

2022 handbook

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registration information

the basics

- The Henry Ford Summer Camps **run Monday, June 27 through Friday, August 12**. Camps are not offered the week of July 4.
- Each day begins at 9 a.m. (with drop-off beginning at 8:30 a.m.) and ends at 4 p.m. Extended care options are available.
- Sessions are offered for children entering grades 2-5 in fall 2022.
- Camps range in size from 16-18 children, with a goal of maintaining a camper-to-counselor ratio of 8:1.
- Camp sessions are one-week long (Monday-Friday). We strongly advise registering for one week of camp only, as sessions are repeated throughout the summer.
- Campers provide their own transportation to The Henry Ford. The supervised drop-off and pickup location will be provided in the informational email you will receive after registration.
- Sessions include a supervised brown bag lunch hour.
- If your child requires special accommodation, please email summercamp@thf.org.
- Camp programming is subject to change.
- Due to the ongoing nature of the COVID-19 pandemic, all campers and adults are required to wear masks during indoor camp activities and anytime an appropriate social distance cannot be maintained.

grade levels

Each session carries a grade level and is appropriate only for campers entering those designated grades in fall 2022. Grade requirements are determined around the developmental, academic and physical considerations of children in a specific age range. It is important



that all participants attend the camp for their grade level to get the most out of the experience.

medication and allergies

Camp staff is not allowed to administer any medication; all medication must be self-administered (with the exception of EpiPens).

If your camper needs medication throughout the week, please notify camp staff by email at summercamp@thf.org.

Please note that The Henry Ford Summer Camps are NOT nut-free. Camp staff does their best to accommodate allergies, but we do not restrict any foods. Please be sure to list any allergies in your registration materials. Staff will make sure your camper's counselors are informed.

Camp staff is first aid/CPR certified.

registration

All registration is online and uses your THF login. To ensure you have the best experience, consider creating a THF login prior to registration (members will use their THF membership login). Registration includes information you will need to provide and waivers you will need to sign. We recognize that your information is sensitive; it will not be shared with anyone outside of camp staff.

information you will need to provide

emergency contacts

- Names and phone numbers of two emergency contacts.

approved pick-up list

- Names of three adults who are authorized to pick up your child.
- There also is room to include the name of any adult who is NOT authorized to pick up your child.

friend requests

- One friend request is allowed.
- If your child has a friend who is also registering for the same week and camp level and they wish to be in the same group, please include their information here.

list of medications taken regularly

- Including name, dosage and purpose
- If medication needs to be brought to camp, please email camp staff at summercamp@thf.org.

list of allergies and/or dietary restrictions

accessibility accommodations

- So that we are able to provide the best experience possible, please share any accessibility accommodations by emailing summercamp@thf.org.

waivers you will need to sign at registration

medical waiver

treatment authorization

- Vaccination Waiver
- Liability Waiver

photo permission – optional

COVID-19 waiver

Your registration will not be complete without this information.

the waitlist

If the camp you would like to register for is sold out, you can add yourself to the waitlist online. Additional sessions may be created to accommodate additional campers, depending on staff and resource availability.

If a space becomes available, you will receive an email with a registration code that is ONLY active for 24 hours. If you do not secure your space in 24 hours, the space will be offered to the next child on the waitlist.

extended care

morning

- Drop off campers early to enjoy supervised play, crafts, games and a light snack. Morning extended care runs from 7 a.m. to 9 a.m. Campers are brought to their respective camps by staff. Campers are welcome to bring their own breakfast. Morning extended care is only for children registered for The Henry Ford Summer Camps. Adults must bring campers to the morning care location to sign in daily. Participants register for

one-week sessions; prorating is not available.

- The morning extended care fee is \$60 per week per camper.

evening

- Following a day at camp, participants enjoy supervised activities, along with outside play-time (weather permitting). The evening extended care program runs from 4 p.m. to 6 p.m. A snack is provided. Adults must sign out their camper daily. Participants register for one-week sessions; prorating is not available.
- The evening extended care fee is \$60 per week per camper.

camp communication

An informational packet will be emailed three weeks prior to the first day of your camp session. Your preferred email address and phone number are required in the registration process. If you do not receive this packet three weeks before your camp, please email summercamp@thf.org. This packet will include:

- A welcome letter.
- Documentation to be completed before camp.
- Camp Culture guidelines.
- Updated COVID-19 policies.
- Pickup card that is required for anyone who picks up your camper.
- The Wednesday Spirit Day theme.

