

Camp O'Fun Family Handbook

Grosse Pointe Public School System

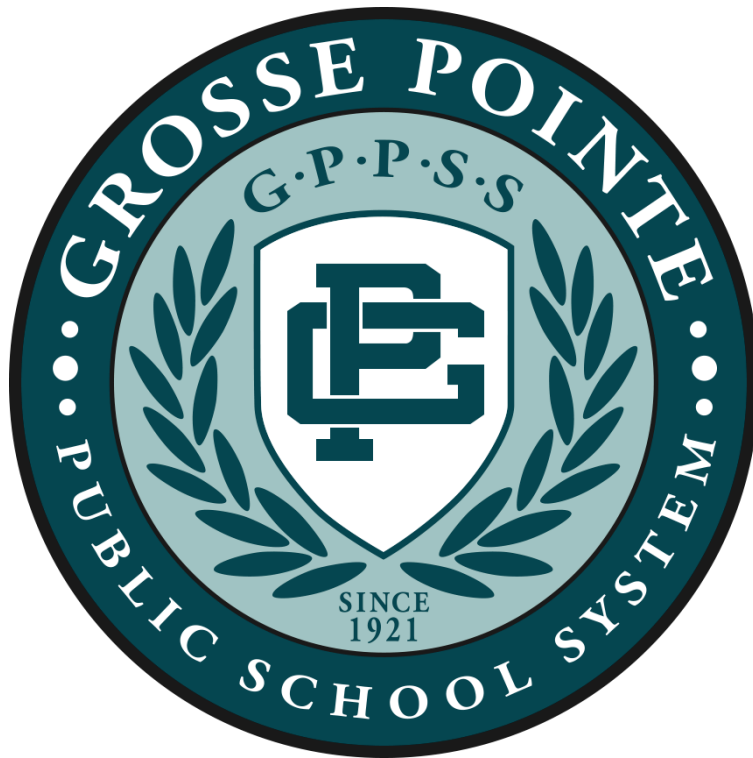


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Welcome to Camp O'Fun!

Thank you for your interest in our program. Camp O'Fun is committed to providing a safe and relaxing environment where children's physical and emotional needs are met. Camp O'Fun allows children to develop an enthusiasm for learning, creating, and exploring through constructive play.

Our camp counselors are in constant communication with parents. Communication includes but is not limited to, email, face-to-face, phone, Brightwheel, flyers and much more! Ask our camp directors for the best way to get in contact with them.

Our staff knows how important summer child care is to the community and we are doing our best to make informed decisions regarding care. The safety of our students and staff takes precedence over everything.

Camp O'Fun Goals and Philosophies

Camp O'Fun focuses on constructive play through art, drama, literature, music, and movement. We aim to establish an atmosphere of respect for self and others, as well as respect for our equipment and materials. Camp O'Fun teaches and encourages self-control, self-esteem, and cooperation. Campers will gain a clear understanding of expectations. We provide many opportunities for children to develop coordination and large motor skills through physical activity and outdoor play. Our program provides opportunities to become independent and responsible through self-directed and individualized activities.

COF provides a safe and comfortable environment where children can explore, play, and relax. Our activities foster cognitive, social, emotional, linguistic and physical growth and development. We have a wide variety of books, crafts, games, toys, and equipment.

Arts and crafts are an important part of our program. We make every effort to see that children's clothing is protected while they work on their projects. Parents should be aware that the school system is NOT responsible if dirt, paint, glue, crayons, markers, etc. get on children's clothing.

Camp O'Fun Numbers:

Director of School-Age Childcare:

Crystal Fletcher
313-432-3009
fletchc@gpschools.org

Assistant Director of School-Age Childcare:

Kimberly Danielewicz
313-432-5853
danielki@gpschools.org

Billing Department:

Kara Macharia
313-432-3067
machark@gpschools.org

Camp O'Fun Main Office (6/15/26-8/21/26):

748 Roslyn, Grosse Pointe Woods, MI 48236
313-432-3096
campofun@gpschools.org

Criteria for Admission/Withdrawal

In order to be fully enrolled in the Camp O'Fun program, the following process must be completed:

- Complete and submit the Google form from the link on our website.
- Families will receive an email with their schedule and must confirm.
- Once submitted, you must email completed registration forms to: campofun@gpschools.org within 10 days.
- Create a Brightwheel account
 - Families will not be connected to/receive an invoice until all forms are processed.

