2019 CampVandy Parent Handbook

Camp Hours
Monday – Friday 9:00am-4:30pm
Before Care: 7:30am-8:45am
After Care: 4:45pm-6:00pm

Vanderbilt Recreation and Wellness Center
2700 Children’s Way
Nashville, TN 37212
615.343.6627
Email: campvandy@vanderbilt.edu

Assistant Director of Camps and Aquatics
Kayla Dickson
615.343.8176; kayla.d.dickson@vanderbilt.edu

Associate Director
Tiffanie Morgan
615.322.7354; tiffanie.morgan@vanderbilt.edu

Vanderbilt.edu/campvandy
Welcome!

We are excited that you chose CampVandy for your child, and we look forward to another summer of sunshine and fun with your camper! By selecting our day camp program you ensure your child will experience a safe, fun filled environment that encourages creativity, and socialization through daily structured activities. Your child will be provided with the opportunity to play new games, take part in creative activities, and build friendships. Our highly skilled staff are excited to build a program for your campers that draws on their experience at previous summer camps, in the academic classroom, and as leaders in other youth clubs and organizations. Our camp goal is to set expectations by providing a safe, fun and healthy environment that allows your child to experientially learn and build memories that they will carry with them for years to come.

We look forward to an exciting CampVandy summer at the Vanderbilt Recreation and Wellness Center!

Thanks,

Kayla Dickson
Assistant Director of Camps and Aquatics
615.343.8176
kayla.d.dickson@vanderbilt.edu
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VRWC MISSION
The mission of the Vanderbilt Recreation and Wellness Center is to encourage lifelong learning, develop healthy lifestyles, foster leadership, instill an appreciation for diverse communities, and enhance interpersonal relationships. This is accomplished by providing quality facilities, and by using intentional, educational, and enjoyable programming that focuses on for Vanderbilt University students, faculty, staff, and the greater Nashville community.

VRWC VISION
The Vanderbilt Recreation and Wellness Center (VRWC) strives to serve Vanderbilt University students, faculty, staff, and the Nashville community. As an extension of Vanderbilt University, CampVandy upholds its programs and staff to the highest standards. CampVandy’s active and passive programming includes experiential learning through creativity, teaching and recreational activities. CampVandy is a summer day camp that highlights VRWC facilities, programs and resources. It focuses on recreation, wellness, and the appreciation of Vanderbilt departments through campus field trips and guest speakers/presentations.

CAMP INFORMATION
CAMPVANDY
CampVandy is a recreational day camp through the Vanderbilt Recreation and Wellness Center. The day camp is open to youth affiliated with Vanderbilt University or the Nashville community. Campers range from ages 5-11 years old. Depending on the summer, CampVandy includes 8 to 9 weeks of camp. Some campers attend 1-2 weeks of camp while others attend the whole summer. Camp-wide activities and daily programming changes based on the theme week. CampVandy’s weekly capacity is 75 campers. Summer registration typically opens in February of the corresponding summer.

CONTACTING CAMPVANDY
Questions or concerns about CampVandy can be directed to the camp email address (campvandy@vanderbilt.edu). During the summer, please notify us of any late arrival or early pick-ups that may require additional arrangements. Email: campvandy@vanderbilt.edu or call (615) 343-6627.

OPTIONAL PARENT ORIENTATION
Come tour the Vanderbilt Recreation and Wellness Center and meet your child’s camp counselors! This year we have scheduled an optional orientation date to provide parents and children an opportunity to learn more about CampVandy and meet the summer staff. The orientation includes a tour of the facilities and a question & answer session. Parents and children are welcome. Orientation will be held Friday, May 31, 2019 from 5pm-6pm in the VRWC East Multipurpose Room.

