



**Camp O'Malley Day Camp  
Family Handbook  
2024**

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## Welcome and Overview

Thank you for choosing Camp O'Malley! We are an outdoor Day Camp located on 40 acres along the Thornapple River in Alto, MI providing traditional outdoor recreation and adventure activities. We consider it a privilege and great responsibility to play a part in caring for your camper during this summer. At Camp O'Malley our goal is to create a safe, fun positive and healthy environment for your camper through outdoor recreation and character building experiences. We look forward to meeting you and your campers!

Camp O'Malley Day Camp runs for 10 weeks in the summer - Monday-Thursday from 10:00-4:00. We serve youth ages 6-12 with one teen week scheduled for July 1-3 which serves youth 13-18.

Email: [camp@bgcgrandrapids.org](mailto:camp@bgcgrandrapids.org)

Camp Phone: 616-315-2883

## Goals of Camper Experience

The mission of the Boys and Girls Club – Camp O'Malley is to provide a supportive, inclusive camp community that values each child's uniqueness, celebrates our differences, and respects nature and the planet. At Camp O'Malley, we're not just a camp; we're a community. A summer with us is more than just fun – it's a journey of growth, friendship, and unforgettable memories.

Camp O'Malley does not and shall not discriminate on the basis of race, color, religion (creed), gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all of our campers, volunteers, staff, and supporter

## Activities at Camp O'Malley

A few examples of program activities at Camp O'Malley include pool swimming, outdoor/indoor play, arts and crafts, themed programs and special guests, cooperative and competitive sports, low ropes and team building, hiking, fishing, canoeing, kayaking, rock climbing wall, archery, gardening, science activities, and shelter building.

Some of our activities pose a higher risk of injury than others, including the Rock Wall and Canoeing/Kayaking. Certified adventure teams, and lifeguards will be leading/overseeing these programs and will maintain the highest level of safety for your campers while participating.

Please note that not every activity can be scheduled every session, to fully experience all Camp O'Malley has to offer we suggest registering for multiple weeks!

Field Trips – if a field trip is scheduled for your week of camp, we will communicate that specific information to you in a timely manner and will have additional paperwork and waivers for parent/guardians to sign.

## **Weekly Themes**

### June 10 – 13

#### **SPORTS WEEK (ages 6-12)**

Dive into a week of sports camp – where skills soar and friendships score! Join us for an action-packed adventure, where every day is a victory on and off the field.

### June 17-20

#### **EXPLORERS WEEK (ages 6-12)**

Gear up for our adventure camp – a week of challenges and pure thrills. Climb, trek, and bond in the great outdoors, making memories that last a lifetime!

### June 24-27

#### **SPIRIT WEEK (ages 6-12)**

Get ready to unleash your spirit at camp during our exciting Spirit Week! From wacky dress-up days to spirited competitions, join the fun as we celebrate unity, creativity, and a whole lot of camp pride.

### July 1-3

#### **TEEN WEEK (ages 13-18)**

Teen takeover alert! Join us for a week of exclusive camp experiences crafted just for teens 13-17. From thrilling adventures to unforgettable camaraderie, get ready for a week that's all about you and your squad.

### July 8-11

#### **HOLIDAY WEEK (ages 6-12)**

Camp transforms into a holiday extravaganza! Join us for a week filled with birthday surprises, Halloween thrills, 4th of July patriotism, and a New Year's Eve bash – a festive adventure awaits!.

### July 15-18

#### **FINE ARTS WEEK (ages 6-12)**

Discover your artistic flair at Fine Arts Week – a canvas for creativity and a stage for expression. Join us for a week of painting, music, drama, and dance, where every moment is a masterpiece in the making!

### July 22-25

#### **DETECTIVE WEEK (ages 6-12)**

Gear up for Detective Week at camp! Dive into a world of mysteries, codes, and adventure as campers become super sleuths in an exciting week of detective fun.

