

# Summer Camp Policies & Procedures

## Dear Parents & Guardians

Hello and welcome to the Detroit Institute for Children Summer Camp program. We are excited to have your child join us, and look forward to a fun-filled summer with your child! Our goal is to provide a balanced day of therapy and activities geared toward fun, socialization, and learning. We hope that your child will make new friends in a fun, safe environment they look forward to returning to each day. Please carefully review all of the information. If you have any questions, please feel free to contact me. We are looking forward to a great summer!

Niki Beebani  
Director of Program Development & Quality  
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## ATTENDANCE | DROP-OFF/PICK-UP

### Drop-off | Pick-up Times

Drop-off: 9:00a - 9:15a

Pick-up: 12:30 - 12:45p

1. If a parent is more than 10 minutes late picking up their child, staff will contact the primary parent/guardian.
2. If there is no parent response, staff will contact the student's emergency contact.
3. If the child is picked up late three (3) times, they will be released from summer camp.

### Sign-in | Sign-out Procedures

Campers must be signed in and signed out by a parent/legal guardian listed on the child's registration form. If an individual not listed on the registration form is required to pick up a child (carpooling, going with a friend, etc.) the parent/legal guardian must submit a note prior to the designated person picking up the child. Please do not drop your child off at the front door and let them walk in by themselves.

## Attendance

The attendance policy for DIC allows **two excused student absences**. We understand that emergencies happen, and students may need to be excused from camp.

Due to the 20-day program span, **we cannot accommodate more than two absences** without a substantial impact on your child's learning experience. Only once you have reached your **third absence** will you be **unenrolled**. If we offered you a seat and you have any known absences lasting **more than two days**, please email us immediately at [dawnantoni.riley@detroitchildren.org](mailto:dawnantoni.riley@detroitchildren.org).

If you foresee having prior commitments (e.g., other summer programs, vacation plans, etc.) that will cause your child to miss several days, we strongly encourage you to consider if our program is a good fit for you.

## FOOD | SNACKS

### Snacks

Campers will be provided with a snack and access to water during the day. If a camper has allergies or a special diet, please let our staff know and send an alternative snack with them.

### Lunch

A healthy lunch will be provided.

## GENERAL INFORMATION

### What to Bring to Camp

1. Comfortable clothes
2. Close-toed shoes
3. Reusable water bottle
4. Sunscreen
5. Medicine

### What Not to Bring to Camp

1. Valuable items
2. Money
3. Electronic devices
4. Toys

## **Sunscreen**

Campers are encouraged to bring sunscreen to camp; we do not supply sunscreen to any camper. Activities will be taking place both inside and outside during most camps. WCRP Staff Members are not allowed to apply sunscreen to any camper so it is encouraged that you teach your child how to apply sunscreen properly. The staff will supervise and provide times for campers to apply sunscreen before/ during outdoor activities.

## **Medication**

Campers that need to take prescription medication during the day should notify the Program Manager on the first day of camp. The Parent/Legal Guardian must supply a note indicating when the medication should be taken and how much. Staff will not administer prescription medication, but staff members can assist campers by storing prescription medication in a safe place and reminding campers to take their prescription medication at the proper time each day.

## **Typical day at Camp**

9:00 - 9:15a	Drop-off
9:15 - 9:30a	Snack / Circle Time
9:30 - 10:00a	Themes / Book of the Week / Discussion
10:00 - 11:00a	Stations / Activities / Therapy
11:00 - 11:30a	Quiet / Rest Time
11:30 - 12:00p	Outside Time
12:00 - 12:30p	Lunch
12:30 - 12:45p	Pick-up