



≡ Parent Guide 2025 ≡

# *Camp Recky!*

[camprecky@osu.edu](mailto:camprecky@osu.edu) | 614-688-8787



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# Welcome!

We are excited to spend another summer with your camper at Camp Recky! We look forward to a safe and exciting summer filled with a lifetime of memories. This handbook is designed to answer questions you may have regarding Camp Recky programs, policies and procedures. Please spend some time carefully reading the following information.

*"I love coming back every year to see my friends. Everyone is so welcoming and accepting of me! There is no other camp I would rather be at than Camp Recky." – Explorer Camper*

*"Our boys have loved every minute of their time with you this year and every year before this. Memories made at Recky will forever be part of our family story, something to be treasured and appreciated."*

If you have any further questions, please contact the Camp Recky Office at **614-688-8787** or [camprecky@osu.edu](mailto:camprecky@osu.edu).

The telephone in the Camp Recky Office will be staffed by a Camp Recky staff person Monday through Friday, May 27 – August 1, 2025 from 8 a.m. to 5 p.m.

The mailing address for Camp Recky is:

## **Camp Recky**

Student Life Recreational Sports  
Recreation and Physical Activity Center  
337 Annie & John Glenn Ave, Room B149  
Columbus, OH 43210-1224

## **American Camp Association® (ACA) Accreditation**

We are pleased to be awarded Accredited Camp status from the American Camp Association!

ACA Accreditation means that the camp you are considering for your child cares enough to undergo a thorough (up to 300 standards) review of its operation — from staff qualifications and training to emergency management. American Camp Association® collaborates with experts from the American Academy of Pediatrics, the American Red Cross, and other youth-serving agencies to assure that current practices at the camp reflect the most up-to-date, research-based standards in camp operation. Camps and ACA form a partnership that promotes summers of growth and fun in an environment committed to safety.

ACA helps accredited camps provide:

- Healthy, developmentally-appropriate activities and learning experiences
- Discovery through experiential education
- Caring, competent role models
- Service to the community and the environment
- Opportunities for leadership and personal growth

# Our Mission

At camp, we strive to foster a life in motion while creating the extraordinary camper experience through various sport and recreation activities.

## Defined Camp Recky Core Values

**Safety:** Safety is our number one priority!

**Inclusion:** All campers and staff are accepted for who they are regardless of race, sex, religion, or ability. At Camp Recky everyone is able to be their true camp self!

**Fun:** All staff and campers will have a once in a lifetime experience.

## Defined Camp Recky Motto

Creating the Extraordinary Camper Experience

## Defined Camp Outcomes

Through sport and recreation, campers will gain confidence in themselves while learning 21st century skills such as taking initiative, problem solving and critical thinking. By attending Camp Recky your child will have the opportunity to be their true camp self! In a safe and inclusive environment, our campers will have the opportunity to make friends and form positive bonds at camp that will last a lifetime.

# Camp Readiness

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

### ***Is my child old enough for camp?***

All campers must be between ages 6-12 having completed kindergarten before Camp Recky begins.

### ***Is my child able to change their 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?***

Rules are set to ensure the safety of all campers, and they must be able to follow these rules.

### ***Does my child still need a nap every day?***

We are not able to provide nap time.

### ***Does my child have highly specialized medical needs?***

Camp Recky does consult with a licensed healthcare provider as needed, but we do not have a licensed healthcare provider on staff. With the proper forms, camp staff are able to administer medication orally, and may administer emergency medications, such as EPI pens, **but camp staff are unable to provide specialized medical care.**

# Accommodations

If your child needs an accommodation due to a disability to enjoy our camp, please contact the Camp Recky Office at 614-688-8787 or [camprecky@osu.edu](mailto:camprecky@osu.edu).

[Accommodation request forms can also be found online.](#) To ensure that we have ample time to review the request and schedule appropriate accommodations request are due for review by **May 2, 2025**. Forms submitted after this date will not be accepted.

