



# Camp C.A.R.E.

## PARENT HANDBOOK 2024

We are pleased to offer your child a fun, exciting and educational camp experience. Camp C.A.R.E. has a literacy, science, arts, and physical fitness focus. We have partnered with several enrichment and community organizations to offer a wide variety of experiences that will expand your child's knowledge, imagination, and self-esteem. Your child will enjoy a safe, caring, and FUN environment with opportunities for creating friendships, making crafts, playing outdoors, along with many more opportunities to keep busy campers happy!

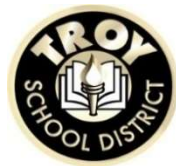
### C.A.R.E. Philosophy

C.A.R.E. provides children a safe, compassionate environment that fosters diversity, learning, and enriching activities that are developmentally appropriate and enhance physical, social, emotional, and intellectual growth.

**Troy Learning Center**  
1522 East Big Beaver Road  
Troy, MI 48083  
248-823-5100

**[www.troy.ce.eleyo.com](http://www.troy.ce.eleyo.com)**

TAX ID NUMBER: 38-6003099



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For your child's comfort and safety, we ask that you:

- ✓ Check emails for notification daily.
- ✓ Label every item you bring with your child's first and last name.
- ✓ Send a tote bag for your child's belongings.
- ✓ Send a beach towel or small blanket for re-charge (quiet) time.
- ✓ Send a sack lunch and drink each day, labeled with your child's full name and each day's date. We provide refrigeration for lunches. Please do not send food that requires heating or a microwave. We cannot heat food.
- ✓ Send a non-perishable sack lunch (with name and date) on field trip days.
- ✓ Have your child wear clothing that is comfortable for indoor or outdoor play, or messy activities.
- ✓ Send your child in closed-toed shoes. Sneakers are preferable. (For safety, no sandals)
- ✓ **Children are required to wear water shoes for outdoor water play and on water related field trips.**
- ✓ If your child will require medication while in our care, the physician must complete a Medication Authorization form. (see Medication section)
- ✓ If your child will require sunscreen to be applied, sunscreen container must have your child's full name written on it.
- ✓ Please inform the center supervisor in writing if your child has any food allergies.

**We are looking forward to spending time with your child this summer!**

#### ADMISSION/WITHDRAWAL

Any child that has completed grades K-4, and has completed all the required forms, is eligible for admission to the program. Enrollments are limited to the number for which the center is licensed. A child may be dropped from the program if:

- 1) fees are unpaid or
- 2) the child's behavior is disruptive.

#### OPERATING HOURS

**Camp C.A.R.E.**

June 17<sup>th</sup> – August 9<sup>th</sup>

7:30 am - 5:30 pm, Monday – Friday

**Closed Week of July 1st**

#### REGISTRATION DEPOSIT

**Registration is on a first-come/first-serve basis. To avoid disappointment, register as soon as possible. Space fills quickly.** All enrollees are required to pay a \$75 non-refundable registration fee and a \$25 weekly, non-refundable/non-transferable reservation deposit. The weekly deposit reserves the schedule you have indicated for your child. If it becomes necessary to cancel a week, the deposit is forfeited. The reservation deposit will be applied toward weekly fees as appropriate. **No cancellations after May 1, 2024.**

**The schedule you select by May 1, 2024, will be your child's schedule. You will be responsible for payment for all weeks you have registered. Weeks may be added, space permitting.**

**FEES**

**All fees are paid in advance.**

Fees are paid online at <https://troy.ce.eleyo.com/child-care/1/c-a-r-e>  
 Auto payment will process on the stated due dates. Most major credit cards are accepted.

<b>CAMP C.A.R.E.</b>
Registration fee: <b>\$75.00</b> non-refundable/non-transferable
Weekly Deposit <b>\$25.00/week</b> due at registration non-refundable/non-transferable
Full Week (5 days) Camp C.A.R.E. <b>\$275.00/week</b> Minimum of four weeks.

