

Plymouth-Canton Community Schools

Summer Camp



Family Handbook
2026

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Summer Camp Welcome Letter 2026

Dear Parents:

As we enter our 34rd year of Summer Camp, we are excited to welcome those who will be coming to our camp for the first time, as well as those returning for even more memorable experiences. Over the course of the summer, students from many different schools will attend, renewing old friendships, and making new ones.

Please help us to ensure your child has a safe and enjoyable summer by reviewing this information.

Your child will not be eligible to start camp until all of the following information has been completed and turned into your child's camp classroom: (paperwork is completed on-line in Eleyo)

- Child Information Card (Each space must be completely filled out)
Generated in Eleyo from parent questions
- Guidelines for the Responsible Use of Technology Resources and Personal Technology Devices - Generated in Eleyo from parent agreement.
- Sunscreen Permission - Generated in Eleyo from parent agreement.
- Code of Conduct 5th grade through Club only- Available on website at a later date and in room.
- Field Trip Check off Sheet - Available at your students 1st day at camp from room staff.

Classroom Information

- Parents must sign children in and out of the classroom each day on our i-pad.
- Parents are responsible for reading the summer camp parent boards and checking their child's folder daily.
- Morning and afternoon snack menus are posted each week.
- Please provide children with a sack lunch and drink each day if you are not using the food service program. Keep in mind that we do not have access to a microwave oven. We encourage you to include a cold pack to ensure items do not spoil.
- Please supply children with a bag or backpack daily with a water bottle and sunscreen, if desired.

- All of your child's items must be labeled with his/her first and last name.
- Kids' Time will not be responsible for any lost or stolen items (i.e. hand held electronics, i-pods, collector cards, stuffed animals, toys).

Food Service

A lunch program is available to students at summer camp daily. There is no cost for this program. A lunch count is taken every morning at 9:30 a.m. Please contact the cafeteria if you arrive after this time. A am and pm snack and lunch menu will be posted in each summer camp room.

Pizza Day

- Each Friday, Food Service will offer pizza. This will begin on week 1 and end on week 9. Pizza also needs to be ordered by 9:30 a.m. on Fridays. The pizza lunch program includes 1 slice, a side vegetable, and drink. Each extra slice of pizza is \$1.

We are looking forward to a fun-filled summer! If you have any questions, call our main office at 734-416-6194.

Lisa Trucks

Lisa.trucks@pccsk12.com

Extended Day Coordinator

The first day of camp is Tuesday June 16th!

Philosophy

Summer camp provides the kind of atmosphere your child might experience in an energetic neighborhood. Weekly themes provide a basis for a safe, enjoyable, and educationally sound curriculum. Students will have an opportunity to go on a variety of field trips as well as enjoy many special presenters. Summer camp will foster the development of your child physically, socially, emotionally and intellectually. A variety of challenging and enriching opportunities will be available each day. Curiosity and exploration are supported by our Kids' Time Staff. The environment at Summer Camp is relaxed, unhurried, and fun!

Staffing Guidelines

Our dedicated site directors are professionally trained and educated in the growth and development of school-aged children. Our site directors and assistants continue to grow professionally by participating in continuing education workshops and conferences. All site directors possess at least 60 hours of college credit, with 12 being in child development. All staff are required to undergo a criminal background check and they are fingerprinted prior to working with students. Staff are certified in CPR and First Aid.

All programs are licensed with the MI Department of Human Services, Bureau of Children and Adult Licensing. Minimum staffing ratio is 1:18. A licensing notebook with licensing inspection reports conducted after May 27, 2010 is available for review at each site and in the Extended Day Office. Inspection reports for the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Schedule of Operation

The Summer Camp program will operate for 9 weeks. (Camp may run longer, it all depends on when the first day of school is, there is not a calendar yet.) The first week of Camp will be June 16-19, 2026 and Camp will end the week of August 10-15, 2025. Camp will run from 7:00 AM until 6:00 PM Monday through Friday with the exception of July 4, 2024. The program will be closed for the Fourth of July holiday on July 3rd.

