Cardinal Kids Camp Guidebook
Summer 2019
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General Information

Personnel
Cardinal Kids Camp is administered by Recreation Services professional and student staff that have been trained accordingly and prepared to make this camp the best experience for all individuals involved. All personnel will have completed background checks and the Working with Minors training per Ball State University policy. All staff are also CPR/First Aid/AED trained through the American Red Cross, or hold a higher safety certification.

Professional Staff
The Associate Director of Recreation Services and the Coordinator of Competitive Sports and Community Programs both oversee the camp with the support of the Director of Sports Facilities Management and Recreation Services. One will be present at Ball Gymnasium for the duration Cardinal Kids Camp.

Cardinal Kids Camp Administrative Office
Ball State University –Ball Gymnasium
Muncie, Indiana 47306
Phone: 765-285-9163 (Office)
Email: ckc@bsu.edu
http://www.bsu.edu/recreation

Professional Staff
Jaclyn Gidley, Coordinator of Competitive Sports and Community Programs
Phone: 765-285-0837 (Office)
Email: jgidley@bsu.edu

Student Staff
Two student employee groups work Cardinal Kids Camp. The first group are CKC Leads and the second group are CKC Counselors. The Leads assist professional staff with Check In and Check Out, Field Trips, and overall camp management. Leads assist in day-to-day operation and administration of camp. The CKC Counselors are assigned to specific grades and have the most direct interaction with the campers throughout the day.

Location
Camp is held at Ball Gymnasium. To reach camp by car follow the Quad Drive from the McKinley entrance east of Ball Gym. The camp office is located in lower level of Ball Gym, and labeled/signed as CKC Office. Camp business may be conducted through the Student Recreation and Wellness Center (SRWC) Front Office located in the lobby of the SRWC (765-285-1753) OR in the Ball Gym CKC Office. Campers needing special arrangements for a late arrival or early departure MUST be checked in and out of the Ball Gym CKC Office.
You may view a campus map with the following link: http://cms.bsu.edu/map type in "Ball Gymnasium" and then click on the point that comes up. You will be able to click “get directions” and find them for wherever you are coming from.

Parking
We have confirmed with the Ball State Parking Department the R11 lot marked in red below will only be enforced M-R 8am-4pm. Enforcement will be for parked cars only. You are permitted to drop off and pick up campers and accompany them to your vehicle. Cardinal Kids Camp is not responsible for issued tickets. It is the responsibility of the parent/guardian to contact Parking Services if there are any problems or questions. Parking Services: 765-285-1208.
Registration

This process has been modified from previous summers to ensure better quality service for both the parent/guardian and Recreation Services. Registration will open March 11th, 2019 at 8am and end on April 19th at 6pm. Registration may be completed online or in person. Payment is required at the time of registration. Each week is capped at 80 campers total, and a waitlist will be created for each individual week.

The chart below shows a breakdown of the costs for affiliate and non-affiliate registrants. To receive the affiliated rate, you must be officially affiliated with the university. Valid affiliates are current students, employees, alumni, or retiree/emeriti with a valid BSU ID. Spouses and dependents of valid affiliates are also eligible. Four-day registrations run Monday-Thursday. Three-day registrations run Monday-Wednesday.

<table>
<thead>
<tr>
<th>Offerings</th>
<th>Affiliate Members</th>
<th>Non-Affiliate Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1-3, 5 &amp; 6 (Four-Day Option)</td>
<td>$120</td>
<td>$150</td>
</tr>
<tr>
<td>Weeks 1-3, 5 &amp; 6 (Three-Day Option) &amp; Week 4*</td>
<td>$90</td>
<td>$110</td>
</tr>
</tbody>
</table>

*Week 4 dates: Monday, July 1st - Wednesday, July 3rd. We will not hold camp on July 4th.

Required Forms

The Ball State Unaccompanied Minors policy requires all registrants to complete and submit five forms before participating in Cardinal Kids Camp. Supporting documentation and physician signatures may be required. The forms may be found HERE and on the Cardinal Kids Camp website. The exact language of the forms is also used in this guidebook and noted in italics.

