



**Ann Arbor Public Schools
Community Education & Recreation
2017 Summer Day Camps
Parent Handbook**



Community Education & Recreation
1515 S. Seventh St, Ann Arbor, MI 48103
994-2300 ext 0

www.aareced.com
www.a2schools.org/camps

Dear Parents,

Thank you for choosing Rec & Ed Day Camps for your child this summer! We are excited for all of the possibilities that await our campers in 2017. As we get ready for camp to begin it's time to think about all the necessary information you will need to make this summer fantastic for your camper.

The Rec & Ed Summer Day Camp Program is committed to providing your child with a rewarding and memorable experience. Our goal is to give all kids the opportunity to discover who they are and what they can achieve. We have put together an engaging team of role models for your children who will help build character, positive experiences and memories that will last a lifetime.

This parent handbook is designed to prepare and assist you with sending your child to summer camp. It contains helpful and pertinent information that will make camp a meaningful experience for your child as well as a valuable source to you.

If we can provide you with any additional information or be of any service to you through the summer, please do not hesitate to contact us.

Sincerely,

PreSchool Camps

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Sports Camps

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OUR MISSION

The Ann Arbor Public Schools Community Education and Recreation Department is committed to enhancing the wellbeing of children who attend our summer camps through:

- Providing challenging and engaging activities and learning experiences
- Promoting mental, physical, and social growth
- Fostering a sense of responsibility toward the community
- Building positive and meaningful relationships
- A safe and healthy environment

OUR GOALS

At Rec & Ed, we are welcoming to all people and believe that a camp experience offers a lifetime of possibilities. It is our belief that each child is a unique individual with his or her own rate of development. Our goal this summer is to introduce campers to as many positive experiences as possible. Furthermore, it is our goal to teach new skills, to help each camper discover their potential, to build confidence in your camper, and to facilitate positive and meaningful relationships between campers.

FORMS

If you have an individualized health plan or allergy treatment plans for your child please forward a copy via email to melangtonb@a2schools.org. If your child has an Individualized Education Plan at school, please provide an overview of any accommodations they may need while at camp. You can forward copies of IEP's to melangtonb@a2schools.org. For Preschool camps or Safety Town, please send all forms to firststeps@a2schools.org.

REFUND/TRANSFER POLICY

The following refund schedule is in place for camps:

Request Received	Refund/Credit	Processing Fee
15 or more days before start date of the camp	100%	\$25/camp
8 - 14 days before start date of the camp	50%	\$25/camp
Less than 8 days before start date of the camp	25%	\$25/camp
From 5pm on the Friday before the camp starts and after the start of the camp		No refunds

Discounts are non-transferable and are valid only on the original receipt they were issued on. Discounts carry no cash value and will not be refunded or credited to account.

If a transfer request causes the payor to no longer qualify for a discount, the discounted amount that no longer qualifies will be applied against any credit or refund issued. In the event that the discount lost is greater than a credit or refund, the change request will be denied.

When processing a transfer request, the amount credited for the original camp to the payer's account will be based on the refund schedule. Upon transferring to the new camp the credit will be applied towards the new camp. Any difference of price must be paid in order for the transfer

to be completed. Discounts on the original camp cannot be transferred or applied to the new camp once the discount has expired.

DROP-OFF/PICK-UP PROCEDURES

Drop-off is solely the responsibility of the parent/guardian. Please do not leave your child at the camp site unless a day camp staff member or volunteer is there to supervise and receive your child.

All camps will require parent/guardian(s) to show a picture ID in order to pick up a child. If the person does not have such an ID and/or is not on the parent/guardian supplied list of people allowed to pick up the child, s/he will not be able to sign the child out under any circumstances. If someone other than the parent, or persons authorized on the registration form will be picking up your child, a written note must be submitted to camp beforehand.

Campers ages 11 and up may sign themselves out with the permission of a parent/guardian. The parent/guardian must fill out the [Parental Consent Sign In/Out form](#) beforehand.

Custody restriction requests must be accompanied by legal documentation.

EXTENDED CARE HOURS

For your convenience, our before and after care provides your camper with extended, supervised activities prior to and following the end of the program day. If registering for this program, please be careful to select the before and/or after care option corresponding to the same week(s) your child is in camp. Extended care is a flat rate and will not be pro-rated.

Before and after care is offered at three different locations. Before care is from 7:30-9:00 a.m. and after care is from 4:00-6:00 p.m.

