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# Welcome!

## Dear Parents,

Thank you for choosing KEVA Sports Center for your child Summer Sports Camp experience this year! It's going to be a blast!

Our goal of KEVA Summer Sports Camp is to provide campers with the appropriate structure & resources that promote a fun & exciting sports experience. KEVA Summer Sports Camp gives campers the opportunity to try new activities, improve their social skills, & most importantly develop new friendships in a fair and rewarding environment!

Our KEVA Summer Sports Camp Handbook contains everything parents & children need to know to make this year's camp great!

**Please review this handbook with your camper prior to the first day of camp.**


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**THANK YOU FOR CHOOSING KEVA SUMMER SPORTS CAMP!**

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## Our Staff

KEVA Sports Center approaches the hiring and training of all Summer Sports Camp Coaches very seriously. Summer Sports Camp Coaches at KEVA are expected to complete mandatory training where they are taught all the necessary & fundamental skills needed to be a successful Camp Coach.

KEVA requires *all* Camp Coaches to be certified in both **CPR & First Aid.** 

Aside from these requirements, KEVA also performs both, state of WI. & Federal **background checks** on *all* our Camp Coaches *prior* to them being hired.

Please communicate questions/concerns with any of our Camp Coaches!

You can expect KEVA Staff to always behave in a manner that's considered:

- **Kind**

- Courteous
- Caring
- Respectful

KEVA Sports Center has a **ZERO TOLERANCE** policy for

**Unacceptable Behavior:**

- Physical violence/conduct used to harm another camper or staff member.
- Swearing, use of racial slurs and/or profanity.



- Damaging or destruction of another camper's property.
- Stealing or destruction of another camper's property.
- Harassing, teasing, or bullying another camper.



# Camper Expectations

This is a summer **sports** camp. Your child **should enjoy being physically active & playing sports prior** to them enrolling in KEVA Summer Camp.

Here are our expectations for camper behavior in the following areas:

# Behavior Management

1. **Participation** –All campers are expected to participate in whatever game their group is playing for at least the first 15 minutes. Most activities are 45 minutes – 1 hour at most. Ideally campers will participate the entire time we are playing even if they dislike the game.
2. **Swearing** –No swearing is allowed of any kind at KEVA. If a child is heard swearing, they will be removed from the activity immediately. If the problem becomes reoccurring, KEVA staff will reach out to the child's parents, and the child may be sent home for the rest of the day/week without a refund.
3. **Physical Conduct** – KEVA has a ZERO TOLERANCE policy to physical violence/conduct used towards another camper or KEVA Staff. If a camper physical violence/conduct that's considered excessive in relation to the game being played, that camper will be immediately removed from the game and appropriate action will be taken. See Behavior Management on Page 4 for more details on how nonintentional physical conduct will be handled.
4. **Electronics** –Electronics are not allowed at KEVA Summer Camp. We recommend leaving children's cell phones at home during summer camp. If a camper is seen with an electronic, they will be asked to leave it in their bag. Repeated behavior will result in placing the electronic in the Directors office. If you need to get ahold of your child, please call KEVA at (608) 662-7529. KEVA is not responsible for any lost or damaged electronics your child brings into the facility.
5. **Sportsmanship** –Poor Sportsmanship is defined as, "not following the rules and purposely cheating, displaying inappropriate behavior to the other players or coaches, and/or not allowing the game to be played in the correct fashion as intended." We encourage all campers to always display good sportsmanship, throughout Summer Camp.

*If a child displays any of the examples as outlined above as "unacceptable behavior", that camper is immediately subject to removal from Summer Camp. No refunds or in-house credit will be given to camper's if their removal from camp is due to unacceptable behavior.\**

Camp Coaches will be trained to follow the steps listed below:

1. **Verbal warning** — The Camp Coach will give the child a verbal warning and tell them that their behavior unwanted. The Coach will remind the child of the correct behavior. The child will be given the chance to resume play displaying correct behavior.
2. **First Offense** –If unwanted behavior is repeated, the child will be removed from the activity and be given another verbal warning. Coaches will take written notes of the incident to relay to parents. The child may or may not be asked to sit out for an appropriate amount of time, depending on the severity of the offense. Parents will be notified of the child's behavior upon pick-up.