**PAYMENT SCHEDULE FOR CAMP C.A.R.E.**

Scheduled Dates	Invoice Posted Around	Payment Due Date (Will Auto Pay)
June 17 – June 28	May 15 <sup>th</sup>	June 2nd
July 8-Aug 2 <b>(closed week of July 1st)</b>	June 15 <sup>th</sup>	July 2nd
Aug 5 – Aug 9	July 15 <sup>th</sup>	August 2nd

If an account is not fully paid by the stated due date, a late fee of \$25 will be assessed to the account. Accounts more than 5 days past due may be withdrawn. Re-admission is possible once the account has been brought up to date, space permitting.

**Accounts more than 30 days past due will be turned over to a collection agency.**

**PAYMENT DETAILS**

Families may view their C.A.R.E. account(s) online at [www.troy.ce.eleyo.com](http://www.troy.ce.eleyo.com). **Please pay close attention to the stated due dates.** The invoice amount is determined per the schedule chosen by the parent/guardian at the time of registration, and/or modified in writing by **May 1, 2024**, and any additional weeks added after that time. You will be responsible for payment for the fees based on the schedule you have selected.

Fee credits will be given for extended illness (5 or more days), such as chicken pox or hospital stays, and with a doctor’s note. No other credits are given for absences.

## SCHEDULES

- Schedules may be modified in writing through **May 1, 2024**
- Please put all requests for additional weeks via email to [tsd-care@troy.k12.mi.us](mailto:tsd-care@troy.k12.mi.us). Payment for additional weeks is determined by the stated billing cycle.
- The schedule you choose by **May 1, 2024**, is your child's schedule through August 9th. Additional or weeks may be added, space permitting.
- Cancellation of a week will result in forfeiture of the deposit for that week. No cancellations or changes after **May 1, 2024**.

**Deposits and fees are non-refundable and non-transferable between weeks.**

## DROP OFF/PICK-UP

**Drop-Off & Pick-Up:** Parents will bring the child to the door without entering the building.

A Child Emergency/Information Record form must be completed during registration for each child attending C.A.R.E., including permission to seek emergency medical treatment and designating who may pick up each child. C.A.R.E. staff will not, under any circumstances, release a child to an individual who is not designated by the parent.

**In cases where there are custody concerns, a dated and official copy of the court documentation is required whenever a child is not to be released to a parent.**

## LATE PICK-UP FEES

Your child must be picked up promptly at the end of their camp day (5:30 PM).

Be sure to list a neighbor, relative, or co-worker on your child information form. Having an approved release person will allow you to contact them to pick up your child if you find yourself running late and unable to pick up at the designated time.

Fees will be assessed beginning **at 1 minute past the end of your child's camp day**. We will refer to the C.A.R.E. clock when assessing late fees. Children picked up after the closing times are subject to late pickup charges as follows:

5:31-5:45 = \$20.00  
5:46-6:00 = \$40.00  
6:01-6:15 = \$50.00  
6:16-6:30 = \$60.00

Children not picked up within 1 hour of closing, may be released to the Troy Police or Children's Protective Services. Late fees will be strictly followed.

**Lateness of 3 or more times will result in dismissal from the program.**

## CELL PHONES

Please make your drop off and pick up time A NO CELL PHONE ZONE. Your child has much to share at the beginning and end of the day. We hope you will give your child your undivided attention while listening about their day.

Putting down the phone will also help keep your child safe while walking through the parking lot.

Children will not be allowed to use cell phones or unapproved electronic devices in camp.

## FIELD TRIPS/SPECIAL GUESTS

Weekly field trips or in-center presentations are scheduled during the summer months. During Week 7 a trip may be scheduled on both Thursday and Friday. A list of trips/presentations will be available online for parents to view by April 1st. **Children must arrive at least 30 minutes prior to each trip departure.** Arriving 30 minutes early allows your child to understand safety rules and trip information.

Camp C.A.R.E. children will be given a t-shirt to wear on all field trips. Extra, lost or forgotten t-shirts may be available for an additional charge of \$10.00. All children attending a field trip must have written permission from the parent/legal guardian. Safety concerns require all children who attend the trip to leave and return from the center they normally attend. **Children may not be dropped off or picked up at the field trip location.**

**Families not wishing for their child to participate in the trip, or who cannot adhere to the trip timeline, must make private arrangements for alternate childcare.** Because field trips often require extra supervision, all staff attend trips.

