



CRANBROOK  
SCHOOLS

SUMMER CAMPS

**PARENT WELCOME PACKET**

**2025**

Updated 6/25/2025

## WELCOME FROM THE DIRECTOR

Dear Parents and Guardians,

We are honored that you have chosen Cranbrook Schools 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 days 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 both campers and myself 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 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 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.

## 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
- 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. 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 16 - June 20, 2025

**Week 2:** June 23 - June 27, 2025

**Week 3:** June 30 - July 3, 2025\*

**Week 4:** July 7 - July 11, 2025

**Week 5:** July 14 - July 18, 2025

**Week 6:** July 21 - July 25, 2025

**Week 7:** July 28 - August 1, 2025

**Week 8:** August 4 - August 8, 2025

\*There is no camp on Friday, July 4<sup>th</sup>.

### CAMP TIMES

#### **Young Authors Day Camp & Cranbrook Theatre School**

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*

#### **Extended Care**

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

## CAMP LOCATIONS & ADDRESSES & CONTACT INFORMATION

**Phone extensions and email addresses are only active June 16 through August 8.**

Contact Special and Summer Programs at [summer@cranbrook.edu](mailto:summer@cranbrook.edu) or (248) 645-3674 outside of these dates.

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### BROOKSIDE TOTS DAY CAMP

[BrooksideDayCamp@cranbrook.edu](mailto: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](#))

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### BROOKSIDE DAY CAMP

[BrooksideDayCamp@cranbrook.edu](mailto: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](#))

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### CRANBROOK DAY CAMP

[CranbrookDayCamp@cranbrook.edu](mailto:CranbrookDayCamp@cranbrook.edu)

(248) 645-3674, Option #2

**MIDDLE SCHOOL FOR BOYS** near [21 Valley Way](#)

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

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### CRANBROOK THEATRE SCHOOL

[CranbrookTheatreSchool@cranbrook.edu](mailto: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](#))

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### KINGSWOOD DAY CAMP

[KingswoodDayCamp@cranbrook.edu](mailto: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](#))

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## ROBOTICS DAY CAMP

[RoboticsDayCamp@cranbrook.edu](mailto:RoboticsDayCamp@cranbrook.edu)

(248) 645-3674, Option #6

CRANBROOK CAMPUS at [39221 Institute Way](#)

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

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## STEM DAY CAMP

[STEMDayCamp@cranbrook.edu](mailto: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](#))

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## SUMMER ART STUDIO

[SummerArtStudio@cranbrook.edu](mailto: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](#))

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## YOUNG AUTHORS DAY CAMP

[YoungAuthorsDayCamp@cranbrook.edu](mailto: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](#))

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## YOUTH MULTI-SPORTS CAMP

[YouthMultiSportsCamp@cranbrook.edu](mailto: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](#))

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## EXTENDED CARE

[ExtendedCare@cranbrook.edu](mailto: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](#))

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## **+CAMP NURSE+**

[CampNurse@cranbrook.edu](mailto: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.

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## **SPECIAL AND SUMMER PROGRAMS (SSP)**

[summer@cranbrook.edu](mailto: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 phone number is (248) 645-3674, which guides you to individual camp extensions beginning Monday, June 16. 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**

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: **CBSSC2025**

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](mailto: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](mailto: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 Friday, June 27

[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](mailto: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**
- ☐ **Backpack, small bag, or cinch sack**
- ☐ **Athletic Shoes & Socks:** No open-toed shoes, sandals, flip-flops, etc.
- ☐ **Hat**
- ☐ **Sunscreen:** Apply sunscreen on exposed skin before drop-off. Send to reapply.
  - For Brookside & Tots, submit [Sunscreen Application Approval](#)
- ☐ **Water & Water Bottle:** Refill stations will be available.
- ☐ **Lunch and 2 Snacks:** If you selected *Lunch from Home*. Must be Nut-free. ([Waiver](#))
- ☐ **Swimsuit & Towel**
  - 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.
  - Swimming Schedule:
    - Brookside Tots Day Camp: Every day\*
      - \*Tots have Water Fun Day, they do not swim at the Natatorium
    - Brookside Day Camp: Every day\*
      - \*Each group will swim twice/week. 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: Tuesday, Wednesday
    - STEM Day Camp: Friday
    - Summer Art Studio: Wednesday
    - Young Authors Day Camp: Monday, Thursday
    - Youth Multi-Sports Camp: Monday, Tuesday, Thursday
- ☐ **Full Set of Extra Clothes:** Tots only

## 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

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.

## LUNCH & SNACKS

If you chose **Lunch from Cranbrook** 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.*

If you chose **Lunch from Home** during registration, the lunches and snacks you send must be nut-free, 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. Please keep your child home if he/she is ill or has a fever of over 100.2. 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 stored with and administered by the Camp Nurse. On the first day, provide the medication and the required [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.

