



Recreational  
Services

*Parent/Guardian Handbook*

*Updated for Summer 2026*

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# What is the Camp Parent Handbook?

The Office of Recreational Services, a department within the Division of Student Affairs, is devoted to The University of Toledo's (UToledo) mission of improving the human condition.

To ensure your child has a safe and enjoyable experience at UToledo Rec Kids Camp, we encourage you to read this handbook carefully. It serves as a comprehensive guide that outlines essential information about camp policies, procedures, and expectations. The handbook helps parents understand the camp environment, including safety protocols, daily schedules, and behavioral guidelines for campers. Additionally, it offers insights into the camp's philosophy, programming, and staff qualifications, fostering open communication between parents and camp organizers. By providing this vital information, the handbook aims to ensure a positive and enriching experience for both campers and their families.

Please note that the policies and procedures in this handbook are subject to change as needed to adapt to evolving situations and ensure the continued safety of everyone involved. We appreciate your understanding and cooperation as we strive to maintain a secure and enjoyable camp experience.

## Mission Statement

The Mission of Recreational Services is to enhance the human condition with a focus on well-being by providing impactful programs and services.

## Vision Statement

We will be the premier service provider to The University of Toledo community for healthy lifestyle options and development opportunities for student success.

## Core Values

- **Health** – to support a state of physical fitness.
- **Well-being** – to provide an outlet to pursue a holistic lifestyle.
- **Development** – to grow, improve, enhance, be educated, and advance.
- **Community** – to serve, engage, and connect.
- **Integrity** – to be honest, transparent, and operate within our values.

## Camp Policies and Procedures Statement

All policies outlined in this handbook are designed to ensure the safety and well-being of all campers and counselors at the UToledo Kids Camp. We believe that a safe and respectful environment fosters positive experiences and personal growth. It is essential that all participants understand and adhere to these guidelines to create a supportive community for everyone. Please note that the policies and procedures in this handbook are subject to change as needed to adapt to evolving situations and ensure the continued safety of everyone involved. We appreciate your understanding and cooperation as we strive to maintain a secure and enjoyable camp experience.

## Disability Statement

All policies outlined in this handbook are carefully designed to ensure the safety, well-being, and inclusivity of all campers and counselors at the UToledo Kids Camp. We believe that a safe, respectful, and welcoming environment fosters positive experiences, personal growth, and meaningful connections among participants of diverse backgrounds and abilities.

It is essential that all campers, counselors, and staff understand and adhere to these guidelines to cultivate a supportive and nurturing community for everyone. We encourage parents and guardians to communicate openly about any disabilities or specific needs their camper may have. This collaboration will help us adapt the camp environment to best suit each camper's requirements. Consistent communication with camp staff and administration throughout the summer is vital to ensure that we can provide the necessary support and accommodations for a successful camp experience. Together, we can create an atmosphere where each individual feels valued, heard, and empowered to thrive.

## Behavior & Participation Policy

At UToledo Kids Camp, we encourage all participants to engage actively in all scheduled activities, as this fosters a sense of community and personal growth. Our counselors are dedicated to introducing new activities and motivating campers to try new experiences, ensuring that everyone feels supported and included.

We are committed to maintaining a safe and respectful environment for all. Bullying of any form will not be tolerated, and we expect all campers to treat each other, as well as all counselors and staff, with kindness and respect. This includes honoring the diverse cultures and backgrounds of everyone in our camp community.

In the event of a medical condition or circumstance that may hinder participation, we ask that parents or guardians notify youth programs staff in advance. This communication will help us provide the necessary support and accommodations, ensuring that every camper has a fulfilling and enjoyable experience. Together, we can create a positive and inclusive environment where all participants can thrive.

## What Sort of Camp is UToledo Kid's Summer Camp?

UToledo Kids Summer Camp is a dynamic and engaging program designed to provide a well-rounded experience for campers aged 5 to 12. Our camp runs for 9 weeks, Monday through Friday, from 9 AM to 4 PM. We emphasize personal growth, teamwork, and fun through a variety of activities. We offer a range of physical activities, including sports, running games, and team-building exercises, promoting fitness and cooperation among campers. Additionally, we prioritize outdoor time, allowing campers to explore and connect with nature while enjoying the fresh air and sunshine.

Unlike a traditional school structure, our camp does not include nap time, and we have limited screen time for phones, iPads, tablets, and other devices. This approach encourages campers to engage with their peers and the environment around them. While we are very much a physical movement camp with minimal downtime, please note that depending on how long it takes a group to settle down and get quiet, we may experience longer wait times as campers calm themselves.

At camp, your child will have the opportunity to experience new backgrounds, cultures, and languages, fostering an inclusive atmosphere where diversity is celebrated. Because we have a very diverse group of

campers who attend our camp, our staff strives to enforce the use of camp-friendly language. However, we acknowledge that we may not catch everything, and your camper may be exposed to inappropriate language based on the backgrounds and experiences of other campers. While our camp does its best to promote positive language and behaviors, we cannot guarantee complete oversight in this area. Additionally, While campers may learn new things during their time with us, it's important to note that we are not set up as an educational program and do not focus on teaching new subjects.

We also recognize that campers may encounter emotional and sensory triggers during their time at camp. For some, the excitement of group activities or the sensory experiences of being outdoors can lead to overwhelming feelings. While we provide support, it's important to note that our staff are not experts in handling multiple triggers or complex needs. This camp is not specifically designed to nurture sensory or emotional triggers, but we want to make families aware that these experiences may arise. If a camper encounters triggers that our team is unable to manage effectively, we may ask that they do not return to the program.

Additionally, since we encourage team building and bonding within and across groups, campers may face disciplinary actions as a group, within their small friend groups, or individually. This often occurs in response to behaviors such as taking too long to get quiet, difficulty calming down, or failure to listen to counselor and staff instructions.

Overall, UToledo Kids Summer Camp is dedicated to fostering a positive and enriching environment where campers can grow, learn, and create lasting memories without the confines of a traditional classroom setting.

## **Emotional and Sensory Triggers Statement:**

At UToledo Rec Services, we understand that summer camp can be a whirlwind of emotions and sensory experiences for campers aged 5-12. Our goal is to create a supportive environment that helps each child navigate these triggers effectively. This handbook outlines some common emotional and sensory triggers campers may encounter, along with strategies we implement to ensure their well-being.

While we are here to support our campers and create a positive experience, please note that we are not equipped to provide one-on-one care for campers who face more significant challenges with these triggers. If your child has specific needs or requires extra support, we encourage you to discuss this with our staff prior to camp so we can work together to ensure a safe and enjoyable experience for everyone.

We appreciate your understanding and encourage parents to review these points and discuss them with their children to prepare for a fun and enriching camp experience!

### **New Experiences**

- **Explanation:** Campers may encounter various new activities, from archery to arts and crafts. While this can be exciting, it may also evoke feelings of anxiety or uncertainty. Encouraging campers to embrace new experiences can help them build confidence and resilience.

### **Social Interactions**

- **Explanation:** Summer camp provides a unique opportunity for campers to make new friends and develop social skills. Some children may feel nervous about meeting new peers or may struggle with group dynamics. It's essential to foster an inclusive environment where all campers feel valued and supported.

## Physical Activity

- **Explanation:** Engaging in physical activities can trigger a wide range of emotions. While some campers may feel exhilarated, others might feel overwhelmed or fatigued. Encouraging breaks and hydration can help manage these feelings and ensure a positive experience.

## Sensory Overload

- **Explanation:** Campers may experience sensory overload from various stimuli, such as loud noises, bright colors, or bustling environments. It's vital to provide quiet spaces where campers can retreat if they feel overwhelmed, allowing them to recharge and regain focus.

## Nature Exposure

- **Explanation:** Being outdoors can evoke feelings of wonder and joy, but it can also trigger fears, such as fear of insects or getting lost. Educating campers about nature and offering guided explorations can help them feel more comfortable and connected to their environment.

## Routine Changes

- **Explanation:** Summer camp may disrupt a child's regular routine, leading to feelings of confusion or anxiety. Providing a clear daily schedule can help campers anticipate activities and feel more secure in their environment.

## Creative Expression

- **Explanation:** Campers will engage in various creative activities, which can evoke pride and joy. However, some may feel self-conscious about sharing their work. Encouraging a positive atmosphere that celebrates individual creativity can help campers feel more confident in expressing themselves.

## Teamwork and Collaboration

- **Explanation:** Many camp activities require teamwork, which can foster a sense of belonging. However, some campers may feel anxious about working with others or fear failure. Teaching the value of collaboration and celebrating small victories can enhance their teamwork experience.

## End-of-Camp Goodbyes

- **Explanation:** As camp comes to a close, campers may experience sadness or anxiety about leaving friends and the fun activities behind. Discussing the importance of connections and planning follow-up activities can help ease this transition.

## Sense of Achievement

- **Explanation:** Completing a challenging activity can evoke pride and a sense of accomplishment. Celebrating these achievements, no matter how small, can help build a camper's self-esteem and encourage them to tackle new challenges.

This list highlights some common emotional and sensory triggers that campers may encounter at our camp, but it is not exhaustive; campers may still experience other triggers unique to their individual experiences.

Read more about our minors on campus policy by visiting this link: [Protecting Minors on Campus](#)

Here are some helpful resources to help provide support in understanding their campers' sensory and emotional triggers and needs:

- **Resource:** [STAR Institute Website](#)
  - **Description:** The STAR Institute offers a wealth of information on sensory processing disorder (SPD), helping parents identify sensory needs and triggers in children. They provide articles, webinars, and resources that help parents better understand their child's sensory experiences.
- **Resource:** [National Autism Association - Sensory Processing](#)
  - **Description:** This website offers resources specifically geared toward parents of children with autism, including guides on sensory processing issues. It covers common sensory triggers and provides tips for managing emotional responses.
- **Resource:** [Child Mind Institute - Sensory Sensitivity](#)
  - **Description:** The Child Mind Institute provides resources on understanding and managing sensory sensitivities in children. They have information on sensory processing issues and emotional regulation, with practical tips for parents.
- **Resource:** [Autism Speaks Sensory Guide](#)
  - **Description:** Autism Speaks offers a comprehensive sensory guide for parents and caregivers. It covers a wide range of sensory processing issues, including how to identify and manage sensory triggers, and emotional responses that might arise in children.
- **Resource:** [Understood.org - Sensory Processing](#)
  - **Description:** Understood.org is a great resource for parents of children with learning and attention issues. They provide tools and articles focused on sensory processing and emotional regulation, offering practical strategies for helping children cope with sensory overload.
- **Resource:** [The Zones of Regulation](#)
  - **Description:** The Zones of Regulation is a popular framework used to teach children how to recognize and regulate their emotions. Parents can learn about the different emotional zones (blue, green, yellow, and red) and ways to help their child manage triggers and emotional responses.
- **Resource:** [Sensory Processing Disorder Foundation](#)
  - **Description:** This foundation offers resources for parents on identifying and managing sensory processing issues. They provide tools for recognizing triggers and creating sensory-friendly environments that can help children feel more comfortable.
- **Resource:** [Emotion Regulation Guide \(PDF\)](#)
  - **Description:** This guide from the National Institute of Child Health and Human Development (NICHD) helps parents understand emotional regulation in children. It provides practical steps for recognizing emotional triggers and managing responses to stress or frustration.

You can find more information and support services for youth by visiting this link: [Family Support Services for Youth](#)

# Sensory Triggers

We understand that every child has unique sensory needs and experiences, which can sometimes impact their comfort and well-being in various settings. Sensory triggers are stimuli—such as sounds, lights, textures, or smells—that can affect how a child feels and behaves.

**These triggers can sometimes lead to overstimulation or discomfort and recognizing them is key to creating a supportive environment for all children.**

We're educating parents on potential sensory triggers their child might experience while participating in our camp. It's important to note that while we aim to create an accommodating environment, we are not experts in providing advanced support for all sensory triggers. However, we are committed to learning and educating ourselves continuously. The insights we gain will help us enhance our camp experience over time to better support each child's unique needs and foster a welcoming, inclusive environment for all campers.



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# Sensory Triggers

## **VISUAL STIMULI**

- Bright sunlight or flashing lights from activities.
- Colorful decorations or camp signage.

