

Holland Recreation's Junior Adventure Day Camp



Parent Handbook Summer 2024

City of Holland: Parks & Recreation

429 E 24th Street, Holland, MI 49423 • 616.355.1130 • www.hollandrecreation.com



Dear Parents & Guardians,

Our staff is so excited to have your child join us for Junior Adventure Day Camp this summer! This camp will have your child outside, active, and entertained. Our programming consists of several field trips, unique experiences, and plenty of time just to play. Throughout the week, we want your child to make exciting memories, create new friendships, and have a lot of fun.

Our staff at Junior Adventure Day Camp is excited for a summer full of fun! They want to get to know your child and encourage them in whatever way they can this week. Our Camp Director is Brandy Herweyer, who is also the Recreation Program Assistant for Holland Parks and Recreation. This will be her fourth year working with summer camps and she is excited for the summer ahead. Details about seasonal camp staff are detailed below.

Camp Supervisor: Isabelle McIntyre

Counselor: Jaden Grigg

Counselor: Carly Caudill

Counselor: Ethan Vollstedt

Junior Adventure Day Camp abides by the State of Michigan's Department of Lifelong Education, Advancement, and Potential, which issues rules, guidelines, and best practices for summer day camps. We promise to communicate effectively and make sure that every Parent/Guardian and their participants are in the loop and know what is happening at Junior Adventure Day Camp.

Please read the rest of our camp policies and procedures in the handbook below before the first day of camp. Please reach out to the Camp Director if you have any questions throughout the week. We look forward to meeting you and your child soon!

Best Wishes,

Junior Adventure Day Camp Staff

Welcome to Junior Adventure Day Camp!

Our Mission

At Junior Adventure Camp, our mission is to create a safe and welcoming environment where children can thrive under the guidance of our highly qualified staff. We prioritize play and exercise in an unplugged environment, fostering new friendships and facilitating memorable experiences for our campers. Through engaging activities and thoughtfully planned field trips, we aim to inspire a sense of wonder and discovery, ensuring each child leaves with cherished memories and a love for the great adventures life has to offer.

At Junior Adventure Camp we are committed to creating a diverse and inclusive environment where each camper is accepted and celebrated.

Staff-to-Camper Ratio

There is a staff ratio of 1 counselor to every 8 campers daily. Campers are assigned to a counselor each week for field trips and small group activities, along with other campers in their age group.

Camp Hours

Camps begin daily at 9:00 AM and conclude at 3:00 PM, Monday through Thursday from June 10 through August 8 (excluding the week of July 4th).

Our Staff

Holland Parks and Recreation is proud to employ qualified and eager counselors dedicated to ensuring an exceptional summer for your child. Our staff, predominantly college-aged with backgrounds in education or related fields, undergo thorough screening and background checks. All staff are required to undergo orientation and extensive training covering safety, first aid, CPR, youth engagement, diversity, and customer service. Our goal is to provide a safe and enjoyable experience for every camper. We ask parents to kindly respect our camp staff when addressing questions or concerns.

Contact Information

Should you need to contact our staff regarding your child or our program, we strive to provide the best communication possible. To ensure that we provide a high standard of communication, we ask that you refer to the communication chart below.

Junior Adventure Camp Remind Group

Text @hrjac24 to 81010

We will provide field trip and all urgent program updates through our Remind group, as well as through email. All of our Remind communication is sent directly to our Camp Director and Site Supervisor. We encourage parents to directly message us via Remind in the case of any non-urgent question or camper absence.

Day Camp Director

Brandy Herweyer

(616)355-1194

b.herweyer@cityofholland.com

For specific program questions and concerns, such as registration, policies, or guidelines, please contact our Day Camp Director. The Day Camp Director works mainly out of our main office, Monday - Friday, 9 AM - 5 PM

Site Supervisor

Isabelle McIntyre

Supervisor Phone: (616)298-9589

Our Site Supervisor is equipped with an emergency cell phone. This phone will only be available during camp operational hours (Mon - Thur, 9 AM - 3 PM). This number should only be used in **EMERGENCIES** throughout the camp day if the Day Camp Director is unreachable. The Site Supervisor will attempt to make themselves available to any calls that are received on the emergency cell phone, but may not be able to guarantee an immediate response depending on the current camp activity.

For any other questions or concerns, please contact Holland Parks and Recreation at (616)355-1130 or email rec@cityofholland.com. Our main office is open Monday - Friday, 8 AM - 4 PM.

Location Details

Maplewood Youth Complex

Check-in each day will be held at the Maplewood Youth Complex North Pavilion.

