



FERNDALE SUMMER CAMP
PARENT HANDBOOK



Parent Handbook 2016



FERNDALE SUMMER CAMP PARENT HANDBOOK

Welcome to Summer Day Camp

This handbook has been created as a reference guide for both parents and children. It contains vital information and policies about our summer program. Please take time with your child to read and review the handbook at least once before coming to camp.

As caregivers for your child, the Ferndale Summer Camp Staff members have a very important role in his or her growth and development. Campers look to the counselors for guidance and as role models for their emotional, behavioral and social growth. **We do not take this responsibility lightly!**

We are happy that you have chosen to spend some memorable moments with us at Ferndale Summer Camp this summer, and our staff anxiously awaits the opportunity to make this a positive and lasting experience.

OUR PROGRAM:

Ferndale Summer Camp is a Summer Day Camp recreation program sponsored by the City of Ferndale's Recreation Department. The camp is offered to school-aged children ages 5-12 (kindergarten to sixth grade).

Our success is built on age-specific groups, excellent staff and a wide variety of engaging activities. We provide traditional camp activities like swimming, arts & crafts, music, nature, sports, games and group projects. Through hands-on activities and low counselor-to-camper ratios, our camp builds self-esteem and provides an excellent opportunity for individual attention.

Varying weekly themes help to keep the camp experience exciting and fresh for our campers that choose to attend all summer. All campers are divided into age-specific groups so they can interact with others who are at or near their physical and emotional levels.

THREE RULES FOR CAMPERS to memorize!!

1. **DO NOT LEAVE THE GROUP.** Children must not leave the group at any time or under any circumstances. Any child who leaves the group will have their parents called for pick-up and asked not to return for the remainder of the week. **This is a zero tolerance policy.**
2. **RESPECT.** Children must respect others and understand that any bullying, racism, teasing or otherwise mean behavior will not be tolerated. Disrespect of the Ferndale Recreation Staff or Ferndale Recreation property will not be tolerated.
3. **HAVE FUN!! MAKE MEMORIES!!**

Ferndale Summer Camp Program Goal & Objectives

FERNDALE RECREATION MISSION:

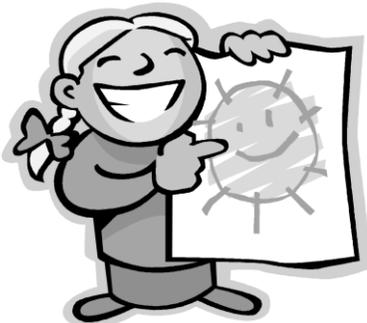
Ferndale Recreation is dedicated to improving quality of life by providing a wide variety of activities that encourage health, fitness, cultural enrichment and community involvement.

PROGRAM GOAL:

Ferndale Summer Camp is committed to providing a safe, enjoyable and exciting experience for all campers in our care. The opportunity to gain new skills through activity, involvement and life lessons from staff guidance serves a fundamental role of our philosophy. We will encourage campers to express individuality, develop social skills, build self-esteem and appreciate their environment and community. We strive to meet each camper's individual needs and provide an atmosphere whereby they can flourish.

PROGRAM OBJECTIVES:

- To provide a safe, accepting and caring environment for all children.
- To provide a program that offers a variety of activities which encourage and develop new skills while still meeting each child's needs and interests.
- To encourage new friendships between campers.
- To provide positive discipline techniques and help children develop and use problem solving skills.
- To contribute to physical growth, creativity, self-concept, social awareness and intellectual curiosity in children.



Ferndale Summer Camp Program Information

FERNDALE SUMMER CAMP:

Ferndale Summer Camp is a structured recreation program for children. Activities include arts and crafts, active games, sports, playground, water games, swimming, field trips and special events.

Ages:	5-12 years old (first to sixth grade)
Dates:	June 20 – August 19 (9 weeks) (No camp July 4)
Days:	Monday – Friday
Time:	8:00 a.m. – 4:00 p.m. After Care: 4:00 p.m. – 5:30 p.m.
Location:	Gerry Kulick Community Center 1201 Livernois Ferndale, Michigan 48220
Cost:	Camp \$120/week

AFTER CARE:

Camp staff will offer after camp care for families with time constraints. Pre-registration and payment is required one week prior to service. **WE DO NOT** offer per-day pricing.

