

Saline Parks & Recreation  
**SUMMER KIDS CAMP**  
June 14 - August 27, 2021  
**LICENSED BY THE STATE OF MICHIGAN**

SO MUCH FUN!

GREAT STAFF!

CONVENIENT, FLEXIBLE & AFFORDABLE



## Parent Handbook



Saline Parks and Recreation

1866 Woodland Drive

Saline, MI 48176

(734) 429-3502

Fax (734) 429-5208

[www.cityofsaline.org/parks](http://www.cityofsaline.org/parks)

[salinekidscamp@cityofsaline.org](mailto:salinekidscamp@cityofsaline.org)

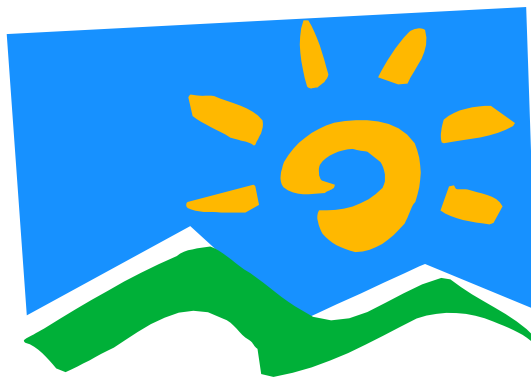
## Welcome

Welcome to Saline Summer Kids Camp! We are pleased that you have chosen our program and look forward to getting to know both you and your child.

We hope this handbook will serve to answer some of your questions about Kids Camp. Please read it thoroughly and keep it handy so that you can refer to it during your child's participation in our program. If you have any additional questions, feel free to contact us at the Recreation Center at: 429-3502.

## Philosophy

The focus of the Saline Parks & Recreation Kids Camp is to create an enriching environment that encourages campers to express themselves creatively, promotes self-awareness, fosters positive relationships amongst campers and staff and provides opportunities to learn from one another. We strive to provide a safe and comfortable environment in which responsibility, trust, respect and understanding are learned by all.



## Our Camp Program

Saline Kids Camp provides a variety of experiences to enhance and enrich each camper's physical, emotional, social and creative development. We recognize that each child has different interests and strengths. The goal of the camp is reach out to each camper to ensure that there are opportunities to expand on those interests and strengths.

Each day will begin with an opening ceremony. A typical day consists of group games, arts and crafts, sports, swimming (hopefully later in the summer) and lots of fun!

Campers are placed in groups based on age. Each group has an adult head counselor. Groups range in size from 8-10 campers. Activities are age appropriate and structured. Campers are encouraged to participate in all activities. There are also opportunities for free play.

Safety is a priority. The staff is carefully screened and selected. Once hired, they complete a thorough training program that includes First Aid, CPR, AED, COVID-19 safety and behavior management training. To ensure a healthy, safe and secure environment for all participants, campers are expected to follow basic behavior guidelines, demonstrate self-control and to interact appropriately and cooperatively in group settings.

The camp is licensed by the State of Michigan.

## Camper's Rights

1. To be treated respectfully and fairly
2. To have fun and act their age
3. To express themselves
4. To participate in a fun, safe, caring environment
5. To interact and develop positive relationships with peers and the staff.

***Campers Pledge:*** *At Saline Kids Camp, everyone is Kind, Safe, Cooperative and Respectful to each other and their property.*

## Quick Facts

- Camp Hours:** 7:30am – 5:30pm  
Drop Off: 7:30am - 9am  
Pick Up: 4pm – 5:30pm
- Camp Days:** Monday – Friday  
June 14 – August 27, 2021
- Ages:** 5-12 years
- Location:** Saline Recreation Center.

Camp is in full swing between 9am–4pm. Make sure your child arrives to camp by 9am. If you will be dropping off or picking up your child between 9am-4pm, please let us know ahead of time.

## People to Know

Wendy Szuminski	Camp Director	429-3502 x 2510
Sunshine Lambert	Recreation Supervisor	429-3502 x 2507
Carla Scruggs	Director of Parks & Rec.	429-3502 x 2509
Keith Kooperman	Facility Manager	429-3502 x 2503
Stephanie Ferguson	Aquatics Coordinator	429-3502 x 2511

Kids Camp Email: [salinekidscamp@cityofsaline.org](mailto:salinekidscamp@cityofsaline.org)

**Camp Staff:** Saline Parks & Recreation takes pride in choosing just the right staff to ensure a safe, fun and memorable experience for all campers. All staff are chosen for their maturity, commitment to the camper’s growth and commitment to the camp program. They are excellent role models for children and will provide a caring environment for all. We conduct a criminal background check on all staff as well as checking previous employment references. Parents should take the time to introduce themselves to the staff so we can get to know both you and your child.

