

# ARCHITECTURE and DESIGN Camps

## Parent/Guardian Packet

Please review this packet. The **Camper Medical Information Form** (*page 3*) and the **Parent Packet Review and Authorization Form** (*page 4*) will need to be returned by the first day of camp. You may mail in the forms early or send them electronically to: [dennis@abdow.org](mailto:dennis@abdow.org).

*Thank you!*

Alicja Dennis  
[dennis@abdow.org](mailto:dennis@abdow.org)  
Education Coordinator  
The Alden B. Dow Home and Studio  
989.839.2744

## **CANCELLATION Policies and Procedures:**

- Cancellation must be at least **30 days** in advance of the first day of camp, to receive a **FULL** refund.
- If your cancellation is between **29-15 days** in advance of the first day of camp, you will receive a **50%** refund.
- If your cancellation is between **14-1 days** in advance of the first day of camp, you will **NOT** receive a refund.
- If cancellation is due to illness, a credit will be applied to be used at a later date.
- A minimum of 6 campers must be enrolled or the camp will not run.

**Architecture and Design Camp  
Medical Information**

**Consent for Medical Treatment of a Minor Child/Adult Camper**

Name of Program: \_\_\_\_\_

Date(s) of Program: \_\_\_\_\_

Camper's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

In case of emergency, where can you be contacted if not home? \_\_\_\_\_

Daytime phone (parent): \_\_\_\_\_ Daytime phone (guardian): \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_

Policy Holder's Name: \_\_\_\_\_ Group Number: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please record important information that Camp Staff should be aware of with regard to food or plant allergies, insect bites, sensitivities, disabilities, health problems, behavior issues, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please advise us if your child requires medication (YES) \_\_\_\_\_ (NO) \_\_\_\_\_

Name of medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In case of accident or serious illness, I request that Camp personnel contact me. If Camp personnel are unable to reach me, I hereby authorize Camp personnel to call the Physician indicated above and to follow his/her instructions. If it is impossible to contact the physician, I authorize Camp personnel to make whatever arrangements are deemed necessary on behalf of my child. If the accident or illness demands immediate attention, I authorize Camp personnel to arrange emergency medical care.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## Architecture/Design Camp Parent/Camper Packet Review and Authorization Form

The Alden B. Dow Home & Studio Architecture/Design Camps are dedicated to providing an enriching and enjoyable environment for our campers. They will have the opportunity to meet new friends, have fun and learn about Architecture and Design. Our goal is to provide an educational, yet fun program.

Below is a review list of the Parent Packet. Please initial each item as proof that you understand and agree that your child will abide by the requirements in order to participate in Architecture or Design Camp. This form must be returned to the Alden B. Dow Home and Studio with the other required documentation.

- |                                                                            |                                                  |
|----------------------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Camper Checklist                                  | <input type="checkbox"/> What to Bring for Lunch |
| <input type="checkbox"/> Things <b>NOT</b> to Bring to Camp                | <input type="checkbox"/> Camp Overview           |
| <input type="checkbox"/> Refunds/Credits                                   | <input type="checkbox"/> Emergency Contacts      |
| <input type="checkbox"/> Camp Programs                                     | <input type="checkbox"/> Late Arrival            |
| <input type="checkbox"/> Early Dismissal                                   | <input type="checkbox"/> Visiting                |
| <input type="checkbox"/> Conduct of Campers/<br>Behavior Management Policy | <input type="checkbox"/> Respect for Property    |
|                                                                            | <input type="checkbox"/> Sick Camper             |

Medical Information and Consent for Medical Treatment of a Minor Child.

I give Architecture/Design Camp permission to guide campers to and from the following organizations:

- ◆The Alden B. Dow Home & Studio
- ◆Dow Gardens
- ◆The Pines
- ◆The Pardee House
- ◆Throne Park
- ◆Emerson Park or other architecturally significant local sites.

I give Architecture/Design Camp permission to take campers on canoe rides on the pond surrounding the Alden B. Dow Home & Studio and through the Dow Gardens.

I give Architecture/Design camp permission to transport my child in a vehicle back to the Home & Studio if there is inclement weather.

I give Architecture/Design Camp permission to photograph my child and to use those photographs for publicity purposes.

**I have read and fully understand the above and agree to its terms and conditions for participation in Architecture/Design Camp.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Parents/Guardians,

Welcome! Your camper is registered for an exciting week of Architecture or Design Camp at The Alden B. Dow Home and Studio. We strive to make this experience one to remember for years to come!

Each camp will begin on **Monday**, with an introduction and overview of camp activities (that we highly suggest you attend), **from 9:30am-9:45am**. You will also have the opportunity to meet the camp director and counselors at this time.

At the end of the week, the campers will host an open house for family and friends to see the projects completed during the week. **This open house will be on the last day of camp, Thursday, from 3:30pm – 4:00pm.**

The information in this packet will help to ensure that your child's camp experience is as enjoyable and rewarding as possible. Please read through all of the information carefully, complete all forms as directed and return them by the assigned date.

