



Livonia
PARKS & RECREATION



Parent/Guardian Handbook
2026

Hello to our Camp Swoosh families, new and old! My name is Megan Duby and I am the Program Supervisor who oversees Camp Swoosh. I am so excited for my second year overseeing Camp Swoosh, but this will be my 7th year working with summer camps and I am looking forward to it!

Camp Swoosh is licensed by the state of Michigan through the Department of Lifelong Education Advancement and Potential (MiLeap) which issues rules, guidelines, and best practices for summer day camps. We promise to communicate effectively and make sure that every Parent/Guardian or guardian and their participants are in the loop and know what is happening at Camp Swoosh.

We are excited to continue our field trips on Wednesdays at Camp Swoosh this year. We will be using a state-licensed bus company called National Trails that will transport us to our field trips. Normally, we try to pick field trips within approximately an hour of the Kirksey Recreation Center. Due to construction on many highways near us, these times may be a little bit longer, but we believe the trips are worth the little bit of extra delay. We do not leave staff behind at the Rec Center on field trip days – so if a camper does not want to go on the field trip, they would likely not attend camp that day.

We are dedicated to providing positive summer activities for children ages 5-12 years of age in a safe, secure and enriching environment. We strive to offer a well-rounded summer youth recreation program through interesting, engaging, energetic, and diversified activities to meet needs of all participants. To get the most out of your experience, we have created this handbook to provide general information and to help answer some basic questions related to camp.

If you have any questions or concerns after reading through this handbook, please contact Megan by email at mduby@livonia.gov or by phone at (734) 466-2411.

Camp Hours

Monday-Friday
7:30 a.m. – 5:30 p.m.
Kirksey Recreation Center
15100 Hubbard
Livonia, MI 48154

What to Bring to Camp Swoosh

Below is a list of things for your camper to bring with them daily. These items are crucial to having a great day. **Please label everything with your camper's name!**

- Water Bottle
- Sunscreen
- Shoes that are comfortable to run around in
- Socks (for the tree fort)
- Lunch (we do NOT have access to a refrigerator so please plan accordingly)
- Snack (we do NOT have access to a refrigerator so please plan accordingly)
- Bathing suit and towel

How will staff communicate with me?

Communication to all of the participants in camp will take place by text message (through Group Me), email, and reminders at the checkout table. Please note the text message service is a one-way communication method, we do not reply to messages there.

To sign up for Group Me text messages, please download the app to your phone. Here is the link: https://groupme.com/join_group/113444076/DtzYZOHL

Or you can scan the QR code below:



The text message service is a great way to stay in touch for reminders and information about any program changes or cancellations due to weather. We won't spam you and your personal information is not given out by using this service.

Please make sure that your email address is correct and up to date. If you are not sure, please email Megan at mduby@livonia.gov and she can verify that your information is correct.

If we need to contact you regarding an incident at camp (injury, behavioral concern, etc.) we will typically call the phone number(s) that were provided at registration under emergency contacts. For minor incidents, we will wait until the end of the day and just have a conversation in-person at the time of pick-up.

Drop-off Procedure

Camp Swoosh requires that each camper be escorted to the Kirksey Recreation Center and signed in each morning. Sign-in will take place inside of the Kirksey Recreation Center outside of the Activity Rooms (Across from the Men's Locker room). **Please do not park on the circle drive as it is an emergency/fire lane and you may be ticketed.** At the time of drop-off each day, a visual check of the wellbeing of campers will take place. We ask that any campers who do not feel well to stay home from camp that day.

Pick-up Procedure

Campers remain in our custody until they are signed out by someone who is on their authorized pickup list. The person who is picking up must physically walk to where the campers are (either in the Kirksey Recreation Center, by the soccer fields, or outside at the pavilion by the volleyball courts), **provide photo ID**, and once verified as an authorized person they will be allowed to sign the camper out.

If this information changes or you need add or remove an individual, you must notify staff in writing before that individual will be allowed to sign the child out. **Please use legal names, as this is important during the ID check.** This procedure is in place for camper safety, and we take it very seriously. If someone attempts to pick up the camper and is not listed in one of the places mentioned above, we will contact the emergency contacts for verification – and only use this in an emergency.

