
Explore Camps Parent Handbook



Continuing Education
UNIVERSITY *of* WEST FLORIDA

Building 77 Room 149

11000 University Parkway
[850-473-7468](tel:850-473-7468)
explorecamps@uwf.edu

Pensacola, FL 32514

Welcome

Welcome to The University of West Florida's Explore Summer Camps. We are excited you are joining us for a summer full of limitless possibilities. The following pages will cover all the information you need to know for camp. Specific information such as classroom locations and items needed for specific 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

Camp Director

Phone: 850-474-3221

Email: vtaylor@uwf.edu

Frequently Asked Questions

Do I need to pack my child a lunch?

Yes! We do not have lunch available. Please pack a daily lunch and snack for your child. We also encourage you to pack plenty of fluids or a refillable water bottle.

Where on the campus is my child's camp located?

We do not put specific locations on public websites. We will send the location and directions in a welcome letter the Wednesday before the camp. Your registration confirmation email will also include general information about camp locations.

Do I need to register for extended care in advance?

Please register for extended care at least a week in advance. We do allow limited last minute registrations, but we have to limit it to ensure proper camper to staff ratios.

When is my payment due?

Payments for each camp week are due by 8:00am the Monday prior to the camp you are attending. Information about payments and discounts can be found at the end of this handbook.

Read through the rest of the handbook for information on extended care, what to wear, and more. Please call or email us with any other questions.

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

- Camps that start at 9:00 a.m. Check-in time is 8:45 a.m. - 9:00 a.m.
- Camps that start at 8:30 a.m. Check-in time is 8:15 a.m. - 8:30 a.m.
- Camps that start at 8:15 a.m. Check-in time is 8:00 a.m. - 8:15 a.m.

Check-Out

You are required to come into the camp's classroom and present your ID to check out your child. If someone else will be picking up your child that has not been previously authorized on your child's registration form, please inform the instructor or our student support center. Afternoon extended care is available until 5:30pm for camps located on UWF Main campus and until 5:00pm for camps at the Pensacola Museum of Art.

Check-Out Times

- Camps that end at 3:00 p.m. Check-out time is 3:00 p.m. - 3:15 p.m.
- Camps that end at 1:00 p.m. Check-out time is 1:00 p.m. - 1:15 p.m.
- Camps that end at 2:45 p.m. Check-out time is 2:45 p.m. - 3:00 p.m.

Locations and Driving Directions

Camp locations for our summer camps 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 for camps on the UWF Main Campus or at the Pensacola Museum of Art. Extended care activities are a mix of indoor and outdoor games, arts and crafts, and group activities.

Morning Extended Care

This option is available each morning from 7:30 a.m. - 8:45 a.m. for all summer camps located on UWF's main campus.

- Weekly rate for this option is \$25.00
- Daily rate for this option is \$5.00
- The early morning drop-off location will be in the welcome letter sent out the Wednesday before camps.

Afternoon Extended Care

This option is available each afternoon from 3:15 p.m. - 5:30 p.m. for full day summer camps located on UWF Main campus.

- The weekly rate for afternoon extended care is \$45.00.
- Daily rate for afternoon extended care is \$9.00.
- The location of afternoon extended care will be included in the welcome letter sent out the Wednesday before camps.

Kindergarten Afternoon Extended Care

Afternoon extended care for Kindergarten camps is from 1:15 p.m. - 5:30 p.m. for half-day kindergarten programs on the UWF Main campus. From 1:15 p.m. - 3:30 p.m., Kindergarten extended care will do more activities and games related to the weekly topic. At 3:30 p.m., they will join full day extended care for a mix of indoor and outdoor games, arts and crafts, and group activities.

- Weekly rate for this option is \$60.00
- Daily rate for this option is \$12.00
- The location will be in the welcome letter sent out the Wednesday before camps.

Pensacola Museum of Art Extended Care

This option is available each afternoon from 3:15 p.m. - 5:00 p.m. for summer camps at the Pensacola Museum of Art.

- The weekly rate for afternoon extended care is \$40.00.
- Daily rate for afternoon extended care is \$8.00.

Late Policy Fee

If you have not picked your child up by 5:30 p.m. on the UWF Main campus or 5:00pm at the Pensacola Museum of Art, 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.

Lunch and Snacks

Lunch

Please pack lunch daily for your child. 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 to prevent mix-ups.

Snacks

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

Drinks

Please pack plenty of fluids or a water bottle to be filled at the water fountain. Each day, campers will have outdoor recess.

What to Wear

Identification

An identification lanyard will be given to your child to wear 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.

Shoes

Comfortable, closed-toe shoes should be worn especially for younger campers that will play during recess.

Clothes

Summer time does get hot, so wear light weight clothes. Many camps have hands-on experiments and art projects, so send your child in clothes that can get messy. Dancing and acting camps often request closed toe shoes and athletic/dance clothes. Marine Science camp has a list of specific items that are on page 6 this handbook.

Clothing advertising alcohol or tobacco or clothing with inappropriate language or graphics is prohibited.

Outside Programs

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

Marine Science Camp Specific Information

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

On Monday, parents will need to walk your child into camp. Each child's parent or guardian will be given a car tag to place on the dashboard. Parents will participate in a car line up for drop off and pick up. If the parent who is picking up on the first day is not the same one dropping off, please email explorecamps@uwf.edu, and we will send the car tags to you early. After Monday, you may drop your child off at the front of the school without walking them in.

Packing List

Each day campers will go on a field trip to Shoreline Park. Camp staff will transport them by vans.

If possible, *please have your child wear their swimsuits to camp in the morning.*

Since we will be visiting the sound side for approximately an hour each morning, it is imperative that your child comes to camp with the following items each day:

1. Sunscreen (applying prior to camp is most ideal)
2. Water shoes
3. Water bottle/drink
4. Dry beach towel
5. Pair of dry shoes
6. Dry clothes
7. Snack
8. Lunchbox with items that will not require refrigeration or a microwave.

Attending Camp with a Friend or Relative

During registration there is an option to write in any friends or relatives you want your child to be grouped with. They must stay within their own grade groups (incoming 1st-2nd, 3rd-4th, and 5th-6th). We will also send an email for final requests a few weeks before the camp.

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 \$12 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 Explore Camps cancels a program is due to natural disasters or other extenuating circumstances a full refund of the tuition will be awarded to the account holder.

If cancellation occurs...	Tuition Refund
8 or more calendar days before a program is scheduled to start (includes the weekend)	100% <i>(less the \$12 registration fee)</i>
1 to 7 calendar days before a program is scheduled to start (includes the weekend)	100% <i>(less the \$35 deposit)</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 by 8:00am Monday prior to your camp. A reminder email will be sent to everyone with a camp balance two weeks prior to the 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 a.m. - 5:00 p.m., Monday through Friday.

Option 2. Telephone payments may be made from 8:00 a.m. - 5:00 p.m., Monday through Friday. Please call 850-473-7468.

Option 3. On-line payments may be made through your CampBrain account created during registration.

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