



CRANBROOK

SCHOOLS

SUMMER CAMPS

PARENT WELCOME PACKET

2019

Version 4

WELCOME FROM THE DIRECTOR

Dear Parents and Guardians,



We are honored that you chose Cranbrook Schools for your child's summer camp experience. We promise to do all we can to create a safe and rewarding summer for your child.

I went to camp as a child, worked at camp while in college, and now direct camps as my career. If I had not gone to camp, I would have not gained the independence and social skills I value today. Independence was not achievable through continuous fun and happy experiences; rather, it was a balance of both challenge and success. I share this with you because I believe in the power of camp. Success at camp comes in many forms and connects each child differently. Success may be learning to make new friends for one child, overcoming homesickness or peer conflicts for another, or learning a new skill through the encouragement of a counselor. These successes also include challenges.

Friendships do not happen instantly, peer conflicts take time to discuss and resolve, and forming a habit to try new things takes continuous encouragement. As you share your child with us this summer, keep these thoughts in mind when your child reports back about his or her day. If there were challenges, discuss them with your child and help to determine the best route to take the next day. Know that we are doing the same on our side. Together we can nurture self-confidence, self-control, independence, and friendship building.

Each year I attend the American Camp Association's national conference to remain engaged in the summer camp industry, network with fellow camp professionals, and bring back important information about camps and youth in the United States. Additionally, the camp directors and assistant directors joined me this spring at the Mid States Camp Conference in St. Charles, IL, so they too could obtain similar information and learn new ideas from other camp professionals. Our Camp Nurses are members of the Association of Camp Nurses and one of them attended this year's national camp nurse symposium in Nashville, TN. These professional development opportunities, along with those provided to our canoe instructor, archery instructors, lifeguards, and all our staff during our Staff Orientation Week increase the quality of our camps and help us be intentional about our work and the programs we have planned for your child.

This packet provides you with answers to many of the questions you may have about camp. Please read through all the enclosed information. This packet is a continuation of the [Enrollment Agreement](#) you signed when registering your child for camp.

Newsletters from individual camps and Week 1 camper groups will be shared in the [Document Center](#) as they become available.

We are very excited that your child will be joining the Cranbrook community this summer and we look forward to sharing the Cranbrook experience with you.

Sincerely,

Weston B. Outlaw, Director

Special and Summer Programs
Cranbrook Schools
Cranbrook Educational Community

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PHILOSOPHY

Cranbrook Schools Summer Camps are operated under the auspices of Cranbrook Educational Community. The community is dedicated to aiding each child to full development in health, happiness, skills, and to provide the proper atmosphere and training to allow each child to develop according to his or her individual abilities.

MISSION STATEMENT

Cranbrook Schools Summer Camps are traditional and specialty day camps that provide campers with fun and challenging experiences. We motivate campers from diverse backgrounds to strive for intellectual, creative, and physical excellence, to develop a deep appreciation for the arts and different cultures, and to engage in activities that stimulate creativity, imagination, socialness, and activeness. Our camps seek to instill in campers a strong sense of personal and social responsibility, the ability to have fun in a focused way, and the competence to communicate and contribute in an increasingly global community.

GOALS

A child's most formative educational experiences begin early in life. It is our goal to expand upon your child's knowledge, skills, and experiences. We strive to foster campers' instinctive joy of discovery and excitement about learning. The goals of the camps are:

- To offer a camp environment that fosters growth in the cognitive, affective, and psychomotor domains and an appreciation for the arts and other cultures
- To provide for individual rates and styles of learning
- To maintain industry standard camper/staff ratio, nurture self-confidence, and establish communication and trust among campers, staff, and parents
- To promote interest in learning and discovery through a variety of experiences
- To stimulate problem solving, intellectual curiosity, and high personal standards
- To foster the development of personal and social responsibility and the communication skills essential for contributing in camp, in school, and at home.

Please share these goals with your child in your own words. We will do the same at camp.

