



Summer at Sacred Heart
Parent Manual

2018

Summer 2018

Greetings,

Welcome to the Summer at Sacred Heart 2017 Parent Manual! This manual has all the important policy and procedures you need to prepare for summer day camp. Please take a few minutes to review this information and if you have additional questions you can contact the camp director by phone (248-646-8900) or e-mail (rvoakes@ashmi.org).

Summer at Sacred Heart offers a traditional summer day camp while recreating the “neighborhood” and offering children from age 4 through Grade 6 daily opportunities to learn and lead while spending as much time as possible outside, away from screens. Each week is differentiated by a specific theme which allows staff to focus their activities, while leaving plenty of room for moments of fun and camper-directed choices. Campers will spend the morning exploring the theme through activities such as experiments, hikes, observations, games, arts and crafts and teamwork in subgroups defined by ages and/or chosen specialty camps. In the afternoon, the “neighborhood” comes together for lunch and continued programming.

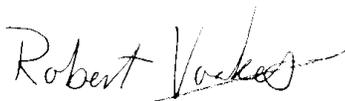
Please prepare your camper to be outdoors with proper attire so she/he is comfortable.

Important items to know before arriving to camp:

- You must complete camper health profile on CampDoc.com (same place as registration).
- Use the Field House entrance for drop-off and pick-up.
- Walk campers in each morning and walk them out each day.
- Bring a nonperishable lunch and snack each day.
- Bring a full change of clothes, bathing suit, towel, water bottle, sunscreen and bug spray.
- Each camp group will have an area to store camper lunches, change of clothes and other items.
- Camp hours are from 9:00 a.m. – 3:00 p.m. with extended camp from 7:30 a.m. – 9:00 a.m. and 3:00 p.m. – 6:00 p.m.

We are very excited to share an amazing summer with you and your camper!

Sincerely,



Bob Voakes
Summer Camp Director

Summer at Sacred Heart

1250 Kensington Rd, Bloomfield Hills, MI 48304
(248) 646-8900, ext. 871

Summer Camp Director: Bob Voakes, rvoakes@ashmi.org

Summer Camp Hours: 9:00 a.m. – 3:00 p.m.

Extended Day Care Hours: 7:30 a.m. – 9:00 a.m. and 3:00 p.m. – 6:00 p.m.

Camp day at a Glance

7:30-9:00 a.m.	Optional a.m. extended care
9:00-9:30 a.m.	Camper drop off
9:30-9:45 a.m.	Morning greeting and day overview
9:45-11:45 a.m.	Morning Activity Block – related to theme
11:45 a.m.	Lunch prep (bathroom and hand washing)
12:00 p.m.	Outdoor picnic lunch unless raining
12:30 p.m.	Free play time
1:00-1:30 p.m.	Story time/calm reading/calm games
1:30-2:30 p.m.	Choice Block - camper selects from offered activities
2:30-3:00 p.m.	Clean-up and circle games
3:00 p.m.	Camper pick-up
3:00-6:00 p.m.	Optional p.m. extended care

Rights and Responsibilities

Each camper has the **Right**:

- To be safe
- To be happy and treated with kindness
- To be treated fairly
- To hear, be heard and have their opinions and desires considered
- To participate in all activities

Each camper has the **Responsibility**:

- To honor others and their feelings
- To treat others fairly
- To keep others safe
- To listen when others are speaking and speak respectfully to others
- To participate in activities and encourage others to participate with them

This is accomplished through the **5 camp rules**:

1. Respect
2. Sticks are sticks (no throwing rocks or swinging sticks)
3. Keep bodies to ourselves
4. Buddy system
5. Have fun

Arrival and Dismissal

- Use the Field House Entrance to drop off and pick up all campers.
- **All campers must be walked in and out each day** by an authorized adult. **Do not drop the camper off at the curb.**
- Be aware that for the first couple days drop off might be a little slow; please bear with us.
- Once inside, signs or camp staff will assist you with directions to the camp area.
- **ONLY** those who have been authorized on camp forms can pick up campers.
 - Please have a picture identification available.
- Field House entrance and parking
 - From Squirrel Road, the Field House entrance will be the first entrance you come to.
 - From Kensington Road, follow the school drive east through campus. The Field House entrance will be the last one you come to.

