Parent Orientation Packet

University of North Florida
1 UNF Drive
The UNF Arena
(Bldg # 34, Room 1043)
Jacksonville, Florida  32224-2645
(904) 620-2998

http://www.unf.edu/recsports/
• **Orientation**

**Parent Orientation** will be on Wednesday, **June 6th, 2012** in the UNF Arena at 7:00pm. Parent Orientation is highly recommended as it will give information to parents regarding changes in the Youth Sports and Fitness Camp, give parents an opportunity to ask questions, tour the facility and meet the staff. (Children can attend orientation with parents).

**Registration**

*Registration is now ONLINE*
*Visit www.unf.edu/recsports/*

• **Camp Costs/Payment Procedures**

The Camp registration fee is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Fee</th>
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<tbody>
<tr>
<td><em>UNF Student (must register in person)</em></td>
<td>$115.00 per week</td>
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<tr>
<td><em>Summer 2012 ONLY</em></td>
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<tr>
<td>UNF USPS</td>
<td>$140.00 per week</td>
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<tr>
<td>UNF Faculty/A&amp;P/Alumni</td>
<td>$150.00 per week</td>
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<tr>
<td>General Public</td>
<td>$185.00 per week</td>
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10% discount for active military and multiple children

The camp fees WILL NOT be prorated for attending only part of each day or only several days each week. There also will not be a daily rate.

Upon registration, the parent is responsible for paying the following:

The registration fee for their child’s first week of camp.

Parents are also responsible for the weeks that they register their child. Payment of certain weeks cannot be applied to other weeks because the child did not attend that week. For example:

Child is registered for week 1 and 2. The parent has paid for week 1, but the child does not attend week 1. The parent cannot apply the week 1 payment to week 2. The parent will be responsible for paying for week 2 in order for their child to attend.

Refunds for camp will not be given once camp has begun. Exceptions will be made only through approval of the Camp Director.

• **Lunch Option**

For an extra $30 per week, lunch will be provided each day, including bag lunches on field trip days. The menu will include: grilled chicken sandwiches, hamburgers, cold cut wraps, peanut butter and jelly sandwiches, hotdogs and sloppy joes. There will also be a salad bar and fruit served everyday. Drinks are included.
*If purchasing the lunch option, a separate check payment is required. Make checks payable to Mayes Food Services.*

- **Age Groups**
  The Camp will be divided into five age groups:
  - Osprey Group 5 - 6 year olds
  - Tomcat Group 7 - 8 year olds
  - Sun Group 9 year olds
  - Sharks 10 year olds
  - Jaguar Group 11 - 12 year olds
  - Barracuda Group 13 - 14 year olds

Children will be placed in their appropriate age group regardless of size or skill level. The child’s age as of May 31st, will determine their age group. **Children will be moved to a different group only with permission from the Camp Director.**

- **Camp Session Dates**
  The 2011 Camp will be held for 9 weeks beginning on Monday, June 11th and concluding on Friday, August 10th.

- **Daily Camp Times**
  The Youth Sports and Fitness Camp will operate under the following hours:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>7:30 am</td>
<td>Campers must be picked up by 6:00 pm in the afternoon.</td>
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Prior to 7:30 am, our staff is preparing the rooms for the upcoming daily activities. Please do not drop your child off prior to 7:30 am.

Beginning at 6:00 pm, if a child has not been picked-up, a late fee of $10.00 for each 15 minutes that the child is late being picked-up will be charged. This fee must be paid upon pick-up or the child will not be allowed to attend the following day. Excessive late pick-ups may result in your child being removed from our camp.

The Youth Sports and Fitness Camp Staff will not be allowed to provide a personal sitting service prior to or after camp hours.

- **Camper Sign-In/Sign-Out**
  The parent is responsible for signing their child in at the beginning of the day and signing them out at the end of the day or whenever they are picked up. The sign-in/out can be done with the Site Supervisor or counselors of the group. If you pick your child up prior to the ending of camp, a list of daily activities can be found on the door of the group’s classroom. Please use this list to find your child. A note will usually be posted directing everyone to where the group is located. If you have trouble finding your child, check in at the Campus Recreation Department, in the UNF Arena, Room 1043 for assistance.
Please remember to sign-out your child if you choose to pick them up early. Please remember that our camp utilizes the entire UNF Campus. If you plan on picking up your child early in the day, please notify the camp staff of the time so that you can be informed of their location.

