



≡ Parent Guide 2017 ≡

Camp Recky!

Community Programs | agegroup@osu.edu | 614-688-8787



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Welcome!

We are excited for another summer of sun and fun at Camp Recky! We look forward to a safe and exciting summer. This handbook is designed to answer questions you may have regarding Camp Recky programs, policies and procedures. Please spend some time carefully reading the following information.

If you have any further questions, please contact the Community Programs office at **614-688-8787** or agegroup@osu.edu.

The telephone in the Community Programs office will be staffed by a Camp Recky staff person Monday through Friday, June 5-August 11, from 8:30 a.m. – 5:30 p.m.

The mailing address for Camp Recky is:

Department of Recreational Sports

Recreation and Physical Activity Center
337 Annie & John Glenn Ave, Room B149
Columbus OH 43210-1224

American Camp Association® (ACA) Accreditation

We are pleased to be awarded Accredited Camp status from the American Camp Association!

ACA Accreditation means that the camp you are considering for your child cares enough to undergo a thorough (up to 300 standards) review of its operation — from staff qualifications and training to emergency management. American Camp Association® collaborates with experts from the American Academy of Pediatrics, the American Red Cross and other youth-serving agencies to assure that current practices at the camp reflect the most up-to-date, research-based standards in camp operation. Camps and ACA form a partnership that promotes summers of growth and fun in an environment committed to safety.

ACA helps accredited camps provide:

- Healthy, developmentally-appropriate activities and learning experiences
- Discovery through experiential education
- Caring, competent role models
- Service to the community and the environment
- Opportunities for leadership and personal growth

Our Mission

In accordance with the mission statement of Student Life's Department of Recreational Sports, the Camp Recky program mission is to engage the university community in physical wellness activities by offering the finest collegiate recreation programs, services, staff and facilities.

Camp Readiness

While camps are open to children as young as having completed kindergarten, some children are not yet ready for camp. Please make sure your camper is ready by asking yourself the following:

Is my child able to change his or her own clothing?

Due to liability reasons, camp staff is instructed to not assist children in changing their clothing for any reason.

Is my child able to tend to personal needs such as toileting and eating?

Camp staff is not able to assist with personal needs.

Will my child generally follow simple directions and rules in a structured setting?

Rules are set to ensure the safety of all campers, and they must be able to follow these rules.

Does my child still need a nap every day?

We are not able to provide nap time. A half-day camp is best for those who still need a daily nap.

Does my child have highly specialized medical needs?

Camp Recky does consult with a licensed healthcare provider as needed but we do not have a licensed healthcare provider on staff. With the proper forms camp staff are able to administer medication orally and may administer emergency medications such as epi-pens, but camp staff are unable to provide specialized medical care.

Accommodations

If your child needs an accommodation due to a disability to enjoy our camp, please contact the Community Programs Office at (614) 688-8787 or agegroup@osu.edu.

Accommodation request forms can also be found on our website and are due by May 1, 2017. To ensure that we have ample time to review the request and schedule appropriate accommodations, please submit these forms at least 30 days prior to your child's first day of camp or any camps where late registration or waitlist registration occurs.

We are able to provide inclusion specialists who work in a 1:4 ratio with campers to provide additional support. If your child is in need of one-on-one attention, we welcome paraprofessional aides to attend camp with your child. We require that the aides attending undergo required background checks through the University which will be paid for through our department. We will need notice for this specific request by May 1, 2017. In circumstances where late registration or waitlist registration occurs, we require notice at least 35 days prior to your child's first day of camp to ensure this accommodation is in place. These background checks can take an extended period of time to process, so the earlier we know of their attendance the better.

Access to Programs

Community Programs is committed to providing programs to all people, and combating barriers and prejudices that confront those with disabilities. If you need assistance in order to participate in any of the programs, please contact us at 614-688-8787 at least one month prior to the program's start date to discuss any necessary accommodations and we will make our best effort to make the necessary accommodations. All Community Programs materials are available in alternate formats. For more information, contact the Community Programs office at 614-688-8787.

Dates for your Calendar

DATE	EVENT	LOCATION
March 3	Summer registration opens for Ohio State faculty, staff, students and 2016 campers	Online only
March 6	Summer registration opens for the general public	In-person (9 a.m.) and online (12:01 a.m.)
April 9	Parent orientation	Meeting rooms 2 - 3, 4-6 p.m.
May 1	Camper paperwork due	Accommodation requests, health forms, medical/physical care plans, permission slips must be submitted
June 2	All camp balances due	In-person
June 5 - Aug. 11	Camp Recky in session	

Deposits, Cancellations, Refunds and Fee Balances

- All camp sessions require a \$30 non-refundable, non-transferable deposit per child, per camp, per session, including morning and afternoon sessions.
- Fee balances for the 2017 session are due by June 2, 2017. Camp reservations are forfeited if the balance is not paid by this date.
- Cancellations and refund requests must be made in writing to the camp program coordinator at least two weeks prior to the camp session you wish to withdraw from to receive a refund, less the \$30 non-refundable, non-transferable deposit per child per session. After that deadline, up to one week prior to the camp session paid for, a program credit, less the \$30 non-refundable, non-transferable deposit per child per session, will be granted for another Community Programs activity. This credit will be valid for one year from the date on the letter received. Any cancellation received less than one week prior to the start of the camp session will not be eligible for any refund. Make up sessions will not be offered for any missed camp programs. All documentation required for a refund must be submitted by August 11, 2017 . No refunds for Camp Recky 2017 will be processed after this date.

