



Parent Handbook — 2020

Welcome to Fun Camp. We're excited to get started and are happy to welcome your family to the Rec/IM and EMU. Summer is a time for kids to take a break from the rigors of academic life, relax, be creative, play, and especially have FUN. That's what we have planned for your camper(s). There will be plenty of opportunities to run, jump, be creative, get dirty, get wet, and maybe even work up a little sweat. We want to offer a summer experience which challenges your camper to be active and enjoy games and activities alongside new friends and new mentors. You can expect your camper to come home tired, perhaps messy, and excited to come back the next day.

The key to our continued success is our enthusiastic staff and counselors. We always put kids first, and work hard to provide a safe and healthy environment for their summertime activities. Every counselor is CPR and first aid certified, goes through a comprehensive training program, and clears a background check. We encourage you to take time to meet each of our counselors and the entire staff. We all love kids and want you to feel good about leaving your camper in our hands each day. We are committed to working with our parents and campers to ensure health and safety needs are being properly met. Please take time to read through our policies and procedures information. Don't hesitate to contact me with questions.

Cordially,

Kristi Teasdale/Camp Director
kteasdale@emich.edu/734-487-8045

Mission Statement

The Eastern Michigan University Recreation/Intramural Department Summer 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 eligible campers, and openings are filled on a first-come first-serve basis.
- There is a one-time, non-refundable registration fee of **\$35.00**, per camper.
- All camp sessions must be paid in full the **Monday by 12 noon, 1 week** before the start of each camp session. You may pay with a cashier's check, or credit card. **We are not able to accept cash or personal checks.** Payment by phone is also available by calling the camp director with credit card information.
- We offer a payroll deduction option for all permanent EMU employees.
- A \$20.00 late fee will be assessed to all late payments.
- Cancellation Policy: Failure to cancel prior to **Monday by 12 noon, 1 week before** the camp session start date or any cancellations after the session begins will result in forfeiture of any prepaid session fees and reserved spots in future sessions that are full. There will be **no refunds**. All cancellations must be done through the Camp Director.

Drop off and Pick Up

- Drop off begins at 7:30am and Pick up ends sharply at 5:30pm.
- Parents/guardians are responsible for checking their camper in/out daily.
- If a parent/guardian will not be able to pick up a camper, the camper will only be released to a designated adult that is listed in the camper's file. A Camp Director must be contacted prior to pick up via email.
- When you drop off/pick up your camper you must use a legitimate parking space at the Buell Hall meters. If you are dropping off/picking up between 9:00am and 4:30pm, you will be allowed a 15 minute grace period if you contact the parking department (**734.217.4892**) prior to coming to notify them and leave your license plate number and color of vehicle. Failure to do so may result in a ticket.
- During inclement weather, drop off/pick up will take place at the south entrance of Warner building on West Circle Drive. There will be a counselor to facilitate drop off and pick up at the beginning and/or end of the camp day.
- All late pickups will result in a \$10 late charge.

Emergency Contact

Each camper must have adult emergency contact information on file with the Camp Director. 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 Director. 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 may be able to assist you in considering other options that can provide a safe and exciting summer camp experience for your child. Please contact Kristi (734.487.8045) kteasdale@emich.edu.

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 emergency medical devices (i.e. inhalers and EpiPens) must be carried by the individual at all times. 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.

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. There are water refill stations available for kids to refill water bottles when needed.

Snack: Please send a snack with your child each day. There is a time on the daily schedule for a snack break.

Lunch: Campers must bring their own lunch each day. We walk to the Student Center or McKenny on Fridays where campers have the opportunity to buy lunch or eat their packed lunch.

Field Trips

Parents will receive information regarding upcoming trips and what each camper is expected to bring or wear in the weekly newsletters. A blanket permission slip (in registration paperwork) will need to be signed and on file for each camper. Because some trips require a timely departure, it will be important for the camper to be dropped off in a timely manner. Failure to get your camper here on time 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. **On field trip days, campers must wear their Fun Camp t-shirt.**



Fun Camp Rules

There are three overall rules of Fun Camp: respect yourself; respect others; and respect the property. The following list includes some examples of each rule.

Respect Yourself:

- Be the kind of person you would be proud of
- Spend time with people that treat you well
- Stand up for yourself when you are being treated badly
- Play safely
- Know your limits
- Tell the truth
- Join activities/Try new things
- Enjoy yourself

Respect Others:

- Listen when counselors are talking
- Refrain from hitting/shoving/fighting/teasing/spitting/biting, etc.
- Play fair
- Use appropriate language
- Be willing to make new friends
- Include others
- Have a positive attitude
- Share when appropriate
- Cooperate with counselors and other campers

Respect the Property:

- Put games and supplies away properly
- Treat equipment as if it is your own
- Keep bathrooms and locker rooms clean
- Keep tables and floors clean
- If it does not belong to you, don't take it
- Stay away from the lake
- Follow the rules of the facility

Behavior Code

In order to ensure safety and enjoyment for all campers, we have established standards of behavior. Please talk to your children about the following expectations:

Encouraged

- All campers should be supportive of each other
- Active participation in activities
- **Change clothes in a timely manner before and after pool time**
- Positive attitude
- Good sportsmanship
- Friendship
- Fun

Discouraged

- Disobedience and any form of defiant behavior
- Any form of unwanted touching or hitting
- Taunting or teasing of any sort
- Spitting and biting
- Obscene language, gestures or actions
- Negative comments toward another individual
- Uncooperative attitudes

Resolution of Behavior Code Violations:

Fun Camp is about having fun, in a safe and healthy environment. We expect our campers to be active participants and follow camp rules at all times. Appropriate behavior is important to everyone. All campers are expected to comply with directions from staff. Staff will use positive reinforcement and redirection whenever possible.

There is a course of action for all behavior code violations:

The first step will be a warning and/or discussion with a counselor.

The second step will be discussion with the head counselor.

The third step will be discussion with the camp director. All visits to the camp director will result in a report to the parent, with a copy kept in the camper's file. If the behavior persists, the parent will be called.

In some extreme cases, behavior may warrant skipping the first step, and going directly to the second or third step. Excessive visits to the camp director may result in the dismissal of a camper. 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; becomes a danger to her/himself or others; leaves camp without permission; and/or repeatedly uses inappropriate, racial, or abusive language. **If a camper is dismissed from the program, re-admittance may not be possible and refunds will not be given.** Thank you in advance for your cooperation so the campers have a rewarding and enriching experience.

Dress Code

Campers need to wear comfortable clothes which allow them to fully participate in the day's activities. Shorts/pants, shirts, shoes and socks are required. Sandals are permitted, with a heel strap. *No flip-flops or slides except on the pool deck.* An extra pair of socks kept in the camper's backpack is also recommended. Bare feet are not allowed. 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 zip lock 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.

Electronic Games and Devices

Use of hand-held electronic games and cell phones are not permitted.

Both are disruptive to daily activities. Please help us keep your campers engaged by monitoring what they bring to camp. If a camper must make a phone call, staff can direct them to a Rec/IM phone. Parents may place emergency phone calls to their camper via the Rec/IM number (734.487.8045 or 734.487.1338). A message will be immediately relayed to your camper. Please contact the camp director with any questions.

What to bring to camp - everything must be properly labeled

Required

Backpack or bag
Water bottle
Lunch
Snack (2)
Towel
Extra pair of socks
Sunscreen and bug spray
Camp shirt on field trip days
Swimsuit

Optional

Hat
Shower sandals
Sunglasses
Light jacket/sweatshirt

