



Parent Handbook

TIGER'S DEN OVERVIEW

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 a basic reference concerning policies and procedures regarding the LSU UREC Tiger's Den summer camp. If you have any further questions, please contact our camp team at TigersDen@lsu.edu

CONTACT

For daily contact throughout the day, please call the UREC Operations Desk at 225-578-8601 and leave a message with one of our front desk staff. They will radio our camp staff & we will return your call as soon as possible!

MISSION

LSU UREC Tiger's Den is a recreational experience that provides fun and comprehensive camp programming for children ages 6 to 12, where each session is filled with sport activities, structured games, arts and crafts, swimming, rock climbing, and interactive educational activities, all while incorporating Tiger's Den Values- Develop, Educate, Nurture.

PHILOSOPHY

As our program is based within the Department of University of Recreation (UREC) on LSU's Campus, we have the unique opportunity to partner on a daily basis with some of the most accomplished professionals and equipment within the recreation industry. Furthermore, we enjoy access to the huge array of resources, programs, and individuals that accompany one of the top tier universities in the United States. As such, our camp programmers make a strong effort to incorporate into our daily activities grounded research and new ideas, which includes innovative models of healthy living, wellness, and sustainability and theories regarding the impact of physical education on academic achievement.

Our guiding principles are fun, enthusiasm, compassion, discovery, humility, leadership, and community.

These principles serve as the foundation for our activities, which are designed to impact and encourage social growth in our campers, in areas such as teamwork, community living, healthy sportsmanship, and positive competition. We combine creativity and cooperation with individual challenges, which impact critical thinking skills and encourage a greater sense of confidence and self-esteem. Personal and physical growth also tends to occur naturally and their individual gains such as honesty, trust, communication and friendships are some of the dividends.

We see camp as the special opportunity for a child to experience the fun and excitement to be found on campus, in an environment that removes the academic and social pressures that are a part of our children's lives. Our plan is that this experience satisfies that need with happy, relaxed, but well-structured programs. Our goal is that all who attend Tiger's Den receive a supremely unique experience, one that is treasured and cannot be found elsewhere.

CAMP READINESS

While Tiger's Den is open to children as young as six, 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 will 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 are 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 daily nap? We are not able to provide naptime.

CAMP STAFF

Counselors

Counselors are responsible for ensuring a safe environment and positive camp experience for all campers. Counselors are typically current college students or recent graduates. We seek diversity in our counselors and they typically specialize in youth related fields (i.e. education, kinesiology, psychology, sociology, etc). They share a love for children and are interested in fostering an environment for them to grow and succeed. We take pride in the unique characteristics, the intense energy and dedication that our camp counselors bring to the camp every day.

Counselors complete a thorough week-long training prior to the start of camp, which focuses on topics such as child behavior and development, discipline, incident prevention, rules and regulations, and certification in First Aid/CPR/AED for Adult, Child, & Infant by the American Red Cross. Camper to counselor ratio is 8:1.

NOTE: All staff (to include camp director and counselors) must satisfactorily pass a background check to be employed with LSU UREC Tiger's Den.

CAMPER HOURS – DROP OFF AND PICK UP

CAMP HOURS

8:00am-9:00am- Drop-Off (USE THE EAST ENTRANCE)

9:00am-4:00pm- Camp Activities (IF DROPPING OFF OR PICKING UP DURING THIS TIME, USE THE EAST ENTRANCE))

4:00pm-5:00pm- Pick-Up (USE THE EAST ENTRANCE)

