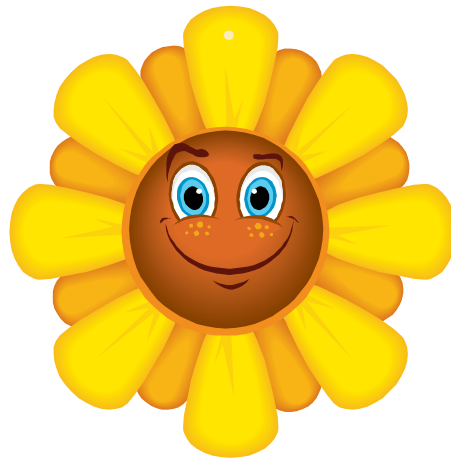


Bethel Christian Academy's Summer Day Camp



PARENT HANDBOOK 2012

**12901 W. Pleasant Valley Road
Parma, OH 44130
(440)842-8575**

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I. WELCOME

Welcome to Bethel Christian Academy's Summer Day Camp for the summer of 2012. We are glad that you have chosen to spend some memorable moments with us this summer. We look forward to an exciting summer filled with fun activities and field trips.

This handbook is created as a reference guide for both parents and children. It contains vital information about the summer day camp program. If you have any questions or concerns, please contact the on of the camp directors, Doug Hoover at 440-842-8575 (office) or Angie Kazimir at 216-672-2207 (cell).

II. BETHEL CHRISTIAN ACADEMY'S SDC MISSION STATEMENT

The mission of Bethel Christian Academy's Summer Day Camp is to impact the lives of children by providing a Christ-centered environment for fun summer activities.

III. DATES OF SUMMER DAY CAMP

Week 1	June 11-15	Theme: Sports I
Week 2	June 18-15	Theme: Hands On
Week 3	June 25- 29	Theme: Mad Science
Week 4	July 2-6 (no camp 7/4)	Theme: Critters
Week 5	July 9-13	Theme: Sports II
Week 6	July 16-20	Theme: History
Week 7	July 23-27	Theme: Adventure
Week 8	July 30- August 3	Theme: Lets Have Fun!
Week 9	Aug. 6-10	Theme: Transportation

IV. HOURS OF SUMMER DAY CAMP

Summer Day Camp will be in session from Monday through Friday. Camp activities will take place from 9:00AM to 3:00PM. Children can be dropped off for camp anytime between 7:00AM and 8:30AM. Children eating breakfast must arrive by 8:30. Children can be picked up from camp anytime between 3:00PM and 6:00PM. A snack will be provided during this time. Any child not picked up from camp by 6:00PM will be charged an additional fee of \$5.00 for each 15 minutes after 6:00PM. Before and after camp times are provided as a service to parents who work. This time is considered supervised play time where there will not be any structured camp activities.

V. GENERAL CAMP SCHEDULE

***All times are tentative and may change due to activity*

TENTATIVE IN-DAY SCHEDULE:

9:00-9:30	Devotions/Bible lesson
9:30-9:50	Praise and worship time
9:50-10:00	Restroom break
10:00-10:30	Bible Trivia
10:30-12:00	Craft time
12:00-12:30	Lunch
12:30-1:30	Game time in the gym or outside
1:30-3:00	Group game time (Scavenger hunts, Clue, etc.)

TENTATIVE OUT-DAY SCHEDULE

9:00-9:30	Devotions/Bible lesson
9:30	Leave for field trip
4:00	Return from field trip

**Field trip times vary according to the location or activity. Please check event calendar for exact times.*

VI. TRANSPORTATION

Transportation to field trips will vary according to the number of children enrolled during each camp day. Children will either be transported by van or by bus. All transportation costs are included in the weekly/daily camp fee.

VII. ESSENTIAL FORMS

All children must have a completed registration packet on file prior to attending camp. Any child with medication needs must have a completed physician form on file. This includes children with inhalers or EpiPens for severe allergies. Please contact the camp administrator for this form.

VIII. ADDRESS, TELEPHONE, AND EMERGENCY CONTACT CHANGES

Please notify the camp administrator immediately if there is a change of address, telephone numbers (work, cell, or home), or emergency contact information.

