



Policy Handbook For Camp Families

Updated March 2017

This handbook includes important information about LSNC’s camp policies and procedures. If you have any questions regarding our camp programs or policies, or if you would like to see our Staff Manual which includes policies and procedures used to train our camp staff, please contact Etta Heisler, Camp and Public Programs Director, by calling 734-531-6052 or emailing etta@lesliesnc.org.

Click on a section heading to jump to that section.

Index

- General Information 4
 - Drop-Off 4
 - Pick-Up 4
 - Late Drop-Off or Early Pick-Up 4
 - Camper Release 4
 - Homesickness 4
 - Visitors 5
 - Lunch, Water Bottles, & Snacks 5
 - Camp Rules and Camper Expectations 5
 - Trips and Overnights 6
 - Field Trips 6
 - Overnights 6
 - Communication with Camp Families 7
 - Parent Notification 7
 - Pre-Camp Emails and “Ask Me About” Boards 7
 - Evaluations 7
 - What to Wear at Camp 7
 - Not Allowed At Camp 8
 - Name Tags 8
 - Lost & Found 8
- Camper Health and Safety 8
 - Food Allergies 9
 - Other Medical and Behavioral Needs 9
 - Sunscreen and Bug Spray 9
 - Lice and Other Contagious Conditions 10
 - Parking Lot and Driveway 10
- Camp Registration, Payment, Waitlists, Cancellations, Scholarships, etc. 10

| | |
|---|----|
| Registration..... | 10 |
| Camp Age Groups | 10 |
| Camp Session Themes..... | 11 |
| Camp Session Limit | 11 |
| Payments..... | 11 |
| Refund/Cancellation Policy..... | 11 |
| Prorating Camp Sessions..... | 11 |
| Buddy Requests..... | 11 |
| Waitlist..... | 12 |
| Switching Camp Sessions | 12 |
| Summer Camp Tax Deduction Eligibility | 12 |
| Scholarships | 12 |
| Required Forms..... | 12 |
| Camp Policies | 13 |
| Accessibility Policy | 13 |
| Behavior Policy..... | 13 |
| Camp Closure Policy—Inclement Weather..... | 14 |
| Food Service Policy | 15 |
| General Guidelines..... | 15 |
| Lunch..... | 15 |
| Food Allergy Policy..... | 15 |
| Disclosure..... | 15 |
| General Guidelines..... | 16 |
| Lunch..... | 16 |
| Preparing Your Camper for Camp..... | 16 |
| Human Sexuality Issues Policy | 16 |
| Immunization Policy..... | 17 |
| Mandatory Reporting Policy | 17 |
| Medication Policy..... | 17 |
| Outdoor Policy | 17 |
| Social Media and Internet Communication Policy..... | 17 |
| Technology Policy | 17 |
| Unknown Reaction Policy | 18 |

General Information

Drop-Off

Camp drop-off begins at 8:30am. On the first two mornings of a week-long camp, campers and families will be greeted in the parking lot by an LSNC staff member and directed to their respective camp building. There will always be a greeter for Days Off Outdoors camps. Campers must always be signed into their building by the adult dropping them off. **Outdoor camp activities begin promptly a half hour after camp opens and camp groups leave their buildings.** If a situation arises making later drop-off time necessary, please call our Office Manager in our Main Office at 734-997-1553. Never leave your child unattended in the parking lot or grounds.

Pick-Up

All campers must be picked up and signed out by someone listed on their Emergency & Release Form. LSNC must charge a fee of \$1/minute (after a 10-minute grace period) when campers are picked up late. If you know you will be arriving late to pick up a camper, please call our Office Manager in our Main Office at 734-997-1553.

Late Drop-Off or Early Pick-Up

If you have to drop off late or pick up early, please inform us ASAP. All campers must be signed out by someone listed on the Emergency & Release Form before leaving camp. If a later drop-off or early pick-up time is necessary, please notify our Office Manager in our Main Office at 734-997-1553. Come prepared to check in at the Main Office to find out where your camper's group is, and plan on walking to the group's location to pick up/drop off your camper after signing them in/out. Never leave your child unattended in the parking lot, grounds, or in an empty building.

