



Building happy, healthy, confident, and responsible children since 1994.

Bringing the fun back to Summer!

Day Camp Parent Handbook

Mills Gymnastics USA

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Southgate, MI 48195

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Millsgymnastics.com

Registration, Fees, and Payments:

Registration Fee

We do NOT currently charge a day camp registration fee.

Camp Fees

Daily rate \$45

Weekly Rate \$200

Aftercare (3-4:30pm) \$6 (aftercare includes a snack)

Before care (8-9am) \$4

Sibling Discount 10% of 2nd or more children.

Payment Plans

We offer payment plans for families spending \$500 or more on camp days/weeks. 25% of the total is due at sign up with 3 more additional installments (each 25% of total). Dates of payment installments will be determined at time of booking. Payment plans require signed contract and a credit card or checking account to be kept on file. Payments will be deducted automatically on their due date. Installment payments made on a payment plan are not refundable.

Past Due Accounts

Any family with a past due balance may not register for additional weeks of camp or other Mills Gymnastics USA programs/classes until their account is paid in full. Mills Gymnastics USA reserves the right to refuse service to families/children with overdue balances.

Returned Checks

There is a \$25 returned check fee.

Absence/Credits/Refunds

When you enroll for a camp day/week, you are reserving time, space, staff, and materials for your child whether he attends or not. Absences will not be refunded or credited. In the event of a serious illness (with a doctor's note) we will credit the account to be used for future camps, classes, or special events.

We will be glad to transfer a camp day with 24+ hour notice as long as we have availability. Transferring a camp day cannot be guaranteed since many of our days fill up. Any transfer requests with less than a 24 hour notice will not be granted.

We are happy to refund camp payments (excluding payment plan installments) up to May 31st. We will not issue refunds June 1st or later. Transferring paid weeks/days of camps to other dates is dependent upon availability.

How flexible is your camp?

Our camp is designed to be ultra-flexible! Register for the days that work best for you, there are no minimum number of days required. You must book your days in advance.

PARENT VISITATION

Separated Parent

If parents are separated but not legally divorced, Mills Gymnastics USA cannot deny access to a child by either parent. If one parent is concerned about the safety of the child when the child is with the non-custodial parent, action should be taken through the court system.

Divorced Parent

In cases of divorce, either parent may pick up their child unless a court order indicates limited visitation or no visitation. If parents are in the process of separation or divorce while the child attends camp, every attempt should be made to keep camp staff updated on issues affecting a child's custody and emotional well being. Custody agreements must be kept on file at the gym office.

Guardianship

If a legal guardian rather than a parent enrolls a child, a copy of all appropriate legal paperwork must be kept on file at the gym office. This is especially critical in cases where the natural parent has no custodial or visitation rights.

WHAT TO BRING FROM HOME

- Be sure to dress for the weather.
- A sturdy bag or backpack is recommended
- Extra face masks
- Please label EVERYTHING
- Please pack a lunch, 1-2 snacks, and a large water bottle each day.
- Swimsuit and towel EVERYDAY
- Extra clothes are recommended for the mini campers

WHAT TO LEAVE AT HOME

****These items will be confiscated and safely stored until pick up time.***

- Gum, candy, pop.
- Toys, cards (pokemon, magic, trading etc.)
- Electronic Devices (cell phones, tablets, computers, etc)
- Pocket knives, weapons.
- Sparklers or fireworks
- Expensive items

PROGRAM INFORMATION AND PROCEDURES

Drop off/Sign In

Camper arrival/sign in is from 8:45am-9am (before care available 8am-9am). Any camper arriving before 8:45am will be charged for before care. After check in, campers will have supervised open gym time until 9:15 am when our organized schedule begins. Please inform our front office if your camper is running later than 9am. Children and ONE adult (must wear a mask) may enter through the main lobby doors. You will be required to sign your child in, answer a few health questions, and your child's temp will be taken. Any child that does not pass the health screening will not be allowed to attend camp/enter the gym. All children that pass the health screening will then be escorted by our staff into the gym. In order to keep our facility as clean/safe as possible, children will say their goodbyes to their parent in the lobby after they are checked in/passed health screening.

