



PARENT PACKET

2026



WELLNESS

TABLE OF CONTENTS

Welcome + Overview

Quickstart Guide

Camp Logistics

Daily Operations

Attire & Items to Bring

Food & Health

Behavior Expectations & Disciplinary Actions

Swimming Procedures & Rules

Rock Wall Rules

Heat, Sunscreen & Hydration

Emergency Procedures

WELCOME + OVERVIEW

MISSION

Camp Colvin provides a safe, engaging, and active environment where children build confidence, develop friendships, and learn healthy habits through structured play and hands-on experiences.

VISION

We strive to create a camp experience where every child feels supported, challenged, and excited to return each day.

ABOUT OUR CAMP

Camp Colvin is a high-energy summer program designed to keep kids active, engaged, and connected. Each day includes a mix of climbing, swimming, team games, and group activities.

Campers are placed in small groups to ensure they receive individual attention while building friendships and teamwork skills. Our goal is for every camper to leave each day feeling confident, included, and excited to come back.

STAFF STRUCTURE

Camp Directors - Daniel Fragel & Clifford Richardson

- Camp Directors oversee all camp operations and parent communication.

Assistant Camp Director - Nathan Campbell

- Camp Assistant Directors support daily operations and logistics while supporting camp directors.

Head Counselors

- Lead camper groups and supervise daily activities

Camp Counselors

- Work directly with campers throughout the day

ABOUT OUR STAFF

Your child's safety is our top priority. Our team includes trained and qualified staff who:

- Are 18 or Older
- First Aid / CPR / Blood Borne Pathogens and Inhaler and Epi-Pen Certified
- Completed Minors Training and other OSU required trainings

We maintain an approximate 8:1 camper-to-staff ratio, with additional certified staff present during activities like swimming and climbing.

CONTACT INFORMATION

NAME	NUMBER	EMAIL
Competitive Sports Office	405-744-7407	campcolvin@okstate.edu
Camp Director: Daniel Fragel	405-744-5843	Daniel.fragel@okstate.edu
Camp Director: Clifford Richardson	405-744-4438	Clifford.richardson@okstate.edu
Asst. Director: Nathan Campbell	405-744-5346	
Colvin Front Desk	405-744-3798	
OSU PD Non-emergency	405-744-6523	

CAMP QUICKSTART GUIDE

DATES

Camp 1: June 1 – 5

Camp 2: June 8 – 12

Camp 3: June 22 – 26

Mini Session 1: June 29 – July 1

Camp 4: July 6 – 10

Camp 5: July 13 – 17

Camp 6: July 20 – 24

QUICKSTART GUIDE

Location: Colvin Recreation Center (Lot 80 for drop-off/pick-up)

Drop-Off: 8:45–9:15 AM

Pick-Up: 3:30–4:00 PM

Bring Daily:

- Lunch (Mon–Thurs)
- Water bottle
- Swimsuit & towel
- Sunscreen
- Change of clothes

Need help? Call: 405-744-7407

Your child will:

- Participate in climbing, swimming, and team activities
- Be supervised at a 8:1 ratio
- Enjoy structured and safe programming

Reminder: No cell phones or electronics

CAMP LOGISTICS

DAILY SCHEDULE FORMAT

Time	Activity	Location
7:30a-9:00a	Before Care/Free Play	2 Gym
9:00a-9:15a	Camper Drop-Off	Entrance by Pool
9:15a-9:25a	Daily Rules	2 Gym
9:25a-9:30a	Transition	Transition
9:30a-10:25a	Morning: Climbing	Climbing Wall
10:25a-10:30a	Transition/Bathroom	Transition
10:30a-11:25a	Snack Time/Morning Activity:	2 Gym
11:25a-11:30	Transition/Bathroom	Transition
11:30a-11:45a	Lunch/Swim Prep	2 Gym
11:45a-12:45p	Camper Swim	Pool
12:45p-1:00p	Swim Clean Up	Pool
1:00p-1:10p	Afternoon Prep	2 Gym
1:10p-1:15p	Transition/Bathroom	Transition
1:15p-2:15p	Afternoon 1:	MAC Gym
2:15p-2:20p	Transition/Bathroom	Transition
2:20p-3:20p	Snack Time/Afternoon 2:	2 Gym
3:20p-3:25p	Transition/Bathroom	Transition
3:25p-3:55p	Pick Up	2 Gym
4:00p-5:30p	After Care/Free Play	2 Gym

