



# **PARENT GUIDE**

***Summer 2018***

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## General Information

- Campers must be ages 5 to 11 with a Junior Counselor program for ages 12-15.
- Parents or guardians need to provide a lunch for their children.
- A mid-morning and afternoon snack will be provided (children with special diets need to provide their own snack).
- Campers are divided into groups according to age and participate in age-appropriate activities.
- Campers need to bring appropriate attire for swimming and sporting activities, **including sunscreen**, towel, socks and athletic shoes.
- Enrollment is limited to 150 children. Each session is filled on a first-come, first-served basis. To reserve a spot, please pay the deposit or full payment for each session.
- Sessions 2 and 7 are shortened due to the Memorial Day and Independence Day holidays. Camp will start on Wednesday, May 23, 2018. There will be no camp on Monday, May 28, and Wednesday, July 4<sup>th</sup>.
- We are offering three-day weeks during Session 1 (5/23-5/25) and Session 11 (7/30-8/1)
- A weekly information newsletter (Camp Times) will be available for parents and campers. The newsletter will cover Quest Programs, dress-up days, Friday Fun-Days, and other information.
- No multiple-child discounts or scholarships available.
- Kids will be put into age appropriate groups for most of the activities.
  - Lil Devils: 5-6 year olds
  - Sun Devils: 7-8 year olds
  - Sparkys: 9-11 year olds
  - JuCos: 12-15 year olds

## What Campers Should Consider Bringing to Camp

- Non-perishable lunch
- Swimwear
- Long sleeve shirt if they might get cold after swimming
- Towel
- **Sunscreen**
- Flip flops or sandals for the pool
- Epi-Pen (if any allergies)
- Backpack for child's belongings (Your camper will be assigned a cubby)

## What Campers Should Not Bring to Camp

- Toys
- Hand-held games or electronic devices
- Cell phones (You can call our office at any time)
- Perishable food or anything that needs refrigerated or microwaved
- Floatation devices for the pool, unless they are lifeguard/coastguard approved

## Camp Daily Schedule

7:30-8:30am	Potluck Time (Free Play)
8:30-9:00am	Opening Activity- Camp Rules, Ice Breaker
9:00-11:00am	Age Break-out Activities
11:00-11:30am	Mid-Morning Snack (provided)
11:30-12:15pm	Free-Swim- <i>Bring swimsuit, towel and sunscreen</i>
12:30-1:30pm	Lunch (not provided)
1:30-4:00pm	Age Break-out Activities
4:00-4:30pm	Afternoon Snack (provided)
4:30-5:30pm	Potluck Time (Free Play)

## Junior Counselor Program Information

The Junior Counselor program is for children from the ages of 12 to 15 and is intended to be capped at 10 participants per week. It is meant as a hybrid – one part traditional Kids' Camp participant, one part Camp Counselor. It is our hope that those that choose to be a part of the JuCo program gain important skills as they

pertain to community (groupwork, service projects, etc.), responsibility (being mentors and taking on leadership roles), integrity (learning about who you are), and growth (setting goals and working to achieve them). Junior Counselors are very important to the success of the SDFC Kids' Camp program and are often given responsibility in their day to day tasks. However, they are supervised by trained SDFC Counselors and are never left alone with the campers at Kids' Camp.

### **Camp Staff**

- Students attending Arizona State University
- American Red Cross CPR/First Aid/AED Certified
- Background checked
- Fingerprinted
- Authorized Driver Certified
- All student employees go through an extensive interview process and extensive training, which entails safety responsibilities, human relations and interpersonal skills with children.

### **Absences**

- Refunds are not available for vacations, special events, short-term illnesses of four days or fewer, or other personal commitments that prevent attendance.
- A refund may be available for an extended illness of five or more consecutive program days. A doctor's note and written note from the parent or guardian explaining the situation must be received within eight working days from the first day of absence. Upon review, participants may receive a pro-rated refund for the unused days.