DATES, TIMES, LOCATIONS, CONTACT INFORMATION

CAMP DATES

Week 1: June 17 – June 21, 2019
Week 2: June 24 – June 28, 2019
Week 3: July 1 – July 5, 2019
Week 4: July 8 – 12, 2019
Week 5: July 15 – July 19, 2019
Week 6: July 22 – 26, 2019
Week 7: July 29 – August 2, 2019
Week 8: August 5 – August 9, 2019

Week numbers are used in the remainder of this document and other communications.

CAMP TIMES

ALL CAMPS

9:00 AM to 3:00 PM

Eastern Daylight Time

Refer to Pickup and Dropoff sections for details.

EXTENDED CARE

Opens at 7:00 AM | Closes at 6:00 PM

Refer to Extended Care section for details.

TRANSPORTATION SERVICE

Refer to Transportation Service section for details.

AFTER CAMP ACTIVITIES

Swim Lessons, Chess, & Coders

Refer to After Camp Activities section for details.

CAMP LOCATIONS & ADDRESSES & CONTACT INFORMATION

Phone extensions and email address are only active June 15 through August 9.

Contact *Special and Summer Programs* (listed last) outside of these dates.

BROOKSIDE & TOTS DAY CAMPS

BrooksideDayCamp@cranbrook.edu

(248) 645-3674, Option #6

DROP OFF ONLY: BROOKSIDE SCHOOL

[652 Cranbrook Rd](#)

Enter from Woodward Ave to Lone Pine Rd to Cranbrook Rd.

PICK UP ONLY: CHRIST CHURCH CRANBROOK

[470 Church Rd](#)

Proceed South to large parking lot. Follow [Pickup Map](#) in [Document Center](#). Wait for School Buses to arrive.

CRANBROOK DAY CAMP

CranbrookBoysDayCamp@cranbrook.edu

(248) 645-3674, Option #1

MIDDLE SCHOOL FOR BOYS

[21 Valley Way](#)

Enter from Vaughan Rd to Valley Way to Middle School.

CRANBROOK THEATRE SCHOOL

JUNIORS

SSPTheaterCamp@cranbrook.edu

(248) 645-3674, Option #7

WEEKS 1 AND 8 ONLY

KINGSWOOD CAMPUS

[Tamarack Way & Kingswood Campus Dr](#)

Enter from Woodward Ave to Tamarack Way. A single line of vehicles for Kingswood and Theatre camps.

WEEKS 2-7 ONLY ST. DUNSTAN'S THEATRE

[380 Lone Pine Rd](#)

Pickup/Dropoff in Cranbrook House parking lot.

SENIORS

KINGSWOOD CAMPUS

[Tamarack Way & Kingswood Campus Dr](#)

Enter from Woodward Ave to Tamarack Way. A single line of vehicles for Kingswood and Theatre camps.

EXTENDED CARE

SSPExtendedCare@cranbrook.edu

(248) 645-3674, Option #8

BROOKSIDE SCHOOL

[652 Cranbrook Rd](#)

Use parking lot and walk to Hedgegate doors. Follow signs. Do not park in circular driveway.

KINGSWOOD DAY CAMP

KwoodGirlsDayCamp@cranbrook.edu

(248) 645-3674, Option #4

KINGSWOOD CAMPUS

[Tamarack Way & Kingswood Campus Dr](#)

Enter from Woodward Ave to Tamarack Way. A single line of vehicles for Kingswood and Theatre camps.

ROBOTICS DAY CAMP

TECHNODayCamp@cranbrook.edu

(248) 645-3674, Option #5

CRANBROOK CAMPUS

[Institute Way & Academy Way](#)

Proceed West on Institute Way to circular drive

STEM DAY CAMP

SSPSTEMDayCamp@cranbrook.edu

(248) 645-3674, Option #9, then Option #1

MIDDLE SCHOOL FOR BOYS

[1060 Vaughan Rd](#)

Do not use Valley Way entrance.

SUMMER ART STUDIO

SSPSummerArtStudio@cranbrook.edu

(248) 645-3674, Option #2

MIDDLE SCHOOL FOR GIRLS

[Tamarack Way & Kingswood Campus Dr](#)

Enter from Woodward Ave. Proceed Southwest on Tamarack to Middle School.

