

The University of Alabama at Birmingham  
University Recreation

Summer Camp  
Parent/Guardian  
Manual

**A message from the Camp Director:**

Welcome to our Summer Break Camp program! UAB University Recreation is excited to host our Summer Break camp. The camp will be held at the Campus Recreation Center and will include traditional and unique camp games, crafts, and activities such as swimming, climbing on our Rock wall, and much more. Providing a quality experience for both you and your child is something that we take very seriously. Our goal is to provide a Summer camp that creates a lasting positive impression for each camper.

All camp staff are trained to facilitate activities, interact positively with children, and become CPR/First Aid/AED certified. Camp activities are designed to include high levels of interaction between counselors and campers. We believe that this interaction will foster a fun and enjoyable environment for everyone involved.

Camp Staff Goals

- Ensure camper safety
- Provide positive examples for children
- Introduce campers to new activities and interests
- Emphasize the concepts of teamwork and respect
- Create a fun and happy environment for children

To summarize, our first priority is your child's safety and enjoyment of our camp. We are looking forward to another great summer, and welcome any question or ideas that you may have.

Sincerely,

*Caleb Maas*

Coordinator of Competitive Sports

## CAMP COMMITMENT

Our camp is designed to provide a fun and recreational experience for all campers. All camp counselors are certified in CPR/First Aid/AED. They are all dedicated to making sure each camper has a positive and fun experience at camp. We also make reasonable accommodations for individuals with disabilities or special needs. In order to ensure the accessibility of all programs and services, we encourage anyone needing information, assistance, and/or accommodation of any kind to contact Caleb Mass at 205-975-1252. Every effort will be made to find ways to assist with any special needs in a confidential manner.

## IMPORTANT CONTACTS

Caleb Mass (Coordinator of Competitive Sports)

- o 205-975-1252
- o [calebm@uab.edu](mailto:calebm@uab.edu)

Campus Recreation Center front desk and membership staff

- o 205-996-5038
- o [recmember@uab.edu](mailto:recmember@uab.edu)

## REGISTRATION INFORMATION

Any questions regarding registration and camp payments can be sent to the membership staff at [recmember@uab.edu](mailto:recmember@uab.edu) or by calling 205-996-5038.

### Age at Camp

A child's age will be determined by their age on the first day they will attend camp. In order to be eligible for enrollment, the child's age must be within the designated range for camp (5-12 years).

### Waitlist

If a specific week's enrollment has reached the maximum, additional requests for space in the camp will be placed on a waiting list with priority based on the order in which enrollment is completed. If a vacancy in camp enrollment occurs, the individual at the top of the waiting list will be given until 5:00pm on the following business day in order to accept the vacancy and pay any fees that are due. If this does not occur, the vacancy will be made available to the next subsequent individual on the waiting list.

### Registration Deadline

The registration deadline for each camp session is the Monday prior to the week, if an opening is available. Enrollment forms will be accepted until camp spaces are full (120 camper capacity). **For a Monday – Thursday session a 25% deposit is due at the time of registration, in order to hold a child's spot in camp.** The amount will be applied towards the total due for each session of camp.

**All final payments are due no later than 5:00pm Monday prior to the week of attendance.** If credit card is decline more than once throughout the summer, it will be your responsibility to add a new card on file for installments or call to make remaining payments by 5:00pm Monday. If you do not make the weekly camp balance, your child's spot in camp may be forfeited.

## CAMP RATES

	Camp
UAB Affiliates	\$175/week
Non-Affiliates	\$195/week

## Youth Camp Refund Policies

- Youth camp deposits are non-refundable and non-transferrable. No cash refunds.
- All refund requests must be submitted in writing via the Refund Request Form and received by UAB University Recreation staff.
- Refund requests received 7 or more days prior to the first day of camp are eligible for a full refund minus the 25% deposit.
  - If camp fees are paid in full, 25% payment (per child) is considered a deposit
- Refund requests received fewer than 7 days prior to the first day of camp are eligible for a 50% refund of the total amount paid
  - Refund requests received fewer than 24 hours prior to the start of camp will not be offered a refund unless the two circumstances below pertain to you.
- Refund requests received fewer than 7 days prior to the start of camp may be offered a full refund for the following situations only:
  - Medical Withdrawal (doctor's note required)
  - Military Relocation (documentation required)
- Transfers can be made up to 7 days prior to the first day of camp (deposits are non-transferrable, additional deposit is required)

## **DISMISSALS**

On occasion, dismissal of a child from camp may be necessary for disciplinary reasons. Parents/guardians will be notified immediately concerning this action and an opportunity will exist to discuss this action with parents/guardians, the camper, and the camp director. This action will take effect only after consultation among the parents, camper and the camp director. (More information on discipline policies can be found in the "Camper Conduct" section.) If a camper is dismissed for disciplinary reasons, there will be no refund for the remaining unused days.

## **CAMPER DROP-OFF/PICK-UP**

For those campers not enrolled in Before Care, drop-off will begin at 8:30am and run until 9:00am. Camp will begin promptly at 9:00am each morning rain or shine! Camper pick-up will then begin at 4:00pm when camp ends, and run until 4:30pm for those not enrolled in After Care.

