

# LUMBERJACK

## *Rec Camp*

Parent & Guardian Handbook

2

0

2

5

**NAU**  
NORTHERN  
ARIZONA  
UNIVERSITY

Campus  
Recreation



# INDEX

|  |           |
|--|-----------|
| <b>GENERAL INFORMATION.....</b>                | <b>3</b>  |
| Administration                                 |           |
| Welcome to Camp!                               |           |
| Calendar                                       |           |
| Standards + Expectations                       |           |
| Program Break Down                             |           |
| What Your Camper Needs                         |           |
| <b>REGISTRATION, FEES, &amp; POLICIES.....</b> | <b>10</b> |
| Using ProCare                                  |           |
| Deadlines                                      |           |
| Registration Policies                          |           |
| Costs + Discounts                              |           |
| Taxes + Insurance                              |           |
| Pick Up + Drop Off                             |           |
| <b>LIFE AT CAMP.....</b>                       | <b>18</b> |
| Daily Schedule                                 |           |
| Lunch + Snack                                  |           |
| Travel Thursdays                               |           |
| Birthdays                                      |           |
| <b>HEATH &amp; SAFETY.....</b>                 | <b>23</b> |
| General Safety Measures                        |           |
| Emergency Response Procedures                  |           |
| First Aid Supplies                             |           |
| Safe Outdoor Play                              |           |
| Incident Reports                               |           |
| Illnesses                                      |           |
| Allergies                                      |           |
| <b>WORKING TOGETHER!.....</b>                  | <b>31</b> |
| Forms of Communication                         |           |
| Special Circumstances                          |           |
| Disciplinary Procedures                        |           |
| Technology Policy                              |           |



# GENERAL INFORMATION

**Address:** NAU Health & Learning Center  
824 S San Francisco St.  
Flagstaff, AZ 86011

**Camp Phone:** 928-456-6989

**Front Desk Phone:** 928-523-1733

**General Email:** [Summercamp@nau.edu](mailto:Summercamp@nau.edu)

**Registration Email:** [Campregistration@nau.edu](mailto:Campregistration@nau.edu)

**Camp Hours:** 7:30AM - 6:00PM  
Drop Off: 7:30am-8:50am  
Pick Up: 4:00pm-6:00pm

**Camp Closures:** May 26th  
June 19th  
June 30th- July 4th



# ADMINISTRATION

## Jenna Helget

Assistant Director of  
Recreation Programs

928-523-1582  
jenna.helget@nau.edu



## Qishawn Boyd-Lopez

Summer Youth Program  
Coordinator

928-523-4728  
qishawn.boyd-lopez@nau.edu



## 2025 Supervisors



Ian



Isabella



Allie



Jaymes



Conner



# WELCOME TO CAMP

## Our Mission

At Lumberjack Rec Camp, we are committed to providing a fun, adventurous, and nurturing environment for children entering kindergarten through 8th grade. Our camp offers a dynamic blend of outdoor activities, creative challenges, enriching field trips, and valuable life lessons designed to help campers explore their interests, develop new skills, and form meaningful connections. We encourage every child to step outside their comfort zone, embrace curiosity, and grow in confidence throughout their camp experience.

## Our Values

GO

J oy

A dventure

C reativity

K indness

S afety

## Our Promise

At Lumberjack Rec Camp (LRC), we deeply value the trust you place in us by choosing our camp for your child. Our team is dedicated to providing a safe, caring, and supportive environment where every camper can grow both socially and personally. We strive to ensure each child feels welcomed, respected, and encouraged to explore new opportunities tailored to their well-being. Your child's safety, happiness, and overall experience are our highest priorities, and we are committed to making every step of their camp journey a positive and memorable one.

# CALENDAR

| WEEK | DATES   | THEME                         | TRAVEL THURSDAYS<br>And Fun Activities  |
|------|---|-------------------------------|---|
| 1    | MAY<br>27-30  | LIGHTS<br>CAMERA<br>ACTION    | HARKINS<br>THEATER  |
| 2    | JUNE<br>2-6   | WILD<br>WILD WEST             | GRAND CANYON  |
| 3    | JUNE<br>9-13  | LRC<br>JUNIOR<br>OLYMPICS     | DIAMONDBACKS<br>GAME  |
| 4    | JUNE<br>16-20*<br><small>*NO CAMP ON THE 19TH</small> | UNDER<br>THE SEA              | FRIDAY WATER<br>FIELD DAY   |
| 5    | JUNE<br>23-27   | COLOR<br>CRAZE                | FLAGTAG<br>FRIDAY TYE DYE   |
| 6    | JUNE 30-<br>JULY 4                                    | <i>No Camp, Happy 4th!</i>    |   |
| 7    | JULY<br>7-11  | JUMP<br>AROUND                | LEVITATE  |
| 8    | JULY<br>14-18   | ANIMAL<br>ADVENTURE           | HERITAGE ZOO  |
| 9    | JULY<br>21-25   | TO INFINITY<br>AND<br>BEYOND! | STARLIGHT<br>LANES  |
| 10   | JULY 28-<br>AUGUST 1                                  | HEROS<br>WEEK                 | FLAGSTAFF PULLIAM<br>AIRPORT TOUR<br>FLAG PD AND FIRE JOIN US ON<br>WEDNESDAY |

