

Explore Camps Parent Handbook



Explore Camps
UNIVERSITY *of* WEST FLORIDA

Building 77 Room 138

11000 University Parkway

Pensacola, FL 32514

850-473-7468, explorecamps@uwf.edu

Welcome

Help your child spark an unparalleled interest in science, develop potential career interests and experience academic success in a low-pressure setting. Designed for incoming 1st - 12th graders, University of West Florida's Explore Camps provide an opportunity for kids to explore their creativity, challenge their minds and build new friendships. A mixture of STEAM-based academics plus a creative atmosphere results in one-of-a-kind summer camp experiences.

We are excited you are joining us for an experience 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 emailed 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, Associate Director of Community Programs

Email: vtaylor@uwf.edu

Claire Minneman, Camp and Community Outreach Coordinator

Email: cminneman@uwf.edu

Program Hours and Locations

Check-in

Check in begins 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 for camps on the UWF main campus. You must walk your child to the check-in location. If you need to drop your child off later in the day, please call Student Support when you arrive, and we will send someone outside to the check in/out area to get them checked in.

Check-in Times

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

Check-Out

A photo ID is required at pickup every day.

Only individuals listed as the parent/guardian, emergency contact, or on the authorized pick up list are allowed to check out a camper. Parents can add to their authorized pick up list by logging into your [Campbrain account](#) or by emailing explorecamps@uwf.edu with your request.

If you need to pick up your child later than that, afternoon care is available. If you need to pick your child up earlier in the day, please call Student Support when you arrive and we will send someone outside to the check in/out area to get them checked out and bring them out to you.

Check-Out Times

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

Locations and Driving Directions

Camp locations are provided in the welcome letter sent out the Wednesday before camp. Driving directions and a map 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.

Extended care options may not be available during certain camp sessions, such as the one-week sessions during spring and fall.

Morning Extended Care

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

- The weekly rate for afternoon extended care is \$55.00.
- Daily rate for afternoon extended care is \$11.00.

Afternoon Extended Care

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

- The weekly rate for afternoon extended care is \$55.00.
- Daily rate for afternoon extended care is \$11.00.

Pensacola Museum of Art Extended Care

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

- The weekly rate for afternoon extended care is \$50.00.
- Daily rate for afternoon extended care is \$10.00.

Late Policy Fee

If you have not picked your child up by 5:30pm on the UWF Main campus or 5:00pm at the Pensacola Museum of Art, you will be charged an additional fee of \$10 upon arrival. Please contact us if you are running late. We understand that situations do arise and we will work with you as much as possible.

What to Bring

Be sure to write your child's name clearly on all items brought to the program.

UWF is not responsible for lost or stolen items.

Lunch

Please pack lunch daily for your child. Please *do not* include foods that need to be cooked, reheated, or refrigerated. Also, please make sure his or her name is clearly printed on the lunch bag/box to prevent mix-ups.

Please keep potential allergies of other campers in mind by packing nut-free lunches and snacks.

Please communicate any food allergies with the Camp Director or Camp Coordinator.

Snacks

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

Drinks

Please pack plenty of fluids or a refillable water bottle. Each day, campers will have outdoor recess.

What not to Bring

Electronics-games, tablets, and iPads (cell phones are permitted as long as they staff off and put away at all times)

Toys

Valuables

Alcohol, tobacco, drugs and weapons

What to Wear

Identification

An identification lanyard will be given to your child to wear every day. This must be always worn visibly. At the end of each day, your child's lanyard will be left in the classroom. If they accidentally bring it home, please have them wear it to camp the following day.

Shoes

Comfortable, closed-toe shoes should be worn daily.

Clothes

Summer 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 athletic/dance clothes. Marine Science camp has a list of specific items that are on page 9 of this handbook.

You may want to send an extra set of clothing with your child if they are likely to have an accident.

You may want to send your child with a sweater in case they get cold within the classroom.

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(s).

Behavior Management Policy

Instructors will review these rules with participants on the first day of the program. Instructors may add information as they see fit for their program (e.g. safety rules for conducting lab experiments).

Behavior Management Policy

We are looking forward to providing your child with a fun, creative, and safe camp experience. It is our goal to support the needs of each individual family, as well as create an overall positive experience for all campers. Each camper has an individual responsibility to act in a way that assures a positive experience for all.

