



Campus Recreation  
and Wellness

# Lil' Cats Family Handbook

Last Updated: March 19th 2024

**Table of Contents**

**Campus Recreation and Wellness Overview ..... 3**  
**Campus Recreation and Wellness Mission, Vision, Values ..... 3**  
    Mission ..... 3  
    Vision..... 3

**Camp Overview ..... 3**  
**Camp Staffing Structure..... 4**  
**Minors on Campus Training and Policies ..... 4**  
    Training and University Process ..... 4  
    Missing Camper Process ..... 4  
    Best Practices ..... 5  
    Personal Boundaries ..... 6

**Risk Management ..... 6**  
**Behavioral Policies..... 6**  
**Medical Policies..... 6**  
    Camper and Counselor Health..... 6

**Camp Logistics ..... 7**  
    Registration..... 7  
    Camp Schedule ..... 8  
    Drop Off and Pick Up ..... 9  
    Late Charges ..... 9  
    Lunch/Snack Time Structure ..... 9  
    Pool Time Structure..... 10  
    Activity Time Structure..... 10  
    Field Trip Structure..... 10  
    What to Bring to Camp ..... 11  
    What to Leave at Home ..... 11

**Appendix..... 12**  
**Appendix A – Personal Boundaries ..... 12**

## **Campus Recreation and Wellness Overview**

Campus Recreation and Wellness (CRW) is a department within the Division of Student Affairs (DSA) at Western Carolina University (WCU) that resides under the Health and Wellness unit, which also is home to Health Services, Health and Wellness Education, and Counseling and Psychological Services (CAPS). CRW is responsible for the following program areas: Fitness & Wellness, Intramural Sports, Informal Recreation, Club Sports, Outdoor Programs and Aquatics. Facilities include a 78,000 square foot Campus Recreation Center, a Climbing Wall, a six-lane pool (Reid Pool), a disc golf course, 3 CRW fields, and the WCU trail system. On average, CRW is home to 10+ full-time staff, and 120+ student staff.

### **Campus Recreation and Wellness Mission, Vision, Values**

#### **Mission**

The mission of CRW is to foster a campus-wide culture of recreation and wellness through a comprehensive array of programs and services that educate, empower, and engage individuals to pursue and sustain healthy, balanced lifestyles.

#### **Vision**

The vision of CRW is to shape the collegiate experience by building a university culture that invests resources and appreciates the importance of quality recreation programs, services, and facilities.

#### **Values**

##### *Community*

Campus Recreation and Wellness understands building a sense of community can lead to student retention and satisfaction. CRW commits to building community through collaboration with campus partners, team building within staff, creating a welcoming environment, and providing socialization opportunities through programming efforts.

##### *Excellence*

Campus Recreation and Wellness recognizes high quality programs and services, as well as positive customer service, can beneficially impact individual experiences. CRW is committed to providing the best quality possible and upholds the attitude of being an "opportunistic" problem solver while maintaining policies and procedures pertaining to safety, security, and the well-being of each individual.

##### *Experiential Learning*

Campus Recreation and Wellness believes in their responsibility of developing the whole person, including such characteristics of integrity, leadership, respect, and responsibility. CRW strives to create opportunities, which allow students to develop knowledge, skills, and values that they can carry with them throughout their lifespan.

##### *Inclusiveness*

Campus Recreation and Wellness strives to be as inclusive as possible by taking a universal approach that is student-oriented and focuses on providing a diverse array of programs and services. CRW is cognizant of the importance of diversity and aware of our role as a leader in co-curricular learning.

##### *Stewardship*

Campus Recreation and Wellness understands we have an obligation to our community to protect valued resources. CRW practices stewardship through the responsible planning, management, and use of economic, environmental, and intellectual resources.

## **Camp Overview**

We are extremely excited to be hosting Lil' Cats Camp at WCU Campus Recreation and Wellness. Thank you for registering your camper with us! We look forward to being a part of your camper's summer.

Lil' Cats Camp will work to provide a camp that promotes recreation and wellness for all campers in a safe, positive, and fun environment. We expect all campers and staff to respect each individual and treat each other with kindness. Lil Cat's will serve the dependents of WCU Faculty, Staff and Student in the age range of 9-12 yrs old, with a capacity of 20 campers per week. Our camper to staff ratio will be at maximum 1:7 which exceeds the American Camp Association best practices. During high risk activities like field trip days the ratio will be 1:5.

