



# Camp Roger

## 2019 Summer Camp Parent Guide

### Day Camp Information

**Day camp will meet at our Camp Scottie Campus: 8181 Newcosta Road Howard City, MI 49329**

#### **PACKING LIST FOR DAY CAMP**

Please label each of your child's items clearly with first and last name.

#### **Each day, please bring...**

- Back pack or gym bag with...
  - ✓ Sack lunch
  - ✓ Morning & afternoon snack
  - ✓ Water bottle
  - ✓ Sunscreen
  - ✓ Insect repellent (preferably with Deet)
  - ✓ Change of clothes (just in case!)
  - ✓ Plastic bag for wet clothing
- A pair of older tennis shoes or a pair of sandals with back straps; no flip flops please
- Jacket/sweatshirt for cool mornings
- Raincoat or poncho on rainy days
- Towel & Swimsuit (one piece or modest tankini for girls) – Campers will likely swim two of the days, but some additional camp activities may require swimwear.

#### **On Opening Day only...**

- All medications must be brought on Monday with enough for the week. Medication must be in the original container from the pharmacy.

#### **THINGS TO LEAVE AT HOME**

- All electronics devices (cell phones, iPods, iPads, tablets, electronic games, etc.)
- New or expensive clothing

NOTE: Stay tuned to our daily correspondence for information on anything you may need to bring or leave home on any given day.

#### **LOST and FOUND POLICY**

- Please label all your child's items with their full name.
- Items found during the session without a label are brought to the Camp Office, located inside Tamarack Lodge.
- Friday, at the end of the session, lost and found items are placed in a tub and brought back to Camp Roger's Rockford campus. Contact Deb at our main office (616-874-7286) to claim your items.
- Any unclaimed items will be held until the fall. Please call camp as soon as you realize you have a missing item. If we are able to locate the item(s), we will make arrangements with you for returning the item(s).
- All items left after September will be donated to a charitable organization.

#### **FRIEND/SIBLING REQUESTS**

At Camp Scottie, campers are placed into co-ed groups before the first day. Friends/siblings who wish to be in the same group must be within one grade of each other. Please note that there are opportunities throughout the day for all children to interact together. Because making new friends is an important goal at Camp Roger, we cannot necessarily honor requests of large groups of campers to be together.

#### **PARENT COMMUNICATION THROUGHOUT THE WEEK**

In order to communicate with you during your child's session, regarding program or weather-related changes, we will use the email you provided on your child's registration form, in addition to intermittent paper updates.

If you have any questions, please don't hesitate to contact us.

**Meet with a Director:** If you'd like to communicate face-to-face during your child's session, please contact us to set up a meeting with one of our directors immediately following drop-off or before pick-up.

**Photos and blogs:** Photos and updates are added to our website daily. Go to [CampRoger.org/news](http://CampRoger.org/news), to see photos and to read about what is going on each day at camp.



## **HEALTH HISTORY FORMS AND MEDICATIONS**

- Beginning in May, a link to complete an online health history form will be made available through your online registration login. (If you did not register online, you will still be able to complete the online health history form.)
- All health history forms must be completed prior to your child's arrival at camp. If you registered prior to May, you will receive an email notifying you when the online form is available. If you have any questions, please call the camp office at 616-874-7286.
- If there are any changes to be made to a submitted health form, please call the camp office to request that your form be reopened.
- All prescription medications, herbal supplements, and vitamins must be brought to camp on opening day, with enough medication to last the week. Medication must be in the original container from the pharmacy, with the camper's name, prescribing physician's name, medication name and dosage clearly marked on the container. Please do not send more medication than your child will need for the week.
- In accordance with state licensing rules, all camper medications, except rescue inhalers, will be stored in a locked cabinet in the Camp Office.
- The Camp Scottie campus is stocked with bandages, Tylenol/Ibuprofen, and antacids. It is not necessary to send these items along to camp.

As part of your check-in process, a few health questions will be asked. During the week, if your child has a fever or is vomiting, please call us and keep them at home. Your child should be fever-free for 24 hours before returning to camp.

Parents will be contacted by our onsite Health Officer with health-related concerns that are important to share (ie, injury, illness, medication concerns, homesickness, behavioral concerns).

Please have your child arrive with bug spray already applied each day. Counselors will continue to apply spray as the day goes on.

## **ACCOUNT BALANCES**

- All accounts must be paid in full by the Monday two weeks before Opening Day of your child's session.
- You may pay your balance before you arrive by mailing in a check to the Rockford address below, calling camp with a credit card number, or using the Return to Pay feature through your online registration account.
- Bus staff will not be able to accept payments nor are we able to process payments at the Camp Scottie campus. Balances are expected to be paid prior to the session.

## **CANCELLATION/REFUND POLICY**

If you cancel your child's registration 14 or more days before the beginning of the session, a cancellation fee of \$25 will be assessed and all other payment will be refunded. If you cancel less than 14 days before your child's session of camp, a fee of the minimum \$35 deposit will be assessed, and any other payment made will be refunded. Exceptions are only for medical reasons, family emergencies, or death in the family. In such case, only the \$25 cancellation fee will be assessed.

## **ARRIVAL AT CAMP: 8:00 am – 8:30 am**

Please double check your reminder email or statement of account to confirm the start date of your child's session. Each day check in/drop off is from 8:00 to 8:30am.

