

2020 DAY CAMP PROCEDURES AND HELPFUL REMINDERS

CONTENTS

1. WHAT TO BRING, WHAT NOT TO BRING
2. CHECK-IN AND CHECK-OUT
3. LATE DROP OFF AND EARLY PICK UP
4. LATE PICK UP
5. SEVERE & RAINY WEATHER PICK UP (CAMP MAP)
6. TUITION
7. LUNCH & SNACKS
8. SNACK SHACK
9. POOL PROCEDURES
10. COUNSELOR GROUPS
11. DAILY SCHEDULE
12. BEHAVIOR MANAGEMENT
13. ILLNESS



1. WHAT SHOULD CAMPERS BRING TO CAMP?

Campers should wear closed-toe shoes and bring a **water bottle, bathing suit**, (girls are asked to wear one-piece bathing suits or comparable coverage) **towel, flip flops and sunscreen**. Campers may also bring swim vests/flotation devices. Please label your child's belonging with his/her name. These items fit in our cubbies best when brought in draw-string style backpack or other small bag.

Campers are encouraged to leave toys and other electronic games at home. If a camper needs to bring a cell phone, it will be left in the camper's bag/cubby for the day. The camp holds no responsibility for items that are lost or broken.

2. CHECK-IN AND CHECK-OUT

Parents/Guardians are required to sign in their child in the morning and sign out in the afternoon when picking them up. This is a safety issue that we cannot overlook. We want to insure that your camper is being picked up by the proper person(s). Upon arrival, please notify us, on the sign-in sheet, who will be picking up your child that day. If this is someone other than a parent or legal guardian, please let us know in writing and inform that person to have a form of photo identification ready at pick-up.

AM Childcare Drop off – 7:00-8:30 am

Camp Drop off – 8:30-9:00 am

Camp Pick up – 4:00-4:30 pm

PM Childcare Pick up – 4:30-6:00 pm

A counselor or staff member will be present at the sign-in/sign-out window in the Day Camp building during AM check-in (7:00-9:00 am) and PM check-out (4:00-6:00 pm).

3. LATE DROP OFF AND EARLY PICK UP

After 9:00 am, the Day Camp Director, counselors or office staff can assist you in finding your child's home group. If you need to pick your child up early (before 4:30 pm), please notify us in writing and tell his/her counselor.

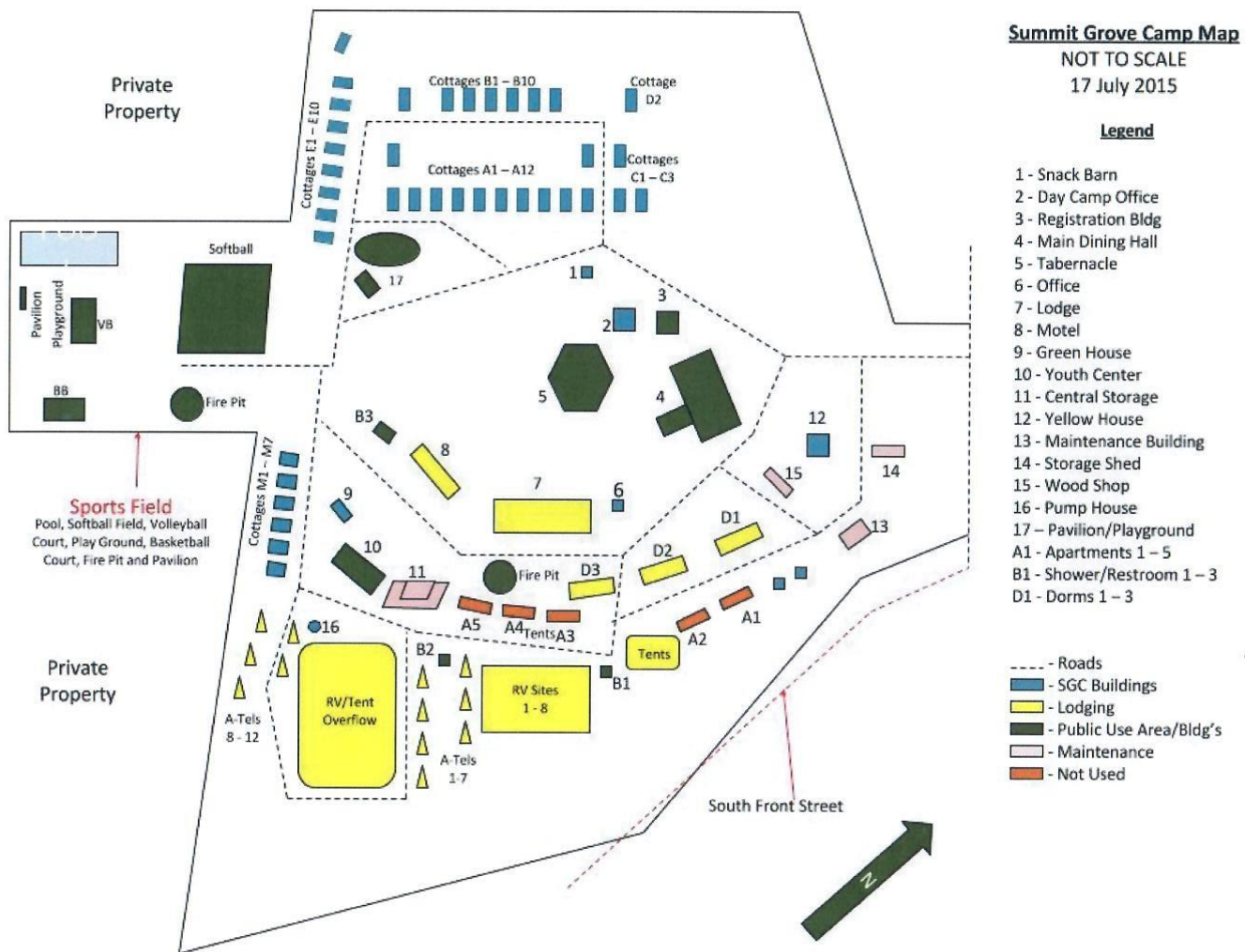
Note: In an effort to maintain cleanliness and order, *only counselors* will be allowed to go inside the day camp office to retrieve belongings.

