

**UNITY IN  
LEARNING**



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# **POLICY HANDBOOK FOR CAMP FAMILIES**

<b>Leslie Science &amp; Nature Center</b>
<b>Camp Phone:</b> 734-205-9531
<b>Camp Email:</b> camp@unityinlearning.org
<b>Site Address:</b> 1831 Traver Road Ann Arbor, Michigan 48105
<b>Camp Director</b>
<b>Bridget Smith</b> Bsmith@unityinlearning.org

<b>Ann Arbor Hands-On Museum</b>
<b>Camp Phone:</b> (734) 205-9540
<b>Camp Email:</b> camp@unityinlearning.org
<b>Site Address:</b> 220 East Ann Street Ann Arbor, Michigan 48104
<b>Camp Director</b>
<b>Meg Robeson</b> mrobesson@unityinlearning.org



**UNITY IN LEARNING** is a ground-breaking partnership between Ann Arbor Hands-On Museum, Leslie Science & Nature Center, and the 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 camp leadership by emailing [camp@unityinlearning.org](mailto:camp@unityinlearning.org).

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## GENERAL INFORMATION

CAMP CONTACT NUMBERS
Leslie Science & Nature Center Camp Phone: (734) 205-9531
Ann Arbor Hands-On Museum Camp Phone: (734) 205-9540

### DROP-OFF

#### Leslie Science & Nature Center Procedure...

Camp drop-off begins at 8:30am and goes until 9am. On the first day of the week, adults must park their car in the parking lot and walk up to be greeted by camp leadership. There, they will be directed to their camper's building/space and will sign them with their lead educator(s). On the remaining days of the week, adults have the option of parking and walking up to drop their camper off at their building/space or they can drive up, remain in their vehicle, sign their child in with camp leadership, and then a teen volunteer will escort their camper to their building/space. **Outdoor camp activities begin promptly half an 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.

#### Ann Arbor Hands-On Museum Procedure...

Camp drop-off begins at 8:30am and goes until 9am. Adults should remain in their vehicle during the entirety of drop-off. Adults should pull their car in front of the Ann Arbor Hands-On Museum on Ann Street. There, they will be greeted by camp leadership, sign their child in with camp leadership, and then a teen volunteer will escort their camper to their designated space in the Ann Arbor Hands-On Museum. **Outdoor camp activities begin promptly half an hour after camp opens and camp groups leave their indoor spaces.** 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.**

#### Leslie Science & Nature Center Procedure...

Pick-Up occurs between 3-3:30pm. Please park your vehicle and walk up to your camper's designated building/space. There, you will sign them out with their educator. A UIL staff member will check IDs and help camper gather their things. 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.

Camp Cool-Down campers will remain with camp staff between 3:30-5pm and will follow the same protocol listed above when campers are picked up.

#### Ann Arbor Hands-On Museum Procedure...

Please pull your vehicle in front of the Ann Arbor Hands-On Museum and remain in vehicle. Display provided placard for camp staff to see so camper can begin gathering their belongings. Then, a UIL

staff member will check IDs, facilitate sign-out, and help camper gather their things. The camper will be safely escorted to their car by a teen volunteer. 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.

Camp Cool-Down campers will remain with camp staff between 3:30-5pm and will follow the same protocol listed above when campers are picked up.

## **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. Please have the appropriate ID ready if picking up.

## **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 will 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) every day.** 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. To facilitate quick pick-up, please use the placards given to you on the first day of camp. This allows camp staff to see at a distance which camper is being picked up and can start helping them collect their belongings. **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. Because of increased safety procedures, we cannot allow parents or guardians to accompany their campers in to 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 not allowed on site 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, [start with this checklist](#)). 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 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. Ingredient lists are provided upon request. Please see our food service policy for a full list of snacks provided at camp.