# STANDARDS + EXPECTATIONS

| <i>For LRC Staff</i>   | <i>For LRC Families</i>   |
|--|---|
| <ul style="list-style-type: none"><li>• Create and maintain positive, respectful relationships with children, families, and fellow staff.</li><li>• Ensure all facilities and spaces are well-maintained to uphold the highest standards of safety and care.</li><li>• Select age-appropriate activities that promote positive outcomes and meaningful engagement.</li><li>• Consistently communicate with clarity, respect, and purpose to ensure mutual understanding.</li><li>• Lead with kindness in every interaction and action.</li><li>• Be fully present and committed to ensuring a safe environment through attentive supervision and proactive injury prevention.</li><li>• Be fully present and committed to ensuring a safe environment through attentive supervision and proactive injury prevention.</li></ul> | <ul style="list-style-type: none"><li>• Build and maintain positive working relationships with all LRC counselors, supervisors, and administrators.</li><li>• Encourage your child to fully engage and make the most of every day at camp.</li><li>• Encourage appropriate behavior by modeling and reinforcing values like kindness, respect, and responsibility for others and the environment.</li><li>• Maintain respectful, kind, and courteous communication with all staff members.</li><li>• Send your child to camp prepared with closed-toed shoes, water, lunch, and any items needed for a fun and safe day.</li><li>• Help us keep things running smoothly by being mindful of staff time and staying on schedule during drop-off and pick-up.</li></ul> |





# PROGRAM BREAK DOWN

Lumberjack Rec Camp welcomes children entering kindergarten through 8th grade. Campers must be at least 5 years old and fully potty trained to attend. Please note that children who have already completed 8th grade are no longer eligible to participate.

GROUP 1: **Little Jacks:** Kindergarten & 1st Grade

GROUP 2: **Explorer Jacks:** 2nd & 3rd Grade

GROUP 3: **Explorer Jacks:** 4th & 5th Grade

GROUP 4: **Mountain Jacks:** 6th, 7th & 8th Grade

Camp programming, activities, and field trips are thoughtfully planned to ensure they are age-appropriate for each camper group. This intentional structure, along with our age-based group breakdowns, supports the smooth operation of camp and a positive experience for all participants. While we understand that guardians may occasionally request group placements outside of their child's age range, such requests are not guaranteed and will only be considered at the discretion of LRC staff and administration if deemed absolutely necessary.

We understand that unique situations may arise where a group change seems beneficial. However, at Lumberjack Rec Camp, we intentionally create opportunities for campers to step outside their comfort zones in order to support personal, social, and emotional growth. While we know your child may want to spend their day with a friend or sibling, rest assured they will have time to connect during lunch and other shared activities. We appreciate your support in encouraging your child to build new friendships and make the most of their camp experience.





# WHAT YOUR CAMPER NEEDS

One of our top priorities at Lumberjack Rec Camp is ensuring that every camper has a great day—every day. To help make that happen, we rely on our partnership with parents and guardians to ensure campers arrive prepared and ready to participate. Please review the checklist below to make sure your child brings everything they need for a safe, fun, and successful day at camp.

## Daily List:

- Closed-toed ATHLETIC shoes
  - Crocs, slides, and sandals are not allowed
- A sealed, reusable water bottle
- Lunch in a lunch box
  - No refrigeration provided
- Appropriate amount of snacks for your child's needs
- Recommended: Sunscreen, hat
- Please dress your child appropriately for weather



## Pool Day List (Monday & Friday):

- Swimsuit
- Towel
- *Optional: Goggles, extra set of clothing, swim shoes*
- *Note: Life jackets & pool toys are provided*

## Potential Additions:

- *Inhalers*
- *Epi Pens*
- *Medications*



## May Not Bring:

- *Makeup, iPads/iPods/headphones, personal toys, money, trading cards, jewelry, weapons, or anything else that may disturb camp operations*

Campers are welcome to bring their belongings in a backpack each day. We kindly ask that all items are clearly labeled with the camper's name. Please note that the Summer Youth Program is not responsible for any lost or stolen items during camp.



# REGISTRATION, FEES, AND POLICIES

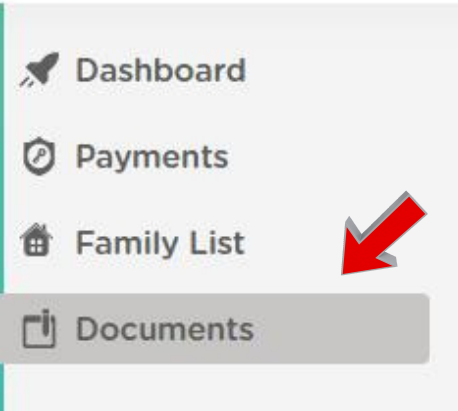


# USING PRO CARE



ProCare will be the primary platform used throughout the summer camp season. Please review the key features and instructions outlined below. All screenshots and examples provided are from the desktop version of the website.

