

Okemos Special Needs Day Camp Handbook

Children and adults with disabilities
participating in camp activities.



Location: Okemos High School
2800 Jolly Road, Okemos 48864
Rooms A101, A103, and A105

Revised April 2019

WELCOME

Welcome to the Okemos Day Camp. This handbook should be used as a guideline to answer your questions about the camp program. If you have additional questions, please call the Enrichment Office at (517) 706-5021.

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 director).

In the event the Camp Director determines your child's needs are beyond the scope of the program, Okemos Community Education will refund any unused portion of your child's tuition. Campers must sign up for a minimum of four weeks, these do not need to be continuous.

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

Camp Philosophy

“To provide a positive camp experience which promotes personal and social development through enriching summer activities.”

Our camp program is designed to foster a supportive and nurturing atmosphere of social interactions among children with special needs. Our goal is to promote an environment of tolerance and respect for each other while enjoying a wide variety of activities. Don't let your child miss the exciting opportunity to experience an awesome summer.

Register Online:

The following must be completed *each year* and returned to the Enrichment Office before a student attends:

- Registration form
- Payment of ***non refundable*** registration fee
- Emergency/Child Information card (must be complete)
- Signed contract
- Registration must be submitted five (5) business days before attending, space permitted

Withdrawal: A one week written notice is required when a child permanently withdraws from Okemos Community Education program and must be submitted to the Enrichment office. Parents are responsible for tuition whether or not the child attends during this time period.

TUITION AND FEES

Cost:

- 4 weeks--\$855
- 5 Weeks--\$1022
- 6 weeks--\$1222
- 7 weeks--\$1422

Payment in full due by May 31, 2019

A non-refundable registration fee of \$35.00 is NOT included in the fees above. Make checks payable to Okemos Special Needs Day Camp and mail to the address below.

Special Needs Day Camp
Okemos Community Education
1826 Osage Drive
Okemos, MI 48864

The Okemos Special Needs Day Camp is a self-supporting program using the facilities of Okemos Public Schools. Campers seeking financial assistance are encouraged to contact service clubs such as Kiwanis, Lions, Rotary or Elks, or local agencies like Community Mental Health, Lutheran Social Services, Adoption Subsidy, and Michigan Department of Human Services.

All fees charged are based on enrollment, not attendance. Parents are charged for the selected schedule regardless of whether the child attends.

Early Drop Off/Late Pick Up Fee: Okemos Day Camp staff are ready for children to arrive at 8:00 am, time before this is needed for daily planning and preparation. It is understood that a child arriving at the school before the designated starting time will be considered an early drop off and therefore, the family will be charged a fee and the charge will be noted towards the the maximum allowance of Early/Late Occurrences. This is also true for children being picked up after 2:00 pm. A \$10.00 fee will be charged for the first 15 minutes for all late pickups. For every minute after 2:15 pm will be an additional \$1.00 per minute. Payment will be due to Okemos Community Education within 7 business days or exclusion from camp could occur. Early and late fees apply to CATA users. If CATA bus fails to pick up your child, it is imperative you come for your child immediately.

Absence Policy: Fees are based on enrollment, not attendance. Therefore, parents are responsible for contracted fees even if their child is not in attendance. When enrolling a camper the parent is reserving the time, space and provisions for the camper regardless of attendance due to illness, behavioral expulsion or vacation days off. Campers must attend a minimum of four weeks, which do not need to be continuous. Schedule changes need to be in writing to the Camp Director as soon as possible.

HOURS AND HOLIDAYS

Day Camp Dates:

June 17th-August 9th

*No Camp July 1st-5th

Camp Hours

Monday-Friday

8:00 am-2:00 pm

Important Information

Drop-Off/Pick -up

All campers must be dropped off at 8:00 and picked up at 2:00 at their designated area. The camper will not be accepted into the program or released without an authorized adult. If your camper needs to leave before 2:00, please send an email or note informing the Camp Director of the time you will be picking up your camper.

Medication

If it is necessary for your camper to receive medication while attending camp, a medication release form must be completed and submitted to the Camp Counselor Director. All medications must be in original containers.

The following procedures will be used when dispensing medication to a child:

- The Department of Licensing & Regulatory Affairs and Okemos School Board Policy requires a physician AND parent to complete a medication form before staff can administer prescription medication
- A medication administration record will be kept detailing time and date of medication
- Non-prescription medication, including but not limited to sunscreen, bug spray, and Tylenol needs to be administered prior to the start of camp or by a parent or guardian at camp.
- All medication must be in its original container
- All prescription medication must include the child's name, dosage, and directions for dispensing.
- A designated staff member will administer all medication with an adult witness present

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

Allergies: Parent/Guardians should list all child allergies on the child's emergency card. A list of these allergies will be compiled and posted in a prominent place for all staff members to view.

Illness: If your camper is running a fever, cold, sore throat, flu, or any symptoms that would indicate an illness, please keep him/her home until they are symptom free. If camper is sent home because of fever, vomiting, or diarrhea they cannot return for twenty-four hours.

