



Skyline's Summer Camp Parent Handbook

Skyline's Mission

Skyline invites all to embrace personal discovery, a belonging to community, and a home in the natural world.

Skyline's Vision

Skyline Camp and Retreat Center promotes inclusion and wellbeing for its people, openness and innovation in its programming, stewardship and care for its place. In so doing, Skyline will create experiences of community, learning, rejuvenation, and celebration. Skyline belongs to its community, past, present, and future, to preserve the opportunity to seek some peace among these trees

Schedule and Program Detail

Here is our Summer 2024 Calendar of Sessions:



SUMMER 2024 Quick Reference

Work Week					
May 19-25	A	RETREAT GROUPS			
May 26-May 31	B	FAMILY CAMP	May 28-31 LIFEGUARD & LEADERSHIP TRAINING		
June 1-7	C	ALL STAFF TRAINING			
June 9-14	D	DAY CAMP 1 <i>10-14 Enchanted Forest</i>	CAMP JOY <i>ages 30+</i>	PRISM 1	
June 16-21	E	DAY CAMP 2 <i>17-21 Celebrations around the world</i>	CAMP SASSAFRAS <i>ages 18-29</i>	PRISM 2	
June 23-28	F	DAY CAMP 3 <i>24-28 Science Matters</i>	MINI CAMP <i>Sun 2pm - Weds 7pm</i>	PRISM 3	RIVER TRIP
June 30-July 3	G	ALL STAFF TRAINING 2 & TIME OFF July 4-6			
July 7-12	H	DAY CAMP 4 <i>8-12 Tell Your Story</i>	T1 & T2	FLOSS 1	
July 14-19	I	DAY CAMP 5 <i>15-19 Time Travel</i>	T3 & T4	FLOSS 2	
July 21-26	J	DAY CAMP 6 <i>22-26 Everybody's Puzzling</i>	T5 & T6	FLOSS 3	
July 28-Aug 2	K	DAY CAMP 7 <i>29-2 Color Explosion</i>	NOCTURNAL CAMP	PRISM 4	
Aug 4-9	L	DAY CAMP 8 <i>5-9 Adventuring at the Farm</i>		PRISM 5	

Check in and Out

Overnight Camp

- **Check in** takes place at the Pavilion on Sunday. Families will park on our soccer field when you arrive. You will need any camper medications with you for check in, please leave your luggage in the car. You will receive an email the week before letting you know the time of check in and the process to follow. When you arrive on check in day, you will get a paper that reminds you of the process and helpful information and links to have while your camper is at camp. Once checked in, you will grab your luggage and help your camper(s) get settled into their cabin before saying goodbye.
- **Check out** takes place in the cabin area on Friday. When you arrive you will meet our Director and staff at a picnic table near the beginning of the cabin trail. Please make sure you see them first before taking your camper(s) and their luggage home. At check out the staff will share any information they can about

the week and return camper medications. After checking them out you will go to your campers' cabin to get them and their luggage. Cabin counselors will share stories from the week with you when you pick up your camper(s).

Day Camp

- **Check in** takes place at our Day Camp Hub, located at the front entrance of camp. Check in is from 8am- 8:40am, if you arrive early please wait for the staff to finish their morning meeting before check in for the day. Each day the parent/guardian/family member checking in camper(s) will need to initial the check in clipboards next to your camper's name. On the first day you will review your phone numbers, emergency contacts, and authorized pickup list, check in to see what color group your camper is in, and meet with our Health and Wellness Director to check in any medications and complete a health screening. You will receive an email a week before your session begins to share about any information for the week and a reminder of the check in process.
 - If you are on the shuttle you will follow the instructions by the staff on the bus where to sign in and complete the health screening on the first day with those staff members. You will receive email communications about the shuttle as the session gets closer.
- **Check out** takes place at our Day Camp Hub and is similar to the check in process. Check out for Day Camp is from 4:40-5:00pm. When you arrive you will initial next to your campers name to sign them out, show your ID to the check out staff member, and get a joken (a token with a joke on it.) Once your camper is checked out you can pick them and their stuff up at their color tree. Please check in with counselors and support staff to hear about your campers day. As you drive out of camp you will give your joken to a staff member at the end of the driveway. Jokens ensure that families have checked out with a staff member before leaving.
- If you need to pick up your camper earlier then the established checkout time please contact Sara Hoell at 810-417-1884 or sara@campskyline.org

Late Arrivals, Sick Campers, and Cancellations

- Please call us if you are going to be more than an hour late for check in. If you and your camper(s) have not arrived an hour after the established check in/out time one of our directors will call you to check in.
- If you are going to be late, please contact:
 - Overnight Camp: Shana Henry at 810-798-8240 or shana@campskyline.org.

