Dear REC Kids Families,

First off, we would like to thank each of you for your participation and loyalty to the REC Kids Camp program as we enter our 11th year. Our continued success is all thanks to our wonderful families.

We are committed to providing your child with a quality, safe, well-rounded recreation experience. Last year, we conducted a thorough evaluation of our program which included comprehensive surveys, focus groups, and interviews among patrons and staff. We are excited to implement several improvements and features this year in response to this feedback.

Most importantly, we look forward to meeting all of our new families and catching up with all of our returning families. If you have any questions, comments, or concerns, please do not hesitate to contact us.

Sincerely,

Drew Salvador  
Assistant Director - Intramural Sports & Camps  
513-556-0603  
drew.salvador@uc.edu

Zac Bemmel  
Coordinator - Intramural Sports & Camps  
513-556-5729  
zachary.bemmel@uc.edu
CAMP INFORMATION

Mission
Our mission is to provide your child with an exciting, well-rounded recreation experience. REC Kids Camp is structured to emphasize your child’s development and education while promoting healthy lifestyles among school-aged children.

Contact Information

Contacting Your Child during Camp
If you have an emergency and need to contact your child during the camp, call the Member Services Desk at 513-556-0604. We will get the message to your child as promptly as possible.

Contacting the Assistant Director or Coordinator of Camps
If the Assistant Director or Coordinator of Camps is unavailable, please leave a message and we will get back to you as soon as possible.

Staff
Camp is under the supervision of recreation professional staff members and counselors. All counselors are college students. Each staff member is first aid/CPR/AED certified, belay certified, and concussion recognition certified. All camp staff go through at least two rounds of interviews, reference checks, an annual sex offender registry check, and must pass Ohio Criminal History fingerprint and FBI national background checks. The camper-to-staff ratio is never more than 9:1.

Other topics included in staff training include (but are not limited to): bullying prevention & recognition, child development, special needs accommodations, sensitive subjects, discipline, conflict resolution, communicable diseases, supervision standards, child abuse recognition and reporting, and active listening.

REGISTRATION

Fees

<table>
<thead>
<tr>
<th></th>
<th>Member of Campus Recreation*</th>
<th>Non-Member</th>
<th>Discounts Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>President’s Day Camp</td>
<td>$35/child</td>
<td>$45/child</td>
<td></td>
</tr>
<tr>
<td>Winter Break Camp</td>
<td>varies (see website)</td>
<td>varies (see website)</td>
<td></td>
</tr>
<tr>
<td>Spring Break Camp</td>
<td>$175/child</td>
<td>$205/child</td>
<td></td>
</tr>
<tr>
<td>Summer Camp</td>
<td>$175/child**</td>
<td>$205/child**</td>
<td>10% additional siblings (after 1st child)</td>
</tr>
</tbody>
</table>

- To qualify for the member rate, the parent/guardian must possess or purchase a UC CRC membership (three months or longer) at the time of camp registration.
- Any four day week (usually the week of July 4th) features fees of $140/child for members and $164/child for non-members.

President’s Day/Winter Break/Spring Break Discounts
For these events, we do not offer any discounts on registration besides the member rate.
Summer Camp Discounts
After the first child, all additional siblings receive a 10% discount on the cost of summer camp registration. Siblings must be registered in the same summer camp week to receive the discount. University of Cincinnati employees, students, and affiliates do not receive a discount on camp registration. However, these categories qualify on a discount for Campus Recreation Center membership. For more information, please visit our membership website.

Summer Camp Deposits
At the time of summer camp registration, parents/guardians may elect to pay the entire balance, a partial balance, or deposits. A non-refundable $40 deposit per child, per week will reserve a camper’s spot. The deposit will be deducted from the total camp fees upon balance payment.

Financial Assistance & Vouchers
Unfortunately at this time, REC Kids Camp does not offer financial assistance or accept Hamilton County vouchers.

Registration Procedure
Parents and guardians may enroll their child(ren) until all sessions are filled. Reservations are accepted on a first-come, first-serve basis. REC Kids Camp reserves the right to cancel reservations for non-payment or children that pose disciplinary problems in camp.

Forms to Submit
Parents are highly encouraged to call the front desk (513-556-0604) to check program availability prior to filling out any forms. The registration form packet can be found on our website. Campers with incomplete or missing forms will not be permitted to participate in REC Kids Camp.