Fees

Registration: All families in the Summer Camp program will be required to pay a non-refundable registration fee of \$100.00 (\$90 each additional child) at the time of enrollment. Includes a t-shirt.

Fees for Summer Camp are \$240.00 per week for the first child and \$216.00 per additional child.

Credit Card/echeck Payments: Parents must pay the tuition by signing up for autopay. We accept VISA, MasterCard, American Express, or electronic checks. All payments will be processed on the Friday of the week. Parents are responsible

for changing and updating the account in Eleyo when there is a change in status with their card, i.e. lost, expired, etc.

Late Payment Fees: If payment is not done by the 2 day grace period, a \$25.00 late fee will be automatically assessed.

Late Pick Up & Early Drop Offs: The Summer Camp Program opens each morning at 7:00 a.m. Children may not be dropped off prior to the opening of the program as adult supervision and safety cannot be guaranteed.

If a child is picked up after 6:00 p.m. the parent will be assessed a late fee of \$5.00 per minute up to 6:10 p.m. and \$3.00 per minute thereafter for each child. The deciding clock regarding time is the clock on the Eleyo attendance application.

Child Management Plan

Management and guidance strategies appropriate to the skills and interests of elementary children will be used in the Extended Day Programs. Our expectations are in accordance with district expectations as outlined in the PCCS Board of Education and the PCCS K-12 Student Handbook.
www.pccsk12.com/parents/k-12-student-handbook.

The philosophy of the Summer Camp program is to create an environment whereby children make positive choices and interact with each other in a respectful and cooperative manner. Positive behavioral expectations are clearly established within the program. Every attempt is made to provide support for students as they learn to manage their behavior and accept responsibility for their actions. Positive communication between home and Summer Camp staff is essential to helping students develop responsible behavior and self-control. When students understand that parents and staff are working together, most behavior problems are resolved.

When a problem arises, the following steps will be taken:

1. Staff will work with the child, discussing the problem, suggesting and supporting behavior changes, explaining and redirection. Staff will problem-solve with the child, helping them choose a more prosocial behavior.
2. If a pattern of negative behavior persists, the site director will talk with the parents in order to obtain assistance and suggestions for developing effective approaches with their child. A behavior plan may be developed. Conferences with the parent, Site Director and Extended Day Coordinator will be held if these approaches are unsuccessful.
3. If all reasonable approaches are exhausted, the pattern of negative behavior continues and/or is a threat to the well-being and safety of other children and/or staff, the student may be suspended from the program. Depending on the severity of the behavior, a student may be suspended from 1-5 days. Parents will be charged for suspension days. Continued behavioral concerns or severe infractions may result in permanent

suspension from Summer Camp. Behaviors that may result in suspension include physical violence or the threat of physical violence, persistent bullying, biting, consistent disregard of staff directions, verbal harassment of students or staff and leaving the program without staff permission.

Parents may seek to re-enroll a permanently suspended student once the behavior is resolved. To re-enroll, the parents and student must meet with the Extended Day Coordinator, Site Director and designated school personnel (when appropriate). A behavior contract will be developed and agreed upon by the parents and student. The student may return on a probationary basis based upon compliance with the behavior contract.

Summer Camp Program Plan (Typical Routine)

A sample of a typical Summer Camp schedule:

Snack will be at 9:15 a.m. Lunch is scheduled from 12:00 pm-1:00 pm.

Available room activities: crafts, puzzles, board games, free art, fuse beads, coloring pages, mazes, brain teasers, group games and contests.

Mornings and Afternoons we will go outside and play in the gym as well.

Special activities are planned for the week to include presenters and field trips.

Every Friday is a Theme Day.

Emergency Procedures

A parent or guardian will be required to complete a Child Information/Emergency Card that contains contact phone numbers and authorization to seek medical care. This card, along with emergency medical numbers of an ambulance service and poison control center will be available by each program's phone. An Emergency Contact Process Form will also be completed. As this form lists phone numbers in order to be called, it will assist the staff in quickly reaching a parent/contact in the event of an emergency or closure during the school day.