Upon completion and submission of this form, you and your child/camper will be added to the roster of patrons eligible to register and pay for Cardinal Kids Camp (CKC). This form must be completed and submitted, with supporting documentation, before CKC registration and payment. You will not be permitted to register and pay for CKC without completing and submitting this form.

1. Information and Authorization for Medical Care (Listed on Page 9)
2. Authorization for Self-Administration of Required Medication (Listed on Page 10)
3. Consent for Over the Counter Medication (Listed on Page 11)
4. Media/Photo/Video and Liability Release (Listed on Page 7)
5. Disciplinary Procedures (Listed on Page 12)

Once all of the required forms are completed per camper, Recreation Services will update your membership and then parents/guardians will be eligible to register their camper(s).

Payment

Payment is due at the time of registration. The registration deadline is Friday April 19th, 2019 at 6pm. Online registration is available, and credit or debit cards are accepted through the recreation.bsu.edu website. For all important links, you can go to our website HERE.
In person registration is also available and checks, cash, and Wellness Vouchers are accepted uses of payments. Checks should be issued to Ball State University with Cardinal Kids Camp noted on the memo line.

2019 Registration Timeline
1. Complete and submit all five required online forms. Upon completion, Recreation Services will update your camper’s profile making them eligible for registration.
2. March 11th at 8am – April 19th at 6pm: Register and pay in person or online
3. March 11th – April 28th: Eligible to cancel registration with 90% refund
4. Post April 28th, no refunds will be available
5. Waitlisted campers’ parent/guardians will be contacted per cancelations.

The Front Office of the Recreation Center is open from 8am – 6pm Monday through Friday.

Receipts can be given for all payments and camp purchases. Parents/guardians need to be aware that they will lose paid sessions if they do not participate in that session. No refunds will be issued due to lack of attendance or cancellations after April 28th.

TAX INFORMATION: The Cardinal Kids Camp Federal Tax ID # is 35-6000221. CKC will not mail statements out to Parents/Guardians regarding costs of care provided during the summer, but individual requests beginning January 1, 2020 will be granted. Parents/Guardians can contact us at ckc@bsu.edu.

Camp Schedule
Below is the tentative weekly schedule for the 2019 Cardinal Kids Camp. The schedule is subject to change.

Camp Week Themes
1. Nature Week (June 3rd – 6th) – Greenhouse, Christy Woods, Planetarium, On Campus Tree Trails, Recreation Center (Climbing Wall, Gym, Racquetball Courts). Ball Pool will not be accessible.
2. Sports Week (June 10th – 13th) – Varsity Team Clinics, BSU NewsLink, Bowling in Student Center, Recreation Center (Turf, Gym, Racquetball Courts), Pool Time at Ball Gym. The Climbing Wall will not be accessible.
3. Water Week (June 17th – 20th) – Daily Pool Time at Ball Gym, Inflatables, Outdoor Games, Boat Race. The Recreation Center will not be accessible.
4. NO CAMP (June 24th – June 27th)
5. Career Week (July 1st – 3rd) – Architecture Building, Nursing Skills Lab, Fashion Sewing Lab, Planetarium, Sport Management. Ball Pool & the Recreation Center will not be accessible this week.
6. Art Week (July 8th – 11th) – Dance Group, Costume Day, Talent Show, 4th-5th Grade Ball Glass Center, David Owsley Art Museum. Ball Pool & the Recreation Center will not be accessible.
7. Heroes Week (July 15th – 18th) – EMT Show & Tell, BSU PD Show & Tell, T-Shirt Signing, Fire Station, Counselor Basketball Game. Ball Pool & the Recreation Center will not be accessible this week.
Daily Camp Schedule

