

2019 Summer Camp Handbook M & M Extra Care



Locations

M & M Extra Care is proud to announce that we will again be providing Summer Camp at:

- Fortis [F] Academy in Ypsilanti
- South Canton [SC] in Canton
- South Pointe Scholars [SP] in Ypsilanti
- Quest [Q] Charter Academy in Taylor
- Grand River [GR] Academy in Livonia



M & M Summer Camp

Grades K - 8

Monday - Friday, 8:00 am - 4:00 pm

Before and After care is available for an additional fee

- Provided at the school where the children and parents already feel safe and know their friends.
- Weekly educational activities in Science, Math and Reading.
- Daily Morning Meetings which give the students a chance to practice their leadership skills and creativity.
- Weekly themes, such as “Mad Scientist,” “Animal Planet,” “Arts, Beats and Eats,” “Sports Around the World,” and more to allow for variety and fresh excitement each week.
- Field trips and transportation are included in the cost of camp to places such as the Imagination Station, Rolling Hills, Botanical Gardens, Henry Ford Museum and Belle Isle.
- Wheels Day each week, allowing students to bring their bikes, skateboards, etc. [protective wear required].
- Water Fun Days, including water balloon races, wacky water games and trips to area pools.
- Art, crafts, group games, fitness, NASA Stem Activities and more will round-out activity-filled days that will keep your children BUSY throughout the summer.

2019 Schedule

Available at

wk1	Jun-17 thru Jun-21	F, SP, Q, SC, GR
wk2	Jun-24 thru Jun-28	F, SP, Q, SC, GR
wk3	Jul-01 thru Jul-03	F, SP, Q, SC, GR
wk4	Jul-08 thru Jul-12	F, SP, Q, SC, GR
wk5	Jul-15 thru Jul-19	F, SP, Q, SC, GR
wk6	Jul-22 thru Jul-26	F, SP, Q, SC, GR
wk7	Jul-29 thru Aug-02	F, SP, Q, SC, GR
wk8	Aug-05 thru Aug-09	F, SP, Q, SC
Wk9	Aug-12 thru Aug-16	F, SP

There is a 4-week minimum for camp. You may select any four weeks or every week. Week 3 is only MTW as we are closed for the 4th of July holiday on RF.



Camp Fees

CAMP	8:00 am - 4:00 pm	\$175 per week*
BEFORE CAMP	6:00 am - 8:00 am	\$25 per week
AFTER CAMP	4:00 pm - 6:00 pm	\$25 per week

Pre-Pay Discount:

A pre-pay discount is available. Pre-pay clients are charged a \$150 per week and the full payment is due by June 1st if any of Weeks 1 - 4 are chosen and July 1st, for Weeks 5 - 9. Parents Pay a deposit of one week to register. Pre-pay Clients may pay the balance in any increments and on any schedule desired, as long as the total is paid by the session pre-pay deadline.

Weekly Clients:

Clients who do not pay in full will be charged the \$175 weekly rate for camp. Parents Pay a deposit of one week to register, which will be applied toward the last week of camp. Payments are due weekly, in advance, on each Monday during camp.

Cancellation Policy:

All cancellation requests must be submitted in writing via Schedule Change or Email **no later than 3 weeks prior to the enrolled session**. Cancellations submitted by the deadline will be refunded, minus a \$20 cancellation fee per week, per child.



Tara Ball

Operations Director

Tara is the Operations Director for Summer Camp. Tara has been a member of the M&M Team for almost ten years, but has been in the childcare profession for more than 20 years. Summer Camp is Tara's favorite genre in which to work with children. She has served as a camp counselor, assistant director and operations/program director at a variety of summer camp programs. Though the job descriptions vary, the main and most important task of any role within M & M is to provide children with a safe, nurturing, educational and fun environment. It is her goal to do just that this summer!

Program Directors

Fortis Summer Camp

Ms. Afton from Fortis and Ms. Kim from Westfield will serve as the Directors for Summer Camp and staff from the site will be your counselors.

Quest Summer Camp

Ms. Adrienne from Quest will be your program director this summer. Staff from the site will serve as counselors.

South Canton South

Mrs. Susan from South Canton as your program director this summer. Staff from the site will serve as counselors.

South Pointe Summer Camp

Mrs. Maria from South Pointe Scholars will serve as your program director this summer. Staff from the site will serve as counselors.

Grand River Summer Camp

Mrs. Heather from Grand River will serve as your program director this summer. Staff from the site will serve as counselors.

Contact Information

If you have any questions or concerns you may contact the business office during normal business hours. If you need to reach the school site directly please refer to the contact information below. If you cannot reach a program director you may leave a message or call either Madonna or Tara at the office. Days at camp are very busy and our program directors may not always be able to answer the phone.

