

**Greater Midland
SUMMER CAMPS
PARENT HANDBOOK**





Contact Information:

Jenny Roan Camp Director
Greater Midland Community Center (989) 832-7937 x2264
JRoan@greatermidland.org

Dear Parents:

Congratulations! Your son or daughter is about to embark on a fantastic summer adventure with us! By registering for our Summer Day Camp program, your child is guaranteed a positive experience that they will remember for the rest of their life. Whether they come for one week or the entire summer, we are committed to making camp fun, safe, and filled with great relationships.

The information in the following packet is critical to ensure that your child's camp experience starts off on the right track. Please read through all the information carefully.

There are several forms that must be filled out prior to your child's camp session. Please follow all of the directions that correspond to each of the forms. Deadline for forms to be turned in is 14 days before your child's camp begins. These forms should be turned in to our Welcome Center desk or completed online at <http://www.greatermidland.org/camp-forms>. This time frame allows us to ensure we have all the information we need in advance of the session.

We know the importance of positive interaction in a child's life. That's why the camp staff that we assemble is highly qualified, well trained, and have experience working with children. Our counselors are prepared to address everything from medical needs to conflict resolution situations to fully engaging kids in the camp experience. Many of our counselors are with us year to year, and our campers look forward to seeing them each summer.

My hope is that you are fully comfortable with and excited about all aspects of summer camp. Please call me directly if you have any questions or would like more information. I am looking forward to getting to know both you and your child this summer!

Happy Camping!
-Jenny Roan
Summer Camp Director

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PARENT CHECKLIST

Our goal is to assist you and your camper as you prepare for camp this summer. By following the checklist, you and your camper will be prepared to have a positive camping experience!

- _____ The full payment for day camp has been paid 14 days before my camper arrives at camp.
- _____ Health History Forms have been filled out. These forms must be signed by the parent/guardian and turned in 14 days before the camper arrives either by mail, in person, or through electronic submission at www.greatermidland.org/camp-forms
- _____ Campers clothing, lunch box, sunscreen and water bottle are LABELED!
- _____ Camper's **medication is in its original container**, put in a Ziploc bag and labeled with camper's name. Medication is to be checked in with the Director at the check in table. A **medication administration form** will be provided to the parent to complete.
- _____ Lunches are ready for the week - Non refrigerated items
(Breakfast and Lunch Included at no additional charge)
- _____ A bathing suit and towel is available for my camper for the entire week (full day camp / swim camp)



CAMP OVERVIEW

The Greater Midland Community Center day camps are dedicated to providing your child with a safe, quality and fun camping experience. With that in mind, we emphasize to your camper the four core values of honesty, respect, caring, and responsibility in all of our activities and programs. We want your camper's Community Center memories and experiences to last a lifetime!

The Greater Midland Community Center offers over 200+ different types of camp programs in one-week sessions from June to August. We run full day camp programs and half-day sports and specialty camp programs that run the gamut of challenging sport, science, dance, and theatrical programs and engineering camps. Throughout our camp facility there are many fun filled activities and program areas that your camper will experience,

CAMPER REGISTRATION

Each camper should be registered and paid in full at the welcome center desk of the Midland Community Center or online no later than 14 days prior to the start of the camp. Registration is limited and will be taken on a first come, first serve basis until filled. We do encourage you to join the waiting list if a session is full, so that we can contact you in case of cancellations.

FINANCIAL ASSISTANCE

The Greater Midland Community Center wants to ensure that every child is able to attend camp, and as such, our program provides options for financial assistance. Please contact the Welcome Center for information or [click here for an application](#). It is strongly suggested that you apply early for scholarship consideration and we must have your information at least three weeks before the session of your choice. A copy of your most recent income tax and 1040 form is required when applying for financial assistance. Awards given are for the current year and apply beyond camp to areas like childcare, memberships, and classes.

