

### **The Salvation Army Mission Statement**

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church.

Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.



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*The Salvation Army Royal Oak*

# SUMMER DAY CAMP 2024 PARENT HANDBOOK



## **Welcome to another exciting summer at The Salvation Army's Summer Day Camp! We're glad you chose us!**

This handbook contains lots of great information about Day Camp at The SAL. If you find that you still have questions or concerns, please feel free to contact me.

The SAL strives to provide a high quality summer day camp experience that enriches the lives of all involved. We're thrilled to bring some new and exciting activities to a camp that has been serving this community for many years. Summer Camp is not just day care, it is the chance for your child to participate in activities that cannot happen during the school year. Camp is an experience your child should not miss!

We have a goal of helping campers grow physically, socially, and spiritually.

- Physically, through plenty of active outdoor and indoor activities. Hopefully, your child will get the chance to try something brand new this year!
- Socially, by learning to interact with their peers in a different environment from school. They'll have fun together and plenty of opportunities to be silly!
- Spiritually, through our weekly Bible classes that teach basic values like honesty, love, and much more.

The SAL Summer Day Camp program maintains a staff to child ratio compliant with State of Michigan requirements. All our staff is Red Cross Certified in First Aid, CPR, & The Salvation Army's national SAFE FROM HARM program.

We understand that you have many options when it comes to finding a Summer Camp for your child. We are glad you have chosen to be a part of The Salvation Army Summer Day Camp!

See you at The SAL!

Jeff Rowland

Community Center Director

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The SAL Day Camp and After School Program is licensed by The State of Michigan.

The Center's licensing notebook is available at The SAL:

1. The licensing notebook contains all licensing inspection and special investigation reports and related corrective action plans.
2. The licensing notebook is available to parents during regular business hours.
3. Licensing inspection and special investigation reports from at least the last two years will be available on the child care licensing website found at:

[www.Michigan.gov/michildcare](http://www.Michigan.gov/michildcare).

## **Preventing Disease Transmission**

- All staff will carry hand sanitizer.
- Hand sanitizer stations will be set up around The SAL.
- 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....table games and lunch).
- Janitorial 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, classroom sink handles, countertops, chairs, and playground structures.

**Day Camp is for boys & girls who are entering 1st grade through entering 8th grade in the fall.**

**Day Camp 2024 runs for 8 weeks**  
**Monday-Friday June 17—August 9**

## **Fee Policy**

### **Day Camp—\$150 per week**

50% deposit is due upon registration. The remaining 50% is due the first day your child attends camp. There is a 50% refund of your deposit prior to June 17th and No refunds once camp begins.

If there is a change in your schedule after you have turned in your registration forms, please contact us and let us know. Although we cannot refund any payments, we can apply them to the balance.

### **Latchkey—\$30 for 7am-10am, \$30 for 3pm-6pm—weekly**

Latchkey bills are paid on Monday morning throughout the summer or paid in full upon registration.

You can receive a 10% discount if you pay your latchkey fees in full at the beginning of camp.

There will be a \$1 per minute charge for any child picked up after 6pm from the Latchkey program.

## **SUMMER CAMP INFORMATION**

Our Taste of Adventure program encourages campers to experience a variety of different camp activities with new friends and caring camp counselors. Kids take part in a variety of activities including, Bible, Arts & Crafts, Recreation, and Group Time. We know campers gain a greater sense of security and community by remaining with their “new” friends and camp counselor. That is why we engage children in activities that encourage camaraderie and social interaction so that they feel comfortable and free to experience all the possibilities camp has to offer. Each day is unique and full of fun and surprises. Make sure and ask your child what happened each day!

### **A Typical Day at Camp 2024**

7:00am—10:00am Before Care for those registered—enter through The SAL Community Center Doors on the North side of the building.

9:45am—Arrival at Camp

***Please do not arrive before this time if not registered for Before Care.***

10:00am—Opening Ceremonies in the gym

10:30am—Leave for Field Trip or start class rotation @ The SAL

12:00pm—Lunch for those staying at The SAL

12:30-3:00pm—Class rotations/activities/guest speakers

2:30pm—Field Trip group returns

3:00pm—Day Camp ends, parents pick up

3:00-6:00pm—After Care for those registered—Parent Pick up The SAL Community Center Doors

### **Counselor Requests**

Due to the large number of campers we cannot make any requests for a specific counselor. Children are placed in groups based on grade level. Siblings of different grades will not be placed together.