4. LATE PICK UP

Campers signed up for Regular Camp hours must be picked up by 4:30pm. Campers signed up for PM Childcare must be picked up by 6:00 PM. Campers picked up late will incur a fee of \$1 per minute.

5. SEVERE & RAINY WEATHER PICK UP

In the event of severe weather, campers will be taken to an indoor location. We will post the location on the sign near the Gazebo where the main drive splits, and parents will sign out children directly from that location. Possible locations include the conference room of the Lodge, Dining Hall and Main Tab.



6. TUITION

- Payments are due the Wednesday before the camper attends. No camper may attend camp until the week is paid in full.
- Summit Grove accepts cash, check or credit card as payment. -Cash payments, marked with camper's name, may be given to the Day Camp Director or camp office.

-Check payments, marked with camper's name, may be placed directly into the lock box in the day camp building.

- - Credit card payments can be done thru an online link sent in the weekly emails. (This link is not accessible from the website.)
- Changes to the registration form are to be submitted to the office by email (office@summitgrovecamp.org) no later than the Wednesday prior to the week attending. Any changes to the registration form must be approved by the office. After two changes, a \$15 processing fee will be added for each additional change.
- There are no refunds for missed contracted days.

Changes to Camper's Registered Weeks

- If you need to make changes to your registration form, please complete the Changes to Registration form on the Day Camp page on the website two weeks before the change is to occur.
- Changes to the camper's registration is limited to two. Any additional changes will be assessed a fee of \$15.00.

Contact the Camp Office

You may speak with the camp office by phone (717.235.3656) or thru email (office@summitgrovecamp.org).

7. LUNCHES AND SNACKS

A full meal and two snacks are provide for campers every day. These are covered through weekly tuition costs. Campers may also choose to pack their lunch for camp. If so, please make sure that your child's lunch is clearly labeled with his/her name. When dropping your child off in the morning, please make sure that packed lunches are removed from back packs and placed on the railing next to the sign-in window. Prior to beginning daily activities, any packed lunch will be taken to the refrigerator.

8. SNACK SHACK

The Snack Shack will be open every day from 4:00-6:00 PM. Parents are encouraged to make purchases with their children so that money does not come to camp.

9. POOL TIME PROCEDURES

Campers will have the opportunity to swim everyday unless weather does not permit. We will change into swimming attire after lunch. Counselors will assist campers in applying sunscreen. Lifeguards will always be present during swim time. Counselors may swim with the campers and will be present to handle non-pool-related disciplinary or first aid problems. Campers will change back into their clothes after swimming.

Swim Test

In order to swim in the deep-end, campers must pass a swim test given by the lifeguard. Any camper under age 8 who wishes to take the swim test must have written consent from a parent/guardian.

Non-swimming Activities

The sand volleyball court, basketball court, badminton court, swings, merry-go-round, jungle gym and picnic tables are also available during pool time.

10. COUNSELOR GROUPS

Each counselor will have a group of no more than 10 campers divided by grade level. These groups are important for daily routines. Each counselor will receive an attendance list for their group every day. Any notes/medical information sent in should be shared with the child's counselor as well as the Day Camp Director. You may also receive behavioral and/or first aid reports from your child's counselor. When seeking to communicate with a counselor, please notify the Day Camp Director.

11. DAILY SCHEDULE

This is a general idea of a typical day at camp. This schedule is subject to change due to weather, other camp events, etc.

