

George Mason University



**Camp Manual
Summer 2017**

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Welcome

Dear Parent/Guardian,

Hello and welcome to the Parent/Guardian information manual! We have compiled a variety of important information to help you decide if Mason REC Camp is right for you and your camper. We hope you review this manual thoroughly, share important components with your camper, and ask us questions that may not be answered by the information provided. We have a Frequently Asked Questions page on our website.

We are excited to provide your camper with a well-rounded recreation experience. Our goal is to keep campers moving while exposing them to a variety of recreational activities to build a passion for lifelong learning and maintaining an active lifestyle. Campers will participate in activities including team building, creative problem solving, crafts, and swimming. Our staff and counselors will promote a safe and engaging environment for campers to express their personalities through a variety of structured and “free play” indoor/outdoor activities relating to our weekly themes. It is our hope that your campers will be as excited about camp as we are about having them with us.

What do we mean when we say team building and creative problem solving? We intend to engage in activities where the campers work together on building up their strengths and communication skills to achieve goals whether it be untying a human knot or using a bullring to move objects (just a couple of examples).

What team sports will we be engaging in? Although we are not a specialty sports camp where campers drill specific skills we may learn about and participate in sports like basketball, soccer, and volleyball. We may also have the opportunity to play some more obscure sports like walleyball, gaga ball, and 9square in the air.

If you have additional questions or concerns, please do not hesitate to contact us at reccamp@gmu.edu and we will get back to you at our next opportunity.

See you this summer!

Sarah and Jeremy

Meet the Camp Senior Staff

Camp Director – Sarah Litowich

Hello! I'm Sarah Litowich, your Camp Director for Mason REC Camp 2017! We are excited to be offering this program to the youth of our Mason students, faculty, staff, and the Fairfax community. As a kid I was fortunate to attend a variety of day camp options ranging from specialty sport, photography, ballet, and a variety of other adventures. While in college at the University of Georgia I was able to be a lifeguard with a residential camp in the north Georgia mountains for a number of summers and loved it.

I hold a Masters of Arts in Recreation and Leisure Studies from the University of Georgia where after I was fortunate enough to have my first fulltime position at Boise State University as their Aquatic Coordinator where I built an aquatics program from scratch. I came to George Mason in 2012 as their Aquatic Director and have been given the opportunity to develop this camp program for our community. I am excited to be on this adventure with you and your campers. I have spent time learning from experts at the American Camp Association as well as peers from my past and our area in camper development, fun, and of course safety.

Camp Assistant Director – Jeremy Hans

Hi! I'm Jeremy Hans, your Camp Assistant Director for Mason REC Camp 2017! I am beyond thrilled to be spending my summer working with this camp! I am from Southern Illinois and have grown up enjoying the outdoors. My greatest camp experience as a child was attending Camp Ondessonk in Ozark, Illinois. I remember being scared and unsure when I first arrived but I didn't want to leave at the end of the week!

I have been working in Intramural Sports programs since I was an undergraduate student at Southern Illinois University Carbondale. I attended University of Wyoming and obtained my Masters of Public Administration and have been working with Mason Recreation since September 2013 as the Intramural Coordinator. I am an active Basketball and Football official and value teamwork, sportsmanship, and respect. I look forward to passing on these values and creating an inviting atmosphere for all campers that fosters leadership in the young adults of our community.

Parent/Guardian Important Information

You have already submitted your camper's registration form included with the informed consent form, authorized pick up form, photo and social media consent, and medication and allergy information. Before your camper can participate in camp we will require a copy of the following:

- Birth certificate
- Recent physical
- Immunization record

It is our preference to have these prior to camp, however you may bring them the first day. If these items are not received on or by the first day of camp your camper will not be admitted and a refund will not be issued.

