



**2022**  
**Parent Handbook**

## TABLE OF CONTENTS

Mission Statement	3
About Mini Canes	3
Camp Staff	3
Tuition & Cancellations	4
Online Enrollment	4
Attendance & Drop-Off/Pick-Up	4
Extended Care	5
Parking	6
Camp Attire	6
Food	7
Discipline & Behavior Issues	8
Communication with Camp Staff	9
Injuries	9
Illness	10
Swimming/Water Slides	12
Physical & Sexual Assault Awareness & Prevention	13
Camp Website	13

## **MISSION STATEMENT**

Mini Canes Recreational Sports Camp’s mission is to teach each camper the importance of developing lifetime sports and recreation skills while having fun. Educational emphasis is placed on promoting the importance of a lifestyle of health, fitness, and safety.

## **ABOUT MINI CANES**

The Herbert Wellness Center offers a summer sports camp where children can experience playtime in a way that encourages a healthy lifestyle and habits. Mini Canes Recreational Sports Camp is an 8-week summer camp that is open to children ages 6 through 12, and offers a wide variety of sports and other activities for a fun-filled summer. The summer is divided into 2-week sessions where campers can swim, play sports, and take part in a variety of other indoor games and activities, including cooking, wellness, and arts and crafts. For added safety, all camp activities take place in and around the Herbert Wellness Center. Each week of camp features a sport of the week in addition to theme days and special events. Campers are grouped together by age into the following groups:

Canes	6 year olds
Manatees	7 year olds
Panthers	8 year olds
Dolphins	9 year olds
Marlins	10 year olds
Heat	11-12 year olds

## **CAMP STAFF**

Mini Canes Recreational Sports Camp is run by University of Miami Department of Wellness and Recreation professionals that train and oversee a staff of energetic, well-qualified Miami-Dade County teachers and college students. Staff members undergo fingerprinting, background checks, and drug testing prior to hiring.

## TUITION & CANCELLATIONS

Full tuition is **required** at the time of registration for every **confirmed** two-week session. **All requests to cancel a camper from a session MUST be submitted in writing to the office prior to the start of the session.** The following criteria are used to determine the amount of money refunded if a cancellation is requested. It is the parent's responsibility to follow-up in writing with the camp office on any cancellation. **Tuition is non-transferable to other sessions.**

<b>Time of cancellation</b>	<b>Refund Amount</b>
<b>More than 6 weeks</b>	\$100 cancellation fee
<b>6 weeks - 5 business days</b>	\$200 cancellation fee
<b>Less than 5 days</b>	No refund

Camp staff reserves the right to cancel any session or modify activities or groups due to enrollment, facility problems, staffing concerns or circumstances beyond its control (i.e. rain, pool problems or electrical outages).

### **Cancellations due to COVID-19**

The Mini Canes administration understands that this year has been unprecedented. Refund requests due to COVID-19 will be evaluated on a case-by-case basis.

## ENROLLMENT

As of Spring 2021, registration can be completed online for all returners, new siblings, and new campers. For more information on how to enroll visit our website at:

<https://minicanes.miami.edu/>

No spot is guaranteed and is available on a first come, first serve basis based on the camper's respective qualified deadline periods. A complete enrollment packet is needed in order to enroll. More information can be found on the Mini Canes website.

## ATTENDANCE & DROP OFF/PICK UP

**Morning Drop-off** is from **8:45 a.m.** to **9:05 a.m.** each morning.

**First Day of the Session:** Upon entering Centre Court, campers should collect their name tag from the appropriate camp staff. From there campers will be escorted by Program Aides to their designated camper group location. Parents are not allowed to enter Centre Court (past the gates).

**All Other Camp Days:** Campers will pass through the Centre Court gate and go directly to their

camper group where they should check in with their counselors and leave their lunch box and book bag in the designated storage bins.

**Notes from Home:** Parents and guardians who would like to communicate a message to their camper's counselor or staff, they may do so by writing a legible note that is handed directly to camp staff in the morning during drop-off. These daily notes are used to communicate various messages including planned absences, early pick-up times (see section below), doctor's orders (i.e. permission to sit out of swim time, medications or allergies, etc.), and so on. See "Communication with Camp Staff" (page 9) for more information concerning communicating with camp staff in the event that a handwritten note is not sufficient.