These numbers ring directly to our directors' cell phones. If you send a text or leave a message and they will respond as soon as they are able. We ask that you please call during normal business hours only and never on the weekend.

Fortis Summer Camp

Phone: 734 992-7441

Email: mmfortisextra@gmail.com

Quest Summer Camp

Phone: 734 506-0538

Email: mmquestextra@gmail.com

South Pointe Summer Camp

Phone: 734 506-0537

Email: mmspextra@gmail.com

South Canton Summer Camp

Phone: 734 506-0535

Email: mmscanextra@gmail.com

Grand River Summer Camp

Phone: 734 506-0539

Email: mmgrextra@gmail.com

Business Office

Office: 734 506-8239

Email: mmextracare@gmail.com

Behavior Management/Camp Rules

We want your child to have a fun experience while at camp but we must make sure to put safety first. By following Camp Rules this will ensure their time at camp will be fun yet safe for all.

At no time will any camper be deprived of food or sleep, placed alone, threatened, ridiculed, corporally punished or have excessive restraints placed on them.

Keeping the following rules in mind will help us all have a fun and safe summer:

- Be respectful to others.
- Always ask permission to leave the room or presence of the counselors to use the restroom or get a drink of water.
- Respect your surroundings. This means taking care with toys and games, not writing on picnic tables, throwing away trash, and using equipment with respect.
- Follow directions of the counselors the first time they are given.
- Absolutely no fighting. Physical contact may result in immediate suspension.
- No use of inappropriate language or name-calling

Camper Discipline Policy

Consequences for breaking camp rules

- Warning
 - “Think About It” Sheet
 - Time out from activity
[will not be allowed to participate]
- Parent notification
 - Expulsion



[Camper Discipline Policy—continued]

The following behaviors warrant an *immediate* call to the parents and possible expulsion without refund:

- Hitting another child
- Disregard shown to the counselors or other adults
- Physically endangering themselves and/or others
- Continuously not following camp rules

Any call to a parent will be considered the child’s first warning [depending on severity of situation]. If the behavior continues the parents will receive a letter as a means of notification, which will be the second warning. Upon a third incident the parents will be asked for a meeting with the lead counselor and director. Following this meeting the director will decide if expulsion from the camp is needed, to which *no refund* will be granted.



Lunch and Food Policy

- A sack lunch is required each day unless specified otherwise by camp staff. Please be aware that there are no refrigerators or microwaves available. Using cold packs can be an alternative source in a lunch-box. Please pack as healthy a lunch as possible, sweets will be the last thing students will be allowed to eat. Please pack disposable lunch bags [paper or plastic bags] only for Fieldtrip Fridays!
- If your child has an allergy, including a food allergy, please make this notification on the medical form and your child information card (see medication management).
- Make sure to send your child to camp with a water bottle. Campers will be required to drink a glass of water at meal time, before any other drinks.
- Food service is not provided, however, if something were to happen to a camper's lunch, counselors would make certain that camper is provided a lunch. No camper will be deprived of food while in the care of camp. Parents may be charged extra, should we need to provide lunch for the camper.
- We will be providing PM snacks daily, please check our snack schedule and pack an alternative snack if we are serving something your child can't or won't eat. Please pack one *healthy* morning snack for your camper.
- Periodically we will be getting pizza or other food items as a group. You will be notified in advance of the planned meal and corresponding charges.
- We may plan a day (at select sites) where we take a walk to a local restaurant. Campers will be required to bring their own money for lunch and 100% camper participation is required. If there is one parent who chooses not to participate, then no one will be permitted to go. [We can insist that campers limit their food selections to the cheaper menu items and can also insist that they drink water vs. a costly sugar drink]. We will send notification and permission to parents should we plan such a trip.

Camper Release Policy

- As a condition of providing child care services, parents must supply the names of at least two individuals to whom M&M may release the child in the event of an emergency.
- Parent or Guardian **MUST** come in to the room and check child(ren) out daily with program staff. Students may not dismiss themselves from the school or playground.
- M&M Summer Camp will not release the child to any individual whose name is not on the list.
- If an individual is unknown to M&M Daycare, the individual will be required to show positive identification in the form of a valid Michigan Driver's License, or other photo ID.
- Parents must be aware that employees of M&M summer camp are not properly trained to make assessments relating to intoxication or other impairment and therefore assumes no responsibility to assess the competency or condition of any authorized individual appearing to pick up the child.
- Should a Parent wish to have a one-time special exception to allow an individual not on the card to pick up the child, Parent must leave a signed, dated, written note with a staff member of M&M the morning of the release. You may also add people to your pick up list online via our website, using the "New Authorized Contacts" link on the "Tools and Payments" page.



