



CRANBROOK
SUMMER CAMPS

WELCOME PACKET

2026

WELCOME FROM THE DIRECTOR

Dear Parents and Guardians,

We are honored that you have chosen Cranbrook for your child's summer camp experience. Our commitment is to ensure a safe and rewarding summer filled with fun and excitement that provides a lifetime of memories.

Summer camp has profoundly influenced my life, starting from my own childhood as a camper, to my years volunteering and working at various camps throughout high school and college. Camp is where I learned invaluable life lessons—how to make friends, collaborate with others to achieve common goals, and navigate unexpected challenges. It is a place where pushing beyond comfort zones leads to the discovery of new passions and dislikes, shaping us as we learn and grow. Witnessing the transformative power of summer camp on myself and campers throughout the years has been incredibly rewarding. There's nothing quite like seeing the growth and confidence that can flourish over a summer.

Success at camp is unique to each child. For some, it might be making new friends, while for others it could be overcoming homesickness or learning a new skill with the support of a counselor. These successes often come with challenges. Friendships take time to form, peer conflicts require thoughtful resolution, and trying new things demands continuous encouragement. As you entrust your child to us this summer, remember to embrace both the successes and the challenges they may share with you. Discuss any difficulties with your child and together, we can find the best way to move forward. Rest assured, we are doing the same on our end. Together, we can foster self-confidence, independence, and the ability to build lasting friendships.

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

Newsletters from individual camps and camper groups (if applicable) 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 your family.

Sincerely,

Matt Benyo
Director of Special and Summer Programs
Cranbrook Schools
Cranbrook Educational Community

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PHILOSOPHY

Cranbrook 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 Summer Camps are traditional and specialty day camps that provide campers with fun and challenging experiences. We motivate campers to explore, grow, and thrive in a dynamic and joyful environment. A community that values diversity and inclusion, we cultivate wonder and, through our engaging programs and world-class campus, create opportunity for exploration and discovery in the arts, athletics, science, nature, and personal development. We nurture and challenge, inspire and empower campers to try new things, build confidence, and connect with others—fostering kindness, enthusiasm, and a strong sense of self. We promote creative and object- and location-based learning experiences that allow individual expression in an open-learning environment.

CAMP CORE VALUES

Our core values are respect, responsibility, integrity, safety, and health.

GOALS & OUTCOMES

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 and allow individual expression.
- To maintain industry standard camper/staff ratio, nurture self-confidence, and establish communication and trust among campers, staff, and parents.
- To promote learning and discovery through creative object- and location-based 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. Campers should leave camp with a skill, attitude, knowledge, or ability based on the type of camp (traditional, specialty, athletic) and the individual camp offerings. These outcomes are broadly described in each camp's description found [online](#). In addition, campers may learn to make new friends, overcome homesickness or peer conflicts, or learn a new skill through the encouragement of a counselor.

DATES, TIMES, LOCATIONS, CONTACT INFORMATION

CAMP DATES

Week 1: June 15 - June 19, 2026

Week 2: June 22 - June 26, 2026

Week 3: June 29 - July 3, 2026

Week 4: July 6 - July 10, 2026

Week 5: July 13 - July 17, 2026

Week 6: July 20 - July 24, 2026

Week 7: July 27 – July 31, 2026

Week 8: August 3 - August 7, 2026

CAMP TIMES

Young Authors Day Camp & Youth Multi-Sports Camp

9:15 AM to 3:15 PM

Eastern Daylight Time

All Other Cranbrook Schools Camps

9:00 AM to 3:00 PM

Eastern Daylight Time

Cranbrook Art Museum - Create Camps

9:00 AM to 3:00 PM

Eastern Daylight Time

Cranbrook Institute of Science - Explore Camps

9:00 AM to 3:00 PM

Eastern Daylight Time

Extended Care

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

*CIS Extended Care opens at 7:30 AM

CAMP LOCATIONS & ADDRESSES & CONTACT INFORMATION

Phone extensions and email addresses are active June 15 through August 7.