Below is an example of what a “typical” day will look like for CKC campers. During certain weeks, the schedule is subject to change due to on campus field trips or special activities.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7am – 7:30am</td>
<td>Check In</td>
</tr>
<tr>
<td>7:30am – 9am</td>
<td>Morning Activities</td>
</tr>
<tr>
<td>9am – 9:30am</td>
<td>Morning Snack</td>
</tr>
<tr>
<td>9:30am – 11:30am</td>
<td>Morning “Field Trip”</td>
</tr>
<tr>
<td>11:30am – 12:30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30pm – 2:30pm</td>
<td>Afternoon “Field Trip”</td>
</tr>
<tr>
<td>2:30pm – 3pm</td>
<td>Afternoon Snack</td>
</tr>
<tr>
<td>3pm – 4pm</td>
<td>Afternoon Activities</td>
</tr>
<tr>
<td>4pm – 4:30pm</td>
<td>Check Out</td>
</tr>
</tbody>
</table>

Check In/Check Out

Check In will begin at 7am and end at 7:30am. Whomever is dropping off the camper(s) must sign in with our staff members so we may keep accurate records. We encourage all campers to have their morning snack in their cinch bag at this time and their lunch bag/container ready to drop off in the designated grade bin.

Check Out will begin at 4pm and end at 4:30pm. Whoever is picking up their camper(s) must sign in with our staff and it is REQUIRED to have a valid ID card present. Campers will not leave with someone who does not show proof of identification. The approved list of individuals who are allowed to take campers will be available to list during the registration process. If campers are not picked up by 4:30pm, the professional staff on site will call the emergency contact person to inquire about the situation.

Media, Photo, and Video Liability Release

There are times during CKC pictures/videos may be taken for promotional use. Parents and guardians may also follow our department Facebook and Instagram pages @ballstatererecreation for information concerning all of our programs and services. The language below is within the required form that all parents/guardians complete for their camper(s) during the registration process.

Media, Photo, and Video, and Liability Release

“In consideration for my Child’s participation in the above captioned event, I, the undersigned parent/guardian of the Child named above, hereby grant to Ball State University, its Board of Trustees, Administration, Faculty, Staff, Students, and all other officers, directors, employees and agents (“University”) the right to reproduce, use, exhibit, display, broadcast, distribute, exploit, modify, adapt, and create derivative works of photographs, videotaped images or video/audio recordings of my child (“Materials”) by incorporating them into publications, catalogues, brochures, books, magazines, photo exhibits, motion picture films, videos, electronic media, web sites, and/or other media, or commercial, informational, educational, advertising, or promotional materials or publications related thereto.
(“Works”). It is agreed that the Works will be used in connection with University business, the activities of the University, or for promoting, publicizing or explaining University activities or events.

Materials may appear in any of the wide variety of formats and media now available to the University and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM and electronic/online media.

I waive my right to inspect or approve any Works that may be created by the University using the Materials and waive any claim with respect to the eventual use to which Materials may be applied.

I understand and agree that the University is and shall be the exclusive owner of all right, title, and interest, including copyright, in the Works, and any commercial, informational, educational, advertising, or promotional materials containing the Materials. All electronic or non-electronic negatives, positives, and prints are owned by the University. I also understand that neither my Child nor I will receive compensation in connection with the use of my child’s image.

I, on behalf of my Child, furthermore release, indemnify and hold harmless Ball State University from and against any and all liability, actions, debts, claims and demands of every kind whatsoever, specifically including, but not limited to, any claim for negligence or negligent acts or omissions and any present or future claim, loss or liability for injury to person or property that my child may suffer, for which my child may be liable to any other person, or that may or does arise out of the use of the Materials.

This RELEASE contains the entire agreement between the parties and the terms of this RELEASE are contractual and not a mere recital. The information I have provided is disclosed accurately and truthfully. I have been given ample time to read this document and I understand and agree to all of its terms and conditions. My signature on this document is intended to bind not only myself but also my successors, heirs, representatives, administrators, and assigns.”

Weather Issues
CKC personnel will monitor the Muncie area via radar, and our first priority will be campers’ safety. Please be aware that schedules may change, and if a Check Out location does change will be emailing all emergency contacts of the changes.

What Campers Need to Know
Below are items that parents and guardians should review with their camper(s) prior to attending camp. CKC is designed to be an active recreational day camp provided within a group setting. The items below reflect the intent of the camp. Understanding of, and adherence to the items below will give your camper(s) the best opportunity to enjoy camp.

