



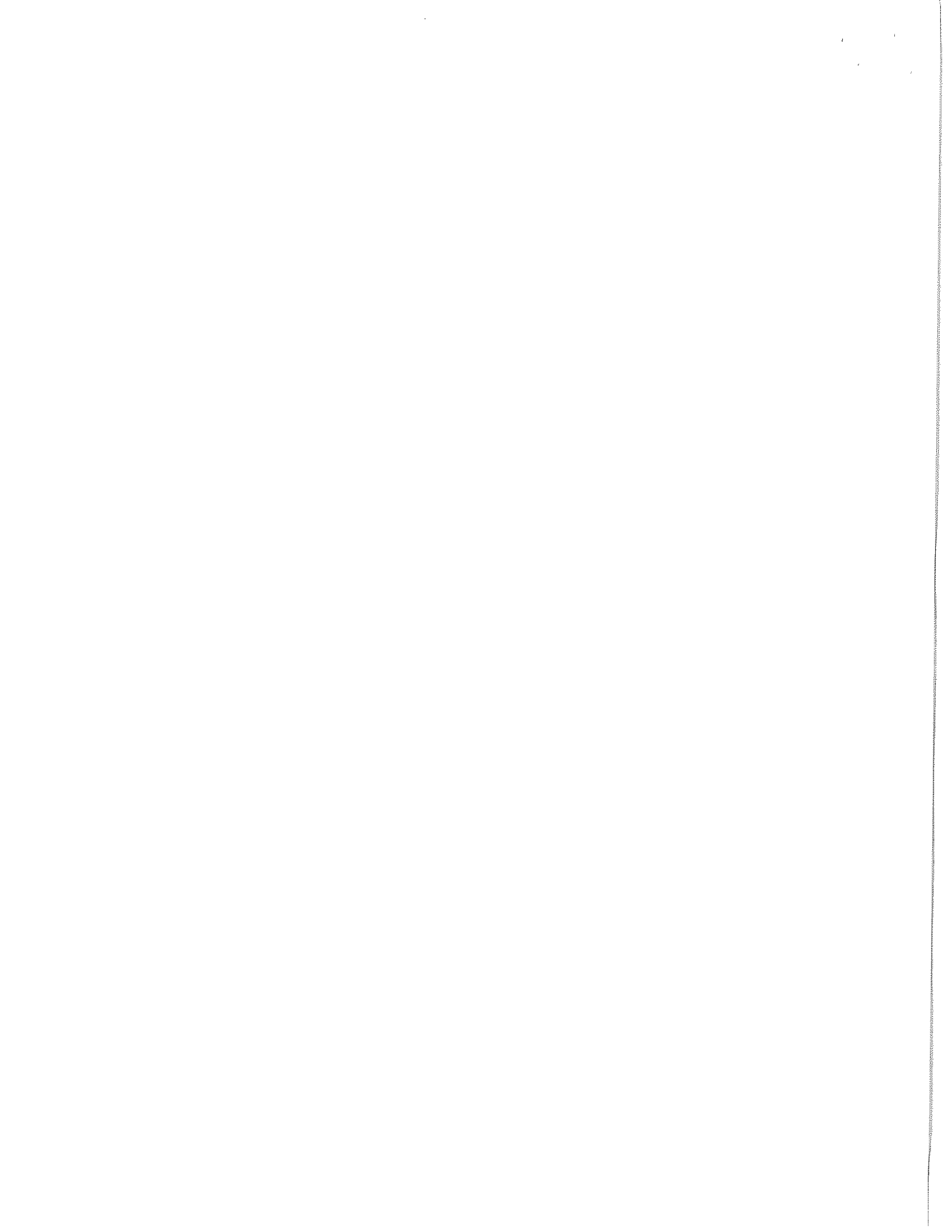
Summer Day Camp

2018

PARENT HANDBOOK
POLICIES AND PROCEDURES

Camp Director, Danielle West

Recreation Director, Kim O'Farrell, CPRP



Welcome to Summer Camp 2018! The Grosse Ile Recreation Department is pleased to offer a summer day camp experience guaranteed to meet the needs of all children. Our trained and experienced staff have dedicated themselves to providing children with top quality programs that focus on teamwork, positive communication and providing safe and fun activities. Children will learn to socialize, cooperate and challenge themselves by playing new sports, participating in group activities, and creating new crafts.