In addition, parents with children who need camp staff to administer medications must submit a medication authorization form. Please call us at 513-556-0603 or 513-556-5729 so we may ensure that we can accommodate your child’s medication administration.

Late enrollments require that all paperwork and forms be completed prior to the child’s participation in the program. All forms are due at least two (2) weeks prior to the first day of the camp session/program.

Payment Policies

Summer Camp
All balance payments for summer camp are due two (2) weeks prior to the first day of the camp week. All payments must be received before your child may participate in the program.

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### How To Register (Summer Camp)

**Step 1: Submit online form.**
Fill out the request form at [uc.edu/reckids](http://uc.edu/reckids) (credit card not required at this time).
- Form will go live at the start of each summer camp registration period.

**Step 2: Wait for confirmation e-mail.**
Receive a confirmation e-mail from reckids@uc.edu within one business day.

**Step 3: Pay initial balance.**
Pay initial balance online within three business days of confirmation e-mail.
- Instructions to set up online account and payment will be sent in confirmation e-mail.
- Failure to pay initial balance within three business days will result in loss of reservation.

**Step 4: Pay remaining balance and submit forms.**
- Pay remaining week's balance at least two weeks prior to each week.
- Submit forms at least two weeks prior to first week attending.

### How To Register (Non-Summer)

**Step 1: Pay by calling or visiting in person.**
- Front Desk: 513-556-0604
- Full payment is required for non-summer camps.
- There is no sibling discount for non-summer camps.

**Step 2: Submit forms.**
Submit forms at least two weeks prior to event.
Summer Camp Late or Missing Payments
REC Kids Camp will send reminder e-mails for outstanding payments closer to each camp week. Following the payment due date, families with missing payments may result in forfeiture of the reservation. Late payments received will be assessed a $10 fee per child, per week.

Waitlist Procedures
Summer camp enrollment fills quickly, and unfortunately we will not be able to offer immediate enrollment after this point. As a result, prospective campers may be placed on the waitlist. Each week of camp is a separate waitlist. If a camper is placed on a waitlist:

- A deposit or payment is not required at the time.
- The parent or guardian will provide relevant information (outlined in step 2 above).
- If a spot opens up, an administrator will contact the family by phone. In order to be respectful of others on the waitlist, a family will have two business days to make a decision whether or not to accept the spot.
  - Should a parent/guardian be contacted on the Thursday prior to the camp week, he or she will have until Friday at 4pm to decide.
- If you find other care for the summer, please call us at 513-556-0604 to remove your camper from the waitlist(s).

Summer Camp Automatic Payments Form (Optional)
Parents and guardians may elect to sign up for automatic payments for summer camp via credit card. To sign up for this service:

1. Fill out the form located online and submit via fax, mail, or e-mail at least two (2) weeks in advance of the first week. **Do NOT place your credit card number on the form.**
2. Around the time of submission, call the front desk (513-556-0604) to place your credit card on file.
3. Your credit card will be charged the amount due on the dates listed. You will receive a receipt via e-mail.

President’s Day Camp, Winter Break Camp, Spring Break Camp
All balance payments for President’s Day Club, Winter Break Camp, and Spring Break Camp are due at the time of registration.

Refunds
Parents requesting a refund 14 days or more prior to the camp week will be given a 100% discount minus the $40 non-refundable deposit. Refunds requested inside of 14 days prior to the camp program will receive a 50% refund. Refunds during the camp week will not be given. For check payments and cash payments over $80, please allow two to four weeks for a refund check to be mailed.

REC Kids EIN
For those who wish to claim REC Kids expenses for tax purposes, please use the University of Cincinnati EIN number: 31-6000989.
CAMP POLICIES

Camp Rules
Our camp rules are founded on respect for one another. Please go over these rules with your child prior to his or her first day of camp.

Camper Eligibility
REC Kids programs are available to rising 1st – 8th graders. Physical, emotional, and social maturity vary by age and gender, so campers will be grouped according to their grade. This allows us to provide activities suited to the varying ages of children.

Valuables
We request that your child leave all items of sentimental or monetary value at home. The University of Cincinnati and its staff will not be held responsible for lost or stolen items. We HIGHLY recommend the following be left at home: handheld video games, tablets, digital cameras, laptops. If your child has lost something, please e-mail us, and we will do our best to locate the item. All lost and found items will be donated to charity three weeks after the last camp week.

