


RECREATION & WELLNESS

Little Louies 
DAY CAMP

Family Packet
2026

Table of Contents

About Little Louies Day Camp	PG. 3
Contact Information	PG. 4
Dates & Locations	PG. 5-6
Daily Schedule Format	PG. 7
Camper Drop Off & Pickup	PG. 8
Preparing For Camp	PG. 9
Health & Wellness	PG. 10-11
Behavioral Management Policies	PG. 12
Disciplinary Actions	PG. 13
Emergency Action Plan	PG. 14
Water Day Procedures & Rules	PG. 15
Rock Climbing Rules	PG. 16
Heat/Sunscreen/Hydration	PG. 17
Campus Maps	PG. 18-20

About Little Louies

About Our Camp

GVSU's Recreation & Wellness Department proudly presents Little Louie's Day Camp — a vibrant summer experience packed with sports, activities, and wellness exploration. Designed for school-aged children, our camp creates a welcoming space where campers connect, grow, and thrive together. Through small-group instruction, kids build meaningful social skills while enjoying unforgettable experiences like our indoor climbing wall, team-building games, and fun-filled water days.

Mission

Little Louie's Day Camp is where kids thrive! Through fun, enriching activities rooted in health and wellness, children build self-confidence, discover the power of teamwork, and make friendships they'll never forget.

Vision

To create an impactful summer camp experience — a place where growth, development, and early success aren't just encouraged, they're celebrated.

About Our Staff

We will strive to keep the target ratio of campers to staff at 5:1. All camp staff are:

- Age 18 years or older
- Completed a background check
- First Aid/CPR/AED and Inhaler & Epi-Pen training
- Completed Camp Counselor and Recreation & Wellness training

Staff Structure

Camp Director
Assistant Camp Directors
Lead Counselors
Camp Counselors

Contact Information

Name	Role	Email
Aaron Mowen	Camp Director	recwellcamps@gvsu.edu
Anna Tollefson	Assistant Camp Director	recwellcamps@gvsu.edu
Ava Spiteri (Assistant Camp Director)	Assistant Camp Director	recwellcamps@gvsu.edu
Dakota Francoeur (Assistant Camp Director)	Assistant Camp Director	recwellcamps@gvsu.edu
Recreation & Wellness Office	616-331-1732	recwellcamps@gvsu.edu

Dates & Locations

Dates

Session 1: June 18 - 12

Session 2: June 15 - 19

Session 3: June 22 - 26

NO CAMP: June 29 - July 3

Session 4: July 6 - 10

Session 5: July 13 - 17

Session 6: July 20 - 24

Session 7: July 27 - 30

Session 8: August 3 - 7

Session 9: August 10 - 14

Registration will be available until one week prior to the start of the week session OR until full.

Locations

Recreation & Wellness Office: Located within the Recreation Center, across from the welcome desk on the Lot F entrance. If you have any questions or emergencies, please contact the Recreation & Wellness office or you may walk in. This is the location that your campers will be dropped off late or picked up early.

Fieldhouse Circle Drive: Located on the north side of the fieldhouse, just off Lot C1. This is where camper drop off & pick up will take place each day.

Gymnastics Room: One of the home spaces of Little Louies Day Camp. Located on the main level of the Fieldhouse.

Dance Studio: One of the home spaces of Little Louies Day Camp. Located on the main level of the Fieldhouse.

Court 6, 7, 8: Located on the lower level of the Recreation Center. These will be the primary sport courts used for activities.

Fieldhouse Classroom 16/18: Located on lower level of the Fieldhouse. This space will be used primarily for seated activities, such as crafts, lunch, or movie days.

Locations

Locations

Climbing Center: Located on the main level of the Fieldhouse and shared by the gymnastics room, separated by a divider curtain. This space will only be used on climbing days.

Kindschi Hall 1179: The building is located right next door to the Recreation Center and the classroom is on the first floor. This space will be primarily for seated activities, such as crafts, lunch, or movie days.

Kindschi Hall Lawn: The lawn is located right next door to the Recreation Center. This space will be primarily for drop-off, pick-up, free play, and other outdoor activities.

Student Services South Lawn: Located in the heart of campus, near the clock tower. This location will only be used for water days.

Kirkhof Center: Located in the heart of campus. We will visit the LEC (Laker Esports Center) & informal gathering spaces for crafts, lunches, or other activities.

Sand Volleyball/Basketball Courts: Located just across from the Fieldhouse, off the west side of the building. This location will be used for outdoor sports and activities.

Field 1: Located across from Lot H3, just north of Laker Village. This location will be used for outdoor sports and activities.

