

# Chapel of the Cross Summer Camp 2019 Parent Handbook



*Please be sure to read the Summer Camp Parent Handbook thoroughly. The Parent Handbook includes general information as well as the policies and procedures of Chapel of the Cross Summer Camp. These policies are intended to best serve the needs and safety of your child while at camp. If you have any questions at any time, please contact the Summer Camp Director(s) at (314) 741-3737 or e-mail [summercamp@chapelofthecross.org](mailto:summercamp@chapelofthecross.org).*

## **Admission and Registration**

Chapel of the Cross Summer 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 Kindergarten through 8<sup>th</sup> grade. Registration packets are available from the church office or online at [www.chapelofthecross.org/summercamp](http://www.chapelofthecross.org/summercamp).

## **Summer Camp Facilities**

Chapel of the Cross Summer Camp uses classrooms at Chapel of the Cross Lutheran, as well as the church's gym, outdoor fields, and sanctuary. All rooms are kept clean and organized. In addition, because we are "a Christ-centered outdoor day camp", 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 executive director to schedule an appointment.

## **Summer Camp Schedule**

Days of Operation: Monday - Friday from May 28, 2019 through August 2, 2019 (No camp on July 4 or 5)

Hours of Operation:

Morning Extended Care – 7:00 a.m. – 8:30 a.m.

Summer Camp – 8:30 a.m. – 4:00 p.m.

Afternoon Extended Care – 4:00 p.m. – 5:30 p.m.

## **Qualifications of Summer Camp Counselors**

Summer camp counselors are carefully selected individuals who have been interviewed and trained to be outstanding summer camp counselors. They have a deep faith in and love for Jesus Christ and are active church members. All full-time counselors are at least 18 years old and/or a high school graduate.

The application process for all counselors involves a paper application, references, and an interview with the summer camp director(s). Background checks are also obtained on all staff. Counselors are trained in CPR and First Aid at the beginning of the summer and receive training as counselors before camp begins and ongoing throughout the summer.

## **Children with Specific Needs**

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 camp executive 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.

## **What happens after I complete my Registration Packet?**

Please turn the completed registration packet with the registration fee into the church office. After we have received your summer camp registration, you will receive a confirmation postcard by mail.

## Summer Camp Payment and Billing Policies

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.

## Summer Camp Fees

### Registration:

The Summer Camp Registration fee is \$40. An Early Bird Registration fee of \$30 (a \$10.00 discount) is available to parents who turn in the camper registration and pay the registration fee prior to May 1.

### Daily and Weekly Rates:

The daily rate for the 2018 Summer Camp is \$29.00.

The weekly rate for the 2018 Summer Camp is \$125.00.

Families with 3 or more children in attendance at summer camp: Normal rates apply for the first two children in a family. The daily rate for the 3<sup>rd</sup> and each additional child is \$15 per day per child. The weekly rate for the 3<sup>rd</sup> and each additional child is \$60 per week per child.

### Extended Care Fees:

Extended Care is billed at a flat rate of \$3 per morning per camper and \$3 per afternoon per camper. If campers are dropped off before 8:30 a.m. or picked up after 4:00 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 5:30 p.m. (Camp ends at 5:30 p.m.)

### Returned checks:

For all returned checks there is a \$25 fee and payment for the remainder of the summer will be expected in cash.

### Cancellations/No Shows:

Since some field trips required pre-purchased, non-refundable tickets and/or additional staff, Summer Camp reserves the right to charge a \$10 fee for missing these days unless cancelled one week in advance.

## Summer Camp Covenant

While Christian gatherings present many opportunities to learn and to develop a closer relationship with Jesus Christ and with each other, there are also expectations as to proper attitude and behavior during summer camp. These include but are not limited to:

- Follow all directions given by the summer camp counselors.
- Be responsible and take responsibility for your actions.
- Keep your hands, feet, and objects to yourself. No fighting or hitting ever.
- Respect the rights and property of others at all times.
- No swearing, inappropriate language, or complaining.
- Always bring issues and concerns to a camp counselor.