CAMP COUNSELORS
Our camp counselors interact directly with your child and encourage positive behavior and activity. Counselor-led programs will vary based on the age group and the campers’ interests. CampVandy counselors are individuals hired to provide a safe, fun and wholesome camp experience. All of our counselors attend a multiday staff training that includes a CPR/AED & First Aid certification, Epi-Pen training, belay training, Protection of Minors training, and a review of the department’s Emergency Procedures. Additionally all CampVandy counselors are educated on a wide variety of games and team building activities to engage the campers.
YOUTH PROGRAM POLICIES AND INFORMATION

GENERAL INFORMATION & REMINDERS

- Vanderbilt University is committed to principles of equal opportunity and affirmative action.
- Policies and procedures are subject to change without notification. Please check the website, http://www.vanderbilt.edu/recreationandwellnesscenter/youth/campvandy.php for updates.
- Campers receive one t-shirt during your participation at CampVandy, regardless of the number of weeks registered.
- Campers receive (2) snacks daily; Parents are responsible for providing an adequate lunch.
- Campers have the opportunity to participate in outdoor and indoor activities. There is no screen-time or movies during the regular camp day. Campers are not allowed to bring their own electronics or gaming equipment (ex. DS, ipods etc.) Cell phone are permitted for emergency use only.

CAMPER GROUP AND RATIOS

Campers between the ages of 5 and 11 attend CampVandy. Tennessee State Law mandates that the adult to camper ratio is 1:16 for campers who are 5 and 1:20 for campers between 6 and 11. At CampVandy ratios are 1:10 regardless of camper age. The campers are placed in groups with youth of a similar age or birthdays. Depending on registration there could be two groups of each age group. This summer the groups are named to increase camper investment and initiate a system that allows for efficient communication. Many of the theme week activities will incorporate group activities and highlight team names- all of which are part of TN’s wildlife.

PROTECTION OF MINORS REPORTING PROVISION

Vanderbilt University personnel adhere to Tennessee state law on mandatory child abuse reporting to either the appropriate law enforcement agency or the state hotline operated by the Department of Children’s Service. In addition to external reporting, Vanderbilt has a mandatory internal child abuse reporting procedure. If you have reason to believe abuse or inappropriate behavior has occurred concerning a minor participating in a Vanderbilt University program, please consult the program director, or Risk and Insurance Management (615-936-5935), or report via the Vanderbilt hotline at 844-814-5935. The Tennessee Child Abuse reporting hotline number is 877-237-0004.

PHOTOGRAPHY/VIDEOGRAPHY

We hope to highlight all the great activities your campers will be participating in on our website, weekly camp newsletter and future camp marketing. Through registration you permitted CampVandy to use images of your child as a CampVandy participant in internal and external promotional material. This includes any printed material, print advertising, CampVandy website, or department social media. Names will not be published.

PARENT EVALUATIONS

We appreciate your comments and feedback about our staff and program. If you see or hear of a problem with any part of our camp program or staff, please send an email to campvandy@vanderbilt.edu so immediate corrections can be made. We also enjoy hearing about your positive experiences with CampVandy. Feedback surveys will be sent out at the end of each week of camp. Your feedback is greatly appreciated.
ARRIVAL/DEPARTURE

- Pick-up and drop-off parking is available in Zone 3: Lot 27 off 25th Avenue South and along Children’s Way. VUPD will ticket vehicles that park in Zone 3 that exceed 30 min parking without the appropriate permit. Member parking is available along Children’s Way. See Appendix C for details.
- Before Care and After Care do not carry over daily or weekly; No refunds are provided for non-use.

