UH Cougar Cub Summer Camp  
2019 Parent’s Guide

Cougar Cub Camp Administration

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Campus Recreation Contact Information

- **Main Campus Recreation Sports Office**  
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  (713) 743-9500
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- **Website**  
  [www.uh.edu/recreation](http://www.uh.edu/recreation)

Campus Recreation Mission Statement

Campus Recreation provides the UH community an inclusive environment that cultivates the development of life skills through engaging and meaningful recreation programs, facilities and service.

Campus Recreation Vision Statement

UH Campus Recreation aspires to create a culture of:

**INTENTIONALITY**, by creating experiential learning opportunities that meet the needs of the diverse UH community

**ENGAGEMENT**, by providing opportunities for involvement through the utilization of extraordinary facilities, programs, and services

**STUDENT SUCCESS**, by creating a student driven department with professional leadership
Campus Recreation Values

**SERVICE** – We are committed to providing quality service to the UH community through intentional patron interactions, safe and reliable equipment, well-maintained facility spaces, and knowledgeable staff.

**INTEGRITY** – We are driven by our mission, vision and values in all decisions. Through our actions, we will demonstrate knowledgeable and consistent decision-making that results in beneficial outcomes for all stakeholders.

**LEADERSHIP** – We foster the personal growth of our stakeholders through opportunities for self-discovery, teambuilding, and engagement in experiential leadership and learning.

**ACCOUNTABILITY** - We consistently uphold the highest industry standards. We work to be creative and forward thinking in facilities, programs, services and fiscal decisions looking at both the short-term and long-term impacts on our stakeholders.

**COMMUNICATION** - We continuously strive to make the UH community aware of our offerings through various channels of communication. We welcome productive and constructive feedback from our stakeholders and will use relevant data in our decision making process.

**FUN** - We strive to provide an enjoyable and challenging environment for participants and employees, in an attempt to improve personal success and strengthen the connection to UH.

**SAFETY** – We are dedicated to providing an environment free from physical, mental, and emotional harm. We will utilize risk management training and techniques to prepare all staff members to recognize and correct any potential hazards, as well as respond to accidents and emergencies.

**INCLUSION** – We demonstrate our commitment to inclusion by providing intentional programming and services for all. We embrace a full spectrum of opportunities that challenge the UH community to grow and think differently.
Cougar Cub Summer Camp Overview

UH Cougar Cub Summer Camp’s intent is to make summer a fun, happy and safe experience for your child. Our services extend throughout the community reaching children of varied ethnic, cultural and socioeconomic backgrounds. Our purpose is to provide a quality camper experience to support parents in their desire for their children to grow to their fullest potential. Each child has talents and skills to develop, energy to put to use, and huge reservoirs of creativity that need to be encouraged. Our program provides 6-11 year-olds with chances to unwind, explore and experiment, discover new ideas, work cooperatively in small groups and enjoy large group activities.

Our Mission Statement:
Through quality programs, UH Cougar Cub Summer Camp develops youth, strengthens and supports families, and creates health and wellness for all.

Hours of Operation:

- Normal Day  8:30am-4:30pm
- Extended Care  8:30am-6pm

*Extended care allows you to pick-up your child no later than 6:00 pm. We no longer offer early drop off due to the low number of families utilizing the service.

Weeks of Summer Camp Programming:

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<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Theme</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>June 3rd – June 7th</td>
<td>Celebration of Nations</td>
</tr>
<tr>
<td>Week 2</td>
<td>June 10th – June 14th</td>
<td>Going Green</td>
</tr>
<tr>
<td>Week 3</td>
<td>June 17th – June 21st</td>
<td>Survivor Cubs</td>
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<tr>
<td>Week 4</td>
<td>June 24th – June 28th</td>
<td>Love Your Selfie</td>
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<tr>
<td></td>
<td><strong>JULY 1st – JULY 5TH (NO CAMP)</strong></td>
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<tr>
<td>Week 5</td>
<td>July 8th – July 12th</td>
<td>Creative Cubs (STEM)</td>
</tr>
<tr>
<td>Week 6</td>
<td>July 15th – July 19th</td>
<td>The Rodeo is in Town</td>
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<tr>
<td>Week 7</td>
<td>July 22nd – July 26th</td>
<td>Cougar Cub Olympics</td>
</tr>
<tr>
<td>Week 8</td>
<td>July 29th – August 2nd</td>
<td>The Greatest Camp on Earth</td>
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</tbody>
</table>

Summer Camp Meet and Greet
Mark your calendar for **Friday, May 31 from 5:30pm–7:30pm**. Campers and parents will have the opportunity to meet counselors and learn all about what the 2018 camp season will have to offer. This is a drop in event, there is not a program or activities planned. Our staff will give tours, provide information, we will verify paperwork and payments have been completed, and answer any questions you or your child may have. Again, this is not mandatory.

