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Summer Camp Parent Handbook

This Summer Camp Parent Handbook contains policies and guidelines to be followed by the MTSU Campus Rec Youth Summer Camp Program. This guidebook serves as a guide for Summer Camp Parents/Guardians, in the understanding of their responsibilities in youth summer camp. This guidebook should be used as a resource for all questions regarding conducting camp business. More information about the camp can be found at http://www.mtsu.edu/camprec/camps/index.php. Any further questions can be emailed to camprec@mtsu.edu.

What is Summer Camp?

MTSU Campus Recreation’s Youth Summer Camp is a great opportunity for children ages 7-12 years to participate in a variety of recreational and fitness activities, where staff encourage healthy lifestyles and habits. They will meet new friends from different schools and have fun in a safe environment. By participating, they will also learn crucial life skills including: good sportsmanship, the value of regular exercise, and how to work together as a team. For added safety, all camp activities take place in and around the Campus Recreation Building.

Middle Tennessee State University Campus Recreation Mission Statement

Campus Recreation’s mission is to serve and educate the MTSU community with recreational opportunities to promote healthy lifestyles in a safe environment.

MTSU Campus Recreation Youth Summer Camp Philosophy

The Campus Rec Youth Summer Camp philosophy is to help children and youth learn skills in a variety of recreational activities and settings, learn the importance of a healthy lifestyle, develop good character and sportsmanship, and HAVE FUN!

Campus Recreation Office

<table>
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<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
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<tr>
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Camp Staff

MTSU Campus Recreation’s Youth Summer Camp is run by MTSU Campus Recreation professionals that train and oversee camp counselors that are energetic and well qualified. All staff members undergo a background check before being hired.
**Competitive Sports Coordinator**

The Department of Campus Recreation employs a full-time professional to supervise summer camps and other Campus Rec activities within the Competitive Sports Program. The Competitive Sports Coordinator is responsible for supervising the Graduate Assistants, Head Counselors, and Counselors to ensure the camp operates in a professional manner benefiting both the camp participants and the Middle Tennessee State University community as a whole. The Competitive Sports Coordinator serves as an advisor for camp on day-to-day operations as well as special events. The Coordinator works to ensure that all rules and regulations are followed in accordance with the Competitive Sports Program, Department of Campus Recreation, and Middle Tennessee State University guidelines.

### Registration, Finance, & Attendance

**Refunds and Cancellations**

No refunds are given if cancellation notice is given by the Monday before the registered camp week. Non-attendance or camp disciplinary actions do not entitle one to a refund. Weeks may be transferred provided there is a space available and with one week’s notice.

Camp staff reserves the right to modify activities or groups due to enrollment, facility problems, staffing concerns or circumstances beyond its control (i.e. rain, pool problems, or electrical outages).

**Online Enrollment**

We now have an online camp registration for all campers. Parents still need to fill out the Camper Registration Form on the website and either email to camprec@mtsu.edu or bring it into the front office of the Campus Recreation Building.

**Parking**

Parents will be allowed to park in the green parking lot located behind the Campus Recreation Building (behind the MTSU Softball Fields).

More information and a map can be located on the parking website: [https://www.mtsu.edu/parking/documents/parking-map.pdf](https://www.mtsu.edu/parking/documents/parking-map.pdf)

**Attendance and Drop Off/Pick Up**

**Morning Drop-off** is from 7:30 a.m. to 9:00 a.m. each morning.

**Drop-off:** Drop-off will be in the back of the Campus Recreation Building. Tables will be set-up outside the entrance of the Indoor Arena in the back of the Campus Recreation. Whoever drops off the camper will need to sign them in with camp staff. The camper will then be escorted to the Indoor Arena with the other campers.

**Notes from Home:** Parents and guardians who would like to communicate a message to their camper’s counselor may do so by writing a legible note that is handed directly to camp staff in the morning during drop-off. These daily notes are used to communicate various messages including planned absences, early pick-up times (see section below), doctor’s orders (i.e. permission to sit out of swim time, medications or allergies, etc.), and so on. See “Communication with Camp Staff” for more information concerning communicating with camp staff in the event that a handwritten note is not sufficient.
Afternoon Pick-up is from 4:00 p.m. to 5:30 p.m. each afternoon.

After the last activity of each day, counselors will escort their campers to the Indoor Arena. Tables will be set-up outside the entrance of the Indoor Arena in the back of the Campus Recreation. When parents, or other approved pick-up adults arrive, they will show photo identification and give the camper’s last name to camp staff located at the designated tables. Camp staff will then announce the camper’s last name. Counselors will locate and release their campers.

Early Pick-up:

Requests for early pick-up must be made prior to noon. Legible notes should be handed directly to camp staff in the morning during drop-off (no faxes or emails will be accepted) and should include the exact pick-up time (no time ranges), full camper(s) name, date of pick-up. Campers who are picked-up early will be accompanied to the front office of the Campus Recreation Building by camp staff. Parents who arrange for early pick-up, should pick-up their camper(s) at the specified time.