Drop off instructions: (FOR YOUR CAMPER’S SAFETY & PROTECTION)

- Scheduled camp drop off is between 8:45am-9:15am in the VRWC’s SEC Johnson lobby (East lobby).
- Before Care is 7:30am – 9am in the VRWC East MPR. Before Care drop off starts at 7:30am in the SEC lobby. Do not bring your child before 7:30am. Before care: $50/week. ($20/day if purchased the week of camp, or if the camper is not enrolled but dropped off before 8:45am).
- Campers dropped off before 8:45am, and not enrolled in Before Care will be taken to Before Care and your account will be assessed a $20/Before Care fee.
- All campers must be dropped off at the designated drop off area (the VRWC SEC Johnson lobby) inside the facility by an adult parent, guardian or authorized designee. Camp staff and VRWC staff are not permitted to go to a vehicle and pick up a camper at any time.
- Parents/Guardians must sign in their camper during drop off. Failure to adhere to this procedure could result in the camper not being permitted to return to camp.
- If your camper is a late arrival, please drop off and sign in at the VRWC’s welcome desk. The Welcome desk staff will call for a CampVandy counselor on the radio.

Pick up instructions: (FOR YOUR CAMPER’S SAFETY & PROTECTION)

- Dismissal is from 4:15pm– 4:45pm from the VRWC SEC Johnson Lobby.
- At 4:45pm campers will be transported to Aftercare and Aftercare fees will apply. After Care is 4:45pm-6pm. After care: $50/week. ($20/day if purchased the week of camp, or if the camper is not enrolled but transferred to After Care after 4:45pm).
- Campers not picked up after 4:45pm and not enrolled in After Care will be taken to After Care and be assessed a $20/After Care fee.
- **Campers not picked up by 6pm, will be assess an additional $5 late fee for every 5 minutes late.**
- Campers can only be picked up by adults listed on the authorized pick up list (completed during registration). Adults not listed on the authorized pick up list cannot pick up the camper. Guardians are required to sign out their camper during pick up. Failure to adhere to this procedure could result in the camper not being permitted to return to camp.
- A guardian, must present a photo ID upon arrival of picking up your camper. Anyone attempting to pick up their campers without an ID, will be asked to go get their ID. Camp staff and VRWC staff are not permitted to walk campers to vehicles at any time.
- If your child is enrolled in the Swim School transfer program they will be escorted by a counselor to their designated swim lesson that takes place from 4:30pm-5:20pm. Once the lesson is over, the counselor will then escort them back to the VRWC East multipurpose room for pickup. Parents/Guardians are welcome to pick up from the pool by signing their camper out with the counselor on pool deck. AfterCare is included in the Swim School transfer fee.
DIVORCED/SEPARATED PARENTS AND OTHER SENSITIVE FAMILY MATTERS

It is our objective to support parents and promote positive development and safety for campers. We recognize that many families are in transition and may experience issues with divorce and separation. In order to provide the best possible care for your camper, which is our main priority, it is imperative that we maintain good relations with all the significant adults in each child’s life. We ask that you make an appointment to meet privately with the CampVandy professional staff to discuss any matters of importance in relations to the divorce/separation and any other issues affecting the well-being of your child that may help us in the care of your child. We need to be very clear in regard to custody arrangements, which parent to contact first, whether duplicate applications, should be required, who is responsible for payments, and who is/not authorized to pick up your camper. In an effort to minimize uncomfortable situations, disputes and problems, we will not tolerate talking negatively about the other parent in front of any child at CampVandy. Adult confrontation with another caregiver on site while your child is in the program is also unacceptable. We cannot deny a parent access to their child upon the word of the other parent. A court order may be required for certain situations.

DISABILITY ACCOMMODATIONS

Campers with special needs are included in activities with their typically developing peers and follow a schedule that may include social skills and behavior coaching throughout the day. Information and/or assistance is required on the following areas: communication, behavioral programs and appropriate response, and particular needs for sensory information. If your child has a disability and needs reasonable accommodations, please contact the Equal Opportunity Affirmative Action and Disability Services Department at (615) 322–4705 to request an accommodation. The Equal Opportunity Affirmative Action and Disability Services Department is located on campus in Baker Building 975.