Staff by the Numbers

- 1:** Camp Program Director: a graduate student or undergraduate student with experience in our programs
- 1:** Camp Administrative Director: a graduate student or undergraduate student with experience in our programs
- 5:** Camp Program Leaders: graduate students or second, third or fourth year undergraduate students with extensive experience in our programs
- 7:** Camp Supervisors and Specialists: graduate students or second, third or fourth year undergraduate students with extensive experience in our programs
- 45:** Camp Employees: a diverse group of Ohio State students majoring in elementary education, early childhood education, physical education or related fields

Staff Requirements

- Application with three references
- Interview
- Criminal background check in compliance with state day camp guidelines
- Current American Red Cross First Aid and CPR/AED Certification

Comprehensive training includes health, safety and emergency actions, behavior management, planning activities, customer service, communication, child abuse awareness and prevention and leadership. Staff to child ratios will not exceed 1:12 and are typically lower.

Schedule of Activities

A weekly parent newsletter with an overview of camp activities for the week will be sent via email on Friday. Please ensure that we have your current email address on file. If you ever have a question about the day's activities, feel free to ask a staff member.

Summer 2017 Dates and Themes For Traditional Camps:

Week 1, June 5-9: Ohio State and Me

Week 2, June 12-16: Pay it Forward

Week 3, June 19-23: Around the World

Week 4, June 26-30: Train Your Brain

Week 5, July 3-7: America the Beautiful

* Please note that there is no camp on Tuesday, July 4 in observance of Independence Day.

Camp Fees have been prorated accordingly.

Week 6, July 10-14 : Weird Science Week

Week 7, July 17-21 : Urban Adventures

Week 8, July 24-28 : Animal Planet

Week 9, July 31-August 4 : Water Week

Week 10, August 7-11 : Color Wars

Times of Camp

Morning Extended Care: 7:30 – 9 a.m.

Morning Camps: 9 a.m. – 12:30 p.m. (lunch will occur in morning camps)

Afternoon Camps: 12:30 – 4 p.m.

Afternoon Extended Care: 4 – 5:30 p.m.

After Care Swim Lessons: 4 – 5:30 p.m. (\$55)

**Morning and afternoon extended care are included at no additional cost. Please see information for After Care Swim on page 11 for related fees.*

Traditional Camps **\$84** per session

All traditional camps listed below have age-appropriate programs and activities built around summer camp themes. All campers participate in sports and games, creative arts and environmental activities each week.

There will be no camp on Monday, July 4. Traditional camps running July 3-7 have been prorated to **\$68** per session to reflect the 4 day week.

Scamper Camp 9 a.m. - 12:30 p.m.

For children who have completed kindergarten and grade 1

All campers participate in sports, games, creative arts and environmental activities each week.

Discovery Camp 9 a.m. - 12:30 p.m.

For children who have completed grades 2 and 3

Discovery campers participate in campus-wide field trips, in addition to a variety of sports and games, creative arts and environmental activities.

Explorer/Adventure Camp 9 a.m. - 12:30 p.m.

For children who have completed grades 4-6

Campers explore and have new adventures through a variety of on-site and off-site field trips.

Kids on the Move 12:30 - 4 p.m.

For children who have completed kindergarten through grade 6

Campers will play games and participate in activities in and around the Recreation and Physical Activity Center (RPAC).

Kids on the Move campers register for camp based on grade completed.

KOM Buckeyes: Completed kindergarten and grade 1

KOM Scarlet: Completed grades 2 and 3

KOM Gray: Completed grades 4-6

Swimming

When the pools are available, our campers will swim in the afternoons. It is important to send your child to camp with a swim suit, a towel, a plastic bag for wet clothing and a change of clothes. If your child is experiencing gastrointestinal illnesses that cause vomiting or diarrhea, please let our staff know as they will not be able to swim. Children should not return to swimming until after their symptoms have stopped; which could take up to two weeks. Kids on the Move groups will have the following swim schedule:

KOM Buckeyes (completed kindergarten and 1st grade): Monday, Tuesday, Wednesday.

KOM Scarlet A – (completed 2nd and 3rd grade) Last name ending A-M: Tuesday, Wednesday, Thursday

KOM Scarlet B – (completed 2nd and 3rd grade) Last name ending N-Z: Monday, Wednesday, Thursday

KOM Gray (completed 4th – 6th grade): Monday, Tuesday, Thursday.

Teen Leaders (completed 7th and 8th grade) weeks 1, 3, 5, 7, 10: Monday, Wednesday, Thursday

Odd weeks = KOM Buckeyes, KOM Scarlet B, Teens | Even Weeks = KOM Scarlet A, KOM Gray

**Camps will be swimming bi-weekly on Fridays.*

Specialty Camps \$95 per session

There will be no camp on Monday, July 4. Specialty camps running from July 3-7 have been prorated to **\$76** per session to reflect the 4 day week

Sports Camp 9 a.m. - 12:30 p.m.

For children who have complete kindergarten through grade 6

Sports camp teaches the fundamentals of each sport and allows participants to learn through play. Each week, two different sports camps will be offered and campers will have many opportunities throughout the summer to participate in their favorite sports camp.

The following sports will be offered. Please check page 20 of this Parent Guide for the exact locations of each camp.

