

Mississippi State University | University Recreation



Youth Dawgs Summer Camp
Parent Handbook

Table of Contents

Table of Contents.....	2
Camp Organization.....	3
Professional Staff.....	3
Camp Directors.....	3
Head Counselors.....	3
Camp Counselors.....	3
Registration.....	3
How to Register Your Camper.....	3
Registration Fees.....	4
Cancellations.....	4
Payment Policies.....	4
Payment Deadlines.....	4
Waitlist.....	4
Payment Methods.....	5
What to Bring to Camp.....	6
Clothing & Shoes.....	6
Swimming Gear.....	6
Water Bottle.....	6
Sunblock.....	6
Backpack/Gym Bag.....	6
Lunch & Snacks.....	6
Arriving at Camp.....	7
Check-In Procedures.....	7
Late Arrivals.....	7
Departing Camp.....	7
Early Departures.....	7
Check-Out Procedures.....	7
Late Pick-up Fees.....	7
Medication Policies.....	8
Accident/Illness Policies.....	8
Discipline Policies.....	8
Additional Policies.....	9
Search.....	9
Valuables.....	9
Reporting of Suspected Child Abuse.....	9
Emergency Protocol.....	9

Mission Statement

To support the Division of Student Affairs and Mississippi State University in the total educational development of students by providing unique recreation programs, services, and facilities that support and encourage the development of a healthy lifestyle. Youth Dawgs helps to achieve this mission by offering programs that further extend the variety of opportunities for diverse populations served by Recreation. In addition, Youth Dawgs supplements additional experiential learning opportunities for student employees through the summer months.

Camp Organization

Professional Staff

As a full-time staff member within the Department of University Recreation, the Professional Staff member(s) oversees all administrative and operational aspects of Youth Dawgs Programming, including Summer Camp, and is responsible for the direct oversight of the Camp Directors, Head Counselors, and Counselors.

Camp Directors

Camp Directors are student employees and/or Graduate Assistants that plan, organize, and facilitate the overall administration of Youth Dawgs Summer Camp. Their responsibilities include but are not limited to coordination of camp payment processes and camper registration, weekly camp programming and activities, counselor training, oversight of counselors, supervision of camper disciplinary processes, and overall operations. Camp Directors abide by protocol outlined by their American Red Cross CPR for Professional Rescuer, AED & First Aid and Minors on Campus Training Certifications.

Head Counselors

Head Counselors are responsible for the administrative processes of camp including camper registration and payment coordination, camper disciplinary processes and supervision and oversight of Camp Counselors. In conjunction with Camp Directors and Professional Staff, Head Counselors abide by protocol outlined by their American Red Cross CPR for Professional Rescuer, AED & First Aid and Minors on Campus Training Certifications.

Camp Counselors

Camp Counselors are student employees responsible for executing overall program operations including teaching instructional lessons, facilitating activities, and addressing behavioral needs of youth participants. Counselors will provide a safe, educational, and fun experience for all youth participants by abiding by protocol outlined by their American Red Cross CPR for Professional Rescuer, AED & First Aid and Minors on Campus Training Certifications.

Registration

What is required to register?

- Registration Form
- Payment
- Parent/Guardian Waiver
- Medical Form
- Camper Code of Conduct

How to Register Your Camper

Both members and non-members are able to register their campers by completing the Qualtrics Form here:

https://msstate.co1.qualtrics.com/jfe/form/SV_1NOAxeJGt8P5EWO. Questions regarding Camp registration can be directed to Youth Dawgs Staff at 662-325-0349 or competitive@saffairs.msstate.edu.

Post-Registration Payment Instructions

Upon completion of the Registration Form, submitting Parents/Guardians will receive a confirmation email from Youth Dawgs Staff indicating that your Camper(s) have met the criteria for participation in Youth Dawgs Summer Camp. This confirmation email is necessary before payment processes can begin (see payment information below). Parent/Guardian Waiver, Medical Form, and Camper Code of Conduct (located on the Youth Dawgs page of the UREC website) can be completed during the payment process, if done so in-person or printed, completed, and emailed back electronically, if done so over the phone. All registration form items, payment, and additional forms are to be completed before the first day of each week's session for a camper to be eligible for participation.