ILLNESS/EMERGENCIES/MEDICATION

If your camper should become ill during the camp day, we will notify you by phone and email. You will be asked to pick your camper up early if s/he is significantly ill (fever, vomiting, lice, etc.). If your child has a fever or infectious disease, please keep him/her home for the health of other campers. Campers must be fever free for 24 hours before returning to CampVandy. Parents may also be contacted if there is a concern for self-harming behavior of a camper.

Any known allergies and medication must be listed on the registration form.

Medication must be turned into a CampVandy staff member at drop-off. Any prescription drug must be in its original container and clearly labeled with the child’s name and directions for administering the drug. Blanket permission to give drugs will not be accepted. Camp staff will not accept medication that does not have a label or does not bear the child's name. Camp staff will not administer medication, including over the counter medicines without written authorization from the parent/guardian. Medication can only be administered with written, signed and dated request by the child’s parent/guardian and clearance by the Associate or Assistant Director of Camp. Counselors, with campers who have medication, will carry the medication in a secure bag, out of the reach of children.

In the event of an accident or illness requiring emergency medical attention, the camper’s parent will be called immediately. EMS will be notified and the child will be treated accordingly. If it is necessary to transport the child, a staff member will accompany the child until the parent arrives.
FINANCIAL INFORMATION

PAYMENT POLICIES
• Payments – all registration fees and balances accrued must be paid by credit/debit online.

TAX IDENTIFICATION NUMBER
• Vanderbilt University ID number for tax purpose is 62-0476822. Parents wishing to claim tax credit for child care will be responsible for maintaining their own records. Parents will receive an electronic receipt after registration through the Rec’s online portal. Copies of registrations can be viewed by the purchaser on their Rec online profile by following these steps: 1) sign in 2) click my profile 3) click invoices 4) to view each individual purchase toggle the drop down to show – All 5) click on the purchase to print/view the receipt.

FEES
*UPDATED pricing and new registration timeline for CampVandy 2019*
• $200/week if registration occurs before April 14, 2019
• $250/week if registration occurs after April 15, 2019
• Before care: $50/week. ($20/day if purchased the week of camp, or if the camper is not enrolled but dropped off before 8:45am).
• After Care is 4:45pm-6pm. After care: $50/week. ($20/day if purchased the week of camp, or if the camper is not enrolled but transferred to After Care after 4:45pm).
• Campers not picked up by 6pm, will be assess an additional $5 late fee for every 5 minutes late.
• Swim School transfer: an extra $90/week – campers are transferred to After Care after the lesson. Aftercare is included in the Swim School transfer fee.

CANCELLATION, REFUNDS AND TRANSFERS
• Full payment is due online at the time of registration.
• A camper’s account is refunded for all cancellations that occur at least 1 week prior to the registered camp week, minus a $50 deposit which is included in the weekly fee and is non-refundable. Cancellations that occur with less than (1) weeks’ notice will not be refunded. Refunds are not provided for lack of participation or non-attendance. No refunds or adjustments are granted for illness, vacation, cancellation or other personal commitments. No refunds will be issued for suspension from CampVandy based on severe camper violations and/or unacceptable and uncorrected behaviors.
• Before care and after care cannot be carried over and will not be refunded for non-use.
• No camp registrations will be accepted for campers who are not in good standing with the VRWC. In good standing is defined as having no outstanding balance and no violations to VRWC policies and procedures.
• A transfer refers to a parent’s request to move one week’s registration to a different week (pending availability). Only transfer transactions which are conducted internally by contacting campvandy@vanderbilt.edu will be completed at no cost. The $50 non-refundable fee will be administered to all requests for refunds, even if the parent registered for another week.
WHAT WILL YOUR CAMPER BE DOING?
A sample CampVandy day is available in Appendix B.

- **Indoor Activities**: Includes swimming, dance, arts & crafts, volleyball, basketball, rock climbing, racquetball, kickball, gymnastics, soccer, walking & running relays, scooter races, board games, and non-traditional ice-breakers and activities. Due to the summer heat and/or rainy days, most of our activities are inside the VRWC. The VRWC has a variety of rooms, spaces, and activities to meet the camper’s needs including fitness studios, an indoor turf field & track, racquetball courts, basketball courts, volleyball courts, a climbing wall, and an indoor swimming pool.

