Parent Handbook
Information, Policies & Procedures
Weekly Summer Day Camps
June 10 – August 23, 2019
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.

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Welcome to University Youth Programs!

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 at the end of summer.

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.

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 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
Youth Programs & Community Outreach Manager: Venessa Fiedler
Summer Coordinators: Alex Kunkel, Corrine Spaeth, Mary Heller, Miranda Anderson, Tessa Sikich
Summer Program Assistants: Morgan Schmitt-Morris, Ali Heller

University Recreation & Wellness

Mission
Our mission is to serve all students and the greater University community by enriching the campus experience and encouraging life-long wellbeing. We are driven to develop leaders, foster supportive relationships, and inspire active living through recreation and wellness.

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
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 30 hours of training in safety and program procedures prior to the start of camp including CPR, First Aid, AED, mental health 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).

Program Location
The summer camps are all based on the Twin Cities Campus out of 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.

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 300 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 22 & 23) 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.
**Program Times**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30am</td>
<td>Camp opens for check in</td>
</tr>
<tr>
<td>8:45am</td>
<td>Group Leaders gather their group for the day</td>
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<tr>
<td>9:00am</td>
<td>Scheduled activities begin; Morning Instruction groups travel to destination for 9:30am-12noon class</td>
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<tr>
<td>12:00pm</td>
<td>Lunch – everyone – spread out around St Paul Gym, around campus or off campus</td>
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<tr>
<td>12:30pm</td>
<td>Afternoon instruction groups travel to destination for 1:00-3:30pm class</td>
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<tr>
<td>4:00/4:15pm*</td>
<td>Structured schedule ends; parent pick up begins.</td>
</tr>
<tr>
<td>5:30pm</td>
<td>Camp closes for the day</td>
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*Most PM 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. Schedules change, so be prepared **DAILY**.
- **Non perishable lunch and beverage** – refrigeration and microwaves are NOT available; deliveries are discouraged. **If your child does not bring a lunch, a parent will be contacted to bring one. If we are unable to contact a parent, lunch will be purchased and a $20 fee is due upon pick-up for all purchased lunches.**
- **Snacks** – nonperishable & portable, as students will sometimes be away from the Gym during this time
- **Gym / athletic shoes** —required daily for all activities. No flip flops or sandals except for pool times or at certain specialty camps (i.e. canoeing or log rolling). These are unsafe options that will limit participation. Bare feet may occasionally be allowed during water activities on site, although enclosed water shoes are encouraged.
- **Medications** – any medication brought to camp must be in its original packaging, and requires a signed medical permission form.
- **A bag or backpack** for personal items and projects. Extra clothes, especially for younger campers, are recommended.
- **A hat, rain gear/umbrella, sunscreen, & bug spray** – for your child to have protection against the elements.

**Label everything brought to camp** with your 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. (unless requested for a specific camp or approved in advance)**
- **Money or valuables**
- **Toys or personal sports equipment, unless requested for a specific camp, or arranged in advance**

If a child is found to have any of these items, the camper will be instructed to put it in their cubby for the remainder of the day and/or it will be sent home. If the item continues to resurface during camp, it will be confiscated by staff and returned to an authorized pick up/adult at the end of the day.
Check In and Out
Check In and Check Out will occur outdoors at the camp entrance.

- Participants must be checked in by **8:45am** each day.
  
  *Please note if your child is in an instructional camp in the morning and they arrive late, they will be placed in a Gopher Adventure camp until their group returns to the St. Paul Gym.*

- Sign out is available from 4:00pm to 5:30pm. However, we cannot guarantee that the instructional programs will be available for pick up before 4:30pm. Travel time varies and is sometimes out of our control dependent on bus schedules & their timeliness.

- 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.

Daily Routine
Each Monday during check in your child will receive a name tag. Every day, participants enter 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 their group members at 8:45am for the day. You may check the photo guide posted near the entrance to see who your child’s leaders are.

At Check Out, children have a choice of activities in an assigned area. After the child’s name is called, he or she must go to the cubby area to gather their belongings.
Important Procedures

Children must be escorted into and out of the drop off and pick up site, and signed in and out by an authorized adult.

**PARENTS/GUARDIANS 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!**

- At the time of registration, add all parents to the registration account and indicate all possible adults that may pick up at camp.
- To add or change your authorized pick-ups, provide a written notice by paper or email to the office in advance. Verbal authorizations are not permitted.
- 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.
- All adults must wait outdoors in the canopy area while the staff radio for your child to come out from the activity area.
- Please remind your child to get his/her belongings and meet you outside near the check out tables.
- 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/guardian 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.

To help us make the Pick Up process as smooth as possible, please make sure to:

- **Arrive at or after 4:00pm to pick up your children.** If you arrive early, please wait off to the side or in your vehicle until we are ready to begin check out.
- **Drive slowly and cautiously in the parking lot**—there are a lot of “moving parts” (cars, cyclists, pedestrians, children) moving about.
- **Have your ID ready** to show the staff.
- **Have all individuals picking up your child on the authorized list,** and communicate they also need their valid ID.
- **Make sure your child has all of their belongings** (and check the Lost & Found table while you're waiting!) Ask them about art projects, water bottles, and wet clothing, please. (Our top 3 Lost & Found culprits.)
- If you are going to be later than 5:30pm, please give us a call and have a check or cash ready for the late pick-up payment if this is the case.
- **Be nice to our staff.** They are doing their best, love your kids, and are lovely people; they were chosen specifically for their role as Check Out Folks. Please treat them accordingly.

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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. 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.

We are NOT able to accommodate early pick up between 3:00-4:00pm.

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.

Safety Considerations at our Camp
• NEVER take your child without signing out! This can cause great distress and distraction for camp staff who 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 them 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.