## **Health and Safety**

### **Staff**

- Staff will wash hands before they begin to work, and throughout the day.
- All staff will be trained on procedures for preventing disease transmission.
- Staff is not required to wear a mask. Staff is encouraged to make the best decision for themselves and their family regarding mask wearing.

### **Campers**

- Each camper will bring their own lunch in a disposable lunch bag.
- 1 snack will be provided by The SAL each day.
- Camper’s belongings will be kept in their designated group area in the gym.
- Campers are not required to wear a mask. Families are encouraged to make the best decision for their family regarding mask wearing.

### **Parents**

- Campers with a fever or other flu symptoms (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea) should stay home.
- Parents are not required to wear masks. Families are encouraged to make the best decision for their family regarding mask wearing.

## **Concessions**

Many of our field trips have concessions available. The SAL Snack Shack is also open daily during lunch and as campers leave for the day. Please send any money with your child in an envelope marked with their name, counselor's name, and amount in the envelope.

## **Communication**

Email reports will be mailed periodically from the Community Center Director. This will give an overview of the week, as well as any upcoming events. Make sure your email address is on file with us so we can let you know of any news.

Text messages can also be received via our Kid-check system. Emergency texts will be sent this way.

Parents will be notified for the following: illness, injury, behavioral issues

## **Lost & Found**

Lost items will be placed in the bin by the SAL door. Please regularly check for any items your child may be missing. Items may also be found in your child's group bin, located in the gym.

Any items not claimed at the end of the summer will be donated to The Salvation Army Thrift Store.

## **Younger Unit**

### **Unit 1: 1st-2nd Grade**

### **Unit 2: 3rd-4th Grade**

**In-building days are Monday & Wednesday**

**Tuesdays-** A variety of local adventures (see the calendar online or pick one up at The SAL office for more details)

**Thursdays-** A variety of local adventures (see the calendar online or pick one up at The SAL office for more details)

**Fridays-** We'll take a field trip with the whole camp or have a special theme day at The SAL

## **Older Unit**

### **Unit 3: 5th-6th Grade**

### **Unit 4: 7th-8th Grade**

**In-building days are Tuesday & Thursday**

**Mondays-** A variety of local adventures (see the calendar online or pick one up at The SAL office for more details)

**Wednesdays-** A variety of local adventures (see the calendar online or pick one up at The SAL office for more details)

**Fridays-** We'll take a field trip with the whole camp or have a special theme day at The SAL

## **Counselor in Training**

Young people entering 9th grade in the fall—17 years old can choose to be a part of our CIT program. They are assigned to a group for the summer and help the counselor. Fees for this program are \$65/week plus latchkey fees.

Our CITs are chosen via an interview process. Attending camp in previous years, does not guarantee a CIT spot. CITs must be helpful, kind and responsible.

All interested CITs must fill out the registration form and recommendation form. Payment is not due at the time of registration. Payment is due if the CIT is chosen to be in the program.

Being involved in day camp in the past does not guarantee a CIT position.

## Field Trips

Day Camp will enjoy 3 field trips per week. Field trips will be communicated to you prior to the start of Day Camp 2024.

Important Reminders:

- Campers should wear their Day Camp shirts on Field Trip days.
- Concessions may be available on certain field trips. Please pack a lunch for your child unless the counselor says differently.
- We will return from field trips each day between 2:30 & 3:00pm.
- Transportation for field trips is provided by The SAL bus and rented buses from a reputable bus company, both of which will be driven by adults with the proper licenses. All bus drivers transporting campers have CDL licenses with passenger endorsements. Our van drivers all have State of Michigan Chauffeur licenses.
- Aquatic Activities: We love being at the pool! On days when we travel to the beach or waterpark, please send your child with their suit under their clothing and sunscreen already applied. Our counselors will reapply during the day as best as they can, but teaching your child to apply on their own can be a great help! Please also send a change of clothes (including underwear) for after swimming

**IMPORTANT: On field trip days, you will not be allowed pick up or drop off your child at the location. This helps us with our camper count for safety and payments to the location.**

**Thank you in advance.**

## What to bring to camp

- We are very active, so be sure your camper eats a hearty breakfast before heading to camp.
- Pack a lunch. Lunches are not refrigerated. Campers must bring their lunch in a disposable lunch bag. We will not serve items with nuts, but children may bring peanut items in their lunches. If your child has an allergy, please be aware of this.
- **Reusable water bottle!** Please send a full bottle of water with your camper each day. They will have multiple opportunities to refill throughout the day.
- Sunscreen
- A backpack is a great way to keep all items together at camp. All clothing and items should be marked with campers name. **Your counselor will alert you if other items are needed.**

## What not to bring to camp

**As we will schedule lots of activities for your camper, please leave the following items at home:**

- Headphones, electronic games, Pokémon cards, toys, excess money, weapons, any other expensive items
- Phones may be brought to camp at their own risk and are not to be used during camp hours. Parents may be contacted by the camper through the office if necessary.

