

Southern Methodist University  
Department of Recreational Sports



# **Hilltop Sports Camp Parent Handbook**

[www.smu.edu/recsports/hilltop](http://www.smu.edu/recsports/hilltop)

Summer 2016

# **SMU Hilltop Sports Camp**

## **Parent Handbook**

### **Camp Mission Statement**

To provide a variety of opportunities, both conventional and non-conventional, for kids to maintain healthy and active lifestyles during the summer.

### **Camp Registration**

Registration will open at 9 a.m. on Monday, March 14<sup>th</sup>, with registration being first come, first served. All online registration forms must be completed in full and payment received in order for a camper to be considered registered and their spot reserved. Those registered or paid after April 15<sup>th</sup> will not be guaranteed a camp shirt.

### **Payment**

Payment must be made online at the time of registration by credit card.

### **Wait List**

We will place names on the wait list in the order in which they are received. Wait list requests will only be received via e-mail and the e-mail must include the name of the parent, name of the camper, age of the camper, phone number and e-mail address. Wait list requests shall be emailed to [hilltopsportskamp@smu.edu](mailto:hilltopsportskamp@smu.edu).

## **Buddy Requests**

Up to 3 campers can request to be placed in the same group. These requests are never guaranteed. If any behavioral issues arise we reserve the right to move campers to a different group. Buddy requests must be made by May 1<sup>st</sup>. Buddies cannot be more than one year older or younger than their requested buddy. See website for online form on or after April 15<sup>th</sup>.

## **Drop-off and Pick-up**

Regular camp hours are 9:00 a.m.-3:00 p.m. daily. Before Care is offered from 8:00 a.m. – 9 a.m. and After Care is offered from 3 p.m. – 5:00 p.m. for an additional fee. The rate is \$20 for before care and \$40 for after care.

### **Drop-off**

Campers should be dropped off in the Dedman Center Lobby. The best option for parking is in Binkley Garage (Bldg #63) which is located on Binkley Ave., just north of the Dedman Center (Bldg #103). A campus map can be found at the end of this booklet to help you navigate. Parking in this garage is free for the first 30 minutes. This should allow plenty of time for you to walk your campers to our building.

### **Pick-up**

Parents are welcome to pick up their children starting at 3:00pm. If you come earlier, your child may not be ready and we don't want you to have to pay for extra parking. A photo I.D. must be presented at the time of pick-up, and the designated pick-up person must be listed on the approved pick-up list for each child they will be picking up.

## **Absences and Late Arrivals**

Attendance is taken each morning at drop-off. Please alert a member of the camp staff by 9:30 a.m. if your child will not attend camp on any given day. You may notify a member of the camp staff by calling the camp phone at 214-768-3367. If a child is absent and a member of the camp staff is not notified the absence will be verified by a member of the camp staff no later than 10:30 a.m. each day.

## **Notes-Special Arrangements**

Special arrangements for your camper to arrive late or leave early can be accommodated if advance notice is given. This notice should be given in writing to the Parent Contact at pick-up or drop-off. E-mail is also acceptable.

## **Snacks & Vending Machines**

We will take a snack break mid-morning each day. Please pack a healthy snack for your camper.

The vending machines in the Dedman Center are off limits to Hilltop Sports Campers throughout the camp week. Please do not send money with your camper as they will not have access to the vending machines.

## **Lunch**

Lunch is taken each day around 12 p.m., and campers are asked to provide their own sack lunch **AND** a snack each day. The sack lunches should be packed in a container that can keep food cool, but that are also easy to carry to our designated lunch location.

## **Beating the Summer Heat**

It's hot in Dallas! For this reason we keep the campers indoors for the vast majority of the day. However, we do eat lunch outdoors each day and occasionally we will hold an activity outdoors. Please send a water bottle with your camper each day. The camp staff will make sure your child has the opportunity to stay properly hydrated and is protected from the sun.

## **Rainy Days**

We have fun at camp, rain or shine. If it is a rainy day we will stay indoors throughout the day, including lunch. Pick-up and drop-off procedures will remain the same regardless of inclement weather.

## **Behavioral Expectations**

Hilltop Sports Camp provides a fun, relaxed and happy environment for your child. Our camp experience is structured and it is important that we maintain control through appropriate rules and policies. Your child will be informed of our camp expectations and the manners they will need to use to form new relationships. We are committed to quickly resolving any conflicts that may arise. On occasion a "time out" may be necessary to give a child the opportunity to regroup. Persistent negative behavior may result in a child being removed from an activity. Parents will be notified immediately of any persistent attitude and/or behavioral problem. Continued problems may require a conference with the camp director. In rare instances dismissal may be necessary.

## **Emergencies**

All Hilltop Sports Camp counselors are certified in CPR and Standard First Aid through the American Red Cross. In case of an emergency or accident

involving your child, you will be notified immediately by a member of the professional camp staff. We request that you alert us to any allergies or special needs your campers may have at the time of registration. Please notify us if there are any changes or additions to this information. If you have an emergency and need to get in touch with your child, call the camp phone at 214-768-3367.

## **Emergency Contact During Camp Hours**

Camp Director: Bonnie Hainline; [bhainline@smu.edu](mailto:bhainline@smu.edu)

Camp Phone: 214-768-3367

Dedman Center for Lifetime Sports

Front Desk: 214-768-3374

## **Valuables**

Please do not send any valuables with your camper, including iPods, electronics, or anything of sentimental value. We will not take responsibility for lost or damaged items.

## **Appropriate Attire/Footwear**

Please be sure that your camper is wearing tennis shoes and socks each day. Crocs and flip-flops are not allowed at camp. Shorts and a t-shirt are ideal for camp attire. Please avoid dressing the girls in skirts as they will be climbing on the indoor rock wall and participating in activities in which skirts are not appropriate attire. Campers should be sent each morning in their swim suit with their towels readily available, they will swim first thing every day.

## **Lost and Found**

Lost and found items will be placed in a box and kept at the front during

camper pick up. We will do our best to match lost items with the owner. Please do your part by labeling each item you send to camp with your camper. Hilltop Sports Camp is not responsible for lost items.

### **What To Bring**

- ☐ Change of clothes (wear swimsuit to camp as we swim first)
- ☐ Towel
- ☐ Athletic Shoes (no sandals or flip flops)
- ☐ Snack
- ☐ Lunch
- ☐ Water Bottle (for lunch, we will take breaks at water fountain)

### **What To Leave At Home**

- ☐ Valuables
- ☐ Electronics (not permitted for use during camp hours)

### **Questions**

You may call the Parent Contact at 214-768-3367 with any concerns. It may be difficult for us to answer your call during the camp day so please be sure to leave a detailed message and your call will be returned by the end of the day. E-mailed questions will be answered promptly and are encouraged.