*This is not an exhaustive list of the locations that campers will be visiting during their time at camp. Please know that we will NOT be taking campers off campus for any activities or programs. All activities and programs will take place on the Allendale (Valley) Campus.

Daily Schedule Format

Time	Activity	Location
8:30a - 9:00a	Camper Drop Off	FH Circle Drive
9:00a - 9:30a	Daily Expectations, Rules, & Icebreakers	FH Circle Drive Lawn
9:30a - 10:00a	Fire Safety Orientation (Monday only)	FH Lobby
10:00a - 10:15a	Transition/Bathroom	
10:15a - 11:15a	AM Snack/Outdoor Activity 1	Outdoor Location Varies
11:15a - 11:30a	Transition/Bathroom	
11:30a - 12:00p	Lunch	Location Varies
12:00p - 12:10p	Transition/Bathroom	
12:10p - 1:00p	Outdoor Activity 2	Outdoor Location Varies
1:00p - 1:10p	Transition/Bathroom	
1:10p - 2:00p	PM Snack/Outdoor Activity 3	Outdoor Location Varies
2:00p - 2:10p	Transition/Bathroom	
2:10p - 3:00p	Outdoor Activity 4	Outdoor Location Varies
3:00p - 3:10p	Transition/Bathroom	
3:10p - 3:40p	Free Play	FH Circle Drive Lawn
3:40p - 4:00p	Daily Recap & Reflection	FH Circle Drive Lawn
4:00p - 4:30p	Camper Pickup	FH Circle Drive

* The daily schedule is subject to change based on the main activities for the day (water days, climbing days, LEC days, etc.)

Camper Drop Off & Pickup

Camper Drop Off & Pickup

- Drop off: Between 8:30am - 9:00am
- Pickup: Between 4:00pm - 4:30pm
- Location: All drop offs and pickups will be held at the Fieldhouse Circle Drive, located off of Lot C1, which is on the north side of the fieldhouse. If there is ever any change to the location, Little Louies Day Camp will communicate the changes via email.

Authorized Release List

Pick up is only permitted by parent/guardian, emergency contact, or additional 18+ adult as submitted on your registration form.

Photo ID verification and signature are required at pick up.

Contact the RecWell Office at least 24 hours in advance to make changes to your authorized list.

Late Arrival or Pick Up

Daily drop off concludes at 9:00am. We allow for a 10-minute grace period but cannot accept campers after this time.

If an unforeseeable delay occurs for pick up, please contact the Recreation and Wellness office.

If by 4:30pm no authorized individuals have picked up a camper we will:

- Contact the parent/guardian
- Contact additional authorized adults
- Contact emergency contacts
- Contact GVPD

*Campers picked up past 4:40 will incur a \$25 fee

Camper Early Check Out

Recreation & Wellness will not deny any authorized individual to check out their camper at any point in the day from camp. If you check out your camper, regardless of the time of day, the camper is checked out for the remainder of the day and may not return to camp until the following day.

Please inform the Recreation & Wellness Office of any early checkouts 24 hours in advance. In case of emergency, please allow 15 minutes for our staff to escort your camper to the office.

Preparing for Camp

How to Dress for Camp

Please dress your camper appropriately for movement, activity, and weather. Clothes may get dirty so dress your child in clothes that are meant for play. Closed toed shoes and socks are required.

Items to Bring

Please bring the following items individually labeled each day to camp

- Backpack to carry all personal items
- Lunch & AM Snack in insulated bag (no fridge or microwave available)
- Refillable water bottle
- Sunscreen & bug spray
- Change of clothes
- Swimsuit, towel, and plastic bag for wet gear (water days only)

Items to Leave at Home

- All electronics including, but not limited to, cell phones, tablets, gaming consoles, iP-ods, headphones, etc...
- Toys, stuffed animal, action figures, blankets
- Weapons, alcohol, tobacco, or fireworks
- Personal sports equipment
- Pets and animals
- Money

This list is not exhaustive. If camp staff feel an item is inappropriate or disruptive, it will be confiscated and returned to your camper at the conclusion of the day. GVSU and Recreation & Wellness will not be held responsible for lost, stolen, or damaged items. A lost and found box will be made available during the week. All lost and found items will be donated at the end of the summer. Please check with a staff member if you need help locating an item.

Little Louies Day Camp has a No Cell Phone policy for the entire duration of camp. Cell phones will be asked to be put in the camper's personal bag at first sight. If an issue continues, cell phone will be placed in the Recreation & Wellness office and a parent meeting may follow. If you wish to contact your camper, please contact the Recreation & Wellness office.

