

Greetings Day Camp Parents:

The City of Traverse City Parks and Recreation Staff are happy to report that we are actively planning a Summer 2021 Day Camp program!

We've been working internally with support from State of Michigan Camp officials to plan a fun and safe camp season this year, despite the obvious changes due to COVID-19. Camp will look a little different this summer, but we do know that the Howe Arena will be our home base, that we can take some field trips and of course that we'll have plenty of fun activities for the kids. We also know that all campers will be required to wear masks when indoors, on school buses or during periods of time where 6 feet of distance cannot be maintained. Daily check-ins for symptoms will also be required for all campers.

Day Camp dates will be June 28, 2021 – August 27, 2021. Cost of camp this year will be \$135 for full weeks (5 days/week) or \$35 per day for part time campers.

Initial registration will be done completely online this year, so no more waiting in line early in the morning to reserve your spot.

Beginning on Saturday, May 1, 2021, at 8:00 a.m., please send an email to sdodge@traversecitymi.gov containing the following information:

Parent and/or Legal Guardian's name(s) and email addresses.

Name and age of each child you would like to register for camp.

By sending an email we will have a date and time stamp in which to register the children on a first come first serve basis. If we receive your email prior to 8:00 a.m., it will go to the bottom of the registrations.

If you receive a response to your email telling you that your email did not go through because it is too large (or for any other reason), please forward this email as it will have your original date and time stamp.

The 2021 Summer Day Camp packet is included with this letter. Please also download the packet, fill out completely and make sure you sign every page that needs a signature. Include current immunizations records, if you have them. If not, you will need to get them to me before the child attends camp.

You will have (7) seven days after Saturday, May 1, 2021 to get your completed packet to us via email, delivering it to the DPS building, 625 Woodmere Ave., or regular mail.

After the (7) days has passed, we will be entering all of the requested schedules to have a better idea of how many children we can accommodate this summer. We will be notifying you of enrollment via email.

Please email sdodge@traversecitymi.gov if you have any questions.

We're looking forward to another great City of Traverse City Summer Day Camp season.



**2021 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 26, 2021: Registration Forms Available
May 1, 2021: Registration Opens at 8:00 a.m.
June 28, 2021: Camp Starts
August 27, 2021: 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 2021

Dear Parents and Guardians:

Welcome to the 2021 City of Traverse City-Grand Traverse County Day Camp season.

For many years the City of Traverse City and Grand Traverse County have collaborated to bring this Day Camp 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 144, Monday through Friday, between 9 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

General Information

City-County Day Camp is open to **children who have completed first grade, or who will be seven years old by June 28, 2021, 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

Please submit all completed forms beginning Sunday, May 2, 2021 via email to Sdodge@traversecitymi.gov, or mail to Department of Public Services, 625 Woodmere Ave., Traverse City, MI 49686, Attention: Sheila Dodge or there is a drop box at the Department of Public Services Building by the front entrance door on the right hand side. If you use the drop box, make sure that your packet is stapled or paper clipped together.

Location and Times (Day Camp Hours)

City-County Day Camp is held at the Grand Traverse County Civic Center in Howe Arena. The program begins Monday, June 28, 2021 and ends on Friday, August 27, 2021. 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 Park location. 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/text 231-590-3750 for notification as soon as possible. **NOTE: Half-day attendance is NOT permitted.**

Day Camp Phone Number

Beginning June 28, 2021 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. If you send your registration via email, you will need to send your deposit check or Money Order to Department of Public Services, 625 Woodmere Ave., T.C. 49686 Attention: Sheila Dodge. 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: \$135 per camper, per week

Daily Fees: \$35 per camper, per day

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. Bring **Immunization Records** on the day of registration.

Gratuities

Day camp counselors may not accept any gifts or gratuities.

Lifejacket 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 and at least two snacks that does not require refrigeration. Lunch/snacks 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, Pop and Cookie Day." If a child may not have pizza, pop or cookies, 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.

Newsletter

- You will receive a weekly camp newsletter by the E-Mail addresses, on the "Enrollment" form, please include E-Mail addresses for all involved parents and legal guardians.

City-County Day Camp
Traverse City Parks and Recreation
625 Woodmere Avenue
Traverse City, Michigan 49686
231-922-4900

2021 City-County Day Camp Registration Form (One Per Camper)

Registration begins on May 1, 2021, 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: \$135 per camper, per week

Week #2 Fee: \$110 (No camp July 5)

Week #1 Fee: May change if school does not end by June 28

Daily Fee: \$35 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 |
|---------------|-------------------|------------------|--------|---------|-----------|----------|--------|
| Week 1 | Entire Week _____ | Circle | 6/28 | 6/29 | 6/30 | 7/01 | 7/02 |
| Week 2 | Entire Week _____ | Requested | OFF | 7/06 | 7/07 | 7/08 | 7/09 |
| Week 3 | Entire Week _____ | | 7/12 | 7/13 | 7/14 | 7/15 | 7/16 |
| Week 4 | Entire Week _____ | | 7/19 | 7/20 | 7/21 | 7/22 | 7/23 |
| Week 5 | Entire Week _____ | | 7/26 | 7/27 | 7/28 | 7/29 | 7/30 |
| Week 6 | Entire Week _____ | | 8/02 | 8/03 | 8/04 | 8/05 | 8/06 |
| Week 7 | Entire Week _____ | | 8/09 | 8/10 | 8/11 | 8/12 | 8/13 |
| Week 8 | Entire Week _____ | | 8/16 | 8/17 | 8/18 | 8/19 | 8/20 |
| Week 9 | Entire Week _____ | | 8/23 | 8/24 | 8/25 | 8/26 | 8/27 |

Parent/Guardian: Please make a copy of this form for yourself as a reminder of when your 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 | | 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.)

(Or a copy from your child(ren)s doctor's office.)

| | 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

Authorization and Consent of Parent/and or Legal Guardian

The following must be signed and dated by the camper’s parent and/or legal guardian.

I certify that the information provided on the Health History and Swimming Information Form is correct as far as I know, and the person herein described has permission to engage in all prescribed activities, except as noted within this document.

Signature of Parent or Legal Guardian

Date

I hereby give consent for routine, non-surgical, medical care (first aid) by a camp counselor, and I also hereby give consent for emergency transport by ambulance and emergency medical or surgical treatment.

Camper’s Name: _____

Signature of Parent or Legal Guardian

Date

OR

Due to religious objections to the consent of emergency medical or surgical treatment, I,

_____ [name of parent or legal guardian],

testify that _____ [name of child]

is in good health, and that I assume health responsibility for this camper.

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 City of 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 '2021 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.

I acknowledge that the Summer 2021 rules for camp attendance require my child to wear a cloth mask/face covering during periods of time and that daily health screenings including temperature checks may be required.

Signed this _____ day of _____, 2021

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."

Signature of Parent or Legal Guardian

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.

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.