# 2017 Family Manual
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Organizational Structure

Mission Statement

Adventure Day Camp (ADC), a seven-week day camp for children between the ages of 5 and 11, is part of Campus Recreation at the University of Vermont. ADC strives to provide quality programs for children that foster learning, respect, social skills development, community living, and emotional growth in a safe, fun, physically active, and challenging environment.

Program Overview

ADC is part of Campus Recreation at the University of Vermont and is comprised of three camp groups; Rangers (5 & 6 year olds), Trailblazers (7 & 8 year olds), and Vikings (9-11 year olds). Each group participates in a variety of activities throughout the week, including swimming, sports (such as floor hockey and soccer), arts & crafts, water games, team building, and one field trip a week. Groups are limited to 35 campers and are supervised by 5 counselors and other staff, including activity leaders and administrative camp staff. In addition to the weekly field trips, Viking campers participate in “excursions” throughout the week, which are mini-field trips occurring during the second half of the day.

Contacts

<table>
<thead>
<tr>
<th>Staff</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Gilmore</td>
<td>Camp Director</td>
<td>802-656-7713 (after June 12)</td>
</tr>
<tr>
<td>Emily McKelvey</td>
<td>Assistant Camp Director</td>
<td>802-656-7713 (after June 12)</td>
</tr>
<tr>
<td>Rachel Valyou</td>
<td>Camp Registrar</td>
<td>802-656-3070</td>
</tr>
<tr>
<td>Jordan Olson</td>
<td>Assistant Director, Campus Recreation</td>
<td>802-656-7706</td>
</tr>
<tr>
<td>Shelby Hinkle Smith</td>
<td>Sr. Associate Director, Campus Recreation</td>
<td>802-656-7703</td>
</tr>
<tr>
<td>Gregg Bates</td>
<td>Director, Campus Recreation</td>
<td>802-656-7705</td>
</tr>
</tbody>
</table>

General inquiries prior to the start of camp and all registration inquiries should be directed to the Camp Registrar.

All general inquiries and emergencies during the camp season should be directed to the Camp Director.

You can also visit ADC on the web page: Adventure Day Camp.

Summer 2017 Camp Dates

<table>
<thead>
<tr>
<th>Week</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday, June 19th</td>
<td>Friday, June 23rd</td>
</tr>
<tr>
<td>2*</td>
<td>Monday, June 26th</td>
<td>Friday, June 30th</td>
</tr>
<tr>
<td>3**</td>
<td>Wednesday, July 5th</td>
<td>Friday, July 7th</td>
</tr>
<tr>
<td>4</td>
<td>Monday, July 10th</td>
<td>Friday, July 14th</td>
</tr>
<tr>
<td>5</td>
<td>Monday, July 17th</td>
<td>Friday, July 21st</td>
</tr>
<tr>
<td>6</td>
<td>Monday, July 24th</td>
<td>Friday, July 28th</td>
</tr>
<tr>
<td>7</td>
<td>Monday, July 31st</td>
<td>Friday, August 4th</td>
</tr>
</tbody>
</table>

* During Week 2 of camp, ADC has reduced access to the pool due to UVM hosting a Nike Swim Camp. During this week, campers will participate in outdoor water games in addition to the limited time in the pool.

** ADC will be closed on Monday, July 3rd and Tuesday, July 4th
Registration & Payment

ADC registration can be processed online or by mailing in a registration form (forms are available online or in the ADC Office). Registration is accepted online as long as there are spots available until Thursday at noon of the week prior to that session.

At least 50% of the registration fee must be paid at the time of registration. Any remaining balance must be paid by Monday, June 1st. Following that date, a $15 per week per child late fee is assessed until the balance is paid in full. If the balance is not paid by the Friday prior to the start of the camp session registered for, the registration will be canceled and the 50% balance will NOT be refunded.

ADC does not accept Vermont state childcare subsidies as a form of payment.