Contact Special and Summer Programs at summer@cranbrook.edu or (248) 645-3674 outside of these date, or
Cranbrook Institute of Science at CISReservations@cranbrook.edu or (248) 645-3210, or
Cranbrook Art Museum at cpalmer@cranbrook.edu or janderson@cranbrook.edu or (248) 645-3738

BROOKSIDE TOTS DAY CAMP

BrooksideDayCamp@cranbrook.edu

(248) 645-3674, Option #1

BROOKSIDE SCHOOL at [652 Cranbrook Rd](#)

Enter from Woodward Ave to Lone Pine Rd to Cranbrook Rd. ([Campus Map](#))

BROOKSIDE DAY CAMP

BrooksideDayCamp@cranbrook.edu

(248) 645-3674, Option #1

DROP OFF ONLY: BROOKSIDE SCHOOL at [652 Cranbrook Rd](#)

Enter from Woodward Ave to Lone Pine Rd to Cranbrook Rd. ([Campus Map](#))

PICK-UP ONLY: CHRIST CHURCH CRANBROOK at [470 Church Rd](#)

Proceed South to large parking lot. ([Pick-up Map](#))

CRANBROOK DAY CAMP

CranbrookDayCamp@cranbrook.edu

(248) 645-3674, Option #2

MIDDLE SCHOOL FOR BOYS at the [Valley Way Circle](#)

Enter from Vaughan Rd to Valley Way to Boys Middle School. ([Campus Map](#))

CRANBROOK THEATRE SCHOOL

CranbrookTheatreSchool@cranbrook.edu

(248) 645-3674, Option #5

JUNIOR DIVISION: CRANBROOK CAMPUS at [550 Lone Pine Rd](#)

Proceed through Gate Arm to circular drive on the right. ([Campus Map](#))

SENIOR DIVISION: ST. DUNSTAN'S THEATRE & GREEK THEATRE

Enter from Lone Pine at the House & Garden's parking lot. ([Campus Map](#))

KINGSWOOD DAY CAMP

KingswoodDayCamp@cranbrook.edu

(248) 645-3674, Option #3

KINGSWOOD CAMPUS at [Tamarack Way & Kingswood Campus Dr](#)

Enter from Woodward Ave to Tamarack Way. ([Campus Map](#))

ROBOTICS DAY CAMP

RoboticsDayCamp@cranbrook.edu

(248) 645-3674, Option #6

CRANBROOK CAMPUS at [39221 Institute Way](#)

Proceed West on Institute Way to circular drive. ([Campus Map](#))

STEM DAY CAMP

STEMDayCamp@cranbrook.edu

(248) 645-3674, Option #7

MIDDLE SCHOOL FOR BOYS at [1060 Vaughan Rd](#)

Do not use the Valley Way entrance. ([Campus Map](#))

SUMMER ART STUDIO

SummerArtStudio@cranbrook.edu

(248) 645-3674, Option #8

MIDDLE SCHOOL FOR GIRLS on [Tamarack Way](#)

Enter from Woodward Ave. Proceed on Tamarack to Girls Middle School. ([Campus Map](#))

YOUNG AUTHORS DAY CAMP

YoungAuthorsDayCamp@cranbrook.edu

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

MIDDLE SCHOOL FOR GIRLS on [Tamarack Way](#)

Enter from Woodward Ave. Proceed on Tamarack to Girls Middle School. ([Campus Map](#))

YOUTH MULTI-SPORTS CAMP

YouthMultiSportsCamp@cranbrook.edu

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

PERFORMING ARTS CENTER at [550 Lone Pine Rd](#)

Proceed through Gate Arm to circular drive on the right. ([Campus Map](#))

EXTENDED CARE

FOR CRANBROOK SCHOOLS CAMPS LISTED ABOVE

ExtendedCare@cranbrook.edu

(248) 645-3674, Option #4

BROOKSIDE SCHOOL at [652 Cranbrook Rd](#)

Enter from Woodward Ave to Lone Pine Rd to Cranbrook Rd. ([Campus Map](#))

FOR CIS EXPLORE CAMPS & CAM CREATE CAMPS

(248) 645-3290

CRANBROOK INSTITUTE OF SCIENCE – WEST ENTRANCE at [1 Institute Way](#)

Proceed West on Institute Way to CIS Circular Drive. ([Map](#))

+CAMP NURSE+

CampNurse@cranbrook.edu

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

Camp nurses have offices at each camp location and will travel between them throughout the day.

