

Parent Resource Guide



The keys to a fantastic summer!

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PHILOSOPHY

Chelsea Recreation's mission is to provide the youths of the Chelsea School District with year round, affordable opportunities to develop life long leisure skills. The direction of the youth sports program is to provide a wholesome, fun filled learning atmosphere devoted to mastering physical and emotional skills. The program is not intended as a training ground for future stars, but as an age appropriate opportunity to develop and grow while creating an overall healthy foundation.

CABOGI's mission is to provide a safe, affordable, fun summer for children. CABOGI will provide children with creative daily opportunities to play, grow, and have fun in a traditional summer day camp setting. Furthermore, CABOGI will be "working parent" friendly and offer before and after camp care.

THE CABOGI PLEDGE

Camp Cabogi pledges to bring children together in a safe, healthy camp environment where they will be given the opportunity and the help to develop artistically, athletically, and socially. Our campers will learn the importance of friendship, independence, and cooperation with others.

CABOGI GOALS

At Camp CABOGI, we have four goals in mind for our campers:

1. To make friends and have fun!
2. To increase eagerness to try new things or develop new skills.
3. To become more independent and confident.
4. Demonstrate a growing ability to make decisions.

At CABOGI, children have a unique opportunity to master skills they already possess and challenge themselves to develop new interest. By working with campers in small groups, our staff can ensure that every child makes progress in these activities.

As a member of their like-aged small group, campers function as a team/family throughout Camp. Together, this group eats, competes, and participates in activities and special events. Supervised by the Camp Director and Counselors, it is our goal that your child be a vital, contributing member of their Group. Together, the group learns sportsmanship, sharing, responsibility, and forges friendships that can last a lifetime.

While new skills are easy to see, newfound independence shows itself in subtle ways. The very experience of being away from home or school- exploring a controlled version of "life" on their own- helps a child become less dependent on his/her parents. Healthy independence includes gaining the courage and confidence to explore new relationships, take healthy risks, and coping with difficult situations. Children become more confident in setting and achieving goals, taking initiative with responsibilities and solving problems. The positive growth in children that attend Camp is just amazing!

Lastly, we understand that children learn a lot from their parents and teachers. Likewise, at CAMP CABOGI, your child will learn from their counselors. Children often behave differently when their parents aren't around. They reach out for friendship and security, and find it in ways they never did before. Although counselors are authority figures, they also function as campers' peers. They are closer in age than parents, have a ton of energy, and can be especially playful.

You will soon see that our greatest asset is our dynamic CAMP CABOGI Staff.

CAMP DIRECTORS

Meet Michelle Mitchell, CPRP, CYSA. Michelle is Chelsea Recreation's Director and the Executive Director of Camp CABOGI. Michelle attended West Virginia University and received a BA in Recreation Administration. Michelle is a Certified Parks and Recreation Professional as well as a Certified Youth Sports Administrator.

Michelle brings to Camp CABOGI her first hand knowledge of being a camper, a counselor, and an administrator. CABOGI is a special place for children. "For me personally, I look forward to sharing my vast experience, creating exciting fun-filled days and amazing special events that will ensure that each kid has an incredible summer camp experience."

Meet Jeremy Hodges, CYSA. Jeremy is Chelsea Recreation's Assistant Director and Camp CABOGI's Director. Jeremy attended Michigan State and received a BS in Horticulture. He is two semesters away from receiving his second degree in Parks and Recreation. Throughout the years, Jeremy has worked extensively in aquatics, recreation, and the camping industry. He has numerous certifications from the American Red Cross, and the American Heart Association,

Jeremy is in charge of ensuring your child has an experience that will last a lifetime. He brings his organizational skills, his creativity, his enjoyment of recreation, and his love for children to Camp CABOGI. If you stop by one afternoon, and you are welcomed to, you are likely to see Jeremy participating with the campers in one of our many activities. But don't be fooled by his fun antics. He is a take charge individual who takes full responsibility for this camp. He is working countless hours planning creative and fun activities, special events, and programs for Camp CABOGI. Jeremy is the foundation that supports all the programs, ensures safety, and monitors all facets to keep your child on track towards having an awesome experience.

STAFF

Taking care of your child is a tremendous responsibility that we take very seriously. At Camp CABOGI, we only hire high-energy staff who are truly interested in making a positive impact in the lives of young people, can lead and instruct several activities, and possess the know how to have some SERIOUS FUN!

