



# Camp McSauba

## Parent Handbook 2021

Welcome to Camp McSauba Summer 2021! We are excited to help your child create summer memories, learn new skills, and spend time outdoors. My name is Meredith May and I am the Camp Director. I hold a degree in Early Childhood Education and have a background of lifeguarding as well as working with children of varying ages. This will be my second summer at Camp McSauba as Director and I am excited to have new experiences and spend the summer in such a wonderful place!

Our summer camp encourages children to explore and experience the outdoors, learn new skills, and build friendships. This 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, please don't hesitate to contact myself or the City of Charlevoix's Recreation Department 231-547-3253.

Meredith May  
Camp Director



### Camp Hours

Monday - Friday  
8:30 - 4:00

### Camp Options

#### Camp Sunrise

Monday - Friday  
8:00 Drop-off

#### Camp Chill

Monday - Thursday  
4:00 - 5:15

### Camp Awards

An award ceremony will take place every Friday during lunchtime.



### Camp McSauba

09223 McSauba Rd.  
Charlevoix, MI 49720  
(231) 547-3267  
meredithm@charlevoixmi.gov

### Recreation Department

210 State St.  
Charlevoix, MI 49720  
(231) 547-3253  
betha@charlevoixmi.gov  
kentk@charlevoixmi.gov

### Inside

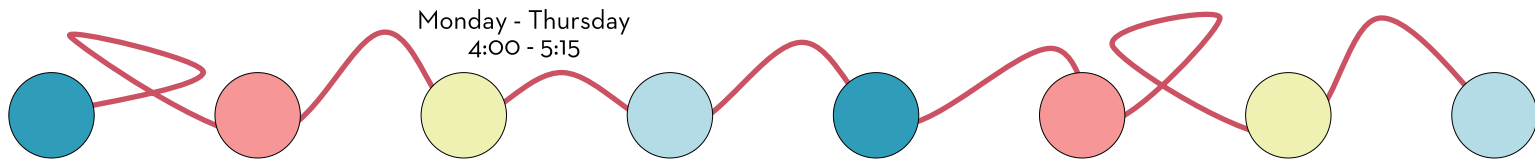
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### Did you know?

The first campers attended Camp McSauba in 1976.

Camp McSauba is a tax credit for childcare.

Tax ID # 38-6004543



## 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.



## Staff and Camp Counselors

Camp McSaubia and the Charlevoix Recreation Department have taken great care in selecting individuals to be Camp McSaubia 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 or concerns about the program and/or staff, please address the Camp Director on site. If the problem continues, please contact the Recreation Department at (231) 547-3253.

## Character Development

Through age-appropriate programming at Camp McSaubia, we work to instill basic values of Character Development. These include:

### Kindness

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.

### Teamwork

Work together cooperatively with all age groups through group activities.

### Respect

Learning to accept and appreciate diversity in others, as well as, learning self respect. Being polite and courteous to campers and counselors.

### Responsibility

Being accountable for your choices, actions and belongings, and understanding consequences for those actions.

### Sportsmanship

Show fair and kind behavior toward others when engaged in sporting events.

### Perseverance

Persist in efforts to reach success and try new ways to reach success.

### Courage

Try new things and have new experiences, even if they are daunting at first.

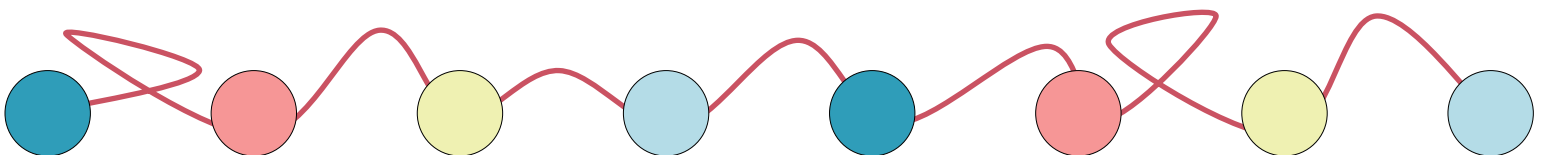
## What to bring everyday:

- Face mask or facial covering (bring 2 please)
- Healthy sack lunch, water bottle and extra snack
- Swim suit and towel
- Closed-toed play shoes and socks
- Sunscreen
- Extra change of clothes
- Items for weekly theme
- Bucket hat or sun hat to protect ears from the sun

## What not to bring:

- Electronic games, iPods/iPads, cell phones or other electronic devices
- Playing or trading cards
- Pocket knives
- Expensive items or cash
- Sports equipment, toys or games
- Skate shoes

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 must sign out with a guardian signature who is on the pickup list. **ABSOLUTELY NO EXCEPTIONS 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 instance that an unexpected situation arises and you need to pick your camper up early, please contact the Camp Director (231-547-3267) prior to the pick up. Campers will only be released to individuals specified on the registration. Again, no exceptions.

