

camp handbook



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registration information

the basics

- The Henry Ford Summer Camp is a day camp, with sessions offered for 5 weeks throughout the summer
- Each day begins at 9:00 a.m. (with drop-off starting at 8:30 a.m.) and ends at 4:00 p.m. Morning and afternoon Extended Care options are available
- Sessions are offered for children entering grades 2-7
- Camps range from 16-20 children. We adhere to State of Michigan day camp camper-to-counselor ratios
- 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 is assigned a grade level and is tailored for campers entering the specified grades in the upcoming fall. Grade requirements are established based on the developmental, academic, and physical needs of campers within a particular age range. To ensure the most enjoyable experience, campers should be registered for the camp that corresponds to their grade level.

medications and allergies

THF Summer Camp has a self-administer policy. Campers are responsible for:

- Knowing when to take their medication and asking camp staff for it
- Opening the bottle
- Taking the correct dosage
- Closing the bottle

All medication must be in its original container with a label that includes the camper's name and the medication's name.

EpiPens are an exception and will be administered by staff in emergencies.

note

THF Summer Camp is not nut-free. Staff will accommodate allergies but do not restrict any foods. List any allergies in your registration materials, and administration will inform your camper's counselors.

registration

Online registration begins at 9:00 am. Members' pre-sale begins one week prior to the public sale. Subscribe to The [Henry Ford eNewsletter](#) to receive updates on camp registration dates and the latest news from The Henry Ford.

For registration, please have the following camper information ready:

- Full name
- Current grade
- Entering grade
- Gender
- Birthdate
- T-shirt size
- Address
- One email address for a parent and/or legal guardian (additional emails can be added at a later date).

the waitlist

If the camp you wish to register for is sold out, you can add your camper to the online waitlist. If a spot opens up, you will receive an email with a registration code that is valid for 24 hours. If you do not secure the space within 24 hours, it will be offered to the next person on the waitlist.

extended care

Extend the fun with THF Summer Camp Extended Care, perfect for busy families needing flexible drop-off and pick-up options.

- Morning Extended Care: 7:00 am - 9:00 am
- Afternoon Extended Care: 4:00 pm - 6:00 pm

Campers will enjoy exciting activities, games, and creative projects, with a light snack to keep them energized and engaged.

safety information & waivers

Parents/guardians must complete all required information and waivers before the first day of THF Summer Camp. This includes details on approved pickups, emergency contacts, allergies, dietary restrictions, accommodations, and medications.

required waivers

- Medical Waiver and Treatment Authorization
- Immunization Waiver
- Liability Waiver
- Media Waiver (Family Sharing)

ePACT network

The Henry Ford has adopted ePACT Network, a health and safety software to support campers and securely submit data. In June, parents/guardians will receive an email prompting them to create an account and complete all camper information and waivers.

ePACT for families - a quick guide for first-time users

- We recommend reviewing [ePACT resources for families](#) to help you get started.

ePACT support

- If you need help with your account, ePACT is there for you by email at help@epactnetwork.com or by calling 1-855-773-7228 ext. 2.

camp t-shirt

Two summer camp T-shirts are included in the registration fee. T-shirts will be distributed at check-in on the first day of camp. Campers are asked to wear their T-shirt each day during camp to help staff, security, and museum/village personnel identify them easily. T-shirts are available in

sizes ranging from Youth S to Adult XL. Ensure that the correct T-shirt size is included when registering, as campers will receive only the recorded size.

accessibility and inclusion

At The Henry Ford Summer Camp, we welcome children, families, and staff of all cultures, religions, sexual orientations, gender identities, 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 our children. 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 camper information forms to provide an accessible experience for all. This aligns with our learning principles of learning powered by perspective, learning applied to the real world, and learning shared equitably by all.



general information

communication

Two weeks prior to your first day of camp, you will receive a Welcome Email. This email is sent to all legal guardians listed in ePACT. 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
- Drop-off and pickup details
- Closing Celebration details
- The Wednesday Spirit Day theme
- Access to the camp information hub

drop-off and pickup

drop-off

- Drop-off runs from 8:30 – 9:00 am daily
- All campers must be signed into camp by an adult
- On Mondays, it is required for all campers and adults to check in with camp administration to receive their T-shirts and confirm that all ePACT forms are complete

pickup

- Pickup is scheduled for 4:00 pm daily
- An adult on the approved pickup list must sign out all campers
- All adults picking up campers are required to present a photo ID

Drop-off and pickup locations will be shared in the Welcome email sent out two weeks before the start of your camp session. Extended Care drop-off and pickup will occur at a different location. All requirements apply to Extended Care.

late drop-off and early pickup

We understand that schedules may change, and campers might need to be dropped off later or picked up earlier. If your camper requires either of these accommodations during the week, please request a form from a staff member. Upon receipt of the completed form, our staff will ensure the request is fulfilled. All adults arriving late or picking up early will meet their camper at the camp office.

Please note that all drop-off and pickup requirements remain in effect.

lunch and snacks

Campers generally eat lunch between 11:30 am and 12:30 pm, sometimes at other locations on The Henry Ford's campus. On these days, they must carry their lunches in backpacks.

- Campers must bring their own packed lunch and snacks.
- Campers do not have access to vending machines, refrigerators, or microwaves; purchasing food is not allowed
- All campers have an afternoon snack time; additional morning snack time is provided for 2nd and 3rd graders
- Each camp will visit the custard stand once to enjoy a free treat; alternatives available
- Campers must bring a water bottle each day

camp culture

At THF Summer Camp, we are passionate about helping young people gain the skills and confidence to make the world a better place through connecting the past, present and future.

