

# Summer Camp News



## Dear Parents/Guardians

We would like to thank you for choosing the Explorer Club to be a part of your child's summer. Our goal is to ensure that you and your child will have a positive experience this summer. The key to our success is our trained and caring staff. To ensure that our summer staff is qualified to work with your child, we require:

- Background & Central Registry checks
- At least 16 Hours of training including Ages and Stages, CPR & First Aid Certification, Blood Borne Pathogens, and Aquatics safety.

Take a few moments to read through this newsletter with your child. It will help familiarize you and your child with our policies and procedures. We are excited about summer and can't wait to share the wonderful times we have planned for your (child)ren.

Thank you once again for choosing the Explorer Club Summer Camp.

## EXPECTATIONS AND EVALUATIONS

Throughout the summer, the kids will be asked to bring or wear things that will enhance their overall experience. It is important that you, as a parent, allow, encourage, and help your child to fully participate in all camp activities. If you have any questions or ideas, please communicate them to the staff or Camp Director.

### REGISTRATION

Parents should complete a separate application for each child. Registration is not completed until all forms has been filled out completely, including the Medical Waiver Form, payment has been received or a payment plan is in place. Drop ins campers will receive a code to show at drop off. **We will not allow any campers without the proper forms, payment, or a financial plan. Please do not send incomplete forms to camp. Do not send registration forms or payments with campers.** All forms are available on the website.

Statements will be prepared monthly and emailed. Payments can be made monthly. Families should declare their payment choices at the time of registration. Payment dates are: **(5/15, 6/15, 7/15)** Payments made after these dates will incur a weekly late fee (\$30.00) and may cause a disruption in camp services.

#### ***What if I need to cancel my child's Camp week or day?***

Registration Fees are **non-refundable under any circumstances**. For refunds, please consult your registration form. All refund requests must be made in writing and are subject to the terms indicated on your registration paperwork. Illness and behavior issues do not qualify for a refund.

#### *FINANCIAL ASSISTANCE*

The Explorer Club is licensed by the state of Michigan, this licensing makes us eligible to receive payment through the Family Independence Agency for childcare.

If you think you may be eligible for this subsidy, please contact the Department of Human Services, (734-481-2000) or Child Care Network (734-975-1840) [www.washtenaw.org](http://www.washtenaw.org)

## CHILDREN WITH SPECIAL NEEDS

The Camp Director must be informed prior to enrollment or attendance if your child has special needs. These needs include but are not limited to those listed; IEP's, physical disabilities, chronic illness, dietary restrictions, medically fragile conditions, and campers with allergies that have symptoms in common with a virus. If at any time we feel a child has special needs and requires more individualized care than we can offer, we will consult with the family. We will listen to and offer options to help us accommodate the camper. We will only rescind services when we feel the safety of the child(ren) is in question.



## WEATHER

Campers must bring a water bottle every day. All our camp groups will spend a substantial amount of time outside. Precautions will be taken to combat the heat and sun. Water will be available, frequent water breaks will be given. (*Camp Tip*) Fill waterbottles at night and freeze for the following day. The State of Michigan Licensing requires that all water bottles are labeled with the camper's name.

## **PARENTAL VISITATION**

To visit the summer program at any time, please see the Camp Director. Each parent that wishes to participate must have a current criminal background check on file with The Explorer Club. This process can take up to two weeks, any parent wishing to participate should begin this process early. The Explorer Club reserves the right to deny participation to any parent wishing to participate in our program based on the results of their criminal background check or previous non-compliant behavior.

## **Drop off & Pick-up**

Students dropped off earlier than 8:00am or not picked up by 5:30 p.m. Will be charged \$1.00 per minute. Families that select the pre camp option can arrive as early as 7:15 a.m. Parents are required to send a message via brightwheel if their child will arrive after 9:30 a.m. Parents are required to call prior to closing if they are going to be picked up late. If a child has not been picked up by 5:30. Staff will call the parent(s) to get an update. If we fail to get ahold of a parent, we will call the emergency contact.

## **EMERGENCY CLOSING**

If an emergency or inclement weather forces the closing of camp, parents will be notified to pick up their campers via phone, text and email. Staff members will supervise the children in a safe and secure place until all the children have been picked up. If **contact has not** been established with a parent/guardian or emergency contact within one hour after the emergency closing, the Sheriff's office will be notified to assist in assessing the situation. If we are under a community lockdown. Campers will shelter indoors. Parents will not be able to pick up until an all clear has been given by the local authorities.



