Community Member	\$129.00	\$122.55	\$89.00	\$84.55
Before and After Care	\$20 flat rate for the week for each child.			
Instructional Component	\$25 flat rate for the week for each child.			

Before and After Care and the Instructional Components are optional programs and are NOT subject to the discounts. These costs will be added after discounts have been applied.

BGSU Kids Camp must have a minimum of 5 campers enrolled in the program each week for the program to take place.

2. Refunds

All refund requests must be received by 8:30 a.m. on the third day of camp. Upon approval by the Summer Kids Camp Director, participants may receive a 75% refund of the unused days for the camp session. If BGSU Kids Camp cancels a session, a full refund or transfer will be issued. Camp fees paid by credit card will be credited immediately upon approval by the Director. Purchases made by check or cash will be refunded by a check cut by the university within a period of 4-6 weeks. Refunds will be made only to the original payee or credit card holder.

3. Camp Staff

The BGSU camp staff consists of BGSU student employees. All camp staff is CPR for the Professional Rescuer with AED and First Aid certified. All employees go through background screenings, an extensive interview process, and training which entails safety responsibilities, human relations, and interpersonal skills with children.

4. Daily Drop-Off and Pick-Up:

The BGSU Kids Camp headquarters will be located at the Student Recreation Center. Our Before Care hours are from **7:30 a.m. to 8:30 a.m.**, and **After Care is from 4:30 p.m. to 5:30 p.m.** You may drop your camper off between 7:30 a.m. and 8:30 a.m., and pick up your camper **NO LATER** than 5:30 p.m. Only adults listed on our guardian list may receive your child at pick-up time. Although the Student Recreation Center will serve as headquarters for the camp, all programs and activities may be held at other facilities on the school's main campus.

You will drop your camper off at the back door of the student recreation center (see attached map). The small employee parking lot located directly across from the Ice Arena. You will enter the doors from that parking lot and you will sign your camper in at the window located beside the next set of doors. At that time, your camper will be buzzed into the Student Recreation Center. The BGSU Kids Camp Homebase area is located directly through the second set of doors.

5. Lunch/Snack

Parents need to provide a lunch for their children each day. Please keep in mind that we have limited refrigeration space and we DO NOT have a microwave to warm items. Simple solutions: an insulated lunch pack for cold items and/or a thermos to hold hot items warmed up at home in the morning prior to camp. A mid-morning snack and afternoon snack will be provided by BGSU Kids Camp. Children with special diets need to provide their own snack.

6. Activity Schedule:

The detailed weekly schedule will be provided at the beginning of camp each week. The schedule is subject to change in the event of inclement. The following is a skeleton outline of the daily camp schedule:

Skeleton Weekly Schedule:

7:30am to 8:30am	Before Care (Student Recreation Center)
8:30am to 9:00am	Daily Opening Activity (team building)
9:00am	Break into Groups Group 1 – 5 & 6 year olds Group 2 – 7 to 9 year olds Group 3 – 10 and up
9:00am to 9:45am	Group 1 – YF Homebase Group 2 – SRC Court Group 3 – Dance Room <i>**Arts and Crafts, Educational, Fitness, Team building activities taking place.</i>
9:45am to 10:30am	Group 3 – YF Homebase Group 1 – SRC Court 1 Group 2 – Dance Room <i>**Arts and Crafts, Educational, Fitness, Team building activities taking place.</i>
10:30am to 11:00am	Snack (keep in mind bathroom, washing hands, etc.)

11:00am to 11:45am	Group 2 – YF Homebase Group 3 – SRC Court 1 Group 1 – Dance Room <i>**Arts and Crafts, Educational, Fitness, Team building activities taking place.</i>
11:45am to 12:00pm	Prepare for Lunch (bathroom, wash hands, get lunch)
12:00pm to 1:00pm	Lunch
1:00pm to 1:15pm	Change for Swimming
1:15pm to 2:30pm	Swimming
2:30 to 2:45pm	Change into dry clothes
2:45pm to 3:15pm	Snack time
3:15pm to 4:00pm	Counselor's Choice Activity
4:00pm to 4:30pm	Quiet Time...Card Games, Board Games, Movie, Reading Corner
4:30pm to 5:30pm	After Care

Programs will take place in and around the Student Recreation Center complex, as well as other Recreational Sports facilities, such as the BGSU Ice Arena, The Perry Field House, and the BGSU Golf Course. The camp will also be traveling around the BGSU's main campus throughout the week.

7. **Swimming:**

Swimming will be held everyday (recreational) at either Sam Cooper and/or Iris Andrews Pools located in the Student Recreation Center. A lifeguard will be present, as well as camp counselors and staff. Campers will only be allowed to swim if they bring a swimsuit. There will be an alternate activity for campers who are not permitted to swim. Parents **MUST** notify camp staff if your child cannot swim that particular day/week.

8. **Absences/Tardiness/Early Pick-ups:**

It is important that your child arrive no later than 8:20 a.m. It will be necessary to call the BGSU Kids Camp hotline at 419-372-6071 and inform us of your child's arrival time in the event of tardiness. It may be necessary for you to drop off your child at a different location according to our activity schedule. Leaving camp prior to 4:30 p.m. is considered an early dismissal.

If you need to make special arrangements regarding pick-up or drop-off, we ask that you let us know in advance (preferably a hand-written note) concerning an early departure or late arrival. With advanced notice and your cooperation we can make need schedule changes to allow us to plan your campers' day.