## **AUDITORY STIMULI**

- Loud noises from activities (like yelling/shouting, whistles, buzzers).
- Background chatter or music during group gatherings.

## **TACTILE STIMULI**

- Different textures from nature like grass, sand, or mud).
- Clothing that feels uncomfortable, such as tags or rough fabrics.

## **SMELL STIMULI**

- The smell of campfire smoke or cooking food.
- Freshly cut grass or the scent of flowers and plants.



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# Sensory Triggers

## TASTE STIMULI

- New or unfamiliar foods that may be exciting or off-putting.
- Sweet treats or snacks that can evoke strong preferences.

## MOVEMENT

- Activities that involve swinging, climbing, or spinning can be thrilling or overwhelming.
- Bus rides to different locations that might induce motion sickness.

## ENVIRONMENTAL FACTORS

- Changes in weather, such as humidity or wind, can affect comfort levels.
- Crowded spaces during meals or activities may feel overwhelming.



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# Emotional Triggers

Emotional triggers are specific things like sounds, words, or situations—that can cause us to feel strong emotions. These feelings might include happiness, sadness, anger, or even fear. For instance, a certain song might remind someone of a happy moment with friends, bringing joy, while the same song could make another person feel sad if it reminds them of a tough time. Triggers often come from our past experiences, and they can be connected to things we've gone through, such as changes in our lives or challenges we've faced. Recognizing our emotional triggers is important because it helps us understand why we feel a certain way in different situations. By identifying these triggers, we can learn to express our feelings better and find ways to cope when we feel overwhelmed. It also helps us support our friends when they are feeling upset, creating a safe space for everyone to share their emotions and experiences. Understanding emotional triggers can make us more empathetic and better friends to one another!



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# Emotional Triggers

## Separation Anxiety

Being away from home and parents can lead to feelings of loneliness or sadness.

## Friendship Dynamics

Making new friends or dealing with conflicts can trigger feelings of acceptance or rejection.

## Competition

Engaging in sports or games may evoke excitement or disappointment, especially in cases of winning or losing.

## Fear of the Unknown

New experiences like trying new activities or sleeping in cabins can create anxiety or fear.

## Peer Pressure

Kids may feel pressured to conform to group behaviors or interests, leading to stress or discomfort.



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# Emotional Triggers

## **Homesickness**

Missing family or familiar environments can trigger sadness or longing.

## **Self-Confidence Issues**

Struggling with new skills or fitting in can affect a child's self-esteem.

## **Changes in Routine**

Transitioning from home to camp routines can create uncertainty or discomfort.

## **Emotional Outbursts**

Overstimulation or fatigue from daily activities may lead to frustration or tantrums.

## **Exposure to New Situations**

Encountering different cultures or lifestyles can provoke curiosity or discomfort.



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## A Message from the Camp Coordinator:

**Dear Parents & Guardians,**

The University of Toledo Office of Recreational Services and the Youth Camps Program are thrilled to welcome you to our UToledo Rec Family! As a parent or guardian, you are an integral part of our community, alongside your child(ren) and our dedicated staff. Without the commitment and support from families like yours, this program would not be possible.

At the heart of everything we do here at Recreational Services is our unwavering commitment to safety. We prioritize creating a secure and nurturing environment where campers can thrive, explore new activities, and build meaningful connections. My camp philosophy centers on fostering personal growth and encouraging campers to step out of their comfort zones. I believe that through new experiences—whether in crafts, games, or friendships—campers can develop confidence, resilience, and a sense of belonging.

As we step into summer 2026, I am excited to continue our commitment to health and safety while creating even more engaging experiences for our campers. I aim to provide better and more inclusive training for our counselors, hire energetic staff who are passionate about working with kids, and offer parents and guardians more information about the unique camp experience we provide.

I am excited to share a bit about myself. I graduated from Texas A&M University with a Bachelor of Science in Sports Management, along with a minor in Tourism Science and Communication. My journey in campus recreation began during my undergraduate years, where I developed a passion for creating engaging and enriching experiences for youth. I also earned a certification in Professional Event Management.

Continuing my path in campus recreation, I attended West Virginia University for graduate school. There, I served as the Director of Youth Programming, where I planned activities, organized larger events, trained counselors, and managed various discipline-related situations. My teaching style is akin to that of a coach: I provide my staff with a clear game plan, empowering them to run engaging and fun activities for the campers. My favorite part of camp is witnessing campers open up and embrace new experiences.

To continually enhance our program, we have prepared this handbook to guide you through our policies and procedures and address frequently asked questions. It's a valuable resource, and we encourage you to read it and refer to it as needed.

We also understand that you may have additional questions that this handbook may not cover, and that's perfectly okay! Please feel free to reach out to me directly at the Kids Camp email ([kidscamp@utoledo.edu](mailto:kidscamp@utoledo.edu)) for any concerns or inquiries.

I look forward to getting to know you and your camper throughout the 2026 Kids Camp summer!

Go Rockets!

-Gracelyn Jones (Coordinator for Competitive Sports and Youth Camps)



## Meet the Counselors

Meet the Counselors will be held in person at the Student Recreation Center. There will be an email sent out to all registered parents with dates and times to sign up for. During this session, parents will be introduced to all the Kids Camp Staff to provide familiarity with our team.

The Meet the Counselors Information Session will provide parents with the opportunity to receive an overview of how the Kids Camp Program is run and to ask any questions regarding Kids Camp. A link will be sent to all parents regarding information for the meet the counselor's session prior to the event.

**Important:** All parents or guardians must attend one "Meet the Counselor" session for their camper to keep their spot in the camp week they registered for. While we understand that vacations and other commitments may overlap, failure to attend one of the scheduled sessions will result in your camper being removed from the camp roster.

The following are the **only available dates** for the "Meet the Counselor" session, and no additional dates will be added. All sessions will be held in person at the Student Recreation Center or families will have the option to tune in virtually. Please check in at the Kids Camp table upon arrival. You can register for your session in the camper questionnaire form.

### **Kids Camp Summer 2026 Meet the Counselor Dates:**

- **Friday, May 29<sup>th</sup>, 2025 (5-7pm SRC Oak Room) In-Person Only**

## Counselor Information:

In this section, parents will learn about the comprehensive qualifications and training of camp counselors, emphasizing their careful selection through interviews and background checks to ensure safety. They will discover the extensive pre-camp training counselors receive, including certifications in First Aid and CPR, and gain insights into the counselor-to-camper ratios that promote individual attention. The section will also outline counselors' roles in fostering a positive and inclusive environment, employing effective behavior management strategies, and the support systems available to them, ensuring they are well-equipped to handle various situations. Additionally, parents will be informed about communication channels to discuss their children's needs, reinforcing a collaborative approach to their camp experience.

### Selection and Training

- **Selection Process:** All camp counselors are carefully chosen by the Recreational Services staff based on comprehensive interviews and thorough background checks to ensure the safety and well-being of all campers.
- **Training:** Before camp begins, all counselors participate in a rigorous two-week training program totaling 36-40 hours. This training covers essential policies, procedures, and safety measures, including child development and behavior management.
- **Ongoing Training:** Counselors receive additional training throughout the camp season to stay updated on best practices and new activities.

### Certification and Safety

- **Certifications:** Counselors are certified in Basic Life Support (BLS), First Aid, CPR, and AED, as required by the department. This training is crucial for maintaining a safe camp environment.
- **Emergency Protocols:** Counselors are trained to respond to emergencies, including drills for severe weather and medical situations.

## Identification

- **Attire:** Counselors can be easily recognized by their Recreational Services attire and name tags, ensuring campers and parents can identify them at all times.

## Camper Groups and Ratios

- **Age Groups:** Campers are divided into three color groups, each designated for a specific age range, allowing for tailored activities and supervision.
- **Counselor-to-Camper Ratio:** We maintain a camper-to-counselor ratio of 1:6 on regular camp days to ensure individual attention. On field trip days, we strive for a 2:6 ratio for enhanced safety and support.

## Counselor Roles and Responsibilities

- Counselors are responsible for supervising activities, leading groups, and providing support for campers' emotional and social needs.

## Diversity and Inclusion

- Counselors receive training in diversity and inclusion, ensuring a welcoming environment for all campers, including those with special needs.

## Behavior Management Strategies

- Counselors use positive behavior management techniques to create a supportive atmosphere, helping campers develop social skills and resolve conflicts.

## Counselor Support System

- Counselors are supported by senior staff or mentors throughout the camp, ensuring they have guidance and resources to provide the best care for campers.

## Parent Interaction

- Parents are encouraged to communicate any specific needs or concerns about their child, fostering a collaborative approach to camper well-being.

## Feedback Mechanism for Campers

- Campers are encouraged to provide feedback about their experiences and counselors, promoting an open environment for continuous improvement.

## Open Communication

- Parents are encouraged to reach out to counselors if they have any questions or concerns during camp. We value your feedback and want to ensure a positive experience for everyone.

# General Camp Information

## Camp Color Groups

Within the UToledo Kid's Camp Program, campers aged 5-12 will be grouped by color according to their age throughout the summer. Each group consists of approximately 30 campers. In the summer of 2024, our orange group (ages 9-12) was the largest, boasting around 35 campers each week. For the 2026 summer program, the color groups and corresponding age ranges will be as follows:

- **Blue Group: 5-6 Years Old**
- **Purple Group: 7-8 Years Old**
- **Orange Group: 9-12 Years Old**

If your camper has a birthday throughout the summertime, they will be moved into the color group for their age. We also understand that some siblings and friends are super close to each other and that campers may have a better experience throughout the day with those they really trust and are close to. To move your camper into other groups based on friends or family, please talk to the camp coordinator to make these arrangements. While

not all requests can be granted, we will do our best to accommodate them. Please note that we do not accept campers under the age of 5 under any circumstances. Your camper must be of the appropriate age by the first day of camp for the week you desire.

## Camp Hours

UToledo Rec Kids Camp is a 9-week Youth Camp that will run Monday – Friday from 9am-4pm. All games, activities, lunch, snacks, and field trips will take place between 9am-4pm. Campers can be dropped off anytime between 8-9am and picked up anytime between 4-6pm.

## Camp Communication

At UToledo Kids Summer Camp, we believe in open and effective communication between parents, guardians, and camp staff. We encourage you to reach out to me for any questions, concerns, or discussions you may have. Email or in-person conversations and meetings can always be arranged, while phone calls are also an option, please note that I may not be available to talk if it's a random call during the day. Please always allow for 2 business days for a response before following up.

To facilitate quick updates and reminders, we utilize a Camp Dojo announcement channel (Class Story). This platform is designed for camp-wide announcements only, and direct messages (DMs) within dojo messages will not be permitted. For any further communication or important information outside of these reminders, please reach out via email, phone, or in person.

Parents should also keep an eye on their email for the "Week in a Glance" newsletter, which provides a fun and interactive overview to help prepare both parents and campers for the upcoming week at camp. This email is sent only to the head of household. If others wish to receive this information, please communicate with the head of household so they may forward it to you. Additionally, you can scan a QR code at the check-in/out table for the recent "Week in a Glance" email and access the emails on our camp website in the parent resources center. Effective Summer 2025 camp will no longer use GroupMe for communication, but we will be using the Dojo System.

## Getting Signed Up and Connected with ClassDojo for Camp

This summer, we will be using *ClassDojo* to communicate with parents about camper behavior, camp updates, and important information. This system will replace the OPPs forms used in previous summers, and we encourage all parents to stay connected throughout the week.



The image above shows an example of the check-in/out table where you can gather any information you may have missed.

## Weekly Class Setup

Each week of camp will have its own ClassDojo class. This means that **parents will need to reconnect to the ClassDojo channel each week their camper is attending**. This is especially important for parents of new campers or those who are attending for a single week. If your camper is returning for multiple weeks, you'll need to make sure you reconnect to the appropriate class for each week.

## What Parents Can Expect

- **Behavior Tracking:** You will be able to see both positive and negative points assigned to your camper throughout the week. This will help you stay informed about your camper's progress and behavior.
- **Weekly Updates:** Each class will feature a *Class Story* where we'll post weekly updates, including camp activities, announcements, and key information. This will ensure you are always up to date on your camper's experience.

