

PANTHER  
SUMMER DAY CAMP 2020

PARENT INFORMATION  
PACKET



**YOUR CHILD'S SEAT IS NOT CONFIRMED UNTIL THE  
REGISTRATION MATERIALS ON TADS (REGISTRATION PORTAL)  
AND FEE ARE RECEIVED. ALL FORMS MUST BE COMPLETED  
BEFORE YOUR CHILD'S FIRST DAY OF CAMP.**

## WELCOME TO PANTHER CAMP!

We are so excited to welcome you and your child(ren) to Our Savior Lutheran School for Panther Camp this year! We have so many fun activities and events planned and we know your child(ren) are going to have a blast this summer. During the first week of camp, we will spend time getting to know each other (campers & counselors), but we encourage you to take a moment to read through our bios that will be posted outside each camp classroom. We can't wait to get to know you and your family.

### Basic Information

**What is Panther Camp?:** Panther Camp is a Summer Day Camp offered to all area students aged 3-13 years. Our State-licensed program offers separate age categories (split up into smaller groups by age), daily themed activities (indoor & outdoor), exciting events, and even field trips for our older campers! New weekly themes keep campers of all ages engaged and interested for a summer full of fun and excitement!

**What are the age groups?:** Depending upon enrollment, Panther Camp will feature approximately 10 age groups, each with a room that will act as the group's "home base". Campers must be within the specified age range for each group to be a part of that group. Exceptions to this rule may be made for children turning 5 by September 1<sup>st</sup> who are enrolling in Kindergarten in the fall and would like to enroll in the 5 year old group with written parent permission. Permission forms will be made available for parents of children in this age bracket. Requests to move a child from one group to another may be granted if space permits and only if the child flourishes in the new placement. Please note that final placement of a child into any age group is at the discretion of camp staff. Age groupings may change based on numbers of enrolled campers, but will be finalized and announced closer to camp's start according to enrollment.

**What are the dates & daily hours?:** Dates for this year's Panther Camp are from Monday, June 8<sup>th</sup> until Thursday, August 20<sup>th</sup>, 2020. Camp is open Monday through Friday (except the week of July 4<sup>th</sup> and the final week of camp – see schedule) and daily hours are from 7:00am-6:00pm. Campers can arrive anytime after 7:00am and may be picked up anytime until 6:00pm. Late pick-ups will be charged a late fee of \$1.00/minute.

### Panther Camp Rates & Payments

**Registration Fees:** \$75/child

**3 & 4 year old groups:**

\$40/Full Day

\$180/Full Week (5 full days)

**5 -13 year old groups:**

\$30/Day (regardless of number of hours)\*\*

\$135/Week (up to 5 full days)

\*\*Each week, there is a minimum of 2 days charged.

Payment – Payment for camp is accepted in the form of cash, check (made out to “OSL”), credit card (online only), or directly from your bank account via TADS. DHHS Childcare payments are also accepted for eligible families. Parents may pay in person (with cash or check) in the school office (or there is a drop box located outside the school office), or via TADS. **If you are paying in cash, please place payment in an envelope with your child’s name on it for identification purposes. If you are paying with a check, please be sure to write your child’s name on the memo line if your last name differs from your child’s.**

Billing /TADS Questions – If you have any questions regarding your bill and/or TADS, please contact Lisa Keefer (Business Administrator) via email at [panthercamp@oursaviorlansing.org](mailto:panthercamp@oursaviorlansing.org).