To build a positive camp culture, THF Summer Camp is dedicated to ensuring that all campers and staff are physically safe, emotionally supported and respected. Every camper and staff member deserves to feel powerful and challenged and have opportunities to grow.

code of conduct

A positive camp culture is built by everyone who participates in THF Summer Camp, including camp staff, caregivers and campers. As a caregiver, we ask for your support in building a positive camp culture by adhering to the caregiver code of conduct and encouraging your camper to do the same.

The Henry Ford Summer Camp defines a caregiver as any adult attending camp events on behalf of one or more campers, responsible for ensuring their well-being and positive experience.

caregiver code of conduct

- I will not intentionally inflict any physical or emotional harm on another person (camper, staff, caregiver) while participating in THF Summer Camp activities and events
- I will treat all fellow caregivers, campers and staff with respect, including all racial/ethnic backgrounds, gender identities, religious beliefs, cultures and abilities
- I will ensure my camper arrives and departs from camp at the scheduled times
- I will require my camper to treat all fellow campers and staff with respect, including all racial/ethnic backgrounds, gender identities, religious beliefs, cultures and abilities
- I will encourage my camper to be an active and positive participant during all camp activities
- I will comply with the decisions concerning unacceptable behavior and agree to remove my camper from camp without refund if their behavior becomes unacceptable
- I will report any behavior inconsistent with the camp staff code of conduct to THF Summer Camp administration
- Reports can be filed in person at drop-off or pickup or by emailing summercamp@thf.org

camper code of conduct

- I will not intentionally inflict any physical or emotional harm on another person (camper, staff, visitor) while attending THF Summer Camp
- I will treat all fellow campers and camp staff with respect, including all racial/ethnic backgrounds, gender identities, religious beliefs, cultures and abilities
- I will respect the personal property of others and the property of THF Summer Camp and The Henry Ford
- I will respect my counselors and the experiences they have planned

- I will follow all camp rules

core values

AT THF Summer Camp, we expect all campers and staff to work toward activating their own innovative mindset and unlocking their potential by practicing our Core Values, the Habits of an Innovator.

stay curious

- Learn something new. Ask questions
- Keep asking questions like "how?" and "why?" Ask how you can help solve a problem or what is a new way of doing something

collaborate

- Share what we know. Respect what others bring
- Work together; work as a team. Everyone helps; everyone's ideas are listened to

take risks

- Think BIG. Embrace uncertainty
- What if we try a different way? Let's do this a new way. Let's make something new. Let's try something new

be empathetic

- Walk in other people's shoes to understand their needs
- How would that make you feel? How do you think it makes others feel?

challenge the rules

- Turn can't into can do. Dare to be different
- Do we have to do something the same way every time or is there a better way? If an action is wrong, how can we help fix or change it?

learn from failure

- Be resilient. Use feedback to make improvements
- Try again, what's another way to..., what can we do



STAY CURIOUS



COLLABORATE



TAKE RISKS



BE EMPATHETIC



CHALLENGE
THE RULES



LEARN FROM
FAILURE

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

traditions

At THF Summer Camp, we cherish traditions that create unforgettable memories. Throughout the week, campers enjoy visits to the Giant Screen Experience, rides at Greenfield Village, and Frozen Custard. Additionally, we celebrate each camp session with two special celebrations:

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 celebration

Families are invited to attend the Friday celebration to view their child's artwork, projects or performance. Details will be shared in the welcome email.

preparing for camp

updating ePACT

After you submitting your ePACT forms, you can edit camper information and approved pickup lists at anytime. Please note that you must update the information for each camper. We recommend visiting the [ePACT Help Center](#) for step by step instructions.

editing pickup lists

- [find the information here](#)

editing camper information

- [find the information here](#)

ePACT for families - a quick guide for first-time users

- [find the information here](#)

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

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.



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

THF 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.

THF Summer Camp is CampSafe certified. CampSafe is designed by experts in child sexual abuse prevention and is a program of Center for Child Counseling, a nonprofit organization.

camper pickup

Information for campers' legal guardians, emergency contacts, and approved pick-ups are required in ePACT. All legal guardians and emergency contacts are automatically included on the camper's approved pickup list. Adults must present a photo ID matching a name on the camper's approved pickup list before a camper can be released.

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

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

refund policies

session change policy

Visit our website to find the last day you can change your camp session via the Contact Center. After this date, session changes will require a written request to summercamp@thf.org and cannot be guaranteed. All session changes are subject to availability.

refund policy

Refunds will only be available through FanShield ticket protection. We strongly encourage you to add FanShield at checkout to safeguard your purchase against unforeseen circumstances such as illness, injury, work travel, military service, transportation issues, and more. Without FanShield, refunds will not be provided.

fanshield ticket protection

We now offer FanShield ticket protection for a small fee. This insurance can be added at checkout to protect your purchase in case of unforeseen circumstances such as illness, injury, work travel, military service, transportation issues, and more.

important notes

FanShield protection does not cover the cost of missed events due to inclement weather. However, extreme or dangerous weather conditions that prevent you from traveling to the event may be covered depending on your individual case.

The Henry Ford is not responsible for claims if FanShield informs you that the insurance company cannot release a benefit.

If you need to file a claim for a refund, please start here:

<https://requestmyrefund.com/fanshield/refund>.

