

REIMAGINING THE OUTDOORS



Cannonsburg Kids Adventure Camp

REIMAGINING THE OUTDOORS

2025 Camp Handbook



Welcome to Summer Adventures Camp

We are so excited that you are here to join us in our first year of Cannonsburg Kids Summer Adventures! We have so many exciting activities and lessons planned for your camper!

Each week will have a different focus on the nature that is around us. The campers will learn to build forts, read a compass, use a sundial, tie knots, and other outdoor survival skills. We have a fort and a playground that the children will have time to explore daily. Our expansive trail systems will provide the children with different views, terrain, and landscapes to explore.

Daily Routine

- 8:30-9:00am: Check in
- 9:00-9:45am: Station 1
- 10:00-10:45am: Station 2
- 11:00-11:45am: Station 3
- 12:00-1:00pm: Lunch/Indoor activities
- 1:00-1:45pm: Station 4
- 2:00-2:45pm: Station 5
- 2:45-3:00pm: Closing Discussion
- 3:00pm: Check out



The Five Stations will consist of the following activities:

- | | |
|---|-------------------------------|
| 1. Fort | 4. Playground |
| 2. Lesson of the Day | 5. Group Game/Activity |
| 3. Special Activity of the Day | (Team Building) |
| <i>Example: Sundae Monday, Scavenger Hunt, etc.</i> | |

General Information

Tuition, Refund, & Late Pick-Up Policy

- Tuition is \$260 per camper per week
- Optional before care from 8:00am-8:30am: \$30 per week
 - Please reach out to the Camp Director to notify of the need for early drop off.
- There is no refund for cancellations of camp.
 - If we have to cancel for any reason, we will prorate your reimbursement
- Pick up is at 3:00pm, please be on time. For every five minutes late, there will be a \$10 charge.

What to Bring

- Bug Spray & Sunscreen
 - Please bring a bottle of each and apply it before coming
- Water Bottle (Filled)
- Lunch & Snacks
- Close-toed Shoes
- Sun Hat
- Mini Umbrella or Poncho
- Clothes that are ok to get dirty & weather appropriate
 - Bringing an extra pair of clothes would be a great idea.
Just in case your camper gets dirty
- Swimsuit & Towels (Sandals)
- Bag for all of your campers gear so nothing gets lost

Important

Please label everything with your camper's name.

Please leave personal toys in your car or at home. We do not want them to get lost or broken while your child is at camp.

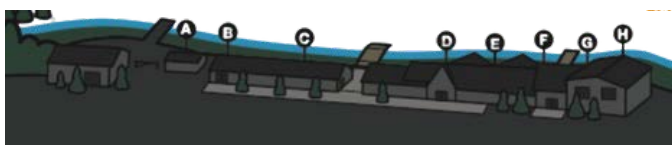


Check-In & Check-Out Process

Check-In will happen in our lodge near the main office entrance. You will walk your camper into our main office entrance, sign them in, and bring them to their group. Once you bring them to their group, a leader will welcome you both.

- Make sure to come a little earlier on the first day of camp to make sure all documents have been signed. If all required documents have not been received and signed, your camper cannot stay at camp.

See image for guidance.



A. SKI PATROL	E. LODGE
B. TICKET OFFICE	F. THE SHOP
C. RENTALS	G. BEAR CREEK ROOM
D. MAIN OFFICE	H. CEDAR LOUNGE

Check-Out will happen in our lodge near the main office entrance. You will sign your child out at their group table. Once the leader sees that your camper has been picked up, you may leave for the day.

Camper Release Authorization Plan

1. When campers will be released

A camper may be released to an authorized person at any time during their day at camp. The general pick up time will be 3pm. If parents/authorized caregivers will be picking up a child outside our normal window, please call Cannonsburg at 616-874-6711 or email our camp director at cannonsburgkids@cannonsburg.com. This way we can have your child ready for you to grab them early.

2. Where camper release will occur

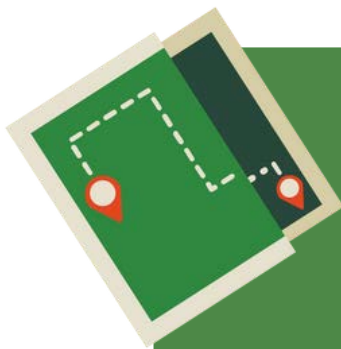
Authorized caregivers can check out their campers from in front of the main office at Cannonsburg where there will be leaders with check out sheets.

