



2010 Camp Super Summer & Camp T•6•8

PARENT GUIDE*

**Please retain for future reference.*

Full day camp hours: 9:30 a.m.-3:00 p.m.

Half day camp hours: 12:00 p.m. -3:00 p.m.

Kids Club available for an additional fee: 7:30-9:30 a.m.; 3-6 p.m.

Location: Birmingham Covington School, 1525 Covington Road,
Bloomfield Hills, MI 48301

Questions by email: campsupersummer@birmingham.k12.mi.us

Birmingham Community Education Office: 248-203-3800

Birmingham Community Education Website: www.communityed.net

Week 1: June 28-July 2

Week 2: Remix, July 6-9 (Holiday July 5)

Week 3: July 12-16

Week 4: July 19-23

Week 5: July 26-30

Week 6: August 2-6

Week 7: August 9-13

Class Schedules

- Shortly before the start of each session, each student will be emailed a camp schedule. If you do not receive an email, the camp schedule will be available for pick-up at the Super Summer Office at Covington on the first day of camp.
- Schedule changes cannot be made for any child who receives 7 of his/her top choices. Students will participate in five classes daily.

First Day

- For young children, we suggest that you pin the schedule to the front of his/her shirt or backpack.
- Staff will be available all day to help children find their classes. All students are escorted to each of their classes by the classroom aide.
- Please make a note of your child's last hour classroom. You will pick-up your child in their last hour classroom.

Remember YOUR photo ID, each and every day!

- The Camp Super Summer phone number will be available on the first day of camp. Please do not call the Covington School office for information.

Lunch

- Full day campers will have a half-hour lunch period from 11:30 a.m. – 12:00 noon. Children should bring their own lunches and beverages (no glass containers, please!) and will eat with their second-hour classes.
- Half day campers should eat lunch prior to coming to camp.
- Elementary academic school students adding a half day of Super Summer should bring a lunch and beverage in a non-breakable container. Students will be escorted to the cafeteria for lunch.
- Refrigerators and/or microwaves are not available for student use.
- Please make sure that you include all food allergy information on the health form.

Daily Arrival/Attendance Policy

- Call the camp office if your child(ren) will be absent, late, or picked up early.
- Children should not arrive before 9:25 a.m. unless they are attending and have already registered for Kids Club (Latchkey).
- **Late Arrivals:** Parents and children arriving after 9:40 a.m. must go to the Super Summer Office in the Media Center to sign in before going to class.

Daily Dismissal Policy

- For maximum safety and efficiency, child pick-up will be inside the school building at the child's last or fifth hour classroom at 3:00 p.m. Please make a note of your child's fifth hour classroom.
- Parents must sign children out daily, which is required by the State of Michigan.
- You will need to complete an "Authorization to Pick-Up Form" on the first day of each session at your child's last hour class or Kids Club pickup. Complete this form carefully as your child will only be released to individuals listed on this form. Please allow a few extra minutes when picking up your child on the first day of each session to complete this form as it will assure your child's safety.
- Parents will be asked for photo identification daily at pick-up. Please carry your driver's license on your person daily.
- Children cannot be released to anyone except those individuals listed on their "Authorization to Pick-Up Form" or emergency cards.
- Students who walk to and from camp must have a letter from their parent/guardian on file in the Super Summer Camp Office.
- Students participating in car pools must submit letters from their parent/guardian to the Super Summer office identifying all members of the car pool and individuals authorized for pick-up.
- Please observe the dismissal time of 3:00 p.m. To prevent disruption of last hour classes, our teachers will not dismiss children before 3:00 p.m.
- Please pick-up your child(ren) promptly at 3:00 p.m. A late fee of \$15.00 for the first 15 minutes (3:00-3:15 p.m.) and \$1.00 per minute after 3:15 p.m. (per child) will be assessed for late pick-ups.
- Anyone coming to pick-up a child early for appointments or other unusual circumstances should go to the camp office first in the media center and the supervisor or assistant will get your child.

Receipts for taxes or child care reimbursement

- The tax ID number (38-6003045) is included in the email you received after initial registration. Retain this email for your records as it cannot be re-created.

Swim Lessons

- Students registered in Group 1 (3:15-4pm) will be picked up and signed out in the pool area. Group 1 preference is given to campers who are registered for Kids Club. Students registered in Group 2 (4:15-5pm) will be picked up and signed out at Kids Club in the cafeteria. Remember to bring a photo ID to sign out your child.

Kids Club (Latchkey)

- Morning hours are 7:30-9:30 a.m. and afternoon hours are 3:00-6:00 p.m.
- **NO drop-ins.** Children must have been pre-registered with the Community Education office for this service. No on-site registration.
- **Mornings:** Children must be signed-in with staff in the Covington cafeteria.
- **Evening pick-up:** Sign-out will be in the Cafeteria. Parents will be asked for photo identification at pick-up. Please carry your driver's license on your person daily. There is a late fee of \$15 for pickup between 6:00 – 6:15 p.m.; and an additional charge of \$1.00 per minute after 6:15 p.m. Repeated late pick-ups may result in loss of this service.