camp t-shirt

Two summer camp T-shirts are included in the registration fee. T-shirts will be passed out at check-in on the first day of each camp session. We ask that your camper wear their T-shirt each day during camp. This allows counselors, camp staff, security and museum/village staff to easily identify your camper. Available sizes range from youth XS to adult XL. Be sure to include the correct T-shirt size when you register; campers will be given only the recorded size.

accessibility and inclusion

At The Henry Ford Summer Camps, we welcome children, families and staff of all cultures, religions,

sexual orientation and gender identification, family constructs and abilities. We do not tolerate aggression, violence or bullying. We strive to create a fun and educational environment that is respectful, engaging and safe for all of our children. In order to best serve each child, we encourage you to list any physical, cognitive, emotional or learning needs, or anything else you would like us to know, in your registration materials so we can provide an accessible experience for all. This aligns with our principles of learning powered by perspective, learning applied to the real world and learning shared equitably by all.

general camp information

drop-off and pickup

Each day begins at 9 a.m. (with drop-off beginning at 8:30 a.m.) and ends at 4 p.m. Extended care options are available.

At drop-off, each camper will need to be signed into camp. The adult will also need to verify that the child is not exhibiting any symptoms of COVID-19.

During registration, you will be required to provide names of adults designated to pick up your child from camp. Before a camper can be released, adults picking up are required to show a pickup slip (provided in the information packet email) to security when entering the gate and a photo ID to be cross-referenced with the approved pickup list.

camper conduct

We expect all campers to practice physical and emotional safety; to respect others, including fellow campers, counselors and camp staff; and to follow rules outlined on the first day of camp.

In your information packet, you will receive a Camp Culture guideline document. Please review this with your child in the weeks leading up to their camp session.

rules of camp

The Henry Ford summer camp staff will implement the following rules to keep staff and children attending camp safe:

- Stay within adult supervision.
- No foul language, bullying or name calling.
- Respect the property of others and The Henry Ford.
- Be courteous and respectful to others.

when do we call you

- When a camper exhibits any signs related to COVID-19 or registers a temperature.
- When a camper is too ill to continue with the activities.
- When a camper has lice.
- When a camper is not adhering to the THF Summer Camps Code of Conduct and the situation has not been resolved with warnings or supervised time away from the group.
- When a camper exhibits unsafe behaviors in the classroom or venues.
- When a camper is physically or verbally hurtful to counselors, staff or fellow campers.
- When you are late picking up your camper from camp or extended care.

what to bring

Campers should come to camp with the following:

- Good shoes for walking – no flip-flops.
- Clothes appropriate for the weather, playing outside and doing crafts. Camp T-shirts are strongly encouraged so THF staff can identify your camper.
- Brown bag lunch, two additional snacks and a drink.
- Water bottle.
- Backpack; it will be carried with them on days when they cannot return to the classroom for lunch.
- Face mask that covers nose and mouth and an extra mask in their backpacks should the first one break.
- Hand sanitizer, if a certain brand is preferred.



PLEASE NOTE:

- All items brought to camp should be labeled with your child's name. Please check lost and found on Friday afternoon.
- Parents/guardians are responsible for applying the first layer of sunscreen prior to morning drop-off. The Henry Ford Summer Camps staff do not provide or apply sunscreen.
- Use of electronic devices is not allowed during the camp day. They may be used during extended care or lunch with counselor permission.

lunch and snacks

Lunch locations vary by day based on camp schedules. On days campers cannot return to the classroom for lunch, they will be expected to carry their lunches in their backpacks. Generally, campers will eat between noon and 1 p.m.

Campers should bring their own brown bag lunch; we do not provide food for campers.

- Campers do not have access to vending machines, refrigerators or microwaves, and campers are not permitted to purchase food.
- Please also ensure campers come to camp with a water bottle every day.

Camps will take a morning and/or afternoon snack break, so please pack extra snacks.

- Each camp will go to the custard stand once during camp. Alternatives are available for those with allergies and dietary restrictions.

special days

wednesday spirit day

- Every Wednesday, we offer special lunchtime activities related to a weekly theme. Campers, counselors and staff are encouraged to dress up. This is not a mandatory activity but is fun for everyone.

closing camp celebration

- Parents/guardians are welcome to attend the Friday closing celebration to view their child's artwork, projects or performance. Counselors will provide notices with details during the session.

