



2023 SUMMER CAMP PARENT HANDBOOK

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General Camp Information

Summer Camp Parent Handbook

This Summer Camp Parent Handbook contains policies and guidelines to be followed by the Middle Tennessee State University (MTSU) Campus Rec Youth Summer Camp Program. This guidebook serves as a guide for Summer Camp Parents/Guardians, in the understanding of their responsibilities in youth summer camp. This guidebook should be used as a resource for all questions regarding conducting camp business. More information about the camp can be found at <http://www.mtsu.edu/camprec/camps/index.php>. Any further questions can be emailed to camprec@mtsu.edu.

What is Summer Camp?

MTSU Campus Recreation's Youth Summer Camp is a great opportunity for children ages 7-12 years to participate in a variety of recreational and fitness activities, where staff encourage healthy lifestyles and habits. They will meet new friends from different schools and have fun in a safe environment. By participating, they will also learn crucial life skills including: good sportsmanship, the value of regular exercise, and how to work together as a team. For added safety, all camp activities take place in and around the Campus Recreation Building.

If your child has special needs, please contact the camp director prior to registration to discuss those needs and if MTSU Campus Recreation will be able to accommodate them.

Middle Tennessee State University Campus Recreation Mission Statement

Campus Recreation's mission is to serve and educate the MTSU community with recreational opportunities to promote healthy lifestyles in a safe environment.

MTSU Campus Recreation Youth Summer Camp Philosophy

The Campus Rec Youth Summer Camp philosophy is to help children and youth learn skills in a variety of recreational activities and settings, learn the importance of a healthy lifestyle, develop good character and sportsmanship, and have fun!

Campus Recreation Camp Administrative Staff

Ashley White , Registration	(615) 904-8457	camprec@mtsu.edu
Josh Stone , Associate Director of Programs	(615) 904-8484	Josh.stone@mtsu.edu
Dan Payne , Competitive Sports Coordinator (Camp Director)	(615) 898-5341	Daniel.payne@mtsu.edu
Olivia Nye , Camp Assistant Director	(615) 898-5068	Mt.sportsclubs@gmail.com

Camp Staff

MTSU Campus Recreation's Youth Summer Camp is run by MTSU Campus Recreation professionals that train and oversee camp counselors that are energetic and well qualified. All staff members undergo thorough training as well as a background check before being hired.

Competitive Sports Coordinator (Camp Director)

The Department of Campus Recreation employs a full-time professional to supervise summer camps and other Campus Rec activities within the Competitive Sports Program. The Competitive Sports Coordinator is responsible for supervising all camp staff to ensure the camp operates in a professional manner benefiting both the camp participants and the MTSU community. The Competitive Sports Coordinator serves as an advisor for camp on day-to-day operations as well as special events. The Coordinator works to ensure that all rules and regulations are followed in accordance with the Competitive Sports Program, Department of Campus Recreation, and MTSU guidelines.

Registration, Finance, & Attendance

Registration: Cost of Camp

\$225 per week, this includes all activities and lunch each day

- Registration Bundles
 - 1st 5 Weeks (May 30 – June 30): \$1000 per child
 - 2nd 4 weeks (July 5 – July 28): \$800 per child
 - Full Summer (May 30 – July 28): \$1,700.00 **[Camp will not meet on 5/29, 7/3, 7/4]**

Camp registration is accepted on a daily basis for \$55 per day per camper. Prior notice is preferred, and all registration forms need to be completed by 9 a.m. the day of camp

MTSU faculty/staff qualify for a 10% discount off camp registration. Please contact Ashley White, Ashley.white@mtsu.edu, 615-904-8457 for more information.

Online Enrollment

Parents need to fill out the Camper Registration Form on the Campus Recreation website (<http://www.mtsu.edu/camprec/camps/index.php>) and either email to camprec@mtsu.edu or bring it into the front office of the Campus Recreation Building.