CAMP LOCATIONS

COMPETITIVE SPORTS OFFICE: The Competitive Sports Office is located directly to the right as soon as you walk into the Colvin Recreation Center. If you have any questions or emergencies please contact the office line or you may walk in to pick up your camper at this location.

LOT 80: Camper Pick Up and Drop Off located directly to the south and east of the Colvin Recreation Center. Look for the orange cones and camp signage!

2 GYM: In the Colvin Recreation Center, the 2 gym will be the main hub for Camp Colvin.

COLVIN FIELDS: Located directly to the west of the Colvin Recreation Center, the Colvin fields will be utilized to play outdoor sports and activities.

COLVIN SWIMMING POOL: The outdoor swimming pool will be utilized from 11:30 AM - 1 PM as our location for lunch and for campers to have swim time. Lifeguards will be in attendance at all times.

COLVIN ROCK WALL: The Colvin Rock Wall is located on the lower level of the Colvin Recreation Center. Campers will be climbing the wall or participating in team building activities from about 9:45-11:45 AM.

ANNEX: The Annex is directly behind the Colvin Recreation Center and will be utilized for kickball, basketball, and other activities that require a larger space.

SERETEAN WELLNESS CENTER: The Seretean Wellness Center is located directly behind the Colvin Recreation Center. Campers may participate in activities here.

MCELROY HALL: Each session will attend McElroy Hall to visit the Vet clinic/hospital for a tour of the facility. Session attendance will vary on schedule availability.

DAILY OPERATIONS

CAMP ATTENDANCE

CAMP HOURS

- Camp Day: 9:00 AM – 4:00 PM (Monday-Friday)
- Drop-Off Window: 8:45 – 9:15 AM
- Pick-Up Window: 3:30 – 4:00 PM

Please ensure your camper arrives and is picked up within these times to help maintain a smooth daily schedule.

If your camper will be absent or late, please notify the Competitive Sports Office as soon as possible so we can account for your child.

Consistent attendance helps campers fully participate in activities and build connections with their group.

ATTENDANCE & REFUND POLICY

Camp Colvin does not offer refunds for missed days of camp.

If your camper needs to withdraw from camp due to serious circumstances (such as illness, injury, or a family emergency), please contact the Camp Directors.

Approved situations may be eligible for a partial or full refund at the discretion of camp leadership.

CAMPER DROP OFF & PICK UP

- Location: Colvin Recreation Center (Lot 80 for drop-off/pick-up)
- Drop-Off: 8:45-9:15 AM
- Pick-Up: 3:30-4:00 PM
- Daily Requirement: Parent/Guardian must sign campers in and out
- Parent/Guardians may add others who are authorized to pick up campers by emailing Camp Directors or contacting the competitive sports office at least 24 hrs in advance.

AUTHORIZED RELEASE LIST

Those who are authorized to pick up campers will be those listed as emergency contacts. If you would like to add others to this list please email the camp directors to update your campers authorized release list.

CAMPER EARLY CHECK OUT

Parents/guardians may check out their camper at any time during the day.

Once a camper is checked out, they are signed out for the remainder of the day and may not return until the following day.

Early check-out must take place through the Competitive Sports Office in the Colvin Recreation Center.

How to Checkout Your Camper (Outside of Pickup & Dropoff Times)

1. Inform counselor at dropoff you will be picking up your camper early that day.
2. Visit the Competitive Sports Office
3. Sign your camper out with staff
4. A staff member will contact your camper's group and bring them to you
 - a. Please allow 15-20 minutes for this process, depending on your camper's location.

During severe or potentially dangerous weather (e.g., tornado watch, flood advisory), early pick-up is fully permitted to ensure family safety.