- All camper registration waivers must be uploaded directly to their ProCare profile prior to the start of camp. Waivers will not be accepted via email or in person.



|                  |  |
|------------------|--|
| DOB              | Apr 28, 2011 (14 years)  |
| TAGS             | SC week 1 SC week 2 SC week 3 SC week 4  |
| SCHEDULE         | MON TUE WED THU FRI  |
| ALLERGIES        | Bee stings   |
| MEDICATION       | Epi-Pen  |
| DIET RESTRICTION | Dairy free   |
| FOOD PROGRAM     | No food program on record  |
| ADDRESS          | 824 S San Francisco St, Flagstaff, AZ, 86011   |
| NOTES            | "Jenna is 14 years old and is allowed to check herself out of camp to walk home" - Mom, 5/27 |
| SIBLINGS         | No siblings for Jenna Campus Rec   |

- For your camper's safety, it's important that we maintain accurate and up-to-date information on file. Most details should have been provided during registration; however, if you need to make any updates, please email us at [summercamp@nau.edu](mailto:summercamp@nau.edu).
- *Please note: the view shown above is an administrative view—parents do not have access to this version of the camper profile.*

# USING PRO CARE

Please ensure that all necessary parents and guardians are added to your camper’s ProCare profile, along with any additional authorized pick-ups such as grandparents, nannies, or family friends. You may also choose to include your child’s physician for reference.

1. Please provide a mobile phone number rather than a work number, as we may need to contact you via text message.
2. Your unique sign-in PIN is confidential—do not share it. You will be required to enter this code each time you drop off or pick up your camper. Each authorized guardian will have their own individual PIN.
3. If a parent or guardian also serves as an emergency contact, please be sure to toggle this option on in their profile.

Parent / Guardians

Jen Helget  
Signed up

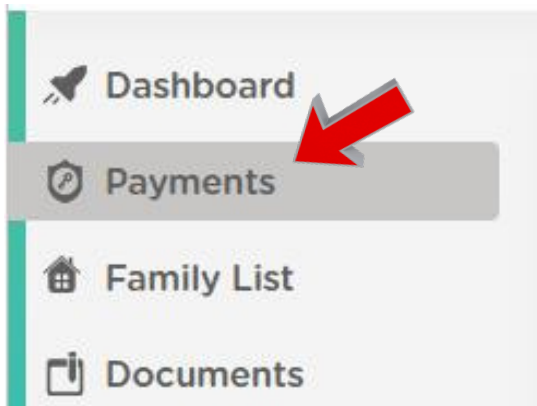
EMAIL jenna.helget@nau.edu

PHONE (928)-523-1582 1

RELATION Mother

SIGN IN PIN 7729 2

EMERGENCY  3



All billing information can be found under the “Payments” section in ProCare. For convenience, parents and guardians may save a payment card on file. Please monitor your account balance regularly, as an outstanding balance may impact your child’s camp enrollment. For any billing-related questions, contact us at [campregistration@nau.edu](mailto:campregistration@nau.edu)

|                   |     |                              |
|-------------------|-----|------------------------------|
| Current Balance   | \$0 | <a href="#">MAKE PAYMENT</a> |
| Amount In Process | \$0 |                              |



# COSTS AND DISCOUNTS

**Registration Fees: Single Camper: \$75 | Multi-Camper (2+): \$125**

The registration fee, assessed after your initial sign-up, is a one-time, non-refundable charge. This fee helps cover the cost of field trips and special departmental visits, which are included at no additional weekly cost to families. Please note that your camper's spot in camp is not confirmed until this fee has been paid.

**Weekly Fees: NAU Affiliate: \$300/camper | Community: \$350/camper**

Current NAU students, faculty, and staff are eligible for a discounted camp rate compared to community members. This status is verified using your NAU ID number during registration, and all ID numbers will be checked for accuracy. Please note: NAU ID numbers may not be used to register other campers outside your household. 2NAU students may also qualify for the NAU discount.

## **Pro-Rated Weeks:**

Lumberjack Rec Camp will have two, four day weeks:

Week 1 (no camp 5/27)

Week 4 (no camp 6/19)

Cost of these weeks will be \$240 for NAU members/ \$280 for community members

# TAXES

Payment receipts and tax statements are available online through your ProCare account under the "Payments" section. We recommend saving all receipts and records of canceled payments for your personal records.

Our EIN (Federal Tax ID) is 74-2579628.



# REGISTRATION POLICIES

To register for summer camp, guardians must complete the form located on the Summer Camp webpage at [nau.edu/campus-recreation](http://nau.edu/campus-recreation). Camp capacity is limited to 70 campers per week. Once capacity is reached, additional registrants will be placed on a waitlist.

Registration for each week of camp closes one week prior to that week's start date. For example, registration for the week of June 2 will close on Monday, May 26. If space becomes available after the closure, families on the waitlist will be notified via email. These openings will be filled on a first-come, first-served basis.

