



# Camp WB Parent Handbook

[wbparks.org/camps](http://wbparks.org/camps)  
248-451-1900



# WELCOME TO CAMP WB!

We have a great summer planned this year, with fun themes, field trips and special events. Our philosophy is to provide a safe, fun, organized, challenging and well supervised program. Our staff is experienced, friendly, energetic and is looking forward to providing your child with a great camp experience. The West Bloomfield Camp WB offers a safe alternative to staying home alone. Campers will spend the majority of their time outdoors and will participate in a variety of hands-on activities. This will give them the opportunity to enjoy familiarity and try new ideas, experiences, skills and interests. Campers will foster new friendships that they might not experience outside the Camp WB program.

The purpose of this handbook is to provide you with the information you need regarding our programs and policies. Please read this over and discuss these policies with your child to be sure they understand what is expected of them at our camps. Please read through this handbook and if you have any questions, call our office at (248) 451-1900.

## CAMP WB LOCATION & HOURS

Camp WB's main location is at:

Drake Sports Park  
6801 Drake Road  
West Bloomfield, MI 48322  
In the Community Building

Camp WB will operate between the hours of 9:00am and 4:00pm, Monday-Friday. Camp WB will be closed for all holidays recognized by West Bloomfield Parks and Recreation.

Latchkey is provided before and after camp hours, for an additional fee (7:30-9:00 am and 4:00-6:00 pm).

We will also visit Marshbank Park and an aquatic facility (TBD) once a week. Transportation is provided to these locations and included in the Camp WB cost.

Marshbank Park  
2805 Hiller Road  
West Bloomfield, MI 48324

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All of the information provided is important to assure a fun and safe summer. We ask you to go over this information with your child.

However, in summary, please pay close attention to the following:

- Campers must be signed in and out each day. Do not just drop them off. A photo ID is required for your camper to be released to you or the authorized person listed on the Camp Agreement and Release Form Accident Waiver, Release of Liability, Indemnity/Hold Harmless Agreement form.
- Campers only need to bring a lunch, beverage, 2 snacks, swim suit, towel and water shoes (if desired) each day. Be sure their names are on each item.
- Do not bring any other items to camp; you cannot use them and may lose them. West Bloomfield Parks and Recreation cannot be responsible for lost or damaged items.
- **For safety reasons, campers MUST wear socks and gym shoes that tie each day. No Crocs, sandals, flip flops or Heelys. Camper will be excluded from activities until he/she has appropriate footwear.**
- Campers need to wear their current year camp T-shirt on all field trips.
- Camper must follow the camp rules listed in the Parent Handbook.

Any questions can be directed to the Camp Manager.

## CAMP WB REGISTRATION PROCEDURE

Enrollment is open to children who reside within the Township of West Bloomfield and surrounding areas. Price is based on Township residency. The program is non-sectarian and non-discriminatory. Enrollment will be accepted on a first come first serve basis within specific registration dates set per year. West Bloomfield Parks & Recreation invites people with disabilities to participate in all programs and activities it offers. Reasonable accommodations will be made. Camp registration forms must be dropped off (4640 Walnut Lake Rd.), emailed (camps@wbparks.org) or faxed (248.738.2529). Once your child is initially registered, you may also register online for additional camp weeks. Please call 248-451-1900 for details or go online at [wbparks.org/camps](http://wbparks.org/camps).

Every child must have all required camp forms completed and submitted before they can be registered for camp with payment:

1. Camp Agreement and Release Form Accident Waiver, Release of Liability, Indemnity/Hold Harmless Agreement
2. Concussion Form
3. Permission to Administer Medication and Release of Claims (if needed)

**Please note that we take field trips each week. Your permission slip for these trips is included in the Camp Agreement and Release Form Accident Waiver, Release of Liability, Indemnity/Hold Harmless Agreement form.**

All forms **MUST** be completed at time of registration and filed at West Bloomfield Parks and Recreation (Recreation Activities Center) 4640 Walnut Lake Road, West Bloomfield, MI 48323. **The registration process is NOT complete until we have all necessary forms.** Part of the Permission to Administer Medication and Release of Claims form **must be filled out by a physician**, so please plan accordingly.

We accept Visa and MasterCard credit cards, as well as personal checks and cash for camp registration. All fees must be paid in full prior to a child attending camp. Registration fees for camp include a camp T-shirt and the cost of the weekly field trip. **Refunds cannot be issued for daily absences and there are no make-up days.** We only process refunds due to a medical condition, with a doctor's note, if submitted by the end of that week of camp.

If West Bloomfield Parks and Recreation cancels a camp, a full refund will be issued. Any transfer/refund requests will include a \$10 administrative fee per transaction. **No transfers or refunds after Tuesday at 7pm the week prior to the start of camp.** Early registration discounts do not apply to latchkey.