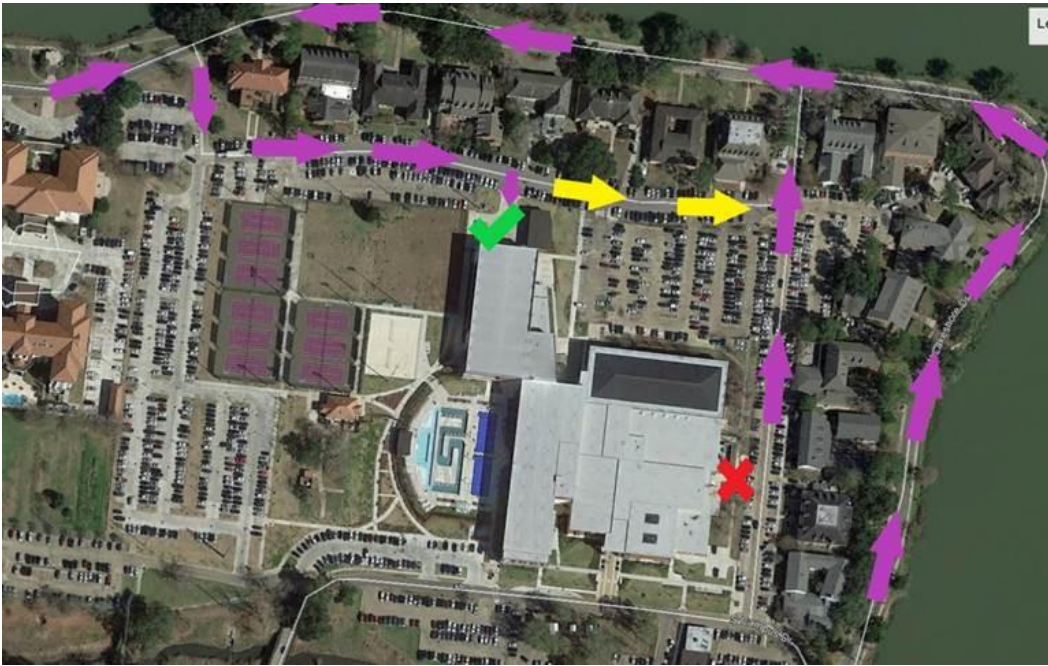
Extended care hours are available for your convenience:

7:30am-8:00am- Before Care (EAST ENTRANCE)

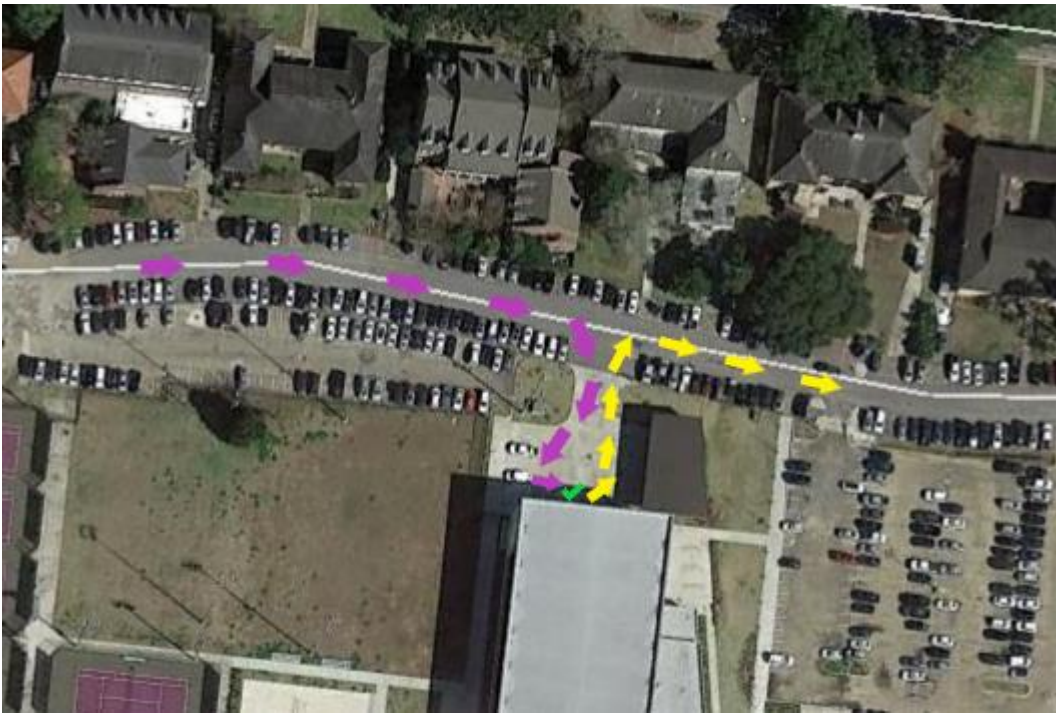
5:00pm-5:30pm- After Care (EAST ENTRANCE)