Camper Release

Anyone (including parents) picking up a camper from LSNC camp must be authorized to do so on a campers' [Emergency & Release Form](#). Whenever possible, we request that guardians communicate with staff at drop-off to let us know who will be picking up their camper(s). Anyone picking up a camper may be asked to show photo ID to the staff member present, even if you dropped off your camper or have attended a previous camp, so **please bring a driver's license or other photo ID.** Any changes or modifications to a camper's release list must be made in writing to the LSNC Camp and Public Programs Director by the person who signed the camper's Emergency & Release Form.

Homesickness

Feelings of homesickness are natural for many children when they are away from their family for day or overnight camp. These feelings usually pass quickly and we work to keep campers involved in constant activities to reduce homesickness. Prior to coming to camp, speak positively of the fun your camper will have and review our daily and weekly camp schedules together. If your child would benefit from seeing a more-detailed schedule in advance, please contact Etta Heisler, Camp and Public Programs Director, by calling 734-531-6052 or emailing etta@lesliesnc.org. We strongly discourage parents from staying at camp if their child is experiencing homesickness or anxiety as it often makes it harder for the camper to get into the groove of camp. Feel free to read more about how you can support a positive camp experience with this article from the American Camp Association: <http://www.acacamps.org/press-room/how-to-choose-camp/homesickness>

Visitors

For site security and camper safety, parents, guardians, and other family and friends are discouraged from coming during the day as they can disrupt activities and bring on homesickness. However, if you need to pick up a camper early or have any concerns you are welcome to call our Main Office, 734-997-1553.

Lunch, Water Bottles, & Snacks

Please provide your camper with a complete, healthy lunch and a refillable water bottle each day of camp. Please pack reusable, recyclable, and compostable containers whenever possible (for guidance on preparing waste-free lunches, [read this](#)). At camp, campers, Camp Educators, and volunteers sit in one place for a full 20 minutes to eat lunch. This ensures that everyone has the time they need to eat without feeling rushed. After eating, campers clean up and sort the trash, compost, and recycling from their lunches.

LSNC provides both morning and afternoon snacks according to the schedules in our Food Service Policy. Campers are allowed to bring their own snacks, however, we strongly suggest that campers eat the snacks LSNC provides. Snack is often served out on the trail, and campers have a wide variety of food needs and allergies, so serving the scheduled snacks is safest and most convenient. Ingredients lists are provided upon request. Please see our food service policy for a full list of snacks provided at camp.

Camp Rules and Camper Expectations

To provide campers with a safe, fun, and exciting camp experience, all campers must adhere to the following camp rules (in no particular order):

Be Respectful: Please respect yourself, others, nature, and our facility. This means eating a good lunch, drinking lots of water, being helpful, using people's names, cleaning up, and staying on the trails.

Be Curious: Ask questions, try new things, and make mistakes! You will learn much more and have more fun if you are noticing details and asking questions. Here are a couple of great questions you can use:

- How does that work?
- Do you want to play?
- May I go...?
- Can you help me?
- What is that?
- How can I help?

Take a Buddy: Whether you are heading to the compost toilet, getting a drink, or going to play Scatterball, make sure you always take another camper with you. Your buddy keeps you company and helps you stay safe when you are walking around camp.

Make Safe Choices: There are lots of fun things to do at LSNC, so please make choices that keep you and others safe. Keep your whole body to your whole self, stay with the group, keep your feet on the trail, and follow directions during activities.

Have Fun: Whether you like to hike, play tag, paint pictures, or sing songs, make sure you bring a positive attitude and have fun at camp. LSNC is a great place to try new things!

On the first morning of camp, campers will be oriented to these rules and will also be asked about their expectations for camp: what they hope to do, see, or learn. Our camp agreement is that campers follow these rules and our staff do everything in their power to meet (and exceed) camper expectations. When campers are not following the rules outlined here, staff will respond according to steps outlined in our Behavior Policy.

Trips and Overnights

Field Trips

Field trips are included in summer camps for campers who have completed grades 2-5, usually on Wednesday morning. Campers, Camp Educators, and volunteers will take AATA busses or walk for most trips. LSNC will provide details to registered campers and families in advance of the camp week and in the Monday Morning Letter for camp families. Beginning in Summer 2016, the Emergency and Release Form will include a blanket permission statement for all off-site trips. For site security and camper safety, parents, guardians, and other visitors are discouraged from attending field trips as they can disrupt activities and bring on homesickness. However, if you need to pick up a camper early or have any concerns, you are welcome to call our Main Office, 734-997-1553.

