

Teddy Bear Summer Camp Handbook 2025



301 Seventh St
Traverse City, MI 49684

About

At Teddy Bear Summer Camp, we believe summer is a time for children to discover their passions and unleash creativity. From outdoor games and team-building activities to arts and crafts, science experiments, and more, we offer a wide variety of activities and fun tailored to every camper's interest.

Hours of Operations

Summer Camp will be open Monday through Friday, June 16th- August 15th, 2025, 7:30-5:00 pm. We are closed on Friday July 4th, 2025 (Paid Holiday).

Staff Ratios/Classrooms

1:10 Ratio-There will always be a minimum of 2 staff in the camp at all times.

Class Room Ages	Class Size	Camp Counselors
4 years-6 years	20 Campers	2
6 years- 8 years	24 Campers	3
8 years- 11 years	18 Campers	2

Registration Fee

Teddy Bear Summer Camp requires a non-refundable \$125 registration fee at the time of enrollment. Payment is required upon registration application.

Tuition Refund Policy

Teddy Bear Summer Camp is a 9 week program. Should you forfeit your contract prior to June 9th you will remain obligated to 50% of the contracted rate for the entirety of the 9 week program. Should you forfeit your spot at any time during the 9 week program after June 9th, you are financially obligated to fulfill the 9 week financial contract.

Payment Due	FT-\$64/day	MWF-\$66/day	T/TH- \$68/day
June 1st, 2025	\$704	\$462	\$272
July 1st, 2025	\$1472	\$858	\$680
August 1st, 2025	\$704	\$462	\$272

Summer Paid in Full on June 13th, 2025

FT	MWF	T/Th
\$2780	\$1682	\$1124

- If payment is not received on the due date, you will be charged a \$10 per day late fee.
- Teddy Bear is in partnership with TriShare. Please inform administration at the time of registration if your employer participates.

Daily Schedule- If a field trip is planned the schedule may vary

7:30-8:30 Arrival, Breakfast, Free Choice

8:30-9:30 Activities Based on Weekly Focus

9:30-11 Weekly Focus Study Outdoors + Snack

11-12 Organized Outdoor Games

12-12:45 Lunch + Outdoor Play

12:45-1:45 Cool Down/Open Art- This is a time we may utilize indoor space, especially in the high heat days.

1:45-3 Outdoor Team Games

3-3:30 Snack/Indoor Cool Down

3:30-5 Outdoor Games + Activities based on weekly focus

Open House

Open House will be on **Thursday, June 12th from 3-5pm**. You and your child will be able to meet our camp counselors, see the space, and ask questions.

Arrival & Departure

You will enter through the back gate daily for drop off/pick ups. Should you be picking early, please inform your camp counselor prior to you leaving your child for the day.

Camper Release Plan

In the event that someone other than a parent/ guardian will be picking up your child, we will ask for proper identification and correspond with the registration as children will **ONLY** be released to those on the registration form to ensure safety. Regardless of your child's age, they will not be released to leave the premises without a parent/guardian or approved pick up. If for any reason someone needs to pick who has not picked up before, or the staff are not familiar with the pick up person, they will be required to show proper identification. If you need to add someone to the release, this will need to be done at drop off. In an emergency, one of the primary contacts will need to contact the camp administration via phone to verify an alternative pick up person who is not listed on the approved form. The child will not be released until this confirmation has been made through the camp administration.

Thank you for your cooperation to maintain a safe and healthy environment for your children, your family, and our staff.

Campers must arrive for the day by 9AM, unless there is a special circumstance such as an appointment which must be communicated prior. Arrival time is an important start for our day together. Many times activities and field trips will begin just after this time. All children will need to be signed in on brightwheel as that is the system we use for attendance daily. Brightwheel is also a communication tool you may use throughout the day with your camp counselor. If your child will not be in by 9am, please message the counselor with an ETA.

Meals

Teddy Bear Summer Camp does not provide any snacks or lunch for campers. Breakfast is provided each morning. AM/Lunch/PM snack, will be the parents responsibility. Special snacks and lunches will be announced the week prior.

