

ARGO ADVENTURE KIDS CAMP



GUIDE BOOK



UNIVERSITY *of* WEST FLORIDA

argokids@uwf.edu | 850.474.2539 | uwf.edu/argokids

TABLE OF CONTENTS

<u>Goal Statement</u>	3
<u>Registration Checklist</u>	4
<u>Camper Gear</u>	5
<u>Activities and Facilities</u>	6
<u>Arrival and Departure</u>	7
<u>Payment Information</u>	8,9
<u>Camper Needs</u>	10
<u>Discipline</u>	11
<u>Contact information</u>	12
<u>Important Locations and Campus Map</u>	13

OUR GOAL

UWF Recreation strives to provide the highest quality day camp for children in the Pensacola area. Argo Adventure Kids Camp delivers developmentally appropriate activities to promote lifelong learning. We encourage each child to explore fun and diverse activities through the outdoors and recreation.

REGISTRATION CHECKLIST

*Items that must be completed
to register successfully:*

Registration Form 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 which your child
is registered (Deposits are nonrefundable
or nontransferable)

Pay the remaining balance for each week registered by
the Monday before the session begins

CAMPER GEAR

Campers should bring these items every day! Please make sure all items are labeled with your camper's name to avoid loss.

CLOTHING AND SHOES

Campers should come dressed for a full day of activities. We recommend outdoor activity clothes, swimming gear and athletic shoes (no sport sandals or open-toed shoes).

SWIMMING GEAR

Campers will have the opportunity to use the UWF Aquatic Center almost every day. Please pack a swimsuit and towel.

WATER BOTTLE

Water is a vital component when physically active, especially in the Florida climate. Please be sure to provide your camper with a water bottle/squeeze bottle each day.

SUNBLOCK

Outdoor activities are a major component to the Argo Adventure Kids Camp experience. Make sure your camper has adequate protection from the sun. We recommend applying sunblock on your child before arrival. Please send additional sunblock with your camper for use throughout the day.

BACKPACK/GYM BAG

A backpack, gym bag or book bag is recommended for your child's belongings. Please survey what your child brings to camp in the morning to avoid lost items.

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.). Phones and other electronic devices are prohibited during camp activities. Inappropriate items brought to camp will be confiscated, locked in the Recreation office until checkout and requested not to be brought back.

ADDITIONAL INFORMATION

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. A parent will be notified before or after the search, depending on the situation.

ACTIVITIES AND FACILITIES

ACTIVITIES

A weekly schedule of activities will be posted at uwf.edu/argokids the Friday before each new session.

Each week, Argo Adventure Kids Camp offers unique activities based on each age group and the weekly theme.

Campers have the opportunity to canoe, swim, explore nature trails and participate in that week's designated special activity.

FACILITIES

Your camper's day will begin and end at the Health, Leisure and Sports Facility, Building 72. Activities will take place at various indoor and outdoor locations on campus, including the Aquatics Center and the HLS Facility's indoor rock climbing wall.

ARRIVAL AND DEPARTURE

ARRIVING TO CAMP

CHECK-IN PROCEDURES

Check-in will take place at the Health, Leisure and Sports Facility lobby, Building 72, from 7:30 a.m.-8:50 a.m. Each child should be escorted into the lobby and signed in. Each vehicle should be registered with UWF Parking Services prior to arriving to camp.

[Register your vehicle online.](#)

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

LATE ARRIVALS

All late arrivals (after 8:50 a.m.) should check in with the administrative office assistant in the Recreation Office in Building 72.

PARKING ON CAMPUS

You must register each vehicle that will be used for drop-off or pick-up with Parking Services. Please [register your vehicle online](#) before coming to camp.

DEPARTING FROM CAMP

EARLY DEPARTURES

Advance notice must be given to the camp director(s) to accommodate an early departure. Early departures include campers who must leave before 4:30 p.m. All early departures are handled in the Recreation Office. Advance notice is necessary because of the time it takes to prepare the campers for checkout during activities.

CHECKOUT PROCEDURES

Checkout will be conducted from 4:30-5:30 p.m. Checkout will take place at the HLS Facility lobby. The main contact for each camper is responsible for adding people to the approved pickup list. Parents/guardians approved to pick up the camper will be required to sign the camper out in the HLS Facility lobby and present a government-issued ID.

Campers should be checked out by 5:30 p.m. If a camper is not picked up by this time, a late fee of \$5 for the first 15 minutes will be charged. After the first 15 minutes, the late fee will be \$1 for every minute thereafter.