Discipline
REC Kids Camp Staff understand that that there may be a time when a camper has a difficult day. First and foremost, we want to quickly resolve any conflicts and keep your child involved in the activities. The REC Kids Camp Staff will adhere to the follow guidelines and procedures:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Warning: The camper will be notified of his or her behavior and given cues to correct the behavior.</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Time-out: A staff member will address the situation with the child and have him or her sit out for a predetermined amount of time. Following the time-out, the staff member will give him or her cues to correct the behavior and communicate further consequences should the child continue the behavior. The staff member will complete the discipline form, including all past instances of discipline. The discipline form will be given to the parent upon pick-up.</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Trip to the Camp Office: The staff member and the camper will meet a camp administrator and discuss the camper's behavior and future consequences. The staff member will complete the discipline form, including all past instances of discipline. The discipline form will be given to the parent upon pick-up.</td>
</tr>
<tr>
<td>4th Offense</td>
<td>Meeting With Parent or Guardian: A camp administrator will call the parent or guardian of the child and arrange a meeting. The camp staff member will complete an additional discipline form which will be reviewed in the meeting along with camper expectations and possible future consequences. The camper may need to be picked up from camp early.</td>
</tr>
<tr>
<td>5th Offense</td>
<td>Suspension or Expulsion: Suspensions will range from the remainder of a day to multiple days or expulsion.</td>
</tr>
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</table>

REC Kids Camp reserves the right to skip any of these steps depending on the severity of the situation.
MEDICAL POLICIES

Accidents and Emergencies
In the case of an injury or accident involving your child, camp administrators will call each number listed. In the case of a life-threatening medical emergency, advanced medical personnel will be summoned. All members of the camp staff have current CPR, AED and First Aid certifications and have also been trained in emergency procedures at all locations. Should the parents/guardians not be available, we will contact the listed emergency contact.

Illness
If your child should become ill while at camp, you will be notified immediately. Based on the severity of the illness, we may ask you to pick your child up from camp. We do not have a registered nurse on staff. For the health and well-being of the rest of the children and staff at camp, we ask for your discretion on bringing your child to camp if he/she is ill.

Medications
All medications to be administered by REC Kids staff must be communicated to the Assistant Director (513-556-0603) or Coordinator of Camps (513-556-5729) prior to the first day of the camp program. A medication authorization form must be submitted prior to submitting the medication.

Concussion Protocol
REC Kids Camp is required by law to distribute a concussion information sheet annually. The informational sheet will be e-mailed with each program's confirmation e-mail.

REC Kids Camp will follow the following protocol in the event that a camper is suspected to have a concussion:
1. The camper will be removed from physical activity if he or she exhibits any of symptoms of a concussion during physical activity.
2. The parent/guardian will be called after the initial assessment.
3. Should the camper exhibit at least one (1) symptom, the camper cannot return to physical activity on the same day that he or she is removed.
4. The camper is not permitted to return to physical activity until they have been assessed by a physician (MD or DO). The parent or guardian must submit a letter to reckids@uc.edu including the camper's name and the date the camper is cleared to return to physical activity/camp.

For more information, parents should visit http://www.healthy.ohio.gov/concussion.aspx.

Other Absences
In the instance that your child must miss camp for other reasons, please let us know ahead of time. However, keep in mind that we do not offer refunds for days/hours not attended.

THE CAMP DAY

Parking During Drop-Off & Pickup
Unfortunately UC Campus Recreation does not have its' own parking lot. Due to ongoing construction, drop-off and pickup during will now occur outside of Daniels Hall @ 45 West Daniels St. (see last page of this guide).

Extended Camp Hours
We are not able to accommodate pickups after 5:30pm. In the case a parent arrives after 5:30pm, he or she will be charged $5 for the first 15 minutes, and an additional $1/minute thereafter.
Standard Drop-off (7:30am-9:15am)
Standard drop-off time is between 7:30 and 9:15am. We ask that all children be at camp by 9:15am so that activities may begin promptly. REC Kids Camp will have a table and administrator outside during this time period.

Late Drop-Off (after 9:15am)
If you need to drop off your child late, please proceed to the drop-off location at 45 West Daniels St. (see last page of this document) and call us at 513-556-0604. It takes us a few minutes to walk from the recreation center to this location, so to save time, please call when you are 10-15 minutes away.

