University of Minnesota
Youth & Community Programs

Parent Handbook
Information, Policies & Procedures
Weekly Summer Day Camps

June 8 – August 21, 2015
Welcome to the Summer Youth Programs!

This handbook is designed as an overview to answer common questions about the program and to provide expectations and guidelines for participation. All parents/guardians are expected to read and follow the guidelines.

Thank you for choosing us for your summer camp experience. We want your child to enjoy and explore the many facets of the University of Minnesota in a safe and enriching environment that emphasizes healthy activity. We will strive to do our best at all times and your cooperation and input are needed to achieve this! Please keep us informed about how we are meeting your needs. Email or call us at the Youth Programs office with your questions or suggestions at any time. There will also be an evaluation/feedback survey in the middle and at the end summer.

Summer Leadership Team

Each summer an experienced team of youth-oriented adults is employed to run the summer camps. These are your ‘go to’ people for daily camp issues and information. The Summer Camp Manager and the Coordinators are mainly located in the summer camp office (also known as the cubby room) which is inside of the camp entrance near the pool and rock wall. The year-round Youth Programs office is upstairs, inside the South entrance of the building.

Director for Youth & Community Programs: Vinh Chung
Coordinator for Youth & Community Programs: Venessa Fiedler
Summer Camp Manager: Dan Bartlett
Coordinators: Megan Dejaeger, Kelly Horan, Christina Peeters
Program Assistants: Jenna Dorschner, Corrine Spaeth

Youth & Community Programs Office (year-round): 612-625-2242
Youth & Community Programs Office Email: ypsummer@umn.edu
Summer Program Website: recwell.umn.edu/youth

Youth & Community Summer Camp Office: 612-624-1423 *
*This number is ONLY available June 8-August 21 during Camp Hours!
*Voicemail is NOT AVAILABLE AT THIS NUMBER
*Call this number for ‘day of’ issues or needs regarding a child that is at camp
*This line is answered as time permits by program staff when they are not attending to the needs of children, parents or staff.
*Messages that are less urgent may be left at 612-625-2242 any time of the day.

University Recreation & Wellness

Vision Delivering the finest in university recreation
Mission Enriching the campus experience and encouraging healthy lifestyles
Guiding Principles Excellence - exceeding expectations and standards
Integrity - leading with sound and responsible judgment
Development - fostering a culture of growth and improvement
Collaboration - working collectively to achieve common goals

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, religion, national origin, sex, age, marital status, disability, public assistance status, or sexual orientation.
Program Location
The summer camps are all based on the Twin Cities Campus at the St. Paul Gymnasium
1536 N Cleveland Avenue, two blocks south of Larpenteur Avenue and approximately one mile east of Hwy 280.
The office is also housed at this site.

Camp Entrance
The main camp entrance is at the north end of the St. Paul Gymnasium. This entrance is typically only open during camp hours.

Check In and Check Out will occur outdoors at the camp entrance, under the large metal canopy.

- Participants must be checked in by **8:45am** each day. Selected camps will require check-in by **8:30am**, these families will be notified in advance.
- Look for signs posted and form two lines by the first letter of the child’s last name.
- As always, please allow extra time and be patient. Over 250 families are checking in and out each day!

Parking
Parking in the area can be challenging due to the number of participants, contract lots, and on street hours. There may be minor traffic jams during drop off and pick up times, as there are approximately 250 children dropped off and picked up each day.

Please plan ahead and allow time for parking and check in and out. Note also that the State Fair overlaps with our camps (August 20th & 21st) causing congestion on many nearby streets.

**WHERE TO PARK:**
Park at meters at the North end of the Gymnasium Lot SC171 – they are not enforced during check in and out times (7:30-8:45am and 4:00-5:30pm).
- Parking Lot SC175 across Cleveland Avenue is also not ticketed during check in and out times and typically has less congestion.
- We will have signs posted to help guide you.
- Please be respectful of parking contract holders and be aware of the many pedestrians and bicyclists in the area.

- The Gym lot SC171 is contract parking — do NOT park in the non-metered spaces! You may be ticketed by UMPD.