Parking

All visitors to MTSU will need to follow the MTSU parking regulations. More information and a map can be located on the parking website: <https://www.mtsu.edu/parking/documents/parking-map.pdf>

Attendance and Drop Off/Pick Up

Drop-off

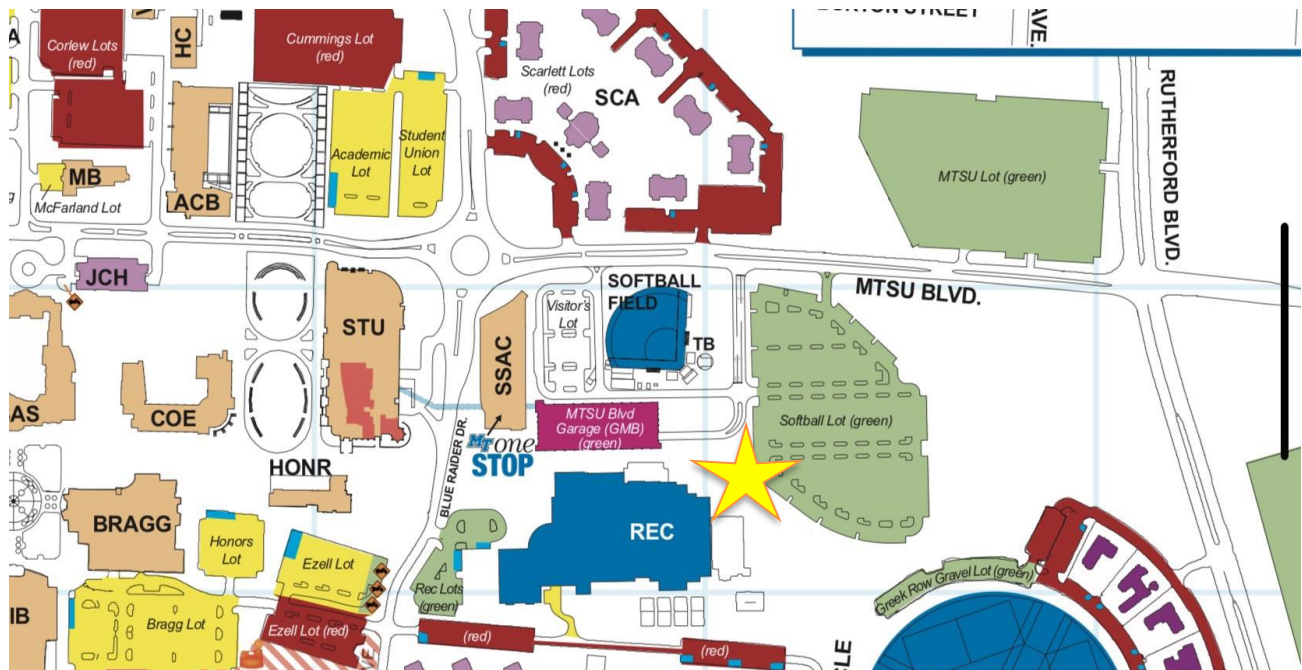
- Morning Drop-off is from 7:30 a.m. to 9:00 a.m. each morning
- Drop-off will be outside the entrance of the Indoor Arena in the back of the Campus Recreation building. People approved for pick-up may do so by driving to the Softball parking lot. Please reference the map below.
- Whoever drops off the camper will need to sign them in with camp staff. The camper will then be escorted to the Indoor Arena with the other campers
- If there is inclement weather during drop-off, then it will take place at the front of the Campus Recreation building

Pick-up

- Afternoon pick-up is from 4:00 p.m. to 5:30 p.m. each afternoon
- After the last activity of each day, counselors will escort their campers to the Indoor Arena. Tables will be set-up outside the entrance of the Indoor Arena in the back of the Campus Recreation building. People approved for pick-up may do so by driving to the Softball parking lot
- When parents, or other approved pick-up adults arrive, they will show photo identification and give the camper's last name to camp staff located at the designated tables. Camp staff will then announce the camper's last name. Counselors will locate and release their campers
- Parents are to designate other approved adults that are allowed to pick up their camper by completing the "Authorized Pick-Up Form," during pick up and drop off with one of the camp staff
- If there is inclement weather during pick-up, then it will take place at the front of the Campus Recreation building

