

Table of Contents

Welcome!	2
Our Staff	3
Camper Expectations	4
Behavior Management	5
Bathroom Accident Policy	6
Sunscreen Policy	6
Field Trips & Water Day	6
Lost & Found/Stolen Items	6
Parents Policy	7
Check-In & Check-Out	7
Refund Policy	8
Requesting a Change in Registration	8
Illnesses	8
Meals	9
Meal Fees	9
Medications	9
Waivers	9
SPC FAQ's	10
SPC Typical Camp Schedule	13
Code of Conduct Acknowledgement Form	14



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.

THANK YOU FOR CHOOSING KEVA SUMMER SPORTS CAMP!

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**
- **Inclusive**
- **Unbiased**



Camper Expectations

KEVA Sports Center has a **ZERO TOLERANCE POLICY** regarding "Unacceptable Behavior."

Unacceptable Behavior:

- Physical violence/conduct used towards another camper or KEVA staff.
- Swearing, use of racial slurs and/or derogatory terms.
- Intentionally damaging KEVAs or another camper's property.
- Intentionally stealing KEVAs or another camper's property.
- Intentionally humiliating, harassing, or bullying another camper.

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:

1. **Participation** –All campers are expected to participate in whatever game their group is playing for at least 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.
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 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 child getting phone taken away. 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.**

Behavior Management

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.
- 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 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, without refund. The Camp Director will meet with child's parents to discuss this ramification further, if needed.

Bathroom Accident Policy

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

Sunscreen Policy

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.

Field Trips & Water Day

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 outside at KEVA. Notify staff if your child suffers from epilepsy or is sensitive to flashing lights as campers may encounter this on field trips.

Lost & Found/Stolen Items

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.

Parents Policy

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, 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 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.

Check-In & Check-Out

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 8am-9am.
Pick-up/Check-out is from 4:30pm-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 child. Please review KEVA's Camp Pick-Up Policy for additional information.

Refund Policy

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.

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 10 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 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.

Requesting a Change in Registration

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 for must be filled out on our website, www.kevasports.com/camps.

Illnesses & Injuries

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.

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 personal. Parents will be updated **via phone call**, as soon as possible, about the nature of the injury and where the child is taken to receive medical care.

Meals

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. Lemonade and water are always available for campers.

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.

Forgotten Lunch

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.

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

Medications

Medications **MUST** be labeled properly with:

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

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.

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!

Waivers

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

SPC FAQ's

REGISTRATION

- ❖ **I have a 3- and 5-year-old that I would like to sign up on Monday's, Wednesday's, and Friday's. Is this an option for me?**
 - a. No, SPC Camp is weekly registration only.
- ❖ **Are there any discounts for camp?**
 - Early Bird Discount- sign up before May 2nd and receive \$15 off each week
 - Sibling Discount- You pay the normal price for the first child, then any child after that receives \$10 off their fee. Ex: 1st Child- \$200, 2nd/3rd/4th Child-\$190 each.
- ❖ **I have a 6-year-old son who really wants to be with his older sister in the 7-8-year-old group, can they be together?**
 - Due to licensing requirements and ratios, we can't keep your children together during camps, they will have to stay in their respective age groups.
- ❖ **My Daughter turns 7 in July and her friend is already in the 7-8 camp at the beginning of the summer, can I just sign her up for the 7-8 camp so they can be together?**
 - Unfortunately, due to licensing restrictions we would have to keep your daughter in the 5-6-year-old camp until the week she turns 7, then we will be able to move her up for the remainder of the summer.
- ❖ **I'm not sure when I will need care until the week of, could I just pay every Friday?**
 - No, we require payment upfront to come to camp. Your payment holds your spot at camp as we do fill up each year. If requesting a payment plan, please reach out so we may discuss options - info@kevasports.com
- ❖ **Do you do payment plans?**
 - Reach out to us and we can discuss options - info@kevasports.com
- ❖ **Do I need a membership to enroll my children in camp?**
 - Yes, your child must have an active membership to register for camp. \$25 for individual or \$35 for a family good for one year from date of purchase.
 - Memberships can be shared for siblings if they are a family membership.

LUNCH/SNACK

- ❖ **I'd like to sign my child up for your lunch program, but he has a peanut allergy. Is this an option?**
 - You may purchase a lunch plan, as KEVA generally refrains from using anything with Peanuts in it, however, the safest option for the camper with any sort of food allergy is to bring their own lunch from home each week of camp.
- ❖ **I only want to get lunch 3 days of the week, is this an option?**
 - No. This is no longer an option at KEVA Summer Sports Camp.
- ❖ **What do the kids have for snacks and lunches?**
 - You can find our menu on our website, we change what we have each month - examples Nutri-Grain bars, string cheese, fruit, graham crackers, etc.

SPC FAQ's (Cont.)

- ❖ **Do I have to send my child with breakfast/snacks?**
 - No, we provide an AM and PM Snack for all children. We ask all parents to have their child eat breakfast before camp, so each child has energy for the day
- ❖ **What if I don't want to sign up for the lunch program?**
 - Anyone signed up for Full Day Camps but not enrolled in our lunch program will have to send their child with a nutritious meal- any day a child forgets a lunch they will be given the KEVA Lunch for that day and parents will be charged at pick-up \$8.00. We do have a microwave and refrigerator as needed.

