

Parent Packet 2018

Welcome to the Mav Kids Summer Day Camp!

It is our mission to provide a safe, fun, environment where children can develop life skills and explore new frontiers. The Parent Guide should provide you with answers to your questions as we gear-up for a fun summer ahead. We are looking forward to this summer and hope you and your child are too!

Your camp registration is managed by our Youth Safety office and is housed in a program called Circuitree. Payments, medical information, emergency contact information, tax receipts and a number of daily functions are housed and managed through Circuitree. If you are a returning participant, please use the same login as last year. You will have a chance to review and update details from last year. Please update your child's grade information to reflect the upcoming 2018-2019 school year.



Hours

Campus Recreation

The Guest Services is open all hours that the facility is open. Since this desk is staffed during all of our facility hours, it is also the best way to reach us during camp hours. The Guest Services phone number is 402-554-2539. Key members of our staff will have cell phones once camp starts. We will make those numbers available after we get them assigned to us from our telecommunications office.

Hours through May 4th :

Monday-Thursday	6:00am to 11:00pm
Friday	6:00am to 9:00pm
Saturday	8:00am to 8:00pm
Sunday	10:00am to 10:00pm

Starting May 5th :

Monday-Friday	6:00am to 9:00pm
Saturday-Sunday	10:00am to 6:00pm

Our facility will be closed on, May 28th, July 4th .

Camp Hours

Mav Kids Camp Hours: 7:30am – 5:30pm

Drop Off: Start at 7:30 am

Pick Up: by 5:30 p.m.

EXAMPLE of a Typical Day (rotation times will vary daily)

7:30am – 8:30am	Summer Camp check in, group gathering
8:30am – 9:00am	Morning warm-up, lunches put away, and welcome
9:30am – 10:30am	Enrichment presentation
10:30am - 11:00 am	Snack
11:00am – 12:00pm	Swimming
12:00pm – 1:00pm	Lunch
1:00pm – 1:45pm	Arts and crafts
2:00pm – 2:45pm	Structured gym activity or Free Time (group pick)
2:45pm – 3:00pm	Clean up and snack
3:00pm – 4:00pm	Classroom activity (hands-on education session)
4:00pm – 4:30pm	Free-pick (yet structured) of art, free time or gym until departure
4:30pm – 5:30pm	General free-time

Pick-up and Drop-off

Summer Campers / AM Drop-off:

You can find a map and specific details for the morning drop-off at the end of this packet. If there are any changes to our drop-off routine we will let you know. There is one construction

project scheduled in May that could impact us if it runs into June. We will keep you posted. We need to manage our daily attendance and will need to know if your child will not be attending. Please call 402-554-2539 and let the staff know if your child will be absent.

Afternoon Pick-up

Due to the afternoon heat and the varied arrival times of parents, we do not have the children wait outside to be picked up.

Mav Kids staff will be in the parking lot on the southeast corner of the H&K building (parking lot O, between buildings 13 and 3 on the parking map webpage) starting at 3:00 pm, will have the check-out materials and will make contact to the activity area your child is participating in. We are in our activity rotations until 4:15 pm.

You MUST sign your child out! PLEASE include yourself on the sign-out list. Our daily sign-out details will include names that are submitted in the text box and will not automatically populate parent names from our system (if a name isn't listed in the allowed to sign box, then they will not appear on the daily sign-out sheet). If indicated, the person picking up your child MUST show a state issued ID (driver's license or state ID). We honor the request of parents for this secure measure and appreciate your cooperation in upholding this policy. If a person arrives to pick up your child and IS NOT on the pick-up list, this person WILL NOT be allowed to leave with your child. In some instances parents have requested that an ID be shown if anyone other than the parent is picking up their child. If this is what you chose, please clearly indicate which people we must check an ID with and which people we do not. If you indicate that an ID be shown, even for yourself, please be prepared to show it every day. We will usually have the same staff member running check-out but if for any reason a different staff member is present please understand that he/she may not recognize you.

If you need to pick up your child prior to 3:00 pm, please let us know in the morning or call our front Guest Services at 402-554-2539 and they will get the message to our staff. It is also important that we know in advance whenever possible so we can be at the correct location to meet you at the time you need. We will be positioned at 3:00pm. If you arrive at 2:55 and we are not in position, please wait and we will be ready quicker than you will be able to make your way to the front door. If you arrive at 2:30 (for example), you will need to go to the front entrance of the H&K building. We want to make sure that we do not miss anyone that is here early. The closer to 3:00pm we are, the more likely we are moving through the inside of the building to set up at the pick-up location and you might be moving around the outside of the building to the front door. If you are running late and will not be able to pick up your child by 5:30pm, please call and let us know. A \$5.00 late fee will be assessed for every ten minutes late and will be added to your account in Circuitree.