Registration Fees

Member

- \$145 per week | 1st Camper
- \$125 per week | Additional Camper(s)

Non-Member

- \$195 per week | 1st Camper
- \$175 per week | Additional Camper(s)

Lunch Add-Ons

- \$35 per week
- \$10 per day

Cancellations

All payments are not refundable or transferable.

Payment Policies

Campers can register for up to but no more than two weeks of camp. Parents must pay the entire registration balance for each week of camp, respectively, by 11:59pm the Monday before the session begins. If payment is not received by that Monday, the waitlist will have the opportunity to have your child(s)' spot.

Payment Deadlines

Session	Payment Due Date
Week 1 June 13-17	June 6th
Week 2 June 20-24	June 13th

Waitlist

Campus Rec Kids Camp will accept 90 campers each week. When a week reaches its maximum capacity, the additional children wishing to attend that session will be placed on the waitlist. Parents who have submitted registration forms 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 to the waitlist and be available on a first come first serve basis.

Payment Methods

Once Youth Dawgs Summer Camp Registration Forms are submitted and an email confirmation has been sent, Camp fees can be paid:

- Over the phone (662-325-7244)
- In person at the Sanderson Center Member Services Desk by cash, check, or with credit/debit card
 - Checks may be made payable to “MSU” or “Mississippi State University”
- Faculty/Staff also have the option to deduct the Camp payment from their salary. Please ask Member Services upon payment what information is necessary to complete this.

Member Service Office Hours:

- Monday-Friday | 9:00am-5:00pm
- Located to the left of the Sanderson Center Front Desk (225 Bailey Howell Dr. Starkville, MS. 39762)

What to Bring to Camp

It is recommended that parents label their children's belongings with their first and last names. In the event an article goes missing or is in the possession of another, it may be much more easily found with name identification.

Clothing & Shoes

Campers should come to Youth Dawgs Summer Camp dressed for a full day of activity. We recommend outdoor activity clothes and athletic shoes. Your child will not be permitted to participate in activities if they come wearing sport-sandals or open-toed shoes. Please survey what your child brings to camp in the morning to avoid lost items.

Swimming Gear

Campers will have the opportunity to use the University Recreation Center Aquatic Facility 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.

Water Bottle

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

Sunblock

Outdoor activities are a major component to the Youth Dawgs Summer Camp experience. Make sure your camper(s) has adequate protection from the sun. We recommend applying sunblock (SPF 15 or higher recommended) on your child prior to arrival. Sending additional sunblock with your camper(s) is also highly recommended.

Backpack/Gym Bag

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

Lunch & Snacks

Campers who opted into the week-long lunch option for their camp experience (\$35.00 per week), will have lunch provided by Aramark. Campers who opted out of the provided lunch should bring their lunches in small coolers, lunch boxes, or lunch bags. Refrigeration is not available. Snacks are provided mid-morning and mid-afternoon, but it is suggested that snacks be packed and sent with campers as well. There are single-day lunch options available for \$10.00 per Camper upon check-in.

**If necessary, the Youth Dawgs Camp 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.*

Arriving at Camp

Check-In Procedures

Campers will be checked in inside the Sanderson Center Lobby, 225 Bailey Howell Dr. at the check-in table. Parents/Guardians will not be permitted to enter the University Recreation facility through the turnstiles; Campers will be escorted for the duration of camp, by Camp Staff. If payments need to be made at this time, it will be facilitated at the Competitive Sports Office to the left side of the Front Desk. Check in will be from 8:00-9:00am. Staff are not available until 8:00am; be advised that we cannot be responsible for your child until this time.

Late Arrivals

All late arrivals (after 9:00am) will be handled at the Sanderson Center Front Desk, located at the main entrance of the building inside the double glass doors. Upon arrival, both parent and child must check in with the administrative office assistant. Once signed in, a camp administrator will take the camper(s) to their appropriate group.

Departing Camp

Early Departures

Advanced notice must be given in writing to the staff at check in or check out, at least one day prior to accommodate an early departure. Early departures include campers who must leave before 4:00pm. All early departures must be handled at the Sanderson Center Front Desk, located at the main entrance of the building inside the double glass doors.

