

## GENERAL INFORMATION

### WELCOME

We are excited to introduce you to our new Tiger's Den Fall and Winter Day Camp! Please spend some time carefully reading the following information. This handbook is a basic reference concerning policies and procedures regarding the LSU UREC Tiger's Den camp. If you have any further questions, please contact the Camp Director at 225-578-7029.

### MISSION

LSU UREC Tiger's Den is a recreational experience that provides fun and comprehensive camp programming for children ages 6 to 12, where each session is filled with sport activities, sport skill instruction, and interactive educational activities, all incorporating Tiger's Den Values.

### PHILOSOPHY

As our program is based within the Department of University of Recreation (UREC) on LSU's Campus, we have the unique opportunity to partner on a daily basis with some of the most accomplished professionals and equipment within the recreation industry. Furthermore, we enjoy access to the huge array of resources, programs, and individuals that accompany one of the top tier universities in the United States. As such, our camp programmers make a strong effort to incorporate into our daily activities grounded research and new ideas, which includes innovative models of healthy living, wellness, and sustainability and theories regarding the impact of physical education on academic achievement.

Our guiding principles are Fun, Enthusiasm, Compassion, Discovery, Humility, Leadership, and Community. These principles serve as the foundation for our activities, which are designed to impact and encourage social growth in our campers, in areas such as teamwork, community living, healthy sportsmanship, and positive competition. We combine creativity and cooperation with individual challenges, which impact critical thinking skills and encourage a greater sense of confidence and self-esteem. Personal and physical growth also tends to occur naturally and their individual gains such as honesty, trust, communication and friendships are some of the dividends.

We see camp as the special opportunity for a child to experience the fun and excitement to be found on campus, in an environment that removes the academic and social pressures that are a part of our children's lives. Our plan is that this experience satisfies that need with happy, relaxed, but well-structured programs. Our goal is that all who attend Tiger's Den receive a supremely unique experience, one that is treasured and cannot be found elsewhere.

### CAMP READINESS

While Tiger's Den is open to children as young as six, 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?* Most rules are set to ensure the safety of all campers, and children must be able to follow these rules.

### CAMP STAFF

Counselors are responsible for ensuring a safe environment and positive camp experience for all campers. Counselors are typically current college students or recent graduates. We seek diversity in our counselors and they typically specialize in youth related fields (i.e. education, kinesiology, psychology, sociology, etc). They share a love for children and are interested in fostering an environment for them to grow and succeed. We take pride in the unique characteristics, the intense energy and dedication that our camp counselors bring to the camp every day.

Counselors complete a thorough week long training prior to the start of camp, which focuses on topics such as child behavior and development, discipline, incident prevention, rules and regulations, and certification in First Aid/CPR/AED for Adult, Child, & Infant by the American Red Cross. Camper to counselor ratio is 8:1, at a minimum.

**NOTE:** All staff (*to include camp director and counselors*) must satisfactorily pass a background check to be employed with LSU UREC Tiger's Den as well as complete state mandated child abuse reporter training and ethics training.

### **CAMP HOURS**

**7:30 - 8:30 a.m.** - Drop-Off

**8:30 a.m. - 4:30 p.m.**- Camp Activities

**4:30 - 5:30 p.m.**- Pick-Up

A late fee will be assessed if a child is picked up after their scheduled camp day ends; 5:30pm. A late pick up will result in a \$10 fee for first occurrence and \$15 for all subsequent occurrences. Fee must be paid prior to pick-up and a meeting with the Camp Director may be required.

### **DROP-OFF PLAN**

Any individual bringing a child to Tiger's Den or picking a child up must complete the daily attendance log, which includes the time and a full, legible signature. Repeatedly forgetting to sign a child in and out every day may result in dismissal from the LSU UREC Tiger' Den.

#### **Steps:**

1. Escort your child to the Tiger's Den check-in desk located at the East Entrance of the UREC.
2. Sign-in your child(ren).
3. Each child will be escorted to the camp home location.

If you need to drop-off or pick-up a camper between 8:00 a.m. – 12:00 p.m., please speak with the Camp Director

### **PICK-UP PLAN**

The only individuals who may pick up a child from camp are those listed for authorized release. 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, ALL parents, guardians, or friends (approved to pick up children at the end of the camp day) **MUST** present their driver's license or 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 as listed on the form.** This policy is set up for the safety of campers, counselors, and parents/guardians alike. Camp staff has the right to refuse dismissal of campers to any person not listed or not coherent at pick-up.

#### **Steps:**

1. You may pick your child(ren) up at the Tiger's Den Check-out desk located at the East Entrance of the UREC.
2. You must bring your photo ID with you.
3. Once your child(ren) is ready to check-out, sign next to their name.
4. Remember that only those individuals on the pick-up list are authorized to depart with your child(ren).