## How to Stay Connected:

- **Reconnecting Each Week:** Make sure to reconnect to ClassDojo each week for updates and notifications related to your camper's activities. Parents of returners will need to reconnect each week, as we will not be using the same class for all 9 weeks of camp.
- **No OPP Forms:** We will no longer be handing out detailed OPP forms to parents. All behavior tracking and updates will be available directly through ClassDojo.

## Important Notes:

- **Parent Communication:** While you'll be able to see updates and behavior points, **parents will not be able to directly chat with camp staff through ClassDojo**. For any questions or concerns, please continue to reach out via email, phone call, or in person with the camp team.
- **Class Story Comments:** Parents **will not be able to comment** on posts in the Class Story. Posts will follow the *Who, What, When, Where, Why, and Sometimes How* messaging system to provide a clear communication loop, ensuring that parents receive essential information without needing to reply or comment on the posts.

We encourage parents to stay connected through ClassDojo throughout the summer to keep up with camper updates, behavior tracking, and all camp-related news. Keeping up with the system will help you stay informed and ensure a positive experience for both you and your camper.

Week and Theme	Class Dojo Link
Week 1: Ka-Chow! Revved Up Racers	<a href="https://www.classdojo.com/ul/p/addKid?target=class&amp;class=69668f4d0b2cd4030dd8605c">https://www.classdojo.com/ul/p/addKid?target=class&amp;class=69668f4d0b2cd4030dd8605c</a>
Week 2: Space Explorers: Lost in Space	<a href="https://www.classdojo.com/ul/p/addKid?target=class&amp;class=69668ff129eec58517f4582b">https://www.classdojo.com/ul/p/addKid?target=class&amp;class=69668ff129eec58517f4582b</a>
Week 3: Camp Classified Spy Training Academy	<a href="https://www.classdojo.com/ul/p/addKid?target=class&amp;class=69668ff94819aad7a8db0d65">https://www.classdojo.com/ul/p/addKid?target=class&amp;class=69668ff94819aad7a8db0d65</a>

Week 4: Rec-Lympics	<a href="https://www.classdojo.com/ul/p/addKid?target=class&amp;class=696690004bcbad05ffdcd92d">https://www.classdojo.com/ul/p/addKid?target=class&amp;class=696690004bcbad05ffdcd92d</a>
Week 5: Holiday Madness- National Holidays	<a href="https://www.classdojo.com/ul/p/addKid?target=class&amp;class=696690083f984b4be6f8c148">https://www.classdojo.com/ul/p/addKid?target=class&amp;class=696690083f984b4be6f8c148</a>
Week 6: Lights, Camera, Camp	<a href="https://www.classdojo.com/ul/p/addKid?target=class&amp;class=6966900e448abbb1ee8a245f">https://www.classdojo.com/ul/p/addKid?target=class&amp;class=6966900e448abbb1ee8a245f</a>
Week 7: The Hero Next Door	<a href="https://www.classdojo.com/ul/p/addKid?target=class&amp;class=69669015eef95ffdd2d97e1">https://www.classdojo.com/ul/p/addKid?target=class&amp;class=69669015eef95ffdd2d97e1</a>
Week 8: Z-Zone Camp Outbreak	<a href="https://www.classdojo.com/ul/p/addKid?target=class&amp;class=6966901fa4b31f3aeb26ade1">https://www.classdojo.com/ul/p/addKid?target=class&amp;class=6966901fa4b31f3aeb26ade1</a>
Week 9: Desert Dreams	<a href="https://www.classdojo.com/ul/p/addKid?target=class&amp;class=69669028e7a93a392dde99ec">https://www.classdojo.com/ul/p/addKid?target=class&amp;class=69669028e7a93a392dde99ec</a>

## Camp Registration

*What is required to register?*

1. UToledo Rec Portal Account
  - a. Don't have an account? See a step by step guide below for creating a new account.
2. Basic Family/Camper Information on the Portal
3. Emergency Contact Information
4. Camp Waivers and Paperwork: Need new waivers annually.
  - a. Liability and Assumption of Risk Waiver
  - b. Photo Release
  - c. Camp Code of Conduct & Parent/Guardian Handbook Waiver
  - d. Ohio Department of Health-Concussion Information Flyer
5. Payment (Deposit or Full Payment)
6. UToledo Rec Services – Camper Questionnaire
  - a. Basic Parent/Camper Information (Information Needed for the University)
  - b. Camper Questionnaire
    - i. Help us get to know your camper more!
  - c. 10 Max Authorized Pick-Up Person List
  - d. Meet the Counselor Sign-Up
  - e. Important Camp Reminders
  - f. Camper Questionnaire Disclaimer/Acknowledgment
7. Medical Form (If needed)

## How to Register your Camper?

Both Members and Non-Members are able to register their campers by visiting us online at: [utrecportal.utoledo.edu](http://utrecportal.utoledo.edu). Registration may also be completed in person at the UToledo Student Recreation Center (SRC). **Please note that we cannot accept payment over the phone.**

## Online Registration Instructions

1. Visit [utrecportal.utoledo.edu](http://utrecportal.utoledo.edu) and log in
2. Click the three bars in the upper left-hand corner of the screen and select “Kids Camp”
3. Under Semesters, select “Summer 2026”
4. Locate desired week of camp and click “Register”
5. Select the dependent you wish to Register.
  - a. To add a new dependent, select “Add a new Dependent” and fill out the following information:
    - i. First Name
    - ii. Last Name
    - iii. Date of Birth
    - iv. Gender
    - v. Etc. Information
6. Select desired payment option (\*more information below) and click “Add to Cart”
7. From there you will be brought to your shopping cart you can.
  - a. Select “Checkout” to complete registration
    - i. If you pay online, there are extra fees for paying online. UToledo Kid’s Camp Admin team cannot get around those convenience fees. If you wish to avoid any extra fees, please pay at the front desk pf the Rec center.
  - b. Select “Continue Shopping” to:
    - i. Register the same dependent for additional weeks of camp
    - ii. Register another dependent

## Camp Payment

The full price for one week of camp is **\$180 for members/affiliates and \$200 for non-members and non-affiliates for an only child or for the first child** in the family. If you **have more than one child registered for camp you receive a \$15 discount on the remaining balance for each child**. In order to reserve a spot for any given week we ask for a \$25 deposit (\$25 per child if reserving space for more than one child) to be made on our UToledo REC Portal (<https://Utoledo Recportal.utoledo.edu>). In order to receive the discount for multiple children, the parent will need to contact the Coordinator, Competitive Sports and Youth Camps to receive promo code that can then be used on the online portal or in person at the front desk. After the initial payment, parents/guardians will be invoiced on a weekly basis to pay the remaining balance. Parents can also view all of their invoices and make advanced payments using the UToledo Rec Portal.

For parents/guardians who will be invoiced their weekly remaining balance(s), weekly payments are to be made the **Tuesday by 8am prior to each new week** that the camper is registered. If your camper is not paid in full by Tuesdays at 8:01 AM , your camper will be un-registered from camp and their spot passed to the next person on the waitlist. If you need more time, please be sure to communicate with the coordinator of Kids Camp prior to the Wednesday prior to the week your are registered for.

Those who have a past due balance from the previous summer will not be allowed at camp until that balance has been paid in full. For further assistance in getting this balance paid off, please contact Kids Camp via Email. The UToledo Camp Admin and Recreational Services Department has the right to remove your registration for summer 2025 if you have a past due camp balance from a previous summer. UToledo Camp Admin team should communicate with you via email for details about being removed from upcoming summer registration.

## UTOLEDO REC Portal

The UTOLEDO REC Portal is where camp registration is completed and where invoices can be paid. To access an invoice please see the steps below:

### Payment Methods:

1. Visit our **UTOLEDO REC Portal** (<https://Utoledo Recportal.utoledo.edu/>)
  - a. **Sign In** (sign in with UTAD if you're a UToledo affiliate)
  - b. Click your **username** in the top right-hand corner, then select **profile**
  - c. Scroll down and select **invoices** to the left of the screen.
2. Over the Phone at (419)530-3700
3. In Person at the front desk by cash, check or with credit card.
  - a. Checks may be made to "UToledo Recreational Services".

Invoices can be paid directly via the UToledo REC Portal through credit card, via phone through the Main Office of the SRC (419-530-3700), or in person in the Main Office of the SRC.

## Summer Camp 2026 Payment Schedule and Information

\*\* Schedule Continues onto Next Page\*\*

Session	Payment Due Date: Due the Tuesday Prior by 8:00AM	Removed from Registration: Due to payment not being made in full Tuesday 08:01 AM	Payment Amount: You can hold your spot for \$25 each week
Week 1   June 1 <sup>st</sup> – June 5 <sup>th</sup> <b>Kachow! Revved Up Racers</b>	Tuesday, May 26 <sup>th</sup> by 8:00 AM	Tuesday, May 26 <sup>th</sup> by 8:01 AM	<b>Member/Affiliate:</b> <b>\$180</b> Non-Members: \$200
Week 2   June 8 <sup>th</sup> – 12 <sup>th</sup> <b>Space Explorers: Lost in Space</b>	Tuesday, June 2 <sup>nd</sup> by 8:00 AM	Tuesday, June 2 <sup>nd</sup> by 8:01 AM	<b>Member/Affiliate:</b> <b>\$180</b> Non-Members: \$200
Week 3   June 15 <sup>th</sup> – 18 <sup>th</sup> <b>Camp Classified: Spy Training Academy</b> <b>No Camp (6/19)*</b>	Tuesday, June 9 <sup>th</sup> by 8:00 AM	Tuesday, June 9 <sup>th</sup> by 8:01 AM	<b>Member/Affiliate:</b> <b>\$180</b> Non-Members: \$200 Week is NOT Prorated
Week 4   June 22 <sup>nd</sup> – 26 <sup>th</sup> <b>Rec-Lympics</b>	Tuesday, June 16 <sup>th</sup> by 8:00 AM	Tuesday, June 16 <sup>th</sup> by 8:01 AM	<b>Member/Affiliate:</b> <b>\$180</b> Non-Members: \$200

Week 5   June 29 <sup>th</sup> – July 2 <sup>nd</sup> <b>Holiday Madness: National Holidays</b> <b>No Camp (7/3)*</b>	Tuesday, June 23 <sup>rd</sup> by 8:00 AM	Tuesday, June 23 <sup>rd</sup> by 8:01 AM	<b>Member/Affiliate: \$180</b> Non-Members: \$200 <b>Week is NOT Prorated</b>
Week 6   July 6 <sup>th</sup> – July 10 <sup>th</sup> <b>Lights, Camera, Camp</b>	Tuesday, June 30 <sup>th</sup> by 8:00 AM	Tuesday, June 30 <sup>th</sup> by 8:01 AM	<b>Member/Affiliate: \$180</b> Non-Members: \$200
Week 7   July 13 <sup>th</sup> – July 17 <sup>th</sup> <b>The Hero Next Door</b>	Tuesday, July 7 <sup>th</sup> by 8:00 AM	Tuesday, July 7 <sup>th</sup> by 8:01 AM	<b>Member/Affiliate: \$180</b> Non-Members: \$200
Week 8   July 20 <sup>th</sup> – July 24 <sup>th</sup> <b>Z-Zone Camp Outbreak</b>	Tuesday, July 14 <sup>th</sup> by 8:00 AM	Tuesday, July 14 <sup>th</sup> by 8:01 AM	<b>Member/Affiliate: \$180</b> Non-Members: \$200
Week 9   July 27 <sup>th</sup> – July 31 <sup>st</sup> <b>Desert Dreams</b>	Tuesday, July 21 <sup>st</sup> by 8:00 AM	Tuesday, July 21 <sup>st</sup> by 8:01 AM	<b>Member/Affiliate: \$180</b> Non-Members: \$200

### Late Fee/Additional Charges

A late fee of \$15 is charged to the parent(s)/guardian(s) account for every increment of 30 minutes after the pickup time. After three offenses, the parent/guardian will be required to meet the Coordinator, Competitive Sports and Youth Camp to discuss a possible solution.

- 6:00-6:30pm | \$15
- 6:30-7:00pm | \$30
- 7:00-7:30pm | \$45
- 7:30-8:00pm | \$60

All additional charges will be attached to the parent/guardian UToledo REC Portal account. Failure to complete payment may result in the forfeiture of the camper's future registration.

