Summer Day Camp
Handbook
UC Irvine Campus Recreation
Welcome to UCI Rec Kids Summer Day Camp 2023!

Dear Camp Parents & Guardian,

Welcome! Here are a few important things you need to know about camp.

Mission:
We are committed to providing high quality recreational experiences and empowering youth to affect positive change on campus and surrounding communities.

Camp Goals and Outcome:
It is our belief that each camper is a unique individual with his or her own rate of development. Our goal is to introduce the campers to as many positive experiences as possible. It is our hope that the experiences we provide will foster creativity and individuality in each camper and encourage an awareness of themselves and others.

The ARC has established the following goals for all campers:
- To grow personally and gain a greater sense of his or her own worth
- To be inspired to live by the character values; caring, honesty, respect and responsibility
- To experience improved personal relationships
- To learn to appreciate inclusion & diversity
- To become better leaders
- To have fun!

Vision
Is that all camper youth and young adults have equitable access to recreational summer programs, to provoke an interest in any and all activities and become successful community-minded adults.

Who’s who at Camp? Administrative Team
Camp Director: Joy Sams

All camp questions can be directed to Joy Sams via email at joy.sams@uci.edu

UCI Campus Recreation Tax ID number is 95-222-6406
Camp at a Glance

Registration: Registration must be completed before a child can attend camp. Registration is in two parts;
- Part one: enrollment and selection thru Campus Recreation website;
- Part two: complete camper profile at CampDoc.com one profile per child is required. All profile(s) must be 100% completed and the days before the camp week starts.

Cancellation: Payees must give UCI Campus Recreation a 15 business day written notice prior to the start of camp week session. Written notice may be submitted via e-mail to the Program Director. Failure to notify the Youth Program Director of a cancellation, transfer 3 days prior to camp start date, will make the subsequent payment non-refundable.

(15) or more business days before first day of enrolled camp week in order to receive 80% refund of registration fees
(3) business days before the first day of enrolled camp in order to receive 50% of registration fees

*Exceptions to the cancellation policy will be made on a case by case basis and at the discretion of the Youth Program Director. Refunds take up to 10-14 business day to be processed, refunds will be placed back to the method of payment with a 20% processing fee.

Transfers requests will only be completed if there is space available in the desired camp. Requests for transfers must be emailed to the Youth Program Director (joy.sams@uci.edu) within 10 business days prior to the first day of camp to be considered.

General Information: Campers must be picked up by someone that is 16 or older. Please fill out all health photo profiles on Camp Doc.com. An invite was sent to you 48 hours after you enrolled in the class. Please be sure to complete the health profile until you reach 100%. If you are returning please update any information, and upload a photo.

Emergency Phone Numbers: If you have an emergency and must pick up your child, please call the UCI ARC Sales Desk at (949) 824-3845 or the Camp office at (949) 824-5979. All campers must have a valid US phone number in case of emergency. AUTHORIZATION TO PICK UP CAMPER are only individuals 16 years or older who are authorized in writing by the parent/guardian will be allowed to pick up camper. All authorized individuals picking up campers from camp are required to present a photo ID. Anyone arriving to pick up a child who appears to be under the influence of drugs or alcohol, will not be allowed to pick up for the child’s safety. Staff may have contacted the UCI Campus police.

Vaccination Requirements: Campers MUST be completely up to date on vaccinations in order to attend camp. Those who cannot provide proof of vaccinations will be asked to leave, and refund policy will be enforced. No exemptions, medical or otherwise, will be allowed. Required vaccinations include:
- DTaP (Diphtheria, Tetanus, Pertussis)
- Polio
- Hepatitis B
- MMR (Measles, Mumps, and Rubella)

Photograph Consent Form: is necessary for your child to participate in any photos taken at camp. This allows Campus Recreation Marketing to take photos of children participating in our camp programs to use in future promotional items. We will never release personal information about our campers such as names, ages, camps associated with any photos used for promotional materials.
Medical Consent Form: Provides Campus Recreation the authority to call emergency services in case of an emergency or injury related to your child. We ask for medical history that will allow us to best serve your child and their needs. Current medical insurance that is accepted in the United States is required in order to participate in our camps.

Liability Waiver Form: is a general liability waiver required for every participant who enters a campus recreation activity.

Code of Conduct Agreement: This agreement is to ensure that each parent/guardian and camper is aware of the Camp Rules as they will be fully enforced throughout camp. These have been designed to ensure the safety and enjoyment of each camper who attends our program. Please read through these forms carefully. If you have any questions or concerns, please contact Campus Recreation.

