

# Parent/Guardian Handbook

2011 Bronco Kidz All Sports Camp Parent/Guardian Handbook

This handbook is intended to assist those parents and guardians that have registered their child for a session of the 2011 Bronco Kidz All Sports Camp...

## THANK YOU!

Thank you for registering for the Bronco Kidz All Sports Camp at Santa Clara University. We hope that this will be a memorable and exciting experience for you. The information in this packet is **EXTREMELY IMPORTANT**, so please read it carefully and thoroughly.

## IMPORTANT CAMP INFO

*Assistant Director of Recreation Contact:*  
Steven Verba  
(408) 554-5480 Office  
The Assistant Director of Recreation is available 8 a.m. - 4 p.m. during the summer camp sessions. Questions can also be emailed to [camp@scu.edu](mailto:camp@scu.edu).

*Camp Coordinator Contact:*  
TBD  
(408) 551-7182 Office  
The Camp Coordinator will be checking messages at this number throughout the day during camp. Questions can also be emailed to [camp@scu.edu](mailto:camp@scu.edu).

*Malley Ctr. Building Summer Hours:*  
Mon-Thu, 6:30 a.m. - 10:30 p.m.; Friday, 6:30 a.m. - 8 p.m.; Weekends, Noon - 5 p.m.

## 2011 DAY CAMP SESSIONS

June 27 - July 1  
July 11 - July 15  
July 25 - July 29  
August 1 - August 5  
August 8 - August 12

Bronco Kidz All Sports Camp  
Malley Center, Bldg 715  
500 El Camino Real  
Santa Clara, CA 95053



Malley Center (408) 554-4068  
Camp Fax (408) 551-7180  
[www.scu.edu/recreation](http://www.scu.edu/recreation)  
Tax ID #: 94-1156617

## REGISTRATION, DROP OFF, & PICK UP

### REGISTRATION

Registration occurs from 8 a.m. - 9 a.m. on the first day of each camp session:

- June 27
- July 11
- July 25
- August 1
- August 8

Registration will be located outside in front of the Pat Malley Fitness and Recreation Center. In case of rain, registration will be inside in the lobby.

### DROP OFF

Campers can be dropped off each day thereafter

between 8 a.m. and 9 a.m. in the gymnasium at the Malley Center. Campers will be supervised during that entire hour but camp instruction will not begin until 9 a.m.

We really appreciate your campers arriving on time!

### PICK UP

All campers are to be picked up at 4 p.m. daily. Campers that are registered for extended care are to be picked up no later than 6 p.m. daily. Camp ends at 4 p.m. on Friday. There is **NO EXTENDED CARE** on Fridays. All campers must be

picked up by 4 p.m. on the last day.

For camper pick up, all persons are required to show photo identification and sign for their camper(s). We enforce this rule to ensure camper safety and to follow University policy. One of our required forms (below) has space for parents/guardians to list people authorized to pick up their camper. Children will not be released to unauthorized persons without written, or in extreme cases, verbal notification.

## REQUIRED FORMS!!!

Once you have successfully registered your camper via phone, email or fax, you will need to download the following forms to turn in. You may either fax these forms to 408-551-7180 or mail them to:

BKASC  
500 El Camino Real  
Malley Center, #715  
Santa Clara, CA 95053

We will email you upon receipt of your forms.

We strongly prefer that you get these forms to us immediately after registering for camp. However, the absolute deadline for these forms to be received by our office is

the Thursday before the first day of your camp session.

Please note that if campers are sent to camp without the required forms, they will have to sit out of all activities until the forms arrive or are faxed in.

