



YOUTH PROGRAMS **FAMILY GUIDE**

Table of Contents

Welcome!	2
Policies & Procedures	3
Minimum requirements	3
Behavior guidance	3
Refunds & transfers.....	4
Daily Routine	4
Check-in.....	5
Check-out.....	5
Sample schedules	6
Meals & snacks.....	7
What to bring & what to leave at home.....	7
Health, safety, & wellbeing	8
Illness & medications.....	8
Water safety & swim test (swim policy)	9
Assistance at Camp.....	9
UF Alerts.....	9
Child abuse prevention mandated reporting	10

Welcome!

Parents & Guardians -

Welcome to the University of Florida's Department of Recreational Sports. We are very excited that you have chosen Youth Programs as part of your summer plans. This summer will be our inaugural year and we could not be more excited for you to spend part of your summer with us!

Our team has been hard at work planning excellent programs for your camper(s). We have spent the spring semester training our team on program planning, child development, behavior management, risk management, child abuse recognition and prevention, as well as team building. Our staff is looking forward to continuing to develop their skills in leading others and working with your camper(s)!

Youth Programs could not exist without our participants, their support system, and our staff team. We look forward to seeing you and your participants throughout the summer. If you have any questions, concerns, or feedback, please contact us at the Youth Programs Office.

Go Gators!

Youth Programs Leadership Team

Youth Programs Administrative Office

Southwest Recreation Center | By Appointment Only
rsyouthprograms@ufsa.ufl.edu | Monitored Monday-Friday 9a-4p
(352) 273-2424 | Monitored Monday-Friday 9a-4p

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Policies & Procedures

Minimum requirements

To participate in our summer camp programs, a camper must be able to:

- Meet minimum age requirement of 6 years of age on or before their first day of camp and have completed Kindergarten, unless exempted
- Understand and abide by all camp rules and follow directions from camp staff
- Safely and effectively participate in a variety of physical, creative, and instructional activities
- Communicate needs to camp staff
- Pay attention without being disruptive
- Understand the consequences of inappropriate behavior
- Independently use restroom facilities and change clothes with minimal assistance
- Positively interact with peers in a group environment
- Respect others and their personal belongings
- Maintain current personal medical insurance coverage during their time at camp

Behavior guidance

In circumstances where participant discipline is necessary, camp staff will use positive techniques of guidance including redirection, encouragement, and positive reinforcement. The following four step system will be implemented when redirecting participant behavior:

- **Level One** – Staff Intervention
 - The camp staff handle minor rule infractions and misbehavior immediately. Camp staff, along with the campers, go over rules on the first day of camp.
- **Level Two** – Parent Intervention
 - If a camper's behavior does not respond to camp staff interventions, staff complete an Incident Report and parents are contacted to discuss ways to correct the child's behavior.
- **Level Three** – Camper Sent Home
 - If the behavior is still not within the supervision level of the program, a second Incident Report is completed, and the camper will be sent home for the remainder of the day. At this point, parents are notified that one more occurrence may result in dismissal from the program.
- **Level Four** – Camper Dismissed
 - If the camper's behavior results in a third Incident Report, the camper may be dismissed from the program for the remainder of the week.

While most disruptive behavior often progresses through the above stages, some behavior results in immediate classification at Level Three or Four. Examples include but are not limited to:

- Anything that endangers the health and safety of campers and/or staff of the program or department.
- Possession of or use of illegal drugs, alcohol, cigarettes, etc.
- Possession of firearms, weapons, explosives, etc.
- Intentional destruction of property or theft.
- Leaving camp boundaries or property without permission.

If behaviors are consistent, escalating, or immediately threatening across multiple weeks of camp, RecSports has the right to terminate camper enrollment in UF RecSports Youth Programs summer camps. Dismissal from camp is ultimately at the discretion of UF RecSports Youth Programming professional staff. If a camper is dismissed from camp, refunds will not be provided.

