



# Parent Handbook

Revised 03/2023

## Kid's Sports Camp Parent Manual

Dear Parents and Campers,

Welcome to our 2023 Kid's Summer Sports Camp. We are so glad you have decided to join us at Camp. The Utah Olympic Oval and Kearns Oquirrh Park Fitness Center are committed to ensuring that your child's time here is safe, fun, and filled with memories and friendships. This program is intended for campers ages 5-10 or Kindergarten through 4<sup>th</sup> grade.

Please take a moment to read this handbook over with your child. It provides important information about our program, policies and procedures, and basic information about what to bring and which phone numbers to call.

KOPFC and The Oval would like to remind you that KOPFC and The Oval are not licensed daycare facilities.

### **Kid's Camp Contact Information**

#### Kearns Oquirrh Park Fitness Center

Between 8:45-12:00 PM

Tasha Rose

KOPFC Recreation Supervisor

[trose@kopfc.com](mailto:trose@kopfc.com)

Direct Line 385-355-0530

Front Desk 801-966-5555

#### The Olympic Oval

Between 12:00-3:00 PM

Jennifer Howland

UDO Community Outreach Coordinator

[jhowland@uolf.org](mailto:jhowland@uolf.org)

Direct Line 801-503-1061

Front Desk 801-968-6825

# Kid's Sports Camp Parent Manual

## Section 1: Program Details

### 1. Days & Times Offered

Kid's Camp is held Mondays through Fridays beginning Monday, June 5th until Friday, August 11th, 2023.

**Kids Camp will NOT be held on July 3<sup>rd</sup>, 4<sup>th</sup> or July 24<sup>th</sup>.**

### 2. Daily Activities

Activities can include but are not limited to soccer, dodgeball, kickball, crafts, ice skating, curling, and swimming.

### 3. Age Requirement

The ages for children in Kid's Camp are 5 to 10 years old. These are children that are in kindergarten through 4<sup>th</sup> grade. The games and activities are geared towards children who function well with other children in those age ranges. NO 4-YEAR-OLDS WILL BE ALLOWED FOR ANY REASON.

### 4. Staffing

Counselors are the key to a great day at camp. Therefore, we look for the very best when we hire. Characteristics we look for in Kid's Camp Counselors are:

\*Good role model

\*Outgoing personality

\*Leadership abilities

\*High moral values

\*Experience working with children

\*Desire to work with children

## Section 2: Times, Fees & Discounts, Registration

### 1. Times

We offer 2 different options for Camp.

½ Day KOPFC 9:00 AM-12:00 PM (up to 15 kids)

Full Day 9:00 AM-3:00 PM (up to 40 kids)

### 2. Fees & Discounts

We offer 2 payment options, monthly and full summer. For those that are members of KOPFC, a 15% discount off the general fee will be offered. For those with additional children in their immediate family, we will be offering a 5% discount. **Only one (1) 5% discount for an additional child will be allowed per family.** You will need to pay full price at registration. Then email [jwardle@kopfc.com](mailto:jwardle@kopfc.com) to receive a refund for the 2<sup>nd</sup> child discount. This will be the last year of 2<sup>nd</sup> child discount.

### 3. Registration

All registration must be done at [www.kopfc.com](http://www.kopfc.com). Click on the blue "Online Registration" button on the front page. Once at the registration page, you will need to sign in or create a log in, if you do not already have one. Then locate the "Kid's Camp" link under "Youth Programs". No monthly or full summer registrations will be taken at the front desk at KOPFC or at The Oval.

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## Fees & Discounts Continued

### **Monthly ½ Day (9am-12pm)**

KOPFC Member \$120.00  
Additional Child Member \$114.00

#### **Limit 1 Additional Child**

General Patron \$137.00  
Additional Child General \$131.00

#### **Limit 1 Additional Child**

### **Monthly Full Day (9am-3pm)**

KOPFC Member \$230.00  
Additional Child Member \$219.00

#### **Limit 1 Additional Child**

General Patron \$264.00  
Additional Child General \$251.00

#### **Limit 1 Additional Child**

### **Full Summer Full Day (9am-3pm)**

KOPFC Member \$532.00  
Additional Child Member \$505.00

#### **Limit 1 Additional Child**

General Patron \$625.00  
Additional Child General \$595.00

#### **Limit 1 Additional Child**

## Fees & Discounts Continued

### **4. Refund/Withdrawal Policy**

**Refunds or Credits minus time used will be offered up through the first week of the program.**

All refunds processed at the request of the patron or for circumstances beyond our control will be assessed a \$5 administration fee. Refunds will be issued within thirty (30) days upon discussion and approval.

## ***Section 3: Daily Operations & Lunch***

### **1. Check- In**

When you enter the facility tell the front counter staff that you are there for kids' camp and proceed back to the basketball gym for drop off.

### **2. Drop Off, & Sign-In Policy**

Each child MUST be signed in with a parent/guardian at the time of drop-off each day. If you are unable to drop off your child in person, AND your child is 10 years old, you will need to speak to the Kid's Camp supervisor. Children are not the responsibility of Kid's Camp staff until they are officially signed in.

