



**CAMPUS
RECREATION**
Little Jack Rec Camp



Parent's Guide - Summer 2019



Stephen F. Austin State University
Little Jack Rec Camp

Program Staff

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Campus Recreation Contact Information

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Campus Recreation Mission Statement

Campus Recreation is committed to developing a culture of Lumberjack wellness through excellent facilities and inclusive experiences in adventure, fitness, sport, and play.

Summer Camp Overview

The Stephen F. Austin State University Campus Recreation Department is proud to offer a recreational day camp for the youth of the Nacogdoches community. The Little Jack Rec Camp program is a fun, recreational, motivational and educational adventure for children ages 5-12. Camp sessions are one week in length and structured like a normal day of regular school with campers moving through our facilities participating in different programs throughout each day. The camp will emphasize some core values of our department: teamwork, communication, sportsmanship, and FUN!!! All activities have a noncompetitive nature and camp staff will work with campers to improve basic skills used in most sports. This is a non-sport specific camp and all activities are geared towards beginner and intermediate skill levels.



Age Groups

Children will be split into three groups with a maximum of 20 campers per group.

- Ages 5-7
- Ages 8-9
- Ages 10-12
- Depending on registration numbers, this will be the base format for our group structures. We do reserve the right to combine groups or split groups if needed, but we will do so with discretion.

Registration Information

Open Registration: Open registration will begin on **Monday, April 1 at 8:00a** in the Student Recreation Center Administration Office. *All forms must be submitted at the time of registration.*

Alumni of SFA: Alumni of SFA may register as SFA community and receive the SFA community rates. You must be a current member of the SFA Alumni Association.

Non-SFA Nacogdoches Community Members: We are happy to offer this program to members of the Nacogdoches community who do not have a formal affiliation with SFA. We do charge a higher rate per camper, but all discounts are available.

Cost

Payments may be made on the balance due at any time prior to the first day of camp. By the opening day of camp, all payments must be completed per camper. Cash, check, and debit/credit card payments can be accepted at the Campus Recreation Administrative Office.

	SFA Student, Faculty, Staff, SRC Member, Alumni Association Member	Nacogdoches Community Member
Total Session Fee	\$170.00	\$195.00
Early Drop-Off/Session (7:30a-8a)	\$10.00	\$10.00
Late Care/Session (4p-6:00p)	\$25.00	\$25.00
Late Pick-Up Every 15 minutes a child is not picked up	\$10/ 15 minutes	\$10/ 15 minutes

In the event that a refund is needed, there will be an Administrative Fee equal to 25% of the registration cost to process the refund. Registration costs are non-refundable the week of the applicable session. For more detailed reimbursement information or to request a reimbursement, please contact the Campus Recreation Administration Office at 936-468-3507 or email Trace Seaton at seatonwl@sfasu.edu.

Multi-Week Discounts

1. Register and pay your full amount for **three** or more sessions and receive \$25 off per session.
 - a. If you register for one or two sessions, you will not receive a discount for either.
 - b. If you register and pay for two or fewer sessions, after payment has been made, no refunds will be given for adding additional sessions.

Session Information

Session 1 dates: June 3 – June 7

Session 2 dates: June 10 – June 14

Session 3 dates: June 17 – June 21

Session 4 dates: June 24 – June 28

Session 5 dates: July 8 – July 12

Session 6 dates: July 15 – July 19

Session 7 dates: July 22 – July 26

Session 8 dates: July 29 – August 2

Session 9 dates: August 5 – August 9

Session Times

Each session will go Monday through Friday. Every morning parents may start dropping off their children between 8:00a-8:30a at the Student Recreation Center parking lot located off of Wilson Drive on the north side of the Student Rec Center near the Library and Math Building. (Early drop-off is available for a minimal cost and begins at 7:30a.) There is a circular parking lot in front of the Rec Center. If parents would drive in behind the library and come left around the lot, you can drop your child off with curbside service, meaning you won't have to park or get out in the heat or rain (starting at 8:00a and 4:00p)!!! Sessions will begin at 8:30a and will end at 3:45p. Parents can pick up their children between 4:00p to 4:30p from the front of the Student Recreation Center parking lot. (Late Care is available for a minimal cost until 6:00p.)

Limited Enrollment

Enrollment space in all of our sessions is limited. Group sizes range from eight (8) to a maximum of twenty (20). This allows for a low child-to-instructor/group leader ratio, typically 8 to 1. We will have two counselors with each group at all times and there will be an activity instructor in all sessions. We will also have two camp managers floating amongst the groups.