**If your child is in need of one-on-one assistance, paraprofessional aides are required to attend camp with your child. We require all aides attending camp to undergo required background checks through the university which will be paid for through our department. We will need notice for this specific request by May 2, 2025.**

## Important Calendar Dates

DATE	EVENT	Notes
February 17	General Registration Opens Online Only – 9 a.m.	Information about priority registration has been sent out via email to those eligible families
April 20	New Family Orientation – 2 – 4 p.m.	Meeting Rooms 2-3: RPAC
May 2	Camper Paperwork Due	Accommodation requests, health forms, request for medication forms, medical/physical care plans must be submitted. \$15.00 late fee will be automatically charged to your account items received after this date.
May 27 – August 1	Camp Recky in Session	
June 19 – 20 and July 4	NO CAMP Due to Holiday	

## Fee Balances, Cancellations and Refunds

- **All camp sessions require payment upfront at the time of registration.**
- Cancellations and refund requests must be made via the online request form by **April 30, 2025** will result in a 50% refund.
- Any cancellations after **April 30, 2025** will not be refunded.
- No refunds will be granted for children who have been removed from camp due to behavior.

# Staff Requirements

- Application with two references
- Interview in person or via zoom with Camp Director
- Criminal background check in compliance with state guidelines
- Current American Red Cross First Aid and CPR Certification (or equivalent)
- Comprehensive training includes health, safety and emergency actions, behavior management, planning activities, customer service, communication, child abuse awareness and prevention, diversity and inclusion training and leadership
- Staff to child ratios will not exceed 1:10 and are typically lower

## Late Hires

All staff must go through the same process before they can start working with camp. Due to the time it takes to get all paperwork processed, Camp Recky very rarely hires staff once camp has begun.

# Schedule of Activities

A weekly parent newsletter with an overview of camp activities for the following week will be sent via email on Friday. Please ensure that we have your current email address on file. If you ever have a question about the day's activities, feel free to ask a staff member at drop off or pick up.

## Tentative Schedule:

8 – 9 a.m.	Drop off at RPAC
9 – 9:30 a.m.	Opening Circle/Bathroom Break
9:30 – 11:45 a.m.	Morning Camp Majors (see full list of sports under the majors section)
11:45 a.m. – 12:15 p.m.	Lunch
12:30 – 4 p.m.	Afternoon Camp Minors (see full list under the minors section)
4 – 5 p.m.	Check Out and social time, outside unless inclement weather (no additional cost)

# Traditional Camps

All traditional camps listed below have **age-appropriate** programs and activities and are FULL DAY (9 a.m. – 4 p.m.) camp offerings. All campers participate in morning sport majors and afternoon minors including but not limited to gym games, field games, kitchen time, creative arts and environmental activities.

Cost is \$295.00 per week. **There will be no camp on Thursday and Friday, June 19 – 20, and Friday, July 4, 2025.** Camps have been prorated to reflect the modified weeks.

- **Scamper Camp** | ages 6-7
- **Discovery Camp** | ages 8-10
- **Explorer Camp** | ages 11-12



# Sport Majors

Each week of camp your camper will get the opportunity to participate in 2 sports per week. These sport activities will take place between 9:30 – 11:30 a.m. each morning. The goal of our sport majors is to **introduce** your child to a variety of sports. Whether this is your child's first time with a sport or has been playing the sport for a while, your camper will have the opportunity to **learn basic skills** through various drills and games. Our key focus is learning the basics while emphasizing Sportsmanship, Teamwork and Participation. While we ask all campers to try every activity, first-alternative activities will be provided for those campers who are not interested in a certain sport major.

