

2023 handbook



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registration information

the basics

- The Henry Ford Summer Camp **runs Monday, June 26th to Friday, August 4th**. 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 2-6 in fall 2023.
- 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.
- Families provide their own transportation to The Henry Ford. The supervised drop-off and pick-up location will be provided in the informational email you will receive after registration.
- Sessions include a supervised bring-your-own lunch hour.
- If your child requires special accommodation, please email summercamp@thf.org.
- Camp programming is subject to change.

grade levels

Each session carries a grade level and is appropriate only for campers entering those designated grades in fall 2023. 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 in order 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).

Please note that The Henry Ford Summer Camp is NOT nut-free. Camp staffers do 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 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 your 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 pickup list

- Names of three adults who are authorized to pick up your child.
- Names of adults who are 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 that information here.

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 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 Camp. 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 playtime (weather permitting). The evening extended care program runs from 4 p.m. to 6 p.m. A light 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

Two weeks prior to your first day of camp, you will receive an informational email. Your preferred email address and phone number are required in the registration process. If you do not receive this email two weeks beforehand, email summercamp@thf.org.

The informational 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 informational 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 taken regularly

- Medication details, including name, dosage, purpose 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

covid-19 waiver

Your registration cannot be completed without this information.

camp t-shirt

Two summer camp T-shirts are included in your registration fee. T-shirts will be passed out at check-in on the first day of each camp session. We ask that campers 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 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 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 must 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 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, counselors and camp staff; and to follow rules outlined on the first day of camp.

In your informational email, you will receive our Camp Culture guidelines. Please review these with your child in the weeks leading up to the camp session.

rules of camp

The Henry Ford Summer Camp staff will implement the following rules to keep staff and children 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 is not adhering to the THF Sum-

mer 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 in the classroom or venues.
- 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 the classroom for lunch.
- Face mask that covers nose and mouth and an extra mask in the backpack should the first one break. (Required only when the rate of transmission in Wayne County is high; please see our COVID-19 policies for more details.)

PLEASE NOTE:

- All items brought to camp should be labeled with your child's name.
- Parents/guardians are responsible for applying the sunscreen prior to morning drop-off. The Henry Ford staff does not provide or apply sunscreen.
- Use of electronic devices are 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 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 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 child 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.

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 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 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 counselor 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 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 home during camp, depending on the severity of the issue.
4. Conference with the summer camp 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 children 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 the Wayne County Health Department 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 (including at 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 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 exhibits 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 and staff who have access to a vaccine to consult with their physician and get vaccinated against COVID-19.



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

refund policies

The last day to receive a full refund is May 10. Refunds, partial or otherwise, after this date will only be considered in the event of significant injury or illness. Camps are nontransferable.

covid-19 refund policy

The Henry Ford 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 a camp session is canceled, a partial refund can be issued based on the number of days canceled.
2. If your child is required to isolate due to a positive COVID-19 test, a partial refund can be issued based on the number of days missed.

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