## Bathroom Accident Policy

- 3. Second Offense** –If unwanted behavior is displayed a second time, the child will receive another verbal warning, but will also be removed from the activity immediately. The child will sit out for the remainder of the activity, and depending on the severity of the offense, additional action may be taken to limit unwanted behavior. Parents will be notified of the child's behavior upon pick-up and reminded of the consequences of a third offense.
- 4. Third Offense** –If a child repeats unwanted behavior for a third time, the child will not be given a verbal warning. The child will be immediately removed from the activity and the child's parents will be called to come pick-up their child within 45-60 minutes of the call. The child will be suspended from Summer Sports Camp for 5 days (1 week) without refund. When the camper is picked up, the Camp Director will discuss the camper's behavior with parents and, if necessary, create a plan of action so that if/when the camper returns to camp, they can display correct behavior.
- 5. Removal From Camp** –If a child is removed from Summer Sports Camp for any reason, a plan of action will be made. If the child still displays unwanted behavior the child will be removed from Summer Sports Camp for the remainder of the summer, following the current refund policy. The Camp Director will meet with child's parents to discuss this ramification further, if needed.

### **All Campers MUST be fully potty trained**

*KEVA understands occasional bathroom accidents will occur, but if a camper is having regular bathroom accidents the following steps will take place:*

- 1.** The Camp Director will meet with the camper's parents or guardian to determine the cause and a plan of action for the future.
- 2.** If camper continues to have multiple accidents, then the parent will be called and expected to come and change the child or take them home within 30-45 minutes of the call.

## Parents Policy

**3.** If the problem persists or does not improve the Camp Director will make the determination on withdrawing the camper from the program.

**Please bring and label sunscreen with your child's name on the bottle for field trips and time spent outside.** Fridays are *Water Day* at KEVA. Your child will need sunscreen on these days since we spend extended periods of time outside. Licensing requires MFS Camp Coaches to apply a document all sunscreen application of campers. KEVA will supply sunscreen to campers that don't bring their own to Camp.

Please refer to our weekly agendas for all field trip times, locations, and other details.

Fridays are **Water Day** at KEVA, and on Wednesdays SPC Camp visits Goldfish Swim School. Your camper will need the following items for both days: **swimsuit, towel, sunscreen, water shoes/sandals, and water toys** for use. Water Guns are not allowed at KEVA.

## Sunscreen Policy

KEVA is **NOT** responsible for any lost or stolen items.

We encourage families to leave all valuable items at home and label all items brought to KEVA including **backpacks, water bottles, and towels** as these are commonly lost items. Pokémon and other trading cards are prohibited at KEVA Summer Sports Camp.

## Field Trips & Water Day

*Any custodial parent, or guardian of a child enrolled in our program, shall be permitted access to the camp during its hours of operation for the purposes of contacting their children.*

❖ **Separated Parents:** If the parents are separated and not legally divorced,

## Lost & Found/Stolen Items

KEVA Sports Center cannot deny access to a child by either parent.

❖ **Divorced Parents:** In cases of divorce, either parent may pick up a child unless a court order indicates limited visitation or no visitation. Custody agreements must be kept on file at KEVA. KEVA Sports Center will not act

## Refund Policy

as an intermediary between parents and all communication, registration, and payment issues are the responsibility of both parents.

- ❖ **Guardianship:** If a legal guardian, rather than a parent, enrolls a child, a copy of all appropriate legal paperwork must be on file at the facility.

All Parents/ Guardians are **REQUIRED TO SIGN CAMPERS IN AND OUT OF CAMP EVERYDAY.**

If any person other than the parent/guardian of the participant plans to pick-up or drop-off the child, KEVA staff **MUST** be notified, with **written consent** from one of the adults listed as an authorized pick-up of the child. You are allowed to pick a child up from KEVA camp if you are an authorized pick-up, or we have received written consent from an authorized pick-up that it's okay for the child to leave camp with you.

- 1. SUPER SPORTS CAMP AGES 7-14:** Check-in time goes from 7:30am-9am.  
**Pick-up/Check-out is from 4:00pm-5:30pm every day.** If the camper is not picked up by 5:35pm, a fee of \$1/minute will be assessed and billed to parents/guardian of the

## Check-In & Check-Out

child. This payment will be charged with the credit card on file. Please review KEVA's Camp Pick-Up Policy for additional information.