### Application & Enrollment

Parents may apply online at [panthercamp.weebly.com](http://panthercamp.weebly.com) by clicking on the registration link on the main page or registration page. Once the application is completed, you will receive a confirmation email with instructions on completing all required paperwork. All required paperwork **MUST** be submitted prior to your child’s first day at camp. Your camper will not be considered “enrolled” until the registration fee and required documents are received. **However, accounts WILL BE CHARGED if online enrollment is complete but registration fees aren’t paid. Parents need to email the Business Administrator listed above prior to the start of camp to cancel an online registration and not be charged.**

### Cancellation/Withdrawal Policy

If you need to cancel/withdraw from any or all Panther Camp days or weeks after you have completed enrollment, you may do so by e-mailing Camp Director, Windy Carroll, at [panthercamp@oursaviorlansing.org](mailto:panthercamp@oursaviorlansing.org). Please leave a detailed message including your name and the camper’s name and which days/weeks you would like to cancel. Cancellation at least 2 weeks in advance will result in no charge for the cancelled time. If you have already paid for the time, you will be refunded the full cost minus the registration fee. **If the cancellation is reported less than 2 weeks in advance, you will still be charged for the time for which you originally enrolled.**

### TADS/Educate

TADS ([tads.com](http://tads.com)) is the online registration portal utilized by Panther Camp for the enrollment of campers. Parents create a unique login upon registration, which can be used throughout camp to track camp invoices and payments (notice of new invoices and account updates will also be emailed to parents automatically from TADS), as well as pay via bank account (no additional fees) or credit card (for a small convenience fee). A connected online program, Educate ([educate.tads.com](http://educate.tads.com)), is utilized for camp announcements, calendars (including field trips/special events and lunch calendars), and to view lunch account balances. The login for Educate will automatically be the same as the login parents create in TADS at enrollment time. Parents are responsible for checking both sites regularly to stay up to date.

Parents needing assistance with the TADS or Educate websites can contact the customer service line at 1-800-477-8237 or by email at [support@tads.com](mailto:support@tads.com).

## Daily Sign-In/Out Sheets & Policy

Parents/guardians are REQUIRED to sign their camper in at drop-off and out at pick-up each day. Another designated person may sign the child in or out if that person is included on the list of persons to whom we are authorized to release the child. **Parents must designate all authorized persons on the Child Information Record (CIR) at enrollment.** Any person not authorized on the CIR will NOT be permitted to pick up any camper. All persons (including parents) attempting to pick up a child from camp will be asked for picture ID (State ID or Driver's License) if staff do not know the person by face and name. Please advise all possible pick-up persons of this requirement so that they have their ID available.

Note: If you have a family/work emergency and need to give permission for a previously unauthorized person to pick your child up from camp, you are required to call the Camp office at (517) 882-3550 or Director to give verbal permission including the pick-up persons name and approximate pick up time, which will be verified with a return phone call. An email permission will then be required to be sent to the director at [wcarroll@oursaviorlansing.org](mailto:wcarroll@oursaviorlansing.org). The email/written permission will be kept on file. As previously stated, the emergency pick-up person will be required to present valid picture ID.

## Camp Necessities & What To Leave At Home

**Daily Needs – Hooks, cubbies, or lockers will be available to campers; so please place items into a bag/backpack for daily transport & storage.**

- Sack Lunch (if not signed up for hot lunch – see food service policy)  
**\*Please note:** lunches can include items needing warm-ups, however we ask that **NO EASY-MAC** or other uncooked pastas are packed due to the amount of time they take to prepare and the number of campers we are assisting during lunch. **Lunches on field trip days (for ages 5-13 years) should not include any items needing heating or refrigeration.**
- Swimming Suit/Trunks & Towel
- Athletic shoes - other shoes may be worn at arrival, but closed-toe athletic shoes should be brought to camp daily as well for active games)
- Change of Clothes (including underwear; younger campers may need 2 or more extra sets of clothing)

### **What to Leave at Home**

- Expensive Toys/Personal Possessions (we are not responsible for possessions stolen/broken)
- Snacks Aside from Lunch (these will be provided by Panther Camp in the morning and afternoon – see food service policy)
- Electronics

## Food Service Policy

**Hot lunch:** Hot lunch is available for purchase each camp day. On field trip days, the lunch offered will be a sack lunch that is suitable to be transported with us on our trip. A menu will be published to parents for each month of camp. Parents can sign campers up for lunch daily at the time of sign-in (until 9:30am). If arriving after 9:30am, parents must notify a camp counselor that their camper is in need of a hot lunch. Hot lunch costs \$3.50 per day and must be pre-funded (see below). Chocolate or white milk is included in the cost of lunch, or can be purchased in addition to a lunch from home for a small fee.