Camp registration fees are based on activities that campers participate in as well as affiliation with UVM. All registration fees are decreased by $50 for the 3rd week of camp since there are only three (3) days of camp that week (no camp on Monday, July 3rd and Tuesday, July 4th). A complete list of camp fees are listed below:

<table>
<thead>
<tr>
<th>Who</th>
<th>Week(s)</th>
<th>Rangers</th>
<th>Trailblazers</th>
<th>Vikings</th>
</tr>
</thead>
<tbody>
<tr>
<td>UVM affiliates</td>
<td>1, 2, 4, 5, 6, and 7</td>
<td>$175</td>
<td>$175</td>
<td>$195</td>
</tr>
<tr>
<td>Non-affiliates</td>
<td>1, 2, 4, 5, 6, and 7</td>
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<td>$190</td>
<td>$210</td>
</tr>
<tr>
<td>UVM affiliates</td>
<td>3</td>
<td>$125</td>
<td>$125</td>
<td>$145</td>
</tr>
<tr>
<td>Non-affiliates</td>
<td>3</td>
<td>$140</td>
<td>$140</td>
<td>$160</td>
</tr>
</tbody>
</table>

UVM affiliates are children of UVM students, UVM faculty/staff, and Campus Recreation members.

Non-affiliates are children of community members not affiliated with UVM.

Refund Policy

In the event that a refund is requested, the following amounts will be refunded:

- 75% of the amount paid will be refunded if requested 21 days prior to the first day of camp registered for.
- 25% of the amount paid will be refunded if requested 7-20 days prior to the first day of camp registered for.
- No refunds will be given for cancelations within 7 calendar days of the first day of camp registered for.

Scholarships

ADC has a limited amount of scholarship funds available for families who are interested in attending camp but are concerned about the cost of tuition. All scholarships are given on a need basis and no more than one scholarship per camp week will be awarded (i.e., scholarship families do not receive priority registration). Families interested in scholarships should complete a scholarship application, which can be found on the Adventure Day Camp website.
Facilities

All daily activities (with the exception of field trips and some Vikings excursions) take place on the University of Vermont campus. The primary facility utilized for ADC is the Patrick-Forbush-Gutterson Athletic Facility (PFG). The ADC office and all administrative staff are also housed in PFG.

Tax Information

The ADC tax identification number is 030-179-440.

This number is printed on all camp receipts, which can be accessed through the registration website at any time. After logging onto the site, select “Reprint a Receipt” from the “My Account” link on the left sidebar menu.

If you need a letter on official letterhead to verify your enrollment, you must submit a request to Rachel Valyou or rachel.valyou@uvm.edu after January 1 of the year following the camp session in which you registered.
Camp Information

Family Manual

The family manual is a valuable resource for parents of all current and prospective campers. It is the responsibility of parents to know the policies and procedures that are outlined in this manual.

Website

You can visit ADC on the web at http://www.uvm.edu/~recspts/. ADC is under the “Youth & Community Programs” link on the left sidebar menu. The website contains valuable information about registration, camp activities, sample schedules, and contact information.

Daily Schedules

Campers participate in a variety of daily activities that are fun, educational, engaging, and age-appropriate. Sample daily schedules are available on the ADC website, but for the most up-to-date and accurate information, parents are encouraged to read the daily activities schedule that is posted at each group check in area. There are also copies available at the check in area for parents to take.

Weekly Newsletters

An e-newsletter will be sent out on Friday of the week before your camper is scheduled to attend camp. The e-newsletter provides valuable information about what parents should expect on the first day of camp, check in times and locations, a checklist for campers, and information related to the session’s field trip.

If you do not receive the newsletter prior to the start of camp, please notify the camp director on Monday morning to verify that your email address on file is accurate.