Pick Up/Sign Out

Our camp day ends at 3pm (extended care if available until 4:30pm). When the camp day ends, please pick up your children promptly. You may pick up your child at our main gym lobby. You will be required to sign them out and show identification. Please have your picture ID ready. Without a picture ID we will not be able to release your child. Adults not listed on the registration form, not authorized in writing, or without a proper photo ID will not be permitted to sign a child out from camp. Additional adults may be added to the registration form by notifying the camp director at least one day prior to being authorized for pick up. It is the parents responsibility to notify all adults of our picture ID requirements. Parents/adults will be required to show picture **ID EVERY TIME** even if the camp staff are familiar with the adult. After confirmation of photo ID & proper sign out, the camp staff will escort your child from the gym to you in the lobby. You will not be permitted to enter the gym at this time.

If you must pick up your child prior to the end of camp, please call our front desk as soon as possible. Due to the nature of our camp schedule, your child may be forced to sit out of activities if dropped off late or picked up early.

Late Pick Up Fees

Our aftercare program ends promptly at 4:30, many of our staff are scheduled to coach classes after 4:30. It is your responsibility to have your child picked up by this time. If your child has not been picked up by this time and you have not contacted us, staff will attempt to contact the child's emergency contacts to come pick the child(ren) up. You may be charged \$1/minute for the time the child(ren) remain past 4:30pm. The late pick up fee must be paid before the child can attend any further camps. If there has not been a plan for pickup by 5:15pm, the local police or children's service agency may be called.

Lunch/Food Policy

Mills Gymnastics USA does not provide lunch. Occasionally the camp will make themed snacks/food items. You will be asked every day at check in for food allergies. Please let camp staff know of any food restrictions. We have snacks and water bottles available for purchase in our front office vending machines. Mills Gymnastics is not responsible for any monies sent with campers. Please send camper with a lunch, two snacks, and large water bottle every day. Campers will NOT have access to a microwave or refrigerator. All campers enrolled in aftercare will be provided with one snack at the start of aftercare (ex: goldfish, animal crackers, string cheese, pretzels, etc.)

Allergies

When you register for camp, please be sure to indicate specific allergies - especially food or environmental allergies. When you check your child into camp for the day, please mention your child's allergies to our staff and your camper will be given a red allergy band with their specific allergy written on the band. You are welcome to leave your child's Epi Pen or medication in our office, LABELED with your child's name on it. We are NOT a peanut free facility, however, we will have a lunch and snack table specified to be peanut free if

need be. We will also make sure children with peanut allergies will get to sit with a friend that has a peanut free lunch!

Lost and Found

Mills Gymnastics USA assumes no responsibility for lost items. Although we attempt to return all lost items at the end of each day, please make sure to check your child's belongings each day before departing home. Because of the large amount of unclaimed items that camp accumulates, anything left behind for more than one week will be donated. You may ask to view the camp lost and found at anytime at our front desk. Please remember to label all your camper's items/clothing.

Phone

If any emergency arises, campers can receive messages and/or phone calls by calling our front office. Campers are not allowed to bring cell phones, tablets, or other electronics to camp.

Groupings

Campers are grouped together by age as many of the activities are age based. We understand that Children may want to be grouped together with their friends however, due to the size of our camp and the Age groupings, it is not always possible. We do NOT guarantee group requests will be honored. We Will TRY to accommodate whenever possible.

SAMPLE SCHEDULE

- 8:45am Check in, health screening, hand washing, supervised open gym
- 9:00am Camp Welcome, morning group huddles,
- 9:15am Themed game or activity (mini campers bathroom break)
- 10:15am Bathroom break, hand washing, snack time
- 10:45am Themed activities
- 12:00pm Handwashing, bathroom break, lunch
- 12:45pm Bathroom break (mini campers quiet activity-downtime)
- 1:00pm Themed activities (groups rotate to different "stations")
- 2:00pm Hand washing, bathroom break, snack time
- 2:15pm Campers choice (open gym, games, obstacle course, etc)
- 2:45pm Bathroom, hand washing, pack up belongings, camp goodbyes
- 3:00pm Sign out/aftercare begins

IN HOUSE ACTIVITIES/PRESENTERS

In lieu of field trips and offsite swimming, we will be bringing all the fun to camp.

Each week will have at LEAST one presenter/activity. These will match the weekly theme. Examples of these are magicians, live animal shows, balloon animals, water slide bounce houses, dunk tanks, large carnival games, inflatables, circus show, reptiles show, and much more. The weekday for our inhouse presenters will vary from week to week, Due to extenuating circumstances (weather, availability, etc.) we cannot guarantee which day these will take place. Each and every day of camp is designed to be full of fun and excitement.

