GENERAL INFORMATION

WELCOME!
We are excited for another summer of sunshine and fun with your camper or campers! We look forward to a safe and exciting summer. Please spend some time carefully reading the following information. This handbook is designed to answer questions you may have regarding Camp Recky programs. If you have any further questions, please call the Community Programs office at (614) 688-8787.

OUR MISSION
In accordance with the mission statement of the Department of Recreational Sports, the Camp Recky program mission is to foster social and physical childhood development, promote active lifestyles, and provide educational leadership opportunities to the Ohio State community.

CONTACTING US
The telephone at the Recreation and Physical Activity Center will be staffed by a Camp Recky staff person Monday through Friday, June 13-August 19, from 8:30 a.m. to 4:30 p.m. If you need to contact camp during these hours, please call (614) 688-8787 or e-mail agegroup@osu.edu. The mailing address for Camp Recky is: Department of Recreational Sports, Recreation and Physical Activity Center, 337 W. 17th Ave., Room B162, Columbus, OH 43210-1224.

CAMP READINESS
While camps are open to children as young as age five, some children are not yet ready for camp. Please make sure your camper is ready by asking yourself the following:

• Is my child able to change his or her own clothing? Due to liability reasons, camp staff is instructed to not assist children in changing their clothing for any reason.
• Is my child able to tend to personal needs such as toileting and eating? Camp staff is not able to assist with personal needs.
• Will my child generally follow simple directions and rules in a structured setting? Most rules are set to ensure the safety of all campers, and children must be able to follow these rules.
• Does my child still need a nap every day? We are not able to provide naptime. The half-day camp is best for those who still need a daily nap.

CAMP CALENDAR
Parent Information Meeting
Sunday, March 6, 2011, 5 – 7 p.m., RPAC Meeting Rooms 1-3
Interested families new to Camp Recky are encouraged to come find out more about our programs, policies, and procedures.

Parent Orientation & Open House
Sunday, May 22, 2011, 4 – 6 p.m.
We hope to see all registered families attend. This is an excellent opportunity to meet the camp staff and your child’s counselors. We will answer questions and talk about the exciting programs that will be taking place at camp this summer! This night is a great time to stop by and also pay the balance of your camp fees.

Ten single week sessions for children ages 5-12: June 13 – August 19, 2011
Recky’s Leaders (ages 13-14) are two-week sessions.

Times of Camp
Morning Extended Care: 7:30 – 9 a.m.
Morning Camps: 9 a.m. – 12:30 p.m.
Afternoon Camps: 12:30 – 4 p.m.
Afternoon Extended Care: 4 – 5:30 p.m.
DEPOSITS, CANCELLATIONS, REFUNDS, AND BALANCE OF FEES
All camp sessions require a non-refundable, non-transferable $30 deposit per-child, per-session (including morning and afternoon sessions).

Cancellations and refund requests must be made in writing to the program director at least two weeks prior to the camp session paid for to receive a refund, less the $30 non-refundable, non-transferable deposit per-child per-session. After that deadline, up to one week prior to the camp session paid for, a program credit, less the $30 non-refundable, non-transferable, deposit per-child, per session, will be granted for another Community Programs activity. This credit will be valid for one year from the date on the letter received. Any cancellation received less than one week prior to the start of the camp session will generally not be eligible for any refund. Make up sessions will not be offered for any missed camp programs. All documentation required for a refund must be submitted by August 15, 2011. No refunds for Camp Recky 2011 will be processed after this date.

The 2011 session fee balances are due no later than May 27, 2011. If the balance is not paid by this date, you will forfeit your reservation in the program. Refunds will not be given for memberships purchased after the balance has been paid.

STAFF BY THE NUMBERS
1: Community Programs Director: Marci Hasty
1: Community Programs Coordinator and Inclusion Specialist: Lindsay Bond
1: Camp Operations Director: A graduate student or undergraduate student with experience in our programs
1: Assistant Camp Operations Director: A graduate student or undergraduate student with experience in our programs
4: Camp Supervisors: Graduate students or second, third, or fourth year undergraduate students with extensive experience in our programs
40: Camp Employees: A diverse group of Ohio State students majoring in elementary education, early childhood education, physical education, or related fields

Staff Requirements
• Application with three references
• Interview
• Criminal background check in compliance with state day camp guidelines
• Current American Red Cross First Aid and CPR Certification

Comprehensive training includes health, safety, and emergency actions, behavior management, planning activities, customer service, communication, child abuse awareness and prevention, and leadership. Staff to child ratios will not exceed 1:12 and are typically lower.
**SCHEDULE OF ACTIVITIES**

A weekly parent newsletter with an overview of camp activities for the week will be made available at the camp pick-up area on Friday afternoons and via e-mail on Friday mornings. Please ensure that we have your current e-mail address on file. If you ever have a question about the day’s activities, feel free to ask a staff member. We will also post the weekly newsletter on the camp’s web site: [http://www.recsports.osu.edu/community-programs/youth-family-programs/summer-camp-recky-ages-5](http://www.recsports.osu.edu/community-programs/youth-family-programs/summer-camp-recky-ages-5)