## Inclement Weather:

- Camp will be held 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 soda, 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 encouraged 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/activewear clothes (Camp T-shirt recommended).
- Closed toe athletic shoes with socks for physical play.
- Bathing suit, towel, and sandals for beach activities – **bring everyday.**
- **Label all clothing items with name.**
- Sunscreen: Campers are expected to apply their own 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.**

## Try-it-Tuesdays:

- Camp McSauba is working to encourage campers to learn about, prepare, and taste new foods. We will also use Try-it-Tuesdays to explore a new activity, game, or sport.

## Before and After Care Options:

- **Camp Sunrise** allows campers to be dropped off at 8:00 AM Monday - Friday. There is a \$25/week fee and pre-registration is required. Campers not registered for Camp Sunrise will not be allowed in the Lodge until 8:30 and parents/guardians must stay with their child until 8:30. Pick up is at 4:00. No exceptions. **Camp Chill** extends pick-up time to 5:15 Monday through Thursday. **Friday pick-up remains 4:00.** Campers will wind down in the Lodge with table games, books, and other quiet activities. There is a \$25/week fee and pre-registration is required. No drop-ins.

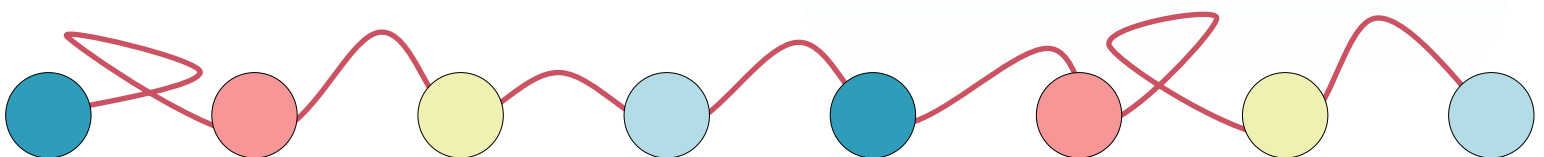
## Beach Clean-Up:

- Friday Beach Clean-Up will be used as a guide for making our campers aware of the impact litter has on our Great Lakes and beaches.

## Daily Schedule

8:00	Camp Sunrise Sign In
8:30	Campers Arrive /Sign In
9:00-9:45	Team Building/1st Activity Rotation
9:45-10:15	2nd Activity Rotation
10:15-11:00	Snack/Free Play
11:00-11:30	3rd Activity Rotation
11:30-12:00	Whole Group Activity
12:00-1:00	Lunch/Free Choice
1:00-1:45	Whole Group Activity
2:00-3:30	Beach/Swimming Time
4:00	Campers Sign Out
5:15	Camp Chill Sign Out M-Th
4:00	Friday - All Campers Sign Out

Camp Fires and S'more making will take place once a week, depending on the weather. An awards ceremony will take place on Fridays during lunchtime.





## Health and Safety at Camp McSaubu

**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, if there are bumps and bruises on-site, 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 and Assistant Director will administer prescription and over-the-counter medications only when the parent, or legal guardian has given written permission and directions to do so. All medications must be in its original container with the child's name on the label. **NO EXCEPTIONS!** All medications 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 McSaubu; 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 may be revoked. Parents will be called to pick-up non compliant children. Parent and child must meet with the Camp Director before returning to camp. Refunds will not be given.



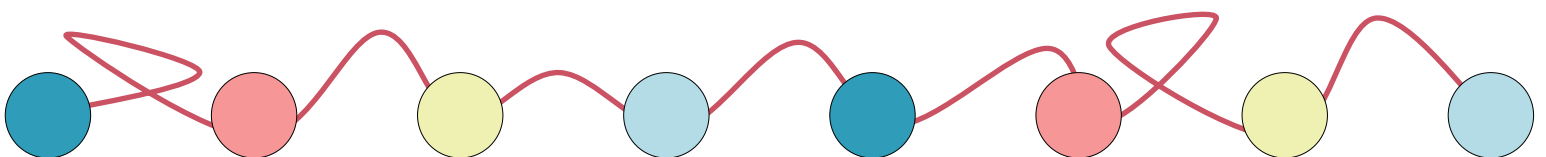
## Registration, Fees and Policy

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

**Late Pick-Up Policy:** **IMPORTANT:** Pick up time is at 4:00 (5:15 if registered for Camp Chill). **If the camper is picked up late (4:15 or later), our policy is that you will be charged \$10 for every 15 minutes you are late.** Example: if you arrive at 4:16, you will be charged \$10, if you arrive at 4:31, you will be charged another \$10, etc. Parents please plan ahead!