Campers will participate in a multitude of different activities including but not limited to zip lining, swimming (onsite inflatable pools), slip and slides, water guns/balloons, relay races, crafts, space ball, basketball, bike riding, lawn games, flag football, volleyball, themed physical games, puzzle solving, board games, problem solving, team building, musical activities (talent show), gymnastics, obstacle courses, art, and MUCH MORE!

BULLYING/DISCIPLINE POLICY

Mills Gymnastics USA defines bullying as:

A harmful pattern of behavior that is purposeful and intentionally threatening to another. This includes but is not limited to verbal and physical behaviors that interfere with the camps ability to facilitate activities. Bullying will not be tolerated at camp.

Bully Prevention Plan

- Create a happy, supportive, and safe environment.
- Create rules and policies and educate campers/staff on these.
- Train staff to recognize signs of bullying and what to do if it happens.
- Encourage campers to speak up.
- Eliminate opportunities for bullying to happen (no kids alone together, campers placed in age appropriate groups, counselors exhibit exemplary behavior)

If Bullying Occurs

- Immediate Intervention, Camp Director notified.
- Separate the kids involved and make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm and reassure all kids involved or witness to incident(s).
- Communicate situation to parents/guardians of campers involved.
- Follow steps in Mills Day Camp Discipline policy.
- Immediate dismissal from the program will be incurred in extreme situations.
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Discipline Policy

Mills Gymnastics USA uses camp to teach children the core values of caring, honesty, respect, and responsibility. Campers are expected to follow behavior guidelines and to interact appropriately while at camp. Rules are built to maintain respect for self, others, and Mills Gymnastics property. We value mistakes as learning opportunities and give children reminders of the rules and explanation of why the rules are important. We will guide campers to resolve conflicts, and encourage optimal behavior. Children will be given the opportunity to share their feelings and frustration with an attentive adult.

In the event of unacceptable behaviors, we will take the following actions:

- A camp strike report will be filled out and shared with the parent/guardian
 - The strike report is designed to give parents a brief description in a written report format of any unacceptable behaviors. The strike reports are used only after the camper has had multiple warnings/chances to correct their behavior.
 - The strike reports should be taken seriously, at home discussions with your child should take place to help improve behavior.
- If a camper receives 3 or more strike reports, a conference will be held with the camp director and the parents/guardian as a last chance to correct any unwanted behaviors.
- Additional resources may be provided or suggested for the family.
- Temporary or Permanent suspension from the camp program will occur if behavior does not immediately and permanently improve after director/parent meeting.

SUSPENSION POLICY

If in our judgement, any child's behavior places the well being of themselves or others at risk of injury we will act quickly and decisively to resolve the situation.

Some examples of situations when it may be necessary to remove or suspend a child from our program:

- A child appears to be a danger to himself, other campers, or staff.
- A child is unable to participate safely in our program without a dedicated 1:1 aide. 1:1 aides MAY be offered, based on availability, at the parent's expense.
- Camp Director determines that continued camp attendance could be harmful to or not in the best interest of the child.
- The child and/or parents consistently ignore camp rules/policies.
- A parent/guardian is disrespectful to any of Mills Gymnastics USA employees/staff.

Immediate Suspension

In extreme situations, the immediate removal of a child from the camp may be necessary. Reasons may include health and/or safety issues for the child, the staff, or other children, as well as the following:

- Failure to pay account balance.
- A parent/guardian is physically or verbally abusive to staff, children, or anyone else at the facility.
- The child is a safety threat to others, himself, or staff. This includes but is not limited to fighting, striking others, biting, wandering, running away from program.
- A parent/guardian fails to abide by camp policies or requirements imposed by the licensing agency.
- The child's needs are not being met in our camp setting/program.
- Using profanity, vulgarity, or obscenity on a frequent basis.
- Acting in a lewd manner.
- Inappropriate attire.
- Possession or use of tobacco, alcohol, illegal drugs, fireworks, firearms, or explosives.
- Inappropriate touching of self or others.
- Any other additional behavior that disrupts the daily operations of camp.

FIRST AID

Mills Gymnastics Staff are first aid, CPR, and concussion trained. All staff are also required to pass the following USA GYMNASTICS courses: Pro First Aid, Stewards of Children, and Recognizing and Responding to Abuse.

Medical Emergencies

In the event that a child is injured, sick, or in need of emergency medical attention, the parent/guardian will be notified immediately. If he or she cannot be reached, the staff will notify an emergency contact person on the registration form.

Insect/Sunscreen Policy

It is recommended that you apply sunscreen and/or bug repellent prior to dropping off. If a child needs assistance applying sunscreen and/or bug repellent our counselors will assist the child in an open setting in view of other camp staff(adults). Campers must supply their own lotion/spray, we do NOT have extra available.