OUR MISSION (R107, R109 (10))

Grosse Ile Recreation is dedicated to providing the highest quality summer program for your family. Our staff will demonstrate and develop Four Core Values in all aspects of working with children. The Grosse Ile Recreation commitment to character development makes it valuable to the camp community. All aspects of programming and interaction highlight the Four Core Values of the Recreation Department. Our day camp seeks to promote these values in every experience and relationship.

- **CARING:** To be sensitive to the well-being of others, and to love other.
- **HONESTY:** To tell the truth; to act in such a way that you are worthy of trust; to have integrity; and to make sure your choices match your values.
- **RESPECT:** To treat others as you would have them treat you; to value the worth of every person, including yourself.
- **RESPONSIBILITY:** To do what is right, what you ought to do; to be accountable for your behavior and actions.

CAMP STAFFING

Our day camp staff is structured to maintain safe ratios for all campers. The camp levels within our camp include the following:

- **Camp Director-**The Director is the overall authoritarian, safety manager, and communicator to all camp staff levels.
- **Cooperative Head Counselors-**(Student or adults 18) years of and older) who have experience and training with school-aged children. They are directly responsible and accountable for all age groups situation, safety, and the well-being of their campers.
- **Counselors-**Students who are hired for their passion for working with children. They will assist the Head Counselors in all aspect of the camp.

CAMPER RATIOS (R111)

Each camp group will be designed with the following ratios: Adults are considered 18 +

Age Group: 6-9 yrs 1:10

Age Group: 10-12 yrs 1:10

PARENT COMMUNICATION

In order for the Grosse Ile Recreation Dept. to have a successful day camp it is necessary for parents and staff to work together and have clear communication. To account for your child's safety the most important responsibility of parents is to inform Grosse Ile Day Camp whenever their child will not attend Camp on a scheduled day. Please call Camp Director Danielle West at **734-767-6302** or Water's Edge 734-675-2364 if your child will not be at camp.

WEEKLEY EMAILS

Emails will be sent out one time per week outlining our pick up and drop off schedule or any changes in scheduling for the week. Please note emails will only be sent to the email address provided on the registration form.

CHALLENGING BEHAVIOR/DISCIPLINE POLICY

The following behavior management policy will be in place for children that may have behavior issues during the camp day. Our goal is to correct the challenging behavior and improve the child's overall behavior.

1. Discuss with campers the basic ground rules of camp and why they are important including the consequences that may follow.
2. Each incident will be documented and discussed with the Camp Director.
3. If a camper violates any safety issues, it must be addressed immediately. State the rule and the behavior that is wrong and stop it immediately.
4. Campers will never be deprived of any food or water if disciplined.
5. Campers will never be alone without supervision.
6. Campers will never be ridiculed, threatened due to challenging behavior.
7. Campers will never receive physical exercise or any excessive restraint or verbal abuse.

Steps to stopping a negative behavior:

1. Stop activity and using a stern look and firm voice, let them know the behavior is wrong.
2. If behavior is repeated, stop activity. Pull those/the person involved aside and put the responsibility on them to change their behavior by:

-Identifying the bad behavior

-stating the broken rule

-stating the consequences

-issuing last warning.

3. If behavior persists, do not hesitate. Carry through your warning.

4. If child refuses to adhere to the stated rules after warnings and consequences have been issued, get another counselor or the director.

DISCIPLINE (ACCEPTABLE CONSEQUENCES OF RULE BREAKING)

1. Quiet time
2. Restriction of activity

If there is a continued issue with a camper, parent will be notified for conference with Director. Our goal is to correct the behavior in a positive manner.