## Payment Deadlines

- Payment is due one week prior to the start of each camp week.
- Specific due dates are outlined in our Summer Camp Billing Calendar and will be included on each invoice.
- If payment is not received by the due date, your child's spot may be released and offered to a camper on the waitlist.

## Cancellation Policy

- Cancellations made at least one week in advance of the camp week start date will not be charged.
- Cancellations made within one week of the start date will be charged 50% of the weekly fee.
- No-shows or same-day cancellations will be charged 100% of the weekly fee.

*While we understand that summer schedules can change, Lumberjack Rec Camp does not offer refunds for cancellations made after payment is received. If space allows, we are happy to explore transferring the paid registration to a different camp week.*

# BILLING CALENDAR

| <b>Camp Week</b> | <b>Camp Dates</b>         | <b>Payment Due</b>     |
|------------------|---------------------------|------------------------|
| <b>Week 1</b>    | <b>May 26 – May 30</b>    | <b>Monday, May 19</b>  |
| <b>Week 2</b>    | <b>June 2 – June 6</b>    | <b>Monday, May 26</b>  |
| <b>Week 3</b>    | <b>June 9 – June 13</b>   | <b>Monday, June 2</b>  |
| <b>Week 4</b>    | <b>June 16 – June 20</b>  | <b>Monday, June 9</b>  |
| <b>Week 5</b>    | <b>June 23 – June 27</b>  | <b>Monday, June 16</b> |
| <b>NO CAMP</b>   | <b>June 30 – July 4</b>   | <b>—</b>               |
| <b>Week 6</b>    | <b>July 7 – July 11</b>   | <b>Monday, June 30</b> |
| <b>Week 7</b>    | <b>July 14 – July 18</b>  | <b>Monday, July 7</b>  |
| <b>Week 8</b>    | <b>July 21 – July 25</b>  | <b>Monday, July 14</b> |
| <b>Week 9</b>    | <b>July 28 – August 1</b> | <b>Monday, July 21</b> |

Invoices will be issued in ProCare before each camp week begins. Each camper will receive their own invoice, even if siblings are enrolled. Invoices will include a due date based on the Summer Camp Billing Calendar.

To avoid any disruption in enrollment, please ensure payment is made by the listed due date. Unpaid spots may be offered to families on the waitlist. You're welcome to pay in advance or follow a week-to-week schedule—whatever works best for your family.

*Billing questions should be sent to [summercamp@nau.edu](mailto:summercamp@nau.edu)*



# PICK UP AND DROP OFF

**Camp Hours: 7:30AM - 6:00PM**

## **Drop Off:**

7:30am-8:50am | When arriving, please pull diagonally into the designated loading zones. Our camp supervisors will be ready to greet you and check in your camper using your personalized ProCare PIN—no need to exit your vehicle. If you anticipate arriving after 9:00 AM, please notify staff in advance via phone or email.

**Note:** Campers arriving after 9:30 AM will not be admitted for the day, as scheduled activities will already be underway.

*If your camper needs a little extra support at drop-off, you may purchase a temporary parking pass through NAU Parking Services. To get started, visit their website to create a guest account, then email [ask.parking@nau.edu](mailto:ask.parking@nau.edu) and request the "Pick-Up/Drop-Off Permit" for Campus Rec Summer Camp. Once added to your account, the permit can be purchased for \$25 and allows for 30-minute parking in Lot P7A during morning and afternoon drop-off/pick-up.*

**Note:** This permit is not valid for current NAU faculty or staff.

## **Pick Up:**

4:00pm-6:00pm | Campers must be picked up at the same location as drop-off. Children will only be released to individuals listed on their ProCare account who have a personalized PIN. If you need to update your authorized pick-up list, you can do so directly in your ProCare account. For campers in the Mountain Jacks group who plan to walk or bike home independently, parents must email [summercamp@nau.edu](mailto:summercamp@nau.edu) to provide prior written approval.




*Campers must be picked up no later than 6:00 PM. A \$20 late fee will be charged to your account if pick-up occurs after this time. If the fee is not paid within 48 hours, it will increase to \$40.*

*If no authorized guardian arrives for pick-up, and we are unable to reach anyone on the camper's approved contact list, NAU Police Department will be contacted for assistance.*



# PARKING MAP



-  In the lower left corner of the map, the yellow rectangle represents where daily drop off and pick up will take place. Please pull into the loading zone at a diagonal angle to allow room for multiple cars.
-  The green rectangle outlines Lot P7A. This is the lot that parents may purchase the temporary parking pass for. This allows parents a selected 30-minute window in the morning, and afternoon to park their vehicle for camp reasons.
-  The blue line signifies paid parking on Franklin Ave. Guardians may use the ParkMobile app to pay for a set duration of time for each pick up/ drop off.

