2017
TENNIS CAMP

PARENT HANDBOOK
**Purpose and Goals:** The DFC Tennis Camp is dedicated to improving the fundamental tennis skills, match play, and conditioning of beginner to intermediate players ages 4-15. By creating a positive and fun learning environment, we strive to empower young players with the appreciation and skill to continue tennis as a lifetime activity.

**Staff:** The DFC Tennis Camp is administered by professional tennis staff of the Duke Faculty Club. The club’s teaching professionals and highly motivated camp counselors provide hands-on instruction and quality programming while maintaining a low camper to staff ratio. All staff are trained in CPR/AED and First Aid and attend a pre-camp training which includes information on effective communication tools, age appropriate activities, disciplinary expectations, conflict resolution, motivational techniques, children with special needs, and on-site emergency procedures. Ongoing staff training occurs throughout the summer to reinforce the skills taught at training. Ongoing staff training occurs throughout the summer.

**Registration:** Eight one-week sessions are offered June through August 2017. A registration form and 50% deposit must be turned in to the main office for each camper to secure a spot. **Full balance for all enrolled sessions is due by June 5, 2017.** An additional $100 late fee will be added to any remaining balance after this date. Any new registrations received after June 5 will require payment in full to secure a spot. Please refer to the registration form for prices, payment schedules, and deadlines.

**Cancelation and Refunds:** All Tennis Camp cancelations must be made through email with the Camp Director, Mike Wojtkowski (mike.wojo@duke.edu). Cancelations or transfers must be made no later than the Monday prior to the enrolled session to allow for a partial refund or transfer to another week, space permitting. Any requests to transfer between DFC camps are subject to a $25.00 transfer fee. All cancelations are subject to a $50.00 fee. Transfers within one week of the enrolled session will not be permitted. Refunds will not be given for any cancelations for camp or additional programs made within one week of the enrolled session.

**What Campers Should Bring:** Campers should come to camp dressed for a full day of fun, games, and pool time. To ensure your child’s items return home with him/her, please label items with your camper’s name. Every day, campers should bring:

- Play clothes and closed-toed or athletic shoes (no sandals, Crocs, flip-flops, boots, or dress shoes)
- Tennis racket
- Sunscreen, bathing suit, and towel
- Bagged lunch (unless enrolled in the lunch option)

Snacks such as fruit snacks and crackers are provided at mid-morning and mid-afternoon. **Please note:** The snack bar is not open to campers during camp hours.

**What Not to Bring:** All camper’s backpacks, lunches, and personal belongings are stored in the picnic knoll area. We ask that you not allow your child to bring anything of value to camp, including:

- Cell phones, tablets, handheld video games, or Kindles
- Trading card collections (e.g. Pokemon)
- Water guns and other toys
- Books
- Other sporting equipment

If your camper has a cell phone, they may store it in their bag; however, they are not permitted to use the phone during camp hours.
Camp Information

Morning Check-in: Campers begin and end their day at the picnic knoll and nearby activity areas. Campers check in at the picnic knoll or by the camp staff located in the lower loop of the parking lot. This alternate option provides parents with curbside drop-off, so you do not have to park your car (unless you choose to). Campers who are not enrolled in the morning extended camp option are to be dropped off between 8:30am-9:00am. Checking in campers after this window should be done at the DFC main office. Extended camp check in is done inside the downstairs activities building.

Afternoon Check-out: A parent/guardian or authorized individual whose name is written on the Camper Registration Form are the only people who will be able to sign out a camper. Afternoon check-out will take place at the picnic knoll (or inside the activities building in inclement weather) between 3:15pm-3:45pm. Signing your child out at any other time must be coordinated and communicated in advance with the Camp Director. Extended camp check-out is done inside the downstairs activities building.

Extended Camp Hours: Parents who wish to drop off their campers as early as 7:30am and/or pick them up as late as 5:30pm can enroll in extended camp. Due to the varying frequency of children arriving and being picked up, these hours are not as programmed as the normal camp day. Campers will be able to participate in the supervised individual or group activities in the activities building, playground, outdoor basketball courts, and field.

Camp T-shirt: All campers will receive one camp t-shirt which will be distributed on the first Monday of their first session at camp. We ask that campers wear their camp t-shirt on Friday, which is group picture day (unless otherwise noted in the newsletter).

Camp Lost and Found: Camp items that are left at the end of the day will be collected and placed in a central location in the DFC Camp Lost and Found located in the downstairs activities building. At the end of the week, any items leftover will be placed in the main DFC lost and found located across from the main entrance to the pool.
Weekly/Daily Lunch Options: Parents have the option to pre-order bagged lunches for the weeks their child attends camp. All bagged lunches will have the following options:

- Choice of sandwich (ham/turkey and cheese or peanut butter and jelly)
- Choice of snacks and fruit (chips, banana, fruit cup, crackers, etc)
- Choice of drink (bottled water, juice, chocolate milk, or Gatorade)

There are three ways to register:

- Pre-register by choosing the bagged lunch option with camp registration ($30/week)
- Register for the bagged lunch option the week before camp via email with the Camp Director ($35/week)
- Register at daily check-in for the daily option ($8/day)

The week prior to each enrolled session, all parents will receive an email with the weekly lunch menu. If you do not pre-register on your camp registration, you will have the option of registering for lunches at this time ($35/week).

