

PEAK Summer Camp
Parent Handbook
2026



Recreation and Wellness Services
MISSION STATEMENT

We build communities of belonging by encouraging well-being through inclusive leadership, recreation, and wellness experiences.

A Message from the Camp Director:

Welcome to the 24th year the PEAK Summer Camp! Each year we strive to create an engaging camp experience for kids to explore new activities, build friendships, and learn new skills, and this year will be no different! This year we plan to capitalize on our staff strengths and facilities by providing your camper with games, creative projects, and hands-on experiences that will keep them active and engaged throughout the summer. Whether this is your first year with PEAK, or you've been with us before, we plan to make this a summer to remember!

– Eli Mallahan
Coordinator for Youth Programs and PEAK Camp Director

CONTACT US

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Beverly J. Warren Student Recreation and Wellness Center
Front Desk Phone: (330) 672-4732
Address: 1550 Ted Boyd Dr, Kent, OH, 44242

How to contact us during Camp hours:

Please do not directly call the Camp Director's office phone during camp hours, as they will most likely be unable to answer. If you need to contact the camp for any reason during camp hours (9:00 AM – 4:00 PM), please call the front desk phone number for the Beverly J. Warren Student Recreation and Wellness Center (SRWC) at (330) 672-4732, and their staff will relay the message to us. Please contact us if your camper will be arriving more than 15 minutes late, or if you need to adjust your camper's pickup time.

We understand that many campers may possess a cell phone or communication device which you are able to contact them; for the sake of consistency, we ask that you contact us through the SRWC, instead of contacting your camper directly.

DISCLAIMER: *By completing the registration process and allowing their camper to participate in the PEAK Summer Camp, parents/guardians acknowledge that they have read, understand, and agree to abide by all policies and procedures outlined in this document. Parents/guardians further agree to ensure their child complies with all camp rules, regulations, and expectations.*

The PEAK Summer Camp reserves the right to modify policies at any time, with notice provided as appropriate. Continued participation in the program constitutes acceptance of any such modifications. Failure to adhere to these policies may result in disciplinary action, up to and including removal from the camp without refund

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Camp Overview and General Policies

CAMP STRUCTURE

PEAK Summer Camp is comprised of nine individual week-long sessions. While each session has its own theme, the summer camp follows a similar structure each week in order to provide a consistent experience for every camper, regardless of the week they attend. Some activities will occur in multiple sessions but may have a unique adaptation to fit the theme of a particular week. Camp activities include games, sports, arts, crafts, themed programs, and swimming. Each week will have a mix of activities to provide a variety of exciting experiences for the campers. The PEAK Summer Camp is based out of the Student Recreation and Wellness Center (SRWC) but the camp also utilizes outdoor areas surrounding the SRWC and throughout the Kent State University campus.

CAMP OVERVIEW AND PHILOSOPHY

PEAK stands for Playful Education & Adventures for Kids. The PEAK Summer Camp's philosophy is to serve the needs of children between the ages of 6 and 12 by opening doors to the wonders of art, entertainment, culture, nature, socialization, and recreation within a university setting. Camp activities are designed to help each camper develop in many ways, including but not limited to: self-confidence, independence, self-awareness, and overall well-being in both physical, and mental aspects in a safe, and exciting environment.

CAMP GOALS AND OUTCOMES

- ❖ Emphasize the teaching and learning of skills and activities
 - Introduce new campers to camp rules on their first day of camp
 - Clearly define game rules or activity instructions prior to each activity
- ❖ Teach and instill the concept of teamwork through planned activities
 - Plan or implement at least one team activity each day of camp
 - Diversify teams each day/week so campers experience various team dynamics
- ❖ Create mutual respect for other people and their ideas, thoughts, and actions
 - Provide a platform for every camper to share or be heard
 - Moderate campers' interactions when necessary to promote civility and respect
- ❖ Introduce campers to new activities
 - Plan and execute one new activity or game each week of camp
 - Provide opportunities for activity suggestions via assessments
- ❖ Teach campers the proper way to act during activities, i.e., good sportsmanship
 - Counselors will model positive sportsmanship during activities
 - Hold campers accountable for their actions during play in a respectful and positive way
- ❖ Maintain a safe and respectful learning environment
 - Model safe and respectful interactions between counselors at all times
 - Encourage questions and provide thorough, respectful answers whenever possible
- ❖ De-emphasize competition and emphasize fun in activities
 - Establish rules or goals before each activity or game
 - Counselors will model positive attitudes and good sportsmanship regardless of game results
- ❖ Provide positive role models for the children
 - Recruit and train a dynamic staff and provide continual support and training
 - Ensure all counselors are trained on all camp values, policies, and procedures before camp