- **Camp Staff**
  The Camp Staff consists of the Director, Asst. Director, six Site Supervisors (one in each group), and 20-28 Camp Counselors. Each individual group will consist of the Site Supervisor and a minimum of three Camp Counselors at all times. In addition, the Director will assist with each group. The Camp Staff consists of UNF student-athletes, students that currently work in the Campus Recreation Department, students that have worked prior camps and Duval County school teachers. The staff is dedicated to providing your child with as much instruction as possible and ensuring that your child has a pleasant experience at camp. Local background checks are done on ALL staff members. Each staff member is also CPR/First-aid certified. All staff is trained on all camp policies and procedures. We also train our staff on how to interact w/ the children and you, the parent(s).

- **Sample Activities**
  The Youth Sports and Fitness Camp will introduce the campers to as many different sporting activities and fitness concepts as possible. The campers will receive an introduction to the skills of the activity as opposed to in-depth skill instruction. We play all of your traditional sports such as; basketball, soccer, flag football, volleyball and track. We also offer and play a variety of non-traditional sports such as kickball, capture the flag, dodge ball and many other games and activities that we or the children can think of. We also offer a variety of fitness classes such as yoga, aerobics, dance classes, and spinning (for the older kids only). In addition, arts and crafts will be incorporated into the planning as well as field trips to Pump it Up, Alligator Farm, Jacksonville Zoo, Bowling, St. John’s River Boat Cruise, Ripley’s Museum and Little Talbot Island Beach. A more in-depth schedule of the weekly activities will be provided to the parent at the beginning of each week.

- **Swimming Instruction**
  The Youth Sports and Fitness Camp will provide the campers ages 5-8 with swim instruction. Campers ages 9-14 will receive a more advanced swim instruction program. The swim program has been developed and will be administered by the UNF Aquatics Center. Please refer to the attached form regarding camper eligibility for swim instruction. A child must be pre-registered for 6 out of 8 weeks of camp in order to receive swim instruction. All campers will have free swim whether they receive instruction or not.

- **Waiver of Liability/Notice of Insurance**
  The parent will be responsible for signing a Waiver of Liability/Notice of Insurance Form for each child that they register. This form notifies the parent of the hazards of participating in a sports and fitness oriented camp. The form also notifies the parent that
the Youth Sports and Fitness Camp do not provide insurance for the campers. The parent should contact their insurance agent regarding their child.

• **Federal Income Tax Information**
The Youth Sports and Fitness Camp can be declared as child day care on federal income tax forms. For tax purposes the official name of the camp and federal tax identification number is as follows:

  University of North Florida, Youth Sports and Fitness Camp  
  **Tax ID Number:** 59-2976169

• **Parental Concerns**
If a parent has a concern, suggestion, or complaint, please see the Site Supervisor for the group or the Camp Director and complete a Parent Concern Form. The form will be given to the Camp Director and the staff will address the concern as soon as possible.

• **Parking**
In conjunction with the UNF Police Department, a parking pass has been developed for the Camp. This pass allows the parent to park behind the UNF Arena or the Student Union to drop-off and pick-up their child. A maximum of two (2) parking passes will be distributed to a parent. Since there is very minimal parking at the Union, we will have a car line drop-off/pick-up system. Staff will be out in front of the Student Union to receive campers as they arrive and will be escorted to their classrooms. The process will reverse for pick-ups and staff will use walkie talkies to call up to the rooms when parents arrive for pick-up and the campers will be escorted downstairs. If you want to have that personal interaction w/ the staff during these periods, please feel free to park and walk your camper(s) in yourself. The same goes for pick-ups as well.

The following regulations apply to this privilege:

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<tbody>
<tr>
<td>1.</td>
<td>The pass is valid only behind the UNF Arena or in front of Student Union</td>
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<tr>
<td>2.</td>
<td>The pass is valid only during the Camp dates of Monday - Friday, June 11th - August 10th.</td>
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<tr>
<td>3.</td>
<td>The pass is valid for only 15 minutes</td>
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<tr>
<td>4.</td>
<td>The pass is valid only during the following times:</td>
</tr>
<tr>
<td></td>
<td>7:30 am – 9:30 am and 3:30 pm - 6:00 pm</td>
</tr>
<tr>
<td>5.</td>
<td>The pass must be displayed in the front window of the vehicle</td>
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<tr>
<td>6.</td>
<td>Vehicle must be parked in designated parking places</td>
</tr>
<tr>
<td>7.</td>
<td>Vehicle cannot be parked on any grassy area</td>
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<tr>
<td>8.</td>
<td>Vehicles not following the above guidelines will be subject to a ticket by the UNF Police.</td>
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• **Daily Camper Supplies**  
Each day your child should bring the following to camp (please label all items sent with your child’s name):

   | Lunch* (non-refrigerated) | Towel |
--- | --- | --- |
   | Drink | Squeeze Water Bottle |
   | Swimsuit | Change of clothes (if possible) |

*Please remember that you can now purchase the new lunch option.*

The staff of the camp asks that you do not send toys or additional money with your child when they come to camp. The toys from home have tended to provide a distraction for the other campers when the staff is trying to implement a game or activity. In addition, we do not want a child to misplace or lose their toys. The Camp will provide an afternoon snack for the children that should alleviate the need for a child to bring money to camp. You will be notified should your child need to bring other items to camp. We’re also asking that game boys, psp’s or any other portable games “NOT” be brought into camp. All games will be confiscated and held until the end of the day!

