

GETTING READY FOR ONE EPIC SUMMER

Program Hours

Drop off: 8:00am (as early as 7:30am)

Pick up: 4:00pm (as late as 4:05pm)

Extended Care Hours

Extended care is available. Extended care hours are from 7:30am to the start of camp and from the end of camp to 5:30pm. You can drop off or pick up your child(ren) anytime during the extended care hours. The fee is \$35 per week per child.

Camper Drop Off and Pick Up

Drop-off will take place in the at the gymnasium and all parents and campers must check in with the Site Coordinator and Office personnel. Pick-up will be located in the cafeteria. The MESI Staff will bring your child to the front for pick up for authorized parent or adult guardians.

Sign In & Sign Out

It is the authorized adult's responsibility to sign their child in every morning and sign their child out at the end of the program day. We do not take responsibility for children until they are signed over to our care.

All campers (including CIT's) must be signed in and out daily by a parent or adult guardian that is listed on the child's registration form. There is space on the registration form to list additional adults authorized to pick up your child. Anytime someone other than those designated will be picking up your camper(s), you must notify the day camp staff and completed an additional pick-up authorization form. Photo ID is required at the time of pick up. Please have your license or photo ID ready to show to our staff. Do not be offended if our staff asks for an ID, this is procedure to ensure the safety of your child and is required. Please make sure all authorized pick up individuals have a photo ID or we may not be able to release the camper to their care.

If a child is NOT to be released to any individual, the guardian must note this on the child's registration form.

Late Fees

1. Camp balances are due in full at prior to the first day of each week of camp. Any camper balance not paid at this time will be removed from the camp and will forfeit their \$100 deposit, which is nonrefundable. If space is available, campers may re-enroll in camp and pay the full amount.

2. Registration deadline is during drop off on Monday mornings prior to the start of the week of camp. Parents can pay for their weekly camp fee the Friday prior to the next camp session. For example, A parent can on Friday of week 1 for the week 2 session.
3. Late registration will include a \$10 late fee and will be dependent on space available. Camp pick up is from 4 - 4:05pm. Any child not picked up at that time will be charged the \$5 per day extended care fee or the \$35 weekly extended care fee, no exceptions. This not be allowed back to camp till all payments are paid in full.
4. Extended care pick up is between 4:05p and 5:30pm. Any camper not picked up by 530pm will be charged a \$10 late fee for the first 10 minutes and \$1 for every additional minute. If your child is not picked up after 30 minutes, the local authorities will be called. If you are running late, please call us in advance. Chronic late pick up will be grounds for dismissal.
5. Late fees not paid will result in removal from camp. Deposits paid on future weeks of camp will be applied to late fee balance and remaining deposits will be forfeited.

Cancellations, Changes & Refunds

Cancellations received seven (7) days before the affected week receive a full refund less a \$35 processing fee. Once the week begins, no refunds or credits will be given. There will also be a \$10 fee to switch from one camp to another or from one week to another.

What to Bring to Camp

Listed below are the items your child will need for camp. Please LABEL ALL ITEMS with camper's full name for this will help to reduce lost items.

1. A healthy, non-perishable snack lunch with drink. We discourage soft drinks due to the possibility of dehydrations on hot days. You do not need to pack a snack for the afternoon as one is provided for children in our care after 4:00pm.
2. Leak-proof, unbreakable, refillable water bottle
3. Appropriate clothing which includes tennis shoes and socks. No sandals or open-toed shoes.

In addition, DRESS TO GET MESI (MESSY)! Water games may and can be played on hot days so campers should NOT wear good clothes. Camp is held indoors and out. A raincoat or poncho will be needed on rainy days.

4. Bathing suit & towel (we will let you know when to bring to these)
5. Plastic bag for wet gear (when we ask you to bring your swim suit)
6. Sunscreens – Children will be outdoors for a good portion of the day. Please apply sunscreen before arriving at camp. It is recommended that extra sunscreen is sent to camp every day. Please work with your child on how to reapply these applications. If your child has difficulties with this, please inform the camp director so staff can assist him/her. Staff can only help campers apply sunscreen if it the spray kind.

