

# 2019 Summer Camp Newsletter



## Dear Parents/Guardians;

I would like to thank you for allowing the Explorer Club to be a part of your child's summer. We are glad to be able to spend valuable time with your child(ren). We strive to ensure that you and your child will have a positive experience this summer. One key to our success is our well trained and caring staff who love to work with children. To ensure that only quality staff, work with your child, we require the following of all it Summer Camp Employees:

- Criminal History & Central Registry checks
- 12 Hours of training including Ages and Stages
- CPR/First Aid Certification
- Blood Borne Pathogens

We encourage you to take the time to get to know the staff and meet them during our parent orientation night, at the Explorer Club on Thursday, May 30, 2019 @ 6:00 p.m in the Lobby Area. Strong communication between the staff and the parents/guardians is essential to make sure that your child enjoys our program. Please take a few moments to read through this newsletter with your child. It will help familiarize you and your child with our policies and procedures. We are excited for summer and can't wait to share the wonderful times we have planned for your (child)ren. Thank you once again for choosing the Explorer Club to be a part of your child's summer!

## EXPECTATIONS AND EVALUATIONS

Campers, staff, and parents all have expectations about summer camp. Every attempt will be made to make summer camp an enjoyable experience for all. The kids will be get hot, cranky and tired. Staff and campers will be doing fun and crazy things. They will get dirty, perform goofy skits, and have whip cream fights.

Please understand that this is summer camp not daycare. Throughout the summer, the kids will be asked to bring or wear things that will enhance the day/week and their camping experience. It is important that you, as a parent, allow, encourage, and help your child to fully participate in these activities. Parents and campers will be given an opportunity to evaluate the camp throughout the summer. If you have any questions or suggestions, please communicate them to the Camp Coordinator. (Jay Smith)

## CHILDREN WITH SPECIAL NEEDS

The Director must be informed prior to enrollment, if your child has special needs. Including, but not limited to those listed; physical disabilities, chronic illness, dietary restrictions and/or medically fragile conditions. If at any time we feel a child that has special needs and requires more individualized care than we are able to offer, we will consult the family. We will listen to and offer options to help us accommodate the camper. We will only rescind services when we feel the safety of the child(ren) is in question.

Campers are not allowed not keep medication in their possession.

## NOTIFICATION OF POLICY CHANGES

If for any reason, there are changes to the Explorer Club policies and procedures each family will be notified in writing. We will make every effort to inform all families before any changes take effect.

## TRANSPORTATION

Children will be transported in Explorer Club vehicles or in contracted buses. All vehicles are inspected and have passed DOT inspections. All drivers must pass a Motor Vehicle Record check with the Department of Public Safety before driving an Explorer Club vehicle. Appropriate licenses are obtained for all drivers.



## HOT WEATHER

**EACH CAMPER MUST BRING A WATER BOTTLE EVERY DAY.** All of our camps will spend lots of time outside. Precautions will be taken to combat the heat and sun. Water will be available and frequent water breaks will be given. **(TIP)** Fill water bottles at night and freeze for the following day in order to help keep the kids hydrated. The Health Department requires that all water bottles have the camper's name on it.

## PARENTAL VISITATION

Parents are welcome to visit the summer program at any time. We welcome parents who wish to spend time playing with their children or view the daily activities of the program. The Explorer Club does not require parents to get approval before visiting. When you visit please seek out the Camp Coordinator and let them know, that you are there

so that they are aware of your presence. While visiting you will be asked to interact with only your child and no other children in the program. Parents are encouraged to participate in all summer day camp activities with their child. Each parent that wishes to participate, must have a current criminal background check on file with It's A Small World. This process can take up to two weeks, so any parent wishing to participate should begin this process early. It's A Small World reserves the right to deny participation to any parent wishing to participate in our program based on the results of their criminal background check or previous non-compliant behavior.

## Late Pick-up Fees

Students not picked up by 6:00 p.m. Will be charged \$1.00 per minute thereafter.

## Registration

Parents should complete a separate application for each child. Registration is not completed until the form has been filled out completely, including the Medical Waiver Form, and payment has been received in full. **We will not accept any campers without the proper forms, payment or financial plan. Please do not send incomplete forms to camp. Do not send registration forms or payments with campers.**

## Emergency Closings

If an emergency or inclement weather forces the closing of camp, parents will be notified to pick up their children. Staff members will supervise the children in a safe and secure place until all children have been picked up. If **contact has not** been made with a parent/guardian or emergency contact within one hour after the emergency closing, the Sheriff's office will be notified to assist in assessing the situation.