Tennis:	Week 1, Week 7
Soccer:	Week 1, Week 4, Week 9
Cheerleading:	Week 2
Flag Football:	Week 2, Week 5
Baseball/Softball:	Week 3, Week 7
Lacrosse:	Week 3
Volleyball:	Week 5
Gymnastics:	Week 6
Basketball:	Week 6, Week 8, Week 10
Olympic Sports:	Week 8

Equipment needs for Sports Camps

SPORT	DATES	REQUIRED EQUIPMENT	OPTIONAL EQUIPMENT
Tennis	June 5-9, July 17-21	Tennis Racquet and one new can of tennis balls	
Soccer	June 5-9, June 26-30, July 31-August 4	Wear shin guards covered with soccer socks	Soccer Ball, Soccer shoes (please be sure to also pack tennis shoes so campers can change shoes after soccer camp)
Cheerleading by Jump Start	June 12-16	NONE	
Flag Football	June 12-16, July 3-7	NONE	
Baseball/softball	June 19-23 , July 17-21	Baseball Glove	
Lacrosse by Jump Start	June 19-23	Mouth Guard	Lacrosse Stick
Volleyball	July 3-7	NONE	Volleyball, kneepads
Gymnastics	July 10-14	Bathing suit, towel, change of clothing	
Basketball	July 10-14, July 24-28, August 7-11	NONE	Basketball
Olympic Sports	July 24-28	NONE	
Rock Climbing	June 26-30	NONE	
Outdoor Adventures	July 31-August 4, August 7-11	NONE	

Rock Climbing Camp by Recreational Sports Outdoor Adventure Center \$95

9:00 a.m. - 12:30 p.m.

Campers will learn how to climb during a week long program that involves indoor climbing and bouldering at the Outdoor Adventure Center. Campers will also participate in teambuilding activities and will finish off the week climbing in the outdoors (weather permitting).

Week 4, June 26-30: For children who have completed grades 4 through 6

Outdoor Adventures by Recreational Sports Outdoor Adventure Center \$95

9:00 a.m. - 12:30 p.m.

Campers will explore the outdoors while climbing, canoeing, hiking and enjoying other activities outside. No previous "outdoor" experience needed.

Week 9, June 31-August, Week 10, August 7-11: For children who have completed grades 5 and 6

Kids in the Kitchen \$95

12:30 - 4 p.m.

There will be no camp on Tuesday, July 4. Specialty camps running July 3-7 have been prorated to **\$76** per session to reflect the 4 day week

For summer 2017, Camp Recky will offer ten different sessions of Kids in the Kitchen, each with a different theme geared toward a specific age group. Campers will improve their culinary skills while learning about nutrition and different foods.

June 5-9, Cooking ABCs: Completed kindergarten and grade 1

Learn kitchen basics by cooking simple meals.

June 12-16, A Buckeye Breakfast: Completed kindergarten and grade 1

It's the most important meal of the day! Learn how to cook food that will start your day off right!

June 19-23, Season's Best: Completed kindergarten and grade 1

Learn how to eat with what is growing this season and cook with the season's freshest produce.

June 26-30, Baking Boot Camp: Completed kindergarten and grade 1

Enjoy your favorite baked desserts while learning about kitchen safety.

July 3-7, American Classics: Completed grades 2 and 3

Learn to cook delicious dishes from around the country.

July 10-14, Delicious Discoveries: Completed grades 2 and 3

Learn about foods from around the world as you create recipes from different cultures in the kitchen.

July 17-21, Growable Grub: Completed grades 2 and 3

Where does your food come from and how does it grow? Explore the origins of the food you cook.

July 24-28, Dreamy Desserts: Completed grades 4 - 6

Make your favorite desserts while learning about different delicious ingredients.

July 31-August 4, Essential Elements: Completed grades 4 - 6

Create food filled with nutritious ingredients to make you feel good all day.

August 7-11, Camp's Best Cooks: Completed grades 4 - 6

Who will be crowned camp's best cooks? Compete in culinary competitions to see who will win.

Teen Camps

Teen Leaders

Completed grades 7 and 8

Teen leaders programs allow teens to enjoy their favorite camp games and activities while exploring leadership skills and career options through on-campus field trips, guest speakers and programs. In addition, once a week, teen campers lead a program for the younger campers so they can develop as future counselors in a supportive and structured setting. Teen leaders takes place Week 1, Week 3, Week 5, Week 7 and Week 10.

Morning Leaders 9 a.m. to 12:30 p.m.

\$84 per session

Morning leaders will participate in teambuilding activities, cooking activities and traditional camp games with a focus on building positive peer relationships.

Afternoon Leaders 12:30 p.m. to 4 p.m.

\$84 per session

Afternoon leaders will participate in enrichment activities, guest programs and speakers and plan activities for younger campers, with a focus on leadership and future development.

Triple T's- Teens, Trips and Travel Camp

Completed grades 7 and 8

Camp Recky teens will experience a new adventure every day! Teens will travel and explore the surrounding central Ohio area as well as enjoy all that Camp Recky has to offer on campus. Each week, teens will take part in activities and games with their peers and participate in field trips. Triple T takes place Week 2, Week 4, Week 6, Week 8 and Week 9.

Morning Camp 9 a.m. to 11 a.m.

\$50 per session

Teens in the morning camp will participate in on-campus games, activities and short trips and scavenger hunts around campus. *Please note that if you choose to enroll your teen in only the morning camp, he/she must be picked up no later than 11:15 a.m. to ensure an on-time departure for the afternoon travel camp.

Afternoon Travel Camp 11 a.m. to 4 p.m.

\$135 per session

Teens enrolled in afternoon travel camp will take off-campus field trips and explore the surrounding central Ohio area. *Please note that if you choose to enroll your teen in only the afternoon travel camp, drop off will not begin until 10:45 a.m. and campers must be dropped off by 11 a.m. to ensure an on-time departure for field trips

Aftercare Swim Lessons

Available to any camper enrolled in a Kids on the Move program.