Age Groups
Children will be split into three groups with a max of 30 campers per group.

- Ages 6-7
- Ages 8-9
- Ages 10-11

Depending on registration numbers, this will be the base format for our group structures. We do reserve the right to combine groups or split groups if needed, but we will do so with discretion.
Registration, Payments, Discounts, Refunds

Admission Policies
UH Cougar Cub Camp admits children ages 6-11 years of age. UH Cougar Cub Camp will address physically challenged and special needs children on a per request basis with the hope that we can serve all children who come to us. UH Cougar Cub Camp does not discriminate on the basis of race, color, religion, sex, or national or ethnic origin in administration of its personnel and admissions policies.

Limited Enrollment
Enrollment space in all of our sessions is limited. Group sizes range from twelve (12) to a maximum of Thirty (30) per age group. This allows for a low child-to-instructor/group leader ratio, typically 8 to 1. We will have three counselors with each group at all times and there will be an activity instructor in all sessions. We will also have camp supervisors floating amongst the groups as well as the Assistant Director, Coordinator, and Graduate Assistant for Recreational Sports and Family Programs.

Registration Information

Camp Fees
- **Early Bird Registration - March 11th – April 14th**
  - UH CRWC Member - $137
  - UH Non-CRWC Member - $175
- **Regular Registration – After April 14th**
  - UH CRWC Member - $162
  - UH Non-CRWC Member - $200
- **Extended Care**
  - $35 per week per child

*Extended care allows you to pick-up your child no later than 6:00pm. We no longer offer early drop off due to the low number of families utilizing the service.*

Membership Discount: To receive the camp discount the membership needs to extend through the entire camp season. What that means is, you must have a current membership when you submit the registration for payment, as well as have a current membership through the 8 weeks of camps too. We have two options for membership: pre-pay and payroll deduction. With pre-pay you can purchase an annual membership for $348. If you cancel the pre-pay annual membership before the 12 months are up, you will not receive a refund. With payroll deduction, if you cancel the payroll deduction membership before the 12 months are up, you will be charged a $100 cancellation fee.

**Early Registration Discount:** Register for camp by April 14th, 2019 to save $25. If after April 14th, camp fees increase by $25. Cougar Cub Camp FEES are due in advance of service; therefore all balances must be paid the day of registration. To receive the CRWC member rate, parents must be a member of the facility prior to signing their camper up for camp. Parents who have registered and paid their fees, then become members, are not entitled to a refund of the difference.
Refund Policy:
All refund requests must be submitted in writing and received by UH Camp Administration by the dates below.

<table>
<thead>
<tr>
<th>Refund Amount</th>
<th>Request must be received</th>
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<tbody>
<tr>
<td>100%</td>
<td>April 12th by 5pm</td>
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<tr>
<td>75%</td>
<td>Between April 13th - May 10th by 5pm</td>
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<tr>
<td>50%</td>
<td>After May 10th and no later than 15 business days before purchased session begins</td>
</tr>
<tr>
<td>25%</td>
<td>Within 15 business days of purchased session</td>
</tr>
<tr>
<td>0%</td>
<td>No refund after the first Monday of session or week</td>
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Camps Fees paid by credit card will be credited immediately upon approval by UH Camp Administration. Purchases made by check or cash will be refunded by direct deposit within four to six weeks after approval by UH Camp Administration. Refunds will be made only to original payee or credit card holder.

Absences: Refunds are not available for vacations, special events, short-term illnesses, or other personal commitments that prevent attendance. Refunds for long term illnesses or family emergency of one full camp week will be handled on a case by case basis.

Dismissal: On occasion, dismissal may be necessary for disciplinary reasons. This action will take effect only after conversation among the parents, camp (if appropriate) and the camp Director. If camper is dismissed for disciplinary reason, there will be NO REFUND for the unused days. Campers may be dismissed immediately if deemed a harm to themselves or others by the Campus Recreation full time staff.

Camp Fees paid by credit card will be credited immediately upon approval by UH Camp Administration. Purchases made by check or cash will be refunded by direct deposit within four to six weeks after approval by UH Camp Administration. Refunds will be made only to original payee or credit card holder. For cash or check payments, a Vendor Setup Form must be completed.