Attendance

- Please call (248) 646-8900 if your child will be absent.
- If a camper is going to attend only part of the week or a day, please inform the Camp Director so staff can plan accordingly.
- If a camper is not going home in the usual manner, a signed written note is required and given to Camp Staff and/or Camp Director.

Birthdays

- Parents may provide a birthday treat for others on their child's birthday. Please speak to Camp Staff in advance to obtain an accurate number of treats needed and allergy considerations.

Camp Closings

- In the rare case of a school/camp closing, please listen to one of the following radio stations: WNIC (100.3), WWJ (950), WJR (760)
- The announcement of a school closing will read: Academy of the Sacred Heart
- Camp Director will send an e-mail to all current week camper parents.
- In case of bad weather during the day, we follow the advice of the state police. Parents may use their own discretion in determining whether to pick-up a child during the day.
- If school must be closed during the day, this will also be on the radio and camp will call each camper's family.

CampDoc.com

- CampDoc is used to manage our registration and camper health profiles. CampDoc has a proven track record as a secure health information database.
- Complete the entire health profile as your camper's safety is our top priority.
- All information provided is strictly confidential and only accessible by the camp director and assistant camp director. Allergy and important medical information will be passed along as appropriate to camp staff who will interact with your child.

Camp Shirt

- Each camper will receive a camp T-shirt their first week of attending camp to tie-dye during choice carnival on Thursdays.
- After your child's first week of camp, they may bring one item from home to tie-dye on Thursday if interested. It could be a pillow case, pair of socks or old t-shirt, but please no underwear. This is just one of many activities for a camper to do each Thursday afternoon and shouldn't be considered required.

Cancellation/Switch Sessions

- A full refund for cancellations is given until the Monday before the session starts minus a \$25 processing fee.
- Starting the Monday before a session starts any cancellation will receive a 50% refund.
- Cancellation for any reason after the session starts will not receive a refund.
- No charge to switch a session if it is before the Monday before the start of the session.
- \$25 fee to switch sessions starting the Monday before a session starts if space is available.
- A refund will be issued if camp is closed due to weather, power, or other emergency

Clothing

- Children should wear attire appropriate for outdoor play, running activities, as well as hands-on-activities. Sunscreen and bug repellent are also recommended.
- Campers should bring a full change of clothes and if they wish to participate in water play activities a bathing suit and towel will also be needed.
- Please label all items with camper's name.
- Make sure the shoes your child wears are appropriate for outdoor activities.
- You should expect your child and their clothing to get dirty each day. Please do not have them wear anything you would be upset being stained or ruined. Summer at Sacred Heart will not be liable for damaged clothing.

Discipline

- The Academy of the Sacred Heart uses positive methods of discipline which encourage respect, self-control, self-esteem and cooperation. Every effort will be made to achieve an awareness and understanding of each situation from all children involved. Methods used to accomplish this will be discussion of feelings, sharing and other positive forms of communication. At no time will a staff member use any form of physical punishment. Emotional and mental punishment is prohibited. The camp has the right to dismiss any camper as a result of his/her behavior or if, in the opinion of the Director, the interest of the campers or camp would best be served by this action (no refund will be issued).

Extended Care

- Extended care is available from 7:30 a.m. – 9:00 a.m. and 3:00 p.m. – 6:00 p.m.
- All campers arriving before 8:50 a.m. or remaining in the building after 3:15 p.m. will be sent to the Extended Day Program and extended care fees will be incurred.