## **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:

1. 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.
1. 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.
2. 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:
  - How does that work?
  - Do you want to play?
  - May I go...?
  - Can you help me?
  - What is that?
  - How can I help?
3. 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**

### **Field Trips**

Field trips are included in programming for some camp groups. Campers, Camp Educators, and Volunteers will take chartered school busses, AATA busses, or walk for most trips. This may include downtown locations, as well as other local park and natural spaces. 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**

Some select 4/5<sup>th</sup> grade camp groups have an overnight sleepover. The evening will include additional theme appropriate activities and time for rest. There is an additional \$30 fee associated with camp sessions with an overnight. This fee covers staffing, dinner, breakfast, and lunch for the next day. Overnights typically take place on Thursday evenings. Campers need to bring a sleeping bag, pillow, flashlight, pajamas, toiletries, and a change of clothes (a complete packing list will be provided in advance). We strongly encourage those who sign up for a session including an overnight 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.

At LSNC campers will spend the evening camping on the property in tents. Tents are provided by LSNC. Meal menu is as follows-

- Thursday Dinner: Tin foil dinner with mixed veggies, precooked beef crumbles, veggie crumbles, chips, lemonade
- Friday Breakfast: Bagels, butter, cream cheese, peanut butter/wow butter, fruit jam, fruit
- Friday Lunch: All beef hot dogs or veggie dogs, chips, fruit

At AAHOM campers will spend the evening in the museum gallery. Meal menu is as follows-

- Thursday Dinner: Pizza (campers will decide on toppings), lemonade
- Friday Breakfast: Bagels, butter, cream cheese, peanut butter/wow butter, fruit jam, fruit
- Friday Lunch: Peanut butter/Wow butter sandwiches, fruit jam, chips, fruit

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

## **COMMUNICATION WITH CAMP FAMILIES**

### **Family Notification**

Camp Educators and our Camp 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 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 above the neck.
- The camper needs care from a doctor or medical facility.
- The camper is exhibiting symptoms of COVID-19.
- 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 Ask Me Abouts**

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 “Ask Me About” 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 families (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. **We recommend campers always bring a full change of clothes (including socks and underwear).** It gets messy outside!

Campers will also need to bring their own face masks, along with a couple of backup masks in case the first becomes wet or dirty. Camp will have a limited number of surgical masks available but best practice is to bring your own. See the [CDC guide to masks](#) for more information on face coverings.

## **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 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. 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.** Our Camp Director 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 in 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 Director will share such information only with camp staff who will be working directly with your child.

## **COMMUNICABLE DISEASE RESPONSE**

Unity in Learning camps prioritizes the safety and well-being of all campers and staff. UIL will be following the Center for Diseases Control, State of Michigan, and American Camp Association protocols for camp operation regarding our communicable diseases policy. We may make use of non-pharmaceutical interventions (NPIs) such as face masks, frequent hand washing, and appropriate physical distancing as they have proven effective at limiting the spread of the disease. All campers and staff may be asked to go through a health screening (including infrared temperature check) prior to entering camp. If a staff member or camper begins exhibiting symptoms of a communicable disease

while at camp, they may be separated from other campers and monitored from a safe physical distance until they are picked up.

Anyone displaying symptoms of a communicable disease may not be allowed to enter camp.

While outside, campers are welcome to wear masks if they choose but they will no longer be required. As an organization, we have always prioritized outdoor explorations as a pillar of camp. We will be outside *whenever possible* so campers will spend ample time in large open spaces and with fresh air throughout their camp sessions.

In the case your camper goes home with symptoms of a communicable disease, camp families within the same group will be notified without sharing names or identifying information.

## **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**

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 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.*

## **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.

During pick-up and drop-off, please follow all signs and directions to ensure a safe and timely exchange.

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

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## REGISTRATION

Camp registration for summer can be completed online via [CampDoc.com](http://CampDoc.com).

### Camp Age Groups

We want all campers to have adequate opportunities to learn, be challenged, and grow. For this reason, campers should only register for camp sessions designated for their age or grade. If you have multiple campers that would typically be in different age groups and would like them to be in the same cohort, please contact the Camp Programs Manager at [camp@unityinlearning.org](mailto:camp@unityinlearning.org) to discuss options.

