



# Parent Handbook

SAFE AND FUN



# Campus Recreation Services

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# Campus Recreation Services

## ***Message from the Competitive Sports and Camps Coordinator:***

Welcome to Summer Camp! As summer is quickly approaching, we are gearing up for our 10th year of summer camp for Campus Recreation Services at Cleveland State University. 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 campers the proper way to act during activities, i.e., 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 planned to be 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,

Rachael Stephan  
Competitive Sports and Camps Coordinator  
R.M.Stephan@csuohio.edu



# Campus Recreation Services

## Staff Directory & Contact Information

**Recreation Center (Main Line) (216) 802-3200**

Campus Police (216) 687-2020

### Summer Camp Staff

Rachael Stephan, Competitive Sports and Camps Coordinator (216) 523-7369

Katie Skeens, Graduate Supervisor & Camp Director (216) 802-3205

### Campus Recreation Services Staff

Nick Froelich, Director (216) 802-3253

Michelle Rieger, Associate Director of Facilities & Operations (216) 802-3258

Kim Rottet, Associate Director of Programs (216) 802-3255

Joe Stolitza, Business Manager (216) 802-3254

Mike Weaver, Assistant Director, Facilities (216) 802-3257

Katie Robinson, Assistant Director, Member & Guest Services (216) 802-3208

Matt Schmiedl, Assistant Director, Marketing & Technology (216) 802-3251

Melissa Albers, Fitness and Wellness Coordinator (216) 802-3256

Jason Mandula, Member and Guest Services Coordinator (216) 802-3209

Lizzie Shlafer, Coordinator, Aquatics & Safety (216)-523-3252

Office Manager Line (9am - 6pm) (216) 802-3201





# Campus Recreation Services

## 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
- 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
- All parents or guardians of a child enrolled in camp are allowed unlimited access to the camp during its hours of operation for the purposes of contacting their children

### ***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 prior to each session until all sessions are filled. Reservations are accepted on a first-come, first-serve basis with a minimum deposit of \$40 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 Competitive Sports and Camps Coordinator 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 **65 campers and 10 LITs per session.**

All forms and full payments are required to be completed and submitted to the Camp Director 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 fees are due the first day of the session. The Competitive Sports and Camps Coordinator reserves the right to alter the schedule of payments with families, on a case by case basis.



# Campus Recreation Services

## Enrollment Fees

|  |          |
|--|----------|
| <b>CSU Affiliates</b> (students, faculty, staff & Recreation Center members) | \$135.00 |
| <b>NON-Affiliates</b>  | \$155.00 |
| <b>Fit and Fun</b> (Before Care)   | \$15.00  |
| <b>Stay and Play</b> (After Care)  | \$15.00  |
| <b>Stay, Play, and Swim</b> (After Care)                                     | \$30.00  |

A deposit of \$40.00 per session/per child is required to reserve a space for a child in camp.

*Affiliates: Students, Faculty/Staff, Recreation Center Members*

*Non-Affiliate: Community Non-Members*

*\*All camp fees are refundable up to the Wednesday before each session with the exception of a \$40.00 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. Fit and Fun is a program that runs from 7:30am-9:00am, Stay and Play is a program that runs from 4:00pm-5:30pm, and Splash & Swim is a program that runs from 4:00pm-5:30pm. 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 Competitive Sports and Camps Coordinator 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; 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 day's activities, the parent must report to the program leader or Competitive Sports and Camps Coordinator, who will radio the child's counselor notifying him/her that the child's parent is here for the child. The Camp Director or Competitive Sports and Camps Coordinator will bring the child to the parent.

216.802.3200 | recreation@csuohio.edu | www.CSURec.com



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## ***Daily Camper Supplies***

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

- Swimsuit and towel
- Change of clothes
- Prescribed Medication in original packing
- Non-refrigerated lunch. Please use an ice pack to keep lunch cool if needed.
- Water bottle
- PLEASE DO NOT PACK PEANUT BUTTER!
- Backpack (To store items not being used)
- Sun block – Spray on is preferred

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. 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 Competitive Sports and Camps Coordinator will notify the parent or guardian. There are circumstances when the Camp Staff and Competitive Sports and Camps Coordinator 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, Competitive Sports and Camps Coordinator or Camp Staff (in the absence of Competitive Sports and Camps Coordinator) 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 main line at (216) 802-3200.



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## ***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 Competitive Sports and Camps Coordinator 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 Competitive Sports and Camps Coordinator. 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 Competitive Sports and Camps Coordinator or the Camp Staff. 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 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.

\*\*You can pick your child up at the same location as dropping them off. Pickup and drop off will be at the side entrance to the Recreation Center on Chester Avenue. If a camper needs to be dropped off or





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picked up after the normal drop off/pick up times the camper will need to be dropped off/picked up at the front desk of the Recreation Center which can be accessed through the main entrance located at the corner of Chester Ave & East 24<sup>th</sup> St. \*\*

## ***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. There is metered parking underneath the Recreation Center which is available to utilize.

## ***Camper Discipline***

### Five Point Discipline Policy

During Summer Camp, we use a five point discipline policy to determine what action will be taken should a camper not follow the camp rules. These policies are put in place to ensure the safety of our campers as well as our staff.

Point One- This is the camper's first written warning, at this time the parent or guardian will be notified when the camper is picked up that day.

Point Two: This is the camper's second written warning. The parents or guardian will be notified at the time of pick up.

Point Three: This is the camper's third written warning and the parent or guardian will be contacted immediately to be informed of the situation.

Point Four: The parent or guardian will be contacted to pick up their camper immediately and the child will be suspended from camp for the remainder of the day as well as the following day.

Point Five: 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.

In addition to our five 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
  - o This included both physical and/or verbal abuse
- Any camper who abuses the staff may be removed
- Any physical violence is not tolerated in this program. Summer camp staff reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others.

If you have any questions regarding any of the information in the Summer Camp Parent Handbook please contact **Rachael Stephan**, Competitive Sports and Camps Coordinator by Phone: 216-523-7369 or by Email: [R.M.Stephan@csuohio.edu](mailto:R.M.Stephan@csuohio.edu).