## Registration & Fees

Campers can either register for an entire week or for specific days.

**Weekly Registration Fee:** \$200 Members, \$240 Non-Members

**Daily Registration Fee:** \$50 Members, \$65 Non-Members

(Additional \$5 on field trip/special activity day)

\*Note: See program flyer for complete list of rates as they may vary depending on holidays and special field trips.

Payment is due in full at the time of registration. **All registrations must be made by the Thursday before the start of each week of camp.** It is strongly suggested that registrations are placed several weeks in advance as many weeks will fill quickly. Late registrations will be accepted only if space is available. There is a \$25 late registration fee that will be assessed on weekly rates and a \$5 late registration fee on daily rates.

Camp receipts will be emailed at the time of registration. Hard copies are available by request. ***The Saline Parks & Recreation tax I.D.: 38-6004593.***

**REFUNDS:** Parents/guardians must notify Saline Parks & Recreation **prior to 10pm the Thursday before the start of camp** if a camper needs to be taken out of camp and a refund issued for that week. After 10pm on Thursday, there will be no refunds issued on weekly or daily registrations.

**Administrative Fee:** There is a \$25 administration fee assessed per child per item refunded (\$10 for each daily registration). Refund requests submitted 1 week or more prior to the start of the camp week have the option of placing the refund amount on account for \$1 per item.

## Sibling Discounts on Weekly Registrations

Sibling Discount: Pay full price for one child and receive \$15 off for each additional sibling for the same week of camp.

## **Drop Off and Pick Up**

Parents are responsible for signing their camper(s) in. Drop off is from 7:30-9am. Upon sign in you will be asked to let us know who will be picking up your child and at what time they will be picked up.

Pick up is from 4–5:30pm. If your child is not picked up by 5:30pm, you will be charged a \$10.00 late fee. Please inform the Camp Director or appropriate staff member of any changes you may have made in your child's schedule including early pick-ups, late drop-offs, or vacation days.

## **Sign In and Sign Out Procedures**

Each morning, campers will be dropped off at the north parking lot of the Rec Center. See COVID-19 Policy for details on the drop off. Emergency forms must be completed on or before the first day of camp for all campers.

In the evening, it is required that you or another approved release person (noted on the emergency card) pick up your child. See COVID-19 Policy for details on pick up. The staff reserves the right to ask for photo ID when you pick up your child. If you would like the staff to check for photo ID each time your child is picked up, contact the camp director.

If someone other than a parent is to pick up your child, please provide a note stating the name of the person and the expected time of arrival. We will not release your child to a person whose name is not specified on the emergency card without a note.

## **Special Sign In/Out for 10 years and older**

If you would like your child to sign in/out of Kids Camp on their own, you will need to complete a Special Release Form. Campers must be at least 10 years of age and have a signed form on file. See the Camp Director or appropriate staff member for this paperwork.

## **Behavior Policy**

Kids Camp staff views behavior management as a means of encouraging self-control, self-direction and self-esteem. Therefore, we focus on positive guidance rather than punishment. Our behavior management techniques include:

- Setting clear and specific expectations, both verbally and through posting of camp rules
- Redirecting potential problems by offering appropriate choices
- Enforcing limits with a related consequence
- Helping children to resolve their own disputes

In instances where a child is having difficulties that could cause harm to self or others, we will, as much as the situation allows, remove that child from the group and resolve the difficulties in private. Safety, both of the child and of other campers, staff and public, is our main concern. Our aim is to encourage the growth of the ability for self-control. Parents will be called to immediately pick up their child if he/she is unable to regain control. If a child's behavior is such that we must contact his or her parents regularly or the camper's behavior becomes an issue of safety, we will dismiss that child from camp for the remainder of the camp season without refund.

## **Injury and Illness Policy**

See COVID-19 Policy regarding health screenings and safety for the summer 2021 camp season.

### **Illness**

Emergency forms are kept on file for each child. Kids Camp staff will notify parents by phone of any symptoms of illness. Parents will be asked to pick up their child immediately if the Director determines the child is too ill to remain in camp.