Important: Parents are to designate other approved adults that are allowed to pick up their camper by completing the “Authorized Pick-Up Form,” during pick up and drop off with one of the camp staff.

Camper Attire

Appropriate camper attire includes a t-shirt, comfortable athletic shorts, socks, and non-marking, tennis shoes, as well as a swimsuit and towel for swim time.

Unacceptable camp attire includes flip-flops except for pool time (or other open-toed shoes), Heelys, Crocs, or other non-athletic shoes; denim of any kind; and short shorts (defined as shorts that do not fall at or below the fingertips when arms are extended at the side) or pants that hang low, displaying underwear. Campers wearing inappropriate clothing will be sent to the administrative office so they can call home and have a parent bring in appropriate clothing.

Labeling Personal Items: Parents are highly encouraged to label their camper’s article of clothing and belongings so that they are easy to identify in the event that they are lost. Labels should include your child’s first initial, last name, and camper group name. DO NOT LET CHILDREN BRING VALUABLE OBJECTS OR ELECTRONICS. EXCEPTION: CELL PHONES IN CASE OF EMERGENCY.

Lost and Found: A lost and found bin will be located behind the equipment checkout desk. Campers with missing items should alert the camp staff. MTSU Campus Recreation is not responsible for missing, broken, or stolen items, but will make every reasonable effort to return labeled items to their owner. Unclaimed lost and found items will be discarded one week after the conclusion of camp. Common misplaced items include towels, goggles, and bathing suits.

Other Recommended Items to Bring: Swim goggles, rash guard (for water slides and swimmers that get cold easily), sunscreen, a plastic bag (for wet items), and a bag to hold all personal items.

Swim Test: In order for a camper to be allowed to swim in the deep end of the pool, they must be able to swim from one end of the pool to the other side without any aid. If you do not feel comfortable in your child’s swimming ability, please let us know.
Camp Schedule

<table>
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<tr>
<th>Time</th>
<th>Activity</th>
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<td>7:30AM - 9:00AM</td>
<td>Drop-off/Free Time</td>
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<tr>
<td>9:00AM - 10:30AM</td>
<td>Structured Activities</td>
</tr>
<tr>
<td>10:30AM - 12:00PM</td>
<td>LUNCH</td>
</tr>
<tr>
<td>12:00PM - 1:45PM</td>
<td>Structured Activities</td>
</tr>
<tr>
<td>1:45PM - 4:00PM</td>
<td>Pool Time</td>
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<tr>
<td>4:00PM - 5:30PM</td>
<td>Pick-up/Free Time</td>
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Food & Discipline

Food

Lunch Time: MTSU Campus Recreation Summer Camps will have food provided for the campers. Lunch will be at one of several on-campus locations: James Union Building (JUB) cafeteria or Student Union (Steak ‘n Shake or Panda Express). Campers and counselors will be leaving the Campus Recreation building between 10:30 and 10:45AM and will stay at the cafeteria until 11:45AM or 12:00PM. If you plan to either drop off or pick-up your child during this time, call the Campus Recreation front desk at 615-898-2104.

Food Allergies: Please let us know in your camper registration of any kind of food allergies that the child has. Also, please try to educate your child as to what has or does not have that type of food. We will be walking with students that have allergies to make sure they do not eat anything that could harm them.

Birthday Celebrations: Parents can arrange with the counselors to bring in a treat along with plates, napkins, and plastic utensils during the camper’s snack time to celebrate a birthday. Please bring enough for all campers, counselors, and program aides – camp staff can provide you with a total count. Healthier options are appreciated.

Disciplinary

Campers are expected to behave in an appropriate manner that ensures the safety and enjoyment of themselves and others. Below is a list of various incidents and their gravity that are not tolerated at camp, as well as camp guidelines for handling these issues. Please note that the following list is not exhaustive.

Minor Incidents

- Profane and inappropriate language
- Not following directions
- Talking back to counselor
- Disrespect
- Pushing/shoving as a result of poor sportsmanship
Major Incidents

- Endangering self or others
- Unnecessary roughness
- Intentional infliction of pain
- Continuous minor incidents

Guidelines for Dealing with Disciplinary Incidents:

First Offense
Counselor will take the camper aside and talk to him/her, reinforce rules, and remind the camper of the consequences if the behavior continues. All incidents and associated disciplinary actions taken will be documented within an incident report kept in the camper’s file. Camp counselors may notify a parent at the end of the day during pick-up if deemed necessary. Minor incidents that do not require an incident report will be informally documented by counselors, but parents will not be contacted. If a first offense is a major incident, the occurrence will be addressed that day with a parent and one or more camp staff.

Second Offense
Counselor will take the camper aside and talk to them about the rules that were broken and remind the camper about the consequences the counselor talked about after the first offense. For a minor offense, a completed incident report will be placed in the camper’s file. Parents will be notified by telephone or at the end of the day during pick-up. If the problem is major, a conference between the camper, parent(s), counselors and camp staff must be arranged as soon as possible to discuss the incident.