Please take the time to read through this handbook. It contains important information to ensure a successful camp for all parties involved.

### **Camp Staffing Structure**

One of the goals in creating Lil' Cats, is to provide quality professional experience for students at Western Carolina University. Our camps create an environment for the counselors to apply the skills, abilities, and knowledge they learn in the classroom out in the field. Counselors will mainly consist of WCU students and will be tasked with the daily operations of the camp. The Professional Staff in Campus Recreation and Wellness at WCU are full-time employees of the university and will be involved in all camp logistics, administration, transportation, etc. but will not always be present with the campers. The following professional staff are the best points of contact for Lil' Cats and can be reached via the info below. If you are unable to reach us, please give the main phone line a try at 828.227.7069.

Brandon MacCallum  
Director of Campus Recreation & Wellness  
[bmmacallum@wcu.edu](mailto:bmmacallum@wcu.edu)  
828.227.8803

Josh Rascati  
Assistant Director of Sport Programs  
[jrascati@wcu.edu](mailto:jrascati@wcu.edu)  
828.227.8807

Sydney Hendren  
Aquatics and Facility Operations Coordinator  
[shendren@wcu.edu](mailto:shendren@wcu.edu)  
828.227.8806

### **Minors on Campus Training and Policies**

#### **Training and University Process**

Lil Cat's Counselors and staff will adhere to the [Minors on Campus policy 126](#) at all times. There are multiple levels to compliance with this policy including training, background checks, and procedures. Each staff member will be required to pass a background check prior to starting with the camp, and the background check must be current within 12 months. Additionally, each staff member will participate in a training program that explains the policy in depth, as well as camp specific information and expectations (listed below).

#### **Missing Camper Process**

Each counselor should always be aware of the location of each camper in their group. In an event where a camper is missing or unaccounted for here is the procedure that should be followed:

- Conduct a double check with that day's sign in sheet to ensure that the camper is missing.

- If missing, notify the professional staff on duty and fellow counselors. The professional staff will collect as much information about the camper and entire situation and record the information on an incident form.
- The Counselor and all available staff should move to the location where the camper was last seen and begin searching in likely places.
- If the camper is not located in a reasonable amount of time, WCU Police will be called to assist with the search. Upon arrival, WCU Police will assume command of the search and situation.
- The professional staff will need to notify Student Affairs Leadership upon the call to WCU Police, and then communicate with the legal guardian of the camper.

## Best Practices

The following best practices are designed to maintain a consistent and safe environment for all individuals involved in Lil Cat's. This is not meant to be an all-inclusive list; however, these are considered a basis from which all other camper/counselor safety policies and expectation will be built from.

- Counselors should never be alone with a single child in a way that cannot be observed by others. As Counselors supervises campers, they should be visible to other Counselors or Campus Rec staff.
- Campers should be always within visual and/or hearing supervision of Counselor. Exceptions to visual supervision include bathroom or changing room use. Under these circumstances Counselors should respect camper privacy but remain within hearing supervision by waiting nearby.
- Under no circumstances are Counselors to release a camper to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parental authorization is to be kept on file).
- Never violate a child's personal rights. Examples of child abuse include:
  1. Physical abuse (to strike, spank, shake, or slap)
  2. Verbal abuse (to humiliate, degrade, or threaten)
  3. Sexual abuse (an inappropriate touch or verbal exchange)
  4. Mental abuse (to shame, withhold love, or cruelty)
  5. Neglect (to withhold food, water, or basic care)
- When in public areas of campus, Counselors are to ensure that suspicious or unknown individuals do not occupy the restroom before allowing children to use the facilities. Counselors are to stand in the doorway while campers use the restroom. This policy allows privacy for the camper and protection for the Counselor (not being alone with a camper). When Counselors assist younger campers, a door to the facility must remain open. No campers, regardless of age, should ever enter a bathroom alone.
- Counselors are to conduct or supervise private activities in pairs (putting on bathing suits, taking showers, etc.). When this is not feasible, Counselors should be positioned so that they are visible to others.
- Counselors are to use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, or criticism. Counselors are to use age-appropriate expectations and set up guidelines and environments that minimize the need for discipline.
- Counselors are to respond to camper with respect and consideration and treat all campers equally regardless of sex, race, religion, culture, disability, etc.
- Counselors are to respect camper's rights to not be touched in a way that makes them feel uncomfortable and preserving their right to say "no." Campers are not to be touched on areas of their bodies that would normally be covered by a bathing suit.
- Counselors are to refrain from intimate displays of affection toward others.

