



**2018 City-County Day Camp  
at  
Civic Center Park**

**A Partnership Between  
City of Traverse City Parks and Recreation  
and  
Grand Traverse County Parks and Recreation**

**April 2, 2018: Registration Forms Available  
April 9, 2018: Registration Opens at 8:00 a.m.  
June 18, 2018: Camp Starts  
August 24, 2018: Camp Ends**

**Camp space is limited to 50 campers per week, and available on a first-come, first-served basis.**



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April 2018

Dear Parents and Guardians:

Welcome to the 2018 Traverse City-Grand Traverse County Day Camp season.

For the past 24 years, the City of Traverse City and Grand Traverse County have collaborated to bring this opportunity to our area's children. City Parks and Recreation provides staff and programming, and County Parks and Recreation provides the facility, Howe Arena at the County's Civic Center Park, at a greatly reduced rate. Our goal is to provide a day camp experience that will promote healthy, memorable activities in a fun, safe environment, indoors and outdoors.

This booklet includes all of the information, instructions, and forms for this summer's Day Camp.

If you have any questions or require additional information, please contact City Parks and Recreation at 231-922-4900, Extension 0, or Extension 144, from Monday through Friday, between 8 a.m. and 4 p.m.

**As a reminder, all children are required to be signed in and out by parents/guardians at the beginning and end of camp each day.**

We hope you have a wonderful summer!

Sincerely,

Mr. Derek Melville, Superintendent  
Parks and Recreation Division  
City of Traverse City

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### General Information

City-County Day Camp is open to **children who have completed first grade, or who will be seven years old by June 1, 2018, through 12 years of age**, with a maximum limit of 50 participants per day. The ratio of campers-per-counselors is approximately ten to one. Campers may register ahead of time for any number of the one-week sessions, or sign up on a daily basis, as space allows (see instructions below).

### Registration Forms Available:

- on line at the City of Traverse City's website, [www.traversecitymi.gov](http://www.traversecitymi.gov)
- at the City Parks and Recreation Office, 625 Woodmere Avenue (8 a.m. to 4 p.m.)
- at the Grand Traverse County Parks and Recreation Office, 1213 W. Civic Center Drive (8 a.m. to 4:30 p.m.)

**Please submit all completed forms** to the City Parks and Recreation Office, 625 Woodmere Avenue, beginning at 8 a.m., Monday, April 9, 2018. **NOTE: Camp often is fully reserved the first day of registration, and a line usually forms prior to 8 a.m. that day.**

### **Location and Times (Day Camp Hours)**

City-County Day Camp is held at the Grand Traverse County Civic Center in Howe Arena. The ten-week program begins Monday, June 18 (subject to final day of school for TCAPS), and ends on Friday, August 24. Howe Arena is not available some dates because of prior scheduled events, and on such days, camp will be held at the county's Twin Lakes location due to the usual backup Hickory Hills being under construction. Parents and guardians will be notified in advance when this occurs.

**Directions:** Enter the Civic Center Park from Garfield on to north Civic Center Drive, or from Eighth Street on to south Civic Center Drive. Howe Arena is inside the Civic Center building at the north end of the park. The arena serves as summer day camp "headquarters".

**Hours:** Hours of activity are between 8:30 a.m. and 4:30 p.m. Staff is available from **7:45 a.m. to 5:30 p.m.** for those who must drop off campers early or who must pick them up later because of work hours. Parents must provide transportation to and from camp.

**NOTE: An additional charge of \$15-per-family, per-15-minutes (or a portion thereof) will be charged for pickups later than 5:30 p.m.**

When you know your child will not attend camp, please call 231-590-3750 for notification as soon as possible. **NOTE: Half-day attendance is NOT permitted.**

### **Day Camp Phone Number**

Beginning June 18, the contact number for Day Camp is 231-590-3750.

### **Camp Fees and Deposits**

**A nonrefundable, nontransferable \$10-per-camper, per-week deposit (including daily pre-registrations) must accompany each camper's registration form.** This deposit is applied to the camper's weekly total registration fee, which must be paid on the first day the camper attends camp for that week. **No exceptions, please.**

**Weekly Fees:** \$110 per camper, per week

**Week #1 Fees:** May adjust if school does not end by June 15, 2018

**Week #3 Fees:** \$89 per camper

**Daily Fees:** \$26 per camper, per day

**NOTE:** There is no camp on Wednesday, July 4, 2018

### **Payment Guidelines**

1. Please pay by check or money order, payable to the "City of Traverse City." Camp counselors will not accept cash for daily/weekly camp fees. Credit/debit cards cannot be accepted.
2. Please indicate on the memo portion of your check the child(ren)'s name(s). This is especially important if the child has a different last name from the parent.