Complete payment of camp confirms registration and reserves placement into KEVA camp. All refund requests must be made in writing via paper forms that can be picked up at the front desk or can be found on our website, [www.kevasports.com](http://www.kevasports.com).

If you cancel with 21 or more days' notice, there is a 15% cancellation fee, or we can keep the *full* amount on file as in-house credit for future use. If you decide to cancel with less than 21 days' notice of the camp starting an in-house credit will be applied to your account for future use (No cash refunds). If cancellation occurs with less than 15 days' notice, assuming no medical note is provided, 50% of the original fee will be applied as an in-house credit.

*There are no refunds for missed days or partially missed weeks. There are no refunds in the case*

## Meals

*of weather emergencies as those are out of our control. Credits may not be used for membership renewal, merchandise, or food and beverage purchases. KEVA Sports Center reserves the right to modify or change this policy without advance customer notice. Valid memberships are required for program admission.*

Any camp change request will charge a **\$15.00** processing fee per change per camper after **June 1st**. Changes must be made **two weeks in advance** of the week currently enrolled in and all changes are subject to availability.

If a change request cannot be accommodated, then normal refund policies are in effect. A change request form must be filled out on our website, [www.kevasports.com/camps](http://www.kevasports.com/camps).

If a child communicates an illness or illness symptoms are observed, the parent/guardian of the camper will be notified **via phone call** and updated of their child's status.

## Requesting a Change in Registration

Children will be sent home immediately if the child; develops a fever, vomits, shows signs of pink eye, or has lice symptoms. **There are no refunds for illnesses.** Long-term illnesses require a doctor's note and must be reviewed by the Camp Director prior to any reimbursements.

Serious injuries that require emergency medical attention will be handled by professional medical personnel. Parents will be updated **via phone call**, as soon as possible, about the

## Illnesses & Injuries

nature of the injury and where the child is taken to receive medical care.

KEVA Sports Center does provide all campers with snacks. Once in the morning and once again in the afternoon. **Children are required to bring a lunch Monday-Friday to camp if they don't pre-purchase a lunch plan.** Meal plans are \$30.00 each week of camp. Menus and meal plan lists can be found on our website, [www.kevasports.com](http://www.kevasports.com). Lemonade and water are always available for campers.



## SPC FAQ's

If a child cannot or will not eat the snacks KEVA provides, it's the responsibility of the camper to bring their own snacks from home. **CHILDREN ARE NEVER ALLOWED TO SHARE FOOD BROUGHT FROM HOME WITH OTHER CAMPERS AT KEVA.**

Be sure to document **ALL** known food allergies when filling out your child's waiver.

If a parent or child *forgets* their lunch at home, KEVA will provide a lunch to the child for **\$8.00** that day. Payment will be due at the end of camp and or charged to the card on file.

**CHILDREN ARE NEVER ALLOWED TO BUY FOOD AT KEVA CONCESSIONS DURING CAMP HOURS.**

Medications **MUST** be labeled properly with:

### Forgotten Labels

- Child's full name
- Prescription fill date
- Proper dosage
- Administration instructions

All medication **MUST** have the **original label** and be kept in the **original packaging**.

**NEVER** send your child to camp with medication in their backpack.

### Medications

- Doctor's name

Carefully list all medication(s) your child may need to take on their waiver, prior to the first day of camp. All medication must be approved by Camp Director prior to first day of camp.

**\*If your child is prone to headaches, consider listing Ibuprofen/Tylenol on your child's waiver!\***

Please complete all waivers, including the **Parent Agreement Form** as the last page of this handbook, and return them to KEVA prior to your child's first day of camp.

KEVA will keep these on file throughout the duration of Summer Camp. Completed waivers are **required** for your child to attend camp. It's the responsibility of the participants

### Waivers

parents/guardian to ensure waivers are **properly** filled out to the best of their ability.

