



CAMPUS
RECREATION

Camp Claw Summer Camp

Parent Guide | Summer 2022



Welcome to Camp!

Mission

Camp Claw believes in teaching and developing lifelong wellness habits.

Values

Camp Claw encourages all campers to participate in camp activities with an open mind and the goal is that campers will learn new skills along the way. To deliver on Camp Claw's mission of lifelong wellness habits, Camp Claw staff look to develop and enhance the following values throughout the camper experience.

Friendships:

- Be a true friend and make new friends

Self-Esteem:

- Feel positive about who you are

Self-confidence:

- Trust yourself in what you can do

Recreation:

- Discover your way to play

Learning Objectives

- Campers who actively engage with other campers will be able to create new friendships as demonstrated by observed behavior.
- Campers who learn new skills will be able to build self-esteem as demonstrated by observed behavior.
- Campers who participate in new activities will be able to recognize their abilities and develop self-confidence as demonstrated by observed behavior.
- Campers who participate in any program will be able to identify their favorite way to play as demonstrated by observed behavior.

Hours of Operation:

Camp program hours: 8:00am to 5:00pm

Drop-off/Pick-up Times:

It is recommended that parents/guardians drop-off and pick-up campers during these times:

- Drop-off hours: 7:30am to 8:00am
- Pick-up hours: 5:00pm to 5:30pm

Camp Claw Staff

Building Relationships

One of the key values at Camp Claw is to be a true friend and make new friends. Camp Claw staff will intentionally encourage appropriate behavior to create a space in which campers feel safe and welcome to explore new skills and friendships.

Allowing campers to make their voices heard when planning activities gives them an important opportunity to make individual choices and feel welcome. These decisions help to enhance relationship building skills through communication and critical thinking.

Welcoming All

As a program within Missouri State University, Camp Claw is dedicated to providing an inclusive camp experience. In order to do this, Camp Claw staff will be trained to focus on fostering achievement, relationships and belonging.

Camp Rules

General Camp Overview:

Eligible campers will be 6-12 years old.

Camp will start the first full week of June. Camp will not occur for the week including July 4th. Camp will end after 8 full weeks.

All campers must follow the rules listed below. The Camp Director will provide campers with an overview of the rules prior to camp officially starting.

Campers will be divided up into small groups based on age and ability, with dedicated counselors for the entire week. Groups will spend each day together and have time together with other groups for larger group activities.

Parent(s)/guardian(s) will be responsible for providing all necessary paperwork prior to the first day of camp. This includes:

- Photography Policy/Likeness Release Form
- Summer Camp Activity Consent and Release
- Camper Health History Form
- Medication Authorization Form (if applicable)

Camper Rules

As a camper I will:

- Be safe! Always obey building rules, staff commands, and camp rules.
- Show respect to other campers and staff
- Treat others as I would like to be treated and try to be a friend to all. I understand that unwelcomed teasing or other unkind behaviors are not allowed.
- Have fun, but NOT prevent others from having fun to.
- Show respect to camp staff and follow their instructions.
- Respect the rights of others and treat others with courtesy and consideration.
- Communicate in an appropriate manner, which means no foul language or gestures, harsh words, or harsh tone of voice.
- Conduct myself responsibly. I understand that irresponsible behavior will result in disciplinary action or dismissal from camp.
- Do not injure other campers or staff.
- Respect the property of others and camp, which includes no stealing, property damage, graffiti, or vandalism.
- Always remain with the group unless camp staff gives permission.
- Remember that physical displays of affection or of a romantic nature are not allowed under any circumstances.
- Learn, grow, and have fun!

General Rules

What To Bring To Camp:

- Sunscreen
- Water bottle
- Closed-toed shoes
- Bathing suit and towel
- Backpack
- Medication
- Sunscreen
- Hat and sunglasses
- Extra set of clothing

Campers should label their personal items to ensure items are not confused for another camper's. Iron-on or sew-in labels are the best way to label anything that a camper will bring to camp. However, writing in permanent marker on items is an alternative option, but this option does fade over time or could be hard to read. Items such as towels, swimsuits, and backpacks are commonly lost or left at camp. Providing a name and address helps camp staff return lost items back their owners.

What NOT To Bring To Camp:

- Electronics (phone, video games, music player, etc.)
- Money
- Weapons
- Drugs
- Fireworks
- Personal toys
- Animals
- Alcohol

Any items listed under "What NOT to bring to camp" will be confiscated and put into the camp safe. Parents/guardians will need to pick up these items at the end of the day.

Clothing:

Campers are required to wear closed-toed shoes at all times, unless in the aquatic center. Springfield weather is generally hot and humid during summer months. Campers should be wearing appropriate clothing for outdoor weather and are allowed to have light jackets or sweaters in the event they need them. Parents will be encouraged to provide an extra set of clothing in case of accidents.