Overnights

Overnights are included in most summer camps for campers who have completed grades 4 and 5 (see camp session descriptions for details). Overnights usually occur on Thursday evening and include dinner on Thursday as well as breakfast and lunch on Friday, according to the following menus:

- Thursday Afternoon Snack: Watermelon or grapes
- Thursday Dinner: Make-your-own tin-foil dinners with beef, veggie burgers, vegetables, spices, corn, and lemonade. Some groups may choose to make an optional, non-s'more dessert on the fire.
- Friday Breakfast: Bagels, butter, cream cheese, peanut butter (unless allergies prohibit), fruit jam, bananas, apples, or oranges, and juice
- Friday Lunch: All-beef hot dogs, veggie dogs, buns, chips, lemonade

Campers will pitch their own tents, participate in night hikes, cook on the campfire, do other night-time activities, and sleep outside in tents. Campers need to bring a sleeping bag, pillow, flashlight, pajamas, toiletries, and a change of clothes (a complete packing list will be provided on Wednesday afternoon). We strongly encourage all of our oldest campers to participate in the overnight as it is an exciting and memorable experience. However, campers who do not wish to sleep over can be picked up on Thursday and dropped off on Friday, but this must be arranged in advance with the Camp and Public Programs Director.

In the event of inclement or severe weather during an overnight, campers, volunteers, and staff will sleep in the DTE Energy House, rather than in tents. This includes high winds, lightening, or hail, or forecast of high likelihood of inclement weather.

Communication with Camp Families

Parent Notification

Camp Educators and the Camp and Public Programs Director will make every effort to verbally check-in with whomever is dropping off and picking up your camper each day. Please plan on spending a minute or two to talking with our camp staff when you arrive. Camp Staff will call a camper's family in the following cases:

- The camper has forgotten their lunch.
- The camper spends more than one hour resting in the office because they are feeling sick.
- The camper has been injured anywhere above the neck.
- The camper needs care from a doctor or medical facility.
- A camper is lost and cannot be located at LSNC.
- A behavior issue occurs and we need assistance to correct the behavior – please see Behavior Policy.
- The camper is experiencing severe homesickness and is not adjusting to the camp environment.

Pre-Camp Emails and “Ask Me About” Boards

The week prior to your camp, families will receive an email with information about the camp, field trips and visitors, and required paperwork. Please read this information carefully.

At the end of each camp day, campers and staff work together to complete an “Ask Me About” board that lists the exciting things campers learned and did throughout the day. This board is meant to help you have a more in-depth conversation with your camper that goes beyond the typical responses of “Nothing” or “I don't know” that kids have when asked what they did at camp. **Tip:** Many parents or babysitters choose to take a picture of the “Ask Me About” board to save for later, or to send to guardians who aren't present at camp pick-up.

Evaluations

Near the end of each camp, families will be emailed a link to a summer camp evaluation survey. We ask that parents (with their campers when appropriate) complete the evaluation survey over the course of the days or weekend following camp. Families may complete one survey per camper per week of camp, and each completed survey counts as one entry in a summer-long drawing for several great prizes. Input from campers and their families is essential in helping us maintain our program quality and improve our camp logistics and policies.

What to Wear at Camp

LSNC does not have a formal dress code for campers, but we encourage campers to wear clothing that will allow them to play and explore comfortably and safely. Shirts that protect one's shoulders from the sun, bottoms that are comfortable for being active or sitting on the grass, and shoes that are good for

running and hiking are recommended. In our school-year camps, campers will need warm coats, snow pants, hats, and mittens/gloves. Flip flops, Crocs, and other backless shoes are not recommended for any activity. We recommend campers always bring a full change of clothes (including socks and underwear). It gets messy outside!

Not Allowed At Camp

Cell Phones, music players, tablets, electronic games, cameras, or other electronic devices are not allowed at camp. Please do not bring knives and weapons of any kind, or anything you can't afford to lose. LSNC is not responsible for lost or stolen items. Prohibited items will be held in the camp office until the end of the day and must be picked up by a parent or guardian.

Name Tags

All LSNC campers, staff, and volunteers are required to wear name tags at all times. Campers will be provided with a name tag and break-away lanyard on the first day of camp. If their name tag is lost or broken, a camper must notify staff and LSNC will replace the name tag and/or lanyard. Campers may keep their name tag, but must return their lanyard at the end of the camp.