<table>
<thead>
<tr>
<th>Camp</th>
<th>Discovery Camp</th>
<th>Sports Camp</th>
<th>Adventure Camp</th>
<th>Kids in the Kitchen Specialty Camp**</th>
<th>Recky’s Leaders</th>
<th>Kids on the Move Camp</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ages</strong></td>
<td>5-8 years</td>
<td>5-12 years</td>
<td>9-12 years</td>
<td>5-8, 9-12 years</td>
<td>13 – 14 years</td>
<td>5-12 years</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Jesse Owens South Recreation Center</td>
<td>Various Locations</td>
<td>Adventure Recreation Center</td>
<td>Recreation and Physical Activity Center</td>
<td>Jesse Owens South Recreation Center</td>
<td>Recreation and Physical Activity Center</td>
</tr>
<tr>
<td><strong>Camp Hours</strong></td>
<td>9 a.m.-12:30 p.m.</td>
<td>9 a.m.-12:30 p.m.</td>
<td>9 a.m.-12:30 p.m.</td>
<td>9 a.m.-12:30 p.m.</td>
<td>9 a.m.-12:30 p.m.</td>
<td>12:30-4 p.m.</td>
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<tr>
<td><strong>Extended Care Hours</strong>*</td>
<td>7:30-9 a.m.</td>
<td>7:30-9 a.m.</td>
<td>7:30-9 a.m.</td>
<td>7:30-9 a.m.</td>
<td>7:30-9 a.m.</td>
<td>4-5:30 p.m.</td>
</tr>
<tr>
<td><strong>Member Fee</strong></td>
<td>$70/week</td>
<td>$70/week</td>
<td>$80/week</td>
<td>$80/week</td>
<td>$150/2-week session</td>
<td>$70/week</td>
</tr>
<tr>
<td><strong>Non-Member Fee</strong>*</td>
<td>$88/week</td>
<td>$88/week</td>
<td>$100/week</td>
<td>$100/week</td>
<td>$180/2-week session</td>
<td>$88/week</td>
</tr>
<tr>
<td><strong>Lunch Fee</strong></td>
<td>$25/week</td>
<td>$25/week</td>
<td>$25/week</td>
<td>$25/week</td>
<td>$25/week</td>
<td>N/A</td>
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</tbody>
</table>

*Extended care is included in the price of the camp.

** Kids in the Kitchen will be offered select weeks. Check the details below for dates

**CAMPS & THEME WEEKS**

**Recky’s Discovery Camp, Ages 5-8**
Location: Jesse Owens South Recreation Center

Our Discovery Camp is open to 5-8 year olds. Discovery Camp themes are developed so children enjoy their summer while discovering new ideas, new interests, and new friends. Campers enjoy an action-packed fun-filled summer with a variety of age appropriate, supervised activities, and experiences. Camp activities include arts and crafts, reading, organized indoor and outdoor games, sports, special events, and on-campus field trips.

**Typical Daily Schedule**
7:30-9 a.m. Flexible drop-off and supervised play
9-11:45 a.m. Theme based activities: crafts, games, skits, on-campus field trips
11:45 a.m. – 12:15 p.m. Lunch, pack-up, clean up, and prepare for parent pick-up or departure to Kids on the Move Camp
Weekly Themes
June 13-17: It’s Great to Be a Buckeye
A great introduction to campus and what it means to be a Discovery camper.

June 20-24: Gone Country
Cowgirls and cowboys lasso up a great week of early American themed activities.

June 27-July 1: Art Rocks!
Rock out this week in unique ways through music and art.

July 5-8(no camp on July 4): Red, White & Recky
Learn what Recky loves about our country with all-American activities.

July 11-15: Celebration Nation
Explore how different cultures use food and games to celebrate their birthdays and holidays.

July 18-22: Bugs, Mugs, & Slugs
Participate in fun bug activities that look at the small and big bugs in the world around us.

July 25-29: On the Go
Explore the wide world of transportation as campers jet from one activity to the next.

August 1-5: Symphony of the Five Senses
Our senses are amazing! We’ll use the week to explore the world around us in new ways.

August 8-12: Splish Splash
Water fun, dance party and carnival all add to a great week at camp!

August 15-19: Fun and Fitness
Campers round out the summer with fun games and activities that are fitness focused.

Recky’s Sport Camps (ages 5-12)
Various locations
Junior Varsity for children ages 5-8
Varsity for children ages 9-12
Lacrosse and Cheerleading Camp offered by Skyhawks

Sport Camps provide children with a safe, organized, and supervised recreational sport program. Participants can challenge themselves and fulfill their individual potential in sports while developing important lifelong skills. All campers should bring a water bottle and come to camp each day with sunscreen applied. To keep camp costs reasonable, campers are asked to bring certain sports equipment each day to camp. Please mark all items with your child’s name.