Camper Expectations
Campers will need prerequisite skills to fully utilize and enjoy the offerings of camp. At times campers will walk up to a mile and half for field trips. Campers will need to follow directions of counselors and be capable of functioning safely in a group setting with multiple transitions throughout the day. In addition, campers will need to be able to display a willingness to participate and maintain positive interactions with a diverse group of fellow campers. It is important that they will also
need to be able to fully dress themselves, use the bathroom on their own, and feed themselves. We encourage friendships to be formed and maintained throughout camp. However, camper(s) must keep all interactions with fellow campers and staff positive and appropriate.

**Attire**
Each week we will have Dress Up Days related to that theme of the week. Close-toed shoes or sandals with straps must be worn. For swimming and water activity days, please pack a swimsuit and towel. During pool and water activity weeks, we recommend an extra set of clothing for campers to bring. Each camper will receive a cinch sack and they must bring it to camp every day. The grades correspond with the colors listed to the right.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Color of Cinch Sack</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Neon Green</td>
</tr>
<tr>
<td>2</td>
<td>Purple</td>
</tr>
<tr>
<td>3</td>
<td>Blue</td>
</tr>
<tr>
<td>4</td>
<td>Dark Green</td>
</tr>
<tr>
<td>5</td>
<td>Orange</td>
</tr>
</tbody>
</table>

**Food**
The camper will bring morning and afternoon snacks and lunch every day. The staff will have back up items in case food is dropped/spilled. **It is important for campers to know that food is NOT allowed to be shared with anyone due to potential allergies of other campers.** When it is either snack or lunchtime, campers are to follow the instructions of CKC Counselors and be aware that this is not activity time.

**Prohibited Items**
Several items will not be allowed at camp and parents/guardians should check their campers’ bags prior to Check In. Review the list to the right, and note that CKC personnel have discretion to prohibit other items if deemed inappropriate. CKC may confiscate any item that compromises safety or diminishes the positive experience of others. Prohibited items will be returned to parents/guardians.

| - Weapons of any kind |
| - Cell phones, iPads, electronics, headphones |
| - Cards, toys, dolls, slime, gum |
| - Make up, nail polish, perfume, etc. |
| - Offensive clothing or other materials |

**Alternate Activities**
We encourage all parents/guardians to review the activities for that week, as not participating in multiple activities will hinder the camper experience. If there is an activity you feel may not be suitable for your camper(s), including field trips, please be proactive in contacting CKC professional or lead staff so that we may work together to find a solution.

If campers do not wish to participate in certain activities, such as swimming, the CKC personnel will be able provide an alternative activity. While we will strive to provide reasonable alternatives for each activity offered to campers, due to mandatory safety and ratio guidelines we may not be able to provide on-site alternate activities during field trip events.

During inside lunch times, we may be showing movies that are G rated. The CKC staff approved list will be made available to parents/guardians so you are aware what films may be shown to your camper(s).
Medical/First Aid Care

All CKC staff are trained in CPR/First Aid/AED through the American Red Cross and are able to provide care at this level. We will also provide sunscreen and bug spray, so if your camper needs a special kind please have the camper bring it to camp and notify their Counselor. The medical care waiver below refers to EMS care only, as the camp will not have a nurse or doctor on-site. There are three forms during the registration process concerning medical care. The same language from those forms are below. They are required for all parents/guardians to complete in order to be eligible for registration.

Information and Authorization for Medical Care

“As a parent or guardian, I understand that the information requested on this form is intended to help inform program staff of any pre-existing medical conditions my Child may have. If my Child has a pre-existing medical condition, participation in any strenuous activities or recreational time may not be recommended. Ball State University requests the information below so that, in case of emergency, we will have accurate information so that we can provide and/or seek appropriate treatment for your Child. You are accountable for providing an accurate medical history. Final determination about whether Child should participate is the responsibility of you and your physician. If your Child has any medical issue that is not requested below, but which you think is important, please include that information. It is recommended that you consult with a physician prior to your Child’s participation in this Program. If you are uncertain about any preexisting medical conditions, it is your responsibility to consult with your own physician prior to your Child’s participation in this Program. Please answer all of the questions. If you answer yes to any of the following questions, please explain as indicated. Use back and/or additional paper if needed.