Monday – Friday: 4:00 – 5:30 pm \$24/week

FIELD TRIPS:

Trip participants must be registered for Ferndale Summer Camp. The Ferndale Recreation Department reserves the right to cancel or change any trip.

CAMPERSHIPS:

We want every child to be able to experience the fun and excitement of Summer Camp. For this reason, we have a limited number of camperships available to families with financial constraints. Eligible campers must be Ferndale residents or attend Ferndale Schools. Interested applicants must return campership application, camp registration form, proof of residency or school attendance (provide either a copy of drivers license or last report card) and a copy of their federal 1040 tax return from 2014 or 2015 to the Kulick Community Center.



FERNDALE SUMMER CAMP PARENT HANDBOOK

Ferndale Summer Camp Program Information

REGISTRATION:

Registration is at the Kulick Community Center. It is open to a maximum of 50 children between 5-12 years old (kindergarten to sixth grade) and is taken on a first-come, first-served basis. Completed forms are due at the time of registration, at which time you will receive a Parent Handbook to review with your child before camp begins. You must sign and return the final page of the Parent Handbook stating that you have read and understand all of its contents prior to your child attending camp.

The registration deadline for each individual week of camp is set for 3 p.m. on the Thursday before the week in question. Late registration will only be offered in cases where the extra camper would not affect previously-scheduled staffing needs. A \$15 late fee will be added to all late registrations. **Ferndale Recreation reserves the right to determine whether or not a late registration will be accepted.**

Medical/Emergency Information Form:

Please make sure to **fill this form out completely**. The more information that is given to us, the easier it will be to contact you in case of an emergency. If your information changes during the summer, please let the Camp Director know so your files can be updated.

REFUND/CANCELLATION POLICY:

Cancellations made with at least **7 days notice** will be refunded any monies paid on that session, minus a \$10 cancellation fee. There will be **NO REFUNDS** granted for any cancellations made within 7 days of the start of a paid session.

CAMP LICENSING:

Ferndale Summer Camp is a licensed camp by the State of Michigan. Each year, staff must complete an inspection. The licensing process is one way that we continue to make Ferndale Summer Camp the best camp possible. Our camp licensing manual is located in the Kulick Center.

CHILD CARE TAX CREDITS:

Tax # 38-6004610
License # CD 630290993

Ferndale Summer Camp Communication & Security Procedures

SIGN IN/OUT:

You must note on the registration form how your child will be signed in/out. The options are walking/biking and adult sign in/out. Once given permission, walkers/bikers will need to sign themselves in/out. Children brought by an adult must be signed in/out by the adult. Please list who can sign your child in/out of the program on the registration form. The Ferndale Summer Camp Staff will require that all adults come in person to the Kulick Community Center with a photo I.D. to sign the child in/out. For the safety reasons, we will not release children to adults waiting in a car or to any person who does not appear on the registration form or for whom written permission has not been given.

Please do not send your child to camp early or plan on your child staying late. Staff cannot be responsible for your child unless they are signed into After Care! Program hours are Monday – Friday from 8:00 a.m. – 3:00 p.m. If care is needed after camp, we have an After Care program available from 3:00 – 5:30 p.m. **Children who are present after 3:15 p.m. will be signed into After Care and parents/guardians will be responsible for the fees charged.**

LATE/ABSENT:

If a child is going to arrive late or will be absent from the program, parents should call in by 8:30 a.m. to notify staff. They must be ready to leave the following information:

1. Child's name
2. Name and phone number where parent can be reached
3. The date of absence or when the child will arrive if late

If a child arrives late to the program while the group is not present, there will be a posted notice as to the whereabouts of the group. Parents must make arrangements to catch up to the group or the Camp Director should be notified to discuss the best plan of action.

VACATION:

Please inform the Camp Director if your child will be on vacation or will miss a day of the program. **Program fees are not prorated for absences.**

Ferndale Summer Camp Communication & Security Procedures Cont.

EARLY DISMISSAL:

Please inform the Camp Director if your child will be picked up early. If someone other than a parent will be picking up your child early, you must indicate the name of the person and the time they will be picking up the child in a letter to the Camp Director prior to your child's release. **Children cannot be released to anyone other than the parent, guardian, or authorized person listed on registration form without this written notice.**

If children participate in activities during program hours or immediately after the program ends, parents must provide the staff with a note giving the child permission to sign themselves in/out of the program, the activity they will be attending, the duration and length of the activity, if and when your child will return to the program, and any other beneficial information.

IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES:

At the beginning of each day, parents will sign their children into the program. If a walker/biker has not arrived by 8:30 a.m. and has not been reported as absent/late, then a call will be placed to the parent as a follow-up. Once in the program, children will be placed in age appropriate rotation groups with the staff/child ratio no greater than 1:10. Along with head counts throughout the day, a buddy system will be in place for getting a drink, bathroom breaks and field trips. At the end of each day, a parent/child must sign out with a staff member before the child leaves. Staff will follow up on any child not signed out to make sure they have made it home safely. **At all times, your child's safety is our biggest priority.**

Off site trips/program:

Children will be placed in attendance groups with a buddy system in place. Staff members will monitor with head counts throughout the day and take full attendance on the bus before departing any location.

LOST CHILD PROCEDURE:

Children sometimes disappear momentarily from any day camp program, usually to be found shortly after. If staff members ever discover that a child is missing from a group or site, they will run through the following procedure:

1. A few staff members will search the area while the others gather the children together to find out if anyone has seen the missing child.
2. If staff members have been unable to locate the missing child after 5 minutes or so and no campers have seen him/her, the Camp Director will notify any on-site personnel (building staff, lifeguards, etc.) of the child's disappearance.
3. The Camp Director will notify the parents and the Recreation Supervisor that the child is missing and give continual updates, including if/when the child is found.
4. If the child is still not accounted for after steps 1-3, then the Camp Director will call 911, at which point he/she will turn the matter over to authorities. Staff **WILL NOT** depart from a site until all children are accounted for.

Ferndale Summer Camp Program Policies

VISITOR POLICY:

Visitors are strongly discouraged during camp hours. Anyone wanting to visit Ferndale Summer Camp needs to have prearranged approval through the Camp Director before attending the program. Some rooms in the Kulick Community Center are reserved for camp, but the playgrounds, unreserved rooms and other spaces are for public use. Staff members will use their best judgment when planning activities. Participants will not be permitted to bring friends to the program or have them meet them at the site. All visitors to the program will be required to sign in, and staff will inspect and record one piece of identification.

In a separation or divorce situation, the child remains our priority. If a parent properly identifies himself/herself, we are not allowed to stop that parent from enjoying visitation privileges without a specific court order, restraining order or legal documentation in the child's file denying such a visit.

Please provide us this information prior to the first day of the child's attendance so staff can be adequately informed to keep the child's safety as our top priority.

LATE PICK-UP:

It is mandatory that each child be picked up by closing time. Should an emergency arise where a parent cannot pick up his or her child, the Camp Director must be notified immediately. If the child is not picked up on time the staff will follow the Late Pick-Up Procedure as follows:

1. The child will be signed into After Care while staff attempts to contact the child's parent(s)/guardian.
2. If a child is not picked up when After Care ends, staff will immediately begin to call the child's parent(s)/guardian.
3. 10 minutes after dismissal, staff will call parents a second time and then emergency numbers if parents cannot be reached. Staff will also contact the Recreation Supervisor.
4. 15 minutes after dismissal, staff will once again try contacting all emergency numbers and update the supervisor.
5. 25 minutes after dismissal, staff will make one last call to the parents and the supervisor. If a parent/guardian is not reached by then, staff will contact the Ferndale Police Department

LATE FEE:

The camp assesses a \$1.00-per-minute late charge for each minute past the 5:30 p.m. pick up time.

Ferndale Summer Camp Program Policies Cont.

LOST AND FOUND:

It is highly recommended that you label all items (clothing, towels, lunch boxes, water bottles etc.) with your child's name. Staff will make every effort to keep all children's belongings in their backpacks. At the end of each week, staff will display the lost and found items during afternoon pick-up. If you or your child do not pick up your lost items by the end of the summer, those items will be donated to a charity of our choice.

PROCEDURE CONCERNING PERSONAL BELONGINGS AND MONEY:

Participants are asked not to bring any personal property such as radios, iPods, electronic games etc. If a participant does bring personal property, it will be his or her responsibility to keep up with it. Staff will notify parents through the newsletter if extra money is necessary for an activity. Otherwise, additional money is not encouraged. You will need to label all personal belongings brought to the program. Participants should have a bag labeled with their name to store their belongings.

Children riding bikes should bring a chain and lock for which they are responsible. Bikes are not supervised by any day camp or Ferndale Recreation staff at any time. Helmets will be required for children participating in bike/skating/roller hockey activities held at sites during scheduled times only.