Persistent Misbehavior
Counselors will remove the camper from the group and take him/her to the camp office (room 210). If the decision is made to remove the camper from camp, a camp administrator will write a discipline notice that will be sent home with the child at the end of the day. A copy of the note will be placed in the child’s file. Removal may be temporary or permanent depending on the severity of the incidents under review.

All cases are handled on an individual basis. With regards to disciplinary incidents, camp staff will follow up if necessary or if requested by a parent. The camp reserves the right to dismiss a camper, without a refund, if their behavior jeopardizes the safety and well-being of other campers, staff, wellness center members or guests.

Communication with Camp Staff

Parents are encouraged to keep open lines of communication with camp staff, especially their camper’s counselors. Morning drop-off and afternoon pick-up are ideal times to speak with camp staff. Counselors are happy to provide updates on your camper’s enjoyment and progress at camp during these times.

Concerns or Complaints: Parent concerns or complaints should be addressed immediately with camp staff so that appropriate actions can be taken. Concerns or complaints can be addressed directly with camp counselors, although camp administrators can also be made available if needed or in the event that a concern or complaint is in regards to a camp counselor.
**Note:** Camp administrators have various non-camp duties that may prevent them from being downstairs during morning drop-off and afternoon pick-up on occasion, but they will make themselves available if and when necessary.

**Swim Test:** In order for a camper to be allowed to swim in the deep end of the pool, they must be able to swim from one end of the pool to the other side without any aid. If you do not feel comfortable in your child’s swimming ability, please let us know.

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**Injuries & Illness**

**INJURIES**

If an injury should occur, camp staff will make every reasonable attempt to contact a parent to notify them of the situation and/or arrange for early pick-up from camp (if camp staff, parent, and/or camper deems necessary).

**ILLNESS POLICY**

MTSU Campus Recreation Summer Camp is a community that is respectful of the health of others. Staying at home at the first sign of illness is important and will help us all stay safe. Under no circumstances will parents be allowed to bring a sick child to camp.

Campers with infectious diseases, such as chicken pox or strep throat, must stay out of camp until the contagious stage has passed. Campers who have had head lice must be treated and nit-free before returning to camp. For the sake of other camper's health, it is vital that you let camp staff know your child's diagnosis as soon as possible. In the case of the common cold, the camper should remain at home as long as there is a fever present, a sore throat, eye infection, continuous and colored nasal secretions, or persistent chest cough. We determine the need to send a camper home by both the symptoms listed above and by their behavior. Campers with signs of vomiting, diarrhea, or an undiagnosed skin rash should also remain home.

Campers will be sent home if any above symptoms appear while they are at camp. They should remain home for at least the next 24 hours. If a fever is present, please keep your child home until they are fever-free for 24 hours.

MTSU Campus Recreation Summer Camp reserves the right to call and request that your child be picked up immediately due to illness. Your child will be kept comfortable in a designated isolation area while waiting for parent arrival.

Our illness policies will be strictly enforced, for the health, well-being, and safety of all concerned.

**Signs and Symptoms of Suspected Communicable Disease:**

- Severe productive coughing
- Difficult or rapid breathing
- Stiff neck
- Diarrhea or more than one abnormally loose stool
- Temperature of 100° Fahrenheit or higher
- Conjunctivitis (pink eye)
- Exposed open skin lesions
● Unusually dark urine and/or grey or white stool
● White spots on inside of throats and enlarged tonsils
● Yellowish skin or eyes
● Head lice (to return to camp, the child’s parent needs to sign a statement that treatment has occurred and be free of nits (louse eggs)

**Physical & Sexual Assault Awareness & Prevention**

The primary objective of MTSU Campus Recreation Summer Camp is to ensure the safety of all of our campers. MTSU Campus Recreation Summer Camp has a **zero-tolerance policy** for any abuse committed by a staff member, volunteer, camper, or third party. No staff member, volunteer, camper or third party, no matter his or her title or position, has the authority to commit or allow any physical or sexual assaults. Every action will be taken to make camp a safe place.

**Safety measures in place to protect campers against sexual abuse and staff members from sexual abuse allegations include:**

- Criminal background checks for all camp staff
- Training for camp staff
- 8-10 counselors (both genders) supervise the campers at all times
- Respect for camper privacy
- Appropriate attire of campers, camp staff, and volunteers
- No roughhousing or hazing that could result in inappropriate touching, including allowing campers to touch or hang on camp staff members or volunteers in an inappropriate manner
- Campers are accounted for at all times (100% camper visibility and adult supervision)
- Supervision during swim activities by swim staff, pool manager, and lifeguard on duty

**Per state law, the university is required to report any suspicion of any abuse to the proper authorities regardless of how minor it may seem.**

**IMPORTANT:** Campers will be changing into their swimwear in a designated area within the locker room with camp staff supervision. Please be aware that, although the Campus Recreation Building hosts the MTSU Campus Recreation Summer Camp, the Campus Recreation Building also has their normal daily operations running congruently. Signage will be posted informing MTSU Campus Recreation members and guest to be mindful that children will be present.