<table>
<thead>
<tr>
<th>Sign In and Out — Important Procedures</th>
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<tr>
<td>• Children must be escorted into and out of the drop off and pick up site, and signed in and out by an authorized adult.</td>
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<tr>
<th>Be Prepared for Pick Up!</th>
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<tr>
<td>PARENTS and all other adults that are picking up a child at camp must all be listed on the account or the registration records IN ADVANCE to be authorized for pick up!</td>
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<td>• At the time of registration, be sure to add all parents to the registration account and to indicate all possible adults that may pick up at camp.</td>
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<td>• To add or change your authorized pick-ups later, provide a written notice by paper or email to the office in advance. Verbal authorizations are not permitted.</td>
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<td>• For everyone’s safety, valid government issued identification is required for persons picking up a child, as well as entering the site during the main camp hours. Youth Programs staff will do their best to learn names and faces quickly, however, with the large number of different parents and children each week it is challenging. Your understanding is appreciated.</td>
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<td>• All adults must wait outdoors in the canopy area while the staff radio for your child to come out from the activity area.</td>
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<td>• Please remind your child to get his/her belongings and meet you outside near the check out tables.</td>
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<td>• Campers over the age of 12 may check in or out on their own (such as when walking or biking to camp) ONLY if written, signed, and dated parent permission with the approved time of day for the sign out to occur is submitted to the office in advance. Youth Programs’ responsibility for the child begins after sign in and ends at sign out each day.</td>
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Safety Considerations at our Camp

- Do not ever take your child without signing out! This can cause great distress and distraction for camp staff that will proceed as if a child is missing and may involve the police.
- Please do not go looking for your child in the program areas – there is not space for additional people in the activity area and it is also a safety concern. If you would like to visit your child or escort him or her to a room, you must notify staff and wear a Visitor Badge.
- Only a few, designated staff have authorization to check out children from camp and all check outs are down at the main location at the St. Paul Gymnasium. Pick ups from other locations on campus or off campus are not permitted.
- Sign out is available from 4:15pm to 5:30pm. Some camps may be eligible for check out starting at 4:00pm. Early check out is discouraged – see below.

Early Pick Ups are Limited!

We have a large and unique program that is highly organized while also being very mobile and dispersed on and off campus. Groups have quite a bit of independence and special scheduling that varies from day to day. Travel is a major part of the program and is not always predictable. With over 250 youth and 70 staff to coordinate, it is important for our leadership staff to focus on the daily operations and safety of our camps rather than rearranging activities for personal needs.

We will not compromise group activities and schedules to make arrangements for special pick up times.

- Early pick-ups are discouraged; please arrange appointments outside of camp hours. When feasible within the group’s schedule and with advance, written notice, we may be able to arrange a pick up between the hours of 12:00 to 1:00pm.
- Plan appointments and other commitments outside of camp hours.
- The parent/adult picking up at any time of day must be on the authorized pick up list and sign out the child with the office staff in the Summer Programs Office in the lower level multipurpose (cubby) room.

Late Pick Ups

Due to the extra expenses incurred when camp is not able to close on time, parents arriving after 5:30pm will be assessed a late fee beginning immediately at 5:30pm. This fee is $1 per minute for the first 10 minutes, then $5 per minute after 5:40pm. Late pick up fees are due upon arrival. The clock on site is the official clock used to determine check in and out times.

Forms and Fees

Enrollment forms including Emergency Contacts, Medical Policy information and Waivers must be completed in advance and all fees paid prior to participation. Children cannot be left at the site without complete information provided. Office staff will attempt to follow up on missing information in advance of camp start dates; however, it is each parent’s responsibility to make sure that their registration materials are complete at least one week prior to their camp start date.

✓ Registration for Additional Weeks

Some camps will still be available at the start of summer and others will become available during the summer due to transfers, changes or cancellations. Additional registrations are taken until one week prior to the camp start date, unless noted.

