

# Explore Camps Parent Handbook



Building 77 Suite 157

11000 University Parkway

Pensacola, FL 32514

850-473-7468, [explorecamps@uwf.edu](mailto: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](mailto:explorecamps@uwf.edu)

**Samantha Zook-Johnson**, Camp and Community Outreach Coordinator

Email: [szookjohnson@uwf.edu](mailto:szookjohnson@uwf.edu)

**Valerie Taylor**, Associate Director of Community Programs

Email: [vtaylor@uwf.edu](mailto:vtaylor@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. Advanced registration is required. You must walk your child to the check-in location. If you need to drop your child off later in the day, please report to the camp room.

### **Check-in Times**

- UWF Main Campus: Check-in time is 8:45am-9:00am.
- Pensacola Museum of Art: Check-in time is 8:50am-9:00am.

## **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](mailto:explorecamps@uwf.edu) with your request.

If you need to pick up your child later than that, afternoon care is available except for Fridays. Advanced registration is required. If you need to pick your child up earlier in the day, please let us know in advance if it is planned. You will pick up from the camp room.

### **Check-Out Times**

- UWF Main Campus: Check-out time is 3:00pm-3:15pm.
- Pensacola Museum of Art: Check-out time is 3:15pm-3:30pm.

## **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. Extended care frequently reaches capacity, so it may not be available the week of camp. Advanced registration is recommended.

### **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 morning extended care is \$35.00.
- Daily rate for afternoon extended care is \$7.00.

### **Afternoon Extended Care**

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

- The weekly (Monday-Thursday) rate for afternoon extended care is \$52.00.
- Daily rate for afternoon extended care is \$13.00.

## **Pensacola Museum of Art Extended Care**

This option is available each afternoon from 3:30pm-5:00pm Monday-Thursday for summer camps at the Pensacola Museum of Art.

- The weekly rate (Monday-Thursday) for afternoon extended care is \$80.00.
- Daily rate for afternoon extended care is \$20.00.

## **Late Pick Up 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 \$20 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 are silenced 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.

Please 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 Directors 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 Directors 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 Directors will take the necessary steps to obtain emergency medical care and document the situation. The Camp Directors 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 \$50 deposit)</i>
During a program because the camper becomes ill or death in the family. Prorated for days not attended if a camper misses 3 or more days.	Pro-rated for days not attended due to illness <i>(less the \$50 deposit)</i>
Cancellation less than 5 days before a program is scheduled to start (includes the weekends).	0%

### Payment options

Payments are due by 8:00 a.m. one week prior to your camp. Payment reminder emails will be sent two weeks and one week before the payment is due. If we do not hear from you and payment is not made, 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 9:00 AM to 4:00 PM, Monday through Friday. Please call 850-473-7468.

**Option 3.** In-person payments are available by appointment only. Please call 850-473-7468 or email [exploreamps@uwf.edu](mailto:exploreamps@uwf.edu) to set up an appointment.