Parking Information

Parking lot O is our pick-up location for the end of the camp day and we are not positioned at this location until 3pm. The University Parking Office will honor the use of the parking notice that will be mailed out closer to the start of camp. It is valid from the time frame noted (4:00 pm to 5:30 pm because our camp activity rotations end at 4:00 pm). If you need to drop your child off late or pick them up early, we suggest using the parking meters on the west side of

the Community Engagement Center (building 8 on the map). There are also two 30-minute parking stalls in front of the Sapp Fieldhouse.

It is not permitted to park in marked stalls and you run the risk of getting a ticket (handicap stalls, GAIT Lab stall, director stall, etc.).

**If you have a normal parking permit for the University you will have to follow basic parking policy for the University. You will be responsible for any tickets you receive.

Please visit <http://www.unomaha.edu/maps/> for the most up-to-date campus parking map.

Other Pick-up Issues

We will strictly uphold the signature pick-up orders on file through the registration system. If for any reason you may need to change who is allowed to pick-up your child, please request a form from us in advance, or email the director so we have record of the change to be made. We want to ensure your child's safety and since we are not aware of some family situations, we would not want to allow your child to EVER leave with someone they should not, friend or family.

If you indicate an ID is to be shown, please convey this information to all that may pick-up your child (including parents and/or spouses). Also, if you indicate an ID is to be shown, then we will ask for yours, even if you are the parent. If you work on-campus and have access to our facility, please make sure you sign your child out. Every child must be signed out every day.

Planning For the Day and Week

Daily Gear

The following items should be included in your child's gear for a safe & fun-filled week: book-bag, bathing suit/towel, water bottle, gym shoes (**we DO NOT recommend sandals or any type of slip-on or open-toe shoe, they will not be permitted to participate in gym games/rock climbing without appropriate footwear**), sunscreen, comfortable clothes (please no skirts or dresses), lunch in a paper sack (fits in the refrigerator better).

Wrist Bands

Red wrist bands are issued to every child each week. We do ask that the child wear the wrist band for the entire week. If it is removed, the child will be issued a new one. Once a child has passed the swim test, they will be reissued a blue wrist band.

Aquatics

Your child will have an opportunity to swim during the summer, however the pool will be closed the first two weeks of June. Swimming will take place in the H&K Indoor Pool. Campers are required to bring appropriate swim gear including suit and towel. The camp staff will be present while swimming and lifeguards will always be on duty. Life jackets are available. Inflatable arm style floatations will not be permitted in the pool. All children must

pass a swim test proctored by our lifeguards before being allowed into the deeper areas of the pool. The shallow area of the pool is 4 feet deep with a tiered tot-dock for those that are shorter and/or lack strong swimming skills. If you wish for your child to ALWAYS wear a lifejacket, please indicate in your Circuitree information. The staff may make the decision for a child to wear a lifejacket even if a parent has not requested it.

Field Trips

Parental/Guardian consent is required and permission slips will be handed out at the beginning of each week. The day and times associated with the fieldtrips will be indicated on the permission slip. Field trips will typically occur on Wednesdays and/or Thursdays. The permission slip will note any special requirements for the day/trip.

Transportation

All of our transportation to and from field trips will be provided by Chief Bus Lines. Summer Camp staff will ride along on all trips.

Meals and Snacks

Summer Campers will receive light mid-morning & mid-afternoon snacks. Each child MUST bring a lunch. Do not send money for the vending machines or campus cafés. Our lunch rotations keep us moving and pre-packed lunches are essential for us to maintain our schedules. Lunches are placed in our refrigerator. Please do not pack a bulky lunch container, we ask that you pack in a paper or plastic bag. Water will be available at lunch and water breaks are taken throughout the day. **Please indicate any food allergies or restrictions on the medical forms.** If there are any concerns with allergies and snacks, the camper can bring his or her own snacks.

Personal Belongings

Any personal belongings should be marked with your child's name, including lunches. We have a large variety of games and equipment for use so we request your child leave all items of sentimental and monetary value at home (i.e. baseball cards, video games, etc.) Please leave all electronic devices at home. Gameboys, cell phones, Pokeman or any other disruptive items may be confiscated by the Summer Camp staff and will be returned at the end of the day should these interfere with the daily activities. We are not responsible for lost or damaged items.

****Please leave all cell phones at home. If you need to contact your child during the day, please contact our staff. I cannot stress enough how important it is for our staff to receive information directly from parents and not through a text message a child receives mid-day. If a camper receives notice from a parent via personal cell phone, we will still wait for adult-to-adult communication before acting on any needs.**

Medical Information

Health History Form

Collection of medical information is managed through the registration website. These records will be kept on-file through that site and in Campus Recreation. This information must be

filled out even if you have filled out a health form in previous summers. This helps to ensure all of the information we have is accurate and current. It is very important that you share all information with us that may impact your child's experience. We would like to be as prepared as possible so that your child may have the best possible experience at camp.

