

**City of Lapeer Parks & Recreation Department
880 S. Saginaw Street
Lapeer, MI 48446**

Telephone: 810-664-4431

PARENT/CHILD SUMMER CAMP HANDBOOK

GOAL

Our goal is to provide active and creative play. We hope to allow children to explore and enhance their abilities while providing a safe and fun program!

PURPOSE

The purpose of this handbook is to provide each parent/guardian with reference information on the procedures of the Summer Day Camp. This is not a complete list of Community Center rules. Summer Day Camp is part of the City of Lapeer Parks & Recreation Department Program and follows all policies that are part of the City of Lapeer Parks & Recreation and the City of Lapeer Community Center.

DATES & TIMES

Please refer to the City of Lapeer Parks & Recreation Program Brochure for Summer Day Camp dates and times.

STAFFING

Camp counselors will remain with the Camp Kids at all times. All Camp counselors have C.P.R and First aid training and proper background checks. American Red Cross certified lifeguards will be on duty during swim times.

SIBLING DISCOUNT

Additional siblings attending the same week receive a reduced rate.

LATE REGISTRATION FEE

Camp must be paid in full *prior* to Thursday @ 9pm of each week or a late fee of \$5 per camper will be applied.

ARRIVAL & DEPARTURE

1. Each child ***must*** be signed in upon arrival. Failure to sign your child in and then leaving the child at the Community Center will result in a call from the Community Center staff requiring you to return and either sign-in your child, or bring him/her home with you. Children ten (10) and over may sign themselves in upon arrival and out at the end of the day, provided the *prior written* parental consent has been given.
2. Each child ***must*** be signed out at departure. We are required by law to dismiss a child only to a preauthorized person. We must have these names on your child's Camper Information Form. Your child will only be released to the parent/guardian that signed them in earlier that day or those people listed on the Camper Information Form, unless *prior, written* arrangements have been made. Please understand if we ask for I.D., it is for your child's safety. **We cannot release by permission over the phone**, it must be written.

LATE PARENT PICK UP POLICY

If a parent or authorized person is late in picking the child up, your child will be put in to the Extended Camp Program and a minimum fee of \$7 will apply. If a child is consistently picked up late, Extended Camp arrangements will have to be made. Children become upset when parents are not on time, please call the Parks & Recreation Department if you know you will be late. For your child's safety, Parks & Recreation Department Staff will remain with your child until they have been signed out. Therefore, it is *extremely* important that you are on time.

EXTENDED CAMP

If your child is part of the before or after camp Extended Camp Program held at the Community Center, an individual contract must be completed prior to Camp.

BREAKFAST

Breakfast will be provided weeks 2-9, every morning of our regular Summer Day Camp program. It is important that you list any allergies or food restrictions that your child may have on their Camper Information Sheet. If you prefer that your child does not receive a breakfast in the morning, please note this on his/her Camper Information Sheet.

LUNCHESES

Lunch will be provided weeks 2-9, each afternoon of our regular Summer Day Camp program. It is important that you list any allergies or food restrictions that your child may have on their Camper Information Sheet. If you prefer that your child does not receive a lunch, please note this on his/her Camper Information Sheet.

You will be notified if lunch will not be provided on any given day so that you can send a lunch and drink with your child.

Children are welcome to bring their own non-perishable lunch each day; please label. Lunch should be simple and juice or water is recommended drink.

OUTDOOR ACTIVITIES

Children will spend time outside playing and hiking throughout the week. Gym shoes are recommended for safety and play. Please apply sunscreen to children each day and pack a hat. Water bottles are allowed.

SWIMMING POOL

Camp counselors will supervise children in the pool and from the pool deck. Please pack a swimsuit and towel each day. No jeans or cut-off shorts are permitted in the pool. Lifejackets, waterwings and swim cubes are permitted in shallow water. Pool toys are not permitted.

FIELD TRIPS

1. Off-site field trips are planned. Transportation will be on Lapeer Community School buses. Please arrive on time on field trip days.
2. For safety reasons and easy identification, please see that your child *wears his/her **Camp T-shirt on ALL field trip days.** If Camper forgets their Camp T-shirt they will be required to purchase an additional one.* Campers will wear their camp shirts into the water on field trips away from the Community Center. Please send an extra change of clothes these days.
3. Sunscreen (applied at home) and hats are also *strongly recommended* for outdoor field trips. (Umbrellas if it looks like rain.) Children should be rested and prepared for a busy day!
4. If a field trip is *cancelled* for any reason the decision to reschedule the field trip or hold camp that day at the Community Center will be at the discretion of the Parks & Recreation Department Staff. Please remember, all field trips are subject to change.

