

Northville Parks & Recreation Summer Day Camp 2019 Parent/Guardian Information

Our Summer Day Camp is held at Maybury State Park, 20145 Beck Rd.

Day Camp Cell Phone: 248-756-0774

Day Camp Schedule:

The summer day camp hours are **Monday through Friday from 8:00am - 4:30pm.**

Drop-off & Pick-up Check-In:

Check in begins every day promptly at 8:00am in the parking loop by the horse stables (entrance off Beck Road). Staff and campers will walk to the day camp building located in the scenic woods within the park as a group no later than 8:30am. Building amenities include a covered shelter, restrooms, water, tables and chairs. **Please do not permit your child to bring any electronic gaming devices (ex: I-Pods, MP3 players, Nintendo DS) or cell phones.**

Parent/s or guardians are expected to pick up no later than 4:35pm. If late pick-up becomes an issue, participant may be asked to remove their child from program.

Recreation Passport

A Recreation Passport is required for ALL vehicles entering the park for drop-off and pick-up. The Recreation Passport has replaced motor vehicle permits for entry into all Michigan State Parks and is available when renewing your license plate tabs at the Secretary of State or at any park office. Vehicles not having the passport will be ticketed. For more information, visit:

www.michigan.gov/recreationpassport or contact Maybury State Park at (248) 349-8390.

Sign In/Sign Out Procedures:

Parents or an authorized person/s must sign their child in each morning and sign each child out at the time of pick up. Please have photo ID ready, staff will be checking if they don't recognize you from dropping off. Children will not be released without being signed out. Under no circumstance will children be permitted to sign themselves in or out or to run to waiting cars. **Please Note: If for any reason you need to pick your child up early, please let the camp staff know ahead of time and you will need to walk back to the day camp building to sign them out. Staff is NOT permitted to bring your child down to the parking lot for early dismissal. Vehicles are not permitted to drive to the Day Camp building. Authorized Vehicles Only.**

Emergency Forms:

Please make sure you have filled out an emergency form for your camper (s). These will be emailed out the week before your scheduled week of camp, and we will also have hard copies at the counselor table on Mondays. Please indicate to the counselors if there are any special needs for your camper (s). These forms will be kept confidential with counselors at all times. Also, please indicate if your child has any allergies.

It is ESSENTIAL that the counselors as well as the office staff have current & correct telephone numbers for you to be reached.

Change of Week(s) and Refund Policies

Refunds must be requested in writing via email.

To change a week: If there is space available, changes will be processed. Please email David Lesmeister, Camp Director at dlesmeister@twp.northville.mi.us

Refunds: Refunds for all activities classified as camps must be requested at least 3 days prior to the first day the camp begins in order to receive a full refund less a \$15 processing fee. Requests made with less

than 3 days notice will not receive a refund. Please email dlesmeister@twp.northville.mi.us

Field Trips:

Permission slips for field trips will be emailed out to parents the Thursday/Friday before that specific week of camp, indicating the field trip information. We will also have hard copies on Mondays at the counselor table. Please make sure they are turned in the day before the field trip. Also, a ORANGE shirt must be worn on days of the field trips. If you do not have one, we can provide a day camp shirt for \$5.

IF A PERMISSION SLIP IS NOT TURNED IN, YOUR CAMPER WILL NOT BE ABLE ATTEND THE FIELD TRIP.

When transportation is provided, the campers will take a Northville Public School Bus.

Meals:

Campers are expected to bring a lunch including healthy snacks and beverages for the entire day for each day they attend camp. Snack and water breaks (on very hot days) will be taken in addition to lunch. Please provide your camper with plenty of drinking water, especially for very hot days. This is very important as we usually experience several very hot days throughout the summer.

Please Note: When packing your child's lunch or snack we ask that you do not send any food item with peanuts as many children experience allergies. We appreciate your cooperation.

Also, there is NO refrigeration available in the day camp building so, please do not send foods that require refrigeration. Please make sure the Camp Director is aware of any food allergies your child may have. Parents are welcome to send treats for special occasions. Please check with the Day Camp Director or Assistant Director before doing so in case of allergies to other campers.

Sunscreen & Insect Repellent:

Please apply sunscreen (preferably spray on type) and/or insect repellent before your child comes to camp each day. You may send it with your child in the event that they would need to re-apply if necessary. Please have your child's name clearly written on both. Staff is prohibited from applying sunscreen or insect repellent to any camper unless parent permission is given (spray type only)

Dress Code:

Please be aware of the weather and send your child in appropriate clothing. Also, the day camp building is in an outdoors setting and the children will be outdoors if the weather permits. If it is above 90°, we will be setting up the sprinkler for the children to run through. Please send their swimsuit and towel with their name on both in the event that we use the sprinkler. **Please Note: Children are to wear closed toe shoes while at Day Camp. They may bring water shoes to change into to play in the sprinkler.**

PLEASE LABEL ALL OF YOUR CHILD'S ITEMS WITH A PERMANENT MARKER (BAG, WATER BOTTLE, LUNCH BOX, ETC.). We will have a marker available at drop off to label items if needed.

Discipline:

If a discipline problem occurs, the Northville Parks and Recreation staff will follow guidelines of the Michigan Licensing Rules for Day Camps. Our staff will use "positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation." This is most easily done when discipline is consistent and instructive rather than punitive and directed toward the child's behavior and not toward his/her essential worth as a person.

A child may be removed from a situation for a brief "time out" period if they are unable to maintain self-control. The child will remain under the supervision of a staff member and will discuss the appropriate alternative action/s the child may have taken.

If a child has a chronic behavior problem, the Camp Director will meet with the parent/s and the child to resolve the situation. Northville Parks and Recreation reserves the right to cancel the enrollment of any child who cannot behave appropriately in the day camp environment.

Medication:

The child's parent /guardian must complete and sign the medication form available from the Camp Director or Assistant Director with specific information about the medication. No medication will be kept if the form is not completed. The staff will oversee Doctor prescribed medication under the following conditions: All prescription medication must be in the original container and have the pharmacy label indicating the physician's name, child's name, name of medication, instructions and strength of dosage. **NO FIRST DOSAGE OF MEDICATION WILL BE ADMINISTERED BY STAFF.**

If your child needs medication during Day Camp, staff members will recommend and remind your child to take their medication at the prescribed time in the presence of two staff members. The two staff members will oversee the medication being taken to ensure proper dosage. Staff is prohibited from administering any medication unless it's a matter of life or death.

Serious Accident or Injury

The procedure for a serious accident or injury of a child while attending camp if the child needs immediate attention/assistance. The order of contact would be the following:

- 1.) 911
- 2.) Parent/s/guardian home phone, if no answer parent/guardian cell phone
- 3.) Emergency contact information provided at time of registration.