



# Camp O'Malley

## Camp O'Malley Day Camp Family Handbook 2026



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## Welcome and Overview

Thank you for choosing Camp O’Malley! We are an outdoor Day & Overnight 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 7 weeks in the summer - Monday-Thursday from 9:00-4:00. Our Day Camp serves youth ages 6-12. We are also introducing our Leader-In-Training (LIT) program for youth ages 12-14. Our Overnight Camp will run for 3 nonconsecutive weeks in the summer – Monday-Friday. Drop off and pick up will have varying times based on location. See transportation section for more information.

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

Camp Phone: 616-315-2883

## Goals of Camper Experience

The mission of the Boys & 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 are not just a camp; we are a community. A summer with us is more than just fun – it is a journey of growth, friendship, and unforgettable memories.

Camp O’Malley does not and shall not discriminate based on 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 our campers, volunteers, staff, and supporters.

## 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.

## 2026 Weekly Themes

**Session 1- June 8-11 - Nature's Range (Ages 6-14)** Where outdoor adventure meets skill and strategy! Campers dive into classic nature sports like **archery, fishing, and slingshots**, learning new techniques and testing their aim in fun, hands-on activities surrounded by the beauty of the outdoors.

**Session 2- June 15-19- Overnight- Trailblazers: Into the Wild (Ages 8-14)** Campers become explorers on a quest to discover the hidden wonders of the forest. Through hikes, map-reading adventures, scavenger hunts, and nature missions, they'll uncover the secrets of local ecosystems and learn how everything in nature is connected.

### June 22, 2025- Staff Training & Development

**Session 3- June 23-25 - BGC Week- Survivor Camp (Monday- Steil, Tuesday- Paul I Phillips, Wednesday- Seidman)** This week is reserved for club members ONLY. A high-energy day where kids become outdoor adventurers, working together to tackle nature-based challenges like shelter building, scavenger hunts, fire-starting relays, and team obstacle courses. Each round can feature **new missions or twists**, so it stays fresh at every club.

**Session 4- June 29-Jul 2 Forest Frenzy (Ages 6-14)** Step into the wild world of the forest! Campers will track signs of woodland animals, play games inspired by their movements and behaviors, meet real critters up close, and create animal-themed projects and challenges. From learning how foxes sneak to how owls hunt at night, **Forest Frenzy** is packed with action, discovery, and a little wilderness chaos!

**Session 5- July 6-9 Wilderness Warriors (Ages 6-14)** Campers learn to thrive in the wild! They'll master outdoor essentials like fire building, shelter construction, navigation, safe foraging, and teamwork through survival challenges. This week builds confidence, problem-solving skills, and a deep respect for nature.

**Session 6- July 13-17 Overnight: Frontier Finders (Ages 8-14)** Step into the boots of explorers and adventurers as we journey into the great outdoors! Campers will blaze new trails, uncover hidden wonders of the forest, and tackle hands-on challenges that build teamwork, confidence, and curiosity. From navigation and nature quests to creative problem-solving in the wild, **Frontier Finders** is all about discovery, adventure, and forging new paths in nature.

**Session 7- July 20-23 Quest Masters: Outdoor Challenge Camp (Ages 6-14)** Test your skills and push your limits! Campers tackle daily missions like shelter building, team obstacle courses, navigation quests, and fire challenges — building grit, teamwork, and outdoor know-how.

**Session 8- July 27-30 Hydro Heroes (Ages 6-14)** Dive into adventure while learning to stay safe! Campers will enjoy **swimming, canoeing, kayaking, and epic water games** while practicing teamwork, water safety, and confidence-building skills. **Special guests from our local public safety teams** will join to share tips, demonstrations, and stories — making every splash fun, educational, and inspiring!

**Session 9- August 3-7 Overnight: Artventurers (Ages 8-14)** Campers tap into their creative side while staying connected to the outdoors! They'll create nature-inspired crafts, put on short skits or mini-plays using forest settings, make instruments from natural materials, and explore storytelling inspired by wildlife and the environment. It's creativity **meets adventure**.

**Session 10- August 10-13 Camp Chaos & Conquer (Ages 6-14)** A high-energy week where campers take on wild challenges, test their skills with archery, slingshots, and RC cars, get messy with mud play, and compete in fun, hands-on adventures that let them explore, create, and conquer!

