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TITAN RECREATION  
PARENTS GUIDE TO SURVIVE CAMP

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SUMMER 2016

 **TITAN RECREATION**  
ASSOCIATED STUDENTS, CSUF, INC  
CALIFORNIA STATE UNIVERSITY, FULLERTON

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# TITAN RECREATION

## PARENTS GUIDE TO SURVIVE CAMP

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### Camper Management and Health History

We have moved to an on-line health history and camper management system with CampDoc.com which will allow us to better track pertinent information related to each child in our program. The information in CampDoc.com only needs to be completed one time and updated as needed if anything changes such as adding an authorized pick-up or your child has a new medication that needs to be administered while at camp. You will be receiving an email from CampDoc.com asking you to log-in and complete your camper information in the next few days. It is imperative that you complete all sections for each child prior to the first day of camp. Please note that if we are missing any information, you will be required to provide all necessary information on-site prior to us accepting your child at camp. CampDoc.com will need to be completed for each child enrolled in camp and will ask you to provide the following information:

- i. *Parent/Guardian Contact Information*
- ii. *T-shirt Size*
- iii. *Authorized Picks Ups and Emergency Contacts*
- iv. *Allergies*
- v. *Health History*
- vi. *Authorization to treat medical emergencies*
- vii. *Medications*
- viii. *Immunizations (You can enter them individually or upload a pdf or jpeg file of your child's immunization records)*
- ix. *Photo Release*
- x. *Review and acknowledge our camp guidelines*

***You must log-in to CampDoc.com with the link you receive from CampDoc.com. Please set register@campdoc.com as a 'safe sender,' to avoid accidental delivery to junk and spam folders. CampDoc.com uses the email provided to Titan Recreation at the time of registration and is uploaded to CampDoc.com from our registration system. Each child registered for camp will be listed and requires a separate personalized health history profile. Please note the security, confidentiality and privacy of your camper's personal health information will always be protected. Only authorized Titan Recreation staff will have access to camper health information, and the CampDoc.com site is secure, encrypted and password protected.***

***Please note that with CampDoc.com, you will only have to enter your information one time, regardless of how many sessions your child is attending, and the information will be carried over from year to year and can be updated at any time. We are very excited that parents will no longer need to reenter information multiple times throughout a summer camp season and will only need to review and update information annually and when there are changes to the information in the system.***

## What to Bring

Summer camp is going to be a lot of fun, but it also includes long and hot days. In order for our campers to survive a fun filled time here at Titan Youth Summer Programs we need our parents to be well prepared! Here is a list of things we suggest our campers bring along with them to camp:

- i. Sunscreen
- ii. Swim suit and towel\*
- iii. Goggles
- iv. Plastic bag for wet clothes
- v. Refillable Water Bottle
- vi. Athletic clothing and shoes
- vii. Hat and/or hair ties
- viii. Gear (any gear campers feel they need to be comfortable in their activities)
- ix. Extra snacks if needed
- x. Smile 😊

***\*This is for Titan Camp Kids (all levels) and Titan Camp Adventures only.***

***Please mark each item with your child's name.***

We know our campers have many hobbies outside of camp activities, but we suggest they leave their favorite items at home, like:

- i. Electronics\*
- ii. Cards (Yu-Gi-Oh, Pokémon, Baseball, etc.)
- iii. Action figures/dolls
- iv. Anything you or your camper would be sad to lose.

***\*Campers are allowed to bring phones, however, they will only be allowed to contact parents/guardians, and only when authorized.***

## Lunch

All full-day and morning camps include a nutritious lunch and each camp includes a morning and afternoon snack. Menus will be available online and Cater Tots is our camp caterer. We are conscious of nut allergies and we do not serve pork products. If you send your child with a snack, please do not pack products containing peanuts. We may be able to accommodate special dietary requests. Please make sure you denote any dietary restrictions when you fill out your child's health history.

