



# Parent Handbook

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***Message from the Assistant Director of Competitive Sports & Aquatics:***

Welcome to Summer Camp! Here at the Cleveland State Recreation Center we are gearing up for our 17th year of summer camp – we're excited to have you join us! Each week is themed differently with games and activities. Each day will also include arts and crafts, and of course learning experiences. The experience that our staff will provide the children enrolled in the program is something that we expect to be of the highest quality. We hope this camp provides lasting impressions for your child and a great base for future Cleveland State programs.

The Summer Camp Philosophy is to serve the needs of children by opening doors to the wonders of art, entertainment, culture, nature, technology, and socialization within a university setting. Camp activities are designed to help each camper become more independent, to work in teams, enhance self-confidence, develop self-awareness, and progress both the mind and body in a fun and safe learning environment.

**Camp Goals**

- Ensure camper safety
- Provide positive role models for the campers
- Introduce campers to new activities
- Emphasize the teaching and learning of skills and activities
- Educate and instill the concept of teamwork through planned activities
- Teach good sportsmanship
- Create mutual respect for other people and their ideas, thoughts and actions
- Encourage friendly competition and emphasize fun in activities

As staff members, we want to have fun with the children enrolled in camp. The camp activities are intentionally interactive between staff and campers. We believe that this interaction will allow staff members to have fun and enjoy work, fostering both personal & professional growth for all involved.

In summary, the priority of camp is to provide our campers with the positive aspects of recreation while allowing both the campers and the staff the opportunity to interact and learn from each other. I'm looking forward to a great summer and to meeting each & every one of you!

See you at camp,

Mackenzie Lamar  
Assistant Director, Competitive Sports & Aquatics  
m.lamar@csuohio.edu

## **CAMP POLICIES & PROCEDURES**

### ***Important Camp Information***

Our CSU Summer Camps are registered with the Ohio Department of Job and Family Services (ODJFS) and follow all ODJFS rules and regulations.

- All laws and rules governing the operation of the camp are available for review upon request
- Our camper to staff ratio is 8:1 for all age groups at camp
- All staff members are certified by the American Red Cross
- All camp counselors and direct camp staff receive a BCI and FBI background check
- Staff members have a two-way radio and first aid kit accessible at all times

Parents should also be aware of the following rules and regulations:

- All camp staff are required to report suspicions or knowledge of child abuse or child neglect

### ***Camper Eligibility***

The Summer Camp is available to children between the ages of 5 (Kindergarten Completed) and 14. Documentation of age or completion of Kindergarten may be required. Physical, emotional, and social maturity varies by age and gender, so campers are typically grouped according to their age. This allows us to provide activities suited to the varying ages of children. Ages will be grouped as deemed appropriate by the Camp Supervisor and Camp Director.

### ***Registration Policies***

Parents may enroll their child or children from the beginning of registration until the Wednesday before camp begins- or until all sessions are filled. Reservations are accepted on a first-come, first-serve basis with a minimum 30% deposit per child, weekly. This deposit is required to secure a space for their child or children in camp. The deposit is non-refundable and will be deducted from the total camp fees. The Assistant Director of Competitive Sports & Aquatics reserves the right to cancel future reservations for non-payment or children that pose disciplinary problems in camp. All enrollments are on a first-come, first-serve basis.

For those that enroll in the 3-Day Week option, you are limited to 3 days a week for the week you are enrolled. Unused days cannot be transferred to other weeks you are enrolled in. Attendance will be tracked daily and those that exceed the 3 day limit will be charged the difference of the full week price. Each enrollment is specific to the camper; enrollment days cannot be shared amongst siblings and other campers. Enrollment for the 3-Day Week option will be limited to 10 campers per week. This enrollment will close the Tuesday prior to the session enrolled. Any unused spots will then be transferred to the full-week registration option.

Before Care and After Care options will remain the same for both full week enrollment and 3-Day week enrollment.

All forms and full payments are required to be completed and submitted to the Assistant Director of Competitive Sports & Aquatics by the Wednesday prior to the session enrolled if the space has been

reserved. Late enrollments require all paperwork and forms be completed prior to the child's participation in the program. Any late paperwork and registrations will receive a \$10 late registration fee.

### ***Payment Policies***

All payments for reserved spaces are due by 5:30 PM on the Wednesday prior to the start of the session. Late enrollment incurs a \$10 late fee and is due by the first day of the session. The Assistant Director of Competitive Sports & Aquatics reserves the right to alter the schedule of payments with families, on a case-by-case basis.

### ***Enrollment Fees***

A 30% deposit per session/per child is required to reserve a space for a child in camp.

***Affiliates:*** Current Students, Current Faculty/Staff, Current Recreation Center Members, current Campus International Students

***Non-Affiliate:*** Community Non-Members

All camp fees are refundable up to the Wednesday before each session with the exception of a 30% deposit, which is non-refundable.

### ***Daily Camp Times***

Each week of camp will run from 9AM to 4PM. We do offer three additional programs to help accommodate your early drop off or late pick up. Before Care is a program that runs from 7:30AM - 9:00AM, After Care is a program that runs from 4:00PM - 5:30PM, and Swim Lessons is a program that runs from 7:30AM – 9:00AM. These programs are not summer camp, but will run adjacently with the camp program.