CHILDREN'S BELONGINGS

Please do not allow your child to bring electronics, toys, games, etc. We are not responsible for items that are lost, stolen or broken. Label all belongings including backpacks, lunches, towels, jackets, umbrellas, hats, etc.

CLOTHING

We will go outside on a daily basis, weather permitting, please dress accordingly. Tennis shoes are recommended.

SICK/ILL CHILDREN

1. We cannot accept sick children. If your child has a temperature, upset stomach, runny nose, is acting ill or has any infectious disease, please keep him/her at home.
2. If your child becomes ill during Camp we will notify you for pick-up.
3. You will be notified if your child has been exposed to a contagious disease.

MEDICATION/ALLERGIES/SPECIAL SITUATIONS

Each individual situation must be noted on your child's registration form. It is mandatory that you discuss any medication, allergies or special situations with the Parks & Recreation Department Camp Supervisor.

ACCIDENT/INJURIES

1. First-Aid supplies (ice, Band-Aids, gauze) will be available.
2. General injuries and illnesses shall not be treated by staff and transportation to take care of these injuries and illnesses will not be provided by staff. Parent/Guardian will be contacted and asked to be responsible for obtaining transportation.
3. Staff is available to call an ambulance upon request after notifying parent/guardian.
4. If the child is unconscious or unable to respond, an ambulance may be called at the discretion of the staff, while the parent is being contacted. If it is necessary to transport the child to the hospital by ambulance, a staff member shall accompany the child and remain there until parent/guardian arrives.

RULES OF BEHAVIOR

Parents, these are general rules for behavior. Please discuss these rules with your children.

1. Be courteous.
2. Be respectful to staff and other children.
3. Keep hands and feet to themselves. Hitting, pushing or fighting is not acceptable.
4. Do not use inappropriate language. Mean words or threatening language is not acceptable.
5. No items inappropriate for camp should be brought to camp.
6. Children can only leave the "group" with a Camp Counselor.
7. The Buddy System will be used and will be explained to your child.

SOLVING BEHAVIOR PROBLEMS

We will attempt to recognize and identify problems before they develop. If children are misbehaving they will receive verbal reminders. When more than one reminder is needed, a discussion and cooling-off period will be used to discuss the importance of the rules. Parents will be kept informed of behavior problems. It may become necessary to remove your child from camp if his or her behavior is disruptive. Whether they are removed from camp for the day, week or remainder of the summer depends on the seriousness of the behavior and/or whether or not the behavior has been repeated. Examples of types of behavior that warrant removal from camp include, but are not limited to, hitting a counselor or camper, being disrespectful to staff or other children in the program, physical fighting, serious or repeated bad language and threatening statements or actions.

COMMUNICATION WITH PARENT

If there is a problem or concern, we encourage each parent/guardian to contact us, 810-664-4431, or stop by the Community Center during business hours. Also, please feel free to talk with any of the counselors on a day-to-day basis.

EMERGENCY PROCEDURES

1. In the event of a *fire or emergency evacuation*, the children will be taken from the building by Parks & Recreation Department staff. Staff will remain outside with the children until the "All Clear" is given. If necessary, the parent/guardian will be notified and children will be released to designated parent/guardian/persons on the Camper Information form only.
2. If a situation occurs during the day that would result in the closing of Camp before the scheduled pick-up time parent/guardian will be notified.
3. In the event of a *tornado warning* the children will be taken to the family locker room for parents to pick up. Parent/Guardian will be notified and children will be released to designated parent/guardian/persons on the Camper Information form only.

RECORDS SHEET

A records sheet is provided for your convenience to keep track of the amounts spent on camp. Please keep track for your own records. We may not be capable of retaining this information for you.

PARENT INPUT FORM

We care about the quality of our service. Your input is important to us. It is our goal to use this form to receive your comments, suggestions, compliments and/or concerns *during* the camp program so issues can be addressed immediately. Please feel free to leave this form for the Summer Day Camp Staff or mail it to:

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880 S. Saginaw St.
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Please use this space for your comments. (Please use space on back if necessary.) We welcome additional comments from the Campers!

If you would like a response, please print your name, address and telephone number.

Name _____

Address _____

Telephone (day) _____ (evening) _____