Medications

Prescription and over-the-counter drugs will be administered with a signed parent consent and strict detailed instructions. If the medication is a prescription, it must be in the prescribed container with the drug name, dosage, and doctor information (as you would receive it straight out of the pharmacy). We do not have medication available (Tylenol, aspirin, etc.).

Safety

All of the Mav Kids staff members attend a week long training session, are certified in First Aid, CPR and AED are required to carry first aid supplies at all times. Should an injury occur, they are documented and parents will be notified as to the degree of injury and procedures taken or needed.

Illness

If your child has taken ill for the day, please notify the Summer Camp office at 402-554-2539. Our Guest Services hours during the summer are from 6:00 am - 9:00 p.m. M-F. If your child becomes ill during Summer Camp hours, we will notify you as to the extent of illness incase your child needs to be picked up.

Communication

We are usually out with camp and not in the office. The fastest way to reach us is through our front desk which is always staffed during, before and after camp hours (6am to 9pm Monday through Friday during the summer) at **402-554-2539**.

If you will be arriving late, leaving early, or not attending for the day, please contact us at 402-554-2539. We move around the facility and around campus quite a bit. If you are arriving late we would not want to leave your child behind if we are moving away from the building or find ourselves located away from the building if you needed to pick your child up early. Please keep us informed so that we can be ready. Key members of our staff will have cell phones. Those numbers will be assigned to us by our telecommunications office closer to camp and we will pass along those numbers to you when we get them, but these phones will not have voicemail and there may be times that we are working with a situation and do not get to the call quickly enough. They will be able to receive text messages however calling the front desk is the best way to immediately reach someone.

Please leave all cell phones at home. If you need to contact your child during the day, please contact our staff. I cannot stress enough how important it is for our staff to receive information directly from parents and not through a text message a child receives mid-day. If a camper receives notice from a parent via personel cell phone, we will still wait for adult-to-adult communication before acting on any needs.

Payment Deadlines 2018

Session 1 and 2	May 28
Session 3 and 4	June 11
Session 5 and 6	July 2
Session 7	July 16

All payment due dates are Mondays. If payment is not received by the end of the business day on the date above then you will receive an email reminder the next day (Tuesday). At noon on Tuesday we will assess a \$10 late payment fee for each session overdue. Any account not paid by Thursday of the due week by noon will result in the child being dropped from the overdue session(s).

The camp fee is \$170.00. The \$20.00 UNO discount applies to spring/summer UPFF paying students or a Campus Recreation membership for the month your child is attending. That membership status MUST be confirmed prior to the discount being applied and can only be applied by the camp staff. ANY DISCOUNT APPLIED PRIOR TO YOUR CAMP SESSION WILL BE AUDITED AT THE TIME OF YOUR SESSION.

Refunds and Dropped Sessions

As stated at the time of registration, deposits are non-refundable, non-transferable.

If you need to drop a session between the payment date and the start of the session, we will process a refund for the fee paid minus the deposit.

If your child is a no-show, but you have paid for the week, you will forfeit the deposit and may receive a 50% refund of the remaining portion.

Behavior

At the Mav Kids Summer Day Camp we are aware that there will be a time when every camper has a difficult day. First and foremost we want to quickly resolve any conflicts and keep your child involved in the activities.

On occasion, it may be necessary to give the camper a chance to re-group away from the activity area. If your child still has difficulty in a situation, you will be notified by way of a today at camp card sent home with your child and/or a phone call.

If the behavior persists and conflicts cannot be resolved or the situation is severe, you will be contacted immediately and the incident(s) may result in suspension from the program. In some repeat or severe situations, expulsion may result. If a situation is severe, you may receive an immediate phone call and your child may need to leave camp until the situation can be resolved.

We are not a child care facility and do not have the staff for one-to-one supervision. Therefore, if there is a behavior incident that requires the camper to be removed from the day's activities and you are not available, your emergency contact will be asked to come pick up your child.

Staff

These college students work hard to make your child's summer safe and enjoyable. Both highly motivated and energetic people, the counselors attend a week-long training orientation to ensure a high quality staff and supervision. All counselors have passed criminal background checks, are Red Cross First Aid, CPR/AED certified, and certified lifeguards will be on deck for all pool activities.

University Youth Activity Safety Policy

The University Youth Activity Safety policy can be found at the Mav Kids webpage at <http://www.unomaha.edu/student-life/wellness/campus-recreation/mav-kids/index.php>

And at

<https://www.unomaha.edu/policies/>