## 2025 Sport Majors

- Week 0 (May 27 – 30): Sport Sampler
- Week 1 (June 2 – 6): Soccer, Tennis and Rock Climbing
- Week 2 (June 9 – 13): Flag Football, Basketball and Rock Climbing
- Week 3 (June 16 – 18): Olympic Sports and Whiffle Ball/Softball
- Week 4 (June 23 – 27): Floor Gymnastics and Track & Field
- Week 5 (June 30 – July 3): Wallyball and Flag Football
- Week 6 (July 7 – 11): Volleyball and Soccer
- Week 7 (July 14 – 18): Basketball and Ultimate Frisbee
- Week 8 (July 21 – 25): Volleyball and Floor Hockey
- Week 9 (July 28 – August 1): Soccer and Pickleball

# Camp Minors

Campers will have the opportunity to partake in various sport and recreational activities during the afternoons at camp. Activities that will take place throughout each week of camp include: Gaga!/Nine Square, field games, gym games, scavenger hunts, on-Campus field trips, kitchen time, swimming and themed arts & crafts.

## Kitchen Time

Camp Recky will offer kitchen time for our campers, with a different theme geared toward a specific age group. This program activity is not what we formerly called Kids in the Kitchen, but a modified version of it for the summer of 2025. Kitchen time will be a part of our afternoon rotation for ALL campers to have the opportunity to participate at no additional cost. Each age group will have certain weeks they will be able to participate in basic kitchen activities. Campers who are not interested in Kitchen Time will have alternative sport and recreation activities they will be able to participate in.

- Buckeye Breakfast - It is the most important meal of the day. Learn how to cook food that will start your day off right!
- Dreamy Desserts - Make your favorite baked desserts while learning about cooking safety.
- Cooking ABC's - Learn kitchen basics by cooking age appropriate, simple food item



## Swimming

Our campers will swim in the afternoons only during camp minors. It is important to send your child to camp with a swimsuit, a towel, a plastic bag for wet clothing and a change of clothes. Campers will get to swim every day so please pack a swimsuit and towel with your camper.

### **Camp Recky Locker Room Policy:**

Throughout each day campers will have the opportunity to swim as part of their camp activities. Camp Recky swims between the hours of 12:30 – 4 p.m. Our campers will change in the member locker rooms at the Recreation Physical Activity Center (RPAC). Campers will be in the locker rooms while they continue to be available to other members.

### **Camp staff will take the following steps when campers are in the locker rooms:**

- A minimum of two counselors are required to be in the locker room with campers at all times.
- Campers and staff entering the locker room of the opposite gender is prohibited.
- Camp Recky staff will do an initial walk through of the locker rooms and identify a bay of lockers for campers to change in.
- Counselors will stand outside the bay of lockers to monitor the area.
- Staff on duty in the locker room will change in a different area away from the campers on rotation to ensure we are always in ratio.
- Once all campers are changed, staff will escort them to the pool area and wait for the aquatics supervisor's directions.

**If there are any circumstances where an accommodation is required to change for swimming please contact [camprecky@osu.edu](mailto:camprecky@osu.edu).**

# 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. Visiting parents or guardians are required to notify the camp office and camp supervisor of their presence at camp. Camper groups may have different counselors depending on daily staff schedules and our needs each week. Most counselors will also be checking your child in or out of camp at least once per week, so this is a great opportunity to meet them.

## Partner With Your Child's Counselors

- **Talk Daily:** The very best way to develop a partnership with your child's counselors is to spend just a few moments each day in conversation. Tell the counselors about your child's evening, their likes and dislikes, family and friends who are important in their life.
- **Ask Questions:** Ask the counselors about your child's day, the activities they enjoy, the friends they like to play with and their progress in developing a new skill. Be sure to add notes on your camper forms as our staff will utilize this information throughout the summer.
- **Call:** If you have a question or just want to check in during the day you can call the Camp Recky office. The staff will be happy to talk with you about your child's day.
- **E-mail:** The staff can be reached via email at [camprecky@osu.edu](mailto:camprecky@osu.edu). If you have specific questions for your child's camp staff or want to check in on your child, you can send us an e-mail.