Breakfast (provided): 8 am to 9 am

AM Snack: 10 am

Lunch: 12 pm to 1 pm

PM Snack : 3 pm

Clothing & Essential Needs

CLOTHING POLICY

Please dress your child for active indoor and outdoor play. Please bring sandals and tennis shoes for walking/playing outdoors. Clothes should be comfortable and washable, preferably the older the better as we can tend to get messy. We play outdoors each day, so please send weather appropriate clothing. We love to play in the rain, so a raincoat and boots are necessary too.

Please provide your child with a sun hat if needed, sunscreen, and clothes that can be used during water play. This can be an extra change of clothes or swimsuit, AND a towel.

Please provide your child with a labeled water bottle daily.

ALL CLOTHING AND CHILDREN'S BELONGINGS MUST BE LABELED.

Communication

Communication is a very important part of your child's staff to family relationships. We will use multiple communication tools such as breakfast menu postings, announcements on our communication board, and BrightWheel communication with the camp staff in real time without having to make a phone call. You will also receive photos from the day, and any pertinent information including but not limited to activities, health checks, incident/injury, etc.

Illness

All children, volunteers, and staff must follow the illness policy at Teddy Bear Summer Camp. Please do not send your child the day of and 24 hours after symptoms have stopped if he/she is experiencing any of the following symptoms:

- 100.4* or higher temperature
- vomiting
- Diarrhea, 3 or more incidents within the day
- active cold signs (per center determination)
- red, gooping eyes
- any communicable illness
- doubt that your child is unable to participate in daily activities.
- signs of ear infection

If your child becomes ill throughout the school day with any of the above symptoms, you will be notified immediately through phone contact and/or BrightWheel. If you are unavailable, we will contact your child's emergency contact listed on their Registration Form. Please note that if a child is sent home from camp due to illness, he or she may not return the following day. For example: If your child is sent home on Monday at 10AM with a 101.2 temperature, your child may not return until Wednesday, assuming they have been fever free for a minimum of 24 hours without consumption of fever reducing medication.

NOTE: Teddy Bear staff reserves the right to determine if a child is well enough to attend school.

Medication

- ALL Medication, prescription or nonprescription, must be given to a child by a camp staff member only while in care. Medication will be stored in a locked box that only counselors and camp directors will have access to. All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all non-prescription topical medications.
- A camp staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent and a recent doctor's note from a Health Care Physician. In addition, you MAY NOT keep medication in the child's or backpack throughout the day. This includes

EPI-Pens. Please give it to your child's counselor or administration immediately upon arrival if it travels with your child.

● Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.

● A camp staff member shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.

● A childcare staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician. -Example: If the medication instructions state benadryl is instructed for children under the age of 6, we must have a doctor's note stating the correct dosage and approval for your child.

Active Supervision

Active supervision is a vital component for the health and safety of the children. Parents and/or counselors will ensure each child is checked in upon arrival. During the course of the day, camp counselors will use a name to face attendance checks every half hour while onsite and off site for field trips. This information is passed back to the camp director. Name to face is to ensure constant active supervision.

Emergencies

FIRE: In the event of a fire, sign/smell of smoke, or the alarm has been set off, all campers will stop what they are doing and proceed in a controlled manner to the appropriate fire exit with staff. The fire exit is located directly beside the classrooms, through the double doors, to the playground.

- The campers will follow counselors to the nearest exit, exit the building, and proceed to the south east corner of the fenced in playground. The last staff member in line will do a sweep of the room before leaving the room to ensure all children are accounted for. Name to face will be done while walking out the door. If anyone is on the playground, a counselor will gather the campers and take them to their designated space.
- Staff must take their First Aid bags.
- The director will call 911
- One administrative staff member will check all areas very quickly.
- Attendance will be taken immediately.
- All counselors will assist the counselors ensuring safety and comfort.
- If First Aid is needed, the counselors will administer
- Parents will be immediately contacted by phone as soon as campers are safe in their meeting spot by the camp director.
- No one will re-enter the building unless an "all clear" has been given by the local fire department.