SPECIAL AND SUMMER PROGRAMS (SSP)

summer@cranbrook.edu

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

[21 Valley Way](#)

CRANBROOK INSTITUTE OF SCIENCE – EXPLORE CAMPS (CIS)

CISReservations@cranbrook.edu

(248) 645-3210

CRANBROOK INSTITUTE OF SCIENCE at [1 Institute Way](#)

Proceed East on Institute Way to CIS Circular Drive. ([Map](#))

CRANBROOK ART MUSEUM – CREATE CAMPS (CAM)

Crystal Palmer, Associate Curator of Education at cpalmer@cranbrook.edu, (248) 645-3738

Joanna Anderson, Curator of Education at janderson@cranbrook.edu, (248) 341-2497

Email is preferred and checked regularly. Phone is checked several times per day.

CRANBROOK ART MUSEUM on [Institute Way](#)

Proceed via Institute Way to Art Museum Circular Drive. ([Map](#))

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 phone number is (248) 645-3674, which guides you to individual camp extensions. Camp inboxes and voicemail boxes are monitored beginning Monday, June 15. Prior to that date, all emails and voicemails will be forwarded 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.

The phone number for Cranbrook Institute of Science Explore Camps is (248)645-3210. The phone number for CIS Extended Care is (248) 645-3290 and is monitored between 4-6 PM.

The phone numbers for CAM Create Camps are (248) 645-3738 & (248) 341-2947. The phone number for CAM PM Extended Care is (248) 645-3290 and is monitored between 4-6 PM.

CAMP NEWSLETTERS

A camp newsletter will be electronically sent on the Friday before each week. It will include a wrap-up of the week and highlights for the following week. It will also include popular links.

CAMP PHOTOS

Our Camp Photographers will be on campus to photograph campers and post photos to Bunk1. The platform provides a free option and an upgraded option for additional features. To get started, visit the [website](#) or download the Bunk1 app ([Apple](#) | [Google](#)).

The **Invitation Code** for Cranbrook Schools Summer Camps is: **CBSSC2026**

Optional upgraded options include the ability to:

- Save Favorite Photos for easy access to pictures of your child all year.
- Receive Notifications about new photos.
- 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

CAMP MERCHANDISE

Purchases made during the registration process will be provided to your child on the first day of camp. Items are still available. To purchase camp-branded water bottles, cinch sacks, pool towels, hats, or UV bracelets, contact summer@cranbrook.edu, or visit the School Store located on the Cranbrook Upper School campus under the Friendship archway:

Summer Hours
Tuesday – Friday, 9:00 AM – 4:00 PM
Closed Tuesday, June 30 and August 3-17.
[Google Maps](#) | [Campus Map](#)

The physical store offers Cranbrook branded apparel, novelties, school supplies, personal care items, beverages, snacks, and candy. You can also visit the [Official Online Store](#) which carries different Cranbrook Schools apparel than the physical store.

ITEMS FOR CAMP

BEFORE FIRST DAY:

- Medications & AAM Form (Please read carefully):**
 - If medication is administered during camp day, the medication must be brought in the original prescription container. If the original container includes the prescriber's name, patient (your child's) name, and dosage information, you can complete the online [Parent Authorization to Administer Medication](#) form.
 - If the medication's original container is not available or does not provide the above information, the prescriber's signature is needed on the [Prescriber Authorization to Administer Medication](#) form.
 - Self-Carry medication (including inhalers and epinephrine auto-injectors) must be turned in with the prescriber's and parent/guardian's signature on the [Prescriber Authorization to Administer Medication](#) form.
 - Completed forms can be turned in with medications on the first day, emailed to summer@cranbrook.edu, or uploaded through the [Document Center](#). Refer to Medications section in this document.

FIRST DAY:

- Medications:** Provide the medication and the required Authorization to Administer Medication form (if not already submitted) during drop-off.

EVERY DAY:

- Comfortable Clothing:** Please dress in activity-appropriate clothing
- Athletic Shoes & Socks:** No open-toed shoes, sandals, flip-flops, etc.
- Backpack, small bag, or cinch sack**
- Hat**
- Sunscreen/Bug Spray:** Apply sunscreen on exposed skin before drop-off. Applying at curbside drop-off is not permitted. Send to reapply.
 - For Brookside & Tots, submit [Sunscreen Application Approval](#)
- Water & Lightweight Water Bottle:** Please label with child's name. Refill stations will be available.
- Lunch and 2 Snacks:**
 - **CAM Create and CIS Explore Camps do not provide lunch.** All campers must bring lunch and snacks that are free of peanuts, tree nuts, and sesame/tahini/hummus.
 - For all Campers who selected *Lunch from Home*. Must be Nut-free. ([Waiver](#))
- Full Set of Extra Clothes:** Tots only
- Swimsuit & Towel**
 - Does not apply for CIS Explore and CAM Create Camps
 - If you purchased a pool towel, it will be given to your child on the first day.
 - These items will be sent home each day to dry/clean/replace.
 - Please refer to the Swimming Schedule below for the days to bring swimsuit/towel.