## SWIMMING

All campers will undergo a swimming evaluation. Lifeguards are on duty at all swimming events. Weather permitting; Campers will swim on Tuesdays. Our Friday afternoons swims have been moved to mini trips due to aquatic burnout that occurs halfway through the summer. The shuttle bus will depart at 12:15 p.m. and return by 4:45 p.m.

Small Group Swim lessons and enhancements will be offered on Monday afternoons only 3:00 to 4:15. The fee is \$60 for 4 weeks starting 6/22/26

**All campers should bring a swimsuit and towel to camp every day.** Swimming fees are included in tuition. We will not credit swim fees for any reason. **(Due to Michigan's constantly changing weather, please don't determine at home if the weather is going to be suitable for swimming.)**

Children who are too ill to swim or be outside should be kept at home to recuperate. Campers who cannot swim due to an injury should still bring their swimsuit. **A l l c a m p e r s** must pass a swimming test to enter any deep area or diving wells.

## **TRANSPORTATION - *If Applicable***

Children will be transported in Explorer Club vehicles or in contracted buses. All vehicles are inspected and have passed DOT inspections. All drivers must pass a Motor Vehicle Record check with the Department of Public Safety before driving an Explorer Club vehicle. Appropriate licenses are obtained for all drivers

## **FIELD TRIPS**

Tuesdays and Wednesdays are field trips away from the campsite for Jr's and Seniors; campers (ages 9-14). Cubs & Grizzlies (ages 5-8) will go on field trips on Tuesday's & Thursday's. The weekly itinerary will be emailed to you the week prior. Please check field trip posters located at the entrances for more information regarding specific trips.

**Full day, field trip departure and return times are 9:30 a.m. and 4:30 p.m.**

By registering and signing the weekly field trip online permission slip. You are consenting to the field trip. These trips are included in your camp fees.

**Children must wear their camp T-shirts on their Wednesday or Thursday field trip day. (no exceptions)**

Children that are scheduled to attend a field trip that do not wear a t-shirt to camp will be provided one for \$20.00, T-shirts are an important safety procedure. If you owe for a previous replacement shirt, your child will be ineligible to attend another trip.

### **Contacting Fieldtrip Supervisor**

On the day of the trip if you need to contact the field-trip supervisor. Call the office and we will contact them and have them call you. If you do not want your child to attend one of the scheduled field trips, you will need to arrange alternative care for your child on that day.

### **Chaperone**

Additional adult support is appreciated. Parents who wish to attend field trips as a chaperone are welcome and should sign up with the Camp Coordinator as soon as possible. We will cover the entry fee for

the first chaperone per trip. In the event we prepurchase tickets, adult chaperones will have to pay for their own entry fee.

All trips are subject to change based on situations, and/or weather.

### **MINI TRIPS**

Some of our favorite memories come on mini trips. On mini trips we may do Go karting, Lazer tag, or a no wi fi trip to a park, Some of the mini trips may have a fee, these trips take place on Fridays and are optional for campers. Departure times for mini trips will vary. Please check the weekly itinerary for field trip fees. To register for a Mini Trip, please go to the website; [theexplorerclub.org](http://theexplorerclub.org); Go to the shop tab, there you will find a selection of mini trips. If the mini trip is sold out, please send a brightwheel message requesting to be added to the waitlist. Snacks and souvenirs are additional and solely up to the discretion of the family. Please observe the \$20.00 spending limit on all field trips.

## OFFSITE PICKUP AND DROPOFF

Typically, schools and organizations prohibit "drop-offs" (where a student is dropped off at a venue by a parent instead of riding the bus) to ensure safety and maintain legal compliance. [1]

### Safety and Accountability

- **Chain of Custody:** Camp is legally responsible for campers from the moment they arrive at camp until they return. Designating a staff member to retrieve or escort a camper to an entrance leaves the group understaffed.
- **Accurate Manifests:** Staff use bus rosters to track every child. Independent arrivals make headcounts difficult and prone to error.
- **Emergency Protocols:** If a bus is delayed or rerouted, a student already at the venue becomes "lost" to the group.