### July 29-Aug 1

#### **WORLD TRAVEL WEEK (ages 6-12)**

Buckle up for a globe-trotting adventure at our World Travel Week! Join us on a cultural journey filled with international flavors, activities, and excitement – it's a week of global discovery and endless fun.

### August 5-8

#### **WET & WILD WEEK (ages 6-12)**

Dive into a week of aquatic adventures at our Water Activity Week! From thrilling water sports to refreshing splash contests, campers will make a splash as they navigate a week filled with cool, watery fun.

August 12-15

## CARNIVAL WEEK (ages 6-12)

Welcome to Carnival Week at camp, where the spirit of the midway comes alive! Join in the fun with whimsical games, delicious treats, and a week filled with laughter and festive cheer.

**Daily Camp Schedule:**

9:30 – 10:00 am	Arrival at Camp + Snack
10:00 – 10:15 am	All Camp Announcements
10:15 – 11:00 am	Activity Block #1
11:15 – 12:00 pm	Activity Block #2
12:15 – 1:00 pm	Lunch
1:00 – 1:30 pm	Free Time
1:30 – 2:15 pm	Activity Block #3
2:30 – 3:15 pm	Activity Block #4
3:30 – 4:00 pm	Snack and Clean-Up
4:00 – 4:30 pm	Departure from Camp

Activity blocks will be themed to the week your camper is attending Camp O'Malley. This could include: swimming, archery, low ropes course, football, hiking, shelter building, arts & crafts, rock wall, etc.

Campers will be split by age group. Lunch and snack is provided by Camp O'Malley.

**Registration and Payment Policies**

Campers must be registered, paid in full, and all paperwork/online forms must be completed to attend camp.

Balances are due the TUESDAY prior to the start of camp. Please see the calendar for specific due dates. If a balance is not paid on time, your reservation may be offered to campers on the waitlist. Refunds will be handled on a case by case basis.

**PLEASE ADD [CampOMalley@traxsolutions.com](mailto:CampOMalley@traxsolutions.com) to your safe sender list to receive important emails regarding your camper's registration.**

Online registration can be completed at [www.bgcgrandrapids.org/camp-omalley](http://www.bgcgrandrapids.org/camp-omalley)

**Financial Assistance**

If you cannot afford the full cost of our Day Camp Program, you may apply for financial assistance. Financial assistance is not guaranteed, and is awarded on a sliding scale determined by proof of income. All Camp O'Malley campers receive the same Day Camp experience, regardless of assistance.

Annual Household Income	Cost of Camp
\$65,000+	\$250
\$50,000-\$64,999	\$200
\$35,000-\$49,999	\$150
\$25,000-\$34,999	\$100
\$10,000-\$24,999	\$50
\$10,000 and less	\$25

To apply for financial assistance, please register first for chosen weeks of Day Camp and follow instructions during the registration process. All financial information remains confidential. Please contact [camp@bgcgrandrapids.org](mailto:camp@bgcgrandrapids.org) for questions regarding financial assistance.

### **Camp Hours, Pick-Up and Drop-Off Information**

Camp O'Malley Day Camp Program Hours are from 10:00am-4:00pm Monday-Thursday

Camper check-in and check-out occurs in three locations with free transportation from two of our Grand Rapids Club locations! During registration, please choose ONE location for the entirety of your camper's registration. We are unable to change drop-off and pick-up locations throughout the week.

Steil Boys & Girls Club – 235 Straight Ave NW, Grand Rapids  
Seidman Boys & Girls Club – 139 Crofton St SE, Grand Rapids  
Camp O'Malley – 7360 Thornapple Dales Dr. SE, Alto, MI

Steil Bus Pick-Up: 8:30am – 8:45am

Steil Bus Drop-Off: 4:45pm – 5:00pm

Seidman Bus Pick-Up: 9:00am – 9:15am

Seidman Bus Drop-Off: 4:30pm – 5:00pm

Camp O'Malley Drop-Off: 9:30am – 10:00am

Camp O'Malley Pick-Up: 4:00pm – 4:30pm

All campers must be picked up from the Clubs by 5:00pm or from Camp O'Malley by 4:30pm.

