

THE SALVATION ARMY TRAVERSE CITY COMMUNITY CENTER



PARENT HANDBOOK 2024

SUMMER DAY CAMP

1239 BARLOW ST
P.O. BOX 5228
TRAVERSE CITY, MICHIGAN 49686
(231) 946-4644 OFFICE
(231) 946-4822 FAX

WELCOME TO THE SALVATION ARMY SUMMER DAY CAMP 2024!!!

We are so excited about Day Camp this summer! We have been working hard during the winter to create programming that makes each child's experience a faith filled, fun, safe, and memorable experience. The following information will introduce you and your child to our Summer Day Camp program. Please go over the information in this packet carefully. Any questions or concerns, please feel free to email me or call at (231)946-4644 x307. Know that you and your family are in our thoughts and prayers, and we are looking forward to summer!

Sincerely,

Susie Afton
Youth & Family Ministries Director
Summer Day Camp Director
susie.afton@usc.salvationarmy.org

PROGRAM HOURS & DAILY SCHEDULE

DATES OF OPERATION **Session One** June 24-July 19, 2024* and **Session Two** July 29-August 23, 2024

*We are closed July 4, 2024 for Independence Day and a BREAK WEEK July 22-July 26, 2024

DAY CAMP HOURS Monday through Friday from 8:00am-4:00pm.

AFTER CARE HOURS Monday through Thursday from 4:00-5:00pm.

SAMPLE DAILY SCHEDULE

**This schedule may change with special events that will be happening.*

8:00-9:30 AM	Choice Time
9:30-9:45 AM	Clean-up and line up for Bible Activities
9:45-10:10AM	Bible Activities (Story, Music, Craft, Activity)
10:10-12:00PM	Outdoor Play (Splash, Hike, Field Trip)
12:00-12:30PM	Lunch
12:30-2:00 PM	Outdoor Play (Project Wild, or playground, Field Trip)
2:00-2:45PM	Quiet Activity/Reading Time/Journaling
3:15PM-3:30PM	Snack
3:35-4:00PM	Craft
4:00-5:00PM	After Care (Registered Campers Only)

 =Outside Activity

 Inside Activity



FEES & PAYMENT SCHEDULE

DEPOSIT FEE

Note: All registration forms must have a 50% deposit included for the number of weeks your child will be attending day camp, before being accepted into the program. The remaining balance will be paid weekly once camp starts every Friday before the week of care.

WEEKLY FEES

Summer Day Camp is Two 4-week Sessions, \$110 per week per child registered. Fees are to be paid no later than the Friday before for the following week of care given. Your child will not be able to attend day camp if payment is not made by the Friday before the following week of care given. Payment will be expected even if your child is not in attendance due to the limited amount of spaces available in The Salvation Army Summer Day Camp.

FORM OF PAYMENTS

Payments may be made using cash, check, credit card or money order. Checks and Money Orders are to be made payable to The Salvation Army. ALL weekly fee payments will be accepted by the Director or Assistant Director ONLY. The Director or Assistant Director will issue a receipt when payment is made. Payments can be made in the mornings 8:00AM-9:00AM and afternoons 3:00PM-5:00PM.

SCHOLARSHIPS

Scholarships covering up to 50% of camp costs are available on a limited basis for families that qualify for assistance. Scholarships are available for Day Camp only – Aftercare is not included. Families must apply for scholarships and submit separate paperwork to determine eligibility. Scholarship recipients must be current with their weekly payments by paying on or before the due date. If weekly payments are not made by the due date, scholarship money will not be applied that week and that family will be responsible for the full cost of weekly fees.

CANCELLATION POLICY

Refund Policy: There is a 50% refund prior to June 14 and NO refunds once camp begins. If you need to remove your child from The Salvation Army Summer Day Camp, a two weeks' notice in writing must be submitted to the Director stating that you will be taking your child out of Summer Day Camp. You will be responsible for the weekly fees acquired if you take your child out of Summer Day Camp without written notice. This only pertains to campers being removed for the rest of the Summer Day Camp program 2024.

ADDITIONAL FEES

LATE PICKUP FEES

An additional fee of \$1.00 per minute per child will be applied for any campers picked up after 4:00pm. If your child has been registered for Aftercare an additional fee of \$1 per minute per child will be applied for any camper picked up after 5:00pm. Late fees are to be paid by the Friday, the week acquired. Late fees must be paid to attend the following week of care.