**Session 11- August 17-20 Nature's Encore (Ages 6-14)** It's the grand finale of summer — a celebration of all the best moments from camp! During **Nature's Encore Week**, we bring back staff and camper favorites for one last round of adventure. Each day highlights the activities that made the summer unforgettable — from nature hikes, archery, and canoe races to creative art projects, campfire sing-alongs, and team challenges. It's a week filled with laughter, reflection, and a whole lot of outdoor fun as we soak up the last sunshine of the season and give summer one final standing ovation!

### Day Camp Schedule “Average” Day

The daily schedule varies during the week. Some activity block times are replaced by events hosted by community partners, like The Outdoor Discovery Center. Most days you can expect the following schedule to be followed.

<b>7:30 – 8:30am</b>	Before Care
<b>8:30 – 9:00am</b>	Normal Drop Off & Light Breakfast
<b>9:00 – 9:15am</b>	Announcements & Expectations
<b>9:15 – 10:00am</b>	Small Groups / Cabin Detail
<b>10:00 – 10:45am</b>	Activity Block 1
<b>10:45 – 11:00am</b>	Transition
<b>11:00 – 11:45am</b>	Activity Block 2
<b>11:45 – 12:00pm</b>	Transition
<b>12:00 – 12:45pm</b>	Lunch
<b>12:45 – 1:00pm</b>	Transition
<b>1:00 – 1:45pm</b>	Activity Block 3/ Pool Time (Ages 6-8)
<b>1:45 – 2:00</b>	Transition
<b>2:00 – 2:45pm</b>	Activity Block 4/ Pool Time (Ages 8-12)
<b>2:45 – 3:00pm</b>	Transition
<b>3:00 – 3:30pm</b>	Free Time
<b>3:30 – 4:00pm</b>	Snack
<b>4:00pm</b>	Normal Pick Up
<b>4:30 – 5:30pm</b>	After Care

### **Overnight Camp Schedule “Average” Day**

The daily schedule varies during the week. Some activity block times are replaced by events hosted by community partners, like The Outdoor Discovery Center. Most days you can expect the following schedule to be followed.

<b>8:30 – 9:00am</b>	Breakfast
<b>9:00 – 9:15am</b>	Announcements & Expectations
<b>9:15 – 10:00am</b>	Small Groups/ Cabin Detail & Clean Up (Days 2-4)
<b>10:00 – 10:45am</b>	Activity Block 1
<b>10:45 – 11:00am</b>	Transition
<b>11:00 – 11:45am</b>	Activity Block 2
<b>11:45 – 12:00pm</b>	Transition
<b>12:00 – 12:45pm</b>	Lunch
<b>12:45 – 1:00pm</b>	Transition
<b>1:00 – 1:45pm</b>	Rest Time
<b>1:45 – 2:00pm</b>	Transition
<b>2:00 – 3:15pm</b>	Swim (Ages 8-9)/ Cabin Time (Ages 10-12)
<b>3:15 – 3:30pm</b>	Transition
<b>3:30 – 4:45pm</b>	Swim (Ages 10-12)/ Cabin Time (Ages 8-9)
<b>4:45 – 5:00pm</b>	Transition
<b>5:00 – 6:00pm</b>	Dinner
<b>6:00 – 6:15pm</b>	Transition
<b>6:15 – 7:30pm</b>	Workshops
<b>7:30 – 7:45pm</b>	Transition
<b>7:45 – 8:15pm</b>	Evening Programs
<b>8:15 – 8:30pm</b>	Transition
<b>8:30 – 9:00pm</b>	Free Time
<b>9:00 – 10:00pm</b>	Showers, Wind Down in Cabins
<b>10:00pm</b>	Lights Out