**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 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. Emergency medications may be carried by campers or counselors at your discretion indicated on the Authorization to Administer Medication form.

[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 the front door of his/her respective 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.

### MORNING DROP-OFF

View the Drop-off Map in the [Document Center](#). Drop off may occur up to 15 minutes prior to the camp start time each morning.

- The following camps drop off between **8:45 AM** and **9:00 AM**:
  - Brookside Day Camp, Brookside Tots Day Camp, Cranbrook Day Camp, Kingswood Day Camp, Robotics Day Camp, STEM Day Camp, Summer Art Studio, Youth Multi-Sports Camp
- The following camps drop off between **9:00 AM** and **9:15 AM**:
  - Cranbrook Theatre School, Young Authors Day Camp. Do not attempt to drop off before 9:00 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.

### 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 Camp, review the [Pick-Up Map](#). For all other camps, campers will be dismissed and escorted to your vehicle by camp staff. For camps that share pick-up locations, please read the following:

- 550 Lone Pine Parking Lot/ Performing Arts Center
  - **Youth Multi-Sports**: Pick up between 3:00 PM and 3:15 PM
  - **Cranbrook Theatre School**: Pick up between 3:15 PM and 3:30 PM. Do not line up before 3:15 PM.
- Middle School for Girls
  - **Summer Art Studio**: Pick up between 3:00 PM and 3:15 PM
  - **Young Authors Day Camp**: Pick up between 3:15 PM and 3:30 PM. Do not line up before 3:15 PM.

Please move your vehicle as far forward as possible as directed by staff. 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 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.

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 are not picked up within 15 minutes of pick-up will attend Extended Care.** These campers can be picked up at 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.

### AUTHORIZED TO PICK UP

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).

Place the sheet on the PASSENGER SIDE FRONT DASHBOARD of your car EVERY DAY 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. Staff will verify the 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](#) under "Pickup Authorization." 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 or email in advance. You can park in the parking lot (not in the drop-off area) and walk to the front door of the building. 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.

## TRANSPORTATION SERVICE

Read this section if you purchased Transportation Service.

### LOCATIONS AND TIMES

- Birmingham - [291 Bird Ave](#) - 8:10 AM and 4:00 PM
- Rochester Hills - [2744 S Adams Rd](#) - 7:50 AM and 4:25 PM
- Royal Oak - [560 S Pleasant St](#) - 7:50 AM and 4:15 PM
- Troy - [Cunningham Dr & Coolidge Hwy](#) (northwest lot) - 8:20 AM and 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 ACTIVITIES

Read this section if you purchased after-camp activities (Amazing Athletes, Chess, Coding, or Artist Workshop\*).

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 and Artist Workshop\* which takes place at the Middle School for



Girls—same building as Summer Art Studio). Parents pick up from this location at [652 Cranbrook Rd.](#)

- Amazing Athletes runs from 3:30 until 4:30
- SPARK (grades K-3) runs from 3:35 until 4:35
- Coding runs from 3:45 until 4:45
- SPARK (grades 4-7) runs from 3:50 until 4:50
- Chess runs from 4:00 until 5:00
- \*Artist Workshop (Summer Art Studio, SR Division Exclusive) runs from 3:15 until 4:15 AT the Middle School for Girls.

Form a line of vehicles around the Brookside circular driveway. Staff will escort campers to the driveway. Please print and prepare the [After-Camp Activity 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.

## EXTENDED CARE

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

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 \$25 per use. Campers signed out after 6:00 PM will be charged \$15.00 per quarter hour.

You can utilize Extended Care as early as 7:00 AM and as late as 6:00 PM.

PM Extended Care includes a snack if you chose *Lunch from Cranbrook*.

Extended Care is located at Cranbrook Lower School Brookside (645 Cranbrook Rd) for all camps. Campers are escorted on our buses to get to/from their camp locations. Parents/guardians walk 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. When entering the building, please walk down the exterior stairs and enter through the Hedgegate Doors.

Parents may drop off at all camp locations no earlier than 8:45 AM (9:00 AM for *Young Authors Day Camp* and *Cranbrook Theatre School*); there is no staff to supervise campers at camp locations until that time. Parents who need to drop off campers earlier than that time 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 (3:30 PM for *Young Authors Day Camp* and *Cranbrook Theatre School*) should pick up at Extended Care located at Cranbrook Lower School Brookside.



*(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.

### **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: Tuesday, Wednesday
- STEM Day Camp: Friday
- Summer Art Studio: Wednesday
- Young Authors Day Camp: Monday, Thursday
- Youth Multi-Sports Camp: Monday, Tuesday, Thursday

\*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.

## 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 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 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.

## 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.

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.