

INTRODUCTION

St. Paul's Lutheran Summer Camp is a home away from home which supports, strengthens, and supplements the family, the school, and the church. The program offers developmental care in a Christian environment for children two years of age to eighth grade. St. Paul's Lutheran Summer Camp admits all children regardless of race, color, nationality, or religious background.

The Summer Camp is made up of groups separated by ages, days of attendance and enrollment. Each group is staffed according to the group's size with a Group Leader and Assistant. The children are provided with a healthy environment for physical as well as social growth and opportunities for a wide variety of experiences within a warm, secure, and Christian surrounding.

Our philosophy states "We strive to recognize each child as a child of God, capable of growing in his/her own unique way and to provide an atmosphere of love & trust in which the child is free to explore and grow." We deal with the total child. All aspects of development --- spiritual, physical, emotional, social, intellectual --- all are interrelated. Our program fosters the total development of the child through an appropriate environment and worthwhile experiences.

SUMMER CAMP SCHEDULE

Hours 7:00 a.m. to 3:00 or 5:30 depending on your Enrollment.

First day of Camp Monday, June 3, 2024.

Last day of Camp Thursday, August 15, 2024

Camp operates each weekday between the last day of school and the first day of school except:

- a. Monday, July 1st – Friday, July 5th (Observance of Independence Day)
- b. Friday, August 16th (Cleaning Day)
- c. Monday, August 19th (Staff Retreat)

- d. Tuesday, August 20th (Preparation for 2024-2025 School Year)

The camp will operate continuously beginning at 7:00 am and ending at 5:30 p.m.

CAMP RULES

The Camp Staff will work with the children to create a calm, peaceful, and loving atmosphere which will be good for playing and working together throughout the Summer. We believe that all children can behave properly. When misbehavior occurs, a consequence is given to help the child learn appropriate behavior and to cooperate with others. While encouraging good behavior, we always remember that a child is never denied respect or forgiveness.

CAMP RULES & CONSEQUENCES

1. Follow Directions
2. Stay in assigned areas
3. Keep hands & feet to self
4. Show respect for teachers
5. Work together and share
6. Use good language
7. No fighting
8. Be respectful and courteous to others
9. Follow group rules regarding games and centers
10. No Cell Phones
11. Show a Christian attitude toward others

IF A CHILD CHOOSES TO BREAK A RULE

FIRST OFFENSE

WARNING – The Camp Staff will speak directly to the child concerning the inappropriate behavior and together develop a more acceptable behavior.

SECOND OFFENSE

THINKING TIME – The Camp Staff will remove the child from the situation, divert their attention to a new activity or put them in a quiet area for a period of time.

THIRD OFFENSE SEND TO DIRECTOR & LOSE OUTSIDE TIME –

A discussion with the Director will take place emphasizing appropriate and inappropriate behavior.

FOURTH OFFENSE

DISCIPLINARY NOTE & LOSE ALL OUTSIDE TIME (FOR THE DAY) – The

Director will once again speak with the child and issue a disciplinary note home for parents to sign & return.

FIFTH OFFENSE

CONTACT PARENT(S) – The Director will consult parents who may be asked to attend a conference to correct the situation.

A log will be kept for each individual child, making note of any disciplinary problems and consequences which will take place. In cases of extreme disciplinary problems, your child may be suspended from the center. Three discipline notes in one month will result in expulsion from the camp.

We expect each parent to take time at home to discuss consequences when misbehavior occurs and to provide appropriate follow-up at home.

Children who follow rules will have the satisfaction that comes with being responsible. They will also earn verbal positive compliments, “happy notes”, or stickers to take home. This is a behavior modification technique that has been proven to work in improving good behavior.

It is in your child’s best interest that we work together. The Camp Staff will be in close contact with you regarding your child’s progress.

STAFF REQUIREMENTS

Each member of the Camp Staff has had appropriate training for their job title-description. The Department of Human Resources has certain regulations for each job description-title. This includes experience, and education specifically for the camp environment.

In addition to the training that is required for each member of the camp staff, a criminal background check also must be done by the Police Department. This is the procedure that must be taken whenever someone takes a job with children. In addition, each member must have a physical examination to be sure they are physically capable of working with children.

If for any reason, you have any problems/concerns about an employee, please contact the Director at once. You have the right to know the people who will be working with your children.

PARENT INVOLVEMENT

You will receive a Camp Calendar each month with all the latest happenings for the upcoming month. The Camp Calendar will be emailed to you. STAY IN TUNE WITH YOUR CHILD'S CARE! Parents are welcome to observe their children at any time.