YOUNG AUTHORS DAY CAMP

YoungAuthorsCamp@cranbrook.edu

(248) 645-3674, Option #3

MIDDLE SCHOOL FOR GIRLS

[Tamarack Way & Kingswood Campus Dr](#)

Enter from Woodward Ave. Proceed Southwest on Tamarack to Middle School.

YOUTH MULTI-SPORTS CAMP

Multisports@cranbrook.edu

(248) 645-3674, Option #9, then Option #2

PERFORMING ARTS CENTER

[550 Lone Pine Rd](#)

Proceed through Gate Arm to circular drive on the right.

+ CAMP NURSE +

SSPCampNursesOffice@cranbrook.edu

(248) 645-3674, Option #9, then Option #4

CRANBROOK CAMPUS

[Academy Way & Lone Pine Rd](#)

Proceed North on Academy Way to first left after Administration Building.

SPECIAL AND SUMMER PROGRAMS (SSP)

ALL CAMP HEADQUARTERS

summer@cranbrook.edu

(248) 645-3674, Option #9, then Option #3

[21 Valley Way](#)

COMMUNICATION & INTERACTION

DOCUMENT CENTER

A repository of camp documents is available via the [Document Center](#). Documents include welcome letters, group lists for traditional camps, medical forms, authorized pick up forms, camp newsletters, maps, permission slips and more.

TELEPHONE & EMAIL

The camp line is (248) 645-3674, which guides you to individual camp lines beginning Saturday, June 15th. Prior to that date, all calls will route to *Special and Summer Programs*. Individual camp lines will be staffed during camp hours. We return calls as soon as possible for messages left before or after camp hours. You can also email the camps using the designated email address listed in the previous section.

CAMP NEWSLETTERS

It is important to us that communication with families remains frequent, efficient, and accurate. A camp newsletter will be electronically sent at the end of each week and will include a wrap-up of the week and summaries of any changes in schedules and news of special events for the following week.

CAMP PHOTOS

We have partnered with Bunk1, the leading vendor for summer camp photos in the country. The platform provides a free option and an upgraded option for additional features like facial recognition. Our Camp Photographer will photograph campers and staff each week and post photos to Bunk1.

To get started, visit the [website](#) or download the Bunk1 app ([Apple](#) | [Google](#)).

The Invitation Code for Cranbrook Schools Summer Camps is: 1904CRANBROOK

Upgraded options include the ability to:

- Save Favorite Photos for easy access to pictures of your child all year.
- Upload a profile photo of your child. The facial recognition will scan all the uploaded photos and notify you when the system detects photos of your child.
- Receive Notifications about new photos and new photos of your child.
- Share Photos to social media or email a photo to family.
- Customize Unique Photo Gifts such as mugs, calendars, phone cases and more.
- Order high resolution digital downloads or prints.

Questions or Problems?

Contact Bunk1 Support: (212) 974-9112 or support@bunk1.com

Daily photos may not be available during Week 2.

CAMP MERCHANDISE

Water bottles, towels, tote bags, additional shirts, and other items can be purchased using the online [Camp Store](#) or Merchandise Order Form, which can be found in the [Document Center](#).

BRING TO CAMP

WRITE YOUR CHILD'S NAME ON EVERYTHING.

BRING EVERY DAY (unless otherwise noted):

- Comfortable Clothing. For participation in a variety of activities.
- Athletic Shoes. No open-toed shoes, sandals, or the like. Protect feet from rocks, tree roots, etc.
- Hat. Wearing a hat helps keep cool and protects the face from the sun.
- Sunscreen. Apply sunscreen on exposed skin before drop-off. Send to reapply. (Brookside & Tots [Sunscreen Application Approval form](#) in [Document Center](#).)
- Water & Water Bottle. Send ice water in a water bottle. Water stations will be available to refill.
- Camp T-shirt, if required that day. Registration includes one camp T-shirt provided on first day of camp. Required on field trips and special days designated by staff.
- Personal Sports Equipment. Permitted as appropriate (swimming goggles, tennis rackets).
- Swimsuit & Towel – Will be sent home each day to dry/clean/replace.
 - Tots: Tuesdays, Thursdays, Fridays
 - Brookside, Cranbrook, Kingswood, Young Authors: Every day
 - Art, Multi-Sports, STEM, Theatre: Tuesdays and Thursdays
 - Robotics: Wednesdays
- Extra Clothes. (Tots Camp)
- Lunch (IF selected “Lunch from Home”)