RETURNED CHECK FEE

A charge of \$36.00 will be added to the tuition payment when a check is returned for insufficient funds. The payment must be made immediately, and all subsequent payments will be required as either cash or a money order.



FIELD TRIP/OUTING FEES

There will be some outings that may require additional fees. Please refer to the Field Trip/Outing list; fees will be outlined there. There will be three to four field trips a week. Weekly field trips can include going hiking, to the children's garden, swimming/ beach days, ice skating and various other outdoor adventures. A schedule of exact dates of the field trips will be available when Summer Day Camp begins in June.

PROGRAM OVERVIEW

The Salvation Army Traverse City Corps offers a quality, meaningful, affordable Day Camp to underserved children ages 5 through 11 years of age. Campers must be entering 1st Grade through entering 6th Grade in the fall. For the summer of 2024 we will serve up to 30 children from the Grand Traverse Area.

A typical weekly schedule will allow for the children to experience various Bible Lessons, playground, field trips, crafts. Each group is referred to as a Unit; within each unit campers will be divided by age group(**GREEN** ages 5-8/**BLUE** ages 9-11). This will be the group they will interact with for the summer. The Staff to camper ratio complies with the State of Michigan LARA with a minimum of one adult staff member for every unit of no more than 10 children.

SPECIAL NEEDS

We will make every effort to provide reasonable accommodations for the safety and enjoyment of ALL children. Parents of special needs children both cognitive or behavioral should contact our director to discuss reasonable accommodations and if there is a possibility for the Salvation Army Summer Day Camp to provide care. We will need to make a decision whether day camp is fully adequate to offer the necessary care needed for the well-being and safety of ALL children participating in day camp. Each parent will complete an INCLUSION APPLICATION for every camper.

OUTDOOR ACTIVITY REQUIREMENT

Each day we will spend no less than 51% of the day out-of-doors as required by The State of Michigan. This 51% needs to physically be outside. We will do some field trip activities indoors out of our building, but it will not account for the 51%. Children will be introduced to the program in their first week and will be encouraged to participate in physical activities such as swimming, games, gardening, archery,* walking, hiking, etc. This portion of the programming is designed to keep our children happy, healthy and encourage a healthy lifestyle.

READING PROGRAM & QUIET TIME

TADL has offered to come with their Mobile Unit and encourage our campers to be part of The Summer Reading Club. It is the intention of The Salvation Army Day Camp to encourage reading through a thirty-minute session three times a week. The other days quiet activities will be offered (i.e. puzzles/drawing). Everyday campers have an opportunity to journal. Campers share what they read about and activities from their day (i.e., field trip, craft, games, snack, bullying). Journals are read every day by staff.

MEALS & SNACKS

Children are required to bring their own lunch with their names written on it. Please pack healthy options in their lunches; **no pop or candy.** The Salvation Army Traverse City Summer Day Camp will supply a morning and afternoon snack each day. **We will do our best to accommodate any allergies/sensitivities.**



CHECK-IN/CHECKOUT PROCEDURES

Parents/guardian or representative may drop off the participant no earlier than the scheduled times; parents must sign in utilizing the Check –in form for that day. At no time are we to sign in a child for a parent. **Day Campers are not to be checked in any later than 9:30AM.** Parent/Guardian or authorized person may drop off or pick up the child at 1239 Barlow Street, Traverse City, Michigan 49686 only. Parents/Guardian/representative may not pick up or drop off a child from any off-site location unless there is an emergent situation, at the total discretion of the director. Campers are not to stay for After Care if they were not previously registered for After Care.

SAMPLE
SAMPLE

The Salvation Army
Summer Day Camp
1239 Barlow St.
Traverse City, MI 49686

DAY CAMPER’S NAME: JON SMITH

DATE	TIME IN	PARENT/GUARDIAN/ AUTHORIZED PERSON SIGNATURE	TIME OUT	PARENT/GUARDIAN/ AUTHORIZED PERSON SIGNATURE	ID Check
MONDAY JUNE 26, 2023	8:00AM	Sarah Smith	3:30PM	Jack Smith	
TUESDAY JUNE 27, 2023	8:01AM	Jack Smith	4:00PM	Phyllis Smith	X

PICK UP POLICY

Participants may be picked up from the Summer Day Camp only by the parent/ guardian or other approved individual. No child will be released to an individual whose name does not appear on their pickup list. Day Camp Staff will check picture ID of individuals we are not familiar with. **The earliest pick-up time is 2:30PM with the latest 5:00pm if registered for Aftercare.**

ABSENCES

Anytime your child will not be attending Summer Day Camp, we ask that to inform the Director or staff. You are responsible to pay weekly fees even if your child is absent weeks they are registered. This helps us with transportation coordination and meeting staff to camper ratios.

