



**SUNNY DAYS
CAMP**

**-Parent Handbook-
2024**

-Our Philosophy-

Hamburg Fitness Center & Camp recognizes the importance of new experiences, opportunities to make friends and the need to stay active. These values will help shape children for the future. All of our programming stresses healthy choices, staying active, creativity and teamwork.

-Objectives-

- Encourage personal growth
- Develop interpersonal skills
- Experience new activities
- Opportunity to make friends
- Have fun

-Non-Discrimination Policy-

Sunny Days Camp and the Hamburg Fitness Center & Camp does not discriminate on the basis of race, color, national origin, religion, height, weight, familial status, sex, age or disability in its programs and activities.

-Enrollment and Hours-

Sunny Days Camp hours are from 9:00am to 4:00pm Monday through Friday for children ages 6 to 12 years old. Children must be 6 years of age by the first day of Camp.

-Extended Care-

Extended care is available mornings from 7:00am to 9:00am and/or after camp from 4:00pm to 6:00pm. Pick up after 6:00pm will be charged a \$5.00 late fee per 15 minutes. Extended care registration forms will be available at the sign in/out desk every week and must be paid for weekly. In the event that you must use extended care that you have not pre-registered for, payment is due at the time of service.

-Registration-

A registration packet must be filled out for **each individual child**. These forms can be found online at: www.hamburgfitness.net. Physical copies of these packets are available for pick up at our front desk to be filled out manually. The camper packet is due the first day your child attends camp. You can submit these forms via email or in person at Hamburg Fitness Center & Camp (8540 Hamburg Road, Brighton, MI 48116). These forms are necessary to have on file per licensing policy. If you fail to submit these forms, your child will not be allowed to attend camp. Parents/guardians must be an active Member of Hamburg Fitness to qualify for Member registration fees, daily and weekly rates. Failure to pay for the correct registration fee will result in a \$20 penalty fee applied immediately.

☆-2024 CAMP RATES-☆

Annual Registration Fee (Includes cost of supplies)

Member (1st Child) \$25 | **Family** (2+) \$40

Non-Member (1st Child) \$40 | **Family** (2+) \$60

Member (Child must be a member) Non-Member

Daily Rate \$50 (Per Child) Daily Rate \$60 (Per Child) Weekly Rate \$200 (Per Child) Weekly Rate \$250 (Per Child)

-Extended Care Available-

Before Care (7:00am-9:00am) \$10 (Per Child)

After Care (4:00pm-6:00pm) \$10 (Per Child)

-Payment Information-

Camp fees must be paid no later than the Thursday prior to the following weeks' attendance. No refunds are issued. In the event your child cannot come to camp due to an illness, a physician note is required to receive camp credit. A \$20.00 late charge will be applied to payments not received. Returned checks will be charged a \$35.00 service charge.

-Cancellations/Sick Days-

In the event your child cannot come to camp due to illness, a doctor/physician note is required to receive a camp credit. **Sunny Days camp will not issue refunds for sick days or other missed days.**

-What to Bring to Camp-

Each camper should bring a sack lunch and beverage, swimsuit and towel, sunscreen and a water bottle. Please put your child's name on everything he/she brings to camp. Due to the fact that we are outdoors all day, we recommend sunscreen with a bug repellent. Campers should wear comfortable clothes and closed toe athletic shoes each day. Open-toed shoes and sandals are not permitted for safety reasons for the daily camp program but may be worn for the waterfront beach area. For those cool, wet or rainy days please send a jacket or rain poncho. An extra set of clothing is encouraged. In the event we have something planned that will require anything other than the above noted materials, we will notify you ahead of time. **Campers are not allowed to bring items such as: Knives or weapons of any kind, electronics i.e video games, speakers, ipods, tablets etc. money, jewelry, toys, fidgets or other personal valuables.** These items brought to camp will be taken by the camp counselors and returned at the end of the day. Sunny Days Camp is not responsible for any items that are misplaced, damaged or stolen.

-Arrival Procedures-

Campers are to arrive between 8:45am and 9:15am. Parents should park in the gravel lot adjacent to the Hamburg Fitness Center building and take the child to the camp registration pavilion to sign them in daily. Please do not drop off your child without signing them in. Campers will disperse for their activities at 9:30am, so prompt arrival is appreciated.

-Release Procedures-

All parents/guardians are required to fill out a child information form for each camper. **List all persons who are authorized to pick up your child from camp.** All persons picking up children from Sunny Days Camp must be pre-authorized and provide picture ID. This procedure is to ensure the safety of your child(ren). All campers will be signed in and out daily at the registration desk.