Insurance

The Okemos Public School District does not provide insurance coverage for participants. Parents should check their individual insurance policy for coverage.

Emergency Care

In the event your camper becomes ill or is injured while attending day camp, staff will take the following actions:

1. The parent will be contacted to come and pick up the camper. If the parent(s) cannot be reached, the emergency phone number(s) on the registration form will be called
2. Basic first aid will be applied to minor injuries, and the parent will be contacted if necessary
3. For more serious injuries, the staff will call 911. A staff member will remain with the camper at all times. Parents will be contacted immediately.

NOTE: Be sure to have at least two updated emergency contact phone numbers on file. Campers will not be permitted to be at camp without an emergency contact form on file prior to their start.

Behavior

Campers are expected to exhibit appropriate behavior at all times. The following guidelines have been established to ensure the summer camp is safe and enjoyable for all participants. Each camper must have a signed Guidelines for Camper Removal form on file prior to the start of camp that outlines specific behavior expectations.

1. Be respectful
2. Be responsible
3. Be safe
4. Have fun

Positive Behavior Management

Staff utilize positive behavior management strategies to support campers. This includes verbal and nonverbal praise. Behaviors that require redirection will be done so privately and immediately. Using peer models and celebrating positive behaviors.

Discipline

In the event participants do not adhere to the established rules and guidelines, the following disciplinary procedures will be followed.

- 1st strike
- 2nd strike
- Can return to camp with a one on one aide provided by parent/guardian
- Dismissal

Each camper is held to the guidelines for camper removal and prior to starting camp, parents/guardians will sign to agree to the guidelines for camper removal.

No camper will be deprived of food, or sleep; be placed alone without staff supervision, observation, and interaction; or be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.

Guidelines for Camper Removal

Every camper deserves the right to participate in a safe camp environment with their peers. The environment consists of the campers, counselors and the settings in which camp is held. Campers will be held accountable for their actions that put them and others in danger. Therefore, specific guidelines must be established that clearly explain what behaviors will not be tolerated at camp.

Below is a list of the following behaviors that are not acceptable in camp:

1. Physical Behaviors
 - a. Hitting
 - b. Kicking
 - c. Biting
 - d. Spitting
 - e. Throwing object
 - f. Using objects as a weapon/authentic weapons
 - g. Using body parts to cause harm to an individual destruction of property
 - h. Explosion and dangerous temper tantrums
 - i. Eloping
 - j. Feigning physical threats
 - k. Inappropriate sexual contact
 - l. Self-injurious behavior
2. Emotional/Psychological Behaviors
 - a. Persistent name calling and teasing
 - b. Verbal threats of violence

- c. Sexual advances
- d. Persistent arguing with campers and/or staff
- e. Manipulative behavior intended to play on individual weakness or emotions

This is not an all-encompassing list of behaviors. Some behaviors that are inappropriate for camp but are not listed may occur. In these instances the site director will consult with administration to determine the behavior's effect on camp safety.

Camper's parents will be called and the camper will be removed from camp for the remainder of the day. If a camper is asked to leave for any reason, parent or guardian must pick up in a timely manner. This will be considered a strike. After third strike the camper will be permanently removed from camp for the summer and may reapply for the following summer.

Personal Belongings

Personal items should be left at home as they can get lost, stolen, or broken. Any items brought in must have prior approval by the Camp Director. The Okemos Public School District is not responsible for any lost or damaged items.

Electronics

Electronics should be left at home during camp. Camp is not responsible for lost, stolen, or broken electronics. While we understand many campers have cell phones, if they are on their phones they will not be engaging in camp activities. All personal iPads/tablets are to be kept at home. The exception is for individuals who use their iPad/tablet for AAC.

Lost and Found

Items not claimed by the last day of camp will be given to charity.

Money

Any extra money that the camper brings is not the responsibility of the camp staff. As a result, please do not send your camper with a large sum of money.

Swimming

Statement for parents/guardians of male campers regarding swimming at Williamston Community Pool on Tuesday and Thursdays:

It is important to maintain safety of all campers and staff. Due to the number of male campers this year, we will need to utilize appropriately trained female staff to help campers who need assistance changing into their bathing suit and navigating the locker room on swim days. Female staff may also need to assist campers, including male campers, in the bathroom. This female staff will include special education paraprofessionals and child care workers who are employed by the

district and camp directors. Female staff will undergo training prior to entering the bathroom or locker room and will not be alone in the bathroom or locker room with male campers. We take the safety of all of our campers seriously and have conducted background checks on all individuals who will be working with campers.

Parents/guardians of male campers will be asked to sign the locker room waiver prior to the start of camp.

QUESTIONS, CONCERNS & SUGGESTIONS

Questions, concerns, and suggestions may be directed to the Okemos Kids Club Directors during program hours or to the Community Education Coordinator at 517-706-5031. Registration and billing questions can be answered at 517-706-5021. We value and respect your input and opinions.