\$55 per session

This program is designed to provide swim instruction to Camp Recky participants during camp aftercare (4-5:30 p.m.) by a certified swim instructor through our Learn to Swim program. Campers will spend the majority of time practicing skills and water safety with the remaining time spent participating in an organized activity. Pickups earlier than 5:30 p.m. cannot be accommodated during Aftercare Swim.

Communication and Involvement

We encourage family involvement at all levels of our organization. A camper's good experience is a partnership between families and Camp Recky. The more you know about Camp Recky and the more counselors and the camp leadership know about you, the better we can serve your child and your family. Visiting parents or guardians are required to notify the camp office and camp supervisor 24 hours prior to their presence at camp. Camper groups may have different counselors depending on daily staff schedules and our needs each week. Parents can get to know their counselors by stopping by during lunch. Most counselors will also be checking your child in or out of camp at least once per week, so this is an opportunity to meet them.

Partner With Your Child's Counselors

Talk Daily: The very best way to develop a partnership with your child's counselors is to spend just a few moments each day in conversation. Tell the counselors about your child's evening, his/her likes and dislikes, and family and friends who are important in his or her life.

Ask Questions: Ask the counselors about your child's day, the activities he/she enjoys, the friends he/she likes to play with and his/her progress in developing a new skill.

Call: If you have a question or just want to check in during the day you can call the Camp Recky office. The staff will be happy to talk with you about your child's day.

Learn About The Program

E-mail: It is very important that Camp Recky has a current e-mail address for your family. Many program messages, newsletters, paperwork update reminders and financial information are sent to families electronically. You can also communicate directly with camp administrators via e-mail.

Program Newsletters: A weekly parent newsletter with reminders, important information and an overview of camp activities for the week will be sent via email on Fridays.

Website: The camp maintains a website providing information including the Parent Guide and printable forms at: go.osu.edu/CampRecky2017



Address Concerns

We encourage our staff and parents to resolve most concerns by working together. This is a learning experience for our student instructors as well as for your child. Sometimes a family has a concern about an incident at camp or a camp policy or procedure that requires assistance from camp staff. We believe that in order to provide the highest quality camp program for you and your child we must work in partnership, and it is important that we work together to quickly bring concerns to a satisfactory resolution. If such a concern exists, we recommend the following action steps:

- If the concern is about an incident at camp, discuss your concern first with your child's counselor and camp supervisor. Because it is difficult to pull the counselor away from the program, please schedule a time to meet with the counselor and camp supervisor.
- If the concern remains or if the concern is about a camp policy or procedure, you may discuss your concern with the camp Program Director or Administrative Director.
- If the concern remains, it should be discussed with the Community Programs Coordinator. Most concerns can be resolved with a concrete plan of action and continued communication.
- If the concern remains, further steps may be taken that support the specific need. The Coordinator for Camp Programs of the Department of Recreational Sports, the home department of Camp Recky, may become involved in order for all parties to reach a satisfactory resolution.

Our day camp is registered with the State of Ohio. We expect that we will exceed your expectations in terms of safety, camper activities, satisfaction, etc. We hope that any concerns you may have can be worked out by keeping lines of communications open between you and our staff. The laws and rules governing the operation of the camp are available at the camp for review upon request. However, if you wish to make a complaint regarding camp, then you may call Franklin County Department of Health at 614-462-3160, or Franklin County Children Services at 614-275-2571.

Tax Information

Please use The Ohio State University TAX ID number for all reporting purposes. We cannot publish this number in the parent guide, but feel free to call or email us and we can give you this information. Please save your camp receipt for verification needed for flexible spending accounts and federal income tax returns. Individual requests for reprint of these receipts after **January 1, 2018** will be granted. Parents/Guardians can call 614-688-8787 to request this information.

Camper Health and Wellness

WHAT TO WEAR AND BRING TO CAMP

Children should dress comfortably for active days and appropriately for weather. Children may not wear open toed shoes (sandals, flip flops or similar) or offensive clothing. Please pack a backpack or bag with sunscreen, water bottle and lunch with freezer ice pack (if needed) for your child each day. For sports camps, please note the required equipment. We also recommend packing an extra set of clothing for your camper in case of accidents or lost clothing. **Children cannot bring toys, money, cell phones, other electronic items, weapons, etc. to camp. These items will be confiscated.**

While we make every effort to keep items secure at camp, we strongly recommend children do not bring to camp anything that they do not want to lose. **Please mark all of your camper's items with their full name using permanent marker.**

LOST AND FOUND

We will maintain a lost and found throughout the summer and do our best to keep track of camper items. Each Friday, during closing circle, lost and found items will be displayed for campers to claim.

HEALTH AND MEDICAL INFORMATION

As a registered day camp with the state of Ohio and as an ACA accredited camp, we are required to have a current Camper Health Form on file for each camper. On this form we ask for certain specific personal information about your child. We ask for this information for one reason only to make sure we are prepared for your child in every way so he/she has the smoothest transition to camp as possible. Some parents are reluctant to share certain information with us because of a concern about confidentiality or stigmatizing their child. Camp can sometimes be a “fresh start,” and some parents worry that by disclosing personal information, it may create bias against their child or lead us to misinterpret the information and refuse to accept their child. We understand and respect that concern. Having said that, let us tell you why we think it is better to share that concern with us. We can keep up our end of our partnership only if we have the information to prepare our staff to ensure your child is well cared for and free to have the best summer possible. There have been instances when, because we did not know about a particular child’s needs, we could not respond to their behavior properly and they were unable to remain at camp. All camper health forms are due by May 1, 2017.

