

# GROWN-UP HANDBOOK

SUMMER 2022



**RECREATION  
& WELLBEING**  
UNIVERSITY OF WISCONSIN-MADISON

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## Camp Mission.

As the Rec Well Summer Camp in the University of Wisconsin-Madison's Division of Recreation & Wellbeing, we move our Junior Badgers to play hard, get fit, and live well. Our summer camp is open to campers ages 5-12.

If you would like to learn more about our values or vision, please visit our [website](#).

## Camp Outcomes

- > Campers will have the opportunity to play hard, get fit, and live well in a safe campus environment.
- > Campers will connect with peers and staff to develop positive, age appropriate relationships.
- > Campers will learn new skills and be introduced to diverse ideas through intentional programming.
- > Throughout the camp week, campers will be able to attend, actively participate, contribute, or lead in the activities provided.

## Inclusion & Diversity Statement.

We offer opportunities for all people to exchange ideas, share experiences, and achieve personal fulfillment. This pursuit of wellness is a right afforded to everyone, regardless of identity or ability. We have a collective responsibility to foster a culture of mutual respect, courteous interactions, and equal opportunities. Through our programs, services, facilities, and staff, we are committed to cultivating and upholding an inclusive environment in which we celebrate the differences of every member of our community.

## Federal Tax ID Number.

The tax ID number for Rec Well Summer Camp is 39-1805963.

## Important Definitions.

### Trusted Contact

- > Any individual who may check-out a camper at pick-up at any time during the week. A grown-up or guardian must add themselves to the list on [CampDoc](#) in order to retrieve their camper.
- > All anticipated visitors must also be added to this list to contact a camper.

A guide for adding Trusted Contacts can be found [here](#).

## Emergency Contact

- > Grown-ups and all other individuals who may make medical decisions for a camper. *Please note that these individuals must also be added to the Trusted Contact list in order to check-out a camper at pick up.*

## Staff Qualifications.

- > Our staff are students at UW-Madison with prior experience working with children
- > All staff are certified by the American Red Cross in Adult & Pediatric CPR/AED/First Aid. Additionally, each year counselors must also go through trainings such as Child Protection, Title IX, and Mental Health First Aid.

## Campers.

### Camp Readiness

- > **Able to follow directions and rules at camp.** *We prioritize maintaining camper safety throughout the day, especially when traveling to different sites during field trips.*
- > **Does not need a mid-day, daily nap.** *We do not provide a structured nap time at camp.*
- > **Independently attends to personal needs, such as changing, toileting, and eating.** *Due to liability restrictions, staff will not aid in any personal care needs for any camper.*
- > **Can speak and understand functional English.** *For more information about our translation services, please visit the Access and Functional Needs section below or contact the [Camp Director](#) with any additional questions.*

### What to Bring to Camp

- > Weather appropriate, comfortable clothes
- > Close-toed athletic shoes
- > Backpack to hold all labeled belongings
- > Lunch, Snacks, and a Water Bottle

### What to Leave at Home

- > Cellphones + other electronics
- > Meaningful toys
- > Personal sports equipment
- > Cash
- > Drugs, alcohol, and weapons

## Week and Day Outline.

Each camp day follows a set schedule. For more information, please visit our [website](#).

### Camp Swimming

Campers will have the opportunity to swim at least three times per week.

## Swim Tests

- > Each week of camp, campers will take a swim test to determine their swim level and how deep into the pool they are allowed to go.
- > Swim Test process: Swimmer must swim 25 yards unaided and then tread water for 30 seconds.
- > Older campers will also test their confidence in deep water: swimmer jumps into deep end of pool, resurfaces and exits swimming pool by steps, ladder or side.

## Personal Flotation Devices (PFDs)

Non-swimmers can wear a Personal Flotation Device in the pool.

- > All PFDs must be US Coast Guard approved
- > If you do not have your own PFD, there will be a limited supply available at camp

## General Safety Policies.

### Check-In

- > Trusted Contacts must escort camper to the designated check-in area
- > Campers are marked in attendance upon arrival and sign in
- > Trusted Contacts are responsible for the supervision of camper while present
- > Campers are required to wear a name tag while at camp

### Check-Out

- > Campers are marked as dismissed upon pick-up
- > All persons attempting to pick-up a camper must be listed on the Trusted Contact on [CampDoc](#) for *each* child they are attempting to retrieve. In addition to being listed, each individual must produce a valid government-issued ID to staff upon check-out.

*If someone attempts to retrieve a child, but is not on an authorized list for that child, we will continue to provide supervision until a Trusted Contact arrives to assume custodial care.*

A guide for adding Trusted Contacts can be found [here](#).

### Visitors

- > **All visitors must check in with the Member Services desk.** All visitors must be listed as a Trusted Contact in order to contact a camper. As with all check-in and check-out procedures, this person must provide a valid, government-issued ID to ensure the program is only accessible to authorized persons.

*Rec Well Summer Camp may not deny a parent access to their camper without proper documentation. If a child custody issue exists, it is the responsibility of the residential parent to provide official court documentation of any existing restrictions.*

## Absences

Please contact the camp office at [youth@recwell.wisc.edu](mailto:youth@recwell.wisc.edu), by 9am each day your camper will be absent.