ADDITIONAL WEEKS

During the summer, many campers choose to stay for additional, unscheduled weeks. Registration is on a first come, first serve basis. We would be pleased to place your camper in another week, space permitting. To register for additional weeks, you may register online at Greatermidland.org/camps or stop at our Welcome Center.

PAYMENT DEADLINES

Payments are due in full 14 days before the camp starts. Camps that have not been paid by the payment deadline may be offered to campers on the waiting list. We appreciate your prompt payment of balances so that we can devote our full attention to our camp programs. Any registration received within 14 days will incur a \$15 late fee.

REFUNDS/CREDITS

CAMP CANCELLATIONS: Camps cancelled within 14 days of the camp start date will not be refunded unless accompanied by a doctor's note. Please notify as soon as you are able if your child will not be attending a camp. This allows another camper the opportunity to attend camp. Please contact the camp director if any unforeseen circumstances come up.



ENHANCE YOUR CHILD'S STAY

We understand that parents want the best for their children and a question we hear many times at camp is “how can I enhance my camper’s stay?” The best response we offer is a simple suggestion - encourage your child to participate. That is the biggest favor you can do for your child. We cannot and will not force a child to participate in any program, but the best way to alleviate boredom or homesickness is to have the camper get involved. Tell your child to join in and participate – we’ll take care of providing the fun!

WHAT TO BRING TO CAMP

Campers should always dress appropriately for the weather. We recommend light colored comfortable clothing, and layers are always smart! Daily needs include a labeled bottled water, bathing suit, towel, backpack, lunch, jacket, sunscreen and either sneakers or hiking boots. Flip-flops and sandals will not be allowed at camp. On rainy days, we will still go out for fun water play unless there is thunder or lightning, so please provide rain gear as appropriate. For sports/specialty camps, additional items may be required and those items can be viewed below.

SPORTS/SPECIALTY CAMPS

The following programs are categorized as Sports/Specialty Camps. Please read the information on the camp offerings that apply to you and your child.

Amazing Race

Make sure you bring your bike and bike helmet so you can race other teams throughout Midland. A water bottle that fits on the bike, elbow pads, and knee pads are beneficial.

Cheerleading and Pom Camps

Long hair should be pulled back. Tennis shoes and athletic clothing.

Swim Camp

Please bring swimsuits, towels and goggles if needed.

Gymnastics Camp

Please wear comfortable active wear or a leotard. Please do not wear jeans. No metal zippers on clothing. Long hair should be pulled back.

Sports Camps

Please wear comfortable active wear and tennis shoes. Some camps, such as cycling or triathlon camp require the camper to bring their bikes, helmets and swim gear. Please see the camp description in our camp brochure for specific camp needs.



WHAT NOT TO BRING TO CAMP

The following is a general idea of what not to bring to camp and is not a complete list. A good rule of thumb – if the item in question is a cherished, valuable, or important item, we encourage you to leave it at home. We'll have more than enough things to keep you busy at camp!

- Aerosol sprays (i.e. Bug and hair spray)
- Cell phones, video games and other electronics.
- Any type of drugs, alcohol, or drug paraphernalia (legal or otherwise)
- Inappropriate clothing (including items with offensive wording, clothes that are not age appropriate or are suggestive in nature, expensive clothing or jewelry)
- Fireworks
- Glass bottles, knives, any items which could constitute a weapon
- Personal equipment unless approved by the director
- Pets

Any of the above mentioned items found at camp will be taken away by a staff member and can be retrieved by a parent from the camp director. Specifically related to cell phones – our policy is that children are not allowed to use cell phones while in camp (unless approved by the camp director). If you need to contact your child, please contact the camp director.

WATER

It is required that each camper bring a bottle of water with them during the camp day. Campers and staff need to drink plenty of fluids due to the active schedule of camp. The camp facility offers several water fountains. Campers are given breaks throughout the day between activities to get water.

LUNCHES

Through the Meet Up and Eat Up program, breakfast and lunch are available at no additional charge. Camps are assigned a specific time to eat lunch each day due to the large amount of campers enrolled. Packed Lunches should be in a disposable bag with the camper's name and group clearly marked. Lunches are not refrigerated, please pack appropriately.