To pre-fund lunch accounts, parents can bring cash or check to the camp office or can add money online by going to [oursaviorlansing.org](http://oursaviorlansing.org), clicking on school payments (blue button on right side of page), then setting up a new Kindred account. Payments can be submitted online via direct deposit from a checking account or via credit card for a small processing fee.

**Please note: There is no government-funded Free & Reduced Lunch program available during camp. All families are charged the same rate for lunches consumed.**

**Cold Lunch:** If campers are not signed up for hot lunch, they will need to bring in a cold/sack lunch. Items needing warming are allowed, but **NO Easy-Mac or other uncooked pastas** due to the amount of time they take to prepare and the number of campers we are assisting during lunch. Lunches packed for field trip days (for ages 5-13 years) should not include any items needing heating or refrigeration.

**Milk:** Campers receiving hot lunch will automatically receive a milk to drink. Campers who bring a lunch from home may also opt to receive a milk (white or chocolate), if parents sign their camper up for the “milk only” option on the lunch sign up sheet. The charge for a milk is \$.60/day per camper and must also be pre-funded as described in the “Hot Lunch” section above.

**Daily Snacks:** An “early bird” morning snack, breakfast, and afternoon snack will be provided by Panther Camp, which is included in the daily/weekly cost of camp. Snack Calendars are posted in each Panther Camp room. Campers will be offered the snack as listed, but are not required to eat it if they do not want it. Alternate snacks will not be offered unless a child has an allergy/sensitivity to any component of the listed snack. Campers are not allowed to bring snacks from home unless pre-arranged with the Camp Director as part of the child’s nutrition plan. Parents of campers with severe allergies or special dietary restrictions may bring in an alternative snack for their child if a doctor’s note is provided to camp staff prior to the camper’s first day or first day a substitution is necessary. Staff will have a list of all campers with allergies, food sensitivities and dietary restrictions as provided by parents on the enrollment paperwork and will substitute snacks for those campers whenever necessary.

### Field Trips & Special Events

Campers in the 5-13 year old age groups will have the opportunity to participate in field trips scheduled throughout the summer at no extra cost to parents. The field trip schedule will be available at the sign-in/out tables in the Panther Camp rooms during the first weeks of camp as well as on our website: [panthercamp.weebly.com](http://panthercamp.weebly.com)

Aside from, and in addition to field trips, some special events are also being planned to take place onsite at Panther Camp. Some of these events will be open to all campers, regardless of age while others will be separated by appropriate age group. These events will also be listed on the field trip/event schedule.

Please note that you must give permission for your child to attend field trips or special events in the online registration portal. We will use either Grand Ledge district bussing or another school bus for bussing services for field trips. In order for your child to be included in field trips/special events (as applicable), you must check the permission box on your registration (online) allowing transportation and participation. Campers in the 5-13 year old age groups who are not permitted to attend field trips may choose to skip that day of camp or may be dropped off at camp after our scheduled return time.

### Daily Schedule & Activity Plans

All campers will participate in daily activities planned in advance by the Camp Director and Staff. Each day, campers will have indoor and/or outdoor organized games, indoor and/or outdoor free play, art activities, bible story/praise time, story and/or free reading time and even some cooking and science experiments sprinkled in! All activities will be focused around the weekly theme, as listed below. Daily Schedules will be posted in each Panther Camp room and activity plans will be available in binders for each age group should you wish to review them, as well.

