



Explore
Summer Camps

Continuing Education

Parent Handbook

Building 77, Room 149

11000 University Parkway

Pensacola, FL 32514

850-473-7468
explorecamps@uwf.edu

Welcome

Welcome to UWF Explore Summer Camps. We are excited you are joining us for an awesome summer. The following pages will cover all the information you need to know for camp. Specific information such as class room numbers and items needed for individual camps will be sent with your welcome letter the Wednesday before camp begins.

Contact Information

Student Support Center

Please call this number for payments, registration, and to let us know if someone else will be picking up your child.

Phone: 850-473-7468

Email: explorecamps@uwf.edu

Valerie Taylor

Director, Explore Summer Camps

Phone: 850-474-3221

Megan Crawford

Program Coordinator, Explore Summer Camps

Phone: 850-474-2888

Program Hours and Locations

Check-In

Check in times are the 15 minutes prior to the camp start time listed on the website. If you need to drop your child off earlier than that, Morning Extended Care is available. You must walk your child to the check in location.

Check-In Times

- Check in time for camps that start at 9:00 is 8:45-9:00.
- Check in time for camps that start at 8:30 is 8:15-8:30.

Check-Out

You are required to come into the camp's classroom and present your ID to check your child out. If someone else will be picking up your child, please inform the instructor or our student support center. Afternoon Extended Care is available until 5:30pm for camps located on UWF Main Campus.

Check-Out Times

- Check out time for camps that end at 3:00 is 3:00-3:15.
- Check out time for camps that end at 12:30 is 12:30-12:45.

Check-in and Check-Out Information for Marine Science Camp at Gulf Breeze Elementary

Parents will participate in a car line up for drop off and pick up. Each child's parent or guardian will be given a car tag to place on the dashboard. This will indicate to our instructors who you are picking up. This name card will be distributed during the first day of your Marine Camp session.

Locations and Driving Directions

Camp locations are provided in the welcome letter sent out the Wednesday before camp. Driving directions will also be provided.

Extended Hours

Our extended hours involve an additional fee and are only for camps on the UWF Pensacola Main Campus.

Early Morning Drop-off

This option is available each morning from 7:30 AM-8:45 AM only for full day summer camps located on UWF's main campus

- Weekly rate for this option is \$20.00
- Daily rate for this option is \$4.00
- The early morning drop-off location will be emailed to parents the Friday before camp.

Afternoon Extended Camp Care

This option is available each afternoon from 3:15pm-5:30pm for full day summer camps located on UWF's main campus and from 12:30pm-5:30pm for Kindergarten camps located on UWF's main campus.

- The weekly rate for full day camps is \$40.00. The weekly rate for Kindergarten is \$80.00
- Daily rate for Afternoon Extended Care is \$8.00. Daily rate for Kindergarten is \$16.00
- The afternoon pick-up location will be emailed to parents the Friday before camp.

You will find a schedule of Afternoon Extended Care activities at the check-in table of the camp your child attends.

Late Policy Fee

If you have not picked your child up by 5:30 PM, you will be charged an additional fee of \$8 upon arrival. Please feel free to contact us with information if you are running late. We understand that situations do arise, and we will work with you as much as possible.

Eating and Breaks

Lunch

Your child must bring a bagged lunch from home if your summer camp is a full-day camp. Please *do not* include foods that need to be cooked or refrigerated. There will not be a microwave, oven, or refrigerator available. Also, please make sure his or her name is clearly printed on the lunch bag/box. Mix ups can happen between lunch bags or lunch boxes that look alike.

Snacks

Camps will have one snack break each day. Please bring snacks from home.

— What to Wear

Identification

An identification lanyard will be given to your child to wear around his or her neck every day. This must be worn visibly at all times. At the end of each day, your child's lanyard will be left in the classroom.

Younger students may receive an adhesive name badge instead of a lanyard.

Shoes

If attending any of our science camps or if your summer camp will have "outside time", comfortable, closed-toe shoes should be worn.

Clothes

Summer time does get hot, so wear light weight clothes. Clothing advertising alcohol or tobacco or clothing with inappropriate language or graphics is prohibited.

Outside Programs

Please pack sunscreen, water and bug spray with your child's *name clearly labeled* on the bottle.

