Camp Sylvan Philosophy

It is the philosophy of Camp Sylvan that children are always learning. Children learn best when they are interested and motivated in the subject and given opportunities to interact directly with the material and their environment.

We also believe that self-esteem directly affects learning. Children will feel good about themselves when they have opportunities to succeed.

It is our goal that all children enrolled at Camp Sylvan are provided with opportunities to participate in arts and crafts, physical activities (hiking, sports, games, swimming and golf), science projects, and language activities including drama and music, field trips and cooperative activities with their peers. Children attending on a full time basis will be provided with these opportunities more often. It is also our goal to aid in the development of a positive self-concept of the children attending.

We sincerely feel that success of the camp program will be measured by camper satisfaction and enjoyment more than by new skills and information learned at Camp.

Camp Sylvan Objectives

1. Each camper should have opportunities to enhance self-confidence and self-worth through positive interaction with staff and other campers.

2. Each camper should have opportunities to develop self-interests, abilities and leadership.

3. Each camper should have opportunities to participate in swimming, golf, science, hiking, games, arts and crafts, drama and music.

4. Each camper should have opportunities to explore nature to gain a better understanding of ecology and respect for their environment.

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Top file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SE, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

CAMP SYLVAN POLICIES

Days & Hours of Operations

Monday through Friday, 7:30 am until 5:30 pm. Camp begins Monday, June 9 and ends Friday, August 22, 2014. Camp will be **closed Friday, July 4.**

Items from home to keep at camp – Bug Spray, Sunscreen & Water Bottle

Bug spray, sunscreen lotion and a water bottle should come with your child daily in their back pack. Please label each item with your child's name and any special instructions to avoid the items being misplaced.

Clothing

Please send your child in clothing that is comfortable and appropriate for the prevailing weather conditions and scheduled camp activities. Remember, the kids will get messy, dirty and possibly tear their clothing.

Discipline

Physical or emotional discipline is prohibited at Camp Sylvan. We try to avoid discipline problems by keeping kids interested, happy and active. If discipline is needed the following steps will occur.

1. Verbal warning
2. A consequence will occur
3. Parents will be notified
4. A meeting between the Camp Administrator and the parent.

If a child's behavior is of such a nature to be dangerous to other campers, staff or themselves (hurting other children, refusing to stay with the staff and group, running off and other such behaviors) the parent will be asked to withdraw their child from camp.

Electronic Devices Policy

The management of Treetops prefers that children keep their electronic devises (phones, cameras, video cameras, recording devices, etc) at home, due to cost, possibility for misuse and overall distraction from our camp curriculum. Hand held games (i.e., Gameboys, MP3's, etc.) will be permitted at the user's personal responsibility. Staff cannot be responsible for keeping track of these items and Treetops is not responsible for them if they are lost or damaged.

Drop Off & Pick Up

Parents are responsible for making sure their child arrives at Camp and is acknowledged by a counselor. If your child is responsible enough to enter and notify a counselor on their own, they may do so. If you have any doubts or concerns, please accompany your child into Camp Sylvan and sign them in.

If you are arriving at an unusual time (early or mid-day), please make certain a counselor is present. It is possible we are hiking or swimming or on a field trip. Staff members are not present at Camp if all children are elsewhere.

Children are to be picked up prior to 5:30 pm. **A late fee of $2.00 for each 5 minute period or fraction there of will be charged for children picked up after 5:30 pm.**

Changing Your Child's Schedule

If it is necessary to change your child's scheduled days of attendance, 2 week notice is required. Adding or switching days can only be done if enrollment allows.

Enrollment

Please review Camp information to determine if Camp and your child is a good match. Also feel free to call or e-mail the Director with any questions. Parents of former campers can also offer insight into Camp. Necessary forms for Camp enrollment are as follows:

1. Child Information Card,
2. Statement of Health and Food Safety,
3. Swimming Permission Form,
4. Parent Handbook Receipt,
5. Media Release Form,
6. Licensing notebook acknowledgement,
7. Copy of your child's immunization record, and
8. Registration form and $15.00 non-refundable registration fee.

Damage Control

Children who purposely damage or destroy Camp property will be responsible for replacing the damaged article. Children are expected to respect resort property and comply with staying within acceptable areas.

Field Trips

Field trips at Camp generally occur every other week. Transportation will be coordinated with the Gaylord Community Schools Transportation Department, the Otsego County Bus System, or the Resort's shuttle bus. If the County Bus is used, parents may need to pay the bus fare. Campers often walk with the counselors to swimming and golf sessions. The Treetops Resort shuttle bus will be used for transporting campers to swimming and golf when necessary. There is no fee for the resort shuttle bus. Please pay for field trips 1 – 2 days prior to the field trip to help with preparations.