I understand that Ball State University does not provide any health insurance for my Child while participating in the Program.

AUTHORIZATION FOR MEDICAL CARE

By my signature below, I grant Ball State University permission to seek medical care for my Child in the event of illness or medical emergency and to release the medical information as needed on this form in pursuit of that medical care. I will assume the financial responsibility for such medical care.

As a parent, or guardian I understand and acknowledge that my failure to disclose relevant information may result in harm to my Child and/or others during this Program. By signing my name, I represent and warrant that I have provided all materials and important information to Ball State University pertaining to my Child’s medical, mental and physical condition and that it is accurate and complete. I agree to notify Ball State University of any changes in my Child’s mental, physical or medical condition prior to my Child’s participation in the scheduled Program. By revealing or disclosing the above medical information I acknowledge that it will not be used by Ball State University personnel or employees to determine my Child’s ability to participate safely in activities. I understand that, if my Child chooses to participate in activities, he/she does so voluntarily and of his/her own accord and the final decision regarding participation is solely the responsibility of myself and my Child.”
Authorization for Self-Administration of Required Medication

“This form must be completed fully in order for your child to self-administer required medication. A new medication administration form must be completed for each Program attended by your child, for each medication, and each time there is a change in dosage or time of administration of a medication. Self-medication requires licensed health care authorization and signature on this form as well as the parent/guardian signature.

All prescription medications, including medications for conditions such as food, drug or insect allergies; diabetes; asthma; or epilepsy may be brought to the Program under the condition that the participant can self-manage care and delivery of medication with written authorization to do so by a licensed health care provider. Prescription medication must be in its original container labeled by the pharmacist or prescriber. Label must include the name, address and phone number for pharmacist or prescriber. Containers must hold only the amount required for the time the participant will be attending the Program.

I authorize and recommend self-administration by my child for the above medication. I also affirm that he/she has been instructed in the proper self-administration of the prescribed medication by his/her attending physician. I shall indemnify and hold harmless the Program Staff, Ball State University, its Board of Trustees, Administration, Faculty, Staff, Students, Volunteers, and all other officers, directors, employees and agents against any claims that may arise relating to my child’s self-administration of prescribed medication.

_I have legal authority to consent to medical treatment for my Child named above, including the self-administration of medication at the above referenced Program._”

Consent for Over-the-Counter Medications

CKC staff will not supply any over the counter medications to campers. If parents/guardians wish to have their camper take over-the-counter medications, they must complete and submit the form below and supply the medication to a CKC Student Lead or professional staff.

“Over-the-Counter (OTC) Medication may at times need to be administered, if approval is indicated by the participant’s parent or guardian. Please complete the following section to save time if your child needs any of these OTC medications during his/her program participation.

_Note: Unless we have parental authorization, we cannot administer ANY medications._

- Ointments for minor wound care, first aid as directed. (Antiseptic, anti-itch, anti-sting, antibiotic, sunburn)
- Tylenol/Acetaminophen as directed.
- Ibuprofen as directed.
- Throat lozenges and or spray as directed for sore throat.
- Micatin or anti-fungus treatment as directed for athlete’s foot.
- Kapectate or Imodium for diarrhea as directed.
- Milk of Magnesia, Pepto Bismol or Mylanta for upset stomach or nausea as directed.
- Rolaids or Tums for acid reflux, heartburn or indigestion as directed.
- Benadryl for swelling, hives, allergic reaction, as directed.
- Actifed or Sudafed as directed for nasal congestion or allergy relief per instructions.
- Visine or other eye drops for minor eye irritation.
- Medicated lip ointment for dry, chapped lips, lip blisters or canker sores as directed.
- Swimmer’s ear drops as directed.
- Hydrocortisone ointment as directed for mild skin irritations, poison ivy, and insect bites.
- Medicated powder for skin irritation as directed.
- Robitussin or other cough syrup as directed.
- Calamine lotion for bug bites and poison ivy.
- Sunscreen.
- Bug repellent.
- Other: ______

Program staff reserves the right to use generic equivalents when available for the name brand over-the-counter medications listed above.