MEDICAL/PHYSICAL CARE PLANS

A child identified by a physician or parent as having a medical or physical care condition must complete and have on file with Camp Recky a Medical/Physical Care Plan. Conditions needing a plan include, but are not limited to:

Asthma	Allergies
Congenital Conditions	Eczema
Reflux	Seizure Disorders

Medical/Physical Care Plans provide clear instructions for staff in managing any special care needs. Plans are updated annually or any time a change is indicated. If conditions require medication, a Request for Administration of Medication form will also be required by the camp program.

CONFIDENTIALITY

Once you share information with us, our promise is to share it only with the people who have direct contact with your child. If you have special concerns about confidentiality, please let us know so we can sort them out together. If your child is worried about privacy, reassure them that other campers will not know and only the adults who can help them will know.

MEDICATION AT CAMP

Camp Recky must be made aware when a camper will bring medication needed for chronic or life threatening conditions (such as asthma treatments or emergency allergy medication) or when it is needed for daily care during the camp hours (such as lotion for eczema). Other medications, such as antibiotics, which can be administered outside of camp hours, should be administered by parents rather than the camp staff. All medications must be approved by the Community Programs Coordinator before the child attends their first day of camp. Counselors cannot receive any medication without proper approval.

A Request for Administration of Medication form must be completed by the parent/guardian and approved by the camp administrator for any medication to be administered by the staff of the Camp Recky program. No unapproved medication is permitted on the premises. All camper health forms are due by May 1, 2017.

IEPs

If your child is on an IEP, let us know so that we can decide together whether having a behavior plan at camp would benefit your child.

CHANGES TO MEDICATION

An increasing number of children are prescribed medication for a variety of conditions such as ADD/ADHD. These medications allow a child to take advantage of all that a school environment has to offer. Camp is no different in this regard, but many prescribing physicians are not familiar with camp and may take a child off medication without knowing the full implications. If your child has been following a regimen of stimulate, psychotropic or other medications and you are planning to or have made a change in that medication any time up to six weeks before camp, please discuss it with us.

Many times children at camp need their usual dosage or more. For example, some medications are often metabolized more quickly in warm weather or with physical activity.

ILLNESS AND COMMUNICABLE DISEASE

To help keep children healthy, Camp Recky engages in practices to help prevent and control the spread of disease.

PREVENTION

Staff members receive training in communicable disease management and use this information to observe each child daily upon arrival for signs of illness. Staff receives instruction and implements proper hand washing and sanitation techniques. Campers are also assisted in proper hand washing throughout the day.

Staff or children who are observed having signs or symptoms of illness must not attend Camp Recky.

Staff and children who are experiencing only minor cold symptoms and have no additional signs of communicable disease may attend. While keeping an ill child at home can be difficult, it is important that we work together to prevent the continued spread of illness that will result in increased absences for all families.

If your child is ill and will not be attending camp for the day, please notify the camp staff by calling 614-688-8787.

MANAGEMENT

When a child is observed with signs or symptoms of illness (as listed below), the parent or guardian is immediately notified and should make arrangements to pick up the child within one hour. The child is cared for in the Camp Office, away from other children, and will still be within sight and hearing of a staff member. Staff monitors the child's condition.

When a child is sent home from camp staff will communicate with parents regarding the protocol to return, dependent on the situation or illness.

Camp Recky will not admit children with the following symptoms and will require that children who develop these symptoms be picked up within one hour:

- Temperature of 100 degrees Fahrenheit or greater (taken under the arm) with or without any other signs or symptoms of illness
- Diarrhea (three or more abnormally loose stools in one day)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Redness of the eye, obvious discharge, matted eye lashes, burning, itching of the eye
- Difficult or rapid breathing
- Yellowish skin or eyes
- Untreated infected skin patches, unusual spots or rashes

- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of untreated lice, scabies, or other parasitic infestation
- Sore throat or difficulty swallowing
- Inability to participate in normal activities

When a child is diagnosed by a physician with a communicable disease, an exposure email will be sent out to all of the families within the affected camper's group. The notice will list the name of the disease, the date the symptoms were first observed, the date of diagnosis, the incubation period, typical signs and symptoms of the disease and typical treatments. Families are urged to consult their own physician for advice about precautions to take with their child.

Behavior Management

We know that you have taken your time to carefully choose our camp and have familiarized yourself with who we are. We take your trust in us seriously. Children behave differently depending on their environment, so please don't be too surprised if your child exhibits behavior at camp that you have never seen in them before. Most behavior we see is positive, but some may be problematic or challenging. Second, remember that many children save their "worst" for their parents. Sharing distress with a parent is a quick way to re-establish closeness in just a few short moments. This is not to say that children deliberately invent situations. It is more likely that they tell their story in such a way as to elicit your empathy and therefore create an instantaneous feeling of intimacy. In short, it makes them feel loved by you.

So what can you do to help your child adjust to camp?

- Let your child know that you love them and that you are confident in their ability to cope.
- Remind yourself that camp is a process and that the staff needs time to work with your child. Don't expect results overnight.
- Think of suggestions that might be helpful to our staff in working with your child. Even though children may behave very differently at camp from anywhere else, you know them best. If you have an idea you think might help, share it with the appropriate person here at camp. After all, the results for your child will be better if we work together as partners.
- Encourage your child to share with their counselor, or other adult staff member they trust, what they seem to be saving for you. Our staff can help your child much better if your child talks with us directly. Avoid the triangle that may occur where you, the parent, are one point, we are a second point, and your child is the third point. Direct communication will help us to help your child grow.

