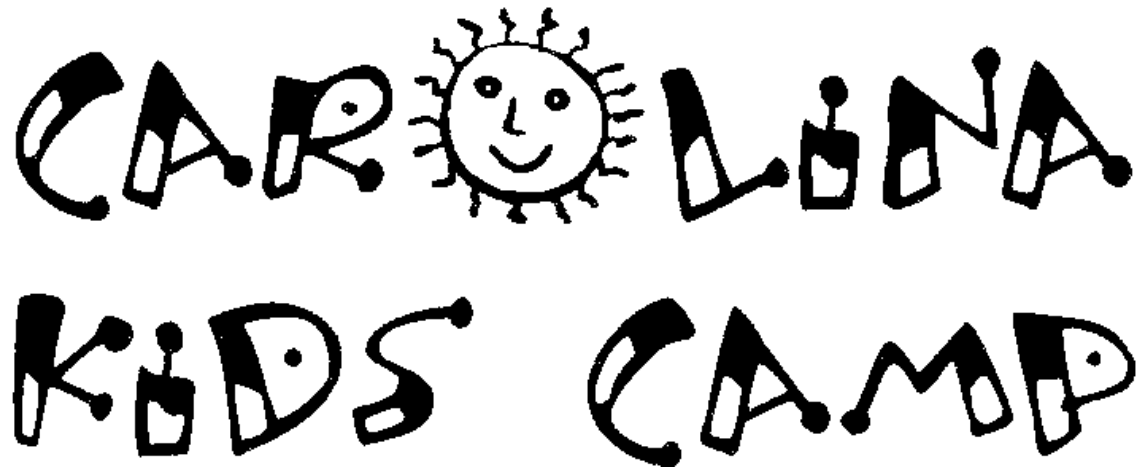


The University of North Carolina
at Chapel Hill



*a summer program for
UNC-Chapel Hill and UNC Hospitals Children*

Sponsored by:

UNC-Chapel Hill Office of Human Resources,
Department of Employee Services

In cooperation with:

UNC-Chapel Hill Frank Porter Graham Student Union
UNC-Chapel Hill Department of Exercise & Sport Science
UNC-Chapel Hill General Alumni Association
UNC Health Care

Carolina Kids Camp
2008 Parent Manual



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CONTACT INFORMATION

TO CONTACT YOUR CAMPER OR THE CAMP STAFF DURING CAMP SESSIONS:

CAMP OFFICE

Frank Porter Graham Student Union
Room 2416

CAMP CO-DIRECTORS

Alan Slavin
Kat Rangle

Work Life Manager

Aimee 962-6008 or aimee_krans@unc.edu

If camp staff is unavailable, please leave a message. The Camp staff will be checking messages frequently. You may also call Employee Services at 962-8830 to communicate information for you to the Camp staff as needed.

TO ASK QUESTIONS OR TO PROVIDE FEEDBACK ABOUT THE CAMP PROGRAM:

Contact the Camp Co-Directors or Aimee Krans, Work/Life Manager

CAMP PHILOSOPHY AND GOALS

CAROLINA KIDS CAMP MISSION, GOALS AND OBJECTIVES

Carolina Kids Camp provides a fun summer day camp to the children of UNC-Chapel Hill permanent employees, UNC-Chapel Hill students, UNC Health Care employees, and UNC-Chapel Hill General Alumni Association employees as a service to the University.

Carolina Kids Camp's mission is to provide a safe, enjoyable and exciting experience for all campers in our care. We help campers reach their fullest potential by creating an environment that promotes supportive relationships with peers and adults. We serve a diverse community and provide a safe and secure environment focusing on spontaneity, fun, and relationships. Carolina Kids Camp openly embraces the qualities of individuality, responsibility, diversity, human dignity and respect for others.

Goals:

- Provide enjoyable learning experiences to help campers develop new skills and interests.
- Provide an intentional camp community that allows healthy relationships with peers and adults to thrive.
- Develop campers' appreciation and acceptance of the differences in people.
- Have fun.

Objectives:

- Engage campers in a variety of activities, including (but not limited to) sports, games, swimming and drama.
- Learn to better cooperate and communicate with others through interactions in groups and activities.
- Become familiar with and discover resources at the University of North Carolina
- Explore the natural areas on campus.
- Have fun.

