Welcome to the Pete & Penny’s Summer Camps. This is the fifth year of summer camps for the Department of Campus Recreation at Youngstown State University. Our hope is to return to the great success experienced by campus recreation over the years to provide your child summer enjoyment. We are excited about returning to an in-person format and to welcome you and your child into the program. We hope that our diverse program offerings, themes, and outstanding customer service will become the benchmark for future camp development. Campus Recreation is committed to promoting a holistic approach to wellness and developing healthier lifestyle choices that lead to personal growth, providing state of the art services and facilities and integrating diverse learning, leadership opportunities and wellness perspectives with ideas from the Youngstown State community that compliments the academic mission of Youngstown State University. These will all be showcased as part of all our camp activities and services!

Pete & Penny’s Camp Philosophy: to serve the needs of children who are entering grades 1-6 by opening doors to the wonders of art, entertainment, culture, mindfulness, socialization, and recreation within a university setting. Camp activities are designed to help each camper become more independent, enhance self-confidence, cultivate self-awareness, and develop both mind and body in a fun and safe environment.

Camp Goals

✓ Emphasize the teaching and learning of skills and activities
✓ Teach and instill the concept of teamwork through planned activities
✓ Create mutual respect for other people and their ideas, thoughts, and actions
✓ Introduce campers to new activities
✓ Teach campers the proper way to act during activities, i.e., good sportsmanship
✓ Maintain a safe and respectful learning environment
✓ De-emphasize competition and emphasize fun in activities
✓ Provide positive role models for the children

The camp activities are designed to create increased interaction between the staff and the campers. This interaction will create a positive atmosphere where campers and staff members will enjoy themselves more.

The overall theme of the camp is to provide children with the positive aspects of recreation while at the same time allowing both the campers and the staff the opportunity to interact and learn from each other.

Let’s have a great summer!

Ryan McNicholas

Ryan McNicholas
Director of Campus Recreation
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION DESCRIPTION</th>
<th>PAGE (S)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Camp Policies &amp; Procedures</strong></td>
<td>4-8</td>
</tr>
<tr>
<td>▪ Contact Information</td>
<td>5</td>
</tr>
<tr>
<td>▪ Camp Structure</td>
<td>6</td>
</tr>
<tr>
<td>▪ Camper Eligibility</td>
<td>6</td>
</tr>
<tr>
<td>▪ Registration Policies</td>
<td>6</td>
</tr>
<tr>
<td>▪ Payment Policies</td>
<td>6</td>
</tr>
<tr>
<td>▪ Camp Session Dates</td>
<td>6</td>
</tr>
<tr>
<td>▪ Daily Camp Times</td>
<td>6</td>
</tr>
<tr>
<td>▪ Check-in/Check-out</td>
<td>6</td>
</tr>
<tr>
<td>▪ Daily Camper Supplies</td>
<td>7</td>
</tr>
<tr>
<td>▪ Camper Illness/Accidents</td>
<td>7</td>
</tr>
<tr>
<td>▪ Camper Emergencies</td>
<td>7</td>
</tr>
<tr>
<td>▪ Camper/Staff Medication</td>
<td>8</td>
</tr>
<tr>
<td>▪ Hold Harmless Agreement</td>
<td>8</td>
</tr>
<tr>
<td>▪ Parking</td>
<td>8</td>
</tr>
<tr>
<td>▪ Camper Safety</td>
<td>8</td>
</tr>
<tr>
<td>▪ Camper Discipline</td>
<td>8</td>
</tr>
<tr>
<td>▪ Camper Illness</td>
<td>8</td>
</tr>
<tr>
<td>▪ <strong>First Aid &amp; Emergency Procedures</strong></td>
<td>8 - 9</td>
</tr>
<tr>
<td>▪ Camp Emergency Procedures</td>
<td>8</td>
</tr>
<tr>
<td>▪ General First Aid Procedures</td>
<td>8</td>
</tr>
<tr>
<td>▪ Camper Disabilities, Medical Concerns, and Well-Being</td>
<td>9</td>
</tr>
<tr>
<td>▪ COVID-19 Statement</td>
<td>9</td>
</tr>
<tr>
<td>▪ <strong>Appendix—Forms</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Daily Camper Sign-In/Sign-Out</td>
<td></td>
</tr>
<tr>
<td>▪ Camper Accident Form</td>
<td></td>
</tr>
<tr>
<td>▪ Camper Medication Form</td>
<td></td>
</tr>
<tr>
<td>▪ Camper Disciplinary Action Form</td>
<td></td>
</tr>
</tbody>
</table>
CONTACT INFORMATION