Alternative drop-off/pick-up times by authorized individuals need to be communicated with the Camp Director prior to the desired time. If an emergency arises, please inform the Camp Director as soon as possible.

## **CAMP ACTIVITIES**

### **ACTIVITIES**

Tiger's Den strives to offer a unique experience for each child. Typically, children are divided into groups by their age groups, with 6-9 year olds doing one set of activities while 10-12 year olds doing more advanced activities

A detailed description of activities for each session will be distributed the week before the session begins, although all activities are subject to change.

## **LUNCH AND SNACK SERVICE**

### **NUTRITION GUIDELINES (CAMP MEALS)**

LSU UREC Tiger's DEN aims to provide children with nutritious, kid-friendly snacks, while establishing good eating habits that nurture healthy development and promote life-long well-being.

If you elect for your child to refrain from eating the provided camp snack, please contact the camp director. We are not equipped to meet the needs of a restricted diet or food allergies in our snack provisions. However, all snacks are peanut free. We also adhere to a strict "no trading and no sharing" policy with food at camp. Please inform our Camp Director via the issued Emergency Medical Form of any food allergies or restrictions your child may have prior to their first day of camp. If your child has a restricted diet, then we ask that the parent send a snack each day, and we will do our part by not allowing the child to have any other food at camp. We do not have refrigerators or microwaves available for camper use. Campers will not be able to use the vending machines during camp hours.

Additionally, please help us ensure your child has the energy needed to enjoy camp by making sure they eat a good breakfast.

## **BEHAVIOR MANAGEMENT**

### **CAMPER RULES**

We have three main rules that are easy to understand and follow, which encourage the core values of caring, honesty, respect, and responsibility. These rules are:

- Be safe.
- Be kind.
- Participate.

To go along with the rules, campers are provided a set of guidelines to adhere to daily. These guidelines should be reviewed with the campers at the start of each day.

1. Listen quietly and follow all directions from counselors.
2. Show respect for others and their belongings.
3. Clean up after yourselves.
4. Walk while inside the building.
5. Always tell the truth.
6. Use a quiet voice in the hallways and in the classroom.
7. Campers must take a counselor with them wherever they go.
8. Keep your hands to yourself.
9. HAVE FUN!

### **DISCIPLINE AT CAMP**

The LSU UREC Tiger's Den staff employs a positive method of discipline, using limits that are fair, consistently applied, appropriate and understandable for your child's level. Any form of punishment that violates the spirit of the following standard of discipline is prohibited by anyone on the premises of LSU UREC:

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats by staff or parents while on UREC property.
  - Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children.
  - Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves.
  - No child or group of children shall be allowed to discipline another child.
  - Unsupervised isolation of a child is never allowed. When a child is removed from the group for disciplinary reasons, he/she shall never be out of sight of a staff member.
  - No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.
  - A child is never to be physically restricted in any way unless his or her actions would bring harm to self or others.
  - An adult shall never address a child harshly with intimidation or ridicule.
  - Written or verbal reports to parents regarding conflicts or disagreements between children shall not include the name of the other child involved.
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Any use of the above described practices shall be grounds for immediate termination of staff.

There are times when all techniques, which are appropriate to the situation, have been tried and the undesired behavior continues. If so, a child may be instructed to sit quietly by themselves until they are able to appropriately return to play. This alone time is not seen as punishment. Rather, it is seen as a time to regroup.

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## **SAFETY**

Nothing is as important to us as ensuring the safety and security of the children entrusted to our care. LSU UREC Tiger's Den 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, outside, or on campus. 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 camp 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.
- Tiger's Den staff communicates consistently via radio throughout the day.

### **ACCIDENTS AND INJURIES**

Through appropriate supervision and low staff to camper ratios, staff is able to prevent many accidents and injuries from occurring. If an accident or injury does occur while at camp, the following steps are taken:

1. A staff member responds to the camper's immediate needs. Most accidents and injuries that occur are minor and can be resolved quickly.
2. All accident/incidents will be documented on an accident report to be given to the parent at the end of the day. A parent or guardian must sign all forms to acknowledge receipt.
3. Immediate verbal notification will be made with the parent/guardian in the following situations: blood not contained in an adhesive strip, head injury, animal bite, broken or dislodged teeth, or an injury requiring professional medical attention.

4. If it is determined that the injury is severe in nature, we will call 911 and the university police for assistance. The family is contacted at the same time or after the emergency call.
5. Emergency personnel or parents will determine further treatment.
6. The cost of all medical care is the responsibility of the family.

## **EMERGENCY AND EVACUATION PLANS**

LSU UREC utilizes an emergency and evacuation plan to protect the safety of all individuals within our facilities. All counselors and camp staff are required to study, understand, and implement the emergency and evacuation plan before and during camp sessions.

