

MESSIAH SUMMER DAY CAMP PARENT HANDBOOK 2017

ADMISSION

Messiah Summer Day Camp is open to all children regardless of gender, race, color, nationality or religious beliefs who may benefit from our program. Summer camp is open to children entering grades Pre-Kindergarten through 8th grade. Registration packets are available from the church office or online at www.messiahnetwork.org. Sign up online, read the handbook, and pay a registration fee of ____ to complete the registration process.

ARRIVALS AND DEPARTURES AT CAMP

All campers arriving at Messiah Summer Day Camp will be signed in at the welcome table with a camp counselor or other camp employee. Every day before leaving camp, all campers must be signed out, which includes time and signature of the person to whom the child is released. If someone else is to pick up your child, please notify the camp counselors in advance. Only a person authorized by the parent or guardian, in writing, may pick up a child.

BELONGINGS AND WHAT TO BRING

Each day campers should bring the following (Please mark all items with your child's name):

- A backpack as a place for them to keep their swim items on Mondays and Wednesdays.
- A nutritious lunch that will give your camper energy to continue having a great day.
- Swimsuit and towel (on Swimming Days Only).
- All campers should provide sunscreen with their name on it.

Campers should NOT bring:

- Money
- Any electronic device. (MP3 players, radios, cell phones, cameras, etc.) Cell phones may be taken and kept by counselors for the remainder of the day and returned to the camper at pick-up.
- Games and toys from home
- Any other valuables

***Summer Camp, Messiah Lutheran Church and School, and all summer camp counselors are not responsible for lost and/or stolen items. To ensure that items are not lost, please write your child's name on all belongings.**

COMMUNICATION

We want parents to be informed. The main form of communication for camp is email. Messiah will send out a weekly email with pertinent information about schedules and field trips. Feel free to call the church office Monday-Friday 8am-4pm. An emergency cellphone number will be distributed to parents the first day of camp for your child.



COUNSELORS

Summer Camp Counselors are carefully selected individuals who have been thoroughly interviewed and trained to be outstanding summer camp counselors. They have a deep faith and love in Jesus Christ and are active members of a church. All full-time counselors are at least 18 years old and/or a high school graduate. Many are college-age students who take seriously their role as a Christian Camp Counselor.

There is a lengthy application process for all counselors involving a paper application, references, and an interview with the camp executive director and camp administrator. Background checks are also obtained on all staff. Counselors are trained in CPR and First Aid at the beginning of the summer and receive extensive summer camp training as counselors before camp begins.

DAILY SCHEDULE

Activities typically are scheduled from 8:00a.m.-4:00p.m. The schedule varies based on the daily field trip. Every day includes, lunch, snack, craft, group games, praise time, and bible study. Younger campers generally have a rest time.

DISCIPLINE

Messiah Summer Day Camp uses positive reinforcement to encourage acceptable behavior. The camp facilities are designed to reduce conflict and to promote non-competitive experiences. Rules are clearly defined at the beginning of the summer.

If inappropriate behavior occurs, the following disciplinary actions will take place:

- The camper will receive a warning to discontinue the behavior.
- If repeated, the camp counselors or director will re-direct the camper to another activity or facilitate problem solving between the campers.
- If the behavior continues, the camper will be moved away from the other campers (i.e. "time out") and is required to sit for a short time period.
- For more serious inappropriate behavior and/or continual disruption at camp, a camper may lose time at the pool or at an afternoon field trip.
- In extreme cases, the camper may be suspended or expelled from camp.

Behavioral information will be shared with the parents when they pick up their camper and/or by phone or in writing when necessary. Continued behavioral issues will result in developing a Plan of Action to encourage the camper to change their negative behavior to positive behavior on a permanent basis. Messiah Summer Day Camp reserves the right to discharge a camper if the Director agrees that a specific camper is disruptive to the summer camp environment. This action will only occur after a reasonable trial period and after the Director has conferred with the parents and Pastor at Messiah.