## CAMP WB SCHEDULE

The Camp WB program provides a whole day experience for children ages 6 to 11. Our program offers a variety of age appropriate activities, when it comes to planning activities; we keep their capabilities, interests and safety in mind. We also want to make their experience more memorable. Activities may include:

- Outdoor and indoor large motor activities including sports and games
- Arts and crafts
- Nature and educational activities
- Sing-alongs, dance and movement
- Free play on the playground
- Quiet time for relaxing with board games, puzzles, cards, etc.
- Snack time
- Group activities with themes based on holidays or special events

- Field trips
- Non-Instructional swim

*\*Schedule is subject to change due to weather or unforeseen circumstances*

### CAMP WB CHECK IN AND CHECK OUT PROCEDURE

Parents/guardians **MUST** walk their child into Camp WB (or latchkey) each morning.

Campers will be allowed to walk or ride their bike to camp if a note from a guardian requesting they do so is turned in with the registration packet. Campers providing their own transportation will be responsible for signing themselves in and out of camp.

Drop off for camp is at **9:00am** (no earlier unless registered for latchkey.) Pick up from camp is between **4:00-4:15pm** (unless registered for latchkey).

Camp WB drop off and pickup is at the Drake Community Room.

Children **MUST** be signed out by a parent/guardian at pick up time. **A photo ID will be required at pick up and only those listed on the Camp Waiver / Release form will be allowed to pick the child up from camp.** If you pick up your child early, he/she must be signed out in the same manner.

### CAMP WB LATCHKEY

Latchkey is available before and after camp hours and you must pre-register. Latchkey hours are 7:30-9:00 am and 4:00-6:00 pm. Latchkey fees are \$35/week or \$8/day for before care and \$45/week or \$10/day for after care. Any transfer/refund requests will include a \$10 administrative fee. No transfers or refunds after Tuesday at 7pm the week prior to the start of camp.

Latchkey drop off and pickup is at the Drake Community Room.

Any camper not registered for afternoon Latchkey and not picked up by 4:15pm will be placed in Latchkey and charged late fees. Late fees are as follows: \$5 for the first ten minutes and \$2 for each additional five minutes.

Any latchkey camper picked up after 6:00 pm will be charged an overtime fee of \$5 for the first ten minutes and \$2 for each additional five minutes.

All late fees must be paid by **MASTERCARD, VISA, CHECK OR CASH** at the Recreation Activity Center located at 4640 Walnut Lake Road in person or over the phone before the child will be allowed to return to camp. The Recreation Activity Center is open Monday-Thursday 8:00am-7:00pm and Friday 8:00am-4:30pm. Onsite Camp WB staff can only accept check or exact change for cash. Cash is not kept onsite.

If camper is not picked up by 6:30 pm (½ hour after latchkey closes for the day), and no authorized person can be reached, 911 will be called and a plan will be formulated with the West Bloomfield Police Department.

Latchkey sessions must be used within the corresponding camp week and are not transferable to later camp weeks.

**REFUNDS ARE NOT GIVEN FOR UNUSED, PRE-PAID SERVICES.**

### WHAT TO BRING & WHAT NOT TO BRING TO CAMP WB

Campers should bring a backpack that includes: a lunch and 2 snacks, water, swimsuit and towel each day. Please be sure the backpack and all belongings are clearly marked in permanent marker with your child's name.

Campers should NOT bring: money, toys, video games, cell phones, personal stereos, DVD players, ipods, etc.

They are not allowed to use them at Camp and we cannot be responsible for these items.

There may also be times in which we request special clothing for camp. We may request a white t-shirt be brought in for tie-dye, etc. This information will be listed on the weekly parent newsletter.

*Additionally, for the camper's safety,  
YOUR CHILD MUST WEAR SOCKS AND GYM SHOES THAT TIE EACH DAY.*

*No Crocs, No Sandals, No Flip-Flops, No Heelys!*

*If a camper comes to camp in footwear that is not appropriate for camp activities, we will call home for gym shoes. Camper will be excluded from activities until he/she has appropriate footwear.*

*REMEMBER- this is for the safety of your child!*

### CAMP WB LUNCH & SNACKS

Campers must bring a lunch and drink each day. Please be sure the lunch and drink are labeled with the camper's name. We do not have an area to refrigerate the lunches, so please do not send perishable foods (a frozen drink box helps keep the lunch cool and melts in time for lunch). **Send disposable lunch bags, especially on field trip days.** They are too hard to carry and may not be returned if left at the field trip site.

Campers must bring a snack and drink for the morning and afternoon. Again be sure to label all snack items with your child's name.

**Any food allergy or dietary concerns should be brought to the attention of the Camp WB Staff in writing before the child attends camp.** You may also discuss these concerns with the Camp Manager or Assistant Manager.

