

DARA
Summer Fun Club
& Double Digit
Day Camps
Parent Handbook
2024



Welcome to Summer Fun Club and Double-Digit Day Camps!

DARA Camp Staff

Executive Director – Chad Stevens, CPRP cstevens@dewittrecreation.org

Program Coordinator/Camp Director – Paige Bouwens pbouwens@dewittrecreation.org

Program Coordinator/Camp Director – Isaiah Plaugher iplaugher@dewittrecreation.org

Lead Counselors –Kaitlyn B.

Camp Counselors aka Role Models:

- Aleesia C.
- Allison S.
- Bella S.
- Darcy S.
- Dylan A.
- JJ H.
- Karah P.
- Mario D.
- Reid I.
- Sierah D.
- Tanner T.
- Spencer W.
- Mary S.
- Carmen C.
- Brock S.
- Madison Y.

Camp Motto: My best in everything I say and do.

Camp Hours

Our camp hours are 7:30 am-5:30 pm. You may drop off and pick up during this time frame. On field trip days please check in no later than 30 minutes prior to our schedule departure time. There will be a late fee charged if your child is picked up after 5:30 pm. This fee must be paid at pick up.

DARA Office Hours

The office will be open Monday-Friday, 7:30 am-5:00 pm. You can call 517-482-5117 to reach a DARA staff. Please leave a voicemail if we miss your call and we will call back as soon as we can.

Sign in/Sign out procedure

The DARA Building will be locked during camp hours, please call the office to get in the building.

- Sign in
 - Every camper must be signed in at the DARA office. You will sign and place the time you drop off your child.
- Sign out
 - Every camper must be signed out at the DARA office. Campers will only be released to a person listed on their information sheet. **Please be prepared to show an ID at sign out.**
 - If someone is not listed on the form, we will not release your child to them.

Late Pick-up Policy

- Parents and/or guardians of participants enrolled in the Summer Fun Club and Double-Digit Day Camps will be charged **\$1.00 per minute/family based on the designated program pick-up time of 5:30 pm.**
- If you know you are going to be late, please notify the center so we can let your child and the counselors know. Late fee will still be charged.
- If a parent or authorized pick-up person does not arrive or call by 5 minutes past the designated pick-up time of 5:30 pm, staff will assume an emergency exists and will begin to call emergency contacts for your child.
- If no emergency contact can be reached within 1-hour past the designated pick-up time of 5:30 pm, staff may contact the DeWitt Police Department who will pick-up the child.
- Late fees will be due by the next day of camp the child attends. Late fees can be paid to the Camp Directors or Administrator upon pick-up.
- Continued disregard for the pick-up time or failure to pay late pick-up fees can be cause for the child's termination from the program.

Payment Policy

- A non-refundable \$25 security deposit is due for each week for each child at registration. **The remaining balances for weeks 1-6 are due by Monday, June 3rd, 2024, and weeks 7-11 are due by Wednesday, July 15th, 2024.** If you have a balance due one week prior to the due dates, you will receive a balance statement email.

How to pay your balance

- You can pay your balances in person at the DARA office, or you can pay online. To pay your balance online log in to your DARA account at www.dewittrecreation.org Once logged in you will

see a “Coming Due” option. Click on this button and you will be able to pay your balances for camp. If you are having trouble logging in to your account, please call the DARA office at 517-482-5117.

Acceptable Payments

- DARA accepts checks, cash, Visa or Mastercard as payment for programs.

Daily Schedules and Group Assignments

- There will be a tv located by the DARA office that will have our daily schedule, group assignments, field trip information and camp reminders.
- We assign campers to a group of 10 campers with one staff.
- Our daily schedule is broken into 30-minute time blocks. When reading the schedule, we use pictures to state what activity the groups are doing. A legend will be posted for what activity each picture is.

Transportation Policy

All drivers will be provided by DeWitt Public Schools Department of Transportation.

Riders

- One staff member will accompany each group of 10 or less campers
- All campers and staff will wear vehicle safety belts when available
- All riders will remain in their seats facing forward and keep the aisle clear
- Campers will refrain from distracting the driver

Loading and Unloading

- All loading and unloading of campers and gear will be done off roadways
- Campers are to remain orderly and enter and leave in a single file
- No gear can be stored in a manner that causes aisles or exits to be blocked

Evacuation

- Staff will be aware of all available exits from the vehicle to be utilized
- Campers are to evacuate away from the vehicle and any other hazards
- Campers will be held in their groups with their counselor until they can be released to their parents/guardian or another vehicle
- Once the vehicle has been evacuated, staff will do attendance of campers
- The vehicle will be marked with flares if in a traffic area

Emergency Transportation and Services

In the event of an emergency or serious injury, the administrative staff will make the decision whether to call EMS.

Inclement Weather

All of our outdoor activities and field trips are weather dependent and includes heat index. We follow the same guidelines as MHSAA, which boil down to: **With a heat index between 95 and 105 degrees**, precautionary measures should be taken. For camp, this means outdoor activities should be modified to take place in the shade, include more sitting and walking rather than running and jumping, and take frequent water breaks. **With a heat index above 105 degrees**, plans to postpone or reschedule outdoor activities will be implemented. For camp, this means all outdoor activities will be moved inside and weather conditions will be monitored.