PROGRAM

SESSION DATES

The 2008 Camp season is divided into eight 1-week sessions, with Independence Day being the only holiday:

Week	Dates	Total Tuition	After Deposit	Due Date
1	June 16 – 20	\$125	\$75	May 9
2	June 23 - 27	\$125	\$75	May 9
3	June 30 – July 4	\$100	\$50	May 23
4	July 7 – 11	\$125	\$75	May 23
5	July 14 – 18	\$125	\$75	June 6
6	July 21 – 25	\$125	\$75	June 6
7	July 28 – August 1	\$125	\$75	June 20
8	August 4 – 8	\$125	\$75	June 20

GENERAL DAILY SCHEDULE

(SPECIAL EVENTS AND ACTIVITIES WILL BE ANNOUNCED IN ADVANCE)

- 7:30 – 8:30** Camper Drop-Off
- 8:30 – 8:45** Morning Roll Call
- 9:00 – 10:00** Activity Session One
- 10:00 – 10:15** Morning Snack
- 10:15 – 11:15** Activity Session Two
- 11:15 – 12:15** Activity Session Three
- 12:15 – 1:00** Lunch
- 1:00 – 2:00** Activity Session Four
- 2:00 – 3:00** Quiet Time or Swimming Time I
- 3:00 – 4:00** Quiet Time or Swimming Time II
- 4:00 – 4:30** Afternoon Snack and Transition Time
- 4:30 – 5:30** Camper Pick-Up

In each of the components of the camp program, we provide both skill instruction and exploration time. During the initial introduction to the activity, counselors demonstrate a skill, describe what is important and why, and provide the campers with opportunity to practice with feedback and coaching. We expect campers to develop competence and confidence. Following the instructional time, campers will be provided with “exploration” time in which campers individually or in groups can pursue self-directed activities for fun and satisfaction.

Interspersed throughout the day and week, campers will engage in field trips, theme activities, and on-site programs in which campers will make friends with fellow campers and staff, build camaraderie and team work, grow in self-reliance, and enjoy the summer camp fun of songs, play, and fellowship.

SWIMMING

Swimming will be provided for **45 minutes each day** to all campers at the Bowman Gray Indoor Pool. Free swim will be supervised and campers will be allowed to choose from activities such as swimming laps, playing Marco Polo, diving for rings, and other self-initiated water games.

Each camper will take a swim test the first time he/she visits the pool. This swim test will be administered with assistance of lifeguards from EXSS each Monday during the camp season. The two-part test will require that campers demonstrate their ability to swim to their counselor (who will be standing in the middle of the pool) and back to the wall of the pool. In addition, campers will be required to demonstrate their ability to float either on their stomach or back.

All parents will be notified of the results of their child's swim test no later than Monday at pick-up.

Children who **do not** pass the swim test will not be allowed in the pool without a U. S. Coast Guard-approved life vest.

For campers who do not pass the swim test, parents will have a couple of options:

- * Parents may provide a U. S. Coast Guard-approved life vest; or
- * Parents may elect to have their child participate in an alternate activity (i.e., a different water activity outside of the pool that doesn't require swimming, arts & crafts, etc.)

Life vests will be available (on a first-come first-served basis) at camp daily.

Campers who do not pass the test will be allowed to retest each week. Campers who pass the swim test are cleared to swim for the entire summer, and will not be required to retest.

QUIET TIME

Quiet Time is included every day to provide the campers with a change of pace, a chance to make friends, and to rest before the afternoon activities. During quiet time campers can participate in quiet reading, board games (for example, UNO, Monopoly, Sorry, BrainQuest), writing post cards from camp, keeping a camp journal or scrapbook, or storytelling by counselors and visitors.

GROUP ACTIVITIES

Group Activities will be planned to provide variety and additional opportunities for fun and learning. Activities planned for this year may include movies, on-site activities such as visits from the Chapel Hill Police, or field trips to places such as the Ackland Art Museum, Arboretum or the Morehead Planetarium.

REGISTRATION AND PAYMENT POLICIES

2008 TUITION PAYMENT INSTRUCTIONS

This year's tuition has been calculated based on the number of scheduled activity days per session. (The number of days in each session varies due to the Independence Day holiday.) Full tuition is required for each session attended, regardless of the actual number of days during the session that an individual camper attends.

It is critical that payments are made by the listed deadlines.