### Cancellation and Refund Policy

#### Refund Policy

In accordance with the Office of Recreational Services Policy, **no refunds** will be issued for payments made toward registration deposits, except in special circumstances. These will be reviewed on a case-by-case basis and granted at the discretion of the **Coordinator, Competitive Sports and Youth Camps**, or the **Director, Recreational Services**.

#### Important Notes:

- **Disciplinary Dismissal:** Refunds will **not** be issued if a camper is dismissed from camp due to disciplinary reasons or bad behavior. In such cases, the full camp payment will be retained by the camp.
- **Non-Transferable Payments:** All payments are non-transferable.
- **Cancellation:** If you need to cancel a week of camp, you must submit a **Refund Request Form** by **8:00 AM on the Monday before the week you registered for**. Failure to meet this deadline may result in the denial of your request. Please note that submission of the refund request form does not guarantee approval.

### Refunds for Missed Discounts or Pricing Adjustments:

If you missed applying the multi-kid discount code or paid the non-member price despite qualifying for the member rate, you have until **8:00 AM on Monday, June 1st** (the first day of camp) to notify us and request a correction. Requests made after this deadline cannot be accommodated. Please note that this timeframe allows for adjustments before camp begins, including following the **Meet the Counselor** meetings over the weekend.

**Deposit Information:** A **non-refundable deposit of \$25 per week, per camper** is required and will be retained by UToledo Kids Camp for each registration, regardless of cancellation.

To submit a refund request, please use the following form:

### Camp Pricing:

- **Members/ UToledo Affiliates: \$180**
- Non-Members/Non-UToledo Affiliates: \$200

**Member/Affiliate:** Current UToledo Students, Faculty/Staff, and Rec Services Members

**Non-Member/Non-Affiliate:** Individuals who are not current UToledo students, faculty/staff, alumni, and those not members for the rec center.

To hold or reserve your spot for a week of camp, a \$25 deposit must be made online. The full payment for the week of camp you're registered for is due the Tuesday prior to camp by 8am. If a full payment has not been made by that deadline, a late fee of \$15 will be added to your account. Failure to pay the full payment for camp plus the late fee will result in your being removed from the camp registration on Tuesday at 8:01 AM.

### Crediting Weeks

If you wish to cancel a week and move the payment to another week, you must submit a request by **8:00 AM on the Monday prior to the week you wish to credit**. The new week will only be available for credit if there are still spots open. Please note, availability is on a first-come, first-served basis, and once a week is full, we will be unable to accommodate further changes.

If the form is not submitted by the deadline, the funds for the canceled week will be kept by the camp and will **not** be credited toward another week.

## The 2026 Summer Kid's Camp will be as follows:

Week:	Dates:	Theme:	Field Trip:
Week 1	June 1 <sup>st</sup> – June 5 <sup>th</sup>	Kachow! Revved Up Racers 	No Field Trip!
Week 2	June 8 <sup>th</sup> – June 12 <sup>th</sup>	Space Explorers: Lost in Space 	Wildwood Metro Park
Week 3	June 15 <sup>th</sup> – June 18 <sup>th</sup> <b>(No Camp Fri. 6/19)</b>	Camp Classified: Spy Training Academy	No Field Trip!
Week 4	June 22 <sup>nd</sup> – June 26 <sup>th</sup>	Rec-Lympics	Bowlero Lanes
Week 5	June 29 <sup>th</sup> – July 2 <sup>nd</sup> <b>(No Camp Fri. 7/3)</b>	Holiday Madness: National Holidays	No Field Trip!
Week 6	July 6 <sup>th</sup> – July 10 <sup>th</sup>	Lights, Camera, Camp	Glass City Metro Park
Week 7	July 13 <sup>th</sup> – July 17 <sup>th</sup>	The Hero Next Door	Toledo Zoo
Week 8	July 20 <sup>th</sup> – July 24 <sup>th</sup>	Z-Zone: Camp Outbreak	Splash Universe
Week 9	July 27 <sup>th</sup> – July 31 <sup>st</sup>	Desert Dreams	No Field Trip!

## Summer Camp 2026 Theme Descriptions:

**Kachow! Revved Up Racers **: Start your engines for a high-speed week of fun! Campers will race into summer with exciting games, creative crafts, and special visits from motorcycle clubs and therapy dogs. Whether you're zooming through relay races or crafting your own pit stop, this week is all about speed, teamwork, and fun on the fast track!

**Space Explorers: Lost in Space **: 3...2...1...Blast off! Join us for an out-of-this-world adventure as we explore the mysteries of space. Campers will visit Ritter Planetarium for a cosmic field trip, build cardboard rockets, and spend time with therapy dogs during the week. Get ready to launch into creativity, curiosity, and discovery!

**Camp Classified: Spy Training Academy **: Shhh...your mission begins now! Campers will enter Spy Training Academy to take on secret challenges, solve clues, and complete top-secret missions. We'll visit Imagination Station for a field trip packed with science, fun, and hands-on exploration. (Note: Friday Funday will take place on **Thursday** this week due to the Juneteenth holiday.)

**Rec-Lympics **: Step up to the plate—it's game time! This week, we'll take a field trip to cheer on the Toledo Mud Hens and welcome therapy dogs back to camp. Campers will also face off against counselors in the ultimate **Counselors vs. Campers Kickball Game**—a summer tradition full of laughs, teamwork, and friendly competition!

**Holiday Madness: National Holidays **: Why celebrate one holiday when you can celebrate them all? From National Pancake Day and Taco Day to Ice Cream and Donut Day, we're turning every day into a new celebration! We'll also enjoy National Pet Day with therapy dogs and wrap up the week with festive games, crafts, and treats galore. Every day's a reason to party!

**Lights, Camera, Camp 🎥 :** Get ready to shine in the spotlight! This week is all about creativity, imagination, and performance. Campers will enjoy a field trip to Swan Creek Park and show off their talents in our annual **Camp Talent Show**—a fan-favorite tradition that always steals the show!

**The Hero Next Door 🚒 :** Join us as we celebrate real-life heroes in our community! Campers will meet local firefighters and other special guests who keep our community safe and strong. Through hands-on activities and inspiring stories, this week is all about courage, kindness, and making a difference.

**Z-Zone: Camp Outbreak 💦 :** Something mysterious is spreading at camp... FUN! Campers will face silly “challenges” and wacky games all week long, enjoy a field trip to Urban Air, and spend time with therapy dogs. To top it all off, we’ll end the week with a splash—sliming a counselor and turning it into an epic outdoor **Water Day** celebration!

**Desert Dreams 🌵 :** We’re wrapping up summer with a sun-soaked desert adventure! From outdoor games on Carter Field to our end-of-summer **Counselors vs. Campers Soccer Game**, this week is filled with fun under the sun. Therapy dogs will join us one last time as we celebrate an unforgettable summer of friendship, adventure, and memories.

### **Waitlist:**

Campus Rec Kids Camp will accept **80 campers** each week. Once a week reaches its maximum capacity, any additional children wishing to attend that session will be placed on the **waitlist**.

Parents who have paid the deposit must pay the remaining balance for that week by **Wednesday** before the session begins. On the **Thursday** before the session starts, any unpaid spots will be opened to the waitlist and made available **first-come, first-served**.

**Waitlist Notification:** Families on the waitlist will be notified by email, sent to the person listed as the **head of household**, as soon as a spot becomes available. Payments can be made via the camp portal or in person at the SRC front desk.

**Important Reminder:** If your camper is on the waitlist, please ensure that payment is made in full by the deadline. Failure to submit payment by the deadline will result in your camper being skipped, and we will move on to the next family on the list.

If you are on the waitlist, you do not have to attend the “Meet the Counselor Session”, however, you will need to be ready to watch a pre-recorded session and answer a mini quiz, before you are allowed to check your camper in for the first day of camp. Attending a meet the counselor session is required for all families who wish to attend the UToledo Kid’s Summer Camp.

If you do not receive an email notification, please assume that no spots have become available for your child to join that week.

## **Location:**

The UToledo Rec Kids Camp Program is based in the Student Recreation Center (SRC) on Main Campus of the University of Toledo's Campus. The Student Recreation Center's address is:

**2800 East Rocket Drive**  
**Toledo, OH 43606**

The SRC will hold 85-90% of all Kids Camp Programming, the remaining 10-15% will include outdoor programming at Recreational Service's Carter Field, and off-campus Field Trips. Tour of the Student Recreation Center are given after "Meet the Counselor" or if an appointment has been set up with the coordinator or the kids camp student specialists.

## **Directions to Student Recreation Center**

Below you will find directions to SRC from multiple directions.

### **From the Ohio Turnpike – Use Exit 64/4a**

- Follow I-75 north to I-475
- Travel west on I-475 to the fourth exit, Secor Road
- Turn left on Secor Road.
- Proceed on Secor to Bancroft (approximately 1 ½ miles)
- Turn left on Bancroft.
- At the 3rd traffic light, turn right. That is the main entrance to the University. Stay in the center lane and continue around the bend until you get to the stop sign.
- Turn left at the stop sign; go over the bridge to the top of the hill (you should have passed the Glass Bowl on your right).
- Turn left at the stop sign and stay in the far left lane (you'll see the SRC to your left). Proceed left until you are able to make your first left turn into the SRC parking and proceed to lot 18.

### **Via I-75 from the North:**

- Continue south on I-75 to I-475.
- Travel west on I-475 to the Douglas Road exit. Turn left on Douglas.
- Continue on Douglas to University Hills Blvd (approximately 1 ½ miles) and turn right. This will bring you right into the main entrance of the University.
- Stay in center lane and continue around the bend until you get to the stop sign.
- Turn left at the stop sign; go over the bridge to the top of the hill (you should have passed the Glass Bowl on your right).
- Turn left at the stop sign and stay in the far left lane (you'll see the SRC to your left). Proceed left until you are able to make your first left turn into the SRC parking and proceed to lot 18.

### **Via I-75 from the South:**

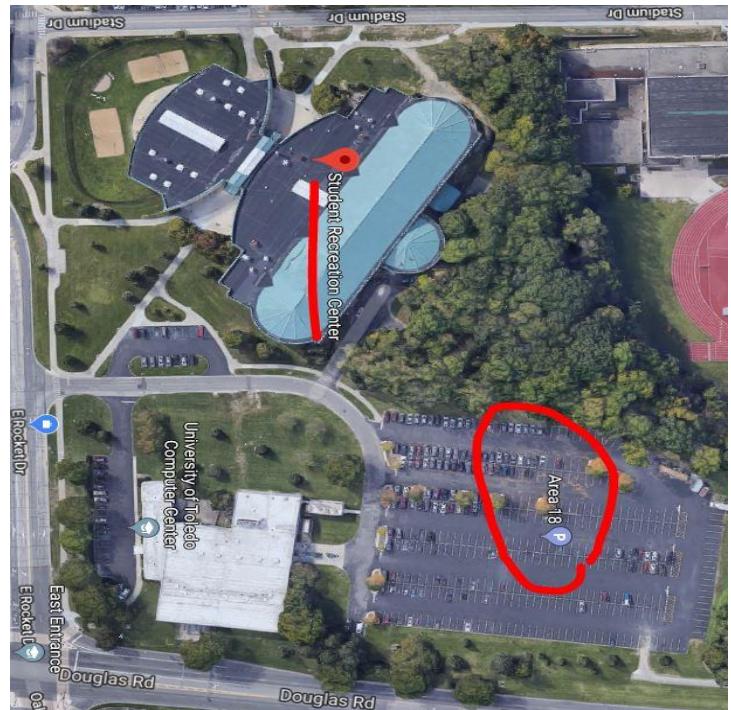
- Continue northbound on I-75 past downtown Toledo to I-475 west (Ann Arbor/Sylvania). Note: Do not take the first I-475 exit south to Perrysburg.
- Travel west on I-475 to the Douglas Road exit. Turn left onto Douglas.
- Continue on Douglas to University Hills Blvd (approximately 1 ½ miles) and turn right. This will bring you right into the main entrance of the University.
- Stay in center lane and continue around the bend until you get to the stop sign. At the stop sign.
- Turn left at the stop sign; go over the bridge to the top of the hill (you should have passed the Glass Bowl on your right).

- Turn left at the stop sign and stay in the far left lane (you'll see the SRC to your left). Proceed left until you are able to make your first left turn into the SRC parking and proceed to lot 18.