Refunds & transfers

- Refunds
 - To be considered for a refund, registrants must opt into the insurance option when prompted upon registration through CampDoc®.
- Transfers
 - Requests for transfers must be submitted in writing (via email) to Youth Programs no later than one month (30 days) prior to the first day of camp (June 3, 2024). No transfers are issued for requests received within one month (30 days) of the first day of camp (June 3, 2024). Transfers from one youth activity to another are only completed if there is a vacancy in the desired camp. Successful transfers are assessed at a fee of \$25 per child.
- Dismissal
 - When a child is dismissed from camp, no refund is issued.

Daily Routine

Parents/guardians are required to check in with camp staff at the designated drop-off and pick up locations. Pick-up & drop-off locations will depend on the camp attended. These locations include:

- [Southwest Recreation Center](#)
- [Student Recreation & Fitness Center](#)
- [Lake Wauburg, North Shore](#)
- [Lake Wauburg, South Shore](#)

Please look for signage relating to camp when approaching each location. To best serve our campers, parents are encouraged to remain in their vehicle during drop-off and pick-up. Camp counselors will be available to guide participants to and from the



camp location to your vehicle. Camp staff will not be available to discuss individual camper needs; all information must be communicated by email to rsyouthprograms@ufsa.ufl.edu.

Check-in

Each Monday during Check-in, your child will receive a name tag. Once checked in, participants will wait with their group in a designated area until it is time to begin scheduled activities. Participants must be checked in by **8:45am** every day. If you need to drop-off your camper after 9:00am or pickup your camper early, please email rsyouthprograms@ufsa.ufl.edu to coordinate the drop-off and/or pick-up times. During morning drop-off, camp staff will greet families, escort participants into camp and record the camper's attendance.

Check-out

During afternoon pick up, staff will document check out and escort participants to meet parents/guardians upon arrival. Campers will **ONLY** be released to individuals listed on the Trusted Contacts List and the emergency contact list. Valid photo identification required if a photo is not uploaded to the Trusted Contacts List.

Early Pick-Up: Early pick-ups are discouraged; please arrange appointments outside of camp hours. When feasible within the group's schedule and with advance, written notice, we may be able to arrange an early pick-up. Please email rsyouthprograms@ufsa.ufl.edu to inform us of the date and time. Please account for a travel delay during early pick-up.

Late Pick-Up: A late fee of \$5.00 and an additional fee of \$5.00 per minute will be assessed for children who are not picked up by closing time at 3:00 p.m. (or 5:15 PM for aftercare campers). Services will be terminated if this continues to be an issue. If a child is not picked up by 3:00 p.m. (or 5:15 PM for aftercare campers), and every attempt to reach an authorized adult has failed, the center will be forced to contact the sheriff's office to report child abandonment.



Sample schedules

RecSplorers Camp Sample Schedule

7:45* - 8:45a	Check-in & open play *Camp Wauburg check-in begins at 7:30a
9:00-10:00a	9:00am - All Camp Welcome 9:15a-12:00p - Location specific activities
10:00-11:00a	
11:00a-12:00p	
12:00-1:00p	Travel/Lunch & Board Games
1:00-2:30p	Summer camp games & instruction
2:30-3:00p	Check-out & Open play
3:00-4:30p	Afternoon Adventure (Optional add-on)
4:30-5:15p	Check-out & Open play

Morning activities are tailored to the location's amenities. This could include swimming at Student Recreation and Fitness Center, playing sports at Southwest Recreation, and outdoor activities at Lake Wauburg.