Open House

The ADC Open House is an excellent way for campers and parents to familiarize themselves with camp, meet the camp staff, and get a sampling of some of the activities they will be participating in over the summer. We encourage everyone to bring their swimming suits as the pool will be open. This year’s Open House is on Thursday, June 15th from 5:00-6:30pm.

ADC Staff

The ADC staff is comprised of an administrative staff, counselors, and activity leaders (such as aquatics, arts & crafts, and sports & fitness). Many members of our staff are educators, education majors at UVM, and/or past ADC campers. They are the backbone of our camp and help to provide a safe, educational, and fun environment for all campers.
Policies & Procedures

Health Profile & Waivers

ADC requires a complete health profile and waivers (included in health profile) for every registered camper. Camper health profiles are completed on CampDoc.com. Families will receive an email from this website 2-3 weeks after registering for camp. If a camper’s profile is not complete by the first day of camp, a parent or legal guardian must complete it on-site before the camper is permitted to remain at camp and participate in any activities. CampDoc.com can assist families with issues accessing their account or if the introductory email was inadvertently deleted. Contact their help desk by emailing help@campdoc.com.

Health & Illness

ADC is concerned with the health and well-being of all the children and adults who have contact with your child throughout the day. We request that you keep children who are potentially infectious at home. If you have any doubts about your child’s health in the morning, please keep your child at home.

Campers who display symptoms of communicable and/or infectious disease will not be allowed at camp. Such symptoms include:

- Vomiting and diarrhea
- Temperature of 100 degrees or greater
- Persistent yellow thick mucus
- An uncontrollable or persistent cough
- Pink eye that has not been treated
- Strep throat, which has not been treated with an antibiotic for 24 hours
- Any rash of acute onset associated with fever or symptoms of illness
- Impetigo with less than 24 hours of treatment with an antibiotic
- Head lice (including nits) or scabies that has not been treated

If a child displays any of the above symptoms, camp staff will take all steps possible to see that the child is kept quiet and comfortable until a parent or authorized person can take the child home. **When the child has any of the above conditions, the child is required to be picked up within one hour of being notified.**

All parents will receive written notification (sent home with campers and/or sent via email) should a case of or an outbreak of any of the following conditions occur: strep throat, impetigo, measles, mumps, rubella, chicken pox, pin worms, head lice, scabies, pink eye or any other highly contagious disease or virus.

**Returning After An Illness:** A child who has had an infectious or communicable disease may return to the program in the time periods listed below. The Director may request a doctor’s note stating that the child presents no risk before returning to camp.

- **Chicken pox:** Five (5) days after the last blister has scabbed.
- **Pinworm:** After 48 hours of being on medication
- **Strep Throat:** After 24 hours of being on an antibiotic
- **Head Lice:** After 24 hours after treatment, with no evidence of lice or nits
- **Fever:** Must be fever free for 24 hours
• **Any others:** Must be discussed with the camp director

For other illnesses and/or injuries, the camper will be escorted to the office and in the case of:

- **Illness** – the emergency contact will be called and the director and emergency contact will determine the most appropriate course of action for the camper.
- **Injury** – basic first aid will be provided, which may include(s) cold compress, bandages, and soap and water for bumps and/or abrasions. The director will notify the emergency contact if their child:
  - Bites or is bitten with a skin break
  - Falls and hits their head hard
  - Has an obvious mark on their head or face
  - Is lethargic or hurting
  - Is involved in an injury needing to be assessed by a medical professional
  - Is involved in an injury, which the Emergency Medical Service (EMS) is called.

We also encourage your camper to get enough sleep. Camp is an active and mentally engaging environment. It is recommended that children get at least 10 hours of sleep each night.

**Special Needs**

If a camper has special needs or medical restrictions, it must be noted on the medical information & waiver form. It is also suggested that the details of any special needs be emailed to Shelby Hinkle Smith at shinkles@uvm.edu prior to the start of camp so that any necessary arrangements can be made and counselors can be prepared to better serve the needs of all campers.