Early Pick-up

Requests for early pick-up must be made prior to noon. Legible notes should be handed directly to camp staff in the morning during drop-off and should include the exact pick-up time (no time ranges), full camper(s) name, and date of pick-up. For emergencies, please call the Campus Recreation main office at 615-898-2104. Campers who are picked-up early will be accompanied to the front office of the Campus Recreation Building by camp staff. Parents who arrange for early pick-up, should pick-up their camper(s) at the specified time in the front of the Campus Recreation building.



Camper Attire

Appropriate Camper Attire

Campers should wear a t-shirt, comfortable athletic shorts, socks, and non-marking, tennis shoes, as well as a swimsuit and towel for swim time. Please bring a pair of flip flops or sandals to be worn in the locker rooms while changing and at the pool.

Unacceptable Camp Attire

Flip-flops or other open-toed shoes (except for pool time), Heelys, Crocs, or other non-athletic shoes and short shorts (defined as shorts that do not fall at or below the fingertips when arms are extended at the side) or pants that hang low, displaying underwear are examples of attire campers should avoid. Campers wearing inappropriate clothing will be sent to the administrative office so they can call home and have a parent bring in appropriate clothing.

Labeling Personal Items

Parents are highly encouraged to label their camper's article of clothing and belongings so that they are easy to identify in the event that they are lost. Labels should include your child's first initial, last name, and camper group name (if applicable). Please do not let children bring valuable objects or electronics. EXCEPTION: Cell phones in case of emergency.

Lost and Found

A lost and found bin will be located behind the equipment checkout desk in the Rec Center. Campers with missing items should alert the camp staff. MTSU Campus Recreation is not responsible for missing, broken, or stolen items, but will make every reasonable effort to return labeled items to their owner. Common misplaced items include towels, goggles, and bathing suits.

Other Recommended Items to Bring

Water bottles, swim goggles, rash guard (for water slides and swimmers that get cold easily), sunscreen, a plastic bag (for wet items), and a bag to hold all personal items.

Swim Test

In order for a camper to be allowed to swim in the deep end of the pool, they must be able to swim from one end of the pool to the other side without any aid. If you do not feel comfortable in your child's swimming ability, please let us know. Lifeguards and counselors will be present for the swim test and all pool time.

Camp Schedule

7:30AM - 9:00AM	Drop-off/Free Time
9:00AM - 10:45AM	Structured Activities
10:45AM - 12:15PM	Lunch
12:15PM - 1:45PM	Structured Activities
1:45PM - 4:00PM	Pool Time
4:00PM - 5:30PM	Pick-up/Free Time

If your child has special needs, please contact the camp director prior to registration to discuss those needs and if MTSU Campus Recreation will be able to accommodate them.

Food & Meals

Food

Lunch Time

MTSU Campus Recreation Summer Camps will have food provided for the campers on some days. Lunch on those days will be at one of several on-campus locations

- James Union Building (JUB) cafeteria
- McCallie Dining Hall
- Student Union (Steak 'n Shake or Panda Express)
- The Middle at Corlew (Chick-fil-a, Pizza Hut, Subway, Twisted Taco)

Campers and counselors will be leaving the Campus Recreation building between 10:45 and 11:00 AM and will stay at the cafeteria until 12:00 or 12:15 PM. If you plan to either drop off or pick-up your child during this time, call the Campus Recreation front desk at 615-898-2104.

Campers may be asked to bring their own lunch on some days. More information will be provided about the specific bring-your-own-lunch days.

Food Allergies

Please let us know in your camper registration of food allergies that the child has. Also, please try to educate your child as to what has or does not have that type of food. We will be walking with students that have allergies to make sure they do not eat anything that could harm them.

