2018 Policies and Procedures
Camp EduAdventures
James Hall, Rowan University
201 Mullica Hill Rd.
Glassboro, NJ
Camp EduAdventures

At EduAdventures, campers engage in fun, hands-on, interdisciplinary activities that incorporate learning in an active, experiential way. Led by Rowan College of Education faculty, staff, and upper-level education majors, small groups of children experience a wide variety of exciting activities that incorporate STEM, music, theatre, literacy, creative writing, health and physical education, community-building, games, and education careers. All of our activities are infused with fun and adventure!

Camp Contact Information
Rowan University, College of Education, Dean’s Office
856-256-4750
Email: EduAdventures@rowan.edu

Address for camp registration forms:
College of Education Dean’s Office
James Hall
Attn: Camp EduAdventures
201 Mullica Hill Road
Glassboro, NJ 08028

CAMP POLICIES

Camp Payments
Full payment must be received at the time of registration to hold a camper’s place; otherwise, your child’s enrollment will be voided. Payments should be made through the Rowan Online Marketplace.

http://commerce.rowanonline.com/store/events/event

Aftercare Payments
Aftercare is available. Aftercare is between 4:00pm and 5:00pm. The charge for aftercare, $15 per day, will be billed separately and payable by check made out to Rowan University. Payments will be due the Monday of the week of services. Payment can be submitted to Holly Fisher in the Dean’s office, room 2014 or by mail to 201 Mullica Hill Rd. College of Education, James Hall, Suite 2011, Glassboro, NJ 08028, Attn: EduAdventures

Late Pick-Up (After 5:00 pm)
Please contact the camp office at 856.256.4750 in advance for any unavoidable late pick-up or emergency. You will be charged $5 per child for each and any portion of 15-minute segments you are late picking up your child. This payment will be due that day. More than three late pick-ups will result in the participant’s dismissal from our aftercare program.
Request for Receipts for Income Tax or Other Purposes
Upon request to the Camp Director, we will issue a final receipt indicating all deposits and payments made for camp.

Camp Cancellation & Refund Policy
• Full payment must be received by the payment deadlines to hold a camper’s place. If full payment is not received by this time, your reservation(s) will be automatically cancelled and your child(ren) will be removed from the reserved week(s) effective immediately. If this occurs, you must re-enroll and risk going on a waiting list.
• All registrations are final by June 1. No refunds will be issued after this date unless serious medical issue(s) arise. In this case, please email EduAdventures with a detailed description and doctor’s note to begin the refund process. Payment is final once it has been submitted to Rowan Online Marketplace.

Camp Rules
To create a fun and welcoming environment we ask that the campers follow the rules below:
1. Follow instructions by camp staff to ensure safety.
2. Show respect to all campers, staff, equipment and property. No put downs, insults, or teasing is allowed. This includes no use of profane or inappropriate language.
3. Keep hands, feet, head, and all other body parts to themselves. Fighting, hitting, theft, destruction of camp property, and intentional infliction of pain is NOT TOLERATED.
4. Have a positive attitude.
5. Have FUN! 😊

Incident Reports
All incidences of problem behaviors will be documented and reported to the Camp Administration. With any disciplinary incident, camp staff members plan to communicate openly with parents/guardians in order to improve camper behavioral issues. All conversations regarding incidents will be kept confidential.

For any incident that occurs at camp, an incident report will be completed by the camp staff and submitted to the Director/Coordinators. Parent will be called and emailed if necessary. In most cases, minor incidences (unacceptable language, not following directions, talking back to counselor, refusal to cooperate, pushing or shoving in lines, etc.) will result in a discussion with the camper and a verbal warning or time-out. The office will keep record of all minor incidences and may contact the parent. Any major incidences (fighting or intentional infliction of pain, continuous use of profane language, bullying, endangering the safety of others, extreme temper tantrums, leaving the grounds, etc.) will result in removal from camp activities. We will contact the parent by phone call as well as email to notify them of the information below.
• Date, time, place of incident
• A full detailed descriptions of event and any investigation happening
• Corrective plan of action
Range of Responsive Actions (not necessarily in sequence, depends on severity of the situation)

- **Verbal Warning (from instructors or supervisor):** No formal action taken, will be logged by counselors.
- **Time-Out/Activity Privilege Withheld:** A formal action is taken and the incident will be recorded in the camp office disciplinary log. Parents may be contacted if administration deems necessary.
- **Camper sent home for the remainder of the day:** Parent will be contacted to come pick up the camper. An email will be sent to the parent with the incident report.
- **Camper is sent home and dismissed:** The Parent will be contacted to pick up the camper immediately and brought home. The parent will receive an email with the details of the incident and a meeting may be set up to discuss why dismissal of camp is occurring. *In addition, no refund will be awarded.*

It is our responsibility to ensure the safety of all campers therefore; it is up to the discretion of the administration to determine the severity of a camper’s behavior and its impact on the camp. Family meetings may be set up to discuss behavior issues.