**Note:** Parents and guardians are not allowed to enter Centre Court (past the gates) at any time without camp staff permission and escort.

**Afternoon Pick-up** is from **4:00 p.m. to 4:15 p.m.** each afternoon.

After the last activity of each day, counselors will escort their groups to their designated areas in Centre Court for pick-up. Tables will be set-up inside the entrance of Centre Court. When parents, or other approved pick-up adults arrive, they will show photo identification and give the camper's last name and camper group name to camp staff located at the designated tables. Camp staff will then announce the group name followed by the camper's last name. Counselors and Program Aides will locate and release their campers.

### **Early Pickup:**

Requests for early pickup must be made prior to noon. Early pickup notices can be handed directly to camp staff in the morning during drop-off or made via email to [minicanescamp@miami.edu](mailto:minicanescamp@miami.edu) with the following information: pick-up time (no time ranges), full camper(s) name, date of pick-up, and camper group(s). Campers who are picked-up early will be accompanied to Centre Court by camp staff. Parents who arrange for early pick-up, should pick-up their camper(s) at the specified time. Campers will be returned to their group after 10 minutes if they are not picked-up early as arranged. **Pick-ups between 3-4pm are NOT permitted.**

**Important:** Parents may designate other approved adults that are allowed to pick up their camper by completing the "Authorized Pick Up Form," during pick up and drop off with one of the camp staff. This individual will also be required to show a government issued ID.

## **EXTENDED CARE**

**After Care** is from **4:00 p.m. to 6:00 p.m.** each afternoon located in Centre Court. Parents should provide camp staff with photo identification and their camper's name when picking up their camper(s). Parents are not allowed to enter the Centre Court gate.

Extended care is available for an additional fee. Campers can be enrolled for extended care by adding the service through the online Wellness portal prior to the start of session or visiting the camp office after a session has started.

Parents will be charged \$10 for Every 15 minutes they are late (i.e. 6:25 p.m., 25 minutes late parents pay \$20.) The time after 6:00 p.m. is the billable minutes, which the parent is responsible for.

## **PARKING**

The Department of Parking and Transportation enforces parking for all of the parking lots 24 hours a day. Parking without a parking permit or failure to pay via PaytoPark app will result in being ticketed. Parking should be made in lot 446 and 434N. For more information please visit the parking and transportation [website](#).

More information and a map can be located on the camp website:  
[www.miami.edu/wellness/camp](http://www.miami.edu/wellness/camp).

## **CAMP ATTIRE**

**Appropriate camper attire** includes a Mini Canes Recreational Sports Camp t-shirt, comfortable athletic shorts, socks, and non-marking, sole tennis shoes, as well as a swimsuit and towel for swim time. If a camper arrives without a Mini Canes Recreational Sports Camp t-shirt, parents must purchase another t-shirt (\$8.00 each) in the administrative office before leaving their camper for the day. For camper safety, camp t-shirt should still be worn and/or brought to camp on theme days and Extravaganza days even if the camper has a costume.

**Note:** If a camper gets blood on his/her t-shirt due to an injury or lost tooth, the camper must change t-shirts. A new camp t-shirt will be provided to the camper free of charge.

**Unacceptable camp attire** includes flip-flops (or other open-toed shoes), Heelys, Crocs, or other non-athletic shoes; denim of any kind; and short shorts (defined as shorts that do not fall at or below the fingertips when arms are extended at the side) or pants that hang low, displaying underwear. Campers wearing inappropriate clothing will be sent to the administrative office so they can call home and have a parent bring in appropriate clothing.

**Labeling Personal Items:** Parents are highly encouraged to label their camper's article of clothing and belongings so that they are easy to identify in the event that they are lost. Labels should include your child's first initial, last name, and camper group name.