## **DROP-OFF/PICK-UP INFORMATION**

**As parents/guardians pull up for camper pick-up, they will need to show a photo identification to the camp staff member**, indicating they are listed as an authorized pick-up person for that child. *For safety purposes, there is no exception to the photo identification policy.* If someone other than yourself or an authorized pick-up person is picking up your child, you must submit a signed note stating who will pick up your child that day.

Children will not be permitted to leave the camp location unaccompanied by an adult. No camper will be permitted to walk unaccompanied to their home or another meeting place unless we have a written note **AND** verbal confirmation from the parent or guardian.

Please note the following policies regarding drop-off pick-up of campers:

- Pull up directly behind the car in front of yours. Please do not leave significant spaces between cars, as the process should flow smoothly with our staff assisting campers to and from cars.
- Be courteous to other drivers. Do not leave your car unattended or double park at the curb as it adds to the congestion and you could be cited.
- Be safe and cautious. Please watch for staff in the street and other cars entering/leaving the area.
- University Recreation cannot be responsible for parking violation tickets.

## CAMPUS RECREATION CENTER DROP-OFF/PICK-UP INFORMATION

**All drop-offs from 7:30 a.m.- 9:00 a.m. and all pick-ups from 4:00 p.m.-5:30 p.m. will take place in the back of the Recreation Center, off 9<sup>th</sup> Avenue South. Counselors will be stationed at the back door of the facility and will sign campers in and out in that location so parents and guardians do not have to worry about parking in order to drop-off or pick-up a camper. There is a loop through the back parking lot that parents can take at this time. (See map on following page.) If you wish to drop-off or pick-up your child between the hours of 9:00 a.m.-4:00 p.m. you will have to park and come to the front of the Recreation Center. The back doors will be locked due to facility policies.**



## BEFORE/AFTER CARE

If you need to drop of your child **prior** to the 8:30am start time of camp, or have them stay later than the 4:30pm end time of camp, we have multiple Before and After Care options.

You must register and pay for your camper's Before or After Care session no later than 24 hours in advance, so adequate staffing can be scheduled for that time.

***\*\*Parents/Guardians of campers in After Care who are not picked up by 5:30pm will be charged a late fee of \$10.***

Before Care Options	Price
General (open/free play time in gym)	\$5/day

After Care Options	Price
General (open/free play time in gym)	\$5/day

## LATE ARRIVALS/EARLY PICK-UPS

Special arrangements for your child to arrive late or leave early can usually be accommodated only if advance notice is given. This notice should be given in writing at either check-in or check-out to the counselor on duty or camp director. The notice should specify the date, time, and who will be picking up or dropping off the child.

## **MEDICATION**

If your child is taking medication, the Permission to Administer Medication form must be completed and turned in before the first day your child attends camp. This form will outline the type of medication, amounts, and times to be taken. Medication needs shall remain confidential between parents and camp staff and if necessary, will be administered in a discrete fashion.

In order for the camp staff to dispense prescribed medication, it must be in the original prescription container with the prescription dosages. The camp staff will not dispense over-the-counter medicine to your child unless a physician's note is provided which displaces the prescribed dosage. The camp director or athletic trainer will be responsible for retaining this medication and ensuring it is properly administered according to the directions of the parent and prescription.

## **ACCIDENTS & EMERGENCIES**

It is highly recommended that all campers have medical coverage prior to attending camp. In case of an emergency or accident involving your child, you will be contacted following notification of the appropriate emergency personnel. The camp staff makes provisions to be certain that all campers will be as safe as possible.

All staff members are CPR/First Aid/AED certified and will provide initial emergency care when needed. Lifeguards and counselors will supervise all aquatic activities and we provide and require campers to wear safety equipment for applicable activities. An accident report will be completed as necessary and a copy will be available for the parent upon request.

## **STAFF RISK MANAGEMENT DRILL**

University Recreation will periodically test our student staff members by running mock drills on various risk management procedures, in order to assist with training areas and audit where we need improvement on. Your child(ren) may become a part of a drill periodically throughout camp if we ask them to play a role. If you are uncomfortable at all with having your child assist us with this, or do not wish for your child to be a part of any of our training drills, please let the camp staff know and we will refrain from involving them if we have something scheduled or planned during a week they are in attendance.

## **ILLNESS**

If your child should become ill while at camp, you will be notified. University Recreation does not have a registered nurse on staff. Therefore, we will ask you to make the decision whether to remove your child from the program for the day. We also ask for your discretion in bringing your child to camp if he/she is ill.

## **CONTACTING YOUR CHILD DURING CAMP**

If an emergency arises and you need to contact your child during camp, you can call the membership desk at 205-996-5038.

## **LOST AND FOUND**

Please see the camp staff for any lost items throughout the program. At the conclusion of camp, unclaimed lost and found items will be donated.

## **STAFF/CAMPER RATIO**

The minimum ratio of staff to children will be 1 to 8. At no time are campers permitted to leave the group alone or wander into unauthorized areas of the facility or adjacent areas, unless under the supervision of a counselor.