POLICY CONCERNING MEALS AND SNACKS:

Safe drinking water will be available to campers at all times. However, campers should bring a full water bottle to the program every day for their own personal use. The camp will provide nutritionally-balanced and healthy breakfast and lunch meals for campers each day (including field trips), but campers are welcome to bring a sack lunch if they so choose. Sack lunches must account for one-third of a child's daily nutrition needs; any lunch lacking substantial nutrition will be supplemented with lunches provided by the camp.

There will be no access to a microwave or refrigeration. Please plan accordingly. Please, no glass! If your child will be in After Care, please send them to camp with a snack. On occasions in which participants or staff want to bring treats/snacks for a party or celebration, the food must be pre-packaged store bought items and approved by the Camp Director.

POTENTIALLY HAZARDOUS FOODS:

Due to the fact that Ferndale Summer Camp does not have access to refrigeration, please be aware of potentially hazardous foods. These foods are defined as any natural or synthetic food or food ingredient that supports the rapid growth of infectious or toxigenic microorganisms or the slower growth of C. Botulinum.

A food is potentially hazardous if it is:

- Of animal sources such as meat, milk, fish, shellfish, edible crustacean, poultry, or contains any of these products.
- Of plant origin and has been heat treated.
- Raw seed sprouts.

Sack lunches must be comprised of items that are not quickly perishable and do not require refrigeration.

Ferndale Summer Camp Program Policies Cont.

PARTICIPANT PERSONAL HYGIENE:

Each camper will be instructed to wash their hands with soap and running water before meals and after using restroom facilities. All toilet articles, such as combs and hairbrushes, must be labeled with a camper's name and shall not be shared with other participants. A camper's wet or soiled clothing will be changed promptly and stored in a plastic bag. Staff members will call parents immediately to supply a change of clothing if needed.

SUN PROTECTION:

The sun is harsh, and Camp Staff will make every effort to keep children protected. As a general policy, campers will be reminded to apply their own sunscreen on a regular basis. It is also recommended you assist your child in applying sunscreen at least once before arriving at camp. Please supply labeled sunscreen in your camper's bag. **Camp staff will only apply sunscreen to campers that is spray-based and requires no physical contact.**

SPECIAL ACTIVITIES/VIDEO VIEWING:

Staff will notify parents in weekly newsletters of any special activities that do not follow everyday planned activities. Ferndale Summer Camp will have access to video/DVD viewing, but this will be kept to a minimum, generally as a last resort during rainy days. Parents give Ferndale Summer Camp permission to show PG movies on the Emergency Card.

T-SHIRTS/DRESS CODE:

All campers should dress appropriately for the weather each day. Campers should come dressed to participate in various camp and outdoor activities including sports, arts & crafts and group games.

Campers should **wear closed-toe shoes each day**. Campers participate in various high-energy activities each day, and it is important for their safety that they wear tennis/gym shoes. Sandals and flip-flops may be brought for swimming pool activities. **ABSOLUTELY NO HIGH HEELS.**

Ferndale Summer Camp will not permit any article of clothing referring to the support of violence, drugs, weapons/fighting, profanity or discrimination of any kind.

ILL CHILD POLICY:

A child who is ill upon arrival will not be permitted to stay at camp for that day. If a child becomes too ill to remain at the program, staff will call to have a parent pick them up immediately. The child will be separated from the group and provided a mat and blanket until they are picked up. **The parent has one hour to make arrangements and pick up the child.**

Ferndale Summer Camp

Emergency/Weather Procedures

EMERGENCY POLICY INCLUDING ACCIDENTS AND INJURIES:

All camp staff members are trained in CPR and First Aid. Staff members will handle minor injuries, and any first aid administered will be recorded in a medical log. Additionally, parents will be notified at pick up by camp staff.

In the event of a medical emergency, accident or major injury, parents will be contacted. If necessary, staff will contact 911, and paramedics will determine if transport to a hospital is necessary. Should transportation be necessary, a staff member will go to the hospital and remain with the child until a parent or guardian arrives. Parents must complete the section on the medical form during registration which gives Ferndale Summer Camp Staff permission to seek medical attention and transport if a parent cannot be reached when a child's condition warrants medical observation.