BULLYING

Bullying is when one or more children target a child and that a reasonable person would know that the bully's action will have the effect of physically or emotionally harm the victim, damage their property or insulting/demeaning the victim. Camp Administration has a zero tolerance policy pertaining to physical actions against others, stealing, bullying and disrespect for staff and property. These actions are disruptive and result in negative experiences for fellow campers. The Camp Administrative Staff reserve the right to suspend or terminate a camper's participation at any time for failure to adhere to the rules and values of camp. Please understand there will be no refunds given to children who are suspended or terminated for behavior issues.

CHILD PROTECTION LAW (R115)

The Child Protection Law, Act. No. 238, Public Acts of 1975, as amended, being 722.621 et. Seq. of Michigan Compiled Laws, and known as the Child Protection Law will serve as the guidelines for discipline policies at Camp.

1. If a counselor notices a change or visible physical condition such as bruises, cuts, or marking on the child's body it will be reported to the Director.
2. All counselors will watch for any signs of child abuse or neglect.
3. If child abuse is suspected, it will be reported to the Director.
4. If a camper confides to you of having been abused or neglected, only relate this information to those in authority (Director).
5. All campers' records and applications are confidential. No one shall have access to the camp and camper's files except from permission for the Director.

ACTION TO BE TAKEN TO REPORT CHILD ABUSE OR NEGLECT (R115 (2)C)

1. Camp Director or designated official (Recreation Director) shall make an oral report within 8 hours to the Grosse Ile Police Department.
2. Within 72 hours a written report shall be made to the Department of Social Services. A written report shall contain the name of the child and a description of the abuse or neglect. Please include address of the child's parents/guardians or the person with whom the child resides and the child's age.
3. If a camper appears to be injured, medical treatment will be given by the nearest medical facility.
4. Reporting is handled through the local county Department of Social Services.

HEALTH AND WELLNESS

All campers will be required to fill out a Health History Report. Staff will be required to follow the below procedures to assure the safety and well-being of all campers.

MEDICATION ADMINISTRATION

If a child needs to take any medication during camp hours, the medication must be delivered to the Director. It must be in its original container with the appropriate label and instructions. Child's name must be on the bottle.

ASTHMA

Campers are not permitted to keep asthma inhalers in their bags for safety reasons. This is mainly because other campers could have access to that medication. In addition our certified staff needs to document all medication dispensation according to state guidelines.

ALLERGIES

If your child suffers from severe allergies, diabetes or any other debilitating condition, you must also fill out a Food Allergy Action Plan (signed by a doctor) for staff to follow in the event of an emergency (allergy sufferers must also provide an Epi-pen and Benadryl to the Office staff). Counselors are going to be advised to wristband all campers for Theme Days and Hobby Time activities that involve food.

ILLNESS

If your child has a communicable disease, they may not return to camp without a doctor's note. If your child becomes ill at camp, you will be notified immediately to pick up your child. The Camp Staff does not provide medical care for sick campers. Please understand that children may not return to camp until they are fever free for 24 hours. The same holds true for children who have been vomiting or have diarrhea. In accordance with our State License, parents are to pick up their sick child or send an authorized person to pick up the sick child within 30 minutes of notification.

INJURY

If your child becomes injured at camp, you will be notified. All Camp Administrators are certified in CPR/First Aid and AED, as well as many additional staff located around the grounds. Campers with serious injuries that require emergency medical attention will be transported to the nearest hospital unless otherwise specified by the Emergency Medical Team or indicated on your camper's medical form. Parent will be notified.

EXTREME HEAT

The majority of our summer camp program takes place outdoors. However, a good portion of camp is shade covered from the trees, and pavilion. At each location, Centennial Farm and Water's Edge, campers are able to access indoors at any time. When the heat index exceeds 95 degrees, afternoon activities will be modified. Water bottles are a must each day.