Swim Lessons: Swim lessons are available to rising 1st through 3rd grade campers at an additional cost of $50/week. Swim lessons are held the 30 minutes prior to camp free swim time and facilitated by the DFC swim instructors. There will be four lessons in a session (Monday-Thursday), with Friday as a make-up day for the days camp could not make it to the pool (e.g. field trips, inclement weather, etc.). No refunds or credits will be provided for missed lessons.
**Inclement Weather:** On days of inclement weather, all activities will be moved indoors. Camp staff are trained on where to take the campers in case of inclement weather and are responsible for programming indoor activities.

**Illness:** Please do not bring your child to camp if he/she has a fever or communicable disease. If your child develops the above symptoms while at camp, we will notify you or (if necessary) your emergency contact immediately for pick up. Your child will remain in a designated cool, quiet area with a DFC staff member until he/she is picked up.

**Medications:** All prescription and non-prescription medication shall be administered to your child by the camp staff. Campers are not allowed to keep medication in their personal bags/backpacks or lunch bags. All medication is to be checked in with the camp director each morning and checked out each afternoon, unless you want to leave it at camp for the week. Listed below are the medication guidelines:

- All medication shall be in the original container with the prescription label or direction label attached.
- All medication shall be accompanied by a written note containing the permission for the staff to administer the medication, dosage information, and times and dates to be given to the child.

**Emergencies:** In the case of an emergency or accident involving your child, you or (if necessary) your emergency contact will be notified immediately by a DFC staff member. All members of the camp staff are certified in CPR/AED and First Aid. On your camp registration form, you will list medical conditions that the camp or emergency services personnel may need to know. Please notify us if there are any changes or additions to this information.

**Sun Protection:** To help beat the heat, DFC camps have built in sunscreen times, frequent water breaks, indoor and shaded activities, and daily pool time. In certain weather conditions, sometimes these efforts are not enough. Some suggestions for helping us to keep your child safe in the high temperatures include:

- Applying sunscreen before coming to camp (we re-apply at morning snack time and before the pool, but it helps to have it on all day)
- Have your child drink water in the evening to re-hydrate and in the morning before coming to camp
- Send a hat and/or rash guard with your camper to help keep the sun off his/her face and body

**Contact Information:**

- Duke Faculty Club Main Office (919-684-6672)
- DFC Tennis Camp Director, Mike Wojtkowski (mike.wojo@duke.edu)
Every day, DFC tennis campers participate in a wide range of drills, games, and activities that are geared to improve consistency, accuracy, power, and movement. The day is divided into four variable activity blocks and a daily swim session.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:30am</td>
<td>AM Extended Camp in the activities building</td>
</tr>
<tr>
<td>8:30-9:00am</td>
<td>Morning check-in and drop-off (curbside or at the picnic knoll) *Tiny Tennis at Court 7</td>
</tr>
<tr>
<td>9:00-10:00am</td>
<td>Tennis instruction, drills, and clinics</td>
</tr>
<tr>
<td>10:00-10:15am</td>
<td>Morning snack</td>
</tr>
<tr>
<td>10:15-11:30am</td>
<td>Tennis instruction, drills, and clinics</td>
</tr>
<tr>
<td>11:30am-12:00pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:00-1:00pm</td>
<td>Pool time</td>
</tr>
<tr>
<td>1:00-2:00pm</td>
<td>Tennis activities/indoor games in the activities building</td>
</tr>
<tr>
<td>2:00-3:15pm</td>
<td>Tennis games, matches, and point play</td>
</tr>
<tr>
<td>3:15-3:45pm</td>
<td>Afternoon check-out and pick-up (at the picnic knoll)</td>
</tr>
<tr>
<td>3:45-5:30pm</td>
<td>PM Extended Camp in the activities building, basketball courts, or playground</td>
</tr>
</tbody>
</table>

**Games and Sports:** Although the majority of the day is focused on tennis, a variety of non-tennis specific games and activities may be mixed in throughout the week. Organized sports such as soccer, basketball, floor hockey, whiffle ball, and kickball to informal activities such as tag, capture the flag, gaga, and four-square are not only fun and active, but they complement the foot skills, strength, and hand-eye coordination needed to be successful in tennis.

**Swimming:** All campers will spend an hour at the pool each day for “free swim”. Please see the “Optional Add-Ons” section for information about enrolling your camper(s) in swim lessons.