**Prescription Medications:** ADC counselors can dispense any necessary prescription medications provided the following conditions are met:

- A note from the camper’s doctor which includes detailed instructions on how the medication should be administered.
- Written consent from a parent or legal guardian to administer the medication.
- All medications must be stored in the ADC office or in the counselor backpack, not kept on the camper.

**Over the Counter Medications:** ADC will not stock or dispense any over the counter medications to campers without consent from a parent or legal guardian. Parents may bring in an over-the-counter-medication to the ADC office with instructions for dispensation.

**Inhalers & Epi-Pens:** Campers requiring accessibility to inhalers and/or epi-pens must have those requirements noted on the medical information & waiver form. The inhaler or epi-pen will be labeled and kept in the counselor backpack, which is kept with the camp group at all times, in case administration of the inhaler or epi-pen becomes necessary. If an epi-pen is administered Emergency Medical Services (EMS) will be called unless otherwise noted on the medical information or waiver.

**Food Allergies:** Any food allergies should be reported on the medical information & waiver form. ADC is **NUT FREE!** Any exposure to peanuts/nuts may cause a life-threatening allergic reaction that requires medical treatment. To reduce the chance of this occurring, families are
not to send any peanut or nut containing products to camp with your child. If you child has eaten peanuts/nuts before coming to school, please be sure your child’s hands and face have been thoroughly washed before arriving at camp.

**Aides:** ADC requires all aides to submit to a background check prior to attending camp. The background check form must be submitted to ADC a minimum of 30 days prior to the start of camp. Additionally, a parent/guardian is required to meet with the Associate Director of Campus Recreation, Programs, Shelby Hinkle Smith, a minimum of 14 days prior to the child’s start date at camp so that any necessary arrangements can be made and counselors can be prepared to better serve the needs of the camper. Please contact Shelby Hinkle Smith at shinkles@uvm.edu for a background check form.

**Camper Checklist**

All campers should bring the following items to camp everyday:
- Water bottle
- Sunscreen
- Change of clothes (accidents happen!) in a sealable bag
- Plastic bag or something to put wet clothes and/or swimwear in once used
- Sneakers (no open-toed shoes are allowed)
- Hat and/or sunglasses
- Swimwear & towel
- Lunch and two snacks (see “Lunches & Snacks” on page 9)

**Sunscreen**

Always make sure your camper has plenty of sunscreen as we are outside many times throughout the day. Although counselors will instruct all campers to apply sunscreen before going outside in the morning and remind campers to re-apply sunscreen throughout the day, it is also helpful if parents review the dangers of sun exposure and encourage their campers to apply sunscreen often throughout the day. It is also recommended that campers bring a hat and long sleeve shirts on days that are sunny (especially field trip days).

**Prohibited Items**

The following items are prohibited at camp and will be confiscated by the counselor and not returned until check-out at the end of the day:
- Trading or playing cards of any sort
- Electronic game devices
- Portable music players
- Sneakers with wheels
- Cellular phones or other electronic devices
- Digital cameras

**Behavior Expectations**

Please take a moment before camp to review the following behavioral expectations with your camper:
- Always respect fellow campers and their property.
- Counselors and other camp staff are there to help campers be safe and have an enjoyable camp experience, so it is important to always listen and follow their directions.
- While all camp activities are “challenge by choice”, we encourage campers to try all activities, especially new ones that may seem challenging at first.
- Everyone must move and act in a safe manner at all times.
- Remember that there are other people who work in the ADC facilities, so all campers must always obey the quiet signal.
- Swear words will not be tolerated under any circumstances.

ADC aims to support and provide quality programming to all campers; however, if a camper’s behavior requires one-to-one attention from staff and/or the camper displays physical aggression toward other campers/staff, the camper may be expelled from camp at the discretion of the camp director. Families will not receive a refund if campers are expelled for behavioral challenges.

