

**Center Line Public Schools  
&  
City of Center Line**

**Summer Daze**

Summer Day Camp

# 2016 Parent Handbook

## Welcome to Summer Daze

This handbook has been created as a reference guide for both parents and children. It contains vital information and policies about our summer program. Please take the time with your child to read and review the handbook at least once before coming to camp.

As a caregiver of your child, CLSDC Staff have a very important role in the growth and development of your child. Your children look to the counselors for guidance and as a role model for their emotional, behavioral and social growth.

## Our Program

Center Line Summer Daze Camp is a Summer Day Camp recreation program sponsored by the City of Center Line. Our program is funded predominantly by user fees and with supplemental taxes collected from the City of Center Line Residents. Center Line Summer Daze Camp is **not** a Day Care.

The success of our camp is centered on our excellent staff, and a wide variety of activities. At Center Line Summer Daze Camp we provide traditional camp activities like arts, crafts, hands-on nature study, sports, games and group projects. Through hands-on activities and low counselor-to camper ratios, camp builds self-esteem and provides an excellent opportunity for individual attention.

## Three Rules for Campers to memorize!

1. **DO NOT LEAVE THE GROUP.** Children willingly as opposed to brief separation must not leave the group at any time or under any circumstances. Any child who leaves the group will have their parents called for pick-up and asked not to return for the remainder of the week. This is a zero-tolerance policy.
2. **RESPECT.** Children must respect others, and understand that any bullying, racism, teasing, or otherwise mean behavior will not be tolerated. Disrespect of the Camp Center Line Staff or the City of Center Line property will not be tolerated.
3. **HAVE FUN!! MAKE MEMORIES!**

## Center Line Summer Daze Camp Program Goal

Center Line Summer Daze Camp is committed to providing a safe, enjoyable and exciting experience for all campers in our care. The opportunity to gain new skills through activity, involvement, as well as life lessons from staff guidance is a fundamental aspect of our philosophy. We strive to meet each camper's individual needs and provide an atmosphere whereby they can flourish.

## Program Objectives

- To provide a safe, accepting and caring environment for all children.
- To provide a program that offers a variety of activities that encourages the learning of new skills, while still meeting the child's needs and interests.

- To encourage the development of new friendships between campers
- To provide positive discipline techniques and help children develop and use their problem solving skills
- To contribute to the development of physical growth, creativity, self-concept, and intellectual curiosity in children

## **PROGRAM INFORMATION**

### **CENTER LINE SUMMER DAZE CAMP**

June 20 – August – 31

7:00 a.m. – 6:00 p.m.

Give your child an exciting, unique and fun-filled summer. The structured environment will help to provide social skills as well as fun under the sun.

Activities include sports, art & crafts, games, special events, and classic camp fun.

Campers will be supervised by our caring, energetic, and responsible Camp Counselors.

Payment deadline: Friday prior to the week needed. If payment is not received the Friday prior to the week that is needed then your child will not be able to attend camp until the payment is made and there will be a \$25.00 late fee added.

Some trips require kids to bring a bag lunch, socks, and sunblock. Parents will be notified when these items are needed. If your son/daughter does not have the items needed to attend the trip and the camp staff needs to purchase them, then the parent will be charged. Lunch will be \$5.00. Socks will be \$3.00. Other fees will be added based on price and a receipt will be given to the parents.

## **PROGRAM INFORMATION**

### **REGISTRATION:**

Registration is at the City of Center Line Recreational Center. Registration is open to children ages 5-12 years old. Registration is taken on a first come first served basis. Parent Manuals and forms will be given out prior to the first day of camp and parents will need to turn in all information no later than the first day of camp.

**Emergency card**- Please make sure to fill out this form completely. The more information that is given to us, the easier it will be to contact you in an emergency. If your information changes during the summer please let the Camp Director know so your files can be updated.

**Medication Administration Form**- This form is only required if your child will need medication during camp hours. This form must be signed by the parent/guardian for any medication including over the counter medication.

### **REFUND/CANCELLATION POLICY:**

If a child no longer continues to attend Summer Daze, **parents need to directly inform the Camp Director.** Only parents or legal guardians will be permitted to pull a child from the program. No refunds will be given unless for medical reasons; costs will **not** be pro-rated. Fees will **not** be pro-rated or refunded for vacations, sick days, suspension or dismissal for behavior.