7. Backpack large enough to hold all items

MESI Camp is not responsible for any lost or stolen items.

What Not to Bring to Camp

The following items are not allowed MESI Camp programs:

1. Toys
2. Cell phones
3. Campers will not be allowed to make purchases from the vending machines but they can purchase items from the MESI Snack Shack)
4. Electronics of any kind (iPods, tablets, PSP's, etc)
5. Wheelie shoes
6. Valuables
7. Knives, guns or any other weapon

Please help us maintain a safe environment by not allowing your child to bring in any of these items.

Any unauthorized item will be confiscated and held by the camp director until the end of the week.

Any weapon brought to camp will result in the immediate removal of your child from camp for the duration of summer with the forfeit of all deposits.

GENERAL CAMP POLICIES

Safety & Risk Procedures

Camp counselors will be responsible for their group at all times. In the event of a fire, natural disaster, lost camper or accident, the following steps will be taken:

- Face counts will be conducted between each significant activity to include, but not limited to, field trips, swimming, entering and exiting buses, movement from one area to another, etc.

The buddy system will be used in all camps.

- In the event of a fire, the children will be removed from the building/area of danger and the local fire department will be called.
- In the event of a natural disaster such as a tornado or electrical storm, children will be directed to the designated area of safety.
- In the unlikely event of a lost camper, the local authorities and parents will be contacted immediately after all other steps have been taken to locate the child.

- Camp specific evacuation routes, emergency procedures, and exposure control plans will be onsite. All staff will be familiar with these procedures.

Injury Policy

Camp staff will treat routine scrapes and cuts. In all cases of serious illness or accident, the Camp Director or a camp supervisor will contact the parent or guardian. In the event they cannot be reached, the signed authorization on the child's health form will allow the MESI Camp to secure prompt treatment. Injuries requiring ambulance service and medical attention are the financial responsibility of the parent or guardian.

Health Policy

The MESI Camp Programs are equipped to care only for children who are in good health. Please do not send your child to camp if they are sick, this includes but is not limited to:

- Fever of 100 degrees or higher
- Vomiting or diarrhea
- Severe sore throat, nasal or eye discharge
- An unidentified rash
- A contagious disease (pink eye, chicken pox, measles, lice and/or ring worm)

If a child is prescribed antibiotics, the child must be on the medication for at least 24 hours before returning to the camp program. If your child has a communicable disease, please notify the Site Coordinator as soon as possible. If a camper becomes ill while at camp, parents will be contacted and arrangements must be made to pick up your child. In the meantime, your child will be isolated and made comfortable, within sight and sound of an adult. If parents cannot be reached, the emergency contact person listed on the registration form will be contacted. A parent/emergency contact must pick up the ill child within one hour after being contacted.

Your child can return to camp when:

- A temperature is readily below 100 degrees for 24 hours without medication
- An infection has been diagnosed and child has been on antibiotics for 24 hours
- It has been 24 hours since the last episode of vomiting or diarrhea
- Nasal discharge is not thick, yellow or green
- A rash has subsided, or a physician has determined that it is not contagious
- Head lice/nits have been treated and there is no sign of nits
- Ring worm has been treated and covered

Medication Administration

All medication either prescribed or over the counter, must have an Authorization to Administer Medication Form that is fully completed and signed. Please note the following procedures:

- All medication must be in the original container and labeled with the child's name and dosage. We cannot administer medication over the recommended dosage listed on the label without authorization from the camper's physician.

- Children are not permitted to take medication unsupervised; all medicine is dispensed by permission of the Camp Director only.
- Dates must be clearly noted on the form. We are not permitted to keep a form open ended for use at the counselors or campers discretion unless documented by a physician for such things as an epi pen or inhaler.
- You must physically hand all medication in along with an authorization form to the counselor at the check in table. Campers are not permitted to keep any medication on them.