T-Shirts

Each child will receive one Little Jack Rec Camp t-shirt per session of enrollment. The desired size can be requested on the registration form. If a child is registered in more than one session, no more than one shirt will be given to a single child for the entire summer unless we have extras.

Absences

Absences do not result in a refund. Refunds are not available for vacations, special events, short-term illnesses (of two or fewer days), or other personal commitments that prevent attendance.

Illnesses/Injuries

You should not bring your child if they are ill. **The Campus Recreation Department and Little Jack Rec Camp will not administer medication to the participants.** If a child becomes ill or injured during the day the parent indicated on the registration form will be notified. If a parent cannot be reached, the emergency contact person will be notified. The registration form releases the camp staff to call EMS if necessary. All camp staff and Campus Recreation employees are First Aid/CPR/AED certified and will administer basic first aid if needed.

If a child takes medication during the day, make arrangements for someone to come and administer them. You can indicate individuals who are allowed to come and administer medications on your registration form.

Extended Illnesses

Arrangements or changes can be made for serious issues that arise prior to camp (illness, injury, family emergency, etc). Please contact Trace Seaton or Chris Morriss and changes can be made. Extended illnesses or injuries may result in a full or partial refund in excess of five consecutive program days. A doctor's note and written request must be sent to explain the situation. These notes must be received within ten (10) business days from the first day of absence.

Refund Policy

For refunds, your original receipt is required by SFA. Please do not throw away or misplace your receipt. Our ability to assist in finding receipts is limited to Rec Center members.

For Parents and Kids

Important Daily Information

Wear tennis shoes and socks and dress for activity. SANDALS, FLIP FLOPS, CLEATS AND CROCS ARE NOT ALLOWED.

Bring outdoor gear – water bottle, bug spray, sunscreen, and a hat. We will plan for warm mornings and hot afternoons. We will plan morning outside activities to take advantage of the cooler weather. We will be outside at the pool in the late morning prior to lunch.

Bring a bathing suit and a towel. Our outdoor pool is mostly three feet deep and the deep well is unattached. Campers do not have to swim if they do not wish to and alternative activities will be available outside during that time.

Label all belongings with child's first and last name.

Lunches are not provided. Bring nutritious lunch and drinks. We will no longer be heating up children's lunches. Please send your child(ren) with a lunch that does not need to be heated.

If your child does not bring a lunch, a parent will be contacted to bring a lunch. If we are unable to contact a parent, lunch will be purchased from Little Caesar's Pizza. The parent will be required to pay \$10 for the lunch at the time of pick-up.

Snacks will be provided **once** per day as part of your registration cost. Snacks will generally be a small amount of animal crackers, pretzels, juice, water, etc. Participants are free to bring extra snacks if they so choose. *Water will be available at all times in all areas for campers.* Snack will usually be given at around 9:45a/10:15a. Campers who feel they would like a small snack in the afternoon may ask their group leaders, but organized group snack will NOT take place in the afternoon.

Our program staff will make every effort to mitigate risk for all participants. We want to foster a fun, safe, and educational environment. Inexcusable behaviors will not be tolerated and include, but are not limited to: swearing, physical aggression, derogatory comments, refusal to participate, and/or destruction of university or personal property. *There will be no refunds when this occurs.*

Drop-Off and Pick-up Location and Times

Convenient, supervised drop-off and pick-up is available mornings and afternoons in the parking lot North of the Recreation Center off of Wilson Drive near the Math and Nursing building and the back side of the Library. Parents please understand that this is a university lot and a valid SFASU parking pass is needed to park and leave your car unattended during the business day. The north lot is not ticketed during drop off or pick up times but is policed regularly during the day. Campus Recreation is not responsible for any parking tickets accrued for improper use of this lot. If ticketed, you must contact University Police to handle any issues. Please drive carefully while dropping off and picking up your child.

Early Drop Off Times 7:30a-8:00a – Early drop off for \$10/session

Normal Drop Off Times 8:00a-8:30a – we will have staff outside to take your child

Pick-up Times 4:00p-4:30p for all ages

Early Pick-Up By arrangement for all ages. We can accommodate early pick-up for any child with written notification from the parents or when they are dropped off.