Your tuition payment confirms your camper's place in a session. Therefore, if your payment is not received when due, your camper's registration will be canceled.

Requests for exceptions to this cancellation policy may be considered only in extenuating circumstances.

REFUND POLICY

Application Fees and Security Deposits are not refundable. Tuition is refundable **ONLY** in exceptional circumstances. Requests for refunds should be made in writing to: Aimee Krans, Work/Life Manager (aimee_krans@unc.edu)

2008 Program Fees & Tuition Payment Schedule

Carolina Kids Camp is self-supporting, with tuition and fees used for the costs of equipment and supplies, facilities, field trips, summer staff wages, camper snacks, and annual Carolina Kids Camp T-shirt.

Application Fee: \$ 25.00 per child (**Not refundable**)
Security Deposit: \$50.00 per child, per week (applied to the tuition for that session)

Week	Dates	Total Tuition	After Deposit	Due Date
1	June 16 – 20	\$125	\$75	May 9
2	June 23 - 27	\$125	\$75	May 9
3	June 30 – July 4	\$100	\$50	May 23
4	July 7 – 11	\$125	\$75	May 23
5	July 14 – 18	\$125	\$75	June 6
6	July 21 – 25	\$125	\$75	June 6
7	July 28 – August 1	\$125	\$75	June 20
8	August 4 – 8	\$125	\$75	June 20

**Tuition Deadlines
coincide with university bi-weekly payday!**

PAYMENT OPTIONS

By Check:

Make Payable to UNC-Chapel Hill.

Print the full name(s) of your camper(s) on the check, and mail* or deliver to:

UNC- Chapel Hill
Carolina Kids Camp
Employee Services, Room #1518
104 Airport Drive, CB #1045
Chapel Hill, NC 27599-1045

There will be a \$25 fee assessed for any returned checks

**The Employee Services Department will not be responsible for delayed, misdirected, or damaged materials sent through US Mail or campus mail.*

By Cash:

Hand Deliver directly to Employee Services at the address above.

Please make every effort to bring EXACT change.

CASH SHOULD NOT BE MAILED UNDER ANY CIRCUMSTANCES.

By VISA or MASTERCARD:

In person at the address above or by calling 962- 6008 or 962-8830 with your credit card information.

***please keep in mind that we experience a very high volume of phone calls on payment deadline days and we do our best to respond to all of them in a timely fashion.**

TAX INFORMATION

At the end of the camp season we will send all camp families a final receipt of all charges and payments. We encourage you to retain this receipt for tax purposes or for dependent care spending account (NCFLEX) reimbursement claims. The Federal ID number for Carolina Kids Camp is 56-6001393. (This is the same as the University's Federal Tax ID.)

SCHOLARSHIPS

This year the Chancellor's Child Care Advisory Committee has contributed a limited amount of funds available only for assisting eligible University employees and students with the tuition cost of Carolina Kids Camp. *Please note: UNC HealthCare and General Alumni Association employees are not eligible for this program at this time.*

WAITING LIST POLICY

For the 2008 camp season we will not be maintaining a wait list

DROP-OFF/PICK-UP POLICIES

Very Important Information—Please Read Carefully!

To ensure that all campers are properly cared for during arrival and departure times, it is important that all parents fully understand the drop-off/pick-up guidelines.

- ◆ Each family is responsible for their camper's transportation to and from camp.

Campers may be dropped off at camp no earlier than 7:30 a.m. and should arrive no later than 8:30 a.m. all campers must be picked up no later than 5:30 p.m. Picking up your child promptly by 5:30 p.m. avoids overtime work for staff.

