

Freeland SportsZone

Summer Camp

Parent Handbook

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Summer Camp Parent Handbook

Dear Parents,

Welcome to a new and exciting season of FSZ Summer Camp. We are glad you are joining in the fun and excitement for SUMMER!

At our FSZ camp, health and safety is our first priority and we are here to make your child feel welcome, to help them quickly realize this is a place where they belong, and can be themselves. We want every child to try new things, make new friends, and be a part of something great!

We are here to help your child grow in every way. We meet them where they are, then give them opportunities to reach levels they never imagined. We're here to surround every child with support, guidance, and fantastic chances to discover and learn. It will be wonderful to see your child's growth this summer.

We're here to show kids all they can accomplish when they believe in themselves. They thrive, knowing they can relax in a safe, nurturing, and inclusive environment. The FSZ is here to help them flourish socially, emotionally, cognitively, and physically. We cannot wait to serve you and your child this summer!

As you read through this handbook, you will get a better understanding of how our program operates. Our hope is that it will help prepare you and your child for a safe and fun camp experience. Set aside some time with your child to read this handbook; it will give you some suggestions to help prepare for our exciting summer together. However, if you have further questions or concerns please feel free to contact us. We are very excited about this summer, and we look forward to introducing your child to new friends, new activities, and memories that will last a lifetime.

While we can't predict all the ways things will be different this summer, one thing is certain: kids at the the FSZ have fun, get exercise, and feel well-cared for -- as always!

Sincerely,
FSZ Summer Camp Staff

Contacting Program Leadership

The FSZ staff is here to serve your family; please take time to connect with the Camp Coordinator and/or the FSZ Manager to discuss any information that will help with the daily care of your child and ensure that they have a successful summer. Our Camp Coaches have very active schedules and are with groups of children during a majority of the programming times to ensure that all participants are having a positive experience. Please understand that staff might not be able to respond to phone calls and voicemails due to their focus on fostering a safe and fun environment for the participants.

The Camp Coordinator or a Coach will be available daily during Drop-Off and Pick-Up to answer any questions, receive feedback, and discuss ways to partner together to ensure your child has a great experience.

Any incidents, however minor (behavior, scrapes, bruises, etc), that may happen during the day will be discussed at Pick-up. Incident Reports will be at Pick-Up and you will be asked to sign the report.

Contact Information: (best way to contact is through email)

1. **Camp Coordinator:** sac@freeland-sportszone.com (989)695-2000 (option 5)
2. **FSZ Manager: Talia Brown** tbrown@freeland-sportszone.com (989)695-2000 (option 2)
3. **FSZ Front Desk:** (989)695-2000 (option 3)
4. **FSZ Summer Day Camp page:** <https://www.facebook.com/FSZSummerCamp>

What to Bring to Camp:

Listed below are items your child will need for camp **(label all items with camper's name):**

Food: Please provide your camper with a sack lunch and water or 100% fruit juice. Lunches will be kept in a refrigerator in the Community Hall, where all Campers will eat lunch. Some Campers like additional snacks, so feel free to pack them.

A Water Bottle: A labeled water bottle. Please refrain from filling these with anything but water. These bottles travel with the Campers and to avoid sticky messes, please send your Camper with water.

Appropriate Clothing: Dress to get messy. NO sandals or open-toed shoes. Tennis shoes and socks should be worn. If you are worried about an outfit getting dirty, do not wear it to Camp. Camp is held indoors and out.

Sunscreens: We strongly encourage you to apply sunscreen to your child prior to coming to camp. We also recommend you send sunscreen to camp with your child. Please make sure it is labeled with your child's name. Our staff will assist your child in applying the sunscreen as necessary.

Great Attitude: Campers need to be prepared to have an active day outdoors. A **good night's sleep** and **breakfast** are essential for a healthy camper. Sports, games, songs, arts & crafts and much more will be offered during a regular camp day.

Our goal is to keep everyone active and engaged throughout the day. 😊

What NOT to Bring to Camp:

The following items are not allowed in FSZ Summer Camp: knives or weapons of any kind (including chains); alcohol, drugs or tobacco products; cell phones; personal video games, toys or card games; radio, tape or MP3 players; iPods, iPads or Kindles; money (unless it is specifically allowed for field trips or special events). Please help us maintain a safe environment by not allowing your child to bring any of these items to the program. **The FSZ is not responsible for lost, stolen or broken items.**

Important Information:

Lost and Found: To ensure your camper goes home with everything they came to camp with, please make sure you are labeling everything your camper brings. We have a lost and found but at the end of each week it will be emptied out and any items remaining will be donated to a shelter. The lost and found will be available at Check-in and Pick-up.

Financial Procedures and Information:

Payment Schedules/Deadlines:

Your camp fee is payable by cash, check, credit card or Apple Pay. **This payment is due by 6pm the Thursday prior to the week attending.** Payments received after their designated due date will be charged a late fee of \$20 per occurrence. No Exceptions.