9. **Personal Items: *Please label all clothing and personal belongings!***

What to bring:

- Dress your camper in comfortable clothing (shorts, sneakers, t-shirt)
- Swimsuit
- Sunscreen
- Backpack (please have your child's name written clearly on the backpack, and one that will hold all of your camper's items)
- Water bottle
- Change of clothes (accidents happen!)
- Plastic bag (for a wet swim suit)
- Sneakers!
- Lunch (Food items, drink, utensils if needed, etc.)

Things to leave at home:

- Jewelry
- Radios/Walkman/Ipods or any other electronic type games
- Cell phones/beepers
- Gum or candy
- Or anything of value you will be upset if it gets lost, stolen or broken.

10. **Camp T-shirts:**

One camp T-shirt is included in the camp tuition.

11. **Illness:**

If your child is ill on a scheduled day of camp, we ask that you place a quick phone call to our office to let us know that he/she will not be attending. If your child shows symptoms of illness, parents will be notified and required to come pick up their child.

12. **Medications:**

The BGSU Kids Camp staff cannot dispense over-the-counter medications to campers without consent from a parent. If we feel your child would benefit from this type of medication, we would call and discuss these options with you before dispensing any OTC meds to your child. We can dispense prescription medications provided the following conditions are met: 1) a note from your child's doctor giving clear instructions for how the meds should be distributed, 2) informed consent from you allowing us to dispense the prescribed meds to your child, and 3) medication should be stored in the BGSU Kids Camp office, not your child's belongings.

Inhalers and EpiPens: Campers requiring accessibility to inhalers and epipens will be allowed to have these items close at hand. We require that these items be given to the counselors who will be with these campers all day and can ensure that the appropriate child is using these tools correctly and not in excess.

13. **Camp Behavioral Rules:**

Please review our camp rules with your camper:

- Keep a positive attitude! (No whining☹, be cheerful!)
- Always respect people and property (Be friendly, helpful, and kind)
- Listens and follows directions
- Obey the quiet signal.
- Move and act in a safe manner. (Be careful and let counselors know if you think something is unsafe).
- Eliminate negative comments or swear words.
- Have fun!

14. **Discipline:**

The BGSU Kids Camp staff will adhere to the following guidelines and procedures with campers when bad choices have been made and the rules have been violated. It is recommended that these guidelines also be reviewed with your camper(s) prior to their arrival at camp.

Step 1:

Verbal Warning – the camper will be cued to inappropriate behavior, given methods to correct the behavior, and given a clear consequence (step 2) should she/he choose not to modify the behavior. Counselors will complete the discipline log.

Step 2:

Time Out – the camper will be removed from the activity for duration not to exceed the child's age. At the end of the time out, the child will again be cued to the inappropriate behavior, given methods to correct the behavior, and given a clear consequence (step 3) for choosing not to modify the behavior. Counselors will complete the discipline log.

Step 3:

A visit to the Camp Office – the camper will be removed from the activity and reminded what the consequence was for continuing to misbehave. The counselor will escort the camper to the camp office and submit the discipline log describing the camper's behavior and the preceding steps taken. The camper will have a conversation with a member of the Administrative Staff.

Step 4:

Second visit to the Camp Office – the camper's parents will be called immediately. The camper will complete a behavior contract with the Administrative Staff. If the camper breaks the behavior contract, they will automatically be suspended from camp for the day.

Step 5:

Suspension – parents will be required to come and pick up their child should a day suspension be the result of poor choices and continued misbehavior. No refund will be given for children violating the rules to the point of suspension or (repeated weekly/daily offenders) expulsion from camp.

BGSU Kids Camp reserves the right to skip any of the above steps should an offense be a major violation threatening the safety and well being of other campers and staff.

Programs

Aquatic Activities: Swim tests are administered to all campers who are old enough to swim in Cooper Pool. Both Cooper and Andrews Pools are guarded by a certified lifeguard. Aquatic swim time is free time and there are no formal lessons offered to campers at this time. Please refer to our weekly Instructional Components for structured lesson time. However, if your child needs extra attention while in the water, please indicate this on their medical history form, and we will make sure a counselor is near at all times.

Team Building: The team building component helps create and develop communication and cooperation skills among campers that add to the overall development of leadership skills.

Climbing Wall: Climbing is a great sport that challenges both physical and psychological abilities. It is physically challenging and yet sometimes the psychological challenges are more difficult. With this in mind, our staff is extremely patient and helpful during climbing wall activities. Children will be encouraged to improve their climbing, but they will not be forced to climb beyond what is comfortable for them. Micha- I added this.

Arts and Crafts: BGSU Kids Camp Arts and Craft time will be led by a current BGSU art student.

Sports and Games: Games are facilitated by counselors and are appropriate for each age group. The program focuses on physical skill acquisition and mild competition.

Field Trips/Special Events: Each week, field trips around BGSU's campus or special events are planned for campers. These trips will not involve transporting your camper in a motor vehicle, all trips will be within walking distance.

Counselor's Choice: This program is planned and facilitated by camp counselors. Counselors plan and implement an activity (activities) that they have designed for their group.

Camper's Choice: This program asks the campers what pre-existing games they would like to play together.

Fitness Component: This program takes fitness components and jazzes them up to provide fun and exciting physical activities for campers of all ages. All activities are planned and designed with the age and skill level of each group in mind.