A late fee will be assessed if a child is picked up after their scheduled camp day ends; 5:00pm, for normal camp hours or 5:30pm with paid extended care. A late pick-up will result in a \$10 fee for any portion of the first 15 minutes period over time, in addition to \$1 per minute thereafter. This fee must be paid prior to the child being allowed back into the camp program.

Overview of how to get into camp pick-up/drop-off line (please come in from the North Side near Tennis Courts)



Zoomed in version of curbside drop-off/pick-up zone:



DROP-OFF PLAN

Any individual bringing a camper to Tiger's Den during normal drop-off times must enter the curbside location on the EAST side of UREC. The time of your camper being dropped off will be recorded by Tiger's Den staff.

Steps:

1. Drive in from the NORTH side of UREC, near Tennis Courts.
2. Turn right into the Adventure loading area on the EAST side of the UREC building.
3. Pull up to check-in area to be greeted by Tiger's Den Staff and drop your camper off.
 - A. Having your camper on the passenger side of your vehicle is preferred.

If you need to drop-off or pick-up a camper between 9:00 am – 4:00 pm, please enter the SRC through the EAST entrance and proceed to the UREC Operations desk. A UREC staff member will be able to assist you accordingly.

PICK-UP PLAN

The only individuals who may pick up a child from camp are those listed for authorized release. 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, ALL parents, guardians, or friends (approved to pick up children at the end of the camp day) MUST present their driver's license or 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 as listed on the form. This policy is set up for the safety of campers, counselors, and parents/guardians alike. Camp staff has the right to refuse dismissal of campers to any person not listed or not coherent at pick-up.

Steps:

1. Drive in from the NORTH side of UREC, near Tennis Courts.
2. Turn right into the Adventure loading on the EAST side of the UREC building.
3. Pull up to check-out area and provide camp staff with a valid form of ID
4. Your legible signature will be needed while picking up your camper(s).

NOTE

Signs will be placed around UREC with arrows pointing you to the correct spot to get in the pick-up/drop-off line!

CAMP ACTIVITIES AND THEMES

ACTIVITIES

Tiger's Den strives to offer a unique experience for each child. Typically, children are divided into groups by their age groups, with each group doing one set of activities while other groups participate in other activities.

Tiger's Den takes full advantage of the resources available on LSU's campus. The swimming pools are utilized two to three days a week, while campers also have opportunities to canoe the LSU lakes, climb the indoor climbing gym, and participate in a wide range of activities in various spaces throughout the recreation center.

SWIMMING (EVERY MONDAY AND WEDNESDAY!)

All campers must pass a swim test, which constitutes of a 25 yard continuous swim on the surface of the water without the aid of any flotation devices, under the supervision of lifeguards, counselors, and aquatics staff. The final decision on whether a camper has passed the swim test will be determined by the supervising lifeguard and/or aquatics staff on duty. Swim tests are administered during the first few minutes of each swim session. If a camper does not pass their test, they will be allowed in the pool only if they are wearing a personal flotation device (PFD), which Tiger's Den provides. Campers wearing PFD's are also restricted to the shallow end of the pool.

FIELD TRIPS

Tiger's Den will take a variety of on-campus field trips. On days in which field trips occur, children are asked to wear their camp provided Tiger's Den t-shirt. You will be notified ahead of time as to which days field trips will be taken.

LUNCH AND SNACK SERVICE NUTRITION GUIDELINES (CAMP MEALS)

LSU UREC Tiger's DEN aims to provide children with nutritious, kid-friendly snacks and meals, while establishing good eating habits that nurture healthy development and promote life-long well-being. Nutritious lunches and afternoon snacks are provided for each child.