3. Please keep in mind that you cannot transfer monies paid from one week to another. Example: If you pay for an entire week and child only attends three days, you may not transfer the remaining balance to the next week. The remaining money is forfeited.
4. You are responsible for your own accounting for the year for tax purposes. A year-end summary is not provided. **For income tax preparation, the Federal Identification Number is H-38-600-4740. Please save the number for future tax reference.**

### **Cancellation Policy**

- All cancellations must be received, in writing, or via e-mail, **at least two weeks to the day** before your child is scheduled to attend camp.
- Complete a cancellation request (or e-mail) using the "Record of Cancellation" form supplied by the City. A minimum **of two weeks to the day notification** is required in order to not pay for the originally registered week.
- Cancellation forms are available from camp counselors, and one is attached to this booklet.
- Cancellations are not accepted by phone.
- If written notice for a cancellation is **not** received, then: the parent/guardian is held responsible for full payment for that week, because a spot for the child was already reserved, causing others to be turned away; no refund of any deposits already paid will be issued.

### **Switching Days**

Days of attendance may only be switched space permitting and by making arrangements two weeks or more before the requested date(s).

### **Adding Days to Registration: "Last-minute Additions" Policy**

- All additional days are available on a first-come, first-served basis.
- Balance due must be current before a parent/guardian is permitted to arrange for any additions.
- All registrations, including last-minute registrations, are handled through the City Parks and Recreation Office at 625 Woodmere Avenue. City-County Day Camp counselors are not authorized to handle them.
- If you are pre-registered and wish to add last-minute days to your schedule, contact the Parks and Recreation office at 231-922-4900, Extension 0, between 8 a.m. and 4 p.m. to discuss. Children are **not** permitted to be dropped off without prior arrangements, authorization and notification.

### **Disciplinary Actions**

To protect the safety of the other children and staff progressive disciplinary action may be taken by camp staff when campers consistently disregard camp rules and policies. Disciplinary action occurs in the following order.

1. Verbal reminder
2. "Time-out", when child is asked to sit quietly for 15 minutes
3. Contact parent(s)-guardian(s) to reinforce rules
4. Contact parent(s)-guardian(s) to pick up child for remainder of the day or week.
5. Remove the child from camp for the remainder of the summer.

### **A.D.A. (Americans with Disabilities Act)**

It is our intent to provide reasonable accommodations to assist people with disabilities to participate in our programs, and use our facilities and services. Please let us know in advance if your child needs special accommodations by calling 231-922-4900, Extension 0, Monday through Friday, 8 a.m. to 4 p.m.

## **Health and Waiver Forms**

Health and waiver forms for each camper, included in this packet, **MUST** be fully completed and turned in before any child may attend day camp. Additionally, a health history review must take place with camp staff the first day a child attends camp.

## **Gratuities**

Day camp counselors may not accept any gifts or gratuities.

## **Lifeguard Information**

We do not offer lifejackets to campers. Parent(s)/guardian(s) who would like their child to wear a lifejacket while swimming at the beach, must supply one. The child is responsible for his/her own lifejacket, and must carry it to and from the beach. Only U.S. Coast Guard-approved lifejackets may be used. On Civic Center pool-swim days, the on-duty lifeguard will determine whether lifejackets will be permitted in the pool.

## **Staffing**

Day camp staff is composed of adults and college students. Students selected as staff usually are working on degrees in education, parks and recreation, or other related fields. Non-students are either teachers or other individuals qualified to work with children. Staff is composed of both females and males.

## **Lunches**

- Each day, Monday through Thursday, each child must bring a sack lunch that does not require refrigeration. Lunch may be packed in a small cooler with the camper's name clearly labeled on it. As a reminder, day camp is not responsible for any lost or stolen items.
- Every Friday is "Pizza Day." If a child may not have pizza, please send a lunch on that day, also. There are no discounts for opting out of Pizza Day.

## **Clothing**

- Please send children in weather-appropriate clothing, with shoes that may get wet and dirty. Play and activities extend to the Civic Center Park grounds. Campers and staff also take walks, make field trips to Bryant Park beach, and more. Campers will remain indoors during inclement weather.
- Please write your child's name on all items. **No sandals or open-toed shoes** permitted.

## **Off-site Activities**

- The day camp uses TCAPS' busses for field trips beyond walking distance.
- Beach trips begin when the weather is appropriate. Each child must provide his/her own beachwear and towel. Every child will undergo swim testing to gauge his/her ability. Swimming lessons are not provided.
- "Summer in the Garden," the Grand Traverse Area Children's Garden summer program, will teach campers how to grow and care for gardens, and provide tips on nutrition and healthy foods. This hands-on program takes place at the Traverse Area District Library and in Hull Park.

