Parents

Guide to Camp

Washington State University
University Recreation

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Cougar Kids Camp Mission
Cougar Kids Camp strives to help young people gain skills that will help them achieve a strong self-concept, self-responsibility, and the ability to get along with peers. It is our goal to provide every child with activities that are both enjoyable and educational.
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Cougar Kids Camp Contacts
DJ Mackie (dmackie@wsu.edu, 509.335.2218) or
Melanie Rossetti (melanie.rossetti@wsu.edu, 509.335.3791)

Cougar Kids Camp Directors
University Recreation
PO Box 641830
Pullman, WA 99164
Fax: 509–335–4444

Summer Camp Hotline 509–330–2092
(June 10–July 26, Monday–Friday 7:00am–5:40pm)

Contacting Your Child During Camp
If an emergency arises and you need to contact your child during camp, call the
Parent Open House & Tours
Thursday, June 6 6:30pm–8:30pm

➢ Drop-in anytime during the open house hours. The open house will be held at the Student Recreation Center.

➢ Tour the facilities and meet the Cougar Kids Camp Summer Staff. Staff members will be providing tours and answering any questions.

➢ This is an excellent opportunity for parents to ask questions and share information regarding their child’s expectations. Information regarding your child’s participation in Cougar Kids Camp will be provided, including activities, camps’ structure, what to bring each day, camp policies and procedures.

Materials to be Returned
At our website (cougarkids.wsu.edu), you will find general camp guidelines, including what to bring to camp every day, weekly schedules, camp policies, camper check-in/out information, camp staff information and each form your camper will need to have on file.

All campers will be required to have the following forms or information submitted prior to their first day of camp:
- Participant Consent Form
- Camper Conduct Agreement
- Image Consent Form
- Health History Form
- Medication Form (Required only if medication is to be taken while at camp. This includes asthma inhalers too.)
If you register your child through our online system all forms will be needed to filled out prior to being able to register for any weeks.

You can drop all forms by the Student Recreation Center during hours of operation prior to camp, mail them via US mail (Cougar Kids Camp, PO Box 641830, Pullman WA 99164-1830), fax them to 509-335-4444 attn: Cougar Kids Camp. Returning the forms at least one week prior to your child beginning camp is preferable, as we may need more information from your child's physician prior to beginning activity for certain medical conditions. Please feel free to call us if you have any questions or concerns about the Health History Form.

**What to Bring Every Day**

- **Clothing and shoes** – Campers should arrived dressed for activity. We recommend outdoor activity clothes and athletic shoes (no sandals or open toed shoes please!). Please survey what your child brings to camp in the morning to avoid losing items. Please label clothing, towels and all personal items.

- **Water bottle** – Please send your child with a water bottle each day, labeled with their name.

- **Lunch** – Campers that are attending the full day session are required to bring a lunch. A snack will be provided in the morning and the afternoon. A typical snack includes a juice box and a granola bar. Campers will have the opportunity to store their lunches in the refrigerator. Please clearly label your child's lunch bag. Please notify the camp office prior to the beginning of camp if your child has food allergies. It is recommended that children with food allergies bring snacks with them.
✓ **Sun block** – Many activities will take place outdoors. We recommend applying sun block on your child prior to arrival and sending sunscreen with your child to camp.

✓ **Swimming gear** – Please pack a swimsuit and towel for your child every day. Please provide a plastic bag to store wet items in.

✓ **Gym bag/backpack** – A gym bag or backpack is recommended for your child’s belongings. Please label with your child's name.

✓ **Money/items of value** – Please **do not** send items of value (money, cell phones, iPod's, Gameboys, trading cards, stuffed animals, etc.) with your child. *University Recreation cannot be responsible for any lost or stolen items.* Items that are not appropriate for camp may be confiscated and locked in the camp office until parents pick these items up.

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**Facilities**

Your child’s day will begin and end at the Student Recreation Center. Activities will take place at various indoor and outdoor locations on campus, as well as, in the Pullman/Moscow community. Other facilities that are often used are:

- Valley Road Playfields
- SRC Tennis Courts
- SRC Backyard
Arriving at Camp

Camper Drop–off Area
Campers should be dropped–off at the Student Recreation Center parking lot on North Fairway Drive. The check–in area will be clearly marked and camp staff will be on site to greet campers. All staff will wear a staff T–shirt that is crimson in color, with "University Recreation Staff" on the chest and “Camp Staff” on the back.

Check–in Times
- Morning Session: 8:15 AM – 8:30 AM
- Afternoon Session: 12:00 PM – 12:30 PM
- AM Extended Hours: 7:15 AM – 8:15 AM
* If you need to drop of your child after the designated check–in time please do so at the front desk of the SRC.