**Returned Checks (Non-Sufficient Funds)** All returned checks must be paid in full within five business days in the form of cash or money order. If payment is not made in full within five business days your children will be removed from the program. A \$26.00 fee will be added to all returned checks. You **will** be required to pay by cash or money order for all future services.

### **CAMP LICENSING:**

Summer Daze is licensed from the State of Michigan. The licensing process is one way that we continue to make Summer Daze the best camp possible.

### **CHILD CARE TAX CREDITS:**

All Summer Daze tuition is eligible for child care tax credits, and any flex spending dependent care reimbursements. **Our Federal Tax ID # is 38-600-4668**

## **COMMUNICATION/SECURITY PROCEDURES**

### **SIGN IN/OUT:**

Parents or persons listed on the emergency card must sign children in/out. This is the only way a child will be released. Please list on the emergency card anyone who has permission to sign the child in/out. The Summer Daze staff will require that all adults come in person to the pavilion or in the building with a photo I.D. to sign the child in/out. For safety reasons, we will not release children to adults waiting in a car or to any person who does not appear on the emergency card or whom written permission has not been given.

**Please do not send your child early to camp or plan on your child staying late. Staff cannot be responsible for your child!**

### **LATE/ABSENT:**

If your child is going to arrive late or will be absent from the program, please call in by 9:00 am to notify staff. Please be ready to leave the following information:

1. Child's Name
2. Your name and a phone number where you can be reached
3. The date of absence or when your child will arrive if late

If your child arrives late to the program, and the group is not present, there will be a posted notice as to the whereabouts of the group. If arrangements cannot be made to catch up to the group the

Camp Director should be notified to discuss the best plan of action. Remember to refer to your calendar to avoid any miscommunications.

### **VACATION:**

Please inform the Camp Director if your child will be on vacation or will miss a day of the program. Program fees are not pro-rated for absences.

### **EARLY DISMISSAL:**

Please send a note giving specific information if your child needs to leave early. If someone other than the parent will be picking up the child, indicate the name of the person and the time they will be picking up the child. **Children cannot be released to anyone other than the parent/guardian, unless listed on the emergency card, without written approval.**

## **COMMUNICATION/SECURITY PROCEDURES**

### **IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES:**

At the beginning of each day parents/children will sign in. Once at the program children will be placed in appropriate rotation groups with the staff/child ratio no greater than 1:10. Along with head counts throughout the day, a buddy system will be used for everything such as getting a drink, bathroom breaks, and field trips. At the end of each day a parent must sign out the child. Staff will follow up on any child not signed out to make sure they have made it home safely.

### **Offsite trips/programs:**

Children will be placed in attendance groups and buddy system will be used. Staff members will monitor head counts and complete attendance will be taken on the bus before departing any locations.

### **LOST CHILD PROCEDURE:**

If camp staff discovers that a child is missing from the site or field trip site, the following procedure will be used:

1. A few staff members will search the area, while the other staff will gather the children together to find out if anyone has seen the missing child.
2. The staff will proceed according to the information found out.
3. The Camp Director will notify the parents and the Recreation Director that the child is missing.
4. If the child is still not accounted for then 911 will be called.
5. Staff will not depart from the field trip site until all children are accounted for.

### **VISITOR POLICY:**

Visitors to our program will be kept to a minimum. The park is for public use as well as our campers. Staff members will use their best judgment when planning activities. Participants will not be permitted to bring friends to the program or have them meet them at the site. All visitors to the program will sign in and staff will inspect and record one piece of identification. If there is any information pertaining to visitation regarding your child, please inform Camp Director prior to the first day of Camp.

## **COMMUNICATION/SECURITY PROCEDURES**

### **LATE PICK-UP:**

It is mandatory that your child be picked up at closing time. Should an emergency arise where you cannot pick up your child, please let the Staff know immediately. If your child has not been picked up on time the staff will follow our Late Pick-Up Procedure. Two designated counselors will stay with the child until they are picked up by an authorized adult.