## Opening Day For Overnight Schedule

<b>7:30 – 8:00am</b>	Camper Drop Off at Seidman Club, Registration, and Check In
<b>8:00 – 8:30am</b>	Bus Is Loaded At Seidman and Departs at 8:30am
<b>8:00 – 8:45am</b>	Parent Camper Drop Off and registration at Camp O’Malley
<b>9:00 – 9:15am</b>	Announcements & Expectations & Orientation
<b>9:15 – 10:45am</b>	Small Groups Assign groups, Settle Into Cabins, Introductions, Cabin Rules, Discuss The Swim Test, Play Games
<b>10:45 – 11:00am</b>	Transition
<b>11:00 – 11:45am</b>	Activity Block 1 (Swim Test, Tie Dye, Camp Tour, Health Check, Cabin Time, Group Banners/Flags)
<b>11:45 – 12:00pm</b>	Transition
<b>12:00 – 12:45pm</b>	Lunch
<b>12:45 – 1:00pm</b>	Transition
<b>1:00 – 1:45pm</b>	Activity Block 1 (Swim Test, Tie Dye, Camp Tour, Health Check, Cabin Time, Group Banners/Flags)
<b>1:45 – 2:00pm</b>	Transition
<b>2:00 – 2:45pm</b>	Activity Block 2 (Swim Test, Tie Dye, Camp Tour, Health Check, Cabin Time, Group Banners/Flags)
<b>2:45 – 3:00pm</b>	Transition
<b>3:00 – 3:45pm</b>	Activity Block 3 (Swim Test, Tie Dye, Camp Tour, Health Check, Cabin Time, Group Banners/Flags)
<b>3:45 – 4:00pm</b>	Transition
<b>4:00 – 4:45pm</b>	Activity Block 4 (Swim Test, Tie Dye, Camp Tour, Health Check, Cabin Time, Group Banners/Flag)
<b>4:45 – 5:00pm</b>	Transition
<b>5:00 – 6:00pm</b>	Dinner
<b>6:00 – 6:15pm</b>	Transition
<b>6:15 – 7:00pm</b>	Activity Block 5 (Swim Test, Tie Dye, Camp Tour, Health Check, Cabin Time, Group Banners/Flags)
<b>7:00 – 7:15pm</b>	Transition
<b>7:15 – 8:00pm</b>	Activity Block 6 (Swim Test, Tie Dye, Camp Tour, Health Check, Cabin Time, Group Banners/Flags)
<b>8:00 – 8:15pm</b>	Transition
<b>8:15 – 9:00pm</b>	Evening Programs (Pep Ralley)
<b>9:00 – 10:00pm</b>	Showers, Wind Down in Cabins
<b>10:00pm</b>	Lights Out

## Closing Day For Overnight Schedule

<b>8:30 – 9:00am</b>	Breakfast & Evaluations
<b>9:00 – 10:00am</b>	Small Groups (Pack Up & Clean Up)
<b>10:00 – 10:30am</b>	Awards Ceremony
<b>10:30 – 11:00am</b>	Load Bus
<b>10:30 am</b>	Parent Pick Up From Camp
<b>11:00 am</b>	Camper Pick up from Seidman Club

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

Campers will be split up 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 at the time of registration. Acceptance is based on a first come first serve basis.

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.bgctraxsolutions.org/camp-omalley](http://www.bgctraxsolutions.org/camp-omalley)

## Financial Assistance

If you believe you are eligible for financial assistance you should create a Trax account and email a copy of your 2025 W2 or two recent paystubs to [camp@bgcgrandrapids.org](mailto:camp@bgcgrandrapids.org). Once you are approved you will be contacted with the next steps for registration. Financial assistance is not guaranteed and is awarded on a first-come first-serve basis to those who apply based on a sliding scale determined by proof of income. All Camp O'Malley campers receive the same experience, regardless of assistance.

**Camp Hours, Pick-Up and Drop-Off Information:** Camp O'Malley Day Camp Program Hours are from 9:00am-4:00pm Monday-Thursday

LIT transportation is available for day camp weeks only. For overnight weeks they will need to be dropped off and picked up daily from Camp O'Malley.

We are offering before-care services from 7:30-9:00 am and after care from 4:00-5:30 pm for Day Camp weeks ONLY To register for before-care you MUST first register for the week of camp you are interested in sending your child to. Before care is an additional \$25/wk and aftercare is an additional \$25/wk. If you sign up for before or after care transportation from other sites will not be available.

Camper check-in and check-out occurs in four locations with free transportation from one of our Grand Rapids Club locations! To register for transportation, you MUST first register for the week of camp you are interested in sending your child to. Please choose ONE location for the entirety of your camper's registration. We will do our best to accommodate changes in transportation needs, but changes are not guaranteed to be approved.