MEDICAL/HEALTH

HEALTH APPRAISAL FORM

Upon enrollment, you will be required to complete a health appraisal form stating that your child is free from communicable and infectious disease and signed off by a licensed provider stating that your camper is physically and emotionally fit to participate in an active camp program.



FIRST AID & HEALTH CARE SUPPLIES

Emergency first aid supplies will be in the following areas:

1. Youth Center
2. Gym/Multi-Purpose Room (Inclement weather alternative room for campers)
3. Playground-when Day Camp is on the playground
4. Each Summer Day Camp assigned vehicle has a First Aid kit (Black 12 Passenger van, White 12 Passenger Transit, 12 Passenger Bus).

EMERGENCY TREATMENT

Staff members are American Red Cross First Aid and CPR Adult and child certified and are therefore equipped to act in the case of an emergency. However as lay responders they are not legally required to administer emergency treatment. Additionally, paramedics (911) will always be called in the event of a serious emergency, and if needed, a staff member will accompany a participant who must be transported to a medical facility while the parent/guardian is contacted.

DISPENSING MEDICATION

We are **not** allowed to administer Tylenol, Aspirin, or any other over the counter medicines without a parent's direct permission. If your child needs any of these medicines, send it in its original container. A Medical Permission & Instruction Form will need to be completed for any medicine administered, prescribed or not.

We will administer prescription medications. If your child must take a medication during the hours they are at The Salvation Army send it in the original container. A Medication Permission & Instruction Form will need to be completed for any medicine administered, prescribed or not. All medications are to be turned in to the Director or Assistant Director at check-in. All medications are to be kept locked and dispensed only by the Director or Assistant Director. Medications that are needed for possible life-threatening emergencies will be kept by the Director traveling with the camper. All Medications Dispensed will be logged including name of child, time of administration, person responsible for administration, and name and dosage of medication administered, utilizing provided camp medication form.

LICE POLICY

Children must be lice/nit free at all times. If a child is found to have head lice, he/she will be sent home. The child will be quarantined until Parent is able to pick them up. Bi-weekly head checks will take place on the first day of that week your child comes to camp. Parents can assist in this by checking their children's heads on a regular basis. If you find evidence of nits/lice in your children's hair, please let the Director know so necessary steps can be taken.

SICKNESS & ILLNESS

If a child becomes ill during the program (i.e., fainting, vomiting, etc.) you will be notified and may be asked to pick up your child as quickly as possible. If a child becomes sick while at camp they will be sent to a designated quiet area. We ask that you would be considerate of the other children and their families and keep your child home if they show signs of illness or sickness. In the case of a contagious disease, please notify The Salvation Army Summer Day Camp director so that appropriate steps may be taken.



PREVENTING DISEASE TRANSMISSION

- Staff will not do health screenings before campers are permitted in the building.
- Staff will however monitor the campers in their care for Covid19 symptoms. These symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. **If the answer is YES to any of the symptom questions, keep your child(ren) home from Summer Day Camp.**
- All staff will carry hand sanitizer.
- Hand sanitizer stations will be set up around The Salvation Army Summer Day Camp.
- Staff and campers will be encouraged to wash hands often for at least 20 seconds.
- Staff will wash, rinse and sanitize surfaces that are used for dual purposes (i.e...games, balls).
- Staff will disinfect areas of the building after use, including bathrooms.
- Staff will disinfect group areas at the end of each day in preparation for the next day. This will be done by routinely cleaning, sanitizing, and disinfecting surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, class

SAFETY RULES

Safety of your children is of utmost importance to us and for this reason, there will always be at least two staff people present in any room where children are present. All our staff is trained and certified through the “**Safe from Harm**” program.

BEHAVIOR GUIDELINES

The Salvation Army Summer Day Camp attempts to teach all children the values of respect, responsibility, honesty, and caring. Parents will be notified if behavior problems occur. The general practice of The Salvation Army Summer Day Camp is to encourage and reward good behavior and redirect misbehavior. Although we make every effort to work with children and teach proper behavior, we will suspend or terminate children from the program as a last resort. Fighting will NOT be tolerated and could lead to dismissal.