Late Pick-Up There is a late charge of \$10 for every 15 minutes or portion thereof after 4:30p. For example, a parent arriving at 4:35p will be charged \$10 while a parent arriving at 5:00p will be charged \$30. Parents arriving late for pick-up or for Late Care must park in the Student Recreation Center parking lot and go to the Meeting Room to pick their child up.

Please Note Children arriving late must be escorted to the Campus Recreation Administration Office by the parent and a camp staff member will escort them to their appropriate location to meet their group.

What Happens When You Arrive?

Our drop-off location is the parking lot north of the Student Recreation Center off of Wilson Drive near the Math building and the back side of the library. Parents may accompany their children on their first day until check-in is complete. This will allow us to make sure that we have all needed paperwork for the child, make sure the parent does not have any questions, and make sure they know what is in store for their child!

After check-in, your child will move to a group location. A staff member will direct the children to our lounge area or gym on the first floor where they will be able to drop off their belongings and begin on a short morning activity. These activities could be arts

and crafts related, a short morning workout to get them awake and ready for the day, or some other fun and exciting event! At 8:30a, activities begin for all groups.

Activity Offerings

The Little Jack Rec Camp will try to offer as many different activities as possible throughout each session. Possible offerings include:

- Swimming and Water Safety
- Nature Activities (hikes down Lanana Creek Trail, Mast Arboretum, SFA Planetarium)
- Arts and Crafts
- Rock Climbing
- Outdoor Games (non-traditional games)
- Recreational Games (board games, scavenger hunts, trivia games, small group activities)
- Team Games (flag football, kickball, wiffleball, volleyball, wallyball, ultimate frisbee, etc)
- Tennis
- Disc Golf
- Fit Kids – youth workout program (dance, aerobics, stretching, yoga)
- Basketball
- Indoor Soccer
- Floor Hockey
- Movie Time
- Racquet Sports (racquetball, badminton, table tennis, pickleball)

What is a Typical Day for the Little Jack Rec Camp?

This is a RECREATION based camp. We are *not* trying to teach your child to be an All-American football player, a premier tennis star, or any other top level athlete. We are teaching the basics of recreational games and focusing on their participation; making sure every child is included and has a fun, safe, and educational experience.

Here is an example of a typical day for a group.

- 7:30a-8:00a Early drop off available
- 8:00a-8:30a Drop off and morning activity
- 8:20a-8:30a Morning announcements and group instructions
- 8:30a-9:20a Activity 1
- 9:20-9:40a Snack
- 9:40a-10:30a Activity 2
- 10:30a-12:00p Activity 3 SWIMMING
- 12:00p-2:00p Lunch and movie
- 2:00p-2:45p Activity 4
- 2:45p-3:30p Activity 5
- 3:30p-3:50p Activity 6
- 3:50p-4:00p Collect belongings, cheer, transition to parking lot for pick-up
- 4:00p-4:30p Pick-up
- 4:00p-6:00p Late care available

Free Swim Time

Each day all campers will be scheduled for free swim time in the outdoor pool. Campers have the option of not participating in free swim and instead participate in an alternative activity during free swim time (outdoor activity in the courtyard). We will be conducting a swim test on all campers their first day of camp. The swim test will be performed by American Red Cross certified life guards under the supervision of the Coordinator of Safety and Aquatics. Please refer to Appendix A of this packet for more detailed information. Children will be able to use Campus Rec lifejackets, toys, and other equipment during swim time.

Swim Lessons

Swim lessons will be available starting in June. There is an additional cost for group swim lessons. Lessons will take place during camp time and camp staff will coordinate camper lesson times and make sure they are in the correct location and will be there to pick them up and bring them back to camp. Lessons will be available from 8a-12p and that information can be found on our Campus Rec website at www.sfasu.edu/campusrec for more information.

Picking Up Your Child (Releasing your Child)

Pick-up will occur in the same location with the exception of Late Care pick-up. Please drive counter clock wise through the circle parking lot on the north end of the Rec Center. Children will not be allowed to go into the parking lot to find you. This is for their safety and for yours. Please do not walk to your child's group and find them.

1. Your child will be released to anyone listed on the registration forms; this includes emergency contacts.
2. Anyone picking up your child from Campus Recreation must sign your child out with the Camp Manager. *All adults picking up a child must show a photo ID when arriving to pick up your child.*
3. Your child will not be released to persons listed as not having permission to pick your child up.
4. Anyone attempting to pick up your child must provide proper personal identification and know the Family Release Code (a specific word that is predetermined by the parent and child) that you indicate on the registration form.