Campers should not go to the restroom alone. They should ask a staff member for permission. (This is a precaution to ensure camper safety.)

## **CAMPER CONDUCT**

University Recreation believes that it is important that our campers act in a respectful manner towards each other, counselors, employees, and patrons of the recreation center. While we understand that some children have a natural tendency to test the limits of compliance in many situations, we believe that there are certain standards to which our campers must be held. It is our goal to help develop our campers into individuals who have strong morals, are responsible, and treat others with respect.

Camp counselors will serve as frontline employees in relation to camper discipline. Counselor's training and discretion will be used in determining what action(s) warrant discipline, labeling the severity of such actions, issuing warnings, or referring campers to the camp director. Camp counselors must be able to explain their reasoning when disciplining a camper. Counselors will respond to disciplinary issues under the following progression:

- Verbal warning
- Possible loss of privilege and/or removal from activity
- Notification given to camp director (possible notification of parent or guardian)
  - Camper may be asked to sit in office and write a note depending on number of incidents
- Notification of parents (possible removal from camp)

Once a child is sent to the camp director, it will be the director's discretion on any consequences needed. If these consequences warrant the presence of the child's parent or guardian, the parent or guardian will be asked to appear at camp as soon as possible to pick up their child.

- First time needed: camper will be asked to leave for the rest of the day
- Second time needed: camper will be asked not to return to camp

*\*\*All disciplinary meetings with campers will be conducted either in an open environment, or with additional camp staff present.*

If the camper's actions are severe enough, the earlier stages of the behavior consequences list will be disregarded. If inappropriate behavior, bad language, threats, or violence are noted, your camper may be dismissed and asked not to return to camp in the future. If a child is removed from camp for disciplinary reasons, a parent conference will be required to determine whether or not the child is eligible for camp participation the following year.

## **WHAT TO BRING EVERY DAY**

### Recommended Clothing

Campers should arrive dressed for activity each day, especially with footwear. (Required footwear: close-toed athletic shoes.) University Recreation recommends indoor/outdoor athletic or activity clothes. Clothing needs may change somewhat from day to day, based on the nature of the activity.

### Water Bottle

Please send your child with a water bottle each day, labeled with your child's first and last name.

### Lunch/Snacks

Lunch will not be provided. All other campers are expected to bring a packed lunch that does not need to be refrigerated or heated. We will have a scheduled snack time. Parents and guardians will need to provide campers additional snacks for that time.

### Sun Block

Some camp activities will take place outdoors. We recommend applying sun block on your child prior to arrival, and sending sun block with them so that your child can reapply as needed. **We recommend sending spray-style sunscreen.**

### Swimming Gear

Please pack a swimsuit and towel for your child every day. A pair of sandals may be brought to wear in the locker room or pool area (only). Children will be able to change into their swimsuits prior to swimming. If your child wears their swimsuit to camp, please have them bring their underwear to change into after swimming. Wet swimsuits are not advisable for children to stay in all day, due to health concerns. Also, we suggest a plastic bag for wet swimsuits are provided so everything else in their bag does not get wet after swim time.

### Gym Bag/Backpack

A gym bag or backpack is recommended for your child's belongings.

**\*\*Please label clothing, towels, and all personal items with the child's last name.**

## **WHAT NOT TO BRING**

### Items of Value

Personal items such as cell phones, tablets, and hand-held electronic games are **STRICTLY PROHIBITED** at camp. Campers are not permitted to use these items during camp. All sentimental and items of personal or monetary value should be left at home. *University Recreation is not responsible for lost or stolen items.*

## **FACILITY AND AREA SPECIFIC POLICIES**

### Aquatics Center

Campers will have the opportunity to swim almost every day. In order to ensure a safe swimming environment, we will ask that all campers obey the following aquatic center rules. Rules will be reviewed with campers each week.

- All participants are required to shower before entering the pool.
- Participants may not enter the pool until a certified lifeguard is in position.
- Participants with open wounds are prohibited from using the pool.
- The pool may be cleared of participants during severe weather.
- Appropriate swimming attire (swimsuit) must be worn. Gym shorts, cut-off shorts, sports bras, etc. are prohibited. A clean t-shirt may be worn to cover the upper body if desired.
- Spitting, spouting water, and blowing nose in the water is prohibited.
- Participants are prohibited from hanging on the lane lines.
- Diving in to the pool, running on the decks, and horseplay in or around the pool is prohibited.
- At the discretion of the lifeguards diving rings, noodles, and balls may be used in the leisure pool, but not in the vortex.
- The vortex capacity is six people.
- Climbing on or jumping over wall dividers is prohibited.



### Climbing Wall

Campers will have the opportunity to use the climbing wall multiple times each week. In order to ensure a safe climbing environment, we will ask that all campers obey the following climbing wall rules. Rules will be reviewed with campers each week.

- No climbing above or below another person.
- University Recreation's climbing ropes, carabiners, harnesses, belay devices, and other climbing equipment will be used on the climbing wall.
- Climbers must be tied in by a camp or wall staff member and checked by the belay-certified staff prior to climbing.
- Tie hair back when necessary. All rings and jewelry should be removed prior to climbing.
- No horseplay in or around the climbing wall area.