## Learn About The Program

- **E-mail:** It is very important that Camp Recky has a current e-mail address for your family. Most 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 parent newsletter with reminders, important information and an overview of camp activities for the week will be sent via email on Friday.
- **Website:** The camp maintains a website providing information including the Parent Guide, and printable forms at: <https://recsports.osu.edu/programs/summer-camp/camp-recky>

## Addressing 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 in order to provide the highest quality camp program for you and your child we must work in partnership, and it is 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 program leader. Because it is difficult to pull the counselor away from the program, please schedule a time to meet with the counselor and camp program leader.

## Addressing Concerns (cont.)

- If the concern remains or if the concern is about a camp policy or procedure, you may discuss your concern with the camp program director or administrative director.
- If the concern remains, it should be discussed with the Camp Coordinator. Most concerns can be resolved with a concrete plan of action and continued communication.

Our day camp is registered with the State of Ohio and with the American Camp Association. 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 email us and we can give you this information. Please save your camp receipt for verification needed for flexible spending accounts and federal income tax returns. Parents/Guardians can call 614-688-8787 to request our tax-id information for your tax purposes.

## Camper Health and 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 sunscreen, water bottle, and lunch with freezer ice pack (if needed) and a morning and afternoon snack for your child each day.
- For sports camps, please note the required equipment. To aid us in preventing accidents and injuries at camp, we ask that you do not send any sports equipment that is not specifically required for a sport camp.
- We recommend packing an extra set of clothing for your camper in case of accidents or lost clothing.
- We ask that campers do not wear costumes to camp, and wear appropriate clothing based on the activities planned for that day.
- **Children cannot bring toys, money, cell phones\*, other electronic items, weapons, etc. to camp. These items will be confiscated.**

**Camp Recky will store all camper backpacks throughout the day. Campers will no longer need to carry all of their items around camp through out the day.** 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. Ohio State is not responsible for any lost or stolen items while at camp.

**Please mark all of your camper's items with their first and last 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. A bin will be available at drop off and pick up every day where you can reclaim a lost item. We will only keep items that are lost for two weeks before we donate them to charity.

## Health and Medical Information

As a registered day camp with the state of Ohio and as an ACA accredited camp, we are required to have a current Camper Health Form on file for each camper. 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 they have 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. Camp can sometimes 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. There have been instances when, 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. All camper health forms are due by **May 2, 2025**.

## 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 Conditions
- Eczema
- Reflux
- Seizure Disorders

Medical/Physical Care Plans 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.

## 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.

## 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). Other medications, such as antibiotics, which can be administered outside of camp hours, should be administered by parents rather than the camp staff. All medications must be approved by the Community Programs Coordinator before the child attends their first day of camp. Counselors cannot receive any medication without proper approval.



## Medication at Camp (cont.)

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.

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

## Medication

An increasing number of children are prescribed medication for a variety of conditions such as 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 has been following a regimen of stimulate, psychotropic or other medications 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, for example, some medications are often metabolized more quickly in warm weather or with physical activity.

## IEPs

If your child is on an IEP, let us know so that we can decide whether having a plan at camp would benefit your child. Please send all IEPs to [camprecky@osu.edu](mailto:camprecky@osu.edu) by **May 5, 2025**.

## Illness and Communicable Disease

To help keep children healthy, Camp Recky engages in practices to help prevent and control the spread of disease.

### Prevention

- 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 by calling 614-688-8787. We will not call home if a camper is absent that day so this heads up will be helpful.*

### 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 still be within sight and hearing of a staff member. Staff monitors the child's condition. When a child is sent home from camp, staff will communicate with parents regarding the protocol to return dependent on the situation or illness.

## **Management (cont.)**

*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 eye lashes, burning, 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 email will be sent out to all of the families 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

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 their environment, 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

Developmentally appropriate expectations are set for each camper's behavior. Specific guidelines are listed below.