Parents with specific custodial issues may be asked to provide a copy of custodial paperwork from the courts. Parents/guardians are required to notify the camp director in writing when someone not previously authorized will be picking up their child. If you have to make this request via phone, we ask that a phone number be provided where you can be reached during pick up times.

-Snack and Lunches-

Snacks & Lunches are to be brought daily from home. Lunches will be kept cool, but not refrigerated, so please avoid mayonnaise or other foods that may spoil in a short period of time. There are no microwaves to prepare camp lunches. Please mark lunch boxes, thermos or coolers with your child's name. It is suggested that campers bring a morning and afternoon snack. Active children have a healthy appetite and it is our experience that children, especially those using extended care, enjoy a snack later in the day.

-Emergency Information-

In the event of an emergency, every effort will be made to reach you or other emergency contacts on the registration form. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. If there are any changes in the emergency contact information, please notify us immediately so we may update your child's file. Please include emergency contacts other than just parents/guardians.

-Aquatic Activities-

Please pack a swimsuit and towel, as well as sunscreen for your child every day. Goggles are optional. Please clearly label everything with your child's name on it. On the first day of swimming for your child, he/she will be asked to take a "swim test" by our lifeguards. This will determine the level of competence for aquatic activities and help our staff to determine the course of action to be taken to ensure their safety at all times. Sunny Days Camp will provide Coast Guard approved life jackets for swim activities, as well as safe, designated swim areas for non-confident swimmers.

-Swimming Rules-

- Lifeguard staff will be on duty at all times during swim times.
- All swimming is to take place in the roped off area at the beachfront or inside at the pool.
- No pushing, shoving, dunking, sand throwing, horseplay or running on the docks or in the pool area.
- No diving allowed.
- Campers shall use the buddy system when engaged in any aquatic activity and never leave their camp. Buddies must check in and out at the beachfront gate or at the locker rooms with the assigned staff.
- Entrance and exit to the beachfront area shall be through the gate and the pool entrance and exit shall be through the locker rooms only.
- No fishing in the swim area.
- No glass, bottles or sharp objects are allowed at the beachfront or in the pool area. • All campers engaged in boating activities must wear the provided Coast Guard approved life vest, regardless of swim ability, at all times.

-Watercraft/Boating Procedures-

The following policies apply to the boat launch and watercraft activities:

- Aquatic supervisor will be on duty at all times.
- **Everyone** is to wear a personal floatation device at all times.
- Basic boater safety rules will be reviewed before engaging in activity.
- No swimming from watercraft.
- No horseplay or intentional tipping of watercraft.
- No standing or moving seats.
- Follow directions of waterfront staff at all times.
- Child must be an intermediate swimmer to go on watercraft unless accompanied by staff.
- No watercraft allowed in swim area.
- No boating after dark.

-Behavior Management and Guidance Policy-

Sunny Days Camp believes that children learn self-control and positive behavior practices when adults treat them with dignity and redirect them to more acceptable behaviors. Our counselors will set clear and consistent expectations for the younger children and encourage the older children to set those positive and acceptable expectations themselves with the guidance of our staff. We always consider mistakes as a learning opportunity.

-Behavior Management and Guidance Policy, continued-

In the event negative behaviors occur, the following are the guidelines all staff at Sunny Days Camp will follow:

- Redirect children to a more acceptable behavior or activity.
- Listen to the children discuss their feelings and/or frustrations.
- Guide children to resolve conflicts and modeling skills that help them solve their own problems.
- Patiently remind the children of the rules and the rationale behind them.

The following are rules your child is expected to follow at camp:

- All campers shall stay with their group and with assigned staff counselors at all times. • We expect that each camper will respect the personal space and personal property of other campers.
- Fighting, kicking, teasing, name calling or bullying of any kind will not be tolerated.
- Rules at each venue such as swimming, archery, hiking etc. are to be adhered to at all times for the safety of the campers.
- Talking back or arguing with counselors is unacceptable behavior.
- No vandalizing or intentionally damaging Sunny Days Camp or Hamburg Fitness Center & Camp equipment.

The following are corrective procedures used at camp:

- Oral warning and possible time out from current activities.
- Written incident report to parent/guardian and time out from current activities.
- Written incident report to parent/guardian and scheduled conference to discuss behaviors.
- 1 day suspension from program based on severity.
- 3 day suspension from program based on severity.
- Expulsion from the program. Expulsion will remain effective for one year.