Lost & Found

It is a camper's responsibility to keep track of all of their belongings while at camp. To support camper's success in this area, we encourage families to label all belongings with a camper's first and last name and send all items in a bag or backpack. Campers and families should check cubby areas and backpacks thoroughly before leaving camp to ensure that they have gathered all of their belongings. If you notice that you have lost something at camp, please call us right away and we will try our best to locate the items. At the end of each day, please check the Lost & Found display area near the check-out table in your child's camp building. Any items left behind after the end of each camp week will be stored in the Lost & Found in our Main Office. All Lost & Found items will be donated to charity or recycled midway through and at the end of the summer.

Camper Health and Safety

Your camper's safety is our top priority, and we work to make all of our activities as safe as possible. Our camper-to-staff ratio is 10:1. In addition, high school volunteers often accompany our camp groups to play with campers, prepare snacks, and support our Summer Camp Educators. We perform background checks on all individuals 18 years and older who are helping with camp.

We believe that all kids can participate in LSNC summer camp. **We ask families to be honest on the health forms about their camper's physical, mental, and emotional well-being and anything else our staff should know to help campers succeed in our program.** LSNC's Camp and Public Programs Director may contact you to discuss how we can adapt camp to provide a safe and successful environment for all of our campers.

Our Camp Educators are trained to avoid accidents and injuries, and to respond in a variety of possible emergency situations. All of our staff members have been certified in first-aid and CPR and a certified lifeguard accompanies all groups participating in water-related field trips, such as canoeing.

As LSNC is a public park, our staff is also trained to monitor non-camp site visitors and report strange behavior to the Camp and Public Programs Director. LSNC requires individuals to be named on the Camper Emergency & Release Form and may ask individuals to present photo identification in order to pick up a camper.

Food Allergies

LSNC is committed to ensuring the health, safety, and well-being of all campers. All details of a camper's food allergy must be disclosed on their Emergency & Release Form **prior to their first camp week**. All information is considered confidential and our Camp and Public Programs Director will share such information only with camp staff who will be working directly with your child. You can read our complete [Food Allergy Policy here](#).

Other Medical and Behavioral Needs

LSNC is committed to ensuring the safety and full participation of every camper at camp. All details relating to a camper's medical, physical, or behavioral needs must be disclosed on their Emergency & Release Form **prior to their first week of camp**. **If your camper has a potentially life-threatening medical condition, we ask that you call Etta Heisler, Camp and Public Programs Director, 734-531-6052 or etta@lesliesnc.org, prior to your camper's first week at camp**. Our Camp and Public Programs Director will be sure your camper's Camp Educators have all of the information they need to best care for your camper. All information is considered confidential and will be shared with our camp staff who will be working directly with your child.

Sunscreen and Bug Spray

Please apply any insect repellent or sunscreen to your camper prior to dropping them off at camp. You may also provide your camper with their own bottles and we will ensure that it is reapplied throughout the day. The general recommendation of the American Academy of Pediatrics is to limit the use of DEET-containing products on kids to those that contain 10% or less DEET ([this article](#) has some DEET-free suggestions). **LSNC staff will encourage campers to apply their own sunscreen and bug spray but can only apply sunscreen or bug spray to your camper when authorized to do so on the Emergency & Release Form**. LSNC cannot be responsible for the quality of application.

It is possible that while exploring LSNC, your child may come in contact with ticks, mosquitoes, other biting flies, or poison ivy. This is most likely in the summer months. Please check your camper each night when they get home because ticks may hide in places that it is only appropriate for guardians to check. We will teach your children how to identify and avoid poison ivy and other plants that may irritate the skin.

Lice and Other Contagious Conditions

For the safety of our campers, staff, and visitors, we ask that campers with contagious conditions (chicken pox, strep throat, pink eye etc.) do not attend camp until the condition has been adequately treated. Campers who have had lice may return to or attend camp when no live lice have been observed for at least 24 hours. If you find that your child comes down with a contagious condition during their week at camp, please notify the Camp and Public Programs Director immediately by calling 734-531-6052.

Parking Lot and Driveway

When parking, please be aware of children and wildlife moving about. Please respect the 5 mile an hour speed limit on our driveway. Please do not park in front of the main stairway or on the service drive.

Camp Registration, Payment, Waitlists, Cancellations, Scholarships, etc.

Registration

Camp registration for [Summer](#) or [School Year Camps](#) can be completed online, via phone by calling our main office at 734-997-1553, or in-person by visiting the main office.