BILLING & FEES

Payment Policy:

Full payments must be made each month, even if a child is absent. Each Full-Time family can receive a 50% reduction for up to TWO weeks of vacation during the Summer. **Vacations must be submitted to the Camp office in writing two weeks in advance. Failure to make payments or make payments on time may result in losing your child's spot in Camp.** The last day to submit for vacation credits is Friday, June 28, 2024.

1st Payment due on May 1st 2nd Payment due on June 1st 3rd Payment due on July 1st

Returned Check Fee:

There will be a \$35.00 charge for all returned checks.

Late Payments:

There will be a \$35.00 late charge for all payments over 10 days past due.

Late Pickup Fee:

Camp closes at 5:30 pm. We ask that all parents cooperate in picking up their child(ren) before 5:30 pm. Your child quickly adapts to the routine of arrival and departure. It is very understandable when a child becomes anxious and upset because a parent is late in picking them up. To help your children, please be prompt. If for some emergency a parent should be delayed, please call the Camp office at (410) 766-0591. There will be a \$2.00 per minute, per child late fee for all parents arriving after closing time. You will be handed a late slip with the amount you owe, and this amount is expected upon arrival at the Camp office the next day the child is to attend Camp. Parents who are consistently late will be requested to meet with the Director. **After 5:30 pm, we are no longer legally responsible for your child, and this is a very critical concern.**

***This late pickup fee also applies for those students with a 3:00 pick up time.**

ABSENTEES/WITHDRAWALS FROM CAMP

Our program and licensing requirements force us to engage staff based on the number of children enrolled. We cannot give Camp refunds for days when your child is absent.

Parents may withdraw a child from the program at any time. **A TWO-WEEK WRITTEN NOTICE IS REQUIRED. Parents wishing to withdraw their child, but who fail to provide two-week notice will be charged for the upcoming month fee. NO withdrawals after June 28, 2024.**

TELEPHONE USAGE

Parents may call the Camp anytime throughout the day regarding their child. The telephone number is (410) 766-0591. Parents may also call to set up appointments, conferences, etc., with the Director or a Camp Administrative Staff Member. However, we cannot permit your child to be on the telephone unless it is an emergency. The children are under the supervision of staff members and may not leave the room to take personal calls at any time. Your child may not make any calls unless it is an emergency situation. In case of an emergency, a staff member will make a call directly to the parent. This is a business phone and may only be used for emergencies.

MEDICATIONS

Camp PROHIBITS us giving over the counter medication such as aspirin, cough medicine, etc. without a doctor's order. Over the counter medication may not be opened when brought to us. ONLY prescription medicine may be given to the child and only after the medication has been given at home at least one time with a wait time of twentyfour hours to avoid any allergic reactions. The bottle, with a doctor's order, must be brought into the Office and handed to the Medication Technician on duty. DON'T SEND MEDICATION IN WITH YOUR CHILD. Narcotic medication must be counted and signed in and signed out. The bottle must show: Name of the child, Name of the medicine, Prescription number, Name of the doctor, Dosage and how many times a day the medication is to be given. The Physicians Medication Order must match the bottle and be signed by the physician and the parent. If you need a Medication Order Form, please contact the office.

Please note: Our Supervising Nurse must sign off on all new medications and orders prior to the first dose being administered by our staff.

All medication forms and allergy action plans can be found on our website.

MEDICAL & ILLNESSES

Staff regulations require us to maintain a medical record on each child and for the child to have a physical examination prior to admission to Camp. All medical forms, emergency forms, personnel forms, etc., must be completed and on file before your child begins attending Camp. **WE WILL NOT ACCEPT YOUR CHILD IF FORMS ARE NOT COMPLETED!**

For the protection of all children, your child should be kept at home (we cannot accept him/her at Camp) if he/she shows any of the following symptoms:

- A temperature of 100 degrees or higher
- Diarrhea or vomiting
- Persistent Coughing
- A rash
- Nasal discharge or discharging eyes or ears
- Communicable disease or condition

If a child has been exposed to a contagious disease, he/she should be kept at home and **THE FACT OF HIS CONDITION SHOULD BE REPORTED TO CAMP.**

If a child becomes ill during the day, he/she will be placed in an area away from the other children and the parents will be contacted with the request to take the child home. **If the child leaves the center with a fever, they may not return the next day and must remain fever free for 24 hours before returning without fever reducing medication.**

After being notified that their child is sick, parents need to pick up their child from care within forty-five minutes or less. If you are unable to get here in that time, please contact one of your emergency contacts to pick up your child from care. After returning to the center, we cannot be responsible to accommodate requests to keep your child secluded or inside during outside play. We have limited staff and cannot staff these requests.

ARRIVALS AND DEPARTURES

When dropping off your child, you are asked to use the school side entrance. This door is equipped with an intercom and doorbell. The door is ALWAYS locked for everyone's safety. This means that you may find yourself waiting for someone to answer the door.