Everyone who is approved to pick up the camper will be required to sign him/her out with camp staff and present a government issued ID at the time of pickup. Only the camper's primary contact may make changes to the approved pick up list.

Check-Out Procedures

Check out will be conducted from 4:00-5:00pm. Checkout will take place inside the Sanderson Center Lobby, 225 Bailey Howell Dr. at the check-in table. Parents/Guardians will not be permitted to enter the University Recreation facility through the turnstiles; Campers will be escorted for the duration of camp, by Camp Staff. If payments need to be made at this time, it will be facilitated at the Competitive Sports Office to the left side of the Front Desk. Everyone who is approved to pick up the camper will be required to sign him/her out with camp staff and present a government issued ID at the time of pickup. Only the camper's primary contact may make changes to the approved pick up list.

Late Pick-up Fees

Campers should be checked out no later than 5:00pm. If a camper is not picked up by this time, parents are subject to a late fee. We understand this pick-up time may prove challenging at times; however, if you anticipate this pick-up time being a recurring challenge, please contact us at competitive@saffairs.msstate.edu. Late fee charges are as follows:

- 5:00-5:15pm | \$10
- 5:15-5:30pm | \$15
- 5:30-5:45pm | \$20
- 5:45-6:00pm | \$25

Medication Policies

If medication of any type (over the counter or prescription) is required, it must be administered by the camp administration in the Sanderson Center Administrative Offices.

A Medical Form must be completed by the parent/guardian. Medical information will be listed on this form and must be returned to the Youth Dawgs Camp Staff by the first day of the camp session. All medication must be in its original container.

Please note, Youth Dawgs Camp Staff is not permitted to administer any medication other than what is indicated on the camper's Medical Form.

Accident/Illness Policies

In the event of an emergency or accident involving your child, you will be notified following notification of the appropriate emergency personnel, as necessary. All members of the camp staff are certified in Adult & Child CPRO, AED, and First Aid and have also been trained in emergency procedures at all locations.

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 make the decision whether to remove your camper(s) from the program for the day. We ask for your discretion on bringing your camper(s) to camp if they are ill.

Discipline Policies

Youth Dawgs Summer Camp understands that there will be times when every camper has a difficult day. First and foremost, Youth Dawgs Camp Staff desires to resolve any issues and conflicts between and among campers and keeps campers involved in all activities.

On occasion, it may be necessary to give a 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 phone calling outlining information relayed through an incident report.

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 or expulsion from the program.

**Please reference the Camper Code of Conduct for the full list of disciplinary processes' guidelines.*

Additional Policies

Search

If necessary, the Youth Dawgs Camp Staff reserves the right to search a child's belongings, with another staff member present, for the safety of the child and all other participants. Parental notification will be given prior to or after the search, depending on the severity of the situation.

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.). Inappropriate items brought to Youth Dawgs Kids Camp will be confiscated, held in the camp recreation office until check-out, and requested not to be brought back. University Recreation cannot be responsible for lost or stolen items.

Reporting of Suspected Child Abuse

Counselors who have daily interactions with children also have a duty to report any and all suspected cases of child abuse or neglect in accordance with the State of Mississippi's Board of General Child Abuse Reporting Statute.

General Child Abuse Reporting Statute - - Miss. Code Ann. § 43-21-353 (2018)

Any attorney, physician, dentist, intern, resident, nurse, psychologist, social worker, family protection worker, family protection specialist, child caregiver, minister, law enforcement officer, public or private school employee OR ANY OTHER PERSON having reasonable cause to suspect that a child is a neglected child or an abused child, shall cause an oral report to be made immediately by telephone or otherwise and followed as soon thereafter as possible by a report in writing to the Department of Human Services, and immediately a referral shall be made by the Department of Human Services to the youth court intake unit, which unit shall promptly comply with Section 43-21-357.

Emergency Protocol

In the event of an emergency (i.e. fire, evacuation, active shooter, severe weather, etc.) Youth Dawgs Camp Staff will adhere to the Emergency Action Plan put in place by the Department of University Recreation's Risk Management Committee.

The **Primary Emergency Contact** person will be contacted via phone call in the event of an emergency.