Your child is in great hands as our camp team is both CPR/AED and First Aid certified and well trained to ensure this camp is safe and fun for everyone! If you have any questions, concerns or comments, please call us at any time during the day at (989) 839-2744. We will do our best to answer any questions that you may have.

Once again, welcome! We look forward to meeting you and your child this summer. Your child is signed up for a truly wonderful experience.

*Happy Camping!*

Alicja Dennis  
Education Coordinator  
dennis@abdow.org  
The Alden B. Dow Home and Studio  
(989) 839-2744

## ***CAMPER CHECKLIST***

The following checklist will assist you and your child as you prepare for camp this summer. By following the checklist, you and your child will be prepared to have a positive camping experience.

- \_\_\_\_\_ My camper is dressed in comfortable clothing that is appropriate for that day's weather.
  
- \_\_\_\_\_ My camper has a change of clothes - blue jeans, shorts, sweatshirts, t-shirt, tennis shoes or sandals, and rain gear. Please put these clothes in a separate bag with the camper's name on it. The bag will be left at the Home and Studio for the duration of the camp.
  
- \_\_\_\_\_ My camper has an old extra-large shirt to use as an art shirt.
  
- \_\_\_\_\_ My camper has sunscreen to use while at camp.
  
- \_\_\_\_\_ My camper has a lunch and afternoon snack each day. (We will provide water bottles and a morning snack daily.)
  
- \_\_\_\_\_ My camper's medication is in its original container and stored in a zip lock bag labeled with my camper's name. Dosage instructions are detailed on the medical release form.
  
- \_\_\_\_\_ My camper has a backpack to hold their water bottle, sunscreen, lunch and snack.

## ***WHAT TO BRING FOR LUNCH***

Each camper must bring a sack lunch with them every day. The Alden B. Dow Home and Studio will not be serving food for the campers other than a morning snack. Please don't bring anything that requires warming up or refrigeration. It would be best if the camper could put their lunch box in their backpack for easy transportation, since they will be eating lunch in many different locations. We **encourage** you to pack an afternoon snack as well.

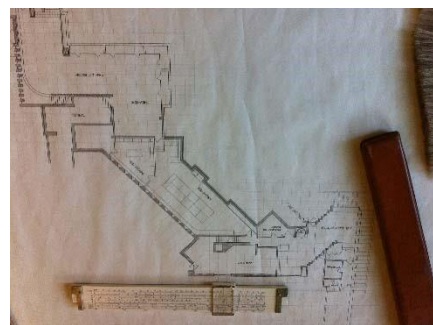
## ***THINGS NOT TO BRING TO CAMP***

- knives, sharp objects or other types of weapons
- money or other valuables
- pets
- electronics – cell phone, portable gaming systems, etc.
- aerosol sprays
- drugs or drug paraphernalia
- fireworks
- glass bottles
- clothing that may be suggestive or with inappropriate wording

**A good rule of thumb – if you care about an item and don't want anything to happen to it, leave it at home.** If any of the above items or like items are brought to camp, the item must be given to the Camp Administrator and then can be retrieved by the parent at the end of the day.

## ***CAMP OVERVIEW***

The Alden B. Dow Home and Studio Architecture and Design Camps are dedicated to providing your child with a safe, quality and fun experience. With that in mind, we emphasize to your camper four values in all our activities: honesty, respect, caring and responsibility. Throughout our camp facility there are many fun-filled activities and program areas that your camper will experience, including the following:



- Canoeing
- Architectural Walking Tours
- Design-Related Art Projects
- 3D Model Building
- Interior Design



If there is excessive heat or heavy rain at the time of a scheduled outdoor activity, that day's curriculum will be altered to indoor activities. Some outdoor activities may still take place in light rain; therefore, an extra set of clothing is important to have stored here during the week.

### ***REFUNDS/CREDITS***

The Alden B. Dow Home and Studio follows a strict policy on refunds. No refunds will be given under any circumstances without authorization from the Camp Administrator. In the case of vacation, refunds and credits will not be issued. Registration is based on a first come first serve basis and many programs fill early. A last-minute vacation leaves an opening where someone may have desired to be. Please contact the Camp Administrator if any unforeseen circumstances arise.

### ***WHAT PARENTS CAN DO TO ENHANCE THEIR CHILD'S EXPERIENCE***

Many parents ask, "What can I do to enhance my child's experience?"

The following are a few suggestions:

- Make sure your child is well rested and has breakfast daily.
- **Encourage participation.**
- Recap daily what they have learned and what activities they have participated in.

### ***EMERGENCY CONTACTS***

If there is a family emergency while your child is in camp, please call the front desk at **(989) 839-2744** and the receptionist will help you get in contact with the Camp Administrator/Director.