Health Policies and Procedures

Health Records

- Immunization records and the date of your child's last physical must be kept up-to-date.
- Please notify us of any special health problems or concerns regarding your child.

Medical Emergencies (unconscious, severe bleeding, etc.)

- Immediate first aid will be given (Step I in standard first aid is to assess the urgency of the situation).
- An ambulance will be called and the recommendations of the paramedics followed.
- Parents will be notified as soon as possible. If you are not available, other family or friends on your information card will be notified.
- Parents are responsible for any expenses incurred as a result of emergency room care, ambulance, etc.

First Aid Procedures

- There will always be at least one caregiver on staff at all times that is certified in First Aid and Adult/Child CPR.
- A complete first aid kit, ice packs, and emergency numbers will be kept on the premises.
- Parents will be notified of all accidents and a record of injuries will be kept on each child.

Communicable Disease Prevention and Reporting

- Your child will be kept isolated from other children as much as possible if your child has a communicable disease. Communicable diseases will be reported to the Department of Health.

Illness

- M&M Summer Camp will take the necessary precautions to contain and prevent the spread of contagious illness or diseases. However, M&M Summer Camp cannot guarantee that contagious illnesses or diseases will be completely contained or will not be spread to other children. Parents must recognize that, while in care, it is possible that the child may be exposed.
- If your child becomes ill during the day (high fever, vomiting, etc.), you will be notified and will be expected to pick-up your child as soon as possible.

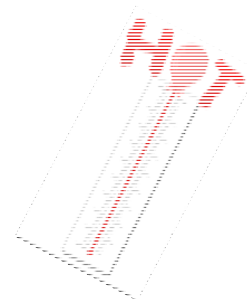
- Symptoms Requiring Removal of a Child from the Summer Camp setting:

- Fever at or greater than 101 degrees
- Yellowish skin or eyes
- Vomiting
- Head lice or other communicable illness/disease
- Body rash with fever
- Sore throat with fever and swollen glands
- Severe coughing
- Eye Discharge— thick mucus or pus draining from the eye, or pink eye

- If your child will be missing due to illness, please notify us by phone in the morning or the night before.

Medication Management

- Medication, including prescription drugs or over-the-counter drugs, will be given or applied only with prior written permission from Parents. The online form may be found on our website: <https://mandmextracare.com/tools-and-payments.php>
- Prescription medication shall have the pharmacy label indicating the physicians name, child's name, instructions and name and strength of the medication and shall be given in accordance with those instructions. M&M Summer Camp will not honor any instruction that contradicts the instructions given by the physician [for prescription drugs] or stated on the label [for over-the-counter drugs]. The medication shall be in the original container, stored according to the instructions and clearly labeled for the specific child. The M&M staff will keep medication under lock and key and will return the medication to the parent or destroy it when no longer needed.
- If your child is allergic to bee stings etc. make this indication on their medical form. Make camp staff aware of your child's Epi-pen so in case of an emergency staff will know where it is located. Epi-pens are to be kept on the camper.
- M&M counselors will maintain a record as to the time and amount of any medication given or applied.



Weekly Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Payments are due for weekly clients		Wheels/Water Day		Field Trip Day

We will also be having water days, visiting parks, taking walks through the neighborhood [if possible] and exploring around the school weekly.

{ *Please see camp calendar for weekly themes and planned activities.* }

Sample Daily Schedule

This is a typical daily schedule. The arrangement of activities within each time slot are dependent upon the weekly themes and lesson plans.

- 6:30 am—8:00 am: Camp Before Care
- 8:00 am: Camp Begins [check-in, quiet activities]
- 8:30 am—9:30 am: Morning Meeting, Good News, Morning Snack
- 9:30 am—12:00 pm: Outdoor/Gym group games, free active play, arts and craft projects, educational activities.
- 12:00 pm—1:30 pm: Lunch and Quiet/Reading/ Summer Bridge Work
- 1:30 pm—2:00 pm: Afternoon Recess
- 2:00 pm—4:00 pm: Group projects and games, educational activities, free choice activity time, and afternoon snack [provided by M&M]
- 4:00 pm—6:00 pm: Camp After Care—additional free choice time and outdoor play, projects and crafts

Field Trip Days

We ask that on Fridays you drop your students off early, around 7:50 am. Sometimes the bus will be leaving shortly after 8:00 am and we want to ensure plenty of time for travel and to enjoy our trips fully. The departure time for each trip is listed on the camp calendar. Please note that during Week 3 our field trip will be on Wednesday!