### Liability and Insurance

- **Insurance:** Most policies only cover students while they are under direct supervision in camp-sanctioned transport.
- **Liability Gaps:** If an accident occurs during a private drop-off, it creates a "gray area" regarding who is responsible for the child's injury.
- **Waiver Integrity:** Field trip waivers are written specifically for a door-to-door experience.

### Logistics and Coordination

- **Group Ticketing:** Venues often require groups to enter all at once to honor discounted "school rates."
- **Instructional Time:** Important safety briefings and educational context are usually given by staff on the bus ride.
- **Parking and Security:** Many venues have strict protocols for bus arrivals vs. private car arrivals, which can split the group. [2]

## Equity and Social Dynamics

- **Group Cohesion:** The bus ride is a key social part of the field trip experience.
- **Standardization:** Requiring all students to take the bus ensures no child feels singled out or excluded based on their family's ability to provide private transport.

## NUTRITION

**Meals times are as follows;**

**Breakfast > 7:45 a.m. - 8:15 a.m.**

Rise and shine, campers! We are thrilled to announce that a delicious, energizing breakfast will be served every morning at camp to fuel our daily adventures. From golden pancakes to fresh fruit, there is something to get every camper's engine revving. To ensure everyone stays safe and healthy while they fuel up, please be sure to notify the camp staff of any food allergies or dietary restrictions your child may have. We want to make sure every plate is as safe as it is scrumptious!

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**Lunch > 11:30 a.m. – 12:00 p.m.**

**P.M. Snack > 3:10 p.m. – 3:30 p.m.**

Fuel your Group finale with a delicious mid-day treat! When you hear the whistle blow, head over to the snack area to recharge your batteries and swap stories from the morning's activities. Whether you've been hiking the trails, creating artful masterpieces or swimming, our snack selection is just what you need to power through until sunset. Don't miss out on the crunch, the flavor, and the chance to hang out with your favorite cabin mates before the afternoon games begin!

Participants must bring lunch from home everyday. Water is available at the Park and Explorer Club locations.

*Please do not send in food that needs to be heated or refrigerated.* Lunch boxes and containers such as Tupperware are ok, except on fieldtrip days. Menus are located on the website.

Families please go over the menu with your child and provide a substitute if necessary.

*Due to the number of food allergies and special diets.*

We cannot provide alternatives. Parents, must provide documentation regarding allergies and an action plan,

## **SUN AND BUG PROTECTION**

State law requires families who are sending sunscreen or bug repellent to fill out a medical form. Forms are available on our website or from a staff member. Please make sure your child's first and last name are on the container. A new form will be needed if you change brands at any time.

Families should apply the first application of sun block and/or bug repellent at home. We will help/have your camper apply it again in the afternoon or as needed. All spray applications need to be applied outside if you are applying them at camp. Please provide a hat and lightweight long sleeve T-shirt if your child tends to burn easily.

## **CLOTHING AND FOOTWEAR**

Our program includes lots of activities that your child will enjoy more if he or she has appropriate clothing. Children should wear clothes that are comfortable and allow for physical activity, both indoors and out. Tennis shoes, sandals that strap on to the foot and/or closed-toed shoes with an enclosed heel are a mandatory. Socks, Socks, Socks, all children should keep a pair of socks in their backpack, for walks in the woods, trips to play-areas, cold feet etc.

**Flip-flops or slides are only allowed at the pool.**

## **CAMP T SHIRTS**

Every registered camper is given a camp T-shirt. For safety reasons, it is mandatory that participants wear their camp shirt on all full day field trips. If you would like your camper to have a second T-shirt, or you need to replace a lost or damaged shirt, please see the Camp Coordinator. Availability of additional shirts is not guaranteed and is based on stock on hand.

**The cost of an additional T-shirt is \$20.00.**

## **HEALTH AND SAFETY**

Due to the structure of the program, campers must be healthy enough to physically participate in the daily flow of activities. If your child becomes ill or has a serious injury you will be contacted and you (or your designee) will need to pick up your child within the hour. Children are not allowed at Day Camp with fever, diarrhea, vomiting, head lice, or any communicable disease. Campers must be symptom free for 24 hours before they can be admitted back into the program. A doctor's clearance may be required for re-admittance to the program.