- Day Camp: Sara Hoell at 810-417-1884 or sara@campskyline.org
- If your camper is sick, please reach out to us so we can determine when/if they can come to camp.
- If you need to cancel your session and your camper(s) are not going to attend the week of camp they signed up for please contact Erin at 810-798-8240 ext.102 or erin@campskyline.org.

Weekly Schedules

If you would like to see the schedule for what is happening at camp please ask one of our Directors:

- Overnight Camp: Shana Henry shana@campskyline.org
- Day Camp: Sara Hoell sara@campskyline.org

We will post weekly schedules for viewing at check in and check out and will post a photo in the weekly camp photo album on SmugMug. You can visit our website as well to read about a [Camper Day in the Life](#). Please know schedules are subject to change without notice due to weather etc.

What to Bring

We provide suggested packing lists for all camps. Each type of camp has a different packing list. These are updated every spring and are available on our [website](#). We will mail the appropriate packing list one week before your camp session begins. You can always email office@campskyline.org for a copy if you need help accessing one.

Lost and Found

Skyline lost and found items are kept only for one week before being given to charity. We display all found items at camp checkout for families to identify and claim. Additionally we have a photo album on Smugmug that we update and send to families at the end of each session. If we mail the items to you we will ask for help covering the cost of postage.

Photos at Camp

One of the ways we showcase what the campers are up to at camp is by posting photos for you to see. The goal of the photos is to highlight the activities that are happening and show you the joy and resilience your campers are building at camp. We aim to post photos once a day. We will email you the link at the beginning of the camp week so you can look at them. We use the photo site [SmugMug](#). We will also post links on our social media pages. We cannot guarantee that every camper will be photographed each day.

Inclement Weather

In the event of severe rain, lightning or other unsafe conditions, activities will be modified as necessary to ensure the safety of all participants. On hot weather days, outdoor activities are modified with frequent water breaks and play in shady areas. On heavy rain or stormy days, activities are modified using the indoor spaces and cabins for indoor activities.

Severe weather may affect the pickup process. In cases of rain and/or lightning, staff will keep children sheltered until conditions improve. This may slow down the pickup process, requiring drivers to wait. The safety of Skyline campers and staff is our first priority. We ask for your patience and understanding on these occasions. We will communicate via email as soon as possible with information regarding the campers well being and any modified check out procedures. We ask that you call us ahead of time if you need to pick up your camper early so that we can communicate with you best where to go.

Meals at Camp

Our kitchen works hard to provide nutritious meals each day for all of our campers. We do our best to honor our campers' food interests and celebrate the cultural diversity of our staff through food as well.

Every breakfast has fresh fruits, yogurt, homemade granola, cereal, milk, tea, and juice. Lunch and Dinner have a salad bar. Some of the foods that we have regularly with campers are taco/burrito bar, pizza, eggs, macaroni and cheese, wraps, sandwiches, bacon, sausage, and pasta. We will post menus at check in and out for folks to see what we are serving that week at camp, please note this is always subject to change during the week.

We make as many foods from scratch as possible. This gives us the chance to serve all dietary needs to the best of our ability. We regularly serve those that are vegan, vegetarian, Gluten free (including celiac disease), dairy free, and nut allergies. Our staff are trained on food handling and how to prevent cross-contact and cross-contamination of foods. Please be sure to note your campers dietary restrictions and food allergies on their health forms.

Skyline Summer Staff

Skyline's summer staff are those people who come and join us for just the summer months. They are typically college-aged folks, and we choose them based on their applications, references and an interview. Each has two (or three, depending on age) background checks conducted. In addition to staff that live locally or in the US, we do hire a handful of international staff each summer. Our staff work a combination of day camp and overnight camp so that they can experience the different camp experiences that we offer. Our junior counselors will work for one month of the summer helping out both overnight camps and day camps. Our staff receive one full week of in-person training in June and a half week of additional training in July, in addition to online training sessions throughout spring. They also receive in-service training during the summer season.