### **Refunds**

- Deposits and Kids' Quest programs are non-refundable and non-transferable.
- All refund requests must be received by 8:30am on the third date of the camp session.
- If absent for medical reasons, and with approval by the Kids Camp Coordinator, participants may receive a 75% refund of the unused days for the camp session. Please remember that this excludes the \$35 deposit.
- If Sun Devil Kids' Camp cancels a session, a full refund or transfer will be issued.
- Refunds will be processed 7-10 business days after approved by the Sun Devil Kids' Camp. Refunds will be made only to the original payee or credit card holder.

### **Camper Dismissal**

- There are times when the camp must dismiss a child due to psychological or emotional problems that precludes the child from participating safely or effectively in a group. Dismissal will take effect only after consultation among the parents, camper, and camp director. Dismissal for the aforementioned reasons will result in a complete refund for the unused days.
- On occasion, dismissal may be necessary for disciplinary reasons. This action will take effect only after consultation among the parents, camper, and the camp director. If a camper is dismissed for disciplinary reasons, there will be NO REFUND for the unused days.

### **Safety Concerns**

- Parents/Guardians are responsible for the welfare of their children prior to and after the Sun Devil Kids' Camp program in which the child is enrolled. Due to the fact that ASU is located in an urban setting, we discourage children from walking about the campus unsupervised.
- Children should not be dropped off before the camp start time (7:30am) nor should the parent/guardian leave the children more than 10 minutes past the end of the evening hours (5:30pm). A two dollar (\$2) per minute fine will be assessed after 5:30pm per child.

### **SDFC Memberships**

- Enrollment in the Sun Devil Kids' Camp program does not entitle the parents or participants use of the Sun Devil Fitness Complex facility for any purposes other than the Sun Devil Kids' Camp.
- To become a member of the SDFC, please call Preston Richardson at 480-965-8919. He will assist you with membership opportunities.

### Photographing

- Photographs and video taping of the children participating in the Sun Devil Kids' Camp is discouraged by parents/guardians, and/or visitors due to the confidentiality of the child(ren) present.
- Photographs and video footage taken of your children as a result of participation in activities of the Sun Devil Kids' Camp and Kids' Quest may be used in promotional materials. Please inform Kids' Camp Coordinators, before your child attends, if you do not want your child's photo or video to be taken.

### Medication Disbursement

- The SDFC does not retain a full-time registered nurse and/or licensed physician.
- Distribution of medication (prescription or non-prescription) will not be administered by a camp staff member.
- Arrangements should be made to administer medication(s) to all children by a parent/guardian or a person on the approved pick-up list.
- Exceptions are made for Epi-Pens; our counselors are trained to assist with this process.

### Lost and Found

- Lost and found is located in the Camp Office. Two weeks after camp ends, unclaimed lost & found items will be given to charity. Sun Devil Kids' Camp is not responsible for any items lost during camp or while on field trips.

### Lunch

- Please make sure your child(ren) eats a well-balanced breakfast. The Sun Devil Kids' Camp does not provide breakfast.
- A camper must bring their own non-perishable lunch. Lunch-time is scheduled between 12:30pm-1:30pm.
- Refrigeration and microwave use is NOT available for individual lunches.
- Parent/Guardians are welcome to attend lunch time with their children.

### Snack

- The Sun Devil Kids' Camp will provide a scheduled morning snack at 11am and a scheduled afternoon snack at 4pm.
- Children with special diets need to provide their own snacks.

### Children Leaving Camp

- At the beginning of the day, Parents/Guardians must sign their child(ren) in to camp. A child may leave during camp hours on his or her own volition. If a child requests to leave, the child will be asked to sign out, and the child's parent or guardian will be contacted. At the end of the day, Parents/Guardians must sign their child(ren) out of camp. Please ensure that you can be reached at all times at the number you provide to us; otherwise we will endeavor to leave a message.
- Please note: In accordance with the policies/guidelines pertaining to the use of the Memorial Union (MU), when in the MU, children under 12 must be accompanied by an adult who will assume responsibility for their conduct and welfare.
- If you would like your child(ren) to leave camp on their own, please discuss it with them before camp and inform the Camp Office of your decision.