If you elect for your child to refrain from eating the provided camp lunch, please contact the camp director. For restricted diets or food allergies, please contact the Camp Director. All lunches and snacks are peanut free. We also adhere to a strict "no trading and no sharing" policy with food at camp. Please inform our Camp Director via the issued Emergency Medical Form of any food allergies or restrictions your child may have prior to their first day of camp. If your child has a restricted diet, then we ask that the parent send a lunch and snack 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. Campers will not be able to use the vending machines or Smoothie King.

Additionally, please help us ensure your child has the energy needed to enjoy camp by making sure they eat a good breakfast.

CAMPER RULES

We like to keep the main rules at Tiger's Den simple and straightforward. As such, we have three main rules that are easy to understand and follow, which encourage the core values of caring, honesty, respect, and responsibility. These rules are:

- Be safe.
- Be kind.
- Participate.

To go along with the rules, campers are provided a set of guidelines to adhere to daily. These guidelines are reviewed with the campers at the start of each day.

1. Listen quietly and follow all directions from counselors.
2. Show respect for others and their belongings.
3. Clean up after yourselves.
4. Walk while inside the building.
5. Campers must remain in a supervised area at all times.
6. Always tell the truth.
7. Use a quiet voice in the hallways and in the classroom.
8. Campers must take a counselor with them wherever they go.
9. Keep your hands to yourself.
10. HAVE FUN!

CAMPER SAFETY

SAFETY

Nothing is as important to us as ensuring the safety and security of the children entrusted to our care. LSU UREC Tiger's Den 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, outside, or on campus. 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 camp 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.
- Tiger's Den staff communicates consistently via radio throughout the day.

ACCIDENTS AND INJURIES

Through appropriate supervision and low staff to camper ratios, staff is able to prevent many accidents and injuries from occurring. During swim time, there are at least two lifeguards on duty and all counselors are at the pool with campers. If an accident or injury does occur while at camp, the following steps are taken:

1. A staff member responds to the camper's immediate needs. Most accidents and injuries that occur are minor and can be resolved quickly.
2. All accident/incidents will be documented on an accident report to be given to the parent at the end of the day. A parent or guardian must sign all forms.
3. Immediate verbal notification will be made with the parent/guardian in the following situations: blood not contained in an adhesive strip, head injury, animal bite, broken or dislodged teeth, or an injury requiring professional medical attention.
4. If it is determined that the injury is severe in nature, we will call 911 and the university police for assistance. The family is contacted at the same time or after the emergency call.
5. Emergency personnel or parents will determine further treatment.
6. The cost of all medical care is the responsibility of the family.

EMERGENCY AND EVACUATION PLANS

LSU UREC utilizes an emergency and evacuation plan to protect the safety of all individuals within our facilities. All counselors and camp staff are required to study, understand, and implement the emergency and evacuation plan before and during camp sessions.

DISCIPLINE AT CAMP

A fundamental principle in the development of young children is to promote the child's self-esteem through practicing positive non-evaluative guidance, providing experiences that match their developmental level, and meeting their needs responsively. Discipline helps children cope with the challenges of daily living, to interpret their world, and to learn social skills. Parents and educators (counselors, teachers, etc.) frequently talk about and are concerned about guidance, discipline, and the 'hows', 'whys', and 'whens' of setting limits and helping children learn to become self-disciplined. All these terms are interrelated, and LSU UREC Tiger's Den has guidelines for dealing with negative behavior that are in keeping with both theories of child development and the camp's mission.

The LSU UREC Tiger's Den staff employs a positive method of discipline, using limits that are fair, consistently applied, appropriate and understandable for your child's level. Any form of punishment that violates the spirit of the following standard of discipline, even though it may not be specifically mentioned as forbidden, is prohibited by anyone on the premises of LSU UREC:

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats by staff or parents while on UREC property.
- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children.
- Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves.
- No child or group of children shall be allowed to discipline another child.
- Unsupervised isolation of a child is never allowed. When a child is removed from the group for disciplinary reasons, he/she shall never be out of sight of a staff member.
- No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.
- A child is never to be physically restricted in any way unless his or her actions would bring harm to self or others.
- An adult shall never address a child harshly with intimidation or ridicule.
- Written or verbal reports to parents regarding conflicts or disagreements between children shall not include the name of the other child involved.