Positive Risk

Skyline creates a supportive environment for our campers to take positive risks and make mistakes. We nurture and allow for this as we find it allows our campers to grow and develop resilience. "Positive risk" means doing activities that we know involve the potential of accidents or outcomes that could include injury, task failure, damage to objects, or embarrassment - but we undertake them nonetheless because they help us to grow. Risk is embraced not for its own sake, but because we know growth requires new challenges, and therein lies risk. When campers participate in the different categories of risk it leads to growth. Campers develop confidence, resilience, executive function abilities, and risk-assessment skills.

Knowing that we create the space for risk at camp, we want to point out some examples of activities that incorporate risk. Please view the document on [Positive Risk](#) on our [website](#) in the Resources and Policy section for more information.

Communication During Camp

Skyline has a no phone policy for campers, this is an intentional effort to get campers un-plugged and present while at camp. There are only a few Directors and support staff that keep them on their person during camp sessions. There are several reasons for Skyline's unplugged approach to camp.

- Risk of loss or damage is high
- Maintaining focus on camp program and other people present at camp
- A mental break from persistent pressures of social media
- Homesickness can be exacerbated by holding onto remote connections while at camp

If there is an issue pertaining to a single, or very few campers, families will be contacted by telephone. We will leave messages if contact cannot be made in this manner. We will use every number you leave for us. For issues that are non-critical, we may email and/or post general information on the camp website, and or Facebook. No personal details will be shared in any such communications. The person contacting you will either be the Executive Director, Health and Wellness Director, or a designate of the Executive Director.

Health and Safety Issues

Skyline will always attempt to reach you if:

- Your camper spends a night or a significant part of any day in the infirmary.
- An emergency call has been placed for your camper.
- Your camper has been taken (but not a 911 call) offsite to seek further medical assistance.
- Something occurs that you have requested contact about.

We may attempt to contact you in "smaller" matters also, if we believe it will help us tend to your camper's best interests. Generally these matters will be discussed at the collection of the camper at the session's conclusion. Skyline will not necessarily contact you if a report has been made to the Department of Human Services due to a concern for neglect or abuse.

Other Emergencies and unforeseen events (e.g. weather events)

- If an unforeseen circumstance results in injury or illness, see above, "Health and Safety Issues."

- If there is an event that affects all campers, but campers are generally safe, we will attempt to contact you by email, and or post information on our website (with no personal details). If multiple families need to be contacted, this will be done in order of urgency.
- Disciplinary Matters
- If a camper is no longer safe or is causing others to be unsafe, or has violated camp rules in a serious way, families may be called to collect and remove the camper from the site.

No-shows / no-contact

If any camper has neither arrived nor been heard from at 2 hours after scheduled arrival time, we will call listed numbers to ascertain the details in case there is action or assistance needed.

Contacting Us During Camp

- 810-798-8240 – camp office. Messages checked several times a day if you miss us.
- 248-830-5655 – director’s cellphone. Emergencies only, please.
- Email: shana@campskyline.org; office@campskyline.org
- Mail: 5650 Sandhill Road, Almont, MI 48003. Remember to include your camper’s name!
- Email to camper: camper@campskyline.org

Smartwatches

Skyline allows smartwatches, with some expectations and understandings. We recognize the following positive aspects of smartwatches for campers:

- A smartwatch can reduce anxiety for some, and make space for self-advocacy and problem solving.
- Activity-tracking for those for whom it is important

On the other hand

- Like phones, they are expensive objects that can be easily damaged in a camp environment— Skyline is not responsible for such damage.
- The flip side of being able to contact home when a problem arises is that it discourages campers from seeking help and problem-solving with the camp staff who are present precisely to help them. For example: if they have left something

at home—we are likely able to fulfill that need; seeking help from those present to help is an important life skill.

Health and Wellness

Health and wellness is our top priority in caring for your camper here at camp. Our Director of Health and Wellness is Erin Stokes and she works with a team of people to ensure the care of our campers. We keep our website updated each year to share about who makes up our [Health and Wellness Team and an FAQ](#).

