



# CAMP MILLIGAN

## Family Guide

Crawfordsville Park & Rec. Dept. || Montgomery County Early Childhood Coalition

# TABLE OF CONTENTS

About Camp Milligan	3
Tuition	4
Drop Off and Pick Up	4
Location and Contact Information	5
Camp Communication	5
Our Counselors	6
Daily Camp Schedule	7
Weekly Themes	8
Lunch, Snacks, and Water Bottles	9
Inclement Weather	9
Dress Code	10
Swim Policy and Expectations	10
Field Trips	11
Phones, Electronics, and Toys	11
Emergency Plan	12



# ABOUT CAMP MILLIGAN

Camp Milligan is a summer camp designed for students in Kindergarten to 5th Grade. Camp Milligan was founded in 2022 by a partnership between Crawfordsville Park and Recreation and the Montgomery County Early Childhood Coalition.

Camp Milligan's goal is to provide a safe, welcoming, and fun environment for campers to enjoy during the summer months. Camp Milligan is dedicated to providing a space for all campers to learn and explore new things while also having fun! We make it a priority to give campers an active summer filled with outdoor adventures in nature and the water.



Camp Milligan would not be possible each summer without our amazing sponsors!





# TUITION

- A \$50.00 non-refundable deposit is due at the time of registration. This deposit holds your spot and also covers the cost of your child's camp t-shirt and swag.
- Tuition Cost is \$140 per week. This includes lunch, snacks, pool, activities, and field trip admission costs. Full tuition cost for the full 10 week summer program is \$1,400.00.
- **All tuition payments are due each Friday for the following week.** Families can choose to pay in full or weekly at the Community Center front desk. By confirming your child's spot in the summer camp program, you acknowledge that you are committing to the full 10-week program.

## DROP-OFF/PICKUP

Camp is open Monday through Friday from 7:30am- 4:30pm. We will be closed on July 4th for the Independence Day holiday.

### ***Drop-off:***

- Please be sure to drop your camper/s/ off by 8:45am. Our groups will begin their morning meeting and activities at 9:00am, so it is critical that you drop your child off before 8:45 each day. If you arrive after 9:00am., you will need to take your child to his/her group after signing in. There will be someone at the front desk to let you know where your child's group is at if they are not in the camp room.
- Field trips take place most Wednesdays (except stated otherwise in the schedule), our bus will arrive at camp to pick us up by 8:45am. **If you do not have your camper dropped off by 8:30am then you will need to arrange for alternate care as all camp staff will be traveling together on field trip days.**
- You will be required to sign-in each day.
- Please park your car in the parking lot and walk your child in to the Summer Camp classroom.

### ***Pick-up:***

- Pickup is between 3:00-4:30pm.
- You **MUST** sign your child out everyday.
- If you have to pick your child up earlier than 3:00pm, you will need to come inside to the Summer Camp Room to sign him/her out. You will then go over to the designated group area to get him/her. Before taking your child for the day, please communicate with the counselor in charge.
- You will be asked to show a photo ID when you pick up your child for the first few weeks of camp. This helps us know who you are and to make sure your child is leaving with the correct person.

# LOCATION & CONTACT INFORMATION



## **Main Location:**

### **Crawfordsville Community Center**

922 E South Blvd  
Crawfordsville, IN 47933  
364-5175

## **Contacts:**

### **Fawn Johnson**

*Director*

Crawfordsville Parks and  
Recreation Department

fjohnson@crawfordsville-in.gov  
364-5175

### **Lisa Walter**

*Early Learning Director*

Montgomery County  
Community Foundation

lisa@mccf-in.org  
765-362-1267

### **Elizabeth Truncone**

*Camp Director*

## **CAMP COMMUNICATION**

- We use Class Dojo to communicate with parents and families. You will receive a sign up link at open house night to access Class Dojo.
- We have a Facebook group that we will use on a weekly basis to update you on what is going on in camp! Please request to join our private Facebook group "Camp Milligan 2025".