CAMPER RULES

Developmentally appropriate expectations are set for each camper's behavior. Specific guidelines are listed below.

1. The child will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with program activities.
2. Aggressive behaviors such as hitting, kicking, biting, tripping, verbal "put-downs", spitting, and other inappropriate behaviors will not be tolerated.
3. The child will follow all directions given by the staff regarding safety procedures and will stay with the group for all scheduled activities.
4. Camp Recky strictly prohibits the use of tobacco, alcohol and non-prescribed drugs.
5. The child will respect the private property of others and understand that stealing or vandalizing the property of others will not be tolerated. The repair of any maliciously caused damage will be paid for by the parents or guardians of the camper who caused it.
6. Camp Recky has a "no tolerance" policy on weapons and violence.
7. Campers will be reminded on a daily basis to: **Be Safe. Be Kind. Participate.**

DISCIPLINE AT CAMP

- Constructive in nature.
 - Using limits that are fair, consistently applied, appropriate and understandable for your child's level.
 - Providing your child with reasons for limits.
 - Giving positively worded directions.
 - Modeling and redirecting your child to acceptable behavior.
 - Helping your child to constructively express his/her feelings and frustrations to resolve conflict.
 - Arranging equipment, materials, activities and schedules in a way that promotes desirable behavior.
- The camp staff will not use any type of physical or verbal abuse as a disciplinary measure.

The following steps will be taken for any camper who is disobeying the camp rules and/or endangering the safety of other children, camp staff or themselves:

- Staff members will attend to the camper within their group setting, using established discipline guidelines.
- Behavior issues will be recorded in the camp behavior log, so as to keep track of a camper's behavior throughout the summer.
- Following repeated incidents recorded in the behavior log (number of incidents will vary based on severity of the incident), staff members will notify and confer with camp supervisors. The camper will remain with their group and disciplinary action will be taken by the supervisor. An incident report will be completed and presented to the child's parents stating the problem and the disciplinary action taken.

- If discipline within the group is unsuccessful and another incident occurs after initial contact with the parents, the child will be taken to the camp office. The camp directors will discipline the child. Parents will be notified immediately and an incident report will be completed. The camper will be suspended from camp until there is a parent conference. The conference will focus on the development of a behavioral intervention plan. The camper must adhere to the behavioral plan once they return to camp.
- If there is no change in behavior, then the child will be dismissed from camp for the summer. If privileges are revoked, no refunds will be issued for the week the child is currently enrolled. Refunds will be granted for the remaining weeks the camper is registered for, less the \$30 deposit.
- Steps may be skipped in this process if camper behavior is extremely unsafe for the camper, other children or camp staff, is illegal or is otherwise severe.

Safety, Transportation and Parking

Nothing is more important to us than ensuring the safety and security of the children entrusted to our care. Camp Recky has three kinds of safety and emergency plans:

- A plan for daily safety and security
- A plan for accidents and injuries
- A plan for an emergency/evacuation

DAILY SAFETY AND SECURITY

- All children are actively supervised at all times by staff responsible for their care.
- Children are marked in attendance upon arrival and an attendance sheet accompanies the camper groups as they move about the buildings or outside. Staff completes face-to-name attendance checks before leaving any area to move to another.
- Family members are responsible for the supervision of their children when children are not in the care of staff, such as during arrival and departure times. Children may not be unaccompanied at drop-off/pick-up and should never be sent to the program alone.
- To ensure that access to the program is limited to campers and authorized persons, all visitors must check in with the camp office in the RPAC.
- When a child custody issue exists, it is the responsibility of the residential parent to provide official court documentation if there are restrictions or limitations placed on the nonresidential parent. The Camp Recky program may not deny a parent access to their child without proper documentation.
- Camp Recky office staff can communicate with camp supervisors via radio throughout the camp day.
- All employees of the Camp Recky program are required to report suspected child abuse or neglect to the public children's services agency. Staff complete a child abuse and neglect training course to assist in this process.

CURBSIDE DROP-OFF

- Curbside drop-off for all morning camps will run from 7:30 - 9 a.m.
- Curbside drop-off for all afternoon camps will run from 12:15 - 12:30 p.m.
- Please do not get out of your car, as there is a lot of traffic moving through drop-off areas. Camp staff will come to your car to sign your child in and escort them to camp.
- Parents arriving after scheduled curbside drop-off times will need to bring their child to the actual camp location and locate a camp staff member in order to sign their child in. **This will likely add considerable time and inconvenience to the drop-off and is strongly discouraged.**
- If you are unfamiliar with the drop-off locations, please conduct a practice run before the first day of camp.

See below for curbside locations. For a detailed map, search Camp Recky curbside locations – **Due to construction on campus this map may change without notice. It is important to review prior to the first day of attendance at camp.**

CAMP NAME	CAMP LOCATION	CURBSIDE LOCATION
Scamper Camp	Recreation and Physical Activity Center (RPAC)	<p>Drop off will be at the Neil Avenue Garage turnaround.</p> <p>From the north: Enter campus via Lane Ave. Turn south onto Fyffe and then take a left onto Woody Hayes Drive. Turn right onto Cannon and follow Cannon along the Olentangy River. Turn left onto John Herrick Drive.</p> <p>From the south: Enter campus via Cannon Drive, keeping the Wexner Medical Center on your right. Turn right onto John Herrick Drive</p> <p>Once on John Herrick Drive, you will pass the Neil Avenue Garage on your left. Take a left at the road directly past the garage. Enter the turnaround and staff will meet you to greet your camper and escort them to the RPAC</p>
Discovery Camp	Jesse Owens Recreation Center South (JOS)	<p>JOS Side Entrance</p> <p>Pull around back of building to drop off</p>
Outdoor Adventure Camp	Adventure Recreation Center (ARC)	<p>ARC Front Entrance</p> <p>Pull around to the east edge of the parking lot shared by the ARC and Blankenship Hall</p>

