



2024 handbook

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registration information

the basics

- The Henry Ford Summer Camp **runs Monday, June 24 to Friday, August 2, 2024**. Camps are not offered the week of July 4, 2024.
- Each day begins at 9:00 a.m. (with drop-off beginning at 8:30 a.m.) and ends at 4:00 p.m. Extended care options are available.
- Sessions are offered for children entering grades 2-7 in fall 2024.
- Camps range in size from 16-18 campers 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 content is repeated throughout the summer.
- Families provide their own transportation to The Henry Ford. The supervised drop-off and pick-up location will be provided in the Welcome Email you will receive 2 weeks before your camp session.
- Sessions include a supervised bring-your-own lunch hour.
- If your camper requires special accommodations, please email summercamp@thf.org.
- Camp programming is subject to change.

grade levels

Each session carries a grade level and is designed for campers entering those designated grades in fall 2024. Grade requirements are determined around the developmental, academic and physical considerations of campers in a specific age range. It is important that all campers are registered for the camp that matches their grade level in order to get the most out of the experience.

medication and allergies

The Henry Ford (THF) is not allowed to administer any medication; all medication must be self-administered (with the exception of EpiPens).

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

Camp staff is 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, use your THF membership login). Registration includes important camper information 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 pickup list

- Names of up to three adults who are authorized to pick up your camper
- Names of any adults who are not authorized to pick up your camper

friend requests

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

the wait list

If the camp you would like to register for is sold out, you can add your camper to the wait list online. Additional sessions may be offered to accommodate more 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 camper on the waitlist.



extended care

morning

- The morning Extended Care fee is \$60 per week per camper.
- Campers can be dropped off 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 welcome to bring their own breakfast. Morning Extended Care is only for those registered for The Henry Ford Summer Camp. Adults must bring campers to the morning care location to sign in daily. Campers register for one-week sessions; prorating is not available.

afternoon

- The afternoon Extended Care fee is \$60 per week per camper.
- Following a day at camp, campers enjoy supervised activities, along with outside playtime (weather permitting). The afternoon Extended Care program runs from 4 p.m. to 6 p.m. A light snack is provided. Adults must sign out their camper daily. Campers register for one-week sessions; prorating is not available.

camp communication

Two weeks prior to your first day of camp, you will receive a Welcome Email. Your preferred email address and phone number are required in the registration process. If you do not receive this email two weeks beforehand (be sure to check your junk or spam folder), email summercamp@thf.org.

The Welcome Email will include:

- A welcome letter
- Camp Culture guidelines
- Documentation to be completed before camp (Details are outlined in next section)
- Drop-off and pickup details
- Closing Camp Celebration details
- The Wednesday Spirit Day theme

documentation to be completed before camp

A link to this online form will be included in the Welcome Email. This form must be completed by a parent or guardian before the first day of camp.

This form includes:

list of allergies and/or dietary restrictions

list of medications coming to camp

- Medication details, including name, dosage, and timing

accommodations

- If you wish to discuss your camper's individual needs, please email summercamp@thf.org.

medical waiver and treatment authorization

vaccination waiver

media waiver (optional)

liability waiver

Your registration will not be completed without this information.

camp t-shirt

Two summer camp T-shirts are included in your registration fee. T-shirts will be distributed at check-in on your first day. We ask that campers wear their T-shirt each day during camp. This allows camp staff, security and museum/village staff to easily identify your camper. Available sizes range from Youth S 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 Camp, we welcome children, families and staff of all cultures, religions, sexual orientation and gender identity, 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 cognitive, emotional or learning needs, or anything else you would like us to know, in your registration materials. 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 9:00 a.m. (with drop-off beginning at 8:30 a.m.) and ends at 4:00 p.m. Extended Care is available.

At drop-off, each camper must be signed into camp by an adult.

During registration, you will be required to provide names of adults designated to pick up your camper from camp. Before a camper can be released, adults are required to show a pickup card (provided in the informational 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 and camp staff; and to follow rules outlined on the first day of camp.

In your Welcome Email, you will receive our Camp Culture guidelines. Please review these with your camper in the weeks leading up to your camp session.

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

when do we call you

- When a camper is too ill to continue with the activities
- When a camper is not adhering to the THF Summer Camp 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

- When a camper is physically or verbally hurtful to themselves or others
- 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 are able to identify your camper quickly
- Packed lunch, snacks and a drink
- Water bottle
- Backpack; it will be carried with them on days they cannot return to home base for lunch.
- Towel to sit on outdoors during lunch



PLEASE NOTE:

- All items brought to camp should be labeled with your camper's name.
- Parents/guardians are responsible for applying the sunscreen and or/bug spray prior to morning drop-off. The Henry Ford staff does not provide or apply sunscreen or bug spray.
- 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 home base 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 packed 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 ensure campers come to camp with a water bottle every day.
- Campers will take an afternoon snack break, so please pack extra snacks.
- Each camp will visit the custard stand once during camp to enjoy a free treat. Alternatives are available.

special days

wednesday spirit day

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

closing camp celebration

- Families are invited to attend the Friday celebration to view their child's artwork, projects or performance. Details will be shared in the informational email sent out two weeks before the first day of camp.

policies and procedures

safety policies

emergency response

The Henry Ford Summer Camp 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 Camp follows 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 camper. Before a camper can be released, adults are required to show a pickup card (provided in the Welcome Email) to security when entering the gate and 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 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 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 protocol 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 Camp rules are established for safety and to ensure that we have a common standard of behavior. Each adult is expected to take the following steps to redirect behavior if an issue may arise:

1. A staff member will give a verbal warning to the camper.
2. The camper will have quiet time supervised by an adult.
3. The camper will have a conference with camp administration. 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 during camp, depending on the severity of the issue.
4. Conference with camp administration and a 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 issue a refund, partial or otherwise.

rules of camp

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- Be courteous and respectful to others

refund policies

The last day to receive a full refund is May 15, 2024. Refunds, partial or otherwise, after this date will only be considered in the event of significant injury, illness, or event. Camps are nontransferable.