Additional Fees Policy:
If your check or draft is returned for any reason, a RETURNED CHECK FEE will be assessed. If more than two checks are returned, UH Cougar Cub Camp will be unable to accept your personal checks. At that time, all future payments must be paid in cash or money order.
Daily Camp Procedures for Parents and Campers

Arrival and Dismissal
UH Cougar Cub Camp begins at 8:30am and ends at 4:30pm, unless registered for the Extended Day Program. Campers should not be dropped off before 8:00 am. Campers will be met by camp staff at the meter parking lot located on the side of the building on Calhoun Street. If you arrive at camp after 8:30 am, you will have to walk your child into the Campus Recreation Center main entrance and sign in. A UH Cougar Cub Camp staff member will escort your child to the scheduled activity. Please try and make every effort to make sure campers arrive on time. Dismissal will begin at 4:30 pm. Campers will be dismissed from the area where they were dropped off. Parents have the option of using the carpool line or coming into the Campus Recreation Center and picking their child up. All parents or authorized pick-ups will need to sign their child out of the camp program daily. All campers should be picked up at 4:30 pm unless they are registered for the Extended Day Program. Children who are not picked up by 4:45 pm will be brought to the UH Cougar Cub Extended Day Program. Parents will be required to come into the Campus Recreation Center and sign their child out of the program and must adhere to late Pick-up Policy.
**Sign-In/Sign-Out:**
Parents must sign their children in upon arrival in the morning and sign them out before leaving in the afternoon. There is a sign-in/sign-out pre-printed sheet available as you go through carpool or enter the building. Please get into the habit of this DAILY REQUIRED step. There must be an exchange of responsibility from one adult to another, not from child to staff. All persons signing children in/out must be at least 18 years of age. We cannot release minors to minors.

**Authorization to Pick Up**
Everyone will be provided with two (2) name plates for pick up. Anyone who is coming to pick up a camper must have a name plate with the appropriate campers name listed on the plate. The name plate should be displayed on the front dash of the vehicle so campers can be called ahead of time and the pick-up process can run smoothly and efficiently.

**Late Pick Up Policy**
UH Cougar Cub Summer Camp understands that a late pick up may occur on a rare occasion. However, please understand that we open at 7:30am sharp and close at 6:00pm sharp. If your child is not picked up by the end of the Camp Program, a late fee will be charged and collected at that time.

The late fee is $35 (price for extended care). The fee is used to pay the two counselors (that are required by the State) who remain with your child. If you know you are going to be late, call us at 713-743-6425. We do understand that things come up and traffic can be challenging even at the best of times. If we have not heard from you by 6:00pm and we cannot reach you by phone, your emergency numbers will be called and one of those contacts will be asked to come and get your child. After that time, the police will be contacted to see if there has been an accident and/or to drive by your home to see if there is a problem.

**Absences**
If your child needs to miss a day of camp due to illness or other reasons, please notify us by emailing camp administration or calling the Camp Director at 713-743-6872 as soon as possible. There will be no refunds for camper absences or non-participation.

**Everyday Campers must remember**
- Swim attire (bathing suit, shirt, flip-flops/crocs)
- Labeled towel
- Plastic bag for swimming attire, towel, and spray sunscreen – labeled with child’s name
- Lunch and a drink – labeled with child’s name
- Extra change of clothes
- Water bottle – labeled with child’s name
- Close-toed shoes
- A smile and an attitude ready to have fun

**Clothing Policy**
Children should wear comfortable and appropriate clothing for indoor and outdoor activities. We use washable paints and crayons, however, clothing can still get stained so please do not send your child in their best clothing. We do not reimburse for clothing rips, stains or normal wear and tear. Open-toed shoes can be a safety hazard to your child. Therefore, closed toed shoes are required for all children to participate in the Summer Camp. Sandals, flip-flops, crocs, boots, etc. are not allowed to be worn during camp activities (besides swim time). Campers need to have on appropriate footwear for a camp setting.
Please put the camper’s first and last name on every item of clothing, towels and shoes with permanent marker. Remember… The nature of camp is to be very active and have fun, which often means getting dirty. Please do not send your child wearing anything they will be afraid to get dirty.

Food and Beverage
Campers need to bring their own lunch every day. Lunches will not be refrigerated, so please consider this when packing lunches. We may provide some special event food/snacks please ensure you provide any food allergies on the registration form so we are aware.