3. How the release will occur

Authorized caregivers will go to the check-out table in front of the main office. The caregiver will have to show identification and sign their name on our sign-out sheet to sign their camper out. The leader will then direct the caregiver to their child's table.

4. To whom the camper is to be released

For the safety of your child, campers may only be released to someone who has been listed on the Child Information Card that the guardian filled out before camp. Leaders will ask for identification of caregivers at pick up each day of camp.



Staffing Ratio Plan

For every one Adult Leader, there will be 10 campers assigned to their group. Each group will also have one Teen Leader assigned to it each week. Each station the campers go to, there will be another Teen Leader to help assist with activities. Our Camp Director will not be a part of any specific group, but will be an additional resource if a group or leader needs some assistance.

Supervision of Volunteers Policy

Cannonsburg Kids Summer Adventures Camp allows supervised volunteers. Volunteers are allowed with a completed iCHAT and must be supervised at all times by staff personnel. The supervised volunteer must follow the expectations of all staff personnel and sign all paperwork that an employee of Cannonsburg Kids Summer Adventure Camp has had to fill out. If you wish to be a supervised volunteer, please contact the camp director at cannonsburgkids@cannonsburg.com.

Camper Release Authorization Plan

Cannonsburg is committed to providing each child with a caring, responsive, and safe environment that is free of discrimination, violence, and bullying.

Preventative Methods/Positive Behavior Support Methods

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem-solving helps children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Responsive Methods/When Misbehaviors Occur

We have created a responsive method that reflects our philosophy of positive guidance with children. Reflection of feelings and positive reinforcement are effective methods of behavior management for children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this philosophy of how children learn and develop values, Cannonsburg will practice the following discipline and behavior management policy.

✓ We Will:

- Reflect on what we see and encourage the children
- Model appropriate behavior for the children
- Listen to the children
- Provide alternatives for inappropriate behavior to the children
- Provide children with natural and logical consequences of the behaviors
- Treat the children as people and respect their needs and feelings
- Stay consistent and follow through
- Use appropriate level and tone of voice when talking to children

✗ We Will Not:

- Deprive any child of food or drink or sleep
- Place a camper alone without staff supervision, observation, and interaction
- Subject a camper to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint

It is our goal for all children to have fun and everyone to have a good time. If a child's behavior is disruptive and they aren't able to listen to their leaders, a parent will be called to pick them up and try again the next day. If it happens again, they will be asked to leave camp for the remainder of the week.



Health Service Policy

Procedures for Camper Health Screening

When a child comes to check-in, the camp director will do a health check on each camper. A sick child can have trouble maintaining their body temperature and prolonged outdoor exposure could be dangerous. If a child becomes ill at Cannonsburg Kids Summer Adventure Camp, the Camp Director will call a parent or caregiver to come pick their camper up.

Please keep your child home:

- Temperature above 100.4 degrees fahrenheit within the last 24 hours
- Coughing, wheezing, shortness of breath
- Vomiting, nausea, or diarrhea within the last 24 hours
- Sore throat, headache
- Muscle aches, fatigue
- Heavy nasal discharge
- Green or yellow eye discharge
- Any illness known to be contagious

At check-in, the Camp Director will collect any prescriptions/medications and ensure the medication information form is filled out. The Camp Director will also review the health history statement, discuss camper health needs, and observe the camper's physical state.



Arrangements for On-Call Consultation, Emergency Health Care Services and Emergency Transportation to an Emergency Health Care Facility

The closest health care facility is Trinity Health Emergency Center- Rockford which is who we will contact if we need consultation or emergency health care services. They are located at the corner of Northland and Rogue River Road.

Address: 6050 Northland Drive Rockford MI 49341

Phone Number: 616-685-7940

First Aid and Health Care Supplies

Each Adult Leader will have a small pouch of first aid supplies including: bandaids, gloves, breakable ice packs in a backpack with them everywhere their group goes.

There will be additional first aid supplies in the Main Office of Cannonsburg Ski Area. We have ice on hand, AED, gauze, bandaids, gloves, wooden finger splints (craft stick), and scissors.