Steil Boys & Girls Club – 235 Straight Ave NW, Grand Rapids

Seidman Boys & Girls Club – 139 Crofton St SW, Grand Rapids

Special Olympics Grand Rapids - 160 68th St SW, Grand Rapids

Camp O'Malley – 7360 Thornapple Dales Dr. SE, Alto, MI

## Day Camp Drop Off & Pick Up Times:

Drop Off: Steil Club 7:30-7:45 Seidman Club 8:00-8:15

Special Olympics 8:15-8:30 Camp 8:15-8:45

Pick Up: Steil Club 4:30-4:45 Seidman Club 5:00-5:15

Special Olympics 4:30-4:45 Camp 4:00-4:30

## Overnight Drop Off & Pick Up Times:

Drop Off: Seidman Club 7:30-8:00 AM or Camp 8:00-8:45 AM

Pick Up: Seidman Club 11:00 AM or Camp 10:30 AM

## **Day Camp Check-In & Check-Out Procedures**

### **Day Camp Check-In (Morning Drop-Off)**

- Campers must be signed in by a parent or authorized adult each morning.
- Drop-off takes place at the designated location during scheduled drop-off times.
- Camp staff will greet campers and ensure they are checked in before joining their group.
- Parents should notify staff of any important updates at drop-off (medication changes, early pick-up, health concerns, etc.).
- Campers arriving late must check in at the camp office before joining their group.

### **Day Camp Check-Out (Afternoon Pick-Up)**

- Campers will only be released to adults listed on the authorized pick-up form.
- Photo ID may be required at pick-up.
- Parents/guardians must sign campers out each afternoon.
- Early pick-ups must be arranged in advance and completed through the camp office.
- Late pick-ups may result in additional fees, as outlined in camp policy.

## **Overnight Camp Check-In & Check-Out Procedures**

### **Overnight Camp Check-In (Session Arrival Day)**

- Check-in will occur on the scheduled arrival day during assigned time windows.
- Parents/guardians will:
  - Check in with camp staff
  - Submit medications (in original containers with completed medication forms)
  - Confirm emergency contact information
- Campers will be guided to cabins by staff after check-in is complete.
- Parents are encouraged to keep goodbyes brief to support a smooth transition.

### **Overnight Camp Check-Out (Session Departure Day)**

- Check-out will occur on the final day of the session during designated pick-up times.
- Campers will be released only to adults listed on the authorized pick-up form.
- Photo ID may be required at pick-up.
- All camper belongings and any stored items (including electronics) will be returned at check-out.
- Early departures must be arranged in advance through the camp office.

## **Additional Notes (Applies to Both Programs)**

- Any changes to authorized pick-up people must be submitted in writing.
- Camp staff cannot release campers to unauthorized individuals under any circumstances.
- In the event of an emergency or unexpected delay, families should contact the camp office as soon as possible.

## **Camp O'Malley Late Pick-Up Policy**

Camp O'Malley normal programming ends at 4:00 p.m. After care is offered (additional cost) for parents needing extended care. After care ends at 5:30 p.m. All campers must be picked up by 4:00, or 5:30 if signed up for after care. The safety of campers is our top priority. The following procedures will be followed in the event of a late pick-up.

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 any of our pickup locations outside of the 15-minute pick-up window. If a child is not picked up during the 15 minute pickup window the child will remain on the camp van to complete the rest of the drops offs. Camp staff will call parents to arrange pick up location.

Campers will be transported in either a Boys & Girls Club 15-passenger van or our contracted bus. All drivers are employed by the BGC of GR or the contracted transportation company and have applicable license. For your camper's safety, campers are required to adhere to safety rules always posted in vehicles including – always staying seated, no food or drink, seat belts to be fastened (if applicable), etc.

If campers will arrive back to the drop off location more than 10 minutes late, staff will inform parents.

## **Day Camp: What to Send With Your Camper:**

Please send your camper with the items listed below **each day** in a backpack or bag. All belongings should be clearly labeled with the camper's **first and last name**. Campers who are not prepared may not be able to participate in all activities.