- ◆ If parents / guardians have not made arrangements with the CKC Co-Directors in advance, beginning at 5:31 p.m., parents will be assessed a late fee of \$1 for every minute that the parent / guardian or parent designee is late.
 - ◆ Late fee payments are expected the next day that your child attends camp.
- ◆ Parents, or other designated individuals approved in advance, must sign their children in and out on the roster form each day. Any special arrangements for routine pick-up or drop-off must be discussed in advance with the Camp Co-Directors.
- ◆ In order to ensure the safety of our campers during drop-off/pick-up, Carolina Kids Camp will provide all CKC parents with parent identification tags to place in the lower corner of their windshields (or to carry on their person at pick-up).
 - ◆ Each family will receive three tags to be distributed at the parent's discretion.
 - ◆ Children will not be released to an adult who does not have an I.D. tag.
 - ◆ If the parent or regular designated pick-up person forgets the tag, then CKC counselors will ask for identification and cross-check camper files.
 - ◆ When the parent or legal guardian does not pick up the child, the designated person must have the I.D. tag in order to pick up the child.
 - ◆ The I.D. functions **in addition** to existing pick-up policies and procedures.
 - ◆ If, on any occasion, someone other than the individuals specified on the drop-off/pick-up form must pick up your child, or if you are planning to pick your child up earlier than 4:30, **you must send a written note with your child that must include the following:** (see page 10 for an example form)
 - ◆ date of release for pick-up
 - ◆ time of release for pick-up
 - ◆ full name of approved adult making the pick-up
 - ◆ parent's signature
 - ◆ phone numbers to be used to contact parent for confirmation as needed
- ◆ Please call the camp staff as soon as possible if something unexpected comes up that causes you not to follow your usual drop-off or pick-up schedule on a particular day.

- ◆ Giving CKC advance notice of your need to pick up your child will enable camp staff to have your child waiting for you, eliminating the need for you to find a parking place.
- ◆ Parents who need to park in order to pick up a child during camp hours or to meet with camp staff may use either the metered parking behind the Student Union or the metered parking on South Road (see map).
- ◆ As campers arrive or wait to be picked up, they may be involved in games and activities to pass the time, such as camp songs, cat's cradle, sidewalk art, jump rope, jacks, or hopscotch, or they may otherwise socialize with their peers.

Important Note:

During the 2008 Carolina Kids Camp season, there will be construction in and around Woollen and Fetzer Gymnasiums.

We will do our best to keep parents informed about construction that will affect CKC.

**DROP-OFF & PICK-UP are in front of Woollen Gym by the
Intersection of Raleigh Rd. & South Rd.**

PERMISSION FOR PICK-UP

Instructions to Parents/Guardians: This form is designed to guide you in preparing written permission notes for times when a camper needs to be picked up earlier than 4:30 p.m. and/or be released by camp staff to an adult who does not usually pick up a camper. Please feel free to use the copies provided on the following pages or to photocopy this form as needed. Handwritten notes that contain all the information below will be accepted as well. Thank you!

My child, _____, will be picked up from
(Camper's full name)

Carolina Kids Camp on _____ at _____
(Release date) (Release time)

By _____.
(Full name of approved adult)

To confirm this arrangement, if needed, please contact me at

(Phone number with area code)

Additional Notes:

Parent Signature

Date

INFORMATION TO REVIEW WITH YOUR CAMPER

CAMPER ORIENTATION

On the first morning of each camp session, all campers will be given an orientation to camp by their group counselors. In addition, daily plans will be given each morning. The orientation information will include:

- Camp Rules of Conduct (Use Your B-R-A-I-N):
 - Be safe
 - Respect others and their property
 - Always listen to your counselor's instructions
 - Inform your counselor if you are ill or injured
 - Never leave your group without speaking with your counselor first

- In case of fire, lightning, or other emergencies, your counselor will give you instructions. Stay calm and quiet, and follow your counselor to safety.

- If you get lost sit down where you are – the counselors will find you.

- Always report if another camper is missing or hurt.

- Follow the rules and the buddy system at the campus pool (this will be explained in detail by the counselors).

- Check with your counselor before leaving at the end of the day. Your counselor must okay the person picking you up.

CAROLINA KIDS REMEMBER TO....

- √ Be responsible for your belongings.
- √ Be on time for all scheduled activities.
- √ Always tell a counselor when you check in or out (e.g., to the bathroom, for a drink).
- √ Always have a buddy.
- √ Confine eating to lunch and snack times.
- √ Always be courteous and cooperative.
- √ Wear shoes at all times.
- √ Play safely and practice good sportsmanship.
- √ Always stay with your group and counselor.
- √ Be quiet during quiet time. Use this time to rest and relax.
- √ Take all rules for all activities seriously.
- √ Report any injuries to your counselor immediately.
- √ Make an effort to know your fellow campers and the counselors.
- √ Report anything wrong (such as a broken toilet, burnt-out light) to your counselors.
- √ Leave all money and other valuables (e.g. video games, playing cards, walkie talkies) at home.
- √ HAVE FUN!!!