Health & Wellness

Meals & Snacks

- Campers are required to bring lunch everyday, Monday through Thursday. Lunches cannot be refrigerated or microwaved.
- Recreation & Wellness will provide pizza for all campers on Friday's. Campers may still bring their own lunch on this day if they prefer.
- Campers should bring a morning snack with them. An afternoon snack will be provided by Recreation & Wellness. Campers are welcome to bring additional snacks.
- Snacks provided may include, but are not limited to fruit, popcorn, pretzels, granola bars, goldfish, string cheese, candy.
- Snack will be required to meet all dietary needs of the current camp attendees.

Food Allergies

Any food allergies or dietary needs must be included on your registration and health history form. Parents will need to supply any special foods needed.

We will do our best to accommodate some of the most common food allergies with any snack we provide. However, we cannot guarantee that all facilities will be allergy free. Our staff will remind campers not to share food or snacks so as to avoid allergen transmission.

Medication

Any/all prescription and non-prescription medications must be listed during registration or communicated prior to the start of the camp day. All medication must be brought to camp in their original, labeled container with the camper's name, medication name, dosage, and prescribing physician's name (prescription meds). Medications will be collected by camp staff at check-in and stored in a locked box in a secure location. Medications will be returned to the authorized person at release.

Prescription medications are administered only in accordance with the written instructions of the prescribing physician as indicated on the prescription label. Non-prescription medications are administered only with prior written authorization from the authorized person on file. Trained camp staff administer prescription and non-prescription medications.

In an emergency, we will have trained staff for Epi-Pen and Inhaler administration should the camper be unable to administer themselves. Otherwise, campers will be able to self-administer.

Health & Wellness

Illness

Grand Valley State University Recreation & Wellness does not have the accommodations necessary to provide care for children who are ill. For everyone's safety and well-being, we cannot allow children to camp until they have been symptom free for 48 hours.

If while in our care the child becomes ill or displays a fever, a parent, guardian, or emergency contact will be notified to pick up the child.

GVSU's Recreation & Wellness 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.

Injuries

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.

In the case of major injuries the emergency procedures outlined below will be followed.

Emergency Procedures

All medical information and a copy of each camper's health form is kept on file at all times. A camper's counselor is made aware of pertinent health information prior to a camper arriving at camp.

In the case of an emergency,

- Emergency personnel (911) will be contacted.
- Parent/guardians will then be contacted immediately.
- 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 staff will contact the emergency numbers on the camper's registration form.

In the event of a tornado, severe thunderstorm, or disaster warning, the campers will be taken to the facilities' designated shelter location as a group and remain with the program staff until the all-clear signal is sounded.

Camp Director and camp staff will ensure the safety of all campers and will bring them into designated spaces with the Recreation Center/Fieldhouse.

Behavioral Management

Positive Behavior Management

Little Louies Day Camp believes that children thrive when they feel respected, seen, and supported. Our approach to behavior management is proactive and relationship-based. We prioritize prevention, clear expectations, and positive reinforcement over reactive or punitive responses.

Staff are expected to use positive behavior management techniques as the primary tool for guiding camper conduct. These methods include, but are not limited to:

- Establishing clear, age appropriate expectations at the start of each session
- Using specific, genuine praise and positive reinforcement for appropriate behavior
- Providing consistent routines and structured transitions to reduce behavioral challenges
- Redirecting campers calmly and respectfully before escalating a response
- Communicating with campers using calm, clear, and direct language
- Modeling the behavior and tone we expect from campers
- Building individual relationships with campers to better understand their needs
- Collaborating with the Assistant/Camp Directors when additional support is needed

Camper Expectations

At the start of each camp session, all campers will participate in establishing group norms and reviewing camp agreements. Campers are expected to:

- Treat fellow campers and staff with kindness and respect
- Follow staff directions the first time they are given
- Keep hands, feet, and objects to themselves
- Use appropriate language--no name calling, bullying, or put downs
- Respect shared spaces, equipment, and materials
- Stay with their assigned group and staff at all times
- Report any safety concerns or uncomfortable situations to a staff member

Disciplinary Actions

Prohibited Practice

The following practices are strictly prohibited at Little Louies Day Camp and constitute violations of Michigan Administrative Rule. No staff member may, under any circumstance, engage in the following:

- Deprivation of food or rest
- Isolation without supervision
- Hazing, ridicule, threats
- Corporal punishment
- Excessive physical exercise as punishment
- Excessive restraint

Disciplinary Actions

Any action that is deemed unhealthy or inappropriate for camp will have an incident report filed for the camper and others involved. If a camper is a repeat offender, a conversation will happen between the parent/guardian and the assistant camp director before the camper may return to camp. If behavior does not improve after a conversation, the camper will be asked to be removed from camp, and no refund will be granted.