If campers are routinely being picked up late from either the Club or Camp, a parent/guarding meeting may need to be set up, and/or cancellation of future camp registrations.

Exceptions can be made for doctor appointments, etc. Parent/Guardians should communicate this with the Camp Director prior to making any changes to ensure the safety of the campers as well as daily attendance tracking. Unannounced visitors and guests will not be permitted on site during camper programming between 10:00am-4:00pm daily.

To ensure your camper's safety, we take special precautions in releasing campers from our programs. When signing your camper out of camp each day, they will only be released to an authorized adult who has been added in the registration process.

All authorized adults must be over 18+ and will be required to show a photo ID in order to sign campers out of our program – signatures will be required at time of drop-off and pick-up. If you need to add additional authorized adults to your camper's registration, please contact the Camp Director at [camp@bgcgrandrapids.org](mailto:camp@bgcgrandrapids.org)

### **Transportation**

Due to a tight transportation schedule we cannot wait for late arrivals to Steil or Seidman Clubs outside of the 15 minute pick up window.

Campers will be transported in either a Boys and Girls Club 15-passenger van or our contracted bus through Potter's House. All drivers are employed by the BGC of GR or Potter's House and have applicable licensure. For your camper's safety, campers are required to adhere to safety rules posted in vehicles at all times including – staying seated at all times, no food or drink, seatbelts to be fastened (if applicable), etc.

In the event that campers arrive back to the Clubs more than 10 minutes late, directing staff will contact the Steil and Seidman Clubs with information for the parents.

### **What to Send With your Camper:**

Please send your camper with the below items in a bag every day. All belongings should be labeled with camper's full name. Campers who are not prepared may not be able to participate in all activities.

- **Reusable Water Bottle** – we have drinking fountains in a few locations, however campers will be outside most of the day and need access to water to keep them hydrated.
- **Tennis Shoes and Socks** – Due to our camp's location there are rocks, roots, thorned plant species, and uneven terrain. Closed toed shoes will protect your camper's feet.
- **Outdoor Play Clothes** – we will be outdoors on a daily basis and may get dirty! Older, worn clothing that can get dirty/messy is recommended. Please be aware of weather forecast before sending your child to camp for the day.
- **Sunscreen** – SPF 40 or higher is recommended and helpful to have on your child before drop-offs. We will supply sunscreen at camp as well, and the camper will need to apply it themselves.
- **Swim Suits** – TUESDAY/THURSDAYS ONLY - campers must wear an appropriate swim suit/swim trunks on swim days. They will not be permitted to swim in regular clothing with the exception of a t-shirt to cover-up over a swim suit. For the health of your camper, please make sure they have a full set of dry clothes to change into after their swim time (whether they bring or wear it)
- **Special Items** – communicated through weekly parent/guardian email, these items may include a t-shirt for tie-dyeing, or water shoes for a field trip to Thornapple River, or Campau Lake.
- **Hat or Bandana** – optional, however may be a great addition to sunblock and to keep cooler during warmer summer days.
- **Book** – optional for quiet time after lunch or bus rides to/from Clubs.

Things NOT to Send with Your Camper:

- Electronics – iPods, cell phones, iPads, video games, etc.
- Food or snacks – each child will receive two snacks and a full lunch while in our program.
- Toys or Special Personal Belongings – stuffed animals, personal sports equipment (basketballs, footballs, etc.)
- Pets or Animals
- Alcohol, Drugs, Tobacco products – including clothing
- Weapons – this includes camping knives, lighters, matches
- Valuables – including money

This list is not exhaustive. If camp staff feel an item is inappropriate or disruptive, it will be confiscated and returned to your camper at the conclusion of the day. Camp O'Malley is not responsible for lost, stolen, or damaged items. Campers are responsible for their own belongings and any items left behind at the end of the day will be placed in the Lost and Found at Camp O'Malley. We will do our best to match campers up with missing items at the end of the week. All Lost and Found items will be donated at the end of the summer – please contact us prior to August 16 if you think your camper left something behind this summer and we will do our best to get it back to its rightful owner.