## What to wear

Campers will be outside A LOT! Please dress in summer attire. It is recommended that campers wear comfy shoes and old clothes.

Camp shirt should be worn on all field trip days. Shirts will be distributed by your camper's counselor on their first day of camp. If you'd like to order an additional shirt, please mark the registration form and pay an additional \$10.

## Medication and Illness

### HEALTH AND MEDICINE POLICY:

Upon enrollment, you will be required to complete a health form stating that your child is free from communicable and infectious disease and that we can access their records from their school. If children come to our facility ill, they will not be accepted for the day and may be sent home. The SAL will contact parents if the child is ill, so that someone can come and care for the child at home. Parents will be asked to pick up their child in cases of repeated diarrhea, vomiting, contagious rashes, a fever of 100 degrees or more, ear infections, strep throat, mumps, chickenpox, measles, lice, pink-eye, or other serious illnesses and injuries that may occur at The SAL. Parents will be required to fill out a release form, giving authorization for the Community Center Director or ASP staff member to dispense medication. Instructions should be given in writing.

In case of more serious accidents which may require medical attention, the parent(s) will be notified immediately. Any minor situations will be dealt with on the spot. The child's parent(s) will receive a copy of the incident report and be asked to sign the form which will go into the child's file.

Please Note: Active, busy children will have accidents even with the best supervision.

Anytime a camper brings medicine to camp, a medication form must be on file. The medication should be in the original container with the child's name clearly marked, and we must follow the instructions on the bottle. All medicine will be given directly to a staff member. Children cannot administer medicine to themselves.

If a child becomes ill or is injured at camp, an attempt will be made to notify the parents. If no parent can be reached, the staff will use their judgment as to the seriousness of the condition. For those injuries and illnesses requiring medical attention, a local doctor will be used. ***The SAL has a NO NIT policy.***

## Camper Behavior Information

### Behavior Guidelines

The SAL 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 SAL 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, and the facility (clean up)

Be Safe—stay with a SAL staff member and your buddy

### Steps which will be taken if camp rules are broken

- Quick reminder of “Camp Rules”, then re-direction to another activity
- 5-10 minutes to think and counselor time to discuss
- Repeat “Think Time” and counselor time to discuss what can be done next time
- At check out, parents are informed of problem and how it was resolved
- Parent is called for suggested help
- Parents are called in for a conference with the Director
- For continually repeated offenses, child is sent home/suspended from program (no refunds)
- Dismissal from program

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

Parent Conferences are available if needed. Please call the Community Center Director to arrange for a conference at 248.585.5600—ext. 672.

## **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 community center director to discuss reasonable accommodations and if there is a possibility for the Sal 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.

## **Absentees**

No need to call if your child will not be here. HOWEVER, we ask that you please arrive no later than 10:00 for camp. It helps with attendance and if we need to leave a few minutes early for a field trip. We lock our doors at 10:00am, so late arrivals should please enter through our main office on the South side of the building.

## **Check-In/Check-Out**

We use a program called KIDCHECK. It's a child security system that will help us better track the children in our program and who is picking them up.

After registering, you will receive a key tag that you will use to sign your child in and out of camp. You can register as many adults as you need and each can receive a key tag.

See the flier with this handbook for more information on setting up your KID-CHECK account OR go to [www.kidcheck.com](http://www.kidcheck.com).

Children signed out after 6:00 pm will be charged \$1/ minute per child.

Please let us know if your child is NOT to be picked up by a specific individual.

At Check-In, you are required to acknowledge that your child is free from Corona Virus symptoms and has not come in contact with anyone that has Corona Virus symptoms.

If you can not check that box your child will not be permitted into the building.

Each Unit will have a separate Check- & Check-Out station.

- Younger Unit: The South Lobby Entrance
- Older Unit: The SAL Entrance