## ***ABOUT OUR STAFF***

Home and Studio staff members have received a clear background check, attended 40 hours of training and are certified in CPR/AED and First Aid.

## ***CAMP PROGRAMS***

On the first day, a camp overview will be given to parents from 9:30 – 9:45am. If you have any questions during this time, please feel free to ask them. Parking for this meeting is behind the Post Street school house on your left as you enter Post Street. The remainder of the week, campers can be dropped off between 9:15am and 9:30 am and picked up at 4 pm in the circular driveway in front of The Home and Studio.



For your convenience, and to avoid traffic congestion, a counselor will meet you each morning and afternoon in the driveway (by the entrance to the Studio) where you will drop off and pick up your child. At these times, you will be required to sign the Drop off/Pick up sheet.

If it is necessary for someone (who is not on the Camper Record form) to drop off or pick up your child, that person must provide written documentation stating their name, the camper's name, the date of drop off or pick up, and your signature giving permission. This person **MUST** also provide a photo ID.

## ***LATE ARRIVALS***

If you need to make special arrangements to drop off your child after camp begins at 9:30am, please contact The Home and Studio at (989) 839-2744.

## ***EARLY DISMISSAL***

Each camper is expected to be on-site for the duration of the day's activities, specifically from 9:30am-4:00pm, Monday through Thursday. If you need to pick up your child earlier than 4pm, please call The Home and Studio (989) 839-2744 and we will make sure they are ready to go when you arrive.

## ***VISITING***

During this program, campers are involved in activities throughout the Alden B. Dow Home and Studio and its property. Because of this, we ask that you limit "visiting" your child during camp to drop off and pick up times only. On **Thursday, the last day of camp, at 3:30 pm**, you are invited to an **Open House** given by the campers to show off all the fun projects that they completed during the week.

## **CAMPERS' CODE of CONDUCT BEHAVIOR MANAGEMENT POLICY**

To help us provide a safe, secure and fun environment, all campers are expected to follow the Code of Conduct as stated below:

As a Camper, I will:

- Respect myself, others and the property of others.
- Listen to all staff members.
- Use appropriate language at all times.
- Treat others kindly.
- Be attentive and listen when others are speaking.
- Stay safe.
- Use camp equipment, supplies and facilities properly.
- Use electronic devices only for camp activities.
- Stay with my group.

As a Camper, I will **NOT**:

- Tease, intimidate or bully others.
- Use obscene, profane or vulgar language or gestures.
- Take camp property, other campers' belongings or a staff person's belongings.
- Be involved in vandalism or malicious mischief.

If I'm involved in any of the above activities, I understand that I will be disciplined, which may include being sent home for the day or dismissal from the entire camp.

### ***RESPECT FOR PROPERTY***

It is understood that all campers will show respect for the property of other campers as well as the property of The Alden B. Dow Home and Studio (facility, equipment, etc.). Campers who are caught vandalizing the facility, will be charged for all damages and risk dismissal from camp.

## **For Parents:**

### **CONDUCT MANAGEMENT**

Minor violations of the code of conduct will be brought to the camper's attention and suggestions will be made on how to correct the behavior. If the problem continues, the parent/guardian will be notified.

### **PROGRAM EXPULSION**

Although every effort is made to correct Code of Conduct violations, sometimes it may be necessary for a camper to be dismissed from a program to ensure the positive experience of other campers. The following will not be tolerated:

- Fighting or threatening others (physical or verbal).
- Leaving without permission.
- Possession of and/or use of tobacco, alcohol, illegal drugs, fireworks or weapons of any kind.
- Refusing to follow the Code of Conduct.

In such cases, the parent/guardian will be contacted, and it is the responsibility of the parent to make immediate arrangements to pick up the camper. ***In the case of dismissal, refunds or credits shall not be provided.***

### **LOST AND FOUND**

Stray items are collected at the end of the day and can be retrieved at the Front Desk. The Alden B. Dow Home and Studio employees and volunteers are hereby indemnified for any loss, damage or injury to person or property as a result of participation in the Architecture or Design Camp programs.

## ***SICK CAMPER***

If a camper is sick or not feeling well, parents will be notified to pick up their child. Please notify the camp immediately if your telephone or emergency contact information changes. Generally, for minor cuts and scrapes, parents will be notified at the end of the day. For more serious matters, parents will be notified by telephone.

## ***CONSENT FOR MEDICAL TREATMENT OF A MINOR CHILD***

Make sure that you fill out the Consent for Medical Treatment of a Minor Child, along with the other paperwork in this packet, and return to The Alden B. Dow Home and Studio prior to the start of camp. We cannot keep your child without this very important information. It is especially important to provide multiple phone numbers and ways to contact you in case of an emergency.

### **PLEASE NOTE:**

**Camp staff will not administer or supervise the camper's use of any medications unless a separate written authorization is received and signed by Craig McDonald, Director of The Alden B. Dow Home and Studio, or his designee.**