Typical Daily Schedule
7:30-9 a.m.       Flexible drop-off* and supervised play
9-11:45 a.m.      Sport skill instruction, drills, games
11:45 a.m.-12:15 p.m. Lunch, pack-up, clean up, and prepare for parent pick-up or departure to Kids on the Move Camp

*Please see the detailed web information for exact drop off locations and procedures for these camps.
**Weekly Themes and Locations- check locations!**

<table>
<thead>
<tr>
<th>Date</th>
<th>Sport/Location</th>
<th>Required Equipment</th>
<th>Optional Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 13-17</td>
<td>Tennis at Lincoln Tower Park Tennis Courts</td>
<td>Tennis Racquet and one new can of tennis balls</td>
<td></td>
</tr>
<tr>
<td>June 20-24</td>
<td>Flag Football at Lincoln Tower Park Turf Field.</td>
<td>None</td>
<td>Turf shoes</td>
</tr>
<tr>
<td></td>
<td>Cheerleading Camp offered by Skyhawks for ages 5-9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 27-July 1</td>
<td>Outdoor Pursuits at Fred Beekman Park</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>July 5-8 (No Camp Monday, July 4)</td>
<td>Disc Sports at Jesse Owens West Park</td>
<td>None</td>
<td>Disc</td>
</tr>
<tr>
<td>July 11-15</td>
<td>Skyhawks Lacrosse at Lincoln Tower Park Turf Field**</td>
<td>None</td>
<td>Lacrosse Stick</td>
</tr>
<tr>
<td>July 18-22</td>
<td>Soccer at Lincoln Tower Park Turf Field</td>
<td>Soccer ball, wear shin guards</td>
<td>Soccer shoes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>covered with soccer socks</td>
<td></td>
</tr>
<tr>
<td>July 25-29</td>
<td>Baseball/Softball at Coffey Road Park</td>
<td>Ball glove</td>
<td>Bat, baseball shoes</td>
</tr>
<tr>
<td>August 1-5</td>
<td>Touch Rugby at Lincoln Tower Park Turf Field</td>
<td>None</td>
<td>Soccer/turf cleats (no screw-ins)</td>
</tr>
<tr>
<td>August 8-12</td>
<td>Volleyball at Fred Beekman Park</td>
<td>None</td>
<td>Volleyball, kneepads</td>
</tr>
<tr>
<td>August 15-19</td>
<td>Basketball at Fred Beekman Park.</td>
<td>None</td>
<td>Basketball</td>
</tr>
</tbody>
</table>

**To offer the best possible instruction, we are partnering with Skyhawks Sports Academy to offer the lacrosse camp and cheerleading camp. For more information about Skyhawks, visit [www.skyhawks.com](http://www.skyhawks.com).**

**Recky's Adventure Camp (ages 9-12)**

Location: Adventure Recreation Center (ARC)

Theme-based activities are designed to foster independence, teach life skills, implement healthy habits, and develop leadership skills. Camp activities include field trips both on campus and around central Ohio, volunteer work, guest speakers, adventure activities, and organized sports and games.

**Typical Daily Schedule**

7:30-9 a.m. Flexible drop-off and supervised play

9-11:30 a.m. Theme based activities such as crafts, games, skits, field trips, etc.

11:30 a.m.-12:15 p.m. Lunch, pack-up, clean up, and prepare for parent pick-up or departure to Kids on the Move Camp
Weekly Themes
June 13-17: Get Connected
Connect with other campers, and meet friends old and new! Build a great team for a great summer!

June 20-24: Capital City Tour
We will explore our great capital city and all it has to offer!

June 27-July 1: Master Chef
A fun week filled with tasty food and fun recipes.

July 5-8 (No camp Monday, July 4): Brutus’ View
Learn all the cool campus traditions of the Buckeyes and Brutus.

July 11-15: Recky’s Round Up
This week we’re focused on all things round! Think ball sports, games, foods and more!

July 18-22: Fit and Fabulous
Commit to be fit throughout the summer. This week celebrates the good choices you make to eat healthy, play hard, and have fun.

July 25-29: Gateway to the West
Round up your friends and head out west for some good times ’round the campfire.

August 1-5: Get Outside
We’ll hike, explore the outdoors, and learn about our impact on the world around us.

August 8-12: Imaginarium
Campers put on their creative hats and come up with the best activities, new games, and more.

August 15-19: Summer Send Off
Do you have what it takes? Enjoy a week of favorite games, challenges, and good sportsmanship before you head back to school.

Camp Recky’s Leaders
This leadership program for 13- and 14-year-old teens is all about them! Each two-week session (meets Monday — Friday) will have a focus on a unique aspect of becoming and being a leader. Teens will spend time learning about their own personality as leaders and followers. They will learn how to be encouraged and motivated as well as how to support others. Teens will also learn skills to work with their peers, and also children younger than themselves. This morning-only camp is focused on their development as individuals and as a team. They’ll participate in several exciting activities. Should they choose to stay in the afternoon, they will be assigned to help one of our camp groups as a volunteer. If arriving for extended care (7:30 – 9 a.m.), they should be dropped off at Jesse Owens South Recreation Center.

June 13-24: Session 1
June 27-July 8: (No camp Monday, July 4): Session 2
July 11-22: Session 3
July 25-August 5: Session 4
August 8-19: Session 5
Kids in the Kitchen – Specialty Camp
For four sessions, campers in this program will have the opportunity to learn their way around a kitchen, explore the utensils used, and have the chance to prepare different foods each day of the week!

Ages 5-8
June 20 – 25, 9 a.m. – 12:15 p.m.: Globetrotters
Explore the way different countries are known for their cuisine.