SWIMMING SCHEDULE

- Brookside Tots Day Camp: Every day*
 - *Tots have Water Fun Day at the camp location; do not swim at the Natatorium
- Brookside Day Camp: Every day*
 - *Each group will swim twice/week and participate in a Friday Water Fun Day. Refer to the weekly newsletter or calendar from the [Document Center](#) for the days each group will swim.
- Cranbrook Day Camp: Every day
- Kingswood Day Camp: Every day
- Cranbrook Theatre School: Friday
- Robotics Day Camp: Wednesday
- STEM Day Camp: Friday
- Summer Art Studio: Wednesday
- Young Authors Day Camp: Tuesday, Thursday
- Youth Multi-Sports Camp: Monday, Tuesday, Thursday

*CAM Create and CIS Explore Camps do not swim at the Natatorium. Please see the Open Swim at the Natatorium section below for more information.

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.
- Goggles that fully cover the nose (snorkel masks) or are made with tempered glass.

LOST & FOUND

Please be sure to label all items brought to camp. 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 Cranbrook Schools 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.

LUNCH & SNACKS

LUNCH FROM CRANBROOK

If you selected **Lunch from Cranbrook** (*not available for CAM Create or CIS Explore Camps*) during registration, lunch and snacks will be provided each day. Meals and snacks are administered, prepared, and catered by Chartwells Schools Dining Services. Lunch and snack menus may be found on [this website](#) or through the Nutrislice app ([Apple](#) | [Google](#)). In the app, choose “Cranbrook Schools – MI” as the organization and the “Summer Camp” menu.

Campers with specific allergies that require a special meal must complete the Allergy Meal Form. Weekly forms are available in the [Document Center](#) and are required to be submitted no later than the Wednesday before the week for which the meals are being requested. The associated allergies must be documented on the [Health Form](#). Alternatively, campers can bring a lunch from home.

Allergy Meal Forms cannot be submitted without an accompanying Health Form that documents allergies.

LUNCH FROM HOME

For campers at CAM Create or CIS Explore Camps, or if you selected **Lunch from Home** during registration, the lunches and snacks you send must be free of nuts, tree nuts, and sesame, and ingredients must be from nut-free facilities. This is in accordance with the [lunch waiver](#) you signed. Lunches and snacks from home will not be refrigerated.

HEALTH & WELLNESS

The Camp Nurse will be available to all camps from 7:00 AM until 6:00 PM. Cranbrook Security and Safety are also available and open 24/7. The Camp Nurse will provide complete first aid care and may contact you to keep you informed. In the event of an illness or injury that requires medical care above and beyond first aid, you will be notified. All staff are trained to take proper action in an emergency. If your child has a medical need that requires special attention, please contact the Camp Nurse.

CAMPER ILLNESS

Campers who feel sick, have a fever of over 100.2, or exhibit symptoms of illness must stay home, and any camper who appears unwell during the day must be picked up promptly. If your child encounters symptoms or is diagnosed with a communicable illness before or during camp, please report it to the Camp Nurse. Campers may return to camp once they are symptom-free and have been cleared by the Camp Nurse.

MEDICATIONS

Medications taken during the camp day must be stored with and administered by the Camp Nurse or trained personnel. On the first day, provide the medication and the appropriate Authorization to Administer Medication form (if not already submitted) during drop-off. The medication and form will be kept with the Camp Nurse for safe storage and proper dispensing. The Camp Nurse can only administer current and non-expired medications.

Prescription medication: The online [Parent Authorization to Administer Medication](#) form signed by parent/guardian AND medication brought in original container* that shows the following:

- Patient (camper) Name
- Prescribed Dosage and Instructions
- Medication Name
- Prescriber
- Expiration Date

*If medication is not brought in the original container with prescriber information, the physical [Prescriber Authorization to Administer Medication](#) form must be printed and signed by the prescriber.

Over-the-counter medication: The online [Parent Authorization to Administer Medication](#) form signed by the parent/guardian, including administration instructions, and must be brought in original container.

