

Camp O'Fun Parent Handbook

Welcome to Camp O'Fun!

Thank you for your interest in our program. The School-Age Child Care summer program, more formally known as Camp O'Fun, is committed to providing a safe and relaxing environment where children's physical and emotional needs are met. Camp O'Fun allows children to develop an enthusiasm for learning, creating, and exploring through constructive play all summer.

Our staff is in constant communication with parents. Communication includes but is not limited to, email, face-to-face, phone, Remind app, flyers and much more! Let the on-site Director know the best way to get in contact with you.

Camp O'Fun Goals and Philosophies

Camp O'Fun focuses on constructive play through art, drama, literature, music, art, and movement. We aim to establish an atmosphere of respect for self and others, as well as respect for our equipment and materials. Camp O'Fun teaches and encourages self-control, self-esteem, and cooperation. Students will gain a clear understanding of expectations. Children also learn how to be part of a mixed-age community. We provide many opportunities for children to develop coordination and large motor skills through physical activity and outdoor play. Our program provides opportunities to become independent and responsible through self-directed and individualized activities.

Camp O'Fun provides a safe and comfortable environment where children can explore, play, and relax. Our activities foster cognitive, social, emotional, linguistic and physical growth and development. We have a wide variety of books, crafts, games, toys, and equipment.

Arts and crafts are an important part of our program. We make every effort to see that children's clothing is protected while they work on their projects. Parents should be aware that the school system is NOT responsible if dirt, paint, glue, crayons, markers, etc. get on children's clothing.

Operating Information

Camp O'Fun takes place Monday-Friday during the summer. Camp starts on Tuesday, June 22 and runs for 10 weeks. The last day is Friday, August 27. We begin at 7:15 am and end at 6:15 pm. Usage is pre-arranged. Call in advance for any additional days.

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Camp O'Fun Field Trips	

We currently do not have field trips planned for this summer. If this changes, parents will be notified.

Camp O'Fun Weekly Themes	
Week 1: June 22-June 25 Camp O'Luau	Week 6: July 26-July 30 Camp O'Fun's Got Talent
Week 2: June 28-July 1 Can You Build It?	Week 7: August 2-August 6 Camp with Camp O'Fun
Week 3: July 6-July 9 Rockin' in the USA	Week 8: August 9-August 13 Big Business
Week 4: July 12-July 16 Sports Jam	Week 9: August 16-August 20 Shark Week
Week 5: July 19-July 23 Around the World in 5 Days	Week 10: August 23-August 27 The "No Theme" Week

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To contact the Camp O'Fun program, you may call the Camp O'Fun line at Ferry Elementary directly. If you are calling outside of Camp O'Fun hours, please leave a detailed message and the on-site Camp O'Fun director will contact you once they receive it.

Camp O'Fun Numbers:

On-Site Camp O'Fun Director: Cait O'Meara, 313-432-3096

omearac@gpschools.org

Director of School-Age Child Care: Crystal Fletcher, 313-432-3009

fletchc@gpschools.org

Assistant Director of School-Age Child Care: Sara Schram, 313-432-5853

schrams@gpschools.org

Billing Coordinator: LaNice Ruiz, 313-432-3067

ruizl@gpschools.org

Camp O'Fun Office: 313-432-3096

www.gpschools.org

Camp O'Fun Main Office:

Barnes Early Childhood Center

20090 Morningside Dr., Grosse Pointe Woods, MI 48236

Enrollment and Withdraws

Students must be enrolled prior to admittance into the program. Registration is all done online. In order to attend the first week of Camp O'Fun (June 22- June 25, 2021) you must have your registration and payment in by June 15. **During online registration, you will be prompted to print. You must print the forms and bring them during your first drop off.**

Families can choose a schedule based on their needs. Schedules can range anywhere from 3 to 5 days a week. Any schedule changes will need to be requested by the Friday prior to the week that a change is needed and will be granted if space allows. All schedule changes are based on availability and must be requested through the Camp O'Fun office or through the on-site director.

If you choose to withdraw from the program, please contact our billing department.

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Sign-in and Pick-up Procedures

State licensing requires parents to walk their child into the building and sign them in each morning of Camp O' fun. This requires all parents to "buzz" into the building. Once the buzzer has been pressed, a Camp O'Fun staff member will either unlock the door remotely or will meet you at the door. Parents may NOT have their child wait at the door to be let into the building while waiting in their car. Children are not allowed to walk themselves in and sign themselves into Camp O'Fun in the morning.

Parents must sign their child in to Camp O'Fun in the morning during drop off. This is done by initialling in the AM square and putting the time dropped off. No one is to enter the building before 7:15 am. Although this is the time when Kids Club begins and parents start bringing their children in at 7:15 am, it is also the same time that the Camp O'Fun staff are allowed to enter the building. We cannot enter Ferry Elementary until 7:15 am. We are not licensed to care for students before 7:15 am.