Departing from Camp

Early Departures
Early departures can usually be accommodated, provided advance notice is given. Please provide written notice to staff at check–in or check–out one day in advance. Parents picking up their children early may do so at the access desk in the Student Recreation Center. Please remember that ID is required when picking up a camper.

Camper Check–out Area
Campers should be picked–up at the Student Recreation Center parking lot on North Fairway Drive. Check–out area will be clearly marked. **Children will only be allowed to leave with authorized persons. A picture ID will be required for checking out children who do not have permission to sign themselves out.** Children will be allowed to sign themselves out to leave the program with written consent from parents/guardians. Children must also have written consent to leave with a person who is not indicated on the registration form.
Daily Check-out Times
- Morning Session: 12:00 PM – 12:15 PM
- Afternoon Session: 4:00 PM – 4:30 PM
- PM Extended Hours: 4:30 PM – 5:40 PM

Registration

Registration Options
Cougar Kids Camp provides morning (8:30 AM – 12:00 PM), afternoon (12:30 – 4:00 PM) and full-day (8:30 AM – 4:00 PM) sessions. Prices are discounted when a camper is registered by the Wednesday prior to the upcoming week.

Registration for Additional Weeks
Parents that would like to register children for additional weeks may do so at the Student Recreation Center or online. Payments by check, cash, Visa or MasterCard are accepted. Provided registration and payment is completed by early registration deadline for the desired session, a discount will be assessed for each additional session a camper attends.

Cancellations
Cancellations must be made at the Student Recreation Center or by phone (509–335–2218). If a cancellation notice is received by the Wednesday prior to the applicable session, a refund will be provided. Please allow 3 weeks after the appropriate paperwork has been completed for refunds. University Recreation cannot issue refunds for partial sessions or prorate camp fees for campers who join midweek.
Registration Fees
Payments are required on or before the due date to retain a registration for a given session and to receive the early registration discount. Payment must be received at the Student Recreation Center by 11:00 PM on payment deadline day. If you have any questions regarding registration fees, please call the camp office at 335-2218.

Medications
Medication of any type (over the counter or prescription) must be sent with your child to camp and a Medication and Instruction Form must be submitted before camp begins. All medication must be in its original container with the exception of medication that must be accessible at all times by the camper. Medication must be given to a camp coordinator at the beginning of each day at camp, where it will be stored in a locked box. A refrigerator will be available if necessary. Camp staff will be certified to assist with administering medicine to campers at the necessary times.

Accidents & Emergencies
University Recreation does not carry health or accident insurance for participants. It is recommended that all campers are required to have medical coverage prior to attending camp. In case of an emergency or accident involving your child, you will be contacted following notification of the appropriate emergency personnel. At Cougar Kids Camp, we make provisions to be certain that all campers will be as safe as possible. All group leaders and office personnel are certified in CPR and First Aid, and will provide initial emergency care when needed. Lifeguards will supervise for all aquatic activities. We provide and require campers to wear the safety equipment for applicable activities.

Illness
If your child should become ill while at camp, you will be notified. Because we do not have a registered nurse on staff, we will ask you to make the decision
whether to remove your child from the program for the day. We ask for your discretion on bringing your child to camp if he/she is ill.

Camper Conduct

In accordance to our commitment to ethics and diversity, we believe that it is important that our campers act in a respectful manner towards each other and themselves as well. While we understand that children have a natural tendency to test the limits of compliance in many situations, we believe that there are certain standards that our campers must be held to. It is our goal to help develop our campers into people who have strong morals, are responsible, and treat others with respect. Inappropriate actions of campers will be handled in the following progressive fashion:

• Staff member will intervene immediately and discuss possible solutions to the problem with the camper
• Camp staff, camp director, and camper will discuss solutions to the problem
• Phone call to parents/guardian concerning the problem
• Camper is sent home
If the camper's actions are severe enough, the earlier stages of the behavior consequences list will be disregarded. Please read and sign the camper conduct agreement form and send it back to the Student Recreation Center.

**Food**

**Lunches**
Lunch begins around 12:00 noon each day. Lunches should be brought in small coolers, lunch boxes or lunch bags. Refrigeration will be available. When packing your child's lunch please put his/her name on the cooler/bag. Please help us in making sure your child has the energy needed to enjoy camp by making sure they eat a good breakfast and have a substantial lunch packed.

**Snacks**
A snack such as fruit chews, chewy granola bars, or pretzels and juice boxes are provided at mid-morning and mid-afternoon. The morning and afternoon snacks are meant to be a supplement and not a substitute to a nutritious breakfast and lunch.

**Food allergies need to be articulated on the Health History Form**

**Vending Machines**
Vending machines are not available to participants during Cougar Kids Camps or during the extended program time. We request that you refrain from sending money to camp with your child. In the event that your camper needs to purchase a bottle of water for the day, we ask that you accompany your camper to the vending machine prior to dropping him/her off at camp.

*Thank You for Choosing Cougar Kids Camp!*