# Explorer Club Camp



## Swimming

All campers will undergo a swimming evaluation. Life guards are on duty at all swimming events. Weather permitting; all groups will swim on Tuesdays and Fridays. Departure is at 12:30, our return time will be 4:30. We will swim at **Buhr Park: 734 (971-3228) 2751 Packard Rd, Ann Arbor.** **All children should bring a swimsuit and towel to camp every day.** Swim fees are included with tuition. We will not credit swim fees for any reason. **(Due to Michigan's constantly changing weather, please don't determine at home if the weather is going to be nice enough to swim.)** Children who are too ill to swim or be outside, should be kept home to recuperate. Children, who cannot swim due to an injury, should still bring their swimsuit. A swimsuit is required to enter the pool area. On Tuesday & Fridays, kids are allowed to purchase snacks or goodies from the concession areas, however there is a \$4.00 spending limit. For an additional fee, families can sign up for swim lessons thru Explorer Club or Ann Arbor Parks and Rec. Children must pass each pools swimming test to enter any deep ends or diving wells.

## Fieldtrips

Wednesday & Thursdays are fieldtrips away from the camp site. Cubs & Grizzlies (ages 5-8) will go on field trips on Thursdays. Jr's. and Sr's (ages 9 and up) will go on fieldtrips on Wednesdays. Please check, field trip flyers located at the entrance for more information regarding specific trips. Field trip departure and return times are normally, 9:30 a.m. and 4:30 p.m. You must register and consent to fieldtrips by signing the fieldtrip form. Fieldtrip fees are included with your tuition. We also host mini trips. These trips are not included in weekly tuition. The fee will cover transportation & entry fees. Snacks and souvenirs are additional and solely up to the discretion of the family. Please observe the \$10.00 spending limit on fieldtrips. **On fieldtrip days WED/THURS; children must bring a lunch in a disposable bag with a drink, with their names clearly printed on the bag. Children must wear their camp T-shirts on fieldtrip days.** Children that are scheduled to attend a fieldtrip that do not wear a t-shirt will be provided one for \$12.00, remember T-shirts are an important safety procedure. If you owe for a previous replacement shirt, your child will be ineligible to attend another trip. On the day of the trip if you need to contact the field-trip supervisor. Call the office and we will contact them and have them call you. If you do not want your child to attend one of the scheduled field trips, you will need to arrange alternative care for your child on that day. Additional adult support is appreciated. Parents who wish to attend field trips as a chaperone are welcomed and should sign up with the Day Camp Coordinator as soon as possible.



We will cover the entry fee for the first chaperone per trip. In the event we've purchased tickets prior to the trip, adult chaperones will have to pay for their own entry fee at the venue. **All trips and activities are subject to change based on situations and/or weather.**

### Nutrition

#### **Meals times are as follows:**

**Breakfast > 7:30 - 8:00**

**Lunch > 11:30 - 12:15**

**P.M Snack > 3:00 – 3:30**

Participants must bring a lunch from home each day. Water is available at the Park and Explorer Club locations. Please **do not send in food that needs to be heated or refrigerated**. Lunch boxes and containers such as Tupperware are ok, except on field trip days. Menus are located on the information board. Discuss the menu with your child and provide a substitute if necessary. Due to the number of special diets. We cannot provide alternatives. Parents you must provide Explorer Club with documentation regarding allergies and an action plan, be sure to include types of reactions.

### Sun and Bug Protection

State law requires families who are sending sunscreen or bug repellent, to fill out a medical form. Forms are available on our website or from a staff member. A new form will be needed if you change brands at any time. Families should put the first application of sun block and/or bug repellent at home. We will help/have your camper apply it again in the afternoon or as needed. All spray applications, need to

be applied outside if you are applying them at camp. Please provide a hat and light t-shirt if your child tends to burn easily.

### Payment

Statements will be prepared on a **monthly** basis and emailed. Payments can be made on a monthly basis. Families should declare their payment choices at time of registration. Payment dates are: **5/15, 6/15\*, 7/15** Payments made after these dates will incur a late fee (\$30.00) and may cause a disruption in camp services.

#### ***What if I need to cancel my child's stay at Camp?***

Registration Fees are **non-refundable under any circumstances**. For refunds please consult your registration form. **All refund requests must be made in writing and are subject to the terms indicated on your registration paperwork. Illness and behavior issues do not qualify for refund.** Refunds are disbursed in check form.

### Financial Assistance

The Explorer Club is licensed by the state of Michigan, this licensing makes us eligible to receive payment through the Family Independence Agency for child care. If you think you may be eligible for this subsidy, please contact the Department of Human Services, (734-481-2000) or Child Care Network (734-975-1840)

## Clothing and footwear

Our program includes lots of activities that your child will enjoy more if he or she has appropriate clothing. Children should wear clothes that are comfortable and allow for physical activity, both indoors and out. Tennis shoes, sandals that strap on to the foot and/or closed-toed shoes with an enclosed heel are a must. Socks, Socks, Socks, all children should keep a pair of socks in their backpack, for walks in the woods, trips to play-areas, cold feet etc. Children are not allowed to go barefoot. **Horseback riding:** If your camper is registered for horseback riding, remember to include a pair of long pants (not sweatpants), and hard-soled shoes or boots with at least a 1/2" heel.