Code of Conduct

Guardians are responsible for communicating the following required guidelines with their camper prior to the start of camp:

- I will be responsible for my words and actions.
- I will be respectful of others.
- I will be respectful of all materials, equipment, and facilities.
- I will follow directions from staff members.
- I will leave all electronic devices at home (with the exception of a cell phone, which must remain off and put away in my backpack at all times).

Unacceptable Behaviors

The following actions will result in behavior management steps being implemented:

- Refusal to participate in activities or cooperate with staff.
- Disrupting a program.
- Teasing, making fun of, or bullying campers and/or staff.
- Using profanity, vulgarity, or language that is threatening or hurtful.
- Forceful physical contact of any kind, including but not limited to hitting, kicking, scratching, biting, and fighting.
- Stealing or damaging personal, camp, or university property.
- Leaving a program without permission.
- Endangering the health, safety, or wellbeing of campers and/or staff.
- Possession of alcohol, drugs or weapons

Behavior Management Steps

When a camper does not follow the behavior guidelines, we will implement our behavior management strategy in the following order*:

Step 1: Staff will provide a reminder of rules, redirect the camper to more appropriate behavior, and make changes to the environment if necessary (such as separating campers, moving to another table, providing more assistance, etc.)

Step 2: The camper will sit out of the activity.

Step 3: The camper will be removed from the classroom to the main office while a parent or guardian is contacted. We will discuss the behaviors and next steps.

Step 4: If behavior issues are not resolved, the camper will be sent home for the remainder of that day. The camper must be picked up by an authorized pickup person within 60 minutes.

Upon returning to camp the next day, the first time behavior expectations are not met, the camper will be sent home for the remainder of that camp week and possibly for the summer. If allowed

to return after the camp week, the camper will be sent home the first time behavior expectations are not met and will not be allowed to return to camps for the remainder of the summer.

All situations are subjective, and we reserve the right to handle them accordingly per the discretion of Camp Management.

**Behavior that puts the safety or wellbeing of themselves or others at risk may result in immediate dismissal from the camp program for the duration of the summer.*

Camper fees are non-refundable if a camper is sent home for disciplinary reasons.

Dispensing Medication

If your child needs to take medication while at the program, please fill out the required Medication Authorization form and give it to the Camp Director or Camp Coordinator before camp begins. Please provide your child's medication in the original container.

All medication will be dispensed by the designated staff leader to ensure it is dispensed according to instructions.

Please speak with the Camp Director or Camp Coordinator about an inhaler or Epi-pen.

Children carrying inhalers or Epi-pens themselves must have a prescription which states that they are capable of keeping medication in their possession and are trained on administering it.

Over-the-counter medication can only be dispensed with doctor's written authorization.

A seizure action plan must be completed for any child who has a history of seizures.

No ointments or medications will be administered without a prescription.

Accidents and Injuries

In the event of an injury to your child, the Camp Director or Camp Coordinator will take the necessary steps to obtain emergency medical care and document the situation. The Camp Director or Camp Coordinator will notify parents if there is serious injury or illness.

An Accident/Incident Report is filled out for all injuries requiring First Aid.

Refund and Cancellation Policy Details

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.

If Explore Camps cancels a program due to extreme weather events or other extenuating circumstances, a full refund of the tuition will be awarded to the account holder (or a prorated amount of the tuition if part of the camp ran).

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>
5 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
Cancellation less than 5 days before a program is scheduled to start (includes the weekends).	0%

Payment options

Payments are due by 8:00am one week prior to your camp. A reminder email will be sent to everyone with a camp balance two weeks prior to the camp. **One week before camp begins, account holders with a remaining balance will be contacted once more.** If we do not hear from you within one business day, we will cancel the program for your camper.

Option 1. On-line payments may be made through your [CampBrain account](#) created during registration.

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. Our office is not open for walk-ins. In-person payments are available by appointment only. Please call 850-473-7468 or email explorecamps@uwf.edu to set up an appointment.

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 exploreamps@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.

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 or sandals
3. Water bottle/drink
4. Dry beach towel
5. Set 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. All requests must be made one week prior to the camp in order to be accommodated.