<u>Time</u>	<u>Activity</u>	<u>Location</u>
7:00 – 8:30	Drop off AM Childcare	Day Camp Pavilion
8:30 – 9:00	Drop off (Regular Camp)	Day Camp Pavilion
9:00 – 9:30	Morning Activity	Fields
9:30 – 9:45	Bathroom Break	Bathhouse 3
9:45-10:00	Morning Snack	Day Camp Pavilion
10:00 – 10:15	Devotions	K-2, 3-5, 6-8 Various Locations
10:15 – 11:20	Interest Groups	Fields, Day Camp Pavilion (Changes Daily)
11:20 – 11:40	Wash Hands/Bathroom Break	Bathhouse 3
11:45 – 12:15	Lunch	Dining Hall
12:15 – 12:45	Change for Swimming	Bathhouse 3
12:45 – 2:00	Pool/Upper Field Play	Pool/Upper Fields
2:00 – 2:30	Change back into regular clothes	Bathhouse 3
2:30 – 2:45	Afternoon snack	Day Camp Pavilion
2:45 – 3:00	Reading/Quiet Time	Fields, Day Camp Pavilion
3:00 – 3:30	Afternoon Activity	Changes Daily
3:30 – 4:00	Chapel	Tabernacle
4:00 – 4:30	Pick Up for Regular Camp	Day Camp Pavilion
4:30 – 6:00	Pick Up for PM Childcare	Day Camp Pavilion

Morning Activity (K-2, 3-5, 6-8)

Campers will participate in games and movement activities.

Interest Groups (K-5)

Counselors will plan the activities, which may include sports, music, crafts, writing, drama, and science. There will be three interest groups offered each week. When campers arrive each morning, they will sign up for the group they would like to participate in that day (they do not have to participate in the same group all week). Counselors will be divided to lead groups based on their own interests and skills (therefore, your child may be supervised by someone other than their regular grade-level counselor at this time).

Interest Group Time (6-8)

Middle School campers and counselors will choose to help with K-5th Interest Groups or do a separate activity.

Afternoon Activity (K-2, 3-5, 6-8)

Campers will participate in games and movement activities.

Note: All activities are chosen based on camper interests, number of players, available space, available resources, etc. The children's input is welcomed and will be taken into consideration when planning.

12. BEHAVIOR MANAGEMENT AND DISCIPLINE

While we have every intention of having a lot of fun this summer, we must be prepared to deal with disciplinary problems. While expectations may differ from a highly-structured setting such as a school, we have certain behavior expectations here at Summit Grove. Our rules can be summed up in these three statements:

1. Obey adults
2. Be kind to others.
3. Be nice to things.

The Day Camp Director, counselors and staff make and enforce camp regulations in a manner consistent with Christian principles (not to include corporal punishment). Reasonable restraint may be used when providing for immediate safety. SGC reserves the right to dismiss any child who does not cooperate with the program's rules of conduct. Tuition will not be refunded for the weeks in which a student is dismissed.

K-5 Behavior Management

K-5 behavior is generally monitored through a **Color Code System**. This is a concrete behavior management system much like a "traffic light" system in a classroom. Each group will have a board with four color sections; green, yellow, orange, and red. On that board, each camper will have a clip with his/her name on it. The counselor will be in charge of carrying and monitoring the behavior clipboard. Each camper begins on green but in the event that a rule is broken, will move his/her clip to the next color. Consequences per color are as follows:

Green = following rules, adhering to warnings

Yellow = 5 minute time out

Orange = 10 minute time out

Red = time out with behavior contract, note/call home

**Counselors are able to use their discretion and vary their group's consequences based on rule infractions, conduct issues, the child involved, etc. Counselors may also determine their own positive reinforcement style. Parents can monitor their child's behavior in the sign in/out book. Most counselors will only notify parents when their camper is not on green.

6-8 Behavior Management

The Middle School Director and counselors of the 6-8 graders will create strategies that work for their campers as individuals and as a whole. Time-outs, loss of privileges, logical consequences and discussions about behavior are examples of typical management methods. Appropriate behavior for the week will be rewarded with a trip to Bonkey's or Rutter's (campers bring money).

13. ILLNESS

If your child experiences any of the following conditions, they should be kept at home until they have been symptom-free 24 hours or are cleared by a physician: fever greater than 100 degrees Fahrenheit, upper respiratory tract infection, vomiting, diarrhea, conjunctivitis (pink eye), streptococcal pharyngitis (strep throat), chicken pox, lice or scabies, impetigo or fungal skin infections. The Day Camp Director should be contacted if your child will be absent from camp due to illness.

Head lice Policy

- If you discover your child has head lice, please contact day camp as soon as possible. After treatment and thoroughly examining your child to make sure he/she is nit free (no eggs), your camper may return to day camp.
- If a child has head lice at camp, parents will be called to pick up their child as soon as possible. Day camp families will be contacted when a camper is reported to have head lice and will encourage families to check their children.
- Campers will be instructed in ways to prevent spreading head lice (not sharing hair brushes, hats, towels, keeping hair up, etc.).
- If staff suspects a child has head lice, the child will be examined by a counselor or the director.