Here's what we look for in our Summer Staff

- Serious Work Ethics – An unwavering commitment
- Program Specialist – A strong background in several program areas
- Leaders – Ability to lead groups, coworkers and campers
- Team Work – Ability to work with and support others
- Intelligence – Ability to problem solve and make sound decisions
- Adaptability – Ability to think quickly and improvise
- Positive Disposition – An optimistic, upbeat outlook with LOTS of energy and spunk
- Experience working with young people
- Role Models – High moral character
- Trained in CPR and First Aid

The staff is Camp CABOGI's greatest asset. For this reason, we have developed extensive requirements to ensure your child receives the best experience.

CLUB 22

Club 22 is a new extension of Camp CABOGI specifically geared toward providing a Camp CABOGI experience for those that have outgrown a typical camp day. CLUB 22 is the transition time between being a camper and being a Junior Counselor. CLUB 22 will provide leadership training, enhance knowledge, develop skills and teach the art of FUN!!

Club 22's mentors guide members towards creating their own identity through leading programs, gaining confidence in emergency situations, encouraging sound decision making, creating time management techniques, sensible problem solving, commitment, follow through and teach the art of FUN. The program is a hands on,

non-threatening, and safe learning environment. All members **MUST** participate in the 3 training sessions (in April, and May) **AND** enroll in a minimum of 2 weeks of the Camp CABOGI Program.

Club 22 Training Sessions	Club 22 at Camp CABOGI
<p>All participants MUST participate in the 3 training sessions. All training sessions will include a lunch and will be lead by the Camp Director.</p> <p>Training Schedule: April 10th– CPR and 1st Aid and Games April 24th– Teams, Leading and Games May 8th– My Role: Not a Camper, but not a Counselor role Playing and Problem Solving</p> <p>All sessions are from 9am -2pm 2 make up sessions are planned as alternatives to the schedule above</p> <p>Fee - \$45; includes 15hrs of training, lunch and CPR card</p>	<p>All CLUB 22 members, MUST enroll in 2 full weeks of our AWESOME summer day camp, Camp CABOGI.</p> <p>Space is limited to 12 members per week, so register early to reserve your ideal 2 weeks. You may register for more than 2 weeks, but that registration may be moved to allow all Club members to attend their 2 weeks.</p> <p>How does the program work? Under the direct supervision of their Mentor, Club 22 will ..</p> <ul style="list-style-type: none"> • participate in weekly leadership training exercises lead by their mentor • be given specific responsibilities relating to the daily Camp CABOGI schedule. Daily responsibilities are rotated throughout the week. • be assigned a field trip group where they will assist the Counselors • plan monthly (June, July, & August) Club 22 specials events; such as a summer pizza party, movie night, or a special evening trip. <p>Fee - \$60 per week, plus the cost of field trips</p>

How to Become a JR Counselor

Qualifications:

- Enjoy working with children
- Eager to lead groups
- Ability to assist staff
- Ability to communicate and listen effectively with the campers and other Day Camp staff
- Must be creative
- Must have successfully completed the 9th grade or higher
- **WORK DAY** –
 8:45am – 4pm, Monday through Thursday
 8:45am – 4pm, Fridays (meeting during lunch)

Principal Responsibilities:

- Ensure the safety and well-being of all participants in the camp
- Plan and lead age appropriate lessons in accordance with camp goals and objectives
- Uphold camp philosophy, policies and procedures
- Attend and actively participate in pre-camp staff training and staff meetings
- Care for and maintain camp equipment, supplies, and property
- Assist with camp set up and clean up
- Maintain positive and appropriate relationships with campers, parents, and staff
- Respond to emergencies in a calm and controlled manner. Follow proper procedures for documenting and reporting all accidents and incidents
- Assist campers in developing strong personal values by demonstrating the positive values of caring, honesty, respect, and responsibility

Salary: Volunteer, all trips are paid by Camp CABOGI

For more information please call – 734-475-1112- the Recreation office and request an Employment Opportunity Packet and applications. Applications can be submitted at any time. Completely fill out the Camp CABOGI application. Return the completed application and copies of any certifications to Chelsea Recreation, 510 E. Washington St, Chelsea, MI 48118.

Your application will be reviewed and we will arrange for an interview.

CAMP CABOGI OVERVIEW

WHO: Children completing Kindergarten through 6th grade

WHERE: Beach Middle school, including pool, fields, and tennis courts

BEFORE and AFTER CARE PROGRAM: This program is ideal for working parents.

Before and After Care is offered as an extension of Camp CABOGI to Camp CABOGI participants.