### **Camp Staff and Training**

Each year we seek the best possible role models to spend time with your camper. We select our staff members through a competitive application and interview process. Staff members must be at least 18 years of age, undergo state and national screenings, can provide two positive references and are certified in CPR and First Aid. In addition, each staff member participates in an intense training program that covers safety, supervision, programming and camp procedures.

### **Camper Expectations**

#### **Respect Camp Staff & Volunteers**

Listen, follow directions, and rules

#### **Respect the Camp**

Use equipment properly and clean up after yourself

#### **Respect Each Other**

Be kind, use good sportsmanship, and make friends

#### **Respect Yourself**

Bring a positive attitude, try something new, and make the most of your day

#### **Have Fun!**

### **Campers with Individual Needs**

To help us create the best possible environment for your camper, it is important that we are aware of any special needs (dietary, allergies, health related, emotional, physical, etc.) prior to your campers arrival. Though Camp O'Malley is not an ADA accessible camp and is not handicap accessible, we strive



to meet the needs of as many campers as possible with the resources available to our program. Please provide with us as much detail as possible to allow the staff to best meet the needs of your camper during the registration process on the Participant Form. Camp O'Malley staff and directors will be happy to discuss any questions or concerns you may have regarding your camper's experience.

### **Health & Wellness**

In case of minor injuries or illness, campers are given appropriate first aid and allowed to rest if needed. Parents will be made aware of any illness or injury and may be asked to pick their camper up from camp. If a child exhibits symptoms consistent with being contagious (ex. fever or vomiting) parent/guardians will be asked to pick up their camper up from camp immediately.

Camp O'Malley reserves the right to check camper's hair for live lice. Parent/guardians will be asked to pick up their campers who are found to have live lice in their hair.

### **Medications**

All camper medications are to be turned in to Camp O'Malley camp staff at check in with written instructions for delivery. Medications will be distributed at required times during the day. Campers should never carry medications on their person including but not limited to over the counter medications such as Tylenol and aspirin. Emergency medicine such as inhalers and EpiPens should be reported to the Day Camp Director upon arrival. If you or your camper feel more comfortable having these emergency medications on your camper at all times, this should be discussed with the Camp Director

Michigan Law requires that we only accept medications in original containers (prescription or over-the-counter packaging) Medications can only be administered according to the direction on the container.

### **Safety Policy & Guidelines for Campers**

Our policies have been created in the best interest of all campers enrolled in Camp O'Malley's programs. Although all active recreational programs have inherent risk, adherence to the following rules by staff, parents, and campers alike will provide the safest environment for your camper. This is not an exhaustive list of guidelines. For our full Safety Policy visit <https://bgcgrandrapids.org/safety-policies/>

- Campers will be supervised at all times. Camper to Staff ratio will be supervised at a 1:10 ratio.
- Campers will never be one-on-one with a staff member.
- Campers are not allowed in restricted areas unless accompanied by a staff member.
- Campers must participate in and comply with an organized Buddy System structure during pool swim time.
- A certified lifeguard is present at all swimming activities and all campers' swimming abilities are tested annually. If your camper attends more than one week during a summer, we may retest

each week. Those campers who do not pass the swimming test will be required to swim in the shallow end of the pool, appropriate to their swimming ability.