GENERAL RULES

Be Kind—keep hands, feet, and objects to yourself

Be Respectful—to staff, others, yourself, the facility and field trip locations (i.e. clean up, don't steal)

Be Safe—stay with The Salvation Army Summer Day Camp staff member and notify when going to bathroom or Sensory Breakroom.

Behavior Management

The Salvation Army Traverse City Corps Day Camp policies are to be proactive with campers and create a positive and respectful environment where campers and staff are treated with dignity and are valued. In the unlikely event that a camper needs to be redirected, please utilize the following plan of behavior interventions, or ways to make the camper aware that the behavior they are exhibiting is not a desired behavior in society and may lead to conflict. The camper is putting the contentment of themselves or others at risk either intentionally or unintentionally.



Steps we take with each camper:

Step 1:

A verbal warning and reminder of the rule being violated and/or an acceptable behavior alternative will be given at a first offense.

Step 2:

Should the behavior continue, or if the participant becomes argumentative, staff may resort to a time out and suspension from the activity, followed up with an incident report by the staff member. A copy of the report will be given to the parent/guardian.

Step 3:

For problems that persist and cannot be corrected with the above actions, or that are frequently recurring, the participant will be written up with an incident report and a consultation with a parent/guardian. It will be left to the discretion of the Director if the participant's behavior warrants immediate pick up and/or suspension.

Step 4:

If the behavior continues after the incident report and parent consultation, the participant will be suspended from the program for a minimum of 3 days.

Step 5:

If the participant remains defiant or refuses to cooperate with staff, the participant will be expelled from the program and not allowed to return. For continually repeated offenses, child is sent home/suspended from program and or field trip days (no refunds)

Note: If a participant receives a total of 3 behavior related incident reports they can be expelled from the program. In addition, the frequency and severity of the inappropriate behavior will ultimately determine the action taken by the program staff, and as such, steps one and two may be skipped in the event the Director deems an incident report and parent consultation is an appropriate response.

The Salvation Army staff and leaders will not deprive any child of food or water, place campers alone without supervision, subject a camper to ridicule, hazing, threats, corporal punishment, excessive physical exercise or excessive restraint or verbal abuse.

The Salvation Army Traverse City Corps Anti-Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, social media and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

Any physical, emotional or mental harm/threats to oneself, another person or property may result in immediate suspension or dismissal.

ORIENTATION

Orientation will take place Friday, June 21, 2024 3:00-5:00PM. Orientation is required for Parents and Day Campers before day camp starts. This will be a time to meet and greet and go over rules and ask questions. If this date does not work, set up a time with the Director to have an appointment before Day Camp starts.



PERSONAL GAMES/TOYS ETC.;

We ask that children do NOT bring comfort items from home such as toys or blankets. Books for reading time will be the only exception-your child will be responsible to place their book back in their backpack at the end of reading time. The Salvation Army is not responsible for broken or stolen items. Cell phones and electronics are to be left at home.

TRANSPORTATION POLICY

When children are being transported to & from outings; they must be buckled at all times and children under 8 years old or 4' 9" must bring a booster seat with them for traveling in the van. Campers are not permitted to sit in the front seat. Vehicles for multi-use pickups will be sanitized in between trips and after program. There will always be 2 adults accompanying day campers while transporting. Drivers are required to have a chauffeur's license and be 21 years of age.

WHAT TO BRING TO CAMP EVERY DAY

- Water bottle
- Backpack
- Towel
- Bathing suit (refer to Dress code above)
- Book for reading time
- Spray sunscreen
- Bug spray
- A healthy, portable lunch w/child's name
(No reheating or refrigeration available. Lunches will be put in cooler with ice pack)
- Change of clothes

LOST & FOUND

All lost and found items will be placed in a bin next to the entrance to the game room. Items left at the end of the day will be placed there. Items not claimed by the end of the program will be kept until the end of the summer will be taken to our Thrift Store. The Salvation Army and its staff are not responsible for lost or stolen items.

CONTACT INFORMATION

Due to the nature of the program, if the Director cannot be reached at the office number, you may contact the director on her cell phone.

- To contact by office phone between 9am and 4pm: Call (231)946-4644 Ext 307
- To contact the director by cell phone before 8AM and after 4 pm: Call (231) 631-1678 Susie Afton
- Email: susie.afton@usc.salvationarmy.org