Automatic removal from camp:

- Causing intentional harm to fellow campers or staff
- Bringing a weapon/drugs/alcohol
- Engaging in sexual acts

Emergency Action Plan

Custody Orders

Until a court action has established custody, one parent may not limit the other from picking up a child in our care. Recreation & Wellness must be notified immediately of any changes in custody order. Certified custody orders must be given to the Camp Director.

Child and Adult Protection Plan

Michigan Law Requires Immediate Action! All camp staff are mandated reporters. Any staff member who has reasonable cause to suspect child abuse or neglect MUST make an immediate oral report. This is a legal obligation--not optional, and not subject to a supervisor approval first. Oral reports will be made by calling MDHHS at 855-444-3911. Reports may also be submitted through the Michigan Online Reporting System. Additionally, a written report will be submitted within 72 hours to MDHHS.

Any alleged perpetrators will be immediately separated from the camper population until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of the campers. An alleged perpetrator will be placed under direct supervision of adult camp staff. All such cases remain confidential.

Tornado, Severe Weather, & Disaster Procedures

In the event of a tornado, severe thunderstorm, or disaster warning, the campers will be taken to the facilities' designated shelter location as a group and remain with the program staff until the all-clear signal is sounded. Camp Director and camp staff will ensure the safety of all campers and will bring them into designated spaces.

Water Day Rules

Water Wednesdays

Water days will be held on Wednesday of each session. Water Wednesdays will be held in the Student Services South Lawn. Sandals or open toed shoes will be permitted for this activity. Children will be able to change into their swimsuits prior to participating in the activity, so please do not send them to camp in their swimsuit.

Water activities will take place in the afternoon and campers will change back into their dry clothes after the activity concludes. We do suggest that campers bring a plastic bag for their wet clothes on this day.

Campers will be changing in fully enclosed single stalls. If a camper requires assistance while changing clothes, admission into the program permits camp counselors of the same gender to assist with the camper changing clothes.

Campers will not be permitted to shower following water activities.

Water day includes the following activities:

- Water blasters
- Sprinklers
- Reusable water balloons
- Other water toys

Climbing Day Rules

Climbing Days

The Climbing Center is designed with many different routes to allow many climbers to ascend at one time. The wall is 26.5ft high and has high rope options. Bouldering is low climbing (<13ft off the ground) and happens without the use of all the gear (ropes, harnesses, belay devices, etc). Camper's do not have to have any experience to climb. Staff will be belay trained and maintaining supervision ratios during this activity.

- Shoes are required. No barefoot climbing.
- Campers must use their own tennis shoes.
- Campers are not required to climb.

There will be alternative activities should your camper not want to climb. While we encourage the time for bouldering, there will also be board games, coloring books, and team building activities as alternative options.

Heat, Sunscreen, & Hydration

Heat

If the heat temperature is in the range of 90° and 95° F, participants will be highly monitored with shorter activity sessions outside. If the temperature range is higher than 95° F, the option to remain indoors will become a priority due to safety concerns. A hat is recommended to be worn when outside during high temperatures. Camp counselors will monitor time spent outside and will allow for sunscreen and hydrating.

Sunscreen

Campers can only use sunscreen that they bring. Sunscreen must be in the original contained labeled with the child's name. Please take the time to apply sunscreen and teach camper how to use it before the camp day. Staff will only assist with administering spray (no-rub) sunscreen.

In the instance that a camper forgets sunscreen, camp staff may provide sunscreen with the permission of the parent/guardian. Any allergies should be listed on child's registration.

Hydration

A refillable water bottle with your campers name clearly visible is required for each day of camp. There will be hydration stations and breaks built into each activity. It is important that campers not only hydrate during camp, but also the nights prior to camp to allow for adequate hydration.

Campus Maps

Fieldhouse Circle Drive

All campers will be dropped off and picked up at the Fieldhouse Circle Drive at the pool entrance, which is just off Lot C1, which is located on the north side of campus.

If you need further assistance navigating the GVSU Allendale Campus, please check out this [interactive map](#).



Campus Maps

Recreation & Wellness Office

Any camper being picked up early will have to be checked out of the Recreation & Wellness Office, which is located in the Recreation Center. Parents/guardians will have to park in lot MP, which is a pay to park lot.

If you need further assistance navigating the GVSU Allendale Campus, please check out this [interactive map](#).



Campus Maps

Campus Map