MORNING DROP OFF

Drop Off: Camp curb-side drop off is between 8:45 - 9:10 am. Please do not arrive before 8:45 am to drop off your camper(s). **TIMES WILL BE STRICTLY ENFORCED.** All campers will be dropped off at The Centennial Farms location Mon, Tues, Thurs, Fri, and Wednesday at Water's Edge. Do not park in handicapped parking spaces. After your child has checked in with the camp staff, a member of our team will bring your child to his/her group. Campers may not be dropped off and left unattended, please make sure they connect with a counselor.

AFTERNOON PICKUP

Drop off and pick up locations are listed above. Pick up time is 3:50-4:00 pm. If a parent is going to be late or needs to pick up a child earlier contact the camp Director and make arrangements. Communication is key to ensure the safety of all campers.

ALTERNATIVE PICK UP

Camper Release Authorization form (Rule 117, 2) must be completed. This form specifies who will be permitted to pick up your child in the event the parent or legal guardian is not able. We understand there are last minute changes in pick up, please complete the Child Pick up Notification form upon morning drop off and submit to camp director. It will be required that photo identification must be shown upon all alternative pick-ups for the safety of your child.

LUNCH AND SNACK PRODEDURE

Lunches and drinks are to be sent with campers every day in a labeled lunchbox or paper bag. Making sure your child is hydrated is very important and reusable water bottles are highly recommended instead of plastic ones. Campers will be provided one snack each day by counselors. Snacks from home are permitted in a labeled bag, sharing is prohibited due to allergies.

ACTIVITIES AT CAMP

Activities range from making slime and reading time to playing basketball and swimming. Swim days are set for every Wednesday, please pack towels, swim suit, and sandals on those days. Everyday kids must wear sneakers or tennis shoes; bring a light jacket or sweatshirt, a packed lunch, and water or a water bottle. The Camp Director will send out emails if there are any additions or changes to the weekly activity schedule.

RAIN DAYS

During inclement weather days, the campers will follow organized theme day rain schedules. The campers will rotate throughout the Centennial Farm building, pavilion, and Water's Edge complex participating in activities. Campers will only be moved inside when rain is heavy or thunder and lightning are present. Please be aware that children will be kept outside through light rain/drizzle. Due to the size of the Grosse Ile Recreation Department, it does become necessary to utilize area facilities. If severe weather is slated for Wednesday, camp will be held at Centennial Farm. In extreme cases camp may be cancelled or early pickup may be instated, parents will be notified.

LOST AND FOUND

Lost and Found is located next in the Recreation Department office at Water's Edge. Due to the number of campers and the volume of items that are found not labeled, lost items are only kept for one week. Group counselors will encourage campers to look through lost and found items before the end of each week. Labeling all of your campers' personal items with name and group number will help us in being able to distribute such items directly to groups and not to the lost and found area. Please do not send new/expensive items, especially towels to camp.

CELL PHONE POLICY

Cell phones will be permitted at camp and will only be permitted during restricted times. If at anytime a camper uses his/her phone outside usage times, the phone will be taken away and locked in the Camp Directors office until pick up. Parents may pick them up from the camp office at pick up.

BATHROOM POLICY

As per state guidelines, campers are not permitted to go to the bathroom without a counselor accompanying them.

BACKPACK POLICY

Please check your camper's backpack every evening to ensure that no one else's belongings accidentally ended up in your camper's backpack. If this did happen please return lost items to the camp office the next day. Counselors will also occasionally send notes home to the parents via camper backpacks. Please understand that if any camper is found going through another camper's backpack the consequences will be as follows:

- 1st offense – verbal warning.
- 2nd offense – one day suspension from the camp program with no refund for missed time.
- 3rd offense – termination from the camp program with no refund for missed time.

