Parent’s Guide
Parent’s Night Out Program

Parent’s Night Out Overview
Campus Recreation and Wellness is excited to offer a new program for the UHCL community and members of the department. Parent’s Night Out is designed for children ages 5 to 12 years old to enjoy the facility and programming of the Recreation and Wellness Center at UHCL. Children who participate will be able to play games, learn new skills, meet new friends, and have an active and engaging experience. Regardless of your child’s skill level, games and activities will be designed for everyone to participate at their level of skill. Campus Rec staff will focus on making games and activities fun and will work to develop basic skills of each child so they can enjoy their experience.

Activities can include basketball, indoor soccer, volleyball, badminton, tag, arts and crafts, group games, team games, ice breakers, and more. Our program will utilize a sport like basketball to play a number of basketball related activities like tic-tac-toe basketball, dribble line tag, and more. We will not focus solely on team sports, but use the skills needed for a sport to play any number of activities related to that sport. Most activities will take place inside the Rec and Wellness Center, but there is outdoor grass space next to the facility that could be used if the weather allows. Children will also be provided with food, drinks, and snacks.

Parent’s Night Out staff are UHCL students and current employees of the Department of Campus Recreation and Wellness. Each staff member is certified in American Red Cross First Aid/CPR/AED and has completed the State of Texas Child Protection Training. Staff have also been trained to work with children ages 5 to 12 years old, how to facilitate activities, and how to create a positive and enthusiastic environment for your child.

Age Groups
Children will be separated by ages depending on the total number of registrations with a max of 15 children per group. Groups can be redesigned based on registrations and parents can request that siblings or friends remain together in a group if desired.

- 5-7 years old
- 8-9 years old
- 10-12 years old

Registration Information
Registration opens two weeks prior to the offering. Registration must be done in person at the Rec and Wellness Center to our Member Services Desk located in RWC 203 (second floor admin suite). The Member Services Desk is open from 8a-5p Monday-Friday and closed on the weekends. If you are unable to make it during these times, please contact April Harris (harris@uhcl.edu, 281-283-2333) to coordinate arrangements. The completed packet, along with payment, must be made prior to the offering.

<table>
<thead>
<tr>
<th>Offering</th>
<th>Registration Open</th>
<th>Registration Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, February 22 from 6:30p-10:30p</td>
<td>Monday, February 11</td>
<td>Friday, February 22 at 5:00 p.m.</td>
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<tr>
<td>Friday, March 29 from 6:30p-10:30p</td>
<td>Monday, March 18</td>
<td>Friday, March 29 at 5:00 p.m.</td>
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<tr>
<td>Saturday, April 27 from 6:30p-10:30p</td>
<td>Monday, April 15</td>
<td>Friday, April 27 at 5:00 p.m.</td>
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Cost per Child
Campus Recreation and Wellness Active Members = $25/child
Non-Campus Recreation and Wellness Members = $35/child

Refunds
Any refund given must be requested in writing to April Harris (harris@uhcl.edu, 281-283-2333). Refunds can take anywhere from one business day to three weeks depending on the form of payment. Credit card payments can be refunded back to the original card. Cash or check payments will require the person who made the payment to submit the University of Houston System required paperwork prior to any refund being processed. The documents required by UHS Accounts Receivable are available online at the links below. The forms must be completed and faxed to the UHS Vendor Setup department at UH Central Campus. Those documents could take up to two weeks to process.

Vendor Set-up forms
Vendor Set-up website: http://www.uh.edu/administration-finance/vendor/vendor-setup-requirements/
- Vendor Coversheets for Individuals
- W-9 Form
- Direct Deposit Authorization Form
- The completed forms must be faxed to UH System Accounts Payable at 713-743-0521.

Days till Offering Refund Amount
- 10+ days from offering 100% refund
- 5-9 days from offering 75%
- 3-4 days from offering 50%
- 2 or fewer days from offering No refund

Illness/Injuries
If your child is ill, please not bring your child to the event. UHCL Campus Recreation staff will not administer medications to participants. If a child becomes ill or a significant injury occurs during the event, the parent indicated on the registration form will be notified immediately. If a parent/guardian cannot be reached, then staff will contact Emergency Contacts in order from the registration packet. The registration form releases Campus Rec staff to contact EMS if necessary. All staff are certified in American Red Cross First Aid/CPR/AED for Adult and Pediatric.

What do you need to wear and bring with you?
What to Wear
Clothing: We encourage all children to wear comfortable athletic style clothing so they can participate in all activities and feel comfortable. That includes shorts, pants, t-shirts, socks, and closed toe athletic footwear. If children would like to bring a light jacket or wear long pants, that is allowed.

Shoes: Closed-toe, athletic shoes and socks are required. Sandals, flip-flops, cleats, boots, and crocs are not allowed in activity spaces.

What to Bring with you
We encourage parents to limit what their child brings to Parent’s Night Out. Any belongings need to be labeled and the child needs to bring a bag or backpack to store their belongings when not in use. We discourage parents from sending any electronic device (cell phone, Nintendo DS, tablet, etc) as there is little to
no time dedicated to children using those devices. If a child does have a cell phone, it needs to be stored in their bag/backpack at all times unless approved for use by a staff member with parental authorization prior to or at drop-off. If a cell phone or other device is used without approval, it will be collected and kept by Program Administration until pick-up and will be given to the parent/legal guardian.