- A certified lifeguard is present at all boating activities. Campers are required to wear a lifejacket during boating activities.
- Cell phone use is not permitted. Telephones are for staff use only. Campers may only use the camp phone under supervision and with permission by a staff member.
- Staff are trained in emergency and evacuation procedures.
- Staff are trained in CPR and First Aid procedures.
- Reports are completed for any accident/incident that occur within program hours, as well as during transportation to and from Camp O'Malley. Parents may be asked to review and sign these forms at pick-up.
- Campers are informed of their role in nature, leaving spaces cleaner than we found it. We strongly discourage campers from climbing trees, tugging at branches/leaves, throwing rocks, etc.
- For specialized programs – archery, rock wall, fire building, boating – campers are expected to behave calmly and follow verbal instructions from camp staff. Campers who are unable to do so may be not be permitted to participate for safety reasons.
- All Boys and Girls Club of Grand Rapids staff and Camp O'Malley staff are required by law to notify the Department of Child Services of suspected child abuse or neglect.

Camp O'Malley is licensed by the State of Michigan as well as accredited by the American Camp Association (ACA).

### **Behavior Management Policy**

1. **REASONING:** Communication between the camper and staff member to identify the problem and determine a possible solution. At this point, campers are given a chance to explain what happened, and to make a choice about what they should do next.
2. **REMOVAL/ LOSS OF PRIVILEGE:** Campers may receive temporary removal from a program area or a loss of privileges. Staff members will encourage campers to make better choices and may offer options to regain privileges. Repeated behaviors may result in meeting with the Camp Director as well as an incident report.
3. **INCIDENT REPORT:** This documentation dictates who, what, when, where and why a behavior occurs. Every incident report may not require a parent/guardian meeting, but all forms are available upon request. If a camper receives numerous incident reports over a period of time they may be given a suspension from Camp.
4. **SUSPENSION:** Multiple incident reports which stem from behaviors not consistent with Camp policies and expectations may result in suspension. Length of suspension will be determined at the discretion of the Camp Director and may require a conference with the parent/caregiver before returning. A suspension from Camp will be upheld at the other Grand Rapid's Boys and Girls Clubs, and we encourage campers and parents/caregivers to use this time to review the Boys and Girls Club expectations.
5. **IMMEDIATE PICK-UP:** In the event of a suspension, all Camp members must have a parent/guardian or backup emergency contact to pick them up in a timely manner.

We never want to remove a camper from our camp program, but certain behaviors warrant suspension from Club and Camp programs. Refunds will not be issued if your camper is suspended from camp. If a camper is suspended from any of our three Boys and Girls Clubs, they will not be able to attend Camp O'Malley. If a camper is suspended from Camp O'Malley, they will not be able to attend any of our Boys and Girls Clubs in town for the duration of their suspension. Please rest assured your child's behavior issues or consequences will not be discussed with other parents or families in efforts to maintain the privacy of your camper.

### **Emergency Procedures**

All medical information is kept on site and a copy of each camper's health form stays with the Camp Director and with the Assistant Camp Director at all times. A camper's counselor is made aware of pertinent health information prior to a camper arriving at camp.

In the case of an emergency or major injury emergency personnel (911) will be contacted. Parent/guardians will then be contacted immediately. The camper will then either be taken to the hospital or released to their parent/guardian based on the recommendations of emergency personnel. If parent/guardians cannot be reached by phone, Camp O'Malley will contact the emergency numbers on the camper's health form.

In the event of a weather emergency, tornado & severe weather protocol will be followed. Campers and staff complete emergency weather and fire drills to prepare for these situations. Campers may be transported back to the Clubs dependent on the situation. Parent/guardians will be notified prior to moving locations and be given situational status of the camp program and campers.

### **Camp Contact**

By email – [camp@bgcgrandrapids.org](mailto:camp@bgcgrandrapids.org)

By phone – 616-315-2883

Personal cell phone numbers are not to be exchanged between any Camp O'Malley staff, campers, or parent/guardians.

In Person – For the safety of our campers, staff, and volunteers, please contact the Camp Director prior to visiting camp during normal program hours – this will only be acceptable on a case by case basis.

**THANK YOU for taking the time to read this Parent/Guardian Handbook. We provide this information to ensure that your camper has a safe and fun summer full of wonderful memories!**