*Only vehicles with a valid handicap permit may park in the designated accessible spaces in front of the HLC. Unauthorized use may result in a citation.*

*Please do not park in fire lanes at any time, as this also carries the risk of fines and towing.*

# LIFE AT CAMP




# SAMPLE DAILY SCHEDULE



|                 |                         |  |
|-----------------|-------------------------|--|
| <b>DROP-OFF</b> | <b>7:30am – 8:45am</b>  | <b>Welcome &amp; Hello! Daily Check-in &amp; Structured Activities</b> |
|                 | <b>9:00am – 10:15am</b> | <b>Outside Activity</b>  |
|                 | <b>10:30–12:00pm</b>    | <b>Climbing Wall</b>   |
| <b>LUNCH</b>    | <b>12:00pm – 1:00pm</b> | <b>Lunch and Puzzles, Books, Cards, board Games, and Coloring</b>      |
|                 | <b>1:00–1:30pm</b>      | <b>Clean up and Transition</b>   |
|                 | <b>1:30–3:00</b>        | <b>STEM Activity Outdoor</b>   |
|                 | <b>3:00–4:00pm</b>      | <b>Activity</b>  |
| <b>PICK-UP</b>  | <b>4:00–6:00PM</b>      | <b>Pick Up and Structured Play</b>                                     |

Lumberjack Rec Camp takes pride in offering a diverse and engaging range of activities for our campers. Each day includes opportunities for swimming or rock climbing, outdoor play, STEM exploration, themed crafts, and more. Campers will also enjoy special visits from campus partners such as the Astrology and Anthropology departments, as well as NAU's Division I Athletic teams.

If you have any concerns about your camper's ability to participate in certain activities, please don't hesitate to reach out to us at [summercamp@nau.edu](mailto:summercamp@nau.edu).





# LUNCH TIME AND SNACK

We place a strong emphasis on the health and well-being of our campers. Please ensure your child comes to camp each day with nutritious snacks and a healthy lunch to keep them energized and ready to participate. Refrigeration is not available, so we recommend packing meals with ice packs or choosing foods that can be safely stored at room temperature.

## **Peanut-Free Zones**

Lumberjack Rec Camp permits peanut-based products, but we will have clearly designated peanut-free zones for campers with allergies. If your child has a peanut or other food allergy, please ensure it was included in the registration form—and feel free to follow up with a reminder by emailing us at [summercamp@nau.edu](mailto:summercamp@nau.edu).

## **Special Dietary Needs**

If your camper has food-related health needs or dietary restrictions, families must submit an individualized care plan, prepared in consultation with the camper's healthcare provider. Please email [summercamp@nau.edu](mailto:summercamp@nau.edu) to discuss your camper's needs with our team directly.

## **Health Information & Allergy Management**

All allergies, dietary restrictions, and health concerns must be documented in your child's ProCare profile, as camp staff reference this system daily to ensure camper safety.

If your child has a known food allergy, families are responsible for providing an EpiPen (if needed) in the camper's belongings. Camp staff are trained to assist with self-administration of emergency medications. In the event of a serious allergic reaction, 911 will be called, and authorized guardians will be notified immediately.

# TRAVEL THURSDAYS



At Lumberjack Rec Camp, we take fun seriously—and that includes making sure both campers and families have the best possible experience. We've carefully curated a well-rounded and exciting field trip schedule that aligns with each week's camp theme. All field trips and bonus activities are included in your registration fee, with no additional costs for families.

**Here's our Travel Thursday lineup for Summer 2025:**

**May 29:** Harkins Movie Theatre | Flagstaff, AZ



**June 5:** Grand Canyon | Grand Canyon Village, AZ

Little Jacks will have a visit from Willow Bend Environmental Center

**June 11:** Phoenix Diamondbacks | Phoenix, AZ

This trip is a Wednesday due to Camp Dbacks Day



**June 20:** Water Field Day | Flagstaff, AZ

Moved to Friday in observance of Juneteenth

**June 26:** FlagTag | Flagstaff, AZ

**July 10:** Levitate Trampoline Park | Flagstaff, AZ

**July 17:** Heritage Park Zoo | Prescott, AZ



**July 24:** StarLite Lanes Bowling | Flagstaff, AZ



**July 31:** Flagstaff Pulliam Airport | Flagstaff, AZ





# "CAMPERS OF THE WEEK"

Each week, LRC staff will recognize two campers who have had an outstanding week and gone above and beyond in demonstrating our camp values. We encourage you to support your camper in bringing their best attitude and effort to camp each day—it just might earn them the title! Honorees will be featured in our weekly newsletter, where you can read about what they did to deserve the recognition.