Camp Age Groups

We want all campers to have adequate opportunities to learn, be challenged, and grow. For this reason, campers may only register for camp sessions designated for their age or grade. There are many opportunities for campers in different age groups to play together at camp and taking advantage of these times in the schedule without switching to an older or younger age group ensures that each camper is participating in a camp that will be exciting and challenging for their developmental level.

Summer Camp

LSNC summer camp sessions are offered to three mixed-age groups:

- K/1—Campers who have completed either a full-day, school year Young Fives program, Kindergarten, or First Grade
- 2/3—Campers who have completed Second and Third Grade
- 4/5—Campers who have completed Fourth and Fifth Grade

At this time, LSNC cannot accommodate campers who have not yet attended a full-day Kindergarten or Young Fives program the school year prior to attending LSNC camp. LSNC offers a wide variety of non-camp preschool programs for kids aged 1-5. Please explore them here:

<http://www.lesliesnc.org/events/ages-1-5>

School Break Camps and Days Off Outdoors

School Break and Days Off Outdoors camps are open to any campers currently enrolled in Kindergarten through fifth grades. After registration closes, we create camp groups based on campers' current grades. Camp groups are usually K-1 and 2-5 or K-2 and 3-5, depending on the number of campers registered.

At this time, LSNC cannot accommodate campers in our School Break and Days Off Outdoors camps who are enrolled in a Young Fives program, nor campers who are 5 or 6 but are not enrolled in full-day Kindergarten. We want all campers to have adequate opportunities to learn, be challenged, and grow. To accomplish this, we must ensure that each camper is participating in a camp that will be exciting and challenging for their developmental level. Because our School Break Camp and Days Off Outdoors sessions are more flexible in age range (the younger group often includes second graders), including preschool campers in these sessions can lead to an age spread that is too wide to be developmentally appropriate for all of the campers. LSNC offers a wide variety of non-camp preschool programs for kids aged 1-5. Please explore them here: <http://www.lesliesnc.org/events/ages-1-5>

Camp Session Themes

LSNC camp themes change each session with more popular themes repeating throughout the year. Each camp group will follow a schedule that relates to the overarching theme in an age-appropriate manner. Though the themes vary widely, all of our camps include exploration of the LSNC site, Black Pond and Black Pond Woods, our resident birds of prey, and our Critter House. View our current offerings of [Summer](#) or [School Break](#) camp sessions and themes on our website.

Camp Session Limit

Campers are allowed to register for up to the three different camp weeks at LSNC throughout the summer. There is no limit on the number of school year camps a camper can attend—so sign up for them all!

Payments

Payment is required in full at the time of registration. Payment may be made via Visa or MasterCard when registering online or over the phone, or with Visa, MasterCard, cash, or check when registering in the Main Office in person.

Refund/Cancellation Policy

All cancellations must be in writing via mail or via email to info@lesliesnc.org. All refunds are subject to an administrative fee, already deducted from the total allowable refund. [Read this page for complete information about cancellations, refunds, and credits.](#)

Prorating Camp Sessions

LSNC does not prorate fees for summer camp sessions. We reserve the right to grant exceptions in situations as needed.

Buddy Requests

LSNC will make every effort to accommodate requests for campers to be in the same group as a friend or family member *in the same camp age group*, though requests are not guaranteed. If your camper would like to be in the same camp session as a specific friend or family member *in the same camp age group*, the request can be made on your camper's registration form. If you would like to make this request after completing registration, the request must be made in writing to the Camp and Public Programs Director, etta@lesliesnc.org. Campers cannot be placed with buddies in a different camp age group.

Waitlist

When a camp session is full, you may register to be on the waitlist for the camp. In the event there is a cancellation, LSNC will offer spots to waitlisted individuals at the earliest possible notice, via the phone number provided during registration. Waitlist spots are offered in the order in which individuals registered. When a waitlist position is offered, you will be given a certain amount of time (usually four hours) to respond in order to register for the available spot. If you do not respond to LSNC in the time allotted, we move to the next person on the list. Questions regarding waitlist opportunities should be directed to the Main Office at 734-997-1553.

Switching Camp Sessions

If you choose to switch your registration between weeks of summer camp, please note that this is only possible if openings exist. Switching camp weeks must be made at least 15 days prior to the first day of your registered camp session. There will be a \$10 processing fee charged for each switched camp registration. To switch a camp, call the Main Office at 734-997-1553, and be prepared to provide the \$10 payment via Visa or MasterCard.