## C.A.R.E. DAILY SCHEDULE

*Our activities may vary from day to day.* We provide a wide variety of developmentally appropriate activities to strengthen the cognitive, social-emotional, and physical domains of development. Camp C.A.R.E. will focus on the following areas: Literacy, Science, Math, The Arts, Physical Fitness and Social Skills.

Typical Day:

**C.A.R.E.** Check-in (7:30 am 8:30 am)

7:30 – 8:15 Welcome and Breakfast (Provided by Parent)

8:15 – 9:00 Free play outdoor (weather permitting), indoor (gym), board games, blocks, puzzles, coloring

**CAMP CARE** (Begins 9:00 am)

9:00 – 10:00 Scheduled Activities based on Week’s Theme: Lap Book, Art Project, Dance, Music

10:00 – 10:20 Snack

10:20 – 11:00 Structured Outdoor Activities, gym games

11:00 – 11:45 Reading, Read aloud

11:45 – 12:15 Lunch

12:15 – 1:30 Various Enrichment Vendors providing activities

1:30 – 2:00 Math and other academic themes

2:00 – 2:30 Structured Outdoor Activities or other physical related activities

2:30 – 2:50 Snack

2:50 – 3:45 Crafts

3:45 – 4:00 Group Time End or Camp Day, Parent pick-up

**CAMP C.A.R.E.** (Ends 4:00 pm)

4:00 – 5:00 Structured Outdoor Play or Gym Games

5:00 – 5:15 Crafts, puzzles, coloring, games, reading

5:15 – 5:30 Circle Time, Songs and Movement

**C.A.R.E.**

5:30 PARENT PICK-UP

## LUNCH AND SNACKS

Parents provide a sack lunch daily. (For safety, please do not send glass containers.) Camp C.A.R.E. locations provide refrigeration for lunches for in center days. We are not able to heat or microwave food. Refrigeration is not available on field trip days. On field trip days please send non-perishable food items in a large Ziploc bag labeled with your child’s name.

### **FOOD POLICY/LUNCHES & SNACKS**

Please be sure to send a nutritious lunch each day for your child. Please limit sugary items.

Please inform the center staff if your child has any food allergies.

When parents provide food for lunch or snacks, for consumption during the childcare portion of the day, parents must label the snack or lunch container/bag with the child’s first and last name, and the date. The rule was established to ensure that each student is eating the snack intended for them, and by labeling the packaging/bag with the date, allows for the monitoring of spoilage.

**Each day, please send your child’s lunch in a paper or Ziploc bag with their first and last name.**

**The bag must be dated daily.**

## PHOTOGRAPHS

There may be occasions throughout the summer when we will take photographs in our programs. These photos may be used in Troy School District publications, general news articles or on our web page. Whenever possible we will notify the parents of our intent to publish their child's photograph.

## MEDICATION

It is the Troy School District policy that all medications (prescription and over the counter) dispensed at camp require an authorization from the physician. Parents need to ask their physician to complete an Authorization for Medication Form and we will dispense the medication to your child. All medications must be in the original packaging with the pharmacy or packaging label intact. Medications must be labeled with the child's name written on the box/or directly on the medication container if opened. For example, if your child has an EpiPen, you must write their name in permanent marker on the EpiPen injector. Medications must be presented to the childcare supervisor. Medications may not be in the possession of children. These can cause serious health hazards if misused. Please keep the childcare staff informed of any medical concerns your child might have while in our care.

### **EXCLUSION DUE TO ILLNESS**

A child exhibiting or experiencing any of the following symptoms may not attend child C.A.R.E. These symptoms include: vomiting, diarrhea, undiagnosed rash, green or yellow discharge from nose, an inflamed throat, redness or discharge from the eyes, or an elevated temperature. A child may also be excluded if he/she exhibits any other conditions that may be considered contagious to others. A child must be excluded until he/she is fever free for 24 hours without the use of medication, or unless the doctor provides a written note. Please keep the childcare staff informed of any medical concerns your child might have while in our care.