**Newsletter**

- You will receive a weekly camp newsletter by E-Mail, on the “Enrollment” form, please include E-Mail addresses for all involved parents and legal guardians.
- Hand-delivered on the first day of registration, April 9, 2018, will take precedence over mail-ins. Mail completed registration forms, health, waiver forms/deposits to:

City-County Day Camp  
Traverse City Parks and Recreation  
625 Woodmere Avenue  
Traverse City, Michigan 49686

# 2018 City-County Day Camp Registration Form (One Per Camper)

**Registration begins on April 9, 2018, on a first-come, first-served basis.**

Please enroll my child in the City-County day camp for the sessions indicated below. For each child, I have included a \$10 non-refundable, non-transferable deposit per week (including daily registrations) with this registration form.

Weekly Fees: \$110 per camper, per week

Week #3 Fee: \$89 (No camp July 4)

Week #1 Fee: May change if school does not end by June 15

Daily Fee: \$26 per camper, per day

**PLEASE PRINT**

Child's Name: \_\_\_\_\_ Male \_\_\_ Female \_\_\_

Name of Parent or Legal Guardian: \_\_\_\_\_

Parent's or Legal Guardian's Address: \_\_\_\_\_

Stepmother's Name (If applicable): \_\_\_\_\_

Stepfather's Name (If applicable): \_\_\_\_\_

E-Mail: Mom: \_\_\_\_\_ Dad: \_\_\_\_\_

Child's Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Last Grade Completed: \_\_\_\_\_

School Attended this Year: \_\_\_\_\_

Parents' Phone Numbers: Mom's Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Dad's Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Home: \_\_\_\_\_

Legal Guardians' Phone Numbers: Guardian's Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Guardian's Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Step-parents' Phone Numbers: Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list those individuals authorized to pick up the above-listed child from day camp. If there are any changes to this list, please immediately inform counselors.

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

***I am enrolling my child for the following dates. (If signing up for entire week, then place an X next to "Entire Week.")***

			Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>	Entire Week ___	<b>Circle</b>	6/18	6/19	6/20	6/21	6/22
<b>Week 2</b>	Entire Week ___	<b>Days</b>	6/25	6/26	6/27	6/28	6/29
<b>Week 3</b>	Entire Week ___	<b>Requested</b>	7/2	7/3	No Camp	7/5	7/6
<b>Week 4</b>	Entire Week ___		7/9	7/10	7/11	7/12	7/13
<b>Week 5</b>	Entire Week ___		7/16	7/17	7/18	7/19	7/20
<b>Week 6</b>	Entire Week ___		7/23	7/24	7/25	7/26	7/27
<b>Week 7</b>	Entire Week ___		7/30	7/31	8/1	8/2	8/3
<b>Week 8</b>	Entire Week ___		8/6	8/7	8/8	8/9	8/10
<b>Week 9</b>	Entire Week ___		8/13	8/14	8/15	8/16	8/17
<b>Week 10</b>	Entire Week ___		8/20	8/21	8/22	8/23	8/24

**Parent/Guardian:** Please make a copy of this form for yourself as a reminder of when child is signed up.

Please indicate appropriate t-shirt size below with an X.

**Child's T-shirt Size:** Adult Sm \_\_\_ Adult Med \_\_\_ Adult Large \_\_\_ Child Sm \_\_\_ Child Med \_\_\_ Child Large \_\_\_

## Health History and Swimming Information Form

(Must be completely filled out.)

**PLEASE PRINT**

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ Age: \_\_\_\_ Male: \_\_\_\_ Female: \_\_\_\_

Parent's or Legal Guardian's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

If not available in an emergency, notify this person:

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

**Health History**

Does or has camper ever had any of the conditions listed below? Please place X in appropriate column.

Condition	Yes	No	Condition	Yes	No
1. Hay Fever, Asthma, or Wheezing			8. German Measles (Rubella)		
2. Convulsions/Seizures			9. Measles		
3. Heart Trouble			10. Mumps		
4. Diabetes			11. Other Allergies (List Below)		
5. Insect Sting Allergies			12. Physical Limitations		
6. Drug Allergies (List Below)			13. Special Health or Behavioral Issues		
7. Chicken Pox			14.		

Information from Lines 6, 11, 12, and 13: \_\_\_\_\_

Other Health Concerns: \_\_\_\_\_

Name of Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist/Orthodontist: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergist: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Medical Hospital Insurance Carrier: \_\_\_\_\_

Policy or Group Number: \_\_\_\_\_

**Immunization Record for: \_\_\_\_\_**

**(Must be completed and turned in at registration.)**

	Polio	MMR	Diphtheria Tetanus- Pertussis	HIB Influenza Type B	Varicella	HBV Hepatitis B	Pneumococcal Conjugate	Other
Date Initial Immunization Completed								
Date of Most Recent Booster								

**Camper Restrictions and Medications**

Special Diet: \_\_\_\_\_

Current Medications (If prescriptions need to be administered by camp staff, they must be in original prescription container.):  
\_\_\_\_\_

Any Specific Activities to Be Discouraged: \_\_\_\_\_

Any Additional Information: \_\_\_\_\_

**Swimming Restrictions and Information**

All information must be completed and signed or registration cannot be accepted, and child will not be permitted to attend our day camp.

