Cardinal Kids Camp is a program sponsored by the Office of Recreation Services at Ball State University. Our Administrative Offices are located in the Jo Ann Gora Student Recreation and Wellness Center, Muncie, IN 47306.

**Professional Administrative Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt Miller (Asst. Director of Programs)</td>
<td>765-285-7974</td>
<td><a href="mailto:mgmiller@bsu.edu">mgmiller@bsu.edu</a></td>
</tr>
<tr>
<td>Jaclyn Gidley (Camp Coordinator)</td>
<td>765-285-0837</td>
<td><a href="mailto:jlgidley@bsu.edu">jlgidley@bsu.edu</a></td>
</tr>
</tbody>
</table>

**Student Administrative Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Phone: 765-285-9163</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex Beltowski</td>
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<tr>
<td>Alexis McKenzie</td>
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<tr>
<td>Lucas Munson</td>
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<td>Devin Nannie</td>
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<tr>
<td>Nesa Rose</td>
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<tr>
<td>Kortney Thalls</td>
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<tr>
<td>Alyssa Wesolek</td>
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**Cardinal Kids Camp Sessions for Summer 2017**

- **Week 1:** Welcome Week - May 29th – June 1st (Closed Memorial Day)
- **Week 2:** Nature Week – June 4th – June 8th
- **Week 3:** Sports Week – June 11th – June 15th
- **Week 4:** Water Week 1 – June 18th – June 22nd
- **Week 5:** Talent Show – June 25th – June 29th (Camp at SRWC)
- **Week 6:** Heroes Week – July 2nd – July 6th (Closed July 4th)
- **Week 7:** Fashion Show – July 9th – July 13th (4th Grade Overnight)
- **Week 8:** Water Week 2 – July 16th – July 20th
- **Week 9:** Goodbye Week – July 25th – July 29th (Cardboard Boat Regatta)

**Reminder:** 4th Grade Overnight Date will be determined at a later time.

Parents are invited to watch the following:

- **Fashion Show:** Date TBD week of July 9th
How to Reach Us
Cardinal Kids Camp will be located at Ball Gym this year! You can reach us at 765-285-1963, recreation@bsu.edu or find us on the web at http://bsu.edu/recreation/cardinal-kids-camp.html

CAMP LOCATION(S)

The camp office will be located in lower level of Ball Gym, and labeled/signed as CKC Office. Camp business may be conducted through the 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.

DROP-OFF/PICK-UP: Follow the Quad Drive from the McKinley entrance east of Ball Gym. Drop-off and Pick-up will be at the southwest Ball Gym doors.

The SRWC is located in the heart of campus, on the Northern part of campus near the Architecture Building. The SRWC is also connected to the Human Performance Lab and Worth Arena.
RAINY DAYS

On days of bad weather, all activities will be moved indoors. If it is raining during check-in/check-out periods, the tables will be moved inside the Ball Gym southwest doors where you normally drop your camper off.

Parents and guardians should know the administrative staff keeps contact with the National Weather Service, local weather radar, and with WLBC (104.1 FM) for the latest in weather information.

CARDINAL KIDS CAMP DAILY SCHEDULE

BASIC OVERVIEW

Morning

6:30 - 7:15 Early Camper Check-In

*Schedule Subject to change
Program Areas include six individual categories of activities: Outdoor Activities, Scientific Extravaganza, Mind Games, Team Building, Arts & Crafts, and Physical Challenge. Campers will participate in one program area per week. The activities are scaled for K-3 and 4-AIA.

CHECK-IN/CHECK-OUT

All campers will be checked-in and out at BALL GYM SOUTH WEST DOORS (see map on page 3). A check-in table and CKC Sign will be located at the Ball Gym Southeast Doors (R11 Restricted Lot) to let you know you are in the right place! Parents/Guardians should enter the R11 lot through the McKinley Quad entrance and exit through the Riverside R11 exit.