### CAMP WB FIELD TRIPS

Each week we will take a field trip. This is one of the highlights of the week for both campers and staff. The field trips will change from week to week to provide a variety of experiences for the campers. **For their safety, campers MUST wear the camp shirt provided with initial registration.** Campers attending multiple sessions will receive only 1 shirt for the summer. If a camper forgets his/her shirt, please see the Camp Manager to purchase a shirt for \$5. Additional shirts are available for purchase for \$5.

## CAMP WB COMMUNICATION

A parent newsletter will be emailed before the start of each week of camp with highlights of activities, as well as information regarding weekly special events and field trips. On the first day of each camp week, parents will be made aware of any field trips or special instructions for the week. Please be sure you are aware of the departure time of each trip as we try to follow this schedule as closely as possible, as we have reservations at each location and we don't want to leave without your child. If your child misses a field trip, there is no refund given.

If you have a question regarding the camp schedule or field trips, please see the Camp Manager. They will be on-site at least 30 minutes prior to camp starting and approximately 15 - 30 minutes after camp ends each day.

## CAMP WB BEHAVIOR / DISCIPLINE RULES

Our goal is for all campers and staff to have a safe and fun summer. In an effort to reach this goal, the below rules have been put in place:

- Campers and staff must keep their hands to themselves.
- Have respect for other's property. Stealing will not be tolerated.
- Campers are not allowed to go into the equipment and storage boxes.
- Campers will be assigned a "buddy" on all field trips and they must stay together.
- No threatening other campers or staff.
- Physical or verbal fighting will not be tolerated.
- Abusive language will not be tolerated.
- No smoking, alcohol, drugs, or weapons of any kind are allowed.

If campers violate the above Behavior/Discipline rules we will use the following steps:

**1st Violation:** We will talk to the camper and based on the severity of the offense, may issue a timeout from that activity.

**2nd Violation:** We will issue a time out AND contact the child's parent/guardian.

**3rd Violation:** The camper will be suspended from the program.

**EXTREME CASES:** Upon the occurrence of an extreme or severe disciplinary problem, as determined by West Bloomfield Parks and Recreation staff members, the child will be suspended or terminated from the program. In such cases, the parent will be notified to pick the child up immediately. A discipline problem is defined as any child who is hampering the smooth flow of the program by either requiring constant one-on-one attention; is inflicting physical or emotional harm on other children; is physically and/or verbally abusing staff; or is otherwise unable to conform to the expectations outlined in this handbook.

**CAMPERS WILL NEVER BE DEPRIVED OF FOOD, NEVER PLACED ALONE WITHOUT SUPERVISION, INTERACTION, OR OBSERVATION; CAMPERS WILL NOT BE SUBJECTED TO RIDICULE, THREAT, CORPORAL PUNISHMENT, EXCESSIVE PHYSICAL EXERCISE, OR EXCESSIVE RESTRAINT.**

## SUNSCREEN PROCESS

Camp staff will remind campers to apply their sunscreen when we are going outside for an extended period of time for an activity. Sunscreen application is performed as a group and campers apply their sunscreen independently. The staff will observe to confirm campers are applying their sunscreen properly and assist as needed. Staff will be diligent about reminders, but it is the campers responsibility to follow through. If there are any special instructions for your child's sunscreen application, including if they will need assistance applying it, please note on their Camp Agreement form and re-iterate to staff at drop-off.

## CAMP WB STAFF

We are aware that great counselors are the key to a great Camp WB experience. Therefore we look for the very best when we hire. Returning staff is invited back only if their end of the summer evaluation meets or exceeds our expectations. New applicants have an oral and written evaluation as part of the hiring process. Characteristics that we look for are: leadership, good role models, outgoing personalities and patience. Staff is also chosen for their creativity, energy and experience working with children. We check references and previous experience closely. All staff must also pass a "criminal background check" and a state of Michigan central registry clearance check before being hired.

Our staff will participate in an extensive orientation training program in which we work on appropriate activities, proper discipline of campers, proper daily procedures, field trip safety, leadership skills, building children's self-esteem, etc. West Bloomfield Parks and Recreation believes strongly in preparing these young men and women to work with your children.

We provide at least one counselor to every 10 children. All camp counselors are at least 18 years of age and Camp Managers and Assistant Managers are 21 years or older.

## CAMP WB FIRST AID & SAFETY

All staff members undergo First Aid, CPR, HEADS UP Concussion and Water Observation training and will be certified before Camp WB begins for the summer. Staff will also carry basic first aid supplies (band aids, ice packs, sanitizers). In case of emergency all emergency responders will be called.

A concussion form is required by state law for children participating in any form of physical activity. Once you have filled one out for West Bloomfield Parks and Recreation, it will remain on file for life and there is no need to fill another out.