### Swimming

- Free-swim is scheduled everyday from 11:30am-12:15pm (on certain days there might be an option for campers to stay inside in the case of extreme heat)
- Children must bring a swimsuit, towel, and **sunscreen**.
- Masks, snorkels, fins, water wings, vests and swim toys are not allowed. Goggles are not required but encouraged.

- Children have the ability to change into their swimsuits prior to swimming. If your child wears a swimsuit to camp, please have them bring undergarments to change into after swimming. Wet swimsuits are not advisable for children to stay in all day due to health concerns.

### Sunscreen

- Please send your child to camp with waterproof sunscreen (30 SPF or higher), with your child's name clearly marked on it. The Sun Devil Kids' Camp does not dispense sunscreen, due to different needs and allergies.
- Please send your child to camp with what has proven successful.
- **Helpful suggestion:** Try applying all day waterproof sunscreen on your child(ren) before they leave for camp.
- Our counselors will help children that cannot apply sunscreen by themselves, with a signed approval form. Please sign the Sunscreen Application Waiver Form on the back of the Release, Indemnity, and Assumption of Risk Form for this approval.

### Friday FUN Days

- Although all days are fun at camp, on Fridays, the Sun Devil Kids' Camp will feature Friday FUN Days each week. These could consist of theme parties, talent shows and short outdoor activities.
- More information will be posted in the Camp Times Newsletter each week.
- Your signature on the registration form indicates approval.
- Additionally, on occasional days we will have special events. Invitations to Parents/Guardians will be distributed prior to the event. Parking arrangements are at the family's discretion.

### Camp Dress Code

- Campers should wear comfortable clothing such as T-shirts and shorts, and/or jeans.
- Athletic or soft soled shoes (NON-MARKING with CLOSED TOED, LACED, BUCKLED, OR VELCRO CLOSED) are required for all camp activities.
- Sandals and flip-flops are ONLY acceptable during free-swim or Quest programs at the pool.
- Some children get cold after swimming and during lunch, please provide a sweatshirt or long-sleeve t-shirt for these times.
- To reduce the amount of Lost and Found, please have your child(ren)'s clothing marked with their name on it.

### Camper Drop-Off and Pick-Up

- Entrance is on the south side of the Sun Devil Fitness Complex (Apache & Normal).
- Camp programming is from 9:00am-4:30pm.
- A child may be dropped off or picked up any time between 7:30am-5:30pm. Please sign each child in and out properly.
- AM Drop-Off: 7:30am-9:00am
- PM Pick-Up: 4:00pm-5:30pm

### Early Departures

- Please notify the camp office when you are picking your child up prior to the established pick-up hours. Although we try to have someone in the office at all times, occasionally we are out of the office doing assessments and evaluations of the programs. This allows for us to have a camp manager and your child in the office when you arrive.

### Late Pick-Up

- Please contact the office in advance for any unavoidable late pick-up or emergency. Pick-ups after 5:30pm require families to pay a late fee (\$2/minute/child) due upon arrival the following morning.
- Any child left after 6:00pm will be referred to the ASU Police Department, and the child will be in their custody until the parent/guardians arrival.

### Parking

**Where can I park while I drop off or pick up my child for the Sun Devil Kids' Camp?**

- 1.) On the corner of Apache and Normal there is a yellow curb in front of the entrance to the Sun Devil Kids' Camp (up to 3 cars only). This curb is an immediate loading zone. If you are going to park in this area please be sure to leave immediately after signing out your camper(s).
- 2.) Apache Parking Structure - Visitor Parking
  - Visitor parking may only be used during the camper drop off/pick up timeframe of 7-9 a.m. and 4-5:30 p.m. during Kids' Camp sessions. Parking and Transit Services (PTS) will allow up to a 20-minute grace period during these times. Parents will need to get a ticket, park and drop off/pick up campers within 20 minutes. Anyone parked in the Apache structure for longer than 20 minutes will be charged \$3.
  - If parents/guardians park and exit outside of the times stated above, the regular hourly fee will be charged accordingly.
- 3.) Lot 17 located on the south side of Apache and west of Normal is designated for visitor parking and can be used for drop off and pick up. Standard rates will apply (\$2/hour).