### Required Forms for Every Camper:

- Informed Consent & Release of Liability Waiver
- Camper Identification, Emergency and Health Form

### Required Form for Epipen or Medication Administration:

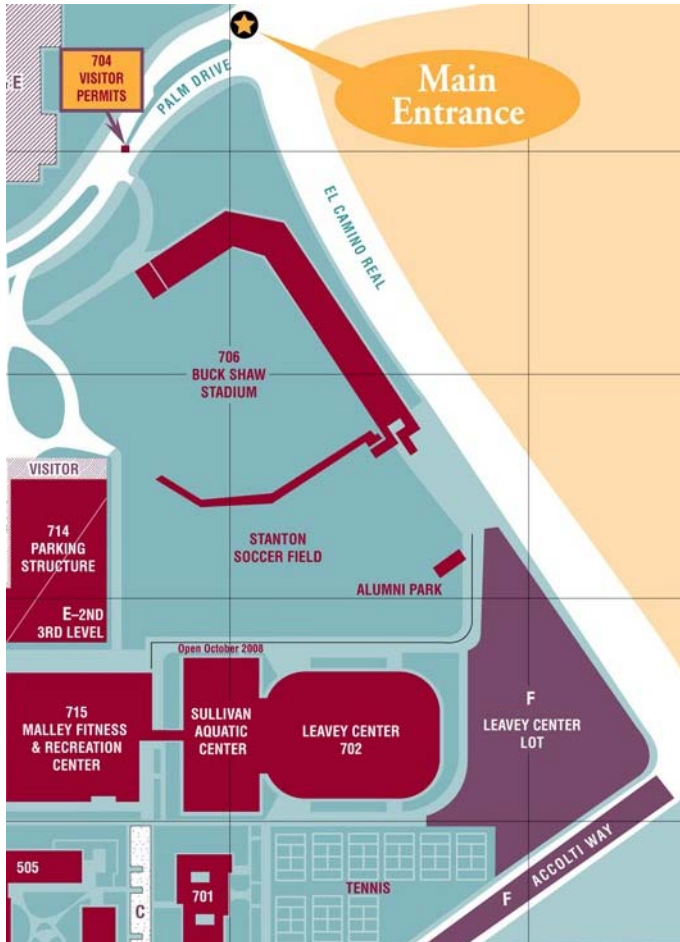
- Medication Consent Form

We are only authorized to dispense prescribed medication in its original package. In order to dispense over-the-counter medicine, a doctor's note with the prescribed dosage is required. The Assistant Director of Recreation or Camp Coordinator will dispense the medication.

### Forms Available Online

These forms are available online at:

<http://www.scu.edu/recreation/AboutCampRegistration.cfm>



## DIRECTIONS

### FROM U.S. HIGHWAY 101

Take the De La Cruz Blvd/Santa Clara exit. Follow De La Cruz Blvd towards El Camino Real (stay in the right lane). When De La Cruz Blvd splits, follow the right split to the overpass. Turn right on Lafayette St, staying in the right turn lane. Turn right at El Camino Real. The main university entrance will be on the right-hand side. Drive past that entrance and turn right at Accolti Way. The Leavey Center Lot will be to your right at

the first stop sign.

### FROM INTERSTATE 880

Take the Alameda exit. Travel north on The Alameda. The Alameda will turn into El Camino Real. Turn left onto Accolti Way. The Leavey Center Lot will be to your right at the first stop sign.

### FROM INTERSTATE 280

Merge onto Interstate 880 north towards Oakland and then follow the directions above.

## PARKING

Parking will be allowed only with a valid parking permit from our camp. Parking permits (hang tags) will be giving out on the first day of each camp during camper drop off/registration between 8 and 9 a.m. at the Malley Center.

Parking will be allowed only in the Leavey Center lot (see map at left) and Campus Recreation will not be responsible for any tickets issued due to parking in the wrong location, parking outside stated permit hours, or failure to properly display

the permit.

*Please make sure your parking permit is clearly displayed on your rear view mirror.*

The parking permit is valid from 8 a.m. - 9 a.m. and from 3:30 p.m. - 6 p.m. If your camper is late OR you must pick them up early OR you forget your permit, you can go to the University's Main Entrance (noted on map to the left) and get a visitor permit for \$6.

## CAMPER GUIDELINES

First and foremost, have fun! You may be coming to camp with friends you already know or you may not know anyone at camp. Either way, camp is a great opportunity to meet new people!