**Rest Time:** The 3 and 4 year old age groups will have a designated rest time each afternoon. All children lay on mats to rest. After an initial quiet time, children who are not asleep may quietly look at books or may be given other quiet activities to do. Children are provided a drawer for their bedding. If your child stays for naptime, he or she will need a sheet (crib size works best) and a blanket with which to cover up, both labeled with his or her name. A special sleep toy may be used during naptime as well. All items will be stored in a drawer which is approximately 10" x 14" x 4" in size. All bedding will be sent home for washing weekly.

### Parent Notification of Accidents/Illness/Injuries

Should your child be involved in any accident, incur injury requiring medical attention, or become ill (see illness policy below) during the day at Panther Camp, staff will contact parents at the emergency contact numbers provided on the Child Information Records (required form prior to enrollment). If custodial parent(s) or guardian(s) are not available and immediate notification is necessary, staff will attempt to contact the adult emergency contact persons listed on the form. If a camper's illness or injuries are emergent, staff will call 911 for emergency medical treatment PRIOR TO contacting parent/guardian/emergency contact.

If any camper is involved in an accident/incident that results in minor injury not requiring professional medical attention (i.e.- scraped knees, bloody nose that stops after a short time), staff trained in first aid will administer appropriate care and complete an accident/incident report which will be sent home with the camper as well as kept on file at Panther Camp.

### Illness Policy

All campers and staff are to be excluded from the program when experiencing symptoms of illness that include repeated diarrhea or vomiting, fever, jaundice, non-controlled coughing, open sores (which cannot be covered), or have a doctor-confirmed infection or communicable disease that can be easily spread from person-to-person. All campers and staff experiencing either repeated vomiting or diarrhea are not to return to Panther Camp until symptoms have subsided for at least 24 hours or with a doctor's note of permission to return. Campers exhibiting symptoms of illness will be separated from the group and allowed to rest until parents/guardians can be contacted for pick-up.

### Medication Policy

Any camper requiring medication, either prescription or over-the-counter, will need a medication form on file prior to administration by staff. This form is available at enrollment on TADS or from any Panther Camp staff member. All medication must be in the original container/bottle including prescription and/or administration directions. Medications must be turned in to a staff member and will be stored in a sealed container out of reach of the campers. Medications of any sort MAY NOT be stored in camper's backpacks, bags or otherwise be in the camper's possession. Medications will be administered by camp staff and a log of administration dates/times will be kept at camp.

### Health Care Policies

Handwashing: Staff and children wash hands using soap and running water before handling food, after using the bathroom, after blowing their nose, etc.

When washing hands the staff and children:

1. Moisten hands with water and apply soap.
2. Rub hands together until soapy lather appears and continue for at least 20 seconds.
3. Scrub areas between fingers, around nail beds, under fingernails, jewelry and the back of hands.
4. Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
5. Dry hands with a clean, disposable paper or single-use cloth towels. If water does not shut off automatically, turn taps off with the disposable paper or single-use towel.
6. Dispose of the towel in a lined trash container.

Handling Bodily Fluids/Universal Precautions: Camp staff use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. All staff are required to take blood-borne pathogens training prior to unsupervised contact with students.

To handle saliva, nasal discharge, open skin sores, blood, urine, feces, or vomit all staff must employ the following procedures:

1. Put rubber gloves on.
2. Assist child.
3. Place any soiled clothes in a plastic bag and put child's name on it.
4. Throw away any paper product such as paper towel or tissue in a plastic bag and dispose in dumpster.
5. If bodily fluids have contaminated a table or chair area use Sani-Tyze cleaning agent.
6. If toys have become contaminated, rinse off any excess bodily fluid, wash with warm soapy water, rinse with warm water, spray with Sani-Tyze and let air dry.
7. If bodily fluids have contaminated the floor or carpeting: sprinkle Emergency Clean-up on the site and contact maintenance to let them know about the spot. Keep children away from the area by putting a chair over the spot. When spot is dry it can be vacuumed.