You can view current openings at any time in our online system:

1. Go to https://apm.activecommunities.com/umnrecwell/Home
2. Choose Activities from the top bar next to “Home” in upper left
   OR – if you know the camp’s Bar Code, enter it in the Search box.
3. Choose the camp by title, listed alphabetically or put in the bar code.
4. The camp that you are interested in will come up. The column labeled “Avail.” shows you how many spaces are left in each camp for registration. Click on the course to view the ages and camp details.
5. If a camp is full, there is a Waitlist button. We encourage all interested participants to get onto the wait list. It is free and it not only allows us a means to contact you if an opening occurs, it also lets us know how much interest there is for the possibility of adding more camps and for future planning.
Cancellations & Changes

- Any camp not meeting minimum enrollment by the Monday before it starts will be cancelled and you will be contacted. Note: some camps may have earlier deadlines.
- If we must cancel a camp due to insufficient enrollment or any other circumstance beyond our control, we will offer a full refund or issue credit towards another camp (minus the registration transaction fee).
- Parent/participant requests for transfers, credits or cancellations must be received in writing one month prior to the start of the specific camp week to qualify and must include the change fee. Note that deadlines vary around holidays. No verbal or phone requests are honored.
- All camp fees include a $60 non-refundable deposit per camp. This charge is withheld from any refunds or credits when cancelled by the deadline. Cancellations or changes after the cancellation deadline forfeit the entire fee.
- All changes will be charged a $15 processing fee (changes, transfers, and cancellations).
- Cancellations due to severe medical circumstances will need a doctor’s note and will be considered on a case-by-case basis. Absences due to common illnesses of a short duration do not qualify for any reimbursements.
- Deadlines may vary around holidays to accommodate office closures and processing time.

Program Times

7:30am  Camp Opens for check in
8:30/8:45am  Group Leaders gather their group for the day*
9:00am  Scheduled activities begin; Morning Instruction groups travel to destination for 9:30am-12noon class
12:00noon  Lunch – everyone – spread out around St Paul Gym, around campus or off campus.
12:30pm  Afternoon instruction groups travel to destination for 1:00-3:30pm class
4:00/4:15pm  Structured schedule ends; Parent pick up begins*
5:30pm  Camp Closes for the day

*Families will be notified of camps that require 8:30 check in. Most instructional camps will check out after 4:15pm.

What to Bring Each Day

✓ Swimsuit and Towel – the indoor pools at St Paul Gym and the Minneapolis Rec Center will be enjoyed by all at various times during the week. Although we have a schedule, it can often change, so be prepared DAILY.
✓ Lunch and beverage – refrigeration and microwaves are NOT available; deliveries are discouraged.
✓ Snacks – something small and portable is suggested, as students will sometimes be away from the Gym during this time
✓ Gym / athletic shoes -- are required for all activities. Please, no flip flops and sandals except for pool times or at certain specialty camps (i.e. sailing). These are unsafe options that will limit participation. Bare feet may occasionally be allowed during water activities on site, although enclosed aqua shoes are encouraged.
✓ Medications – if required during the camp hours, you will need to sign a medication permission form. See also the Health section in this booklet.
✓ A bag or backpack with personal items and for projects. Extra clothes, especially for younger campers, are recommended.
✓ A hat, sunscreen, & bug spray – for your child to have protection against the elements

Label everything brought to camp with the child’s name. Also, it must be appropriate for the group setting. We reserve the right to remove possessions and limit the use of any items brought in.

Do Not Bring

✓ Electronic devices such as cell phones, iPods, MP3 players, hand held games, dvd players, etc.
✓ Money or valuables
✓ Toys or personal sports equipment, unless requested or arranged in advance

Weapons Policy

University Youth Programs will not tolerate weapons or toy weapons on the property or in a child’s possession on or away from campus. A student in possession of a weapon or a toy weapon may be subject to suspension or expulsion. Switchblades, pocket knives, guns, and any other potential weapon, including “look alike” weapons such as plastic knives or guns, will be confiscated immediately and parents/guardians will be contacted.
Weather Considerations
Camp continues rain or shine. When possible and if lightning is not present, some outdoor activities may continue during rain or mist. Send appropriate clothing! As necessary, activities will move indoors and at times, alternate activities will be conducted. It is typically not possible to reschedule or make up instructional activities missed due to bad weather and refunds or credits are not given.

Daily Routine
Each Monday during check in your child will receive a name tag and some campers will receive a wristband (for east bank schedules). Every day, participants start in the Summer Program Office just inside the doors, where they select a cubby space to keep their belongings in.

Prior to 8:45am, children select an activity room for games, table and toy activities, or gym time until camp begins. This is an excellent time for friends and siblings to connect and play together.