CAMPER ELIGIBILITY

The PEAK Summer Camp is designed for children between the ages of 6 and 12 years old. **Campers born between June 2, 2013 – August 7, 2020 are eligible to attend PEAK in 2026.**

In order to attend PEAK, your camper must be within the 6-12 age range for at least 1 day during the camp season. ex: Camper is 12 years old on June 1st (Day 1 of PEAK) but turns 13 on June 2nd (Day 2 of PEAK), this camper will be in Group 3, and **CAN** attend PEAK for the entire summer!

In addition to meeting the age requirements, campers must also be able to care for themselves independently in regard to using the restroom, changing clothes, eating lunch, and notify the staff when care or assistance is needed. Campers should be able to meet camp expectations regarding appropriate behavior, and have the

capacity to respond appropriately to their counselors' directions. If accommodations are needed, please communicate in advance with the Camp Director.

CAMP GROUPS

In order to enhance each camper's experience they will be split up into 3 groups which they will remain with throughout the day. Dividing campers into these age-based groups allow us to tailor the weekly program schedule, activities, and facility usage to each group's specific needs and interests. While some schedules will overlap, and larger activities will bring the entire camp together, groups will primarily remain in separate rotations or locations on campus throughout the day. The groups will be split as follows:

- GROUP 1: All campers ages 7 and under
- GROUP 2: All campers that will be 8 or 9 years old at some point during the camp season
- GROUP 3: All campers who will be 10 or older at some point during the camp season

These groups are designed to keep campers with their peers of similar age, maturity, and interests. If a camper is on the border of an age group, and has a preference of which group they would like to be with, then their parent/guardian should address that to the Camp Director. Requests to switch groups will be reviewed on a case-by-case basis but are not guaranteed.

With our registration process, you can register your camper for their designated age group! **If your camper will be switching age groups mid-summer (i.e. 7 turning 8), we encourage you to enroll them in the age group that aligns with their grade in school, maturity level, and the age they will be for most of the summer.**

CAMPER HEALTH HISTORY FORM

All campers must have a completed Camper Health History form on file prior to their first day attending PEAK. This form is accessible using the link in your confirmation email/receipt from your camp registration. The purpose of this form is to share any and all important information regarding your camper's health, well-being, medications, allergies, and is essential to prepare our staff for any emergency situations which may arise. This form must be completed once per summer for each camper, **and a camper will NOT be permitted to attend until this form is properly completed.** *(Refer to the end of this document for our medication policies)*

TECHNOLOGY AND TOYS

We strive to create a fun, safe, and active environment for our campers, and thankfully we have a large variety of supplies to help us facilitate this! To support this, we ask that campers do not bring personal belongings or toys to camp, as they may be lost, stolen, or damaged. Additionally, enforcing this policy helps to ensure all campers feel included, as personal toys have led to situations where some campers feel left out or excluded. **Restricted items include, but are not limited to: stuffed animals, playing cards/card games, electronics, action figures or dolls** (campers may bring books).

Additionally, **we have a strict no-technology policy at the PEAK Summer Camp.** We understand that many campers today possess some form of technology, or communication device that they carry with them at all times. We ask that these devices be left at home if possible, or remain stored in the camper's backpack at all times during camp operation. **Campers may NOT use communication devices at camp under any circumstance.** These devices typically have the ability to call a parent/guardian and emergency services, which is why we do not allow them at camp.

If a camper is seen using their electronic device, they will be asked to put it away. A second warning will result in the device being confiscated – parents/guardians will be informed at the end of the day if either occurs. Please contact the Camp Director if your camper requires a device for medical reasons, or if you have any questions or concerns regarding this policy.

Camp Times, Schedules, Drop Off, and Pickup

CAMP TIMES

Programming for the PEAK Summer Camp will start at 9:00 AM, and end at 3:30 PM daily.

If a camper is running late, or needs to be picked up early, the parent/guardian should contact the camp by calling the main line for the Beverly J. Warren Student Recreation and Wellness Center (SRWC), and their staff will relay that information to us (more information on page 1).

DROP OFF

Campers may be dropped off at the SRWC any time between 8:30 and 8:55 AM.