Parent/Guardian Expectations

Here at Mason REC Camp we are excited to involve your camper in a variety of well-rounded recreation experiences. Our goal is to keep campers moving while building a passion for lifelong learning and maintaining an active lifestyle. In order for you to help your camper fully engage in the experience we request the following assistance from you:

- Drop off and pick up your camper according to camp policy. (Page 6)
- Pack a healthy lunch for your camper that does not require preparation including refrigeration or microwaving.
- Bring your camper dressed for camp. Pack a swim suit and towel for your camper (campers will go to the pool 2 – 3 times a week depending on weather, let them always be prepared to participate.
- Make sure your camper brings a water bottle.
- Have your camper pack extra sun screen with their name on it.
- Ask your camper about their day and what they are learning.
- Please do not pack phones, tablets, gaming consoles or other electronic devices. This is a chance for campers to unplug and engage with peers, make new friends, and try new things.

Camper Attire

Campers should come prepared to play! Please see the below guidelines of appropriate dress for camp.

- Shorts or pants
- T-shirt
 - Please no tank tops. The fabric from your clothing provides additional SPF protection for your camper. We will be in and out of doors throughout the day.
- Socks
- Closed toed athletic shoes (ex. Tennis shoes, sneakers, trainers, etc)

To bring to camp Daily:

- Swim suit
- Towel
- Water bottle
- Carrying bag
- Lunch
- Sunscreen (labeled)

Sunscreen Application

Campers should have had sunscreen applied prior to arriving at camp in the morning. If a unit does not go outside during their first session, counselors will guide campers in applying more sun screen. Campers should be able to rub in their own sun protector.

Prescriptions

Prescriptions must be submitted in their original containers with the prescription label clearly legible. Prescriptions will be administered according to the doctor/pharmacy printed directions.

Medications

The only medicines distributed at camp will be doctor prescribed medications. Medications will be administered by the Camp Coordinator or Camp Director who have successfully completed MAT (Medication Administration Training). Parents/Guardians will supply the Camp Coordinator/Camp Director with the prescription medication on the first day of camp. The medication will remain locked in a medication cabinet in the Camp Coordinator office except for while distributing medication. Medications will be returned to the parent/guardian on the last day of camp. Should medications change it is vital the parent/guardian inform the Camp Coordinator and/or Camp Director in writing immediately.

Epi-Pens

If a camper has a severe allergy, as disclosed on the registration forms, and has an Epi-Pen prescribed, the parent/guardian is responsible for marking the Epi-Pen tube with the campers name and allergy. Parents/Guardians should turn the Epi-Pen in to the Camp Coordinator or Camp Director the first day of camp. During camp hours the counselor responsible for the camper with the severe allergy will be issued the Epi-Pen to remain in the First Aid kit they carry from location to location. Should the camper come in contact with their allergen and require the use of Epi-Pen, the counselor will activate our Emergency Action Plan, retrieve the pen, remove it from the tube, remove the cap and hand the injector to the camper. If the camper is unable to inject themselves, the counselor will inject the pen in the fatty part of the thigh. All counselors are trained in CPR/AED for the Professional Rescuer and Health Care Provider, First Aid, Epi-Pen, and Asthma Inhaler certified. If at the end of the week of camp the Epi-Pen is unused it will be returned to the parent/guardian at check out. Outside of camp hours the Epi-Pen will be locked in the medication cabinet in the Camp Coordinators office.

Asthma Inhalers

If a camper has Asthma or requires the use of a prescription inhaler, as disclosed on the registration forms, and has an inhaler prescribed, the parent/guardian responsible for ensuring the inhaler is properly marked with the name of the camper to be turned into the Camp Coordinator or Camp Director the first day of camp. During camp hours the counselor responsible for the camper with the severe allergy will be issued the Inhaler to remain in the First Aid kit they carry from location to location. Should the camper require the use of their inhaler (reactive or proactive) the counselor will retrieve the inhaler, remove the cap, and give it to the camper to administer. Should the camper be unable to pump the inhaler the counselor will administer the inhaler according to directions. All counselors are trained in CPR/AED for the Professional Rescuer and Health Care Provider, First Aid, Epi-Pen, and Asthma Inhaler certified. If at the end of the week of camp the inhaler will be returned to the parent/guardian at check out. Outside of camp hours the inhaler will be locked in the medication cabinet in the Camp Coordinators office.