**Lost and Found:** A lost and found bin will be located at the entrance of Centre Court. Campers with missing items should check the lost and found bin before alerting camp staff. The

Department of Wellness and Recreation is not responsible for missing, broken, or stolen items, but will make every reasonable effort to return labeled items to their owner. Unclaimed lost and found items will be discarded one week after the conclusion of camp. Common misplaced items include towels, goggles, bathing suits, and lunch boxes.

**Other Recommended Items to Bring:** sunscreen, hat, water bottle, a lunch bag for food items, and a bag to hold all personal items.

**Extravaganza Costumes:** Campers who are performing in an extravaganza show at the end of the session will be given a note home earlier in the week to inform parents of what to send with their camper on extravaganza day. Campers should still come to camp in their camp T-shirt and will be given time to change into their costume prior to the afternoon show.

**Theme Days:** Campers are encouraged to dress up on Thursday Theme Days. A list of theme days is available in the Camp Newsletter and on weekly camp calendars that are sent home. Campers should still have their camp T-shirt underneath their costume.

## FOOD

**Lunch Time:** Parents are expected to provide lunch for their campers each day. Campers are not allowed to leave the Herbert Wellness Center at any time of the camp day, including going and picking up lunch. Lunches cannot be ordered and delivered to camp as this can interfere with camp operations. Camp staff (counselors, Program Aides, etc.) are not allowed to purchase food for campers, including from the Courtside Eatery or vending machines.

**Food Restrictions for Safety:** Nuts (especially peanuts) and nut products (i.e. nut butters, nutella, etc.) are **strongly discouraged** at camp. Many campers have **severe** allergies to nuts. Simply being in the presence of nuts may be life-threatening to some campers.

Campers are not permitted to chew gum in the Herbert Wellness Center, and are discouraged from bringing candy or sugar-sweetened beverages to camp.

**Forgotten Lunches:** Campers who do not have lunch will be sent to the administrative office to call home. Parents can deliver the missing lunch to the administrative office before their camper's scheduled lunch time, and camp staff will see that the lunch is delivered to the camper.

**Snack Time:** Each day campers will be provided with an individually wrapped snack. Campers in after care will receive a second snack at the start of aftercare each day.

**Birthday Celebrations:** Parents can arrange with the counselors to bring in a treat along with plates, napkins, and plastic utensils during the camper's snack time to celebrate a birthday. Please bring enough for all campers, counselors, and program aides – camp staff can provide you with a total count. Healthier options are appreciated.

**Note:** Food (i.e. breakfast), other than during lunch, snack, or birthday celebration times, will not be allowed into camp. Campers will be asked to dispose of food items before entering Centre Court. Campers will also be asked to dispose of gum before joining camp.

## **DISCIPLINE & BEHAVIOR ISSUES**

Campers are expected to behave in an appropriate manner that ensures the safety and enjoyment of themselves and others. Below is a list of various incidents and their gravity that are not tolerated at camp, as well as camp guidelines for handling these issues. Please note that the following list is not exhaustive.

### **Minor Incidents**

- Profane and inappropriate language
- Not following directions
- Talking back to counselor
- Disrespect
- Pushing/shoving as a result of poor sportsmanship

### **Major Incidents**

- Endangering self or others
- Unnecessary roughness
- Intentional infliction of pain
- Continuous minor incidents

### **Guidelines for dealing with Disciplinary Incidents:**

#### **First Offense**

Counselor will take the camper aside and talk to him/her, reinforce rules, and remind the camper of the consequences if the behavior continues. All incidents and associated disciplinary actions taken will be documented within an incident report kept in the camper's file. Camp counselors may notify a parent at the end of the day during pick-up if deemed necessary. Minor incidents that do not require an incident report will be informally documented by counselors, but parents will not be contacted. If a first offense is a major incident, the occurrence will be addressed that day with a parent and one or more camp staff.



### **Second Offense**

Counselor will take the camper aside and talk to them about the rules that were broken and remind the camper about the consequences the counselor talked about after the first offense. For a minor offense, a completed incident report will be placed in the camper's file. Parents will be notified by telephone or at the end of the day during pick-up. If the problem is major, a conference between the camper, parent(s), counselors and camp staff must be arranged as soon as possible to discuss the incident.

