

# 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 prior to the start of camp. You may send them electronically to [dennis@abdow.org](mailto:dennis@abdow.org), mail them to the address below, or submit them in person.

*Thank you!*

Alicja Dennis  
[dennis@abdow.org](mailto:dennis@abdow.org)  
Education Coordinator  
The Alden B. Dow Home & 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.
- In the event of cancellation due to illness, a credit will be issued for future use.
- 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 vital information that Camp Staff need to know about food or plant allergies, insect bites, sensitivities, disabilities, health problems, behavioral matters, and other relevant issues

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

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 committed 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 & Studio with the other required documentation.**

- |  |                               |
|--|-------------------------------|
| _____ Camper Checklist                   | _____ What to Bring for Lunch |
| _____ Things <b>NOT</b> to Bring to Camp | _____ Camp Overview           |
| _____ Refunds/Credits                    | _____ Emergency Contacts      |
| _____ Camp Programs                      | _____ Late Arrival            |
| _____ Early Dismissal                    | _____ Visiting                |
| _____ Conduct of Campers/Behavior        | _____ Respect for Property    |
| _____ Management Policy                  | _____ 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 ♦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 & 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 details provided in this packet are designed to maximize the enjoyment and benefits of your child's camp experience. We appreciate your careful review of the information, completion of the necessary forms as outlined, and timely return by the designated 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 make every effort to respond to any queries you may have.

Once again, welcome! We look forward to meeting you and your child this summer. Your child is registered for a remarkable experience.

*Happy Camping!*

Alicja Dennis  
Education Coordinator  
dennis@abdow.org  
The Alden B. Dow Home & 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 daily snacks along with a water station for campers to refill their water bottles).

\_\_\_\_\_ 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***

The Alden B. Dow Home & Studio will only offer a **morning snack**, and campers are expected to **bring their own lunch**. Please do not bring any items that require heating or refrigeration. It would be best if the camper could put their lunch box in their backpack for easy transportation, since they will eat lunch in many different locations. We **encourage** you to pack an afternoon snack as well.

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

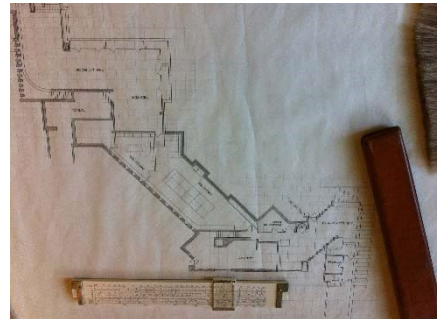
- knives, sharp objects or other types of weapons
- money or other valuables
- pets
- electronics – cell phone, portable gaming systems, etc.
- aerosol sprays
- drugs or drug paraphernalia
- fireworks
- glass bottles
- clothing that may be suggestive or with inappropriate wording

**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 & Studio Architecture and Design Camps are committed 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:

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



If there is excessive heat or heavy rain during a planned outdoor event, the day's curriculum will be adjusted to include indoor activities. Nonetheless, some outdoor events may continue in light rain, making it essential to keep an extra set of clothing on hand during the week.



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

The Alden B. Dow Home & Studio follows a strict policy on refunds. No refunds will be given under any circumstances without authorization from the Camp Administrator. Refunds and credits are not available for vacations. Registration is based on a first come first serve basis and many programs reach capacity early. A last-minute cancellation could mean someone else misses out on a chance to participate. 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.**
- Daily, ask about their learning experience and the activities in which they participated.

### ***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.



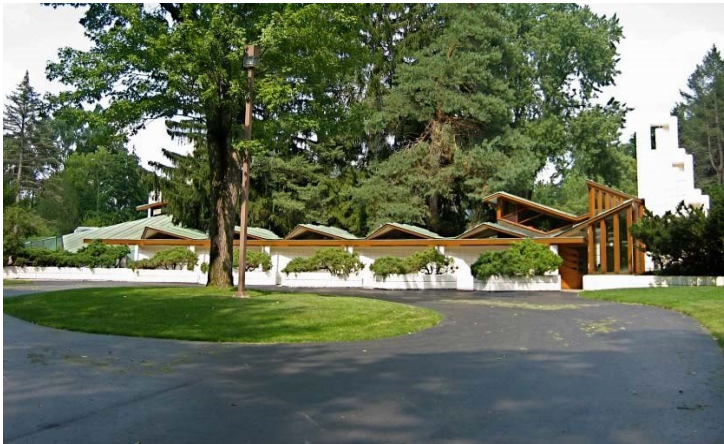
## *ABOUT OUR STAFF*

Home & 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 someone not listed on the Camper Record form needs to drop off or pick up your child, they **must present a written note** that includes their name, your child's name, the date of the drop-off or pick-up, and your signature granting permission. Additionally, they are required to show 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 onsite 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 & 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.
- Always use appropriate language.
- 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 the group.

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

- Tease, intimidate or bully others.
- Use inappropriate or offensive language and gestures.
- Take camp property, other campers' belongings or a staff person's belongings.
- Participate 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 & Studio (facility, equipment, etc.). Campers who are caught vandalizing the facility will be charged for all damages and may face expulsion 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 & Studio employees and volunteers are hereby indemnified for any loss, damage or injury to person or property that may occur 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. However, for more serious issues, we will reach out by phone.

## ***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. **Participation in the camp requires this significant information.** It is especially critical to include various phone numbers and contact methods for emergency situations.

### **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 & Studio, an appointed representative.**