Birthday Celebrations

Parents can arrange with the counselors to bring in a treat along with plates, napkins, and plastic utensils during the camper's snack time to celebrate a birthday. Please bring enough for all campers, counselors, and program aides – camp staff can provide you with a total count. Healthier options are appreciated.

Discipline

Campers are expected to behave in an appropriate manner that ensures the safety and enjoyment of themselves and others. Below is a list of various incidents and their gravity that are not tolerated at camp, as well as camp guidelines for handling these issues. Please note that the following list is not exhaustive.

Minor Incidents

- Profane and inappropriate language
- Not following directions
- Talking back to counselor
- Disrespect
- Pushing/shoving as a result of poor sportsmanship

Major Incidents

- Endangering self or others
- Unnecessary roughness
- Intentional infliction of pain
- Continuous minor incidents

Guidelines for Dealing with Disciplinary Incidents

First Offense

Counselor will take the camper aside and talk to him/her, reinforce rules, and remind the camper of the consequences if the behavior continues. All incidents and associated disciplinary actions taken will be documented within an incident report kept in the camper's file. Camp counselors may notify a parent at the end of the day during pick-up if deemed necessary. Minor incidents that do not require an incident report will be informally documented by counselors, but parents will not be contacted. If a first offense is a major incident, the occurrence will be addressed that day with a parent and one or more camp staff.

Second Offense

Counselor will take the camper aside and talk to them about the rules that were broken and remind the camper about the consequences the counselor talked about after the first offense. For a minor offense, a completed incident report will be placed in the camper's file. Parents will be notified by telephone or at the end of the day during pick-up. If the problem is major, a conference between the camper, parent(s), counselors and camp staff must be arranged as soon as possible to discuss the incident.

Persistent Misbehavior

Counselors will remove the camper from the group and take him/her to the camp office (room 210). If the decision is made to remove the camper from camp, a camp administrator will write a discipline notice that will be sent home with the child at the end of the day. A copy of the note will be placed in the child's file. Removal may be temporary or permanent depending on the severity of the incidents under review.

All disciplinary cases are handled on an individual basis. With regards to disciplinary incidents, camp staff will follow up if necessary or if requested by a parent. The camp reserves the right to dismiss a camper, without a refund, if their behavior jeopardizes the safety and well-being of other campers, staff, wellness center members or guests.

Communication with Camp Staff

Parents are encouraged to keep open lines of communication with camp staff, especially their camper's counselors. Morning drop-off and afternoon pick-up are ideal times to speak with camp staff. Counselors are happy to provide updates on your camper's enjoyment and progress at camp during these times.

Camp administrators have various non-camp duties that may prevent them from being downstairs during morning drop-off and afternoon pick-up on occasion, but they will make themselves available if and when necessary.

Notes from Home

Parents and guardians who would like to communicate a message to their camper's counselor may do so by writing a legible note that is handed directly to camp staff in the morning during drop-off. These daily notes are used to communicate various messages including planned absences, early pick-up times, doctor's orders (i.e. permission to sit out of swim time, medications or allergies, etc.), and so on.

Concerns or Complaints

Parent concerns or complaints should be addressed immediately with camp staff so that appropriate actions can be taken. Concerns or complaints can be addressed directly with camp counselors, although camp administrators can also be made available if needed or in the event that a concern or complaint is in regard to a camp counselor. You may also schedule a meeting with the Competitive Sports Coordinator to discuss any concerns or complaints.

Swim Test

In order for a camper to be allowed to swim in the deep end of the pool, they must be able to swim from one end of the pool to the other side without any aid. If you do not feel comfortable in your child's swimming ability, please let us know.

Injuries & Illness

Injuries

If an injury should occur, camp staff will make every reasonable attempt to contact a parent to notify them of the situation and/or arrange for early pick-up from camp (if camp staff, parent, and/or camper deems necessary).