A Day at Camp Swoosh

Camp Swoosh prides itself on offering a wide variety of activities that provide a safe, secure, and enriching environment. We strive to offer a well-rounded program that gives campers diverse experiences to meet the needs of all participants. We pride ourselves on a routine that campers can get used to while offering a many different activities and choices throughout the day. A general overview of a non-field trip day of camp can be found below (please note this schedule is subject to change based on that day's activities):

| | |
|--------------------------------|---|
| <u>7:30 a.m. to 9 a.m.</u> | Check In (free choice, board games, coloring, etc.) |
| <u>9 a.m. to 9:15 a.m.</u> | Rules/schedule |
| <u>9:15 a.m. to 11 a.m.</u> | Activity rotation (climbing wall, gym games, arts and crafts) |
| <u>11:15 a.m. to 12:45p.m.</u> | Lunch/outdoor play time |
| <u>1 p.m. to 2:30 p.m.</u> | Swim Time |
| <u>2:45 p.m. to 3:30 p.m.</u> | Read/Reflect/Snack |
| <u>3:30 p.m. to 4:30 p.m.</u> | Activity rotation (gym games, tree fort, large activity) |
| <u>4:45 p.m. to 5:30 p.m.</u> | Check Out (free choice, outdoor games, circle games) |

Staff plan each day's worth of activities so that we have different things planned each day and are not just repeating the same activities at each location. This allows us to build a routine that campers and staff get used to while offering a different day each time.

Camp Swoosh Rules

- Campers must stay with their group and remain under Camp Swoosh supervision for the entire day.
- Follow your group's schedule and listen to your counselor's instructions.
- Keep your hands, feet, and personal belongings to yourself.
- If you feel sick or unwell, tell a counselor immediately. If you're sick, please stay home until you feel better.
- Use respectful voices inside and outside.
- Respect everyone, be kind, and include others.
- Clean up after yourself and take care of camp equipment.
- Only staff are allowed in the supply closet.
- Vending machine trips must be made before or after camp, they cannot be used during camp.
- Do not share food with other campers.
- Wash your hands frequently.
- Stay with your group during all transitions and activities.
- Follow all safety rules during swimming, outdoor activities, and field trips.
- HAVE FUN!

Field Trips

We are excited to welcome back field trips in 2026. Field trips take place on Wednesdays, and we travel by a state-licensed bus company to all of our field trips. This year our bus company is National Trails. Our field trips are as follows:

Week 1 (6/17) imagination station: 1 Discovery Way, Toledo, OH 43604

Week 2 (6/24) DNR Outdoor Adventure Center: 1801 Atwater St Detroit MI, 48207

Week 3 (7/1) Turtle Cove Water Park: 40151 E Huron River Dr, Belleville, MI 48111

Week 4 (7/8) Henry Ford Museum: 20900 Oakwood Blvd Dearborn, MI 48124

Week 5 (7/15) Detroit Zoo: 8450 W 10 Mile Rd, Royal Oak, MI 48067

Week 6 (7/22) Little Ceasars Arena(Tentative): 2645 Woodward Ave, Detroit , MI 48201

Week 7 (7/29) Rolling Hill's Waterpark: 7660 Stony Creek Rd, Ypsilanti Township, MI 48197

Week 8 (8/5) Bounce it up:30276 Plymouth Rd Livonia, MI 48150

Week 9 (8/12) Howell Nature Center: 1005 Triangle Lake Rd Howell, MI 48843

Week 10 (8/19) Clements Circle: 9999 Harrison St, Livonia, MI 48150

Please note that there are some rare occasions we have to change field trips. This can be due to weather, scheduling or facility conflicts, or other unforeseen circumstances. In the event that this happens, we will come up with an alternate field trip for that day. We will provide a Field Trip cheat sheet for what time to arrive to camp by, bus departure time, and bus return time. This also includes what to bring on each field trip as a handy guide.

Camp Swoosh does **NOT** leave staff behind at the Rec Center on field trip days. If campers decide not to go on the field trip, then they would not attend camp that day.

We do not allow campers to purchase food or items from gift shops. Please do NOT send your camper with any money for gift shops or food on field trips.

Swimming

Camp Swoosh has swim time planned each day. If we have campers who do not wish to swim that day, there are other activities that can be done during swim time. Occasionally we are able to offer walking field trips to the library during swim time for those who do not wish to swim.

Camp Swoosh has three different swim classifications. These classifications have been established in partnership with the state of Michigan, our Aquatics Coordinator, and Camp Director. The system is split up into three groups: red, yellow, and green.

- Red bands (those who are non-swimmers) are allowed to go on the splash pad, and up to the Lazy River.
- Yellow bands are allowed to go anywhere in the Leisure Pool and splash pad.
- Green bands can go anywhere in the aquatic facility including the lap pool (when available).

All campers begin as a red band. Swim tests must be passed to achieve Yellow or Green band status. The swim tests are as follows:

To achieve a Yellow band (allows camper to go anywhere in Leisure Pool area)

- Can swim 25 yards in 5ft depth without touching a lane line or the wall.
- Can jump in 5ft depth, recover, and return to wall.