Summer Camp Tax Deduction Eligibility

Effective 2012 the cost of day camps may be tax deductible as part of the child care deduction for working parents. For more information see IRS Publication 503, Child and Dependent Care Expenses available at <http://www.irs.gov>. Please consult with your tax professional for any questions or clarification about whether your LSNC day camp qualifies.

Scholarships

We have a scholarship fund through generous donations, and funds may be available to help you send your child to camp. The funds are limited and are allocated based on need and on a first-come, first-served basis. If you would like to be considered for a scholarship, please fill out our scholarship application, which is made available when camp registration opens mid-winter. Please read the application for more information. If we are able to grant the scholarship, we ask for a payment of \$10 upon registration to cover processing fees.

Required Forms

You can download and complete the required camp forms [here](#). Forms must be renewed every June.

Every camper is required to have the following forms updated, accurate, and fully completed prior to their first day of camp:

- **Emergency & Release Form** (all campers and minor volunteers)
- **Medication Authorization Form** (only needed if medicine is being administered at camp)

- **Allergy Action Plan** (for allergies and medical conditions requiring diagnosis and action by education staff, such as severe allergies or diabetes)
- **Neurodiversity Support Plan** (for campers with Asperger's, ASD, ADD/ADHD, OCD, and other diagnoses or social/behavioral needs that may require our staff to give them additional support at camp)

A blanket field trip permission statement and photo release section is included on the Emergency & Release Form.

We believe that all kids can participate in LSNC summer camp. We ask families to be honest on the health forms about their camper's physical, mental, and emotional well-being and anything else our staff should know to help campers succeed in our program. LSNC's Camp and Public Programs Director may contact you to discuss how we can adapt camp to provide a safe and successful environment for all of our campers.

Camp Policies

Accessibility Policy

In accordance with LSNC's camp philosophy and the Americans with Disabilities Act (A.D.A.), LSNC will provide, upon request, reasonable accommodations for individuals with disabilities, be they campers or members of camp families. If LSNC can demonstrate that requested accommodations would fundamentally alter the nature of its service, program, or activity we are not required to make the accommodations, though we will do our best to try. LSNC may restrict attendance or deny attendance if an individual's disability causes or potentially causes a direct threat to the health and safety of others.

If you anticipate that you or your camper will need reasonable accommodations for a disability while at LSNC camp, **we require that requests are made in writing to Etta Heisler, Camp and Public Programs Director (etta@lesliesnc.org), at least two weeks in advance of your child's camp**, though you may contact us as soon as your register, or as soon as your need for accommodation becomes apparent. This allows our camp staff adequate time to plan an accessible, inclusive schedule for your camper's group.

LSNC is also committed to making reasonable accommodations for campers with allergies and special behavioral, emotional, or medical needs. Please note all of this information on your camper's Emergency & Release Form and feel free to call us in advance to discuss how we can best ensure a fun and successful week for your camper.

Behavior Policy

Whenever possible, LSNC strives to offer campers positive choices, to recognize their feelings, to develop language for talking about behavior, and to teach them through conflict. Disruptive behavior is defined as a behavior that adversely affects the activities of a camp group. This can include, but is not limited to, bullying, threatening words or actions that are intended to provoke fear, repeated

refusal to work cohesively with the group, and destruction of property. If a camper's behavior is disruptive to the program or to the experience of others, the following actions will be taken:

1. Staff observing the behavior will redirect camper's behavior by offering a positive choice.
2. If a positive choice is not appropriate, or if the behavior persists, staff will identify the problem and discuss it with the camper, letting the camper know that the staff member is there to help. Staff will immediately stop any physical (hitting/kicking) or emotional (name calling or teasing) damage being done before moving to the next step.
3. Staff will help the camper identify possible solutions and help them choose a solution. Camp staff will make every effort to check back in with the camper to see if the solution is working.
4. If the issue still persists, or if a camper needs to decompress, staff will ask the camper to take a break from the group's activities and then talk with them to process what happened.
5. Staff will notify the Camp and Public Programs Director if any situation escalates to the "take a break" level, or if they need additional support. Camp staff will make every effort to check in with camper's parents/guardians by phone or at pick-up, explain what happened and what action was taken by both camp staff and the camper, and discuss additional solutions and ways to support the camper further.

