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Special Needs Day Camp Director Fax: (517) 349-6643

1826 Osage Drive

Okemos, MI 48864

Dear Parents,

We are excited that you have made the decision to place your child in the Okemos Special Needs Day Camp. We would like to take this opportunity to share some of our camp procedures with you before camp begins. This letter provides parents with clear information about the program’s expectations for individuals.

 To attend camp a camper must have completed first grade. In order to attend camp trips, campers must consistently demonstrate the ability to stay with the group and follow simple directions.

 Individual observations by camp staff will be used to determine new applicant’s ability to participate in the program. New applicants may be allowed to attend camp on a trial basis (length to be determined by camp staff).

All camp participants must be toilet trained and must be able to use restroom facilities independently.

 **Emergency Forms** – In order for staff to know your camper as quickly as possible, please answer all questions thoroughly and carefully.

 All medications given to the camper need to be listed on the emergency form. Those medications which need to be given during camp hours need to be sent in a current pharmacy dispenser with clear instructions on the label, as required by state law.

Medications needed on extended field trips must be in current pharmacy dispenser and given to camp staff.

Those campers not bringing needed medications will not accompany camp. Parents will be required to pick up camper.

 If your child is running a fever or has a very bad cold, sore throat, flu, or any symptoms that would indicate an illness, please keep him or her at home until they are symptom free. If a child comes to camp ill parents will be notified to pick them up.

We do our very best to keep a low child/staff ratio. **It is not possible for camp to provide one-on-one**

**staffing for each camper. If staff determines your camper needs a one on one aide to remain in camp due to behavioral or medical concerns, camp is willing to make accommodations and work with parents to make a valuable experience. However, it is the parent’s responsibility to provide/pay for the one-on-one aide.**

Physical abuse to self and/or others and behaviors that put campers at risk (ex. eloping) will not be tolerated. All instances of inappropriate behavior will be dealt with in consideration to the nature of the incident. Parents will be notified if these behaviors are repetitive. We will explore every avenue of meeting your child’s needs and only under extreme circumstances will campers be asked to leave camp. Please refer to The Guidelines for Camper Removal for more in depth information.

 In the event our staff determines your child’s needs are beyond the scope of our program, we will refund any unused portion of your child’s tuition. For example, if your child is removed any day during the 4 th week of camp, weeks 5, 6 & 7 will be refunded. 4 weeks is the minimum for attending camp. Weeks do not have to be continuous.

 When schedule changes are necessary, please notify the camp director as soon as possible. Weekly camp fees are not reduced or refunded due to illness, behavioral expulsion or vacation days off.

Some extended field trips will be too difficult for some campers to attend. Therefore, campers must be eleven years and older to attend camp trips. If a parent would like their 7-10 year old to attend a trip, they may do so with accompaniment by a parent or aide. Cost of attendance for the parent or aide will not be covered by camp. Questions or concerns can be dealt with on a case-to-case basis by contacting the camp directors.

A calendar of events will be provided on the first day of camp. Pick up times will always be 2:00 PM

unless otherwise indicated by the camp director

 Campers need to bring a lunch and a beverage each day unless you are notified otherwise. No refrigeration or microwave is available. Please provide spoons/forks/napkins as necessary

 Each camper will need a swimsuit and a towel with his or her name clearly marked on them. Swim days are

Tuesday and Thursday mornings.

 We cannot be responsible for lost or stolen items. Our staff works very hard to make sure clothing and personal belongings remain with your child.

 **Do not drop off your child unescorted at the curb or at an entrance to the school. Campers must be escorted to camp staff at the curb or the classroom only.**

Parents are responsible for making sure their camper is picked up at the time specified each day. If the

CATA bus fails to pick up your child, it is imperative you come for your child immediately. **A $5 fee will be charged for the first 15 minutes for all late pickups. After 2:15pm there will be an additional charge of $1 per minute unless camp staff is notified by 2:00pm.** After 2:15pm, campers must be picked up from the classroom. Please note staff leaves the building by 2:30pm. Payment will be due to Okemos Community Education within 7 days or exclusion from camp could occur.

**For the safety of your child, no camper will be allowed to attend camp unless the following forms have been completed, signed and returned by the first day of camp. Each child must have on file with camp staff a Registration Form, an Emergency/Medication Form and an Acknowledgement of Camp Procedures.**

I understand and agree to the Okemos Special Needs Day camp procedures. Child:

Guardian (print name):

Guardian Signature:

Date:

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