Self-Carry medication (including inhalers and epinephrine auto-injectors): The bottom of the physical [Prescriber Authorization to Administer Medication](#) form must be completed and signed by the prescriber and signed by the parent/guardian.

Prescription medications will be returned to you at the conclusion of your child's camp session. Cranbrook Camps are 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 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. Emergency medications may be carried by campers or counselors at your discretion indicated on the Authorization to Administer Medication form.

[Add Medications](#)

To add medications to your child's profile on Ultracamp, click the Account Member for which you would like to add medication, click "Medications" and "Manage Medications."

ATTENDANCE

If your child will be absent or arriving late, please notify the camp office by phone or email in advance. Attendance is taken daily, and if your child does not arrive for check-in and we have not received notice, we will contact you.

For late arrivals, please park in a designated parking space and escort your child to the front door of and contact their camp office. **Do not park in drop-off circles, reserved spaces, or fire lanes.** A staff member will escort your child to the camp activity.

Drop-off and pick-up are busy times when staff must focus on traffic flow, drivers, children, and communication. Please remain attentive, follow posted signage and staff directions, and help keep the line moving by quickly loading and unloading your child(ren) from the vehicle.

MORNING DROP-OFF

For location information, review the [Campus Map](#). Drop off may occur up to 10 minutes prior to the camp start time each morning.

- The following camps drop off between **8:50 AM** and **9:00 AM**:
 - Brookside Day Camp, Brookside Tots Day Camp, Cranbrook Day Camp, Kingswood Day Camp, Cranbrook Theatre School, Robotics Day Camp, STEM Day Camp, Summer Art Studio, Cranbrook Art Museum Create Camps, Cranbrook Institute of Science Explore Camps*
- The following camps drop off between **9:05 AM** and **9:15 AM**:
 - Youth Multi-Sports Camp, Young Authors Day Camp. Do not attempt to drop off before 9:05 AM.

Earlier drop-offs will be considered Extended Care; fees apply. When dropping off, pull forward as far as possible. Do not pull around other vehicles unless instructed to do so by a staff member. This is for the safety of our campers. Do not exit your vehicle. A staff member will open the door and welcome your child to camp.

*For Cranbrook Institute of Science Explore camps, on Monday drop-off ONLY, you must park and walk your camper to the entrance starting at 8:30 AM. Please bring a photo ID and any required paperwork. For additional details, please refer to the CIS Welcome Letter sent the week prior to your registered camp session.

AFTERNOON PICK-UP

Pick-up lines generally form 10 minutes before camp ends, *except for Young Authors Day Camp and Youth Multi-Sports Camp*. Please review the address details earlier in this packet, as well as the [Pick-Up Map](#) if your child attends Brookside Camp. For all other camps, staff will escort campers to your vehicle. For camps that share pick-up locations, please note the staggered timing below to help us prevent traffic congestion:

- 550 Lone Pine Parking Lot/ Performing Arts Center
 - **Cranbrook Theatre School:** Pick up between 3:00 PM and 3:10 PM
 - **Youth Multi-Sports:** Pick up between 3:15 PM and 3:25 PM. *Do not line up before 3:15 PM.*
- Middle School for Girls
 - **Summer Art Studio:** Pick up between 3:00 PM and 3:10 PM
 - **Young Authors Day Camp:** Pick up between 3:15 PM and 3:25 PM. *Do not line up before 3:15 PM.*

Please move your vehicle as far forward as possible as directed by staff. For the safety of our campers, do not pull around other vehicles unless instructed to do so by a staff member. To prevent traffic backups, do not get out of your vehicle. If you need to exit your vehicle or park for any reason, please do so in a designated parking spot.

Have your *Authorized to Pick-Up* sheet and picture ID ready. 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 not picked up during the 10-minute dismissal time will be sent to Extended Care.

- CAM Create and CIS Explore Camp PM Extended Care is located at the West Entrance of the Institute of Science.
- All other Camps' Extended Care location is BROOKSIDE SCHOOL at [652 Cranbrook Rd.](#)

Campers registered for Extended Care will attend daily unless otherwise requested. For play dates, we require your authorization before afternoon pick-up.

For Cranbrook Institute of Science Explore Camps, please be sure to closely follow the posted signage, directing you to the appropriate location to pick up your child. For additional details, please refer to the CIS Welcome Letter sent the week prior to your registered camp session.

AUTHORIZED TO PICK UP

Download and print an Authorized to Pick Up sheet from the [Document Center](#). Write your child's name clearly 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). Different camps use different symbols, so please display the correct corresponding sheets.

