

UNITY IN  
LEARNING



ANN ARBOR HANDS-ON MUSEUM LESLIE SCIENCE & NATURE CENTER YANKEE AIR MUSEUM

# POLICY HANDBOOK FOR CAMP FAMILIES

<b>Rudolf Steiner High School</b>	
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**UNITY IN LEARNING** is a ground-breaking partnership between Ann Arbor Hands-On Museum, Leslie Science & Nature Center, and Yankee Air Museum that offers a unique path to hands-on discovery, exploration of the natural world, and experiences that take flight. This handbook includes important information about **UNITY IN LEARNING** 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 Zach Wood, Camp Programs Manager, by calling (734) 205-9531 or emailing [zwood@lesliesnc.org](mailto:zwood@lesliesnc.org).

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## GENERAL INFORMATION

CAMP CONTACT NUMBERS
LSNC Main Office: (734) 997-1553 Camp Phone: (734) 205-9531

### 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 a Unity in Learning staff member or by a directional sign and directed to the sign in location. Campers must always be signed into their group 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 the camp phone so an alternate plan can be made.

### PICK-UP

**All campers must be picked up and signed out by someone listed on the emergency contacts and release section of their CampDoc.com electronic health record.** Unity in Learning camps 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 the camp phone.

### LATE DROP-OFF OR EARLY PICK-UP

If you have to drop off late or pick up early, please inform camp staff ASAP. **All campers must be signed out by someone listed on the emergency contacts and release section of their CampDoc.com electronic health record before leaving camp.** If a later drop-off or early pick-up time is necessary, please call the site office where your camper is attending camp. Come prepared to call the camp phone 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. Please, 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 Unity in Learning camp must be authorized to do so on the emergency and release contacts section of a camper's CampDoc.com electronic health record.** 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 (Washtenaw County IDs and passports are accepted).** Any changes or modifications to a camper's release list must be made in in CampDoc.com or in writing to the Camp Director. In order to ensure camper safety, any photo ID must have the adult's name in English. **Tip:** Some families email themselves or save a picture of their Photo ID in their phone in case their ID is lost or stolen.

### 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 the director for the site where your camper will be attending camp. We strongly discourage adult family members 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 contact the site office where your camper is attending camp.

## LUNCH, WATER BOTTLES, & SNACKS

Please provide your camper with a lunch that will keep them full 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.

Unity in Learning camps provide 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 camp 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.

**Breakfast and lunch are provided at all STEM2035 Middle School Camps thanks to generous support from the Ralph C. Wilson, Jr. Foundation. Overnights include dinner, breakfast, and lunch.**

## BEHAVIOR GUIDELINES AND CAMPER EXPECTATIONS

At camp, we use the acronym STAR to help young folks remember four behavior guidelines that frame their conduct at camp. We ask campers (and volunteers and staff!) to strive to be STARs by following these guidelines so that everyone is able to have a positive camp experience. STARs do these four things:

STARs make **safe choices**. There are lots of fun things to do at camp, 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.

STARs practice **teamwork**. This means participating in activities with others, staying with the group, sharing and working together, asking for help, and helping others who need it. An important part of being part of the team is taking or being a buddy. Whether you are heading to the compost toilet, getting a drink, or going to play games, 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.

STARs **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:

- 2.
- How does that work?
  - Do you want to play?
  - May I go...?
  - Can you help me?
  - What is that?
  - How can I help?

STARs are **respectful**. Please respect yourself, others, nature, and our facilities. This means eating a good lunch, drinking lots of water, being helpful, using people's names, cleaning up, and staying on the trails and designated camp areas.

On the first morning of camp, campers will be oriented to these guidelines 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 guidelines 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

Camp Site	Camp Group	Field Trip?	Overnight?
Rudolf Steiner High School	Tykes	No	No
	K/1	No	No
	2/3	Yes	No
	4/5	Yes	No
	STEM2035 Middle School Camps	Yes, Multiple	Yes (offsite)

### Field Trips

Field trips are included in summer camps for most camp groups (see specifics below and in your weekly reminder email). Campers, Camp Educators, and Volunteers will take chartered school busses, AATA busses, or walk for most trips. Unity in Learning will provide details to registered campers and families by email in advance of the camp week and by checking in during camp drop off the week of camp. The CampDoc.com electronic health record includes a blanket release for off-site field trips. For site security and camper safety, parents, guardians, and other visitors are not allowed to attend 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 the camp phone.