CAMP T-SHIRTS

During your camper's first week with us, each camper will receive a camp T-shirt. Full day Campers are required to wear their camp T-shirt on Thursday field trips. Your child will get one camp T-shirt for each different category of camp in which they are enrolled (Full Day Camp-Sport/Specialty/Preschool)

KEEPING IN TOUCH WITH US

We believe that it is very important to maintain an open line of communication with all of our campers and their families. We utilize a variety of means to keep each family informed of the camp's happenings and upcoming events. Here is what you may expect:

- Camp newsletters emailed to registered families the week prior to the week of camp you are registered.
- Flyers sent home during the summer to announce upcoming events
- Information at the Welcome Center

EMERGENCY CONTACTS

If there is an emergency while your child is in camp, call the Welcome Center. They will immediately locate a Director and take care of the situation. The phone number for the welcome center is (989) 832-7937 x0. If there is an emergency during non-camp hours, leave a message at (989) 832-7937 x2261 and the director will let the appropriate person know what the problem is or what is going on.

MEETING WITH THE DIRECTOR

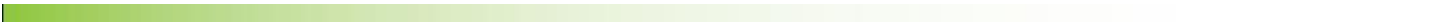
We are open and honest with campers and families in all discussions. If there is an issue with your camper, please call and let us know. If we do not know there is an issue, we cannot address it appropriately. We always keep discussions discrete and confidential and will do our best to not embarrass or make anyone uncomfortable. We encourage everyone, camper or parent, to contact us and meet with us.

Additionally, if you would like to offer suggestions or praise a particular counselor, call us! We love to hear good things from you, and we want families involved in camp.

ABOUT OUR STAFF

Our mature and professional camp staff is especially trained to be caring and supportive to each and every camper. We have a wide variety of staff with different backgrounds, experience levels and career paths, however all staff are selected based on their ability to be role models, demonstrate responsibility and show a true care for all campers. They are vital assets in your child's stay at our camps, and help ensure it is filled with fun and laughter in a strong nurturing environment.

All staff members receive a thorough background check to insure your child's safety. In addition, they are required to attend 30+ hours of training sessions prior to the start of the camping season. Staff Members are trained in C.P.R. and first aid. Certain activity leaders receive additional training and certifications in their related specialty areas (i.e.: aquatics and archery).



GROUPING OF CAMPERS

The campers participating in our programs are grouped on the basis of age and are balanced as closely as possible. All of our activities are co-ed with the exception of a few sports/specialty camps. In the event that one activity has many more children of one gender registered, the activity will still be available to everyone. We do not exclude anyone from activities based on gender. In cases where children have requested to be with other campers of a different age group, we will place the older camper with the young camper's group. Although we would like to accommodate everyone's wishes, scheduling conflicts do arise where we simply may not be able to accommodate your child's wishes to be placed with specific campers, especially if they vary in age by more than one year.

CAMP PROGRAM HOURS

The daily summer camp full day program runs from 9:00 am to 4:00 pm Monday through Friday. Our sports/specialty camps run from 9:00 am to 11:30 am or from 1:30 pm to 4:00 pm. Campers enrolled in full day adventure camp or both an AM and PM half day camp have access to care from 7:15 am to 5:45 pm.

EXTENDED CARE HOURS

The extended hours are 7:15 am to 9:00 am, 11:30 am to 12:30 pm for AM camps, and 12:30pm to 1:30pm, 4:00 pm to 5:45 pm. You may choose to come to either pre-camp sessions, post-camp sessions, or both sessions if you are a full day camper. If you are a morning sports/specialty camper, you may come to the pre-camp activities. If you are an afternoon sports/specialty camper, you may come to the post-camp activities. If you are attending both am and pm sports/specialty camps, you can attend the in-between activities at no additional charge. Only parents or an authorized person with proper identification will be allowed to sign the camper out of our post- camp activities or earlier during the day.

