



RECREATIONAL SPORTS
STUDENT LIFE | UNIVERSITY OF FLORIDA

YOUTH PROGRAMS PARENT HANDBOOK



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

Rebecca Gibson

Assistant Director, Youth Programs | Director of Camps

Paige Ochoa

Coordinator, Youth Programs

Leah Shelley

Associate Director for Fitness, Wellness & Youth Programs



RECREATIONAL SPORTS
STUDENT LIFE | UNIVERSITY OF FLORIDA

TABLE OF CONTENTS

CAMP READINESS	3
REFUNDS & TRANSFERS	3
CHECK-IN PROCEDURES	3
CHECK-OUT PROCEDURES	4
EARLY DEPARTURES	4
LATE PICK-UP FEES	4
SUMMER CAMP GENERAL SCHEDULES	5
WHAT TO PACK	5
MEALS AND SNACKS	6
WHAT NOT TO PACK	6
WATER SAFETY & SWIM TEST	6
POOLS	6
WATERFRONTS	7
BEHAVIOR & PARTICIPATION	7
CAMPER HEALTH & SAFETY	8
MEDICATION	8
ILLNESS	8
ASSISTANCE AT CAMP	9
UF ALERTS	9
CHILD ABUSE PREVENTION MANDATED REPORTING	10



CAMP READINESS

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

- Meet minimum age requirement on or before their first day of, 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

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. 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.

CHECK-IN PROCEDURES

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:



RECREATIONAL SPORTS
STUDENT LIFE | UNIVERSITY OF FLORIDA

- [Southwest Recreation Center](#) (SWRC)
- [Student Recreation & Fitness Center](#) (SRFC)
- [Lake Wauburg, North Shore](#) (LW NORTH)
- [Lake Wauburg, South Shore](#) (LW SOUTH)

Staff are NOT available until 7:45am; be advised that we cannot be responsible for your camper until this time.

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.

CHECK-OUT PROCEDURES

Only authorized individuals may check-out a child. Campers will ONLY be released to individuals listed on the camper's Trusted Contacts List and the emergency contact list on CampDoc. Valid photo identification is required if a photo is not uploaded to the Trusted Contacts List.

EARLY DEPARTURES

Early pick-ups are discouraged, and we ask that families schedule appointments outside of camp hours whenever possible. When advance written notice is provided and it fits within the group's schedule, we may be able to accommodate an early pick-up. Please email rsyouthprograms@ufsa.ufl.edu with the date and time of your request. Note that early pick-ups may require additional time for staff to bring your camper from their activity location.

LATE PICK-UP FEES

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. Services will be terminated if this continues to be an issue. If a child is not picked up by the stated closing time 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.



SUMMER CAMP GENERAL SCHEDULES

FULL DAY CAMPS

7:45 AM – 8:45 AM	Drop Off Free Play
9:00 AM – 12:00 PM	Camp location specific activities (SWRC – Sports; LW – Field games; SRFC – Swimming)
12:00 PM – 12:45 PM	Lunch
12:45 PM – 2:30 PM	Group Activities
2:30 PM – 3:00 PM	Camp Check-out Free Play
3:00 PM – 4:30 PM	Afternoon Adventure Group Activities
4:30 PM – 5:15 PM	Afternoon Adventure Check-out Free Play

HALF DAY CAMPS

7:45 AM – 8:30 AM	Drop Off Free Play
8:30 AM – 11:30 PM	Camp specific activities
11:30 PM – 12:00 PM	Camp Check-out Free Play

*Extended day campers would transfer to the on-campus RecSplorers full day camp and follow their schedule.

WHAT TO PACK

- Nonperishable lunch and snacks
- Labeled, reusable water bottle
- One full change of clothes
- Closed toed shoes
- Labeled gym bag/back pack to hold belongings
- Pre-applied sunscreen (and bug spray for Camp Wauburg)



RECREATIONAL SPORTS
STUDENT LIFE | UNIVERSITY OF FLORIDA

Camp specific packing lists will be emailed to you prior to the start of camp.

MEALS AND 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 NOT TO PACK

- Money
- Any valuables or toys from home
- Chewing gum
- Electronics (cell phones, handheld games, cameras, music players, etc.)

If a child is found to have any of these items, they will be instructed to put them in their backpack for the remainder of the day. UF RecSports Youth Programs or the University of Florida is not responsible for damaged, stolen, or lost items.

WATER SAFETY & SWIM TEST

If your child attends a camp in which campers have the opportunity to swim, please arrive already in pool attire with sunscreen pre-applied and clothes over their swimsuit.

POOLS

For any swim activity involving a pool, campers must successfully complete the American Red Cross Water Competency Sequence, administered by an on-duty UF RecSports lifeguard or certified swim instructor, to be eligible to swim without a life jacket. Swimmers must be able to do the following:

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



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

WATERFRONTS

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.

BEHAVIOR & PARTICIPATION

We are aware that there will be a time when a camper has a difficult day. We want to quickly resolve any conflicts and keep your child involved in camp activities.

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.



RECREATIONAL SPORTS
STUDENT LIFE | UNIVERSITY OF FLORIDA

- 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.

CAMPER HEALTH & SAFETY

MEDICATION

Any medications for the camper must be given 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 with camper's name on it

RSYP staff 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 on the medical information form, with camp staff present. EpiPens and inhalers may be carried by the camper if this preference is indicated on the medical information form.

Over-the-counter medications are permitted at camp but must be listed on the medical information form and follow the same procedure as prescription medications. Please describe the symptoms under which over-the-counter medications may be given to your camper (for example, "Give Advil after 10 minutes of the camper reporting a headache").

All medications will be returned to the parent or legal guardian at the end of each day.

ILLNESS

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 100.4F
- 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).

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