#### Via U.S. 23 from the North:

- Continue south on U.S. 23 to I-475 east (bear left).
- Follow I-475 east to the second exit, Secor Road.
- Turn right onto Secor Road.
- Proceed on Secor to Bancroft (approximately 1 ½ miles)
- Turn left on Bancroft.
- At the 3rd traffic light, turn right. That is the main entrance to the University. Stay in center lane and continue around the bend until you get to the stop sign.
- Turn left at the stop sign; go over the bridge to the top of the hill (you should have passed the Glass Bowl on your right).
- Turn left at the stop sign and stay in the far left lane (you'll see the SRC to your left). Proceed left until you are able to make your first left turn into the SRC parking and proceed to lot 18.

Map of Student Recreation Center and Parking Lot 18



## Parking

All Student Recreation Center (SRC) parking is in Parking Lot 18. Parking Lot 18 is east of the SRC and the closest parking lot to Douglas Road. Additional SRC Parking is in the metered parking spaces east of the SRC. In order to park in the metered parking spaces, all guests must pay for the meter. Should you have more questions about parking, please see the universities parking website, here: [Park Utoledo](#). You can also use this website to get more information on the University of Toledo 'Park Mobile App'. You can pay for parking directly from your phone.

UToledo Kid's Summer Camp Program **IS NOT RESPONSIBLE** for anyone who gets ticketed outside of the allotted hours or who parks in the wrong parking lot. It is the responsibility of the head of household to communicate this parking information to all friends and family who are on the authorized pick-up list. We cannot get rid of any tickets if you do get a ticket.

The office of Recreational Services has requested that ticketing be suspended for Lot 18 and the Metered Lot from Monday- Friday during the hours of 8-9am and 4-6pm. The Office of Recreational Services is not responsible for any parking tickets and cannot waive parking fees.

Please view the above [map](#) for further assistance.

## Arriving at Camp:

### Camper Drop Off

When dropping a camper off, all parents/guardians are required to walk their child(ren) into the SRC and sign their child(ren) with the designated camp staff member at the “UToledo Kid’s Camp Table”.

Check-in for camp will start at 8:00AM; please be advised that we cannot be responsible for your child(ern) until this time. When you arrive for the new camp week, please visit the paperwork and waiver line(s), to verify that you are good to sign-in your child(ern). Once the counselors at the table see you have checked-in, we will have someone escort your child(ern) to home room where they will wait for the camp scheduled activities to begin.

### Late Arrivals

All late arrivals (all campers who arrive after 9:00am) will be handled by the Student Recreation Center Front Desk Staff. Please let the front desk staff know you are here to drop off a camper. They will radio for camp counselors to come to the front desk, and they will get you signed in on the iPad and will make sure your camper gets to their appropriate age group.

## Departing Camp:

### Early Departures

Advanced notice must be given in writing to the staff at check-in, at least 24 hours before your camper needs to be picked up early. Early departures include campers who must leave before 4:00pm. All early departures must be handled through the coordinator by using the following form to document early departures. Please let the staff at the front desk know you are there to pick up a camper early. They will radio for a camp counselor and the campers group counselor will bring them to you and get you to fill out the check-out form.

### Camper Pick-Up

Check-out will be conducted from 4:00-6:00pm Monday- Friday. Upon picking up, all parents/guardians must come into the SRC to sign their child(ren) out of camp for the day. **Campers will ONLY be released to those listed on the Authorized Pickup List, NO EXCEPTIONS!** If an individual is not listed on the list, they must contact the Head of Household listed on the Authorized Pickup list to verify with the camp staff that their child is able to be released to the individual.

To update your authorized pick-up list and add someone to the list: please fill out this form: or email [kidscamp@utoledo.edu](mailto:kidscamp@utoledo.edu) to update the list. When one of the following has been completed, we will then begin to finalize the check-out process with you.

Upon check-out, all individuals picking up campers (Including those on the authorized pick-up list) need to have a physical copy of government photo Identification. Upon checking out your camper, a picture of your photo identification will be taken upon every single pick-up.

## Sample Daily Schedule

To share some insight what a typical day of camp looks like, below is a sample daily schedule of a camp day with no field trip.

Master Schedule ORANGE GROUP (9-12 yrs) Week 8: July 24th - 28th / Theme: World Cup						
Time	Monday	Tuesday	Wednesday	Thursday	Friday	
7:00 AM	Counselors Arrive/ Set-Up	Counselors Arrive/ Set-Up	Counselors Arrive/ Set-Up	Counselors Arrive/ Set-Up	Counselors Arrive/ Set-Up	
7:30 AM	Pre- Care Begins	Pre- Care Begins	Pre- Care Begins	Pre- Care Begins	Pre- Care Begins	
8:00 AM	Camper Drop Off	Camper Drop Off	Camper Drop Off	Camper Drop Off	Camper Drop Off	
9:00 AM						
9:40 AM	Opening Camp Activity & Camp Rules	Opening Camp Activity & Camp Rules	Opening Camp Activity & Camp Rules	Opening Camp Activity & Camp Rules	Opening Camp Activity & Camp Rules	
9:50-10:00 AM	Transition to Activity 1	Transition to Craft	Transition to Activity 1	Line-Up to Load Buses	Transition to Activity 1	
10:00-10:30am	Carter Field Space: Carter Field Game: Free Play!	Carter Field Space: Carter Field Game: Free Play!	Craft: Jersey Origami (Maple Room TV, starts with video)	Lunch   MAPLE ROOM	Craft: Make your Own World Cup!	
10:40-10:50AM	Transition to Activity 2/ Restroom Break	Transition to Lunch/ Restroom Break	Transition to Activity 2/ Restroom Break		Transition to Activity 2/ Restroom Break	
10:50 AM	Lunch   MAPLE ROOM	Lunch   MAPLE ROOM	Lunch   MAPLE ROOM	Load Buses/Depart from Rec: 11-11:15am  Sky Zone 12:00-1:30pm (At 1:30pm we are getting socks and shoes back on)	Lunch   MAPLE ROOM	
11:30 AM	Transition to Pool (Locker Room)	Transition to Gym	Transition to Pool (Locker Room)		Transition to Pool (Locker Room)	
12:00 PM	Gym Time Space: Sand Volleyball Courts Game: Sand Volleyball	Dance Time Space: Fitness Studio Game: Dance Class (12:00-12:45pm)	Gym Time Space: Courts 4 & 5 Game: Free Play!		Gym Time Space: Courts 4 & 5 Game: Free Play!	
12:40 PM	Transition to Pool/ Change for Pool	Lunch Boxes in Oak Room/ Transition to Craft	Transition to Pool/ Change for Pool		Transition to Pool/ Change for Pool	
1:00 PM	Pool	Gym Time Space: Courts 4 & 5 Game: Free Play!	Pool		Pool	
1:45 PM				Groups get Lined-Up (1:50pm)  Load Buses/Depart from Zone: 2:00p-2:30p  Return to Rec Center: 2:45p-3:00p		
2:00pm	Locker Room (2:00-2:30pm)	Craft: Finger Soccer Puppet	Locker Room (2:00-2:30pm)		Locker Room (2:00-2:30pm)	
2:30 PM		Transition to Snack/ Restroom Break				
3:00 PM	Transition to Homeroom/ Restroom Break	Transition to Homeroom/ Restroom Break	Transition to Homeroom/ Restroom Break	Transition to Homeroom/ Restroom Break	Transition to Homeroom/ Restroom Break	
3:15 PM	Check-Out Table Set Up	Check-Out Table Set Up	Check-Out Table Set Up			
4:00 PM	Camper Pick-Up Begins	Camper Pick-Up Begins	Camper Pick-Up Begins	Camper Pick-Up Begins	Camper Pick-Up Begins	
5:00 PM	Clean-Up/ Next Day Prep	Clean-Up/ Next Day Prep	Clean-Up/ Next Day Prep	Clean-Up/ Next Day Prep	Clean-Up/ Next Day Prep	
6:15 PM						

## Lunch

Lunch is not provided for campers, parents/guardians must supply a lunch for their child(ren). Campers will not have access to a microwave or refrigerator, so please plan to pack cold lunches in a lunch box. When checking in for camp each morning, campers and families will be asked to show that your camper has a lunch to ensure they did not forget it in the car or at home. If so, we can plan a lunch plan with the family at drop-off.

In an effort to avoid any allergic reactions for campers please refrain from packing anything containing the following:

- Peanuts
- Tree Nuts
- Almonds
- Cashews
- Pistachios
- Shellfish, etc.

## **Snack**

**Effective summer 2025, UToledo Summer Camp will no longer provide snacks for campers.** However, there will still be a designated snack time from 3:30 PM to 4:00 PM. If campers do not bring a snack or you choose not to pack one, they can utilize the vending machines in the Student Rec Center, if they have money with them. Please note that the vending machines are not overseen by the Rec Center staff. If the vending machines do not offer a snack that your camper likes, parents and guardians will need to pack a snack for them to enjoy during snack time. Camp will not have extra snacks to provide if you forget to pack a lunch or snacks for your camper. Field Trip Days, we will not have time for a designated snack time. Thank you for your understanding!

## **Camper Attire**

Campers should wear comfortable clothing as we will be active throughout the day. Athletic or soft soled shoes (non-marking with closed toe/closed heel, laced, buckled or Velcro closure) are required for all camp activities. Sandals and flip flops are only acceptable during swim time. Please be sure to have children's clothing and jackets marked with their name. It is highly encouraged that campers do not wear nice clothes to camp as they may be ruined due to certain camp activities. Campers will also be required to wear their name tag the whole camp day unless they are swimming.

All campers will receive one camp T-Shirt for the whole summer to wear during the week and is required to be worn on all field trip days. On field trip days, campers **MUST** wear their Camp T-shirts. Additional camp T-shirts are available for \$10 per shirt to purchase on field trip days, if there are extra shirts to provide.

## **Field Trips**

Campers must wear their camp T-shirt on field trip days. A small orientation will be given the morning of the trip to ensure camper's safety at each location. The Office of Recreational Services is not responsible nor liable for any articles lost or stolen on field trips, so we encourage campers to leave valuables at home. If campers bring money, please bring it in a labeled envelope to give to their counselor for safe keeping. Campers will be divided up by counselor to camper ratio and placed into small groups for the day of the field trip.

## **Medication Policies**

If medication of any type (over the counter or prescription) is required, it must be administered by the camp administration in the Student Recreation Center Administrative Offices.

A Medical Form must be completed by the parent/guardian. Medical information will be listed on the camp website in the Parents Resource center and must be returned to the Campus Rec Kids Camp Staff by the first day of the camp session. All medication must be in its original container.

Please note, UToledo Rec Kids Camp Staff is not permitted to administer any medication other than what is indicated on the camper's Medical Form.

## **Accident/Illness Policies**

In the event of an emergency or accident involving your child, you will be notified following notification of the appropriate emergency personnel, as necessary (Person listed as Head of Household). All members of the camp staff are certified in Adult & Child Basic Life Support (BLS), AED, and First Aid and have also been trained in emergency procedures at all locations.

In the event your camper experiences an accident at camp, the camp counselor will submit an ‘OUCH Form’ to give further information to the parent(s)/guardian(s).

Should a camper become ill while at camp, parents and guardians will be notified. We do not have a registered nurse on staff; therefore, we will ask you to make the decision whether to remove your camper(s) from the program for the day. We ask for your discretion on bringing your camper(s) to camp if they are ill.

### **Search**

If necessary, the Kids Camp Staff reserves the right to search a child’s belongings, with another staff member present, for the safety of the child and all other participants. Parental notification will be given prior to or after the search, depending on the severity of the situation.

### **Valuables**

We request that campers leave all items of sentimental or monetary value at home (i.e., collector cards, handheld video games, sports equipment, money, etc.). Inappropriate items brought to Campus Rec Kids Camp will be confiscated, held in the camp recreation office until check-out, and requested not to be brought back. Campus Recreation cannot be responsible for lost or stolen items.

## **What to Bring**

It is recommended that parents label their children’s belongings with their first and last names. In the event an article goes missing or is in the possession of another, it may be much more easily found with name identification.

### **Clothing & Shoes**

Campers should come to Campus Rec Kids Camp dressed for a full day of activity. We recommend outdoor activity clothes and athletic shoes. Your child will not be permitted to participate in activities if they come wearing sport-sandals or open-toed shoes. Please survey what your child brings to camp in the morning to avoid lost items.