If you have questions or need assistance, please contact the Competitive Sports Office.

LATE CAMPER ARRIVAL

If your camper arrives after 9:15 AM:

1. Go to the Competitive Sports Office
2. Sign your camper in with a Head Counselor or Camp Director
3. A staff member will help your camper join their group

For safety reasons, campers must always be signed in before joining activities.

LATE PICKUP

If you are running late, please call 405-744-7407 as soon as possible and provide:

- Camper's name
- Camp name (Camp Colvin)
- Estimated arrival time

If pickup occurs after 4:00 PM, your camper will be checked into after care.

We will make every effort to contact parents and emergency contacts if a camper is still at camp after 5:30 PM. If we are unable to reach anyone, we are required to follow state safety procedures, which may include contacting local authorities.

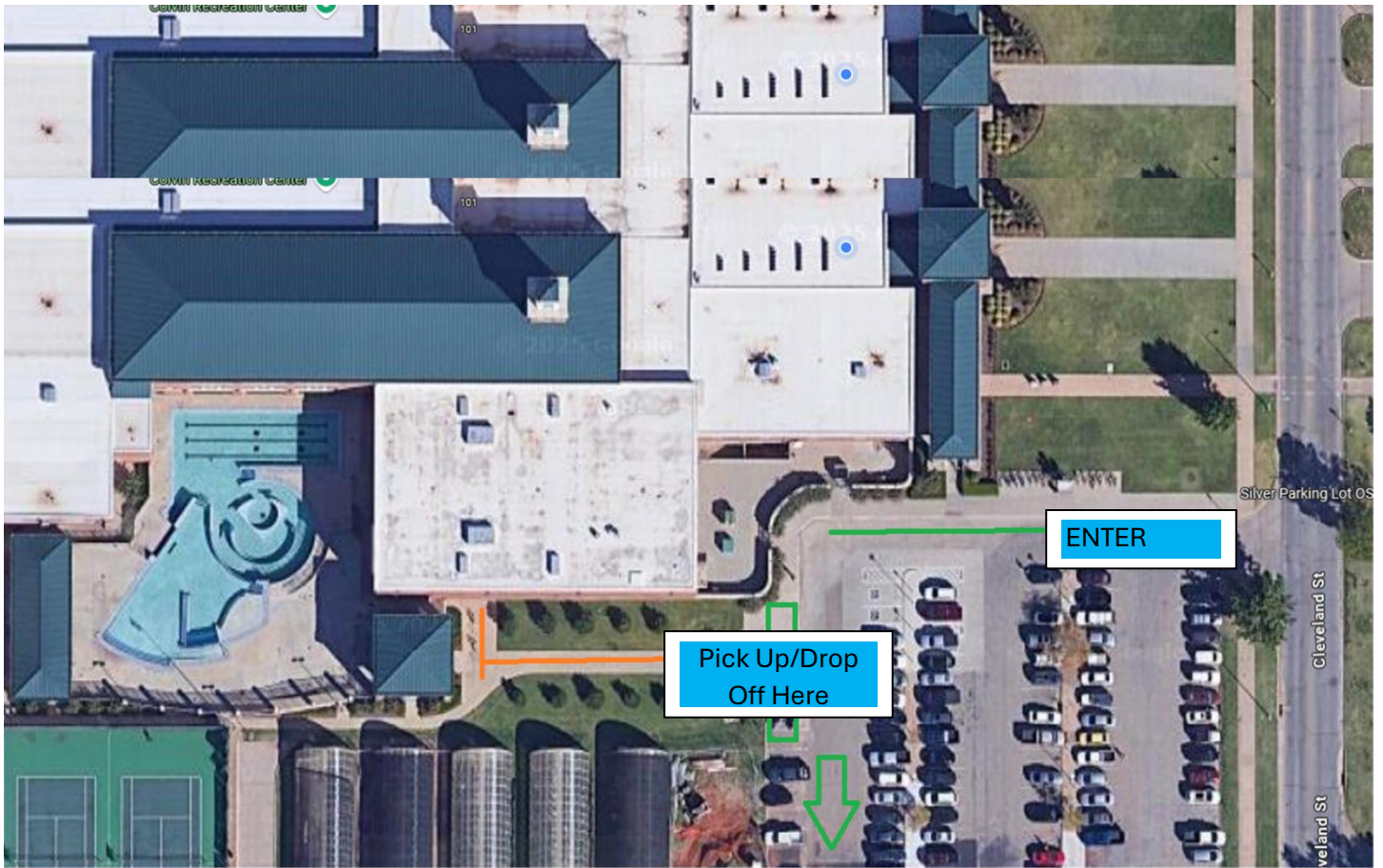
BEFORE CARE

- Available: 7:30 – 9:00 AM
- Campers may arrive at any time during this window
- Staff supervision begins at 7:30 AM

Please note: Camp staff are not available to supervise campers before 7:30 AM.

AFTER CARE

- Available: 4:00 – 5:30 PM
- Campers may be picked up at any time during this window
- Parents will receive a reminder call starting at 5:20 PM if needed
- Campers will participate in supervised free-play activities during after care.



ATTIRE & ITEMS TO BRING

PROPER ATTIRE

All campers should wear clothing such as t-shirts, knee-length shorts, athletic pants, or any kind of athletic wear. Closed-toed shoes, preferably tennis shoes, must be worn at all times when not by the Colvin Pool. Parents/Guardians will be notified if their camper does not have the proper attire and will be unable to participate until proper protocol is followed.

ITEMS TO BRING

- Backpack/Bag to carry personal items and a bag for wet clothes
- Lunch
- Water bottle
- Sun Screen
- Bug Spray
- Swim Wear
- Towel
- Extra set of clothing
 - Underwear, socks, tshirt, shorts, etc.
- Snacks
- Medication (If applicable)

Any items brought to camp should be labeled with the child's full name. Items left will be placed in our lost and found. Items not collected by the end of the program will be discarded.

ITEMS NOT TO BRING

- Cell phones
- Tablets or Video Games
- Toys
- Weapons
- Alcohol
- Tobacco
- Fireworks

CELL PHONE POLICY