If a child who is scheduled to attend on a given day does not arrive from their classroom, the Extended Day staff will contact the parent and/or emergency contact provided on the emergency card. It is important to notify staff if your child will not be attending on a scheduled day. If your child does not attend school due to illness, your child may not attend Kids' Time. Please notify the Site Director when there is a change in work phone numbers, emergency contacts, etc.

Injuries: Only minimal first aid will be administered by school personnel. You will be notified of injuries that are of special concern to us. Parents will be notified any time a child has bumped his/her head. Although most head injuries are not serious, the phone call home alerts parents to keep an eye on their child

throughout the afternoon and evening, in case there are unexpected side effects later in the day. Children who are injured will be turned over to the parent or guardian as soon as possible.

If a serious situation requiring immediate medical attention occurs, the program staff will call for emergency medical help. If a parent or emergency contact person cannot be reached, the child will be transported by EMS to the nearest medical facility. A staff member will accompany the child until a parent or guardian appears at the hospital.

Illness Policy

Any child running a fever of 100.4 degrees or more and/or presents signs of a contagious disease will be sent home from the program. The parent will be contacted and asked to make arrangements to pick their child up from care. Please keep emergency phone numbers up to date and provide Extended Day with several names and numbers of people who can care for your child if you are unavailable.

1. A child with a fever of 100 degrees or more should remain home and not return to school until 24 hours of normal temperature has passed. Active, heavy coughing with a runny nose and sneezing are symptoms that may need a doctor's evaluation. Allergy symptoms can be controlled with medications. A child with a cold needs additional rest and fluids in order to avoid complications and should remain home until symptoms have diminished.
2. Any child who vomits should not return to school until 24 hours have passed with no vomiting. Diarrhea may be difficult for a child to manage and may be a symptom of a contagious disease. Treatment requires diet modification, rest and fluids, which can be best managed at home.
3. Children who have had a contagious illness will be readmitted when recovery is complete and danger of contagion is past. Children who do not attend school during the school day due to illness may not attend Extended Day programs.
4. Please report all cases of head lice to the Summer Camp Office. If live insects or nits (eggs) are detected, the student will be sent home. A student may return to Camp once treatment with a medicated shampoo has been given and all nits are removed. Upon returning, the student will once again have his/her hair checked. If any nits are detected, the student will again be sent home. Children who have had head lice must remain out of school until all nits are eliminated.

Medication Policy

Plymouth-Canton Community School's policy prohibits employees from diagnosing, prescribing or dispensing medication of any kind to students without permission from the student's physician. If it is essential that medication be administered at camp, the following are necessary:

1. Written permission from the student's parent or guardian must be on file in the school office and with Extended Day.

2. A written statement FROM THE DOCTOR must be on file in the camp office and Extended Day. This must include the student's name, medication and physician's signature.
3. Medication must be in the ORIGINAL CONTAINER FROM THE PHARMACY clearly marked with the student's name, medication, dosage and time to be given.
4. Parents must bring all medications to Extended Day for storage in the camp office. Medication may not be hand carried to school by students.

Please Note: Emergency medication i.e. epipens and rescue inhalers may be carried by students under special circumstances (a medication permission form is still needed to hand-carry these emergency medications). Please contact the camp office if you have further questions about the parameters surrounding emergency medications.

The parent/doctor permission slip is available through the Extended Day site or the school office and IS REQUIRED FOR ALL MEDICATIONS, including over-the-counter items such as aspirin, cold remedies, cough medicines, cough drops, eye drops, ointments, etc. It is the responsibility of the parent to secure the information from the physician along with the required signature. Medications will be stored in the school office. Emergency medications, i.e. epipens, rescue inhalers will be stored at the Extended Day site. No medication of any kind

Transportation Policy

Students will be transported on PCCS buses for all field trips. Staff are not allowed to transport students in their personal vehicles.