IX. ATTENDANCE POLICY

Attendance may vary according to parent needs. Children may attend for one day or all five. In order to schedule the proper number of camp workers, the camp administrator must be notified of camp attendance at least two weeks in advance. If a child misses camp due to an emergency or illness (doctor's excuse may be required), the parent will not be charged for camp on that day. However, if a child misses camp due to changes in a parent's plans, the parent will be charged for camp that day. Bethel Christian Academy Summer Day Camp will be required to pay field trip/activity fees for your child even though he/she is not in attendance. Please double-check your schedule prior to turning in the attendance form. If your child is missing camp due to illness, please contact the camp administrator as soon as possible by leaving a message at (440) 842-8575 ext. 17.

X. ENROLLMENT, WITHDRAWAL, AND PAYMENT POLICIES

Upon receipt of your registration forms, you will be mailed a confirmation letter. This confirms that your child(ren) is officially enrolled in Bethel Christian Academy's Summer Day Camp.

All payments for your child's care **must be made in advance**. You may pay for multiple weeks at one time. In order to be fair to those that do pay on time, a 10% late fee will be charged for all payments that are not turned in on time.

Payments for each week are **due by Monday morning at 9:00AM**.

The **full amount** must be paid for each week your child is registered. If you have a scheduled vacation, a forty-dollar holding fee will be charged in lieu of the full camp fee. The forty-dollar holding fee will then be applied to the next week's camp fee. For concerns regarding this, please contact the camp director or administrator.

If a check is returned by the bank for insufficient funds, there will be a \$35.00 fee assessed to your account.

If you decide to withdraw your child from camp, two weeks notice is required in advance of the withdrawal date. You will be obligated to pay for those two weeks regardless of if your child is in attendance.

If your account is delinquent for two week's payment, your child will be removed from camp until the account becomes current.

A one time registration fee of \$25.00 will be charged when registration forms are received.

The first week's camp payment is due by **June 4th**. This will allow the camp administrator to purchase necessary camp supplies.

XI. SIGN-IN AND SIGN-OUT POLICY

A parent, guardian, or authorized representative must sign in your child each morning and sign out your child each afternoon. The only people your child will be released to are those people on your registration form. If there are changes to that form, please contact the camp administrator for a new form. Please advise your authorized representatives that they must show a driver's license in order for your child(ren) to be released to them. Children need to be dropped off and picked up at the rear gymnasium door. Parents should enter the EAST drive (not at the light) and drive around to the gymnasium to the second door. Parents can park in the parking spaces right there and come in to sign in or sign out their child(ren).

XII. ILLNESS/INJURY AT CAMP

If you are keeping your child home due to illness, you must notify the camp administrator by 9:00AM at (440) 842-8575. If your child becomes ill during camp, you will be notified to come and pick them up either at the church or at the scheduled field trip. If you cannot be reached, your emergency contact(s) will be notified.

The following are defined as illness or communicable health problems:

- Conjunctivitis (pink eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever of 99.5 degrees or above
- Vomiting or upset stomach
- Diarrhea
- An open rash
- Head lice

A child must be fever free for 24 hours prior to returning to camp.

If your child is injured at summer day camp (head injury or noticeable bump), you or an emergency contact will be notified. If there is a serious injury requiring a doctor's care (ex. broken arm), you will be notified **immediately**. If it is a minor

injury (ex. skinned knee), you will be notified when your child is picked up at the end of the day. The camp administrator is certified in first aid, CPR, and AED (automatic external defibrillator) use. When in doubt about the seriousness of an injury, the parent or emergency contact will be notified immediately.

XIII. EXPECTATIONS AND CAMP RULES

We want summer day camp to be fun for all children enrolled. Good behavior will be encouraged in a positive manner. Respectful behavior is expected from all children. If your child is not obedient or respectful, he/she may be required to sit out of certain activities. If a child continues to be a detriment to the environment of the camp, he/she may be asked to leave the camp. A behavioral agreement must be signed by the parent and child prior to the first day of camp attendance (attached to back of handbook).

CAMP RULES:

During camp students are expected to:

1. listen when someone else is speaking.
2. be obedient to all camp staff.
3. keep my hands and feet to myself.
4. not leave the group without permission.
5. have fun!

On field trips students are expected to follow the above rules and to be **SAFE** by:

1. **S**taying with the group AT ALL TIMES!
2. **A**ttitude makes a BIG difference! Keep a positive attitude! NO GRUMPS ALLOWED!
3. **F**UN!!! Have fun and explore (go on a treasure hunt and find new things)
4. **E**ncourage others with your words and actions

Camp staff will be looking for students who are being **SAFE** and will reward students for following camp rules.

XIV. PERSONAL BELONGINGS

Bethel Christian Academy's Summer Day Camp, the administrators, camp directors and staff will not be responsible for any personal belongings that are sent to summer day camp. Please do not send in any items that are valuable as they may get broken, lost or stolen.