### **Swimming Gear**

Campers will have the opportunity to use the Student Recreation Center Aquatic Facility almost every day. (days and times will be sent in weekly “Week in a glance” email) Therefore, make sure your camper(s) pack a swimsuit and towel, goggles, Swimming Caps, Etc. labeled with their name, each day in case he/she/they gets to enjoy the pool or another water activity. Please give campers a bag for their swim things.

### **Water Bottle**

Water is a vital component when physically active, especially in the summer climate. Parents, please be sure to provide your camper(s) with a water bottle/squeeze bottle each day, labeled with your child’s name. There are re-fill stations located throughout the rec to provide your child with filtered water.

### **Sunblock/ Mosquito Spray**

Outdoor activities are a major component to the Campus Rec Kids Camp experience. Make sure your camper(s) has adequate protection from the sun. We recommend applying sunblock (SPF 15 or higher recommended) on your child prior to arrival. Sending additional sunblock with your camper(s) is also highly recommended. UT Toledo Camp Staff will also have bug spray and sunscreen available to reapply throughout the camp day. We keep 15 SPF with us for camp.

## **Backpack/Gym Bag**

A backpack or gym bag is recommended for your child's belongings. Please label all of your camper's items with their first and last name. There may be extra sharpies at check-in to label child's belongings. Each camper will be given an assigned cubby for the entire week of camp. Cubbies should not be climbed on or misused.

## **Lunch & Snacks**

Refrigeration and Microwaves is not available. The UToledo Rec Center does have vending machines, but they do not belong to the Rec Center and are maintained by a third party. Campers will only have access to Vending Machines during Snack Time each camp Day. Campers are not required to use Vending Machines and they should only be seen as a privilege, if abused, the vending machines can be taken away.

Vending Machines will not be allowed for use during lunch time. Campers are expected to carry a cold lunch with them. If you choose to bring your camper lunch, please communicate with counselors upon check-in for the lunch time of your camper. Before drop-off each camper will be asked to physically show they have a lunch bag with them for the day, before being allowed to check-in for the camp day.

*\*If necessary, the Kids Camp's Staff reserves the right to search a child's belongings (with another staff member present) for the safety of the child, as well as the other participants. Parental notification will be prior to or after the search depending on the situation.*

## Camper Rules

All campers are expected to follow the below rules to ensure the safety of all campers. Safety is our number one priority, and the below rules are set to ensure that our daily safety goal is met. Campers will read these rules everyday before the camp day begins, but not in as much detail. This list adds more information for clarification and understanding.

### Camper Rules

1. No use of electronic devices between the hours of (9am- 4pm).
2. Listen to and follow directions.
  - Listen to and follow instructions **the first time** given by camp staff to ensure safety.
  - Do not run away from staff supervision or leave the camp premises without a counselor or parent/guardian. Campers should **ALWAYS** be with their counselor unless they have permission to be somewhere else.
  - Always ask permission from a counselor to use the restroom or get a drink from the water fountain. A counselor must accompany a camper to the restroom or drinking fountain
3. Keep your hands, feet, and other body parts to yourself.
  - Keep hands, feet, head, and other body parts to yourself unless part of an activity led by camp staff. Avoid horseplay (e.g. piggy back rides, picking each other up, pool dunking, wrestling, hitting, punching, kicking etc.).
  - Interaction with all other campers, counselors, professional staff and others affiliated with the University of Toledo must always be in a kind way.
4. Respect everyone and everything!
  - Show respect to yourself, all campers, staff, equipment, and property. No put downs, insults, or teasing is allowed. Fighting, hitting, bullying, biting, theft, destruction of camp property, etc. **WILL NOT BE TOLERATED**.
  - Inappropriate, foul, disrespectful, or hurtful language directed toward any camper or staff member is not welcomed and may result in an immediate dismissal from camp.
5. Keep a safe and clean environment.
  - Always cleanup after yourself.
  - Come dressed in appropriate clothing at all times. Comfortable clothes that permit one to move freely and closed-toed shoes should be worn to camp so campers can participate in activities.
  - Weapons and drugs are **not** permitted on University premises.
  - Maintain a positive attitude.
  - Valuables (i.e. cell phones, tablets, game systems, cameras, etc.) are permitted at camp. However, they are prohibited between the hours of 9am-4pm unless specific permission has been granted to by the camp staff. Valuables may be confiscated until the end of the day and returned to parent(s)/guardian(s) upon picking the child(ren) up from camp.
6. If something is wrong, always tell a counselor. Or, ask to talk to Gracelyn.
7. NEVER go somewhere without a counselor and always use the Buddy System.
  - a. Campers cannot take off
8. Vending Machines are only used during pick-up (4-6pm).
9. Always Use Camp Language! Kind words and no curse words or racial slurs.

10. Be a Team Player to your color group, camp peers, counselors, rec staff, rec professional staff, and UToledo professional staff, and all field trip staff.
11. No running or horse play in the Oak Room. (Also known as our Homeroom)
  - a. Horseplay can occur when we are on the courts or outside and give campers free play.
  - b. Campers should always use inside voices and a calm demeanor when in oak room, in transition from one activity to another, lunch/snack, school bus, locker room and restrooms, and other times asked by the camp staff.

## **12. ALWAYS HAVE FUN!!!**

## **Field Trip Rules**

1. **Dress Code:** Campers must wear their current summer UToledo Camp shirt on all scheduled field trip days. Campers should dress in bottoms and shoes they do not wish to get dirty.
2. **Bus Behavior:** Remain seated at all times on the bus. Keep your hands, arms, feet, and all other body parts inside the bus—DO NOT stick your arms or head out of the windows! Talk quietly, and please do not eat or leave trash on the bus.
3. **Group Supervision:** STAY WITH YOUR ASSIGNED GROUP AT ALL TIMES. There will be no switching of groups during the field trip day.
4. **Respect and Manners:** Show respect to all campers, staff, and property while on a field trip. As guests, please use your manners, treat all property kindly, and leave the facility as you found it.
5. **Follow Directions:** When staff are giving directions, give them your attention and respect. Follow ALL directions from staff or camp counselors the first time to ensure everyone's safety.
6. **Facility Rules:** Abide by the rules set in place by the facility we are visiting.
7. **Personal Items:** Please do not bring bags, purses, or valuables on field trips. Campers may be asked to carry lunchboxes to some field trips. We are not responsible for any missing items. Once we are on the bus, we will not return to the location to check for lost and found items. You will need to contact the field trip location to see if the lost item was found.
8. **Money for Purchases:** Only bring money on field trips when Summer Camp Staff notify you that it is appropriate to do so. Many places are moving away from cash to cards, and several locations have cash-to-card machines available. When at these machines, we will place all cash on a card to avoid back-and-forth transactions and allow campers to maximize their time exploring and having fun instead of spending unnecessary time at the machines. Please keep this in mind when sending campers with cash for field trips. UToledo Kid's camp is not responsible for campers who decide to combine all money funds with friends. Please communicate with your campers ahead of time, your expectations for the cash to card machines on field trip days.
  1. **If your camper wishes to keep their money with them, we are not responsible for the misuse of funds or lost money.** We will always carry campers 5-8 years old money, unless your camper wishes to keep it with them.
9. **Gift Shop Purchases:** DO NOT open any items bought at a gift shop. All purchased items should go directly into your backpack until we return to the UT Rec Center.
  1. UToledo kid's camp is not responsible for any missing items that were purchased at the field trip location or between the field trip location and the student rec center. If a toy was lost and stolen while at camp during pick-up and we don't know who has it. If we are aware of who has it, we will try our best to regain the item from that camper.
  2. Money given to the UToledo Camp staff will be returned with receipts (If applicable) at the end of the camp day.
10. **Camp Rules:** Continue to follow all other UToledo Kid's Camp rules and instructions given.

**11. HAVE FUN!! Enjoy the trip and make the most of it, but we have to always think about safety and follow the rules and instructions given by all the field trip and camp staff.**

Thank you for your cooperation in making our field trips safe and enjoyable for everyone!

## **Pool/Swimming Rules**

- 1. ALWAYS LISTEN TO THE LIFEGUARDS AND FOLLOW THEIR RULES WHEN YOU ARE IN THE POOL.** They are there to keep you safe. If a lifeguard blows their whistle, please give them your attention to see why.
2. All campers must use a life jacket **OR** pass a swim test. Campers who use a life jacket must be within an arm's reach of the counselor/parent in the first lane of main or leisure. Campers who have passed the swim test are allowed to swim in main (lap lanes if they swim laps), leisure, and dive. The dive well and the water slide are not guaranteed to be open during swim time.
3. All campers must pass a swim test (jump into a depth of 7 foot of water without goggle, reemerge and tread for 1-minute and continuously swim one length (25 yards) in order to utilize all pool areas without a life vest.
4. Always wear appropriate swim attire (swim gear must be swim material; t-shirts or shorts will not be permitted unless they are swim material). Please ensure that all swim attire covers the body appropriately (e.g. no broken straps, appropriate size, etc.). All swim attire must be intended for pool use.
5. Do not get into the pool until the lifeguards are ready and you the okay to get in the pool.
6. Campers must be 48 inches tall to use the slide. Campers are not allowed on the slide without a counselor or lifeguard present, nor with life jackets, nor goggles. When using the slide, always go down the slide on your back with your feet first. Campers are **NOT** allowed to go head first.
  - a. The water slide may not always be available and is not guaranteed.
7. Horseplay in the pool **WILL NOT BE TOLERATED**. This includes piggy back rides, dunking others under the water, throwing campers into the water, jumping into shallow pool areas, etc.
8. **ALWAYS WALK** when on the pool deck. Campers may be asked to have a time out if they repeatedly run on the pool deck. The pool deck gets extremely slick when all of the campers are in the pool area during swim time and we want to ensure that all campers are making good decisions to ensure safety. Walk when going outside to the sand volleyball courts and rinse off before entering the pool again when coming back inside to the pool.
9. Campers are not allowed to bring any toys or flotation devices into the pool with them. Goggles are allowed (please write name on or initial goggles). Pool toys allowed in the pool area, will be distributed by the camp director and aquatic director, if applicable and is not guaranteed.
10. Always ask permission to use equipment in the pool area. Many materials are for swim lessons only.
11. The SRC only have several showers per locker room. We ask that all campers refrain from showering after swimming time. If you would like your child to shower, please contact the Coordinator, Competitive Sports and Youth Camps.
12. **NEVER** throw sand at any camper while outside on the volleyball courts.
13. Only dig in the sand on the volleyball courts where the counselors say it is okay to do so.
14. Always wash off toys and yourself before re-entering the pool area from the volleyball courts.

15. When you go outside, please make sure to ask for sunscreen. The summer sun can be harsh! If a camper appears to be getting too much sun, we may ask them to remain inside for the rest of swim time so that they do not get a sun burn.

## Camper Behavior Management Plan

Our goal is to foster a positive, safe, and respectful camp environment where campers feel encouraged to make good choices. The **Camp Point System** rewards positive behavior throughout the week, allowing campers to earn points and "purchase" their **Free Friday Funday** experience. This system helps campers build points each day, work toward bigger rewards, and develop important values like responsibility and teamwork.

Each day, campers begin with a full set of points. If they engage in inappropriate behavior, they may lose points based on the specific situation or circumstances outlined below. However, even if a camper loses points, they will have opportunities to earn **bonus points** by demonstrating exceptional behavior or going above and beyond in activities throughout the day.

### Point Distribution Disclaimer

Campers can earn points throughout the day, which are awarded by camp admin staff or counselors. Our goal is to distribute points fairly, considering both the time of day and the circumstances. We always strive to recognize and reward campers who go above and beyond. However, as humans, we may occasionally miss opportunities to award points.

While every effort is made to acknowledge positive behavior, not every action may receive a point. Regardless, we deeply appreciate each camper's efforts and contributions to creating a positive camp environment, even when points are not always given.

The point categories listed below are **examples** of ways campers can earn points. **UToledo Kids Camp reserves the right to add, remove, or adjust point categories as this system develops**, including throughout the current summer programming.

### Address Concerns About Unawarded Points:

If you ever have concerns about how points are awarded, we encourage open communication. However, please understand that our staff makes every effort to recognize positive behavior fairly while also managing a fun and active camp environment.