BEFORE CAMP CARE - This program is designed to offer care for children from 7:30am until 9am, the beginning of the camp day. Activities will be provided, but morning snack will be left as an option to be provided by the parents and will not be provided by CABOGI Child Care. Attending this program will be referred to as a “VISIT”. Fee to attend is \$7.50 per visit.

AFTER CAMP CARE - This program starts at the end of the camp day, 4pm until 6:00 pm. An array of activities and snack are offered. Attending this program will be referred to as a “VISIT”. Fee to attend is \$7.50 per visit.

For more information regarding BEFORE AND AFTER CARE, please refer to page 14 of this packet.

CAMP CABOGI HOURS: 9am – 4pm, Monday through Friday

WEEKLY CAMP CABOGI FEES: Camp CABOGI will operate every week in the summer! (Week of June 16 through Week of August 25)

	Early Bird Registration BEFORE May 1 st , 2008	After May 1 st , 2008	Discounts
Weekly Rate (Monday – Friday)	\$165/week	\$185/week	\$15 discount per week for 2 or more weeks attended per child
4 Day Rate	N/A	\$148	N/A
3 Day Rate	N/A	\$111	N/A

- All session fees **MUST BE PAID IN FULL** 14 days prior to the beginning of your scheduled session.
- Payments received late, 13 days or less of scheduled week, will be accessed a \$15 late fee.
- All fees **MUST** be **PAID IN FULL** prior to the start of the camp session.
- **SEE FINACIAL OBLIGATIONS FOR MORE INFORMATION**

'10 SUMMER WEEKLY OVERVIEW

Week - Date	Theme	Trip or Special Activity
Week 1 – June 14-18	Where the Wild Things Are	Howell Nature Center, Howell
Week 2 – June 21- 25	Planes, Trains and Automobiles	Greenfield Village, Dearborn
Week 3 – June 28 – July 2	Raging Rapids	Rolling Hills, Ypsilanti
Week 4 – July 6 – 9	Jungle Fever	Detroit Zoo, Royal Oak
Week 5 – July 12 – 16	Wet 'n Wild	Full Blast, Battle Creek/ Vet's Park, Ann Arbor
Week 6 – July 19 – 23	Lions! Tigers! And Bears? Oh My!	Detroit Tigers, Detroit
Week 7 – July 26 – 30	Splashtastic	Kensington Metro, Milford/ Vet's Park, Ann Arbor
Week 8 – Aug 2 - 6	**OLYMPICS	Northfork Outback, Webberville
Week 9 – Aug 9 – 13	The Haunting at CABOGI	Walker Tavern, Brooklyn/Haunted House
Week 10 – Aug 16 - 20	Mission: Impossible	Howell Nature Center, Howell
Week 11 – Aug 23 -27	Star Wars	Terminator Outdoor Laser Tag, Chelsea
Week 12 – Aug. 30 – Sept. 3	CABOGIRIFIC	Zap Zone, Canton/Splash Universe, Dundee

* Due to the early publication, some trip dates are tentative such as the Tigers game

** Week 8 is only offered as a FULL 5 DAY WEEK

Date	Event	Location	Fee
June 16th	Howell Nature Center	Howell, MI	\$25
June 22nd	Henry Ford Museum	Dearborn, MI	\$30
June 24th	Huckleberry Railroad	Flint, MI	\$30
June 30th	Rolling Hills	Ypsilanti, MI	\$20
July 8th	Detroit Zoo	Royal Oak, MI	\$25
July 13th	Full Blast	Battle Creek, MI	\$30
July 16th	Vet's Park	Ann Arbor, MI	\$12
July 22nd	Detroit Tigers Games	Detroit, MI	\$30
July 28th	Kensington Metro	Milford, MI	\$25
July 30th	Vet's Park	Ann Arbor, MI	\$12
Aug. 4th	North Fork Outback	Webberville, MI	\$25
Aug. 11th	Walker Tavern	Brooklyn, MI	\$15
Aug. 18th	Howell Nature Center	Howell, MI	\$25
Aug. 25th	Terminator Laser Tag	Chelsea, MI	\$20
Aug. 31st	Zap Zone	Canton, MI	\$25
Sept. 3rd	Splash Universe	Dundee, MI	\$25

* Due to the early publication, some trip dates are tentative

**Highlighted trips we will be traveling on a charter bus

Trip fees will be associated with transportation and admission. Extra spending cash should be considered for concessions and souvenirs.

Every week is different with a unique theme, special activity and exciting fieldtrip. If more than one “specialty” is offered, campers get to choose a “specialty” for the week. All specialties are lead by counselors that have a strong background in the activity.