BRING FIRST DAY:

- Medications & Form. If administered during camp day. See Medications section. Complete the enclose [Authorization to Administer Medication](#) form. Completed forms can be turned in with medications or uploaded through the [Document Center](#).

LOST & FOUND

Cranbrook is not responsible for lost or stolen articles, although communication about lost items will be provided during and after camp. Lost items and projects from all camps will be consolidated at the conclusion of the last offered camp session into Special and Summer Programs located at 21 Valley Way, Bloomfield Hills, MI 48304. Items will be retained for two weeks after the last week of camp. Remaining items thereafter will be donated, recycled, or discarded as appropriate.

DO NOT BRING

Bringing such items to camp may result in dismissal from camp without refund:

- Weapons or similar paraphernalia. This includes knives, water guns, and slingshots.
- Electronic devices, except cell phones – though not recommended. *Campers will not be permitted to use cell phones during the day.* Any calls to parents must be made in the presence of camp staff.
- Alcohol, drugs, personal vehicles, or animals.

LUNCH & SNACKS

Cranbrook dining halls are a controlled nut-free environment.

If you chose *Lunch from Cranbrook* during registration, lunch and snacks (AM & PM) will be provided each day. Meals and snacks are administered, prepared, and catered by Chartwells Schools Dining Services. Lunch menus may be found on the Nutrislice app ([Apple](#), [Google](#)) that can be downloaded to your phone. Choose “Cranbrook Schools – MI” as the organization and choose the “Summer Camp” or “HUB & ROBO & YMSC” menu. The snack menu is available in the [Document Center](#).

If you chose to send a lunch and snacks, all items must be nut-free, and ingredients must be from nut-free facilities. This is in accordance with the waiver you signed agreeing to the terms. Lunches and snacks from home will not be refrigerated.

FIELD TRIPS

(Brookside, Cranbrook, and Kingswood only – Trips not offered every week) Field trips are available to purchase through the registration portal. Trips will be posted weekly and emailed to parents with detailed information. To purchase, [log into your account](#). Click on the corresponding weekly session. Click the *Edit* link next to the *Options* item. Click *Next* until you reach the Field Trip section. Choose trips to purchase. Click *Next*. Click *Proceed to Payment*. Or, email summer@cranbrook.edu with your request. Some trips have limited availability. Camp t-shirts must be worn on trip days.

HEALTH & WELLNESS

The Camp Nurse will be available to all camps from 7:00 AM until 6:00 PM. The Camp Nurse will provide complete first aid care and may contact you to keep you well informed. In the event of an illness or injury that requires medical care above and beyond first aid, you will be notified in a timely fashion. All staff are trained to take proper action in an emergency. Please keep your child home if he/she has a fever of over 100.2, or if ill for his/her well-being and to reduce the likelihood of spreading illness to others. If your child has a medical need that requires special attention, please contact the Camp Nurse using the contact information provided in this packet.