Saline Parks & Recreation follows all state, county and local COVID-19 guidelines. See the Kids Camp COVID-19 Policy document for comprehensive details on camper health guidelines and policies including when campers need to stay home and when they are eligible to return to camp.

### **Minor Injuries**

A minor incident log will be kept during camp. Any minor injuries that may occur will be noted in the log. We will send a “bandaid note” home with any child who sustains a minor injury. Any further questions concerning your child’s well-being should be directed to the Camp Director.

### **Emergency Care**

Parents will be contacted immediately in the event of an injury or illness, which requires emergency care. If the parents are not available, we will contact the next person listed on the child’s emergency card.

## **Medications and Allergies**

### **Medication Procedure**

Saline Kids Camp staff are not permitted to administer any medication to any children. Staff members will recommend and remind the child to take their medication at the prescribed time. A staff member will oversee the medication being taken to ensure proper dosage is administered.



Staff will maintain a log of any medications taken by participants. All medications must be kept in a secured and locked location under the supervision of the Camp Director.

If your child needs medicine during camp hours, please provide the following:

1. The medication, in the original container, labeled clearly with your child's name.
2. A completed medication form that includes:
  - Time that medication is to be given
  - Amount of medication that is to be dispensed
  - Any other special requests related to the medication

### Allergies and Medical Conditions

Children's allergies and medical conditions should be noted on the registration card. Please send appropriate medication along with your child on their first day of camp. If your child has an allergy or condition of severity such that camp staff may need to provide emergency care, please make sure to speak with the Camp Director.

## Personal Belongings

Children should be dressed appropriately for inside and outside activities. All clothing should be labeled with your child's name to help avoid mix-ups. Please make sure that your child wears sneakers or other sturdy shoes every day. ***Sandals and flip flops are not permitted at camp.*** Valuable items including cell phones, hand held electronics, etc should be left at home. There is a lost and found bin at the Rec Center. If an item is lost and cannot be found in one of that bin, please let the camp staff know and we will do our best to locate it.

## Items to Bring to Camp

The following items are required daily:

- Athletic shoes (no sandals or flip flops)
- Lunch, snack, beverages (no pop or energy drinks) and reusable water bottle
- Appropriate clothing
- A zippered backpack to hold all personal items
- Sunscreen (please apply to camper in morning prior to drop off)
- Towel to sit on outside in the grass
- Book to read during quiet time.
- 2 face masks (one to wear upon arrival to camp and one for a backup)
- Swimsuit & toiletries if/when the campers can return to swimming (families will be notified in advance)

The following are not required but are helpful to have:

- Extra drinks (no pop or energy drinks)
- Extra change of clothing

Any additional items that will be needed will be listed in our weekly newsletter.

## **Field Trips & Special Activities**

For the 2021 summer camp season, field trips will be limited in accordance with licensing guidelines. At the time of publication of this handbook, camps are permitted to visit outdoor natural environments. For 2021, we will have either a local field trip or a special activity scheduled on Wednesday. See the camp calendar for more information. Detailed information concerning each trip or special activity will be available in the weekly camp newsletter. Campers must have a signed permission slip by a parent or guardian before leaving the Saline Recreation Center and Tefft Park premises.

## **Swimming**

At the time of publication of this handbook, the current state order prohibits indoor swimming for the camp. The staff will continue to monitor the COVID-19 progression. If the state lifts the restrictions on swimming and our team determines that we can safely return to swimming during the camp day, families will be notified.

In general, if and when swimming is permitted, staff will remind the campers of the rules of the pool each day. The Leisure Pool is divided into 3 sections based on water depth. All campers will be measured (height) to determine where they can safely swim. Campers who want to swim in the Lap Pool must pass a deep end test. Parents are asked to provide input on their child's swimming abilities by completing the swimming evaluation portion of the Kids Camp Emergency Form and discussing any concerns with the Camp Director.

## **Newsletters**

Look for the weekly newsletter in your email inbox. This publication will provide valuable details regarding each week of camp as well as special announcements and upcoming events. You can also find important camp information online at [www.cityofsaline.org/parks](http://www.cityofsaline.org/parks).

## Donations Welcome!

We are always in need of items for crafts and games for camp! We would appreciate any of the following:

- **Board games** such as Connect 4, Blokus, Sorry, Scrabble, Trouble, Battleship, Life, Guess Who and Mancala (gently used with all of the pieces)
- **Legos**

There may also be a few times throughout the summer where campers will be required to bring in items such as white t-shirts.



### **2021 Saline Kids Camp**

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