Campers are not permitted to attend Camp O’Fun if they are not fully registered. Each form must be fully completed and signed by a parent or guardian. Please ensure that all names and phone numbers are current and accurate. If anything should change, please notify the on-site COF directors immediately to make those changes. All changes must be made in person.

Camp O’Fun may develop a waiting list based on demand. **Registering by the deadline does not guarantee placement or avoidance of the waiting list.** Families will be made aware of the waiting list as soon as possible. Families are added to the waiting list based on form submission time & date. Contact will be made as soon as space becomes available for students to attend the program.

If you would like to withdraw your child from COF, please contact the School Age Childcare office at 313-432-3067. Credits will be issued on a case by case basis.

Hours of Operation

Camp O’Fun takes place Monday-Friday. Our hours are as follows:

Monday - Friday	7:15am - 6:15pm
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These are the operational hours that COF is open. Families can drop off and pick up any time during operational hours.

Sign-in and Pick-up Procedures

Every parent/guardian dropping off or picking up is required to “buzz” into the building. The entrance door at Ferry Elementary is Door V off of the parking lot. This is a **green** door with the buzzer being on the top right of the door. Once the buzzer has been pressed, a COF staff member will meet you at the door.

Families will sign their child into COF each day. Parents may NOT have their child wait at the door to be let into the building while waiting in their car. Parents must walk their students inside the building.

Campers will not be permitted to enter the building before 7:15am. All campers have to be picked up from each site by 6:15pm. At pick-up, parents will use the buzzer to alert the Camp O’Fun staff they have arrived. A staff member will open the door and the adult picking up will walk to the front desk and sign their camper out.

Those picking up from COF should always carry their identification on them so that the staff are able to match your ID with approved pick up name(s) on the Child Information Record.

If 6:15pm arrives, your child is still at Camp O’Fun and the staff have not heard from anyone, phone calls will be made to all numbers attached to the parents/guardians. If all numbers have

been exhausted and no contact has been made, staff will begin calling emergency contact/pick-up persons. If time passes and no contact has been made, Camp O'Fun staff have no option but to contact local authorities if the time has reached 6:45pm. Children are not allowed to sign themselves in or out of Camp O'Fun. In the event of a late pick-up, your account will be charged (see fee sheet).

Campers will ONLY be released to authorized names listed on their Child Information Record. All adults picking up a student must bring photo identification. If a parent/guardian is onsite to pick up but their name is not listed on the Child Information Record, our staff will NOT release the camper to the person. If someone does not have a photo identification and the Camp O'Fun staff have never met the person, the student will not be released to that person. This is a state mandated rule. We will only add names to the Child Information Record in person.

Program Licensing Notebook Availability

Camp O'Fun has a Licensing Notebook for viewing. This notebook contains all licensing inspections, special investigation reports and related corrective action plans dating back to 2018. It is available to parents during regular program hours. Licensing inspections and special investigation reports from the last two years are available on the child care licensing website at www.michigan.gov/childcare.

Brightwheel App

Upon enrollment, you will receive an invite via email to set up your Brightwheel account. Through the app, you can communicate with your child's camp counselors or administration via messaging, as well as pay monthly tuition.

- Create a free Brightwheel account. When you receive an invitation please create a free parent account using either the website or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
- Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthdays, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start to use it regularly.
- Add a recent photo of your student on the app.
- Make sure your phone number is up to date and correct on the app. Text alerts will be sent for emergencies and school closures such as a snow day.
- Set your account preferences. You can adjust your notification preferences within your profile settings on the app.
- Add your payment information. Brightwheel offers secure, automated online payments that save time and give you advanced tools and reporting.