Camp Operations: Each Camp will begin promptly at 9:00am or 1:00pm, and end at 12:00pm or 4:00pm. Please make sure your child is dropped off at least 10 minutes prior to the start of camp, to ensure they do not miss the start of camp. Check In/Out will take place at the front steps leading up to the ARC Front Entrance. You may use the driveway in front to quickly sign in/out your camper. If you want to stay over 5 minutes, you must find a parking spot in front of the ARC. Parking permits can be purchased at the dispenser for $2 per hour. Our address is 680 California Ave., Irvine, CA 92697.

What to Bring or Keep Home:
- Wear closed-toed shoes daily
- A healthy lunch with a drink and snacks (Lunch is not provided)
- Water bottle
- Sunscreen / hat
- Any items brought are at the camper’s own risk and may be taken away by counselors if they are disruptive.
- The following are not allowed at camp: personal toys or electronic equipment, living or deceased animals, weapons, vehicles, drugs, and alcohol.
- Please be sure to labeled items with camper’s name
Camper Self-Sign: Campers who are 12 years and older may sign themselves in and out of camp with correct authorization within CampDoc provided by parent or guardian.

Sign-In & Out: Parents and those authorized to pick up campers must provide a valid picture ID when signing out their camper. The camper’s parent or guardian must sign the ARC Camp camper in and out with the counselor on a daily basis. Please identify on the emergency form the people to whom we can release your child (carpools, etc.). If the information on the emergency form should change throughout the session your child is enrolled, please inform us in writing or via CampDoc platform. If you are going to pick up early or drop off late please arrange this with your child’s counselor ahead of time. Special notes will be left in the binders, so please pay attention to them. ARC Camp is not responsible for the safety or well-being of campers once they have been signed out for the day.

Extended Care: We offer supervised Extended Care packages for the whole week your child is enrolled in Camp. The cost is a flat rate of $50 for all 5 days of camp, whether you use it 1 day or all 5 days. It covers both Pre/Post-Camp Care.
If enrolled in Pre/Post-Care, you may drop your child off as early as 8:00am and pick up by 5:00pm. Parents and authorized signers can pick up campers and must provide a valid picture ID when signing out their camper.

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<tr>
<th>AM Camps Late Fees</th>
<th>PM Camps Late Fees</th>
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<tr>
<td>12:05-12:15 pm = $5/child</td>
<td>4:05-4:15 pm = $5/child</td>
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<td>12:16-12:30 pm = $10/child</td>
<td>4:16-4:30 pm = $10/child</td>
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<tr>
<td>12:31-1:00 pm = $30/child</td>
<td>4:31-5:00 pm = $30/child</td>
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Lunch Time: If your child is enrolled in both a morning (9:00am-12:00pm) camp and an afternoon (1:00pm-4:00pm) camp, we offer a supervised Lunch from 12:00pm to 1:00pm. Here campers can eat their lunch brought from home or may use cash to buy items from our vending machine, which provides snacks and beverages. This will only be offered during the lunch hour. Once Lunch is over, the campers will be divided into groups and escorted by Camp Staff to their Camp location.

Absent or Late Drop-Off/Early Pick-Up:
- If you are late dropping off please bring your child to ARC Front Desk & wait Camp staff to escort your camper to destination.
- If you will be late on a regular basis please let us know, or call the Camp Director.
- If you will be picking up your child early from camp, please tell a counselor at check in before camp starts so we are aware of it and can tell you where to find your group.
- Please let us know if your camper will be missing a day of camp please call or email the Camp Director.

If you are late to check in for Camp and there is no one at the check in/out tables in front of the ARC, you must bring your child inside the ARC to the Front Desk located just inside the front doors. A front desk staff will radio for a Camp Staff employee to come to the front to escort your camper to their destination. Please do not drop off your child then leave, even if you are late. Each camper must be signed in to account for them during camp and at check out.

If you need to take your camper home early, you must come to the ARC Front Desk and have an associate call the appropriate Camp Staff. Your camper will be escorted to the Front Desk where you will be asked to sign-out your camper.
Illness/Injury: If a child is feeling ill during the camp, the Camp Coordinator or Camp Director will call the contact numbers listed in CampDoc and/or ARC account.

If your child is injured during camp, all necessary medical precautions will be taken to ensure that all required medical attention is received. For minor injuries (small cuts, scrapes or bruises) the child will be assessed by camp staff. The staff member will contact the parent or guardian listed to inform them of the incident via phone or ouch report. For serious injuries, you will be contacted and if necessary the child will be transported to the hospital by ambulance and the next available emergency contact person will be contacted. Please update CampDoc profile if there has been a change in any information.

Medication/Allergies: If your child needs to take medication while at camp, let his or her counselor know. Please note your child’s medication needs and dispersion directions on the medical consent form. Campers will be required to administer their own medication. If you have any questions or concerns about medication for your child, please contact the program coordinator or director.