Your child’s Group Leader will gather all of his or her group members at 8:30/8:45am for the day. You may check the photo guide posted near the entrance to see who your child’s leaders are. Due to schedule rotations, staff arrive at staggered times and may not be available at early drop off or late pick up times.

Children have a choice of activities in an assigned area at check out. After the child’s name is called, he or she must go to the cubby area to gather their belongings.

Pool Time and Swimming Safety
Our pools are staffed by certified lifeguards on deck during all sessions. Our Group Leaders are in the water, swimming and playing with the youth. Each week, participants must demonstrate adequate swimming skills for the lifeguards or they will wear a lifejacket during pool time. Please keep in mind that ‘adequate swimming skills’ include being able to sustain good swimming strength for up to an hour of activity.

Lost and Found Items
A lost-and-found bin is available in the Summer Youth Programs office (cubby room) and is set up outdoors on Fridays. Parents are expected to check the lost and found regularly, as well as pick up any completed projects from the week. Due to the huge volume of items, nothing is guaranteed to be kept for more than two weeks and contact will only be made for found (labeled) items if time permits. Youth Programs and the University of Minnesota are not responsible for your children’s lost items.

Health & Illness
Children with any of the following symptoms should not attend camp. If your child has any of the symptoms while at the program, the Camp Manager or staff will contact a parent or authorized adult to immediately pick up the child.

- A temperature above 100 degrees Fahrenheit, measured by mouth. Temperature must be normal (98.6F) for 24 hours before returning to camp.
- Fever, vomiting, diarrhea, any undiagnosed rash, discharge from eyes, ears or profuse nasal discharge, severe cold symptoms, lice.
- Exposure to communicable diseases (Such as: whooping cough, severe sore throat, measles, pink eye, ringworm, fifth disease, mumps, chicken pox, diphtheria, scarlet fever, strep throat, or H1N1 virus). Please notify the program staff immediately if you become aware of any of these conditions, so that we can alert staff and other families (confidentially) to watch for symptoms.

Concussion Awareness
A concussion is a brain injury caused by a bump or blow to the head. Sports and other physical activities that youth commonly participate in can result in falls, bumps and other accidents. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks afterward. Youth Programs staff are trained in concussion prevention and the symptoms to watch for. Parents also need to be aware and informed about the seriousness of concussions. Further information is available on the website below or contact our office for a print out of this information. [http://www.cdc.gov/concussion/pdf/parents_Eng.pdf](http://www.cdc.gov/concussion/pdf/parents_Eng.pdf)
About Allergies
If your child needs an Epi-pen, inhaler, or other specified emergency meds: we need to have a supply that we can keep at camp for the whole week. It is very difficult to maintain a back-and-forth schedule with individual families on such an important item. Written instructions and a plan for the use of the treatment must be on file upon beginning camp along with a signed permission form. Also, please be sure to notify us of any FOOD allergies. Some camp activities include a snack. There will also be large groups of youth eating together for lunch.

Medications
If your child has a need to take any medications during the camp hours, they must be provided in the original bottle, labeled with the child’s name, dosage, and prescription information. Medications can only be administered by designated personnel following the printed instructions on the medication and will be locked up when not in use. A signed parent permission form with specific care instructions must be on file before medications can be given.

Special Needs and Assistance
We can accommodate most children at our programs with adequate notice and information. If your child receives any individual assistance at school, has a behavior chart or plan, is on an IEP, or has any mental or physical limitations, it is very important to know about and plan ahead for this. The information will only be shared as necessary with staff that are working directly with your child. Parents should provide details in writing in advance regarding the specific needs of their child, including examples of successful techniques that have worked in similar settings in the past (i.e. at school, child care, etc.). Parents may be asked to attend a planning meeting with staff to prepare for or follow up on plans or issues.

Discipline Policy
In accordance with our goal of providing a safe, secure and nurturing atmosphere for all children, the program must follow established discipline guidelines and consequences. Disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that requires excessive attention from staff, or ignores or disobeys the rules which guide behavior during program time. In order to minimize disruptive or unacceptable behavior, staff use a variety of techniques such as: preventative measures, stop and think time, redirection, verbal intervention, and consequences.