1. If a child is not picked up after 6 pm, staff will immediately begin by calling the child's parent.
2. 10 minutes after dismissal, staff will call parents a second time and then emergency numbers if parents cannot be reached. Staff will also contact the Recreation Director and/or Camp Director.
3. 15 minutes after dismissal, staff will try contacting all emergency numbers and they will update the supervisor again.
4. 25 minutes after dismissal, a last call to the parents and the supervisor will take place, if a parent/guardian is not reached then the Center Line Police Department will be contacted and your child will wait in the police station lobby until you arrive.

### **LATE FEE:**

A \$20.00 fee will need to be paid within 24 hours.

### **LOST AND FOUND:**

It is highly recommended that parents label all items (clothing, towels, lunch boxes, water bottles, etc.) with your child's name. Staff will make every effort to keep all children's belongings in their backpacks. At the end of each week, staff will display the lost and found items at afternoon pick-up. At the end of the season all remaining items will be donated.

## **POLICIES AND PROCEDURES**

### **PROCEDURE CONCERNING PERSONAL BELONGINGS AND MONEY:**

Participants are asked not to bring any personal property or money to the program. If a participant does bring personal property it will be his or her responsibility. iPods/MP3 players, hard bats/balls, electronic games, etc. are not permitted. Staff will notify parents if extra money is needed for an activity, otherwise, additional money is not encouraged. Parents need to label all personal belongings brought to the program. Participants should have a bag/backpack labeled with their name to store their belongings.

### **POLICY CONCERNING MEALS AND SNACKS:**

Safe drinking water is freely available to children at all times however, children should bring a full bottle to the program every day for their use. Lunch will be provided for free from the school. On occasions participants or staff may want to bring treats/snacks for a party or celebration. These treats/snacks must be prepackaged store bought items. There will be some field trips that we go on that will require your son/daughter to bring in a lunch.

### **PARTICIPANTS PERSONAL HYGIENE:**

Each child will be instructed to wash hands with soap and running water before meals and after using toilet facilities. All toilet articles, such as combs/hairbrushes must be labeled with the child's name and shall not be shared with other participants. A child's wet or soiled clothing will be changed promptly. Staff members will call parents to supply a change of clothing if needed.

## **PROGRAM POLICIES AND PROCEDURES**

### **READING TIME:**

Center Line Summer Daze Camp will provide reading opportunities throughout the summer. Please support the camp staff this summer by sending your child with a book when appropriate.

### **SPECIAL ACTIVITIES/VIDEO VIEWING:**

Staff will notify parents of any special activities that do not follow everyday planned activities. Center Line Summer Daze Camp, will have access to video/DVD viewing but this will be kept to a minimum and requires the Camp Director approval. Parents please give Center Line Summer Daze Camp permission to show PG movies on the field trip permission form.

### **T-SHIRTS/DRESS CODE:**

Children are **required** to wear a camp shirt on Field Trips. As part of the program fee children who are registered will receive one t-shirt. Additional shirts can be purchased.

All campers should wear closed-toe shoes each day. Campers participate in sports and other gross motor activities each day. It is important for their safety that they wear tennis shoes.

A sweatshirt or windbreaker is advised for early morning. We spend a lot of time outside and the temperatures may seem warm when you're leaving the house, but the wind in the park makes it feel 10 degrees cooler.

Center Line Summer Daze Camp will not permit any article of clothing referring to the support of violence, drugs, weapons/fighting, profanity, etc. or discrimination of any kind.

### **ILL CHILD POLICY:**

A child who is ill upon arrival will not be permitted to stay at camp for that day. If a child becomes too ill to remain at the program, staff will call to have a parent pick them up immediately. The child

will be separated from the group and provided a mat and blanket until a parent arrives. **The parent has one hour to make arrangements and pick up the child.** The Macomb County Health Department requires children to stay home for 24 hours after any of the following:

- The last time they vomit
- After the fever is gone WITHOUT the aid of medications
- After starting medication for an infection
- After the last bout of diarrhea
- Children must stay home with a rash that has not been diagnosed by a physician

**COMMUNICABLE DISEASES:**

Communicable diseases include but are not limited to the following: hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, or shingles.

**COMMUNICABLE ILLNESS POLICY:**

If a child shows signs of severe or communicable illness parents will be called immediately. The child will be separated from the group and given a blanket and mat if wanted. The Recreation Director or Camp Director will notify the local Health Department, staff members, and all parents of the participants enrolled at that site if any further action is necessary. The child's confidentiality will be maintained at all times.