**Flip-flops or slides are only allowed at the pool.**

## Camp T-Shirts

Every registered camper is given a camp T-shirt. For safety reasons, it is mandatory that participants wear their camp shirt on all full day field trips. If you would like your camper to have a second T-shirt, or you need to replace a lost or damaged shirt, please see the Camp Coordinator. Availability of additional shirts is not guaranteed and is based on stock on hand. Cost for an additional T-shirt is \$12.00.

## Health and safety

Due to the structure of the program, campers must be healthy enough to physically participate in the daily flow of activities. If your child becomes ill or has a serious injury you will be contacted and you (or your designee) will need to pick up your child within the hour. Children are not allowed at Day Camp with fever, diarrhea, vomiting, head lice, or any other communicable disease. They must be free from symptoms for 24 hours before they can be admitted back into the program. A doctor's clearance may be required for admittance to the program. Parents are responsible for all fees charged by attending physicians, by the ER, EMS, and/or by the pharmacy for any medications or services prescribed that are not immediately covered by your existing insurance.

## Medication

If your child will need medication while attending camp, parents will need to fill out a Medication Authorization Form, signed by the child's physician and/or parent. All medications must be in original containers clearly marked with dosage amount and dispensing instructions. To give the best care possible we request a list of all medications being taken by any camper to be on hand at camp in case of emergency. All Medications and EpiPen's should be given directly to the Camp Coordinator along with a completed medical form.

## Attendance

Each child will be expected to attend camp for each day or week for which he/she is enrolled. If a child is ill or has other commitments, (ex: family vacations) etc., Please inform the Camp Coordinator prior to the start of the camp day or week. Fees will not be refunded for days missed. *Our camps leave for activities on time and will be unable to wait for children arriving after the posted departure time. **If you are tardy, it is the parent or guardian's responsibility to provide transportation to your child's group location. Due to licensing ratios, your child will not be able to be added to another group.***

## Signing in and out procedure

Parents are responsible for signing their children in and out every day. Parents must escort children to and from camp staff. Camp Staff will only release children to those authorized on the Child information sheet. We will need written notice from the parent to release children to anyone not listed on the form. Individuals other than parents or guardians will need identification for staff to release children to them. (\*Individuals who become verbally abusive or confrontational regarding this policy will no longer be able to pick up.)

## Drop off and pick up procedure

Parents, when you are dropping off and/or picking up your children please park your vehicle in marked designated parking spaces. Please refrain from pulling up to the front of the building or parking in handicap spaces. We thank you in advance for your cooperation.

## Show and tell

Children may bring toys, games, video, etc. to use or share. The use of phones, tablets, electronics, etc. is at the discretion of Camp staff. Explorer Club will not assume any responsibility for lost or broken items. However, it is our policy that parents are financially responsible for any damages caused by their child.

## Lost and found

Please make sure to label all items your child brings to camp, i.e. lunch boxes, helmets, towels, etc.

## Behavior

Our day camp programs are active, camp is more fun when campers fully participate in all the daily activities. If a child consistently chooses not to participate, the Camp Coordinator will discuss options and methods with the staff and parents about whether future participation is right for the child. All campers are expected to comply with staff direction as well as treat themselves, staff, fellow campers and guests with respect and to act in an appropriate manner. Positive reinforcement and redirection will be used whenever possible. When dealing with inappropriate or unacceptable behavior, staff members will evaluate the problem with the child. If the problem persists, the parent/guardian will be notified. A discipline report will be placed on file. A continuation of the problem may result in the child's dismissal from the program. Campers may be dismissed from the program for willfully disobeying camp rules, city or state laws, harassing another participant or staff members, leaving camp or group without permission, repeated use of inappropriate, racial/ethnic or abusive language. Failure of parents or guardians to pick up a child within a reasonable time frame (60 minutes from time of contact) will result in dismissal from the program. The possession of illegal drugs, drug paraphernalia, tobacco, alcohol, knives, guns, fireworks, matches, candles, any acts of theft, bullying, violence or sexual misconduct will be grounds for immediate dismissal from camp. Campers dismissed from the program for any reason will not be re-admitted for the remainder of the program and a refund of fees paid will not be given.



## What to bring to camp

### Every day "must have" items

Water Bottle

Lunch

Swimsuit

Towel

Backpack or Bag W/extra clothes

Sunscreen

Extra Socks

***\*Please label all items brought to camp\****

Optional items

Hats

Sunglasses

Light Jacket or sweatshirt

Capstick

Spending money on Fridays, \$4.00 limit

\* Ask about "Pit-stop"

### Fieldtrip Days

Camp T-Shirt

Lunch in **disposable bag w/ drink**

(Print name on bag)

(No Tupperware type containers)

Souvenir Money (Optional - limit  
\$10.00)

**Flip Flops and slip on sandals are  
only allowed at the beach or pool.**

## Notes