Department of Campus Recreation (Main Line) Andrews Wellness Center

Watson & Tressel Training Site
Beeghly Center
Campus Police
Poison Control Center
Child Abuse Hotline/CARES

(330) 941-3488
(330) 941-2287
(330) 941-1978
(330) 941-3527
(888) 231-4455
(330) 296-2273

Coordinator of Competitive Sports & Summer Camps
Domonique Sak
Office (330) 941-2239
Cell (585) 690-7355
E-mail dsak@ysu.edu

Graduate Assistant of Club Sports & Summer Camps
Samantha Johnson
Office (330) 941-3229
Cell x
E-Mail svjohnson01@student.ysu.edu

Director of Campus Recreation
Ryan McNicholas
Office (330) 941-2207
E-Mail ramcnicholas@ysu.edu

Summer Camp Staff

Camp Manager

Supervisors

Counselors
CAMP POLICIES & PROCEDURES

Camp Structure

Pete & Penny’s Summer Camp is comprised of six individual week-long sessions. While each session has its own theme, the summer camp follows a similar structure each week in order to provide a consistent experience for each camper regardless of the week they attend. Some activities will occur in multiple sessions but may have a unique adaptation to fit the theme of a particular week. Camp activities include games, sports, arts, crafts, and themed programs. Each week will have a mix of activities to provide a variety of exciting experiences for the campers. Pete & Penny’s Summer Camp is based out of Andrews Recreation and Wellness Center but the camp utilizes outdoor areas surrounding Andrews and around the Youngstown State University campus.

Camper Eligibility

Pete & Penny’s Summer Camp is available to, and designed for, children between the ages of 6 and 12.

Camp Session Dates

<table>
<thead>
<tr>
<th>SESSION</th>
<th>THEME OF THE WEEK</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Daily Camp Times

Each session will run from 9:00 am through 4:00 pm, Monday through Friday. Extended Care will be available to families that need additional time for the care of their child(ren) from 7:30 – 9:00 am and from 4:00 – 5:30 pm, Monday through Friday.

Check-in/Check-out

Each child’s safety is the top priority for the Pete & Penny’s Summer Camp; therefore, policies that have been established are not subject to change unless the Camp Coordinator or Graduate Assistant has made prior arrangements with the parent or guardian of the child.

It is important to our camp’s success that campers are here by 9:00am daily. Our activity sessions cannot begin until we have all staff and campers present. If you know that you will be running late, please let us know so that we can plan our staffing needs accordingly.

Daily check-in/check-out will be fifteen (15) minutes prior to camp and after camp. A late pick-up fee will be assessed to parents who do not pick their child up by the designated time. The fees for late pick-up are as follows: 4:16 PM—5:00 PM = $5.00 fee, 5:01 PM—5:30 PM = $10.00, after 5:30 pm=$1 per minute. All fees are due and payable at the time the child is picked up. Parents must drop their children off at the designated areas and check their child into camp. To pick their child up, the parent, guardian or authorized person must present valid identification before the child will be released. The authorized person must be on the camper enrollment form; otherwise the camper may not be released to the individual.
Children with parents that work on the Youngstown State University Campus may not be released for the child to travel unescorted to the parent or guardian’s office. This rule is not subject to interpretation or review; it is for the safety of the child.

If the child is to be picked up prior to the conclusion of a day’s activities, the parent must report to the Lead Counselor, Camp Coordinator, or Graduate Assistant who will radio the child’s counselor notifying him/her that the child’s parent is here for the child. The Lead Counselor, Camp Coordinator or Graduate Assistant will assume care for the child when released by the counselor until the parent; guardian or authorized person has signed the child out. The counselor will not stop an activity to escort the child to the parent. Parent/guardians should communicate with the Camp Coordinator or Graduate Assistant to arrange early pick up or late drop off.