Parents are responsible for all fees charged by attending physicians, by the ER, EMS, and/or by the pharmacy for any medications or services prescribed that are not immediately covered by your existing insurance.

## **MEDICATION**

If your camper needs medication while attending camp, parents will need to fill out a Medication Authorization Form, signed by the child's physician and/or parent. All medications must be in original containers clearly marked with dosage amount and dispensing instructions. To give the best care possible we request a list of all medications being taken by any camper to be on hand at camp in case of emergency. All Medications and EpiPen's should be given directly to the Camp Coordinator along with a completed medical form.

## ATTENDANCE

Each child will be expected to attend camp for each day or week for which he/she is enrolled. If a child is ill or has other commitments. Please inform the Camp Coordinator prior to the start of the camp day or week. Fees will not be refunded for days missed. ***Our camps leave for activities on time and will be unable to wait for children to arrive after the posted departure time.***

***If you are tardy, it is the parent or guardian's responsibility to provide transportation to your child's group location. Due to licensing ratios, your child will not be able to be added to another group.***

## SIGN IN AND OUT PROCEDURES

Parents are responsible for signing their children in and out every day. Parents must escort children to staff. Camp Staff will only release children to those authorized on the Child information sheet. We will need written notice from the parent to release children to anyone not listed on the form.

Anyone picking up your child will be asked for identification for staff to release children to them. (\*Individuals who become verbally abusive or are confrontational regarding this policy will no longer be able to pick up.)

## PARKING

Please Park in a designated parking space. Drivers may pull up to the curb during drop off or pick, this includes letting out one individual to go inside or rainy days. Please do not park in the middle of the lanes. Make sure to sign campers in and out via the pin or QR code on the tablets located in the hallway.

## SHOW AND TELL

Children may bring toys, games, tablets, etc. to use or share. The use of phones, electronics, etc. is at the discretion of Camp staff. Explorer Club will not assume responsibility for lost or broken items. However, it is our policy that parents are financially responsible for any damage caused by their child.

## LOST AND FOUND

Please make sure to label all items your child brings to camp, i.e., lunch boxes, helmets, towels, etc. We will not put any labeled items into the lost and until the end of the week.



## Challenging times

Our day camp programs are active, camp is more fun when campers fully participate in all the daily activities. If a child consistently chooses not to participate, the Camp Coordinator will discuss options and methods with the child, staff and parents on ways to include and encourage the child to participate,

All campers are expected to comply with staff direction as well as treat themselves, staff, fellow campers, and guests with respect and to act in an appropriate manner. Positive reinforcement and redirection will be used whenever possible. When dealing with inappropriate or unacceptable behavior, staff will evaluate the problem with the child. If the problem persists, the parent/guardian will be notified. A report will be placed on file.

A continuation of the problem may result in the child's being excused for the rest of the day or specific time period. Campers may be dismissed from the program for willfully disobeying camp rules, city, or state laws, harassing another participant or staff members, leaving camp or group without permission, repeated use of inappropriate,

racial/ethnic, or abusive language.

Failure of parents or guardians to pick up a child within a reasonable time frame (60 minutes from time of contact) will result in dismissal from the program. The possession of illegal drugs, drug paraphernalia, tobacco, alcohol, knives, guns, fireworks, matches, candles, any acts of theft, bullying, violence, or sexual misconduct will be grounds for immediate dismissal from camp. Campers dismissed from the program for any reason will not be re-admitted for the remainder of the program and a refund of fees paid will not be given.

### **NOTIFICATION OF POLICY CHANGES**

If for any reason, there are changes to the Explorer Club policies and procedures each family will be notified of changes in writing, before any changes take effect



**What to bring to camp Every day “must have” items**

Water Bottle, Lunch, Swimsuit, Towel,  
Backpack, or Bag W/extra clothes!

Sunscreen

Extra Socks

***\*Please label all items brought to camp\****

**Optional items**

Hats, Sunglasses, Light Jacket or sweatshirt

**Fieldtrip Days (If Applicable)**

Camp T-Shirt

Lunch in **disposable bag w/ drink**

(Print name on bag)

*(No Tupperware type containers)*

Souvenir Money (Optional – limit \$20.00)

**Flip Flops and slip-on sandals are only allowed at the beach or pool.**