### Overnights

Campers participating in our STEM2035 Middle School program will be participating in an overnight experience at a TBD offsite location. We are not currently able to offer overnights for 4<sup>th</sup> and 5<sup>th</sup> grade campers at Rudolf Steiner High School. 4/5 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 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.
- **STEM2035 Breakfast and Lunch:** Breakfast and lunch for these camps will either be prepared by campers as part of the camp program or delivered from an outside caterer.

Campers will pitch their own tents, participate in night hikes, cook their own food 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 Director.

In the event of inclement or severe weather during an overnight, campers, volunteers, and staff camping will follow camp emergency protocols and evacuation procedures according to the site where they are staying. This includes high winds, lightening, or hail, or, in some cases, a forecast of high likelihood of inclement weather.

STEM2035 Middle School Camps may have a variety of overnight locations. Information will be provided to families in advance of the program so campers and families can prepare. Sleeping gear will be provided for STEM2035 campers thanks to generous support from the Ralph C. Wilson, Jr. Foundation.

## COMMUNICATION WITH CAMP FAMILIES

### Parent Notification

Camp Educators and Camp Directors 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 while at camp.
- A behavior issue occurs and we need assistance to support the camper in appropriate behavior choices – please see Behavior Policy.
- The camper is experiencing severe homesickness and is not adjusting to the camp environment.

### Pre-Camp Emails and Big Idea 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 a Big Idea Board that lists the exciting topics, ideas, and activities 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, family members, friends, 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. 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**

Our camps do 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. For any students participating in a river trip, shoes with backs are required for safety. **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. Camp 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 Unity in Learning 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 camp 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 AND 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 or at a central location on our site. Any items left behind after the end of each camp week will be stored in the Lost & Found. 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 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 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.** One of our Camp Directors may contact you to discuss how we can adapt camp to provide a safe and successful environment for all 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.

Our staff is also trained to monitor non-camp site visitors and report strange behavior to the Camp Director. We require individuals to be named on the emergency and release section of a camper's electronic health record and will ask individuals to present photo identification in order to pick up a camper.

Camper privacy is of utmost importance to us. All health information is considered confidential and our Camp Directors will share such information only with camp staff who will be working directly with your child.

## FOOD ALLERGIES

Our camps are 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 CampDoc.com electronic health record **prior to their first camp week.**

## OTHER MEDICAL AND BEHAVIORAL NEEDS

Unity in Learning camps are 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 CampDoc.com electronic health record **prior to their first week of camp. If your camper has a potentially life-threatening medical condition, we ask that you contact the Director for your camper's camp site prior to your camper's first week at camp.**

## 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). **Camp 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 CampDoc.com electronic health record** and cannot be responsible for the quality of application.

*It is possible that while at camp, 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 are 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 a Camp Director immediately by calling (734) 205-9531 or emailing [camp@aahom-lesliesnc.org](mailto:camp@aahom-lesliesnc.org).

## PARKING LOTS AND DRIVEWAYS

When parking, please be aware of children, staff, and wildlife. Please respect the 5 mile an hour speed limit on our driveways. Please do not block doorways and stairways when parking and park in designated parking spots only.

## CAMP REGISTRATION, PAYMENT, WAITLISTS, CANCELLATIONS, SCHOLARSHIPS, ETC.

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### REGISTRATION

Camp registration for [Summer](#) or [School Break Camps](#) can be completed online via CampDoc.com.

### 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

Camp age groups are determined by grade completed in the previous school year.

Camp Age Groups
<ul style="list-style-type: none"><li>• Tykes (four- and five-year olds)</li><li>• K/1 (completed full day Young 5's Kindergarten, or First Grade)</li><li>• 2/3 (completed Second or Third Grade)</li><li>• 4/5 (completed Fourth or Fifth Grade)</li><li>• STEM2035 camps are for middle schoolers (completed Sixth, Seventh, or Eighth Grade)</li></ul>

*Please note that 5-year-old campers who have completed a full day Young 5's program may choose between Tykes and K/1 camps depending on their needs. Tykes camps offer more play-based and open-ended activities and the option for a lay-down rest time during Chillaxation.*

All K/1 camp groups have multiple sessions with the same theme and age group to accommodate high demand. When multiple sessions for the same age group are offered, families will be able to indicate on their registration form if their camper would like to be in camp with a specific friend or family member. We will do our best to accommodate these group requests, but cannot guarantee that campers will be placed together. Some weeks we are offering two 2/3 camp groups with different themes and activities, during these weeks, if you would like your camper to be in a camp with a specific friend or family member you must register them for the same camp theme.