Swim Time
Campers will swim each day at the scheduled time in the outdoor leisure pool. Campers will not swim in the indoor competition pool, with the exception of swim tests on Mondays. If you do not want your child to swim on any given day, please communicate with camp administration through email or phone. Please make sure that a bathing suit, towel and spray sunscreen are provided each day for swimming. Your child will be responsible for changing into and out of their swimsuit, and putting sunscreen on themselves. While not all campers want to swim, they will be in the leisure pool area during swim time. They can read, play games, or rest. All camp staff is required to be in the leisure pool during this time, therefore all campers must remain outside during this time.

Swim Test
All campers are required to take a swim test if they wish to swim without a lifejacket. Those individuals who are unable to swim, or do not want to take the test will be required to wear a lifejacket during swim time. Swim tests are administered on the Monday of camp (or first day they are present) in the shallow end of the indoor pool. The swim test includes jumping feet first into the water, swim halfway across the pool (25 yards), stop and tread water for 15 seconds, then continue swimming the rest of the way across the pool. Campus Recreation Head Guards administer the test. If a child does not successfully complete all components of the test, they will be given one opportunity to retake it once. If they fail the second time, they will be required to wear a lifejacket, provided by the Campus Recreation, at all times while in the water. Once a child has successfully completed the swim test, they will be added to the list of individuals who have passed and will not have to re-take the test each subsequent week of camp. All children who are on the list will be given a wristband daily from Campus Recreation to wear during swim time.

Pool Safety Rules
- Running, pushing or shoving is not permitted in the pool area
- Unsafe entries from the pool deck are not permitted
- Proper swim attire (Bathing suit with a liner) is required
- Swim test are required for all campers
- Use of the water slide is permitted only to individuals who have successfully completed the Campus Recreation swim test

Swim Lessons during Cougar Cub Swim Camp
Purpose: To aid children in passing the UH Camp swim test.

Learning Objectives:
- Enter and exit water using ladder, steps, or side
- Recover to vertical position
- Roll from front to back and back to front
- Tread water using arm and hand actions
• Alternating and simultaneous leg actions on front
• Alternating and simultaneous arm actions on front
• Combined arm and leg actions on front
• Learn how to stay safe, including recognizing an emergency and knowing how to call for help
• Learn how to stay safe in, on and around the water, including the use of a life jacket, recognizing lifeguards and sun safety

Registration for Swim Lesson
Parents who wish to enroll their children in camp swim instruction program (during summer camp swim time) will have to register at the Member Services desk at the CRWC. The cost is $35/week and that includes five lessons per week, 30 minutes each lesson. Instructors for the swim lessons will be American Red Cross Water Safety Instructor certified and assisted by teaching assistant(s). We will be limited to 8 swimmers per session. We will not be able to offer any additional swim lessons for more advanced levels at this time.

Sessions for swim lessons will be from 9:45a-10:15a. This is part of the daily free swim time. Once the lesson is completed, they will join the rest of the campers for the remainder of free swim time. Camp managers will get all registered swim lesson campers and have them get changed and will bring them to the pool for lessons on a daily basis. Lessons will be conducted in either the indoor or outdoor pool.

Camper T-Shirts
All campers will get one t-shirt when they register for camp. We ask that those camp shirts be worn on Fridays each week as that is the day we normally leave the facility to go elsewhere on campus. The shirts will help our staff identify and recognize campers quickly.

Lost and Found
All lost and found items will be placed in the hallway at the end of every day. Camp counselors and managers will make sure that campers are aware of the items at the end of the day in the hopes of campers claiming their possessions. Items will be kept for two weeks, at which time all unclaimed items will be donated to a charitable organization. If you are missing something, please ask at pick-up or drop off.

Personal Property Policy
We have plenty of equipment and activities to keep your child busy all day long. Please do not allow any toys, games, sports equipment, cell phones, Nintendo DSs, or iPod type devices to accompany your child. Electronic devices are prohibited from camp and will be confiscated if discovered and returned at the end of the day to the parent. We will not be responsible for lost or stolen items.

Alcohol, Drugs & Weapons
Alcohol, drugs and weapons (includes replicas) are not permitted at the camp. If there is just cause to suspect improper items have been brought to camp the staff may conduct an administrative search and seize all contraband. The camper’s parents/legal guardian will be notified immediately. All suspected illegal activity shall be brought to the attention of the University of Houston Police Department.