Weekly Based Field Trips

June 21st Michigan Science Center

Campers will get the chance to explore science and technology ideas and innovations at the Michigan Science Center in Detroit. Campers will get to experience the Science Stage Show and spend time visiting awesome exhibits.

Educational Focus: STEM, Scientific Process, Experiments.

June 28th Belle Isle

Campers will get to spend a day enjoying all the natural wonders and special attractions Belle Isle has to offer. We will be hiking and exploring nature, building sand castles on the beach, playing on the huge playground and visiting the Aquarium or Great Lakes Museum.

Educational Focus: Outdoor exploration, Michigan wildlife, aquatic life, appreciating nature.

July 3rd Rolling Hills Water Park- *Wednesday Trip*

Campers will spend the morning on a nature hike and having fun at the playground. After lunch we will hit the pool for some fun in the sun!

Educational Focus: Water Systems, Water Conservation, Under the Sea, Water Safety

July 12th Diamond Jack Boat Tour / Riverfront

Campers will set sail down the Detroit River and learn about Detroit history on an hour and a half boat cruise provided by Diamond Jack Boat Tours. We will have lunch once we return to land and take some time to explore the wonderful parks and nature spaces on the Detroit Riverwalk.

Educational Focus: Detroit and Michigan History, Community Engagement, Open spaces, water safety.



July 19th Detroit Zoo

Campers will explore the Detroit Zoo and participate in scavenger hunts and other educational activities to learn about all the animals housed there.

Educational Focus: Zoo Animal Life, Conservation, Endangered Species, Habitats

July 26th Skatin' Station Canton

Campers will get a chance to show their skills on roller skates at Skatin' Station in Canton. This will be a fun week focused on flashbacks in history and learning about what music, dances, games, toys and physical activities youth engaged in through the decades.

Educational Focus: History of music, dance, toys, slang, ideas through the decades.

August 2nd Heritage Park Camp Jamboree

Campers from all locations will come together to Celebrate with an End of Summer Jamboree, field day and BBQ at Heritage Park in Canton. Campers will have the chance to cool off in the splash pad and enjoy the playground as well. All camp families are invited to join us for this fun filled day.

Educational Focus: Celebration. Community.

August 9th Eddy Nature and Discovery Center (SCAN, Q) or Matthaei Botanical Gardens (SPS, F)

Campers will get the chance to learn about all the wonderful adventures that wait in the Great Outdoors. Campers that visit Eddy and have the chance to learn about Michigan's geology and natural history, try their hand at archery or fishing and explore the wooded playground. At Matthaei campers will learn about native Michigan plants and animals and have a chance to play in on the forest trails and visit the botanical gardens.

Educational Focus: Michigan animals and habitats, Geology, plants, insects, exploring nature.

August 16th- Movie Theater Trip- TBD (F, SPS)

Campers will get to take in a movie at a local theater.

Educational Focus: Fine Arts, Drama, Movie Production.

Field Trip Website Links

If you would like more information about the fieldtrip locations please visit our website's field trip page. We will keep the site updated with quick and helpful links to keep you informed on the exciting places we will visit while on our trips.

<https://mandmextracare.com/summer-field-trips.php>



Remind App

A very useful tool that we use to communicate with camper families is through an App called *Remind*. This tool allows us to send quick messages via text to parent cell phones or thru the app to smart phones. We will automatically place cell phone numbers that have been provided on the emergency record, but if parents wish to add their number, please use the instructions below.

You may also view all *Remind* history on our website's "[Remind](#)" page.

From your phone, text the corresponding code to 81010:

- Fortis @mmfortca19
- Quest @mmquca19
- SCanton @mmscanca19
- SPointe @mmspca19
- Grand River @mmgrca19