## **Clothing**

- Comfortable outdoor play clothes (clothes may get dirty or wet)
- Closed-toe shoes (tennis shoes recommended)
- Socks
- Extra set of dry clothes (especially on swim days)
- Swimsuit (on designated swim days)
- Towel (for swim or water activities)
- Light sweatshirt or jacket (weather dependent)
- Hat or bandana (optional, for sun protection)

## Toiletries & Personal Care

- Sunscreen (SPF 40 or higher recommended; non-aerosol preferred)  
*Please apply sunscreen before drop-off. Camp provides sunscreen, but campers must be able to apply it themselves.*
- Personal hygiene items as needed

## Camp Gear

- Refillable water bottle (labeled)
- Backpack or day pack (labeled)
- Reusable bag for wet or dirty clothes
- Special items as requested in weekly parent/guardian emails  
(*Examples: t-shirt for tie-dye, water shoes for field trips to Thornapple River or Campau Lake*)

## Optional Items

- Book for quiet time or bus rides

## What NOT to Bring

- Cell phones or electronic devices (including smart watches, tablets, and gaming devices)
- Food or snacks (camp provides two snacks and a full lunch daily)
- Toys or personal sports equipment
- Stuffed animals or special personal belongings
- Pets or animals
- Alcohol, drugs, or tobacco products (including related clothing)
- Weapons of any kind (including knives, lighters, or matches)
- Money, valuables, or irreplaceable items

**Please label all items clearly.** Camp O’Malley is not responsible for lost or damaged belongings.

## Overnight Camp: What to Send With Your Camper

### Clothing

- 5–6 daytime outfits (play clothes that can get dirty)
- Underwear & socks (one per day, plus extras)
- Sweatshirt or jacket
- Rain jacket or poncho
- Closed-toe shoes (sneakers or sturdy play shoes)
- Extra pair of shoes
- Shower shoes or flip-flops
- Swimsuit(s)
- Sleepwear appropriate for cabin living

### Bedding & Towels

- Sleeping bag **or** twin sheets & blanket
- Pillow
- Bath towel

- Beach/swim towel

## Toiletries

- Toothbrush & toothpaste
- Shampoo & conditioner
- Soap/body wash
- Hairbrush/comb & hair ties
- Deodorant
- Sunscreen (non-aerosol preferred)
- Insect repellent
- Personal hygiene items

## Camp Gear

- Refillable water bottle (labeled)
- Backpack or day pack
- Flashlight
- Hat
- Sunglasses
- Laundry bag
- Reusable bag for wet/dirty clothes

## Optional Items

- Book, journal, or stationery
- Stuffed animal or small comfort item
- Camera (no Wi-Fi or gaming capability)

## Medications

- All medications must be in original containers and turned in at check-in with completed medication forms.

## What NOT to Bring

- Cell phones or electronic devices
- Smart watches with messaging or internet
- Food, candy, or drinks
- Weapons, fireworks, or sharp objects
- Valuable or irreplaceable items

**Please label all belongings clearly.** Camp O'Malley is not responsible for lost or damaged items.

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.

## Cell Phone & Electronic Device Policy

To support a positive, engaging, and community-focused camp experience, Camp O’Malley strongly encourages families to leave personal electronic devices at home, especially during overnight programs. Time away from screens helps campers build friendships, connect with nature, and fully participate in camp activities.

If a parent or guardian chooses to send a camper with a cell phone or other electronic device, the device must be turned in to the camp office upon arrival. Devices will be securely stored and returned to the camper at the conclusion of the program.

Camp O’Malley reserves the right to confiscate any electronic device that becomes a distraction, disrupts activities, or interferes with the camp experience. Confiscated items will be held in the camp office and returned at the end of the program.

Camp staff are always available to assist campers in contacting parents or guardians if needed. We appreciate families’ cooperation in helping us create a safe, present, and unplugged camp environment for all campers.

## 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 us with 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. Please note that Camp O’Malley is unable to provide one-on-one care for campers with special needs; however, we strive to create an inclusive and supportive environment for all participants, and we encourage families to reach out in advance to discuss accommodation or necessary support. Camp O’Malley staff 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 into Camp O’Malley camp staff at check in with written instructions for delivery. Medications will be distributed at required times during the day by the Camp’s Health Officer. 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 Camp Director upon arrival. If you or your camper feel more comfortable always having these emergency medications on your camper, 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.