### ***Check-in/Check-out***

Your child's safety is important and is our top priority here at Camp. Therefore, the policies that have been established are not subject to change unless the Assistant Director of Competitive Sports & Aquatics has made prior arrangements with the parent or guardian of the child.

To ensure our Camp's success it is important that campers arrive no later than 9AM daily. The daily activities planned cannot begin until we have all staff and campers present. If you know that you will be running late, please call ahead so that we can plan our staffing needs accordingly. Daily check-in/check-out will begin fifteen (15) minutes prior to camp and after camp. A late pick-up fee will be charged to parents who do not pick-up their child on time. **The fees for late pick-up are as follows: 4:16 PM—5:00 PM = \$5.00 fee, 5:01 PM—5:30 PM = \$10.00, after 5:30pm=\$1 per minute.** Parents may drop their children off at the designated areas and check their child into camp. To pick their child up, the parent, guardian or authorized person must present valid identification before the child will be released. The authorized person must be on the camper enrollment form or authorized pick-up list; otherwise the camper will not be released to the individual.



Children with parents that work on the Cleveland State University Campus may not be released for the child to travel unescorted to the parent or guardian's office. This rule is not subject to interpretation or review.

If the child is to be picked up prior to the conclusion of a day's activities, the parent must report to the program leader or Assistant Director of Competitive Sports & Aquatics, who will radio the child's counselor notifying him/her that the child's parent is here for the child. The Camp Director will bring the child to the parent.

### ***Daily Camper Supplies***

Each day, the child should bring the following items to camp:

- Lunch
- Alternative snack (must be given to a counselor at check-in)
- Swimsuit and towel
- Prescribed Medication in original packing (given to a counselor during check-in)
- Reusable Water bottle
- Backpack (to store items not being used)

The camp staff requests that no additional items are brought to Camp, only the items on the above list shall be packed. Please refrain from packing fast food lunches and /or picking the child up for lunch. Lunches must include items that do not require refrigeration or to be microwaved. The camp will not be held responsible for lost or stolen items. Parents are strongly encouraged to help the child pack for camp daily to ensure that inappropriate items are not brought to camp.

### ***Camper Illness/Accidents***

In the event that a camper becomes ill or has an accident, the Camp Director and/or Assistant Director of Competitive Sports & Aquatics will notify the parent or guardian. There are circumstances when the Camp Staff and Assistant Director of Competitive Sports & Aquatics will ask that children do not attend or must be picked up early from camp. These instances will include; a camper who has two or more episodes of diarrhea, a camper who is running a fever of 100 degrees or more, a camper who has thrown up more than once or the combination of any of the above symptoms. If your child is suffering from any of these or other symptoms (such as pink eye or other contagious illnesses), please call the camp to alert the staff. For minor accidents/illness, the camp staff will provide appropriate first aid and provide the parent/guardian with a copy of the accident/incident report form.

### ***Camper Emergencies***

For camper emergencies, Assistant Director of Competitive Sports & Aquatics or Camp Staff (in the absence of Assistant Director of Competitive Sports & Aquatics) will notify the parent or guardian of the situation. If the parent/guardian is unavailable or cannot be reached, the camp staff will seek emergency medical treatment from qualified medical professionals. In the event emergency medical treatment is necessary, the physician is authorized to provide necessary medical care as needed unless otherwise indicated on the child's Health History Form. If the parent or guardian still cannot be reached, the camp staff will notify the authorized emergency contact. If the parent or guardian has an emergency and

needs to contact their child or camp staff member, the parent/guardian should call the University Recreation and Wellbeing main line at (216) 802-3200.

### ***Camper Medication***

If a camper is required to take any form of medication during the day, Enrollment Form should contain the information. Each counselor will have a copy of each child's medical needs as noted in the Enrollment Form. The parent/guardian of the camper should provide the Assistant Director of Competitive Sports & Aquatics with the medication in a clearly labeled container with exact directions for administration. Asthma inhalers and injectable medication must be provided by the parent/guardian, and will be under the direct supervision of the child's counselor. Campers will self-administer inhalers, injectable medication, and apply sunscreen and bug spray when needed unless the parent has made prior arrangements with Assistant Director of Competitive Sports & Aquatics. For safety reasons, campers may not maintain possession of their medication while in camp; the direct counselor will hold the medication. Children will apply their own lotion before proceeding outside. Counselors are not responsible for application of sunscreen.

### ***Parental Concerns***

If the parent/guardian has a concern, suggestion, or complaint, please call, email, or see the Assistant Director of Competitive Sports & Aquatics. The issue will be addressed in a timely fashion.

### ***Hold Harmless Agreement***

The parent/guardian will be responsible for signing a Hold Harmless Agreement for each child that they enroll in camp. This form notifies the parent of the hazards and inherent risks of participating in a summer day camp. The form also notifies parents that Summer Camp does not provide insurance for their campers. The parent/guardian should contact their insurance agent regarding insurance coverage for their child.