Dispensing Medication

Prescription medication must be in its original packing, not be expired, and have the child's name on the package. The camp director must be informed of children needing inhalers for asthma or allergies. Please include this information on the registration/information form.

Management of Communicable Disease

If a child has any of the following signs or symptoms of illness, he/she shall be immediately isolated and discharged to his/her parent/guardian.

- Diarrhea or Vomiting
- Severe coughing
- Difficult or rapid breathing

- Yellowish skin and/or eyes
- Temperature over 100 degrees
- Untreated skin infections
- Stiff neck
- Lice, scabies, or other parasitic infections
- Pink eye
- Severe stomach or head pain

If any of these symptoms occur prior to dropping off at camp, please do not send your child. The child will be isolated from the group and supervised by an adult, the parents will be called immediately and asked to promptly pick up their child. If the child has a communicable disease, a return note from a physician may be requested.

PARENT PARTICIPATION

Program Evaluations

At the conclusion of summer camp, an electronic program evaluation form will be emailed to the address on file. We highly encourage parents to take a few moments to complete the online form to provide valuable feedback about our program. We use this information to continuously improve our programming.

Parental Concerns

Mills Gymnastics USA wants families to feel comfortable sharing their concerns. If you have any questions, concerns, or comments, please let our front desk know and they will have our camp director or administrator get back to you within 24 business hours.

DAY CAMP REQUIREMENTS

Camp is for children between the ages of 3 and 12. Mills Gymnastics USA provides camp to all children people without regard to race, sex, religion, or disability. The ratios for our camp as of 3/1/2021 are as follow:

- 6:1 for ages 3-5 years
- 10:1 for ages 6-12 years

General Guidelines

All campers must meet the age requirements of the camp for which they wish to register, as the program is designed for age appropriate activities.

All participants must be bathroom independent and toilet trained. Campers must be able to feed and dress themselves. Assistance will be given to younger campers (or campers with special needs) for tying shoes, buttons, and other more difficult tasks.

Camp DROP OFF is from 8:45am-9:00am. Children dropped off before 8:45am will be charged for before care. Campers will participate in supervised open gym until the morning huddle start, structured camp activities begin promptly at 9:15am.

Much of camp is spent outdoors, campers are expected to participate in camp activities.

Campers must be able to communicate effectively with staff so questions and problems can be promptly and adequately addressed (example=bathroom breaks).

If a child does not meet the established guidelines and needs an exception or has special needs, we will review the situation on a case by case basis. Many factors will go into the decision of whether Mills Gymnastics USA can handle the specific request or special need.

COVID-19 INFORMATION

All staff are required to undergo COVID-19 training per Mills Gymnastics USA protocols.

Symptom Monitoring

- Children will be escorted into the gym by our staff and will sanitize their hands before being allowed on the gym floor.
- Per the State of Michigan, campers will go thru a basic overall health check by our staff daily
 - Any noticeable bruising, scrapes, cuts, etc
 - Staff will ask the child how they are feeling, how their night was, etc.
 - Child is clean, wearing clean clothes, and overall looks healthy and happy.

Hygiene

- Groups will be scheduled for many hand washing breaks throughout the day.
- Hand Sanitizer is readily available all over our facility.
- Frequently touched surfaces are cleaned throughout the day.
- Professional cleaners will deep clean each evening.
- Professional electrostatic sprayer/virus killer will be done weekly.
- Groups will be assigned rotation schedules as not to mix with other groups.
- Stations/rotations will be cleaned in between groups.
- All campers will be required to wear a face mask.

Communication

- All parents/guardians will be given a parent handbook upon registration
 - COVID-19 Information is listed in handbook.
- All Parents/Guardians will be notified via email about any COVID-19 concerns, contacts, or cases affecting their child/family.

COVID-19 Illness/Isolation Procedures

- Camp Director will be notified immediately of a sick camper or staff.
- The Camper or Staff will be separated from all others and taken to a designated isolation area.
- Parent/Guardian will be contacted for immediate pick-up.
- Sick staff will be sent home immediately.
- Campers/staff must be fever free for 48 hours without the use of medication before returning to camp.
- If a camper/staff tests positive for COVID-19, our COVID administration team will take over, the health department will be contacted and we will follow their guidance.
- Please also see “Mills INTERNAL COVID PROCEDURES” for more details regarding our COVID response plans.

Revised 2/1/2022