All students have to be picked up from Camp O'Fun by 6:15 pm. Parents are to "buzz" into the building. Once inside, parents go to the front desk and say who they are picking up. The staff member working the front desk, will then call the child's name over the radio and go get them. Once the child is at the front desk, the parent will sign the child out. This is done by writing your initials and time of sign-out for the day. If 6:15 pm arrives and your child is still at Camp O'Fun and the staff have not heard from anyone, phone calls will be made to all numbers attached to the parents/guardians. If all numbers have been exhausted and no contact has been made, staff will begin calling emergency contact/pick-up persons. Since Camp O'Fun is only licensed to care for students until 6:15 pm, and there was no contact made about picking up, the Camp O'Fun staff have no option but to contact local authorities if the time has reached 6:45 pm. Children are not allowed to sign themselves out of Camp O'Fun. In the event of a late pick-up, your account will be charged (see fee sheet).

Students will ONLY be released to authorized names listed on their Child Information Record. All adults picking up a student must bring photo identification into the building. If someone does not have a photo identification and the site staff members have never met the person, the student will not be released to that person. This is a state mandated law. We can also only add names to the Child Information Record in person. If your child will not be at Camp O'Fun on a day they are scheduled, please let the on-site director know.

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Sample Daily Schedule

<u>Camp O'Fun Sample Schedule</u>	
7:15 am	Arrive at Camp, ready for a FUN-filled day
9:00 am	Morning snack
9:30 am	Morning recess
10:00 am	AM Session 1 - My Choice
10:45 am	AM Session 2 - My Choice
11:30 am	LUNCH and recess
12:30 pm	PM Session 1 - My Choice
1:15 pm	PM Session 2 - My Choice
2:00 pm	PM Session 3 - My Choice
2:45 pm	Afternoon recess
3:15 pm	Afternoon snack & "Camper of the Day"
3:35 pm	Open Sessions-game room, art, or the Cubhouse and the Clubhouse
6:15 pm	Camp closes for the day

The daily schedule and activities can change day-to-day, but the above sample schedule is a great guideline.

Students are not encouraged to bring anything valuable from home, ex. Gaming device, iPad, cell phone. Camp O'Fun and the Grosse Pointe Public School System are not responsible for lost, stolen, or broken items. Bring in personal items at your own risk.

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Camp O'Fun will NOT be providing snacks this summer. Parents must send in healthy snacks, along with a lunch, daily. There will be an AM and PM snack time. In the event a child did not bring a lunch, a parent will be called to provide a lunch.

Each camper should bring in a water bottle daily.

Medication

Camp O'Fun staff will administer prescribed medication that is in its original container with the updated prescription label. All medications, including over the counter and prescription, must be accompanied by a doctor's note and school medication form. The container must include the physician's name, the child's name and instructions, name and strength of the medication. The Camp O'Fun staff will keep a record of the time and the amount of medication administered to your child. All medication will be kept out of reach of children and will be returned or destroyed after it is no longer needed or has expired.

Over the counter medications and vitamins must also be accompanied by a doctor's note and medication form and should never be packed in your child's lunch. Over the counter medications must have a physician's, PA, or NP note indicating dosage, frequency, with an end date. It should also be in their original container with a label that clearly states the dosage. We will not administer a dosage larger than what is stated on the label. Please provide a liquid measuring syringe or measuring spoon for administering medication. You may send in over the counter diaper creams, sunscreen lotions and insect repellants, labeled with your child's name. You must complete a medication permission form.

Behavior Expectations

Please discuss the following rules with your child:

- Respect all Camp O'Fun staff members
- Respect your peers
- Do not use profane or crude words
- Respect program equipment and school property
- Stay in the Camp O'Fun area unless given permission to leave the room
- Stay with the group at all times
- Clean up after using games, doing crafts, or eating snack

Codes of Conduct and Discipline Procedures

The Camp O'Fun staff use positive methods of discipline that encourage self-control, self-direction, and cooperation. We utilize a progressive discipline policy that follows align with the GPPSS Student Code

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of Conduct. Limits and expectations will be stated clearly and appropriately for each child's developmental level. When children are asked to change their behavior, reasons will be given and the adult will state an alternative behavior. Inappropriate behavior will be redirected. Children are never left alone. Physical or emotional punishment is prohibited, including spanking, bribery, shaming, threats or deprivation of snacks or other privileges. It is expected that parents refrain from using physical punishment or threat of punishment while on the premises.