### **SERIOUS ILLNESS, INJURY, ACCIDENT, or INCIDENT**

If a child experiences a serious illness, injury, accident, or incident, while in childcare, the parent will be notified first either by phone, email, or text. Upon contact with the parent, the parent will decide if they will come and transport the student to a hospital or home, or if the child will be transported immediately to a hospital where the parent will meet the ambulance. If the illness, injury, or accident is life-threatening 911 will be called and the child will be transported to the nearest hospital. Continuous attempts will be made to contact the parent or guardian. If the parent or guardian is not reached, an emergency contact person will be contacted. If a child is transported to the hospital, a staff member will go with the child to the hospital and remain with the child until the parent/guardian arrives.

If the parent decides to transport the child, and while waiting for the parent to arrive, the child will be isolated from other children if there is concern for a contagious illness. The child will be comforted and monitored by staff until the parent, or an authorized release person arrives.



## SUNSCREEN

If your child will require sunscreen while in our care, please be sure to use a long lasting, non-stinging, waterproof sunscreen whenever possible. Also, please advise staff if your child tends to have sensitive skin. Staff can then watch for any allergic reaction that might occur. The sunscreen may be applied at home prior to coming to childcare.

## LICENSING NOTEBOOK NOTIFICATION POLICY

### LICENSING NOTEBOOK NOTIFICATION POLICY:

The center does not keep a paper copy of the licensing notebook, but internet access to these reports is available onsite. Licensing reports from at least the last three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## Expected Behavior, Discipline Process, Program Dismissal Policy

The Camp C.A.R.E. Program is a school program offered at two of the Troy School District's elementary schools. Camp C.A.R.E. is designed to provide a safe, nurturing, engaging and fun environment for students. The Camp C.A.R.E. environment differs from the school day environment in the following ways: Students going into grades 1 through 5 are combined, there is an 18 to 1 child to childcare worker ratio, and Camp C.A.R.E. is less structured than the classroom setting. While most children thrive in the Camp C.A.R.E. Program, there are some children that find the environment over stimulating and distressing and thus may not be able to adhere to the Camp C.A.R.E. Program's Expected Behaviors. To ensure a safe environment, children are expected to abide by the Expected Behaviors below.

### Expected Behaviors:

- Respect the rights and property of others
- Act in a courteous and cooperative manner
- Use acceptable and appropriate language
- Be responsible for your actions
- Follow C.A.R.E. giver rules

Our goal is for The C.A.R.E. Staff to use positive methods of discipline to encourage self-control, self-direction, and cooperation. Staff talks with students and uses redirection and logical consequences to correct inappropriate behaviors. If inappropriate behaviors cannot be corrected, it may be necessary for the Discipline Process to be implemented. See pages 10-13 to understand the process.

### Discipline Process Definition of Terms:

**C.A.R.E. Team:** may include the C.A.R.E. Center Supervisor(s), Community Education and Enrichment Supervisor, Community Education and Enrichment Coordinator, C.A.R.E. Health Care Aide, Director of Athletics, Continuing Education and Enrichment (C.A.R.E. Director).

**Necessary School Support Staff:** may include, but is not limited to, the school Principal, representative(s) from Special Education and any other person who may assist the C.A.R.E. Team with making decisions related to a student.

**Parent:** mother, father, or legal guardian of a student

## **LEVEL I INAPPROPRIATE BEHAVIOR(S) DEFINITION:**

Speaking disrespectfully to C.A.R.E. staff, refusing to follow directions, using inappropriate language.

**First Incident:** Parent is notified by supervisor verbally, given incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent.

**Second Incident:** Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent. The Supervisor will also cc the Community Education and Enrichment Supervisor.

**Third Incident:** Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. Care staff will, if possible, will implement any reasonable strategies to promote positive behavior in the child.