MEDICATIONS

Medications taken during the camp day must be kept at the Cranbrook Infirmary and administered by the Camp Nurse. On the first day of your child's session, drop off the medication along with the [Authorization to Administer Medication](#) form during drop-off. The medication and form will then be transported to the Cranbrook Infirmary for safe storage and proper dispensing. The Camp Nurse can only administer current and non-expired medications. Prescription medications will be returned to you at the conclusion of your child's camp session. The Cranbrook Infirmary is staffed with a nurse at all times. Camp offices do not store over-the-counter medications nor will they administer any medications to your child without proper physician authorization. If your child is prescribed an EpiPen® or inhaler for an emergency reaction, it is imperative that you provide the camp with such materials. We do not stock EpiPens®. Emergency medications may be carried by campers or counselors at your discretion indicated on the [Authorization to Administer Medication](#) form. [Location of Cranbrook Infirmary](#) | [Add Medications](#)

ATTENDANCE

Please call or email the camp in the event of an absence or tardiness. Attendance is taken each day. If tardy, park in the parking lot and escort your child to his/her respective camp office. Do not park in drop-off circles or fire lanes. A staff member will then escort your child to the camp activity.

AUTHORIZED TO PICK UP

You will need to download and print an Authorized to Pick Up sheet, which can be found in the [Document Center](#). Add your child's name. Write clearly and in large print. If you have more than one child in the same camp, you may add both names. Fill in your child's group name (if applicable). If you don't know about this, leave it blank. Place the sheet on the PASSENGER SIDE FRONT DASHBOARD of your car EVERY TIME for afternoon pick up. Different camps use different symbols, so please display corresponding sheets. Distribute these sheets to other adults who you have approved to pick up your child and provide instruction. Opening day of camp, staff will verify ID of the person picking up your child and release only when identification has been confirmed. Staff will check for these sheets before releasing campers to any adult attempting to pick up a camper. Any adult attempting to pick up a camper without an "AUTHORIZE TO PICK UP" sheet will be directed to leave the pick-up queue and park to the side. The list of persons authorized for pick up will be checked and the adult will be asked to provide photo ID matching an authorized name before the camper will be released to that adult. You can add authorized adults in the [registration portal](#). Thank you for your cooperation with this security procedure.

EARLY PICK-UP

If you need to pick up your child early from camp, please call, email, or send a note. With this advanced notice, you can park in the parking lot (not in the drop-off area) and walk to the camp office. We will have your child and a staff member waiting for you. Adults who you allow to pick up your child must have the *Authorized Pick Up* sheet in their vehicle. If not, we will contact you for permission. We will ask

for government-issued photo identification from the adult and check your child's registration for release authorization. To add an individual, please contact the camp office.

MORNING DROP-OFF

Drop off may occur up to 15 minutes prior to the camp start time each morning. Earlier drop-offs must be at Extended Care at Brookside ([see map](#)). Extended Care fees apply. Counselors will take campers by School Bus to their respective camp locations. When dropping off, pull forward as far as possible. Do not exit your vehicle. A staff member will open the door and welcome your child to camp. Park in the parking lot if you need to visit the camp office. Do not park in reserved parking spaces. Be prompt for drop-off. Inform your child if he/she will be attending Extended Care.

AFTERNOON PICK-UP

Pick-up lines begin forming 15 minutes prior to the end of camp. View address and location information for each camp earlier in this packet. (Brookside & Tots: See [Pick-Up Map](#).) Campers will be dismissed and escorted to your vehicle by camp staff. Please move your vehicle as far forward as possible as directed by staff. Do not get out of your vehicle. Traffic must keep flowing to prevent traffic backups. If you need to park your car for any reason, please do so in the parking lot; do not park in reserved spaces. Be prompt for pick-up. Display the *Authorized to Pick-Up* sheet on the passenger side windshield or dashboard. These Sheets and Camper Groups (if applicable) can be found in the [Document Center](#). Vehicles without the form displayed will be directed to move out of the pick-up queue. Do not move your vehicle out of line if you see your child; your patience is requested. Campers who have not been picked up within 15 minutes of pick-up will be taken to Extended Care located at Brookside ([see map](#)). Campers enrolled in Extended Care will attend daily unless otherwise authorized. For play dates, we require your authorization before afternoon pick-up.

TRANSPORTATION SERVICE

(For all camps except Tots) Transportation Service is an option that can be purchased in the registration portal. The vehicles used are green 9-passenger vans with the Cranbrook Schools logo on each side. They are operated by our camp staff. Locations, addresses, and times are located on our [main camp website](#) under your child's specific camp.