SAMPLE DAY CAMP SCHEDULE

Monday - Tuesday - Wednesday - Thursday - Friday	
7:15 - 9:00 am	Pre-Camp Activities
9:00 - 9:15 am	Camp songs
9:15 - 9:45 am	Group work in small groups
9:45 am - 12:00 pm	Themed activities
12:00 - 12:30 pm	Lunch
12:30 - 1:30 pm	Camper's choice
1:30 - 3:00 pm	Swim time
3:00 - 3:45 pm	Large group games
3:45 - 4:00 pm	Group work & clean up
4:00 - 5:45 pm	Post-camp activities

FULL DAY CAMP FIELD TRIPS

Some Thursdays are designated as our fieldtrip day for our full day adventure campers. Your camper should wear his/her t-shirt for the fieldtrips both for identification and safety reasons. Lunch is not provided on the field trips, please send a non-perishable sack lunch. Field trips may not be possible due to covid-19 restrictions.

SWIMMING

Full Day campers will utilize the swimming pool most days. All campers will participate in a swim check to assess their swimming ability or will wear a life jacket.

PARENT DROP OFF AND PICK UP

For Full Day Campers, camp drop-off and pick-up will take place at Central Auditorium (rear entrance off Reardon Street) for Full Day Campers. For Sport and Specialty Campers, drop-off and pick-up will take place behind the Community Center in the Central Park Area, near the white bandshell.

Monday - Friday there will be curbside drop-off and pick-up for campers. For those who are interested in personally dropping off their child, please park in the lot and walk your child to the sign-in area so as not to hold up traffic. Please realize, due to the large amount of campers we serve, curbside drop-off is the preferred method of drop-off and is typically the most efficient for signing your camper into their camp. Please have your child dropped off by 8:45 am each morning so the activities can start promptly at 9:00 am.

Pick up time is 4:00 pm unless you wish to take advantage of our extended care hours. Please do not come earlier unless prior arrangements have been made with our camp director.

Campers will not be released without written consent from a parent. To add authorized pickup people to your campers' forms, please contact Jenny Roan at jroan@greatermidland.org This is done to protect your child, and we are firm in our commitment to safety. We appreciate your support with this. Additionally, please notify the camp director in writing if there is someone who should not be allowed to pick up your child. We may require additional documents.

ATTENDANCE

Attendance will be taken on a daily basis throughout the day for safety reasons. It is extremely important that we know when your child is not in camp. If you know that your camper will be absent, please notify the camp prior to 8:00 am that day. To report your child absent, please e-mail jroan@greatermidland.org.

SIGN IN/OUT

All campers must be signed in by their camps starting time when arriving at camp. For the safety of campers, only persons listed on the authorized pickup section of their health history form may sign a camper out. Due to our camp schedule, early pickup is highly discouraged. **Picture identification is required when signing campers out of camp.**

EARLY DISMISSAL

Due to our camp schedule, early pickup is highly discouraged. Should the need should arise where you must pick up your child earlier than their camps designated end time, please give a note to the person that checks your camper in or send a note with your child to give to their counselor detailing the time of pick-up and who will be picking up your camper. You may also call the camp director directly that morning so we can have your child ready upon your arrival.

LATE ARRIVALS

If you need to make special arrangements to drop off your child after 9:00 am, please let a staff member know the day before or send an email to jroan@greatermidland.org so we know when to expect them. Late arrivals should be avoided when possible.

VISITING

We ask that you only visit the camp during designated check-in and check-out times. It is disruptive to the camper, other campers, and the camp program when well-meaning parents “drop by” to visit their child.

LOST AND FOUND

We suggest that all campers clearly mark every item that comes to camp by adding their name. This could be done with the use of a permanent marking pen. Stray items are collected at the end of the day and can be retrieved at the checkout table.