GENERAL CAMP POLICIES

When allowing your child to participate in the Grosse Ile Summer Day Camp, the following policies must be followed:

1. Your camper is a child who can and will participate fully in the program and is in good physical condition, unless otherwise communicated to the Camp Director in writing.
2. The camper will have a completed medical consent form submitted by the parent or guardian. In order for your child to have a successful camp experience, it is extremely important to provide us with all medical and behavioral information. Completed Medical Consent Forms must be submitted by June 7th. **CAMPERS WILL NOT BE ALLOWED TO ATTEND CAMP WITHOUT THIS FORM. THIS IS A STATE GUIDELINE.** Each year your child comes to camp, you must hand in an updated and signed medical form. Medical forms **WILL NOT** be accepted the first day of camp. Please do not wait until the Friday before camp begins to check on your packet. This will cause a delay in your drop off on the first day of camp.
3. A camper is expected to enter camp at the beginning of a session and remain until the end of the session unless already specified ahead through the Grosse Ile Recreation Department. No reduction in cost can be made for late arrivals, early departures, or days missed.
4. It is agreed that the camper will cooperate and accept camp guidance in standards of behavior. Failure to adhere to these standards may result in suspension or dismissal with no refund.
5. Day Camp activities/themes may be rescheduled at the discretion of the Camp Director.
6. Please send campers with appropriate clothing each day. In cool weather or rain days, please send your child with a labeled jacket/sweatshirt.

7. Sneakers are a must! Campers participate in many active specialties and are prone to injuries without the proper foot attire. Crocks are not recommended. Sandals are for the pool area and water activities only.

8. Please label all of your camper's clothing, swim items and personal possessions with camper's name and GROUP. The Grosse Ile Recreation Department is not responsible for personal items brought to camp should they be misplaced or damaged. Parents who allow campers to bring items from home do so at their own risk.

9. It is the responsibility of each camper to remember to bring his or her bathing suit, towel, and backpack etc., home each day. While staff members will encourage campers to keep their belongings together in an orderly fashion, they will not be held responsible for items that do not make it home each day.

PAYMENT POLICIES

When registering for camp, the following payment policies must be honored:

1. Payment must be made for your camper to attend.
2. The balance of the camp fees are due to the Grosse Ile Recreation Department the Friday before the week of camp your child will attend. The child will not be able to attend camp if payment is not made.
3. It is agreed and understood that the deposit is non-refundable and non-transferable. NO EXCEPTIONS, including changes in schedule or sessions. It is also agreed that refunds will not be given if a discipline problem arises. Credits will not be given for camper absences.
4. Camp payments may be paid in person at Water's Edge or paid on the Grosse Ile Recreation website http://www.grosseile.com/government/community_recreation/index.php
5. All requests for changes in sessions must be done in writing or in person at Water's Edge and will be handled based on availability. Camp fees are non-refundable. This includes illness. Extended illness and/or family emergencies must be discussed with the Recreation Director.
6. All forms must be signed and submitted each camp season. All required registration forms must be received along with all medical forms prior to camp start. It is the parent's responsibility to contact the Grosse Ile Recreation Department to find out what you have missing or if we have the wrong address on file. Even returning campers MUST submit a new Medical Form each year

WEBSITE INFORMATION

Log on to http://www.grosseile.com/government/community_recreation/index.php to register for camp and print out the required forms. Or register in person at the Grosse Ile Recreation Department Office located at Water's Edge. Make sure to check us out on Facebook for updates on other classes or activities <https://www.facebook.com/Grosse-Ile-Recreation-479190372435370/>

2018 Camper Code of Conduct

In order for the Summer Camp Program to be fun and safe, there needs to be rules. It is each camper's responsibility to follow the policies listed below. Please review them with your child and sign the bottom of the form.

- Follow directions at all times.
- Give turns and share with others.
- Solve problems positively.
- Be a friend -include and help others.
- Keep hands and feet to yourself at all times.
- Use polite words in an appropriate voice.
- Respect all property.
- Care for and encourage one another.
- Clean up and keep area neat for others.
- Accept consequences.
- No cell phones or any other electronic devices.
- THERE IS A ZERO TOLERANCE POLICY FOR HITTING AND BULLYING.
- THERE IS A ZERO TOLERANCE POLICY FOR STEALING.
- THERE IS A ZERO TOLERANCE POLICY FOR DISRESPECTING STAFF.