**Refund/Transfer Policy:** Absolutely no refunds will be given for any reason. A camp credit can be transferred to another week if given one weeks notice, prior to the registration deadline, and only if there is space available for that week.

**Payments:** Camp weeks must be paid each Wednesday prior to your child attending. If your child is attending multiple weeks and you would like to get set up on a payment plan, please call Beth at 231-547-3253.



## COVID

**Safety** is our primary goal for both children and camp counselors. With the safety of both campers and counselors in mind, we have updated our COVID Guidelines to reflect the most recent mandates by the CDC. **Please read this entire document.**

Dear Camp McSauba Parents and Caregivers,

Given the current updates to COVID Guidelines, the City of Charlevoix Recreation Department has made some changes to our 2021 summer camp at Camp McSauba.

The changes we have made are designed to ensure the safety of all participants and based upon the most current guidelines from the CDC (Center for Disease Control and Prevention), the ACA (American Camp Association), the Health Department of Northwest Michigan, and Executive Orders from the State of Michigan.

The Recreation Department and Camp Staff have made some adjustments to our Camp guidelines. **While campers and staff will primarily be outside, anytime groups gather in the lodge, masks must be worn by everyone until further notice.**

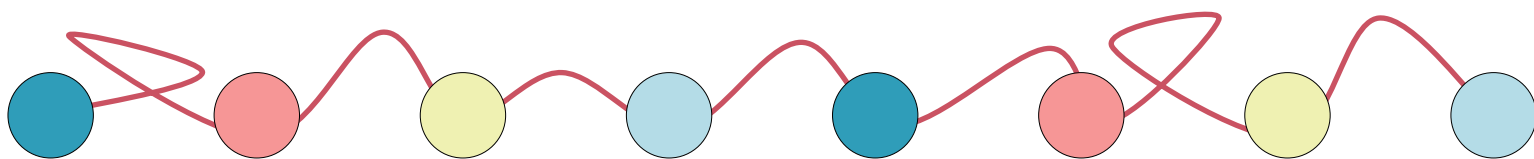
If you have any questions, please feel free to reach out to Camp Director Meredith May, or Kent/Beth in the Recreation Department.

Our goal is to continue to make the camp experience a fun and positive one for the kids, parents and staff!

**Safety** is our primary goal for both children and camp counselors. With the safety of both campers and counselors in mind the following changes have been implemented:

- Each camper and counselor will be temperature checked upon arrival. Anyone with a fever of 100.4 or above will be denied entrance.
- Each camper and counselor will be asked daily about their general health.
- Anyone showing signs of illness will be separated from the group and sent home immediately.
- Every staff member camper and parent will be required to wear facial covering when indoors. Face coverings may be required during certain outdoor activities when social distancing cannot be maintained.
- Items used by campers, such as games, craft supplies, sports equipment will be sanitized after each use. Sharing of craft supplies will be limited.
- Cleaning and sanitizing, including multiple handwashing stations, will be continued, and used throughout the day.
- Social distancing will be observed to the extent possible. Most of the time will be spent within groups outside.
- Camp groups will be limited and will be staffed by 1-2 Counselors.

**PLEASE READ FURTHER INFORMATION ON CAMP CHANGES ON THE NEXT PAGE.**



## Safety at Camp During COVID (continued)

**Space is limited.** Camp size is being limited to 70 children to be able to maintain social distancing should we have to take shelter in the lodge on a rainy day. In the event of rainy days, parents are welcome to bring children late or pick up early to reduce crowding in the lodge.

**Field Trips.** Off site activities such as participating in Sail with Inland Seas will take place, however, the Campers will be divided in groups of 20 with staggered times. In addition, the Friday pancake breakfast and the awards ceremony will be limited to campers only.

**Camp Fees and Registration** should be paid and completed online in advance of camp. Campers that are using a payment plan must be paid in full on the Wednesday before each camp week. **All camp weeks must be paid for on the Wednesday before your child's camp week.** If you need assistance with online payments, please call the Recreation Department at 547-3253. **Because we are limiting access to the lodge, we will not have a way for you to make payments at Mt. McSaub.**

Given the current circumstances, the City reserves the right to cancel camp at any time and provide prorated refunds to families. If you have any questions or concerns, please do not hesitate to contact the Recreation Department at 231-547-3253.

We appreciate your patience and understanding as we navigate new regulations. As we received new guidelines from the CDC and Health Department, we will update you. We look forward to offering a camp program that is fun, engaging and above all, safe.

Kent Knorr  
Recreation Director  
City of Charlevoix

**For the safety of our campers, please adhere to this flow of traffic.**



**Please Note:**  
All drop-offs  
and pick-ups  
will be car side.