Camp Colvin has a No Cell Phone policy for the entire duration of camp. Cell phones will be asked to be put in camper's personal bag at first sight. If an issue continues, cell phone will be placed in the competitive sports office and Parent meeting may follow. If you wish to contact your camper please contact the competitive sports office.

The Department of Wellness is not responsible for personal items that are misplaced, stolen, or broken at camp.

FOOD & HEALTH

WHAT TO BRING EACH DAY

- Lunch (Monday–Thursday)
- Reusable water bottle
- Snacks (optional)
- Ice pack (recommended – lunches are not refrigerated)

FOOD & SNACKS

- Campers must bring a lunch Monday–Thursday
- Lunches are not refrigerated – please include an ice pack if needed
 - Parents/Guardians are allowed to bring campers lunch between 11:30 AM–12:30 PM. Parents must bring the campers meal into the competitive sports office to sign in and then will be escorted to their camper.
- Pizza will be provided on Fridays (optional to bring lunch)
- Snacks are provided twice daily and may include:
 - Fruit, popcorn, pretzels, granola bars, chips, and occasional treats
- Snacks are supplemental and do not replace a full lunch
- If a parent/guardian would like to bring food for their camper’s birthday/celebration it must be approved at least 24 hrs in advance by a camp director or assistant director.

FOOD ALLERGIES

Please list all allergies during registration and notify camp staff directly.

Families are responsible for providing any necessary specialty foods. Camp Colvin will make reasonable efforts to accommodate common allergies (such as peanut, dairy, or soy), but cannot guarantee a completely allergen-free environment.

MEDICATION

To ensure safety:

- All medications must be submitted through registration prior to camp
- Medication must be provided in the original container with a current label
- A physician’s signature is required for prescribed medications

Medication must include:

- Camper name
- Medication name
- Dosage and time
- Instructions for administration

Medication is securely stored and administered by trained staff only
Campers may not carry their own medication unless approved in advance

All administered medication is logged and documented.
Any medication that needs to be administered must be on file and submitted through the registration website prior to camp. All medication will be stored in the competitive sports office.

