

Clinton Township Recreation Day Camp Information

Dates/Times: June 27 – August 11 Monday – Thursday 8:30am – 3:00pm* Lunch is from 11:45am – 12:30pm*

Lunch: Sites close between 11:45am – 12:30pm for lunch. Register for LUNCH PASS for \$45.00 per child to have your child stay for a supervised lunch period. Lunch is not provided. If LUNCH PASS is not purchased, children must leave the site and go to a supervised location. LUNCH PASS is not available at ERIE (to stay during lunch at ERIE participants must sign up for SACC through the school).

Participation: This is an activity based drop in program for children 6-14 years old. Campers are expected to participate in all activities and games. There is not a daily requirement to attend camp and children may come as much or as little as they like.

Newsletter and Lesson Plans: These are created each week by the staff at your location. The newsletter will contain important information about upcoming activities. It will include field trip information, contest winners from the previous week, and if there are any special needs for the week i.e. a towel for water games or old clothes for pudding tag. Lesson plans are created based off the theme for that week. Staff work to create these lesson plans with activities, games, crafts and contests that the campers will enjoy. These are a great way to see the schedule for the week so that you and your children know what to expect. Activities usually change every 30 mins with some bigger events and activities lasting 1 hour. Staff incorporate active and passive activities throughout the day. Newsletters and lesson plans will be available on our website on Fridays and printed at the site on Mondays for you to take.

Arriving at Camp: When arriving to camp for the first time, signs will lead you to the camp entrance. If at a school, it may be the gym door entrance or one near it. For outdoor sites, it may be near the pavilion. Each child will have a name tag they will use every day to check into camp. Once at camp, children should place their name under the IN section. If your child leaves at any point during the day, they should place their name tag in the OUT section. At the end of the day, these name tags are used to take attendance, so please make sure they remain at camp.

Leaving Camp: We offer 2 ways for children to be released from camp. Option 1 is your child is released to SELF and they are allowed to come and go as desired. The staff will not keep a child at camp. Option 2 is your child is released to an ADULT, and staff will only release your child to a specific set of people that are listed on the roster. These names must be listed by a parent or guardian (or individuals you choose to change that information) ahead of time. Staff will then check that person's ID to verify that person is listed on the release information. If enrolling in the SACC program at Erie – be sure to include SACC as a release to person.

Late Parent: Children must be picked up promptly at any dismissal time. A late fee will be assessed starting 3 minutes after dismissal. If you know you will be running late, please call the office ahead of time. After 3 minutes, staff will begin calling the primary number or emergency contacts to pick up the child. The first occurrence will be a warning. Additional occurrences will result in late fees that must be paid before your child can return to camp. Staff will give out late parent forms at the time the child is picked up so that they can keep track of all late parents. Late parent fees are based on late arrival time and range from \$5.00 to \$25.00.

What to bring: Every day, please remember to bring water and sunscreen (children must be able to apply sunscreen themselves). Dress for the weather, it can be chilly in the mornings. Make sure all belongings brought to camp are labeled with your child's name. We advise that anything valuable stay at home, Clinton Township Recreation is not responsible for items lost or broken.

Medical Policies: Please be sure to include any medical information the staff may need to be aware of. Participants may receive candy or pre-packaged treats at the site, so knowing allergy information is important. If your child has a medical condition that requires specific emergency care, such as an inhaler or epi-pen, we do require that a Medical Care Plan be completed before our staff can hold medication or provide any medical care other than basic first aid. Full information is available on our website.

Behavior Management: This is an important part of our day that helps our program be safe and structured. Cooperation and open communication is required between staff, kids, and parents to create a positive environment. Each child will receive a behavior contract at the beginning of camp. Please go over these rules with your child, sign and return it to the camp staff. We follow a color-coded progressive discipline system to track any behavior issues. Staff are also encouraged to create a positive reinforcement plan to reward behavior as well.

Staff: Once staff go through our hiring process, they attend a week long orientation where we cover our employee handbook, policies, procedures and additional information about camp. Staff are also certified in American Red Cross First Aid, CPR, AED and Epi Pen and receive Kulture City inclusion training; SafeGuard abuse and neglect training and Concussion training through the CDC.

Staff Phone Calls: Staff may contact you during the time your child is at camp. This may be for behavior reasons, an incident, injury, or issue that arises at camp. Our goal is to have open communication with parents about things that happen, however if you need to reach the staff during camp hours, please contact the Recreation Office first. They will relay the message to the camp site. Staff are very busy playing and engaging with the children at site and cannot always be there to answer the phone. In some cases the office staff may be able to help as well. Staff use a blocked number when calling from site phones so while your child is at camp please keep that in mind.

Office: Please call the office for any questions or concerns regarding camp. The office is open Monday – Friday from 8:30am – 4:30pm.

Camp Shirts: Camp shirts are only guaranteed to those who register by June 30th. Register before May 27th to receive your shirt at the first week of camp. All other shirts will be given out at camp after the Fourth of July break.

Additional Information: Weather policy, refunds and field trip information can be found on our website at myctpr.com