## **CAMPER HEALTH AND WELLNESS**

### **WHAT TO BRING AND WEAR TO CAMP**

Children should dress comfortably for active days and appropriately for weather. Please make sure your camper is dressed in loose-fitting clothing allowing for free movement and athletic, non-marking, closed-toe shoes (i.e. tennis shoes) with socks. Sandals and flip-flops are NOT allowed. Campers will not be allowed to stay without proper shoes.

Due to the amount of time being spent outdoors, we recommend that you put sunscreen on your child(ren) before they arrive at camp. You may also want to provide sunscreen in your camper's backpack if you would like your child(ren) to re-apply later in the day. **Counselors will not apply sunscreen for campers.** Campers are encouraged to bring a small, manageable water bottle and as water breaks are frequently provided throughout the day.

Please mark all of your camper's items with their full name using permanent marker.

### **PERSONAL BELONGINGS**

Because camp days will be filled with planned activities, there is no need to bring additional items to camp. Children are prohibited from bringing toys, money, electronic items, weapons, etc. to camp. These items will be confiscated. Additionally, no CELL PHONES are allowed.

### **LOST AND FOUND**

While we make every effort to keep items secure at camp, we strongly recommend children do not bring anything to camp that they do not want to lose; however we will maintain a lost and found. Ten days after camp ends all unclaimed items will be donated to charity.

### **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 discuss 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.

### **WELLNESS POLICY**

Our wellness policy is designed to keep children and staff healthy. As young children are growing and building up their immune system, they can become ill when exposed to germs. Contagious illnesses are spread in group settings not only by touch but through the air, which makes it very important for the ill child not to be around other children.

Keeping children healthy and not spreading contagious illnesses is the responsibility of both the staff and parents. One of the most effective ways of not spreading germs is frequent hand washing and keeping the environment clean. Staff receives instruction and implements proper hand washing and sanitation techniques. Campers are also assisted in proper hand washing throughout the day. Another way is to ask children and staff, who may be contagious, to stay away from camp until they are feeling better. This may involve you picking up your child midway through the day if we suspect your child is ill and may be contagious. Using the NAEYC guidelines, the decision for keeping your child at home or for us

to send your child home is based on “the comfort of the ill child, the protection of well children and staff, the resources available to the program to meet any special care that is required, and the needs of families.”

The LSU UREC Tiger’s Den reserves the right to request a physician’s statement of eligibility to return to camp.

**ILLNESS GUIDELINES**

If a child seems really sick without obvious symptoms, please keep him/her at home. In this case, a child may look different or act abnormally. He/she may be unusually pale, irritable, tired, uninterested in usual activities or eating.

The parent or guardian shall be notified as soon as possible if a child develops symptoms of any illness or is not able to participate in camp activities (i.e. unable to keep up with daily routines, be outside with the rest of the group or is unable to participate in activities without the constant attention of a counselor) and/or because of the following:

- Severe pain or discomfort
- Severe coughing or problems breathing
- Unusual behavior for child characterized by not playing, confusion, inconsolable crying, not eating or drinking
- Demanding a great deal of prolonged one-on-one attention and time

The counselor will remove the child from camp and notify the Camp Director who will supervise the child until the parent arrives. Please refer to the guidelines suggested on the following table for routine questions regarding symptoms and their implications for care and return to camp. **If you are not sure** of what the symptoms might indicate, **please call your child’s health professional** for an appointment and/or more accurate information. It is crucial to know whether the other children at camp are at risk for infection so we can take the necessary measures to inform other parents of potential changes in their children’s overall health status. Periods of exclusion may be extended beyond those listed below depending upon the individual conditions. If the doctor places a child on an antibiotic, for an ear or throat infection for example, the child should not be brought to camp until he/she has been on the medication for at least 24 hours and is fever-free without over-the-counter medication.

When a child is diagnosed by a physician with a communicable disease, an exposure notice will be sent home with all campers. The notice will list the name of the disease, the date the symptoms were first observed, and the date of diagnosis. Families are urged to consult their own physician for advice about precautions to take with their child.