### Emphasize Growth & Encouragement:

This system is designed to motivate campers and teach responsibility, not to punish them. Even if a camper does not receive points at a given moment, they will always have opportunities to earn more and work toward their goals throughout the week.

### How Campers Can Earn Points:

Campers can earn **1 point** for each of the following positive actions:

- Participating in the camp activity or game
- Being respectful to other campers and counselors
- Bringing their lunch/snack for the day

- Helping clean up the room or activity
- Cleaning up trash that isn't theirs
- Sweeping the floor
- Keeping up with and wearing their lanyard all day
- Wearing the yellow camp shirt on field trip day
- Helping others
- Staying seated at lunch
- Keeping track of clothing in the locker room (for campers who frequently lose items)
- Demonstrating other positive behaviors

### **How Campers Can Lose Points:**

Campers can lose points for behaviors that violate camp expectations, including:

- Not following instructions
- Disruptive talking
- Excessive complaining
- Disrespectful or rude behavior
- Talking during transitions
- Disrupting an activity
- Not sharing camp equipment or supplies
- Leaving their counselor or camp staff
- Stealing
- Lying
- Bullying or being accused of bullying
- Not following camp rules
- Hitting/kicking camp staff
- Lack of focus or not paying attention
- Cell phone or technology misuse
- Playing on workout equipment
- Yelling/shouting
- Homesickness, whining, or excessive crying
- Being sent to speak with Gracelyn or camp admin staff
- Disrespect toward Rec staff

### **Behavior Consequence Camp Procedure:**

The consequences for negative behaviors follow a step-by-step process, ensuring fairness and allowing campers to correct their behavior:

<b>Step</b>	<b>Consequence</b>
Step A	Warning and Redirection (Verbally around the group)
Step B	Private conference with the counselor (Away from the group but in eyesight)/ Calming Corner Redirection (Depending on Situation)
Step C	10-minute break away from the upcoming activity

Step D	Discussion with Camp Coordinator/Rec Services Director or Camp Admin Staff
Step E	Parent Contact and Coaching Meeting
Step F	Camp Dismissal

**\*\*Consequences are reset daily. The first offense starts with a warning, and each additional offense escalates the response.\*\***

**A Parent/Camper Coaching Meeting** with the Camp Coordinator is a collaborative discussion designed to support a camper's success in the program. This meeting is scheduled when a camper consistently struggles with behavior expectations or needs additional guidance to fully engage in the camp environment.

#### Purpose of the Meeting:

- To review the camper's behavior, challenges, and any concerns that have arisen.
- To provide constructive feedback and discuss strategies for improvement.
- To reinforce positive behavior expectations and ensure the camper understands the Camp Point System.
- To offer parents insight into their child's experience at camp and address any questions or concerns.
- To develop a plan that supports the camper in making positive choices moving forward.

#### What to Expect:

- The Camp Coordinator will meet with the parent/guardian and camper in a supportive, solutions-focused discussion.
- Specific incidents or behavior patterns will be reviewed, along with potential reasons behind them.
- The camper will have an opportunity to express their thoughts and feelings.
- Together, the coordinator, parent, and camper will create an action plan to help the camper improve their experience and continue participating in camp successfully.

This meeting is **not** meant to be a punishment but rather a proactive approach to ensuring every camper has a fun, safe, and rewarding camp experience. Before your camper is allowed to come back to camp, this meeting must be had with the camp coordinator.

#### Friday FUN-day Point Purchase System

Campers will accumulate points each day and have the chance to "purchase" a **Friday Funday** experience based on their total points for the week. Funday activities take place from **2:00–4:00 p.m.** (exact time may vary depending on pool schedules).

Points Needed	Funday Activity
15 or less	Camp Reflection Station (supervised quiet time with music and coloring)
16-26 points	Treasure Chest Prize and Free Play ( <b>Bad Weather:</b> Court Play/ <b>Good Weather:</b> Outside)
26-36 points	Tech Time and Wii Play (Just Dance, Wii Sports, Mario Cart, Etc.)
36-50 points	Camp Week Themed Movie & Snack

**Note:** If a camper has less than 16 points, they will participate in Camp Reflection Station. This is a calm and supervised space where they can reflect on the week, color, and listen to music until they are picked-up.

### **Fun Friday Activities Explained:**

#### **15 Points or Less: Camper Reflection Station**

At times, campers may need a quiet space to reflect on their behavior and take a break from group activities. The *Camp Reflection Station* provides a calm environment where campers can enjoy music, coloring, reading, writing reflection, puzzles, and quiet time to reset. This activity allows campers to pause and reflect in a non-punitive manner, helping them process their actions and return to activities with a refreshed mindset.

In the event that a camper's behavior requires additional time away from group activities, they may be asked to participate in this reflective period. It is important to note that this station is not meant to be punitive but is intended as a constructive time for reflection. We aim to balance the importance of learning from behavior with ensuring that all campers continue to have a positive and enjoyable camp experience.

Should a camper need further support, other tasks may include light duties such as reading, completing a short reflection, or engaging in quiet crafts. These activities are designed to help campers understand their actions while maintaining a respectful and productive environment.

#### **16 Points – 26 Points: Treasure Chest and Free Play**

Campers will have the opportunity to choose a prize from the *Treasure Chest*. Each camper will be given no more than 30 seconds to select their prize, ensuring a smooth and efficient process. The treasure chest is full a lot of UToledo Swag and some fun prizes.

Afterward, depending on the weather, campers will be able to enjoy some *Free Play* time. On days with good weather, campers will have the option to go outside and engage in recreational activities such as playing sports, exploring, or other outdoor fun. In the event of bad weather, campers will stay indoors and can participate in activities like court play, games, or other structured indoor entertainment.

#### **26 – 36 Points: Tech Time and Wii Play**

During *Tech Time and Wii Play*, campers will have the opportunity to enjoy a variety of gaming activities. Campers can play on camp-provided devices, such as the Wii, where they can engage in fun, interactive games like *Just Dance*, *Wii Sports*, *Mario Kart*, and more.

In addition to the Wii games, campers are also welcome to bring and use their own personal devices, such as smartphones, tablets, or handheld gaming consoles. This time is designed for campers to unwind and have fun while playing their favorite games, either individually or with friends.

We encourage a healthy balance of screen time with other camp activities and ensure that this time is structured to allow for both entertainment and social interaction. Whether indoors or in more relaxed settings, *Tech Time and Wii Play* provides campers with a chance to enjoy technology in a supervised and safe environment.

## **36 – 50 Points: Movie & Snack**

*Movie & Snack* is a fun and relaxing end-of-week activity where campers will watch a movie that ties into that week's camp theme. This is a great opportunity for campers to unwind and enjoy a film with their friends.

The snack provided will vary each week and be decided closer to the day of the activity. Snacks may include options like popcorn, chips, or popsicles. On some weeks, campers may also have the option to enjoy ice cream bars as a special treat.

This activity allows campers to enjoy a fun, themed movie experience while having a light snack to finish off their week at camp.

### **Camp Fun Friday Activities Disclaimer**

Camp reserves the right to adjust or change the planned activities for *Camp Fun Friday* based on the needs of the campers, unforeseen circumstances, other admin office reasons. While we aim to provide a fun and exciting end to each week, we may make changes to ensure the best experience for all participants and camp staff.

### **Encouraging Positive Growth**

The Camp Point System gives campers a chance to take ownership of their actions, learn from mistakes, and work toward exciting rewards. Every day is a new opportunity to earn points and end the week with a fun and memorable Friday experience!

### **Immediate Dismissal/ No More Camp**

Bullying or intentional violence of any kind (Physical, emotional, or verbal abuse/violence) is not tolerated at UT Toledo REC Kids Camp. Our staff reserves the right to dismiss a camper whose behavior endangers the safety of themselves or others, thereby bypassing some of the disciplinary steps outlined above.

Immediate Dismissal Examples (but are not limited to):

1. Any child who brings a weapon to camp (i.e. butterfly knife, blade, bb/airsoft gun, explosive device, etc.) will be immediately removed from the program.
2. Any child who brings drugs or alcohol of any kind will be immediately removed from the program.
3. Any child who makes a credible threat to hurt themselves or others will be removed from the program.
4. Any child who *seriously* harms themselves or another camper will be removed (physical, emotional, or verbal abuse).
5. Any child who verbally, emotionally, or physically abuses staff will be removed.
6. Other serious matters not listed above.

### **Camp Dojo Points System: Keeping Parents and Guardians in the Loop**

We're excited to introduce **Dojo Points**, an easy and interactive way for parents to stay connected with their camper's progress throughout the week. Similar to a classroom tool, **Dojo Points** help us track and reward positive behaviors while addressing areas for improvement.

Through the **ClassDojo** app, you'll be able to:

- See your camper’s daily points—both earned and deducted.
- Receive updates on their progress toward Friday Funday activities.
- Get notifications for major behaviors that require follow-up.
- Celebrate successes and track growth over time.

## How Campers Earn and Lose Points:

For a longer list of ways campers can earn and lose points, please see the full section of the Behavior Management Plan above. This list below does not show all the ways campers can earn and lose points.

### Campers will earn points for positive behaviors, such as:

- Participating in activities and games
- Being respectful and helpful
- Staying organized and responsible (e.g., wearing their lanyard, bringing lunch)
- Cleaning up after themselves and others

### Campers may lose points for behaviors that break camp rules, such as:

- Disrupting activities
- Not following instructions
- Being disrespectful to campers or staff
- Misusing technology or camp equipment

## Parent Access: How can you get live day updates on your camper?

Parents will be invited to join the ClassDojo system at the start of camp. You’ll receive a **personalized login code**, allowing you to track your camper’s points through the free **ClassDojo app** or website.

### How to Get Started:

1. **Download the ClassDojo app** (available on iOS and Android) or visit [classdojo.com](http://classdojo.com).
2. **Enter your unique code** to connect with your camper’s group.
3. **Start tracking points** and receive updates on their progress!

## Accident/Incident Reports – “OUCH Form”

A parent/guardian will receive an *Accident/Incident Report* Form also known as an ‘OUCH FORM’ when picking up their child for the following reasons:

- 1) If the child is injured and requires basic first aid (Band-Aid, ice, etc.). If the injury is more severe, the parents will be contacted immediately.
- 2) If the child was involved in an incident involving one or more other campers.

*Accident/Incident Reports* and *Behavior Report* Letters are different. The purpose of Accident or Incident Reports is to keep parents informed of minor/major incidents that may happen during the camp day. The purpose of the *Behavior Report* is to notify parents when their child(ren)’s behavior is putting them at risk for being removed from camp. After **THREE** Behavior Reports or **TWO** Parent Meetings (and behavior Continues), the child will not be allowed to return to camp for the remainder of the camp season.

## Behavior Report and Process of Dispute

As the Kids Camp staff is expected to treat all children and their families with respect, parents and guardians are also expected to display professionalism in all inquiries and disputes about discipline decisions and incident response.

All program and/or staff issues, comments, or concerns should be directed to the Coordinator, Competitive Sports and Youth Camps, not the camp counselors nor Camp Student Specialist. If the parent/legal guardian is not satisfied with the response by the Coordinator, they may request an appointment to meet with the Director, Recreational Services.

**Effective Summer 2025, parents will no longer receive Opps Forms that explain the situation. If parents want live updates of how their campers day went overall, they should ask the camp team at the table or join the Dojo Points Camp System.**

## Emergency Action Plan (EAP)

It is a requirement that all staff employed with the Office of Recreational Services know, practice, and initiate the EAP when necessary.

### Ohio Department of Health Concussion Information Sheet

In an effort to educate on the signs and symptoms of a concussion please [click here](#).