July 11-15, 9 a.m. – 12:15 p.m.: Oodles of Noodles
Campers learn a number of recipes that use all kinds of noodles.

Ages 9-12
July 18-22, 12:15 p.m. – 4 p.m.: The 3 Cs
Cakes, cookies, and cupcakes of course! Learn to bake and decorate a number of yummy creations!

August 2-6, 9 a.m. – 12:15 p.m.: Kitchen Scavenger Hunt
A week of clues and recipes that lead to wonderful creations and great food!

Recky’s Kids on the Move (ages 5-12)
Location: Recreation and Physical Activity Center (RPAC)

This camp is designed to give positive encouragement to every camper to participate in at least 60 minutes of physical activity per day. Parents will be informed if a child opts out of participating in physical activity choices. Children who regularly opt out of participating will be encouraged to find a summer program that better suits their interests and needs.

Typical Daily Schedule
12:30-1 p.m.   Arrival and Opening Circle
1-4 p.m.       Daily physical activity choices, swimming instruction, and free swim on select days, and camper choice
4-5:30 p.m.    Flexible pick-up and supervised play

Physical Activity Choices
Each day campers will have 45-60 minutes of physical activity. They will choose from several fun activities each day. Sitting out will not be an acceptable choice unless a doctor specifically prescribes that a camper be inactive. Activities will be adapted to accommodate the ability level of all children. Choices of camp activities may include based on availability:

Yoga   Hiking   Stair climbing   Table tennis
Double Dutch   Break dancing   Playground games   Juggling
Walking group   Jazz dancing   International games   Stretching
Jogging group   Aerobics   International sports   Floor hockey
Relay races   Strength training   Martial arts   Badminton
Obstacle course   Alphabet fitness   Racquetball   Calisthenics
Tag games   Line dancing   Squash

Swimming
When the pools are available, our campers will swim Monday through Thursday. It is important to send your child to camp with swimsuit and towel on Mondays. Once they have been swim tested, they will be entered into a swim level that meets their current abilities. They will participate in half-hour group lessons twice a week throughout the summer. Certificates indicating level of swimming ability will be awarded at the end of the camp season. Children will also participate in a half-hour of free swim twice a week.
COMMUNICATION AND INVOLVEMENT

We encourage family involvement at all levels of our organization. A camper’s good experience is a partnership between families and Camp Recky. The more you know about Camp Recky and the more counselors and the camp leadership know about you, the better we can serve your child and your family.

Families are welcome to visit Camp Recky at any time. Parents and guardians have complete access to the program their child is attending. Noncustodial parents have the same rights of access to the camp unless limited by official court documentation. Visiting parents or guardians are required to notify the camp office and counselor staff of their presence at camp. Camper groups may have different counselors depending on daily staff schedules and our needs each week. Parents can get to know their counselors by stopping by lunch or camp any time. Most counselors will also be checking your child in or out of camp at least once per week, so this is another opportunity to meet them.

PARTNER WITH YOUR CHILD’S COUNSELORS

• Talk Daily: The best way to develop a partnership with your child’s counselors is to spend a few moments each day in conversation. Tell the counselors about your child’s evening, his/her likes and dislikes, and family and friends who are important in his/her life.
• Ask Questions: Ask the counselors about your child’s day, the activities he/she enjoys, the friends she/he likes to play with, and his/her progress in developing a new skill.
• Call: If you have a question or want to check in during the day, you can call the Camp Recky office at (614) 688-8787. The staff will be happy to talk with you about your child’s day.

LEARN ABOUT THE PROGRAM

• E-mail: It is important that Camp Recky has a current e-mail address for your family. Many program messages, newsletters, paperwork update reminders, and financial information are sent to families electronically. You can also communicate directly with camp administrators via e-mail.
• Program Newsletters: A weekly newsletter titled “Recky Times” is distributed electronically and is available in hard copy each week.
• Website: The camp maintains a website providing information, including the Parent Guide and printable forms, at http://www.recsports.osu.edu/community-programs/youth-family-programs/summer-camp-recky-ages-5

ADDRESS CONCERNS

We encourage our staff and parents to resolve most concerns by working together. This is a learning experience for our student instructors as well as for your child. Sometimes a family has a concern about an incident at camp, a camp policy, or procedure that requires assistance from camp staff. We believe that to provide the highest quality camp program for you and your child we must work in partnership. It is also important that we work together to quickly bring concerns to a satisfactory resolution. If such a concern exists, we recommend the following action steps:

• If the concern is about an incident at camp, discuss your concern first with your child’s counselor and camp supervisor. Because it is difficult to pull the counselor away from the program, please schedule a time to meet with the counselor and camp supervisor.
• If the concern remains or if the concern is about a camp policy or procedure, you may discuss your concern with the camp operations or assistant camp operations director.
• If the concern remains, it should be discussed with the director of Community Programs. Most concerns can be resolved with a concrete plan of action and continued communication.
• If the concern remains, further steps may be taken that support the specific need. The associate director for Programs of the Department of Recreational Sports, the home department of Camp Recky, may become involved for all parties to reach a satisfactory resolution.