• **Camper Medication**  
If your child is required to take any form of medication during the day, please complete a Medication Form. The Site Supervisor of the group has these forms in their notebook. Please list the directions for administering the medication, including amount of dosage, time of administration and any possible side effects.

• **Camper Illness/Accidents**  
In the event that a camper becomes ill or has an accident, the Site Supervisor and/or Camp Director will notify the parent. To assist the staff in contacting the parent, please include all possible phone numbers on the Registration Form. For minor accidents/illness, the camp staff will provide appropriate first aid or seek medical attention from the Campus Health Services. Upon pick-up the parent will be provided with information regarding the accident/illness.

• **Camper Discipline**  
There will be times during camp when it becomes necessary to administer discipline to a camper. The methods of discipline used by this camp are to:

   a. Speak individually with the camper;
   b. Remove the camper from the activity for a short period of time;
   c. Time-Out; and
   d. Have the Camp Director speak with the camper.

If the above methods do not have a positive affect on the behavior of the child, the child will begin to lose free swim time not swim lesson time. If the problem persists during the week, the child will not be allowed to attend the field trip that is held that week. Under
some extreme circumstances, the parent will be called to pick-up the child early from camp. The camp staff does not want to be placed in the position of removing swim time and/or preventing a child from attending the field trip. We ask that the parent speak with the child and let them know the importance of following the instructions of the camp staff. **If a child is sent home early from camp or prevented from attending a field trip, there will be no refund of registration fees for the camper.**

- **Conclusion**
  This packet has been provided to assist you with the policies and procedures of the camp. If you ever have any questions, please contact a member of the camp staff or the camp director. The camp staff is looking forward to having your children at camp and we hope that the campers have an enjoyable time.

<table>
<thead>
<tr>
<th>Contact Numbers</th>
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<tbody>
<tr>
<td>Recreation Office</td>
<td>620-2998</td>
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<tr>
<td>Daryel Gullett, Camp</td>
<td>620-2808</td>
</tr>
<tr>
<td>Camp Director</td>
<td>E-mail: <a href="mailto:dgullet@unf.edu">dgullet@unf.edu</a></td>
</tr>
<tr>
<td>UNF Arena</td>
<td>620-2999</td>
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University of North Florida  
Youth Sports and Fitness Camp  
Swimming Program

**Recreational Swimming**

Children will participate in recreational swimming every afternoon. Certified lifeguards will be on duty during this time.

**Swimming Instruction**

**To qualify for swimming instruction, the camper must be enrolled in at least six (6) of the eight (8) weeks of summer camp.** This policy has been established so that students receive the necessary amount of “contact time” in order to meet the goals and objectives of the program.

Participants will receive one instructional lesson per week. Children will be grouped by skill level. Each instructional group will have approximately 10 children. There will be one instructor and one instructor-aide per group. Lessons will include instruction in swimming skills, personal water safety and basic rescue.
Swim Lesson Days

Osprey (5-6)       Wednesday 2:45-3:30
Tomcat (7-8)       Monday 2:45-3:30

All campers will have free swim on the days in which they do not have swim lessons.

Swimming days and times are subject to change based on number of campers enrolled.

Youth Sports and Fitness Camp Parking Pass

Only to be used from June 11th 2012-August 10th 2012
7:30am – 9:30am and 3:30pm – 6:00pm

Parking is available in front of the Student Union

This pass is valid for 15 minutes and can only be used when dropping off or picking up children of the Youth Sports and Fitness Camp.

This pass must be displayed in the front window of the vehicle.
Vehicles must be parked in a designated parking space.

Vehicles parked at days and times other than those listed above will be subject to a parking ticket by the UNF Police.
University of North Florida
Youth Sports and Fitness Camp

Parent Pledge

I have read and understand the guidelines in this packet concerning the 2011 UNF Youth Sports and Fitness Camp.

I will follow these guidelines and assume full responsibility for any violation of these policies.

Camper(s)  ________________________________________________

Parent Signature  __________________________________________

Date  ____________________