### **Where can I NOT park while loading and unloading my children for the Sun Devil Kids' Camp?**

- 1.) Any red curb area. This is an emergency lane violation and is subject to a citation or towing.

### **What happens if I get a citation from ASU Police or ASU Parking and Transit Services?**

To pay a citation: payment process and details can be found at [http://uabf.asu.edu/parking\\_rules\\_5](http://uabf.asu.edu/parking_rules_5)

To appeal a citation: appeal process and information can be found at [http://uabf.asu.edu/parking\\_appeal](http://uabf.asu.edu/parking_appeal)

### **Pool Rules**

Water Wings Vs. Lifejackets

- Due to the number of safety problems related to personal flotation devices, the SDFC has adopted a policy not to permit any personal flotation devices used on children, unless Coast Guard approved. The SDFC provides lifejackets, free of charge, in a variety of sizes upon request for use while at the pool.

### **Communication With Parents**

*\*\*\*Your children could receive any number of reports written about them in regards to their day at camp. These reports are meant as a means for us to better communicate with you as parents. Below are some examples of types of reports that might be sent home with your child after a day at camp. \*\*\**

- **“This is what happened today at camp”** – designed to help us communicate with you. This could be both positive and constructive instances your child had during his or her day at camp. It’s really just a way to keep you informed!
- **Ouchie Report** – just a quick report for very minor injuries (Band-Aides, very basic first aid applied, etc.)
- **Accident Report** – Documents injuries that would occur while your child is at camp.
- **Incident Report** – Reflects any non-injury related event that might have occurred at camp (fighting, bullying, inability to follow camp policies and procedures, etc.).
- **Camp Times** – A weekly newsletter that will keep the campers and parents informed of weekly Quest programs, Friday “FUN” Days, Dress Up Days, and any other pertinent information that each family needs to know. Check for a paper copy at the Camp Office.

### **Frequently Called Phone Numbers**

#### **Camp Office**

(480) 965-8017

Please note: Number works only May 31-August 5 (It is ASU's Bike Co-op August 6-May 30)

**Camp Coordinators**

<b>Nick Heiar</b>	<b>Danny Gaytan</b>	<b>TBD</b>
<a href="mailto:nheiar@asu.edu">nheiar@asu.edu</a>	<a href="mailto:dpgaytan@asu.edu">dpgaytan@asu.edu</a>	SunDevilKidsCamp@asu.edu
(480) 965-5836	(480) 727-4744	(480) 965-8900

**Camp Student Coordinators**

<b>Hopeton Hess</b>	<b>Abigail Harvey</b>	<b>Kyle Queen</b>	<b>Yesenia Rodriguez</b>
<a href="mailto:hopetonhess@gmail.com">hopetonhess@gmail.com</a>	<a href="mailto:abbyharvey@gmail.com">abbyharvey@gmail.com</a>	<a href="mailto:kbqueen@asu.edu">kbqueen@asu.edu</a>	<a href="mailto:yerodrig@asu.edu">yerodrig@asu.edu</a>
(480) 727-6610	(480) 727-6610	(480) 727-6610	(480) 727-6610

*Student coordinators are an extension of the Camp Coordinators. They have the same expectations for their work as well as the standards they are held to. Please feel free to contact them just as you would the camp coordinators as you will be receiving regular correspondence from them throughout the summer!*

**Sun Devil Fitness Complex (SDFC Front Desk)**

(480) 965-8900

**SDFC Memberships**

Preston Richardson  
(480) 965-8919

**SDFC Fax Number**

(480) 965-2210

**ASU Alumni Association**

(480) 965-2586

**Address:**

Sun Devil Kids' Camp  
Arizona State University  
Sun Devil Fitness Complex  
400 E. Apache Blvd.  
P.O. Box 871412  
Tempe, AZ 85287-1412  
Corner of Apache and Normal

**Tax ID Number:**

86-0196696