Illness Policy

MTSU Campus Recreation Summer Camp is a community that is respectful of the health of others. Staying at home at the first sign of illness is important and will help us all stay safe. Under no circumstances will parents be allowed to bring a sick child to camp.

Campers with infectious diseases, such as chicken pox or strep throat, must stay out of camp until the contagious stage has passed. Campers who have had head lice must be treated and nit-free before returning to camp. For the sake of other camper's health, it is vital that you let camp staff know your child's diagnosis as soon as possible. In the case of the common cold, the camper should remain at home as long as there is a fever present, a sore throat, eye infection, continuous and colored nasal secretions, or persistent chest cough. We determine the need to send a camper home by both the symptoms listed above and by their behavior. Campers with signs of vomiting, diarrhea, or an undiagnosed skin rash should also remain home.

Campers will be sent home if any above symptoms appear while they are at camp. They should remain home for at least the next 24 hours. Please follow all CDC guidelines for any illness.

MTSU Campus Recreation Summer Camp reserves the right to call and request that your child be picked up immediately due to illness. Your child will be kept comfortable in a designated isolation area while waiting for parent arrival.

Our illness policies will be strictly enforced, for the health, well-being, and safety of all concerned.

Signs and Symptoms of Suspected Communicable Disease:

- Severe productive coughing
- Difficult or rapid breathing
- Stiff neck
- Diarrhea or more than one abnormally loose stool
- Temperature of 100° Fahrenheit or higher
- Conjunctivitis (pink eye)
- Exposed open skin lesions
- Unusually dark urine and/or grey or white stool
- White spots on inside of throats and enlarged tonsils
- Yellowish skin or eyes
- Head lice (to return to camp, the child's parent needs to sign a statement that treatment has occurred and be free of nits (louse eggs))

COVID 19 Policies

Campers and staff should not come to campus if they are in isolation due to COVID-19, are experiencing COVID-19 symptoms, are awaiting test results for symptoms, or have reason to believe they have had close contact with a COVID-positive person.

Fully vaccinated campers and staff should not come to campus if they are in isolation due to COVID-19, are experiencing COVID-19 symptoms, or are awaiting test results for symptoms.

Anyone experiencing COVID-19 symptoms should seek testing.

MTSU continues to follow [guidelines from the CDC and Tennessee Department of Health](#) regarding COVID-19 isolation and quarantine. More information about MTSU's response to COVID 19 can be found on the website, <https://mtsu.edu/coronavirus/>.

Physical & Sexual Assault Awareness & Prevention

The primary objective of MTSU Campus Recreation Summer Camp is to ensure the safety of all of our campers. MTSU Campus Recreation Summer Camp has a zero-tolerance policy for any abuse committed by a staff member, volunteer, camper, or third party. No staff member, volunteer, camper or third party, no matter his or her title or position, has the authority to commit or allow any physical or sexual assaults. Every action will be taken to make camp a safe place.

Safety measures in place to protect campers against sexual abuse and staff members from sexual abuse allegations include:

- Criminal background checks for all camp staff
- Training for camp staff based on American Camp Association (ACA) recommendations
- Multiple counselors (both genders) supervise the campers at all times
- Respect for camper privacy
- Appropriate attire of campers, camp staff, and volunteers
- No roughhousing or hazing that could result in inappropriate touching, including allowing campers to touch or hang on camp staff members or volunteers in an inappropriate manner
- Campers are accounted for at all times (100% camper visibility and adult supervision)
- Supervision during swim activities by swim staff, pool manager, and lifeguard on duty

Per state law, the university is required to report any suspicion of any abuse to the proper authorities regardless of how minor it may seem.

Campers will be changing into their swimwear in a designated area within the locker room with camp staff supervision. Please be aware that, although the Campus Recreation Building hosts the MTSU Campus Recreation Summer Camp, the Campus Recreation Building also has their normal daily operations running congruently. Signage will be posted informing MTSU Campus Recreation members and guest to be mindful that children will be present.