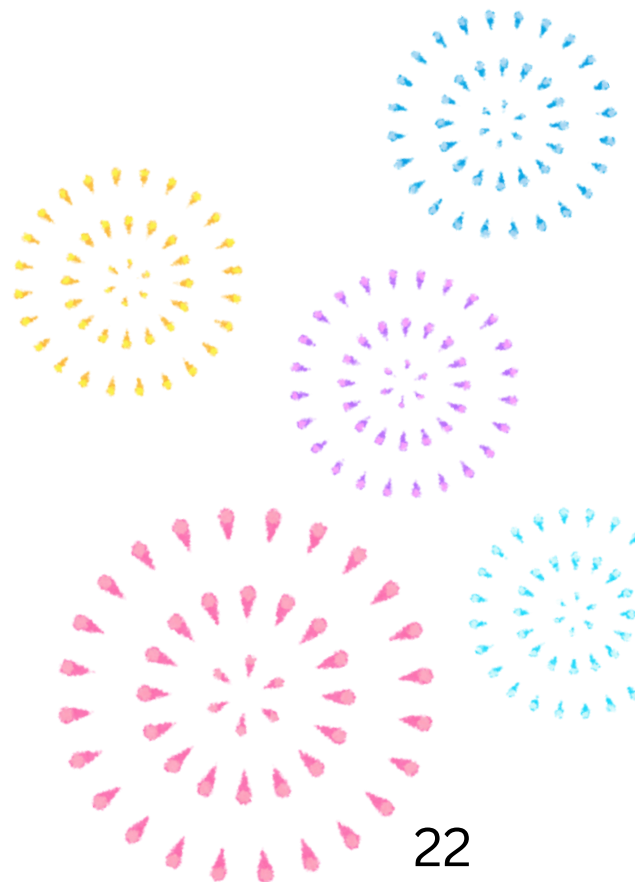


## BIRTHDAYS

We love celebrating our campers! If your child has a summer birthday you'd like us to recognize, please email the details to [summercamp@nau.edu](mailto:summercamp@nau.edu) the week prior.

We're happy to celebrate birthdays that fall during the camp week as well as weekend birthdays.

If you'd like to send a treat, please be mindful of potential allergies and plan to bring enough for each camper in your child's group (we're happy to provide the group size upon request).



# HEALTH AND SAFETY





# COMMITMENT TO SAFETY

At Lumberjack Rec Camp, your child's safety and well-being are our top priorities. We are dedicated to providing a nurturing, secure environment where campers can explore, learn, and have fun with confidence.

Our program follows strict safety protocols and is led by trained counselors who supervise all activities with care and attention. From first aid preparedness to secure facilities, every aspect of our camp is designed with safety in mind—so both campers and their families can enjoy a positive and worry-free experience.

## GENERAL SAFETY MEASURES

To ensure the safety and security of all campers, Lumberjack Rec Camp follows strict guidelines and best practices:

- **Facility Security:**
  - The doors to the MAC Gym remain locked at all times, except during designated drop-off and pick-up periods.
- **Staffing & Supervision:**
  - Safe staffing ratios are always enforced:
    - 1:8 for younger campers
    - 1:10 for older campers
  - A minimum of two supervisors are on shift at all times.
  - Headcounts are conducted during every transition.
  - Buddy systems and walking ropes are used to keep campers together.
  - Counselors are strategically positioned during transitions—one in the front and one in the back.
- **Health & Hygiene:**
  - All cleaning supplies and toxic substances are stored in locked cabinets and are used daily to disinfect shared equipment and spaces.
  - First aid supplies and camper documentation accompany each group at all times.
- **Swim Safety:**
  - All campers must pass a swim test to be excused from wearing a life jacket.
    - The test includes a 30-second water tread and swimming the length of the pool.
    - *Please note: swim tests may not be retaken after an initial unsuccessful attempt.*



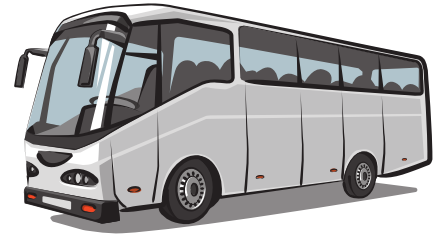
# OFF CAMPUS AND OUTDOOR SAFETY

We are thrilled for a summer full of fun, adventure, and off-campus excursions! However, we understand that these activities come with inherent risks. To ensure the safety of all campers during travel and activities, we have implemented detailed precautions and mitigation strategies.

## Travel:

### Camp will have three long-distance field trips:

- The Grand Canyon (older campers only)
- Chase Field in Phoenix (whole camp)
- Prescott Zoo (whole camp)



All other field trips will be local to the Flagstaff area.

## Transportation Information:

- Long-distance trips: 56-passenger motor coach buses with seatbelts, outlets, movie screens, and restrooms.
- Short-distance trips: 37-passenger campus shuttles.
- Our NAU Fleet drivers (Danny, Juan, Delaney, & James) are Class B CDL certified and attend routine safety training.
- All vehicles undergo pre-trip inspections before use.

**Outdoor Activities:** At Lumberjack Rec Camp, we understand the strength of the Flagstaff sun. To ensure camper safety, we plan outdoor activities to avoid peak temperatures, strong UV rays, and monsoons. While we provide sunscreen, we encourage guardians to send extra with their campers, especially if there are preferred brands or SPF levels. Routine water breaks are scheduled, and shaded areas are used when available. If weather conditions are unsuitable, outdoor activities will be moved indoors.