Sports Camps Baseball/Softball Rock Climbing Volleyball Olympic Sports Outdoor Adventures	Fred Beekman Park Outdoor Adventure Center Fred Beekman Park/ARC Fred Beekman Park Outdoor Adventure Center	These sports camps will meet at the ARC. We will walk the campers to and from the camp locations. ARC Front Entrance Pull around to the east edge of the parking lot shared by the ARC and Blankenship Hall.
Sports Camps Tennis Cheerleading Flag Football Lacrosse Soccer Basketball Gymnastics	Lincoln Tower Courts Lincoln Tower Park Lincoln Tower Park Lincoln Tower Park Lincoln Tower Park RPAC RPAC	These sports camps will meet at the RPAC each morning. Drop-off is located at the Neil Avenue Garage turnaround. From the north: Enter campus via Lane Ave. Turn south onto Fyffe and then take a left onto Woody Hayes Drive. Turn right onto Cannon and follow Cannon along the Olentangy River. Turn left onto John Herrick Drive. From the south: Enter campus via Cannon Drive, keeping the Wexner Medical Center on your right. Turn right onto John Herrick Drive Once on John Herrick Drive, you will pass the Neil Avenue Garage on your left. Take a left at the road directly past the garage. Enter the turnaround and staff will meet you to greet your camper and escort them to the RPAC
Teen Programs Teen Leaders Triple T's (Teens, Trips and Travel)	ARC ARC and various locations	ARC Front Entrance Pull around to the east edge of the parking lot shared by the ARC and Blankenship Hall Triple T camp will meet at the ARC and then be transported to the various trip destinations
Kids on the Move Buckeyes Scarlet Grey	Areas in and around the Recreation and Physical Activity Center (RPAC)	Drop off will be at the Neil Avenue Garage turnaround. Pull around and sign in. Pick up will be at the RPAC. Please use the Neil Avenue Garage turnaround. Drive in, present ID and sign out. Enter campus via John Herrick Drive going east. Cross over Cannon Drive with the Wexner Medical Center on your right. You will pass the Neil Avenue Garage on your left. Take a left at the road directly past the garage. Enter the turnaround and staff will meet you to greet your camper and escort them to the RPAC.
Kids in the Kitchen	Recreation and Physical Activity Center (RPAC)	Drop off will be at the Neil Avenue Garage turnaround at Noon . Pull around and sign in (for directions please see Kids on the Move Camp). Pick up will be at the RPAC. Please use the Neil Avenue Garage turnaround. Drive in, present ID and sign out.

CURBSIDE PICK-UP

Campers who are only enrolled in a morning camp can be picked up curbside by 12:30 p.m. in the same location where they were dropped off. If the campers are enrolled in afternoon camps the counselors will escort the campers to the location of the afternoon camp.

The only people who may pick-up a child from camp are those listed on the Authorized Release form. Staff will not release a child to anyone not listed on the form without additional written instructions. In order to keep your child safe at all times, you must present your identification in order to pick up your child. ALL parents, guardians or friends (approved to pick up children at the end of the camp day) **MUST** show a picture ID in order to pick up the child. **We will not release a child to a parent or other authorized person without an ID.** This protection is set up for the safety of campers, counselors and parents/guardians alike. Camp staff members have the right to refuse dismissal of campers to any person not listed or not coherent at pick-up.

During pick-up there may be some traffic congestion around the Neil Avenue Garage turnaround due to the large number of campers being picked up at the same time. Please be patient with fellow patrons and the camp staff. We will do everything in our power to ensure that traffic moves quickly. **Please do not get out of your car at this time**, as there is a lot of traffic moving through this area. We will come to your car to sign your child out and we will walk your child to your car on the sidewalk.

If the person responsible for picking up the child has not arrived by 15 minutes after the end of the camp day (5:30 p.m.), the staff will take the child to the Community Programs office and the administrator on duty will contact persons listed as Emergency Contacts on the Camper Health Form. The person picking up the child will need to come to the Community Programs Office to sign the child out. After one hour, if the person responsible for the child or an Emergency Contact has not arrived, Franklin County Children's Services will be contacted, and will determine if the child should be brought to their agency.

University Police will be contacted if it is necessary to provide transportation for the child. Late parents will be charged a late fee of \$5.00 for every 15 minutes they are late. This fee must be paid prior to the child being allowed back into the camp program. Excessive lateness may result in permanent dismissal from the program.

All campers leaving early or arriving late need to be signed-in, or signed-out, at the actual camp location. Contact the camp office 614-688-8787, to help determine a suitable time for your child to leave camp. Please keep in mind that due to transportation logistics, late arrivals or early departures may require that your child be paired with an older or younger age group, remain in the office for a period of time or miss a field trip or special activity.

Give advance notice of all special arrangements in writing to the staff members that are located at the check-in or check-out stations.

If pick up locations or times will be altered due to weather or emergencies, we will notify families by email. Please be certain we have your most current email address on file.