Camp O'Fun Rates

The following rates* are per child for COF 2026:

Camp O'Fun Weekly Rates-Grosse Pointe Residents

- 5 Day Weekly Rate: \$276.00
- 4 Day Weekly Rate: \$240.00

- 3 Day Weekly Rate: \$ 180.00

Camp O'Fun Weekly Rates-Non Residents

- 5 Day Weekly Rate: \$288.00
- 4 Day Weekly Rate: \$252.00
- 3 Day Weekly Rate: \$ 192.00

Registration Fee:

There is a \$75/child registration fee due each summer.

Late Payment/Late Pick Up Information

A late fee of \$15 will be charged per child on payments arriving after the due date. Payment must arrive by the due date. If you do not receive an invoice via Brightwheel by the 20th of any month, call 313-432-3067.

When applicable, a late fee of \$20 per child for every 15 minutes (or fraction thereof) is charged to cover staffing costs when your child is not picked up by 6:15pm. After the third late pick up and/or payment, your child may be dismissed from the program. Always phone the COF line if you are not able to make it by pickup time (313-432-3096).

Camp O'Fun privileges are suspended for 30 days after the 4th late pickup.

Frequent delinquent payments may result in forfeiture of your placement in the program. Following a third delinquent payment, your account will be required to enroll in automatic payments through Brightwheel. An account's fourth delinquency will result in removal from Camp O'Fun for the remainder of the corresponding month. The fifth delinquency will result in removal from the program for the remainder of the summer.

Financial Assistance

Families in need of financial assistance are referred to the Department of Human Services (DHS). Camp O'Fun accepts subsidies from this agency. Parents will be responsible for full payments until authorization has been received and then a monthly copay after a determination amount has been calculated. If at any time assistance is stopped, parents will be responsible for full tuition as of the date the assistance ended.

Payment plans may be available on a case by case basis. Legal guardians are responsible for any balance on their child's preschool account. Accounts must be kept current. Please contact our billing office for more information by calling 313.432.3067.

Inclement Weather/Closures

Inclement weather or power outages may require that the program be closed. Parents are encouraged to tune in to school closings listed on television or radio (watch for Grosse Pointe Public Schools or your specific school) or visit the district website www.gpschools.org. A text notification will be sent through the Brightwheel app. Please make sure your phone number is added and kept up to date. No tuition refunds will be given for days the program is closed for circumstances beyond our control, including severe weather, power outages, or any emergency school closures.

Mandated Reporting

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Our employees are considered Mandated Reporters under this Act and are required, by law, to report any suspicion of abuse or neglect to the appropriate authorities. Under this Act, Mandated Reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Our employees are not required to investigate the cause of any suspicious marks, behavior or condition before making a report. We take this responsibility very seriously and will make all warranted reports to the appropriate agency.

Behavior Expectations

Please discuss the following rules with your camper:

- Respect program equipment and school property
- Respect all Camp O'Fun staff members
- Respect your peers
- Do not use profane or crude words
- Stay in the Camp O'Fun areas
- Stay with your group at all times
- Clean up after using games, doing crafts, or eating snack

Operating Information

Camp O'Fun takes place Monday-Friday during the summer months. COF is a 10 week program and will begin on Tuesday, June 15, 2026 and will end on August 21, 2026. Our operating hours are from 7:15am - 6:15pm. Families may drop off and pick up between these hours.

Camp O'Fun Closure Dates	
6/19/26	Closed - Juneteenth
7/3/26	Closed - 4th of July Holiday
7/6/26	Closed - 4th of July Holiday

Enrollment and Withdrawal

Campers must be enrolled prior to admittance into the program. Registration forms should be sent electronically to campofun@gpschools.org. Registration will open on April 7, 2026. The COF office will get back to families in the order in which we received your Google Form submission. Due to the high volume of registrations, we have a 7-10 day processing period.