DRESS CODE

- Simple, comfortable, washable play clothes.
- Messiah Summer Camp T-shirt on all field trips. Shirts are worn for safety, so if a camper arrives without a t-shirt, he or she may not be able to attend the field trip.
- Socks and shoes to summer camp every day. (Flip-flops and sandals are only allowed at the pool.)
- Swim attire should be modest. All campers should be able to dress for the pool with little to no assistance.

EMERGENCIES

If a camper has an accident at camp that produces a major injury calling for professional medical care, the parent or guardian will be contacted. If the injury requires emergency care, the local EMS will be called for service, and a staff member will accompany the camper to the hospital.

EXTENDED CARE

Morning extended care runs from 7:00-8:00 a.m. to accommodate campers who need to be dropped off prior to 8:00 a.m. Afternoon extended care begins promptly at 4:15 p.m. and ends at 6 p.m. Extended Care is billed at a flat rate of \$5 per camper per day. If campers are dropped off before 8 a.m. or picked up after 4:15 p.m. parents will be charged this extended care rate. There is a \$1 per minute late fee for campers picked up after 6:00 p.m. (Camp ends at 6:00 p.m.)

FACILITIES

Messiah Summer Day Camp uses classrooms at Messiah Lutheran Church, as well as the school's gym, outdoor fields, and sanctuary. All rooms are kept clean and organized. In addition, because we are "An Outdoor Christian Camp in a Day Camp Setting", we visit many sites around the St. Louis area as we take field trips nearly every day. If you would like to visit the building to see the rooms and other facilities or have other questions, please call the summer camp director or administrator to schedule an appointment.

FEES/COST OF CAMP

Registration:

The Summer Camp Registration fee is February (Free!), March-May (\$40), May- August (\$50)

Daily and Weekly Rates:

The daily rate for the 2017 Summer Camp is \$35.00.

The weekly rate for the 2016 Summer Camp is \$175.00

Extended Care Fees:

Extended Care is billed at a flat rate of \$5 per camper per day.

If campers are dropped off before 8 a.m. or picked up after 4:15 p.m. parents will be charged this extended care rate.

Late Pick-up Fee:

There is a \$1 per minute late fee for campers picked up after 6:00 p.m. (Camp ends at 6:00 p.m.)

Returned checks: For all returned checks there is a \$25 fee.



FIELD TRIPS AND TRANSPORTATION

Field trip schedules are posted on www.messiahnetwork.org. All trips are included in the cost of camps. All campers attend scheduled field trips if they are present at camp. Transportation is provided by First Student Inc. No campers are transported in staff vehicles. Campers can be picked up at field trip locations with advance communication with camp staff. All field trips are subject to change for circumstances such as enrollment, staffing, inclement weather, and other situations determined by camp administration.

FIRST DAY OF CAMP

Please bring your child to the back entrance by the Preschool Playground. Take the circle drive behind the building. Please park your car, and walk your child inside to the summer camp welcome and sign-in table located in the lobby. Camp personnel will be there to greet you. Your child will receive their camp T-shirt on the first day of camp.

GROUPS/ GROUPING

Groups are determined based on camper age. Camper to staff ratio is generally 1:10 for all campers over the age of 7. Smaller ratios are typical for campers under the age of 7. Typical ratios for field trips are 1:5 for all campers regardless of age.

HEAT POLICY

Messiah Summer Camp does function as a primarily outdoor camp. Camp staff takes necessary precautions in heat including shortening outside play and game time, following sunscreen procedures, taking advantage of shade areas, and providing adequate water breaks throughout the day. Messiah monitors excessive heat warnings and adjusts programming according to the safety needs of the campers.

HOURS OF OPERATION

It is important to have your child dropped off no later than 9:00 a.m. unless you have informed the summer camp staff. Some fieldtrips leave as early as 9:00 a.m. and we don't want your child to miss out.

