Camp Survival Guide

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OUR GOAL

Our goal is to provide the highest quality day camp for Pensacola area children. We strive to provide developmentally appropriate activities to promote life-long learning of skills. The skills are experienced in recreation and outdoor settings to encourage each child to explore fun and diverse activities.
REGISTRATION MATERIAL

☐ Registration Form (complete online at uwf.edu/argokids)

☐ Individual Participant Release (complete and return)

☐ Camper Code of Conduct (Please read this with your child, sign and return)

☐ Pay the deposit for each week you are registering your child for. Deposits are not refundable or transferable. Your child’s spot is not secure until you have paid the deposit.

☐ Pay the remaining balance for each week by the Monday before the session.
Campers should come to Argo Adventure Kids Camp dressed for a full day of activity. We recommend outdoor activity clothes and athletic shoes (No sport-sandals or open toed shoes). Please survey what your child brings to camp in the morning to avoid lost items.

**CLOTHING AND SHOES**

Campers will have the opportunity to use the UWF Aquatic Center almost every day! Therefore, make sure your camper(s) pack a swimsuit and towel (labeled with their name) each day in case he/she gets to enjoy the pool or another water activity.

**SWIMMING GEAR**

Water is a vital component when physically active, especially in the Florida climate. Parents, please be sure to provide your camper(s) with a water bottle/squeeze bottle each day, labeled with your child’s name.

**WATER BOTTLE**

Outdoor activities are a major component to the Argo Adventure Kids Camp experience. Make sure your camper(s) has adequate protection from the sun! We recommend applying sunblock on your child prior to arrival. Sending additional sunblock with your camper(s) is also highly advised.

**SUNBLOCK**

A backpack, gym bag, or book bag is recommended for your child’s belongings. Please label all of your camper’s items with his or her name.

**BACKPACK/GYM BAG**

We request that campers leave all items of sentimental or monetary value at home (i.e., collector cards, hand held video games, sports equipment, money, etc.). Phones and other electronic devices are prohibited during camp activities. Inappropriate items brought to Argo Adventure Kids Camp will be confiscated, locked in the camp recreation office until check-out, and requested not to be brought back.

**VALUABLES**

If necessary, the summer 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.

**ADDITIONAL INFORMATION**

- Campers should bring these items every day!
Activities will vary each session based on available facilities and weather. A weekly schedule will be posted at www.uwf.edu/argokids by the Friday before each session begins. Each day an enrichment activity will be provided as well as many team-building activities. Throughout the week, Argo Adventure Kids Camp will offer specialty activities based on specific age groups and the weekly theme. Campers will enjoy opportunities to canoe, swim, explore nature trails, and participate in specialty activities. Argo Adventure Kids Camp’s main goal is to provide a supportive and enjoyable environment where learning and fun can go hand in hand. Specific sport instruction is not a goal of the camp.
ARRIVAL & DEPARTURE

ARRIVING AT CAMP
Check-In Procedures
Check-in will take place at the HLS Facility Lobby (bldg 72). Check-in will be from 7:30 am - 8:50 am. You must escort your child(ren) into the Lobby and sign them in. Please put the parking pass in your front dashboard while checking in your child(ren).

Staff is not available until 7:30; be advised that we cannot be responsible for your child until this time.

LATE ARRIVALS
ALL late arrivals (after 8:50 am) are handled at the Recreation and Sports Services Office, located in Bldg 72. Upon arrival, parent/child should check in with the administrative office assistant and sign in on the clipboard located at the reception desk.

DEPARTING FROM CAMP
EARLY DEPARTURES
Advanced notice must be given to the Camp Director(s) by the latest at check-in the day of in order to accommodate an early departure. Early departures include campers who must leave before 4:30 p.m. ALL early departures are handled at the Recreation and Sports Services Office, located in bldg. 72 (see map). Advanced notice is necessary due to the time it takes to prepare the campers for checkout in the middle of daily activities.

Everyone who is approved to pick-up the camper will be required to sign him/her out in the Recreation and Sports Services Office and present a government issued ID at the time of pickup.

CHECK-OUT PROCEDURES
Check-out will be conducted from 4:30 - 5:30 pm. Checkout will take place at the HLS Facility Lobby (bldg 72).

The main contact for each participant is responsible for adding people to the approved pick-up list. Everyone who is approved to pick-up the camper will be required to sign him/her out in the HLS Facility Lobby and present a government issued ID at the time of pickup.

CHECK-OUT PROCEDURES
Campers should be checked out by 5:30 pm. If a camper is not picked up by this time, a late fee of $5.00 for the first 15 minutes will be charged. After the first 15 minutes, the late fee will be $1.00 for every minute there after.
Your child’s day will begin and end at the Recreation and Sports Services Center (bldg. 72). Activities will take place at various indoor and outdoor locations on campus. Regularly scheduled swimming will be held at the University Aquatics Center located on campus. The rock climbing wall will also be utilized- located in the HLS Facility (bldg. 72).
PAYMENT INFORMATION

DEPOSITS
Parents will initially pay the deposit for each week that your child is registered for. Be sure that you are certain of the dates you want your child to attend camp. After paying the deposit, your child will have a secured spot for that week of camp. DEPOSITS ARE NOT REFUNDABLE OR TRANSFERABLE. The remaining balance must be paid by the Monday before the session begins. If payment is not received by that Monday, the waitlist will have the opportunity to have the spot. Payment Example: if you register your child for weeks 2, 4, and 6, a deposit for weeks 2, 4 and 6 is due at the time of registration. The remaining balance for weeks 2, 4, and 6 will be due on the Monday before each respective session. If payment is not received by that Monday, the waitlist will have the opportunity to pay for the spot. The open spots will be first come, first served. If you are registering and/or paying for a camper after the late fee date, there will be a late fee of $10 per child assessed.