I understand that such administration will not be done under the supervision of medical personnel. I also agree that any first aid treatment may be given as needed.

Any condition which is associated with fever, significant inflammation, and/or does not respond to the above outlined treatment will be followed-up by a consultation with the student’s parents. Parent/guardian will be contacted if any conditions develop requiring treatment with any of the above over-the-counter medications that are not checked.

I understand that these over-the-counter medications are not necessarily kept on hand and available to be administered immediately.

I authorize the administration of over-the-counter medications to my child as indicated above. I shall indemnify and hold harmless the Program Staff, Ball State University, its Board of Trustees, Administration, Faculty, Staff, Students, Volunteers, and all other officers, directors, employees and agents against any claims that may arise relating to my child being administered the above indicated over-the-counter medications.

I have legal authority to consent to medical treatment for my child named above, including the administration of the medications listed above at the above referenced program.”
Illness/Sickness Guidelines

**I NEED TO STAY HOME IF...**

<table>
<thead>
<tr>
<th>I HAVE A FEVER</th>
<th>I AM VOMITING</th>
<th>I HAVE DIARRHEA</th>
<th>I HAVE A RASH</th>
<th>I HAVE HEAD LICE</th>
<th>I HAVE AN EYE INFECTION</th>
<th>I HAVE BEEN IN THE HOSPITAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature of 99.6 or higher un-medicated</td>
<td>Within the last 24 hours</td>
<td>Within the last 24 hours</td>
<td>Body Rash with itching or fever</td>
<td>Itchy head, active head lice</td>
<td>Redness, itching, and/or Crusty drainage from eye</td>
<td>Hospital stay and/or ER visit</td>
</tr>
</tbody>
</table>

**I AM READY TO GO BACK TO CAMP WHEN I AM...**

| Fever free for 24 hours without the use of fever reducing medication such as Tylenol or Ibuprofen | Free from vomiting for at least 24 hours and 2 solid meals | Free from diarrhea for at least 24 hours | Free from rash, itching or fever. I have been evaluated by my doctor if needed | Treated with appropriate lice treatment at home and is evaluated by school nurse before returning to class | Evaluated by my doctor and have a note to return to school. If eye infection taking antibiotics for 24 hours | Released by my medical provider to return to school. |

Behavior/Discipline

It is extremely important for campers to understand that while at camp we strive to foster a fun and safe environment for all. There are times the discipline policy referred to in the mandatory registration forms for programs involving unaccompanied minors, will be implemented by CKC personnel. Below is the language from that form that is required for all parents/guardians to complete in order to be eligible for registration.

**Disciplinary Procedures**

“Each program participant has a reasonable expectation to enjoy a positive program experience. Therefore, the misbehavior of one participant, or a group of participants, should not be permitted to impact negatively on the program experience of others. Most programs are short in duration, so prompt action is required when problems occur. Parents and participants should be aware of the disciplinary policy.

**First Offense:** Participants failing to adhere to program rules, or exhibiting behavior clearly intended to annoy or endanger other participants, will be formally warned by a Program Counselor and informed that subsequent misbehavior will result in formal counseling by the Program Director.

**Second Offense:** Subsequent misconduct will result in counseling by the Program Director and a warning that further misconduct will result in removal from Program. At this point, the Program Director will contact the parent or guardian to advise him/her of the situation and the possible need for picking the child up from camp if there is further misconduct.

**Third Offense:** Any further inappropriate behavior will result in expulsion from Program.
NOTE: BALL STATE UNIVERSITY EXPECTS EACH PARTICIPANT TO HAVE A SUCCESSFUL PROGRAM EXPERIENCE. ANY OF THE STEPS OUTLINED ABOVE MAY BE OMITTED OR REPEATED AT THE DISCRETION OF PROGRAM STAFF. PARTICIPANTS DISMISSED FROM PROGRAM FOR DISCIPLINARY REASONS WILL NOT RECEIVE A REFUND OF ANY FEES PAID TO ATTEND PROGRAM.

