



## **Parent Handbook — 2018**

*Welcome to Fun Camp. We're excited to get started and are happy to welcome your family to the Rec/M 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 **28 years** of 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 cashier's check, or credit card. **We are not able to accept cash or personal checks.** Payment by phone is also available by calling 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 signing their camper in/out every day.
- If a parent/guardian will not be able to pick up a camper on any given day, 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 about the change and it must be in writing or email.
- When you drop off or pick up your camper you must use a legitimate parking space at the Buell Hall meters.
- During inclement weather there will be a counselor posted at the circle in front of the Rec/IM and Snow bldgs. with a radio 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](mailto: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 on the individual's person 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.

### **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.

**Each visit to the Camp Director will be documented and a copy sent home to the parent/guardian. Excessive visits to the Camp Director may result in the dismissal of a camper.**

Additionally, 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 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

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.**



### 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 container the night before, thus giving a camper a refreshing drink all day long. We have 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 on Fridays where campers have the opportunity to buy lunch from a variety of food vendors or eat their packed lunch.

### 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.* 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 active 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 (734.487.1338). A message will be immediately relayed to your camper. Please contact camp director with any questions.

**What to bring to camp - everything must be properly labeled**

*Required*

Water bottle

Lunch

Afternoon snack

Swimsuit

Towel

Backpack or bag

Extra pair of socks

Sunscreen and bug spray

Camp shirt on field trip days

*Optional*

Hat

Shower sandals

Sunglasses

Light jacket/sweatshirt



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