WAITLIST
AAKC will accept 100 campers each week. When 100 deposits have been collected, the additional children wishing to attend that session will be placed on a waitlist. The parents who have paid the deposit have until the Monday before the session begins in order to pay their remaining balance for that week. On Tuesday before the session begins, any unpaid spots will be opened up to the waitlist and be available on a first come first serve basis. Example: 5 spots have not been paid in full by the Monday before the session begins. The waitlist will be notified and the first 5 campers to pay the deposit and the remaining balance will be awarded the spot.

LATE PAYMENT FEES
If a camper wishes to participate in a week that was not paid for in full by 11:59 pm on the Thursday prior to that week, a $10 late fee per child will be added onto that week’s total.

PAYMENT METHODS
Camp fees can be paid in person by cash, check, or with credit card. Checks should be made payable to the University of West Florida. Visit uwf.edu/argokids for online payment instructions.

PAYMENT DEADLINES

<table>
<thead>
<tr>
<th>SESSION/CAMP WEEK</th>
<th>PAYMENT DUE DATE</th>
<th>LATE FEE DATE ($10 LATE FEE IS APPLIED ON THE DATE BELOW)</th>
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<tbody>
<tr>
<td>Week 1: May 29 - June 1</td>
<td>May 21st by 11:59pm</td>
<td>May 25th</td>
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<tr>
<td>Week 2: June 4 - 8</td>
<td>May 28th by 11:59pm</td>
<td>June 1st</td>
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<tr>
<td>Week 3: June 11 - 15</td>
<td>June 4th by 11:59pm</td>
<td>June 8th</td>
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<tr>
<td>Week 4: June 18 - 22</td>
<td>June 11th by 11:59pm</td>
<td>June 15th</td>
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<tr>
<td>Week 5: June 25 - 29</td>
<td>June 18th by 11:59pm</td>
<td>June 22nd</td>
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<tr>
<td>Week 7: July 9 - 13</td>
<td>July 2nd by 11:59pm</td>
<td>July 6th</td>
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<tr>
<td>Week 8: July 16 - 20</td>
<td>July 9th by 11:59pm</td>
<td>July 13th</td>
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<tr>
<td>Week 9: July 23 - 27</td>
<td>July 16th by 11:59pm</td>
<td>July 20th</td>
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<tr>
<td>Week 10: July 30 - August 3</td>
<td>July 23rd by 11:59pm</td>
<td>July 27th</td>
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**CAMPER NEEDS**

**FOOD**

**LUNCH**
Lunch begins around 12:00 pm each day. Campers who opted out of the provided lunch should bring their lunches in small coolers (recommended), lunch boxes, or lunch bags. Campers will not have access to a microwave or refrigerator. When packing a camper’s lunch please label with his/her name on the cooler/bag.

Campers that are receiving lunch supplied by the University will have lunch around 12:15pm in the Nautilus Market on UWF’s main campus. This will be a buffet style lunch. In case of rain days, a boxed lunch will be provided and participants will not walk over to the Nautilus Market.

Please help us in making sure your child has the energy needed to enjoy camp by making sure they eat a good breakfast and have a substantial lunch packed.

**SNACKS**
A small snack such as fruit chews, cookies, chewy granola bars, or pretzels are provided mid-morning and mid-afternoon. Vending machines are not available to participants during Recreation and Sports Services Summer Camps. We request that you refrain from sending money to camp with your child.

**ILLNESS**

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 remove your camper(s) from the program for the day. We ask for your discretion on bringing your camper(s) to camp if he/she is ill.

**MEDICATION**

If medication of any type (over the counter or prescription) is required, it must be administered by the Recreation and Sports Services Summer Camp Staff. An “Individual Participant Release” must be completed by the parent/guardian. Medical information will be listed on this form and must be returned to the Summer Camp Staff by the first day of the camp session. All medication must be in its original container.

**ACCIDENTS & EMERGENCIES**

In the case of an emergency or accident involving your child, you will be notified following notification of the appropriate emergency personnel. All members of the camp staff are certified in Adult & Child CPR, AED, and First Aid and have also been trained in emergency procedures at all locations.
Argo Adventure Kids Camp understands that there will be times when every camper has a difficult day. First and foremost, the camp staff desires to resolve any issues and conflicts between and among campers and keeps all campers involved in all activities.

On occasion, it may be necessary to give the camper a chance to re-group away from the activity area and other campers. Should a camper still have difficulty in a situation, a parent or guardian will be notified by way of an incident report sent home with the camper and/or a phone call.

Should the conflicting behavior persist, escalate, or show a level of severity, a parent or guardian will be contacted immediately and the incident(s) may result in suspension from the program. In some repeat situations, expulsion of a camper from Argo Adventure Kids Camp may result.

Argo Adventure Kids Camp is not a child care facility and does not have the staff for one-to-one supervision. Therefore, if there is a behavior incident that requires removal from the day’s activities and a parent or guardian is not available, an emergency contact will be asked to come pick up the camper.
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