

Camp Sylvan Summer Day Camp 2018

FACT SHEET

“A summer day camp adventure for school-aged children”
(A state-licensed day camp for children ages 5 - 12)

Hours: Monday – Friday, 7:30am – 5:30pm

Hours of Operation: June 12th-Aug 31st (Closed July 4th Only) 2018

Drop off and pick up is at Camp Sylvan (Located at the Halfway Café)

Activities

Camp Sylvan offers swimming, golfing, hiking, field trips, arts & crafts, science experiments, games, cooking, team building skills, exploring and having fun.

Program Director

Camp Sylvan is under the direction of Kara Rogers, Director of Children’s Programs at Treetops Resort. Kara has been with Treetops Resort for 6 years and in the child care field for over 10 years.

Clothing

Casual and weather appropriate. We’ll be hiking and playing outside much of the time. Please do not send your child in clothing that would cause concern if stained or damaged. If appropriate, you may send extra clothing in your child’s back pack.

Camp Pricing

- Registration fee \$15 (non-refundable)
- Pay-In-Full by May 1, 2018 and receive 5% discount on Camp tuition.
- Weekly - \$130 per child
- Daily - \$35 (Applies to reserved days and part-time campers)

Camp Sylvan also has Drop-In rates for any unscheduled days as long as there is availability.
DHS accepted.

Payment

- Due first Monday of each week attending Camp Sylvan
- Check only

Meals/Snacks

- Snacks provided AM/PM
- Lunch provided (South Maple Elementary School Summer Feeding Program)

Forms to be completed

- Registration Form
- Child Information Card
- Handbook Receipt
- Lunch/Health Statement Form
- Swimming Permission Form
- Field Trip/Licensing Form
- Medication Form (For all prescribed and non-prescription Medications)

All forms are available on line at www.treetops.com. (Kids/Camp Sylvan)
For additional information please call Kara Rogers at 731-8459 or email krogers@treetops.com



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 krogers@treetops.com

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. 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.

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CAMP SYLVAN POLICIES

Days & Hours of Operations

Monday through Friday, 7:30 am until 5:30 pm. Camp begins Tuesday June 12th through August 31st. We will be closed on July 4, 2018 and may be closed on July 3 depending on expected attendance.

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 devices at home, due to cost, possibility for misuse and overall distraction from our camp curriculum. Hand held games 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 no later than 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

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
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 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.

- Child has a temperature of 101 or higher
- Child is vomiting
- Child has a contagious illness such as strep, measles, etc.
- Child is lethargic and acting ill
- 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 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 no shows.

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.

Also during Field Trip days if your child will not be attending we will not have staff to stay behind with kids not participating.



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:

- 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 as severe as to cause danger to other children, staff or resort property.

Toys from Home

Children may bring toys, games, and special equipment (golf clubs, balls, and cards, exc.) 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.
7. Trading of toys is not allowed and all Campers will be informed at the start of camp. Camp Sylvan is not responsible for toys that are traded and then not returned back to owner.

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.

Gaylord's premier original summer day camp

Camp Sylvan



WHERE SUMMER MEMORIES ARE MADE

Summer 2018 Enrollment Form

Please take a few minutes to complete this registration form. Your input will help us in the planning process.

Camper's Name: _____ Camper's Age: _____

Camper's Address: _____

Days of Attendance: _____
(Example: Monday – Friday or any combination of two or more days. Preference is given to full time enrollees.)

Parent's Name: _____

Day Time Phone Number: _____ Cell Phone Number: _____

E-Mail Address: _____

Suggestions on the following activities:

	Camper Suggestions	Parent Suggestions
Field Trips	_____ _____	_____ _____
Guest Speakers	_____	_____
Interests	_____	_____
Favorite Sports	_____	_____
Favorite Games	_____	_____
Arts & Crafts	_____	_____
Other Interests	_____	_____

 I would like to serve on the Camp Sylvan Parent Advisory Committee: Yes _____ No _____
This committee will meet four times beginning in May and will assist with the improvement and evaluation of the camp.

 Please return this form as soon as possible along with \$15.00 non-refundable registration fee per child to secure your child's enrollment. Enrollment is based on a first come/first serve space available basis. Please do not send cash. A personal check made out to Treetops Resort should accompany this form and mail to:

Treetops Resort • Attention: Camp Sylvan 3962 Wilkinson Road • Gaylord, MI 49735
For questions on this application, please contact us by phone at 989-731-8459.

CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:	Date of Admission	Date of Discharge
Name of Child (Last, First, Middle Initial)		Child's Date of Birth
Address (Number and Street, Building/Apartment Number)		City
		State
		Zip Code
Parent/Legal Guardian's Name	Home Phone ()	Parent/Legal Guardian's Name (Optional)
		Home Phone ()
Home Address (if not child's address)	Cell Phone ()	Home Address (if not child's address)
		Cell Phone ()
City	State	Zip Code
Email Address (optional)		Email Address
Employer Name	Work Phone ()	Employer Name
		Work Phone ()
Name of Child's Physician or Health Clinic		Physician's or Health Clinic's Phone Number ()
Hospital Preferred for Emergency Treatment (optional)		
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)		

BCAL-3731 (Rev. 6-17) Previous editions 4-16, 6-15 and 7-12 may be used until September 30, 2018.

See Reverse Side

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)

1.	()	()
2.	()	()
3.	()	()

Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)

1.	()	2.	()
3.	()	4.	()

Parent/Legal Guardian Initials:

_____ I give permission to _____, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical for the above named minor child while in care.

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.

Signature of Parent or Guardian _____ Date Signed _____

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation	

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Field Trip Permission Form 2018

I give permission for my child _____ to go on field trips at
Treetops Camp Sylvan.
Field trips are posted on the monthly calendar.

PARENT NAME

DATE

Treetops Children’s Center and Camp Sylvan maintain a licensing log for parents to review during business hours if they would like to.
The log contains all licensing inspections, special investigation reports and all related corrective action plans.
In addition, licensing inspections and special investigations from the past two years are available on the Bureau of Children and Adult licensing website at:
www.michigan.gov/michildcare.

Please sign below to indicate that you are aware of this.

Parent signature

Date



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

ACKNOWLEDGEMENT OF LICENSING NOTEBOOK

In accordance with licensing rules Treetops Children's Center and camp sylvan maintain a licensing notebook that included licensing inspection reports, special investigations and all related corrective action plans.

The notebook is located at the Children's Center office and accessible to parents and prospective parents to review during normal business hours.

Licensing inspections and special investigations from the past two years are available on the Bureau of Children and adult Licensing website at www.michigan.gov/michchildcare.

Please sign below to indicate that you have been made aware of this.

Parent/Guardian

Date

**Camp Sylvan
Children's Health Statement
Summer 2018**

I verify that my school age child is in good health, able to participate in normal activities and participates in a regular health screening, which includes wellness checks and updates regarding immunizations.

Child's Name

Parent's Signature

Date

**Camp Sylvan
Child's Lunch Form
Summer 2018**

As _____ (Child's Name) parent, **when** I send food or beverages from home for my child I will assume responsibility for its safety.

My child _____ (Child's Name) will participate in Treetops lunch and snack program.

Parent's Signature

Date



**CAMP SYLVAN
Swimming Permission
Form Summer 2018**

Child's Name: _____

Parent's Name: _____

Child's Age: _____

Child's Swimming Ability:

Beginner _____

Intermediate _____

Advanced _____

Special Limitations, Conditions or Instructions: _____

The staff of Camp Sylvan has my permission to take my child swimming at one of Treetops Resort's swimming pools for a planned swimming session.

Parent Signature

Date