Enrollment steps are as follows:

1. Complete and submit the Google form from the link on our website.
2. Once submitted, you must email completed registration forms to: campofun@gpschools.org within 24 hours.
3. Families will receive an email with their schedule and must confirm.

- a. Although it seems redundant for families to confirm their selected schedule, we have a lot of families that decide *after* they register that they no longer wish to attend the program.
 - b. This allows us to open up more spots in the face that families choose not to attend.
4. Create a Brightwheel account
 - a. Families will not be connected to/receive an invoice until all forms are processed.

The enrollment fee is as follows: Registration Fee (non-refundable): \$75/child. We have a three day attendance minimum for Camp O’Fun, other than the weeks there are scheduled closures.

If you choose to withdraw from the program, please contact our billing department at 313-432-3067.

Daily Schedule

Camp O’Fun Sample Schedule	
7:15 am	Arrive at Camp, ready for a FUN-filled day
9:00 am	Morning Snack
9:30 am	Morning Recess
10:00 am	AM Session 1
10:45 am	AM Session 2
11:30 am	LUNCH & Recess
12:30 pm	PM Session 1
1:15 pm	PM Session 2
2:00 pm	PM Session 3
2:45 pm	Afternoon Recess
3:15 pm	Afternoon snack & “Camper of the Day”
3:35 pm	Open Sessions-Game room, art, or cub/clubhouse
5:00 pm	Movie Time
6:15 pm	Camp Ends For the Day!

It is the policy of the Grosse Pointe Public School System that no person shall on the basis of race, creed, color, national origin, sex, marital status or handicap be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity including employment.

Camp O'Fun and the Grosse Pointe Public School System are not responsible for lost, stolen, or broken items. Bring in personal items at your own risk.

Medication

Camp O'Fun staff will administer prescribed medication that is in its original container with the updated prescription label. All medications, including over the counter and prescription, must be accompanied by a doctor's note and school medication form. The container must include the physician's name, the child's name and instructions, name and strength of the medication. The Camp O'Fun staff will keep a record of the time and the amount of medication administered to your child. All medication will be kept out of reach of children and will be returned or destroyed after it is no longer needed or has expired.

Over the counter medications and vitamins must also be accompanied by a doctor's note and medication form and should never be packed in your child's lunch. Over the counter medications must have a physician's, PA, or NP note indicating dosage, frequency, with an end date. It should also be in their original container with a label that clearly states the dosage. We will not administer a dosage larger than what is stated on the label. Please provide a liquid measuring syringe or measuring spoon for administering medication. You may send in over the counter diaper creams, sunscreen lotions and insect repellants, labeled with your child's name. You must complete a [medication permission form](#).

Code of Conduct and Discipline Procedures

The Camp O'Fun staff use positive methods of discipline that encourage self-control, self-direction, and cooperation. We utilize a progressive discipline policy that aligns with the GPPSS Student Code of Conduct. Limits and expectations will be stated clearly and appropriately for each child's developmental level. When campers are asked to change their behavior, reasons will be given and the adult will state an alternative behavior. Inappropriate behavior will be redirected. Campers are never left alone. Physical or emotional punishment is prohibited, including spanking, bribery, shaming, threats or deprivation of snacks or other privileges. It is expected that parents refrain from using physical punishment or threat of punishment while on the premises.

Should an incident occur during Camp O'Fun, parents would be notified via telephone or by face-to-face communication. If an injury occurs, aside from being notified via the above ways, an accident report will be given to parents to sign. Parents take a copy of the report with them. Parents will be given appropriate notice if problems arise that cannot be accommodated. It is under the discretion of Camp O'Fun administration to determine student suspension/removal from the program.

The Student Code of Conduct can be found on our district website, www.gpschools.org, under School Board, Policy. For a printed copy, please call 313.432.3010.