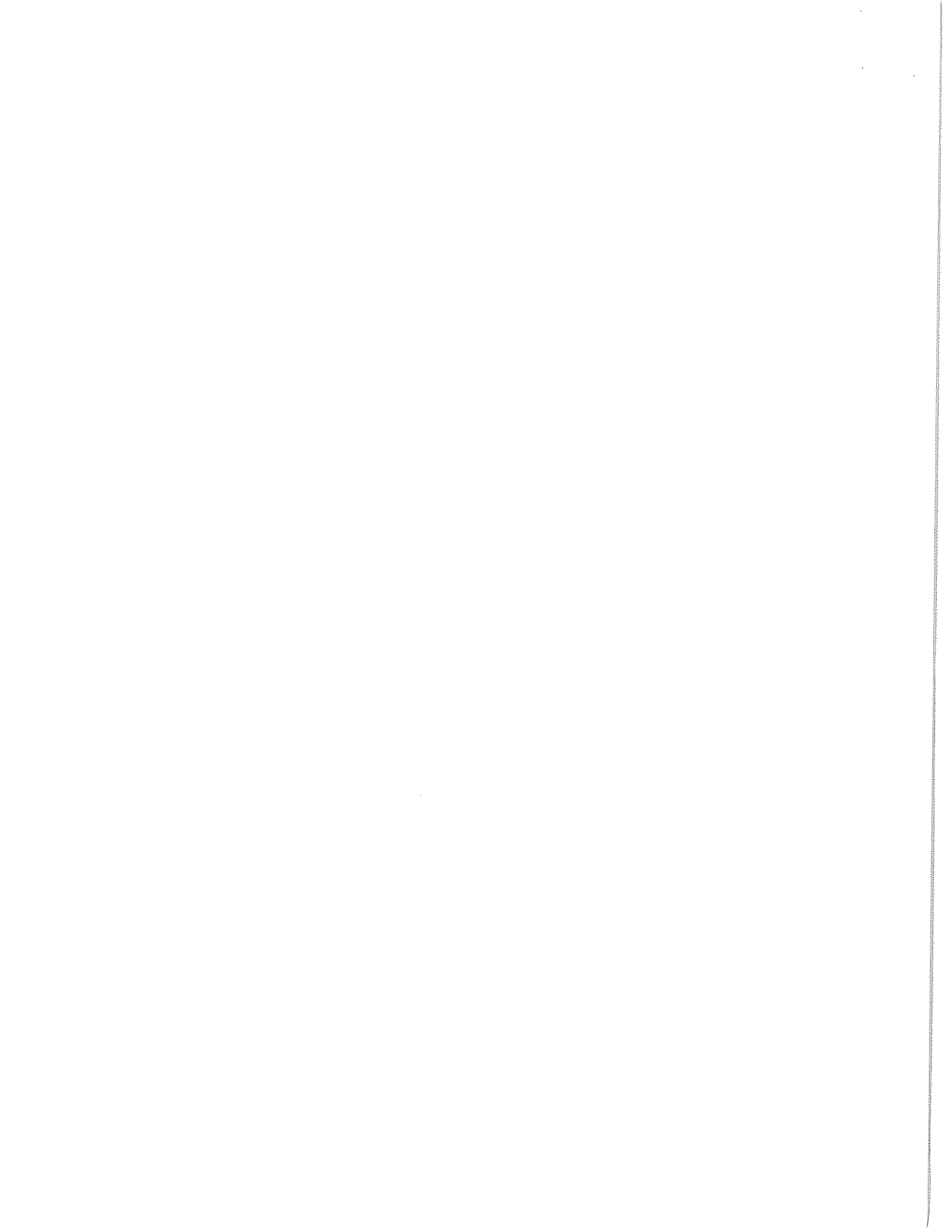
The above rules are necessary for the program to be a positive environment for all. The rules of the Summer Camp program are to ensure that everyone has a good time and remains safe. If a camper has trouble following the above rules, he/she will be referred immediately to the Camp Director. The Camp Director the right to suspend a camper at any time due to disrespectful behavior (no refunds will be given). I, _____, understand the above points and will follow them to the best of my ability. If I have trouble with any points, I will be referred to the Camp Director for disciplinary action.