SEVERE WEATHER or TORNADO: In the event of a severe weather alert including extreme winds, large hail, etc. the following will take place:

- If outside, campers will re-enter the building. Counselors will assist children calmly to their assigned safe location: Campers will calmly go to the hallway near the large gym. There are two sides to the hallway with the gym in between. Age groups will stay together however use both spaces if necessary. The campers will sit along the wall on each side, counselors will assist when necessary. Infants and Young Toddlers will be placed in cribs and line the hallway for safety. Infant/Toddler caregivers will hover over the cribs to ensure safety. The last staff member in line will do a sweep of the room before leaving the room to ensure all children are accounted for. Name to face will be done while walking out the door.
- Counselors will take their First Aid bags and cell phone, remain calm, and take attendance.
- There will be a weather radio to hear of updates given by the National Weather Service.

- As soon as campers are safe, and the scene is safe, parents will be contacted by administration by phone.
- Campers will be taken back to their room if it is safe, and the “all clear” is given by the proper authorities.

*In the Event of any emergency, if notified, fire and /or police will be given the location of where the children are by the staff member in charge. All counselors have been provided emergency phone numbers and camp addresses. If we are off-site, counselors will follow specified severe weather locations that the facility provides.

MISSING CHILD : If a child goes missing, the following steps must be followed:

- Remain calm to avoid frightening the other children.
- Stop the activity and ask the campers about the last time they saw the missing child and if they know where he or she went. If no one knows, pull the group together, have them sit on the ground or floor, tell them that you will be right back to restart the activity, and leave them with your assistant counselor. Never leave the group alone. Call for backup if no assistant is present.
- Call the camp director and tell him or her that you are beginning a contained search in the immediate area. Provide the name, basic characteristics of the camper (hair color, age, size, weight), any description you may have that would help others search (such as apparel that he or she was wearing), and how long it has been since anyone has seen the child. The camp director will arrive on the scene with other support personnel as soon as possible.
- If the group is indoors and a director is on site, alert that person right away. If exits can be monitored, ask the facility monitor or director to help watch those exits with his or her staff to prevent the missing camper from leaving the building.
- Search the immediate premises including halls, restrooms, and other activity areas. Call the camper’s name as you search.
- If the child is not found in the building, go outside and do a sweep around the perimeter of the building. If other adults are around the outside of the building, ask them if they have seen a child fitting the description.
- If you find the child, call the camp director immediately, then the Administrative Director, Anna Fryer, 231-409-7990. so that the search can be called off. If you don’t find the child, wait until the camp director arrives for further instructions.
 - If the child is not found within the first 10 minutes of searching, law enforcement must be called.
 - The parent must be called.

In the event that a child is suspected to be lost or missing or separated from the group while off-site/outside, the following procedure should be followed:

- Remain calm to not frighten the other campers.
- Gather all children in a designated area and conduct a head count and/or roll call.
- Stop the activity and ask the campers about the last time they saw the missing child and if they know where he or she went. If no one knows, pull the group together, have them sit on the ground or floor, tell them that you will be right back to restart the activity, and leave them with your assistant counselor. Never leave the group alone. Call for backup if no assistant is present.
- Before searching for the child:
 1. Establish and record what clothes the child was wearing.
 2. Consider medical history that might explain disappearance
 3. Ask fellow children if there were any plans the child was making to try to leave the group.

- Use a competent staff member to check specific landmarks and sites but maintain necessary supervision over the other children. Keep them calm and engaged, offer them a task where they can feel helpful, like writing or drawing.
- If there are adults in the area, ask for help in the initial search.
- If the child is not found within a short period of time (15 minutes), call 911 and ask for assistance, call the Summer Camp Director,, then the Executive Director, Anna Fryer, 231-409-7990. If near water, call 911 after a maximum of 10 minutes of searching.
- Continue to search for the child and wait for instructions from proper authorities.
- When the child is found, if medical assistance or evacuation is needed, follow the Emergency Action Plan. The Sheriff's Department should again be notified of the status of the search even if the camper is found okay.
- Complete an incident report and submit it to your supervisor to file.

Intruder/Active Threat

If there is an active threat, the following procedures will take place

OUTSIDE THREAT (INTRUDER, DANGEROUS ADULT, OR OTHER OUTDOOR CRISIS, ACTIVE SHOOTER)

In the event of an intruder or other outdoor crisis from the outside the following will happen:

1. A counselor will gather the children quietly and take them indoors to areas the same as severe weather.
2. A counselor will immediately call 911.
3. Attendance will be taken.
4. Counselors will position themselves between the intruder or dangerous adult.
5. Counselors will remain calm and wait for the proper authorities.
6. Parents will be notified by phone from administration as soon as the area is safe.