### **3. Early & Late Drop-off**

We will begin sign-ins at 8:45 AM. Please do not drop your child off prior to this time as the Counselors will be busy setting up for the day. We will allow late drop-offs only until 9:15 AM. At that time all open spaces will be filled with Daily Drop-ins.

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## 4. Pick-Up

The Kid's Camp staff's #1 priority is to keep your child safe. For this reason, anyone picking up your child/children must be listed on the sign-in sheet. A valid ID will be required for each person picking up your child that is not their parent or guardian. Please make sure anyone picking up your child is made aware of this policy.

- a. **½ Day KOPFC Camp pick-up @12 pm same place as morning drop-off**
- b. **Full Day Camp Oval pick-up @3 PM at the south entrance of The Oval**

## 5. Late Pick-Up

Pick up is promptly at 3:00 PM. Please be aware of this policy so that our staff can get on with the rest of their day.

## 6. Lunch

*All Full Day Campers will need to bring a lunch from home each day.*

## Section 4: Dress Code & Personal Items

### 1. Dress Code

Kid's Camp is a very active program with games being played outside, in the gym, at the track or ice. Each of our facilities will require different attire. Please refer to the list below of attire your child will need for each facility.

#### **KOPFC 9:00 AM-12:00 PM**

- |                                     |                       |
|-------------------------------------|-----------------------|
| *Tennis Shoes (do not wear sandals) | *Shorts or long pants |
| *Age-appropriate swimming Suit      | *Towel                |

#### **Oval 12:00 PM-3:00 PM**

- |                                     |         |
|-------------------------------------|---------|
| *Jacket                             | *Gloves |
| *Long pants                         | *Socks  |
| *Tennis Shoes (do not wear sandals) |         |

### 2. Personal Items

No personal items of any kind will be allowed during Kid's Camp. If a child is found with any of these items, the counselors will confiscate them and return them to the parents at pick up.

Things not allowed during Kid's Camp include, but are not limited to the following:

- \* Electronics of any kind (cell phones, video games, or music players)
- \*Blankets
- \*Toys of any kind
- \*Money
- \*Weapons
- \*Pokémon Cards
- \*Smart Watch games

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## Section 5: Camp & Swimming Pool Rules & Disciplinary Action

### 1. Camp Rules

- \* Listen and follow directions given by Kid's Camp staff the first time
- \* Ask permission to go to the bathroom or get a drink
- \* Always bring a buddy and a counselor when using the bathroom and getting a drink
- \* Be polite and courteous to others
- \* No running or yelling in the building
- \* No food outside of lunch time
- \* Once kids are signed in, they will not be allowed to use the vending machines
- \* Be respectful of everyone and raise your hand if you have a question
- \* No foul or rude language
- \* No arguing
- \* No negative comments or attitudes toward anyone at camp
- \* Keep your hands to yourself
- \* No Bullying or gossiping

### 2. Swimming Pool & Locker Room Rules

If your child will need a life jacket during swimming, please make sure to indicate this on the sign-in sheet. If a life jacket has been indicated for your child, your child must wear a life jacket. Swimming is a fun part of summer camp. Please make sure that your child always comes with or is wearing a swimming suit under their clothes.

KOPFC's Family Locker Room has single stall changing rooms only. Children that will be attending the second half of Kid's Camp will need to change out of their wet suits. They will be changing by themselves in the changing stalls. If you would like your child to change with their sibling or another family member, you will need to indicate this on the sign-in sheet.

### 3. Disciplinary Action Steps

These are the steps that our counselors will follow if there is any inappropriate behavior.

\*The Kids' Camp Counselors will use a strike system. The child will be given a strike if rules or instructions are not followed. The strikes will be tallied throughout the week and erased after Friday. It is possible for the child to erase a strike if they show exceptional behavior. If the child has 3 strikes on Friday, he/she will not receive the positive reinforcement that is given at the end of each week. If the child has 5 strikes on any day of the week, he/she will not be allowed to swim that day or the rest of that week, unless they can get strikes erased.

1. Verbal Warning-Give verbal warning to child to change or stop behavior
2. Strikes Given- See above for more information.
3. Parent Involvement-If unacceptable behavior continues, parent or guardian will be notified immediately.
4. Suspension-If unacceptable behavior continues after steps 1-3 have been followed, child will be suspended for 1-2 days
5. Termination-After returning to camp from suspension and unacceptable behavior returns, child will be expelled from Kid's Camp for the remainder of the season and possibly will not be able to

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return the following year.

**Discipline related absences are not eligible for refunds!**

## ***Section 6: Communication & Medical Concerns***

### **1. Who to call?**

KOPFC and The Oval work together to create a day of fun for your child. We are two businesses that work separately. Due to this, before calling with any discussion items, you will need to determine which business to contact. If you are calling with an issue that occurred between 9:00 AM-12:00 PM, to contact your child during that time, or payment concerns, contact Tasha at 801-385-355-0530 or the KOPFC Front Desk at 801-966-5555. If you are calling regarding issues that occurred between 12:00-3:00 PM or to contact your child during that time, contact Jennifer at 801-503-1061.

### **2. Illness or Emergency at Camp**

If your child becomes ill or an emergency occurs while participating at camp; we will separate your child from the other children immediately, perform needed care and then contact the parent or guardian. **Please make sure you are available to be reached at the phone number(s) you have given us when you signed your child in.**