Print Name (camper) _____ Date _____

Camper Signature _____ Date _____

Print Name (parent/legal guardian) _____ Date _____

Parent Signature _____ Date _____



Grosse Ile Township Recreation Department
Registration Record 2018 Summer Camp (Rule 117 2)

Name _____ Nickname _____

Address _____ City _____ Zip _____

Age _____ DOB _____

Phone (home) _____ Phone (cell) _____

Email address _____

If under 18

Parents/Guardian _____

Address _____ City _____ Zip _____

Phone (home) _____ Phone (cell) _____

In case of Emergency contact:

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Health Insurance Information:

Insurance Company _____

Policy Holder's Name _____

Policy Group Number _____

Family Physician _____ Phone _____

Only release this camper to the following adults:

1. _____ relationship _____

2. _____ relationship _____

3. _____ relationship _____

4. _____ relationship _____

Parental or guardian permission is required:

I give my permission for _____ to attend and participate in Grosse Ile Recreation summer Day Camp to be held from 9:00 am-4:00 pm located at Centennial Farm and Water's Edge Locations.

Please list any special needs, limitations, adaptations: _____

Please list any special behavioral considerations and how they are handled.

Parent/Guardian _____ Relationship _____

Grosse Ile Township Recreation Department
Health Service Policy (Rule 119.1)

The Grosse Ile Summer Day Camp states that our Health Officer /Consultation Services are with Grosse Ile Down River PC, 8944 Macomb St. Grosse Ile, MI 48138. 734-675-0705.

The Grosse Ile Summer Day Camp states that our Emergency Transport Service Statement: In the event of an emergency or serious injury the Camp Director, Recreation Director or Head Counselor will make the decision to call EMS (911). EMS service is available from the Grosse Ile Township Fire Department located at 24525 Meridian Rd. Grosse Ile, MI 48138. Transport of a camper will only be permitted by EMS or Legal Guardian. In the event Grosse Ile EMS is unable to transport due to unforeseen circumstance, GI Fire Dept. will be able to call in Downriver Mutual Aid, or the Camp Director will transport Down River PC located at 8944, Macomb St. Grosse Ile, MI 48138 for emergency medical treatment.

Grosse Ile Township Fire Chief, Duncan Murdock,
Grosse Ile Township Fire Marshall/Deputy Chief, Russell Bodrie

Emergency Care Procedures:

STAFFING

All Camp Staff will be certified in CPR/AED and First Aid.

PARENT NOTIFICATION

Camper's parents or legal guardians will be notified by the Camp Director/Recreation Director as follows:

1. Immediately in the event of death.
2. Immediately following the call to 911.
3. Immediately for all accident/injuries.

DAILY OBSERVATION

It is each Counselor's responsibility to be aware of each of their camper's physical condition on a daily basis. Any changes in appearance, appetite, activity level, and behavior pattern's or health habits are to be reported the Camp Director. The Director will evaluate the situation.

SCREENING OF CAMPERS

All campers will be screened by the Director within 24 hours of their initial arrival at camp. This screening will include a review of the camper's health history, a general physical assessment, a discussion of health needs with the camper and a checking in of all medications.

FIRST AID AND HEALTH CARE SUPPLIES

Emergency First Aid Supplies will be in the Directors office at all times, along with a carry bag when on the grounds at the farm. First Aid Supplies will be in the pool office and Water's Edge, along with a mobile kit while participating in activities such as golf, basketball. All inventories of supplies will be attached.

MEDICATION STORAGE AND ADMINISTRATION

All campers and staff medications must be turned into the Director. They should be in the original container with the dosage and frequency marked. The Director is responsible for keeping all prescription drugs and medications locked up in the Directors office. The Director will be the only employee with access to the medication. The Recreation Director will stand in, in the event the Camp Director is absent.