Belongings are the responsibility of the camper. All items will be stored in a locked location and campers will be given labeled storage baskets for all belongings. Campers are discouraged from carrying belongings during camp.

Lunches/Snacks:

Campers are encouraged to eat a nutritious breakfast prior to arriving at camp. Lunches and snacks will be provided by Missouri State University Dining Services every day. This is built into the pricing of camp fees. If parents/guardians want to provide campers with individualized lunches and/or snacks, they will be stored in the break room or aquatic classroom. Lunch boxes or bags should be labeled with the camper's name.

Medications:

All medications must be brought to camp in the original prescription container, including over the counter items, with appropriate prescription on the label to the prescribed child. All medications, including over the counter items, must be turned into the Camp Director at the start of camp. A Medication Authorization Form must have been filled out for all medication administration or medication WILL NOT be administered. This includes the use of sunscreen. Sunscreen must be provided by parents/guardians; Camp Claw will not provide sunscreen to campers.

Morning administration of medication will occur at 8:30am. Lunch administration will occur at 11:45am. Unless otherwise noted, these are the parameters camp staff will follow.

Discipline Guidelines and Procedures:

Campers are expected to always exhibit appropriate behavior while at camp. In order to provide all campers and staff with a positive camp experience that is safe and enjoyable, guidelines have been set. A caring and positive approach will be taken regarding discipline. Camp staff will reinforce appropriate behavior through positive reinforcement, firm statements and redirection of activity. All campers must understand and follow the guidelines set forth.

Listed below are the discipline procedures for campers who are exhibiting unacceptable behavior. Depending on the severity of the behavior, the Camp Director may skip a particular step. (i.e., aggressive behavior will not be tolerated.)

- Step 1: - A verbal warning will be given to the camper. This means the counselor has deemed the behavior as unacceptable for camp. The camper should not exhibit this behavior again.
- Step 2: Camp staff will redirect or relocate camper to a different area, away from the group and discuss why the camper misbehaved and discuss appropriate ways to express feelings.
- Step 3: - Time-out or time away from the group. During a time-out, a camper may have to sit out from activities including games, crafts, swimming or a special event. Parents will be notified of their camper's time-out.
- Step 4: - The final step is a written warning will be given to the parent/guardian if a camper persists in unacceptable behavior. The Camp Director or Camp Assistant Director will speak with the camper and their parent/guardian. The parent/guardian will be required to sign the written warning and will be required to take their camper home.

****After receiving two written warnings the camper will be dismissed from Camp Claw and will not be permitted to return to camp for the current season. No refunds will be given.**

Dropping Off and Picking Up:

Parent/guardian will follow the posted signs for the designated location of drop-off and pick-up for campers. Campers should not leave the vehicle unless a counselor is present, or a parent/guardian chooses to bring camper into the designated location (FRC Patio). Counselors will escort campers to their parent/guardian vehicle at the end of the day or a parent/guardian may come get their camper.

Only someone designated as an Authorized Pick-Up Person may pick-up a camper. If a parent/guardian needs an alternative pick-up person, they must contact the Camp Director and make appropriate arrangements.

Late Arrivals:

It is imperative that your camper arrives to camp on time so they can be placed in their group. If campers arrive late, it will be the responsibility of the parent(s)/guardian(s) to communicate with the Camp Director.

Late Pick-ups:

Campers not picked up at the end of the camp day will be supervised by camp staff. A fee of \$1 per minute will be charged when camp closes. For example, camp ends at 5:00pm, and if the camper is picked up at 5:26pm, there will be a charge of \$26 to the parent account. Every attempt will be made to contact parent(s)/guardian(s) or a listed authorized pick-up person. If by 6:00pm all contacts are not reachable, and the child has not been picked up, Child Protective Services will be contacted. A late fee will be assessed starting at 5:00pm according to camp clocks.

Early Pick-ups:

Authorized pick-ups will need to park and come into the Foster Recreation Center to pick-up their camper early. They will need to check in at the Welcome Desk and the attendant will check a binder with authorized pick-up names. The attendant will then check the ID of the person to ensure that the names match. The camper will then be brought to the Welcome Desk.

It is recommended that early pick-ups are communicated to Camp Claw staff with as much notice as possible. This can be either an email or phone call to the Camp Director or Camp Assistant Director.

Check-ins:

Parent(s)/guardian(s) may want to call in to check on their camper during the day. While this is allowed, there should be a reasonable expectation that Camp Claw staff will not be able to immediately respond to their call. The call will be noted, and then information will be passed to the Camp Director who will call back at their earliest convenience.

Drop-ins:

It is highly recommended that parent(s)/guardian(s) avoid physically coming to camp to see their campers during the day. Camp Claw hopes to preserve the fun and exciting environment and limit any distractions for our campers.