**Daily Camper Supplies**

Each day, each child should bring the following items to camp (all items sent to camp should have child’s full first and last name):

- Prescribed medication in original packing
- Backpack (to store items not being used)
- Sun block spray on is preferred
- Non refrigerated nut free lunch
- Insect repellent (if desired for outdoor activities)
- Change of clothes
- Water bottle

The camp staff requests that you do not send any toys, electronics (i.e. iPods, cell phones, tablets, etc.) or additional money with your child when they come to camp. The toys from home provide an unnecessary distraction for the other campers when the staff is trying to implement a game or activity. In addition, we do not want a child to misplace or lose these belongings. The camp will not be held responsible for lost or stolen items. Parents and/or guardians will be notified should the child need to bring other items to camp.

Parents are strongly encouraged to help the child pack for camp daily to ensure that inappropriate items are not brought to camp. All items should be clearly labeled with full first and last name.

**Camper Illness/Accidents**

In the event a camper becomes ill or has an accident, the Camp Coordinator or Graduate Assistant will notify the parent or guardian. Due to the large concentration of children, there are circumstances when Camp Coordinator will ask that children do not attend or must be picked up early from camp. These instances will include, but are not limited to; a camper who has two or more episodes of diarrhea, a camper who is running a fever of 100 degrees or more, a camper who has thrown up, or the combination of any of the above symptoms. If your child is suffering from any of these or other symptoms (such as pink eye or other contagious illnesses), please call the camp to alert the staff. For minor accidents/illness, the camp staff will provide appropriate first aid and provide the parent/guardian with a copy of the accident/injury report form.

**Camper Emergencies**

For camper emergencies, the Camp Coordinator or Graduate Assistant (in the absence of the Camp Coordinator) will notify the parent or guardian of the situation. If the parent/guardian is unavailable, or cannot be reached, the camp staff will seek emergency medical treatment from qualified medical professionals. In the event emergency medical treatment is necessary, the physician is authorized to provide necessary medical care as needed unless otherwise indicated on the child’s Health History Form. If the parent or guardian is still unable to be reached, the camp staff will notify the authorized emergency contact.

If the parent or guardian has an emergency and needs to contact their child or camp staff member, the
parent/guardian should first call the Department of Campus Recreation main line, then cell numbers of Camp Coordinator or Graduate Assistant if main line is unavailable.

**Camper/Staff Medication**

If a camper is required to take any form of medication during the day, prescribed or not, the Health History Form should contain the information. The parent/guardian is required to submit the Health History form and the Camper Medication Form prior to any medication being given to a camper. The medication must be provided by the parent/guardian of the camper and should be given to the Camp Coordinator in the original, clearly labeled container with exact directions for administration. When administering medication, the directions on the Health History Form and Camper Medication Form should be followed. If these directions conflict with those on the medicine container, the parent should clearly identify this on the Health History Form and Camper Medication Form.

Asthma inhalers and injectable medication must be provided by the parent/guardian. For safety reasons, campers may not maintain possession of their medication while in camp; the direct counselor will maintain possession and assume responsibility for the medication. Camper medication will be under the direct supervision of the child’s counselor until the need arises. The camper will self-administer any inhalers and injectable medication, and apply sunscreen and bug spray when needed unless the parent has made prior arrangements with the Camp Coordinator. Only the camp staff, Graduate Assistant, Camp Coordinator may administer all other medication. Counselors will have a copy of each child’s medical needs as noted in the Health History Form. Children will apply their own lotion before proceeding outside. If the child is using spray on sun block, then the counselor may assist the camper with application of the product. However, the counselor will not be held responsible for missed application.

**Hold Harmless Agreement**

The parent/guardian will be responsible for signing a Hold Harmless Agreement for each child that they enroll in camp. This form notifies the parent of the hazards and inherent risks of participating in a summer day camp. The form also notifies parents that Pete & Penny’s Summer Camp does not provide insurance for the campers. The parent/guardian should contact their insurance agent regarding insurance coverage for their child.

**Parking**

Pete & Penny’s Summer Camp and YSU Department of Recreation will not provide parking for parents or staff. However, we contact parking services and notify them about typical drop-off and pickup times. Please ask the Camp Coordinator for more details regarding this. If you are parking outside of the normal drop-off and pickup times, then it is the responsibility of the parent/guardian or staff member to purchase a parking pass or daily pass (located at each campus lot). The Department of Recreation and Pete & Penny’s Summer Camp is not responsible for parking fines or for damage to, vandalism of, or theft of automobiles or other personal property contained within the automobile while parked at Andrews Wellness Center or other lots.