For more information, visit www.remind.com

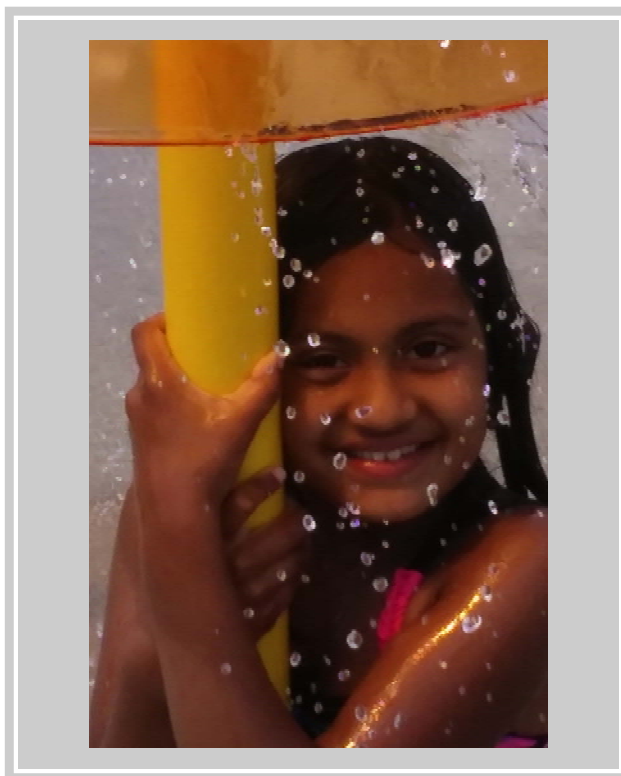
Additional Trips And Activities

There may be additional in-house programs or walking field trips planned throughout the summer. Walking trips will be no more than a mile from the camp location. Parents will be notified in advance of additional trips and activities.

Weather Conditions & Emergency Procedures

Severe Weather Policy

You will be notified via email and/or the *Remind* text app if a trip has been canceled due to severe weather. If you are in doubt you may call your camp Director or the business office to double-check. In the event we have to cancel a trip we will try to reschedule for a later date.



Important Reminders

- **Cell Phones:** We know that your child may have a cell phone and might bring it to camp. We do not allow any cell phones out during camp and cannot be held responsible for its safety. Please have your camper keep it in a safe place, or preferably, at home.
- **Electronics:** Campers are allowed to bring their handheld games to camp occasionally, however they are only to be used during Free Choice activity times. We accept no responsibility for misplaced, stolen or damaged devices.
- **Backpacks:** Please send your camper with a backpack or draw string bag that he or she can put all of their belongings in. Campers will not be allowed to leave belongings in the room overnight.
- **Bathing Suits and Towels:** Campers should bring their swim suits and their towels everyday to camp. You never know when we might break out the hose or water balloons. You may also want to send a change of clothing.
- **Lunches:** Please pack your child a lunch everyday unless told or stated otherwise. It may also be a good idea to pack an extra snack, in case your camper does not like what we are serving. Please do not send food that needs to be heated up, as we do not have a microwave in our rooms. A disposable sack (plastic or paper) must be used on Fieldtrip Fridays. Make sure you mark your student's name on lunch bags.
- **Water:** Make sure your child has a water bottle full of water everyday, especially on days we are playing in the park and days that we will be doing outside field trips.
- **Shoes:** Please make sure your camper is wearing appropriate shoes to camp, sandals and tennis shoes are acceptable. Also, make note of what footwear is required for field trips. Please no Heelies unless it is wheels day.
- **Bikes, Skateboards, Roller Skates/Blades, Heelies:** These items may be brought to camp on wheels days. This will take place every Wednesday, weather permitting. Helmets and protective gear MUST be worn.

[Important Reminders—continued]

- **Clothes:** Play clothes are the best for camp because we do many crafts and play outside and they may get dirty. Campers MUST wear camp shirts on field trip days. Please be aware of the weather to make sure your child is dressed properly for the day. Please pack a complete change of clothing daily, in case of accidents.
- **Medication:** If your child needs to take medication during camp please bring it to us in a labeled medicine bottle, inside of a Ziploc bag with your campers name written in permanent marker. Please bring a four week supply of the medication. A medication permission slip will also need to be filled out (found on our website under "Tools and Payments"). Medication will be kept under lock and key and be distributed to them when needed.
- **Sunscreen, Bug Spray, Aloe:** Please send these items with your student in a Ziploc bag with their name in permanent marker on the front. These will be kept in their backpacks. Apply sunscreen before arriving to camp each day as well.
- **Disposable Cameras:** It is suggested that you purchase a few disposable cameras so your camper can take pictures throughout the summer.
- **Please complete the permission form.** If we do not have a permission slip for your child, he or she will not be able to participate in the first field trip.
- **All personal belongings** that campers bring to camp are their own responsibility!
- If a camper is sent home from camp for misbehaving three times then they will be asked to leave camp.
- Please pay your account balance on-time weekly. If you have a balance on your account, your camper will not be allowed to participate in the weekly fieldtrip.
- Campers must arrive before 8 am on all fieldtrip days. The bus must leave on time and we cannot wait for tardy campers. We suggest arriving around 7:50 am to ensure you are on time for trips.
- This Camp Handbook is a companion to our Regular School-Year Parent Handbook. Please make sure you have downloaded a copy of it from our website as well, found on the [Tools and Payments](#) Page.