- **Outdoor Activities**: Take place during the earlier hours of the day to avoid the summer heat and includes a wide variety of activities. The VRWC’s outdoor grass and turf fields are utilized for CampVandy carnival games, water slides, and outdoor sport games.

- **Pool**: The campers go to the VRWC’s indoor swimming pool twice a week with their respective age groups. Both the VRWC lifeguards and camp staff will be on duty during swim time. Campers will be restricted to certain areas of the pool according to their swim ability. All campers will be given a swim test every day, prior to participation in pool activities. A swim test entails swimming one complete lap (25yds) without requiring assistance from the wall or lane line and treading water for 30 seconds. If a camper does not want to take a swim test or fails a swim test, they are required to wear a lifejacket and swim in the shallow end.

- **Field Trips/Special Activities or Guest Speakers** occur at least once a week throughout the summer. This include water slides, zoo presentations, or trips around the Vanderbilt Campus.

- **Camp T-shirts**: Each camper receives (1) camp T-shirt, regardless of the number of registered weeks. Campers are encouraged to wear their camp shirt on special activity days. Camp T-shirts **MUST** be worn on **ALL** special event days as it allows counselors to easily identify their campers. This is for the campers’ safety. Special event days are typically on Wednesday or Friday (please check the weekly camp newsletter for more information).

- **No Screen Time**: We do not show movies or play video games at CampVandy. Campers are not allowed to bring their own electronic games or devices. (Cell phones are for emergency use only. All phones must be stored in a camper’s bag throughout the day.) All electronics will be confiscated when found and returned to the parent/guardian upon pick up.

Any parent/guardian of a CampVandy camper is welcome to visit their child during camp hours. They are required to be listed on the authorized pick up list. Upon arrival to the VRWC, the parent/guardian must check in at the Welcome Desk. The Camp staff will be notified and will escort you to your camper’s activity area.
WHAT TO WEAR & BRING

*please label your camper’s clothing, lunch box, backpack and other personal items.

- **Comfortable and appropriate clothing** should be worn in order to participate in the daily activities. Halter/tube tops or short shorts are not permitted. Parents may be called to come pick up your child or bring appropriate clothes.

- **Sneakers or tennis shoes** should be worn in order to participate in planned games, sports and activities. Chacos are permitted. No flip flops, clogs, or heelys should be worn. Exception: Camper can have flipflops or water shoes on the pool deck or during scheduled water days. Campers will be expected to participate in active games indoors and outside.

- **Campers should attend camp with a packed lunch including a drink, daily.** Lunches should be packed in insulated lunchboxes/bags as camper’s lunches will not be stored in refrigerators.

- **Bathing suit and towel** are needed for pool activities, twice a week (typically Tuesday/Thursday). If there are water-specific special events or activities the parents will be informed through the weekly camp newsletter. Cutoff jeans and basketball shorts are not permitted in the pool. If your child chooses to wear a t-shirt in the pool they must have a swim suit underneath.

- **Sunscreen, hat, extra t-shirt** or any items necessary for safe participation in outdoor camp activities. It is the parents’ responsibility to apply sunscreen prior to camp and/or send sunscreen with the camper. Spray sunscreen is recommended. CampVandy counselors can help spray, but **CANNOT** apply sunscreen to the camper. **Please Label** clothes, towels, lunch boxes, etc. with name or initials.

- **Camp T-shirt** are required on all special event days. (Typically Wednesday unless otherwise stated in the weekly camp Newsletter.)

WHAT NOT TO WEAR & BRING

- **NO electronic games, devices or fidget spinners.** (Cell phones are for emergency use only. All phones must be stored in a camper’s bag throughout the day.) All electronics will be confiscated when found and returned to the parent/guardian upon pick up.