DO NOT TAKE YOUR CHILD WITHOUT CHECKING THEM OUT!!! If your child has not been checked out at the end of the day, the SFA police may be contacted.

Camper Behavior Policy

The Campus Recreation Discipline Management Policy is designed to assist the Campus Recreation staff in creating an atmosphere that is safe and fun for all participants. Occasional misbehavior by the children enrolled is expected. These situations will be handled in accordance with the Campus Recreation Discipline Management Policy as stated in the Campus Recreation Camp Staff Handbook. A Campus Recreation Incident/Discipline Report will be filed when needed for disciplinary issues. A copy of the incident report will be made available to parents when issues arise. However, misbehavior may result in one or all of the following consequences:

- Counselor/Camper discussion
- Camper Time Out
- Camp manager/Camper discussion
- Loss of privileges (Ex. Participation in favorite activity)
- Parent conference with Camp Manager/ Camp Director
- Suspension from Little Jack Rec Camp
- Dismissal from Little Jack Rec Camp

TIME OUT: Sitting for a determined length of time (not to exceed 10 minutes) in an area that is out of the mainstream of the other children's play and activities. During a time out, your child will be asked to consider alternative actions that would be appropriate for

solving his/her problem. A time out may also be used to give your child time to “cool off” if he/she had been physically or verbally abusive.

NOTE: The above list of disciplinary meetings will not always apply to all situations. More severe issues will be dealt with accordingly.

Cell Phones and Other Handheld Electronic Devices

These devices are not permitted during camp time. If you must send a cell phone or other handheld electronic device (i.e. iPod, PSP, iPad, etc.), it must remain in the camper’s bag for the duration of the camp. If the camper is caught with it out, it will be taken up and given back to them at the end of the day. Camp Admin is responsible for any emergency communication with parents, if the camper needs to get into contact with their parents, they should ask for the Camp Admin to call their parents.

Camper Dismissal

On occasions, dismissal may be necessary for disciplinary reasons. A camper can be dismissed due to issues that preclude the child from participating safely or effectively in a group. Dismissal will take effect only after consultation among parents, camper, and camp director. If a camper is dismissed for disciplinary reason, there will be NO refund for unused days.

Parents’ Night Out

We are happy to announce that Little Jack Rec Camp will be offering Parents’ Night out this summer! Parents will be able to drop off their children beginning at 6:00pm and have a night to themselves. The night will include camp activities, swim time, a meal, and a movie for campers. Pick up is at midnight, but parent’s may pick up their children at any time throughout the night. Cost is \$20 per camper and registration will take place in the Admin Office of the Student Rec Center.

Dates for Parents’ Night Out

- June 15
- July 20

Appendix A

Dear Little Jack Rec Camp Parent and/or Guardian,

Thank you for enrolling your child in our camp. We are extremely excited to have them! One of the activities your child has the opportunity to participate in is swimming at our outdoor pool. In order to provide the highest standard of care for your child's safety, we will be asking each child to participate in a swim test on the Monday of the first session your child attends.

The swim test requires the child swim one length of the pool in the lap lanes, which is a distance of approximately 25 yards.

Questions and Answers:

Q. Where will the swim test be conducted?

A. We will conduct the swim test in the lap lanes. Each participant will enter the water from the side of the lap lanes, one at a time, and will swim the length of the pool (approximately 25 yards).

Q. Who will be conducting the swim test?

A. An American Red Cross Lifeguard will conduct the swim test with the assistance of a student coordinator or the Coordinator of Aquatics & Safety.

Q. Why is a swim test necessary?

A. Having a swim test allows us to better serve the safety needs of your child. Aquatics believes in using preventative actions to ensure that your child has an excellent experience in the water. If your child does not pass the test it does not necessarily mean that they cannot be in the pool. If they are less than 48" tall, we will require them to wear a life jacket at all times, but they will not be allowed to use the diving board or the diving well. If they are 48" or taller, they will be able to use all areas of the pool except for the diving well and diving board.