Dismissal from Camp
The College of Education at Rowan reserves the right to dismiss a child if we do not have adequate expertise or resources for the child’s educational, medical, emotional, or other needs. There are also times when the camp must dismiss a child due to conditions, which preclude the child from participating safely and/or effectively in a group setting. This action will take effect only after consultation has occurred with the parents/guardians, camper, and the camp director. Dismissal for the aforementioned reasons will result in a complete refund for the unused days.

Dismissal may be necessary for disciplinary reasons. This action will take effect only after proper documentation and consultation has occurred with the parents/guardians, camper, and the camp director. If a camper is dismissed for disciplinary measures, there will be NO REFUND for the unused days.

Immediate Dismissal
On rare occasions there may be incidences deemed so serious by the camp administration that immediate suspension may occur, either temporarily or for the remainder of the summer. In these instances, parents will be contacted immediately and a meeting will occur to discuss the situation. All decisions regarding suspension will be made with the best interest of the camp in mind.

New Jersey Reporting Law
New Jersey has a mandatory reporting law for any incidence of inappropriate behavior or actions that may be of a sexual nature. This includes something as simple as inappropriate touching, either camper to camper or counselor to camper. We can simply no longer assume that these behaviors or actions are just “kids being kids” because we are mandated by law to report all incidences to our campus police authority.
The following protocol will take place once this occurs:

University Public Safety will be contacted immediately after an incidence is reported to the staff. Parents of all parties will be contacted about the reported incident. The EduADVENTURES administrative staff will not directly question the children involved. University Police will take reports from the camp staff and in most cases are required to contact the Department of Family and Child Services so that they can take over the full investigation.

FORMS

The following forms must be received in our office by June 15, 2018. Your child(ren) will not be permitted to participate in camp if paperwork is not submitted by June 15, 2018. Paperwork can be submitted to Holly Fisher, in the Dean’s office; via email to eduadventures@rowan.edu; or by mail, to 201 Mullica Hill Rd., College of Education, James Hall, Suite 2011, Glassboro, NJ 08028.

- Parental Statement and Consent/Liability Waiver
- Medical History Form
- Medicine Distribution Form: If your child requires medication during the course of the day please make sure that you fill out a “Medication Form.” All medication is self-administered by participant. Participant must know what their medication is, be able to recognize it, know the dosage and when to take it. Due to possible side effects, the 1st dose of new medicine must be taken 24 hours prior to attending camp. All medications taken during program hours must be in their original pharmaceutical container with prescription dosage and name clearly marked. Camp staff will accept no more than 4 weeks of medication, the amount to be verified in writing by Camp Staff and the parent/guardian. We are prohibited from dispensing over-the-counter medicine to your child unless we receive a physician’s note describing the prescribed dosage.
- Child Pick-Up Authorization and Emergency Contact: For the safety of your child, we must have a written authorization/permission from the legal parent/guardian, of all persons permitted to pick-up your child. Please complete the form provided; you may add or delete names in writing at any time. If there are any legal issues we should be aware of, please provide us with an updated court document stating such. We will abide by legal documents only when dealing with children and custody issues. Otherwise either parent has equal rights to their child(ren) and the information regarding them such as invoices, medical records, and camp schedules.
- Field Trip Permission Slip: Permission slips must be signed and returned in order for your child to attend field trips. Lunch will NOT be provided on field trip days.
- Camp Aftercare Form: Aftercare is available. After camp care is between 4:00pm and 5:00pm. The charge for aftercare ($15 per day) will be billed separately.
What to Expect at EduAdventures

Counselors/Instructors
As a university facility we have the unique advantage of having an extremely qualified pool of college aged counselors, many of whom are education majors and/or former alumni who are currently teaching.

Age Groups
We create groups of children with similar ages. One instructor will be with your child at all times during the camp experience.

Camp Activities:
There is something for every child in our interdisciplinary, education-focused camp:
- Science
- Creative arts and crafts (e.g., jewelry making, puppetry)
- Technology
- Creative writing
- Cooking
- Literacy activities
- Theatre Arts
- Music
- Mini-trips to on-campus resources
- Games
- Weekly field trips (included in the registration fee):

Themes
*Please be on the lookout for our weekly themes and field trips!

Lunch and Snack
All campers must bring their own non-perishable lunch, as refrigeration is not available for individual lunches. If a camper forgets a lunch, the staff will try to contact a parent or guardian. In the event the parent or guardian cannot be reached, we will attempt to provide a lunch for the camper.

The camp will provide a twice-daily snack break. We highly suggest you send additional snacks for your child if you feel it is needed, particularly if your child(ren) is in aftercare.

Using the On-Campus Pool
- The pool has lifeguards on duty at all times.
- For days we are utilizing the pool, please send your camper with swim gear, towels, and a flotation device (if needed).
• The pool also provides noodles and boards, so even if you cannot send one, camp staff will ensure all swimmers have a floatation device to swim.
• All of the teachers and counselors will get in the water with the students. For children who cannot swim, they will only use the "shallow end" where they have platforms available that the students can stand on.
• If a student wants to get out of the water, they will be able to rest in the bench and counselors will supervise them.
• **If you are not comfortable with your camper swimming, please email eduadventures@rowan.edu to let us know ahead of time.**

**Sunscreen**
Each day we will go outside. We recommend that you apply **waterproof sunscreen** (30 SPF or higher), on your child at home before the camp day. Please send your child to camp with what has proven to be successful in the past. If you send your child in with sunscreen, please make sure their name is clearly marked on the bottle. If necessary, our counselors will help children that cannot apply sunscreen by themselves.