Summer camp games and instruction in the afternoon can include group fitness

Exploration of Dance Sample Schedule

7:45 - 8:45a	Check-in & open play
9:00-10:00a	Instruction at Southwest Recreation Center
10:00-11:00a	
11:00a-11:45a	
11:45-12:30p	Check-out
12:30-1:00p	Extended Day (Optional add-on. See full day sample schedule) 12:00p - Lunch with RecSplorers Camp
1:00-2:00p	
3:00-4:30p	
4:30-5:15p	Check-out & Open play

Ceramics Sample Schedule

7:45 - 8:15a	Check-in & open play
8:30-9:30a	Instruction at Reitz Arts and Crafts Center
9:30-10:30a	
10:30-11:30a	
11:45-12:30p	Check-out & Open play
12:30-1:00p	Extended Day (Optional add-on. See full day sample schedule) 12:00p - Lunch with RecSplorers Camp
1:00-2:00p	
3:00-4:30p	
4:30-5:15p	Check-out & Open play

Meals & snacks

To provide a safe and healthy environment for all our campers, snacks and lunches need to be provided from home for all campers. Food sharing is prohibited due to allergies and dietary restrictions. A microwave or refrigerator is not available for camp use.

What to bring & what to leave at home

BRING

- Lunch box with ice pack and utensils
- Lunch and two snacks (peanut-free)
- Reusable water bottle, preferably insulated
- One full change of clothes
- Pre-applied sunscreen and bug spray
- Closed toe shoes
- Backpack to carry belongings
- Swim gear and/or socks for bowling (on applicable days)
- Weather-appropriate attire for the day (hat, sunglasses, layers, raincoat etc.)
- Nametag (issued on first day)
- Extra sunscreen & bug spray (camper must be able to apply themselves)
- All personal items including food should be labeled with the camper's first and last name. Camper should also be familiar with personal items and can identify them in the event the item is lost.

LEAVE AT HOME

- Scooters, skateboards, personal toys
- Expensive or valuable items
- Money (including money for food)
- Chewing gum
- Electronics, including but not limited to earphones, iPods, cameras, gaming devices
- Cell phones: The use of cell phones at camp is restricted to emergencies only. If your camper needs to bring one to camp, it should always be kept in their backpack. Please remind them that their cell phones are not to be used during camp hours and that violations of this rule may result in the phone being taken away by staff and returned at the end of the camp day.

****UF RecSports Youth Programs or the University of Florida is not responsible for damaged, stolen, or lost items.****



Health, safety, & wellbeing

Illness & medications

If a camper is not feeling well enough to participate in the summer camp program, the child should stay home. Any child who has the following symptoms within a 24-hour period is not permitted to attend the program:

- Temperature over 100.4
- Vomiting
- Diarrhea
- Eye irritation
- Sore Throat
- Rash
- Campers exhibiting symptoms of illness (including fever, chills, cough, and shortness of breath) should not be permitted to attend camp.

Parents/Guardians will be asked to immediately pick up their children (within an hour) if any of these symptoms arise while they are at camp. Individuals that become sick while at camp will be immediately isolated until they are picked up. If a child is not picked up within an hour, and every attempt to reach an authorized adult has failed, the center will be forced to contact the sheriff's office to report child abandonment. Campers should not return until they have been asymptomatic for at least 24 hours (without the use of fever reducing medication).

Medications: Any medications for the camper must be provided to a RecSports Youth Programs staff member at check-in. All medications (including over the counter medications) must be:

- In their original container
- Brought in a gallon-sized ZipLock bag

RSYP staff members will store all medications in a lockbox for the duration of camp and will provide the medication to the camper to self-administer as indicated in the medical information form in the presence of camp staff. EpiPens and inhalers are permitted to be carried by the camper, if the preference is indicated on the medical information form. Over the counter medications are permitted at camp but must be described in the medical information form and follow the same procedure as prescription medications. Please make sure to describe the symptoms in which OTC medicines can be given to your camper (e.g. Please give Advil after 10 minutes of camper complaining about a headache.) Medications will be returned to the parent/legal guardian at the end of each day.