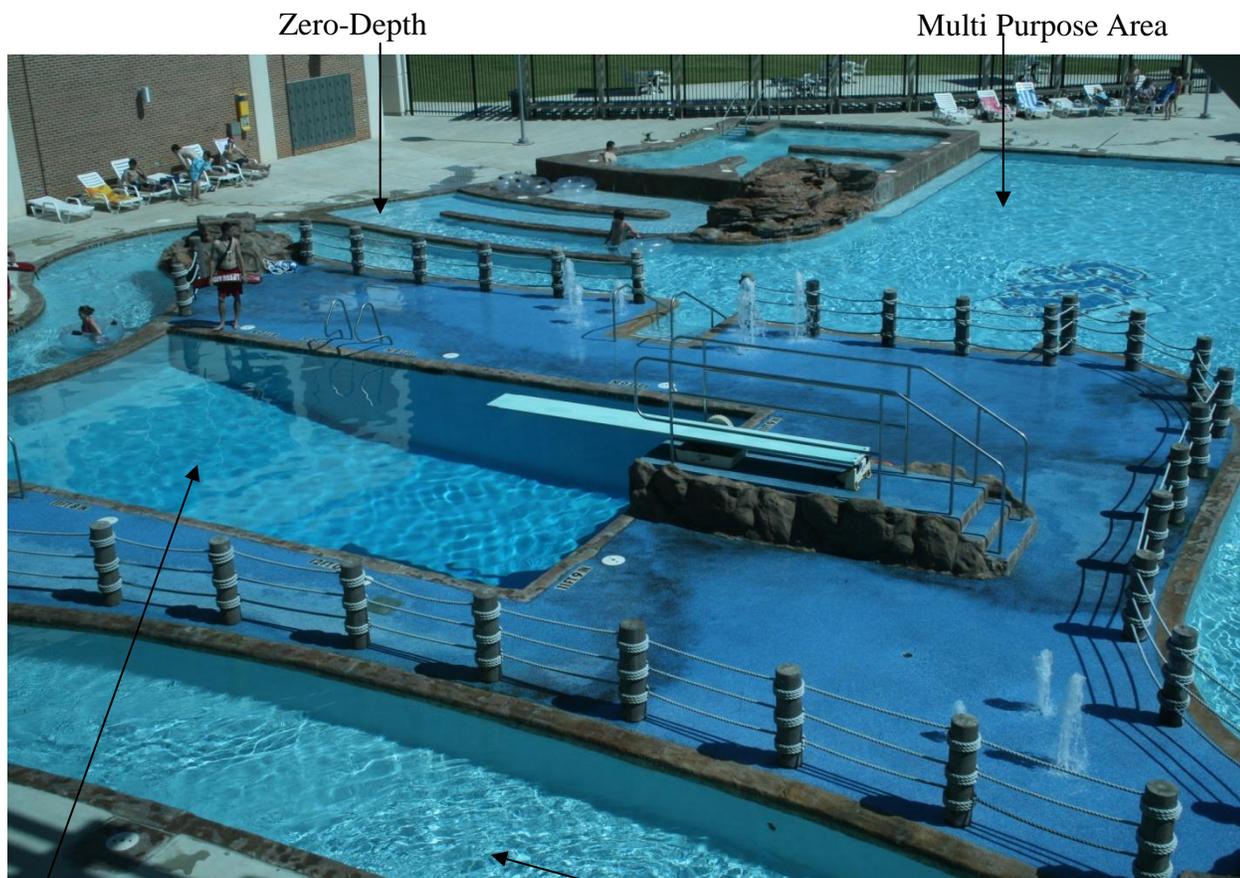
Q. Does my child have to participate in the swim test?

A. No. However, if your child chooses not to participate, we will have to assume that he/she cannot swim, and if they are less than 48" tall will need to wear a lifejacket at all times.

If you would like to enhance your child's swimming ability, Aquatics does offer Group and Private Swim Lessons, which coincide with Little Jack Rec Camp times. We would be more than happy to work with your child. If you have any questions regarding the swimming pool, policies, or the swim test, please feel free to contact me.

Thanks again for choosing Campus Recreation!

Brittany Morriss
Coordinator of Aquatics and Safety
936.468.1810
paulsenBR1@SFASU.EDU



Zero-Depth

Multi Purpose Area

Diving

Lazy River

The swim test will be conducted in the diving well.

Those who pass the swim test will be able to use all areas of the pool.

Those who do not pass the swim test and are under 48" of height:

- Can use all areas of the pool with a life jacket, except for the diving well.

Those who do not pass the swim test and are 48" or taller:

- Can use all areas of the pool except for the diving well.