



*CAMP BIG RED
PARENT GUIDE
SUMMER 2019*

Camp Big Red Information

Important Phone Numbers & Email

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| ○ Intramural Recreational Sports Office | 270-745-6060 |
| ○ Intramural Recreational Sports Front Desk | 270-745-5217 |
| ○ Sean Sherwood, Camp Big Red Director | 270-745-6547 |
- Sean.sherwood@wku.edu

Camper Eligibility

Camp Big Red is designed for children between the ages of 6-12 years old. While some activities require campers to be separated into their age groups, many of our daily activities (such as swimming, lunch, field trips and movie time) require that everyone participate together.

Forms to Submit

In order for your camper to participate in Camp Big Red, the following forms must be submitted before or on their first day of camp:

- Camp Registration Form
- Consent Form
- Immunization Records (due 1st day of camp)
- Authorized Pick-Up People Form (due 1st day of camp)

Registration Costs

The cost is **\$150.00 per child, per session**. This fee applies to all WKU and non-WKU affiliated campers. A **\$50 non-refundable, non-transferable deposit** is required to guarantee a place in each session per child. This deposit will be applied to the remaining balance for that particular session.

****Camp Big Red does not pro-rate any sessions.**

Camp Information

Camp Hours

Camp Big Red operates Monday through Friday, 9:00am to 4:30pm. Parents may drop their children off as early as 7:30am. Late fees will be assessed for any campers picked up after 4:30pm.

Check In

Campers are to be dropped off each morning at the Blue Courts of the WKU Preston Center (**See map at the end of this document for parking details**). A counselor will sign in each camper as they arrive. Campers may not wait unattended in the lobby prior to check in.

Late Arrival

Anyone dropping off a camper after 9:00am will be responsible for escorting them to the scheduled program. If you are unsure of where the activity is taking place, you may ask the front desk worker to radio one of the counselors who will provide this information.

Early Departure

If your camper must leave prior to 4:30pm, we ask that parents inform our staff earlier that morning so that we can collect the camper's personal belongings and have them ready at the time of check out.

Those picking up campers, must make arrangements to meet us at our scheduled activity. Counselors may not escort campers by themselves.

Check-Out

Check out will be located at the same location as check-in (Preston Center Blue Courts). Anyone (including parents) picking up a camper, must bring a valid photo ID with them (driver's license, WKU ID or any other form of identification with a picture and a name) in order to check their camper(s) out for the day. These individuals must be on the authorized *Pick Up People* form. If they are not on the list, those campers will not be released to the individual. If an authorized individual does not have a picture ID with them, they may not sign out the camper until an ID is presented (no matter how well we know the individual).

Staff

The Camp Big Red staff is under the direct supervision of the Camp Big Red Director. Counselors are college-aged students who have a great interest in working with children. Each counselor has completed a criminal background check and all are certified in Adult & Child First Aid, CPR and AED training.

Policies

Accidents and Emergencies

In case of an emergency or accident involving your camper, parents will be contacted immediately by one of the camp administrators. All members of the Camp Big Red Staff and the Preston Center Staff are certified in Adult and Child First Aid, CPR & AED.

If there is an emergency and you, as the parent/guardian, need to reach your camper, please contact the camp administrators or call our first floor front desk at 270-745-5217.

Accidents in the Pool

Accidents in the pool can happen. This can include fecal deposits, vomit, etc. Please discuss the importance of getting to the restroom and not going in the pool with your camper. If an accident like this were to occur, the pool will need to be evacuated and chemical tests will be conducted to indicate when it is safe for campers to reenter the water.

Lunch

Parents or guardians may eat lunch with their camper(s) however, those campers must be signed out and sit in another section of the lunchroom during this time. Afterwards, the camper must be signed back in by a camp counselor. Those signing a camper out, must be on the approved Pick Up People list.

Behavior Expectations

The staff at Camp Big Red understands there will be a time when a camper is having a difficult day. We would like to resolve any conflicts in a timely manner and keep your camper involved in all activities. On occasion, it may be necessary to give the camper a chance to re-group. If the behavior persists and conflicts cannot be resolved, parents will be notified immediately.

Behavior Policy:

- **1st Offense:** camper will receive a verbal warning from the counselor explaining their inappropriate behavior and to not repeat this action

- **2nd Offense:** camper will sit out of an activity for a certain amount of time based on the nature of the behavior
- **3rd Offense:** camper will be removed from the activity and escorted to the director's office to discuss their behavioral choices.
- **More than 3 offenses:** If a camper has more than three offenses in one day, parents will be called and asked to remove their camper for the remainder of the day.
- Steps in the behavior policy can be skipped and a camper may be sent directly to the director's office depending on the severity of the incident. The Intramural Recreational Sport Department reserves the right to terminate a camper's registration (without refund) for any child not abiding by the policies set forth by Camp Big Red.