Early camper check-in is 6:30-7:15am. Regular full day or AM ½ day check-in is 7:15-8:15am. AM ½ day check-out and PM ½ day check-in is 12:15-12:30pm. PM ½ day campers will not have an opportunity to eat lunch at camp, and should come fed. Full day and PM ½ day check out is 4:00-4:15pm. Late/extended check-out is 4:30-5:30pm.
Remember that a PICTURE ID is required to check-out all campers. There are no exceptions to this rule. Anyone who checks out a camper must be on the check-out list AND have a PICTURE ID.

Morning Half Day Check-Out and Late Arrivals Check IN
Morning half day campers and Late Arrivals will check in and out of the BG Cardinal Kids Camp Office (BG 023).
We have confirmed with the Ball State Parking Department the R11 lot marked in red above will only be enforced M-F 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 fixing or excusing 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.

**SPECIAL ARRANGEMENTS**

Special arrangements for your child can be made allowing he/she to arrive late to camp or to leave early for the day. Advance notice **MUST** be given for this to occur. This notice needs to be in writing and given to the check-in/check-out staff. Please keep in mind that due to transportation logistics, your child may be paired with an older or younger age group for a short time to accommodate this request. Emergency notification to leave early can be made through the CKC Office at 285-1963. We ask that all parents/guardians only call for such requests in emergency situations.

Children with disabilities: If you are considering having a child with a specific physical or mental disability attend CKC, please consult the Administrative Staff/Professional Staff to meet and discuss available options.

**ILLNESS:** On occasion, your child may suffer from an infection, cold, or flu. If your child is ill and will not be attending camp for that day, please notify the CKC staff prior to 9:30 a.m. If your child becomes ill while at camp, we will notify you as soon as possible. Many times an illness can be overcome with rest, fluids, or food. Since we do not have a registered nurse on staff, we will allow you to make the decision on behalf of your child. We ask for your discretion on sending your child to camp if he/she is ill or tired.

**PLEASE NOTE:** The camp administrative staff CAN administer many medications, but we need a written statement from a physician and a copy of the actual physicians prescription (bottle label accepted) approving us to administer any medication. WRITTEN directions **MUST** be given, and telephone directions will not and cannot be accepted. If possible, we ask all parents to administer medications before/after camp. All medications **MUST** be kept in the Camp Headquarters (including over-the-counter medications). The CKC Staff is NOT responsible for lost or misplaced medications.

**ACCIDENT PREVENTION:** In the case of an emergency or accident involving your child, you will be notified immediately by a camp administrator. All members of the CKC staff are certified in CPR (Adult, Child and Infant), AED (Automatic External Defibrillator) and FIRST AID. If you as a parent have an emergency and need to reach a child, please call 285-1963. (Age groups are in constant contact with administrative staff). On the registration form, we asked for any medical conditions that camp personnel need to be knowledgeable of. Please notify us if there are any changes or additions to this information.
IDENTIFICATION

ALL parents, guardians, or friends (approved to pick up children at the end of the camp day) MUST show a picture ID, and be on the approved pick-up list in order to pick up the child. Please understand this is for the safety of your child, and no exceptions will be made from this policy. Parents need to be aware that we will not release a child to a parent without an ID, no matter how well we know parents or guardians. This protection is arranged for the safety of campers, counselors, and parents/guardians alike. CKC staff has the right to refuse dismissal of campers to any person not listed at pick-up. There are no exceptions to this policy for those campers on Plan II.

* Our counselors can always be identified easily. This summer, counselors will be wearing bright colored shirts, specifically designed to make them visible to the Admin Staff, other counselors, and parents/guardians.

CAMPER ATTIRE

Campers should come dressed for a full-day of fun and games. We recommend play clothes and a pair of tennis shoes or gym shoes. NO SANDALS or SKATE SHOES will be permitted to be worn by campers. We should never be able to see a camper’s toes during any day of CKC. Since camp programming is so diverse and we have a large variety of games and activities for campers to use, we require that your child leave all toys or games at home. For younger campers, parents may want to pack a change of clothes, as accidents will occur. We also ask that your child’s name is written in any hat they may wear to camp.