- > Staff will not contact grown-ups on days we have received advance notice of absence if a camper does not check in to camp
- > Please specify the cause of absence (ie. vacation, illness, *communicable disease*, or injury)
- > Please be aware that we will not offer a fee adjustment based on absence

## Illness and Communicable Diseases.

### Illness

To ensure maximum fun and enjoyment for all campers, please be sure to monitor your child's health before drop-off each day. If your child appears to be too sick to participate, please keep them home. You can find more specific guidelines regarding certain symptoms below in the Communicable Diseases section.

### Communicable Diseases

Campers are observed as they enter the program for signs of communicable diseases. Below, find a list of precautions staff must take for handling suspected presence of communicable diseases. Rec Well will follow the [Wisconsin Department of Health and Communicable Disease Chart](#) for appropriate management.

**COVID-19:** For the most up-to-date COVID-19 information, please [visit our website](#).

**A camper with one of the following conditions will be immediately isolated from other campers, but not discharged without further observation or discussion with grown-up. If any additional symptoms appear, the camper will be discharged from the program by decision of the [Camp Director](#) and grown-up.**

- > Unusual spots or rashes
- > Sore throat or difficulty swallowing
- > Elevated temperature
- > Vomiting
- > Evidence of lice, scabies or other parasitic infection

**A camper with any of the following conditions will be immediately isolated and discharged to their grown-up or guardian. Please note that a camper must be symptom-free for at least 24-hours before returning to camp.**

- > Diarrhea (more than one abnormally loose stool within a 24-hour period)
- > Severe coughing, causing the child to become red in the face or to make a whooping sound
- > Difficult or rapid breathing
- > Yellowish skin or eyes
- > Conjunctivitis
- > Temperature of 100 degrees

- > Untreated, infected skin patches
- > Stiff neck

## Access and Functional Needs.

At Rec Well Summer Camp, we are committed to cultivating and upholding an inclusive environment in which we celebrate the differences of every member of our community. In doing so, we try our best to accommodate a variety of cases.

### Confidentiality

Once you share information with us, our promise is to only share it with staff who must know in order to ensure the safety of your camper. If you have special concerns about confidentiality, please let us know so we may best accommodate your needs. If your camper is worried about privacy, please reassure them that other campers will not know and only the adults who can help them will know.

### Accommodation Request

A camper identified by a physician or grown-up as having behavioral, medical, or physical care needs must complete and file an [Accommodation Request](#). These plans must be updated annually to provide clear instructions for staff in managing any special care. If conditions require medication, please fill out the medication section of the health history portion of [CampDoc](#) upon registration. Please note this must be updated at least seven days prior to your child's first day of camp.

Conditions requiring a plan include, but are not limited to, ADD/ADHD, Allergies, Anxiety, Autism Spectrum, Congenital Conditions, Eczema, Reflux, and Seizure Disorders.

### Allergies

Please refer to the Accommodation Request and Medication sections or contact the [Camp Director](#) if you have any additional questions or concerns. Please note that Rec Well Summer Camp is not a nut-free environment, and while staff try their best to contain the space, campers will eat in large groups so there is risk of potential exposure. There will be a nut-free table at lunch and snack.

### Medication

**At registration**, a grown-up must complete the medication section of the health history form in [CampDoc](#). This portion of your child's profile may be updated up to a week before the start of camp. This allows designated camp staff to dispense medication to a camper during camp hours.

**On the first day**, the medication must be turned into the [Camp Director](#). We require all medication be dropped off in a non-expired, labeled prescription bottle with legible physician-ordered directions. The bottle must only contain the amount needed for the week.

**During camp**, medications (ie. EPI Pen, Inhalers, etc.) are transported site-to-site by staff.

**At the end of each camp session**, a camper's Trusted Contacts must retrieve any medication from the [Camp Director](#). *Medications that are not picked up after 7 days will be disposed.*

## Sunscreen

We recommend that grown-ups apply sunscreen (SPF 50+) to campers before arriving at camp and pack additional supply (please label) for the camp day. However, staff will also travel site-to-site with Baby Organics spray (non-aerosol) sunscreen. Our staff will not aid in application, except with operating spray sunscreen. We also recommend that campers wear hats (please label) on hot, sunny days.

## Translation Services

As a college campus, we have access to a variety of technology that can be used to accommodate campers with limited knowledge of the English language. **We require [written notice](#) at the time of registration in order to supply these services.**

## Transportation.

During camp, we will use Metro Transit Buses, private busing companies, and travel by foot to get to different locations. Staff will never transport campers in personal vehicles or in vehicles or parts of vehicles not designed for passengers.

## Rules & Safety

Campers are expected to follow the camp rules at all times, including during transportation between camps and to field trips.

There are some additional rules and guidelines that campers are expected to follow while riding in the vans or on the buses at camp for safety.