Health Forms

Every camper must have a complete health form prior to their arrival at camp. Health forms are located in your CampBrain parent portal. This is how to inform us of medications taken, dietary restrictions, allergies, and health history. Our health and wellness team will read the health forms about a week before the session begins. If we have any questions or clarifications we will reach out to you to get those answered. You are not required to get a physical in order to complete the health form. If you need assistance please contact our Director of Health and Wellness, Erin, at erin@campskline.org.

Medications

- All camper medications will be collected at check-in and returned at check-out. All medications need to be in their original containers and will be given in accordance with the label.
- Any emergency medication will be given to the group/cabin counselor and they will ensure that it is with them, or the staff member leading the activity, at all times. We will determine with families how frequently they would like to be contacted for the use of emergency medications. We will also request an emergency action plan so it is clear when and the procedure for the camper using the emergency medication.
- For over the counter medications, we keep several stocked at camp. If you send them for your camper we will collect those medications as well. On the camper health form you can give us permissions for what over the counter medications your camp is allowed to use.

Health Screenings

All campers will complete a health screening at check in day the first day of camp. It includes reviewing pertinent health form details, asking about any recent injuries we

should know about, asking about exposures to COVID and lice, and the time where we will collect medications and review when they are taken. We do our best to streamline the check in process but we appreciate your patience as we work to meet with all families and campers.

Discipline Policy

We want camp to be an incredible experience for everyone who attends. Building community requires that everyone be willing to work together to achieve the goals of the group. Please review the [Behavior: Skyline's Approach](#) document on our [website](#) for more information on how we respond to behavior expressions and how and when we communicate with families.

Sometimes a camper, for a variety of reasons, has a difficult time behaving/speaking in an appropriate manner. Should that occur, we will take the following steps:

- Counselor and camper will talk through the issue using P.E.A.C.E and try to resolve it in a positive manner.
- If the camper continues the inappropriate behavior/language, he/she may be removed from the activity or some other appropriate discipline will be administered. (NEVER CORPORAL PUNISHMENT)
- Continued disregard of camp policies or agreements **may** result in a conference with the Day Camp Director, Health and Wellness Director, and/or Executive Director and a call home to the parents/guardian. If the problem cannot be resolved in a manner acceptable to the camper, the camp, the group, and the counselors, then the parents/ guardians will need to take the camper home.
- If it is necessary to dismiss a camper from camp for disruptive or harmful behavior or failure to abide by the "Skyline Camper Policies," **there will not be any refund of fees.**

Summer Camp Policies

- Skyline is dedicated to providing a safe, caring environment where campers share all phases of camp life and are accepted as individuals. Our program staff is trained to develop and maintain this atmosphere at all times.
- We believe that Skyline works in partnership with families in providing this wonderful camp experience, since preparation before camp and reflection after camp are both necessary to make the most of what Skyline has to offer.
- Camp is all about having fun and trying new things. We offer a variety of activities, and some of these may be unfamiliar to the camper. We encourage campers to try as many different and new activities as they can.
- We model appropriate language and believe that this contributes to the emotional safety of all our campers. This means that we do not allow campers to swear, or put others down, without explicitly addressing the camper about the

appropriateness of how we speak to and about one another. We believe in affirming campers and helping them to learn how to affirm others.

- We encourage our campers to be peacemakers. When conflicts large and small arise, as they inevitably will, we encourage campers to remember P.E.A.C.E (Pause - Explain - Ask - Compromise - Explore), and we teach them throughout the camp session how to practice PEACE.
- We believe that verbal and physical violence are unacceptable ways to resolve conflict. Physical and/or verbal aggression will not be tolerated.
- We believe respect is an integral part of life in community. With that in mind, all at Skyline are expected to listen and respond respectfully to what other campers and counselors have to say, as well as respect other people's property and camp property and use them only if given permission to do so.
- For reasons of safety, campers are asked never to wander off alone, and no camper will be without staff and other campers present at any time.
- At various times during the camp, video tapes and photographs of camp activities are produced for use in camp publicity. By registering, you give permission for the camper to be photographed and/or videotaped, and for his/her image to be used in camp publicity materials; to opt out, please send a separate signed note.
- Respect for Property: We like to keep Skyline beautiful and thriving for all our guests, all year long. If a camper feels a need to leave a mark on this community, we ask that it be made through words and deeds by uplifting and affirming other persons. Campers who violate this request may be billed for the clean-up or requested to do the clean-up themselves.
- Shoes must be worn in camp at all times except when being barefoot is appropriate. This is for your protection and to help ensure that you will be able to enjoy all the camp activities.
- Sun safety is important! We encourage and remind campers to stay safe from excessive sun exposure, including hats and sunscreen. We suggest packing a sunscreen of your choice, but will have spray-on sunscreen on site in case you forget or run out during the week.
- **Homesickness** is something that can pop up unexpectedly at camp. As a parent/guardian, you can help prevent it by talking honestly about expectations for and of camp before the camper arrives. Help campers think about all the fun they will have. Set realistic goals for things that the camper wants to learn or ways that she/he wants to grow. Talk about meeting new people and how much is learned from making new friends. Help campers to remember how they have made new friends in similar situations in the past. Visit the camp ahead of time, if possible.
 - If a camper does get homesick, our staff will work in a caring manner to try to overcome the problem. Assure your camper that if they feel homesick,