ILLNESS

For everyone's safety and well-being, we cannot allow children with contagious or infectious diseases and/or sickness to attend camp.

Please do not send your child to camp if they have:

- Fever (100°F or higher)
- Vomiting or diarrhea
- Pink eye or rash
- Severe cough or breathing issues

Campers must be symptom-free for 24 hours (without medication) before returning.

Should your child become ill while in our care, we will contact you as soon as possible. Please pick up your child promptly. If we cannot reach you, we will contact the person(s) listed on your child's Emergency Form. In the event of a severe illness or accident, we will call EMS, and your child will be transported to the nearest hospital.

INJURIES

All staff are certified in First Aid, CPR, and AED.

- Minor injuries: Treated on-site and documented (report emailed to parents)
- Serious injuries: Parents are notified immediately
- Emergency situations: Staff follow our Emergency Action Plan and contact EMS if needed

Your child's safety is our top priority in all situations.

BEHAVIOR EXPECTATIONS

MANAGING DIFFICULT EMOTIONS

At Camp Colvin, we focus on teaching and guiding behavior, not just correcting it.

Our staff are trained to:

- Help campers identify their emotions
- Encourage calm communication
- Set clear and respectful boundaries
- Offer positive alternatives and problem-solving strategies

Our goal is to help campers build emotional skills, confidence, and respectful interactions with others.

We expect campers to:

- Treat others with respect
- Follow staff directions
- Stay with their group
- Participate safely in activities

These expectations help ensure a safe and positive experience for all campers.

DISCIPLINARY ACTIONS

Please encourage your camper to discuss any negative behavior, received from another camper, with a counselor or other staff member. The following are examples of unacceptable behavior that will not be tolerated and will cause disciplinary action to be taken:

- Hitting/fighting/causing physical harm
- Profanity/disrespect to staff or other campers
- Possessing weapons/drugs/tobacco
- Verbal assault
- Refusal to cooperate
- Stealing
- Leaving facility grounds
- Biting/spitting
- Bullying
- Violation of rules and policies

If behavioral concerns arise, we follow a progressive support approach:

- 1. Redirection & Verbal Warning**
 - a. Staff work with the camper to correct behavior in the moment
- 2. Incident Report & Parent Communication**
 - a. A misconduct form is documented and communicated with parents via phone or at pickup / drop off depending on severity.
 - b. Depending on severity, misconduct may lead to removal from camp.
- 3. Behavior Plan or Removal from Camp**

- a. If behavior continues or impacts safety, a meeting with camp leadership will be required.
- b. In some cases, removal from camp may occur.

If a camper is dismissed for disciplinary reasons, there will be no refund for unused camp days.

Our goal is always to work with campers first before considering removal.

AUTOMATIC REMOVAL FROM CAMP

- Safety & Violence
 - Causing intentional harm to campers or staff
 - Threatening violence or credible threats
 - Bringing or possessing a weapon
- Substances
 - Possession or use of drugs (including misuse of prescription medication)
 - Possession or use of alcohol, tobacco, vapes, or nicotine products
- Sexual Misconduct
 - Engaging in sexual acts
 - Sexual harassment, inappropriate touching, or coercion
- Major Rule Violations
 - Leaving camp grounds or designated areas without permission
 - Repeated defiance that creates unsafe conditions (after documented intervention)

SWIMMING PROCEDURES & RULES

Campers will participate in supervised swim time at the Colvin Pool as part of their daily schedule. Safety is our top priority, and all swim activities are monitored by certified lifeguards and trained camp staff.

WHAT TO BRING FOR SWIM

- Swimsuit
- Towel
- Plastic bag for wet clothes
- Change of clothes

If your camper wears their swimsuit to camp, please ensure they bring dry clothes to change into after swim time.

CHANGING PROCEDURES

Campers will change in designated locker rooms at the Colvin Recreation Center.