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.
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, and can function with a 1:7 adult to camper ratio, it is very important to know about and plan ahead for this. In order for us to provide a good experience for your child, we ask that you consult with us about any special needs in advance.

The information will only be shared as necessary with staff who are working directly with your child. Please provide details in writing in advance regarding the specific needs of your child, including examples of successful techniques that have worked in similar settings in the past (i.e. at school, child care, etc.). Parents/guardians may be asked to attend a planning meeting with staff to prepare for or follow up on plans or issues.

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/guardian permission form with specific care instructions must be on file before medications can be given.

Parent Behavior
We reserve the right to dismiss a family from our program if the parent/guardian at any point threatens the safety of our children and/or staff. This also applies if the parent/guardian shows inappropriate, aggressive, or offensive behavior towards children and/or staff, or refuses to follow our policies and procedures.

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. All medication needs to be given directly to staff in the lower office. 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, be sure to notify us of any FOOD allergies. Some camp activities include a snack or meal. There will also be large groups of youth eating together for lunch.

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Behaviors
Every child is different and responds differently to new experiences. You know your child best and how to transition them into these new experiences and therefore we trust that you will help your child get the most out of camp by preparing in a way that best suits them.

Please review the Program Structure, Camp Rules and Discipline Policy with your child prior to coming to camp. While all of these will be covered on Monday of each week, it is helpful for many children to be aware of them ahead of time.

Help us be Proactive & Successful
In order for us to be prepared and ready for every child, information and ideas about working with your child provided in advance by parents or guardians is key. 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 it can be.
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/guardians must notify staff in writing in advance so appropriate alternatives can be discussed. Participation also includes following rules for safety and organization.

Program Rules

These are the program rules enforced for all staff and participants at all program locations. Staff will review all rules regularly with the children. Parents/guardians 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
- 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 self
- Treat others kindly. Say nice things or say nothing.
- Help others be safe
- Use indoor voices inside buildings and vehicles
- Take care of the facility and our earth
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 participants, 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.

**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.

**Discipline Procedure**

Staff will strive for consistent application of all rules. Families will be kept informed of any cause for children to be removed from an activity.

**3 Strike Approach:**

- **First strike:** Warning  
  Child is briefly taken aside and told what the inappropriate behavior is, and 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 them know what the inappropriate behavior is. We have the child take a break nearby and remind them of 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. 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, rejoin the group later, or be sent home.

Parents/guardians will be notified at the end of the day whenever a child has been issued a strike. 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.
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.

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.

If you have any questions regarding the swim test or about the pool, please contact the St Paul Aquatics Program Coordinator at aquatics@umn.edu

Weapons Policy

University Youth Programs will not tolerate weapons or toy weapons on the property or in a child’s possession at or away from camp. 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.

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, one of the Camp Coordinators 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, head 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.

Attendance/Absence

Attendance will be taken on a daily basis. For safety reasons, it is important that we know when your child is not attending camp. Contact us during normal camp hours by calling 612-624-1423 or 612-625-2242.

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.

https://www.cdc.gov/headsup/parents/index.html
We Need Non-Parental Emergency Contact and Authorized Pick Up Information!

When registering, make sure to enter this information for every child in your family, for every camp that you are registering for. We find that having this information on a Word document, and then just copying and pasting into the registration form fields online is the most pain free way to go about this.

Don’t worry, we always call a parent or guardian first in case of an emergency; but we do need to have someone else on file in case we can’t get ahold of you.

If you find that your emergency contact or authorized pick up information needs a change or update, send us an email with the request and information!

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.

Camps Needing Additional Waivers: Can be found online under Waivers & Forms.

- Rock Climbing
- Metal Clay
- Blacksmithing
- Chef Academy
- Outdoor Adventure Skills
- Voyageur Camp Craft
- Leadership Challenge

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 (that Sunday evening at 11:59pm), unless otherwise noted.

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

Go to  https://apm.activecommunities.com/umnrecwell/Home

1. 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.

2. Choose the camp by title, listed alphabetically or put in the bar code.

3. 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 wait list. It is free and allows us a means to contact you if an opening occurs, it also lets us know level of interest for the possibility of adding more camps and future planning. While we hope to expand in the future, we are currently at capacity and therefore are only able to add additional camps if a different camp is cancelled.

Cancellations & Changes

- 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 accepted.
- 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.
- Any camp not meeting minimum enrollment by the Monday before it starts will be cancelled and you will be contacted. 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).

*Deadlines may vary around holidays to accommodate office closures and processing time. Make sure to check the brochure for special dates & deadlines.
Friday Performances
The following camps will have a Friday performance or event that we invite and encourage families to attend!

YP Wizards, Water Journeys (evening), Raptor Center camps (evening), and Playwrights & Performance.

Information will be sent home that Monday with the camper regarding time, location, and specifics. A couple of important things to remember regarding these events:

Parking may be limited. Please go to the UMN Parking and Transportation website (http://www1.umn.edu/pts/) for more information.

There will be no off site check out of children from any facility other than the St Paul Gym and Lower Office/Check Out table per the University of Minnesota’s Safety of Minors on Campus policy.

Pick ups from other locations on campus or off campus are not permitted.

Lost and Found
A lost-and-found bin is available in the Summer Youth Programs office (cubby room) and is set up outdoors at check in & out.

Parents are expected to check the lost and found regularly, and pick up any completed projects from the week. Due to the 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 child’s lost items. Remember to label everything they bring to camp.

Weekly Themes:
Get those Friday costumes ready!

1- YP Heroes  6- We are UMN
2- Wild Wild West  7- Splashtastic
3- Larger Than Life  8- Celebrate the World
4- Out of this World  9- Tuning Through the Decades
5- Need For Speed  10- YP’s Got Talent