TRANSPORTATION SERVICE SAFETY POLICIES & PROCEDURES

Campers may not be left unattended unless authorized with a WALK HOME PERMISSION (for drop-off) in the registration portal. Your child must remain in your care until loaded onto the van. If late to the morning van, you will need to find an alternate method to transport your child to camp. If late to the afternoon van, your child will be transported to Extended Care located at the Brookside School. Do not hinder the departure of vans in any way. This includes blocking a van from moving. To report changes, please contact us using the contact information in this packet. In the event of changes or emergencies, we will contact parents by email, text, and/or phone depending on the severity.

Campers must remain seated, facing forward, use moderate voice tone and level, keep their feet in front of them and out of the aisle, be responsible for their own litter and personal belongings, not horseplay or fight, and listen to the counselor on board and follow directions. In case of emergency, campers should stay quiet and listen for instructions. Seat belts are to be worn when provided and required.

OPEN SWIM

(For all camps except Tots) Campers swim at Cranbrook's Williams Natatorium. Swim tests are conducted on the first day, which includes an estimated 15-yard swim at the surface line. Campers who fail or prefer not to take the test are supplied with life jackets and remain in the shallow end of the pool. Campers are allowed to retake the test. The Natatorium staff include a certified pool manager, certified lifeguards, and our trained camp staff who serve as lookouts.

It is our intention to provide campers with a genuine interest in aquatic activities while familiarizing them with guidelines for appropriate pool conduct and safety. Swimming skills are reinforced during daily free-swim periods; however, these are not swim lessons. Campers are required to attend each session and cooperate with counselors and lifeguards, but are not required to swim. Parents of campers who may be reluctant to swim are asked to help by encouraging their child's daily involvement. There is zero tolerance for horseplay at any time in or near the pool. Required items for swimming are included in the *Bring to Camp* section of this packet.

AFTER CAMP ACTIVITIES

SWIM LESSONS

(Entering grades 1-5 only) Swim lessons are offered after the camp day. They are conducted by the Williams Natatorium's staff. Campers who registered and paid for after-camp swim lessons will take the on-campus bus from their camps to the Natatorium. They will be escorted by our staff. Swim lessons run from about 3:45 until 4:15 PM. Parents/guardians picking up should form a line at Friendship Circle, which is located at the dead-end of Institute Way on the Cranbrook Upper School Campus. Camp staff will escort campers out of the Natatorium to the parking lot. Campers who are not picked up within 10 minutes will be escorted by shuttle to Extended Care at the Brookside School. Refer to the Extended Care section for more details on the program.

CHESS & CODERS

(Entering grades K-9 only) Activities runs until 4:45pm and dismisses at Brookside or camper goes to Extended Care. Campers who registered and paid for these after-camp activities will take the on-campus bus from their camps to Brookside. They will be escorted by our staff. Parents/guardians picking up should form a line in the Brookside School circular driveway. Camp staff will escort campers to the driveway. Campers who are not picked up within 10 minutes will be escorted to Extended Care located in the same building. Refer to the Extended Care section for more details on the program.

EXTENDED CARE

Extended Care is designed to support the needs of busy parents. Camp staff supervise group games, quiet time, and outdoor play. The same expectations for inclusivity and appropriate behavior from our camps are maintained. You can utilize Extended Care as early as 7:00 AM (AM Extended Care) and as late as 6:00 PM (PM Extended Care). PM Extended Care includes a light snack. Extended Care is located at Cranbrook Lower School Brookside for all camps. Campers are escorted on our buses to get to/from their camp locations. Parents/guardians escort campers into AM Extended Care and sign them in each morning. Parents also enter the building and sign campers out when picking up in the afternoon. Parents may drop off at all camp locations no earlier than 8:45 AM; there is no staff to supervise campers at camp locations until 8:45 AM. Parents who need to drop off campers earlier than 8:45 AM should drop off at Extended Care located at Cranbrook Lower School Brookside (652 Cranbrook Rd). Parents who arrive for pick up later than 3:15 PM should pick up at Extended Care located at Cranbrook Lower School Brookside (652 Cranbrook Rd). Extended Care can be purchased as a flat weekly fee in the registration portal. If Extended Care is utilized without purchase, your account will be charged a daily rate of \$25. Campers signed out after 6:00 PM will be charged \$15.00 per quarter hour.