Bullying

Camp Big Red takes pride in ensuring the safety and well-being of all their campers, especially when it comes to bullying. Our camp director and administrators do not tolerate any type of bullying at camp (physical or verbal). If a child feels they are being bullied by other children, the situation will be addressed immediately and parents will be notified.

We ask that parents help the staff in letting us know if situations are occurring that have not been addressed. Please let your camper know that it is okay to tell the counselors and administrators that someone is bothering them. Although we would like to say that bullying never occurs, it unfortunately does and we need help from everyone to ensure that issues are being addressed and that children feel safe and excited about coming to camp.

Other Questions/Concerns

If a parent/guardian has any other concerns regarding a specific camper or a staff member, we ask that you speak directly with the Head Camp Counselor or the Camp Director.

Communication

To ensure proper information is being communicated to all parents, Camp Big Red has developed the following protocol:

- **Newsletter-** at the beginning of each new session, a newsletter will be available informing parents about that particular session's activities, events and other important items
- **Phone call-** in the event a camper visit's the director's office for disciplinary reasons or there is an injury that warrants the parents' attention, the parent will be notified immediately.

Illness

Should your camper become ill while attending camp, parents will be notified immediately by a member of the camp staff. We do not have a registered nurse on staff and 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 when bringing your child to camp if he/she is ill.

Medications

If your child is required to take any prescription medication during the camp day, parents must provide the following information to the Camp Big Red Director:

- Prescription medication in the original container with a prescription label containing the child's full name, dosage and prescription information
- Written directions from the parent stating how to administer the medication

All medications will be secured in the Camp Big Red Official Backpack and kept with the counselors throughout the entire camp day (this includes inhalers and injectable medications such as an Epi-Pen's).

Restroom Policy

When a camper needs to use the restroom they will be escorted by either two staff members or they will bring multiple campers with them. Counselors may not escort campers individually to the restroom. If a camper must use the restroom more frequently due to special circumstances, we ask that parents notify our staff prior to the start of daily activities.

Pick Up Policy/Late Fees

It is very important that campers are picked up no later than 4:30pm each. A late fee will be assessed to anyone picked up after this time. Billing will be \$15.00 per 15 minute increment. Late fees must be paid by the last day of that particular session.

Before Camp Checklist

ITEMS TO BRING TO CAMP

- **Clothing and Shoes**

Campers should come to camp prepared for a full day of activities. Campers must wear athletic footwear and have appropriate attire (t-shirt, athletic shorts) for physical activities

If a camper is wearing inappropriate footwear, they may have to sit out of an activity therefore, please assist our camp staff with this request.

- **Swimsuit/Towel**

Campers are expected to swim during this time therefore, please make sure your camper(s) bring a swimsuit, towel and bag (to hold these items) each Monday through Thursday. **WE WILL NOT SWIM ON FRIDAY'S**

Camp does provide a few lifejackets during swim time however, campers are welcome to bring their own lifejackets. Campers will need to take these items home with them each day.

- **Movie Day**

Each Friday camp will watch two kid friendly movies after lunch in the Preston Center Dance Studio (2nd floor). Campers may bring a pillow, sleeping bag, and/or blanket for this scheduled activity.

ITEMS NOT PERMITTED AT CAMP

We request your camper(s) leave all personal belongings at home. The staff will provide plenty of activities to keep your camper actively engaged throughout the day.

Please do not bring the following items to camp;

- Cell Phones
- Handheld Video Games (Nintendo, DS, PSP, etc.)
- iPods or other MP3 players
- Books or playing cards

A Typical Day at Camp Big Red

7:30 - 9:00am - Camper Drop Off/Free Play

9:15 - 10:30am - Swim Time (Mon-Thurs)

9:15 - 10:30am - Kid Yoga (**Friday-NO SWIM**)

10:40am - Snack Time (Camp Will Provide)

11:10 - 11:50am - Organized Games

12:05 - 1:15pm - Lunch location DUC (Mon-Thurs);

Lunch @ Preston Center (Fri)

1:30 - 3:30pm - Arts & Crafts (Mon & Weds)

1:30 - 3:30pm - Organized Activities (Tues)

1:30 - 3:30pm - Field Trips & Special Events (Thurs)

1:30 - 3:30pm - Pizza Party & Movie Day (Fri)

3:30 - 4:30pm - Free Play/Camper Pick Up

***Please note that some activities and times may alter slightly however, if any of these changes impact camper drop off and pick up, camp administrators will notify the parents prior to.**