52 E 35th St
Holland, MI 49423

Camp Supervisor: Isabelle McIntyre

What to bring EVERYDAY:

A positive attitude
Disposable lunch
Snack
Swim suit & towel
Tennis shoes & socks
Sunscreen
Water Bottle

Please DO NOT bring:

Cell phones, tablets, or other
electronic devices
Playing cards/trading cards
Pocket knives or toy weapons
Expensive items or large amounts
of cash
Sports equipment (ball, skates,
etc)/toys & games

Junior Adventure Camp Rules

- Campers must remain with Junior Adventure Day Camp for the duration of the day.
- Campers must stick to their group's schedule and follow the lead of their counselor.
- Keep your hands to yourself.
- Stay home if you are feeling sick or tell a counselor right away if you don't feel well.
- Respect everyone and be kind.
- Clean up after yourself.
- No sharing food.
- Wash your hands frequently.
- HAVE FUN!

Sign-In/Out Procedures

All campers are REQUIRED to have an updated medical information/release form completed prior to the first day of camp.

- Every camper is **REQUIRED** to be signed in and out each day. Each child will be assigned to a counselor throughout each week of camp. This counselor will be their leader in all small group activities and field trips.
- The **authorized person** who is signing out the camper will be **REQUIRED to provide ID verification**. Please be patient and understand that this is done with your child's safety in mind.
- At the end of each day, each camper must be signed out. Campers will be released only to one of the **authorized people** noted on their medical release/information form. **THERE WILL BE NO EXCEPTIONS.**
- If a camper plans to walk or bike home, a signed letter must be brought to the site so that the Site Supervisor can meet with the parents and gather all necessary information ahead of time.
- Please arrive on time when picking your camper up at the end of the day. Every attempt will be made to contact parents. If by 4 PM your child has not been picked up, our staff will be required to contact Holland Public Safety.

Transition Times

The check-in and check-out procedures will be closely followed. We understand your busy schedule and the importance of time, but your child's safety is our priority. Therefore, we'll strictly enforce the sign-in and sign-out rules.

At the beginning and end of camp, there might be lines as other parents drop off or pick up their children. Please be patient; our system is efficient. Just give yourself a bit of extra time for sign-in and sign-out.

Arriving Late/Leaving Early:

If your child needs to leave camp early or plans to arrive late due to a doctor's appointment or prior commitment, this has to be communicated to a Junior Adventure Camp staff member. Leaving early/arriving late should be limited to extenuating circumstances (not feeling well, doctor's appointment...etc.) We cannot have campers coming and going as it gets confusing for our staff to maintain an accurate headcount. Please try to only send your child to camp if they intend to stay for the entire day.

Camp Rules & Policies

Inclement Weather:

Camp will be held if at all possible. In the case of inclement weather that prevents us from holding camp that day, any cancellation will be communicated to families at least 1 hour prior to the start of camp. If inclement weather affects any field trips for the day, those changes will be promptly communicated. Any adjustments to the day's drop off/pick up locations will be communicated at least 1 hour prior to the start/end of camp.

Any updates or cancellations will be posted at the check-in station at Maplewood Youth Complex. Families are encouraged to join the Remind group to receive weather cancellation and program updates.

Cell Phones/Electronics:

We strongly recommend and encourage that your child does not bring their cell phone or electronics to camp. If a cell phone is brought to camp, it is expected that it be off and in a bag or backpack. Children will not be allowed to use phones for recreational purposes. Holland Recreation and Camp Staff are not responsible for lost/stolen phones/electronics. If you need to get a message to your child while they are at camp, please call the Camp Director at 616-355-1194 or send a message to our Remind group.

Lost & Found:

Please be sure that your camper leaves with everything that they brought each day. We strongly suggest everything be marked with the camper's name so there is ease in returning lost items. If your camper loses something, please check with the counselors, there is a Lost & Found at the main site. All items left at the end of the summer are donated to a local charity, so please claim your items as soon as possible!

What to Bring to Camp

Clothing:

Throughout the summer, please dress your child sensibly for camp activities so that your camper is comfortable and can enjoy the day as much as possible. Many camp activities require physical activity; therefore, **we recommend that all campers wear closed toed shoes every day.** On beach/pool days, campers can bring a pair of sandals to change into. We suggest sending a bathing suit and towel each day because these may be the opportunity to play water games.

Lunches/Snacks:

Lunch and snacks will not be provided. Lunches should be nutritious and able to restore energy levels. Sorry, there is no refrigeration available. Please do not send your child with pop or glass containers. Campers should bring a water bottle each day; we will have water available for refills.

Sunscreen:

Each camper is responsible for applying their own sunscreen. The counselors will remind campers to apply sunscreen, however, *each person is responsible for their own application.* We highly recommend sending aerosol cans of sunscreen with your camper and please remember to clearly label your camper's sunscreen.



Field Trip Details

To enhance the summer experience, we've organized thrilling field trips for your child this season. Cancellations of field trips will only occur when the weather does not permit. In some cases, we may exceed our field trip return times due to unforeseen circumstances. Should this happen, the Camp Staff will contact parents via email and Remind to keep them informed and updated on the bus arrival. In these situations we ask that parents remain calm and patient. Our priority is to return to camp as soon as possible.