Place the sheet on the PASSENGER SIDE FRONT DASHBOARD of your car EVERY DAY for afternoon pick up. Distribute these sheets to other adults who you have approved to pick up your child and share instruction.

For the safety of our campers, staff will check for these sheets and verify the photo ID of any adult attempting a pick-up before releasing a child. Anyone arriving without the sheet will be directed to leave the pick-up line and asked to park. Staff will then verify their photo ID against the Authorized Pickup list on Ultracamp before the camper can be released. Please be sure all names listed on the Authorized Pickup list match the name on their photo ID.

You can manage your approved list on Ultracamp using the following steps:

- Sign in to your [Ultracamp Account](#).
- Scroll down and click "Pickup Authorization"
- Click "Edit Authorizations" to add names

Please note that any account edits made during the camp day must also be communicated directly to your camp office. Thank you for your cooperation with this security procedure.

EARLY PICK-UP

For early pick-ups, please notify us at morning drop-off or call/email in advance. When you arrive, park in a designated parking space, walk to the building's front door, and call your camp office. Staff will verify your government-issued photo ID against the Authorized Pickup list on Ultracamp before the camper can be released. If we have not received prior notification, we will contact the Primary Contact listed on Ultracamp for permission before releasing your child.

EXTENDED CARE

Read this section if you purchased Extended Care, or plan to use it for emergency drop-in.

CRANBROOK SCHOOLS CAMPS

Extended Care is available as early as 7:00 AM and as late as 6:00 PM at Cranbrook Lower School Brookside (652 Cranbrook Rd.) for all camps. Campers are escorted to and from their specific camp locations via our buses. Buses leave Brookside at 8:45 AM to begin transporting campers to their respective camps. Please ensure your child is dropped off at AM Extended Care by 8:40 AM to meet this departure deadline. Please note that PM Extended Care includes a snack if *Lunch from Cranbrook* was selected during registration.

Extended Care is available for a flat weekly fee through your registration portal. If Extended Care is utilized without prior purchase, your account will be charged \$25 per use. Campers who are signed out after 6:00 PM will be charged a late fee of \$15.00 per quarter hour.

Parents and guardians must walk their child into AM Extended Care each morning and walk into PM Extended Care with a photo ID to sign them out in the afternoon. When entering the Brookside building, please walk down the exterior stairs and enter through the Hedgegate Doors. Park your vehicle in a designated parking spot in the parking lot; parking in the circle is prohibited to allow Cranbrook buses to navigate.

Drop-off at camp locations begins no earlier than 8:50 AM (9:05 AM for *Young Authors and Youth Multi-Sports*), as staff supervision is unavailable until then. If you would like to drop off earlier, or if you arrive for afternoon pick-up later than 3:10 PM (3:25 PM for *Young Authors and Youth Multi-Sports*), you should drop-off/pick-up from Extended Care at Cranbrook Lower School Brookside (652 Cranbrook Rd.).

CAM CREATE CAMPS & CIS EXPLORE CAMPS

Extended Care consolidates all Create Camp and Explore Camp campers at the West Entrance of the Institute of Science. AM Extended Care, for CIS Explore Camp, is available from 7:30 AM to 9:00 AM. PM Extended Care, for CAM Create Camp and CIS Explore Camp, is available from 3:00 PM to 6:00 PM.

For both drop-off and pick-up, park in the Institute of Science parking structure and walk to the West (Group) Entrance of the museum. If the West Entrance is empty, you may pull up to the curb and staff will come out to you. Extended Care can be reached at 248-645-3290 from 7:30 AM - 9:00 AM and 3:00 PM - 6:00 PM. Campers remaining after 3:15 PM who are not enrolled in Extended Care, or any camper not picked up by 6:00 PM, will incur a fee of \$20 per 15 minutes. These late fees will be charged directly to your UltraCamp account.

TRANSPORTATION SERVICE

Read this section if you purchased Transportation Service. *Not applicable for CAM or CIS camps.*

LOCATIONS AND TIMES

- Birmingham - [291 Bird Ave](#) – Drop-off at **8:10 AM** & Pick-up at **4:00 PM**
- Rochester Hills - [2744 S Adams Rd](#) - Drop-off at **7:50 AM** & Pick-up at **4:25 PM**
- Royal Oak - [560 S Pleasant St](#) - Drop-off at **7:50 AM** & Pick-up at **4:15 PM**
- Troy – **NEW LOCATION** [Cunningham & Big Beaver](#) (East Sheffield Office Parking Lot [map](#)) - Drop-off at **8:20 AM** & Pick-up at **4:00 PM**

SAFETY POLICIES & PROCEDURES

We use our yellow Cranbrook school buses for Transportation Service. Each bus will have a certified Cranbrook bus driver and camp staff member.