LSU UREC Tiger's Den staff maintains a safe, nonthreatening environment. Our staff fosters creativity, encourages children to explore, and allows them to make discoveries. Counselors set limits and encourage self-discipline because boundaries reassure young children; order and stability are as important to a child as freedom.

There are times when all techniques, which are appropriate to the situation, have been tried and the undesired behavior continues. If so, a child may be instructed to sit quietly by himself/herself until he/she is able to appropriately return to play. This alone time is not seen as punishment. Rather, it is seen as a time to regroup.

CAMPER HEALTH AND WELLNESS

WHAT TO BRING AND WEAR TO CAMP

Children should dress comfortably for active days and appropriately for weather. Please make sure your camper is dressed in loose-fitting clothing allowing for free movement and athletic, non-marking, closed-toe shoes (i.e. tennis shoes) with socks. Sandals and flip-flops are NOT allowed. Campers will not be allowed to stay without proper shoes.

Due to the amount of time being spent outdoors, we recommend that you put sunscreen on your child before they arrive at camp. You may also want to provide sunscreen in your camper's backpack if you would like your child to re-apply later in the day. No counselors will apply sunscreen for campers. Campers are welcome to bring a small, manageable water bottle, yet it is not necessary. On swimming days (Monday/Wednesday/Friday) and as necessary for those campers taking Group Swim Lessons, campers should bring a swimsuit and towel. It is always good to have an extra set of weather appropriate clothes, just in case.

Please mark all of your camper's items with their full name using permanent marker.

PERSONAL BELONGINGS

Because camp days will be filled with planned activities, there is no need to bring additional items to camp. Children are prohibited from bringing toys, money, electronic items, weapons, etc. to camp. These items will be confiscated. Additionally, no CELL PHONES are allowed.

LOST AND FOUND

While we make every effort to keep items secure at camp, we strongly recommend children do not bring anything to camp that they do not want to lose; however we will maintain a lost and found throughout the summer. Ten days after summer camp ends, all unclaimed items will be donated to charity.

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 discuss 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.

WELLNESS POLICY

Our wellness policy is designed to keep children and staff healthy. As young children are growing and building up their immune system, they can become ill when exposed to germs. Contagious illnesses are spread in group settings not only by touch but through the air, which makes it very important for the ill child not to be around other children.

Keeping children healthy and not spreading contagious illnesses is the responsibility of both the staff and parents. One of the most effective ways of not spreading germs is frequent hand washing and keeping the environment clean. Staff receives instruction and implements proper hand washing and sanitation techniques. Campers are also assisted in proper hand washing throughout the day. Another way is to ask children and staff, who may be contagious, to stay away from camp until they are feeling better. This may involve you picking up your child midway through the day if we suspect your child is ill and may be contagious. Using the

NAEYC guidelines, the decision for keeping your child at home or for us to send your child home is based on “the comfort of the ill child, the protection of well children and staff, the resources available to the program to meet any special care that is required, and the needs of families.”

The LSU UREC Tiger’s Den reserves the right to request a physician’s statement of eligibility to return to camp.

ILLNESS GUIDELINES

If a child seems really sick without obvious symptoms, please keep him/her at home. In this case, a child may look different or act abnormally. He/she may be unusually pale, irritable, tired, uninterested in usual activities or eating.

The parent or guardian shall be notified as soon as possible if a child develops symptoms of any illness or is not able to participate in camp activities (i.e. unable to keep up with daily routines, be outside with the rest of the group or is unable to participate in activities without the constant attention of a counselor) and/or because of the following:

- Severe pain or discomfort
- Severe coughing or problems breathing
- Unusual behavior for child characterized by not playing, confusion, inconsolable crying, not eating or drinking
- Demanding a great deal of prolonged one-on-one attention and time

The counselor will remove the child from camp and notify the Camp Director who will supervise the child until the parent arrives. Please refer to the guidelines suggested on the following table for routine questions regarding symptoms and their implications for care and return to camp. If you are not sure of what the symptoms might indicate, please call your child’s health professional for an appointment and/or more accurate information. It is crucial to know whether the other children at camp are at risk for infection so we can take the necessary measures to inform other parents of potential changes in their children’s overall health status. Periods of exclusion may be extended beyond those listed below depending upon the individual conditions. If the doctor places a child on an antibiotic, for an ear or throat infection for example, the child should not be brought to camp until he/she has been on the medication for at least 24 hours and is fever-free without over-the-counter medication.