### ***Driving Directions***

**From South (I-77):** Take I-77N to the East 22<sup>nd</sup> St. exit. Turn Left on East 22<sup>nd</sup> St. to Chester Ave. Turn Right on Chester Ave. Please park in the Rec Garage under the building or the meters at the side of the building.

**From South (I-71):** Take I-71N to the East 22<sup>nd</sup> St. exit. Turn Left on East 22<sup>nd</sup> St. to Chester Ave. Turn Right on Chester Ave. Please park in the Rec Garage under the building or the meters at the side of the building.

**From East (I-90):** Take I-90W to Exit 173B toward Chester Ave. Turn Left on East 24<sup>th</sup> St. Turn Left on Chester Ave. Please park in the Rec Garage under the building or the meters at the side of the building.

**From West (I-90):** Take I-90E to the East 22<sup>nd</sup> St. exit. Turn Left on East 22<sup>nd</sup> St. to Chester Ave. Turn Right on Chester Ave. Please park in the Rec Garage under the building or the meters at the side of the building.

**From West (Rt. 2):** Take the Shoreway (Rt. 2) to I-90/77/71. Turn Right to Chester Ave. Exit. Turn Left off Exit onto E. 24<sup>th</sup>. Turn Left onto Chester Ave. Please park in the Rec Garage under the building or the meters at the side of the building.

### ***Parking***

University Recreation and Wellbeing will not provide a parking pass for parents. University Recreation and Wellbeing is not responsible for parking fines or for damage to, vandalism of, or theft of automobiles or other personal property contained within the automobile while parked at Cleveland State University. There is metered parking underneath the Recreation Center which is available to utilize, or use the 15-minute pick-up/drop-off zone outside the camp doors.

### ***Camper Discipline***

Discipline and incident reports are written and issued based on a multitude of reasons - many ranging from minor to major infractions, and even some that require immediate removal from the program. During Summer Camp, we will be using a 10-point discipline policy to determine what action will be taken should a camper not follow camp rules. These policies are put in place to ensure the safety of our campers as well as our staff.

Once a camper hits a total of 10 points throughout the entirety of the 10-week summer camp program, they will be removed from the program for the remainder of the summer and potentially from CSU Rec Camp entirely.

A report will be given a point range of 0-5 for things such as:

- Failure to follow verbal warnings from counselors
- Failure to listen to a counselor or following counselor directions
- Failure to follow swimming and pool guidelines
- Misuse of equipment, toys, art supplies, chairs/tables, etc.
- Touching other camper's property without their permission
- ***Camp Staff reserve the right to write-up or discipline a camper for reasons outside of this list and at different point values if deemed appropriate.***

A report will be given a point range of 6-10 for things such as:

- Touching, hitting or kicking another camper outside of specific gameplay
- Foul or discriminatory language
- Bullying other campers, physically or verbally
- ***Camp Staff reserve the right to write-up or discipline a camper for reasons outside of this list and at different point values if deemed appropriate.***

Once a camper receives 6+ points, the parent or guardian will be contacted to pick up the camper immediately and the child will be suspended from camp for the remainder of the day. Refunds will not be issued for this day.



Once a camper receives 10 points, the parent or guardian will be contacted to pick up their camper immediately and the child will be removed from the camp program, and may not be eligible to return. Refunds will not be issued for that week, but any future enrollment will be refunded excluding the non-refundable deposit.

In addition to our ten-point policy we also have items that are terms for immediate dismissal

- Any child who runs away from the staff may be removed from the camp program for the remainder of the program. In the event that the staff cannot convince the child to return, the police may be called.
- Any child who harms themselves or another camper may be removed
  - This includes both physical and/or verbal abuse
  - The severity of the situation is to be determined by the camp staff and camp administration.
- Any camper who abuses the staff may be removed
  - This includes both physical and/or verbal abuse
  - The severity of the situation is to be determined by the camp staff and camp administration.
- Any camper who exhibits threatening behavior, or behavior that is interpreted as such, of any kind (verbal, written, or other) directed at other campers, camp staff, the summer camp program, Cleveland State University, or any affiliates of Cleveland State University will be removed from the camp while the situation is explored and may be permanently removed from the program.
- Any camper who says severe foul or discriminatory language may be removed from the program.
- All items listed above are up to the interpretation of the summer camp staff. Summer camp staff reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others, or the integrity of the program.
- *If a camper is dismissed for two consecutive seasons, they will not be permitted to return to the summer camp program.*

If you have any questions regarding any of the information in the Summer Camp Parent Handbook please contact Mackenzie Lamar, Assistant Director of Competitive Sports & Aquatics by phone: 216-802-3211 or by email: [m.lamar@csuohio.edu](mailto:m.lamar@csuohio.edu).

### ***Ohio Department of Jobs and Family Services Statement***

This camp program is registered with the Ohio Department of Jobs and Family Services (Program 2230027794). The numbers below are available for all parents and guardians if you wish or ever feel the need to file a complaint with this specific child day camp.

County Department of Health: (216) 201-2000

Cuyahoga County Children and Family Services: 216-696-KIDS (5437)