- Any camper still here after 6:00 p.m. will be assessed an additional fee of \$25.00 for each 15-minute increment or portion thereof.

Field Trips

- If your camper has an opportunity to go on a field trip, you will be given a permission slip to fill out along with information about the trip to include: date, time, destination and mode of transportation.

Fire

- In case of a fire, all campers will be evacuated from the building. Attendance will be taken at the meeting place and campers will be moved away from building until safe. No campers will be released until all campers, staff and volunteers have been accounted for and the attendance report has been turned into camp director.

Food

- The Academy of the Sacred Heart does not have adequate refrigeration for campers' lunches. Therefore, we ask that each camper bring a non-perishable lunch.
- Consider packing a small snack as campers are given time in the morning to eat a snack. We don't provide the snack in the morning.
- A snack will be provided in the extended care program.

Homesickness

- Feelings of homesickness and anxiety are natural for many children when they are away from their family. These feelings usually pass quickly as we work to keep campers involved in activities.
- If you suspect your child may experience homesickness or anxiety prior to coming to camp, speak positively of the fun your camper will have and review the daily camp schedule together.
 - You can review the daily schedule and short descriptions with your child to help build confidence about what will happen at camp.
- We strongly discourage parents from staying at camp if their child is experiencing homesickness or anxiety as it often makes it harder for the camper to acclimate to camp.
- Often we will call, text or e-mail the parent who has a child that is nervous to let them know how the camper is doing.

Home Toys & Electronics

- Children should not bring toys, trading cards, cell phones, tablets, musical devices or other items to camp unless asked by camp staff for an activity. Please do not have your camper bring any items of value as they may get lost or destroyed. Summer at Sacred will not be liable for lost or destroyed items of value.

Illnesses

- An Authorization for Short Term/Long Term Prescription Medication form must be completed to authorize the dispensation of medicine by SaSH personnel. Any and all medicines to be given by SaSH personnel must be in its original container.
 - Plan a couple minutes to fill out this short form when you arrive.
- Please provide SaSH personnel any restrictions on the camper
- Parents are asked to notify the Camp Director immediately upon learning that a child has a communicable disease. A child may not return to camp after an illness until his/her temperature has returned to normal for 24 hours and vomiting or diarrhea has ceased for 24 hours.

Money

- It is not necessary for Day Camp children to have money at Summer at Sacred Heart.

Overnights

- Camper should bring sleeping bag, pillow, toothbrush and tooth paste, pajamas, clothes for the next day, and an item to sleep with if needed (teddy bear), and flashlight
- Camp will provide dinner, snack, breakfast and lunch.

Phone Calls

- If you need to reach the camp during the day, you may call 248-646-8900 and leave a message.
- In an urgent situation, the portress will provide you with the Camp Director's cell phone number.

Tax Deduction Eligibility

- Effective 2012 the cost of day camps may be tax deductible as part of the child care deduction for working parents. For more information, see IRS Publication 503, Child and Dependent Care Expenses available at <http://www.irs.gov>. Please consult with your tax professional for any questions or clarification about whether your Summer at Sacred Heart camp tuition qualifies.

Tornado

- Watch: Any parents arriving to pick up campers during a Tornado Watch will be informed of the current weather conditions and encouraged to stay through the duration of the watch.
- Warning: A tornado has been sighted. All people in the building will be moved to the designated tornado safety areas. No children will be allowed to leave during a Tornado Warning. Parents arriving during a Tornado Warning will be taken to the children in the tornado safe areas. All people in the building will remain in the tornado safe areas through the duration of a Tornado Warning.

Waitlist

- We maintain a strict staff to camper ratio of 1:10 or less. We will not exceed this ratio.
- When a camp session is full, you may register to be on the waitlist for the camp.
- Once we have enough campers on the waitlist we will open another section. We will not guarantee that an extra section will be opened, but if we hit the threshold we will call in additional staff.
- You will be notified by e-mail or phone when we open another section.