INCLEMENT WEATHER:

All programs, including field trips, are subject to cancellation for weather purposes, but Ferndale Summer Camp will be open and operational every day of the summer, rain or shine. We look at inclement weather as a wonderful opportunity to encourage resiliency by adapting to change, creative problem-solving and approaching adversity with optimism. The safety of our campers, however, is our first concern.

In case of cancellation during the day due to extreme weather, the following procedures are in place:

1. Children will be kept inside and in a safe area
2. If extreme weather persists, a decision will be made to cancel programs.
3. If weather is too severe for safe passage, parents will be asked to pick up all children at a safe location.

EVACUATION PROCEDURE:

Ferndale Summer Camp has a written evacuation plan in case of natural disaster, including, but not limited to, fire, floods, tornados, severe weather and any unsafe person, animal or situation that presents an imminent threat to camper safety during the camp hours. Camp staff will be updated and aware of weather changes and will not hesitate to take shelter at the first sign of dangerous weather.

Ferndale Summer Camp

Discipline & Behavior Modification

DISCIPLINARY GUIDELINES:

Three basic principles are to be observed by all:

- Keep yourself safe
- Keep others safe
- Keep the material and equipment safe

Discipline will be appropriate and constructive or educational in nature such as:

- Diversion
 - Separation of the child from the situation
 - Talking with the child about the situation
 - Praise for the appropriate behavior
- Children will not be subjected to physical or emotional harm or humiliation
 - Staff members will not use corporal or other harsh punishment, including but not limited to: pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling or any humiliating or frightening method of discipline.
 - Discipline will not be associated with food, rest or needing to use the bathroom. Children will not be punished for bathroom accidents. Food will not be denied or forced upon as a disciplinary measure.
 - Separation will be brief and appropriate for the child's age and circumstance. The child will always be within sight and sound of camp staff.
 - Authority to discipline will not be delegated to other children or volunteers.

DISCIPLINARY ACTION PLAN:

Minor behavior problems:

- Child will be separated from the group
- The staff member and the child's behavior will determine when the child is able to return to the group.
- The staff member will log the incident and what means of discipline were used.
- If minor behavior issues continually recur, the Recreation Supervisor will be notified.

Major behavior problem or continued inappropriate behavior:

- Child will be separated from the group
- The staff and child will reflect upon the behavior and decide on problem solving strategies.
- The staff member will notify parents and discuss the child's behavior and what the next steps involve. These steps could include a parent/child/staff conference or Behavior Modification Contract.

If a child breaks the contract or puts the safety of others is at risk, staff will contact the Recreation Supervisor who will decide whether or not to suspend the child temporarily from the program or remove from the program entirely. **The registration fee will not be pro-rated or refunded due to disciplinary problems.**

Ferndale Summer Camp Abuse/Neglect Policy

The Child Protection Law, Act No. 238, Public Acts of 1975, as amended, being 722.621 et seq. of the Michigan Compiled Laws, and known as the Child Protection Law, will serve as the guideline for discipline policies in our Summer Camp program.

Upon a camper's arrival, the counselor checking children in shall screen all campers as to their physical condition, noting any bruises, cuts or markings on the child's body. The counselor shall also watch for any signs of child abuse or neglect.

If child abuse is suspected, the counselor will follow the chain of command in reporting. If camper confides to a counselor of having been abused or neglected, he/she will only relay this information to those in authority. They **WILL NOT** tell any camper or other counselor.

Camper records and applications shall be confidential. No one shall have access to a camp and camper's files except from permission of the Director or other designated official. A camper has a right to review and screen his or her own record.

DEFINITIONS IN ACCORDANCE WITH SEC. 722.621 OF MICHIGAN STATE LAW.

- "Child" means a person under 18 years of age.
- "Child abuse" means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
- "Child neglect" means harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, or medical care.
- "Department" means the State Department of Social Services.

Ferndale Summer Camp Abuse/Neglect Policy Cont.

ACTION TO BE TAKEN TO REPORT CHILD ABUSE OR NEGLECT

- Camp Director or designated official shall make an oral report within 8 hours.
- Within 72-hours a written report shall be made to the Department of Social Services. A written report shall contain the name of the child and a description of the abuse or neglect. If possible, the report shall contain the names and addresses of the child's parents/guardians, or the persons with whom the child resides, and the child's age. The report shall contain other information available to the Department of Social Services which might establish the cause of abuse or neglect and the manner in which it occurred.
- If a camper appears to be injured, medical treatment will be given by the nearest medical facility.
- Reporting of abuse that occurs outside of camp hours is handled through the local county Department of Human Services Oakland County (866) 975-5010.
- Reporting of abuse that occurs during camp hours is handled through the Licensing Consultant, Cheryl Mason (248) 355-1819.