Health Service Policy

The Storage and Administration of Prescription and Nonprescription Drugs and Medications

If your camper needs to have medication with them to take (including allergy medication, daily medication or other over the counter medication, etc.), the parent/guardian will provide medication and fill-out a plan for medication distribution/administration. The Camp Director will provide the medication from supply provided, when needed, as per distribution instructions provided by parent/guardian.

All medications must be in original packaging with your camper's full name on it. They will be stored in the Main Office away from campers reach.

All medications will be given to a caregiver at pick-up each day, or at the end of camp. Which one will be based on parental preference.

Procedures for Daily Observation of each Camper's Physical State

The Adult Leader and Teen Leader of each group is responsible to observe a child's mental, physical and emotional state of the campers in their group.

Leaders are responsible to ensure:

- Each camper gets adequate food and drink
- Understanding of each camper's physical limitations and special health or behavioral considerations
- Understanding of a camper's physical limitations through communication
- Ongoing observation, treatment, and documentation of injury
- Incidents are reported to appropriate agencies with the assistance of the Camp Director

Procedures for Prompt and Responsive Notification of the Campers Authorized Person

- The Camp Director will get in contact with parents/guardians of campers if any type of communication is needed by a phone call
- Each phone call will occur immediately if parent/guardian needs to be contacted.

Health Officer Staffing

We will not have a health officer on site. Our Camp Director is trained in first aid and CPR along with the Adult Leaders. We have the Cannon Township Fire Department that is within 5 minutes, who will be called if we need further assistance. If we have to call Cannon Township, we will contact parents/guardians.

Procedures for Preventing Disease Transmission/Universal Precautions

Procedures for prevention that include:

- **Proper hand washing.** Hand sanitizer will be used while we are out on the trails and the campers will thoroughly wash their hands after using the restroom and before eating.
- **Cleaning and sanitizing.** All tables will be wiped down with a three step table cleaning. First soapy water, second clear water, and third bleach water. Soapy and clear water will be wiped off. The Bleach water will let sit for two minutes before wiping it off. This three step process will happen before the children sit down to eat, after they eat, at the beginning of the day, and at the end of the day. Common surfaces will be sprayed with bleach water at the end of each day.
- **Preparing and maintaining campsite and activity space.** Each day the leaders will explore the areas the campers will be and check for anything that is unsafe before the campers arrive. If something needs to be repaired, they will contact/walkie the camp director to take care of it.
- **Health screening of staff and campers.** Upon arrival all staff and campers will be checked for health concerns. If a child is unhealthy, they will be sent home.

Appropriate safety equipment including personal protective equipment. If a child is bleeding, the staff will put gloves on before attending. The items that had touched blood will go into a bag, then thrown into the trash can. If the staff is handing out food, they will first wash their hands and then put on gloves.

Responding to potential contagious disease:

- **Safe handling and disposal of body fluids.** The leaders will wear gloves and place any objects that were in contact with blood in a bag, tie it up and throw it away. They will then take their gloves off, making sure they are inside out, and wash their hands thoroughly. If the bodily fluids got on any other surface, that will be cleaned with bleach.
- **Cleaning and sanitizing infected area.** The leader will use gloves, clean the injured area with water and then place a bandaid over it. If it needs more care, they will get a hold of the Camp Director who will call emergency services. The camper's parents will then be contacted immediately.
- **Quarantine, isolation, and treatment of infected individuals.** If a child needs to be away from other individuals, they will be brought to the front of the entrance away from all individuals until they can be picked up and cared for.
- **Notification and documentation of actions to guardians, appropriate personnel, and authorities.** Once the guardian has been notified and the camper has been taken care of, the Camp Director will notify all the groups, if needed, to know what to look out for or how to handle the situation. The Camp Director will then let the Kent County Health Department know.

Any outbreak or communicable disease will be communicated to the camp community.



Nutrition & Food Service Policy

Cannonsburg Kids does not provide lunch. Please pack your child a lunch, a water bottle, and snacks just in case they will need more food.

Lunch will be from 12pm-1pm each day. Campers will have access to their water at all times and food if needed before our lunch hour. Please make sure that your child eats a good breakfast before camp each day. This will provide your child the energy they will need for the day.