# EMERGENCY RESPONSE

Summer camp staff are trained to handle the following scenarios, with emergency response procedures available upon request:

- Fire
- Severe Weather
- Evacuations
- Medical Emergencies
- Threats/Violence
- Intruder
- Missing Child

In the event of a camp-wide emergency, updates will be sent via SMS Emergency Messaging through ProCare. For isolated emergencies, guardians will be contacted immediately. Please ensure your ProCare contact information is up to date, including cell phone numbers.

## MEDICAL EMERGENCIES

In the Event of a Medical Emergency:

- Camp staff will call Campus Police and 911.
- A CPR/First-Aid trained staff member (all staff) will provide emergency care as needed.
- Staff will notify emergency contacts listed in ProCare.
- If the camper is transported to the hospital, a staff member will accompany them.
- If a family member or emergency contact cannot be reached, Child Services may be contacted.
- All medical emergencies requiring care will be documented using the NAU Third Party Report of Injury.

# CHILD ABUSE PREVENTION

## **NAU Statement:**

*Northern Arizona University requires appropriate, reasonable safeguards for the supervision, care, and protection of non-student participants not yet eighteen (18) years of age in programs operated by the University. This policy includes requirements for program planning and record-keeping, background and fingerprint screening, limitations on adult one-on-one interactions and communications with minors, duties to protect and to report suspected abuse or neglect, medical protocols, parental permissions, training, and participant awareness forms.*

## **Staff Duty to Report & Protect Statement:**

*Arizona law (A.R.S. § 13-3620) requires that University personnel and other persons, including Authorized Adults, who have responsibility for the care or treatment of a minor who reasonably believe that the minor has been abused or neglected shall immediately report or cause a report to be made of this information to a sworn peace officer. The NAU Police may be contacted for this purpose by calling 928-523-3611, or a report may be made by calling 911 in an emergency. The NAU Police will be responsible for parental or legal guardian notification in such circumstances. An Authorized Adult making such a report will concurrently notify the Program Administrator. Any Authorized Adult who reasonably suspects or becomes aware of a credible threat to the health, safety, or wellbeing of a Non-Student Minor will take immediate action to protect the Non-Student Minor from the perceived threat. Further, the Program will prohibit an Authorized Adult who may reasonably be considered to pose a threat to the safety, security, or welfare of Non-Student Minors from having further contact with Non-Student Minors in the context of their Program, unless and until the matter is properly resolved by the appropriate authority*

# INCIDENT AND INJURY REPORTS

Summer camp staff maintain electronic records of any accidents, injuries, or emergencies that occur under camp supervision. Parents may request a copy of the report if needed. For minor, accidental injuries, a formal report may not be filed. Instead, staff will send a ProCare message to parents detailing the incident.

## HEALTHY PRACTICES

Lumberjack Rec Camp is committed to providing a safe, healthy, and clean environment for all campers. Here are some of the general health practices we implement:

- **Illness:** Campers with colds or infectious illnesses will not be permitted to attend.
- **Lice:** Campers with lice may not attend until cleared by a doctor.
- **Footwear:** Campers must wear close-toed shoes at all times, except when swimming.
- **Sanitation:** Camp equipment is sanitized daily, and handwashing is encouraged throughout the day.
- **Hand Sanitizer:** Stations are located throughout the building.
- **Biohazard Response:** Staff are trained to handle biohazards like blood or vomit.
- **Disease/ Infection Notices:** If a disease or infection occurs within camp, notices will be sent via email to families.



# ILL CAMPERS



Lumberjack Rec Camp reserves the right to deny admission or continued participation to any camper displaying symptoms of a communicable illness, injury, or health condition that could pose a risk to themselves or others.

If a camper becomes ill at camp, guardians/emergency contacts will be notified immediately. Camp staff will ensure the camper is comfortable until they are picked up, and we ask that pick-up occurs within 30 minutes of the initial notice.

Symptoms requiring denial of admission or immediate dismissal:

- Fever of 100.4 F or higher
- Vomiting or diarrhea
- Severe cough, shortness of breath, or difficulty breathing
- Unexplained rash or skin infection
- Red, irritated eyes with discharge
- Signs of lice infestation
- Any other symptom that coincides with contagious conditions

## RETURNING TO CAMP

Campers who miss camp or are sent home due to illness must be symptom-free for 24-48 hours (depending on the illness) without the use of medication before returning to camp. Please ensure that campers are able to participate actively and comfortably upon their return.

Campers diagnosed with a reportable, contagious disease (pink eye, lice, hand foot and mouth disease, etc.) must provide a physician's note confirming that they are no longer contagious before returning to camp.

*We understand that illness can be unexpected and inconvenient. However, Lumberjack Rec Camp is unable to issue refunds in the event of a camper's illness.*

# MEDICATIONS

Lumberjack Rec Camp staff does not administer medication, except for rescue medications such as inhalers or epi-pens.