**School Break Camps, Days Off, and Parents’ Night Out**

School Break, Days Off, and Parents’ Night Out 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, our camps cannot accommodate campers in our School Break and Days Off camps who are enrolled in a Young Fives program, nor campers who are 5 or 6 but are not enrolled in full-day Kindergarten. Because our School Break Camp, Days Off, and Parents’ Night Out sessions are more flexible in age range and have mixed ages, 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. Our partner organizations offer a wide variety of non-camp preschool programs for kids aged 1-5. Please explore them here:

LESLIE SCIENCE & NATURE CENTER	ANN ARBOR HANDS-ON MUSEUM
<a href="#">Family and Drop-Off Preschool Programs</a>	<a href="#">Activities for Babies</a> <a href="#">Activities for Toddlers</a>

**Camp Session Themes**

Our 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. View our current offerings of [Summer](#) or [School Break Camp](#) sessions and themes on our website.

**Summer Camp Session Limit**

Campers are allowed to register for up to three summer camp weeks. One day camps do not count toward the three-camp limit. There is no limit on the number of Parents’ Night Out or school year camps a camper can attend—so sign up for them all!

**PAYMENTS AND PAYMENT PLAN**

All camp registration is conducted through CampDoc.com. There are several payment options available to families when registering for Summer Camp through CampDoc.com. Payments can be made with major credit cards, or via bank transfer. Families may pay in full, or choose to pay on a payment plan.

**All camp tuition fees must be paid in full by June 1 or your registration may be cancelled. Any registration made after June 1 will require full payment at time of registration.** Payment plans

require a deposit for *each individual camp session* in order to hold the spot and begin a payment schedule. The deposit amounts are:

Camp Type	Deposit Required
Week-Long Camp	\$50
One-Day Camp	\$25
Camp Cool Down	No Deposit Required
Any registration after June 1 <sup>st</sup>	Full cost of camp

## REFUND/CANCELLATION POLICY

All camp registrations will require a non-refundable deposit paid upon registration. Any cancellation made up to 14 days prior to the start date of a camp program will receive a full refund minus the non-refundable deposit. Any cancellation made within 14 days of the start date of a camp program will not be eligible for a refund.

All cancellation requests must be submitted through your CampDoc registration portal or in writing. Refunds will be issued through the CampDoc system or by check, and may take up to 4 weeks for processing.

You may elect to allow Unity In Learning to use a payment method on file. By selecting Yes, you are authorizing Unity In Learning to charge any balance on your account and/or setup payment plans for you. You will receive an email notification receipt for every charge. If you select No, you will need to manually pay your account balance, and Unity In Learning may need to contact you each time they need to process a charge or adjust your payment plan. In the case of refunds, your refund may be delayed if you do not elect to save a payment method in CampDoc.

If a participant fails to attend a registered session without notice, no refund will be issued. In cases of homesickness, dismissal from camp, or voluntary withdrawal, there will be no refund of any fees.

*We reserve the right to grant exceptions in situations as needed.* Please note that this policy differs from the cancellation policy used for other programs. If you are cancelling a program that is not camp please refer to our [standard cancellation policy](#).

## PRORATING CAMP SESSIONS

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

## WAITLIST

Due to the high-volume of camp transactions, we are unable to fill waitlists by phone or email. When a camp session is full, you may register to be on the waitlist for the camp. In the event there is an opening in a camp, we will open online registration and email all individuals on the waitlist. Waitlisted individuals can then register online on a first-come, first-served basis. Once the spot is filled, the waitlist will continue until another opening becomes available. Questions regarding waitlist opportunities should be directed to the Leslie Science & Nature Center 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 UIL day camp qualifies.

## SCHOLARSHIPS

We do not have scholarships available for summer camp at this time.