*No personal electronic equipment is permitted at camp. These items will be confiscated when found and given to parents at the end of the camp day. Examples of items we will not permit include:
  - Any type of playing cards or card games
  - Offensive clothing or other materials
  - Makeup, nail polish, perfume, etc.
  - Cell phones
  - Personal entertainment devices (iPods, CD players, radios, etc)
  - Any other games that may cause disturbances

*Please put your child’s name on everything that they bring to camp with them.

Sample Checklist for a typical CKC day...
  - Swimsuit
  - Towel
  - Lunch, morning snack, and afternoon snack (in a bag with first and last name)
  - Possible extra shirt/shorts
  - A water bottle (Campers must supply their own water bottle. Water fountains are available)
  - A brush or comb (children should not share with others)
  - A hat
  - Specialty sunscreen (we provide basic sunscreen)
**LUNCHES:** Lunch is an important component of camp, and nutrition is needed for all growing campers. Lunch will begin at 11:30 AM each day, and last through 12:15 PM. Lunch is a time for campers to relax and re-energize their bodies for afternoon activities. Remember, each camper must bring his/her own lunch everyday. **There is no available lunch program at camp.** Parents should also remember to put the **NAME** of the camper and their **GRADE** on their lunch bag every day. Water will be provided at lunch time for all campers. Afternoon campers will not have an opportunity for lunch because we will be finishing up lunch as you check-in. Parents, make sure all PM half-day campers eat lunch before being dropped off for camp and AM after checking out of camp if not lunch was packed.

**We ask that parents pack lunches in a brown basic lunchbag or small soft-sided coolers. We have a refrigeration system in Ball Gym, and it is large enough to keep items chilled, but large coolers take up space. Again, we also ask that you label the lunches with a marker and indicate the following:**

- **NAME** (full name – first and last name)
- **GRADE** (for Fall – 2018)

This enables us to store lunches according to grades and distribute them efficiently at lunch time. Please contact the Administrative Staff/Professional Staff regarding special needs (if any) for campers.

*A microwave is not available to heat camper lunches.*

**SNACK TIME:** Twice during each camp day (mid-morning, mid-afternoon) campers and counselors will have a designated break time. At this time, campers may relax and eat any small snacks provided by parents/guardians. These snacks should be supplements and not a substitute for a healthy breakfast and lunch. Please help us and make sure that your child eats a good breakfast, packs a substantial lunch, and has healthy snacks to meet his/her growing needs.

**CINCH SACK:** All CKC campers will receive a color-coded cinch sack on their first day of camp as a benefit from your registration costs. Those campers attending camp are REQUIRED to bring their cinch sack daily to camp. Cinch sacks may be used to store items needed throughout the camp day. Thus, swimming items or other things may be kept in this pack.

The cinch sack is also used for security reasons. With the color-coded sacks, we will be able to easily identify campers according to their cinch sacks. The color codes are as follows:

<table>
<thead>
<tr>
<th>Grade(s)</th>
<th>Color of Backpack</th>
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<tbody>
<tr>
<td>K-1st:</td>
<td>Lime Green</td>
</tr>
<tr>
<td>2nd:</td>
<td>Purple</td>
</tr>
<tr>
<td>3rd:</td>
<td>Blue</td>
</tr>
<tr>
<td>4th:</td>
<td>Dark Green</td>
</tr>
<tr>
<td>5th:</td>
<td>Orange</td>
</tr>
<tr>
<td>AIA:</td>
<td>Black and red</td>
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CKC campers MUST use our cinch sacks while at camp, and will not be permitted to use their own cinch sacks or other backpacks. Parents/guardians are asked to remind campers about their cinch sacks as they leave home. It is always a good reminder to pack your cinch sacks the night before so that you will not forget anything.
A reminder to all parents ... there is NO storage of items at Cardinal Kids Camp. Thus, each camper will need to store all of their personal items in their cinch sacks for each day. However, we do have a lost and found box that is kept in the CKC office. If your child is missing something, feel free to stop by the office and have a peek!