In some situations, a parent or guardian may be called to discuss an ongoing behavior issue and strategize ways to help a camper be happy and successful at camp. LSNC reserves the right to remove a camper from camp for any unsafe or inappropriate behavior including: bullying, violence, sexual harassment, endangering the safety of any camper or staff member, any type of discrimination, destruction of property, theft, verbal abuse, and possession of any type of weapon. Serious breaches of respect or safety rules will be reviewed by education and administrative staff and a determination of a camper's eligibility for continued attendance at camp will be made. Families will be notified of the results of this review. Incidents will be handled on a case by case basis. No refunds for any camp fees paid will be issued in the event that a camper is asked to leave camp for unsafe or inappropriate behavior.

Camp Closure Policy—Inclement Weather

In the event of dangerous weather, LSNC may determine a camp day needs to be cancelled. If this is the case, we will notify families in the following ways, **no later than 6am on the day of camp:**

- Parents/guardians will receive an email, via the email used to register their child for camp.
- LSNC will update the voicemail message on our main line: 734-997-1553.
- We will post a notice about the camp closure to our [Facebook page](#).

LSNC will make every effort to notify families as soon as possible in the event of a camp closure and a full refund will be offered for the cost of the camp day that was cancelled.

Food Service Policy

General Guidelines

Before snack and lunch, all camp groups will be required to clean their hands with soap and water. Staff and volunteers are trained to handle food to minimize cross-contamination. LSNC serves the same snacks each week of camp, as follows, and ingredients lists can be provided upon request:

Full Week Camp Snacks:

- Monday: Apples/Pretzels
- Tuesday: Oranges/Ritz Crackers
- Wednesday: Apples/Goldfish
- Thursday: Air-popped Popcorn (without butter), S'mores
- Friday: Carrots/Freeze-pop Popsicles (hot cocoa in colder seasons)

Days Off Outdoors Camp Snacks:

- Apples/Pretzels (Some days include roasted marshmallows, hot cocoa, or popsicles, depending on weather)

Lunch

Campers are required to bring their own lunches to camp. All campers, staff, and volunteers are required to sit in one place for 20 minutes during lunch time. Lunch is held outdoors whenever possible. Staff inquire about what a child has eaten to make sure that campers are eating and drinking enough to have energy for the day and be safe, but we do not require campers to eat everything unless such a request is made in writing by the camper's family. If a camper forgets their lunch, staff will contact their parent/guardian and create a plan to make sure the camper has something to eat.

Food Allergy Policy

LSNC is committed to ensuring the health, safety, and well-being of all campers.

Disclosure

All details of a camper's food allergy must be disclosed on their Emergency & Release Form prior to their first camp week. If your camper has a potentially life-threatening airborne or contact allergy, we ask that you contact Etta Heisler, Camp and Public Programs Director, by calling 734-531-6052 or emailing etta@lesliesnc.org prior to your camper's first week at camp. Our Camp and Public Programs Director will be sure your camper's Camp Educators have all of the information they need to best care for your camper. All information is considered confidential and will be shared with our camp staff who will be working directly with your child.

General Guidelines

Before snack and lunch, all camp groups will be required to clean their hands. When LSNC has been notified of a camper with a contact allergy to a food allergen, we require that all campers, volunteers, and staff also wash hands *after* lunch and snack. If there is a project involving food, a special plan will be created with you well in advance to keep your camper safe. Staff and volunteers are trained to handle food to minimize cross-contamination.

Lunch

Campers are required to bring their own lunches to camp. Lunch is held outdoors whenever possible. LSNC encourages campers to sit where they are most comfortable and make friends during lunch and thus does not have a regular “nut-free” area. LSNC provides guidelines for all campers before lunch that include checking in with peers and making sure it is safe to eat near one another, not sharing any lunch food, and not touching other camper’s food. If you would like your camper to sit near a staff member, or for us to designate a particular allergen-free area during the week your camper is at camp, please call our Camp and Public Programs Director at 734-531-6052, prior to your camper’s first week at camp, and we will gladly accommodate those needs.

Preparing Your Camper for Camp

Please be sure that you discuss your camper’s safety and food allergies with them prior to camp and support them in the self-management of their allergy. Your camper should know:

- Safe and unsafe foods
- Strategies for avoiding exposure to unsafe foods
- Symptoms of allergic reactions
- How and when to tell an adult about a possible allergic response
- How to use an epinephrine auto-injector (such as EpiPen®) if applicable

Your camper’s safety and full participation in camp are of utmost importance to us. If you have any questions or concerns about our food allergy policy, please contact our Camp and Public Programs Director by calling 734-531-6052.