In the morning, campers will be transported to Extended Care, located at Cranbrook Lower School Brookside (645 Cranbrook Rd), and bussed to their camp location when camp begins. Extended Care is free of charge for campers using Transportation Service.

In the afternoon, campers will be bussed to and depart from Extended Care.

Campers may not be left unattended. Your child must remain in your care until loaded onto the bus. If you are late in the morning, you will need to find an alternate method to transport your child to camp. If late in the afternoon, your child will be transported back to Extended Care. 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.

While on the bus, 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. Please discuss these rules with your child.

AFTER-CAMP ENRICHMENTS

Read this section if you purchased after-camp enrichments (Amazing Athletes, Chess, Etiquette or SPARK). *Not applicable for CAM or CIS camps.*

In the afternoon, campers will be transported from their camp location to the Brookside building for these activities (except for campers at Brookside Day Camp and Tots, who are already at that location).

- Amazing Athletes runs from 3:30 until 4:30
- SPARK (grades K-3) runs from 3:40 until 4:40
- SPARK (grades 4-7) runs from 3:50 until 4:50
- Chess runs from 4:00 until 5:00
- Etiquette runs from 4:00 until 5:30 (M-Th only, No Fridays)

Form a line of vehicles around the Brookside circular driveway. Staff will escort campers to the driveway. Please print and prepare the [After-Camp Enrichment Pick-Up Sheet](#) and display in your dashboard. Campers who are not picked up within 10 minutes will be escorted to Extended Care. Refer to the Extended Care section for more details.

OPEN SWIM AT THE NATATORIUM

(For all camps except Tots, CAM Create, and CIS Explore)

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.

Our goal is to help campers develop an interest in aquatic activities while learning safe and appropriate pool behavior. Daily free-swim periods provide opportunities to practice and reinforce swimming skills; however, these sessions are not swim lessons. Campers are expected to attend each swim period and follow the directions of counselors and lifeguards, but they are not required to enter the water. Parents of hesitant swimmers are encouraged to support and encourage their child's participation.

For the safety of all campers, horseplay is not permitted in or around the pool at any time. Goggles may be brought from home, but goggles that fully cover the nose (i.e., snorkel masks) and/or are made with tempered glass are not permitted in the pool.

For the Swimming Schedule, please refer to the "Items for Camp" section above.

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 by our camp nurse for additional observation. Campers displaying suspected concussion symptoms will be asked to rest 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 can also visit [HEADS UP](#) for more information on concussions. If you have additional questions, please contact your child's pediatrician.

EMERGENCY RESPONSES

Cranbrook has an extensive Emergency Response Plan through our on-campus Security and 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.

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/emails/texts and instructions to parents/guardians will be made.

Cranbrook Educational Community utilizes the Standard Response Protocol (SRP), a nationally recognized emergency response system developed by the I Love U Guys Foundation. This provides campers and staff with clear, consistent actions to take during emergency situations.

The five SRP actions are: Hold, Secure, Lockdown, Evacuate, and Shelter.

Camp staff receive training on emergency procedures and practice safety protocols to help ensure a prompt and effective response should an emergency arise.

BULLYING & MANAGEMENT

Our core values of respect, responsibility, integrity, safety, and health clearly and concisely capture the discipline philosophy in place at camp. Campers are taught that they are responsible for their own actions as well as serving as caretakers for the Cranbrook community. Self-control and respect for peers, staff, and community are emphasized and expected. Disciplinary response, when needed, varies according to the child and the situation.

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.

Campers attending one of our traditional camps (Brookside, Tots, Cranbrook, and Kingswood), may participate in Archery, Arts & Crafts, Canoeing, Dance, Drama, Flag Football, Floor Hockey, Kickball, Lacrosse, Movement, Music, Science & Nature, Soccer, Swimming, Tennis, and Yoga. Campers enrolled in specialty camps (Theatre, ROBO, STEM, Art, Authors, and Sports), may participate in activities specific to their program. 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.