Campers may arrive any time from 8:00-8:45 a.m. Morning extended care runs from 7:00-8:00 a.m. to accommodate campers who need to be dropped off prior to 8:00 a.m. Parents may pick up their campers from 4:00-4:15 p.m.

Afternoon extended care begins promptly at 4:15 p.m. and ends at 6 p.m.

We recognize some parents have unpredictable work schedules and we will do our best to be as flexible as possible and work with you whatever the situation. We do, however, ask for a schedule of when your child will be at camp because it helps us in planning for field trips and coordinating counselors' work schedules. Please contact the summer camp director(s) with any scheduling changes at your earliest convenience.



If you have not yet paid and you make a scheduling change, we will make the adjustment to the schedule and look forward to seeing you the next day your child comes to camp. If you have paid, we will credit you the day and work with you to schedule your child for another day at camp.

ILLNESSES

Parents are asked not to bring their child to summer camp until he or she is free of symptoms for at least 24 hours. Please notify the camp director as soon as possible of your camper's absence. If a camper develops symptoms of an illness (especially fever, diarrhea or rashes) while at camp, the camper will be separated from the group and the parents will be asked to pick him or her up immediately.

If a camper has a communicable disease, (including ringworm), it may be necessary to obtain written permission from a physician and/or proof of treatment before the camper returns to camp.

MEDICATIONS

Please talk to the camp director about medication administration. Campers are not permitted to self-administer medications with the exception of inhalers, epi-pens, and emergency medications with the consent of a doctor. All medications must be in the original containers and only a daily supply should be provided. Medications will only be administered according to the directions provided.

NEEDS OF CAMPERS

We recognize that some children have specific needs that require special attention by summer camp staff. We will do our very best to accommodate all children at our summer camp. However, we ask that you please call the director in order to discuss the specific needs of your child and to evaluate if this is the best summer camp for you and your child.

PAYMENTS

Summer Camp is a pre-pay program. Payment for each week is expected in full prior to the first day your child attends each week and includes paying amounts due from the previous week of summer camp as well as any extended care fees. Payments may be made by check/money order (made payable to Messiah Lutheran Church) or Cash.

PHOTO POLICY

Messiah Summer Day Camp and Messiah Lutheran Church may use, reuse, publish and republish photographic materials of campers to illustrate, promote and advertise Messiah Summer Day Camp, Messiah Lutheran Church and their programs in publications and websites. Names will not be used in print or online publications. If you do not wish to grant a photographic release, please discuss with the camp director.



REFUNDS

Weeks of camp are not refunded at the end each week. Credit is applied to future camp days. No extended care fees will be refunded or credited. Registration is non-refundable. All refunds will be issued as a check withholding any credit card fees.

RULES

Camp rules are simple. Have fun. Be safe. Don't prevent others from having fun.

SCHEDULE

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Afternoon extended care begins promptly at 4:15 p.m. and ends at 6 p.m.

SUNSCREEN POLICY

Campers must arrive with sunscreen applied. Staff will apply sunscreen mid-day or as needed. At the pool, all campers must wear sunscreen and counselors will apply every two hours or as needed. Please let camp staff know about special sun protection needs.

SWIMMING

The safety and supervision of all of the children at camp and at the pool is our first priority. Children going into Pre-Kindergarten through 1st grade are grouped together so that they may receive the most attention and care from our counselors. These ages will remain in the splash-shallow section of the pool. Older campers rotate with their counselors to various areas of the pool. Staffing ratio is 1:5 for all campers and counselors swim in the water with their assigned five campers. Campers change for the pool at Messiah which provides the children with a safe and monitored environment free from the chaos of the water park's locker room. Our summer camp counselors are trained in CPR and First Aid and all pools are patrolled by trained lifeguards.

WEATHER

Every summer one or two field trips/pool days are changed and/or canceled because of inclement weather. As a summer camp staff we have put together a series of fun rainy day activities as a substitute for the inclement weather. These activities may include an indoor scavenger hunt, a popcorn and movie day, or several other activities and art projects that make for a great day at camp.