To achieve a Green band (allows camper to go anywhere in Leisure Pool area and use Lap Pool Lane)

- Can swim 50 yards in 5ft depth without touching a lane line or the wall.
- Can tread water for 60 seconds without going under or requiring assistance.

Swimmers are allowed to re-test on Monday's at the beginning of swim time. The Jack E. Kirksey Recreation Center does not provide life vests to swimmers, if you prefer your child to have one, it must be U.S. Coast Guard approved.

If a camper wears a **life vest** during swim time, they are considered a **non-swimmer** and are classified at the **Red level**. Swimmers with a life vest must remain within arm's reach of a counselor at all times.

Pool Rules

Locker Room Rules

- Stay with your group in the locker room at all times.
- Change quickly and quietly.
- No belongings are to be left in the locker room. All Camp Swoosh items should be taken to the pool deck and placed on the bleachers.

Before Entering the Pool

- Shower before entering the pool.
- Shoes worn from outside are not allowed on the pool deck. Please bring sandals or water shoes or plan to be barefoot while on the pool deck.

Pool Safety Rules

- Listen to lifeguards and counselors at all times.
- No running on the pool deck.
- No horseplay, pushing, or dunking.
- Jump into the pool feet first (no 360s).
- Toys of any kind are prohibited in the pool.
- No masks or face coverings may be worn in the pool as they are a safety hazard.
- When you hear the buddy bell, swim to the nearest edge and raise your hand.

Slides & Attractions

- Campers must be at least 48 inches tall to go down the slide.
- When going down the slide, campers must remain seated in the tube with their bottom in the tube hole at all times.
- Campers must go down the slide feet first (no turning around or falling out of the tube).
- The hot tub is not permitted for campers.

Buddy & Bathroom Rules

- Campers must find a buddy and ask a camp counselor before leaving the pool area to use the bathroom.

Sunscreen

Please send sunscreen with your camper each day, as Camp Swoosh spends a significant amount of time outdoors. We encourage families to send spray sunscreen whenever possible, as it is easier for staff to assist campers with applying spray sunscreen.

Campers will be reminded to apply sunscreen daily and to reapply if we are outside for an extended period of time. If your camper needs assistance, please inform a staff member and we will be happy to help them apply their spray sunscreen.

Library and Pastor Park Trips

On select days during the summer we will have the opportunity to visit the Livonia Civic Center Library(32777 5mile Rd). We have partnered with the library to offer special events, activities, and the chance to read and check out books. We encourage everyone to sign up for the summer reading program through the library and get some of the reading done while at summer camp!

Pastor Park (33255 Lyndon St) is a public park in Livonia that is approximately a ten-minute walk from the Kirksey Recreation Center. Pastor Park has a playground, lots of shade, and green space for activities. We will be visiting Pastor Park frequently this summer and you may be directed to pick-up your camper there if you have to pick-up early in the day for any reason.

Injury & Medical Information

Camp swoosh staff take pride in ensuring the safety and well-being of all of our campers. With that in mind, all staff are certified in CPR, First Aid, and AED use in order to respond to any situations that may arise. In the event that your camper is injured, you will be notified by camp staff and the injury will be documented. For minor scrapes/cuts/bruises, you will be notified at pick-up. For anything that is moderate to severe, you will receive a phone call right away. We will contact those listed as emergency contacts at the time of registration.

It is your responsibility to update us on the status of your child's medical conditions if there are changes at any time throughout camp.

Camp staff will not administer medication at camp unless it is for lifesaving purposes. If your camper must bring medicine with them to camp, it must be clearly labeled and written instructions including dosage, frequency, and type of medication must be included. We can remind campers to take their medication, but we will not be administering or measuring doses. We strongly encourage you to have a conversation with a supervisor or the camp director on the first day your participant attends camp.

If your child has allergies (food, bee stings, etc.), please make sure this information is provided at time of registration. If your child requires administration of an EpiPen or other such devices, please make sure we are fully aware of the situation by giving written instructions and that camp staff is in possession of the device. Please see our camp staff for any additional information, if your camper has an EpiPen, glucagon, or if there are other medical concerns.

In order to provide the most positive experience for your child, Camp Swoosh requires the

Parent/Guardian/guardian to provide us with any and all information regarding your child's behaviors, tendencies, needs, and unique qualities before your child's start date at Camp. Should staff need to be made aware of any of these qualities, please call Camp Swoosh at (734) 466-2411 to discuss your child's needs.

All prescriptions and medical devices will be kept in a lockbox at all times unless medically necessary. This lockbox is carried with camp staff at all times.