TRANSPORTATION

To and From Camp

Parents it is YOUR responsibility to transport or arrange for transportation to and from camp. Camp starts at 9am and ends at 4pm.

Permission to Walk To and From Camp

Parents may grant their child WRITTEN permission to walk to and from camp on a daily or weekly basis.

Camper Release Policy

- A parent/guardian must accompany the child(ren) to his/her group room, sign the child in, noting the time on the attendance sheet form, and signing with a legal signature (i.e. not “mom” or “sister”). The parent/guardian should greet the staff so she/he knows that your child has arrived. CABOGI will not be held responsible for children who are not signed in by a parent or guardian. The waiver (found on the back of the Child Information Record) must be signed by the parent or guardian to allow children to sign themselves in for the morning session.
- A parent/guardian must sign the child out, noting the time, and signing with a legal signature. Please let the supervisor know that the child is leaving. The waiver (found on the back of the Child Information Record) must be signed by the parent or guardian to allow children to sign themselves out at the close of the CABOGI day. In addition, the parent or guardian must provide a written list of dates when the child may sign themselves out.
- Parents are responsible for notifying the staff of their child(ren)’s schedule changes and absences, including calling in for sick days. CABOGI reserves the right to terminate camp for parents who continually neglect to call CABOGI
- Late arrivals – Anyone arriving late to camp MUST check in at the main office. The main office will issue the camper a pass to present to his/her counselor. Camper’s will not be allowed to join his/her group without a pass from the office.
- Early departure – Anyone who leaves early MUST be signed out at the main office. The main office will issue the parent/guardian a pass to present to the camper’s counselor. The counselor will then release the child. NO ONE will be released without a pass from the office.
- For major changes in your child’s weekly schedule or to withdrawal your child, please notify the Chelsea Recreation Office in writing. This will ensure proper paper work for credits and refunds.

Transporting Camper to and from Fieldtrips

It goes without saying that our goal is to provide a safe and enjoyable fieldtrip to and from Camp. We will hire either the school district buses/vans and bus drivers or Charter buses and drivers. Rest assured, our counselors will be on board and travel with the campers. Counselors will **NEVER** drive campers around or transport campers in their vehicles.

CAMP CABOGI ACTIVITIES

Anxiety about Starting Camp

In most situations, parents have more anxiety than their kids. Children are used to new situations, but we as loving parents over-worry about our kids. Will they be OK on their own? Will we do the little things? Will they get lost? These are normal thoughts, but fortunately you chose a great camp, and we will take great care of your children. Please make every effort not to transfer your inevitable stress and fears over to your children. Your child needs your absolute confidence from now until the 1st day of Camp. After the first few days, it will be smooth sailing.

Sample Weekly Schedule

Every week is different with a unique theme, special activity, and exciting fieldtrip. All specialties are lead by counselors that have a strong background in the activity. Activities are tentative and may be adapted due to weather or various exciting opportunities that may arise. Field trip days and special dress-up day will also be marked on the calendar.

Theme: Pirate Week Specialty: Treasure Hunt Fields Trip: Zap Zone	Monday July 28th	Tuesday July 29 th	Wednesday July 30 th	Thursday July 31 st	Friday August 1 st
		Dress-Up Day: Dress like a Pirate, Arg!!		Field Trip Day: Zap Zone in Canton, MI	
9am	Camp Opens	Camp Opens	Camp Opens	Camp Opens	Camp Opens
9:15am	Activity 1 – G1– Soccer G2 – Crafts	Activity 1 – G1– Crafts G2 – Soccer	Activity 1 – G1– Frisbee Games G2 – Foam Ball	Activity 1 – G1– Scatterball G2 – Crafts	Activity 1 – G1– Crafts G2 – Scatterball
10:15am	Activity 2 – G1– Crafts G2 – Volleyball	Activity 2 – G1– Volleyball G2 – Crafts	Activity 2 – G1– NewComb G2 – Parachute	Activity 2 – G1– Parachute G2 – NewComb	Activity 2 – G1– Crafts G2 – GaGa
11:15am	Activity 3 – G1– GaGa G2 – Kickball	Activity 3 – G1– Cricket G2 – Picnic Games	Activity 3 – G1– Picnic Games G2 – Cricket	Field Trip: Zap Zone in Canton, MI 11:15am- 3:45pm	Activity 3 – G1– GaGa G2 – Crafts
12:15pm	Lunch	Lunch	Lunch		Lunch
12:45pm	Small group time	Small group time	Small group time		Small group time
1:15pm	Activity 4 – G1– Kickball G2 – GaGa	Activity 4 – G1– Foam Ball G2 – Frisbee Games	Activity 4 – TREASURE HUNT		Activity 4 – TREASURE HUNT
2:15 – 3:45pm	Pool	Pool	Pool		Pool
4pm	Camp closes	Camp closes	Camp closes	Camp closes	Camp closes

Times maybe adjusted to accommodate theme, activities, and special events.