**CONTROL OF COMMUNICABLE ILLNESS:**

We ask that parents notify the Camp staff if their child has been diagnosed with a communicable illness. Staff will notify the Recreation Director. The Recreation Director will in turn notify the local Health Department, staff members, and all parents of the participants enrolled at that site if further action is necessary. The child's confidentiality will be maintained at all times.

**PARTICIPATION EXCLUSION:**

Parents can exclude their child from participating in any activity they wish. Please send a note to the Camp Director indicating the activities you wish your child excluded from. An alternate activity will be provided except for field trips, as staff will be off site with camp.

**VIDEO AND PHOTOGRAPHY:**

Participants in any public facility or program may be photographed or videotaped for use in city publications or promotional materials. Please be sure to sign the permission slip giving us permission unless you wish them to be specifically excluded.

**COMPLAINTS:**

Complaints regarding the actual program should be directed to:

**Recreation Director 586-757-1610**

**Heather Hames**

[hhames@centerline.gov](mailto:hhames@centerline.gov)

Complaints regarding the Roose facility should be directed to:

**Superintendent**

**586-510-2000**

**Eve Kaltz**

[kaltze@clps.org](mailto:kaltze@clps.org)

## **EMERGENCY/WEATHER PROCEDURES**

### **EMERGENCY POLICY (INCLUDING ACCIDENTS AND INJURIES):**

In the event of a medical emergency, accident, or injury, basic first aid will be provided. Bumps will have ice applied, and wounds will be washed with soap and water. In the event of a serious injury, the parent will be notified. If the parents are not available, emergency contacts will be called. If needed 911 will be contacted, and paramedics will determine if transportation to the hospital is necessary. A staff member will go to the hospital until a parent arrives. Please complete the section on the Emergency Card which gives Center Line Summer Daze Camp permission to secure medical attention and transport if the parent cannot be reached and the condition of the child warrants medical observation.

### **INCLEMENT WEATHER:**

Center Line Summer Daze Camp will operate rain or shine. We look at inclement weather as a wonderful opportunity to encourage resiliency by adapting to change, creative problem-solving, and approaching adversity with optimism. The safety of our campers is our first concern. However, all programs, including field trips, are subject to cancellation. In case of cancellation during the day to extreme weather the following procedures will be used.

1. Children will be kept inside and in a safe area.
2. If extreme weather persists, decision will be made to cancel programs/field trips.

### **EVACUATION PROCEDURE:**

Center Line Summer Daze Camp has written evacuation plan in case of natural disaster, including, but not limited to, floods, tornados, severe weather, and any unsafe person, animal, or situation that occurs during the camp hours. There is also a weather radio located in the Rec. building to keep staff aware of weather changes. Camp Staff will not hesitate to take shelter at the first sign of dangerous weather. The designated emergency shelter is the Rec Center. If Camp Staff decides that an evacuation is necessary the following procedure will be used:

1. Call 911 if deemed necessary.
2. Children will be notified of evacuation.
3. Staff will move children as a group to a predetermined safe location.
4. Once participants and staff are safe and secure the Recreation Director will be notified of the evacuation, the location, and status of the group.
5. The Camp Director and Recreation Director will determine the next steps which include notifying parents, possible emergency transportation, and discussion of further procedures for responding to the crisis.

6. Program sites will conduct evacuation/tornado drills with the children.

### **STORING AND ADMINISTERING MEDICATION**

#### **STORAGE OF MEDICATION:**

Medications will be stored in a secured location and dispensed by the Director/Assistant Director at the appropriate time according to the dosage marked on the container. A written record of all medication dispensed is required. **Written permission from the child's parent must be on file before any medication can be dispensed.**

Medications must be kept in the original container. Prescriptive medicine containers must bear the original pharmacy label that shows the prescription number, name of medications, date filled, physician's name, child's name, and directions for dosage. When no longer needed, medications must be returned to parents or guardians, or destroyed.

Medications will be dispensed and a record made only by persons trained to administer medications. Staff will be trained prior to administering medication to any child.