Illness/Infection Symptom	Should child/staff stay home?	When can child/staff come back?
Chicken Pox	YES	When all the blisters/pox have scabbed over
Cold	NO (without fever) YES (with fever)	Refer to Fever
Coxsackie (hand, mouth, and foot disease)	NO	
Diarrhea (two or more stools or over and above what is normal for child)	YES	Diarrhea is resolved
Ear Infection	NO (with doctors diagnosis)	
Fever of unknown origin (100 degrees F oral or 101 rectal or higher) and some behavioral signs of illness	YES	Free of fever for 24 hours and fever reducing medications have not been given in the past 8 hours or on prescribed medication for 24 hrs
Fifth Disease	NO (without fever) YES (with fever)	Refer to Fever
Giardia	YES	When diarrhea subsides or Doctor approves readmission

Hib disease	YES	Well and proof of non-carriage or cleared by Physician
Hepatitis A	YES	One week after illness started and fever is resolved
Impetigo	YES	When treatment has begun
Lice	YES	When 1 treatment has been given
Meningococcal disease	YES	Well and proof of non-carriage (Neisseria meningitis)
Pink Eye	YES	24 hours after treatment has begun
Undiagnosed generalized rash		Well or cleared by child's physician as non-contagious
Ring Worm	No (keep area covered)	
Roseola	YES (with fever)	See fever
Rota virus	YES	24 hours after treatment has begun and fever free
Severe Cold (with fever, sneezing, and nose drainage)	YES	Refer to fever
Thrush	NO (should seek treatment)	
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	YES	Evaluated and cleared by a physician

### MEDICATION POLICY

It is the general policy of University Recreation that staff **will not administer medication to children** while in our care. Topical products such as sunscreen and insect repellent are considered medications. If your child requires any medication during UREC's Tiger's Den Camp, you will be responsible for administration of those medications. Additionally, no medications will be maintained on site by LSU UREC or its employees unless authorized for emergency circumstances according to the Medical Authorization Form (such as an Epipen® or inhaler).

## COMMUNICATION AND INVOLVEMENT

We encourage family involvement, as a camper's good experience is a partnership between families and Tiger's Den staff. The more you know about Tiger's Den and the more counselors and the camp leadership know about you, the better we can serve your child and you family.

### FAMILY RESPONSIBILITIES

- The individual who brings/picks-up the child to Tiger's Den must complete a daily attendance log upon arrival/pick-up with relevant information.
- Parent-administered medication may not be stored or refrigerated by Tiger's Den.
- All information in a child's file must be current at all times.

**NOTE:** LSU UREC does not allow for the use of employees or student employees (camp counselors) as private, personal babysitters through the duration of the program (Tiger's Den). Once camp has concluded, if families request an employee or student worker to personally babysit, LSU UREC is not responsible or liable.

## **DISMISSAL FROM CAMP**

LSU UREC Tiger's Den reserves the right to dismiss a child, in its sole discretion, without notice, due to the following reasons:

- Tiger's Den cannot meet the physical, mental, or emotional needs of the child.
- The child threatens the safety, health, and/or well-being of themselves or others.
- A formal parent conference is not attended (one requested by the Camp Director).
- Nonpayment of all assessed fees.
- The parent/guardian refuses to have their child examined by a health care professional acceptable to LSU to determine if continued enrollment is in the best interest of the child.
- It is advised by a physician or child psychologist to discontinue enrollment.
- A misrepresentation was made in the application or enrollment process.
- Parents ignore camp guidelines, and/or cause stress or disruption to camp staff or operations.
- Repeated and/or excessive tardiness (excess of 3) in picking up a child at closing time.
- Enrollment packet is incomplete and/or not updated.
- Parent/Guardian repeatedly (excess of 3 times) forgets to sign the child in and out every day.
- Parent/Guardian threatens the safety of the children, staff, and/or others.
- LSU has concerns about the health or safety of the child which are not being addressed by the parent/guardian to the satisfaction of LSU.

The severity, nature, and repetitiveness of incidents will be taken into account when evaluating each situation. All decisions for dismissal from camp are left up to the discretion of the Camp Director, the Assistant Director, Sport & Camp Programs, and the Associate Director, Programs & Outreach.

## **ADDRESS CONCERNS**

We encourage our staff and parents to resolve most concerns by working together. Sometimes a family has a concern about an incident at camp, a camp policy, or procedure that requires assistance from camp staff. We believe that to provide the highest quality camp program for you and your child we must work in partnership. It is also 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 the Camp Director.
- If a concern remains or if the concern is about a camp policy or procedure, you may discuss the concern with the Assistant Director, Sport & Camp Programs or the Associate Director, Programs & Outreach. Most concerns can be resolved with a concrete plan of action and continued communication.
- If a concern is still prevalent, the Director of University Recreation may become involved for all parties to reach a satisfactory resolution.

## **TAX ID POLICY**

Our Tax ID number (*which is 72-6000848*) can be found on your original camp receipt with the corresponding sessions that your child was registered and total fees. A UREC Operations staff will gladly re-print this information if needed.

## **CONTACTING US**

Your camper will not be available to accept phone calls during camp; however in the event of an emergency, please contact the Camp Director. All changes to paperwork must be made in writing and/or person with the Camp Director. For general questions about camp, please contact UREC at 225.578.8601.