## Personal Boundaries

Lil Cat's is committed to the safety and wellbeing of all campers and expect all Counselors to be positive role models and adhere to all federal, state, university, and camp law/policies. There are specific expectations in [Appendix A – Personal Boundaries](#) that all staff are expected to review, acknowledge, and follow.

## Risk Management

Lil Cat's Camp has a duty and responsibility to ensure the safety and wellbeing of all campers. Each Counselor will be expected to follow the facility Emergency Action Plans for the specific location/facility. Additionally, Counselors have the responsibility to guide and protect campers during an emergency. The additional expectations for Counselors are listed below:

- Each Counselor needs to be enrolled in the WCU Emergency Text Alert service and have their cell phones on them on at all times.
- Each Counselor will always have a first aid kit.
- Each Counselor will be given a radio that should be on CRW Channel 1, so that Counselors can communicate with the CRC and professional staff.
- In the event of an emergency, Counselors should follow the Emergency Action Plan and with inclusion of the campers that they are responsible for.
- Each Counselor will have a master list of all campers and the contact information for their parent/legal guardian so that they can communicate with the parents as needed. In the event of an emergency, the Counselor should communicate with parents with status updates in accordance with the Emergency Action Plan.

## Behavioral Policies

Lil Cat's Camp will work to provide accommodations to a reasonable degree to all campers when given prior notice. The camp will adhere to the following value statement that aligns with the values of CRW and WCU:

***Lil Cat's Camp will work to provide a camp that promotes recreation and wellness for all campers in a safe, positive, and fun environment. We expect all campers and staff to respect each individual and treat each other with kindness.***

Camper actions (verbal and non-verbal) that do not align with this value statement will be addressed in the moment by the Counselors by using the [best practices](#) mentioned above. If the actions do not improve, then the professional staff will be notified and will speak with the camper individually. The professional staff will also notify the parent/legal guardian. Continually or repetitive actions that do not align with this value statement will not be accepted, and are grounds for dismissal for the day, week, or the entire summer.

## Medical Policies

Lil Cat's Camp will work to provide accommodations to a reasonable degree to all campers when given prior notice.

All medications, prescription or over the counter must be checked in with counselors. Campers are not permitted to hold onto medications or to self-administer without supervision. Medications must be in the original container. Campers that need assistance with administering medication should notify the professional staff so that accommodations can be made.

## Camper and Counselor Health

To maintain a healthy and safe environment in our camps, we ask parents and staff to read this information thoroughly so that they can make the best possible decisions regarding the health of each camper/counselor. There may be times that camp personnel recommend more stringent exclusion

criteria than listed below during outbreaks. Example: Suspected or confirmed influenza or norovirus cases may cause the camp to advise staying home for 24-48 hours after symptoms resolve.

In general, campers and counselors should stay home or be sent home when:

- Ill with any symptoms **or** is feeling too sick to participate in the usual camp activities or what is normal for that child.
- The illness results in a greater need for care than Counselor can provide without compromising their ability to care for other campers.
- Fever is defined as a temperature of 101° orally, 102° rectally or 100° axillary or higher. Fever without behavior change or other signs of illness, does not require exclusion from camp.
- Diarrhea (not associated with change in diet) if: stool frequency exceeds 2 or more stools above normal for that child for diapered children, diarrhea is causing accidents for toilet trained children, blood or mucous in stool not caused by constipation, or signs of dehydration or jaundice is present; campers may attend camp again when the preceding are resolved.
- Vomiting more than 2 times in the previous 24 hours unless the vomiting is determined to be caused by non-communicable condition and the child is not in danger of dehydration.
- Abdominal pain that continues over 2 hours or intermittent abdominal pain with fever, dehydration or other signs of illness.
- Mouth sores with drooling unless determined by health care provider to be non-infectious.
- Rash with fever or behavior changes until determined by health care provider to be non-infectious.
- Impetigo, until 24 hours after treatment has been started.
- Strep throat, until 24 hours after treatment has been started.
- Head lice or nits, until after first treatment (exclusion not necessary before the end of the day).
- Scabies, until after treatment has been given.
- Chickenpox (varicella) until all lesions have dried or crusted (Typically takes about 6 days and this is regardless of if child has received varicella vaccine).
- Other communicable diseases such as Rubella, Mumps, Measles, Hepatitis A until no longer considered infectious.
- Draining skin sores that can't be covered or drainage contained unless evaluated and determined to be noninfectious in the camp setting by a healthcare professional.

