

Southern Methodist University
Department of Recreational Sports

Hilltop Sports Camp Parent Handbook



www.smu.edu/recsports/hilltop

Revised May 2014

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 Wednesday, March 19th, with registration being first come, first served. All online registration forms must be completed in full and payment received before April 15th in order for a camper to be considered registered.

Payment

Payment is accepted at the time of registration if paying by credit card or with submission of the Credit Card Authorization Form.

Checks are accepted and can be mailed to the Hilltop Sports

Camp office at: **Hilltop Sports Camp**

ATTN: Lindsey Gavlick

P.O. BOX 750161

Dallas, TX, 75275

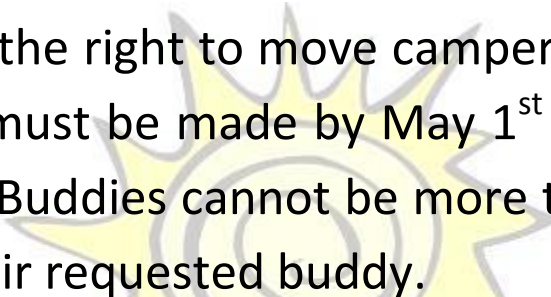
All payments must be received prior to April 15th.

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.

Buddy Requests

Up to 3 campers can request to be placed on the same team. 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 1st each year or they will not be honored. Buddies cannot be more than one year older or younger than their requested buddy.



Orientation

Parent orientation is a valuable part of the Hilltop Sports Camp experience. This orientation allows time for an explanation of camp policies and procedures, as well as an opportunity to ask questions and address any concerns you may have. The orientation date and time will be communicated to you well in advance of the date.

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.

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 3:30 p.m. – 5:00 p.m. for an additional fee.

Drop-off

Campers should be dropped off in the Dedman Center Lobby. The best option for parking is in Binkley Garage which is located on Binkley Ave., just north of the Dedman Center. A map will be sent to each parent in order for you to locate this garage easily. 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.

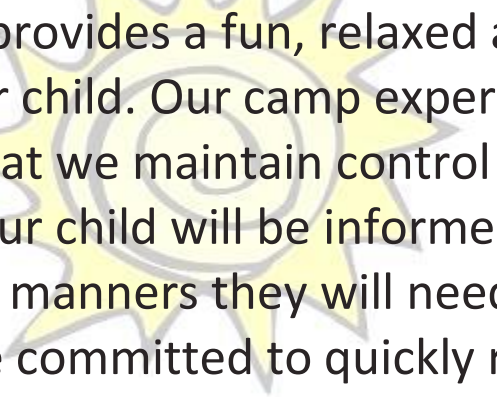
Pick-up

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 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 214-768-9916. 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 9:30 a.m. each day.

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 214-768-9916.

Vending Machines

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 11:45 a.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.

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.

Questions

You may call the Parent Contact at 214-768-9916 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.

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.

Sacks

We will take a snack break mid-morning each day. Please pack a healthy snack for your camper. The vending machines will not be available to the campers so please do not send money.

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.

Weekly Information/Blog

The Hilltop Sports Camp blog is located at <http://hilltopsportscamp.blogspot.com/>. It is updated daily during the camp week and includes a summary of the activities of the day and pictures. Please contact the Parent Contact if you would prefer for pictures of your child to not be placed on the blog.

Information in the blog includes a bio of the counselors and professional staff, a schedule of activities for the day, and the team assignments for each week. A lost and found section is also available, and lost and found items will be posted daily.

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 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 listed on the blog each day, and 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.

Emergency Contact

Camp Director: Lindsey Gavlick; lgavlick@smu.edu

Camp Phone: 214-768-9916

Dedman Center for Lifetime Sports

Front Desk: 214-768-3366