Human Sexuality Issues Policy

We believe sexuality is a positive and fundamental part of human existence and affects all aspects of our lives. Children are naturally curious about their bodies, and we know that questions and behaviors may arise during day-to-day interactions. We believe families are their campers’ most important teachers. In responding to campers’ questions and behaviors, staff will follow the guidelines established in their Staff Manual, including: directing campers’ to families for answers to their questions, helping campers create boundaries and respect others’ personal space, and using anatomically correct terminology to talk about the human body. These guidelines are available to any family upon request.

Immunization Policy

LSNC does not require campers to be immunized in order to attend camp. However, if a camper has not been immunized, families must indicate this on the Emergency & Release Form for the health and safety of other campers and staff. If your camper is immune-compromised, or if you have further questions or concerns about this policy, please call our Camp and Public Programs Director, 734-531-6052.

Mandatory Reporting Policy

All LSNC staff are mandated by Michigan law, Act. No. 238 governing all schools and childcare programs, to report any suspected abuse or neglect of children in their care.

Medication Policy

Medication must be given to a camper's Camp Educators at sign in on their first day of camp. Emergency rescue medication (such as inhalers, Benadryl, EpiPen®, etc.) will be carried by camp staff and remain near your camper. **All prescription medication must be in the original prescription bottle with the camper's name on the label**, and by state law, dispensed according to the directions on the label. If the doctor has changed the dosage or directions for administration, submit a signed letter from your physician with the new directions. This letter must include camper's full name, dosage amount and delivery time(s). In addition, LSNC requires a completed Medication Authorization Form for all campers requiring medication while at camp (including emergency rescue medication). Please be sure that medication you are providing does not expire before a camper's last day at camp. Campers are not permitted to carry their own medication. All remaining medication will be returned to a camper's family at sign out on their last day of camp. **If your camper has a potentially life-threatening medical condition, we ask that you call our Camp and Public Programs Director at 734-531-6052, prior to your camper's first week at camp.**

Outdoor Policy

LSNC camp takes place outside in all weather conditions. Please make sure that your camper is prepared to go outdoors whether it is hot and sunny or cool and wet (or any combination thereof). In the event of lightning or risk of tornado, all camp sessions will stay indoors in their assigned buildings. We have a severe weather shelter space large enough to accommodate all children, and our Camp and Public Programs Director monitors the weather and keeps all groups aware of the forecast.

Social Media and Internet Communication Policy

Staff and volunteers are instructed not to exchange contact information with or "friend" or "follow" campers on social media apps and sites. We believe that the relationships between campers and their counselors are important. If campers would like to send an email, message, or letter to their counselor after camp, they may send it to LSNC and we will facilitate the communication. Once a camper leaves camp, LSNC is not responsible for interactions between campers, volunteers, and staff.

Technology Policy

Campers are not permitted to have cell phones, tablets, music players, or any other electronic devices at camp. All camp staff will have Walkie Talkies and a cell phone to make any calls or emergency contacts

as needed. If for any reason you need to contact your camper, you may call the LSNC office at any time, 734-997-1553.

Unknown Reaction Policy

Some campers experience their first bee or wasp sting, or their first encounter with poison ivy or black walnuts at LSNC's camp. In the event that a camper has a severe and previously unknown reaction to a bee sting or similar incident, LSNC cannot administer emergency medication (such as Benedryl or an EpiPen®) without medication and permission provided by a camper's family. In the event that an unknown reaction occurs, camp staff will:

1. Follow emergency first-aid protocol and closely monitor the camper.
2. Immediately contact the Camp and Public Programs Director and camper's family to notify them of the situation.
3. For less-severe reactions, a camper's family will be given the following choices: 1) Camp staff can call 911 and await attention of an EMT. 2) The legally responsible family member may meet the camper at LSNC (or off-site if on a field trip) and administer Benedryl or other emergency medication, or take the camper to the Emergency Room. A family member may be required to present ID upon arrival.
4. Should the severity of the reaction necessitate an ambulance, staff will call an ambulance immediately as required by first aid protocol, and then contact the camper's family.
5. In the event that a camper's designated family members cannot be reached, LSNC will take all actions it deems necessary to facilitate the camper's safety.