Sick Child Policy
If your child becomes ill during camp, you will be called and arrangements must be made to pick up your child immediately. If your child has a fever or if we send your child home with a fever, he/she may not return to the program until they have been without a fever for 24 hours.
Medical Insurance
All campers are required to have current medical insurance during their time at camp. The University Houston, the Department of Campus Recreation, and the Summer Camp program are not responsible for any medical bills resulting in injury from summer camp.

Medication Policy
Cougar Cub Camp staff are unable to administer medications. If your child requires medication for an illness, we encourage your child to stay at home until they are no longer on medication. NO refund will be given for days missed due to illness.

If your child is on medication that must be taken at regular intervals, parents or guardians need to come to camp and administer the medication if the child is not capable of taking it on their own.

Accessibility
The UH Cougar Cup Camp will provide accommodations for participants with disability, as long as we receive two weeks advance notice in order to allow us to adequately prepare those accommodations. We will discuss accommodations with the parents/guardians. Requests for accommodations can be emailed to Jon Janis at jjanis@uh.edu or by phone at 713-743-6872.

Animals
Personal pets and/or animals/pets are not permitted at camp unless prior approval has been given by the Camp Administration. Exception: service animals.

Activity Overview

UH Cougar Cub Camp Activities include:
- Special Events
- Indoor/Outdoor Games
- Free Swim
- Arts and Crafts
- Brain Breaks
- Team/ Individual Sports
- Group games
- Fitness Activities
- Rock Climbing
- Outdoor Adventure Education

What activities will campers be playing on a weekly basis?
Each week, the activity schedule changes based on camper input, counselor input, space availability, and other factors. We try to incorporate as many different activities as possible throughout the summer to keep everything new and exciting.

Our daily activity schedule will be sent out on Mondays as parent’s drop off campers. This information is subject to change but we will try to stay as close to the Monday schedule as possible. Activity times will last anywhere form 30 minutes to 45 minutes on regular activities. Below is a quick outline of what a normal day of camp will look like.

Camp Schedule Example: Click Here
Camper Behavior and Disciplinary Processes

Each Monday morning of camp, we will start our week going over basics of the camp and the behavioral expectations for the week. This section outlines our behavioral expectations and the processes for dealing with poor or unacceptable behavior.

Resolution of Respect
I promise to do my best to treat everyone fairly.
I promise to do my best to be kind to everyone even if they are not kind to me.
I promise that if I see someone being bullied or hurt I will report it to an adult.
Everyone should be happy and feel safe at camp.
I want our camp to be no place for hate.

Camper Expectations
BE ACTIVE – we are going to participate in all activities and games  
GROW – we are going to learn through new experiences and meeting new friends  
RESPECT – we are going to respect our fellow campers and our counselors through active  
listening and good sportsmanship  
SAFE – we are going help ensure camp is a safe place for all by following rules and  
counselors directions  
FUN – we are going to be excited about each day!

Daily Behavior Reports
The purpose of adding this daily behavioral report is to keep parents updated on how your child is doing  
in the camp setting and how they are interacting with their fellow campers. Any additional paperwork that  
gets sent home will be included in the camper’s bag on a daily basis.

Discipline Policy
The purpose of the discipline policy is to help children understand and modify unacceptable behavior  
and/or attitudes. When it becomes necessary to discipline a child, all efforts will be taken to guide  
children to appropriate behavior.

• Discipline will be constructive or educational in nature and may include some measures as  
diversion, separation from the situation and discussion about the situation.
• Separation, when used as discipline, shall be brief and appropriate to the child’s age and  
circumstances.
• Children shall not be subjected to fear, mental or physical abuse, or humiliation.
• No child shall be punished for toileting accidents.
• Verbal abuse or derogatory remarks about a child’s person, his/her family, race, religion or  
cultural background will NOT be permitted.
• Lunch and snack time MAY NOT be denied as a disciplinary measure.
• Children shall at no time be allowed to punish or discipline another child.
• Praise and encouragement of positive behavior will be given whenever possible.

UH Cougar Cub Camper Behavior Policy:
I agree to follow the rules and behavior guidelines of UH Cougar Cub Summer Camp. Program rules  
include, but are not limited to the following:

a. I will be respectful of my fellow camp participants and all program staff. This means that I will  
speak to others in a respectful manner and tone of voice, I will follow directions and I will not  
cause or threaten physical harm towards others. I understand that disrespectful behaviors include,  
but are not limited to, hitting, punching, kicking, biting, spitting, swearing, lying and refusing to  
listen to the camp staff.

b. I will be respectful of UH Cougar Cub Camp grounds and buildings, places we may visit and the  
belongings of others. This means that I will not litter, vandalize, steal, or destroy items that do not  
belong to me. I will act in a behavior that will not give a negative image of UH Cougar Cub  
Summer Camp.

c. I agree to follow all camp rules including those that are not listed on this behavior agreement.