Telephone Policy

Emergency calls to campers should be done through MESI camp Front Office by calling 941-315-1914. The Site Coordinators or camp supervisors will be contacted and will return the call. Typically, campers are not allowed to make calls from camp. In cases where consultation is required with a parent or guardian, a camp supervisor will accompany the camper to the phone where a call will be placed.

On occasion, a counselor or supervisor may call to discuss behavior or special circumstances.

Transportation Policy

Transportation for camp-sponsored field trips is provided in MESI vehicles by certified MESI staff.

In the event there is a medical emergency while on a field trip, EMS (911) will be activated. MESI CAMP does not allow a child to be transported in a personal vehicle. If a child needs to return to MESI CAMP, the bus or parent/guardian will transport the child.

Parking

Due to the number of campers arriving and departing at the same time, please be cautious and courteous when driving in the parking lot. Please do not part in the fire land or in the handicap parking spaces. Please to the not speed or drive recklessly while on the premises, authorities will be contacted.

Policy Regarding Social Networks/Contact with Staff Outside of MESI CAMP

For the safety of the children in our programs and the MESI CAMP staff, MESI CAMP has a policy prohibiting contact between staff and children outside of MESI CAMP, including babysitting and popular social networks such as Facebook and Instagram.

Parents please remember to monitor you children's internet usage and to review personal web pages and blogs. If you notice that your child has been contacted by MESI CAMP staff outside the MESI CAMP, including social networks, please contact the Camp Site Coordinators immediately.

Behavior Contract

The goal of our day camp program is to provide an atmosphere to develop a variety of satisfying skills and relationships while enjoying healthy activities. Throughout the summer will instill our character development mission to develop caring, honesty, respect, responsibility and safety among our campers. Please discuss the following expected behaviors with your child(ren).

- Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other campers or staff. No Exceptions
- Children must refrain from using obscene language or gestures for any reason. No Exceptions
- It is important to use and care for equipment, toys, and games properly so that other campers can enjoy them. We will care for the property of MESI CAMP and its shared facilities, off-site locations, of other campers and of ME staff.
- We require campers to have fun and participate 100% of the time. Negative attitudes can ruin the camp experience for yourself and others. Respect: When asked to do or not to do something, a camper needs to follow directions the first time given for the safety of all campers. Please speak to staff and other campers with respect.

*All campers need to remain with their group and within sight and sound of their counselors. This applies while when on the MESI CAMP grounds and on off-site field trips.
We want campers to be safe at all times.*

To ensure a safe and caring environment for all campers must refrain from any act of violence, including bullying, toward any person, animal, equipment, property or facility. Children are entitled to a pleasant environment at camp. Therefore, MESI Camp cannot serve children who display chronic disruptive behavior. Such behavior is defined as “verbal or physical activity which may involve, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff and/or ignores or disobeys the rules that guide behavior during the day at camp.

What will happen if this contract is violated?

If an incident occurs where a camper conducts him/herself in a manner that jeopardizes their safety, the safety of others, or is not in accordance with the mission of MESI CAMP, the Site Coordinators and counselors will use the proper techniques:

- Guide children by setting clear, consistent, fair limits for behavior
- Value mistakes as learning opportunities
- Redirect children to more acceptable behavior or activities

- Make eye-to-eye contact and listen when children talk about their feelings and frustrations
- Guide children to resolve their own conflicts and model skills that help them to solve problems
- Patiently remind children of rules and their rationale as needed
- Use effective praise that is immediate, sincere and specific
- State direction in a positive fashion
- When behavior intensifies, the following steps will be taken:
- **First Violation:** A staff member will address and document the issue directly with the child.
- The child may be removed from part of an activity such as games, or specialty events or activities in order to discuss the incident and character contract. Parents will be contacted during the day or at the end of camp depending on the incident. A take-home sheet will be completed and returned the next day.
- **Second Violation:** A Site coordinator or Senior Staff member will address and document the issue directly with the child or possibly sent home

The parent or guardian will receive a phone call and be asked to pick up their child within the hour. The child will not be allowed to attend camp the next day that he/she is registered. A take-home sheet will be completed and returned with the camper.