



# PARENT INFORMATION PACKET

## Mission Statement

The Eastern Michigan University Recreation/Intramural Department Holiday Fun Camp provides a safe and recreational atmosphere for children by promoting healthy competition and cooperative learning through various sports, arts and crafts, group games, and team teaching with a staff that aspires to develop the skills needed to spark the child's imagination, intuition and proficiency for everyday physical and mental activities.

## Registration and Payment

- Registration is open to all interested campers, and openings are filled on a first-come first-serve basis.
- There is a one-time, non-refundable registration of \$25.00, per camper.
- All camp fees must be paid in full on or before the first day of camp. You may pay with cash, check, or credit card. Checks are payable to: Eastern Michigan University.
- A \$20.00 Late Fee will be assessed to all late payments.
- Cancellation Policy: Failure to cancel before 5:00pm on December 18<sup>th</sup> will result in forfeiture of any pre-paid camp tuition. All cancellations must be done through a Camp Director.

## Drop off and Pick Up

Drop off begins at 8:00am and Pick up ends sharply at 5:30pm. All late pick ups, after 5:30pm, will result in a \$1.00 per minute late pick up charge. If a parent/guardian will not be able to pick up a camper on any given day, their designated adult must be listed in the camper's file and a director must be contacted prior to pick up about the change.

Parents/guardians are responsible for signing their camper in/out every day. A camper will only be released to an authorized adult listed on file. Changes in pick up must be in writing to the Camp Directors.



## Emergency Contact

Each camper must have adult emergency contact information on file with the Camp Directors. In the case of a physical, health, or weather emergency, parents will be contacted immediately. Campers will be kept in a safe area until pick up is made.

## Children with special needs

If your child has special needs, a chronic illness, a disability, or a medically fragile condition, please inform the Camp Directors. This information is essential to determining how best to safely meet the needs of your child. We will make all reasonable accommodations to assure a safe and successful camp experience for all children. However, if our camp cannot meet your child's needs, we will assist you in considering other options that can provide a safe and exciting summer camp experience. Please contact Martha or Kristi at [734.487-1338](tel:734.487-1338)

## Sudden illness, Medication needs, and Healthy attendance

- If your child becomes ill or has a serious injury, the parent/guardian will be contacted immediately. You or your designee will need to pick up your child within one hour of an emergency call. Children are not allowed to attend camp with fever, diarrhea, vomiting, pink eye, head lice, or any other communicable disease. They must be symptom-free for a full 24 hour period. A doctor's clearance may be required for re-admittance to the program.
- If your child needs medication while attending camp, a parent/guardian will need to fill out a Medication Authorization Form, signed by the child's physician or parent/guardian. All medications must be in the original container and clearly marked with dosage amount and dispensing instructions.
- All campers must be healthy and ready to participate in each day's planned activities. Please do not send your child if s/he is unable to fully participate.

## Discipline and Behavior Concerns

Fun Camp is about having fun, in a safe and healthy environment. We expect our campers to be active participants and to follow camp rules at all times. Appropriate behavior is important to everyone involved with our program.

All campers are expected to comply with directions from staff. Campers are expected to treat themselves, fellow campers, staff, and guests with respect and behave in an appropriate manner at all times. Staff will use positive reinforcement and redirection whenever possible. If a camper continues to exhibit inappropriate behavior, s/he will meet with a Camp Director, and the parent will be contacted. Dismissal from the camp program may arise if a camper willfully disobeys camp rules, city or state laws; physically abuses or harasses another participant or staff member; leaves camp or group without permission; and/or repeatedly uses inappropriate, racial, or abusive language. If

a camper is dismissed from the program, re-admittance will not be possible and refunds will not be given.

## Field Trips

We have scheduled a field trip at the Ann Arbor Ice Cube on Monday December 21<sup>st</sup>. Parents will receive a note regarding what each camper is expected to bring or wear. A permission slip will need to be signed and on file for each camper. Because this trip requires a timely departure, it will be important for the camper to get dropped off in a timely manner. Failure to get your camper here on time may result in the entire group waiting on one camper, or may result in the group leaving without your camper. If the group cannot wait for your camper, then it is the parent/guardian's responsibility to transport the camper to the location of the field trip.



## Daily Nutritional Needs

Water, water, water! Every camper will be expected to bring a water bottle labeled with his/her name. Every attempt will be made to give campers frequent water breaks. A good idea is to freeze water in the bottle the night before, thus giving a camper a refreshing drink all day long.

Campers are required to bring their own lunch each day. Refrigeration is provided.

## Dress Code

Campers need to wear comfortable clothes which allow them to fully participate in the day's activities. Appropriate outerwear, pants, shirts, shoes and socks are required. An extra pair of socks kept in the camper's backpack is also recommended. Please take time to monitor the weather for the day, and send your camper with appropriate outerwear.

Please send your camper with sunscreen and bug spray, in a Ziploc bag, which must be labeled with the camper's name, to be kept in his/her backpack. We ask you to apply sunscreen on your child before drop-off. Our goal is to reapply after the morning swim lessons.

## Electronic games and devices

Hand-held electronic games and cell phones are not permitted. Both are disruptive to daily activity schedules. Please help us keep your campers moving and active by monitoring what they bring to camp. If a camper must make a phone call, staff can direct him or her to a Rec/IM phone. Parents may place emergency phone calls to their camper via the Rec/IM number...734.487.1338. A message will be immediately relayed to your camper.

## What to bring to camp – everything must be properly labeled

### *Required*

Winter outerwear  
Water bottle  
Afternoon Snack  
Swimsuit  
Towel  
Backpack or bag  
Extra Pair of Socks

### *Optional*

Shower sandals  
Lunch money