Ferndale Summer Camp

Children with Special Needs Policy

AMERICANS WITH DISABILITIES ACT:

Ferndale Recreation welcomes everyone to participate and enjoy programs and facilities regardless of race, color, religion, gender, age, national origin or disability. Ferndale supports the Americans with Disabilities Act and strives to comply with all aspects of the law to ensure barrier-free participation.

Child care programs are required to make “readily achievable accommodations” for all children with disabilities. “Readily achievable” is defined as being “able to accomplish easily and without much difficulty or expense.” Programs are not required to make changes that would create an undue burden, which is most simply defined as creating significantly difficult or expense, or increasing safety or crime considerations.

OPEN COMMUNICATION:

Having prior knowledge about any special need, learning difficulty, ADHD, recent loss or major change in the family in child’s life makes a tremendous difference in helping our staff provide the proper care and sensitivity toward your child. It is important for parents to be open with staff and work with them to create a positive camp experience for all of the children in our program.

ASSESSING CHILDREN WITH SPECIAL NEEDS:

Child care programs are required to make individual assessment about whether it can meet the particular needs of the child without fundamentally changing the program. Upon registration, parents will need to provide an existing individualized healthcare plan for the child that can be reviewed to determine whether Ferndale Summer Camp can meet the needs of the child. The individualized healthcare plan shall include the following as needed for the child and must be signed by the healthcare provider:

- medication schedule
- nutrition and feeding instructions
- medical equipment or adaptive devices, including instructions
- medical emergency instructions
- toileting and personal hygiene instructions

CONSIDERATIONS BEFORE ENROLLING A SPECIAL NEEDS CHILD:

Ferndale Summer Camp is a state licensed program, but please take into consideration the following limitations of our day camp program before enrolling a child with special needs:

- The majority of our program is held outdoors with daily programming comprised of physically-active games and participation
- Staff is not trained to assist with toileting, feeding participants or Therapeutic Recreation
- The program does not have staff to child ratio to accommodate a child needing staff assistance one-on-one

Ferndale Summer Camp Transportation Policy

DRIVER QUALIFICATIONS

Public buses and licensed drivers will be used as the primary means to transport campers. As an alternative, the Recreation Van 1 will be available to staff members that meet basic qualifications.

All drivers of camp vehicles must be:

- At least 18 years old
- In possession of a valid Michigan driver's license appropriate for the vehicle to be driven
- Be an employee of the City of Ferndale

VEHICLES

The Smart Bus drivers will check Smart Buses used for field trips before and after use each day. Vans will be inspected by Building Maintenance Manager/Custodian at the beginning, mid-point and conclusion of camp. Additionally, counselors will conduct an inspection using the vehicle inspection check list before leaving on a trip with any campers. The Department of Public Works will conduct maintenance at intervals recommended by the vehicle manufacturer.

RIDERS

- One staff member in addition to the driver will accompany each group of 12 or less campers
- All campers and staff will wear vehicle safety belts if the vehicle requires them
- All riders must remain seated facing forward
- Campers will refrain from distracting driver

EVACUATION

Staff will be aware of all available exits from the vehicle to be utilized. Campers are to be evacuated away from vehicle and any other hazards and held as group until they can be released to their parents or another vehicle. Once clear of the vehicle, staff will take a head count. The vehicle will be marked with flares if in a traffic area.

LOADING/UNLOADING

- All normal loading and unloading of campers and gear will be done off roadways away from traffic
- Campers are to remain orderly and enter and leave in single file
- A staff member is to take a head count each time campers enter or leave the vehicle
- No bags or equipment can be stored in a manner that causes aisles or exits to be blocked

Ferndale Summer Camp Transportation Policy Cont.

TRIPS

When a vehicle leaves on a trip with campers aboard, the driver should carry maps, emergency hospital information, camper records and emergency health release, camp emergency contact numbers and this information.

EMERGENCY TRANSPORTATION

VANS DESIGNATED EMERGENCY VEHICLES

Will carry first aid kits and fire extinguisher, be registered, have a full tank of gas, be insured and have seat belts for every person.