Daily Activities

Everyday will be packed with activities. Below is a list of activities that your child can participate in throughout the summer.

Apache Relay	CIT Program	GaGa	Magic	Special Events
Arts and Crafts	Clowning	Ghost	Music	Story Telling
Baseball	Contest	GIMP	Pickle Ball	Swimming
Basketball	Dance	Gymnastics	Picnic Games	Tennis
Board Games	Dodgeball	Hockey	Relay Races	Theatre
Camp Crafts	Drama	Hula Ball	Scatterball	Toppleball
Capture the Flag	Drawing/painting	Informal Games	Singing	Tug-o-War
Cards	Flag Football	Juggling	Soccer	Ultimate Frisbee
Cheerleading	Frisbee Golf	Kickball	Softball	Volleyball

Plus LOADS of New Games

Arts & Crafts

All of our Art and Craft Projects are geared towards the theme of the week. They're not your run of the mill projects. They are exciting and creative. It will inspire everyone's creative juices to flow! Some projects can be completed in one day while others will take several days.

Dance, Drama, and Music

Throughout the summer, the campers will choose to participate in dance, drama, and music SPECIAL EVENTS. For example, during the week of June 30th, the theme is "Blast from the Past," and we will be having decade themed parties. .

Sport Clinics

All sports clinics are organized and supervised by counselors who have a strong background in the sport. Participants will receive extensive instruction and significant playtime. Campers are required to bring with them a labeled water bottle.

Liquid Sunshine Activities

Have no fear! When Liquid sunshine comes our way, we have plenty to do inside. CABOGI has various options for indoor play, so the activities don't change, just the location. We also have your standard inside board games, and the café for our BIG art projects. Oh, and don't forget we have plenty of INDOOR Special Events.

Pool Time

Most days CABOGI leaves for the Pool at 2:15pm, and will return to the classroom by 3:45pm. Campers are REQUIRED to bring with them in a BAG or DUFFLE BAG with a swim suit and a towel. Campers who forget their swim suits will not be allowed in the pool with their street clothes.

Safety is always a concern and a priority. Chelsea School district will provide certified lifeguards at all pool activities. All counselors will be either extra "eyes" on deck or in the pool with the campers. Furthermore, a strict buddy system will be enforced.

On the first day of camp, camper's swimming ability will be assessed. Those who pass the swim test will be allowed in the lap pool. Those who do not pass the swim test must stay in the shallow pool.

Pool time is considered free play or slightly structured time.

Special Events

Every week several camp wide "Special Events" are planned. The week's theme and specialty activities are kept in mind when planning the special events. Here are some examples of "Special Event."

Gold Rush

Treasure Hunt

Patriot Games

Hawaiian Luau
Survivor Challenge
Square Dances
Ice Cream Socials
Team Songs

Field Trips

Camp CABOGI has an exciting schedule of field trips. Specific information pertaining to exact date, time of camp departure and return, additional fees, and transportation arrangements will be posted closer to the summer.

All campers present on field trip day **MUST** participate. No one will be left at camp. If your child chooses **NOT** to participate in the week's field trip, they **CAN NOT BE** dropped off at camp.

Adult chaperones are welcomed on all camp trips. Information regarding chaperoning trips will be attached to all trip permission slips.

WHAT TO BRING TO CAMP?

CLOTHES – Campers should dress appropriately according to the weather forecast. Campers should wear tennis/gym shoes and socks everyday! Flip flops/sandals and crocs are **only** permitted to and from the pool and on H2O trips. **LABEL, LABEL, LABEL! Put your child's name on all towels, shirts, bathing suits, hats, shoes, sunscreen, etc. with a laundry marker or labels. LABEL everything!**

LUNCH - Campers should bring to camp a bagged lunch, drink, and snack that does not need to be refrigerated. Refrigeration **WILL NOT** be provided. Please send extra snacks, your child will be very active during the day and their appetite will be increased. There will not be a microwave available, so please do not send foods that need to be heated. Don't forget to label the bag.