### 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>• 4/5 Year Olds: participated in some pre-k programs like preschool (half of full day), Young 5's, or similar programs</li><li>• K/1: completed full day Kindergarten or First Grade</li><li>• 2/3: completed Second or Third Grade</li><li>• 4/5: completed Fourth or Fifth Grade</li><li>• Middle school: completed Sixth, Seventh, or Eighth Grade</li></ul>

Some weeks we are offering two K/1 and 2/3 camp groups with different themes and activities to accommodate demand. During these weeks, if you would like your camper to be in a camp with a specific friend or family member, *both campers must indicate so on their CampDoc electronic health profile.*

### 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 sessions](#) and themes on our website.

### Summer Camp Session Limit

Campers are allowed to register for up to three summer camp weeks at each site being offered. Families may also sign up for any additional one-day plans.

## PAYMENTS AND PAYMENT PLAN

All camp registration is conducted through [CampDoc.com](http://CampDoc.com). There are several payment options available to families when registering for Summer Camp through [CampDoc.com](http://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
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Week-Long Camp	\$75
One Day Camps and Camp Cool-Down	\$20
Any registration after June 1 <sup>st</sup>	Full cost of camp

## REFUND/CANCELLATION POLICY

Cancellation fees are dependent on the date cancellation has been submitted. The cancellation fees are:

Date	Week-long camp session	One-day camps and Camp Cool-Down
January-February	No cancellation fee	No cancellation fee
March-April	\$30 cancellation fee	\$10 cancellation fee
May-September, before 14 days of your camp session	\$75 cancellation fee (full deposit)	\$20 cancellation fee (full deposit)
Within 14 days of your camp session	No refund	No refund

All cancellation requests must be submitted through your CampDoc registration portal. Refunds will be issued through the CampDoc system or by check, and may take up to 5 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.

### Cancellations due to illness

In alignment with keeping our community safe, we also strongly urge families to keep their camper(s) home if exhibiting any symptoms of illness this summer. One goal of our Cancellation Policy is to encourage honesty and communication. With this transparency, we ask families to communicate camper symptoms with camp leadership, and have the option to receive a refund specifically for the days their camper(s) cannot attend due to illness.

Our cancellation policy states that each camp program has a **non-refundable deposit: \$75 for week-long sessions and \$25 for one-day sessions**. The remaining tuition for week-long sessions will be divided by five camp days and refunds will be given based on days missed due to illness. We are trusting our camp families to not take advantage of this and our non-profit, and only utilize this when truly sick/exhibiting symptoms. Please see below for the sick cancellation refund option:

<b>Camp Days Missed Due to Illness</b>	<b>Amount Refunded per Camper</b>
One*	\$50
Two	\$100
Three	\$150
Four	\$200
Five	\$250

*\*One-day camp sessions will also be refunded \$50 if missed due to illness*

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**

When a camp session is full, you may register to be on the waitlist for the camp. Camp families who are on the waitlist will be contacted by phone and email when a camp spot opens. There is a 24-hour window to accept, or the opportunity is passed onto the next family. If a waitlist spot opens up for a session starting the following week, the response window may be shorter. You may be removed from a waitlist at any time by contacting camp leadership or putting in a cancellation request through CampDoc. Once the spot is filled, the waitlist will continue until another opening becomes available. Questions regarding waitlist opportunities should be directed to Camp Leadership at [camp@unityinlearning.org](mailto:camp@unityinlearning.org).

## **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, please email [camp@unityinlearning.org](mailto:camp@unityinlearning.org) 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. Our Tax ID can be found in your camper's profile under "Account".

## **SCHOLARSHIPS**

Unity In Learning camps do not currently have scholarships to offer for 2024 Summer Camp. We are sorry and we will continue to pursue this option for the future, as we know how important it is to provide support so all kids can enjoy camp.

## **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 system 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, @aahom-lesliesnc.org, @unityinlearning.org to your safe sender lists and primary email inbox.**

## **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) or the AAHOM main line ([734\) 995-5439](tel:7349955439))
- 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 and/or hand sanitizer 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/Tortilla Chips
- Wednesday: Apples/Veggie Straws
- Thursday: Tortilla chips, rotating sweet treat
- Friday: Oranges/Freeze-pop Popsicles (hot cocoa in colder seasons)



*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.

## **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 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 only 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 our Camp Director, 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 our Camp Director.

## **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 our Camp Director.

## **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 an electronic Medication Administration 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 Director 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 Benadryl 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 Benadryl 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.