



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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Millsgymnastics.com

# Registration, Fees, and Payments:

## Registration Fee

We do NOT currently charge a day camp registration fee.

## Camp Fees

Daily rate \$50

Weekly Rate \$225

Aftercare (3-4:30pm) \$6

Beforecare (7:30-9am) \$5

Sibling Discount 10% of every child after the first. (First child pays full price).

## Payment Plans

We offer payment plans for families booking 4 or more weeks before the start of camp. (June 15, 2026) 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.

Once camp has begun, we stop offering payment plans. After this date, all fees are due at the time of registration.

## 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 are happy to refund camp payments (excluding payment plan installments) up to May 31<sup>st</sup>. We will not issue refunds June 1<sup>st</sup> 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.

### **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
- Please label EVERYTHING
- Please pack a lunch, 2 snacks (the kids are busy and get hungry)
- A large water bottle each day.
- Swimsuit, sunscreen and towel EVERYDAY
- Extra clothes are recommended for all campers especially mini campers.

## **WHAT TO LEAVE AT HOME**

- 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 is available starting at 7:30am for an extra fee). After check in, campers will have supervised open gym time until 9:15/9:30 when our organized schedule begins.

Please inform our front office if your camper is running later than 9am. Children will say their goodbyes to their parent in the lobby after they are signed in. Children will enter through the main lobby doors.

### 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 or snacks. 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. Mills Gymnastics is not responsible for any monies sent with campers. Please send camper with a lunch, two snacks, and large water bottle everyday. Campers will NOT have access to a microwave or refrigerator.

### **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.

## **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 in house 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.

### **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 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

## **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 day to day 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. A camp medication dispense form must be filled out prior to medicine being dispensed. You may request this form at our front office or the sign in/out table. 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
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin and/or eyes
- Temperature over 100 degrees
- Untreated skin infections
- Stiff neck
- Vomiting
- Lice, scabies, or other parasitic infections
- Vomiting
- 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.

### **Injured Children Participation Policy**

A child may

#### **NOT**

participate on the floor if in a sling, on crutches, has a hard cast, has an air cast or has a walking boot/shoe.

1. If the child has a doctors note stating the child can participate but the child has anything above our internal policy is they still can **NOT** be on the floor.

Exceptions that MAY be considered under the owners discretion:

: A doctor's note for Summer Camp allowing the child to participate.

# **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 3/1/2026 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.

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.