## REQUIRED FORMS: ELECTRONIC HEALTH RECORD

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Every camper is required to have a completed electronic health record **prior to their first day of camp.**

All required paperwork is now completed and stored in the electronic health record on CampDoc.com. CampDoc.com offers a secure electronic health record systems for camps and you must now complete your camper's health information electronically. This electronic health record includes important health information as well as release information, field trip and activity permissions, and medication authorizations. **Please make sure you have added campdoc.com and lesliesnc.org to your safe sender lists and primary email inbox.**

More information about creating your camper's health profile can be found online:

<https://www.lesliesnc.org/electronic-health-record>

## CAMP POLICIES

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### ACCESSIBILITY POLICY

In accordance with our camp philosophy and the Americans with Disabilities Act (A.D.A.), Unity in Learning Camps will provide, upon request, reasonable accommodations for individuals with disabilities, be they campers or members of camp families. If Unity in Learning camps 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. Unity in Learning camps 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 Unity in Learning camps, **we require that requests are made in writing to a Camp Director 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.

Unity in Learning camps are 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 electronic health record 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, Unity in Learning strives to help young people recognize their feelings and develop language for talking about behavior, to offer youth participants positive choices, and to teach them through conflict. Disruptive behavior is defined as a behavior that adversely affects the activities of a 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 person'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 child'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 child, letting the child 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 child identify possible solutions and help them choose a solution. Staff will make every effort to check back in with the child to see if the solution is working.
4. If the issue still persists, or if a child needs to decompress, staff will ask the child to take a break from the group's activities and then talk with them to process what happened.
5. Staff will notify the appropriate program manager or director if any situation escalates to the "take a break" level, or if they need additional support. Program staff will make every effort to check in with child's parents/guardians by phone or at pick-up, explain what happened and what action was taken by both program staff and the child, and discuss additional solutions and ways to support the child further.

In some situations, a parent or guardian may be called to discuss an ongoing behavior issue and strategize ways to help a child be happy and successful in our programs. Unity in Learning reserves the right to remove a child from a program for any unsafe or inappropriate behavior including: failure to stay with the group, bullying, violence, sexual harassment, endangering the safety of any child or staff member, any type of discrimination, destruction of property, theft, verbal abuse, or 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 child's eligibility for continued attendance at the program 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 program fees paid will be issued in the event that a child is asked to leave a program for unsafe or inappropriate behavior.

## CAMP CLOSURE POLICY—INCLEMENT WEATHER

In the event of dangerous weather, Unity in Learning 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.
- We will update the voicemail message on the LSNC main office line: 734-997-1553.
- We will post a notice about the camp closure to our [Facebook page](#).

Unity in Learning camps 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. When water is not available, wet wipes will be used. Staff and volunteers are trained to handle food to minimize cross-contamination. Unity in Learning camps serve 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), rotating sweet treat
- Friday: Oranges/Freeze-pop Popsicles (hot cocoa in colder seasons)

#### **Days Off Camp Snacks:**

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

#### **Parents' Night Out:**

- Panera sandwiches: Turkey or peanut butter & jelly
- Potato chips & an apple
- Air-popped popcorn late-night snack

*All camp food is subject to change in the event certain foods or brands are unavailable for purchase.*

### 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.

**Breakfast and lunch will be provided for all STEM2035 Middle School Summer Camps through a generous grant from the Ralph C. Wilson, Jr. Foundation.**

## **FOOD ALLERGY POLICY**

Unity in Learning camps are 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 electronic health record prior to their first day at camp. If your camper has a potentially life-threatening airborne or contact allergy, we ask that you contact a Camp Director prior to your camper's first day at camp. Our Camp Directors 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 our camp 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. Unity in Learning camp staff encourage campers to sit where they are most comfortable and make friends during lunch and thus does not have a regular "nut-free" area. Staff 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 one of our Camp Directors, prior to your camper's first day 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 one of our Camp Directors.

## **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

Unity in Learning camps do 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 contact one of our Camp Directors.

## MANDATORY REPORTING POLICY

All UIL 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). Unity in Learning Camps will document the administration of medication on a 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 one of our Camp Directors prior to your camper's first day at camp.**

## OUTDOOR POLICY

Unity in Learning camps take 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, risk of tornado, or extreme cold, 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 Directors monitor the weather and keep 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 a Camp Director and we will facilitate the communication. Once a camper leaves camp, Unity in Learning partners are 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 radios 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 designated office at your camper's camp location.

## **UNKNOWN REACTION POLICY**

Some campers experience their first bee or wasp sting, or their first encounter with poison ivy or black walnuts at camp. In the event that a camper has a severe and previously unknown reaction to a bee sting or similar incident, Unity in Learning staff 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.