SWIM SUIT - Most days CABOGI will walk down to Beach Pool at 2:15pm. Campers are **REQUIRED** to bring with them in a **BAG** or **DUFFLE BAG** with a swim suit and a towel. Campers who forget their swim suits will not be allowed in the pool with their street clothes. Don't forget to label your child's swim suit and towel.

SUN SCREEN – We plan on being outside a lot and sun screen will help keep the campers cool and avoid those harmful rays.

WATER BOTTLE – All campers should bring with them daily or leave in their group rooms a **LABELED** water bottle.

WHAT NOT TO BRING TO CAMP!

Campers are asked to **ONLY** bring to camp the essentials. A PSP, Game Boy or MP3Player is not essential. Crazy Hats and Pirate gear are essential! Camp CABOGI will not be responsible for anything brought to camp. The main office will house all Lost and Found items. Please refrain from bringing the non-essentials to camp.

HEALTH AND SAFETY

Camp CABOGI is licensed by the State of Michigan and follows the State's prescribed guidelines for health and safety. Camper's health and safety is our number one priority. PERIOD. The following are a few highlights on how Camp CABOGI ensures camper's health and safety.

1. The recreation office will serve as the camp infirmary. If admitted into the infirmary, a staff member will always be present. Here campers may rest on a cot until he/she feels better or is picked up.
2. All Camp CABOGI staff members are trained to handle illnesses and injuries. All staff members are certified in CPR and First Aid during orientation week.
3. All staff members must pass Chelsea Receptions background check and State finger print criminal check.
4. Camp CABOGI staff will make sure your child stays hydrated.
5. Every group is issued a first aid kit.
6. Campers will only be released to those who are listed on the CAMPER RELEASE FORM..
7. Regardless of the emergency, whether it is a fire, lost camper, or tornado, Camp CABOGI's staff has been trained and are prepared to keep all campers safe during an emergency.
8. Camp CABOGI Staff has been trained to run safe programs and constantly inspect play area and equipment for hazardous conditions. All activities are well supervised.
9. Plus numerous other policies and practices are in place to ensure safety and health at Camp CABOGI.

MEDICATION

All campers must have completed a Health History Form. Campers will not be permitted into camp without a completed health form. This form will be confidential and filed in the Infirmary.

If your child requires medicine during the camp day then you must provide Camp CABOGI with the medicine in the prescribed container, properly labeled from a pharmacy, and clear directions for administering.

It is State law that all medication is kept in a locked area. Routine medications will be administered under the supervision of the Camp Director in accordance with orders from a physician. The Camp Director is responsible for knowing the following pertaining to medicine administered:

- Understands the importance of giving the medication as directed.
- Knows what to do if there is an error, such as failure to give before a meal or as otherwise directed.
- Knows possible reactions or side effects and how to respond.

These understandings **MUST** be communicated from the parent or guardian.

Documentation of all medicine administered will be logged in the Infirmary Daily Log Sheet.

Use of "as needed" medication, a.k.a. over the counter medicine, is supervised by the Camp Director. All "as needed" medication must be accompanied with a written dated note from a parent or guardian. Documentation of all medicine administered will be logged in the Infirmary Daily Log Sheet.

In cases where questions exist about medication, the Camp Director will contact the parent or guardian by phone to clarify the issue. This conversation will be documented in the individual's health record form

If child is a diabetic, parents must complete the Child Diabetes Form.

DISCIPLINARY POLICY

Camp CABOGI advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self-discipline. Counselors will remind campers that camp rules are established for safety and to ensure that we have a common standard of behavior. Counselors are trained to address unacceptable behavior before it gets out of control with any of the following means:

1. Discuss rules with campers and identify out-of-bounds areas.
2. Discuss the consequences of breaking any rule.
 - a. Quiet time
 - b. Restriction from activity
 - c. Restriction to adult supervision
 - d. Extra duties
 - e. Conference with director
 - f. Conference with parent/director
 - g. Removal from the camp
3. Enforcement of all rules at all times will be without malice and consistent in application.
4. The camp director will be informed of all disciplinary measures.
5. **At no time** will discipline include depriving a camper of sleep, food, or restroom privileges, placing a camper alone without supervision, or subjecting a camper to ridicule, shaming, threat, corporal punishment (striking, biting, kicking, squeezing), washing out the mouth, or excessive physical exercise or restraint.
6. Periodic evaluation of the program/staff/camper groups will be done to ensure that the camp environment is not contributing to behavior problems.

Expulsion and Suspension: If incidents have developed beyond all alternative punishments, the child will be suspended for the duration of the week. The child will be expelled without a refund.