EMERGENCY TRANSPORTATION AND SERVICES

In the event of an emergency or serious injury, the Camp Director or Recreation Supervisor/Director will make the decision whether call 911 or to transport the individual(s) concerned for medical treatment using the camp emergency vehicle:

If advanced emergency services are required, 911 will be called. Staff will contact parents to notify them of the situation and which hospital their child is being taken to. If a parent cannot be reached, the emergency contact will be called.

The Camp Director will follow the ambulance and take along (if possible) the parent release form, insurance information and health history form along with any medication the camper has at camp. The Camp Director will remain at the hospital until the parent arrives. The hospital's medical staff are available on a 24- hour basis and will be called to alert them of our camper's arrival. Administrative staff at camp will contact parents. The Camp Director or Recreation Director will accompany any person sent by ambulance to the hospital.

EMERGENCY VEHICLES AND DRIVERS

Rec Van 1: Ford, Club Wagon, 1996, License Plate number 019X771

Drivers must be:

- A staff member with the City of Ferndale
- At least 18 years old
- Possess a valid Michigan driver's license appropriate for the vehicle to be driven

Ferndale Summer Camp

Water Safety & Pool Policy

Swimming Pool

Staff Members

Camp staff will participate in Aquatic Observer training prior to supervising campers at the pool, and lifeguards will always be on site and on duty when camp is in the water. Staff must be dressed to enter the water with appropriate swimwear, and as with normal camp policy, there will always be at least a 1:10 staff-to-camper ratio at the pool, not including lifeguards. Staff members will be required to supervise pool activities within a given area through the duration of swim activities.

Please ensure that your child comes on swim days with appropriate swimwear, a towel, a bag to store belongings and sunscreen. Staff members will oversee children in the changing room and may be required to assist when necessary (i.e. untying a knot in swim trunks, peeling off a wet shirt, etc.). Camp staff will **NEVER** apply rub-on sunscreen to any camper. Staff members may only use spray sunscreen on a camper, allowing the camper to rub himself/herself with the sunscreen after.

Limitations for Camper Participation

In order to utilize the diving board or swim in the deep end of the pool, a camper must pass a swim test administered by the life guard on duty. The swim test involves swimming from one end of the pool to the other end without stopping or putting your feet on the ground. These tests will also be used for all subsequent water-based field trips (wave pools, water parks, etc.). Any camper who does not pass the swim test will still be allowed in the shallow end of the pool. Campers that wish to test again to attempt to pass may do so at the beginning of each swim session.

Safety precautions

Camper check-in will be taken after campers have changed and are prepared to enter the pool to ensure all campers are accounted for. Once at the pool, staff members will implement the buddy system and a mass buddy check to ensure all campers are in the area. They will again do a full buddy check before heading to the locker room to change and leave.

Camp counselors will not be alone at with campers at any time during aquatic activities. While in changing areas, campers will stay with their buddy. If a camper requires counselor assistance, a buddy will present. Children will be in the visual range of the counselor at all times unless using the restroom.

The Camp Director will contact a site prior to the camp's visit to ensure that the site complies MDEQ standards for lifeguards. The Camp Director will also verify that appropriate lifesaving equipment is available: whistle, rescue tube, first aid kit, backboard with 3 straps, ring buoy, assist pole or other reaching device.

Ferndale Summer Camp Water Safety & Pool Policy Cont.

OAK PARK POOL AND DECK RULES

- All persons using the pool/deck area must shower before entering the pool enclosure.
- Appropriate swimwear must be worn in the pool. No cut-off jeans or colored t-shirts will be allowed. Goggles that cover the nose may not be worn.
- When told to do so, or when one long whistle blast is sounded, all swimmers must exit the water immediately.
- No running, pushing, dunking, throwing of other patrons or any other horseplay will be allowed on the deck or in the pool.
- No obscene, excessively loud or inappropriate language will be allowed within the pool enclosure or park area.
- No glass objects are allowed in the park.
- No food or beverages are allowed within the pool enclosure, except plastic water bottles.
- Smoking is not allowed in or around the pool facility.
- First aid is available at the lifeguard/pool office.
- No diving from the side of the pool in the shallow area is permitted. Diving is allowed only in the designated area – 12 ft. ONLY- during open swim hours.
- Always use the ladders to exit the pool. Never exit from the side of the pool.
- Lifeguards have complete authority to provide for the safety and welfare of all patrons in the pool and park area.
- Do not distract the lifeguard while he/she is on duty.
- Lounge chairs and all other lounge equipment must remain in designated areas only and remain at least 5 feet from the edge of the pool.
- Infants and children may use approved water safety devices including water wings, shirt rings and coast guard approved lifejackets, but only with adult supervision. No other floatation devices are allowed within the pool.
- All patrons with long hair must have it pulled back.
- Children swimming in the 12-ft. area must be able to swim from one wall to the other wall and back without any help or stopping.
- Free swim is allowed in the 12-ft. area only with permission of the lifeguard on duty.