PAYMENT INFORMATION

PAYMENT METHODS

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

DEPOSITS

Deposits are used to secure your camper's spot for specific week's of camp. After paying the deposit, your child will have a secured spot for the designated week. **DEPOSITS ARE NONREFUNDABLE AND NONTRANSFERABLE.** The remaining balance must be paid by the Monday before the session begins. If payment is not received by that Monday, campers on the waitlist will receive the spot.

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.

LATE PAYMENT FEES

If a camper wishes to participate in a week that was not paid for in full by 11:59 p.m. on the Thursday before that week, a \$10 late fee per child will be added to that week's total.

WAITLIST

Argo Adventure Kids Camp 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. 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: Five spots have not been paid in full by the Monday before the session begins. The waitlist will be notified, and the first five campers to pay the full registration rate will be awarded the spot.

PAYMENT INFORMATION

PAYMENT DEADLINES

SESSION/CAMP WEEK	PAYMENT DUE (by 11:59 p.m.)	LATE FEE DATE (\$10 late fee applied)
Week 1: May 26-29	May 18	May 22
Week 2: June 1-5	May 25	May 29
Week 3: June 8-12	June 1	June 5
Week 4: June 15-19	June 8	June 12
Week 5: June 22-26	June 15	June 19
Week 7: July 6-10	June 29	July 3
Week 8: July 13-17	July 6	July 10
Week 9: July 20-24	July 13	July 17
Week 10: July 27-31	July 20	July 24

REFUND/TRANSFER POLICY

A \$20 deposit is due at the time of registration for each child and each session registered for. The deposit is applied toward the weekly rate. **DEPOSITES ARE NONREFUNDABLE AND NONTRANSFERABLE.** The remaining balance (amount due less the desposit) is due by the Monday before the camp session begins.

IF THE REQUEST TO CANCEL ENROLLMENT IS RECIEVED...	REFUND/TRANSFER AMOUNT:
at least 5 business days before the session begins	100% of the remaining balance
1 to 4 business days before the session begins	50% of the remaining balance
after the end of the business day (5:30 P.M.) on Friday before the session begins	no transfers/reimbursements will be available

CAMPER NEEDS

FOOD

LUNCH

Lunch begins at about 12:15 p.m. Campers who are receiving lunch supplied by the University will eat in the Nautilus Market (University Commons, Building 22) on campus. This will be a buffet style lunch. In case of rain days, a boxed lunch will be provided at the Health, Leisure and Sports Facility.

Campers who opt out of the provided lunch should bring their lunch in small coolers. Campers will not have access to a microwave or refrigerator. Please make sure all items are labeled with your camper's name. 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.

SNACKS

A small snack such as fruit chews, cookies, chewy granola bars or pretzels will be provided mid-morning and mid-afternoon. Vending machines will not be available to participants during camp. Please do not send money to camp with your child.

MEDICAL

ILLNESS

Should a camper become ill, we will notify a parent/guardian. We do not have a registered nurse on staff; therefore, we will ask you to pick up your camper for the day. In consideration of all campers, please do not bring your camper 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 Argo Adventure Kids Camp staff. Medical information will be listed on the "Individual Participant Release" form and must be returned to the staff by the first day of the camp session. All medication must be in its original container.

ACCIDENTS AND 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 staff are certified in Adult and Child CPR, AED, First Aid and have also been trained in emergency procedures at all locations.

DISCIPLINE

Argo Adventure Kids Camp understands that there will be times when every camper has a difficult day. First and foremost, camp staffers desire to resolve any issues and conflicts among campers and to keep all campers involved in camp.

On occasion, it may be necessary to give the camper a chance to regroup away from the activity area and other campers. Should a camper still have difficulty in a situation, a parent/guardian will be notified by 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/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/guardian is not available, an emergency contact will be asked to come pick up the camper.

CONTACT INFORMATION

Zach Kula
Camp Director

850.474.2539
argokids@uwf.edu

Emily Foertsch
Camp Director

850.474.2521
argokids@uwf.edu

Michael Morgan
Coordinator

850.474.2819

Jessica Coleman
Assistant Director

850.474.2486



11000 University Parkway
Building 72, Room 282A
Pensacola, FL 32514

IMPORTANT LOCATIONS

Please use parking lot A, B or E when dropping off and picking up at the HLS Facility.

HLS FACILITY (DROP OFF/PICK UP) Building 72

NAUTILUS MARKET Building 22

AQUATIC CENTER Building 73

MULTIPURPOSE/ACTIVITY FIELDS University Park Field

EDWARD BALL NATURE TRAIL/CANOE SLIP Behind Building 13

CAMPUS MAP

Please visit our interactive campus map to search more on-campus locations and resources:

uwf.edu/map