## **Illness, Injury & First Aid Response**

Camp staff are trained to respond promptly to illnesses and injuries. Basic first aid will be provided on-site as needed. Parents or guardians will be notified of any significant illness, injury, or medical concern. In the event of a serious injury or emergency, emergency medical services will be contacted immediately, and families will be notified as soon as possible. Campers who become ill may be required to rest or be picked up to protect their health and the well-being of others.

## **Mental, Emotional & Social Well-Being**

Camp O’Malley is committed to creating a supportive, inclusive, and emotionally safe environment for all campers. Staff are trained to recognize and respond to campers’ emotional and social needs, encourage positive peer relationships, and promote kindness and respect. Families are encouraged to share relevant social, emotional, or behavioral information that may help staff better support their camper’s experience.

## **Homesickness (Especially for Overnight Camp)**

Homesickness is a normal part of the camp experience, particularly during overnight programs. Our staff are trained to help campers adjust through reassurance, routine, and connection. We encourage parents to prepare campers for time away and to trust the camp’s approach to supporting independence and confidence. In most cases, homesickness improves within the first day or two. If concerns persist, camp leadership will communicate with families to determine the best course of action for the camper’s well-being.

## **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 always supervised. Camper to Staff ratio will be supervised at a 1:10 ratio.
- Campers will never be one-on-one with a staff member, with exception of medical or mental health needs.
- Campers are not allowed in restricted areas unless accompanied by a staff member.
- Cell phone use is not permitted. Telephones are for staff use only. Campers may only use the camp phone under supervision and with permission from 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 & 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.

The State of Michigan licenses camp O'Malley.

## **Swim & Water Safety**

Camp O’Malley prioritizes the safety of all campers during water activities. Swim and water programs are designed to be fun, inclusive, and age-appropriate, while ensuring strict supervision and adherence to safety standards.

### **Swim Assessments**

All campers participating in swimming activities will complete a swim assessment on their first day in the pool. This allows staff to determine swimming ability and assign campers to appropriate swim groups.

### **Supervision**

Certified lifeguards and trained camp staff are present at all times during swim and water activities. Counselor-to-camper ratios meet or exceed safety guidelines, ensuring close supervision.

### **Swim Attire & Equipment**

Campers must wear appropriate swimwear and bring a towel for each swim session. Additional gear, such as goggles or water shoes, may be recommended for certain activities. Swimmers may wear a t-shirt over swimsuits for sun protection if desired.

### **Rules & Guidelines**

Campers are expected to follow all swim area rules, listen to staff instructions, and use equipment safely. Safety routines, buddy systems, and structured activities help prevent accidents and ensure a positive experience for all.

### **Water Safety Education**

Campers are taught basic water safety skills, including entering and exiting water safely, respecting depth limits, and recognizing personal limits. Staff emphasize the importance of hydration, sun protection, and safe behavior around water.

### **Emergency Procedures**

Camp O’Malley maintains clear emergency action plans for all water activities. Staff are trained in lifeguarding, CPR, and first aid. In the event of an incident, camp leadership will respond immediately and notify families as needed.

## **Food & Nutrition**

Providing safe, nutritious, and enjoyable meals is an important part of the camp experience. Camp O’Malley is committed to supporting campers’ health, energy, and well-being throughout each day.

### *Day Camp*

Camp will provide two snacks and lunch daily. To help ensure the safety of all campers, Camp O’Malley is a nut-free campus. We encourage campers to eat camp-provided meals for a well-rounded camp experience, although packed lunches will

be allowed for Day Camps. All packed lunches must be free of peanuts, tree nuts, and nut-containing products. Please label lunch containers clearly with your camper's name.

### *Overnight Camp*

Overnight campers receive three meals daily (breakfast, lunch, and dinner), along with scheduled snacks. Meals are served in a communal setting that encourages social connection and independence while maintaining appropriate supervision. All meals provided by camp comply with our nut-free campus policy.

### *Dietary Needs & Allergies*

Families must report all food allergies, dietary restrictions, and special nutritional needs on the required health forms prior to camp. Camp staff work to accommodate dietary needs whenever possible. For campers with severe allergies or medical dietary needs, additional planning and communication with camp leadership may be required before the session begins.