Illness

A child is too ill to attend day camp when any of the following conditions exist.

- a temperature of 101 or higher
- the child is vomiting
- the child has a contagious illness such as strep, measles, etc.
- the child is lethargic and acting ill
- the child has a physical condition that results in the counselors being unable to meet the needs of the other campers

If a child becomes ill while at day camp, parents will be notified immediately and asked to pick their child up.

Personal Storage

Children will have assigned hooks for their back packs. Your child may bring items from home if they wish. Your child is responsible for anything they bring from home.

Medication

Medication may be given to your child if necessary. To do so the following conditions need to be met:

- a completed medication permission slip (available at camp)
- the medication is in the original container and labeled with the child's name: prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication.

Meals

Children may bring their lunch and beverage from home or they may participate in Treetops lunch program. Lunches and beverages that are brought from home are refrigerated upon arrival at Camp. We are unable to heat up lunches that children bring. We will provide a morning and afternoon snack and beverage.

Parent Visits

Parents are welcome to visit any time at Camp Sylvan. Please feel free to join us for special trips or activities anytime during the day.

Payments

Payment for camp is due on your child's first day of the week for that week. Payment is required for days missed due to illness or vacation time taken without the required advanced notice.

Special Activities

Special weekly activities include swimming, golf, hiking, music and science. Field trips generally occur twice - monthly. Daily activities include games, arts and crafts, sports, language activities, quiet time, drama and singing.

Extra Special Activities

Occasionally we will take the children on a field trip of considerable distance or to an activity which requires an admissions charge. These trips may require additional charges. We make every effort to keep these fees reasonable and they are required in addition to the weekly fee.

Special Schedules

It is our goal to work with families so children enjoy their summer and receive the benefits of special activities that are available during the summer. However, parents must realize that we may be unable to accommodate special requests that would interfere with the group program. An example would be a request for a counselor to remain at Camp with a child who is to be picked up by the County Bus while the remainder of campers and counselors are hiking. I suggest that if you anticipate your child coming and going at times other than regular drop off or pick up, you check with counselors well in advance to determine if this will interfere with the group schedule.

Swimming

We will be swimming once or twice a week. Any time we swim, a certified lifeguard will be present, as well as staff members who act as water observers. Children are tested on their first day of swimming and divided according to swimming ability while in the pool. Parents must sign a swimming permission slip prior to swimming.

Termination

The following conditions will result in parents being asked to withdraw their child from Camp Sylvan:

- The child engages in repeated misbehavior and attempts to correct the situation are unsuccessful.
- The child's behavior is dangerous to themselves, resort property, or other campers and staff.
- Parents fail to follow Camp policies or fail to provide necessary forms for enrollment.
- The Director determines that the program is incapable of meeting the needs of the child or parents.

Parents would receive two weeks notice prior to being asked to withdraw their child, unless the child's behavior was so severe as to cause danger to other children, staff or resort property.

Toys from Home

Children may bring toys, games, and special equipment (racquets, balls, etc.) from home. Please consider these factors.

1. Is the toy non-aggressive? We do not want guns, swords, etc.
2. Would it matter if the toy were broken? We cannot guarantee this will not happen. It is best to leave expensive items at home.
3. Is the toy safe? When used the way children are likely to use it, could it cause harm?
4. Will your child be willing to share their toy?
5. Gameboys and other electronic games are allowed at camp; however, we do not allow any trading of electronic games.
6. If a particular type of toy causes disruption and problems, it may be banned from Camp.

Vacations

Full time children may be absent for two weeks vacation with no charge provided five business days notice is given. Vacation time may be taken one day at a time or a week at a time. A child attending Camp five days a week may be absent for 10 days of vacation throughout the summer with no charge if proper notice is given.

Part time children receive twice the amount of days their child attends on a weekly basis. For example, a child who attends two days weekly receives 4 days of vacation time through the summer. A child who attends 3 days weekly receives 6 days of vacation time through the summer with no charge provided five business days' notice is given.

Parents whose children attend on a drop in or punch card basis are responsible for payment of the days they schedule.

Withdrawal

Two weeks notice is required prior to withdrawal from Camp. Payment is required for a child who withdraws with less than two weeks notices.

Handbook Receipt Statement

I have received and read my copy of the Camp Sylvan Summer Day Camp Parent Handbook and agree to abide by the policies.

_____ _____

Parent/Guardian Date

CAMP SYLVAN
SUMMER DAY CAMP

"A Summer Adventure for Kids"

Parent Handbook

3962 Wilkinson Road
Gaylord, Michigan 49735
Children's Center 989-731-8459
Camp Sylvan Summer Day Camp 989-732-6711 extension #2486
Email smolenkamp@treetops.com