# ClassDojo

# OUR COUNSELORS



## Staff Training

Camp Milligan Counselors attend a full day of training at the start of each summer facilitated by Lisa Walter, Early Learning Director at the Montgomery County Community Foundation. Counselors also attend and are required to review the following training sessions hosted by the Redwoods Institute-(in collaboration with the American Camp Association) prior to the start of camp:

- Behavior Management
- Playground Safety and Programming at Camp
- Aquatic Safety at the Pool
- Transportation Safety at Camp
- Field Trip and Off-Site Travel Safety
- Bullying Prevention
- Peer to Peer Sexual Abuse Prevention

Staff also receive CPR and First Aid certifications through the Crawfordsville Parks and Recreation Department.

Continued education trainings are provided during employment each summer and staff will regularly receive in-classroom observations and feedback from their peers.

## Staff Safety Requirements

Each staff member is required to pass a background check and complete all pre-hire tasks before their first day of employment.

## Staff Ratios

Campers will be supervised by a counselor, student ratio of 1:10.

# DAILY CAMP SCHEDULE

**7:30 - 9:00 am: Arrival & Camp Stations**

**9:00 - 9:30 am: All Camp Meeting & Morning Snack**

**9:30 - 10:30 am: Outdoor Recess**

**10:45 - 11:30 am: STEAM Lab**

**11:30 am - 12:30 pm: Lunch & Pool Prep**

**12:30 - 2:15 pm: Swimming Time**

**2:30 - 3:15 pm: Chill Time & Afternoon Snack**

**3:15 - 4:00 pm: Open Gym/ Activity Free Choice**

**4:00 - 4:30 pm: Clean-Up & Departure**



# WEEKLY THEMES

<b>Week 1</b>	<b>Adventure Awaits</b>
<b>Week 2</b>	<b>Camp Candyland</b>
<b>Week 3</b>	<b>Super Sleuths</b>
<b>Week 4</b>	<b>Homegrown</b>
<b>Week 5</b>	<b>Dino-mite!</b>
<b>Week 6</b>	<b>Jingle in July</b>
<b>Week 7</b>	<b>Game ON!</b>
<b>Week 8</b>	<b>Summer Camp: The Musical</b>
<b>Week 9</b>	<b>Cool Chemistry</b>
<b>Week 10</b>	<b>Summer Celebration</b>





# LUNCH, SNACKS, & WATER

- Crawfordsville Schools **will provide a free lunch to each camper, every day this summer except on field trip days.** If your child has allergies or prefers to bring their own lunch to camp, please send their food in a lunch box labeled with their name.
- We will provide a morning snack at 9:30am and an afternoon snack at 3:00pm-(yogurt, cheese sticks, fruit/veggies, crackers, cereal bars, applesauce pouches, etc). **We do NOT provide breakfast.**
- The Lead Counselors will give every family a copy of the lunch menu as they become available.
- On the days of field trips, **each child will need to bring their own lunch and drink/water bottle packed in a Ziploc bag and labeled** so they fit in our camp coolers.
- **Please be sure to send in your child's water bottle with them each day** and if you can send it in with ice water each morning-that is even better! When you drop your child off they will put their water bottle in their specific camp groups crate-(signs will be attached).
- We will keep some cups on hand in the case that your child forgets their water bottle, but please help them remember to bring it to camp each day.



## INCLEMENT WEATHER

- In the case of inclement weather, we will provide your child with a variety of activities inside the community center. We will plan to be outside as much as possible, so please be sure to send your child to camp each day with a hat, sunscreen, and water bottle. Sunscreen will be stored in the summer camp room and counselors will ensure that sunscreen is applied before the children leave the community center and throughout the day as needed. We will do everything we can to reschedule pool visits if we get rained out but that is subject to pool availability.

# DRESS CODE

- Campers should dress comfortably; we will be outside as much as possible throughout the day. Shorts, T-Shirt, Sweatshirt-(if needed) and tennis shoes are all okay. Please do not send your child to camp in flip flops. Crocs and “keen-type” shoes are fine as long as they have a strap. We will be playing various sports, walking, hiking, and creek stomping-so please plan accordingly.
- Younger campers are encouraged to bring a set of clothes in a labeled Ziploc bag that they can keep in their backpack.
- Please send in sunscreen and bug spray-(if you desire) labeled with your child’s name. Hats are also encouraged to help with sun protection. Counselors will help apply sunscreen throughout the day.
- The campers will swim multiple times each week. Please make sure your child comes to camp with their bathing suit under their clothes each swim day-(this will help with timeliness and locker room use) and their towel, and dry clothes- even if the weather doesn’t look great in the morning, please still send everything in with your child. Slides/ flip flops are okay to be worn to the pool only.
- On field trip days, campers are required to wear their provided tie-dyed t-shirt.