SICK CAMPER

If a camper is sick or not feeling well, parents will be notified to come take the child home. Please notify the camp immediately if your telephone numbers or emergency contact information changes. Generally, for minor cuts and scrapes, parents will be notified with a note sent home at the end of the day. For more serious matters, parents will be notified by telephone. If a child is running a fever or vomiting, they will not be allowed back in camp for 24 hours. Additional policies may be in place due to covid-19 policies.

CONDUCT OF CAMPERS POLICY

One of the main objectives at camp is to teach campers a sense of responsibility. This refers in part to being responsible as a member of a group as well as being responsible for their individual actions. As a result, parents are not notified for each minor incident. We try to work with the camper first. Parents are notified if inappropriate behavior persists. Any child who does not behave in an appropriate manner may experience the following consequences:

1. First instance: time out
2. Second instance: assistant director or director will call the parent
3. Third instance: suspension from program
(Length of time determined by the director and depending on the nature of the situation)
4. Fourth instance: expulsion

The Midland Community Center strives to provide a safe, quality program to all that attend. Expulsions occur only as a last resort and after all possible remedies have been exhausted. Reasons for expulsion include (but are not limited to) a threat to the campers self and/or others, safety concerns, becoming a detriment to the camp program, and repeated offenses.

The Midland Community Center regrets that after a child is expelled from camp, the possibility exists that participation in other programs may not be permitted. Returning to the day camp program is not permitted in the future without consent from the camp director. All requests to return to the day camp program must be submitted in writing before registration and are not guaranteed.

In the rare instance when a camper is expelled from the camp, refunds or credits will not be provided.

Fighting: we do not tolerate campers who harm other campers; whether it is physical or verbal fighting, including degrading, demeaning, threatening other campers or staff, or making fun of others. Any camper involved in fighting is subject to discipline and may be sent home without warning. The parent/guardian will be contacted by the camp director, and it is the parent's responsibility to make immediate arrangements to pick up the child.

Intimidation or bullying: any camper found to be harassing, making fun of, or intimidating another camper is subject to disciplinary actions and may be sent home immediately. Pick up policy is the same as the above.

Obscenity: obscene, profane or vulgar language in written, oral or symbol form is not tolerated. Being respectful to the staff and other campers is important and expected. Any camper who violates this policy will be subject to disciplinary action.

Social conduct: at camp, camper conduct should reflect concern for others. Intimacy and physical contact are treated as a disciplinary matter.

Stealing: stealing is a violation of Michigan law. A camper who becomes involved in a theft of camp property, another camper's belongings, or a staff person's belongings is subject to disciplinary action and possible police involvement.

Campers Policy

Vandalism: campers involved in vandalism or malicious mischief either against the camp property or against another camper or staff member is disciplined immediately. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the camper's parent/guardian.

RESPECT FOR PROPERTY

It is understood that all campers will show respect for the property of other campers as well as the property of the midland community center (facility, equipment, etc.). Campers who are caught vandalizing the facility will be charged for all damages and risk dismissal from camp.

HEALTH CARE STATEMENTS AND WAIVERS

Make sure that you fill out all of the camper health histories forms and bring them to the Welcome Center or complete them electronically at www.greatermidland.org/camp-forms a minimum of 14 days before camp begins. We cannot admit your child without this very important information. It is especially important to provide multiple ways to contact you in case of emergencies. All of this information is kept confidential and is for camp staff only.

EXCESSIVE HEAT AND RAINY DAY SCHEDULES

The regular day scheduled activities will be altered and a special modified curriculum will be implemented during days with excessive heat or rain. Campers will follow a schedule of fun programs that will include physical as well as cooperative and challenging group activities. In the event of inclement weather, the Greater Midland Community Center and the Greater Midland Curling Center are able to provide shelter to the entire camp population. Be sure to bring rain gear if it looks like it could rain.

FINAL THOUGHTS

We are very excited that you have decided to join us this summer. If you have any questions, please feel free to contact us at any time. We look forward to meeting and spending quality time with your camper.

Jenny Roan - Camp Director

JRoan@GreaterMidland.org