- **NO valuables including jewelry, money, radios, cameras, toys, and anything of sentimental value.** These can be easily lost or broken and the VRWC is not responsible.

- **NO guns, sharp objects and other hazardous items.** These items are not permitted in the VRWC. If this situation occurs, immediate suspension from camp will occur without a refund of any kind.

LOST & FOUND

CampVandy is **not** responsible for personal items that are stolen, lost, or misplaced such as clothing, lunchboxes, watches, goggles, and items not allowed at camp such as: electronic handheld gaming systems, I-pads, trading cards, kindles, ipods, etc.. Lost and Found camp or pool items are held at the lost and found table in the SEC lobby. After 1 week, items are donated and removed from the facility.
BEHAVIOR CODE OF CONDUCT
The Vanderbilt Recreation and Wellness Center strives to maintain a fun and safe environment for all day camp participants. We realize each child is an individual, however, misconduct will not be tolerated. Positive reinforcement is the preferred approach to discipline and all counselors strive to meet that goal. In keeping with our program goals, we encourage fun for all of our participants; however, certain rules are necessary to ensure everyone’s safety and enjoyment.

Behavior: Campers are expected to exhibit appropriate behavior at all times. VRWC behavior code is:

Campers shall:
- Listen and follow instructions.
- Remain with the group (not run off by themselves).
- Show respect to all participants and staff.
- Refrain from using foul language.
- Refrain from fighting, pushing or shoving. Refrain from causing harm to him/her self or others.
- Show respect to equipment, supplies and facilities.

Additional rules may be developed for specific programs and other activities as deemed necessary.

Discipline
A caring and positive approach will be used regarding discipline. The CampVandy staff will review rules and explain consequences at the beginning of each week of camp. Each situation that arises will be evaluated on its own merit. If a participant exhibits inappropriate behavior, any one or more of the following actions may be taken, depending on the severity of the act and whether the act is inappropriate or unacceptable:

- **First Offense of Inappropriate or Unacceptable Behavior**: Warning is given along with a time out. An incident report will be discussed with the parent at pick up.
- **Second Offense of Inappropriate or Unacceptable Behavior**: Quiet lunch, time out from an entire activity, and an incident report will be discussed with the parent at pick up.
- **Third Offense of Inappropriate or Unacceptable Behavior**: Child talks with Associate or Assistant Director. Incident report will be written, and a phone call will be made to the parent. Further action may be discussed with the parent and CampVandy staff. This could result in your child being dismissed from camp.
- **Fourth Offense of Inappropriate or Unacceptable Behavior**: If a camper received 4 incident reports within a week of camp, further action, including suspension for the remainder of the week, will be discussed with the child’s parent. If a camper is suspended for the remainder of the week, s/he may return for future registered weeks with improved behavior.

Inappropriate behavior includes, but is not limited to, leaving the assigned group, disobeying counselors, hitting, wrestling, spitting, foul language, or other disruptive behavior.

Unacceptable behavior includes, but is not limited to, inappropriate exposure, fighting, biting, excessive horseplay, unsafe or threatening behaviors, or running away.

If a camper’s behavior does not improve, depending on the severity of the act, the camper may be dismissed from the program. CampVandy reserves the right to dismiss at any time, a camper whose behavior endangers the safety of him/her self or others. The Associate or Assistant Director of Camp will make final determination on dismissals.
This is a sample day in the life of a camper. Each age group will rotate between all activities at different times throughout the day. Lunch and snack occur at the same time for all age groups. For more information please visit: http://www.vandambydaycamp.com or email: 4:30-6:00 PM
After Care 7:30-9:00 AM
Before Care:

**Appendix A: Sample Camp Vandy Day**
Appendix B: Parking

Pick up and Drop off parking options:
Member spots and metered spots.
Parking limited to 15-30 minutes max.

SEC Johnson Lobby:
CampVandy Pick up and Drop off