Please note that when filling out the emergency card, only those people listed will be permitted to pick up your child. ALL PICKUPS REQUIRE SUMMER CAMP CAR TAGS OR PHOTO ID AT PICKUP. Please only give Car Tags to those you have authorized to pick your child up from camp. In the event that another party will need to pick up your child, written permission is required, and photo identification must be presented to the camp staff. DO NOT CALL THE CAMP OFFICE THE SAME DAY IN WHICH SOMEONE ELSE WILL NEED TO PICK UP YOUR CHILD. NO AUTHORIZATIONS WILL BE GIVEN OVER THE PHONE.

If either parent is not to be authorized to pick up a child, a court order stating which parent has sole custody of the child is required. This court order must be on file with the camp office. There are no exceptions. This is state law and we are not permitted to withhold any child without a court order.

CLOTHING AT CAMP

Water activities, sand play, and occasional bathroom accidents necessitate an extra set of clothing. We ask that extra clothing be kept at CAMP AT ALL TIMES for P2, P3 & P4. Extra clothing should consist of:

- Underwear

- Undershirt
- Shorts
- Shirt
- Pair of socks
- Shoes (Optional)

All extra clothing should be marked with the child's name. If wet or dry clothes are sent home, please return a clean set of clothes the next day. This is a regulation by the Department of Human Resources that is required for all children aged three to five and for any other child who may have bladder difficulties.

ALL CLOTHES SHOULD BE MARKED AND IN A ZIP LOCK BAG.

TOYS

Children may bring in toys that are clearly labeled with your child's name. Please show the toys to the Group Leader in order for the toys to be accounted for and to be sure they are appropriate for St. Paul's. St. Paul's assumes no responsibility for lost or broken items.

LOST AND FOUND

The Camp has a Lost and Found box, which is kept in the school media center. We ask that you please check the box on a regular basis to be sure your child's belongings have not ended up in the Lost and Found. If items are not claimed at the end of Summer, they will be donated to the Lutheran Mission Society.

REST PERIODS

Parents of children in the P2, P3, and P4 programs will need to provide Camp with bedding for nap time. The Department of Human Resources requires that all children, ages 2-4, have a rest time. If your child does not normally nap at home, he/she may lie on the cot quietly and look at a book. However, your child must remain quiet during rest time. The following items will be needed for nap time for each child:

- A small pillow (approximately 12" x 12")
- A small blanket (It should fit easily into a book bag.)
- A crib sized sheet.
- A Book Bag with a zipper clearly labeled with your child's name.

(NO Pull String Bags, No Plastic Bags, No shopping bags...)

Every Friday the bedding will be sent home to be cleaned and should be returned on Monday. If your child does not attend Camp on Fridays, please ask the group leader for the bedding to take home and clean from time to time.

BIRTHDAYS AND SPECIAL OCCASIONS

Parents are welcome to send cookies, cupcakes, or cakes to share with their children's friends on birthdays or special occasions. Please let the Camp Staff know in advance that you will be bringing in a treat. You will also need to check with the staff for how many children will be present on that day, so as not to exclude anyone. However, invitations to parties at your home must be mailed through the regular mail system. We cannot be responsible for lost or undelivered invitations.

ABUSE AND NEGLECT

The State of Maryland requires that all members of our Camp Team be on the lookout for, and report to the State, any and all cases of abuse to a child. St. Paul's Summer Camp is, therefore, obligated to report to the State any suspected case of child abuse and/or neglect.

AGE REQUIREMENT

The Camp requires the children to be 3 years of age by September 1 and **FULLY INDEPENDENTLY POTTY TRAINED** to attend our P3 program.

PARENT/CHILD COMMUNICATION

We ask that if you or your child have a concern with another child you bring your concern to the Camp office and not handle it yourself. Children perceive conversations in different ways than may have been intended. The Camp staff can gather the necessary information regarding circumstances rather than acting on only partial information. Children's perceptions are frequently limited. Allowing the staff to handle concerns is more effective. No parent appreciates another parent directly approaching their child.

A FINAL WORD

St. Paul's Summer Camp welcomes you into our Christian family of love and look forward to working and caring for your child. This handbook is a supplement to the school year handbook which talks more in depth about policies. We ask that you keep an open line of communication with our Camp Staff. If you have any questions, problems or concerns please let us know.

In His Service,

Coral L. Shreve

Coral L. Shreve, Camp Director
B.A. Early Childhood Education

Summer 2024 Parent Handbook

I have read and fully understand the terms in the handbook and will abide by them as stated. If there is ever a problem, I will speak with the Director at once.

Child's Name Printed

Grade

Parent Signature _____

Date _____

***PLEASE RETURN THIS PORTION TO CAMP BY MAY
13, 2024.***