Each Monday we will have a Sundae Monday where campers will get to make their own Sundae. Please let the Camp Director know if your child has any food allergies that we need to be aware of. If there is an allergy of any kind with a camper during your child's camp session, we will notify all parents/guardians so that the specific allergy can be avoided.

Staff Qualifications

We have two types of Leaders in our Cannonsburg Kids Summer Adventures Camp. There are **Adult Leaders (18 years or older)** and **Junior/Teen Leaders (15-17 years of age)**. All of our staff have a background working with children. An iCHAT is performed on all adult staff along with reference checks with three positive references. We look for adult leaders who have an education background.



Procedures for Emergency and Disaster Response

We will be outside in almost all weather. Leaders will be mindful of temperature and precipitation, as well as the emotional state of the campers. We will go into the main building when necessary.

Extreme Weather

Campers will move indoors when the weather includes:

- Thunderstorm warning, tornados, or severe weather
- Heat index above 90 degrees
- Heavy rain with a wind chill below 45 degrees fahrenheit
- Wind gusts above 30 mph

Wind Safety

Sustained winds of 20mph-30mph, groups will go from tree covered areas to our large open spaces and the leaders will take caution to keep campers away from all trees. When wind gusts are predicted above 30mph, all campers will be moved indoors.

Air quality

We will keep an eye on air quality as it can be a hazard to the health and well being of our campers and leaders. If air quality becomes an issue, we will follow the recommended [EPA guidelines](#) as outlined. **What we will do at camp:**

AQI	Level	Camp Guideline
0 - 100	Good/Moderate	All Activities go on as scheduled
101 - 150	Unhealthy for Sensitive Groups	Outdoor activities may be modified for younger children and those with sensitivities. Leaders will monitor all students, particularly those with identified sensitives such as asthma.
151 - 200	Unhealthy	Outdoor activities are limited. Campers will come inside for 20-30 minutes for every hour outside. Outdoor activities will be modified to avoid prolonged physical exertion.
201 - 300	Very Unhealthy	All activities will be moved indoors.
300 +	Hazardous	Camp will be closed.

Signs of Dehydration, Heat Exhaustion, or Heat Stroke

Camp Leaders are trained in how to identify a camper who is dehydrated, or having heat exhaustion or heat stroke. We will have water available for the campers at all times and campers are able to go inside if needed.

Severe Thunderstorm or Tornado

In the event there is a severe thunderstorm or tornado while campers are present at camp, we will use walkie talkies to notify all groups who are at camp to come indoors if they aren't already inside and to head to the bathrooms in the buildings.

Parents will be sent an email to notify them what is happening at camp. The Camp Director will keep parents informed as quickly as possible.

Evacuation of Cannonsburg Ski Area Building

- If we have to evacuate from the Cannonsburg Ski Area Building, we will walk up to the front entrance sign and remain far away from the street and the building.
- The Camp Director will notify all parents about what happened and that they need to pick up their camper.
- If the Camp Director does not get ahold of a parent, an alternative authorized release person will be contacted.
- There will also be an email sent out to all camper's families who were in our program that day with what happened and what will happen for the next day if we have camp.

Lost Camper Policy

Our goal is to never lose a camper. Camp Leaders and Junior Leaders keep an active count of the campers in their group at all times. In the case that we do lose a camper, we will follow the protocol below:

- Camp or Junior Leader will contact/walkie the Camp Director immediately.
- The Camp Director will get information from the leaders of the description of the camper who is missing (camper's name, hair color, eye color, clothing description, and height).
- The Camp Director will start a search party (extra leaders who are available to aid, licensee designee, and owner, if on site).
- The Camp Director will notify parents that the camper is missing.
- If the camper hasn't been found after a search of the premises, the Sheriff's Office will be notified by the Camp Director.
- Once the camper has been found, the Camp Director will end the search and notify parents and any other personnel involved.

Transportation Policy

We will remain on Cannonsburg Property at all times and will not use transportation. There will be a working vehicle on site at all times in case of emergency transportation.



Let The Adventures Begin!

Thank you for choosing to send your child to Cannonsburg Kids Summer Adventures! We are so excited to have your camper a part of our program and have fun while learning about the outdoors!