Bouws Pool

- Upon arriving at Bouws Pool, campers will be asked to complete a swim test. The swim test is a 25-meter freestyle swim across the pool without touching the bottom of the pool.
 - If a camper chooses not to take the swim test, or successfully pass, they will be required to wear a lifejacket.
 - All swim tests are administered by certified lifeguards ages 18 and up.
- Campers will be required to swim with a buddy and participate in headcounts every 10 minutes. Headcounts are done as quickly as possible and in a manner that allows the campers to remain in the water.
- Bouws Pool is staffed with 3 certified lifeguards at all times during open swim.

Tunnel Park

- Due to the unpredictability of Lake Michigan, campers will not be allowed in the water while at Tunnel Park. Rest assured, there will still be plenty of fun activities and games planned to keep campers busy throughout the day.

Millennium Park

- While at Millennium Park, the only water activity available to campers will be the splash pad. Along with the splash pad, Millennium also provides a variety of other activities for campers to enjoy.

Extra money on field trips is allowed, but please keep it to a minimum. Entry fees and activities are included in your registration cost; extra money can only be used to purchase snacks or items at gift shops when available. Counselors are not responsible for holding money or for lost/stolen money.

Injury & Medical Information

Camp staff will not administer medication at camp unless it is for lifesaving purposes. If your camper must bring medicine with them to camp, it must be clearly labeled with written instructions including dosage, frequency, and type of medication. We can remind campers to take their medication, but we will not be administering or measuring doses. We strongly encourage you to have a conversation with a supervisor or the Camp Director on the first day your participant attends camp.

If your child has allergies (food, bee stings, etc.), please make sure this information is provided on the medical information/release form. If your child requires an EpiPen or other such devices, please make sure we are fully aware of the situation by giving written instructions and that camp staff is in possession of the device. Please let a staff member know if your camper carries an EpiPen, glucagon, or if there are other medical concerns.

To provide the most positive experience for your child, we require the Parent/Guardian to provide us with any and all information regarding your child's behaviors, tendencies, needs, and unique qualities before your child's first day of camp. Should staff need to be made aware of any of these qualities, please call the Camp Director at (616)355-1194 to discuss your child's needs. We will also have a few required forms for parents/guardians to complete prior to staff handling the medication.

All prescriptions and medical devices will be kept in a lockbox at all times unless medically necessary. This lockbox is carried with camp staff at all times.

Injuries:

Ensuring the safety of all campers is our top priority, upheld by our dedicated staff. We strictly adhere to established policies and procedures to safeguard every camper. Despite our precautions, minor incidents like bumps and scrapes may occur. Immediate attention will be given to any injured camper, with on-site staff equipped with first aid kits containing essential supplies like ice packs and band-aids. Our counselors are all certified in first aid/CPR, ensuring preparedness for any situation. Parents will be promptly informed at the end of the day about any minor injuries sustained by their child. In the rare event of a serious injury, emergency services will be contacted immediately, and parents will be promptly notified.

Discipline Policy

Our goal is for campers to have an enjoyable summer experience. To ensure a positive experience for every camper, we follow the behavior management policy as outlined below.

Unacceptable behaviors may include, but are not limited to:

- Bullying or taunting
- Refusal to follow rules or instruction given by camp staff
- Inappropriate language/swearing
- Disrespecting staff, peers or camp equipment

Behaviors resulting in immediate dismissal:

- Fighting
- Intentionally harming others
- Theft
- Possession of weapons or drugs

Step 1: Verbal Warning

- A staff member will ask the child to stop the behavior and remind them why it is against the camp rules. The camper will be reminded of the consequences if the behavior is repeated. Depending on the severity, parents may be verbally notified at pickup by the Camp Supervisor.

Step 2: Repeated Behavior

- If the behavior is repeated after their first warning, the child will be asked to refrain from participating in the current activity. Staff will remind the child that if the behavior continues, they may not be able to participate in other activities or field trips later in the week. Parents will be verbally notified at pickup by the Camp Supervisor.

Step 3: Final Warning

- If the child acts out a third time, the child's parents will be called and asked to pick them up. The child may be asked to not return for activities later in the week.

Depending on the severity of the incident, the child may be suspended for the next day or remainder of the week. This decision will be made by the Camp Counselor involved, Camp Supervisor, and the Camp Director. Administrative staff will conduct periodic evaluations of the program, staff members, and camper groups to ensure that the camp environment is not contributing to behavior problems.

Junior Adventure Day Camp has a no tolerance policy towards any kind of violence. No refunds or credits will given for missed program days due to disciplinary action.

Discipline Policy (cont.)

Zero Tolerance for threats of violence:

We take the safety of our campers and camp staff very seriously. Any actions that are deemed as threatening or dangerous to the staff or campers are grounds for immediate dismissal from our program. If an event occurs of this level, the child will be separated from the group and their parents or guardians will be asked to immediately pick up the child.

If a credible threat of bodily harm involving a weapon or any kind is made, a police report will be submitted with the Holland Police Department.

As outlined by the State of Michigan's Day Camp Licensing Rule R.400.11113:

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