# Parking

A parking pass will be given to each family for the each session you have a child enrolled in camp. Parking passes will be handed out at Open House on June 11<sup>th</sup> from 1 PM – 3 PM as well as on the first day of camp for each session. As you are probably still wondering where to park, how much your pass is, and how long you can park there, we have outlined as much as possible in the following:

## FROM I-57 NORTH:

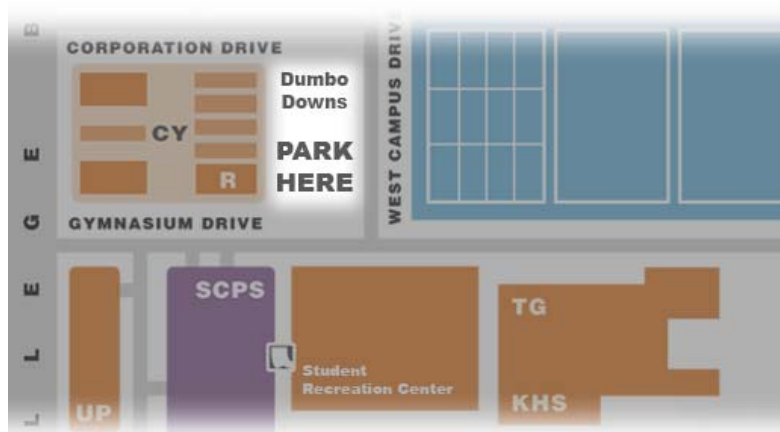
1. EXIT AT NUTWOOD AVE.
2. MAKE A LEFT ONTO NUTWOOD AVE.
3. TURN RIGHT ONTO STATE COLLEGE BLVD.
4. TAKE YOUR 3<sup>RD</sup> RIGHT (JUST PAST DOROTHY LN) ONTO GYMNASIUM DRIVE.
5. TAKE FIRST LEFT AT THE STOP SIGN.
6. TAKE YOUR FIRST LEFT INTO LOT D (DUMBO DOWNS)

## FROM I-57 SOUTH:

1. EXIT YORBA LINDA BLVD.
2. MAKE A RIGHT ONTO YORBA LINDA BLVD.
3. TURN LEFT ONTO STATE COLLEGE BLVD.
4. TAKE YOUR 3<sup>RD</sup> LEFT ONTO GYMNASIUM DRIVE.
5. TAKE FIRST LEFT AT THE STOP SIGN.
6. TAKE YOUR FIRST LEFT INTO LOT D (DUMBO DOWNS)

## PARKING OPTIONS:

- **Free Parking:** Use the pass you are provided to drop off and pick up your camper. These passes are valid for 15 minutes in the morning, mid-day, and in the late afternoon and will be handed out at the Open House on June 11<sup>th</sup> from 1 PM – 3 PM and the first day of each camp session. Permits are valid in Lot D (Dumbo Downs).
- **30 minute parking (free):** Turn right onto Student Union Way then take your second right into the lot designated "30 minute parking."
- **Day Permit:** Pass the parking structure to the right and enter the parking lot to the left (Lot D; Landmark: tennis courts). Day pass is \$8.
- **Pay-by-hour:** Make your 2nd right into the parking structure and follow the signs designated "Park and Pay" area. \$2 per hour.



## Check-in & Check-out

Checking-in your camper(s) is just as important as checking them out. Here at Titan Youth Summer Programs we want to ensure all campers are accounted for. The check-in and check-out process is simple. When you arrive at the Student Recreation Center with your excited camper(s) you will bring them to the back side of the gym across from the parking lot (Parking Lot D). There will be a line for each camp and a list for you to sign in your camper(s). When it is time for pick up you will go to the same place, enter the basketball courts, and check your camper(s) out with their counselors. **All parents/authorized pick-ups must bring a government issued photo ID to check-out.** You will not be able to check-out your child without a valid photo ID that matches the authorized pick-up list you submitted.

## Late Drop Off & Early Pick-up

Please bring your camper(s) to the front entrance of the gym, if you are dropping them off, and sign them in with the Front Desk Attendant. If you are picking them up don't forget to fill out a form letting our camp staff know you will be coming early so we have your camper(s) ready when you get here! Make sure to check your camper(s) out with the Front Desk Attendant and **bring your government issued form of identification.** You will not be able to check your child out without it!