**Camper Safety**

In the best interests of safety, all campers will be under supervision of the camp staff at all times during camp activity. Pete & Penny’s Summer Camp maintains a 5:1 camper to staff ratio to provide optimal supervision throughout the program.

**Camper Discipline**

There will be times during camp when it becomes necessary to administer discipline to a camper. The methods
of discipline used by this camp are to:

a. Speak individually with the camper,
b. Remove the camper from the activity for a short period of time,
c. Time-Out, and/or
d. Have the Counselor speak with the camper, and/or
e. Have the Camp Coordinator or Graduate Assistant speak with the camper.

If the child meets with either the Camp Coordinator or Graduate Assistant, a Discipline Report will be filed and must be signed by the parent at the end of the day. If any child accrues two Discipline Reports in the same week, the parent will be called and activity time may be lost for the remainder of the week. If the problem persists during the week, under extreme conditions, the parent will be called to pick the child up early from camp. The camp staff does not want to be placed in the position of removing activity time. We ask that the parent speak with the child and let them know the importance of following the instructions of the camp staff. If a child is sent home early from camp there will be no refund of enrollment fees for the camper. This camp will be a community of many people working together. If a child threatens the safety or well-being of other campers, the child will not be allowed to return to Pete & Penny’s Summer Camp.

**Parental Concerns**

If the parent/guardian has a concern, suggestion, or complaint, please see our Intern, Graduate Assistant or Camp Coordinator.

**Camp Transportation**

Transportation to and from camp is the responsibility of the parent/guardian(s). Counselors may not transport campers in their personal vehicles without previous written parental consent, and must be approved by the Camp Coordinator.

**FIRST AID AND EMERGENCY CARE PROCEDURES**

When working with young children in a camp environment, a certain number of injuries will be inevitable. In the event that any injury occurs to an individual or group of individuals, standard first aid procedures will be followed. All staff members attend and participate in mandatory safety training. Staff members are First Aid, CPR and AED certified.

**Counselor Safety Knowledge:**

ABRASIONS and MINOR LACERATIONS
BLEEDING
CONVULSIONS/SEIZURES
FAINTING
FRACTURES and DISLOCATIONS
SHOCK
MOVING AN INJURED PERSON
HEAT EXHAUSTION
NOSEBLEEDS
SPRAINS
BURNS
EYE INJURIES
BLUNT INJURY or CONTUSION

**General First Aid Procedures:**
Counselors will assess and determine severity of injury.
Counselors will immediately for assistance if advanced medical care is needed.
Counselors will determine the type of medical help and/or transportation needed.
In the case of severe injury (obvious skeletal deformities, stoppage of breathing, profuse bleeding, unconsciousness, etc.) Counselors will immediately notify the on-duty Lead Counselor to acquire medical assistance.
Lead Counselors will inform the on-duty Intern, Graduate Assistant or Camp Coordinator, who will notify the injured person’s parent/guardian.
If the injury is minor, Counselors will administer necessary first aid notify Lead Counselor afterward.
Counselors will report all injuries on Accident Form(s) and submit paperwork for review to supervisors.
Counselors will make a photocopy of the completed form to be given to the injured camper’s parent/guardian at pickup.

Camper Disabilities, Medical Concerns, and Well-Being

Campers may have any number of different medical, physical, mental, social, or emotional issues which may need specialized attention. As these needs arise camp staff will be informed of any pertinent information that they need to know. If it is known that a particular camper has some form of special need, whenever possible accommodations will be made to include the camper in all camp activities. Any additional information or education that is necessary for camp staff to best work with a child will be relayed as appropriate.

COVID-19 Statement

In the case of an official pandemic (i.e. COVID-19), Pete & Penny’s Summer Camps will follow any and all policies and/or guidelines set forth by Youngstown State University, the state of Ohio, and government officials. We will make decisions in the best interest of students, faculty, and staff. Please be patient as we navigate the everchanging public health climate. Pete & Penny’s Summer Camps will have virtual options moving forward. If your child is feeling sick, please do not send them to camp for the health and safety of themselves and others.

Conclusion

As youth counselors, we realize everything we do affects our campers, co-counselors, and Pete & Penny’s Summer Camp. We will ensure our actions are consistent with the policies and procedures found in this manual.

Let’s have a great summer!