that we want them to talk to their counselor about how they are feeling. Together they can address the problem.

- Please do not promise or tell your camper that they can call home whenever they wish. Campers do not have access to the phone, and generally, homesickness is made worse by calling home.
- If homesickness persists for more than 24 hours, we will call you (the parent/guardian) and discuss the situation before you talk with your camper. If either you or the camp decides that it is best for the camper to leave camp early, we will affirm the camper for what they have already accomplished. We are sorry, but no refunds of camp fees will be made in this situation.

Fun And Safety - American Camp Association Camps Set the Standard ACA

Accreditation means that the camp you are considering for your child cares enough to undergo a thorough (up to 300 standards) review of its operation - from staff qualifications and training to emergency management.

American Camp Association® collaborates with experts from the American Academy of Pediatrics, the American Red Cross, and other youth-serving agencies to assure that current practices at the camp reflect the most up-to-date, research-based standards in camp operation. Camps and ACA form a partnership that promotes summers of growth and fun in an environment committed to safety. ACA helps accredited camps provide:

- Healthy, developmentally-appropriate activities and learning experiences
- Discovery through experiential education
- Caring, competent role models
- Service to the community and the environment
- Opportunities for leadership and personal growth

Camper Financial Information

Summer Camp Deposits and Refund Policy

- Deposits are not refundable or transferable. (e.g. If you register for 3 sessions and attend only 1, the payment due will be 1 week of camp plus 2 deposits. * see note below)
- Full payment is due by May 31, or in full if registering after that date. Skyline reserves the right to un-enroll any campers who have not completed payment by this date.
- Cancellations within 30 days of the camp session's start date will result in the forfeiture of all payments.
- Cancellations more than 30 days before the camp session begins will be refunded all but the \$75 per session (overnight) or \$40 per session (day camp) deposit.
- Campers leaving early due to illness/extenuating circumstances will be refunded proportionately, at Skyline's discretion.
- Campers leaving early due to behavior are subject to forfeiting the full fee.
- If you have agency assistance in paying for camp, you must have that information (Agency, worker, contact details, amount being covered) ready before registering. We will not hold a place for your camper unless we are certain of covering the cost. We reserve the right to unregister campers if the necessary paperwork is not made available at least a month before camp

** We have seen a developing pattern of families "placeholdering" by signing up for more weeks than they intend to attend, then having those deposits transfer towards the cost of the attended session. This is no longer allowable, as it costs resources to try to fill the camp space, and/or costs other children the opportunity for camp.*

Financial Aid

Skyline does offer financial assistance to families that need assistance. If you are in need of financial aid please email office@campskyline.org. Our office manager will send you the form to complete and return back to us. Our Executive Director will review all forms and determine the aid we can offer. We do what we can to make camp possible for all campers that wish to be here.

Additional Skyline Policies

Skyline has a wide variety of policies that help share about our camp and outline our procedures for keeping campers safe. We ask that all families take the time to read these policies. If you have any questions on a policy you can reach out to our Executive Director at shana@campskyline.org. All of these policies are on our website on our [Resources and Policies Page](#).

[Camper Release Form](#)

[Day Camp Parking Guide](#)

[Day Camp Shuttle Information](#)

[Gender Inclusion Policy](#)

[Special Diet and Allergy FAQ](#)

[Transportation Policy](#)