1. The child will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with program activities.
2. Aggressive behaviors such as hitting, kicking, biting, tripping, verbal "put-downs", spitting and other inappropriate behaviors will not be tolerated.
3. The child will follow all directions given by the staff regarding safety procedures and will stay with the group for all scheduled activities.
4. Camp Recky strictly prohibits the use of tobacco, alcohol and non-prescribed drugs.
5. The child will respect the private property of others and understand that stealing or vandalizing the property of others will not be tolerated. The repair of any maliciously caused damage will be paid for by the parents or guardians of the camper who caused it.
6. Camp Recky has a "no tolerance" policy on weapons and violence.
7. Campers will be reminded on a daily basis to:
  - 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 their 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 disobeying the camp rules and/or endangering the safety of other children, camp staff or themselves:**

- Staff members will attend to the camper within their group setting, using established discipline guidelines.
- Behavior issues will be recorded in the camp behavior log, so as to keep track of a camper's behavior throughout the summer.
- Following repeated incidents recorded in the behavior log (number of incidents will vary based on severity of the incident), staff members will notify and confer with camp supervisors. The camper will remain with their group and disciplinary action will be taken by the supervisor. An incident report will be completed and presented to the child's parents stating the problem and the disciplinary action taken.
- For the safety of all campers, camp leadership and counselor staff will search camper belongings if probable behavioral issues arise.
- If discipline within the group is unsuccessful and another incident occurs after initial contact with the parents, the child will be taken to the camp office. The camp directors will discipline the child. Parents will be notified immediately and an incident report will be completed. 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 once they return to camp.
- 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 processed for any weeks of camp.
- 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 more important to us than 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

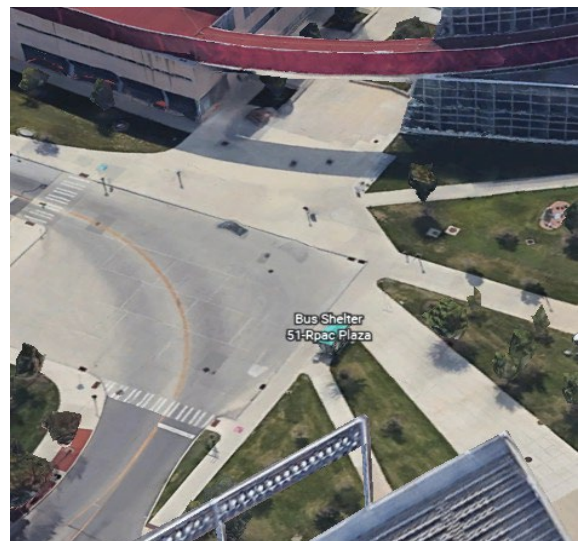
- All children are actively supervised at all times by staff responsible for their care.
- Children are marked in attendance upon arrival and an attendance sheet accompanies the camper groups as they move about the buildings or outside. Please note that it is the responsibility to call and let us know if your camper is not attending camp that day. Our staff does not contact parents if a child does not check in to camp for a particular day. 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

### Physical Address:

Annie and John Glenn Turnaround (East side of Ohio Stadium)  
337 Annie and John Glenn Ave  
Columbus Ohio, 43210

- Curbside drop-off for all morning camps will run from **8 – 9 a.m.**
- **Please do not get out of your car and pull up to the curb** as there is a lot of traffic moving through drop off areas. Camp staff will come to your car to sign your child in and escort them to camp.



## Curbside Drop-Off (cont.)

- Parents arriving after designated time will need to bring their child to the actual camp office and locate a camp staff member in order 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 next page for curbside locations.

## Curbside Pick-Up

The only people 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. In order 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.

During pick-up there may be some traffic congestion around due to the large number of campers being picked up at the same time. Please be patient with fellow patrons and the camp staff. We will do everything in our power to ensure that traffic moves quickly. Please do not get out of your car at this time, as there is a lot of traffic moving through this area. We will come to your car to sign your child out and we will walk your child to your car on the sidewalk. Staff will also be available to sign your child out if you decide to walk up to the turnaround.