CAMP

- ❖ **What are the camp hours?**
 - a. Mon. – Fri. 7:30am-5:30pm
- ❖ **What do you do for field trips? Do you leave KEVA?**
 - a. Tues. & Thurs. are field trips, and Wed. SPC Camp goes swimming at Goldfish Swim School. All field trip times and locations can be found on our website.
- ❖ **I need to pick my child up at 2pm today, is that okay?**
 - a. Yes, just let us know at Drop-Off so we can be sure to have your child ready. Pricing will not be altered for missing partial days.
- ❖ **What if my child is sick?**
 - a. We ask your child to remain home until they're symptom free for 24 hours.
 - b. We don't offer refunds for missed days due to sickness or injury without a doctor's note.
- ❖ **My son takes medication every day at 12pm, can he go to his backpack around then and take it himself?**

No. If medication needs to be taken by a child while at camp you will need to fill out our Medical Administration Form and provide the medicine and instructions to the Camp Director, we will be sure your child gets their needed medication at the proper time
- ❖ **What do you do all day?**
 - a. We split the day up with various games lead by coaches, mixed with periods of free play on our playground or game room, as well as the courts and fields. We play team games, school yard classics, indoor and outdoor playground games, board games, crafts, field trips, individual skill games, swimming on Wednesdays, sand play, and lots more!
- ❖ **What do you do about bullying?**
 - a. Bullying is not tolerated at KEVA in any form. Any reported bullying will lead to a conversation/meeting with the child and the child's parent to discuss a correction plan needed to be put in place. This plan must be signed off by both parents of the child- if changes to the child behavior don't occur the child will be removed from our program.

SPC FAQ's (Cont.)

- ❖ **My two daughters are each 5 and 8, the 8-year-old camp starts at 7:30 but the 5/6-year-old camp doesn't start until 8, do I have to wait until 8 to bring both of my kids?**
 - a. No. If you have a child who attends both camps you are allowed to bring both at the 7:30 start time, the younger child will be moved to his appropriate group at 8 when his camp begins at no charge. This is the only exception to this rule.
- ❖ **What if I need to call my child while they are at camp, can they have their phone?**
 - a. No. If you need to reach your child at KEVA, call us at 608-662-7529.
- ❖ **My son will NOT play soccer, what can he do instead while the camp plays this game?**
 - a. Camp rules require all camp kids to try each game for 15 minutes. After 15 minutes they can sit out as there is no alternative activity for unwanted games.
 - b. If this behavior starts getting repeated for multiple days, action will be taken.
- ❖ **Do you take pictures?**
 - o Yes. We do sometimes take pictures of campers and use them for our website and social media. Please communicate with staff if you would not like your child to be included in photos during summer camp.

SAFETY

- ❖ **How can you ensure the safety of each child?**
 - o Our coaches are trained in keeping all our campers safe throughout play. We also have procedures in place to sanitize equipment and keep groups as safe as possible during play, outside of assumed risk.
- ❖ **Is your facility safe?**
 - o Yes. KEVA is an air conditioned and spacious indoor area where kids have proper supervision and boundaries by both their coaches and supportive staff/managers within the building. All our turf inside is surrounded by glass and netting. We also have heavy lift gates to ensure children cannot remove themselves from this space easily. Our outdoor area is fenced in with coaches ensuring groups stay together. We do daily inspections as well as have state licensing do their random inspections throughout the summer.
- ❖ **What if it's too hot outside?**
 - o We follow state licensing guidelines. If the actual temperature is above 90 degrees Fahrenheit, we will not be going outside
- ❖ **What if it's raining/storming outside?**
 - o Raining- We are allowed to play in the rain though we only do this if it's a light sprinkle or just a quick rain cloud. If it gets heavy or is going to be raining for an extended length of time, we will return indoors.
 - o Storming- Thunder/Lightning/Heavy Winds will keep us inside.

SPC Typical Camp Schedule

In-House (M/F)

Games and activities take place both inside and outside throughout the day.

Campers will remain in their groups for majority of the day.

Sunscreen will still be needed on these days

Sample SPC Camp Agenda

	7-8 group	9-10 group	11+ group
Time	Check-in / Free-Time (or until enough kids for a game)		
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
11:15-12:00	Soccer	Relay Races	Tag Games
12:00-12:30	Lunch WASH HANDS		
12:30-1:30	Matball	Basketball	Kids Choice
1:30-2:00	Kids Choice	Matball	Basketball
2:00-2:30	Basketball	Kids Choice	Matball
2:30-3:00	Snack WASH HANDS		
3:00-4:00	All Camp Game (Battleships)		
4:00-5:00	Check Out / Free time		

Field Trips (Tu/W/Th)

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.

Sample SPC Camp Agenda

	7-8 group	9-10 group	11+ group
Time	Check In-Free Time (or until enough kids for a game)		
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 WASH HANDS		
9:45-10:30	Goldfish Swimming		
10:30-11:15			
11:15-12:00			
12:00-12:30	Lunch WASH HANDS		
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 Wash Hands		
3:00-4:00	All Camp Game		
4:00-5:00	Check Out Free Time		

Member Agreement Form

Code Of Conduct:

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.**
- **Being under the influence of drugs and/or alcohol.**
- **Smoking onsite.**
- **Unnecessary aggression used towards others.**
- **Intentional damage and/or theft of KEVA property.**

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: _____.

Childs Name: _____.

Date: _____.

Program Selection: _____.