It should be understood this procedure is intended to provide a reasonable and consistent method for dealing with the type of behavior that can be disruptive to a program but is not so egregious as to warrant immediate dismissal from the program. It in no way precludes immediate dismissal from the program for more serious disciplinary problems or violations of campus or program regulations.

A serious disciplinary problem is defined as one in which the program staff determines that a participant is engaging in inappropriate behavior that includes, but is not limited to the following: actions which put the participant, other participants, or program staff member’s safety in jeopardy; physical, emotional, or electronic harassment/harm against self, program staff or fellow program participants; inflicting physical or emotional harm on self or others, vandalism or destruction of University property; theft of University property or the property of another participant; consistently disrupting the program; possession of alcohol, drugs, or weapons; fighting; sexual harassment; or behavior that is serious enough to warrant a third offense.”

Program Areas

The below activities will occur throughout the summer, and more likely during bad weather or schedule changes. There are times the campers will make certain items and must be brought home each week.

Arts/Crafts
These activities will include shaving cream and food coloring, painting, coloring, superhero masks, camp wide mural, sun catchers, watercolor fish, etc.

Outdoor Activities
These activities will include tree trails, bubbles, cornhole, fast golf, ladder golf, kan-jam, sidewalk chalk, tag games, etc.

Science
These activities will include aluminum boat float, slime, rainbow coffee filters, marshmallow toothpick towers, balloon blow up, etc.

Sports/Team Building
These activities will include scavenger hunts, obstacle courses, relay races, sponge races, capture the flag, mind field, etc.

Field Trips
There will be activities for the campers that will be monitored by CKC Leads and Counselors. Examples of those locations are listed below.
Muncie Burris Outdoor Playground
The outdoor playground on campus is now available for use! The campers will be led over to the area by their Counselors and will be monitored throughout their use of the playground. Please be aware, this is a public playground and there may be non-CKC participants/staff present.

Ball Pool
During Sports and Water Weeks, campers will have time to play in the Ball Gym pool. Campers will be monitored by Lifeguards and CKC staff. Campers will change in the Burris Athletic locker rooms and will be monitored by the CKC staff during those times.

With this in mind, please pack a swimsuit, towel, and plastic bag (to hold a wet suit and towel) for your child each day of the mentioned above weeks throughout the summer. Certified lifeguards will be on duty at all times in addition to our CKC Counselors and Leads, some of who are also trained lifeguards and have experience instructing children in the water, to ensure camper safety. Additionally, some non-aquatic activities may take place outside of the pool area. We will not be providing swimsuits to campers.

*ALL campers will be tested to determine swimming abilities. If your child does not pass the swim test, they will be required to wear a lifejacket (provided by CKC) until they can pass the swim test. No swimming lessons will be taught during CKC. Swim lessons are not available through Recreation Services during the summer semester.

Accidents in The Pool—Educate Your Camper
In recent years, there have been accidents in the pool involving bowel movements. Campers are given the opportunity to use the restroom before every pool use. If a camper needs to use the restroom while playing in the pool, CKC staff will let the camper use the restroom. Please discuss with your camper(s) the importance of getting to the restroom, and not going in the pool. If such an accident does occur, we will evacuate the pool immediately. The pool will then be tested and treated accordingly by Ball State facilities staff. A single occurrence may result in the pool being inaccessible for up to several days. Please help us keep our facilities in working order and educate your camper(s) regarding this issue.

Recreation Center and Other On-Campus Locations
Throughout camp, we will be taking campers to various on-campus locations for field trips. Potential locations include, but are not limited to The Orchid Greenhouse, Cardinal Lanes, NewsLink Media Center, the David Owsley Museum of Art, the Planetarium, and the Jo Ann Gora Student Recreation and Wellness Center. Camper(s) will walk to and from each field trip location.

Statement of Authority
The Office of Recreation Services reserves the right to change or alter any of the above guidelines with or without notice, and may take action not noted in this document. Every policy, issues, and situation has unique aspects and will be addressed on a case-by-case basis.