Program Rules
In addition to the behavior expectations above, these are the program rules enforced for all staff and participants whether at the St. Paul Gym facility, around campus, or elsewhere as a part of the program. Additional rules may also apply in areas such as the pool, playground, or specialty camp locations. Staff will review all rules regularly with the children. Parents can assist by familiarizing children with the rules in advance of attendance.

Safety first
- Stay with the group
- Children are never left unattended (alone or as a group)
- An adult supervises trips to the bathroom, drinking fountain, or away from the group
- Assign buddies/pairs/group of three when traveling. Kids help keep track of their buddies for responsibility and as a double check system.
- Proper shoes and clothing must be worn at all times; tennis/athletic shoes must be worn for activities
- Bare feet are not allowed unless swimming or in certain specialty camps
- Use equipment as it is intended and always with care

Listen
- Adults have important information and instructions to share
- Don’t interrupt when others are talking
- Look at the speaker to help pay attention
- Take turns listening and talking
- Follow the directions and rules, they are for safety and fun
Respect

- Keep hands and feet to yourself
- Treat others kindly
- Help others be safe
- Say nice things or say nothing
- Use indoor voices inside buildings and vehicles
- Take care of the facility and our earth

Behavior & Participation
Camp attendees are expected to participate in all of the activities. Staff will assist in introducing new activities and encouraging children to try them. If there is a medical condition or situation that prevents participation, parents must notify staff in writing in advance so appropriate alternatives can be discussed. Participation also includes following rules for safety and organization.

Discipline Procedure
Staff will strive for consistent application of all rules. Communication between staff for various parts of the day as well as from week to week is expected. Families will be kept informed of any cause for children to be removed from an activity.

3 Strike Approach:

First Strike: Warning
We take the child aside briefly and let him/her know what the inappropriate behavior is as well as a reminder of what the expected behavior is.

Second Strike: Take a Break
If the behavior continues or another issue arises: the child is removed from the activity and we let him/her know what the inappropriate behavior is. We have the child take a break nearby and remind him/her what the expectations are to rejoin.

Third Strike: You’re Out
If attempts to remedy the situation are unsuccessful, the child will be brought to the office to talk it out. The Camp Manager or Coordinator will talk with the child in private and work through a behavior “Think Sheet”. Depending on the amount of time left in the activity as well as the nature of the situation, the child may return to the same activity or will rejoin the group later. Parents will be notified at the end of the day whenever a child has been asked to spend time on the “Think Sheet”.

In more serious cases of behavior issues, for example physical harm or intent to harm, the child will be immediately removed from the activity to work through the behavior with a Leadership staff. In some cases, the parent or authorized contact person may be called to pick up the child from camp immediately for the remainder of the day.

We have a responsibility to ensure the safety of all students and staff. The program reserves the right to terminate participation immediately should there be a severe act of aggression towards students, staff or property and/or repeated offenses. If a child’s behavior materially or substantially violates the rights of others, is substantially disruptive, endangers self, other children or staff, or damages property, suspension may be a consequence. If so, the following guideline will be utilized:

1st offense - 1 day suspension
2nd offense - 3 day suspension
3rd offense - 5 day suspension

Suspensions may consist of removal from the current camp and potentially carrying over to the next camp week.

Parents are expected to support the staff’s efforts and assist in reinforcing the rules and expectations for behavior at camp. The basic program rules, some examples for each area, and the discipline steps are listed in this handbook.

About Our Staff
The camp Group Leaders are carefully selected for their ability to work with children. They are college students and adults from the community such as teachers or counselors. All staff have passed a background check and those who may drive University vehicles pass a driving record check. They complete over 20 hours of training in safety and program procedures prior to the start of camp, including CPR, First Aid and AED and more. Group Leaders are expected to participate along with the campers in many of the activities and to develop a positive relationship that fosters a love of learning and recreation. We are staffed for 2 adults to 14 children or less (1:7 ratio).
Help us be Proactive & Successful

In order for us to be prepared and ready for every child, information and ideas provided in advance by the parents or guardians is key. Our Manager is responsible for arranging the correct match of staff members to the groups each week and making sure that any issues or concerns are properly addressed. He will track the information from week to week for participants that attend multiple weeks in the summer. You will be consulted as needed when something arises as a question or concern on our part. Please email or call us in advance with any information, questions, or suggestions to help make the camp experience here the best that it can be. Our contact information is found on page 2 of this booklet. Thank you!