### **Persistent Misbehavior**

Counselors will remove the camper from the group and take him/her to the camp office (room 210). If the decision is made to remove the camper from camp, a camp administrator will write a discipline notice that will be sent home with the child at the end of the day. A copy of the note will be placed in the child's file. Removal may be temporary or permanent depending on the severity of the incidents under review.

All cases are handled on an individual basis. With regards to disciplinary incidents, camp staff will follow up if necessary or if requested by a parent. The camp reserves the right to dismiss a camper, without a refund, if their behavior jeopardizes the safety and well-being of other campers, staff, wellness center members or guests.

## **COMMUNICATION WITH CAMP STAFF**

Parents are encouraged to keep open lines of communication with camp staff, especially their camper's counselors. Counselors are happy to provide updates on your camper's enjoyment and progress at camp during these times.

**Concerns or Complaints:** Parent concerns or complaints should be addressed immediately with camp staff so that appropriate actions can be taken. Concerns or complaints can be addressed directly with camp counselors, although camp administrators can also be made available if needed or in the event that a concern or complaint is in regards to a camp counselor.

**Note:** Camp administrators have various non-camp duties that may prevent them from being downstairs during morning drop-off and afternoon pick-up on occasion, but they will make themselves available if and when necessary.

## **INJURIES**

If an injury should occur, camp staff will make every reasonable attempt to contact a parent to notify them of the situation and/or arrange for early pick-up from camp (if camp staff, parent, and/or camper deems necessary).

## **ILLNESS POLICY**

Mini Canes Recreational Sports Camp is a community that is respectful of the health of others. Staying at home at the first sign of illness is important and will help us all stay safe. Under no circumstances will parents be allowed to bring a sick child to camp.

Campers with infectious diseases, such as chicken pox or strep throat, must stay out of camp until the contagious stage has passed. Campers who have had head lice must be treated and nit-free before returning to camp. For the sake of other camper's health, it is vital that you let camp staff know your child's diagnosis as soon as possible. In the case of the common cold, the camper should remain at home as long as there is a fever present, a sore throat, eye infection, continuous and colored nasal secretions, or persistent chest cough. We determine the need to send a camper home by both the symptoms listed above and by their behavior. Campers with signs of vomiting, diarrhea, or an undiagnosed skin rash should also remain home.

Campers will be sent home if any above symptoms appear while they are at camp. They should remain home for at least the next 24 hours. If a fever is present, please keep your child home until they are fever-free for 24 hours.

Mini Canes Recreational Sports Camp reserves the right to call and request that your child be picked up immediately due to illness. Your child will be kept comfortable in a designated isolation area while waiting for parent arrival.

Our illness policies will be strictly enforced, for the health, well-being, and safety of all concerned.

### **Signs and Symptoms of Suspected Communicable Disease:**

- Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- Difficult or rapid breathing
- Stiff neck
- Diarrhea or more than one abnormally loose stool
- Temperature of 101° Fahrenheit or higher
- Conjunctivitis (pink eye)
- Exposed open skin lesions
- Unusually dark urine and/or grey or white stool
- Yellowish skin or eyes
- Head lice (to return to camp, the child's parent needs to sign statement that treatment has occurred and be free of nits (louse eggs))

## COVID-19

### Our Commitment to Cleanliness

- Regular cleaning of equipment and facilities

### Help Us Slow the Spread

*We request that our campers follow additional guidelines while utilizing our facilities.*

- Wearing a facial covering is not required but is recommended in indoor spaces.
- Wash or sanitize hands before using equipment or supplies and wash/clean your hands immediately after the activity has been completed
- Anyone exhibiting [COVID-19 symptoms](#) as defined by the CDC should take the CDC self-checker and follow its recommended suggestions and notify the camp office immediately.
- The university of Miami may have additional requirements to return to camp in addition to CDC guidelines if warranted.

## PHYSICAL & SEXUAL ASSAULT AWARENESS & PREVENTION

The primary objective of Mini Canes Recreational Sports Camp is to ensure the safety of all of our campers. Mini Canes Recreational Sports Camp has a **zero-tolerance policy** for any abuse committed by a staff member, volunteer, camper, or third party. No staff member, volunteer, camper or third party, no matter his or her title or position, has the authority to commit or allow any physical or sexual assaults. Every action will be taken to make camp a safe place.

