

# Tigers Den Winter Break Camp

## Parent Handbook

### General

Tiger's Den Mission is to provide an exceptional recreational experience through a fun, inclusive, and diverse camp program, by providing world class facilities and programming that promotes inclusion, learning, and healthy lifestyles. Learn. Play. Succeed

Campers will use many areas of the student recreation center on a regular basis, and each Winter Break session of camp will have multiple activities involving a particular theme of that day.

#### Camp Hours

8:00am-9:00am- Drop-Off

9:00am-4:00pm- Camp Activities

4:00pm-5:00pm- Pick-Up

A late fee will be assessed if a child is picked up after their scheduled camp day ends; 5:00pm, for normal camp hours or 5:30pm with paid extended care. A late pick-up will result in a \$10 fee for any portion of the first 15 minute period over time, in addition to \$1 per minute thereafter. This fee must be paid prior to the child being allowed back into the camp program.

#### 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.

If you need to drop-off or pick-up a camper between 9:00 am – 4:00 pm, please enter the SRC through either entrance and proceed to the UREC Operations desk. A UREC staff member will be able to assist you accordingly.

#### 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.

#### 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.

**Note:** All staff (*to include camp director and counselors*) must satisfactorily pass a background check to be employed with LSU UREC Tiger's Den.

### **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 will 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 are 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.
- *Does my child still need a daily nap?* We are not able to provide naptime.

## **Lunch and Snack Service**

No lunch is provided at Winter Break Camp. Campers must bring their own bag lunch. Campers do not have access to microwaves or refrigeration.

Tiger's Den will provide a daily snack, parents will be notified in advance of the snack items. Please feel free to send your camper with a snack to eat at snack time in addition to the snack we provide. Tiger's Den is a peanut free environment.

## **Behavior Management**

### **Camper Rules**

We like to keep the main rules at Tiger's Den simple and straightforward. As such, 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 are 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. Campers must remain in a supervised area at all times.
6. Always tell the truth.
7. Use a quiet voice in the hallways and in the classroom.
8. Campers must take a counselor with them wherever they go.
9. Keep your hands to yourself.
10. Have fun!

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, even though it may not be specifically mentioned as forbidden, 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.

## 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. During swim time, there are at least two lifeguards on duty and all counselors are at the pool with campers. 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.
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.

Campers are welcome to bring a small, manageable water bottle. On swimming days (you will be informed of these on your pre-distributed daily schedules) bring a swimsuit and towel

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 throughout the summer. Ten days after summer 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)<br>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 hours |
| Fifth Disease   | NO (without fever)<br>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).

### 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 himself/herself 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.

### **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 or the UREC Operations Desk at 225.578.8601. All changes to paperwork must be made in writing and/or person with the Camp Director. For best general correspondence, please email [TigersDen@lsu.edu](mailto:TigersDen@lsu.edu)