Our day camp is registered with the state of Ohio. We expect that we will exceed your expectations in terms of safety, camper activities, satisfaction, etc. We hope that any concerns you may have can be worked out by keeping lines of communications open between you and
our staff. The laws and rules governing the operation of the camp are available at the camp for review upon request. However, if you wish to make a complaint regarding camp, then you may call Franklin County Department of Health at 614-462-3160, or Franklin County Children Services at (614) 275-2571.

**TAX INFORMATION:**

Please use The Ohio State University TAX ID number for all reporting purposes. We cannot publish this number in the parent guide, but feel free to call or e-mail us for the information. Please save your camp receipt for verification needed for flexible spending accounts and federal income tax returns. Individual requests for reprint of these receipts after January 1, 2012 will be granted by calling (614) 688-8787.

**CAMPER HEALTH & WELLNESS**

**WHAT TO WEAR AND BRING TO CAMP**

- Children should dress comfortably for active days and appropriately for weather.
- Children may not wear open-toed shoes (sandals, flip flops, or similar) or offensive clothing.
- Please pack a backpack or bag with bug repellant (non-aerosol), sunscreen, water bottle, and lunch with freezer ice pack (if needed) for your child each day.
- For sports camps, please note the required equipment.
- Children cannot bring toys, money, electronic items, weapons, etc. to camp. These items will be confiscated.
- While we make every effort to keep items secure at camp, we strongly recommend children do not bring to camp anything that they do not want to lose.
- Please mark all of your camper’s items with their full name using permanent marker.

**LOST AND FOUND**

We will maintain a lost and found throughout the camps and do our best to keep track of camper items. Lost and found items will be displayed each Friday from 4-5:30 p.m. in the camp check-out area.

**HEALTH AND MEDICAL INFORMATION**

As a registered day camp with the state of Ohio, all campers must have a current Camper Health Form on file with the camp program. On this form, we ask for certain specific personal information about your child. We ask for this information for one reason only: to make sure we are prepared for your child in every way so he/she has the smoothest transition to camp as possible. Some parents are reluctant to share certain information with us because of a concern about confidentiality or stigmatizing their child. After all, camp can be a “fresh start,” and some parents worry that by disclosing personal information, it may bias us against their child or lead us to misinterpret the information and refuse to accept their child. We understand and respect that concern. Having said that, let us tell you why we think it is better to share that concern with us.

We can keep up our end of our partnership only if we have the information to prepare our staff to ensure your child is well cared for and free to have the best summer possible. In the past, because we did not know about a particular child’s needs, we could not respond to their behavior properly and they were unable to remain at camp.

**ACCESS TO PROGRAMS**

We are committed to providing programs to all people, and combating barriers and prejudices that confront those with disabilities. If your child needs assistance in order to participate in any of the programs, please contact us at (614) 688-8787 at least two weeks prior to the program’s start date to discuss any necessary accommodations. All Community Programs’ materials are available in alternate formats. For more information, contact the Adapted Recreational Sports Office at (614) 688-3693.

**CONFIDENTIALITY**

Once you share information with us, our promise is to share it only with the people who have direct contact with your child. If you have special concerns about confidentiality, please let us know so we can sort them out together. If your child is worried about privacy, reassure them that other campers will not know and only the adults who can help them will know.
MEDICAL/PHYSICAL CARE PLANS
A child identified by a physician or parent as having a medical or physical care condition must complete and have on file with Camp Recky a Medical/Physical Care Plan. Conditions needing a plan include, but are not limited, to:

- Asthma
- Allergies
- Congenital
- Eczema
- Reflux
- Seizure

The Medical/Physical Care Plan information sheet provide clear instructions for staff in managing any special care needs. Plans are updated annually or any time a change is indicated. If conditions require medication, a Request for Administration of Medication form will also be required by the camp program.

MEDICATION AT CAMP
Camp Recky must be made aware when a camper will bring medication needed for chronic or life-threatening conditions (such as asthma treatments or emergency allergy medication) or when it is needed for daily care during the camp hours (such as lotion for eczema or sunscreen).

Other medications, such as antibiotics, which can be administered outside of camp hours, should be cared for by parents rather than the camp staff. All medications must be approved by the camp administrator before the child attends his/her first day of camp. Counselors cannot receive any medication without proper approval.

A Request for Administration of Medication form must be completed by the parent/guardian and approved by the camp administrator for any medication to be administered by the staff of the Camp Recky program. No unapproved medication is permitted on the premises.

Prescription medications must be in the original container with a prescription label containing the child’s full name, a current date within the last 12 months and the exact dosage and means of administration.

STIMULANT MEDICATION AND I.E.P.’S
An increasing number of children are on medication for ADD/ADHD. These medications allow a child to take advantage of all that a school environment has to offer. Camp is no different in this regard, but many prescribing physicians are not familiar with camp and may take a child off medication without knowing the full implications. If your child is on a psychotropic medication and you are planning to or have made a change in that medication any time up to six weeks before camp, please discuss it with us. Many times children at camp need their usual dosage or more given that stimulants, for example, are often metabolized more quickly in warm weather or active children. Likewise if your child is on an I.E.P., let us know so that we can decide whether having a behavioral plan at camp would benefit your child.