HOW TO REGISTER?

There are three forms (**Camp CABOGI General Registration Form, Health History Form, and Camper Release Form**) that must be **COMPLETELY and LEGIBLY** filled out. **Registration will not be accepted without all three forms and deposit.**

Enrollment packets may be picked up at the recreation office. Upon request, the recreation office will be happy to send you the enrollment packet. Some forms are available for downloading at www.chelsearec.com.

FINANCIAL OBLIGATIONS

The following financial obligation policy permits Camp CABOGI to schedule staff, plan programs, and order supplies for everyone enrolled in a given week. In order for Camp CABOGI to plan efficiently, we **MUST** abide by the policy. There will be no exceptions granted.

- **REGISTRATION FORMS WILL NOT BE ACCEPTED WITHOUT A \$185 DEPOSIT AND HEALTH HISTORY FORM.**
- Deposit will be applied to your final camp session(s) OR
- Deposit will be applied to cover any dropped session that is still billable. **A BILLABLE COMMITTED SESSION IS IF YOU DROP A SESSION WITH 13 OR LESS DAYS UNTIL THE FIRST DAY OF THE SESSION.**
- If your deposit is applied to a dropped week and you wish to register for other sessions, all sessions must be **PAID IN FULL** to reserve your spot.
- **All session fees MUST BE PAID IN FULL 14 days prior to the beginning of your scheduled session.** Payments received late, 13 days or less of scheduled week, will be assessed a **\$15 late fee.**
- All fees **MUST** be **PAID IN FULL** prior to the start of the camp session. Campers will be disenrolled if session is not **PAID IN FULL.**
- You may add additional sessions to your registration form over the phone. A \$15 discount will be applied to your account for 2 or more camp sessions attended. Once camp session capacity is reached, campers will be put on a waitlist. Payment may be due at phone registration and may be made over the phone.
- You may **drop** a session at any time. Deposits **WILL NOT** be applied to your dropped week if you drop at least 14 days prior to the camp session. Deposits will be applied if notice is 13 days or less. This will be considered a billable committed session.
- Provided you have given at least 14 days of notice, you may **TRANSFER** into another session, providing space is available. Your deposit will stay intact.

BEFORE AND AFTER CARE

This program is ideal for working parents.

Before and After Care is offered as an extension of Camp CABOGI to Camp CABOGI participants.

BEFORE CAMP CARE - This program is designed to offer care for children from 7:30am until 9am, the beginning of the camp day. Activities will be provided, but morning snack will be left as an option to be provided by the parents and will not be provided by CABOGI Child Care. Attending this program will be referred to as a "VISIT". Fee to attend is \$7.50 per visit.

AFTER CAMP CARE - This program starts at the end of the camp day, 4pm until 6:00 pm. An array of activities and snack are offered. Attending this program will be referred to as a "VISIT". Fee to attend is \$7.50 per visit.

REGISTRATION

Enrollment and registration are completed through the Recreation office. A quality child care experience depends on continuity, planning, and children having a sense of belonging to the group. **Pre-registration for specific "VISITS" is MANDATORY!** Charges are based on your child's schedule. No credits, deductions, or refunds will be made for sick days, vacation days, or other emergencies resulting in camp closings.

The following is required to complete registration for the program:

- Camp CABOGI Registration Form and deposit
- CABOGI Child Care Registration Form and deposit
- Health History Form
- Camper Release Form
- Deposit of \$37.50 for before care (5 visits); OR Deposit of \$37.50 for after care (5 visits); OR Deposit of \$75 for both before and after care (10 visits) ... if you only use a portion of your deposit, refunds will be issued

* In some cases partial deposits will be accepted on a case by case assessment.

Deposits will be credited to the final week attending the program OR applied to cover any dropped or missed visit that is still billable. **A BILLIABLE COMMITTED VISIT IS IF YOU DROP OR MISS A VISIT WITH 13 OR LESS DAYS UNTIL THE FIRST DAY OF THE CAMP WEEK SESSION.

Registration materials are due to the Chelsea Recreation Office at least 14 days prior to your child's first day of attendance. Families must designate only one person to whom all bills and paper work pertaining to CABOGI Child Care will be mailed. For divorced or separated families, invoices will be mailed only to the designated person.