## Camp Logistics

### Registration

Lil' Cats will use a flexible registration model to best serve and accommodate the needs of families, as well as maximizing the effectiveness of the camp. Parents will have the option to choose what works best for their family.

- Weekly Registration
  - Price Point: \$225 per child, per week for CRC members
  - Price Point: \$250 per child, per week for non-CRC members

Parents can choose to enroll their camper on a weekly basis by designating which week in the 8 week summer they want to participate. Theoretically, a parent could register anywhere from Week 1 only to Week 1-Week 8.

As part of camp registration, parents/legal guardians will be asked to provide information essential to camp operations such as:

- Camper Medical Information (Insurance, Medical Conditions, Allergies, etc.)

- First Aid Release
- Emergency Medical Treatment Release
- Emergency Contact Information
- Authorized Pick-Up Persons
- Photographic and Video Release
- Camper Behavior Policy
- Payment, Cancellation and Refund Policy

### Camp Schedule

- Below is an example of a typical daily camp schedule. All camp activities are subject to change without notice due to facility availability, weather, or camp needs.

Below is an example of a camp schedule that could be used for Lil Cat's on a non-field trip day.

<b>7:45-8:30am</b>	Drop-off at CRC
<b>8:30-8:45am</b>	Group walks to the CRW Fields.
<b>8:45-10:00am</b>	Field activities (wiffleball, tag, tug of war, volleyball, soccer, frisbee etc.)
<b>10:00-10:15am</b>	Group walks back to the CRC
<b>10:15-10:30am</b>	Snack Time at the CRC
<b>10:30-11:00am</b>	Walk to Reid Pool
<b>11:00-12:00pm</b>	Pool Activities
<b>12:00-12:30pm</b>	Walk to CRC
<b>12:30-1:15pm</b>	Lunch in the CRC
<b>1:15-2:00pm</b>	Arts and crafts in the CRC.
<b>2:00-3:15pm</b>	Court activity in CRC (basketball, 4 square, tag, obstacle course, etc)
<b>3:15-3:30pm</b>	Snack Time in CRC
<b>3:30-5:15pm</b>	Rotating activity (Movie Monday, Talent Show Tuesday, Fitness Friday, etc.) & Pick-up at the CRC

Lil Cat's will use Tuesday and Thursday as the Field Trip Days, half of the camp on Tuesday, and half on Thursday. Here is a mock schedule of a typical field trip day.

<b>7:45-8:30am</b>	Drop-off at CRC
	Depart Campus at 8:30am. Field Trip Activities may include: <ul style="list-style-type: none"> <li>- Hike and Great Smoky Mtn National Park Educational Session</li> <li>- Rafting on the Tuck</li> <li>- Canoe and Hike</li> <li>- WNC Nature Center visit</li> <li>- Cherokee Center and Ocanaluftee Village</li> <li>- Arboretum</li> <li>- Botanical Gardens in Asheville</li> <li>- Waynesville Skating Rink</li> <li>- Winchester Farms</li> <li>- Darnell Farms</li> <li>- Fun Factory in Franklin</li> <li>- Santa's Land</li> </ul>
<b>8:30am-3:30pm</b>	Arrive back at Campus by 3:30pm
<b>3:30-5:15pm</b>	Wind Down Activities (Craft, Reflection Journaling, Open Play) & Pick-up at the CRC



## Drop Off and Pick Up

Each week prior to camp, parents will receive an email outlining the general itinerary for each day of camp. This itinerary will outline where to drop-off their campers at the beginning of the camp day and where they will be located at the end of the day for pick-up.