Any belongings brought by a child are the responsibility of the child and staff is not responsible for any damage, destruction of, or theft of items. Day-use lockers will be used by campers to store their bags/backpacks for the evening and camp staff will be able to unlock those lockers as needed if the child forgets their combination.

Food/Drink
Parent’s Night Out food, snacks, and drinks are included in the price. Depending on the time of the offering, lunch or dinner will be provided and will usually be pizza, chicken strips/nuggets, or sandwiches. Snacks will be provided as needed depending on the event time. Snacks could include individually packaged goldfish, animal crackers, pretzels, fruit, or veggie packs. Snacks like popcorn, sno-cones, s’mores, etc will be provided depending on the event and notification will be provided prior to the offering through email or at drop off for verification and approval by the parent/legal guardian. Drinks will be water, lemonade, or a non-sugary drink. Throughout the evenings activities, water breaks will be taken on a regular basis to allow children to cool off, relax, and have a few minutes of down time.

Drop Off and Pick Up Location and Times

Drop-off
- Convenient, supervised drop-off and pick-up will be available 15 minutes prior to the start of the offering.
  - If the offering starts at 6:30p, staff will be available on the East Plaza.
  - The East Plaza of the Rec and Wellness Center facing parking lot D (Student parking lot)
- Parents can use the drive in front of the facility and staff will get the child(ren) directly from the vehicle or parents can park and walk their child to the East Plaza.
  - Parents are allowed to walk their child into the facility if they wish.
- All children must be signed in by a parent or legal guardian.

Pick-Up
- Pick-up will begin 15 minutes prior to the end of the offering.
  - If the offering ends at 10:30p, then pick-up will begin at 10:15p and parents have until 15 minutes past the posted end time to pick-up their child(ren).
- All child(ren) must be signed out with Campus Rec staff by a parent/legal guardian or someone authorized on the registration form. **Photo ID is required for pick-up.**
  - The registration form also allows parents/legal guardians to list individuals who are NOT ALLOWED to pick up the child (no details are required for this).
- Any child(ren) not picked up by 15 minutes past the posted end time will incur a $10 charge which must be paid prior to any future offering registration.
  - If pick-up will be delayed to an emergency, severe traffic, etc, please call the Welcome Center Desk at 281-283-2330 and a staff member will answer the phone and get information related to an estimated pick-up time.
- Campus Rec staff will not release a child to any person if the staff member suspects the individual to be inebriated or under the influence of alcohol/drugs. If this situation were to occur, UHCL PD will be notified to assist with the situation.
Camper Expectations and Behavior

We expect all children to have a fun and memorable experience while participating in Parent’s Night Out programming. We want to ensure that our environment is fun and safe for everyone participating. While we do not expect disciplinary issues, if they were to occur, the process for managing behavior is listed below. The process is designed to be educational and action-oriented to ensure that children are learning and understanding how their actions or behavior are impacting those around them. Any issues that occur following an initial “time out” will result in an incident report being completed to document the situation. Copies of this form will be available to the parent/legal guardian at pick-up.

- Inappropriate behavior/incident #1
  - Counselor or Camp Staff and child discussion
  - Time out
- Inappropriate behavior/incident #2
  - Program Manager, Camp Staff, and child discussion
  - Time out and loss of privileges (participation in next activity)
- Inappropriate behavior/incident #3
  - Program Manager contact with parent/legal guardian
  - Time out and removal from the remainder of the program
  - Future actions related to registration will be discussed

A time out is used to allow the child to separate from the group, have some space, and calm down or relax. A time out will not exceed 10 minutes and will be done in an area that can be supervised by staff but is out of the way of the group activity. During a time out, your child will be asked to discuss the behavior or incident and talk about alternative solutions that could be more productive or appropriate for solving the problem in the future. A time out may also be used to allow a child to simply get away from a frustrating situation.

**NOTE:** This process of handling disciplinary issues may not always apply to a situation. More severe issues will be dealt with accordingly.

Camper Removal/Dismissal

**Severe Disciplinary or Behavioral issues**

On occasion, removal or dismissal may be necessary for disciplinary reasons. A child can be dismissed due to issues that preclude them from participating safely or effectively in a group. If a child becomes physically or verbally abusive to themselves, other children, or staff, we reserve the right to immediately contact the parent/legal guardian and have the child removed from the program.

Dismissal will take effect after a discussion with Program Administration and the parent/legal guardian. The ultimate decision for removal or dismissal is up to the Program Administration.

If a child is removed or dismissed from the program, there is no refund.

Program Contact Information

Program Administrator – April Harris, Coordinator – Business and Member Services
Program Administrator – Brian Mills, Director – Campus Recreation and Wellness
millsb@uhcl.edu 281-283-2332

Campus Recreation and Wellness
Member Services Desk campusrecreation@uhcl.edu 281-283-2331
Welcome Center Desk campusrecreation@uhcl.edu 281-283-2330