All activities (including field trips) are included. 😊

Surveys: Every month, you will be emailed a survey. We ask that you please take the time to complete and submit this survey. Your feedback is very important and helpful to us to ensure we are providing quality services and programs that meet your family's needs.

Procedures & Guidelines:

Health Policy: The FSZ Day Camp programs are equipped to care only for children who are in good health. Children may NOT attend the program if they exhibit any of the following symptoms:

- fever of 100 degrees or more
- vomiting or diarrhea
- severe nasal or eye discharge
- an unidentified rash
- a contagious disease (chicken pox, measles, lice, ring worm, etc.)

If a child is prescribed antibiotics, the child must be on the medication for at least 24 hours before returning to the camp program. If your child has a communicable disease, please notify the Camp Coordinator as soon as possible. If a camper becomes ill while at camp, parents will be contacted to make necessary arrangements for pick up.

Your child can return to camp when:

- temperature is steadily below 100 degrees for 24 hours without medication
- an infection has been diagnosed and child has been on antibiotics for 24 hours
- it has been 24 hours since the last episode of vomiting or diarrhea
- nasal discharge is not thick yellow or green
- rash has subsided, or a physician has determined that it is not contagious
- head lice/nits have been treated and there is no sign of nits
- ring worm has been treated and covered

Procedures & Guidelines continued:

Injury Procedures: Camp staff will utilize basic first aid. In all cases of serious illness or accident, the Camp Coordinator will contact the parent or guardian. In the event he/she cannot be reached, the signed authorization on the child's emergency card will allow the FSZ to secure prompt treatment. Injuries requiring ambulance service and medical attention are the financial responsibility of the parent or guardian.

Medication Policy: All prescribed oral or topical medication for your camper, which must be administered during program hours, requires **written permission** from the parent and written instruction from the physician or dentist. The medication must be in its original container labeled with the camper's name, dates, amount and frequency of dosage clearly labeled. Medication forms must accompany prescription.

DROP-OFF AND PICK-UP

Drop-Off & Sign-In

Your child will not be allowed to join our programs until they are properly checked-in with the FSZ staff. Remain at the FSZ until a team member confirms that the check-in process is finished. All children must be signed in and out by an appropriate parent or guardian.

Pick-Up & Check-Out

For your protection, children will not be released to any person other than the parent or other persons authorized to pick up the child on the enrollment form. As a precaution, the staff will request photo identification at the time of sign out until they are familiar with you and the people on your pick-up list.

Authorized Pick-Up Agents

Children will not be released to any person other than the parent or other persons authorized to pick up the child on the enrollment form. Authorization to pick up a child is given in the child-care application. Any changes to the pick-up list must be in writing and completed in the presence of the FSZ Camp Coordinator or FSZ Manager.

Late Pick-Up

Many of our programs operate in a shared space and are unable to continue providing care after our scheduled closing time. Our programs close at 5:30pm and if your child is not picked up by the end of the program, then a late fee will be charged to you and collected at pick-up.

If it is 5:31pm, then it is time for our program to close and you will be charged a fee. The fee is \$20 per occurrence. To avoid having to pay a late fee, we strongly urge you to have additional emergency numbers and people available to pick up your child. The additional contact information must be written on the list of who can pick up your child. We do understand that things come up and traffic can be challenging even in the best of times, however, a phone call for being late will not excuse you from late fees.

Behavior Management:

General Guidelines: Guiding the behavior of children, helping them develop core values, and building healthy personalities are important tasks that adults must take seriously.

Children are entitled to a pleasant environment at camp. Therefore, children who display chronic disruptive behavior may be dismissed from the program. Such behavior is defined as “verbal or physical activity which may involve, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff and/or ignores or disobeys the rules that guide behavior during the day at camp.”

If a child cannot adjust to the camp setting and behave appropriately, then the child may be dismissed. Reasonable efforts will be made to help children acclimate to the camp setting.

Action Steps: The FSZ believes that children learn self-control for appropriate and responsible behavior when adults treat them with dignity and use proper techniques:

- Guide children by setting clear, consistent, fair limits for behavior
- Value mistakes as learning opportunities
- Redirect children to more acceptable behavior or activities
- Make eye contact and listen when children talk about their feelings and frustrations
- Guide children to resolve their own conflicts and model skills that help them to solve problems
- Patiently remind children of rules and their rationale as needed
- Use effective praise that is immediate, sincere and specific
- State directions in a positive fashion

Discipline Policy: When the traditional action steps are not successful, there are four steps we follow at the FSZ regarding discipline. They are as follows:

- Step 1: Verbal warning to the child and parent. Incident will be documented in the child’s file
- Step 2: Written warning to the parent
- Step 3: Suspension from the program (1-3 days, and no refund)
- Step 4: Dismissal from the program**

**In extreme cases, your child may be suspended or terminated from the program (i.e. a violent act against another child or staff member would be considered extreme). If this occurs, time remaining will not be refunded.