DARA office staff will be monitoring the weather and notifying staff when we need to change our daily schedules. The Valley Farms Community Center has air condition throughout the building.

Weekly Email

The week before you attend your registered week, you will receive an email for that week of camp. This will outline what you may need to bring to camp, our field trip information, visiting groups and more.

Remind App

DARA will be using the remind app this summer for parents. The app gives DARA the chance to send reminders about camp directly to parents/guardians phones as text messages. You may also use the Remind app to ask the office staff questions, let us know if you're picking up a camper early, etc. Finally, in case of an emergency DARA will alert parents through this app.

Injuries

Policies and procedures will be implemented and enforced to keep all campers safe. We know that there will be bumps, bruises and scrapes which counselors will assist with treatment on site. Campers will be responsible for cleaning the area before placing their bandage on if needed. An Ouch Report will be written for all injuries. Ouch Reports will be available at sign out for the guardian to review, ask questions, sign, and return to DARA staff. Copies of Ouch Reports can be made upon request.

Behavior Procedure

The administration of discipline is often necessary in a program of this type where many children gather for long periods of time.

- Counselors will handle all minor behavior issues when needed.
- Counselors will notify the Camp Directors if a behavior issue is becoming regular and taking away time from other campers. Camp Directors will talk with the camper to create a plan of action if needed so we are able to have the camper enjoy camp activities.
- If a camper is putting herself/himself and/or other campers in danger through aggressive behavior or continually disrupting the camp experience, camp privileges will be revoked.

Meet Up & Eat Up Food Program

DARA will have breakfast and lunch provided through Meet Up & Eat Up. This program will begin Monday, June 10th and ends Friday August 23rd – Campers signed up for Thursday, July 11th & Thursday August 8th will need to pack a cold lunch. If you wish to send your child with a lunch, you are more than welcome to.

Breakfast/Morning Snack will be served 8:30 am-9:00 am

Lunch will be served 12:00 pm – 1:00 pm

Afternoon Snack will be served 3:30pm

Snacks may include granola bars, go-gurts, animal crackers, fruit snacks, or goldfish.

Sunscreen/Bug Spray/Water Bottle

Please send campers with sunscreen and bug spray daily, this will be kept in their backpacks. **Campers are responsible for applying his or her own sun block and bug spray.** The counselors will remind campers to apply sunscreen; however, each person is responsible for his/her own application. **Please make sure you send your camper with a water bottle every day.** We have a bottle refill station camper will have access to all day.

Medications

All medications must be self-administered; staff will not distribute or administer medication. Campers can have their medications stored in the DARA office in our medication safe. Campers will be able to notify their counselor when they need to go to the office to get their medication.

Clothing

Throughout the summer, please dress your child sensibly for camp activities so that your camper is comfortable and can enjoy the day as much as possible. Many camp activities require physical activity; therefore, we ask **that all campers wear closed toed shoes every day, preferably with laces.** Campers must be potty trained to attend camp, but we understand accidents can happen. **If your child is prone to accidents, please send a spare set of clothes with them each day to camp.** Don't forget to label all the camper's items. If campers do have an accident, we will send them with spare clothes to go change on their own and will discreetly take their old clothes to the office and notify the guardian at pickup.

Lost and Found

All lost and found items will be placed on a table near the check-out table. These will be thrown out or donated every two weeks, so please keep an eye on the table if your camper has lost something.

Please do not send children with

- Electronic devices
- Playing or trading cards
- Pocket knives or anything else that could be considered a weapon
- Expensive items or clothing
- Large amounts of cash
- Cell phones, tablets, etc
- Toys or games

DARA is not responsible for lost or stolen items. If a camper cannot keep these items at home, we will place the item in the DARA office for the guardian at sign out.

Field Trip Procedures:

- Every child signed up for camp goes on the field trip
- We must have permission slips filled out on everyone.
- Designate groups and buddy system.
- **There will be NO money allowed on field trips**

2024 DARA Summer Camp Field Trip List

Week	Date	Location	Departure Time from Valley Farms	Departure Time from Field Trip Location
Week 1	Thursday June 13th, 2024	Potter Park	12:30 pm	3:30 pm
Week 2	Thursday June 20th, 2024	Hawk Island	12:30 pm	3:30 pm
Week 3	Wednesday June 26th, 2023	Lansing Capitol Lawn	9:45 am	12:30 pm
Week 4	Wednesday July 3rd, 2024	Royal Scott Bowling Alley	12:30 pm	3:30 pm
Week 5	Thursday July 11th, 2024	East Lansing Aquatic Center	10:45 am	3:30 pm
Week 6	Thursday July 18th, 2024	MSU Children's Garden	12:30 pm	3:30 pm
Week 7	Thursday July 25th, 2024	NCG Cinema	12:30 pm	3:30 pm
Week 8	Thursday August 1 st , 2024	Ingham County Fairgrounds	12:30 pm	3:30 pm
Week 9	Thursday August 8th, 2024	East Lansing Aquatic Center	10:45 am	3:30 pm
Week 10	Thursday August 15th, 2024	Impression 5	12:30 pm	3:30 pm

Week 11	Thursday August 22nd, 2024	Howell Nature Center	12:00 pm	3:30 pm
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