ILLNESS & COMMUNICABLE DISEASE
To help keep children healthy and allow families to fulfill their responsibilities, Camp Recky engages in practices to help prevent and control the spread of disease.

PREVENTION
Staff members receive training in communicable disease management and use this information to observe each child daily upon arrival for signs of illness. Staff receives instruction and implements proper hand washing and sanitation techniques. Campers are also assisted in proper hand washing throughout the day.

Staff or children who are observed having signs or symptoms of illness must not attend Camp Recky. Staff and children who are experiencing only minor cold symptoms and have no additional signs of communicable disease may attend.
While keeping an ill child at home can be difficult, it is important that we work together to prevent the continued spread of illness that will result in increased absences for all families.

If your child is ill and will not be attending camp for the day, please notify the camp staff prior to 9 a.m. by calling (614) 688-8787.

MANAGEMENT
When a child is observed with signs or symptoms of illness (as listed below), the parent or guardian is immediately notified and should make arrangements to pick up the child within one hour. The child is cared for in the Camp Office away from other children and will be still within sight and hearing of a staff member. Staff monitors the child’s condition.

When a child is sent home, the Illness Notification form is given to the family. In addition to information about the child’s symptoms, information on when the child may return is recorded on the form. Decisions about when a child may return are determined by the Ohio Department of Health Communicable Diseases Chart posted in the office and the Ohio Department of Job & Family Services Child Care Licensing regulations. Physician directions do not overrule licensing regulations.

Camp Recky will not admit children with the following symptoms and will require that children who develop these symptoms be picked up within one hour:

- Temperature of 100 degrees Fahrenheit or greater (taken under the arm) in combination with any other signs or symptoms of illness.
- Temperature of 101 degrees Fahrenheit or greater (taken under the arm) with or without any other signs or symptoms of illness.
- Diarrhea (three or more abnormally loose stools in one day).
- Severe coughing, causing the child to become red or blue in the face, or to make a whooping sound.
- Redness of the eye, obvious discharge, matted eyelashes, burning, and/or itching.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Untreated infected skin patches, unusual spots or rashes.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.
- Unusually dark urine and/or gray or white stool.
- Stiff neck.
- Evidence of untreated lice, scabies, or other parasitic infestation.
- Sore throat or difficulty swallowing.
- Inability to participate in normal activities.

When a child is diagnosed by a physician with a communicable disease, an exposure notice will be sent home to all of the children within the affected camper’s group. The notice will list the name of the disease, the date the symptoms were first observed, the date of diagnosis, the incubation period, typical signs and symptoms of the disease, and typical treatments. Families are urged to consult their own physician for advice about precautions to take with their child.

BEHAVIOR MANAGEMENT
ADJUSTMENT TO CAMP
We know that you have taken your time to carefully choose our camp and have familiarized yourself with who we are. We take your trust in us seriously. Children behave differently depending on the situation, so please don’t be too surprised if your child exhibits behavior at camp that you have never seen in them before. Most behavior we see is positive, but some may be problematic or challenging. Second, remember that many children save their “worst” for their parents. Sharing distress with a parent is a quick way to re-establish closeness in just a few short moments. This is not to say that children deliberately invent situations. It is more likely that they tell their story in such a
way as to elicit your empathy and therefore create an instantaneous feeling of intimacy. In short, it makes them feel loved by you. So what can you do to help your child adjust to camp?

• Let your child know that you love them and that you are confident in their ability to cope.
• Remind yourself that camp is a process and that the staff needs time to work with your child. Don’t expect results overnight.
• Think of suggestions that might be helpful to our staff in working with your child. Even though children may behave very differently at camp from anywhere else, you know them best. If you have an idea you think might help, share it with the appropriate person here at camp. After all, the results for your child will be better if we work together as partners.
• Encourage your child to share with their counselor (or other adult staff member they trust) what they seem to be saving for you. Our staff can help your child much better if your child talks with us directly. Avoid the triangle that may occur where you, the parent, are one point, we are a second point, and your child is the third point. Direct communication will help us to help your child grow.

CAMPER RULES
We keep the main rules at camp simple and straightforward. We can’t rule out every eventuality. There is no rule that says you can’t bring an elephant into the recreation center, but you can’t. Therefore, we have three main rules that are easy to understand and follow and encourage core values of caring, honesty, respect and responsibility.

• Be safe.
• Be kind.
• Participate.

DISCIPLINE AT CAMP

• Constructive in nature.
• Using limits that are fair, consistently applied, appropriate and understandable for your child’s level.
• Providing your child with reasons for limits.
• Giving positively worded directions.
• Modeling and redirecting your child to acceptable behavior.
• Helping your child to constructively express his/her feelings and frustrations to resolve conflict.
• Arranging equipment, materials, activities, and schedules in a way that promotes desirable behavior.