If there is an emergency reason for a drop-in, once the Parent(s)/guardian(s) are confirmed, the camper will be brought to the Welcome Desk.

Parent(s)/guardian(s) are not allowed to enter the rest of the camp area.

If parent(s)/guardian(s) are members of the Foster Recreation Center, Camp Claw asks that exposure to your camper be limited as much as possible to avoid any distractions for our campers.

Absences:

If campers are expected to miss a day or more of camp, parent(s)/guardian(s) should notify the Camp Director as soon as possible. If no update is given, camp staff will contact parent(s)/guardian(s) to ensure the camper will not be in attendance 15 minutes after drop-off ends.

Camp Claw does not issue refunds or partial refunds for absences. If a camper misses a day, they are encouraged to come to all other days.

Payment Policies:

Camp fees will be due the Wednesday prior to camp starting.

Parent(s)/guardian(s) will be contacted up until the Friday before by the Camp

Director or administrative staff to have fees paid. At 4:00pm on the Friday before camp, parent(s)/guardian(s) will be contacted informing them that the camper may not attend camp for the coming week.

Refunds will not be issued for camp registration after the registration deadline unless Camp Claw cannot occur due to extenuating circumstances.

Parent(s)/guardian(s) should contact the Camp Director or administrative staff prior to the registration deadline if a refund is needed.

In the event that registration is full, parent(s)/guardian(s) will be able to sign up on a waitlist. If a registrant drops or more spots become available, waitlist registrants will be contacted and added in the order they were added.

Safety Rules

Hand Washing:

Camp Claw staff will teach and reinforce washing hands and covering coughs and sneezes among children and staff. Campers and staff will wash or sanitize their hands:

- Before and after handling food or eating.
- Before and after using the restroom.
- After wiping their nose or mouth.
- After playing in common use areas such as the fields.
- After handling or picking up garbage.

If a Camper Is Not Feeling Well:

Campers will be monitored throughout the day for any signs or symptoms of illness. If a camper is observed to possibly be ill or complains of illness that is not immediately explained by current conditions, the Camp Director will be immediately notified.

Youth who are potentially ill will:

- Be immediately removed from their group and brought to the aquatic's classroom by the Camp Director.
- Their parent/caregiver will be informed, and immediate pick-up will be required.

- Upon pick-up, Camp Claw staff will inform parents that their camper must be symptom free for 24 hours prior to the camper's safe return to the program.

Rainy Day/Excessive Heat Plan:

When weather conditions prohibit the planned activities, groups may be displaced from their assigned locations. Staff will adjust activities for the affected time period to operate safely in a more limited space. This may necessitate less active recreation and more self-directed project-based activities.

General Safety Information:

Campers will be divided into small groups based on age and ability and will have assigned counselors for the duration of the week.

All Camp Claw Staff and Campus Recreation Staff receive the following training:

- American Red Cross Adult and Pediatric CPR/AED/First Aid.
- Emergency Response as well as all Campus Recreation and MSU Emergency Action Plans.
- Missouri State University Campus Security Authority.
- Child Abuse and Neglect Training
- Preventing Sexual Misconduct (Title IX)
- Preventing Discrimination and Harassment

All Camp Claw Staff will go through the following background checks:

- Criminal Record Check
- Sexual Offender Check
- Adult Abuse Registry
- Required to Register with the Family Care and Safety Registry

A Day at Camp

The Camp Program

Below is a sample day at camp:

- 7:30-8am: camper check-in

- 8-9am: team building/outdoor sports
 - Small groups on Tuesday to Thursday
- 9-10am: team building/outdoor sports
- 10am-11am: area activities
- 11-12pm: pool/counselor lunch
- 12-1pm: lunch
- 1-2pm: area activities
- 2-3pm: area activities
- 3-4pm: cooking
- 4-5pm: area activities
- 5-5:30pm: camper pickup

Weekly Themes

Camp Claw will consist of 8 weeks of camp throughout the summer months. To keep campers engaged, each week will represent a new theme. Below is an example of an 8-week theme schedule:

- Week 1 – Going for Gold: Olympics
- Week 2 – Buccaneer Week: Pirate
- Week 3 – Color Me Happy: Color Wars
- Week 4 – Foster Circus: Come One Come All!
- Week 5 – Calling All Superheroes!: Superhero
- Week 6 – Secret Agent: Spy
- Week 7 – Bears in Space!: Space
- Week 8 – Take a Hike: Adventure

Communication With Parent/Guardian

Pre-Camp

Emails will be sent each week on Wednesdays which will include:

- Reminder of any requirements – weekly theme needs, specific clothing, etc.
- Camp hours and check in/out times
- Check in/out procedures

- **Camper Code of Conduct**

Parents and guardians are encouraged to speak with camp leadership at any time to discuss camp operations.