We ask that our campers be respectful of each other, our staff, and our

facilities at all times.

Campers will be assigned to teams and at no time are campers allowed to leave their team. Campers must always be with a counselor, even when at lunch, in the restroom, etc.

Disruptive or dangerous behavior by participants, as

determined at the sole discretion of the camp staff, will not be allowed. We don't anticipate needing to do so but campers may be dismissed from the camp if problems cannot be corrected or behavior imposes a risk to other participants.

Drugs, alcohol, and

cigarettes are strictly forbidden and constitute grounds for immediate dismissal from camp without refund or credit.

## EQUIPMENT

Campers should bring the following (all else is provided):

- Baseball/softball glove
- Cleats (if desired)
- Tennis racket
- Swimsuit and towel (on designated swimming days)

We will have a few extra gloves and tennis rackets if your child does not have one or forgets to bring one.

## CELL PHONES AND OTHER ELECTRONICS

Campers are NOT allowed to bring cell phones to camp. Phones are available for campers to use if needed. Campers should also not bring extra or unnecessary items to camp (money, personal game devices, iPods, etc.) due to the potential for these items to be lost or damaged.

## LOST AND FOUND

A Lost and Found for camp items will be kept at the Pat Malley Recreation Center until August 19, 2011. Please see the camp staff if you are missing an item. On August 19, we will donate items in the lost and found to local organizations.

## PHOTOGRAPHS

We also will take team photos on the first or second day of camp. On the last day of camp, we will provide each camper with one copy of their team photo.

During the awards ceremony, we take photos of the various individual and team award winners. We post all of these camp photos (including the team photos) on our online Picasa album. The link to that website will be emailed out to all parents and guardians on the Monday after camp ends and you will be able to download any photos you would like to have copies of.

## ABSENCES

If your camper will be absent from camp, please leave us a message at 408-554-5480 by 8:30 a.m.

## TEAMMATES

If your camper has a friend of similar age coming to camp, we will do our best to place them on the same team (however, this is not guaranteed). Email your teammate requests to [camp@scu.edu](mailto:camp@scu.edu) no later than 1 week before camp.

## SAMPLE DAILY SCHEDULE

8-9 a.m. - Drop off  
 9-9:30 a.m. - Roll call/Camp stretch/Camp trivia  
 9:40-11:40 a.m. - Rotations through 3 sports  
 Noon-1 p.m. - Lunch on campus at the Benson Center  
 1:15-3:25 p.m. - Rotations through 3 more sports  
 3:30-4 p.m. - Team relays/All camp dodgeball  
 4 p.m. - Camp ends for regular campers  
 4-6 p.m. - Extended care (snacks and board games)

## LUNCH

Our camp eats at the Benson Center along with many other camps. Our campers need to remember a few rules:

- 1) No running in the lunch room at any time,
- 2) Do not take more than you can eat (you can always go back for seconds if you are still hungry),
- 3) No yelling or rough-housing,
- 4) No playing with your food, and
- 5) Campers must clean up after themselves including

their table area as well as putting dishes in their proper places.

## EXTENDED CARE

Campers registered for extended care will receive snacks and supervision between 4 and 6 p.m. Monday through Thursday. Campers must be picked up by 6 p.m.

There is no extended care on the last day of each camp session so camp ends at 4 p.m. for all campers.

## AWARDS CEREMONY

On Friday, all parents are invited to attend the awards ceremony in the Pat Malley Fitness and Recreation Center. The ceremony will start at 3:30 p.m. and should end by 4:00 p.m.

## DAILY SPORTS SCHEDULE

We will definitely play tennis and softball/baseball on the first day of camp so please bring your tennis racket and glove!

However, the rest of the schedule is tentative. On the first day of camp for each session, we will provide an updated schedule (if necessary).