BOMB THREAT

In the event of a bomb threat the following will happen:

1. Call 911, and do as the authorities say.
2. A counselor will gather the children and follow administrative and authority directions.

INSIDE THREAT (BOMB THREAT, OR OTHER CRISIS THAT REQUIRES CAMPERS TO VACATE THE PREMISES, A)

In the event of an inside threat the following will happen:

1. Campers will be gathered and move to an area of the campus that is locked.
2. A camper will immediately call 911.
3. All campers will take emergency cards, first aid kits, and a cell phone.
4. Attendance will be taken.
5. All campers will remain with children to ensure safety and comfort.
6. Parents will be notified by administration by phone.
7. Children and caregivers can re-enter the building when the proper authorities have given the "all clear".

In the event of a mental health emergency, the camper struggling, will be removed from and taken to our medical area, provided a safe/calm environment. A camp counselor will remain in close proximity while proper contacts are made. The camp administrator will contact 911 if the incident is life threatening/threatening to harm self, needed, then the parents for additional direction. If the incident is non-life threatening, with the consent of parents, Third Level Crisis will be called.

*Third Level Crisis Phone number: 800-442-7315 or 231-922-4800

*SPECIAL NEEDS: In ANY emergency special needs will be based on individualized plans (special needs, chronic health conditions, non-walking child, etc.), and provided to office staff and classrooms in which the child(ren) is enrolled, these children will be assisted by the camp counselors.

Parent Reunification

In the event of an accident, illness, incident, and any other situation that involves parent contact, teachers/staff will use their Registration forms to obtain a connection if possible. If the parent is unable to be reached, the counselor or staff member will contact the approved emergency contacts. Children will only be released to those on their registration regardless of the severity of the emergency. Please refer to the following incidences for specific locations.

FIRE: We will exit the building through the proper EXIT doors that they can safely use and meet at the back gate on the south east end of the playground. The counselor/camp director will have a backpack with all registration forms, pertinent information, and First Aid for each classroom. The first staff member at the exit door will lead children to the designated safe space. Camp Counselors/Camp directors will notify parents. Parents will be able to locate their child at the designated safe place.

WEATHER: We will be located in our designated safe space indoors. Until the weather is safe, the children will remain in this location. Camp Counselors/Director will contact proper authorities and parents regarding the incident.

ILLNESS AND INJURY: In the event that a serious illness or injury occurs, the children not involved will be completely removed from the situation with counselors, maintaining appropriate ratios. If indoors the children will be moved into an adjacent classroom, whichever the incident is free from. If outdoors, the children not involved will be taken indoors for free choice until the all clear has been given. The director or licensee will stay with the child that is involved until medical attention or parents have arrived. If 911 is needed, a staff member will make contact and remain on the line until they arrive. If a parent is not reachable, the director will go with the child to the hospital.

INCIDENT: In the event of a serious incident including but not limited to, a child left unsupervised, an incident involving an allegation of inappropriate contact, the death of a child in care, a fire on the premises of the center that requires the use of fire suppression equipment or results in loss of life or property, and/or the center is evacuated for any reason, parents will be notified through direct communication. Staff must report to licensing within 24 hours of the incident.

CHEMICAL SPILL: Children will be evacuated immediately just as with the fire escape procedure. Proper authorities will be notified as well as parents. The director will monitor the situation while the camp counselors are with the children within ratio requirements. When the all clear is given students and staff will go back to their daily routine.

INTRUDER: Teddy Bear Daycare and Preschool has plans in place in the event there is a threat inside or outside of our building. These plans are not to be shared with anyone other than staff and children in our building to protect the safety of persons within the center.

Inclement Weather

Most of our days are spent outside enjoying what mother nature has provided, however, on days with severe weather or extreme heat, we will make use of our indoor space. Teddy Bear will continue to provide engaging activities, interactions, and an overall fun filled day.