Unsafe Behavior Policy

Safety is our top priority. Camp O'Fun campers that display behaviors that put others at risk will be subject to this policy. These behaviors include, but are not limited to, pushing, scratching, hitting, kicking, throwing objects, etc. The Camp O'Fun program will take the following actions if necessary:

- Document behaviors
- Notify parents if a problem occurs within the program

It is the policy of the Grosse Pointe Public School System that no person shall on the basis of race, creed, color, national origin, sex, marital status or handicap be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity including employment.

- Set up a meeting with COF staff, program director and parents to discuss preventive strategies
- Develop a behavior program and share with the parent(s)

If the behavior continues despite the interventions taken, the student may be withdrawn from the program. If re-entry is considered, a timeline will be discussed on a case by case basis.

Staff Training and Screen Process

In alignment with the State of Michigan, COF operates at a 1:18 ratio. Our qualified personnel care about your child's well-being, happiness and safety. Every COF staff member is required to undergo a Comprehensive Background Check and Fingerprint through the Michigan Department of Child Care Licensing.

Staff members are required to successfully complete training in "blood borne pathogens" and CPR/First Aid. All staff members of the Grosse Pointe Public School System are required to have their fingerprints checked at the state and federal level.

The GPPSS Department of Human Resources must have these prints on file in order for an employee to begin working. Staff members working for the GPPSS COF program have an additional set of clearances they must complete for employment. All new employees must submit documentation through the Department of Human Services "Family Independence Agency" indicating that they have no history of abuse or neglect. New employees must also submit current physical and TB test results.

Volunteers

Volunteers will submit an ICHAT through the State of Michigan and sign a mandated reporter abuse and neglect statement.

Injuries/Child - Staff Illnesses and Parent Notification Plan

All Camp O'Fun staff are required to maintain current certification in CPR and basic First Aid. In the event of an accident involving your child:

- Staff will administer basic first aid.
- Staff will comfort your child.
- Staff will notify you at pick-up if your child suffered a minor accident.
- Staff will notify you via phone if the injury is non-threatening but is more involved than a scrape or bump.
- Staff will complete an accident report and a copy will be sent home with you. A copy of the report signed by you will be kept on file at the GPPSS Administrative offices.

If your child's injury is on the head, neck or back or is more significant, we will call you immediately to discuss the injury. The program director and/or the COF staff may recommend that you pick up your child and take him or her home or to your child's pediatrician for a more complete assessment.

In case of a serious injury, staff will implement the GPPSS COF Emergency Plan in Case of a Serious Injury:

- 911 will be called for an ambulance, if necessary.
- The Director of School Age Child Care will be notified of the situation via a phone call from the Program Director.
- The child's parents will be notified via a phone call from the child's on-site director. Parents will be notified of the hospital their child is being transported to.
- The Program Director will accompany the child to the hospital in the ambulance.

If the Program Director is unavailable, the COF on-site director will accompany the child to the hospital in the ambulance and another COF staff member will assume director responsibilities until the COF director returns.

If staff or volunteers become ill while at the child care center, they will be sent home to prevent further spread of the illness. If children become ill while in our care, the child will be separated from the group to prevent further spread of the illness to other children. A parent or emergency contact person will be required to immediately pick up the child. The child will be made comfortable and will be adequately supervised until picked up by the parent.

We ask that you keep your child home if they are feeling sick. Please have a few alternate plans in the event your child cannot come or stay at school because of illness. Parents, please be prepared to get a phone call if your child is experiencing any of the following:

- Shortness of breath
- Difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- Nausea
- Vomiting or diarrhea

Children, staff, and volunteers cannot be present at the child care and will be excluded if any of following exist:

- Fever of 100 degrees - (must be fever free for 24 hours without the aid of fever reducing medication in order to return to care)
- Diarrhea- (must be symptom free for 24 hours without the aid of medication to return to care)
- Vomiting- (must be symptom free for 24 hours without the aid of medication to return to care)
- Rash (exception: mild diaper rash)
- Communicable diseases (such as chicken pox, measles, lice, ringworm, pinkeye, scabies...etc)