First Occurrence – The first time an incident happens will result in a phone call and/or email. Camp  
Administration will explain to parents what happened and discuss what has been done thus far. In the case  
where severe behavior occurs, the child may automatically be given one day suspension from the  
program, with no refund for that day. We will discuss the issue(s) that occurred and strategies camp staff  
used to handle the situation and strategies suggested by the parents to deter future issues.
Second Occurrence – The second time an incident occurs, it will result in a second phone call home and email from Camp Administration. Again, in the case where severe behavior occurs, the child may automatically be given a one day suspension, a multi-day suspension, or immediate expulsion from the program depending on the severity of the incident, with no refund for those days. We will again discuss the issue(s) that occurred and strategies camp staff used to handle the situation and strategies suggested by the parents to deter future issues.

Third Occurrence – The third incident will result in immediate expulsion from camp without refund. Camp Director will make final determination for expulsion.

### Cougar Cub Camp Staff and Staff Training

**Cougar Cub Camp Staff**

UH Cougar Cub Camp prides itself on providing children with highly motivated and enthusiastic staff who will mentor your child. Candidates must meet strict qualifications that meet and often exceed licensing guidelines. All staff must pass a Texas Department of Social Services Criminal Background Check; participate in several training such as child abuse prevention, CPR/First Aid Training, OSHA blood borne pathogens, and other staff licensing trainings. Staff also adheres to state licensing ratios to ensure that appropriate supervision is maintained throughout the duration of the program. While follow state licensing practices, we are currently not a licensed camp.

**Supervisors**

Camp Supervisors are our student leaders. They were hired because of their experience with our camp program and their ability to lead our instructors and counselors. While not all supervisors are pursuing careers involving recreation or education, our supervisors display leadership qualities, management skills, decision-making abilities, strong communication skills, and an overall dedication to customer service. On a daily basis, they will be moving around the camp activities and providing enthusiasm, instruction, and motivation to our staff and your campers.

**Counselors**

Most of our counselors are active participants in recreational programming, possibly education majors, current Campus Recreation employees, or students that just have a passion for summer camps and working with children. We try to hire a diverse group of student counselors to serve as leaders, role models, and mentors for your campers. The counselors will spend time with the same groups throughout the weeks to provide as much stability as possible during the days.

**Child Abuse Prevention Policy:**

The State of Texas requires any campus program for minors conducted on-campus to certify its staff with the Department of State Health Services. All UH Campus Recreation employees must complete Campus Program for Minors: Sexual Abuse and Child Molestation Training every two years. For summer camp staff, we complete this training annually. Our staff records are on file with the State Health Services office if needed. Any person involved with our camp for an extended period of time will also be required to complete this training.

UH Cougar Cub Camp advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection prevention, and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, yelling, striking, biting, kicking, squeezing, shaming, withholding food or rest room privileges, confining children in small locked rooms, or verbal or emotional abuse.
Based upon its concern for children, parents, and UH Cougar Cub Camp staff; the following standards related to reporting procedures, staffing, standards, code of conduct, and resources for parents and children, have been developed.

**Note:** UH Cougar Cub Summer Camp, like many other public institutions, is mandated by law, to report suspected child abuse.

“CHILD ABUSE is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Child abuse may be physical, verbal, emotional or sexual. Its effects may result in severe emotional and physical handicaps, anti-social behavior, even death.”

**Suspected Child Abuse Procedures**
1. At the first report or suspicion of child abuse, the staff or volunteer to whom it has been reported will immediately inform their supervisor.
2. UH Cougar Cub Camp will make a report to Child Protective Services and will request that the situation be investigated.
3. In the event the reported incident or suspicion involves a staff person or volunteer, the responsible director will suspend the person from all responsibilities, and if appropriate, without pay until the investigation is complete.
4. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisor.
5. UH Cougar Cub Camp staff and volunteers may not make contact with children or parents involved in a child abuse incident without permission of the Camp Director.
6. Whether the incident or alleged offense takes place on or off UH premises, it will be considered job related (because of the youth-involved nature of UH).
7. All incidents or alleged offenses will be documented the day of occurrence.