A check-in and check-out sheet will always remain with the Counselors. This sheet will list each child's name, age, allergies, emergency contact phone numbers, and who is allowed to pick them up. We will require an initial from this individual(s) for both check-in and check-out. All parents/guardians/approved persons will be required to show proof of identity via a driver's license or other state/federal ID, when they sign a camper out. Families with specific or court mandated custody guidelines should notify the professional staff to ensure compliance.

Below is an example of our sheet:

Name and Age	Approved Pick-up	Allergies	Contact #	Monday		Tuesday		Wednesday	
John Smith	Candice Smith (mother)	Peanuts – physical touch	828-227-7069	In	Out	In	Out	In	Out

Drop off will begin each camp day at 7:45am and will end by 8:30am each camp day at the Campus Recreation Center (CRC) (unless otherwise noted). Families should walk their camper into the CRC, and then proceed to the down the hallway to the Adventure Shop. Families will place all snacks and lunches in the appropriate bins in the Adventure Shop, and then proceed to camper drop off at the CRC basketball courts. Late drop offs after 8:30am will not be accepted unless prior approval has been given by the professional staff.

Pick up will begin each camp day at 3:30pm and end by 5:15pm each camp day at the Campus Recreation Center (CRC) (unless otherwise noted). Families should walk into the CRC, and proceed to the Adventure Shop to collect all lunch/snack materials and then to the basketball courts or meeting rooms to pick up their camper. Early pick ups should be communicated to the professional staff in advance so that plans can be made.

## Late Charges

Campers not picked up by 5:15pm will be considered a late pickup and assessed a late charge. In the event of emergencies, the parent/legal guardian should contact Lil Cat's and make an appropriate plan. Late charges will be assessed at a rate of \$1 per minute late. At 5:15pm once the late charges began, Counselors will call the parent/legal guardian to check in and notify them. If no answer, then Counselors will call the remaining authorized pick-up individuals. Counselors will work with the parent/legal guardian on the expected pick-up time. If we receive no response from parent/legal guardian nor the other authorized pick-up individuals, then the Counselor will call UPD at 5:45pm to notify them of a stranded minor on campus.

Consistent or Repetitive late pick-ups may be grounds from removal from camp depending on the situation.

## Lunch/Snack Time Structure

- Campers are expected to bring their own snacks (morning and afternoon), lunch and water bottle. In the event the camper forgets, there will be emergency supplies on hand that can be used. Please notify professional staff if this occurs.
- All lunches and snacks should be labeled with the Camper Name, Date, and Mealtime (AM Snack, Lunch, or PM Snack) and will be stored a refrigerator. Additionally, all water bottles should be labeled with camper name.
- Camp Counselors are expected to eat with the campers, so Counselors should also plan to pack their own snacks and lunches each day.

- All Camper lunches must be in sealable container and edible without the use of heating sources (microwave, stove, hot water, etc.)
- All Camper snacks should be packed in a container/bag that can be sealed, to avoid cross contamination with other snacks.
- Campers with dietary allergies should be accommodated appropriately, such as distancing themselves from food that causes a reaction or storing food in a separate location.

### Pool Time Structure

- All Reid Pool policies apply to Lil Cat's Camp, and the following items will be additional policies and procedures.
- At least two counselors will be present with the campers in the locker rooms. One male counselors in the boys' locker room and one female with the girl campers in the girls' locker room. Camp Counselors should be in the main hallway of the locker rooms, away from the changing areas. Counselors are there to monitor safety but should not help dress any camper.
- Campers will dress out, rinse in the shower then line up in the locker room for the entire group to enter the pool together.
- Campers will be given a brief safety talk from the Aquatics staff on the first pool day of each weekly session. Campers are then given a swim test and told whether they pass or need a life jacket. Camp Counselors will keep track of each swimmer's ability via a checklist and assist with putting on lifejackets.
- Campers will not be allowed to leave the pool deck to use the restroom unless it is an emergency. A counselor must accompany the camper to the locker room for supervision.
- It is expected for at least two Camp Counselors to be always in the pool with the campers. These individuals should help enforce pool policies and interact with the campers.