The written record of medication will include the child's name, date and time the medication was administered, the name and dosage of the medication, and the name or initials of the staff person who administered it.

Children who have asthma will be permitted to carry their own inhalers and use them as directed once written parental consent is received.

#### **SUN PROTECTION:**

The sun is harsh and Center Line Summer Daze Camp Staff will make every effort to keep the children protected. As a normal rule, children will be reminded to apply their own sunscreen on a frequent basis. It is also recommend that parent's assist their children in applying sunscreen at least once before arriving at camp. Please supply labeled sunscreen in your child's bag and label it with their name.

### **DISCIPLINE AND BEHAVIOR MODIFICATION**

#### **DISCIPLINARY GUIDELINES:**

Three basic principles are to be observed by all:

- Keep yourself safe
- Keep others safe
- Keep the materials and equipment safe

Discipline will be appropriate and constructive or educational in nature such as:

- Diversion
- Separation of the child from the situation
- Talking with the child about the situation

- Praise for the appropriate behavior

\*Children will not be subjected to physical or emotional harm or humiliation.

\*Staff members will not use corporal or other harsh punishment, including but not limited to: Pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of discipline.

\*Discipline will not be associated with food, rest or needing to use the bathroom. Children will not be punished for bathroom accidents. Food will not be denied or forced upon a child as a disciplinary measure.

\*Separation will be brief and appropriate for the child's age and circumstance. Child will be within hearing and vision of Camp staff.

\*Authority to discipline will not be delegated to other children or volunteers.

### **DISCIPLINARY ACTION PLAN:**

Minor behavior problems:

- Child will be separated from the group.
- The staff member and the child will determine when the child is able to return to the group.
- The staff member will log the incident and what means of discipline were used.
- If minor behavior issues are reoccurring the Recreation Director will be notified.

Major behavior problem or continued inappropriate behavior:

- Child will be separated from the group.
- Staff and child will reflect upon the behavior and decide on problem solving strategies.
- The staff member will notify parents and discuss their child's behavior and what the next step involve. These steps could include a parent/child and staff conference.

If a child breaks the contract or the safety of others is at risk, staff will contact the Recreation Director who will decide whether to suspend the child temporarily from the program or the child could be removed from the program entirely. The registration fee will not be pro-rated or refunded.

## **CHILDREN WITH SPECIAL NEEDS POLICY**

### **AMERICANS WITH DISABILITIES ACT:**

The Center Line Summer Daze Camp welcomes everyone to participate and enjoy programs and facilities regardless of race, color, religion, gender, age, national origin, or disability. Center Line supports the Americans with Disabilities Act and strives to comply with all aspects of the law to ensure barrier-free participation. Child care programs are required to make "readily achievable accommodations" for all children with disabilities. "Readily achievable" is defined as being "able to accomplish easily and without much difficulty or expense." Programs are not required to make

changes that would create an undue burden, which is most simply defined as creating significantly difficult or expense, or increasing safety or crime considerations.

**OPEN COMMUNICATION:**

Having prior knowledge about any special need, learning difficulty, ADHD, a recent loss or major change in the family or child's life makes a tremendous difference in helping the Camp Staff provide the care and sensitivity to your child. It is important for parents to be open with the staff and work with the staff to create a positive camp experience for all children.

**ASSESSING CHILDREN WITH SPECIAL NEEDS:**

Child care programs are required to make individual assessment about whether it can meet the particular needs of the child without fundamentally changing the program. Upon registration parents will need to provide an existing individualized healthcare plan for the child that can be reviewed to determine whether Center Line Summer Day Camp can meet the needs of the child.

The individualized healthcare plan shall include the following as needed for the child and must be signed by the healthcare provider:

- Medication schedule
- Nutrition and feeding instructions
- Medical equipment or adaptive devices, including instructions
- Medical emergency instructions
- Toileting and personal hygiene instructions

**CONSIDERATION BEFORE ENROLLING A SPECIAL NEEDS CHILD:**

Please take in consideration the following limitations of our day camp program before enrolling your special needs child.

- Our program is held outdoors most of the day
- Daily program consists of physically active games and participation
- Staff is not trained to assist with toileting, feeding participants or Therapeutic Recreation
- Program does not have staff to child ratio to accommodate a child needing staff assistance one-on-one.