*I understand that my child will have an opportunity to participate in the day camp's beach/pool swim program, and give my child permission to participate.*

My child is a (please check one): Swimmer [ ] Non-swimmer [ ]

If you wish your child to wear a lifejacket, you must supply the lifejacket (must be U.S. Coast Guard-approved)

*I will provide a lifejacket for my child (please check one):* Yes [ ] No [ ]

**Father**\_\_\_\_ **Mother**\_\_\_\_ **Legal Guardian**\_\_\_\_ **Step-parent**\_\_\_\_

(Please place an X next to the appropriate choice above, and sign below.)

\_\_\_\_\_  
Signature of Parent or Legal Guardian \_\_\_\_\_  
Date



## Wavier of Liability for Minor (Under Age 18) City of Traverse City

The undersigned parent or legal guardian of the minor/camper named below, voluntarily and in consideration of allowing participation in the Traverse City-Grand Traverse County Day Camp, hereby, agrees to release, discharge, hold harmless and waive any and all claims including negligence claims for personal injury to my child or child's property that may be caused by any act, or failure to act, by the City of Traverse City and each and all of its elected and appointed officials, employees, volunteers, representatives and agents and each and all of its employees and representatives in connection with or arising out of the participation of the undersigned in this activity. This waiver binds me, the undersigned, the minor and the minor's heirs, executors and assigns.

I also understand all risks involved in this activity and have had the opportunity to call the City of Traverse City or its agents and employees to ask any questions that I may have, and on behalf of the minor/camper named below, I assume the risk of all dangerous conditions associated with this activity and agree that I am solely responsible for any injuries incurred by my minor child in connection with this activity.

I understand that the City of Traverse City staff occasionally take pictures to promote city programs, facilities and amenities in promotional materials, such as brochures, fliers, social media, etc. I agree to allow my child to be photographed for this purpose. I understand that if I do not wish to allow my child's photograph to be used for this purpose, that I must submit a request in writing to the City Clerk.

I acknowledge that I have received a copy of and read the '2018 Summer Day Camp Booklet'. I certify that the minor/camper named below is eligible to participate in the Traverse City-Grand Traverse County summer day camp.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2018

**Caution:** Please read the above before signing. By signing this agreement, you are agreeing that you will not sue the City of Traverse City, its employees, officials, volunteers, representatives, or agents in connection with the below-named minor's participation in the Traverse City-Grand Traverse County Day Camp.

Date: \_\_\_\_\_

Minor's/Camper's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent's or Legal Guardian's Name (Please print.): \_\_\_\_\_

Parent's or Legal Guardian's Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone (Cell, with Area Code): \_\_\_\_\_

Telephone (Work, with Area Code): \_\_\_\_\_

Telephone (Home, with Area Code): \_\_\_\_\_

## Payment and Collections

During the last few years, problems have arisen with scheduling and payments for day camp services. Our policy is that two (2) weeks' notice using the supplied "Record of Cancellation" form, or E-Mail notification is required to change any dates.

When changing dates, deposits for days changed are not applied to new dates. Deposits are non-transferable.

Further, there have been issues with receipt of timely payments. Payment is expected on the first day of the week during which your child will attend. If you have an outstanding balance from the previous week or an outstanding late fee, you will only be permitted to drop your child off through the following Friday. If, at the end of the day on that Friday, your account has not been brought current, your child/children will not be permitted to attend camp the next Monday. There are no exceptions to this policy. Your child/children will be permitted to return to camp once your account is made current.

The City Treasurer's Office is used as the day camp's "collection agency." Following two (2) weeks of nonpayment on your account, the account will be turned over to the City Treasurer's Office, and your child/children will not be permitted to attend camp until all balances are paid.

*I acknowledge that I have received a copy of and read the document, "Payment and Collections."*

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Signature of Parent or Legal Guardian

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Date

## Summer Day Camp Record of Cancellation

**A minimum of two weeks' written cancellation notice is required to not pay for weeks/days for which child/children already is/are registered. Telephone and verbal cancellations are not accepted.**

Today's Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

### Dates of Cancellation

From \_\_\_\_\_ through \_\_\_\_\_

Cancelled by: \_\_\_\_\_  
Please Print Name Signature

These forms are available at the sign-in station.

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Today's Date: \_\_\_\_\_

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Please Print Name Signature

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