Immediate Suspension

In extreme situations, the immediate removal of a child from the camp may be necessary. Reasons may include health and safety issues for the child or for the larger group of children, as well as the following:

- Failure of parent/guardian to pay weekly fees as outlined in the handbook.
- A parent/guardian is physically or verbally abusive or intimidating to camp staff, children, or anyone else at the center.
- The child is a safety threat to himself/herself, other children, or Sunny Days Camp staff, members, or volunteers. This includes behavior such as fighting, striking others, biting and wandering/running away from the program.
- A parent/guardian fails to abide by camp policies or requirements imposed by the appropriate licensing agency.
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program.

Under no circumstances will Sunny Days Camp do the following:

- Deprive a camper of food or sleep.
- Place a camper alone without staff supervision, observation or interaction.
- Subject a camper to ridicule, threat, corporal punishment, excessive physical exercise or excessive restraint.

This Behavior Management and Guidance Policy is to be used as a guideline. We reserve the right to bypass steps where we feel it is appropriate. The safety of all campers and staff is our highest priority. In the event a camper poses a real threat to him/her or others or requires

guidance and assistance from staff that does not allow them to adequately monitor other campers, we reserve the right to remove that camper from the program. There will be no refund of program fees already paid

-Camper Sickness/Illness Policy-

The following symptoms suggest a communicable illness. If your child is exhibiting any of the following symptoms they should not come to camp. A parent/guardian must pick up a child from camp if they exhibit any of these symptoms. Pick up is expected to be immediate.

- Fever over 99.6 degrees
- Earache
- Diarrhea or vomiting
- Green discharge from the nose
- Painful or stiff neck accompanied with headache
- Persistent or productive cough
- Red or runny eyes
- Sore throat
- Sores, crusty areas or rash of the skin or scalp
- Swelling or tenderness of the glands
- Head lice, ringworm, or other parasitic condition

After your child had missed camp or been sent home from camp, please use the following guidelines in determining if they are ready to return:

- No fever for 24 hours
- No diarrhea or vomiting for 24 hours
- Earache, abdominal pain or headache resolved
- Excessive nasal discharge resolved
- Persistent cough diminished
- Mood, appetite, behavior and activity back to normal

-Medication Policy-

Any medications to be administered to a child must be in the original packaging/container. A parent/guardian must bring the medication to camp and fill out the Medication Permission and Instruction form, which must be filled out completely noting the medication name, dosage, date and time to be given. This form must be signed by the parent/guardian. It is parent/guardian responsibility to make camp aware of medications that need to be taken at camp; with details of when/with or without food/etc. If the child does not take medication, the form still needs to be filled out with an indication that the child does not need any medication.

-Accident/Injury Procedures-

Although Sunny Days Camp will take all precautions to prevent injury, accidents do sometimes happen. The health and safety of all campers is our utmost priority. In the event of an injury that is minor, such as scrapes, bumps or bruises, that can be treated here on site with cleansing, bandages or the application of ice, the parent/guardian will receive an Incident/Accident Report upon pick up of the child.

In the event of a severe injury, such as head injuries, bleeding, deep tissue or suspected bone injury, staff will use the Child Information Card to contact the parent/guardian or other emergency contact immediately, along with calling 911. A camp counselor will accompany any child that is transported to a medical facility if the parent/guardian has not been reached.

-Emergency Procedures-

The following procedures will be adopted in the event of an emergency. These procedures are posted on site and each camp counselor/staff has been familiarized with these procedures. Sunny Days Camp will do regular drills to assure staff and camper safety.

Fire: In the event of a fire, the canister air horn warnings will go off in short intermittent intervals. All campers will be gathered to determine the plan of action. The two set meeting areas for fire emergency are:

- The boat dock area in the back of the playground area.
- The parking lot area at the entrance to camp.

Power Outage: In the event Hamburg Fitness Center & Camp loses power our policy is to contact parents/guardians immediately via email to pick up campers. If we lose access to our water source, per county regulations, it is deemed unsanitary. If campers are not able to be picked up immediately, they will remain in the gym until parents/guardians arrive.

Severe Weather/Tornado: Weather will be monitored via weather radios and visual inspection. Canister air horn warnings will go off in one long interval. In the event of inclement weather, campers will be moved into the Hamburg Fitness Center & Camp for shelter.

Heat Index: If the heat index is greater than 100 degrees Fahrenheit, the camp will move into the gym until the temperature drops to below the 100 degrees Fahrenheit.

-Lost and Found-

Lost and found will be kept at the sign in/out area. All lost and found will be donated locally one week after camp ends in September. Please check the lost and found regularly. Labeling all campers' belongings will cut down on the lost and found items.

-Camp Information-

Sunny Days Camp can be contacted at:

sunnydays@hamburgfitness.net (email)

810.231.4169 (phone) • 810.231.8292 (fax)