During drop off, campers must check-in with a PEAK staff member prior to entering camp. This is to ensure all proper paperwork and fees have been completed and collected, and to communicate what time the camper will be picked up. Parents/guardians may also pay off any existing balances during this time at the Member Service station at the welcome desk inside the SRWC.

PICK-UP

Campers may be picked up during one of four time slots, which should be communicated with the PEAK staff when the camper is dropped off every morning. Pick-up will be located outside the main entrance of the SRWC, and authorized pickups may either park their car and walk to the pick-up area, or remain in their car and drive up to the circular drive. **Authorized pickups must show a valid, and current, government issued ID which matches a name on the authorized pickup list for that camper.** Failure to present an ID will require approval from the parent/guardian before the camper will be released. Parents/guardians will also be contacted if an unauthorized person attempts to pick-up a camper. Please arrive no later than 5 minutes after the designated pickup time. If you arrive early, please be prepared to wait until your designated pickup time for your camper. Campers will be brought outside during their designated pickup time, to simplify, and expedite the pick-up process (weather permitting).

Pick up time slots:

- 1) Early pick up: 3:45 – 4:00 PM
- 2) Mid pick up: 4:00 – 4:15 PM
- 3) Late pick up 4:15 – 4:30 PM
- 4) After Care pick up 4:30 – 6:00 PM*

*Available for an additional fee

EXTENDED CARE TIMES

We understand that many parents and guardians may not be able to drop off or pick up their camper within our regular time frames. To accommodate, we offer extended care opportunities both before and after the normal camp hours. Before Care and After Care are available at an additional cost, and are charged on a weekly basis.

We do not offer single-day extended care opportunities! If a camper requires Before or After Care at any point during the week, the parent/guardians will need to purchase the full-week option in advance.

Before Care

Campers may be dropped off between 7:15 – 8:30 AM for Before Care. This program will consist of supervised light activities for the campers. Crafts, and small activities may be available upon request.

After Care

Campers may be picked up after 4:30 PM, but no later than 6:00 PM. For campers who are unable to be picked up prior to 4:30 PM, the After Care program will provide additional activities and crafts for the campers in attendance. After Care programming will begin at 3:45 PM, after campers have completed the closing ceremony and received their snack at the end of the day. Campers enrolled in After Care will receive additional programming such as: using the climbing wall, playing games, making crafts, or supervised free play.

Camp Pricing and Deadlines

CAMP PRICING AND FEES

The PEAK Summer Camp has a base weekly cost per camper which can be paid in one of two methods:

- Full Payment: Pay the full designated weekly camp rate all at once.
- Down Payment: Place an initial down payment of \$50, and pay off the remaining balance later.

These pricing methods are in place to accommodate the needs of our patrons, and provide flexible options to pay camp fees at their own pace that fits their budget!

Please refer below for camp pricing for 2026:

Non-Member Base Camp Fee: \$215 per Week

- This rate is applied to any patron that does not have an active SRWC membership
- This rate covers the cost for one child to attend PEAK for all 5 days during the week.
- What's included: 1 lunch meal, 1 snack to end the day, 8 hours of supervised programming and fun!
- Why \$215? Your camper will be able to enjoy everything listed above for all 5 days of the week, which means you're only paying \$43 per day to take advantage of all that's offered at PEAK!

SRWC Member Discount Rate: \$200 per Week

- This rate is applied to patrons with an active SRWC membership.
- The rate is automatically applied to all campers (dependents) within the "Family" of an SRWC member.
 - Visit <https://recwell.kent.edu/profile> to view, edit, and add dependents to your account "Family"
- Perks of membership:
 - Access to the SRWC outside of camp hours
 - Discounted rates for RecWell programs and offerings
 - Please refer to our [Membership website](#) for more details regarding membership pricing
- Considering a Membership? Camp families should consult with the Camp Director if they would like to purchase an SRWC Membership during the summer, to ensure the proper camp rates are applied.

Down Payment Option: \$50 Now, Pay the Rest Later!