## Management of Communicable Disease

1. A staff person will be trained to recognize the common signs of communicable disease and other illness through First Aid training certified by the Red Cross, a licensed physician, or a registered nurse. All staff will be trained in the proper hand washing and disinfecting procedures. A staff person trained as explained above will observe each child during the camp day.
2. A copy of the “communicable disease” policy will be given to each parent or legal guardian during the registration process.
3. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to the parent or legal guardian:
  - a. Diarrhea (more than one abnormally loose stool within a twenty-four (24) hour period)
  - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
  - c. Difficult or rapid breathing
  - d. Yellowish skin or eyes
  - e. Conjunctivitis
  - f. Temperature of one hundred (100) degrees Fahrenheit taken by the auxiliary method when in combination with any other sign of illness
  - g. Untreated infected skin patch(es)
  - h. Unusually dark urine and/or gray or white stool
  - i. Stiff neck
  - j. Unusual spots or rashes
  - k. Sore throat or difficulty in swallowing
  - l. Elevated temperature

- m. Vomiting
- n. Evidence of lice, scabies, or other parasitic infections

4. A child will be readmitted to camp after he/she has been checked by a staff member trained in Communicable Disease, or other authorized person. There must be a twenty-four (24) hour period free of symptoms, including fever, before the child can return to camp.
5. Parents will be notified in writing of any communicable disease that is present at camp.
6. Those children experiencing minor common cold symptoms, or if the child does not feel well enough to participate in activities, but is not exhibiting any symptoms specified above, are classified as a mildly ill child. It is our policy to care for mildly ill children as long as the parent/legal guardian has been notified of the child's condition. The child will be watched for conditions or other symptoms that would result in the child's discharge.
7. Administration of Medicine forms for medication, sunscreen, bug spray, special diet, and vitamins are included in the registration packet.
8. Staff will not work in any capacity with children if they have symptoms of communicable disease unless a physician states that their illness is not contagious.

## Contact Information

If there are any comments, concerns, or questions please contact:

Gracelyn Jones- Coordinator for Competitive Sports & Youth Camps, Recreational Services

Phone: 419.530.3700

Email: [Gracelyn.jones@utoledo.edu](mailto:Gracelyn.jones@utoledo.edu)

OR

[KidsCamp@Utoledo.edu](mailto:KidsCamp@Utoledo.edu)

OR

Office of Recreational Service

Phone: 419.530.3700

Email: [Utoledo RecCenter@utoledo.edu](mailto:Utoledo RecCenter@utoledo.edu)

OR

### Schedule a Meeting with the Camp Coordinator

Parents can schedule a meeting with CAMP staff at their convenience using our online booking system.

Whether you'd like to discuss your student's experience, set up a coaching session, or address any concerns, we are here to help.

Please provide a brief description of the purpose of your meeting so we can be best prepared. Parents/Guardians will have access to book a virtual or in-person meeting with me based on my earliest availability. These links can be found in the Week in a Glance email that gets sent out each week.

We look forward to connecting with you and supporting your student's success in the program!



## **Camp Code of Conduct:**

At the University of Toledo Kids Camp, every camper deserves a rewarding and fulfilling experience. To ensure a safe, inclusive, and enjoyable environment, all campers must follow the rules and expectations set by the Camp Coordinator, Counselors, Professional Staff, and the University of Toledo. The following guidelines outline appropriate camper behavior, as well as the potential disciplinary actions for failing to adhere to these expectations.

### **1. Respect for Others & Property**

Campers are expected to respect **all** campers, counselors, staff, and University of Toledo property, including camp equipment and toys. Negative behavior, including put-downs, teasing, exclusion, bullying, or any form of aggravation, will not be tolerated.

### **2. Inclusivity & Diversity**

Discriminatory behavior, including racial, ethical, or offensive jokes, slurs, or teasing, is strictly prohibited. Campers are encouraged to embrace diversity and learn from each other's differences.

### **3. Appropriate Physical Behavior**

Campers must keep their hands, feet, and belongings to themselves at all times. **Physical or verbal fighting, harmful touching, or inappropriate contact will not be tolerated. Zero Tolerance Policy.**

### **4. Maintaining a Safe & Clean Environment**

Campers are responsible for keeping their camp areas clean and maintaining a safe environment throughout the day, including during transitions between activities.

### **5. Appropriate Language & Behavior**

Foul or inappropriate language is strictly prohibited. Campers are expected to speak in a positive, respectful, and kind manner at all times.

### **6. Following Directions**

Campers must follow instructions from the Camp Coordinator, Counselors, and Staff **the first time they are given.** Failure to comply will result in disciplinary action.

### **7. Dress Code & Footwear**

Campers must wear **closed-toe and closed-heel shoes** at all times. Appropriate clothing and swimwear are required for participation in camp activities.

### **8. Reporting Issues & Concerns**

If a camper feels uncomfortable, is experiencing issues with another camper, or notices inappropriate behavior, they must inform a counselor immediately to prevent further problems.

### **9. Electronic Device Policy**

**All phones, tablets, computers, and other electronic devices must remain put away between 9:00 AM – 4:00 PM.** Campers are expected to be fully engaged in activities and follow all safety rules.

### **10. Staying with the Group**

Campers must remain with their assigned group at all times and are **never** allowed to leave without permission. The buddy system must be used when moving throughout camp.

### **11. Lunch & Snack Guidelines**

- 1. Cold lunches** must be packed, as microwaves are **not** available for camper use.
- Families must avoid packing **nut, shellfish, or other allergen-containing foods** to ensure the safety of all campers.
- Camp will not provide snacks this summer;** families must pack a snack for their camper.

4. A **30-minute snack time** will typically take place before pick-up. **Snack time will not be provided on field trip days.**

## 12. Required Meet the Counselor Session

1. **All campers are required to attend** a Meet the Counselor session before camp begins.
2. Session dates and details can be found in the **parent handbook** or on the **camp website**.

13. Parents/guardians are responsible for the cost of replacing any library book that their child damages or breaks beyond repair.
14. All camp communication must be conducted via email or phone. Direct messages on any other apps are not permitted or considered an approved form of communication between parents and camp staff.
15. **Please allow at least 2 business days for a response to all camp communications.** This includes, but is not limited to, emails, phone calls, meeting set-ups, and verbal conversations.

## 16. Teamwork and Collaboration:

Due to the number of campers in our group, it's essential that we work together as one unified team. Every camper must contribute positively to group activities, respecting others' ideas, and supporting one another. Effective communication, cooperation, and a willingness to share tasks will ensure everyone has a fun and successful experience. Remember, teamwork makes the dream work.

## 17. Addressing Camper Allegations: Investigation Process

18. In situations where campers make allegations against one another, it's important for parents to understand that immediate answers may not be available by the end of the day. Our camp is committed to conducting a thorough and impartial investigation, which requires at least **2 business days (Or longer)** to ensure all parties are heard and all relevant information is gathered. This process aligns with principles similar to those outlined in Title IX procedures, emphasizing fairness and equity. Once the investigation is complete, we will communicate the outcome and any resulting actions to all parties involved. We appreciate your patience and trust in our process to handle such matters appropriately.
19. We understand that life happens, and financial hardships can arise unexpectedly. If you are experiencing difficulty making a payment, it is **your responsibility** to notify me by the **Monday prior to the camp week** you wish to attend in order to make arrangements and avoid removal on **Tuesday**. Even if we discuss it at the beginning of camp, please **consistently follow up and remind me** to ensure your spot is secured.

## DISCIPLINARY PROCESS

Step	Consequence
Step A	<b>Warning and redirection</b> – The camper will receive a verbal warning and be reminded of expectations.
Step B	<b>Private conference with the counselor</b> – The camper will have a one-on-one discussion away from the group.
Step C	<b>10-minute break away from the activity</b> – The camper will take a short break to calm down and reflect.
Step D	<b>Discussion with Gracelyn or Camp Admin Staff</b> – The camper will be referred to camp administration.
Step E	<b>Parent contact and coaching meeting</b> – Parents/guardians will be contacted to discuss the behavior and create a plan for improvement.
Step F	<b>Possible camp dismissal</b> – If behavior does not improve or is severe, the camper may be dismissed from camp.

**Note:** Consequences are **reset daily**. Each day, campers start with a clean slate. The first offense of the day results in a **warning**, and each additional offense escalates to the next step in the process.

## Key Notes:

- **Daily Reset:** Consequences are reset at the start of each day. All campers begin each day with a fresh start.
- **Escalation:** The first offense results in a warning (Step A), with additional offenses escalating through the steps as necessary.
- **Serious Incidents:** For severe behaviors (e.g., physical aggression, repeated safety violations), escalation may occur more rapidly, and the camper may move directly to Steps D–F.

This process ensures that all campers have the chance to reflect and improve their behavior while maintaining a positive camp experience for the entire group.



## Campus Rec Kids Summer Camp | Code of Conduct & Handbook Waiver

I have reviewed the parent handbook and discussed the policies and procedures regarding my child(ren)'s safety, behavior, and overall expectations. As the parent/legal guardian, I understand the importance of these guidelines and have ensured my child(ren) are aware of what is expected of them while attending UToledo REC Kids Camp. We are committed to following these expectations to help create a safe, respectful, and enjoyable experience for all campers and staff. I acknowledge that failure to adhere to these policies may result in appropriate consequences, including potential removal from the program. I have disclosed any relevant medical or behavioral concerns to camp staff to ensure my child(ren) receive appropriate care and supervision. Additionally, I understand the camp's emergency procedures and authorize staff to take necessary actions in the event of an emergency.

***Please sign, print, date and return to the Camp Staff.***

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Parent/Guardian Name (Print)

---

Parent/Guardian Signature

---

Date

---

Camper Name (Print)

---

Camper (Signature)

---

Date



## **Campus Rec Kids Summer Camp | Parent/Camper Coaching Meeting Form**

### **Instructions:**

- Camp Coordinator Input:** The Camp Coordinator will complete the initial section of the form, documenting concerns and observations related to the camper's behavior and participation.
- Parent/Guardian Review & Input:** The form will be provided to the parent/guardian to take home. They are encouraged to review the information with their camper and provide their perspective and any additional insights.
- Scheduled Meeting:** Within the next few business days, a meeting will be scheduled to discuss the completed form, align on expectations, and develop a plan for success. The Family portion must be completed before the meeting. Meeting will be set at my earliest convenience.
- Discussion & Action Plan:** During the meeting, the Camp Coordinator, parent/guardian, and camper will collaboratively review the concerns, discuss potential solutions, and outline a plan to ensure the camper's success.
- Follow-Up & Monitoring:** A follow-up plan will be established, which may include check-ins with the camper, additional support strategies, and potential follow-up meetings if needed. Meeting may be required depending on the current situation.
- Camp Staff/Admin Section is Blue. Camp Family Section is Green (Camp Family is defined as the parent/guardian and the camper).**

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### **[Camp Staff and Admin Section Only]**

**Date of Meeting:** \_\_\_\_\_

**Camper's Name:** \_\_\_\_\_

**Color Group:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Camp Coordinator/Admin Staff:** \_\_\_\_\_

### **Reason for Meeting (Check all that apply):**

<input type="checkbox"/> Consistent behavioral concerns	<input type="checkbox"/> Fighting, Hitting, Use of Violence
<input type="checkbox"/> Difficulty following camp rules/expectations	<input type="checkbox"/> Bullying/ Disrespectful Behavior
<input type="checkbox"/> Frequent loss of points in the Camp Point System	<input type="checkbox"/> Leaving Camp Staff
<input type="checkbox"/> Camper struggling to engage positively in camp activities	<input type="checkbox"/> Yelling/Shouting/Whining/Crying
<input type="checkbox"/> Being Disruptive/ Excessive Talking	<input type="checkbox"/> Stealing/Lying
<input type="checkbox"/> Parent/guardian request for discussion	<input type="checkbox"/> Not using Camp Language
<input type="checkbox"/> Other: _____	

### **Behavioral Concerns/Challenges Noted:**

(Describe specific incidents, patterns, or areas for improvement.)

## **Camper/Parent Section Only**

### Camper's Perspective:

(What does the camper say about their experience, challenges, or feelings?)

### Parent's Perspective/Input:

(Any concerns, insights, or suggestions from the parent/guardian?)

## Action Plan & Solutions from Camper Family:

(Strategies, tips, and steps for improvement.)

### **Follow-Up Plan [Camp Staff Only Section]:**

- Check-in with camper on (Date: \_\_\_\_\_)
- Additional support strategies in place
- Continued monitoring by counselors & staff
- Follow-up meeting if necessary on (Date: \_\_\_\_\_)

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### **[Camp Family and Camp Admin]**

**Signatures:** Will be signed after the camp family and coordinator have reached an agreement with the plan the camp family outlined above.

**Camper Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Camp Coordinator Signature:** \_\_\_\_\_

WE  
UTOLEDO  
KIDS  
CAMP