**PAYMENT INFORMATION**

**Payment is due at the time of registration.** Registration deadline is Wednesday at 5pm the week prior to the registered week. All credit/debit card payments must be done online (recreation.bsu.edu). Cash, check, wellness voucher (faculty/staff only), payroll deduction (faculty/staff only) and all other forms of physical payment may be completed in the SRWC Front Office or CKC Ball Gym Office.

Payments **cannot** be accepted by U.S. mail or campus mail. Receipts can be given for all payments and camp purchases. Remember, CKC **CANNOT REFUND DEPOSITS FOR CANCELLED SESSIONS.** Parents/guardians need to be aware that they will lose deposits or other paid sessions if they do not participate in that session; however, payments may be applied to different weeks.

* Sessions are capped at 90 campers weekly. This is due to counselor staffing and availability.

**LATE PAYMENT NOTIFICATION:** CKC needs the cooperation of all parents/guardians regarding prompt payment. If payment is not received by the Wednesday deadline for the next registered week, your camper will be dropped from the registration for the next week.

We **cannot accept full-day campers** before 7:15 a.m. each day who are not registered for the Early Extended program. If you are NOT registered for the extended portion of CKC, then we ask that you drop your child off **after** 7:15 a.m. daily. If your child is dropped off **before** 7:15 a.m., you will be charged the extended child rate of $15 (BSU affiliated) or $20 (Non-BSU affiliated) for that week. This fee cannot be pro-rated. Additionally, campers left at camp after 4:15PM on any day will be assessed the $15 (BSU affiliated) or $20 (Non-BSU affiliated) late extended fee on their next invoice.

To receive the affiliated rate you must be officially affiliated with the university. Valid affiliates are current students, employees, alumni with a valid BSU ID. Spouses and dependents of valid affiliates are also eligible.

**TAX INFORMATION:** The Cardinal Kids Camp Federal Tax ID # is 35-6000221. Cardinal Kids Camp will not mail statements out to Parents/Guardians regarding costs of care provided during the summer but individual requests beginning January 1, 2019 will be granted. Parents/Guardians can call 285-2042 to request this information.
DISCIPLINE: The staff of CKC is aware that there will be times when kids may have a rough day. Please be aware that we will quickly resolve all conflicts to keep your child involved in camp activities. On occasion, a break may be needed for campers to regroup. Parents will be notified of any substantial or persistent behavioral problems we may have with your child. It is the policy of our staff to communicate with parents as much as we can. **We will try and praise when praise is due!** Discipline will be handled on an individual basis only. If it is necessary for an entire grade to be addressed, a member of the Cardinal Kids Camp Administrative Staff will handle the discussion.

**CKC discipline policy for 2018:**

1. **1st Offense:** Camper will receive a verbal warning from the counselor explaining the inappropriate behavior.

2. **2nd Offense:** Campers will have a discussion with the Student Administrator to discuss why the issue is continuing.

3. **3rd Offense:** Campers will be removed from the activity (sit-out) for approximately 5-10 minutes or various privileges will be taken away (activities may be rescheduled).

4. **4th Offense:** Camper will be escorted to the CKC office to discuss behavior choices with members of the professional administrative staff. At this time, phone calls to parents and behavior contracts with consequences will be drawn up and implemented for the camper. Campers may also find themselves having to help administrative staff members for a period of time rather than participating in the activities with their group.

More than 4: If a child has more than three offenses in one day, parents will be called and asked to remove their child from camp immediately for the day.

Each day, campers will start off with a clean slate. However, any steps in the discipline policy can be skipped and a camper may be sent directly to the office if the incident is severe. Parents may be called when the child is sent to the office. Parents will be notified at the end of the camp day of any situations that may have occurred throughout the day with their camper.

The Office of Recreation Services has the right to terminate the registration (without refund) for any child not abiding or conforming to stated CKC policies.
We have tried to fill each camper's day with exciting and fun activities designed to appeal to children in both full and half-day sessions. Part of the goal of CKC is to help children become well rounded individuals while they participate in recreational activities in a camp setting. To ensure that every camper is exposed to the new opportunities provided in a recreational setting, campers will rotate through program areas throughout the week participating in each area at least once. Additionally, campers will partake in spread, camper’s choice, and counselor choice activities daily.