## Mandated Reporter

All youth staff receives training on recognizing the signs and symptoms of child abuse and neglect and preventing child abuse, neglect, and bullying. All youth staff are required to complete and sign the [Acknowledgement of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect](#) which functions as a notification to each employee that he/she is a mandated reporter and that the employee knows he/she has a legal obligation to report suspected abuse or neglect to an appropriate agency such as law enforcement or the California Department of Social Services.

## Medications

Medications must be kept inaccessible to children, including medications for staff. Our staff maintains possession of all medications at camp. If a child has a severe allergy and requires an EpiPen or Inhaler, the camp counselor in their group will carry their medication with them at all times. Prescription medications must be administered in accordance with the label directions as prescribed by the child's physician and there must be written approval and instructions from the child's parent/legal guardian before we accept the medication. Non-prescription medications must be administered in accordance with the product label and there must be written approval and instructions from the child's parent/legal guardian before giving medication to the child. All medications must be in their original packaging – either a prescription with the child's name typed on a prescription label or the original over the counter packaging. Medication entered on the camp registration form or in CampDoc meets the requirement for written permission. Forms will be available at camp if you need to add additional medications on-site.

# Camp Policies

## Transfers & Schedule Changes

Due to administrative costs, a fee is charged for transferring between programs.

1. A \$25 transfer fee applies to each transfer between camp options, sessions, or weeks per child.
2. Transfers must be submitted either online via our web based transfer request form or in person at the Recreation Services Desk of the Student Recreation Center at least three business days prior to the start of the session or week. The transfer fee must be paid at the time the request is approved.
3. Transfers are based on space availability and are made at the discretion of Titan Recreation.
4. Children may give their spots only to siblings or step- siblings. Programs are not transferable to anyone outside the family.

## Absences

Refunds are not available for vacations, special events, short-term illnesses of four or fewer days or other personal commitments that prevent attendance.

## Extended Illness

A refund may be available for an extended illness of five or more consecutive program days. A doctor's note and written note from the parent or guardian explaining the situation must be received within eight working days from the first day of absence. Upon review, participants may receive a \$25 per day refund for the unused days.

## Memberships

Titan Recreation Memberships can be purchased at the Recreation Services Desk. Camp Families are also eligible to purchase a guest pass to use the Student Recreation Center.

## Refunds

The parent or guardian's signature on the registration form indicates understanding of all registration and refund policies and agreement to abide by them. All refund requests must be submitted in writing and received by Titan Recreation by the dates listed below.

<b>Amount</b>	<b>Request received by</b>
90%	Before May 1
75%	May 1–30
50%	After June 1: No later than 15 business days before purchased session begins
25%	Within 15 business days of purchased session

No refunds will be issued after the first Monday of a session or week. If Titan Recreation cancels a program, a full refund will be issued.

## Cash / Check / Credit Card

Refunds are processed upon approval by Titan Recreation and will be refunded by check within three to four weeks after approval. Refunds will be made only to the original payee.

## Inclusion

Titan Recreation has a philosophy of inclusion in all of our programs. This applies to campers and their families regardless of physical or cognitive ability, sexual orientation, gender identity, race, or religion. It is essential that all members of our community are aware that they are choosing to participate in an organization that holds this value and understand that our participant expectations of campers and their families is reflective of this philosophy.

Titan Recreation provides inclusive opportunities for campers with special needs. Campers with special needs are included in activities with their typically developing peers and follow a schedule that may include social skills and behavior coaching throughout the day. As campers are fully integrated into the typical camp experience, a camper assessment may be needed to ensure the best match between camper needs and program structure. For the safety of all staff and participants, programs are not designed for children who have significant non-compliant or aggressive behaviors. If your camper or family has a need that could require additional support, we expect that you will proactively work with our staff to create a camp plan that will facilitate success for your camper.

## Dismissal From Camp

There are times when the camp must dismiss a child due to psychological, emotional, or physical challenges or actions that preclude the child from participating safely or effectively in a group. If appropriate, this will result in a complete refund for the unused days.

If a camper is dismissed for disciplinary reasons, there will be NO REFUND for the unused days.

## Questions?

Call (657) 278-PLAY or email [tyspadmin@fullerton.edu](mailto:tyspadmin@fullerton.edu)