



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **HOLIDAY HILLS DAY CAMP Parent Guide**

**YMCA CAMP COPNECONIC**

10407 N. FENTON RD  
FENTON, MI 48430

**WWW.CAMPCOPNECONIC.ORG**

**P 810 629 9622  
F 810 629 2128**



# PARENT GUIDE TO DAY CAMPS

## **DEAR PARENT/GUARDIAN,**

Thank you for enrolling your child in our Holiday Hills Day Camp program. You have taken a very important step in helping your child develop to his or her full potential. Let us assure you that we will do everything possible to make your child's experience at camp a positive one. This guide will help you prepare your child for an exciting, safe, fun and adventurous experience. If you have any questions or concerns, please feel free to contact us.

## **CAMPER CONFIRMATION AND PAYMENT**

If the camp fee has not been paid in full, the balance is required three (3) weeks prior to session start date. Camp Copneconic accepts checks, money orders, cash, or credit card. Returned checks are subject to a \$25 fee.

## **REFUND POLICY**

One-half the deposit is refundable up to 30 days prior to the session start date. Deposits are NON-REFUNDABLE after 30 days prior to the session start date.

Example: You paid the required deposit of \$75 for your child to attend the camp session starting June 18. If you need to cancel, you must phone the camp. If you cancel before May 18, your refund will be \$37.50 (1/2 of the \$75 deposit). If you cancel after May 18, you are not able to receive any part of the \$75. Should a camper leave before the end of a session, there will be no refund of fees, except by direct authorization of the Executive Director.

## **HEALTH HISTORY and CAMPER RELEASE FORM**

The health form can be completed and submitted online from your Camp in Touch account. Please read, complete fully, sign, and return to camp at least three (3) weeks prior to camper's session start date. All information given on this form is CONFIDENTIAL. Contact the Camp Office if you'd like us to send you a paper form.

Please understand that your child will not be accepted at camp without a completed and signed form. Please note that you will be required to fill out a new health form for this summer, even if your camper attended camp in past years.

- Health History: Please be specific about the medication your child needs during their stay at camp. Medication should be sent in the original container with directions clearly marked. All prescription medications must have a pharmacy label with the camper's name, doctor's name, and correct directions for dispensing. **ALL PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS WILL BE GIVEN TO THE CAMP HEALTH OFFICER AT TIME OF CHECK-IN.**

- Camper Release/Authorized Grown Ups: Please include all persons (INCLUDING YOURSELF) that you are authorizing to pick up your child from Camp Copneconic at the end of the session or in case of an emergency arises where your child needs to leave camp. This can be updated on your child's Camp in Touch Account under "Authorized Grown Ups."

- Parent Notification: Parent or Guardian will be notified immediately by Health Officer or Camp Director if your child becomes ill or is injured at camp.

## **CAMP BEHAVIOR REINFORCEMENT**

The staff at YMCA Camp Copneconic will work very hard to practice positive reinforcement as the primary focus for the camper behavior. In addressing those campers that are finding it difficult to follow camp rules and policies, the following steps will be put in place:

Note: Actions deemed harmful to oneself or another camper are subject to immediate dismissal.

- Step 1: Counselors will address behavior with the camper, helping the camper to understand the rules and take responsibility for changing the behavior.
- Step 2: Senior staff will meet with the camper to discuss and implement solutions
- Step 3: The camper will meet the Camp Director. Parental contact and clear objectives will be established.
- Step 4: The camper will be removed from camp without a refund. A Parent or Guardian will be asked to pick up the camper from Camp Copneconic as soon as possible.

## **ARRIVAL AND DEPARTURE TIMES**

Campers are to arrive at the Day Camp area at the appropriate times each day. At the end of each day, you will be picking up your child at the same location. Please walk your child to the designated Check-in/Check-out Station to sign your child in and out of camp each day.

### **DAILY ARRIVAL TIME**

8:00-8:30 AM

### **DAILY DEPARTURE TIME**

4:30-5:00 PM

Picture identification is required to check out campers.

Please have available for verification every day.

## **EXTENDED HOURS: BEFORE AND AFTER CAMP CARE**

An extended care option is available for early drop-off or late pick-up. The additional cost per camper is \$5 per camper for each early care morning, and \$5 per camper for each late care evening. This allows you to drop your camper off as early as 7:00 AM and pick up as late as 6:00 PM. Please contact the Camp office if you would like to use this option and have not requested it on your child's registration form, or add through your child's Camp in Touch Account by checking on the application.

## **COPNECONIC T-SHIRTS AND CAMP STORE**

The Day Camp Store will be open every Friday during check-out, 4:00-5:15 PM. Camp t-shirts can be pre-ordered and will be distributed on check-in day.

## **CLOSING CEREMONY & RANCH RODEO**

A closing ceremony will take place on Friday of each week, starting at 4:00 PM. We invite parents to campfire song performances from each age group, and a closing slideshow. The closing ceremony takes place underneath the Holiday Hills Day Camp Pavilion. Campers in Boots-n-Saddles and Horse Lovers will have a rodeo at 3:15 PM.

## **FORMS CHECK LIST FOR CAMP**

All Forms and final payments are due 3 weeks prior to your session.

- Day Camp Health Form, Immunizations and Copy of Insurance Card
- Day Camp Code of Conduct
- Summer Food Program Form

## **LOST AND FOUND**

Although Camp Copneconic assumes no responsibilities for lost articles, we make attempts to return all lost articles at the end of each camp day. At the conclusion of each camp week, items left behind will be placed in Lost and Found. Please make every effort to check the Lost and Found area before departing for home. If any items are not claimed within two weeks, they will be donated to charity.

## **WHAT TO BRING, AND WHAT NOT TO BRING TO CAMP**

Below is a list of suggested items to bring to camp. Prior to your child's arrival, please clearly mark your child's name on all items to prevent loss and help claim if lost. Children sometimes borrow, loan, exchange, forget, or find clothes and items from others. Our counselors will monitor this as best as possible but please understand that Camp Copneconic is not responsible for damaged or lost items.

### **WHAT TO BRING DAILY:**

- Come dressed for the weather (bring a change of clothes for changes in weather)
- Shoes for walking (No sandals)
- Swimsuit (One-piece style only please)
- Towel
- Insect Repellent (Non-aerosol preferred)
- Sunscreen
- Hat
- Rain gear
- Extra t-shirt
- Sweatshirt/jacket
- Water bottle
- Day pack or book bag to carry everything
- Theme costume for Friday (Optional)

### **BOOTS-N-SADDLES AND HORSE LOVERS PROGRAMS ONLY:**

- Heeled boots or shoes for riding
- Full-length pants

### **WHAT NOT TO BRING**

**Please Do Not Bring:** Please do not bring any pets/animals, money, cell phones, radios, ipods/mp3 players, food, candy, gum, matches, cigarettes, blow dryers, electrical equipment or electronic games. We cannot ensure their safety and such items disagree with the camp philosophy that all campers are equal. Thank you!

**WEAPONS OF ANY KIND**, including, but not limited to, guns/firearms, knives, and archery equipment, are strictly prohibited. We are a drug and alcohol free environment. If found, campers will be asked to leave camp immediately and authorities will be notified.