The medical forms you fill out at registration are kept onsite throughout the camp day and taken on field trips.

On our weekly field trips, transportation will be primarily provided by First Student. We may also utilize a West Bloomfield Parks and Recreation bus, an Oakland County Parks and Recreation bus or passenger van, or another contracted company.



## CAMP WB HEALTH AND SAFETY; ONSITE INJURIES & ALLERGIES

Each child's health and safety is a matter of importance. With numerous children in our program we request that children be kept home from camp if he/she has:

- A fever within the last 24 hours
- An infectious runny nose
- A severe cough
- Has been vomiting within the last 24 hours
- Has been on antibiotics less than 24 hours
- Has a contagious or unidentified rash
- Has pink eye
- Has lice

If any of these symptoms occur after camp, we request you immediately notify the Camp WB Manager or Camp Administrator. In the case of a communicable disease, the Camp WB will adhere to the Oakland County Health Department guidelines concerning re-admittance.

If a child appears to have symptoms during the day, the parent/guardian will be notified. It is important that parents/guardians pick up ill children immediately, as there is no staff available to isolate an ill child for an extended period of time. If your schedule prohibits this, please make arrangements for a backup person to be available for such an emergency. This person's name should be written on the Camp WB General Information & Release Form so that child may be released into their care.

In case of injury, the Camp WB staff will make an immediate attempt to contact the parent/guardian. If a parent/guardian cannot be reached, the staff will attempt to contact the next person designated. If necessary, 911 may also be called. Until the arrival of the parents, the on-site staff with highest seniority will be in charge and make all decisions concerning the care of the child. It is to the child's benefit that you keep your paperwork up to date on phone numbers, emergency numbers and other pertinent information. If your child has a medical condition or allergy that might be important in an emergency situation, please indicate this on the Camp Information Form.

## CAMP WB MEDICATION

If your child requires medication during camp hours, Permission to Administer Medication and Release of Claims form **MUST** be completed and signed by the parent/guardian before the medication can be dispensed to the camper. Any medication sent to Camp WB must be in the original container and properly labeled with the child's name, physician's name, instructions and name and strength of the medication. If needed, please request a duplicate bottle from your pharmacy. Permission to Administer Medication and Release of Claims forms are available online. For more information, please read our Administration of Medications Policy, also available online.

## CAMP WB SWIMMING

Camp WB swims each Thursday at an aquatic facility, unless listed otherwise. In addition, we will also swim on some field trips. We request that campers have a **swim suit and towel** (with name on each) for swim time. There are no formal swim lessons offered during camp. **For their safety, campers MUST wear the camp shirt provided with initial registration**, this is the easiest identifier in this public pool setting. Camp staff are in the outdoor pool with campers as well.

We request campers bring a **swim suit and towel** every day, whether swim is scheduled or not, as children

may participate in other types of water play during the camp day.

### WEST BLOOMFIELD PARKS & RECREATION COMMISSION FIRE SAFETY

All children enrolled in the Camp WB program will be instructed on the proper exit procedure from the Drake Community Room in case of fire. Camp WB will use the same policy and procedures used by the West Bloomfield Parks and Recreation Department. Camp WB Fire drills will be performed and logged in accordance with the State of Michigan licensing requirements.

### WEST BLOOMFIELD PARKS & RECREATION THUNDRESTORM & LIGHTNING SAFETY

In the event that a thunderstorm watch or warning is declared for the immediate area campers will continue the regular schedule. However, if thunder or lightening is heard or seen all campers will stop outdoor activities and return to the facility and wait 30 minutes from the last sound of thunder or sight of lightning. Indoor activities will continue.

### WEST BLOOMFIELD PARKS & RECREATION TORNADO SAFETY

The Camp WB staff will follow the Tornado Safety Policy of the West Bloomfield Parks and Recreation Department. In the event that a Tornado Watch is declared during the hours that Camp WB is in session, the program will be conducted as usual. Campers will be dismissed at the end of the day and Latchkey will be conducted as usual. In the event of a Tornado Warning, the children will be held in the facility until the "all clear" is given by the proper authorities. Staff members will stay on duty to care for the children until the "all clear" is given and campers are dismissed. If dismissed between the hours of 4:00-6:00 pm, Latchkey children will be sent to Latchkey as usual.

**Thank you for trusting Camp WB  
with your child!**

The West Bloomfield Parks and Recreation Commission, established by voter mandate in 1970, is committed to the residents of West Bloomfield. Our mission is to meet the community's recreation, leisure and social needs by acquiring and enhancing public parkland and supporting year-round facilities and programs for youth, teens, adults, families, and seniors. Our goal is to enhance the quality of life in our community by providing facilities, programs and natural settings for the enjoyment of residents. [wbparks.org](http://wbparks.org), 248-451-1900