Ferndale Summer Camp Water Safety & Pool Policy Cont.

OAK PARK POOL CLOSING

- The pool will close in cases of potential severe weather, severe weather warning or air temperatures below 68 degrees.
- Patrons will be allowed back into the facility 20 minutes after the last sight or sound of an electrical storm.
- Patrons will not be allowed to shower during a thunderstorm.
- In cases of take cover alerts, the pool will be closed and remaining patrons will be directed to take cover in designated areas
- Emergency closings will remain in effect at the discretion of the pool director.
- In cases of pool contamination, the pool will remain closed for at least 30-45 minutes during cleaning.

Missing Child:

If at any time a camper comes up missing, we will follow these steps:

- Let the Camp Director & Recreation Coordinator know immediately that a camper is missing
- Call for a buddy check immediately
- If after the buddy check the child is still missing, call the campers name over the pool's sound system
- Have a male and female staff check both of the locker rooms
- Have all pool patrons exit the pool and have campers meet at their designated camp location in the grass area
- Call the campers parent(s) to double check that the camper was not picked up early
- Call Oak Park Public safety immediately

Ferndale Summer Camp Boating Safety Policy

Staff members

Staff members will not operate boating or boating equipment at any time. A trained boat operator will be on site and available at any field trip that involves boating.

As usual, there will always be a 1:10 staff-to-camper ratio on boating trips.

Limitations for Camper Participation

All campers without disabilities will be able to participate in boating activities. Individuals with disabilities will be evaluated on an individual basis.

Safety precautions

Boating will be conducted only during daylight hours. No camper will be onboard a boat unaccompanied by a camp staff member. When campers arrive for a boating activity, they will not board until roll call has been taken, a buddy system has been implemented and the Camp Director instructs them to board. Campers and camp staff will wear Personal Flotation Devices at all times while on board the boat. Camp staff will assist campers in boarding and debarking from the boat. Full roll call will be taken before boarding the boat and after debarking.

Ferndale Summer Camp Play Structure Safety Policy

Staff members

Camper will remain within the sight and sound of a camp staff member at all times. Staff members will periodically walk around the play structure to ensure safety and acceptable behavior. As usual, there will always be a 1:10 staff-to-camper ratio.

Limitations for Camper Participation

Children must be stable on their own feet and able to climb unassisted in order to utilize playground structures.

Arrangement, maintenance, and inspection of activity area

A camp counselor will inspect all play structures and surrounding grounds for broken plastic, metal, cigarette butts, trash and debris that can cause any injury or illness to a camper. Any harmful material will be removed before children are allowed to play.

Safety precautions

Children will not be allowed to climb up slides or above guard rails. Children will go down slides one at a time, feet first with the arms and legs unobstructed. Children will not be left alone on the equipment at any time.

Ferndale Summer Camp

Bouncer/Inflatable Safety Policy

Staff members

Camp counselor will remain by the inflatable and observe campers at all times, maintaining the standard 1:10 staff-to-camper ratio. In addition, there will be a dedicated inflatable staff person to assist when necessary.

Limitations for Camper Participation

Children must be stable on their own feet, enter the inflatable and climb unassisted in order to participate.

Arrangement, maintenance, and inspection of activity area

A camp counselor and inflatable staff member will inspect each the bouncer/inflatable for broken or torn parts, wet spots or any harmful debris. Additionally, the ground will be inspected for any trash or debris that could injure a child. Any debris will be removed before children are able to play.

Safety precautions

Campers must remove shoes and wear proper attire. Children will go down slide feet first, two at a time with their arms and legs unobstructed. No more than five children (100 pounds or less each) will be allowed on the bouncer at a time. Other equipment/toys will not be allowed on the inflatables. Children will not be left alone on the inflatables at any time. Camp counselors will remain standing and walk around the structure to ensure camper safety.