Frequently Asked Questions

What if my child will be late to Camp Swoosh, will be absent or has to be picked up early?

On non-field trip days - Camp Swoosh will have a check-in station set up from 7:30 a.m. to 9 p.m. If you arrive outside of that time, there may be a delay in how fast your camper gets signed in. If we do not see your camper by 9 a.m. we will assume they are not attending that day. If you know your camper is not attending camp that day feel free to call Camp Swoosh at (734) 466-2411 or you can email Megan at mduby@livonia.gov.

On field trip days – Campers are required to be here by the designated drop-off times on field trip days (Wednesdays). If a camper is going to be late and will not arrive until after the bus leaves, they will be required to be dropped off at the field trip location. We will have several reminders about arrival times but please do NOT be late!

If you are picking up your camper early, let the staff member know at drop-off and we will do everything we can to have your camper ready at the time you indicate.

What is the Refund policy?

1. Requested by 5:00 p.m. one week prior to 1st day of class/camp – Class fee less \$10 processing fee/Camp fee less \$30 processing fee
2. Requested prior to 2nd class/camp day – 50% of class/camp fee
3. Requested after the start of the 2nd class/camp day – NO refund

What should I do if someone other than me needs to pick up my child from camp?

If someone other than who is listed as your camper's emergency contacts or is written down on the sign-in form will be picking your child up from camp, you will need to contact camp staff prior to this happening. In the event that plans change and you do not have the ability to contact us ahead of time, we will call the emergency contacts to get verification that we have permission to release your camper to said person. If not, we will not release your camper out of our custody. **We will not release children to anyone who is not listed on the registration form, who is not 18 years of age, or to a person that the Parent/Guardian/guardian has not given us written permission for.**

How do you split up the campers for group activities?

Depending on the activity, campers may be grouped based on age, group request, or which activity that they want to do.

What if I need to get a hold of my child during camp hours?

If there is a message that you need to pass along to your child, you can call Megan at (734) 466-2411 or email her at mduby@livonia.gov. If something is more urgent – you may call the Kirksey Recreation Center Front Desk at (734) 466-2900. The message will then get passed along to the Camp Swoosh staff.

Will my child be watching movies?

Camp Swoosh occasionally watches movies at camp. Movies are always optional and there are ALWAYS other activities happening. We only allow movies with a rating of G or PG.

What if my child forgets their lunch?

In the event your child forgets their lunch, we will try to contact the emergency contact numbers listed at registration. If someone does not answer, we will only provide some sort of food if permission was given at the time of registration.

My child left something at camp. Where can I look for it?

Lost and found is located near the check-in tables at camp each day.

Are Parent/Guardians allowed to stay at camp?

Unfortunately, Parent/Guardians are not allowed to stay at camp. After check-in, campers are in our custody and we ask Parent/Guardians to remain away from where campers gather due to social distancing rules. All staff are subject to background checks, registry clearance, and training hour requirements. Once they have been signed-in to Camp Swoosh custody, it will remain as such until a person designated on their emergency contact list or the sign in sheet signs them out.

I need a receipt of childcare and a tax identification number for my taxes/work flex account.**Where do I get this information?**

The tax identification number for the City of Livonia is 386005820, and receipts are available through the Kirksey Recreation Center front desk or through Program Supervisor Megan Duby by email at mduby@livonia.gov.

If my child misbehaves, what discipline policies are in place?**Camp Swoosh Behavior Policy 2026****Responding to Inappropriate Behavior**

At Camp Swoosh, our goal is to help campers learn and grow through positive experiences. When rules are broken or inappropriate behavior occurs, we address these situations fairly and consistently to ensure the safety and enjoyment of all participants.

We use the following steps to respond to behavior issues:

1. Verbal Reminder:

The camper will receive a gentle reminder about the rules they are expected to follow, helping them understand how their behavior should change.

2. **Loss of Activity Time:**

If the behavior continues, the camper will lose a portion of their activity time. This is typically done in 15-minute intervals, giving the camper time to reflect on their actions.

3. **Sent Home for the Day:**

For more serious or repeated issues, the camper will be sent home for the remainder of the day. Parents will be notified, and we will discuss the next steps.

4. **Sent Home + One-Day Suspension:**

If the behavior persists, the camper will be sent home and receive a one-day suspension from camp. This allows time for further reflection and an opportunity to correct the behavior upon returning.

5. **Week-Long Suspension:**

Continued rule violations may result in a week-long suspension from Camp Swoosh. This step is used to provide a more significant consequence in response to ongoing issues.