PARKING

If you must park your car near any of our camps, there are parking lots for "A," "B" and "C" pass holders. For those without an Ohio State parking permit, there are parking meters, Pay-n-display machines and/or pay garages near all camp locations. Staff members can direct you to these areas. **PLEASE OBEY ALL POSTED PARKING SIGNS AT ALL TIMES.** For parking information, go to www.campusparc.com/osu/. Camp Recky and Student Life's Department of Recreational Sports are not able to negotiate parking pricing, nor does the department receive any revenue from parking fees. Prices are determined and retained by CampusParc, a third party provider. Parking arrangements are subject to change based on university activities.

TRANSPORTATION WHILE AT CAMP

Many campers come for a morning camp and an afternoon camp and often these camps take place in two different locations. When morning camps end, camp staff will sort campers into groups based on the afternoon camps they are attending and take attendance. Then, once all campers in each group are accounted for, campers and camp staff will walk or take a CABS bus to the afternoon camp location. Campers who are being picked up after morning camps end will be sorted into a separate group and campers and camp staff walk or take a CABS bus to the pickup location.

FIELD TRIP TRANSPORTATION

Typically, our camp field trips take place on or near The Ohio State University's main campus during the morning camps. We will be using the CABS charter services and the Recreational Sports' vans for all of our transportation needs. Staff members are not permitted to use their own cars to transport the children. Information regarding field trip locations will be provided in the weekly parent newsletter. Transportation for Explorer/Adventure Camp field trips is contracted with local transportation agencies when the field trips are off campus.

TRANSPORTATION RULES AND SAFETY

Campers are expected to follow the camp rules at all time, including during transportation between camps and to field trips. There are some additional rules and guidelines that campers are expected to follow while riding in the vans or on the buses at camp for safety.

- Campers must keep all body parts inside the vehicle at all times.
- Campers must remain seated at all times.
- Campers must follow the directions given by the driver.
- No eating or drinking will be permitted in the vans or on the buses.
- If available, campers must wear seat belts while riding in the vans or on the buses.

ACCIDENTS AND INJURIES

Through appropriate supervision and low staff/camper ratios, staff is able to prevent many accidents and injuries from occurring. Because some accidents and injuries will inevitably occur, all camp staff is trained in First Aid and CPR/AED. If an accident does occur, the following steps are taken:

1. Staff with first aid training responds to the camper's immediate needs. Most accidents and injuries that occur are minor and can be resolved quickly.
2. An Incident Report is completed for any injury that requires first aid. A copy of the report will be emailed to parents of the child and a copy is kept in the child's file. Serious incidents must also be reported to the Ohio Department of Job and Family Services by the camp administrator.
3. Any bump or blow to the head will be reported to parents immediately, even if it appears to be minor.
4. If it is determined that the injury may be severe, another adult calls the office to let them know that help is needed. A camp supervisor, and/or camp administrator will go to help.
5. Office staff calls 911 and the University Police for assistance. The family is contacted at the same time or after the emergency call is placed.
6. Emergency personnel or parents will determine further treatment.
7. If transportation to a hospital is needed, emergency personnel or parents will provide transportation as indicated on the Camper Health Form. Staff will travel with the child if a family member is not present.
8. The cost of all medical care is the responsibility of the family.

SHELTER-IN-PLACE AND EVACUATION EMERGENCIES

Staff is trained annually in the steps to take in the event of an emergency that requires shelter-in-place or evacuation. These actions may be necessary when there is a potentially harmful situation in or near where the different camp programs are held and it is safer to stay inside a nearby facility or move to a safe place. A lockdown may be required if violence is threatened. When information is received from the university or when a potentially harmful situation is recognized by program staff, the following steps are taken:

1. Staff is notified via alarm, two-way radio or other means to shelter-in-place or evacuate the building and/or evacuate the immediate area.
2. Staff gathers children and prepares to leave the building with children's emergency medications and other emergency supplies.
3. Staff quickly moves campers to the closest safe space and selects the safest place within the facility or area to gather.
4. In the event of dangerous weather, groups move to their designated tornado safe space.
5. Staff completes a face-to-name attendance check prior to and after moving campers from one location to another.
6. Staff keeps campers as quiet and calm as possible until given further directions by an administrator or emergency personnel.
7. In the event of a lockdown, staff also closes and locks doors, turns out lights and covers windows or doors if possible.
8. In the event of an evacuation staff moves children to the pre-determined evacuation assembly point and completes another face-to-name attendance check.
9. If it is determined that children may not reenter the building, families will be alerted to come to the evacuation assembly point to pick up their children.

Lunch and Snacks

FOOD ALLERGIES AND RESTRICTIONS

Please note that we are not a peanut free camp. We do adhere to a strict, "no trading and no sharing" policy with food at camp. Please indicate any food allergies or restrictions on the Camper Health Form. If your child has a restricted diet or severe food allergy, please note any special instructions for staff on the Camper Health Form so camp staff can best assist your child and keep them safe while at camp. We do not have refrigerators or microwaves available for camper use.

LUNCH

Campers are given a lunch break each afternoon. Please be sure to pack a lunch each day as lunch service will not be provided. **Children may not bring cash to camp to purchase lunch.**

SNACKS

Camp Recky will not provide snacks, but campers will have an opportunity during the day to have a snack in addition to a lunch break. Please be sure to pack a snack for your camper as well as a water bottle that your camper can refill throughout the day.

Please help us ensure your child has the energy needed to enjoy camp by making sure they eat a good breakfast and have a substantial lunch packed. Vending machines will not be an option for campers during camp hours.



**THE OHIO STATE
UNIVERSITY**

OFFICE OF STUDENT LIFE

RECREATIONAL SPORTS