Monday – Volleyball, Tennis, Kickball, Softball/Baseball, Basketball, Soccer

Tuesday – Aerobics, Badminton, Flag Football, Dodgeball, Ultimate Frisbee, Softball

Wednesday – Volleyball, Tennis, Capture the Flag, Ultimate Frisbee, Basketball, Soccer

Thursday – Badminton, Tennis, Obstacle Course, Kickball, Flag Football, Indoor Soccer

Friday – Olympics (Volleyball, Softball, Basketball, Soccer, and the Obstacle Course)

## THEME DAYS

On Tuesdays of each camp session, we encourage every camper to wear a shirt featuring his/her favorite sports team!

On Thursdays of each camp session, we encourage every camper to wear an SCU Bronco shirt or SCU colors (burgundy and white)!

## BRONCO KIDZ CLUB

Provided for free with your camp registration is a membership to the Bronco Kidz Club for 2011-2012. The Bronco Kidz Club is the official club for young Santa Clara fans! Benefits of club membership include: a club t-shirt and membership card, club newsletters, free and discounted tickets, free clinics and autograph sessions, and more!

Campers will receive their club t-shirt and initial membership package on the last day of camp.

Campers that attend multiple sessions of our camp will only receive one free membership into the Bronco Kidz Club.

## STAFF

Bronco Kidz All Sports Camp is administered by Santa Clara University's Campus Recreation department. Our camp is staffed by current Santa Clara University students, many of which play for our intercollegiate or club sport teams.

All of our staff members have past experience playing one or more of our offered sports and also have past work or volunteer experience with children.

## CERTIFICATIONS

Each member of our camp staff is certified in American Red Cross Child CPR and First Aid. The Pat Malley Fitness and Recreation Center staff members are also certified in Adult CPR, AED, and First Aid. The lifeguards at the Sullivan Aquatic Center are all certified by the American Red Cross or Ellis and Associates.

## INJURIES/ILLNESSES

The Camp Coordinator will contact parents/guardians in the event a camper is injured or ill at camp.

We will not call for minor issues such as:

- Small blisters, cuts, or scrapes
- Minor behavioral issues
- Minor homesickness

We will call for issues such as:

- Injuries or illness that require a camper to stop participation
- Injuries (even if minor) to the head/face area
- Emergencies
- Significant behavior issues
- Significant homesickness

# FACILITIES

The 45,000 square foot Pat Malley Fitness and Recreation Center:



The brand new Olympic-sized Sullivan Aquatic Center:



The Degheri Tennis Center:



The 7.3 acre Bellomy Field:



# CANCELLATIONS

We hope you will not need to cancel, but if you must, please do so as soon as possible so that we can notify campers on the waiting list that a spot has opened for them.

In the unlikely event that SCU Campus Recreation must cancel your session of Bronco Kidz All Sports Camp, we will refund your camp registration fees.

Refund requests prior to or on May 15 will be a full refund minus a \$75 per session cancellation fee.

Refund requests after May 15 will be a full refund minus a \$150 per session cancellation fee.

Cancellations via phone are not accepted. Refund requests should be emailed to [camp@scu.edu](mailto:camp@scu.edu).

No refunds will be issued upon expulsion or voluntary withdrawal from camp.

Ill or injured campers will receive a prorated refund minus a \$75 processing fee, upon request only.

All refund requests due to illness/injury must be submitted via email to [camp@scu.edu](mailto:camp@scu.edu) before the first day of your camp session (unless injury occurs during the week of camp, in which it's due before the last day of that session).

NOTE: All refunds, once approved, will be issued as checks and will take 4-6 weeks to process.

# QUESTIONS?

Should you have any additional questions after reading through this packet, please contact us at [camp@scu.edu](mailto:camp@scu.edu).

If you'd prefer to speak with someone, please call the Assistant Director of Recreation during regular business hours (PST) at 408-554-5480.



We hope to see you back after this year of camp. Here are the 2012 Camp Dates\*

June 25 - June 29  
July 9 - July 13  
July 16 - July 20  
July 23 - July 27  
July 30 - August 3

\*Please note these dates are tentative.