## SWIM POLICY/EXPECTATIONS

- All campers will visit the Milligan Park Pool every day of the week (weather permitting).
- Be sure to send your camper with a swim suit, towel, sunscreen, and a wet sack to put their wet bathing suit in after we swim. Please LABEL every item!
- Campers will complete a skills test with the lifeguards and counselors. The skills test will allow us to know if any of the children need to stay out of the deep/diving board area. We will have other swimming areas and the splash pad open to the campers. Each counselor will rotate from their designated pool area to ensure proper safety and supervision at all times.
- Campers are NOT allowed to purchase food or drinks from the concession stand. Please talk to your child about not going to the concession stand with friends or family members that are not with camp.



# FIELD TRIPS

- Field trips take place on most Wednesdays (unless otherwise mentioned) during the camp session.
- Each child will need to bring their own lunch and drink/water bottle packed in a Ziploc bag and labeled so they fit in our camp coolers. We will provide each parent a copy of our field trip plan and specific departure/arrival times for each trip during camp sessions.
- If we must cancel a field trip due to weather or other circumstances, parents will be notified and if possible, we will try to reschedule but do know that this may not always be an option. A separate field trip policy will be available at our Open House and will need to be signed by both the camper and parent/guardian before they are permitted to attend a field trip.



# PHONES/ELECTRONICS/TOYS

- Cell phones and other electronic devices-(DS, iPod, iPad, Apple Watch, etc..) are NOT allowed at camp. It is our hope that this camp will keep your child active, learning, and having fun while unplugged from electronic devices. If a device enters camp, the Camp Counselors will confiscate the item and return it to the camper's parent once they are picked up for the evening.
- Please refrain from allowing your child to bring toys from home. We have plenty of toys and fun items for your child to use while here at camp. Every once in a while we may host a special show and tell or LEGO Mini-Figure trading day; but that is at the counselor's discretion.

# EMERGENCY PLAN

## **CPR/First Aid:**

- A staff member with CPR and First Aid Certification will be on-site at all times that children and staff are present. All staff members are required to complete these trainings.

## **Administration of Medication:**

- All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed. The Camp Director will be responsible for dispensing the medication and making sure that it is locked and secured in a safe place.

## **In Case of Medical Emergency (Child):**

- Parents will immediately be notified in case of a medical emergency. A copy of each child's record is kept on hand in the summer camp classroom. Every effort will be made to contact the child's parent or guardian before calling the emergency contact listed in the application. The alternate contacts will be called if the child's parent or guardian cannot be reached. If necessary, we will transport the child to the hospital of choice via ambulance.

## **In Case of Child Illness:**

- Parents will immediately be notified in the case of a child illness. A copy of each child's record is kept in the summer camp classroom and each camp backpack will contain each child's emergency information. Every effort will be made to contact the child's parent or guardian in the case of an illness. If necessary, alternate contact will be called.

## **Evacuation Plan:**

- If our building must be evacuated due to fire or other hazard, we will exit the building using the nearest accessible door and will meet in the parking lot of the Fraternal Order of Eagles (directly across the street) at 920 E. South Blvd. Once all the children have been accounted for and we are cleared to re-enter, we will notify parents of the situation via Class Dojo.
- If the building catches fire or is otherwise damaged during the operating hours, we will contact a parent, guardian or emergency contact. If a family member cannot be reached, children will be moved to a safe location nearby and a notice will be posted.