- ❖ **My child wants to be with their friend is this an option?**
  - a. Yes as long as the child is the same age or within one year in age
- ❖ **My child is going to be 7 at the end of July, I know they would prefer to be with the older kids during camp, is this a possibility?**

# Typical SPC Camp Schedule

- a. Unfortunately, due to licensing restrictions we would have to keep your child in the 5–6-year-old camp until the week they turn 7, then we will be able to move them up for the remainder of the summer.
- ❖ **I would like to do the lunch option for summer camp, but my son has peanut allergies, how does Keva accommodate in these situations?**
  - a. Inform KEVA staff of the allergy and we will accommodate for it. If we cannot accommodate, we will request the child bring a bagged lunch. For most allergies, this is not an issue.
- ❖ **I would like to pick my child up at 2pm on Tuesday, June 14<sup>th</sup>. Is that okay?**
  - a. You may pick your child up anytime between the camp hours of 7:30-5:30.
  - b. The camp typically takes Field Trips T/W/Th. Please communicate with camp director if you plan on picking up early on these day as we may not be at KEVA all day.
- ❖ **I know that prices increased a couple of days ago, but I didn't get paid until today and I was hoping that I could still get the lower price. Can you help me out?**
  - a. Unfortunately, once the deadline has passed you must pay full price. See our refund policy for more information on pricing.
- ❖ **I have a 5yr old and 10yr old and I would like to bring them both at 7:30am, is this a possibility? Does this cost extra?**

## Field Trips (Tu/W/Th)

If you have one child in MFS camp and another in SPC camp, we can accommodate for you dropping both off at 7:30am and they can stay until 5:30

**Good swimmer, I have worries about him going swimming each week. What situations do you have in place for this?**

We take our children to swimming pools that have on-duty lifeguards. We also keep our ratio to coaches throughout our field trips, so children are never alone in the water.

Snacks and Lunch will ALWAYS take place at KEVA.

Field Trips will usually take place in the AM.

Please send your camper with appropriate clothing needed for field trips.

Games and activities take place both inside and outside of the building.

Sample SPC Camp Agenda

	7-8 group	9-10 group	11+ group
<b>Time</b>			
8:00-8:30	Check-in / Free-Time (or until enough kids for a game)		
8:30-9:00	Start group Game (Torpedo)		
9:00-9:15	Get Into Groups and Go Over Day		
9:15-9:45	Snack WASH HANDS		
9:45-10:30	Relay Races	Tag Games	Soccer
10:30-11:15	Tag Games	Soccer	Relay Races

Middleton,

# Member Agreement Form

Sample SPC Camp Agenda			
Time	7-8 group	9-10 group	11+ group
8:00-8:30	Check In-Free Time (or until enough kids for a game)		
8:30-9:00	Start group Game (Scatter Dodge)		
9:00-9:15	Get Into Groups and Go Over Day on		
9:15-9:45	Snack <b>WASH HANDS</b>		
9:45-10:30	Goldfish Swimming		
10:30-11:15			
11:15-12:00			
12:00-12:30	Lunch <b>WASH HANDS</b>		
12:30-1:30	Basketball	Team Handball	Soccer
1:30-2:00	Soccer	Basketball	Team Handball
2:00-2:30	Team Handball	Soccer	Basketball
2:30-3:00	Snack <b>Wash Hands</b>		
3:00-4:00	All Camp Game		
4:00-5:00	Check Out Free Time		

## Code Of Condu

Members who display any of the following behaviors will be asked to leave the KEVA facility immediately. Members who display the following behaviors may be denied future re-entry to KEVA facility as well as program admissions.

- Physical/Verbal abuse used towards others.
- Swearing or use of racial slurs and/or derogatory terms.
- Unnecessary aggression used towards others.
- Intentional damage and/or theft of KEVA property.
- Intentional damage and/or theft property while on a field trip.

One of KEVA's highest priorities is ensuring the proper safety and care of all its childcare program participants.

If KEVA Staff suspect a parent/guardian to be under the influence of drugs/alcohol, or witness child abuse, the police will be called immediately.

**\*Please sign, date, & return this form prior to your child's first day of camp\***

*By signing, I acknowledge that I've fully read and agree to each of the policies as outlined within this handbook. I understand that a failure to follow any of the policies, as outlined within the handbook, may result in current and/or future termination of ALL program services at KEVA.*

**Parent/Member Signature:** \_\_\_\_\_.

**Child's Name:** \_\_\_\_\_.

**Date:** \_\_\_\_\_.

**Program Selection:** \_\_\_\_\_.