Rules

Instructors will review these rules with participants on the first day of program. Instructors may add information as they see fit for their program (e.g. safety rules for conducting lab experiments). Each summer program will provide boundaries to ensure that everyone has a great summer. We want everyone to have a fun time and explore all the exciting activities through UWF's Explore Summer Camps. Instructors and assistants will also be provided a copy of Explore Summer Camps Anti-Bullying Policy.

1. MOST IMPORTANT RULE: Stay with your instructor and group at ALL times.
2. Be respectful of your program peers and instructors.
3. If you get hurt, tell your instructor right away.
4. Please do not bring toys or games from home.

If the rules are broken, it means that someone else is not having a good time. To make sure that everyone is having a great time, we will enforce the rules in the following order**:

1. Instructor(s) will give the participant a verbal warning and try to offer a way to make a peaceful solution.
2. Instructor(s) will remove the participant from the current activity, but located in view of the instructor or assistant, in an effort to allow a cool-down and think-through time. An appropriate amount of time a participant should sit out is 1 minute per age of child. For example if the child is 12 years old, they should be removed from the activity for 12 minutes.
3. If the situation still exists upon returning to the current activity, you will need to call the lead assistant to remove the child for the remainder of the day.
4. If the disruptive behavior continues the following day, contact Valerie Taylor immediately. A behavior modification plan will be implemented.
5. As a last resort, if the behavior modification plan fails, the child's parents will be contacted and the child will not be allowed to finish the program.

***If behavior is a physical altercation, the instructor should begin with step 2.*

We will take every measure to preserve a fun and safe atmosphere this summer.

UWF Explore Summer Camps Policy against Bullying

Purpose

The University of West Florida Explore Summer Camps believe that all camp participants, instructors, and assistants have a right to a safe and healthy summer camp environment. All members of the Explore Summer Camps community have an obligation to promote mutual respect, tolerance and acceptance. Participants have a right to learn and have fun in an environment free of any harassment.

Definition

Bullying is a form of bias-based harassment/intimidation that includes intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating camp environment.

The behaviors include but are not limited to:

- Physical: physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying)
- Verbal: taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, and spreading rumors
- Written: Hand or electronically written material containing comments or stereotypes that are transmitted via internet, social messaging sites, blogs, instant messaging, text messages, and cell phone. This would also include forwarding such messages if received. This generally constitutes cyberbullying.

Reporting Procedures

- The targeted camp participant, parent/guardian of a participant or other participants in the camp (bystanders), or any camp staff who believe that bullying has occurred should report the incident to the camp director.
- The camp director needs to conduct an investigation by interviewing all parties separately.
- The parents of all involved camp participants should be notified.
- If it is determined that bullying has occurred, the child who bullied is to be subject to consequences per the camp's behavioral management plan.
- The camp director must follow up to see that the offending conduct has stopped.
- All camp participants involved in a bullying situation should be notified that retaliation against anyone who makes a report will not be tolerated.

Refund and Cancellation Policy Details

1. Cancellations and refunds are subject to a \$10 non-refundable fee.
2. Requests for refunds must be submitted prior to a program's start date. Refund appeals must be submitted **within 7 calendar days** after a program begins. Requests made after that date will not be considered.
3. If a program is canceled due to Mother Nature (i.e. University is closed due to hurricane or other natural disasters), a full refund of the tuition will be awarded to the account holder.

If cancellation occurs...	Tuition Refund
7 or more calendar days before a program is scheduled to start (includes the weekend)	100% <i>(less the \$10 registration fee)</i>
1 to 6 calendar days before a program is scheduled to start (includes the weekend)	100% <i>(less the \$10 registration fee and \$15 supply fee)</i>
During a program because the camper becomes ill or death in the family	Pro-rated for days not attended due to illness
Due to a no-show on the day the program is scheduled to start	0%

Payment options

Payments are due the Tuesday prior to your camp. A reminder email will be sent to everyone with a camp balance the week before camp.

Your child's summer program instructor will not be able to accept payment under any circumstances. For your convenience, we have set up three different payment options.

Option 1. In person payments may be made in Building 77, Room 149, from 8:00 AM to 5:00 PM, Monday through Friday.

Option 2. Telephone payments may be made from 8:00 AM to 5:00 PM, Monday through Friday. Please call 850-473-7468.

Option 3. On-line payments may be made through your account by going to <https://campself.active.com/UWFContinuingEducation>

You will need your username (email address) and password to access your account.