Water safety & swim test (swim policy)

Please note the following as it pertains to swimming in different locations:

Pools: For swim activities involving a pool, campers must pass a swim test, led by an on-duty certified lifeguard or swim instructor, to have the option to swim without a life jacket. Swimmers must be able to do the following:

- a. Enter the water from the side and totally submerge.
- b. Tread or float for 1 minute (or combination)
- c. Rotate 1 full turn and orient to the/an exit.
- d. Swim 25 yds on either their front or back.
- e. Camp Counselor will document pass/fail

PASS/FAIL is determined by the certified lifeguard or swim instructor on duty. Campers can retest each week. All campers will be given a wrist band for easy identification of swim ability.

Waterfront: For swim activities involving Lake Wauburg, or other aquatic activities that involve similar unconfined bodies of water, all campers **must** wear a life jacket if in the water, regardless of swim ability.

Assistance at Camp

We can accommodate most children at our programs with adequate notice and information. If your child receives any individual assistance at school, has a behavior chart or plan, is on an IEP, or has any mental or physical limitations, and can function with a 1:8 adult to camper ratio, it is very important to know about and plan ahead for this. In order for us to provide a good experience for your child, we ask that you consult with us about any special needs in advance.

The information will only be shared as necessary with staff who are working directly with your child. Please provide details in writing in advance regarding the specific needs of your child, including examples of successful techniques that have worked in similar settings in the past (i.e. at school, child care, etc.). Parents/guardians may be asked to attend a planning meeting with staff to prepare for or follow up on plans or issues.

UF Alerts

UF Alert is a compilation of procedures and technology that the University of Florida will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on the campus. The UF Alert program is coordinated by the Department of Emergency Management in cooperation with the University of Florida Police Department and Strategic Communications and Marketing.



There are many options available to receive UF Alert notifications for people outside the UF identify management system.

1. Download the [Gator Safe app](#). To verify the notifications are enabled, go to "About / Preferences" then "Notifications Settings" and verify that "Enable Notifications" is selected.
2. Subscribe an email address to the email [RSS feeds](#).
3. Follow @UFAlert on [Twitter](#) and opt in to receive notification through Twitter. Follow @UFAlert on [Facebook](#) and opt in to receive notification through Facebook.

Child abuse prevention mandated reporting

A mandated reporter is an individual who, based on their employment or profession, is required by law to report suspected cases of child abuse to appropriate authorities. All staff and volunteers working in Youth Programs are considered mandated reporters. As required by mandated reporting laws, staff and volunteers must report any suspected abuse or neglect of a youth participant to state authorities – whether on or off campus property or whether perpetrated by staff, volunteers, or others. Specific Policies Regarding Child Abuse Our program seeks to provide camp participants with the highest quality services possible. We are committed to creating an environment for participants that is safe, nurturing, empowering, and that promotes growth and success. No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from the program. Our program will fully cooperate with authorities if allegations of abuse are made that require investigation.

- Physical Contact: Our program has implemented a physical contact policy that will promote a positive, nurturing environment while protecting campers, staff, and volunteers from misunderstandings.
- Verbal Interactions: Staff and volunteers are prohibited from speaking to participants in a way that is (or could be construed by any observer as) coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Staff and volunteers will not initiate sexually-oriented conversations with campers. Staff and volunteers are not permitted to discuss their own sexual activities with campers.
- One-On-One Interactions: Most abuse occurs when an adult is alone with a camper. Our program aims to eliminate or reduce these situations by prohibiting private one-on-one interactions between participants and camp staff.
- Electronic Communication: We do not allow any form of electronic communication directly between counselors/instructors and campers. All electronic communication will be through our rsyouthprograms@ufsa.ufl.edu email address and done through parents/guardians.
- Off-Site Contact: Staff are prohibited from intentionally making contact with campers outside of work. This includes serving as ancillary childcare.



If you are ever concerned about your child's experience or interactions with other campers or staff, please do not hesitate to contact us at rsyouthprograms@ufsa.ufl.edu.