The camp staff will not use any type of physical or verbal abuse as a disciplinary measure. The following steps will be taken for any camper who is using abusive or profane language or endangering the safety of other children, camp staff, or themselves:

• Staff members will attend to the camper within their group setting, using the established discipline guidelines.
• Following a second incident, staff members will notify and confer with camp supervisors. The camper will remain with their group. An incident report will be completed and presented to the child’s parents stating the problem and the disciplinary action taken.
• If discipline within the group is unsuccessful, the child will be taken to the camp office. The camp supervisors will discipline the child. Parents will be notified and an incident report will be completed. The child will then return to their age group.
• After the third incident, the camper will be immediately separated from the group and kept in the camp office. The camper will be suspended from camp until there is a parent conference. The conference will focus on the development of a behavioral intervention plan. The camper must adhere to the behavioral plan.
• If there is no change in behavior, then the child will be dismissed from camp for the summer. If privileges are revoked, no refunds will be issued for the week the child is currently enrolled.
• Steps may be skipped in this process if camper behavior is extremely unsafe for the camper, other children or camp staff; is illegal; or is otherwise severe.
SAFETY, TRANSPORTATION AND PARKING

Nothing is as important to us as ensuring the safety and security of the children entrusted to our care. Camp Recky has three kinds of safety and emergency plans:

- A plan for daily safety and security.
- A plan for accidents and injuries.
- A plan for an emergency/evacuation.

DAILY SAFETY AND SECURITY

- All children are actively supervised at all times by staff responsible for their care.
- Children are marked in attendance upon arrival and an attendance sheet accompanies the camper groups as they move about the buildings or outside. Staff completes face-to-name attendance checks before leaving any area to move to another.
- Family members are responsible for the supervision of their children when children are not in the care of staff, such as during arrival and departure times. Children may not be unaccompanied at drop-off/pick-up and should never be sent to the program alone.
- To ensure that access to the program is limited to campers and authorized persons, all visitors must check in with the camp office in the RPAC.
- When a child custody issue exists, it is the responsibility of the residential parent to provide official court documentation if there are restrictions or limitations placed on the nonresidential parent. The Camp Recky program may not deny a parent access to their child without proper documentation.
- Camp Recky office staff can communicate with camp supervisors via radio throughout the camp day.
- All employees of the Camp Recky Program are required to report suspected child abuse or neglect to the public children’s services agency. Staff completes a child abuse and neglect training course to assist in this process.

CURBSIDE DROP-OFF

- Curbside drop-off for all morning camps will run from 7:30 to 9 a.m.
- Curbside drop-off for Kids on the Move Camp will run from 12:15 to 12:30 p.m.
- Camp staff will escort campers from morning camp locations to the RPAC for the afternoon Kids on the Move Camp if children are enrolled in both programs.
- Parents arriving after scheduled curbside drop-off times will need to bring their child to the actual camp location and locate a camp staff member to sign their child in. This will likely add considerable time and inconvenience to the drop-off and is strongly discouraged.
- If you are unfamiliar with the drop-off locations, please conduct a practice run before the first day of camp.

See below for curbside locations. For a detailed map, go to Camp Recky curbside maps. Due to construction on campus this map may change without notice. It is important to review prior to the first day of attendance at camp.

<table>
<thead>
<tr>
<th>Camp Name</th>
<th>Camp Location</th>
<th>Curbside Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discovery Camp</td>
<td>Jesse Owens Recreation Center South (JOS)</td>
<td>JORC-S Side Entrance Pull around back of building, drop off and proceed</td>
</tr>
<tr>
<td>Adventure Camp</td>
<td>Adventure Recreation Center (ARC)</td>
<td>ARC front Entrance Pull around to the east edge of the parking lot shared by the ARC and Bevis Hall.</td>
</tr>
<tr>
<td>Sports Camps</td>
<td>Jesse Owens West Park Fred Beekman Park Fred Beekman Park</td>
<td>These sports camps will meet at the ARC. We will walk the campers to and from the camp locations.</td>
</tr>
</tbody>
</table>
These sports camps will meet at the RPAC each morning. Drop-off is located on the east side of the Ohio Stadium.

Come into campus via Tuttle Park Place going south. Turn in the parking lot prior to the gatehouse. You will go into the parking lot along the east side of the stadium. Staff will meet you at the southern end to greet the camper and escort them to the RPAC.

CURBSIDE PICK-UP

- Discovery, Adventure, and Sport campers can be picked up curbside from 11:45 a.m. to noon in the same location where they were dropped off. If the campers are enrolled in the Kids on the Move camp, camp staff will escort them to the RPAC.

- The only persons who may pick up a child from camp are those listed on the Authorized Release form. Staff will not release a child to anyone not listed on the form without additional written instructions. To keep your child safe at all times, you must present your identification in order to pick up your child. ALL parents, guardians, or friends (approved to pick up children at the end of the camp day) MUST show a picture ID in order to pick up the child. We will not release a child to a parent or other authorized person without an ID. This protection is set up for the safety of campers, counselors, and parents/guardians alike. Camp staff members have the right to refuse dismissal of campers to any person not listed or not coherent at pick-up.

- If the person responsible for picking up the child has not arrived by 15 minutes after the end of camp day, the administrator on duty will contact persons listed as Emergency Contacts on the Camper Health Form. After one hour, if the person responsible for the child or an Emergency Contact has not arrived, Franklin County Children’s Services will be contacted, and will determine if the child should be brought to their agency. Late parents will be charged a late fee of $5 for every 15 minutes they are late. This fee must be paid prior to the child being allowed back into the camp program. Excessive lateness may result in permanent dismissal from the program.