### Activity Time Structure

- All facility policies and procedures apply to Lil Cat's Camp, and the following items will be additional policies and procedures.
- There will be two times of Activity Time – Organized and Unorganized. Organized Activity Time will occur when the Counselors are facilitating the games or activities. Unorganized Activity Time will be free play when campers are playing on their own.
- Camp Counselors are expected to actively participate in Organized Activity Time, as to strengthen the camper experience, but they should be helping support and encourage campers through their participation.

### Field Trip Structure

- Each Tuesday and Thursday will be a Field Trip Day, with half of the camp going on Tuesday and the other on Thursday.
- Parent/Legal Guardian can request that their camper does not participate in a/all Field Trip Day(s), but there will be no partial refund or discount given.
- Each Field Trip Day will consist of 1 professional staff and 1 Counselor, to provide a ratio of 1:5.
- The professional staff will be the default driver, but the Counselor will be expected to participate in all driver training as a backup.
- It is expected that the driver obeys all traffic laws, and furthermore adheres strictly to the speed limit and ensures that all bodies have seatbelts before driving.
- Depending on the field trip location and activity, campers will still bring their lunches via a Lil Cat's cooler, or lunch will be provided at the location. This will be communicated in advance so that staff and families are aware.
- It is critical that staff complete routine checks on the campers to ensure the group is together and accounted for. At a minimum this check should occur prior to leaving in a vehicle, prior to leaving a location, and prior to any change in plans.

### **What to Bring to Camp**

During camp, campers will be asked to wear the following:

- Shirt, Shorts and Shoes that are appropriate and that can get dirty
- Campers should also bring a towel and bathing suit for water activities/pool days
- Hats/Sunglasses are allowed
- Lunch, snacks and water bottle in accordance with guidance above

### **What to Leave at Home**

We ask that campers leave all personal items such as toys, blankets, stuffed animals, money, cell phones, and tablets/electronics at home.

# Appendix

## Appendix A – Personal Boundaries

Lil Cat’s is committed to the safety and well-being of minors. Employees and volunteers should be positive role models and treat others with respect, courtesy, and dignity. Employees and volunteers must abide by WCU policies, regulations and rules in addition to state and federal law.

As a covered individual working with activities or programs for minors, I hereby agree as follows:

- I will maintain appropriate physical boundaries at all times.
- I will immediately report any reasonable suspicion or knowledge of abuse of a minor to the WCU Police Department.
- I will not touch or speak to a minor in a sexual or other inappropriate manner.
- I will avoid one-on-one interaction with minors, but if unavoidable it will take place in an open, well illuminated space with windows observable by other university staff.
- I will not meet with minors outside of established program locations or outside of established times. Any exceptions require written parental/guardian authorization.
- I will not invite minors to my home or other private location or accept their invitations for the same. Any exceptions require authorization by the program administrator and written authorization by a parent/guardian.
- I will not follow/friend minors on social media or other online platforms.
- I will not communicate with minors on any private electronic platform such as social media, video games, websites, texting, etc.
- I will not make sexual comments, tell sexual jokes, or allow minors to access sexually explicit materials.
- I will not engage in private communications with minors including communications via text messaging, e-mail, phone, internet chat, on-line games, or other forms of social media unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the program. Should communication be necessary, I will include a third program staff member.
- I will not engage or allow minors to engage me in romantic or sexual conversations.
- I will not accept or give gifts to minors without the knowledge and approval of their parents or guardians.
- I will not inflict any physical or emotional abuse on minors to include, but not limited to, striking, humiliating, ridiculing, or degrading minors.
- I will not use, possess, or be under the influence of alcohol or illegal drugs at any time while working with minors.
- I will not provide or knowingly allow minors to possess or consume alcohol, tobacco, or illegal drugs.
- I will not use profanity, vulgarity, or harassing language in the presence of minors at any time.
- I will not provide transportation to minors unless doing so is an acknowledged component of the program. When transporting minors, more than one volunteer or program staff must be present in the vehicle, except for emergencies situations.

My signature below confirms that I have read and understand these boundaries. My signature further confirms that I agree to abide by these boundaries. Failure to abide by these boundaries may result in sanctions against me, including but not limited to, termination and/or criminal prosecution.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Program Name