We ask that you go over this with your child prior to attending camp so that they understand what the director and counselors expect of them. As a staff we will review this covenant with the campers throughout the summer.

## Discipline

Chapel of the Cross Summer 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.

Chapel of the Cross Summer Camp reserves the right to discharge a camper if the director and pastor agree 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 Chapel of the Cross.

## **First Day of Camp**

Please park your car (in a parking spot as parking is not allowed in the drive), bring your child to the front entrance of Chapel of the Cross, and walk your child inside to the summer camp welcome and sign-in area located in the upstairs lobby. Camp personnel will be there to greet you. Your child will receive their camp T-shirt on the first day of camp.

## **Signing In/Out**

All campers arriving at Chapel of the Cross Summer 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, including time and signature of the person to whom the child is released. Only a person authorized by the parent or guardian may pick up a child.

## **Summer Camp Schedule**

It is important to have your child dropped off no later than 8:45 a.m. unless you have informed the summer camp staff. Some fieldtrips may leave as early as 9:00 a.m. and we don't want your child to miss out. Campers may arrive any time from 8:30-8:45 a.m. Morning extended care runs from 7:00-8:30 a.m. to accommodate campers who need to be dropped off prior to 8:30 a.m. Parents may pick up their campers from 3:30-4:00 p.m. Afternoon extended care begins promptly at 4:00 p.m. and ends at 5:30 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 executive director with any scheduling changes.

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.

## **\*Clothing and Personal Belongings**

### **Campers should wear:**

- Simple, comfortable, washable play clothes.
- Chapel of the Cross Summer Camp t-shirt on all field trips (typically Tuesdays and Thursdays)
- Socks and shoes to summer camp every day (flip-flops and sandals are only allowed at the pool)

### **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. *Please no microwavable lunches since a microwave is not available!*
- Swimsuit and towel (for the pool on Mondays and Wednesdays).
- A personal container of cream sunscreen with the camper's name on it to be kept at camp.

### **Campers should NOT bring:**

- Money

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

*\*Summer Camp, Chapel of the Cross, 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.*

## **Field Trips**

The safety and supervision of all of the children at camp, at the pool, and on any field trips is our first priority. This year we will go to the Bellefontaine Pool, the pool at the North County Recreation Center and other area pools.

Children going into Kindergarten and 1st grade are grouped together so that they may receive the most attention and care from our counselors. When at the pool, the younger children are always with a camp counselor. The younger children spend most of their time in the shallow end of the pool where the children are free to play in the water with the counselors.

For all campers: When we are at the pool, we have some of our counselors in the water and others observing from the edge of the pool wearing staff t-shirts. This makes the counselors accessible for the lifeguards in the event of an emergency and also for the campers. Campers change for the pool at Chapel of the Cross 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.

## **Field Trip Rain Days**

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 in case of 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. We are also sensitive to extremely hot summer days and will provide your child with frequent water breaks, snacks, and rest from being out in the hot sun.

## **Camper Illness**

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, it may be necessary to obtain written permission from a physician and/or proof of treatment before the camper returns to camp.

## **Medical Emergency**

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. If EMS is contacted, standard procedure is to take the camper to Christian Hospital (across the street from Chapel).

**Please contact the summer camp executive director or the summer director with any questions about Summer Camp policies, guidelines, or any other questions or concerns.**

## **Contact Information**

### **Chapel of the Cross Lutheran**

11645 Benham Road

St. Louis, MO 63136

Church Office: 314-741-3737 (Summer Camp x102)

Fax: 314-741-3746

E-mail: [SummerCamp@chapelofthecross.org](mailto:SummerCamp@chapelofthecross.org)

Website: [www.chapelofthecross.org/summercamp](http://www.chapelofthecross.org/summercamp)