- The down payment option allows parents/guardians to pay less money up front, and still secure a spot.
 - Down payment rates:
 - **Non-Members:** \$50 down payment + \$165 remaining balance due
 - **SRWC Members:** \$50 down payment + \$150 remaining balance due
- This secures your camper's spot in camp for the week, until you can pay off the remaining balance later.
- **Important:** The remaining balance is due by Thursday of the week before your camp session. (Ex: Full payment for Week 3 is due on Thursday of Week 2.)
- You can pay your remaining balance online, or in-person:
 - In-person: Member Service station located at the SRWC Welcome Desk or by calling 330-672-4732
 - Online Instructions:
 1. Go to <https://recwell.kent.edu/> and click the "Sign In" button in the top right to login to your account
 2. Click your Kent State username in the top right, and select "profile" from the list
 3. Click "Invoices" on the left side of your screen, and then click "Pay" next to your unpaid Invoices
 - If you do not see any Invoices, use the "Viewing as" drop-down menu at the top of the page to select a different member of the account family which may have the Invoices listed.

Extended Care Rates per Week:

- Before Care (7:15 AM – 8:30 AM): \$30
- After Care (4:30 PM – 6:00 PM): \$40
- Before and After Care Bundle: \$60

CAMPUS CLOSURES AND PRORATED CAMP FEES

Occasionally, the PEAK Summer Camp may be affected by planned or unplanned university closures for federal holidays, campus emergencies, facility outages, or other unforeseen circumstances. If the university will be closed for any reason, the Camp Director will evaluate if camp operations are feasible on a case-by-case basis, with a priority to camper safety. Parents and Guardians will be notified once a decision has been made. If camp is cancelled, or not offered due to a university closure, the rates and fees for that week will be prorated accordingly, based on the number of days that the camp was able to operate. If this occurs, the following daily rates will be used to determine the total cost for the program:

- Non-Member Base Camp fee: \$43 per day
- SRWC Member Discount Camp Fee: \$40 per day
- Before Care: \$6 per day
- After Care: \$8 per day
- Before and After Care Bundle: \$12 per day

NOTE: Daily rates will be used to set the weekly fee costs – **we do not offer daily pricing for any programs!**

PAYMENT DEADLINES AND REFUNDS

- **Camp fees must be paid in full by 5:00 PM on the Thursday before your camp session.**
 - (Ex: The full payment for Week 3 is due by Thursday of Week 2.)
- A \$10 late fee may be applied if payment is not made by this deadline.

Refund Policies

To initiate a refund, or cancel an upcoming registration, please contact the Camp Director via email or phone.

- **Full Refund:** Available if requested by 12:00 PM (noon) on the Wednesday before your camp session.
- **Partial Refund:** Available if requested after 12:00 PM on Wednesday, but before 5:00 PM on Thursday
 - \$50 of the registration fee will be non-refundable, but the remaining balance will be refunded.
 - Partial Refund Examples:
 - *If you paid the full \$215, you would receive \$165 back*
 - *If you only paid the \$50 down payment, you would get no money refunded*
- **No Refund:** All payments for the PEAK Summer Camp become finalized as non-refundable at 5:00 PM on the Thursday before your camp session. Any outstanding balances will incur a \$10 late fee, and must be paid for the camper to return to PEAK in the future.

NOTE: Refunds will be based on **when the request was initiated by the patron** (timestamp of your call or email), not when the Camp Director processes the transaction.

Camp Disciplinary Action and Attendance Policies

DISCIPLINARY ACTION

At the PEAK Summer Camp, we strive to create a safe, respectful, and inclusive environment for all. Campers will be given multiple chances to demonstrate appropriate behavior, but repeated behavioral infractions or blatant disrespect toward counselors or other campers may result in disciplinary action.

Behavior Expectations & Consequences

- Campers are expected to follow instructions, treat others with respect, and participate in activities.
- If a camper repeatedly fails to follow instructions or engages in disrespectful behavior, they may be temporarily excluded from activities to reinforce our expectations of respect and appropriate conduct.
- Parents/guardians will be notified at the end of the camp day regarding any disciplinary actions taken.

Severe Behavioral Issues

For serious infractions, additional warnings may be communicated to parents/guardians that the portrayed behavior must be resolved for the camper to continue attending PEAK.

We reserve the right to withhold a camper from activities, or remove them from camp for portraying behaviors which are, but are not limited to: disrespectful, crude, explicit, harmful, dangerous, inappropriate, or vulgar in nature.

ACCIDENT/INCIDENT REPORTS AND FORMS

If a camper displays inappropriate behavior or sustains an injury while at camp, the counselors will fill out a Disciplinary Action Report or Accident Report, respectively.

- Reports will be filled out by the witnessing or responding counselor(s).
- An authorized pickup person must sign the report as an acknowledgement of the actions that were taken.
- A copy of the report will be provided to an authorized pickup person at the end of the day.