Camper Supervision

- Campers will be grouped by age into units. Each unit will have 8 campers and 1 counselor
- Units will travel in pairs to various locations within the Recreation Athletic Complex and field without additional supervision.
- Paired units will have an additional Counselor or Mason Recreation professional staff member traveling with them when walking to the Aquatic and Fitness Center.
- Campers will be in the line of vision of their unit Counselor or Lead Counselor except while using the restroom and changing in and out of swim attire.

Camper Restroom Policy

When a restroom is at the sole use of the camp: campers may enter their corresponding sex's restroom and use it without supervision in the restroom. The Camp Counselor will wait outside the restroom, within ear shot, for their campers to return.

When a restroom is available to individuals not associated with camp: 2 adults associated with Mason Recreation (Lead or fellow Camp Counselor, Camp Coordinator, Camp Director, MOD, other pro staff, etc) must be in the restroom with the campers while campers use the restroom. Adults must be in line of vision of each other at all times.

Campers Changing in and out of Swim Attire

Utilization of the family changing room is required. 2 units (16 kids, 2 counselors) will be utilizing the pool at the same time. Counselors are expected to remain in line of sight with each other at all times while campers are changing in private stalls. To change campers will enter the changing stalls, change, and exit to allow the next camper to enter.

Counselor Restroom Policy

Counselors will not use the restroom at the same time as their campers. Should a counselor need the restroom, they will request assistance from the Lead Counselor to take over supervision of the unit until the counselor returns.

Counselor Changing in and out of Swim Attire

In order for counselors to change, they will request the attendance of another Mason Recreation affiliated adult (professional staff, Head Lifeguard, MOD, etc) so that the campers are not left alone with a single counselor in an unmonitored (security camera) space.

Day to Day Operations

Camp will begin and end at the Recreation Athletic Complex (RAC); however camper units will be traveling around campus throughout the day dependent on day of the week and weather.

Drop Off/Pick Up

Standard Drop Off Procedure

Drop off hours: 8:00am-9:00am in front of the RAC. Please do not drop off earlier without consent from the Camp Coordinator or Director. The RAC is closed to the public until 12pm and we cannot guarantee we will be ready to provide care for your child prior to 8:00am.

Pick Up Procedure

Pick Up Hours: 4:00pm-5:30pm. The authorized person to pick up campers must park in the PV lot behind the RAC, proceed to the sign out area in the Cage Gym with their photo ID, and physically sign out their camper. Campers will not be released until the parent/guardian/authorized picker upper completes the signature forms each day.

Late Pick Up

Parents/Guardians do not check out their camper by 5:30p a \$25 late fee will be assessed per 30 minute infraction. If campers are not picked up by 7pm, the camp will be required to call the department of social services as we are not approved for evening care.

Meals/Snacks

Containers

Please ensure any and all container used to pack a campers lunch do not contain glass. Mason Recreation facilities has a strict no glass policy for your camper's safety as well as for the safety of our staff.

Lunch

Lunch will occur between 12p and 1p. Campers should bring a nutritious lunch every day. Campers and Counselors will eat lunch together as units. Lunches will be distributed and collected so that campers do not leave their lunch box or bag (if they bring a reusable box or bag) and given to the camper to take home at the end of the day to repack for the next lunch. If a camper does not bring a lunch the parent/guardian will be contacted to bring one. If a lunch is not brought to camp in time for lunch a prepackaged factory sealed lunch (ex. Lunchable) will be provided for the camper and billed to the parent/guardian.

Snack

Campers will receive a mid-morning snack and a mid-afternoon snack. Snacks will be factory sealed snacks determined by the Camp Director and Camp Coordinator upon reviewing camper allergies.

Drinks

We will be strongly encouraging the drinking of water throughout the day. During restroom breaks, before traveling outdoors, or engaging in outdoor activity we will ensure campers fill their water bottles for hydration. We will remind campers to drink water regularly to remain hydrated. It is preferred campers lunches do not include carbonated beverages. Should a camper not bring a water bottle to camp one will be provided at cost to the parent/guardian.