Should an incident occur during Camp O'Fun, parents would be notified via telephone or by face-to-face communication. If an injury occurs, aside from being notified via the above ways, an accident report will be given to parents to sign. Parents take a copy of the report with them. Parents will be given appropriate notice if problems arise that cannot be accommodated. It is under the discretion of Camp O'Fun administration to determine student suspension/removal from the program.

The Student Code of Conduct can be found on our district website, www.gpschools.org, under School Board, Policy. For a printed copy, please call 313.432.3010.

Staff Training and Screen Process

In alignment with the State of Michigan, Camp O'Fun operates at a 1:18 ratio. Our qualified personnel care about your child's well-being and happiness. Every staff member is fingerprinted and background checked by the State of Michigan. All sites are licensed by the State of Michigan. Each site has a parent handbook available for review at any time.

Staff members are required to receive at least 16 clock hours of training each school year. Staff members also are required to successfully complete training in "blood borne pathogens" and CPR/First Aid. All staff members of the Grosse Pointe Public School System are required to have their fingerprints checked at the state and federal level.

The GPPSS Department of Human Resources must have these prints on file in order for an employee to begin working. An "Internet Criminal History Access Tool," called ICHAT, must also be completed prior to working. Staff members working for the GPPSS Camp O'Fun program have an additional set of clearances they must complete for employment. All new employees must submit documentation through the Department of Human Services "Family Independence Agency" indicating that they have no history of abuse or neglect. New employees must also submit a current physical and TB test results.

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Injuries

All Camp O'Fun staff members and the Program Directors are required to maintain current certification in CPR and basic First Aid. In the event of an accident involving your child:

- Staff will administer basic first aid.
- Staff will comfort your child.
- Staff will notify you at pick-up if your child suffered a minor accident.
- Staff will notify you via phone if the injury is non-threatening but is more involved than a scrape or bump.
- Staff will complete an accident report and a copy will be sent home with you. A copy of the report signed by you will be kept on file at the GPPSS Administrative offices.

If your child's injury is on the head, neck or back or is more significant, we will call you to discuss the injury. The Program Director and/or the Camp O'Fun staff may recommend that you pick up your child and take him or her home or to your child's pediatrician for a more complete assessment.

In case of a serious injury, staff will implement the GPPSS Camp O'Fun Emergency Plan in Case of a Serious Injury:

- 911 will be called for an ambulance, if necessary.
- The Child Care Coordinator will be notified of the situation via a phone call from the Program Director.
- The child's parents will be notified via a phone call from the on-site Camp O'Fun Director. Parents will be notified of the hospital their child is being transported to.
- The Program Director will accompany the child to the hospital in the ambulance.

If the Program Directors is unavailable, the on-site Camp O'Fun Director will accompany the child to the hospital in the ambulance and another Camp O'Fun staff member will assume that director's responsibilities.

Financial Assistance

Families in need of financial assistance are referred to the Department of Human Services (DHS). The GPPSS School Age Child Care Program accepts subsidies from this agency. Payment plans may be available on a case-by-case basis. Legal guardians are responsible for any balance on their child's Camp O'Fun account. Accounts must be kept current. Please contact our billing office for more information by calling 313-432-3067.

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Billing and Rates

Camp O'Fun billing is sent via email. Payments are collected in advance based on your child's chosen schedule. Camp is billed in monthly installments, based on the days registered for.

Monthly payments are due as follows:

June: Tuesday, June 15
July: Thursday, July 1
August: Sunday, August 1

Payments must be made online, or by calling our billing department (313-432-3067). Cash will NOT be accepted on site.

Days that are registered and paid for but are not used will be credited on your account. This includes sick days or other emergency school closure days. Days not registered for but used will be added to your account. If there is an emergency and you need to have your child do a drop-in day, then there will be an additional \$50. Each student's usage is reviewed at the end of each month.

Camp O'Fun fees are as follows:

Weekly Rate/Resident	\$230
Weekly Rate/Non-Resident	\$240
Week of June 29/ Resident	\$184
Week of June 29/ Non-Resident	\$192
Sibling Discount (youngest child only)	5% off
Registration Fee (non-refundable)	\$75

There is a \$20/student late payment fee. Should a child get picked up late, a late pick-up fee of \$20/child per 15 minutes or fraction thereof will be assessed.

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Forms to Return

The following forms can be found on the Camp O'Fun website. Each form needs to be filled out and turned in on the first day of Camp.

- Enrollment Form and Health Statement (Interactive, print, sign)
- Child Information Record (Interactive, print, sign, student ID is not needed)
- Statement of Rules (Print, review with child, sign)
- School-Age Child Care Contract (Print, sign)
- Parent Notification (Print, sign)

Questions

Should you have any questions, please contact the Director of School-Age Child Care, Crystal Fletcher, at 313-432-3009 or the Assistant Director of School-age Child Care, Sara Schram, at 313-432-5853.