A2Sports Before/After Care

Open to A2Sports participants only.

LOCATION: Clague Middle School

Forsythe Before/After Care

Open to campers enrolled in Forsythe camps only.

LOCATION: Forsythe Middle School

KidSport Before/After Care

Open to KidSport participants only.

LOCATION: Scarlett Middle School

LATE PICK-UP POLICY

Please be conscientious of your camper's schedule. Should you arrive more than 15 minutes late to pick up your camper from camp, a \$10 fee will be charged. Upon the second instance in the same week, the parent will be charged the fee for extended care for the week.

MEDICATION

Parents are required to indicate medical needs at the time of registration. Special needs and/or medical conditions require at least four weeks advance notice.

If your child needs medication including over-the-counter or topical, you must submit a [Medication Authorization form](#). The [Emergency Action Plan form](#) may be used to clarify instructions for staff. Parents are responsible for providing this documentation. You may submit copies of the current forms on file at your child's school. Medication Authorization forms must include the signatures of both the physician and the parent.

All medication (prescription or over-the-counter) must be handed to the Camp Director at the

check-in table. Medication, including over the counter medications will be administered by assigned staff and only under the following conditions:

- All medications must be in their original container with the information clearly labeled on the container.
- All medication must be prescribed in writing by the physician either on the health form or dated prescription order. This must include dosage and schedule.
- If this is a prescription drug, the doctors' orders must be the same as on the label of medication container. We can only follow the physician's written order.
- A Medication Authorization form must accompany the medication.

Emergency medicine such as inhalers and Epipens should be reported to the Camp Director at check-in. If you or your child feel more comfortable with having an EpiPen on your camper at all times, this should be discussed with the Camp Director. Medications should go home with the camper at night and be brought back in the morning.

In specific circumstances, Middle School Campers may administer their own medications, as long as the appropriate forms are in place.

Any medication left more than 1 week after the conclusion of the summer season will be disposed of properly. It is the responsibility of the parent to pick up the camper's medication at the end of camp. Medication left after the conclusion of any individual camp may be sent to the Rec & Ed office.

HEALTH & SAFETY

INCLEMENT WEATHER

Many of our camp sites are not air conditioned. Activities will be modified due to inclement weather conditions, including if the heat index is high or if a heat alert has been issued. Shelter will be taken in the event of severe weather (lightning, thunder, etc.). In extreme heat situations, campers will be encouraged to drink more water and all indoor/outdoor activity movement will be reduced. It is extremely important that parents send their child to sport camp with extra water on very hot days as most sport camp locations do not have water access.

If extreme heat continues and campers have no access to air conditioning, camps may be canceled for the day. We will make every attempt to notify families in advance of cancellations.

If severe weather occurs during camp that requires campers to take cover, campers and staff will go to the designated shelter areas within their camp location until an all-clear is given.

For cancellation reports, call the Rec & Ed Weather Hotline at 994-2300 x 53114 or visit the website at www.aareced.com. No refunds are given for weather-related cancellations.

ILLNESS & INJURY

In cases of injury, illness and/or behavioral challenges parents will be contacted immediately by Day Camp Staff. Each situation will be handled individually and with the parents input. In cases of serious injury, illness and/or behavioral challenges; campers may be excused for the remainder of the camp day, session, or season. For the health and safety of all campers, please do not send your child to camp if they are ill. A child must be fever free and off fever reducers for 24 hours before returning to camp.

In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the

site as soon as possible.

SUNSCREEN

Rec & Ed does not supply sunscreen. We ask that you apply sunscreen to your child each day before camp. Parents are responsible for sending sunscreen with their child if additional applications will be needed throughout the day. Staff will call for a reapplication of sunscreen as frequently as needed. In order for staff to apply sunscreen to a camper, parents/guardians must complete the [Sunscreen Application Authorization form](#).

Campers ages 11 and up may apply their own sunscreen, and there is no authorization form required.

Due to food allergies, all camps are “nut-aware,” thus sunscreens containing nut or coconut products, are not permitted.

BEHAVIOR POLICY

The goal of the summer camps is for each child to have fun while developing a sense of respect for others. The staff use positive methods of discipline that encourage self-control, self-esteem, and cooperation. We work with all campers to ensure a safe and enriching atmosphere. To achieve this, each camp has camp guidelines that need to be followed in order to maintain such an environment.