Individualized Needs

At Teddy Bear, we believe that each child is and will be appreciated for their unique qualities. We will work together with the parents and any other agencies that may be involved, to give your child the best care and education possible. We welcome any sort of therapy needed in the camp. It is our goal to provide full inclusion and acceptance into our program for children of all abilities.

Independent Personal Care

All campers must be completely potty trained. If a camper is having more than one accident/day, the parents will be notified to come up with a plan for success. All campers must be able to fully dress themselves, and wipe themselves after bathroom usage.

A camp counselor of the same gender will be near the bathroom door while the campers are using the bathroom. The camp counselor will not enter the stall unless it is pre-approved by the parent to assist with the child.

Behavioral Support

Discipline is handled with kindness and understanding, while the best interest of your camper is always kept in mind. We use positive methods of discipline which encourage self-esteem and cooperation. Teddy Bear respects the children as individuals. Campers will be redirected and encouraged to express their feelings. We offer choices to ensure that children have options and feel empowered over their individualized abilities and emotions.

WE DO-

- ◆Communicate with campers on their level, using positive statements
- ◆Talk with campers in a calm quiet manner
- ◆Explain unacceptable behavior to campers, and give clear expectations
- ◆Give attention to campers for positive behavior
- ◆Praise and encourage, reason with, and set limits
- ◆Model appropriate behavior
- ◆Set up the environment for problem solving opportunities
- ◆Provide alternatives and redirect campers to acceptable activity
- ◆Give campers opportunities to make choices and solve problems
- ◆Help campers talk out problems and think of solutions
- ◆Listen to and respect the campers needs, desires and feelings
- ◆Provide appropriate words to help solve conflicts

Minor Behavior Issues:

Examples: peer to peer conflict, refusal of caring for one's materials, consistent interruption, not following simple directions.

In the event that a verbal conversation is not effective, the camper is redirected to a different part of the room/outdoor space for a short time to work on a different activity. Then, we will have a brief discussion about what occurred and how he/she could have changed the outcome. Our main objective is to help your child learn self-regulation while gaining empathy and working towards self-control. If the behaviors continue, parents will be notified, and the camper will need to be picked up. We see each day as a fresh start for minor behavioral issues.

Major Behavioral Issues

Examples, Included but are not limited to: consistent peer to peer conflict, use of profanity without immediate redirection, harsh, threatening or harmful statements to fellow campers or staff, any physical altercation, etc.

In the event of a major behavioral issue, the campers parent/guardian will be contacted, and that camper will remain home for the rest of the day. Depending on the severity of the issue, the camper may be temporarily suspended from camp, and must have a re-entry meeting. Should the camper have more than 2 major behavioral issues resulting in the camper being picked up, they will be removed from camp without fee refund.

Behavioral Issues that will result in immediate expulsion from the program, without camp refund.

- Vandalizing/destruction of property
- Physical Aggression towards camp instructors
- Threatening with or bringing any weapon into the camp

Maltreatment Statement

All of the following means of punishment shall be prohibited according to State of Michigan Child Care Center Licensing Rules and Regulations

1. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
2. Restricting a child's movement by binding or tying him or her.
3. Placing any substances in a child's mouth, including but not limited to: soap, hot sauce, or vinegar.
4. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
5. Depriving a child of meals, snacks, rest or necessary toilet use.
6. Excluding a child from outdoor play or other gross motor activities.
7. Excluding a child from daily learning experiences.
8. Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

Food will NEVER be used as a form of punishment.

All Teddy Bear Summer Camp employees are mandated by the State of Michigan to report any suspected abuse and/or neglect of the children. It is not our policy to investigate the situation, or consult the parents in the instance that it is suspected. In the event that abuse or neglect is suspected the staff will contact Child Protective Services and Law Enforcement if necessary.

Confidentiality

Per State of Michigan Licensing rules, all children's information including phone numbers and address of the child, and family will not be released to anyone that doesn't need immediate contact with the parent, unless requested by law enforcement, Child Care Licensing, or Child Protective Service for investigative purposes. All records must be kept on file for 2 years after the child is no longer enrolled.

Conversations with staff involving the child and the family will NOT be discussed with other staff members other than the Camp Director, Site Coordinator, and Owner, unless prior authorization from the family has been granted OR it interferes with scheduling situations.