



# Camp McSauba

## Parent Handbook 2022



Welcome to Camp McSauba Summer 2022! 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 third 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 Options

#### Camp Hours

Monday - Friday  
8:30 - 4:00

#### Camp Sunrise

Monday - Friday  
8:00 Drop-off

#### Camp Awards

An award ceremony will take place every Friday at lunch time

#### Camp Chill

Monday - Thursday  
4:00 - 5:15

### 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

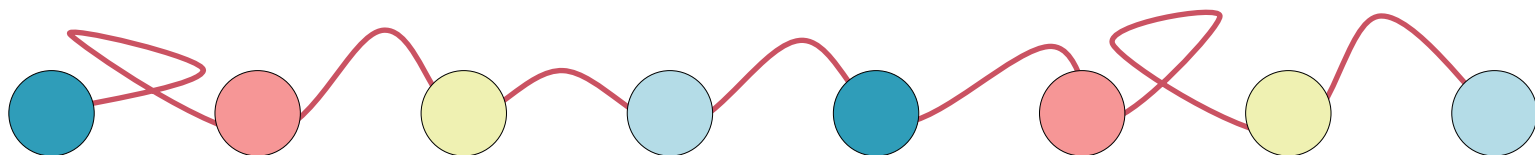
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### Did you know?

The first campers attended Camp McSauba in 1976.

Camp McSauba may be a tax write-off 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.



## What to bring everyday:

- Face mask or facial covering (if required)
- 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

## 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

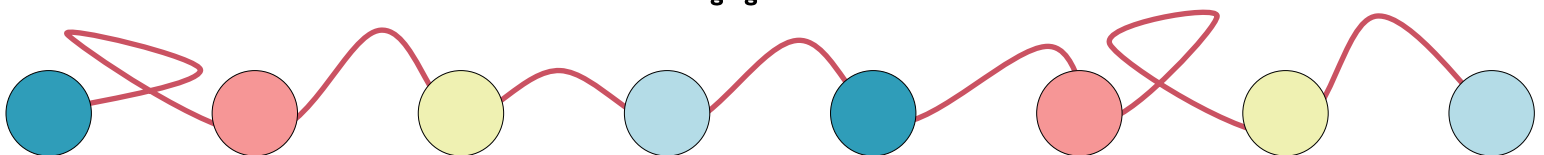
Try new things and have new experiences, even if they are daunting at first.



## What 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.
- Parents/guardians **must** sign their Camper out with the child's counselor or the Camp Director. Campers must sign out with a guardian signature who is on the pickup list. If you need to authorize another adult to pick up your child, you must send a written and signed note saying who is allowed and on what days permission is given. **No exceptions.**
- 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, sunscreen, 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 in partnership with Munson Healthcare Charlevoix Hospital's Wellness Workshop 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 \$30/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.

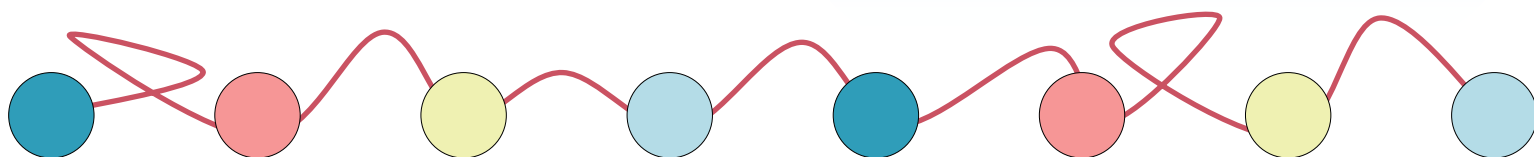
## Beach Clean-Up:

- Weekly 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.





# 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, 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 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 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.



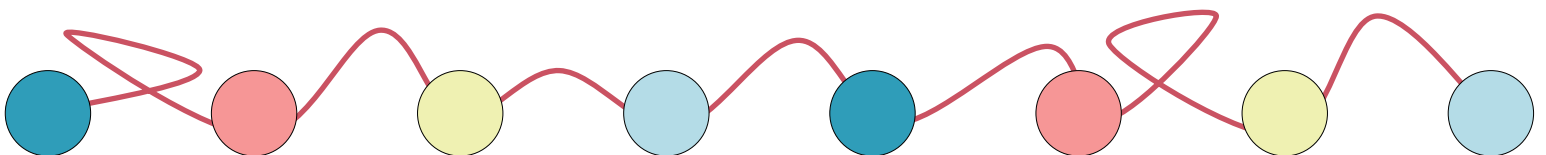
## Registration, Fees and Policy

**Registration Deadlines:** Each camp session has a registration deadline of Wednesday the week prior to the week of camp children wish to attend.

**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.

**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!

**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 231-547-3253.



## COVID

**Safety** is our primary goal for both children and camp counselors. With that in mind, we will follow State Licensing, CDC, and Health Department guidelines as they pertain to COVID protocols as they are updated.



## Reminders

### Camp Fees and Registration

Registration forms must be completed online. Fees must be paid in advance of the camp week you are registered for. If you would like to take advantage of our payment plan, you cannot register online. You will need to fill out the registration form and drop it off to the Recreation Department at City Hall. The 2022 Camp Registration Form can be found at [charlevoix.recdesk.com](http://charlevoix.recdesk.com) under the Forms tab.

**If you are using our payment plan, payments must be made on the Wednesday before each camp week.**

You cannot register for camp, or make payments at Mt. McSaub.

### Sign-In & Sign-Out

Campers must sign in every morning. Parents/guardians/authorized individuals must sign their camper out everyday. Campers will not be released to anyone not on their pick-up list.

If you have any questions or concerns, please do not hesitate to contact the Recreation Department at 231-547-3253.

### Pick-Up

Please be prompt when it is time to pick up your camper. You will be charged a late fee of \$10 for every 15 minutes you are late.

**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.**