### **Safety measures in place to protect campers against sexual abuse and staff members from sexual abuse allegations include:**

- Criminal background checks, fingerprinting, and drug tests for all camp staff
- Fingerprinting for all Program Aide volunteers
- Training for camp staff and Program Aide volunteers
- Two counselors and 2-4 Program Aide volunteers supervise each group (both genders)
- Respect for camper privacy
- Appropriate attire of campers, camp staff, and volunteers
- No roughhousing or hazing that could result in inappropriate touching, including allowing campers to touch or hang on camp staff members or volunteers in an inappropriate manner
- Campers are accounted for at all times (100% camper visibility and adult supervision)
- Supervision during swim activities by swim staff, pool manager, and lifeguard on duty

**Per state law, the university is required to report any suspicion of any abuse to the proper authorities regardless of how minor it may seem.**

## **SWIM INSTRUCTION/WATER SLIDES**

Mini Canes Recreational Sports Camp has daily swim lessons for all campers at various skill levels. The camper to instructor ratio is approximately 7 to 1. Swimmers receive a skills checklist and certificate at the end of each session. We recommend bringing swim goggles, rash guards (for swimmers that get cold easily), sunscreen (water slides only), and a plastic bag for wet items.

### **Mini Canes Camp Swim Lesson Levels 1 - 6**

#### **Level 1**

- Enter and exit water safely, blow bubbles through mouth and nose, open eyes underwater and retrieve submerged objects
- Front and back glides and floats, roll from front to back and back to front
- Tread water using arm and hand actions
- Learn how to stay safe, including recognizing an emergency and knowing how to call for help

#### **Level 2**

- Learn to float and recover to a vertical position, fully submerge and hold breath, bobbing,
- Enter and exit water by stepping or jumping from the side
- Front, jellyfish and tuck floats, front and back glides
- Roll from front to back and back to front, and change position while swimming on front or back

#### **Level 3**

- Develops strokes through additional guided practice in deeper water
- Jump into deep water from the side
- Survival float and rotary breathing
- Flutter, scissor, dolphin and breaststroke kicks on front
- Front crawl and elementary backstroke

#### **Level 4**

- Develops confidence and strength to improve skills learned and introduces new aquatic skills, swim underwater and survival swimming
- Front crawl and backstroke open turns
- Front and back crawl, elementary backstroke, breaststroke, sidestroke and butterfly
- Use safe diving rules, water safety rules, perform throwing assists

#### **Level 5**

- Provides further coordination and refinement of strokes, swimming further distances
- Shallow-angle dive from the side then glide and begin a front stroke
- Tread water w/ two different kicks, 2 minutes

- Learn survival swimming, 2 minutes
- Survival floating, 2 minutes
- Water safety, non-swimming assists, calling for help, waterpark safety, helping others

### **Level 6**

- Refines the strokes so students swim them with ease, efficiency, power and smoothness over greater distances.
- focus on preparing students to participate in more advanced courses, including the Water Safety Instructor and Lifeguard Training courses.
- Learn sidestroke and butterfly

**IMPORTANT:** Campers will be changing into their swimwear in a designated area within the locker room with camp staff supervision. Please be aware that, although the Herbert Wellness Center hosts the Mini Canes Recreational Sports Camp, the Herbert Wellness Center also has their normal daily operations running congruently. Signage will be posted informing Herbert Wellness Center members and guest to be mindful that children will be present. Please note that we cannot make individual accommodations for campers to change in the stalls or other designated areas of the Wellness Center. All procedures have been approved through The University of Miami's Risk Management Office.

### **CAMP WEBSITE**

Additional information can be found on the camp website: [minicanes.miami.edu](http://minicanes.miami.edu). In addition to camp information, additional resources can also be found on the camp website, including photographs of campers during activities and special events, videos of extravaganza performances, a cookbook archive, and additional camp resources, forms, and documents.