- All campers leaving early or arriving late need to be signed-in or signed-out at the actual camp location. Contact the Camp office (614) 688-8787 to help determine a suitable time for your child to miss camp. Please keep in mind that due to transportation logistics, late arrivals or early departures may require that your child be paired with an older or younger age group, remain in the office for a period of time, or miss a field trip or special activity.

- Give advance notice of all special arrangements in writing to the staff members that are located at the check-in or check-out stations.

PARKING

If you must park your car near any of our camps, there are parking lots for “A,” “B” and “C” pass holders. For those without an Ohio State parking permit, there are parking meters and/or pay garages near all camp locations. Staff members can direct you to these areas. PLEASE OBEY ALL POSTED PARKING SIGNS AT ALL TIMES! For parking information, go to www.tp.osu.edu.

FIELD TRIP TRANSPORTATION

Typically, our camp field trips take place on or near Ohio State University’s main campus. We will use the Campus Area Bus Service and the Department of Recreational Sports’ vans for all of our transportation needs. Staff members are not permitted to use their own cars to transport the children. Information regarding field trip locations will be provided in the weekly parent newsletter. Transportation for Adventure Camp field trips is contracted with Ohio State University Transportation and Parking when the field trips occur off campus.
ACCIDENTS AND INJURIES
Through appropriate supervision and low staff/camper ratios, staff is able to prevent many accidents and injuries from occurring. Because some accidents and injuries will inevitably occur, all camp staff is trained in First Aid and CPR. If an accident does occur, the following steps are taken:

1. A staff member with first aid training responds to the camper’s immediate needs. Most accidents and injuries that occur are minor and can be resolved quickly.

2. An Incident Report is completed for any injury that requires first aid. Parents are asked to sign the report upon receipt and a copy is kept in the child’s file. Serious incidents must also be reported to the Ohio Department of Job and Family Services by the camp administrator.

3. Any bump or blow to the head will be reported to parents immediately, even if it appears to be minor.

4. If it is determined that the injury may be severe, another adult calls the office to let them know that help is needed. A camp supervisor, the camp health manager, and/or camp administrator will go to help.

5. Office staff calls 911 and the university police for assistance. The family is contacted at the same time or after the emergency call is placed.

6. Emergency personnel or parents will determine further treatment.

7. If transportation to a hospital is needed, emergency personnel or parents will provide transportation as indicated on the Camper Health Form. Staff will travel with the child if a family member is not present.

8. The cost of all medical care is the responsibility of the family.

SHELTER-IN-PLACE/EVACUATION EMERGENCIES
Staff is trained annually regarding the steps to take in the event of an emergency that requires shelter-in-place or evacuation. These actions may be necessary when there is a potentially harmful situation in or near where the different camp programs are held and it is safer to stay inside a nearby facility or move to a safe place. A lockdown may be required if violence is threatened.

When information is received from the university or when a potentially harmful situation is recognized by program staff, the following steps are taken:

1. Staff is notified via alarm, two-way radio, or other means to shelter-in-place or evacuate the building, and/or evacuate the immediate area.

2. Staff gathers children and prepares to leave the building with children’s emergency medications and other emergency supplies.

3. Staff quickly moves campers to the closest safe space and chooses the safest place within the facility or area to gather.

4. In the event of dangerous weather, groups move to their designated tornado safe space.

5. Staff completes a face-to-name attendance check prior to and after moving campers from one location to another.

6. Staff keeps campers as quiet and calm as possible until given further directions by an administrator or emergency personnel.

7. In the event of a lockdown, staff also closes and locks doors, turns out lights and covers windows or doors if possible.

8. In the event of an evacuation Staff moves children to the pre-determined evacuation assembly point and completes another face-to-name attendance check.

9. If it is determined that children may not reenter the building, families will be alerted to come to the evacuation assembly point to pick up their children.

LUNCH AND SNACK SERVICE
FOOD ALLERGIES AND RESTRICTIONS
We are not equipped to meet the needs of a restricted diet or food allergies in our snack or lunch program. However, all lunches and snacks are peanut free. We also adhere to a strict “no trading and no sharing” policy with food at camp. Please indicate any food allergies or restrictions on the Camper Health Form. If your child has a restricted diet, then we ask that the parent send a snack and lunch each day, and we will do our part by not allowing the child to have any other food at camp. We do not have refrigerators or microwaves available for camper use.
SNACKS
Snacks such as fruit snacks, crackers, and pretzels are provided. These snacks are meant to be a supplement, and not a substitute to a nutritious breakfast and lunch. Please help us ensure your child has the energy needed to enjoy camp by making sure they eat a good breakfast and have a substantial lunch packed. Vending machines will not be an option for campers during camp hours.

LUNCH SERVICE
Campers are allowed to pack a lunch each day or participate in our camp lunch service. Camp Recky partners with the Courtside Cafe to provide nutritious, kid-friendly, and affordable lunch service. The meal service includes a box lunch that will be delivered to the morning camp locations. The price for these meals has been reduced to $25 per week. Meals are only sold on a weekly basis — daily purchase is not an option. Pre-registration is required. **Children may not bring cash to camp to purchase lunch.**

The 2011 Menu will be updated in this program guide closer to summer camp.