Pickup Authorizations
Only individuals designated on the registration forms will be authorized to pick up your child. If you need to add someone to the list, please e-mail us. All authorized individuals must have a photo ID to pick up your camper each day.

Early Departure (Before 4:00pm)
If you need to pick up your child before 4:00pm, please let us know at drop-off or by calling 513-556-0604 so we can ensure your child is ready to be picked up at the specified time at the pickup location (45 West Daniels St). Please keep in mind that we have scheduled camp activities up until 4:00p.m.

What to Bring
We highly recommend that all items are labeled with your child's first and last names. REC Kids Camp will not be held responsible for lost or stolen items.

Clothing and Shoes
Children should come to camp prepared for a full day of activity. For each day, children should have athletic footwear (gym shoes) and appropriate attire for physical activity. We suggest athletic clothes, as the children will be getting plenty of exercise throughout the day.

Lunch and Snacks
Parents must send a lunch every day. REC Kids Camp provides snacks and beverages during morning and afternoon snack times. Lunches will be refrigerated, however we do not have the ability to heat lunches. Depending on the group, lunch may be any time between 11:45am and 1:00pm.

Water Bottle
Parents may send a water bottle each day, labeled with your child’s name. Water fountains and water coolers are easily accessible throughout campus and bottles can be refilled when needed. Our groups take plenty of water breaks throughout the day.

Sun Protection
REC Kids Camp provides SPF 50 sunscreen. Depending on your child’s needs, you may send specific sunscreen if you like.

<table>
<thead>
<tr>
<th>Camp Hours</th>
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<tbody>
<tr>
<td>Drop Off</td>
<td>7:30am – 9:15am</td>
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<tr>
<td>The Camp Day</td>
<td>9:15am – 4:00pm</td>
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<tr>
<td>Pick-Up</td>
<td>4:00pm – 5:30pm</td>
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<table>
<thead>
<tr>
<th>Sample Schedule</th>
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<tbody>
<tr>
<td>7:30 - 9:15</td>
<td>Drop Off/Open Activities</td>
</tr>
<tr>
<td>9:15 - 9:30</td>
<td>Cleanup &amp; Morning Welcome</td>
</tr>
<tr>
<td>9:30 - 10:30</td>
<td>Arts &amp; Crafts, Sports, or Themed Activities</td>
</tr>
<tr>
<td>10:30 - 10:45</td>
<td>Snack</td>
</tr>
<tr>
<td>10:45 – 12:00</td>
<td>Arts &amp; Crafts, Sports, or Themed Activities</td>
</tr>
<tr>
<td>12:00 – 12:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:45 – 1:15</td>
<td>Games</td>
</tr>
<tr>
<td>1:15 – 1:30</td>
<td>Locker Rooms</td>
</tr>
<tr>
<td>1:30 – 2:30</td>
<td>Swim Time</td>
</tr>
<tr>
<td>2:30 – 2:45</td>
<td>Locker Rooms</td>
</tr>
<tr>
<td>2:45 – 3:00</td>
<td>Snack</td>
</tr>
<tr>
<td>3:00 – 4:00</td>
<td>Arts &amp; Crafts, Sports, or Themed Activities</td>
</tr>
<tr>
<td>4:00 – 5:30</td>
<td>Pickup/Open Activities</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Daily Equipment Checklist</th>
<th></th>
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<tbody>
<tr>
<td>☐ Back pack or bag</td>
<td></td>
</tr>
<tr>
<td>☐ Lunch</td>
<td></td>
</tr>
<tr>
<td>☐ Swimsuit</td>
<td></td>
</tr>
<tr>
<td>☐ Towel</td>
<td></td>
</tr>
<tr>
<td>☐ Goggles (optional)</td>
<td></td>
</tr>
<tr>
<td>☐ Water bottle (optional)</td>
<td></td>
</tr>
<tr>
<td>☐ Sunscreen (optional)</td>
<td></td>
</tr>
</tbody>
</table>
**Swimsuit and Towel**
All campers have scheduled swim time in the Campus Recreation Center indoor swimming pool each day and must pack a swimsuit and towel. Campers may bring and use goggles in the pool. Please do not send inflatable toys or floats.

**Gym Bag or Backpack**
A backpack, gym bag, or book bag is highly recommended for your child’s belongings.

**Activities**
Camp activities include, but are not limited to arts & crafts, sports, board & card games, indoor climbing, indoor pool games, free swim, camper club, and team building activities.