Medication

- If your child requires medication during camp hours, it must be administered by staff and requires the completion of the "Permission to Administer Medication Form". This form is available at the Community Education office located within Seaholm High School or online at www.communityed.net. Bring the completed form (signed by your physician), with an attached picture of your child, and the medication to the Super Summer office the first day of camp.

Allergies, Chronic Illness

- You must advise us of any severe allergies or chronic illness before the program. This includes any information regarding food or airborne allergies. Choose classes that will not trigger or aggravate a medical condition. If you did not include this information in your child's registration form, please contact the Community Education Office at 248-203-3800.

Extra-Special Attention

- Please advise us if your child has special needs: i.e. physical, emotional, educational, or medical prior to the beginning of camp. This will assist us in providing a positive Super Summer experience for him/her.

Child Conduct and Discipline Policy

- Super Summer has two main rules for children: "*Safety First*" and "*Be Kind to Others.*"
- The policy of Camp Super Summer is to create a safe, nurturing environment for campers and staff. Behavior that is emotionally or physically harmful, either to oneself, another camper or a staff member will not be tolerated. If a camper is verbally or physically abusive, one warning will be given. This will be documented and the parents/guardians will be contacted, and there will be consequences. If the camper repeats the offense a second time, it will result in complete expulsion from summer 2010 programs. Absolutely no refund will be given. The camp reserves the right to immediately dismiss a camper under certain circumstances and if it is determined that camp is an inappropriate placement for him/her.

Parking

- Use the main entrance at Birmingham Covington School to enter Camp Super Summer.
- You must park in the lots with designated spaces. Do not double-park or block the access roads or fire lane.
- Do not leave children unattended in/around your vehicle.

- **Exits:** Once you have picked-up your child(ren), you may exit at the door closest to where you are parked; however, all doors will remain locked from the outside.

Miscellaneous

- We cannot accommodate guests of campers.
- Occasionally a photographer may take pictures of students for use in BPS and local media publications; if you do not wish publication of a photograph of your child, written requests must be given to the Site Supervisor on the first day of camp.
- **Important:** Please notify our office of any custody or visitation irregularities that may affect your child. It is particularly important that we know all persons authorized to pick-up your child.
- Although we use lead-free glazes in our pottery classes, students' pottery should be used for decorative purposes only, not for eating or drinking.
- Please do not bring to camp personal video game players, cell phones, skate shoes (heelys) and MP3 players/i-pods. Birmingham Public Schools is not responsible for lost or misplaced personal items.

Refund Policy

- There is a \$10 per week session per child processing fee for drop request or change of session. Refund requests must be made directly to the Community Education Office by 4 p.m. of the Thursday preceding the beginning of camp. Refunds will not be granted after the program begins. If classes are cancelled due to circumstances beyond our control, we regret that we cannot issue refunds.

In Case of Severe Weather

- If camp is cancelled due to severe weather, power failure, or other circumstances beyond our control, notification will be made on radio stations WWJ (950AM), WJR (760AM) or the district's website (www.birmingham.k12.mi.us).

If you have any questions or concerns, please call the Community Education Office: 248-203-3800 or the Camp Super Summer Office (phone number will be available on the first day of camp). Please do not call the Covington School Office.

INJURIES & PERSONAL PROPERTY DAMAGE & LOSS:

Dear Community Education Parent/Participant:

We are frequently asked: "Are my children or I insured by Birmingham Public Schools in the event of injury while participating in a school district program." A follow-up question is: "Does the district have insurance to protect personal property that I or my children may bring to school." The answer is "NO."

Birmingham Public Schools do not provide insurance for injuries or damage or loss of personal property. A State of Michigan statute grants the Birmingham Public School district and other public bodies; e.g. cities, villages, etc., with immunity to tort liability. What this means is that because we are a public agency funded through tax dollars and we are providing a public service, we are not held liable in the event of injury or loss of property. The Board of Education has decided that the district should not use taxpayer's tax dollars to provide for these risks. Your homeowners' policy may cover property damaged or lost from the school premises; e.g., automobiles, bicycles, band instruments, calculators, etc.

**WE ENCOURAGE YOU TO MAKE SURE YOU HAVE ADEQUATE HEALTH
AND PROPERTY DAMAGE/LOSS INSURANCE COVERAGE.**

***Birmingham Public Schools / Birmingham Community Education
(Located inside Seaholm High School)***

2436 W Lincoln, F101 / Birmingham, MI 48009 / 248-203-3800 / www.communityed.net