- If the person responsible for picking up the child has not arrived by the end of the camp day (5:00 p.m.), the staff will take the child to the Community Programs Office and the administrator on duty will contact persons listed as Emergency Contacts on the Camper Health Form. The person picking up the child will need to come to the Community Programs Office to sign the child out. 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. University Police will be contacted if it is necessary to provide transportation for the child.
- 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.
- If pick up locations or times will be altered due to weather or emergencies, we will notify family by email. Please be certain we have your most current email address on file.

## Changing Authorized Pick Up

Please note that **only** the primary guardian listed on your campers registration form has the authority to add or delete someone on the authorize pick up sheet. If there is anyone who is unauthorized to pick your child up we will need a copy of the court order in order to honor your request.

## Late Pick Up Fee

General pick up for camp runs from 4 – 5 p.m. Camp Recky's late fee policy is as followed: Parents who are late 1-15 minutes after 5:00 p.m. will be charged a fee of \$25. Any parent late after 15 minutes will be charged an addition \$1.00 for every minute after. Charges will be added to families account and will need to be paid before camper(s) will be allowed to return to camp. Balances unpaid will result in campers being withdrawn from camp with no refund. Same process will be followed for campers being picked up from aftercare.

## 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, Pay-n-display machines 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 <http://www.campusparc.com/osu>. Camp Recky and Recreational Sports are not able to negotiate parking pricing, nor does the department receive any revenue from parking fees. Prices are determined and retained by CampusParc, a third-party provider. Parking arrangements are subject to change based on university activities.

## Transportation while at Camp

During camp, there will be occasions we will take the CABS buses to west campus over to the ARC. Campers will access the CABS buses at the Medical center transit hub to get to west campus. All campers will be supervised by counselors while on the buses.

All campers will sit together on the bus and will be seated while ridding the bus. Heads counts will be conducted before going on the bus, and while campers exit the bus. The Office of transportation will be notified ahead of time of when Camp Recky campers will be utilizing the university bus system.

## Field Trip Transportation

The majority of field trips will be walking distance on the Ohio State University Campus. In the event we take trips to the ARC or west campus we will take the CABS buses.

## 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 are trained in First Aid and CPR. If an accident does occur, the following steps are taken:

- Staff with first aid training responds to the camper's immediate needs. Most accidents and injuries that occur are minor and can be resolved quickly.
- An Accident Report is completed for any injury that requires first aid. Serious accidents must also be reported to the Ohio Department of Job and Family Services by the camp administrator.
- Any bump or blow to the head will be reported to parents via accident report, even if it appears to be minor.
- 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, and/or camp administrator will go to help.
- Office staff calls 911 and the University Police for assistance. The family is contacted at the same time or directly after the emergency call is placed.
- Emergency personnel or parents will determine further treatment.
- If transportation to Nationwide Children's 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.
- The cost of all medical care is the responsibility of the family.





## Shelter-In-Place and Evacuation Emergencies

Staff are trained annually in 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 selects 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 lock-down, 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 Snacks

## Food Allergies and Restrictions

We encourage you to pack a peanut free lunch and snacks for your camper. We do 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 or severe food allergy, please fill out a medical/physical care plan so camp staff can best assist your child and keep them safe while at camp. We do not have refrigerators or microwaves available for camper use.

## Lunch

Campers are given a lunch break. Please be sure to pack a lunch each day as lunch service will not be provided. **Children may not bring cash to camp to purchase lunch or utilize the vending machines. At no time will campers be allowed to buy food at the RPAC.**

## Snacks

Campers are encouraged to bring additional snacks as their will be designated times for snack breaks throughout the day. We encourage you to pack a peanut free snack for your camper as well as a water bottle with their first and last name that your camper can refill throughout the day.

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 and snacks packed.





**THE OHIO STATE  
UNIVERSITY**

OFFICE OF STUDENT LIFE

**RECREATIONAL SPORTS**