



Camp McSauba

Parent Handbook 2017

Welcome Parents!

Welcome to Camp McSauba Summer 2017! We are very excited to help your child create some fun and lasting camp memories this year. My name is Jane Milan and I am the Camp Director. I have been an elementary teacher for over 20 years in both public schools and private international schools. This will be my 2nd year at Camp McSauba and I am looking forward to seeing old and new faces this summer!

Our summer camp encourages children to explore and experience new things and build friendships. The parent handbook is designed to prepare and assist you with sending your child(ren) to summer camp. It contains helpful information that will help your child at camp. Please read this handbook carefully along with reviewing camp rules and guidelines with your child. If you have any additional questions, or information, please don't hesitate to contact myself or the City of Charlevoix's Recreation Department. Please call 231-547-3253.

Jane Milan
Camp McSauba Director

Camp McSauba Shirts

Each camper will be provided with ONE T-SHIRT at registration check-in. Additional shirts may be purchased for \$5.

☺ Camp Awards

Please join your camper on Friday afternoon for a snack and award ceremony. The Camp Awards will take place at 3:30.

Camp Hours
☺ Monday-Friday
8:30 to 4:00

Camp McSauba
09223 McSauba Rd.
Charlevoix, MI 49720
(231) 547-3267

Recreation Office
210 State St.
Charlevoix, MI 49720
(231) 547-3253
tomk@CityofCharlevoix.org

Did you know???

- ☺ The first campers attended Camp McSauba in 1976
- ☺ Camp McSauba is a **Tax Write-off** for childcare.
Tax ID # 38-6004543

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Staff and Camp Counselors

Camp McSauba and the Charlevoix Recreation Department has taken great care in selecting individuals to be Camp McSauba Counselors and Staff. Qualifications for this job includes being enthusiastic, passing a background check, and successful completion of orientation and extensive training. Our training program covers:

- Rules and regulations
- Safety
- Emergency action plans
- First Aid/CPR
- Planning/Strategies for working

with youth and diversity

- Providing helpful/friendly service to parents.

If at any time you have any suggestions, concerns or complaints about the program and/or staff, please address the **immediate Camp Director on site**. If the problem continues, please contact Tom Kirinovic, Recreation Director (231) 547 3253.



Benjamin having his picture taken while looking through his binoculars during Jungle Week

Mission

The Primary goal of our camp is to provide children with a safe and enjoyable environment where they can grow emotionally, socially and physically through developmentally appropriate experiences. The program recognizes children as unique participants with hands-on activities that enhance motor development, promote independence, and foster a positive self-image.

Character Development at Camp McSauba

Through activities and participation of all campers at Camp McSauba we work to instill basic values of Character Development. These include: Caring, Honesty, Respect and Responsibility.

Caring:

- ☉ Children need to be surrounded by people who listen, care for, appreciate and accept them, as well

as feel valued and valuable.

- ☉ Children should demonstrate a sincere concern for others and show compassion, forgiveness, generosity and kindness.

Honesty:

- ☉ Understand the importance of telling the truth. Showing trustworthiness, integrity and fairness through actions.

Respect:

- ☉ Learning to accept and appreciate diversity in others, as well as, learning self respect.

Responsibility:

- ☉ Being accountable for your choices and actions and understand consequences for those actions. Learning commitment and courage.

What To Bring Everyday

- Healthy sack lunch, water bottle and extra snack
- Swim Suit and towel
- Closed toed play shoes and Socks
- SUNSCREEN**
- Extra change of clothing
- Requested items for weekly theme



Big group activity held in the open space at Camp!

Please do NOT bring...

- Electronic games, Ipods, MP3 players, cell phone or other electron devices
- Playing or trading cards
- Pocket knives
- Expensive items or large amounts of Cash
- Sports equipment/toys or Games
- Heelies or other skate-shoes

Summertime Haiku

Summer nights.
Twinkling
Stars, Fireflies,
distant lighting
Full buck moon.
Summer.
-Gay Gasser

Please label all belongings!

Daily Operations

Sign-in/Sign-out:

- ☺ Every Camper must sign in and out of camp everyday. Attendance will be taken and campers are to go directly to their camp counselors after signing in.
- ☺ Campers will sign out with their counselors before leaving and children will only be permitted to leave with a person listed on application as an acceptable person to pick your child up. **ABSOLUTELY NO EXPECTATIONS WILL BE MADE.**
- ☺ Campers riding or walking to camp will be allowed to sign themselves in and out but, only if written authorization from parent or guardian is on file.

Transition Times:

- ☺ In order to protect children our policy on signing in and out is strictly enforced; therefore, at transition times there can be a line of parents waiting to check children in or out. Please allow a few extra minutes during these times and please be patient.

Early Pick Up:

- ☺ In the instants that an unexpected situation arises and you need to pick your camper up early, please contact the camper director prior to the pick up. Campers will only be released to individuals specified on the application. Again, **NO EXPECTATIONS WILL BE MADE.**
- ☺ We would like to stress the importance of your camper staying for the duration of camp, so please avoid early pick if possible.