CONCUSSION AWARENESS

Michigan Department of Community Health requires that day camp families receive information about concussions that might result from head trauma. Your child's safety is our first and highest priority. Activities are planned with care to provide safe and healthy experiences. Our camp staff receive general training on concussion recognition and appropriate responses. In the event of an accident that causes a bump to the head, the injured camper will be immediately evaluated for concussion symptoms, which may result in a visit to the infirmary for additional observation by our camp nurse. Campers displaying suspected concussion symptoms will be asked to rest in the infirmary and parents will be called to pick the camper up from camp. If this happens, you must take your child to be evaluated by your child's pediatrician. A doctor must sign a release form before your child will be allowed to return to athletic activities.

When registering your child for camp, you signed the Concussion Material - Educational Material for Parents and Students form. To review the form, [visit here](#). You may also visit [HEADS UP to Youth Sports](#). If you have additional questions, please contact your child's pediatrician.

EMERGENCY RESPONSES

Cranbrook has an extensive Emergency Response Plan through our on-campus Public Safety department. They are in contact with Bloomfield Hills Police and Fire Departments. Our staff receive training on the following emergency situations: Fire, Tornado, Thunderstorm, Earthquake, Unaccounted Child, Evacuation, Flooding, Lockdown, and Active Shooter using the ALICE program. They understand the planned and integrated responses to threatening situations and can be counted on to act quickly and calmly to make sure your child stays safe in a crisis.

In an emergency situation, the reactions of everyone concerned can impact the safety of campers. It is important that parents/guardians know that there are some things that they should do, and some things they should not do in order to assist emergency personnel should officers be called on to address a threat on our campus. It is also important that parents/guardians respect that our first priority will be to respond to the emergency and immediately act to ensure the safety of all campers. This might result in phone lines being abandoned in some offices as staff escort campers to safer locations. When it becomes practical, emergency calls and instructions to parents/guardians will be made.

BULLYING & MANAGEMENT

Cranbrook Schools Summer Camps adhere to the Olweus Bullying Prevention Program as a means for nurturing a positive environment in which our campers can learn and implement the necessary social skills to grow into respectful and caring individuals. Camp staff receive training on bullying prevention and intervention techniques. We have *zero tolerance* for bullying and intimidation behaviors; any camper who engages in bullying may be dismissed without refund. Fighting will result in immediate dismissal without refund. These policies will be enforced in all programs and activities.

Occasionally there may be conflicts between campers. We use these conflicts as learning opportunities for campers to improve their skills for responding and reacting to difficult or uncomfortable situations, and we strive to teach new and useful approaches for dealing with these situations.

ACTIVITY INFORMATION & PERMISSION

The camps are designed to include activities that are eligible for all campers to participate, or to the greatest extent possible. The Camp Nurse reviews all campers' medical forms and informs the camp directors of any campers who are unable to participate in particular activities. In specialized and aquatic activities, procedures are in place to ensure safety, testing, training, equipment functionality are up to standard. In the event that a camp director deems an activity closed for reasons such as weather, equipment issues, or unqualified staff present, campers will be ineligible to participate until it is reopened by the camp director.

If your child is attending one of our traditional camps (Brookside, Tots, Cranbrook, and Kingswood), he/she may participate in Archery, Arts & Crafts, Canoeing, Dance, Drama, Flag Football, Floor Hockey, Kickball, Lacrosse, Movement, Music, Science & Nature, Soccer, Swimming, Tennis, and Yoga. Your signature on the Enrollment Agreement during the registration process indicates your permission for your child to participate in these activities, unless otherwise noted in your child's health forms.

Campers will not be deprived of food or sleep; will not be placed alone without staff supervision, observation, or interaction; and will not be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.