Summer camp weeks include additional activities including thematic activities and sports, Friday special events, and counselor challenges.

**Camp Staff Profiles**
During pickup, we will have a camp staff binder available at the check-out desk. Please feel free to browse through the binder and learn more about our camp staff. You might learn some interesting facts!

**E-Newsletter**
To be more eco-friendly, weekly newsletters will be e-mailed out. For non-summer programs, the newsletter will be e-mailed out one week prior to the camp. For summer camp, newsletters will go out on the Friday before each session and include a recap of the current week and a preview of the following week. If you need to change your e-mail address, please contact us at reckids@uc.edu.

**Online Photo Albums**
Photos will be taken throughout each summer camp week and put online in a secure, private album. Parents and guardians will receive a link to the private album. *Please do not share these photos with individuals outside of REC Kids programming or post on social media if the photo includes other campers.*

**Online Swim Lesson Progress Reports**
For those enrolled in summer camp swim lessons, a camp administrator will e-mail a private online progress report. This report will include what skills the camper has succeeded in and what skills are left in order for the camper to progress to the next swim level. This progress report is updated weekly by the swim lesson instructors.

**Online Schedules**
Prior to each camp week, parents will receive a private link to the following week’s schedule for each group. Please do not share these links with individuals outside of REC Kids Camp.
REC KIDS LEARN TO SWIM (LTS) PROGRAM

REC Kids campers have the opportunity to learn to swim and/or improve their swimming skills for an additional fee. LTS classes run every week. A camper must be registered for camp in the week that he or she is registered for LTS. To ensure campers attend classes appropriate to their skill level, an evaluation of their skills will be performed on the first day of lessons.

Campers who not enrolled in swim lessons will partake in an alternate activity during this time. Campers enrolled in swim lessons will have lessons Mondays, Tuesdays, Thursdays, and Fridays. The times of these lessons are:

- Levels 1 & 2 1:00 p.m. – 1:35 p.m.
- Levels 3 & Up 1:45 p.m. – 2:20 p.m.

These individuals will also be given additional free swim time if their lesson overlaps when their group normally has free swim.

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Introduction to Water Skills</th>
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<tbody>
<tr>
<td></td>
<td>Participants learn beginning water skills that they will build on throughout the program. Some skills taught include front and back floats and going under water.</td>
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<table>
<thead>
<tr>
<th>Level 2</th>
<th>Fundamental Aquatic Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Participants work with fundamental skills that include learning to float without support and recovering to a vertical position. Participants also explore simultaneous and alternating arm and leg actions to lay the foundation for learning strokes.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Level 3</th>
<th>Stroke Development</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Participants are introduced to front crawl, back crawl, treading water, diving, safe diving rules, and elements of the butterfly stroke.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 4</th>
<th>Stroke Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This level develops confidence in the strokes learned thus far and improves other aquatic skills. Participants are introduced to elementary backstroke, breaststroke, sidestroke, and turning at the wall.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 5</th>
<th>Stroke Refinement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Participants work on refining all strokes and increasing their ability to swim greater distances. They also learn front and back flip turns.</td>
</tr>
</tbody>
</table>
### Standard Times Procedure
**Drop-Off:** 7:30-9:15am*  
**Pickup:** 4:00-5:30pm*
1. Turn west onto W. University Ave. from Jefferson Ave.  
2. Turn left onto Commons Way.  
3. Turn left onto W. Daniels St.  
4. The table will be on your right.

### 9:15am-4:00pm Procedure
**There will NOT be staff outside during this time.**
1. Call us at 513-556-0604 and let us know how far away you are.  
2. We will send someone out to the drop-off/pickup location.  
3. Please do not leave children unattended.

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**Reminders:**
- **Anyone picking up a camper must have valid photo identification each day.**
- If you are picking up a camper before 4:00pm, please notify us at AM drop-off so we can ensure your camper is ready at the requested time at the drop-off/pickup location.

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**Express Pickup (Optional)**
**3:50-5:30pm only**
513-909-4FUN (4386)
- Text the number 10 minutes prior to arrival.  
- This gives us additional time to get your camper ready and travel to the pickup area.

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*Starting Summer 2018 Woodside Drive will be blocked off south of Campus Green Garage due to the College of Business Construction. There will be no direct road access to the rec. center.*