Incllement Weather:

- ☺ Camp will be help regardless of weather (with the exception of severely dangerous weather). Indoor activities will be held in the lodge.

Lunches/snacks:

- ☺ Nutritious, energy supplying lunches

should be packed. Refrigeration is available, please avoid lunches that need to be heated. **NO SODAS, or glass containers.** Please send your camper with water bottles (re-useable water bottle can be refilled at camp). Please label lunch boxes and containers.

Cell Phones/Electronics:

- ☺ It is strongly recommended and encourage that your child **does not** bring a cell phone or any other 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 these devices while at camp.
- ☺ Staff will monitor any use of a phone and we ask that parents do not excessively use phones as a way to talk to your children throughout the day.
- ☺ If you need to get a message to your child while at camp please call the camp lodge (231) 547 3267.
- ☺ Camp McSauba and Charlevoix Recreation are not responsible for lost/stolen items.

Camp Attire:

- ☺ Comfortable, weather appropriate, play clothes (Camp T-shirt recommended).
- ☺ Closed toe-shoes with socks for physical play.
- ☺ Bathing suit, towel, and sandals for beach activities — **bring everyday.**
- ☺ **Label all clothing items with Name and Number.**
- ☺ Sunscreen: Campers are expected to apply their sunscreen and are encouraged to help each other. Spray cans are recommended for easier application. Parents can authorize camp counselors to assist with sunscreen application. **Label containers.**

Daily Schedule

8:30 - Campers Arrive /Sign In
9:00-9:45 - 1st Activity Rotation
9:45-10:30 - 2nd Activity Rotation
10:30-10:45 - Snack
10:45-11:30 - 3rd Activity Rotation
11:30-12:00 - Whole Group Activity
12:00-1:00 - Lunch/Free Time
1:00-1:40 - Whole Group Activity
1:45-3:30 - Beach/Swimming Time
4:00 - Campers Sign Out

A typical day at Mt. McSauba from arrival to departure

Camp Lost and Found:

- ☺ Please make sure your camper brings everything home that they brought to camp. Every year we donate many items (clothes, lunchboxes, towels, shoes, etc) to local charity. Please claim your items - check with a counselor for lost things.

Health and Safety at Camp McSauba

INJURIES: Safety for all campers is the number one priority of the entire staff. Policies and procedures are implemented and enforced to keep all campers safe. However, there are bumps and bruises on-site and immediate care will be provided. All counselors have access to first aid kits containing: ice packs, Band-Aids, etc. Parents will be notified at the end of the day of minor injuries. In the unlikely event of a serious injury, 911 will be called immediately and you will be notified as soon as possible. The City of Charlevoix is not responsible for cost incurred due to an injury at camp. Health cost/treatment is sole responsibility of parents.

MEDICATION: The Camp Director will administer prescription and over-the-counter medications only when the parent, or legal guardian has completed the online medication form. All medication must be in its original container with the child's name on the label. **NO EXPECTATIONS!** All medication must be turned in to camp office each morning, please hand them in personally. **DO NOT** send any medications in lunchboxes or backpacks. Medicine will be placed in a medication lockbox in the camp office.

ILLNESS: If your child is sick please keep them home. Any children sent to camp with an illness will be sent home. Children are sent home from camp for these reasons: fever, diarrhea, unexplainable rash, lice, upset stomach/vomiting. Any child experiencing these symptoms must stay home from camp until symptoms have been gone for 24 hours. Children with lice must be nit free before returning to camp. A doctors note is required to return to camp if your child has had a communicable disease. We need to consider all other campers and our staff.

DISCIPLINE We want campers to have a fun and enjoyable experience at Camp McSauba; however, when behavior gets out of hand and discipline is needed, the counselors attempt to correct the situation by redirecting the child to appropriate alternatives or verbal warnings. The parents will be informed if any situation arises so that it may be addressed at home and at camp. If a child is continually putting him/herself and/or other campers in danger through aggressive behavior, parents will receive a written incident form and camp privileges will be revoked. Parents will be called to pick-up non complaint children immediately. Refunds will NOT be given.

Payment Fees and Policies

Deadlines/Late Payment: Each week session has a STRICT registration deadline of Thursday at 4pm, the week prior to the week of camp children wish to attend. There may be weeks that sessions do not fill before that prior Thursday. If this is the case, late registrations will be accepted with a \$10 late fee. In this situation, each late registration is handle on a case-by-case basis.

Refund/Transfer Policy: **Absolutely no refunds will be given.** A camp credit can be transferred to another week but only if given one weeks notice, prior to the registration deadline. Including sick/missed days.

Late Pick-up Policy: Our policy is that for every minute past 4:30 parents are to pay \$1/minute/child directly to the counselor in-charge upon sign-out of their child (cash or check only). Parents please plan ahead! The clock at our lodge Sign-in/out will be the official time.

**We hope you are as excited as we are for CAMP McSAUBA
to kick-off for another great summer!**