## **Opening Day (Monday)**

### Opening Day Drop off at Camp Scottie Campus

- If you arrive earlier than 8:00am, you should wait in your car in the front driveway until we open the gate.
- Please park where directed and head over to Tamarack Lodge to meet the directors and counselors and complete check in.
- Once your child has met his/her counselor, you will say goodbye to your camper and he/she will join the group in opening morning activities.
- You will have an opportunity to connect with your child's counselor and share any specific things about your child.
- You will also be asked to complete a brief health survey. If your child takes medication you will turn it in at this time. (Please refer to the Health History Forms and Medications section of this Parent Guide for specific instructions.)
- Once this is complete return to your car and head back out the drive you came in on. See you at the end of the day!

### Opening Day Drop off at Bus Stops

- Please be at your designated bus stop at least 5 minutes before scheduled pick up. A bus stop schedule will be sent to you in an email the Tuesday before your session. It will also be available on our website in the spring.
- When the bus arrives to pick up your camper, the driver and second staff member will sign in each camper, tell you about your camper's counselor, and collect any medication that your child needs for the week. (See the Health History Forms and Medications section of this Parent Guide for more details.) You will also complete a brief health survey and verify the persons authorized to pick up your child at the end of the day.
- In order to stay on our tight busing schedule, we will need to keep this process as efficient as possible.



## ARRIVAL AT CAMP: 8:00 am – 8:30 am (con't)

### **Non-Opening Day (Tuesday – Friday)**

#### Drop off at Camp Scottie Campus

- If you arrive earlier than 8:00am, you should wait in your car in the front driveway until we open the gate.
- Please drive in to the designated drop off spot and you will be greeted by one of our staff. **Note: Please remain in your car as your campers get out. Campers should stay in their vehicle until greeted.**
- Once all your campers are dropped off please continue around the loop of the drive and head back out the way you came in. See you at the end of the day!

#### Drop off at Bus Stops

- Please be at your designated bus stop at least 5 minutes before scheduled pick up.
- When the bus arrives to pick up your camper the driver and second staff member will sign each camper in.
- In order to stay on our tight busing schedule, we will need to keep this process as efficient as possible.
- If you need to change your bus stop during the week, please contact one of our Day Camp Directors to let them know.

## LATE ARRIVALS/ABSENCES

We understand that occasionally a camper family may arrive late due to unforeseen circumstances. If you know you are running late, please call our director's cell phone (listed on the last page) as soon as possible.

### **Late for drop-off at Camp Scottie**

Call the camp director and arrange details for a meeting place upon arrival.

### **Late for bus stop**

Our bus stops at pre-established times and must continue on schedule in order to remain reliable. **We will not hold the bus for your child.** Please call the camp director to determine whether you can drop your child at a different bus stop, or whether you must arrange alternate transportation to the Camp Scottie Campus.

Ultimately, it is your responsibility to transport your child to Camp Scottie or to the bus stop at the designated time.

### **Absences**

If you anticipate your child having to miss certain days of the session due to sports, appointments, or other commitments, we encourage you to choose a different session for him or her to attend. If this is not an option, be advised that session pricing cannot be divided by day. Please contact us at camp if you would like to discuss a potential absence from a session.

## DEPARTURE FROM CAMP 4:30 pm – 4:45 pm

#### Pick up at Camp Scottie

Camper pick up is from 4:30 to 4:45pm. If arriving before 4:30, please pull into the front drive and wait behind the gate until we open it. Please pull forward to our greeting staff and wait in the car as we bring your camper to you. We ask that you stay in the car to streamline the process. Our staff will help your children to the car, and buckle them in. Any labeled items that are left behind will be gathered and placed in your child's group cubby and sent home with them the next day. **Campers will only be released to authorized persons based on names provided by the parent/guardian.** Please call the Camp Scottie Director to add authorized names. If another authorized person is picking up your child, please share this procedural information with them.

#### Pick up from Bus Stops

Your camper will be dropped off at the designated time of their bus stop. The bus will remain there for 5 minutes and promptly leave for the next stop in order to remain on schedule.

When you pick up your camper please approach the bus, and the staff member will check out your camper(s) when you sign the check-out form. **Campers will only be released to authorized persons based on names provided by the parent/guardian.** Please call the Camp Scottie Director to add authorized names.

If you are not going to make it to the bus stop on time, please call our director and make arrangements to meet at a stop farther down the route.

The bus will leave Camp Scottie at the same time each day in an effort to keep to the bus stop schedule. Please know that your child's safety is our first concern and traffic conditions may alter the schedule.

## QUESTIONS BIG OR SMALL

Please visit our website at [CampRoger.org](http://CampRoger.org) for more information. Also, feel free to call our main office at Camp Roger. We'd love to hear from you and help ensure that your child has an amazing summer with us. If you have an immediate need, please call our camp director or program director.

### **Camp Director – Matt Zwiep**

Phone: (616)648-7159 Email: [matt@camproger.org](mailto:matt@camproger.org)

### **Program Director – Michelle Putlak**

Phone: (708)601-9884 Email: [michelle@camproger.org](mailto:michelle@camproger.org)

### **Camp Scottie Phone: (231)937-7999**

(available during summer session only)

**Note:** We will answer our cell phones and emails until 7:00 pm and will check any messages and emails by 7:00 am the next day to be sure we can connect on any emergent needs.

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