ADDING AND DROPPING DAYS

- The CABOGI CHILD CARE Program is supported solely by fees. Fees are budgeted for salary for child care staff, secretaries, administration, overhead costs, snacks, supplies, equipment, and activity materials.
- Visits must be PAID IN FULL 2 weeks prior to their scheduled camp week session. Payments received with 13 or less days before the first day of participation will be assessed a \$15 late fee per participant.
- Deposit will be applied to cover any dropped or missed visits that is still billable. **A BILLIABLE COMMITTED VISIT IS IF YOU DROP OR MISS A VISIT WITH 13 OR LESS DAYS UNTIL THE FIRST DAY OF THE CAMP WEEK SESSION.**
- If your deposit is applied to a dropped/missed visit and you wish to register for other visits, all visits thereafter must be **PAID IN FULL** to reserve your spot.

- All visit fees **MUST BE PAID IN FULL** 14 days prior to the beginning of your scheduled camp session. Payments received late, 13 days or less of scheduled week, will be assessed a **\$15 late fee**.
- All fees **MUST be PAID IN FULL** prior to the start of the camp week session. Campers will be disenrolled if visits are not **PAID IN FULL**.
- You may add additional visits to your registration form over the phone. Payment may be made over the phone.
- You may **drop** a scheduled visit at any time. Deposits **WILL NOT** be applied to your dropped visit if you drop at least 14 days prior to the camp week session. Deposits will be applied if notice is 13 days or less. This will be considered a **billable committed visit**.
- Provided you have given at least 14 days of notice, you may **TRANSFER** visits into another camp week session, providing space is available. Your deposit will stay intact.

FINANCIAL OBLIGATION

Deposit due at registration ... \$37.50 for before care ONLY; OR Deposit of \$37.50 for after care ONLY; OR Deposit of \$75 for both before and after care

Fees must be mailed or delivered to our Recreation Office. Child care staff is not permitted to collect fees.

Fees may be paid by credit card (VISA or MasterCard), cash, money order, or check. Checks and money orders should be made payable to Chelsea Recreation Council. On each check and money order, write your child's name.

Fees are based on your child's schedule. The fees are **\$7.50 per visit**.

If there are insufficient funds on a payment by check or a credit card is denied, you will be notified by mail and be required to make the payment at the Chelsea Recreation Office with cash or money order. A \$20.00 processing fee will be charged. Chronic offenders will be required to make all payments with cash or money order.

The fee for late pick-up is \$5.00 up to 10 minutes and \$3.00 per every 5 minutes thereafter. The deciding clock regarding time is the clock in the child care room. The supervising child care staff person will issue a late form to the parent. A copy of the late charges will be forwarded to the Chelsea Recreation Office and you will receive a bill for the lateness. The CABOGI Child Care Program reserves the right to terminate any chronic offenders.

Families who have a financial issues and cannot make a fee payment must contact Chelsea Recreation immediately. Whenever possible, a payment plan will be established. However, if a family fails to make a scheduled payment and there are no payment plan arrangements, their child will be disenrolled the day after the missed payment was due.

The CCC Program reserves the right to discontinue services to families who are chronically late paying their child care fees.

Parents are responsible for notifying the Chelsea Recreation office in writing of their child (ren)'s child care schedule changes or withdrawal. **Until the office receives notification, you will be charged for scheduled days, even if your child does not attend.**

QUESTIONS

Give us a call at 475-1112, stop by the office, or email us at either Jeremy@chelsearec.com or Michelle@chelsearec.com - we will be more than happy to answer your questions or ease your concerns.

CAMPER RELEASE FORM

As the Parent/Legal Guardian of _____, I hereby identify the following adult individual(s) into whose custody Camp CABOGI and the Before and After CABOGI care program may release my child listed:

Parent, Legal Guardians, and authorized persons will be required to show identification in order to take custody of child.

Signed _____ Date _____

Note: All records of permanent custody where one person is denied access to a child MUST be copied and placed on file. Please send legal paper work in with this form.

CAMPER PERMISSION TO SIGN IN & OUT

As the Parent/Legal Guardian of _____, I hereby give him/her permission to sign himself/herself in and out of CAMP CABOGI.

Note: Elder siblings can not sign younger siblings in and out of camp.

CONSENT RELEASE FORM **PHOTOGRAPHS AND VIDEO**

I hereby certify that I am the parent or legal guardian of _____ and do hereby give my consent without reservations to Camp CABOGI to authorize the use and reproduction of any photographs or videotapes taken during any Camp CABOGI programs or participation at Camp CABOGI without compensation to us on behalf of the above mentioned person.

Signature of Parent/Guardian _____ Date _____

PARENT RESOURCE GUIDE

_____ Initial - I have received the PARENT RESOURCE GUIDE.