Rec & Ed Day Camps focuses on providing great experiences for its campers. Participants that display significantly disruptive behavior, including the behaviors listed below, will be dismissed without a refund:

- Disruption, consistently failing to follow instructions,
- Angry or vulgar language including name calling, swearing,
- Physical contact with another child in angry or threatening way
- Any demonstration of sexual activity or inappropriate touching,
- Fighting, harassment, or intimidation with words or gestures,
- Theft, destruction of property or equipment,
- Carrying or concealing any materials that may be used as weapons,
- Possession of drugs, alcohol, controlled medications or substances.

SPECIAL NEEDS

Rec & Ed wants every child to succeed in camp and strives to provide reasonable accommodations. If your child would benefit from a specific plan, please indicate his or her special need at the time of registration and submit a Special Needs Planning form four weeks prior to your first camp.

VISITING

Parents are welcome to visit our camps, however all visitors are required to check in with camp staff upon arrival. To ensure that we have adequate staff it is best to schedule a visit with camp staff prior to visiting. To schedule a visit, please email melangtonb@a2schools.org at least two days in advance, indicating what camp your child is in. Failure to provide proper identification when visiting, will result in the visitor being asked to leave the camp.

FIELD TRIP POLICY

As part of online and mail-in registration, parents sign a general permission for their children to participate in any field trip. This permission allows the child to go on impromptu as well as planned trips. Impromptu trips are always within walking distance from camp and may include going to a nearby park or on a nature hike. Parents are notified in advance of planned trips.

Spontaneous trips will be posted daily at the check-in table. Please note that not all camps take field trips.

PHOTOGRAPHS & VIDEOS

The Ann Arbor Public School's Rec & Ed Department may take pictures or videos of youth and adult participants in any Rec & Ed activity, including camps, classes, team sports, and childcare. Images may be used in Rec & Ed or school district promotional materials (brochures, catalog, website, social media). For your safety, names will never be used without permission. Your child's enrollment in any activity with Rec & Ed indicates your approval. You may opt out by emailing dishman@a2schools.org.

LUNCH/SNACK

Rec & Ed does not provide food at camp. Each day we will offer time for a morning snack, lunch and afternoon snack. Please review the period of time that your camper will be with us each day (half vs. full-day) and determine what food they might need. Whether your camper eats at snack time is up to you. If campers forget their lunch the camp staff will attempt to reach a parent or guardian to bring a lunch to the campsite.

All campers should bring a non-perishable lunch. Please do not send your camper with food that will need to be refrigerated or microwaved. Campers are not permitted to use soda or vending machines during camp.

All Rec & Ed summer camps are nut free. Please do not pack nuts as a snack or in your lunch. We have students with severe/life threatening nut allergies. This includes hummus, tree nuts, peanuts/peanut butter and sesame. If your child has any allergies or medical conditions of which we should be aware, please indicate at registration.

APPROPRIATE CAMP ATTIRE

Please dress your child appropriately for camp. Discovery and play are a major part of our programs so we encourage you to send your child to camp in clothes that you don't mind your child getting dirty or stained during the course of an activity. Please make sure clothing is appropriate for messy play as well as a variety of temperatures. Other notes about clothing include:

- T-shirts (no tank tops, please)
- Shorts or pants (no skirts, please)
- Socks and tennis shoes (no flip flops or sandals please)
- Label items with first and last names.
- A2Sport Camps and KidSport Camps require swimwear. Please review your camp welcome letter for more information.

WHAT TO BRING

Lunch

Morning and/or Afternoon snack

Water bottle(s). Sport campers in very hot weather should have several bottles.

Swimsuit and towel*

Sunscreen

Change of clothes*

Backpack/duffel bag

Appropriate clothes for the weather

WHAT NOT TO BRING

Cell Phones
Playing or trading cards
Money or other valuables
Video games CD players/MP3/iPOD
Other electronic equipment
Toys
Pocket knives/weapons of any kind

***Please read you camp's welcome letter to find out whether all items apply to planned activities.**

2017 SUMMER CAMP SESSION DATES

Session 1.... June 19-23	Session 7.... July 31-August 4
Session 2.... June 26-30	Session 8.... August 7-11
Session 3.... July 3, 5-7*	Session 9.... August 14-18
Session 4.... July 10-14	Session 10.... August 21-25
Session 5.... July 17-21	Session 11.... August 28-September 1
Session 6.... July 24-28	

**Camp will meet Monday, Wednesday, Thursday & Friday. There is no camp on Tuesday, July 4.*