Participant Name: \_\_\_\_\_  
*First* *Last*

Address: \_\_\_\_\_  
*Street* *City*

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Grade (Entering): \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_

T-Shirt Size: YS YM YL S M L XL

Estimated Arrival Time: \_\_\_\_\_ Estimated Pick-Up Time: \_\_\_\_\_

**Parent/Guardian to notify in case of emergency:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Other Emergency Contacts:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Rate your child's swimming abilities: GOOD FAIR N/A

Any health concerns that we should be aware of? (If yes, please explain) **BE SPECIFIC!**

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

Allergies/Dietary Restrictions: \_\_\_\_\_

Medications: \_\_\_\_\_

Special Accommodations/Needs: \_\_\_\_\_

*I/we, the undersigned hereby waive any and all claims and do hereby release the Crawfordsville Park & Recreation Dept., employees and volunteers of any financial liability resulting from any accident or injury during the progress of, or following as a result of participating in summer camp.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Discipline Policy

Participants in our programs are expected to adhere to the following guidelines to ensure a positive and safe environment for all:

1. **Create a Safe and Welcoming Environment:** Work collaboratively with counselors and fellow students to establish an atmosphere that is safe and inclusive for everyone.
2. **Conflict Resolution:** Recognize that while you may resolve some conflicts independently, counselors are always available to listen and provide assistance if a problem arises.
3. **Participation in Activities:** Students are required to actively participate in activities of the program.
4. **Appropriate Language:** Students must use respectful and appropriate language at all times. Excessive or deliberate use of profanity will not be tolerated. Students may be suspended if it is an ongoing issue.
5. **Electronic Devices:** Leave cell phones and other electronic devices at home or in your backpack. If electronics are allowed for a specific reason students may only have them out at staff's request.
6. **Respect for Property and Personal Space:** Show respect for the Crawfordsville Park and Rec and Montgomery County Early Childhood Coalition property, as well as the personal space of other campers and camp staff.
7. **Zero Tolerance for Elopement:** Students must be able to stay with the program participants at all times and be able to transition from one location to another without needing one on one assistance.
8. **Zero Tolerance for Physical Aggression:** We enforce a strict zero-tolerance policy for physical aggression. In the event that a child engages in physical aggression toward another child, staff member, or any individual, immediate action will be taken to ensure the safety and well-being of all participants and staff.

**If necessary, the following procedures will be implemented:**

- The child will immediately be sent home.
- The head counselor will notify the parent or guardian at the time of pick-up regarding the duration of the suspension.
- Parents or guardians are expected to pick up their child within 30 minutes of the dismissal decision.
- Depending on the severity of the aggression, the child may face additional consequences, including being prohibited from returning to the program for the remainder of the session.
- The Camp Director, Fawn, and Lisa, will directly communicate with the parents or guardians to discuss the possibility of expulsion from the program.

By adhering to these expectations, we can ensure a positive and enriching experience for all participants in our programs. Your cooperation and commitment to these guidelines are greatly appreciated.

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## **Discipline Policy**

### **Behavior Agreement:**

At the Crawfordsville Park and Recreation Department, the safety and wellbeing of all attendees are our top priorities.

To ensure a positive and secure environment, we have established the following behavior guidelines and consequences:

#### **Four Strike Policy: (This 4 Strike Policy does not pertain to Elopement or Physical Aggression)**

- First Infraction: A verbal warning will be issued.
- Second Infraction: A time out from participating in the current activity.
- Third Infraction: A behavior report will be filled out and given to the child's parent/guardian.
- Fourth Infraction: Parents will be called, and the child will be removed from camp for a determined period.

### **Positive Discipline Approaches:**

To maintain a positive and constructive environment, all staff members undergo training in the use of positive discipline approaches. These approaches are designed to modify behavior effectively, promote personal reflection, and encourage responsible choices. Our methods may include redirection, allowing personal reflection time, or temporarily removing a participant from an activity until they can exhibit more positive behavior.

### **Parent Communication:**

We believe that parents should be informed about their student's behavior choices, both positive and areas needing improvement. Our goal is to maintain open lines of communication and collaboration with parents to ensure the best possible experience for every participant.

### **Behavior Reports:**

In cases where chronic or severe behaviors are identified that require improvement to ensure the safety and overall participation of the student in our program, we will initiate a behavior report. This report will be shared with parents or guardians through email.

### **Phone Communication:**

Depending on the nature of the behavior and the need for further discussion, a phone call may be warranted following the emailed behavior report. This conversation allows for a more in-depth understanding of the situation and facilitates collaborative efforts between our team and parents to address any concerns.