Disciplinary Action Report

If a camper is excluded or removed from an activity during camp due to behavioral issues, the counselors will fill out a Disciplinary Action Report, which is provided to an authorized pickup person at the end of the day.

This form will document the following details:

- The camper's actions that resulted in disciplinary action
- The steps that the counselors took in response
- The camper's response to these actions
- And a 3-step action plan to prevent future incidents.

Camper Accident Report

If a camper sustains an injury or receives any medical attention while at camp, an Accident Report will be filled out and provided to an authorized pickup person at the end of the day.

This form will document the following details:

- A description of the incident that occurred
- Any witnesses that saw the incident occur (staff or campers) – all witnesses will remain unnamed
- Counselors' response, and actions taken
- Any First Aid that was performed, and whom it was administered by
- Camper's response to the incident after care was provided

ATTENDANCE POLICIES

If a camper will be unable to attend camp for an extended period due to illness or another unforeseen reason, parents/guardians should notify the Camp Director as soon as possible. While notice is not required for a camper missing one or two days, it is preferred whenever possible.

The Camp Director reserves the right to consider pricing accommodations on a case-by-case basis for campers who miss significant time at camp when proper notice is provided.

Any camper who is absent for three (3) consecutive days without notice may be removed from the camp and lose their spot in future camp weeks at the discretion of the Camp Director.

Medication and Prescription Drug Policies

MEDICATIONS

For the safety of all campers, the PEAK Summer Camp requires that any medication brought to camp be disclosed in the Camper Health History Form, including the medication name, dosage, schedule, and specific circumstances for use. Medications must be turned in to the camp staff at the start of the week and will remain with the counselors at all times for quick access when needed.

Defining "Medications"

For these policies, at the PEAK Summer Camp, "medication" includes any prescribed drug, over-the-counter medication, or herbal supplement, that may be consumed, injected, or applied to the skin. This includes

medications used to improve or maintain a camper's health or those taken in response to an emergency. Examples include, but are not limited to: Tylenol, EpiPens, Lactaid, inhalers, and topical creams for sensitive skin.

POSSESSION AND HANDLING OF MEDICATIONS

All medications must be properly packaged, and will be safely kept in the designated medication supply bag (med-bag) for the camper's group. Each group's med-bag will always remain in possession of a counselor with the group – this ensures that the counselors can quickly access the medication in the event of an emergency.

Packaging of Medications

All medications brought to camp must be stored in a sealed bag with the camper's name clearly written on the outside. The bag must include:

- The medication in its original container (with a prescription label, if applicable).
- Written instructions detailing dosage, schedule, and method of administration.

Medications may be refused if they have a prescription label that does not match the camper's name, or incorrect or unclear dosage information. A Lead Counselor will review the medication with the parent/guardian at drop-off to ensure all information matches the camper's records, and clarify any questions.

Handling and Storage of Medications

During the day, medications will be stored in the med-bag for the camper's group. Campers should NOT keep medications in their backpack. Medications will be secured overnight in a designated locked storage area – if a medication requires refrigeration, please notify the Camp Director to make appropriate arrangements.

All medications will be returned to the camper's family at the end of the week. Families wishing to take medications home daily must arrange this with the Camp Director or a Lead Counselor at check-in.

ADMINISTRATION AND DOCUMENTATION

Parents/Guardians must indicate if their camper will need to bring medications to camp by completing the Camper Health History Form, which will be used to create an individualized Medication Schedule.

Medication Schedule and Tracking

To adequately track when medications are administered, a Medication Schedule Form will be created. This form will document dosage, administration time, administering staff member, and any medication errors.

- Routine daily medications will be administered according to the schedule provided by the parent/guardian in the Camper Health History Form.
- As-needed medications (e.g., pain relievers, allergy medications) will be administered only if requested by the camper or in response to specific conditions outlined in the Camper Health History Form.
- A completed copy of the form will be sent home with the camper at the end of the week.

Medication Errors and Reporting

If a medication error occurs (missed dose, incorrect dosage, or delayed administration):

1. The Camp Director will be notified immediately.
 - If the administration was missed, the counselors will be instructed to correct the error by providing the camper with the correct dosage as soon as possible.
2. The incident will be documented on the camper's Medication Schedule Form.
3. A parent/guardian will be informed at pick-up, or sooner in urgent situations.

All medication administrations for routine daily medications, including missed doses, will be recorded and shared with an authorized pickup person at the end of each day.