### *Food From Home*

Outside food is not permitted during Overnight Camp unless medically necessary and approved in advance. Care packages must follow all camp guidelines and the nut-free policy. Day Camp lunches from home must also comply with the nut-free policy.

### *Nutrition & Mealtime Support*

Camp staff actively supervise meals and snacks, encourage hydration throughout the day, and support campers during mealtimes. Younger campers are assisted as needed, and all campers are given adequate time to eat in a safe and supportive environment.

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 & 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 & 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 always stays with the Camp Director and with Health Officer. A camper's counselor is made aware of pertinent health information prior to a camper arriving at camp.

In the event 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, tornadoes & 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.

## **Communication with Families**

Camp O'Malley values open, timely, and respectful communication with families. Our goal is to keep parents and guardians informed while allowing campers the space to grow, connect, and fully engage in the camp experience.

### **General Communication**

Families will receive regular communication from camp through email and other designated platforms. These messages may include program updates, schedules, special events, reminders, and important announcements. Families are encouraged to read all camp communications carefully and contact the camp office with any questions or concerns.

### **Day Camp Communication**

For Day Camp, daily communication typically includes brief updates, reminders, or important notices related to activities, schedules, or pick-up information. Parents and guardians are welcome to share time-sensitive updates with staff at drop-off or by contacting the camp office during the day.

### **Overnight Camp Communication**

Overnight Camp communication is designed to balance family connection with camper independence. Parents will receive periodic updates from camp leadership, including general session highlights and important information. Routine camper-to-parent communication is limited to encourage full participation in the overnight experience. If a camper is experiencing ongoing difficulty or requires additional support, camp leadership will contact families directly.

### **Emergencies & Important Updates**

Families will be contacted immediately in the event of an illness, injury, behavioral concern, or emergency involving their camper. Camp O'Malley maintains up-to-date emergency contact

information and asks families to notify the camp office promptly of any changes.

## **Contacting Camp**

Families are encouraged to contact the camp office for questions related to schedules, health concerns, or program policies. Counselors are focused on camper supervision and may not be available for direct communication during the camp day.

## **Overnight Camp – Specific Policies**

Overnight Campers live in cabins and participate in extended programs that include evening and nighttime activities. Our staff provide 24-hour supervision and structured routines to ensure safety, fun, and independence. Cabin assignments, bedtime routines, and night supervision are designed to promote comfort, social growth, and a sense of community. Families should review all Overnight Camp policies, including communication procedures, drop-off/check-in, and pick-up/check-out protocols, to support a smooth experience.

## **Weather & Outdoor Policies**

Camp O’Malley’s programs take place primarily outdoors. Campers should be prepared for changing weather conditions. Staff monitor weather closely and adjust activities as needed for heat, rain, thunderstorms, or other severe conditions. Sunscreen, hats, hydration, and appropriate clothing are required for outdoor activities. In the event of unsafe weather, indoor or alternative activities will be provided to maintain camper safety and engagement.

## **Lost & Found**

All personal belongings should be clearly labeled with the camper’s full name. Camp O’Malley is not responsible for lost or damaged items. Lost and found items are kept in a designated area at the camp office and will be available for retrieval during the camp session or at pick-up. At the end of each session, unclaimed items may be donated or discarded.

## **Photography & Media Release**

Camp O’Malley may take photos or videos of campers participating in activities for promotional materials, newsletters, or social media. Families are required to complete a media release form to grant permission for the use of their camper’s image. Camp respects all requests for privacy and will not publish images of campers whose families have opted out.

## **Inclusivity & Accommodations**

Camp O’Malley is committed to creating an inclusive environment where all campers feel safe, respected, and supported. Families are encouraged to share relevant information about a camper’s physical, emotional, social, or learning needs prior to camp. Staff work with families to provide reasonable accommodations whenever possible, fostering a positive experience for all participants.

## **Policies & Agreements**

All families and campers are required to review, understand, and agree to camp policies prior to participation. This includes the code of conduct, safety policies, health and medication protocols,

emergency procedures, and behavioral expectations. Signed agreements acknowledge that families understand their responsibilities and the camp's expectations, helping ensure a safe and respectful environment for everyone. These policies can be found in the camper registration system.

### **Camp Contact**

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

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!**