Do not send the following items to summer day camp under any circumstances:

Cell phones

Guns or knives- fake or real

Valuable items

Items that would not be appropriate in a Christian setting (ex.

Pokemon, Harry Potter books, etc.)

Any of these items will be confiscated and returned to the parent when the child is picked up.

Please make sure that all belongings are marked with the child's name on them so that they can be returned to the proper person.

XV. FOOD

For children who are part of a meal plan, breakfast, lunch, and a snack will be provided. Breakfast consists of a variety of items including fruit, cereal, and breakfast bars, pancakes etc. Lunch consists of a sandwich, fruit, chips, juice or milk, and a dessert. Snacks will vary daily from a selection of fruit, chips, or nachos and a drink.

If your child has a summer birthday, you are welcome to send in a birthday treat for them; however, please let the camp director know that you are bringing in a treat. Non-field trip days are better for bringing in special treats.

XVI. CAMP ATTIRE

Please remember to dress your child appropriately for camp. Camp will include a variety of activities in which your child may get dirty. Please dress them comfortably for the weather. If it is an outside field trip day, please dress them for outdoor weather. If it is a day at the church, please keep in mind that children will be inside for part of the day and outside for part of the day. Children may want a sweater or sweatshirt to wear indoors as it is air-conditioned. Tennis shoes (not sandals or flip-flops) must be worn each day. This is to ensure the safety of your child. Many of our activities will require walking and/or running. Sandals and flip-flops tend to be difficult to run in and unsafe. Please make sure clothes are appropriate for a Christian setting (no short shorts, tube tops, etc.). Only one piece swimsuits are permitted on swimming days. Please make sure all clothing is labeled with the child's name. On sunny days, you may want to send in sunglasses for your child to wear; however, your child will be responsible for them. Please send in a bottle of sunscreen labeled with your child's name to be kept at summer camp. If your child burns easily, please notify the camp administrator so that sunscreen can be applied more often.

**sandals/water shoes can be carried in swim suit bag and worn at the pool.*

XVII. FIELD TRIPS

Transportation for field trips and field trip admission fees are included in camp fees. We will not be visiting souvenir or gift shops so please DO NOT send money for purchasing gifts or souvenir. Since most swimming fieldtrips have a snack shop money may be brought in to purchase ice cream or snacks. Please put money in an envelope and label with your child's name.

XVIII. CONTACT INFORMATION

Camp Administrators: Nancy Roenn
Camp Bookkeeper: Ruth Faust
Camp Directors: Angie Kazimir and Doug Hoover
Camp Telephone: (440) 842-8575
Camp Address: 12901 W. Pleasant Valley Road
Parma, OH 44130

Emergency Telephone: Bethel Christian Academy (440) 842-8575 ext. 24 leave a message with Ruth Faust and she will contact one of the camp directors.

XXI. CUYAHOGA COUNTY DEPARTMENT OF HEALTH INFORMATION

Parents may use these telephone numbers to contact the county department of health or the Public Children Services Agency (PCSA) to voice a concern regarding Bethel Christian Academy's Summer Day Camp.

Cuyahoga County Department of Health and Human Services
216-432-3390: PCSA 216-696-KIDS

BEHAVIOR AGREEMENT

At Bethel Christian Academy's Summer Day Camp, we take the happiness of your child(ren) very seriously. We want every day to be a happy memory for them. Therefore, we work very hard to create an environment which will foster enjoyment. We need your help to create this environment. Below is our behavior agreement for summer day camp. Please read through it and sign it at the bottom. This will enable all of us to have a fun, safe summer.

- _____ I will listen to all staff and follow their directions.
- _____ I will respect other people's belongings by not touching or using them without permission.
- _____ I will keep my hands and feet to myself.
- _____ I will use my inside voice when inside buildings.
- _____ I will use appropriate language which does not use negative remarks (Ex. Dumb, stupid, shut up, etc.).
- _____ Before leaving a room or play area, I will get permission from a staff member.

- 1st incident- warning
- 2nd incident- Time-out from activity
- 3rd incident- Removal from play area and sent to the camp director.
Parent will be notified.

Not abiding by these rules can result in removal from the summer day camp program.

I understand the rules of Bethel Christian Academy's Summer Day Camp and agree to follow them.

Parent Signature

Child Signature

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PLEASE SIGN AND RETURN THE FIRST DAY OF ATTENDING CAMP

Parent Signature

Child Signature