Policies and Procedures

safety policies

emergency response

The Henry Ford Summer Camps will follow all policies outlined in The Henry Ford Emergency Response Plan. If you have specific questions, please email summercamp@thf.org.

child abuse prevention

The Henry Ford Summer Camps will follow the rule of three – meaning campers will not be alone with an adult. Campers will be with or within eyesight of one adult and another camper or two adults.

camper pickup

During registration, you will be required to provide names of adults designated to pick up your child from camp. Before a camper can be released, adults picking up children are required to show a pickup slip (provided in information packet email) to security when entering the gate and present a photo ID to be cross-referenced with the approved pickup list.

late pickup policy

If you know you may be running late, please contact summer camp staff via phone or email to give us notice and an anticipated pickup time. Late charges may incur if you are late without contacting summer camp staff. Please consider weather and traffic conditions and plan an alternative if you are unable to pick up your child promptly. If you are running late and a parent/guardian has not been in contact with camp staff within 10 minutes past pickup, the following protocols will be followed:

not enrolled in extended care

1. 10 minutes past pickup, camp staff will begin calling emergency contacts.
2. If an adult is more than 15 minutes late, the camper will be enrolled in extended care for a charge of \$60. Extended care will then be available for the rest of the week.

enrolled in extended care

1. 10 minutes past pickup, camp staff will begin calling emergency contacts.

2. After 30 minutes of no contact with a parent/guardian about a pickup time, staff may call police.

behavior management policy

The Henry Ford Summer Camps rules are established for safety and to ensure that we have a common standard of behavior. Each counselor is expected to take the following steps to redirect behavior throughout camp if an issue may arise:

1. A staff member will give verbal warning to the child.
2. The child will have quiet time supervised by an adult.
3. The child will have a conference with camp leadership. When this happens, we will make sure parents/guardians are aware of the issue during pickup at the end of the day or through a phone call to the home during camp, depending on the severity of the issue.
4. A conference will be called with the program manager and parent/guardian.

If a situation should arise in which a camper is unable to follow the rules, acts in a manner that makes it impossible for the group to function normally, or displays behavior that jeopardizes the health and safety of an individual or the camp, The Henry Ford reserves the right to remove the camper from the session and will not allow a refund, partial or otherwise.

rules of camp

The Henry Ford summer camp staff will implement the following rules to keep staff and campers safe:

- Stay within adult supervision.
- No foul language, bullying or name calling.
- Respect the property of others and The Henry Ford.
- Be courteous and respectful to others .

COVID-19 policies

The following guidelines are based on policies and guidelines from the CDC and Wayne County Health and are subject to change.

Parents/guardians are required to verify campers are free of the following symptoms each day at drop-off:

- Fever (>100.4°F) or chills
- Cough.
- Shortness of breath or difficulty breathing.
- Fatigue.
- Muscle or body aches.
- Headache.
- New loss of taste or smell.
- Sore throat.
- Congestion or runny nose.
- Nausea or vomiting.
- Diarrhea.

mask policy

The following mask policy applies to all campers, staff and adults attending camp activities (ie. drop-off, pickup) regardless of vaccination status. Parents/guardians will receive an email with the current transmission status and masking requirement the Friday before each camp session.

- **Low – Green:** Campers and staff are not required to wear masks at the Low level of risk. Campers and staff may continue to wear a mask based on personal preference.
- **Medium – Yellow:** Campers and staff are not required to wear masks at the medium level of risk, however, campers and staff should: Consider wearing masks indoors and testing in advance of interactions if a close contact or relative is at high risk of severe disease, and, if immunocompromised, talk to a doctor about whether masking or other precautions are necessary.
- **High - Orange:** Campers and staff are required, at the High level of risk, to wear a well-fitting mask indoors regardless of vaccination status, except while eating or drinking.

if a camper, staff member, or adult is exhibiting symptoms at any level of risk, they will be given a mask.



COVID-19 protocols

- Parents/guardians will be notified if a positive COVID case happens during camp and what steps they should follow.
- Campers will be in groups of no more than 18 children and will have limited interaction with other camp groups.
- We strongly encourage eligible campers who have access to a vaccine to consult with their physician and get vaccinated against COVID-19.

The Henry Ford Summer Camps will continue to monitor and adhere to CDC and Wayne County Health guidelines for schools and summer camps.

refund policies

The last day to receive a full refund is May 11. Refunds, partial or otherwise, after this date will only be considered in the event of significant injury or illness. Camps are nontransferable.

COVID refund policy

THF reserves the right to cancel a camp session if a camper or counselor tests positive for COVID-19.

Partial refunds can be issued for the following two situations:

1. If THF cancels a camp session, a partial refund can be issued based on the number of days canceled.
2. If your child is required to quarantine due to a positive COVID-19 test or is a "close contact" as outlined by Wayne County Health, a partial refund can be issued based on the number of days missed.

For any other situations where your child has missed camp time due to COVID-19 policies, refunds will be issued on a case-by-case basis.