

Camp WB Parent Handbook



(248) 451-1900
camps@wbparks.org
wbparks.org/camps



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 drop-off and pick-up location on Mondays, Thursdays and Fridays is at:

Drake Sports Park
6801 Drake Road
West Bloomfield, MI 48322

The Community Building is the designated outdoor camp space and the drop-off and pick-up site.

On Tuesdays Camp WB will take place at Marshbank Park and parents will drop-off and pick-up onsite. **Camp drop-off is at Drake Sports Park on July 5 and August 2.**

Marshbank Park - DROP OFF & PICK-UP ON TUESDAYS
2805 Hiller Road, 48324

The Maple Ridge Shelter is the designated outdoor camp space. Turn right at the stop sign and drive to the back parking lot. The Lodge will be used for inclement weather, building located at the front of the park.

Lily Pad Springs Spray Park - DROP OFF ON WEDNESDAYS
6200 Farmington Road, 48323

Drop-off weekly on Wednesdays. Instead it will be on August 11th. **Bus will return campers to camp.**

Camp WB will operate between the hours of **9:00am and 3:00pm**, Monday-Friday. Camp WB will be closed for the July 4th. **NO Latchkey this year.**

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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. WB Parks 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 onsite.

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.

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 WB Parks (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. **The doctor's note must be received within two weeks of the request. For COVID related requested refunds, registration fees will be credited to your household account.**

If WB Parks 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 11:59pm 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
- Splash Park

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

CAMP WB CHECK IN AND CHECK OUT PROCEDURE

Camp Hours: drop off for camp is at **9:00am**. Pick up from camp is at **3:00pm**.

Drop-off location is in front of the Community Building at Drake Sports Park. There will be signage and staff will direct you accordingly. Parents and campers please remain in the car. **Campers will be let out on curbside in front of the building.** Parents/guardians **MUST** walk their child into Camp WB if late arriving.

For pick-up, parents pull up in front of the pavilion and remain in your cars. We will ask you for your child's **4-digit PIN** we will give you on Monday with your health screening slips. **We will only release your child to the person that provides your child's unique PIN.** The PIN will remain the same from week-to-week.

If a PIN is not provided 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 checked out in the same manner. Please let camp staff know the morning of if the camper is being picked up early.

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.

If changes need to be made to the pick-up person(s), must be in writing via email or in-person from the parent/guardian.

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 phone, personal speaker, DVD player, iPod, 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, as kids will be very active.

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(s).

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 \$10. Additional shirts are available for purchase for \$10. All payments should be paid over the phone (248-451-1900) or at the front desk of the Recreation Activities Center (4640 Walnut Lk Rd. 48323).

ADDITIONAL OFF-SITE ACTIVITIES

Marshbank Park Day - we will run camp at Marshbank Park once a week on Tuesdays (for the exception of July 5th and August 2nd, no park visit). Parents must drop-off and pick-up campers every Tuesday. Campers will canoe (bi-weekly), fish and participate in other activities.

Lily Pad Springs - we will visit our spray park every Wednesday (for the exception of August 10th we will visit on the 11th). Parents will **drop-off only** and the bus will return campers to camp at Drake Sports Park. We request that campers wear a **swim suit and bring a towel (with name on each)** and a change of clothes.

Camp shirts are optional at Marshbank Park and LPS. Campers attending multiple sessions will receive only 1 shirt for the summer. **If your child misses an outreach program, Marshbank day or LPS, there is no partial refund given.**

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.**

The inclement weather notification plan for LPS days will include: an email the day before or the morning of with a phone call. In the event of inclement weather, drop will take place at Drake Sports Park.

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 WB Parks 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. WB Parks 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 WB Parks, 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 WB Parks 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, a temperature over 100 degrees or unusually high temperature
- Felt unwell in the past 3 days (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea)
- Exposure to someone who has tested positive for COVID-19 and is showing symptoms
- 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, 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. Any modifications need to be submitted in writing via email or in-person by the parent or guardian.

COVID-19 RESPONSE

We will continue to monitor the local transmission rate through the CDC website and follow the directives given by Oakland County Health Department. We will align our response to the Covid-19 cycle phases: Readiness, Response and Recovery. Camp WB is currently operating in the recovery phase with monitoring, observation of symptoms, reporting and quarantining. **We ask that parents continue to be diligent in their daily screening of their child's health throughout their participation with our camp program.** At this time, no written or onsite health screenings.

If we transition into other phases of the COVID-19 cycle, we will respond accordingly and communicate the Covid procedures we need to implement in order to keep campers and staff safe. This may include the use of masks, daily health screenings and/or cohorting.

COVID-19 ISOLATION/QUARANTINE PROCEDURE

Campers and staff who test positive for COVID-19 and/or displays COVID-19 symptoms (without an alternate diagnosis or negative COVID-19 test) will be asked to remain home regardless of vaccination status:

- Isolate at home for the first 5 days (starting with the day after symptoms began or day after test was taken for those without symptoms).
- If symptoms have improved or no symptoms developed, return to camp, while wearing a well-fitted mask, for the next 5 days to protect others.

AND

- If camper/staff has a fever, stay home until fever free for a period of 24 hours without the use of fever reducing medications before returning to camp while wearing a well-fitted mask, until the 10-day period is complete.

Campers/staff with **personal or household close contact**, regardless of vaccination status exposed to someone with Covid:

- Monitor symptoms for 10 days.
- If no symptoms, **MUST** wear a mask at camp for 10 days after exposure, regardless if outdoors.
- Test 3-7 days after exposure or if symptoms develop.
- House Hold Credit given for Covid/close exposure. Partial/full week.

PARENT COMMUNICATION

Reporting Symptoms/Positive Test Outside of Camp

Parents/Caregivers/Staff should report possible illness if anyone in their household shows symptoms or has tested positive for Covid-19.

1. Please send an email to the camps@wbparks.org with SUBJECT LINE: **COVID EXPOSURE REPORT**. In the email, provide the **camper's name** and details of exposure/symptoms/positive test. Including a specific dated timeline of the onset of symptoms and/or exposure.
2. Secondly, please contact the WB Parks front desk at 248-451-1900 and leave a message with your contact information.
3. **Please follow-up within one hour if you have not been contacted regarding your email/voice message.**
 - We will contact the local health department and our licensing consultants for next steps.
 - We will protect the privacy of the individual that has been exposed.
 - **All parents will be emailed with the details and the nature of the exposure and the directives given by the health department.**

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.

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 WB Parks 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 WB Parks 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.

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, 248-451-1900