When a child is diagnosed by a physician with a communicable disease, an exposure notice will be sent home with all campers. The notice will list the name of the disease, the date the symptoms were first observed, and the date of diagnosis. Families are urged to consult their own physician for advice about precautions to take with their child.

MEDICATION POLICY

It is the general policy of University Recreation that staff will not administer medication to children while in our care. Topical products such as sunscreen and insect repellent are considered medications. If your child requires any medication during UREC’s Tiger’s Den Camp, you will be responsible for administration of those medications. Additionally, no medications will be maintained on site by LSU UREC or its employees unless authorized for emergency circumstances according to the Medical Authorization Form (such as an Epipen® or inhaler).

COMMUNICATION AND INVOLVEMENT

We encourage family involvement, as a camper's good experience is a partnership between families and Tiger's Den staff. The more you know about Tiger's DEN and the more counselors and the camp leadership know about you, the better we can serve your child and you family.

FAMILY RESPONSIBILITIES

- The individual who brings/picks-up the child to Tiger's Den must complete a daily attendance log upon arrival/pick-up with relevant information.
- Parent-administered medication may not be stored or refrigerated by Tiger's Den.
- All information in a child's file must be current at all times.

NOTE: LSU UREC does not allow for the use of employees or student employees (camp counselors) as private, personal babysitters through the duration of the program (Tiger's Den). Once camp has concluded, families request an employee or student worker to personally babysit, LSU UREC is not responsible or liable.

DISMISSAL FROM CAMP

LSU UREC Tiger's Den reserves the right to dismiss a child, in its sole discretion, without notice, due to the following reasons:

- Tiger's Den cannot meet the physical, mental, or emotional needs of the child.
- The child threatens the safety, health, and/or well-being of himself/herself or others.
- A formal parent conference is not attended (one requested by the Camp Director).
- Nonpayment of all assessed fees.
- The parent/guardian refuses to have their child examined by a health care professional acceptable to LSU to determine if continued enrollment is in the best interest of the child.
- It is advised by a physician or child psychologist to discontinue enrollment.
- A misrepresentation was made in the application or enrollment process.
- Parents ignore camp guidelines, and/or cause stress or disruption to camp staff or operations.
- Repeated and/or excessive tardiness (excess of 3) in picking up a child at closing time.
- Enrollment packet is incomplete and/or not updated.
- Parent/Guardian repeatedly (excess of 3 times) forgets to sign the child in and out every day.
- Parent/Guardian threatens the safety of the children, staff, and/or others.
- LSU has concerns about the health or safety of the child which are not being addressed by the parent/guardian to the satisfaction of LSU.

The severity, nature, and repetitiveness of incidents will be taken into account when evaluating each situation. All decisions for dismissal from camp are left up to the discretion of the Camp Director, the Assistant Director, Sport & Camp Programs, and the Associate Director, Programs & Outreach.

ADDRESS CONCERNS

We encourage our staff and parents to resolve most concerns by working together. 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 the Camp Director.
- If a concern remains or if the concern is about a camp policy or procedure, you may discuss the concern with the Assistant Director, Sport & Camp Programs or the Associate Director, Programs & Outreach. Most concerns can be resolved with a concrete plan of action and continued communication.
- If a concern is still prevalent, the Director of University Recreation may become involved for all parties to reach a satisfactory resolution.

CONTACTING US

Your camper will not be available to accept phone calls during camp; however, in the event of an emergency, please contact the Camp Director or the UREC Operations Desk at 225.578.8601. All changes to paperwork must be made in writing and/or person with the Camp Director.