- Locker rooms are restricted to campers and camp staff only during changing times
- Staff are present to supervise for safety, not to monitor individual changing
- Campers are given appropriate privacy while changing
- Campers may wear sandals or water shoes in locker rooms and pool areas. Closed-toe shoes should be worn in all other areas of camp.

If assistance is needed, same-gender staff may help a camper when appropriate.

SWIM TEST

All campers will complete a swim test on their first swim day.

The test includes:

- Swimming one length of the pool without assistance

This helps us determine each camper's comfort and ability level in the water.

SWIMMING ABILITY

Camp registration requires parents/guardians to acknowledge the swimming ability of their camper.

- Non-swimmer: Requires direct supervision and remains in shallow areas
- Beginner/Intermediate: Able to swim and tread water; supervised closely
- Experienced Swimmer: able to swim in all areas of the pool
 - All campers will still be supervised regardless of experience by camp staff and lifeguards on duty.

GREEN WRISTBAND

- Passed swim test
- May swim in all areas of pool

RED WRISTBAND

- Did not pass swim test
- Restricted to shallow areas and increased supervision

ROCK WALL RULES

The Colvin Rock Wall is designed with ten different sections allowing many climbers to ascend at one time. The wall is 24' high with two cracks and three roof sections. Additionally, we offer 150 square feet of climbing space in our bouldering cave. Campers don't have to have any experience and all counselors and Outdoor Adventure staff is belay certified.

- Shoes are required. No barefoot climbing.
- Campers must use their own tennis shoes
- Campers are not required to climb the wall or go all the way to the top

Alternative Activities will be an option if your camper would not like to climb the wall. We encourage bouldering as an option but will also have board games, coloring books, and team building activities as alternative options.

HEAT, SUNSCREEN & HYDRATION

HEAT

If the heat temperature is in the range of 90° and 95°F, participants will be highly monitored with shorter activity sessions outside. If the temperature range is higher than 95°F, the option to remain indoors will become a priority due to safety concerns. A hat is recommended to be worn when outside during high temperatures. Camp Counselors will monitor time spent outside and will allow for:

SUNSCREEN

Any use of sunscreen requires written parent authorization on the Parent/Guardian Authorization, Waiver, and Consent for Over-the-Counter Medication Form

Please take the time to apply sunscreen and teach camper how to use it before the camp day. Staff can apply sunscreen with the consent of the parent/guardian but will only administer spray (no-rub) sunscreen.

Sunscreen must be in the original container labeled with the child's name.

HYDRATION

A refillable water bottle with your campers name clearly visible, is recommended for each day of Camp Colvin. There will be hydration stations and breaks built into each activity. It is important that campers not only hydrate during camp but also the nights prior to camp to allow for adequate hydration.

EMERGENCY PROCEDURES

CUSTODY ORDERS

Unless legal documentation is provided, both parents/guardians listed at registration are authorized to pick up a child.

If there are custody restrictions:

- Official court documentation must be submitted to Camp Administration
- Staff will follow all verified legal documentation on file

Please notify the camp immediately of any updates to custody arrangements.

TORNADO, SEVERE WEATHER & DISASTER PROCEDURES

In the event of severe weather (tornado warning, severe thunderstorms, or other emergencies):

- Campers will be moved indoors to designated shelter areas within the Colvin Recreation Center
- Campers will remain with staff at all times
- Attendance will be accounted for continuously
- Camp staff will remain with campers until an “all-clear” is given

For safety, parents may be asked to delay pick-up until conditions are safe.

Our staff are trained to follow emergency protocols to ensure all campers remain safe and supervised.

For your child’s safety:

- Please do not attempt to enter the facility during active emergency situations
- Wait for communication from camp staff before arriving for pick-up

We will provide clear instructions once conditions allow for safe dismissal.

UNEXPECTED CLOSINGS

Camp follows Oklahoma State University closure decisions. If OSU remains open, camp will typically operate as scheduled, though delays are possible.

In the event of an emergency, delay, or unexpected closure, families will be notified as quickly as possible via:

- Email communication
- Phone Call / Voicemail

Please ensure your contact information is up to date at all times.