FOLLOW UP

The Camp Director will return all medications to the legal guardian at the end of each camp day upon pick up.

127(2)

HEALTH HISTORY RECORD

Michigan Department of Licensing and Regulatory Affairs

Dear Authorized Person:

The following information is request so that the Camp can better meet the physical, intellectual, and emotional needs of the camper. Fill out the information requested. (Use back of form if additional space is required.) "Authorized person" means a parent, guardian, or adult camper's designee.

Camper's Name (Last)		First	Middle	Sex	Date of Birth
Address (Number and Street)		City		Zip	Telephone (Home)
Authorized Person's Name (Last)		First	Middle		Telephone (Work)
Address (Number and Street)		City		Zip	Telephone (Emergency)

Is the camper having any of the problems listed below?		Yes	No		Yes	No	
1.	Hay fever, asthma, or wheezing	<input type="checkbox"/>	<input type="checkbox"/>	7.	Trouble with passing urine or bowel movements	<input type="checkbox"/>	<input type="checkbox"/>
2.	Eczema or frequent skin rashes	<input type="checkbox"/>	<input type="checkbox"/>	8.	Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>
3.	Convulsions/seizures	<input type="checkbox"/>	<input type="checkbox"/>	9.	Speech problems	<input type="checkbox"/>	<input type="checkbox"/>
4.	Heart Trouble	<input type="checkbox"/>	<input type="checkbox"/>	10.	Menstrual Problems	<input type="checkbox"/>	<input type="checkbox"/>
5.	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	11.	Dental problems	<input type="checkbox"/>	<input type="checkbox"/>
6.	Frequent colds, sore, throats, ear aches (4 or more per Year)	<input type="checkbox"/>	<input type="checkbox"/>	12.	Other	<input type="checkbox"/>	<input type="checkbox"/>

Please explain any problem areas identified above including any current infectious diseases:

If female has she been told about menstruation (answer if appropriate) <input type="checkbox"/> Yes <input type="checkbox"/> No	Has she menstruated (answer if appropriate) <input type="checkbox"/> Yes <input type="checkbox"/> No
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Operations or Injuries

Explain Any Special Health, Behavioral or Emotional Consideration(s)

Medication Needed or Used (Including Psychiatric)			Currently Being Given	
Kind	Frequency	Dosage	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Special conditions to be watched for such as ALLERGY (Reactions to food, Penicillin or other drugs), Bedwetting, Fainting, Sleep Walking, etc.

IMMUNIZATION		Polio	Mumps	Diphtheria	Tetanus	Pertussis (Whooping cough)	Measles	Rubella	Hepatitis B	Other
	Date Initial Immunization Completed									
	Date of Most Recent Booster									

Should the camper's activity be restricted because of any physical limitation or illness? No Yes If yes, explain degree of restriction:

I certify that this information is true to the best of my knowledge.	Authorized Person's Signature	Date
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LARA is an equal opportunity employer/program.

MEDICAL EMERGENCY CARE AUTHORIZATION

Michigan Department of Licensing and Regulatory Affairs

Notice: By signing the reverse side of this card you are granting the operator of the camp organization authority to secure emergency medical, surgical treatment for your camper while attending camp if there is insufficient time to contact you.

You are giving the camp operator permission to secure routine, nonsurgical medical care for your child while attending camp.

In accordance with MCLA Act 116 of the Public Acts of 1973 and the rules for licensing children's camps, this authorization must be signed by a parent or guardian unless there is religious objection.

MCLA 722.124a, Section 124a(2) states: "A parent or guardian of a minor child who voluntarily places the child in a child care organization shall execute a written instrument investing the organization with authority to consent to emergency medical and surgical treatment of the child. The parent or guardian shall consent to routine, nonsurgical medical care.

BCAL-3978 (Rev. 4-16) Previous edition may be used. MS Word