CAMPER GEAR CHECK LIST

Your child must have the items marked by an asterisk (*) every day

- √ * **Bring lunch each day except Fridays.** On Fridays, we will provide a meal. Food and drink needing refrigeration should be packed in a small cooler and labeled with the child's name. No carbonated beverages or glass bottles, please.
CKC will provide morning and afternoon snacks.
CKC **does not** have the capability to refrigerate or microwave camper lunches.
- √ * **Water bottle**
- √ * **Towel and swim gear** (goggles are suggested as the chlorine in the pool is strong)
- √ * **Appropriate shoes** Closed-toe, rubber-soled - labeled. No sandals, flip-flops, or loose support shoes.
- √ * **Knapsack or bookbag** to carry items.
- √ **Sun block** or sun screen lotion - labeled.
- √ **Seasonally appropriate clothing** each day - labeled.
- √ **Rain gear** if needed - labeled.
- √ **Hat** for sun protection - labeled.
- √ **Extra T-shirt and shorts:** Younger campers should bring spares (in case of accidents) - labeled.

A lost and found station will be available. Counselors will inform campers and parents if there are any needed items not mentioned above.

POLICIES & PROCEDURES

ATTENDANCE POLICY

- A. For the protection of all campers and staff, your camper should be kept at home if he or she shows any of the following symptoms:
 - 1. A temperature of 100 degrees or higher.
 - 2. Vomiting or diarrhea (loose and frequent stools).
 - 3. An unexplained rash.
 - 4. Discharge from eyes or ears.

- B. If your camper is sent home with a fever over 100 degrees or with conjunctivitis, he/she may not return to camp for 24 hours except with permission from the Camp Director.

- C. Parents should exercise every caution and keep their camper home if other unusual symptoms occur.

- D. If a camper has been exposed to a contagious disease please report this to the Camp Director. Strep throat, impetigo, viral infections, infected ears, and/or glands, measles, mumps, chicken pox, lice, scarlet fever, and conjunctivitis are among those conditions categorized as "highly contagious." Should your camper contract chicken pox, we require a one-week absence and return to camp only after all lesions are dry and crusted.

- E. Emergency medical attention for campers will be sought from UNC Hospitals or the UNC Family Practice Center (24-hour phone number 966-4131).

MEDICINES

- A. Parents must fill out a Medicine Administration Consent Form obtained through the Department of Employee Services. Medicine must be in its original container and must show the name of the camper, prescription name and number, parent name and phone number, doctor name, and number of times each day that the medicine is to be administered.

- B. Give prescription or other medicine with the Medicine Administration Consent Form for your camper, together with a ziplock bag, to the counselor in charge of your camper's group. The ziplock bag with the medicine and form will be placed in the refrigerator or medicine cabinet at the Camp.

CAMPUS POOL REGULATION AND RULES

SWIMMING ATTIRE

1. No gym shorts, tennis shorts, running shorts or cut-off pants are allowed in the pool.
2. Personal swim suits may be worn.
3. Bathing caps are not required.
4. Goggles will not be provided. Please provide for your child if his or her eyes are particularly sensitive to chlorine.

HYGIENE AND SAFETY

1. Please remove Band-Aids before entering the pool.
2. All swimmers must shower before entering the pool.
3. No shoes allowed on the pool deck.
4. No food, drink or glass of any kind allowed on the pool deck.

RULES OF CONDUCT

1. No swimming unless a lifeguard is present.
2. Running on pool deck, pushing, horseplay are prohibited.
3. Diving in shallow pool is prohibited.
4. Sitting and/or hanging on lane lines are prohibited.
5. Please do not talk unnecessarily to the guards; their attention needs to be kept on their job.
6. Diving or playing near the drain is prohibited.

BUDDY SYSTEM

1. Campers will have a swimming buddy from within their camper group.
2. A buddy check will be called every 15 minutes. All campers are to remain silent and attentive to the counselor in charge until given the go-ahead to continue swimming. During buddy checks, campers in or out of the water are to grasp and raise hands with their buddy while the counselors account for all campers.
3. If one buddy wishes to leave the pool area (e.g., to use the rest rooms), both must leave and must ask a free counselor to accompany them.
4. At all times while in the pool area, campers will be supervised by the trained lifeguards on duty; this is In addition to the Carolina Kids Camp staff.
5. Campers will not be allowed to leave the pool area without a member of the Carolina Kids Camp Staff.