**Discipline**

It is the goal of all ADC staff to maintain a safe and fun environment and to keep all campers involved and engaged in all activities. However, the following disciplinary process will be followed when campers do not adhere to the expectations outlined above.

**Step 1: Verbal Warning**: The camper will be cued to the inappropriate behavior, given methods to correct the behavior, and given a clear consequence (step 2) if the behavior is not modified.

**Step 2: Time Out**: The camper will be temporarily removed from the activity for a time not to exceed the camper’s age in minutes (a five-year-old Ranger will not go into time out for longer than five minutes). At the end of the time out, the child will again be cued to the inappropriate behavior, given methods to correct the behavior, and given a clear consequence (step 3) if the behavior is not modified. The counselor will also complete an incident report.

**Step 3: Visit With the Assistant Director**: The camper will be removed from the activity and reminded what the consequence was for continuing to misbehave. The counselor will escort the camper to the appropriate assistant director and submit the discipline log describing the camper’s behavior and previous disciplinary steps taken. The camper will have a conversation with the assistant director before being permitted to return to the activity.

**Step 4: Visit With the Director**: The camper will be taken to the ADC office to meet with the camp director. The camp director will contact the camper’s emergency contact after having a conversation with the camper. Before returning to any camp activity, the camper must complete a behavior contract with the director – if that contract is violated the camper will be suspended from all camp activities for the remainder of the day.

**Step 5: Suspension**: The camper’s emergency contact will be called and the camper must be picked up from camp. The camper will be permitted to return to camp the following day.
**Step 6: Expulsion:** The camper’s emergency contact will be called and the camper must be picked up from camp. The camper will not be permitted to return to camp. No refunds will be given for expelled campers.

Please note that this disciplinary process is a guideline. ADC administrative staff reserve the right to skip any of the above steps should an offense be a major violation and/or threaten the safety of other campers and/or staff.

**Parking**

Parking is available in the small lot in front of the east lobby of Patrick Gymnasium for dropping off and picking up campers. If that lot is full, cars may park in either metered spaces or the upper level of the Gutterson Garage. There is no parking along the circle in front of Patrick Gymnasium. ADC is not responsible for any parking violations.

**Check In & Check Out**

Campers may check in at the assigned location for their group (below) from 7:45-8:30am. No campers will be checked in before 7:45am.

Check out is from 4:00-5:00pm. Campers should be picked up from the same location as they are dropped off in the morning. Each camper should have a list of individuals who are authorized to pick-up them up (on registration/med form). *Photo identification is required for pick-up.* Campers not picked up by 5:00pm will be charged $10 for any pick up between 5:00-5:15pm and an additional $5 per five minutes will be charged thereafter.

<table>
<thead>
<tr>
<th>Group</th>
<th>Check In/Out Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rangers</td>
<td>Campus Recreation Studio – enter via Patrick Gym main entrance and proceed through the doors on the right. The Campus Recreation studio is the second entrance on the right.</td>
</tr>
<tr>
<td>Trailblazers</td>
<td>Multi-Purpose Courts Hallway (north end) – enter via Patrick Gym main entrance and proceed through the doors on the right. The multi-purpose courts hallway is through the set of doors to the left of the lockers.</td>
</tr>
<tr>
<td>Vikings</td>
<td>Multi-Purpose Courts Hallway (south end) – enter via Patrick Gym main entrance and proceed through the doors on the right. The multi-purpose courts hallway is through the set of doors to the left of the lockers.</td>
</tr>
</tbody>
</table>

**Late Drop-Off & Early Pick-Up**

If a camper is dropped off after 8:30am, the camper must be brought to the ADC administrative office. The office can be reached through the Patrick Gymnasium west lobby, next to the dance studio (see above for directions). From there, the camper’s current group location will be identified and the camper will be escorted to that location by an ADC staff member.

