

*Summer Camp*

*Parent  
Handbook*

*2009*

Cleveland State  
University



Campus Recreation

*Come. Stay. Play.*

Welcome to Summer Camp. This is the third year of summer camps for the Campus Recreation Services at Cleveland State University. We have changed the structure of our camp to better serve the needs of you and your child. We now offer a morning Sports & Fitness Camp with activities including swim lessons, and information from our Registered Dietitian. Our afternoon camp will follow our traditional theme weeks that we have done for two years. We are very excited to have the opportunity to work with your child over the summer. The experience of our staff and the children enrolled in the program is something that we expect to be first rate. We hope this camp provides a great experience for your child.

The Summer Camp Philosophy is to serve the needs of children between the ages of 6 and 12 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, enhance self-confidence, develop self-awareness and develop both mind and body in a fun and safe learning environment.

### Camp Goals

- ❖ ***Provide positive role models for the children***
- ❖ Emphasize the teaching and learning of skills and activities
- ❖ Teach and instill the concept of teamwork through planned activities
- ❖ Create mutual respect for other people and their ideas, thoughts and actions
- ❖ Introduce campers to new activities
- ❖ Teach campers the proper way to act during activities, i.e., good sportsmanship and teamwork
- ❖ Maintain a safe and respectful learning environment
- ❖ De-emphasize competition and emphasize fun in activities

As staff members, we want to have fun with the children enrolled in the camp. The camp activities are planned to be interactive between staff and campers. We believe that this interaction will allow staff members to have fun and enjoy work more. We also believe that the campers will enjoy themselves more if they are aware that the staff is also having fun.

In summary, the overall theme of the camp is to provide the children with the positive aspects of recreation while at the same time 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 I hope you are also.

Scott Emigh,  
Camp Director

## Table of Contents

<b>Welcome</b>	<b>2</b>
<b>Staff Directory</b>	<b>4</b>
<b>Camp Policies &amp; Procedures</b>	
• Camper Eligibility	4
• Registration Policies	4
• Payment Policies	4-5
• Camp Session Dates	5
• Daily Camp Times	5
• Check In/Check Out	5-6
• Daily Camper Supplies	6
• Camper Illness/Accidents	6
• Camper Emergencies	6
• Camper Medication	6-7
• Parental Concerns	7
• Hold Harmless Agreement	7
• Driving Directions	7
• Parking	7
• Camper Discipline	8

<b>Recreation Center (Main Line)</b>	<b>(216) 802-3200</b>
Campus Police	(216) 687-2020
<b>Department of Recreational Services Staff</b>	
Greg Ross, Director of Recreation Services	(216) 802-3252
Scott Emigh, Assistant Director – IM’s, Sport Clubs, Summer Camps	(216) 523-7369
Program Leader	(216) 802-3200

**CAMP POLICIES & PROCEDURES**

***Camper Eligibility***

The Summer Camp is available to children between the ages of 6 and 12. Physical, emotional, and social maturity varies by age and gender, so campers will be grouped according to their age. This allows us to provide activities suited to the varying ages of children.

- ❖ 6-9 years old
- ❖ 10-12 years old

***Registration Policies***

Parents may enroll their child (ren) from the beginning of registration until the first day of each session until all sessions are filled. Reservations are accepted on a first-come, first-serve basis with a minimum deposit of \$15 per child, per session required to secure a space for their child (ren) in camp. The deposit is non-refundable and will be deducted from the total camp fees. The camp director 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 a maximum of 45 campers per session.

All forms are required to be completed and submitted to the camp director 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.

***Payment Policies***

All payments for reserved spaces are due by Monday, one week prior to the start of the session. Late enrollment fees are due the first day of the session. The camp director reserves the right to alter the schedule of payments with families, on a case by case basis.

**Enrollment Fees (Fees are per one week morning or afternoon session)**

<b>CSU Affiliates</b> (students, faculty, staff & Recreation Center members)	\$55.00
<b>NON-Affiliates</b>	\$60.00

\*A deposit of \$15.00 per session/per child is required to reserve a space for a child in camp.

*All camp fees are refundable up to the first day of each session with the exception of a \$15.00 deposit, which is non-refundable and non-transferable.*



person must be on the camper enrollment form; 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 guardians office. This rule is not subject to interpretation or review.***

If the child is to be picked up prior to the conclusion of a days activities, the parent must report to the program leader or camp director who will radio the child's counselor notifying him/her that the child's parent is here for the child. The program leader or camp director will bring the child to the parent. ***The counselor will not stop an activity to escort the child to the parent.***

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

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

- Swimsuit and towel for Fitness Camp
- Prescribed Medication in original packing
- Backpack (To store items not being used)  
(If necessary)
- Change of clothes
- Non-refrigerated lunch (Please use a ice pack to keep lunch cool if needed)
- Sun block  
(Will remain with counselors until needed)

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.

**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 the camper becomes ill or has an accident, the Program Leader and/or Camp Director will notify the parent or guardian. There are circumstances when the Program Leader and Camp Director 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/injury report form.

### ***Camper Emergencies***

For camper emergencies, the Camp Director or Program Leader (in the absence of the Camp Director) 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 Campus Recreation Services at (216) 802-3200.

### ***Camper Medication***

If a camper is required to take any form of medication during the day, the Health History Form should contain the information. Each counselor will have a copy of each child's medical needs as noted in the Health History Form. The parent/guardian of the camper should provide the Camp Director 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. **Camper will self-administer inhalers, injectable medication, and apply sunscreen and bug spray when needed unless the parent has made prior arrangements with the Camp Director.** For safety reasons, campers may not maintain possession of their medication while in camp; the direct counselor will assume responsibility for the medication. Sun block is considered medication and will be treated as such. When children bring a labeled bottle of sun block, the counselor will hold onto the lotion. Children will apply their own lotion before proceeding outside..

### ***Parental Concerns***

If the parent/guardian has a concern, suggestion, or complaint, please call, email, or see the Camp Director or the Program Leader. The issue will be addressed as soon as possible.

### ***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 the Summer Camp does not provide insurance for the 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 Parent Pick up zone by 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 Parent Pick up zone by 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 Parent Pick up zone by 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 Parent Pick up zone by 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 Parent Pick up zone by the side of the building.

***\*\*You can pick your child up at the same location as dropping them off. Morning Sports & Fitness Camp pickup and drop off at the main Recreation Center entrance at 24<sup>th</sup> and Chester. Afternoon Theme Camp pickup and drop off is at the Day Care entrance to the Recreation Center on Chester Ave.\*\****

### ***Parking***

Campus Recreation Services will not provide a parking pass for parents. Campus Recreation Services 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.

### ***Camper Discipline***

There will be times during camp when it becomes necessary to administer discipline to a camper. The methods of discipline used by this camp are:

- a. Speak individually with the camper.
- b. Remove the camper from the activity for a short period of time. (Time-Out) and/or
- c. Have the Program Leader speak with the camper, and/or
- d. Have the Camp Director speak with the camper.

If the child meets with either the Camp Director or Program Leader, a Discipline Report will be filed and must be signed by the parent at the end of the day. *The form will be reviewed with the parent by the Program Leader, or counselors and the parents will receive a copy.* If any child accrues two Discipline Reports in the same week, the parent will be called. If the problem persists during the week, under extreme conditions, the parent will be called to pick the child up early from camp. We ask that the parent speak with the child and let them know the importance of following the instructions of the camp staff. **If a child is sent home early from camp there will be no refund of enrollment fees for the camper.** If a child threatens the safety or well being of other campers, the child will not be allowed to return to Summer Camp.