### **Refund Policy:**

Refunds will not be issued for children who are sent home. Children removed from the program for disciplinary reasons or inability to follow our program rules will not be refunded for the remaining days of the month.

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## Discipline Policy

The Crawfordsville Park and Recreation leadership and Camp Milligan Director reserves the right to remove any child from our program if they are deemed a direct threat to any staff member or participant in the program. Any verbal or physical abuse directed at a staff member or child by a program attendee or parent/guardian will result in immediate dismissal.

We are committed to creating a nurturing and enriching environment for all participants. We believe that by upholding these principles and maintaining effective communication, we can work together to ensure a positive and constructive experience for every student in our program.

I have read and understand the above Discipline Policy.

Camper Name: \_\_\_\_\_

Camper Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_





## Emergency Information/Permission for Health Care

Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Father/Legal Guardian: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Mother/Legal Guardian: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

### Authorized Adults

In the event of an emergency, please list names of individuals we may contact after all attempts have been made in contacting parents:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Are there any unauthorized adults **NOT** permitted to pick your child up from summer camp?  
Please list their name/s/ and relation to the child:

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

### Emergency Care

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Hospital Preference: \_\_\_\_\_

Known Allergies: \_\_\_\_\_

### Emergency Care Consent

In the event of an emergency, I authorize the staff to provide any first aid deemed necessary for my child. In the event of an emergency in which I cannot be reached, the physician listed above and the local hospital are authorized to provide care deemed necessary for my child. In the event of an emergency, I hereby authorize the transfer of my child's health records to the local hospital.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Authorization to Take and Use Photographs/Video and Waiver and Release of Claims**

I, \_\_\_\_\_, hereby grant the Crawfordsville Parks and Recreation and Montgomery County Community Foundation, its directors, officers, and employees non-revocable permission to capture my image and likeness in photographs, videotapes, motion pictures, recordings, or any other media (collectively "Images"). I acknowledge that CPRD and MCCF will own such Images and further grant the CPRD and MCCF permission to copyright, display, publish, distribute, use, modify, print and reprint such Images in any manner whatsoever related to CPRD and MCCF business, including without limitation, publications, advertisements, brochures, web site images, or other electronic displays and transmissions thereof. I further waive any right to inspect or approve the use of the Image by the CPRD and MCCF prior to its use. I forever release and hold the CPRD and MCCF harmless from any and all liability arising out of the use of the Images in any manner or media whatsoever, and waive any and all claims and causes of action relating to use of the Images, including without limitation, claims for invasion of privacy rights or publicity.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that I am the parent and/or guardian of a child under the age of 18 years, and I hereby consent that any Images (as defined above) may be used for any purposes set forth in this Authorization and Release above.

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



## **PARENTAL WAIVER, CONSENT AND RELEASE FORM**

The undersigned, in my capacity as parent and/or legal guardian of (child) \_\_\_\_\_, hereby provides consent for my child to participate in Camp Milligan-Summer Day Camp at Crawfordsville Parks & Recreation-Community Center. I understand participation in this event/activity is inherently dangerous and that injury and illness (including communicable diseases such as Influenza, MRSA, Coronavirus, etc.) are possible.

I willingly agree that my child will comply with the stated and customary terms and conditions for participation in regard to protection against injury and infectious diseases. If, however, I observe any unusual or significant hazard during my presence or my child's participation, I will remove my child from participation and bring such to the attention of the nearest official immediately.

I agree to waive claims against the City of Crawfordsville, Crawfordsville Parks & Recreation Department and Board of Directors, Montgomery County Community Foundation and Board of Directors, Montgomery County Early Childhood Coalition, North Montgomery School Corporation and Crawfordsville Community Schools, for any and all liability for injury or illness sustained by my child or any other person as a result of my child's participation in Camp Milligan-Summer Day Camp at Crawfordsville Parks & Recreation-Community Center and agree to hold harmless and indemnify City of Crawfordsville, Crawfordsville Parks & Recreation Department and Board of Directors, Montgomery County Community Foundation and Board of Directors, Montgomery County Early Childhood Coalition, North Montgomery School Corporation and Crawfordsville Community Schools from said liability

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_