It is preferred that your camper be picked up during regular pick-up times (4:15-5:00pm); however, if a camper must be picked up early, a parent or guardian must register on the early pick-up log. This log can be accessed at each group check-in area during morning check-in. If the person picking up the camper is not an emergency contact, that person must be noted on
the form (any other person will not be permitted to pick up the camper without written or verbal consent from an emergency contact). The camper will be escorted to the ADC administrative office by a counselor at the time indicated on the early pick-up log.

If an unforeseen situation arises and a camper must be picked up early, it is in the best interest of the parent to call the camp director at 656-7713 prior to arriving at PFG so that the camper can retrieve his/her belongings, be escorted to the office, and be ready to be picked up.

**Emergency Procedures**

All members of the ADC staff have current CPR, AED, and first aid certifications. In the event of an emergency, staff will utilize protocol established in the Campus Recreation Emergency Action Plan. Emergency contacts of all campers affected by the incident will be notified as soon as possible following the incident.

If there is an emergency and you must get in touch with ADC immediately, contact the camp director at 656-7713 or the Associate Director of Campus Recreation at 656-7703.

**Lunches & Snacks**

Adequate fuel for campers participating in a physically challenging environment such as ADC is imperative for each camper. Each camper will need enough food for a lunch and two snacks (one in the morning and one in the afternoon) each day. ADC does not have adequate refrigeration so please pack a lunch that will sustain an indoor environment and does not need to be cooled. Any parent who drops off their child without a lunch/snack, will be required to drop off the lunch/snack prior to the first scheduled eating time of their child’s day.

Water fountains are available throughout the PFG facility, but a water bottle is also necessary for all campers as many activities are outside of the PFG facility.

Water bottles, lunches, and snacks will remain with campers throughout the day. However, it is recommended that you write your camper’s full name and group on water bottles, lunches, and snacks.

**Pool Activities**

All pool activities are staffed by the lifeguard certified aquatics activity leader and 1-2 additional lifeguards. Swim tests are administered to all new campers every Monday morning. Those requiring or requesting the use of a life jacket may bring their own or use an ADC-owned life jacket.

During the morning swim session, activities are planned and facilitated by the aquatics activity leader. In addition, campers may receive an additional afternoon “club” swim during the week.

In the past there have been occasional accidents in the pool, including fecal deposits, vomit, and other releases of bodily fluids. Please discuss with your camper the importance of notifying a counselor of needing to use the restroom and not using the pool. If such an accident occurs, the pool will be evacuated and all programs hosted in the pool will be
canceled until chemical tests indicate that it is safe to reenter (this can take up to a day or more to complete). This process causes an inconvenience for all groups that utilize the pool and can be extremely embarrassing to the camper who had the accident. ADC staff members do their best to help maintain that camper’s anonymity, but it is helpful for parents and staff alike to educate campers and be proactive to avoid these accidents whenever possible.

ADC shares facility spaces with other programs in the facility, therefore it is kept between 78-80 degrees. Additionally, pool availability may be limited during particular sessions. Please see the camp schedule for more detailed information.

Field Trips

Field trips or special events are planned for each week of ADC. The field trip schedule can be viewed on the ADC website. Typically these events take place on Wednesday, though depending on bus schedules and field trip locations, this may not necessarily be the case. Parents will be notified of the field trip location in the first email newsletter of the week and receive a second email newsletter the day prior to the field trip with more specific details and any reminders/requirements for parents and campers.

All campers and ADC staff members are required to wear their camp t-shirts on field trip days. This allows everyone associated with ADC to be easily identified. Campers will receive one t-shirt (regardless of the number of weeks they are registered for). T-shirts can be picked up at the open house or on Monday of the camp week.

Rainy Days

On days when inclement weather does not allow us to participate in planned camp activities, the dance studio and indoor multi-purpose courts have been identified as indoor locations to implement camp activities.

The pool will close whenever lightning is detected in the area and will not reopen until 30 minutes has passed since the last detection of lightning.