6. **Extended or Permanent Suspension:**

For extreme cases of inappropriate behavior, such as violence or leaving camp without permission, or in the case of repeated offenses, campers may face an extended suspension or be removed from Camp Swoosh for the remainder of the camp season or permanently. Repeat offenses may result in longer suspensions, even if the behavior is less severe than an initial violation.

Zero Tolerance for Violence

At Camp Swoosh, the safety and well-being of all campers and staff are our top priority. We have a **zero-tolerance policy** for any form of violence. Violent behavior is strictly prohibited and will result in immediate disciplinary action, up to and including suspension or removal from the program.

The following actions are examples of violent behavior which may include but are not limited to:

- **Hitting:** Striking or attempting to strike another camper or staff member with any part of the body or an object.
- **Kicking:** Using feet or legs to harm or attempt to harm others.
- **Spitting:** Purposefully spitting on or at another person.
- **Biting:** Biting or attempting to bite another individual.
- **Pushing/Shoving:** Using force to move or attempt to move others in an aggressive manner.
- **Throwing Objects:** Throwing items with the intent to harm or intimidate.
- **Verbal Threats:** Any form of verbal or non-verbal communication that threatens harm or violence towards others.
- **Other Physical Intimidation:** Any other form of physical aggression or behavior that is intended to intimidate, harm, or cause discomfort to others.

Flight Risk Policy

For the safety of both campers and staff, campers must remain with their assigned group at all times. Any attempt to leave the group or separate from camp supervision creates a serious safety risk. This behavior not only endangers the participant but also places an undue burden on staff, diverting attention from other campers.

If a camper attempts to leave the group or separate from camp supervision, they will be sent home for the day. If this occurs a second time, the camper will be removed from camp for the remainder of the summer.

Flexibility for Safety and Well-Being:

Please note that while we follow the above process in most situations, Livonia Parks and Recreation staff reserve the right to adjust these steps depending on the nature of the behavior, each specific situation, and past behavior of participants. Our top priority is the safety and well-being of all campers, and we may take immediate action if a situation is deemed particularly serious.

Late Pickup Policy

Families will no longer be assessed late fees for picking up their camper after the scheduled time. However, staff are expected to follow the following steps for managing late pickups:

- 1. First Late Pickup:**

A warning will be issued to the family, reinforcing the importance of timely camper pickup to ensure smooth operations and camper safety.

- 2. Repeated Late Pickups:**

If a family is late for pickup multiple times after receiving warning(s), they may be suspended from camp for a specified period.

- 3. Further Offenses:**

Continued late pickups may result in further suspension or expulsion from camp for the remainder of the camp season.

Before issuing a suspension, staff will engage in conversations with families to address the late pickup policy and explore solutions. Livonia Parks and Recreation staff will use discretion, considering the unique circumstances of each situation.

Parent/Guardian(s) Policy

Threatening, aggressive, or inappropriate behavior toward staff, campers, or other families will not be tolerated. Examples include but are not limited to:

- Abusive or profane language
- Physical or attempted physical assault
- Sexual language or behavior directed at another individual
- Verbal or physical threats

- Verbal harassment or intimidation
- Damage to camp property or personal belongings
- Inappropriate or aggressive communication via email, phone, or other platforms

If a parent/guardian displays any of the above behaviors, their camper may be subject to suspension or permanent removal from the program. In cases of severe misconduct, law enforcement may be contacted. Decisions regarding program removal are at the discretion of camp leadership, and appeals would follow the appropriate appeal process.

Acknowledgment:

By agreeing to this behavior policy, I acknowledge that I have reviewed the guidelines with my child, and we agree to follow them. I understand that failure to comply could result in suspension or removal from Camp Swoosh. I also recognize that Livonia Parks and Recreation staff reserve the right to modify these steps based on the severity of the situation to ensure the safety and well-being of all campers.

Appeals Process

At Camp Swoosh, we believe in fairness and transparency. If a camper is suspended from the program, parents/guardians have the right to appeal the decision.

How to Appeal:

- Any appeal of a suspension must be submitted in writing to the Livonia Parks and Recreation Camp Administrator within three days of the suspension or the incident leading to the suspension.
- The written appeal should include the reasons for the appeal and any relevant details that you believe should be considered during the review process.

Review Process:

- Once the appeal is submitted, it will be reviewed by either the Assistant Superintendent or Superintendent of Parks and Recreation.
- The decision made during this review will be communicated to the parent/guardian, and it will be considered final.

Our goal is to ensure that all decisions regarding camper suspensions are fair, thoughtful, and in the best interest of all campers and staff.

Additional Questions?

Please do not hesitate to reach out to Program Supervisor Megan Duby by email at mduby@livonia.gov or by phone at (734) 466-2411.