Please note any allergies in the CampDoc profile under health history. For Cooking Camps, allergies to specific foods must be listed on the Registration form.

**Cooking Camps cannot guarantee an allergy free environment.**

Camp Shirt: Campers will receive 1 camp shirt for the camp season. Camp T-shirts will be handed out at check-in on Thursdays.

Camp Guidelines
Please help the Camp staff by reviewing these rules with your children before camp. Camp is fun!
These rules are for everyone’s safety and well-being while at camp.

1. Show respect to other campers, treat them as well as I would like to be treated, and try to be a friend to all
2. Have FUN but not at the expense of others
3. Campers are not allowed to leave the Camp area or ARC grounds for any reason without being escorted by a Camp staff.
4. Show respect to camp staff and cooperate fully with their instructions
5. Tell a camp staff member if there is any problem/issue during camp that is making you unhappy.
6. Respect the rights of others and treat others with courtesy and consideration
7. Communicate in an appropriate manner, which means I must not use foul or inappropriate language or gestures, harsh words or tone of voice
8. Conduct myself responsibly. I understand that unwelcome teasing or other unkind behaviors are not allowed
9. Refrain from deliberately causing bodily harm to other campers or staff. I understand that pushing, kicking, hitting, biting or fighting are not acceptable and will not be tolerated
10. Respect the property of others and camp, which includes no stealing, property damage, graffiti or vandalism.
11. Do not use equipment for anything other than its intended purpose during camp. Equipment may not be used to hit or touch another camper.
12. Remain with the group and within the boundaries that have been set
13. Remember that physical displays of affection or of a romantic nature are not allowed under any circumstances
14. Be fully responsible for my actions and understand that irresponsible behavior will result in disciplinary action or dismissal from camp
15. Have lots of FUN, learn, grow and have a GREAT time!
**Discipline Procedures**

Please go over camp discipline with your child. If a discipline problem arises with a camper we use a “three strikes” rule. First, the Camp Assistant deals with the camper and gives a warning when the incident occurs and explains why the child is being given a warning. Parents/guardians will be notified of their child being given a warning during camp at Pick-up. After the third warning the camper is sent to the Camp Coordinator to discuss the problem. If a discipline problem still occurs, the parent will be contacted and apprised of the situation. Anteater Recreation Summer Camps reserves the right to dismiss campers whose disruptive behavior cannot be resolved.

**POSITIVE GUIDANCE POLICY:**

1. Guidance focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior.
2. Guidance is a process of teaching, learning and positive reinforcement.
3. Set developmentally appropriate guidelines for campers.
4. Verbal abuse or name calling is not permitted. Guidance will not be associated with food, rest or toilet training.
5. Corporal (physical) punishment will never be allowed.
6. Limits are set to foster caring, honest, respectful, responsible, and self-sufficient campers.
   Positive guidance is integrated into the overall program plan of the camper care setting.
7. Behavioral concerns of individual campers are not discussed with other parents.

ARC Camp is a fun and exciting place and we expect campers to follow the rules in order to keep the atmosphere fun and safe for everyone. UCI Anteater Recreation Summer Camps welcomes all students from grades 3-9 into our summer camp programs. Due to the need to maintain a safe environment for all campers disruptive or unsafe behavior is not tolerated and may lead to dismissal from the program.

**Camp Counselors:**

All counselors are college students or recent graduates most of whom are from right here at UCI! All staff members have experience working with children, are CPR & First Aid certified, and have been through extensive camp training. They are dedicated to ensuring that each camper has a safe, fun, positive, and memorable summer at ARC Camp.

**Camp Specialty Instructors:**

Specialty Instructors are highly skilled, trained Instructors or sport coaches. Most camps are taught by individuals who teach their specialty full time or current students or alumni associated with Campus Recreation. They are dedicated to help kids learn something new or improve on an existing skill.

All counselors and instructors are required to complete a fingerprint and background check before being hired as Camp Staff. Once hired all staff are required by law to become Mandated Reporters and CPR/First Aid certified. This is to ensure each member of our Camp Staff is dedicated to providing your child with a safe, fun, memorable and rewarding camp experience!

**Inclusion Policy:** ARC Youth Programs is an inclusive and affirming environment for all our campers, staff and visitors. ARC Camp strives to be a space for ‘safe socialization’ that is free of fear of stigma while promoting self-expression.

We hope that this handbook has given you a better insight into our Summer Camp program before your first day of camp! We are looking forward to another successful year of providing a fun and safe experience for your children.

**Please make a note that the UCI Campus Recreation Tax ID number is 95-222-6406.**