Electronics

Neither campers nor counselors should be using electronics during camp time. No phones, tablets, gaming consoles, etc. should be utilized. Should a camper bring these items to camp, the Lead Counselor will collect them. They will have the electronic marked with the campers name and locked up in the Camp Coordinators office. The Camp Coordinator or Camp Director will return the electronic to the parent/guardian at camper pick up.

When things don't go as planned

Sick Camper

If a camper becomes ill while at camp, Counselors will immediately contact the Lead Counselor to take the camper to the infirmary area. The Camp Coordinator or Director will contact the parent/guardian to inform them of their campers illness and to have them picked up as soon as possible. If a camper cannot be picked up until the end of camp they will remain in the infirmary area until they are able to be picked up. The area will be monitored by the Camp Coordinator and or Camp Director.

Injured Camper

If a camper obtains a minor injury the counselor will document what happened and administer First Aid. If the injury is severe, they will contact the Lead Counselor for assistance and the parent/guardian will be notified. If the injury is life threatening, staff will implement the Emergency Action Plan and notify the parent/guardian.

Needing to contact camp/camper during the camp day

Should you need to contact the Camps or your Camper during the camp day due to a family or medical emergency you will be given the Camp cell phone number, monitored by the Camp Coordinator or Camp Director during all active camp hours. The Camp Coordinator and/or Director will know where each camper is based on the schedule of activities and will meet the group to coordinate the pickup of the camper. A parent or guardian should not seek out the group to pick up a camper without the Camp Coordinator and/or Director present. The emergency cell phone number is for emergency situations only. Questions, concerns, additional information should be requested through office phone numbers or emails.

Behavioral Management Policy

Stop Light

All campers begin their days with a “Green” Light. Green light means campers are being respectful of their fellow campers and counselors. Campers are following the rules they have established at the beginning of camp as well as safety perimeters in place by the camp administration.

A “Yellow” light is the result of a secondary warning. A camper may move to a yellow light if they show repeated disrespect to fellow campers, counselors, and/or property following an initial verbal warning by counselor or camp staff.

A “Red” light is when a camper needs to be removed from their group due to continued poor behavior; risk to self, other campers, or staff; or inability to function positively with their group. Examples may include fighting, breaking/defacing property, behavior that may result in harm to self or others.

When a camp counselor believes a campers actions require the “Red Light” they will request assistance from the Lead Counselors, Camp Coordinator, and/or Camp Director. The camper will be removed from the group to discuss behaviors and create a solution so they may rejoin their group.

If after a “Red Light” conversation the camper does not follow the solution they helped to create or engage in additional concerning behavior the camper will be removed from the group, parent/guardian will be contacted to pick up the camper, and the camper will not be allowed to return to camp until the following day.

If a pattern of red light emerge during the camper’s time a Mason REC Camp the Camp Coordinator/Director may request a meeting with the parent/guardian of the camper to discuss future attendance.

Automatic Red Light

- Bullying
- Threats
- Fighting
- Stealing
- Use of foul language
- Intentional damage of property
- Engaging in unsafe behaviors
- Discrimination

Automatic Removal from Camp

- Causing intentional harm to fellow campers or staff
- Bringing a weapon
- Drugs
- Alcohol
- Engaging in sexual acts

Deposits and Refunds

Deposits

If the total cost of registration is not paid at the time of registration a deposit of \$50/week of camp registered per child will be accepted as a placeholder. Camp fees must be paid in full 14 days prior to the beginning of each camp session. Failure to pay by the due date will result in a forfeited deposit and withdrawal from camp.

Payment for Camp

The registration for camp is a weekly registration. There are no discounts or prorating of costs for a camper not attending the entire week of camp for which they are registered.

Refunds

Cancellation 14 or more days prior to the start of camp = 100% refund.

Cancellation 7 – 13 days prior to the start of camp = 50% refund.

Refund requests fewer than 7 days prior to the start of camp will not be permitted except for the following:

- Medical withdrawal (doctor's note required)
- Military relocation (documentation required)

Substitutes/Transfers

Registrations are not transferrable to other participants nor can another child attend in their place.