- > Campers must keep all body parts inside the vehicle
- > Campers must follow the directions given by the driver
- > No eating or drinking inside the vehicle
- > If available, campers must wear seat belts while inside the vehicle

## Weather Policies.

Please note that camp is held in most weather conditions, including rain, lightning, and excessive heat. Each day, please take into account weather predictions to make appropriate clothing choices. Staff may adjust activities based on the recommendations of the National Weather Service.

*We will not offer any credits or refunds if an activity must be changed and cannot be rescheduled.*

## Emergencies.

Your camper's safety is our main concern in ensuring they have an enjoyable summer camp experience. If you have any concerns about these policies, please do not hesitate to contact our [Camp Director](#)

Abby Van Note  
(608) 262-0297  
[abby.vannote@wisc.edu](mailto:abby.vannote@wisc.edu)

If they are not immediately available, please:

- Call On-Call Cell phone at (608) 225-4217
- Email [youth@recwell.wisc.edu](mailto:youth@recwell.wisc.edu) or
- Call the Nicholas Recreation Center front desk at (608) 262-8244.

### Accidents and Injuries

As a reminder, staff are required to be American Red Cross First Aid/CPR/AED certified for employment. Similarly, staff are also trained to respond to a variety of emergency situations. Regardless of severity, all accidents are recorded and filed. Copies are available upon request.

**In the event of a minor accident**, staff will provide basic care and complete an Accident Report. At end-of-day pickup, an Emergency Contact will be informed verbally of any recorded accidents.

**In the event of a medical emergency**, emergency services and an Emergency Contact will be contacted. An Emergency Contact must arrive prior to emergency services if they wish to refuse ambulance transportation. If an Emergency Contact is not available, a staff member will accompany the child to the Emergency Room until an Emergency Contact assumes custodial care.

*Care must be documented, regardless of mode of transportation. Failure to provide care is considered neglect, which staff must report to Child Protective Services.*

**Staff is legally prohibited from transporting campers in personal vehicles.**

### Concussion Awareness

A concussion is a brain injury caused by a bump or blow to the head. Sports and other physical activities that youth commonly participate in can result in falls, bumps and other accidents. Signs and symptoms of concussion can appear immediately or even weeks after an incident. While all staff are trained in concussion prevention tactics, signs, and symptoms, grown-ups must also be aware and informed about the seriousness of concussions. Staff will notify Emergency Contacts immediately of any potential concussions of their campers.

Further information is available on the [CDC's website](#).

### Major Emergency Procedures

In the event of a major emergency, campers may be moved to a designated evacuation area or an alternate location. Please check your email for updates for any directions regarding pick-up information. Depending on the incident, campus may have specific instructions you will need to follow.

Campers will always continue to be supervised after an evacuation until a Trusted Contact assumes custodial care. As a reminder, you provide a list of Trusted Contacts at the time of registration. If you would like to add names, you may do so on [CampDoc](#) before the first day of camp. Upon check-in on the first day, staff will ask you to double check the list provided.

All persons attempting to pick-up a camper must present a valid government-issued ID to staff. If someone arrives that is not on the Trusted Contact list for that child, we will continue to provide supervision until a grown-up arrives.

A guide for adding Trusted Contacts can be found [here](#).

## Behavior Management.

### Progressive Steps for Discipline

1. Counseling
  - When an incident occurs, staff should gather information as to why the behavior occurred and provide a description of the behavior change required.
2. Time-out
  - If behavior continues to be an issue, the camper will take a 5-10-minute time-out.
3. Visit from Camp Supervisor
  - A Camp Supervisor will complete an Incident Report for the Youth Program Coordinator. If necessary, the Youth Program Coordinator will call a grown-up about the behavior.
4. Visit to Camp Coordinator's Office
  - If a series of bad behavior continues, staff will escort the camper to the Youth Program Coordinator's Office. If the Coordinator is absent, staff should take the camper to another professional staff member's office.
5. Suspension
  - A camper who continually disregards instructions will be sent home and suspended for 1 day.
6. Termination
  - If a camper's behavior continues to be an issue, the guardian will be informed that their child will be terminated from the program for the summer.

## Resources and Links.

### Campus Resources

Campus Alerts Main Web Page: <https://alerts.wisc.edu/>

Text Message Alerts: <https://uwupd.wisc.edu/services/wiscalerts/>

Twitter: [@WiscAlerts](https://twitter.com/WiscAlerts)

### Recreation & Wellbeing Resources

Main Web Page: <https://recwell.wisc.edu/>

Facebook: <https://www.facebook.com/pg/uwrecwell/posts/>

Instagram: <https://www.instagram.com/uwrecwell/>

### Campus Designated Evacuation Sites

#### Near West Fields

Evacuation Site: Parking Lot #62 (Across from front entrance)

Inclement Weather Location: Dejope Residence Hall

**Nicholas Recreation Center**

Evacuation Site: Sellery Basketball Courts

Inclement Weather Location: Gordon Commons

**Nielsen Tennis Stadium**

Evacuation Site: Parking Lot #82

Inclement Weather Location: Gordon Commons

**The Shell**

Evacuation Site: Parking Lot #18 (East of Field House)

Inclement Weather Location: Union South