- Epi-Pens/Inhalers: If your child requires an epi-pen or inhaler, please clearly communicate this to camp staff. You may provide the medication in a labeled, clear bag with your child's name and instructions. This bag will stay in the camper's group bag 24/7 in case of an emergency. It is the parent's responsibility to request the return of the medication after the camper's last day at camp.
- Other Medications: If your child needs any other medications during camp, the family is responsible for organizing and administering the medication. If circumstances allow, camp staff may work with the family to develop a case-by-case plan, and a completed medical authorization form will be required.



# WORKING TOGETHER





# CAMP AND FAMILY RELATIONSHIP

At Lumberjack Rec Camp, we believe that strong collaboration with families is key to providing a rewarding experience for all. We encourage open communication and invite families to share insights about their camper's needs and preferences. We will provide regular updates and welcome continuous feedback to help improve our programs. Together, we can create a supportive, enriching environment that fosters growth, learning, and fun for every camper.

To foster open communication, our staff will be available for brief conversations during pick-up and drop-off. For more in-depth discussions, we encourage families to schedule dedicated meetings with camp staff to avoid interruptions. To schedule a meeting, please email [summercamp@nau.edu](mailto:summercamp@nau.edu).

To keep families informed and engaged, we send out weekly newsletters that highlight camp activities and upcoming events. Each newsletter will also include a survey to gather valuable feedback, helping us continuously improve our program.

**While summer camp encourages independent growth, family involvement remains crucial. Here are some ways families can support their camper's success:**

- Keep contact information up-to-date in ProCare, including authorized pick-up and drop-off personnel.
- Communicate any updates regarding allergies, medical concerns, or other important information.
- Read our newsletter and discuss daily camp experiences with your camper.
- Ensure prompt pick-up and drop-off at designated times.
- Address any concerns with camp staff respectfully.
- Send your camper with all necessary items: healthy snacks, lunch, water bottle, and closed-toed shoes.



# BEHAVIOR MANAGEMENT AND GUIDANCE STATEMENT

At Lumberjack Rec Camp, we believe that positive social interactions between campers and adults are key to maximizing everyone's enjoyment of camp. Our approach to behavior management emphasizes positive guidance, clear expectations, and mutual respect. We view behavior as a learning opportunity and strive to help children develop self-regulation, empathy, and personal responsibility.

Our behavior management procedures are designed not to punish, but to teach. Staff are trained to focus on redirecting behavior, reinforcing positive choices, and helping campers understand the impact of their actions on others. Every child deserves to be treated with dignity and compassion, and our staff is committed to guiding campers through challenges with patience, consistency, and care.

At the start of each week, we will review our camp values and rules with campers, ensuring expectations are clear from the very beginning.

## CONDUCT POLICIES

Camper safety is our top priority. Therefore, dangerous or repeatedly disruptive behavior will result in appropriate action, which may include early pick-up.

Behavior that compromises the safety or well-being of others is not permitted. We ask for families' support in addressing these situations together. If disruptive or dangerous behavior persists, the camper may be dismissed from camp.



# BEHAVIOR MANAGEMENT PROCEDURES

***Behavior that may require action includes, but is not limited to:***

- Leaving the camp location without permission, or entering unauthorized areas.
- Using inappropriate language, slurs, or making threats.
- Exhibiting rude or derogatory behavior toward other campers or staff.
- Fighting or causing harm to others.
- Bullying of any kind (physical, emotional, or psychological).
- Stealing or defacing another camper's property.
- Damaging or defacing camp property or facilities.
- Failing to follow safety regulations during travel to or at field trips.
- Disregarding camp rules and regulations.

***All behavioral incidents will be recorded and communicated to families. The following may take place:***

- **1st Incident:** The family will be notified verbally and/or in writing about the incident.
- **2nd Incident:** The family will be notified, and the camper may be dismissed for the remainder of the day. If the incident occurs during a field trip, the camper will be separated from the rest of the group.
- **3rd Incident:** A meeting will be scheduled with LRC professional staff and the camper's guardians. Actions taken following the meeting will be at the discretion of Campus Recreation Pro Staff and may include suspension or unenrollment from Lumberjack Rec Camp.

# TECHNOLOGY POLICY

At Lumberjack Rec Camp, we understand that communicating with your child is important, and it typically needs to be done via cell phone. We allow the use of cell phones during camp hours for routine communication, or emergency needs only.

If your child brings a cell phone to camp, they must leave it in their backpacks during structured camp activities. The use of technology can disrupt our camp programming, and act as a distraction to all campers. We recommend that phones are labeled and easily identifiable if they go missing. LRC is not responsible for any lost or damaged phones.

If a camper has a reoccurring issue with cell phone usage, here is how we may proceed:

**1<sup>st</sup> Occurrence:** Warning; The camper will be asked to put their phone away.

**2<sup>nd</sup> Occurrence:** Confiscated; The camper may be asked to turn their phone in to a supervisor for the rest of the day.

**3<sup>rd</sup> Occurrence:** Removal; The camper may need to check their phone in with a supervisor each day of camp.

We appreciate your support in helping us make camp the fun and exciting environment that it should be!