#### Cleaning and Sanitizing of Equipment, Toys and Other Surfaces:

The following steps are to be followed for cleaning and sanitizing:

1. Wash the surface or article vigorously with warm water and detergent or Sani-Tyze Spray\*.
2. Rinse the surface with clean water if using detergent or wipe dry if using Sani-Tyze Spray\*.
3. Submerge, wipe or spray the surface or the article with a sanitizing solution (Sani-Tyze)\*.
4. Let the article or surface air dry.

\*Cleaning and sanitizing is done before and after meals for tables and on a regularly set schedule for toys and other surfaces. Bathrooms are cleaned on a nightly basis and as needed. We currently use a commercial sanitizer, Sani-Tyze, which specifies on the label it is safe for food contact surfaces and is used according to manufacturer's direction.

#### Behavior Management Policy

The staff at Panther Camp use a positive approach to discipline that encourages self-control, self-direction, self-esteem, and cooperation. Redirection and recovery are used. The rule of thumb for recovery/down time is one minute for each year of age.

The following means of punishment by Panther Camp staff shall be **prohibited**:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment
- Restricting a child's movement by binding or tying him or her
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child
- Depriving a child of meals, snacks, rest, or necessary toilet use
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle



Campers are expected to:

- Follow directions
- Speak in a respectful, Christian, God-pleasing manner
- Play in a kind, gentle manner

For the 5-13 year old groups:

- 1<sup>st</sup> Offense - If behavior problems arise, Panther Camp staff will use discussion, redirection, recovery, and/or pulling the camper from activities if behavior is unsafe.
- 2<sup>nd</sup> Offense - There will be communication with the camper, parents, the Panther Camp staff and/or Director. A warning will be given if problems continue that a suspension from the Panther Camp program could happen.
- 3<sup>rd</sup> Offense - If the problem continues, there will be a meeting with the camper, staff, parents and Panther Camp Director. This meeting will need to take place before the student may come back to Panther Camp. In the case of persistent or severe behavior issues, the camper may be excluded from field trips without a parent chaperone for the camper's safety. Campers who have been excluded from off-campus activities will need to be transported in parent vehicles to the field trip site, have one-on-one parent supervision, and parents will be responsible for any entry or participation fees and parking fees charged by the venue for the parent. The cost of participation for the camper will still be included in the cost of the program.

If the behavioral problem continues or a camper exhibits extreme behaviors, the camper will no longer be allowed to attend Panther Camp. At any time, the Camp Director may suspend or expel a camper from attending based on behaviors. This action will be at the discretion of the Camp Director. In the case of behavioral issues stemming from special needs, staff will strive to provide supports such as breaks, alone spaces, sensory fidgets/toys, or one-on-one time with a staff person whenever possible. However, Panther Camp does not employ any specialists in the field of special education and cannot supply consistent one-on-one adult supports or accommodations outside of those listed above. While we strive to provide a fun and inclusive environment, there are limitations on the number and extent of supports that staff can provide. Parents considering enrolling a child with known special needs should contact the Camp Director prior to registration to discuss their child's specific needs and how Panther Camp staff might support that child for successful participation in camp. The Panther Camp Director reserves the right to deny enrollment of or disenroll any child whose needs exceed the resources available at camp in order to protect the child's physical and emotional wellbeing.

#### State Licensing Notebook & Reports

Panther Camp at Our Savior Lutheran School is licensed by the State of Michigan Department of Human Services as a childcare facility/program. In compliance with licensing rules, we have compiled and maintain a center licensing notebook which contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. The licensing notebook is available to parents during regular business hours for review. Licensing inspection

and special investigation reports from at least the past 2 years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

Contact Information

Receptionist: (517) 882-8665

**Director's Office:** ext. 108

**Camp's Email Address:** [panthercamp@oursaviorlansing.org](mailto:panthercamp@oursaviorlansing.org)

**Emergency Contact:** Windy Carroll – Director's Personal Cell (989) 400-9065\*\*

\*\*Please call or text this number ONLY if unable to contact anyone at the above building numbers and the message is urgent. All calls with questions about the program should be directed to the receptionist.