**Fourth Incident:** If behavior occurs again, parent is notified by supervisor verbally, given the incident report to be signed and returned to C.A.R.E., a follow-up email with incident report will be sent as an attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. A temporary suspension from the C.A.R.E. Program of 2 Days will occur.

**Fifth Incident:** Upon returning to C.A.R.E., if there is another Level I behavior occurrence, this will result in the child being dismissed from the C.A.R.E. Program for the remainder of the school year and summer following.

### **Readmittance Consideration**

The Community Education and Enrichment Supervisor and C.A.R.E. Team will meet to determine if C.A.R.E. provides the right environment to support the child.

If the Readmittance Team determines it is in the child's best interest, the child has the capacity to function in the C.A.R.E. Program, and the parents understand that their child's readmittance and retention in C.A.R.E. will be based on the child's ability to function properly in C.A.R.E., the child will be readmitted conditionally.

**First Incident After Readmittance:** If the same or similar Level I behavior occurs once the child is readmitted to C.A.R.E., Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident will be sent as an

attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. A temporary suspension from the C.A.R.E. Program of 2 Days will occur.

**Return After 2 Day Suspension of Readmitted Student:** Before returning to the C.A.R.E. Program following a two-day suspension, the C.A.R.E. Team will discuss if C.A.R.E. provides the right environment to support the student's continuation in the program. If the Team determines that the student can return to C.A.R.E. the student will be admitted conditionally if another Level I issue occurs after suspension the student will be dismissed from the program for a calendar year.

## **LEVEL II INAPPROPRIATE BEHAVIORS DEFINITION:**

Physical harm to another child, staff member, self-harm, destruction of property, leaving the C.A.R.E. Program without permission, or any verbal or physical behavior that can be considered bullying. (Should the behavior be considered severe, it may be necessary to move directly to the Third Incident protocol).

**First Incident:** Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent.

**Second Incident:** Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. Care staff will, if possible, will implement any reasonable strategies to promote positive behavior in the child.

**Third Incident:** Parent is notified by supervisor verbally, given the incident report to be signed and returned to the C.A.R.E. Supervisor, a follow-up email with incident description will be sent as an attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. A temporary suspension from the C.A.R.E. Program of 2 Days will occur.

**Fourth Incident:** Upon returning to C.A.R.E. if there is another Level II behavior occurrence, the child will be dismissed from the C.A.R.E. Program for a calendar year.

### **Readmittance Consideration**

The Community Education and Enrichment Supervisor and C.A.R.E. Team will meet to determine if C.A.R.E. provides the right environment to support the child.

If the Readmittance Team determines it is for the child's best interest and the child can function properly in the C.A.R.E. Program, and the parents understand that their child's readmittance and retention in C.A.R.E. will be based on the child's ability to function properly in the C.A.R.E. Program, the

child will be readmitted conditionally. Should another Level II incident occur within the first three months of readmittance, it will be treated as a Fourth Incident and dismissal protocol will be followed. If a Level II incident occurs after three months of readmittance, the C.A.R.E. Team will meet and determine if this is an isolated incident or if a pattern has developed that may necessitate dismissal from the program.

**Non-Child-Behavioral Related Program Dismissal Policy:**

- ✓ Incomplete Forms
- ✓ Dropping a child off before 7:30 a.m.
- ✓ Late pick-up (after 5:30 p.m.) more than three times
- ✓ Physical or verbal abuse of child or staff member by parent
- ✓ Failure to sign a child in or out of the program more than three times
- ✓ Failure to call in an absence to the child's C.A.R.E. Center more than three times
- ✓ Accounts more than five working days past due may be dropped from the program