**Camper’s Choice:** Campers will make group decisions about how to spend the last 50 minutes of the camp day.

**Counselor Choice:** Counselor’s start off the day with planned activities from their individual portfolios. Groups may engage in one, two or three games during this time and, as any counselor will tell you, camper’s input is imperative to the success of the games chosen by the counselors.

**PROGRAM AREAS:**

**Scientific Extravaganza:** This program is designed to introduce campers to the wonders of science. Campers will participate in a variety of science projects and experiments, ranging from chemistry to physics.

**The Great Outdoors:** The outdoor adventure program is designed to familiarize campers with their world through nature. Campers learn how to respect nature as well as participate in a variety of outdoor activities!

**Mind Games:** Campers will have an opportunity to participate in activities that help to develop their cognitive processes. The games will challenge and engage the campers in a fun and innovative way.

**Sports/Team Building:** Campers will have an opportunity to work on their communication and cooperation skills during this time. The games range from simple to complex, and all are challenging and fun!

**Engineering/Crafts:** Campers will get a chance to build various projects along with their counselors and learn a thing or two about why various things work the way they do!

**Free Picks:** Campers will have a chance for “Free Picks” on Friday. Campers may choose any program area to participate in during program times on Friday. Campers can choose one activity to engage in during one program period. No reservations can be made for any camper regarding their selection of a free-pick.

**Adolescents in Action (AIA):** We have taken an old idea and made it better! This summer, our AIA program will provide campers in grades 6-8 the opportunity to participate in activities outside the normal scope of the typical CKC day. This summer each week of camp will have a different theme based activity for the AIA campers. Some of these activities will include a cardboard boat regatta along with many other exciting themes and activities each week.

**Monday Mystery/Fun Friday (4-AIA):** Every Monday morning, our older groups will be on an adventure, but to where? That’s the mystery. Our campers will be doing a variety of activities around Ball State University including bowling, walleyball, sand volleyball, and much, much more!

**AQUATIC ACTIVITIES:** We have a great way to beat the summer Indiana heat...SWIMMING!!!
Each day campers will have an opportunity to swim in the Ball Pool Aquatic Center during the afternoons. We will go swimming at approximately 9:30AM each day, and stay in the pool until about 11:00a.m. (depending on your age grouping). Campers will change in the Burris Athletic locker room.

With this in mind, please pack a swimsuit, towel, and plastic bag (to hold a wet suit and towel) for your child each day during camp. Certified lifeguards will be on duty at all times in addition to our counselors, 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. No extra swimsuits are available, and we will have counselors out of the water to care for children that cannot swim that day.

*ALL campers will be tested on their first day of camp 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, we have had accidents in the pool. These include fecal deposits, vomit, etc... Please discuss with your child the importance of getting to the restroom, and not going in the pool. If such an accident does occur, we will evacuate the pool and will be out of the pool until chemical tests indicate it is safe to reenter. Thus, campers may be out of the water for days at a time. This cleaning is inconvenient to other campers, and is also VERY expensive for the camp to provide. Help keep overall camp costs as low as possible by educating your camper(s) regarding this issue. Thanks for the help!

**CLIMBING WALL ACTIVITIES:** When the schedule allows, campers will be afforded the opportunity to utilize the Climbing Wall at the Student Recreation & Wellness Center. Campers will be escorted in a safe manner from Ball Gymnasium to the Rec Center. Once there, campers will be broken up (dependent on who wants to go) into 2 different groups. One group will use the climbing wall and the other will get to use the Indoor Turf facility across from the rockwall. Each of our camp counselors will be trained to properly assist campers up the rockwall. Those who will be using the Indoor Turf may play kickball, dodgeball, wiffleball, touch flag football, frisbee or a variety of other options.

You can view a campus map with the following link: [http://cms.bsu.edu/map](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.