**Lost & Found**
Campers will surely lose countless items this summer. If your child loses something, please let us know and we will check in the camp lost and found. To prevent such loss, please mark all items with your child’s name. EduAdventures Summer Day Camp is not responsible for any items lost during camp. Any items not picked up on the last day of camp will be donated.

**Camp T-Shirts**
Camp T-shirts will be provided on the morning of our on-campus field trips (Thursdays). Campers will be given one shirt for the summer. Please ensure your camper is wearing his or her camp shirt every Thursday for field trips.

**Camp Dress Code**
Campers should wear comfortable clothing such as t-shirts and shorts. For safety reasons, sneakers are required for participation in all camp activities. *Open toe shoes, sandals, crocs and wheelies will not be permitted.*

**Miscellaneous**
• While the majority of the camp occurs indoors, please note that some activities require campers to be outside. All children are expected to participate in the planned activities, as we are unable to provide individual supervision otherwise.

• Children will be allowed to read personal books during before care and aftercare only. During regular camp hours, campers are expected to participate in activities.
• Please do not allow your child(ren) to bring toys, portable electronics, playing cards, or cell phones – there will be plenty for them to do while at camp, and EduAdventures is not responsible for lost or stolen items.

• There will be a ZERO TOLERANCE POLICY on cell phones due to privacy issues. Cell phones will be confiscated by the camp directors and will only be returned to a parent or guardian.

CAMPER DROP-OFF AND PICK UP INFO

Curbside Pick-up/Drop-off Procedures
*This applies only to those campers NOT using before-care and/or after-care.

Drop Off Times: Drop-Off begins at 8:15 am and ends 8:30 am sharp.
Pick Up Times: Pick-Up is at 4:00 pm

*Please use walk-in procedures during all other times. You may pull into any parking space that is legal. Do not park in handicapped parking spaces, directly in front of a fire hydrant or a stop sign.

*A Pick-up/Drop-off route will be emailed to all parents/guardians. There are pending construction projects that may alter the route.

1. During the designated drop-off and pick-up times, counselors supervise the curb areas, route traffic appropriately, and escort children to and from respective vehicles and camp sites.

2. It is very important that you pull up next to the curb and directly behind the car in front of yours. Please do not leave spaces between cars, as we have limited space to work with. Most importantly, wait until you have reached the drop off point and are greeted by a staff member before letting your child off or picking your child up. The drop off point will be marked and only one car will be “serviced” at a time. The process flows smoothly when everyone “follows the rules.”

3. Be courteous to other drivers. Do not leave your car unattended, double parked at the curb or parked at the stop sign at the corner as it adds to the congestion and may result in getting a citation from Public Safety. If you need to speak to a counselor, please exit the car line and park in a designated area.

4. Please drive through the area slowly and watch for staff in the street and other cars entering from the opposite direction. We will not allow any car to drop off children from the opposite side of the street.

Important for Pick-Up Only
1. Curbside Pick-Up runs from 4:00pm until 4:15pm. If you arrive after 4:15pm, you must park and come into James Hall to pick up your child. Please be sure to bring proper identification with you at this time.

2. Every person picking up must be on the authorization list and sign out the child they are picking up.

   You will be asked to show proper identification to pick up your child at any time of the day. If you do not have proper ID and/or are not on the authorization list, you will not be allowed to pick up your child. Every effort will be made to call all persons on the child’s authorization list for clearance and verification. If we are unable to reach anyone at that time, the child will remain with us.

3. An authorized list will be created that will allow certain individuals to pick up your child from camp. Both parents will be on the list unless court documents state specific custody arrangements. Please be sure our office has a completed copy of that form or fill one out prior to camp. If at any time you need to make deletions or additions please contact our camp office.

Carpooling
If you anticipate car-pooling with other campers, please be sure that all drivers are on your pick-up authorization list and have proper identification.

Tardiness/Early Dismissal
If your child will be arriving late or needs to leave camp early, a written note or phone call is required. Please indicate who will be picking up your child, as the camper will only be released to an authorized person with proper identification.

Before and/or Aftercare Walk-In Procedures
This applies to those enrolled in either the Before Care and/or Aftercare program.

1. Aftercare runs from 4:00pm until 5:00pm. We highly recommend pre-registering for these programs so that we have an accurate count for our counselors.

2. When picking up your child for aftercare, please bring a photo ID to pick up your child. We will only accept a photo ID. You will be required to show your ID each day at pick up. If you do not have proper identification and/or are not on the authorization list, you will not be allowed to pick up that child. Every effort will be made to call all persons on the child’s authorization list for clearance and verification. If we are unable to reach anyone at that time, the child will remain with us.
Thank You!