**IMPORTANT PHONE NUMBERS AND INFORMATION**

**Hamilton CAMP C.A.R.E.**  
**(Children must have completed Kindergarten to attend)**  
 248-823-4426

Supervisor: Tessa Wyatt  
 twyatt@troy.k12.mi.us

Dawn Wyatt, 248.823.5180  
 Community Education and Enrichment Supervisor

Linda Smith, 248.823.5155  
 Community Education and Enrichment Coordinator

Maria Alcantara, Secretary, 248.823.5178

**Wass CAMP C.A.R.E.**  
**(Children must have completed Kindergarten to attend)**  
 248-823-3926

Supervisor: Sui Chui  
 schu@troy.k12.mi.us

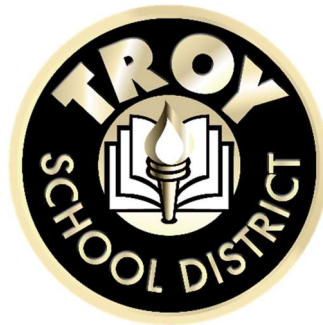
Hanan Kashat, Secretary, 248.823.5159

CARE Email: [tsd-care@troy.k12.mi.us](mailto:tsd-care@troy.k12.mi.us)

CAMP C.A.R.E. summer office hours  
 8:00 am –3:00 pm, Monday-Friday

**248.823.5100**

For more information visit our website: [www.troy.ce.eleyo.com](http://www.troy.ce.eleyo.com)



## **ADDITIONAL INFORMATION**

The Troy School District CAMP C.A.R.E. programs are licensed by the Michigan Department of Licensing & Regulatory Affairs (LARA). The following information is provided to inform you of our practices.

### **Staff and Volunteer Screening**

- The Troy School District requires a criminal background check on all child C.A.R.E. staff.
- The Troy School District requires a fingerprint clearance on all staff.
- All staff is familiar with the Child Protection Law as it relates to child abuse and neglect and all staff are mandated reporters.
- A volunteer shall not have unsupervised contact with children.
- Volunteers may be required to have a criminal history check, or a child abuse and neglect clearance performed in compliance with school district or child C.A.R.E. policies.

### **Health C.A.R.E. Plan**

To control illnesses the following procedures will be followed:

- All staff is required to wash hands at the start of each day and upon returning after lunch.
- Hand-washing posters are placed by each sink to remind children and staff to wash hands.
- Children will be taught how to wash hands using playful methods.
- Staff and children wash hands whenever necessary. Hand washing is done after using the restroom, after coughing or sneezing into the hand, after touching animals or classroom pets (if any), prior to snack time, lunch, and after playing outdoors.
- Liquid soap and one-use paper towels are available for hand washing. On field trips or when water is not available, a hand-washing gel may be used.
- A disinfecting solution of bleach and water is used to clean and sanitize tables and classroom supplies and equipment.
- It is our goal to maintain a healthy classroom environment. If staff suspect a child is ill, staff will contact the parent. The parent will be required to pick up the child immediately and the child will be excluded from the program until they are fever and symptom free for 24 hours. (See parent handbook for specific criteria) The child may be separated from other students until the parent/designated adult arrives.
- Parents will be notified of any communicable diseases within the classroom.

### **Playgrounds**

The Troy School District playground equipment has been certified to meet all safety standards required by the Michigan Department of Education. The Michigan Department of Licensing & Regulatory Affairs (LARA), Child and Adult Daycare Licensing, require licensed centers to inform parents that the center plans to use a public school's outdoor play area. In some cases, the equipment may not comply with all childcare licensing rules.

### **Pest Control Management**

The Troy School District Integrated Pest Management (IPM) plan is in complete compliance with current laws and rules, including Regulation 637 of the Pesticide Control Act. Troy School District contracts with Elite Pest Management who is IPM State Certified for pest control services. Elite Pest Management is also "GREEN SHIELD CERTIFIED" for IPM Services to Schools and Healthcare Facilities. For most pest control problems, non-chemical methods are used, such as pest exclusion and access denial. If pest control applications are necessary, technicians will use products that contain organic ingredients and natural insecticides. Pest control measures will not be used when students are in attendance. Parents will be notified each September of pest control measures.

Families that have requested to be notified by completing the Notification for Specific Pesticide Application annually will be contacted in a letter, email, or phone call by the district and/or Elite Pest Management if the pest problem requires an emergency application. When a pest application will take place, notice will be provided to families by either: verbally in person by staff, POSTED near the sign-in/out attendance sheet, or by email. Notice will be provided in advance whenever possible. **Revised 5/2018**