

2016-2017

Camp Calvary Policy Manual

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Introduction

Dear Parents,

Welcome to Camp Calvary! We pride ourselves on providing a safe, spiritual, fun, social, and educational environment for children. To ensure this, certain rules and regulations have been established. Please read through the policy thoroughly to ensure both you, and your camper get the most out of their time here. If any questions or concerns regarding the policy arise, please feel free to communicate them to our staff.

Thank you!

Camp Calvary

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Bus Transportation

Camp Calvary provides bus transportation for field trips and other camp related activities.

All bus drivers are employed at Camp Calvary:

- Are licensed Class B CDL and School bus drivers with P endorsements.
- Have provided an updated medical card
- Have passed required background checks.
- Will do a walk through of the bus before exiting
- Will not exit bus with children still inside

Camp counselors will also accompany our drivers on the bus to ensure the children are transported the safest, fastest way possible.

NO CHILDREN UNDER THE AGE OF 4 ARE ALLOWED ON THE BUS.

Other forms of transportation

For transportation of smaller groups, the Camp Calvary's van may be used. In these cases, a driver with a valid state license will operate the vehicle. While in the van Children must be seatbelted and any child under 8 must be in a booster seat.

Bus rules:

While on the bus, children are expected to face forward and sit directly on the seat with feet on the floor. Moving or walking on the bus while it is in motion is strictly permitted. If a child violates these rules they may be subject to disciplinary action.

Ages

Camp Calvary Aftercare and Summer Camp provides a fun, safe environment for children ages 5 to 14!

For summer, children are grouped according to their age. These age group differences are denoted by the color of their camp shirt. This is why it is important for campers to

wear their shirt every time they attend camp. Their age as well as shirt color will dictate what activities each camper participates in throughout the day.

Care of Camp Property

Campers are expected to respect our facility, property and belongings. This means, trash will be discarded in the receptacles provided. Intentionally defacing, marking, or destroying Camp Calvary property is considered a serious violation. The use of chewing gum/bubble gum is not permitted at camp. All food must be consumed within the designated areas set by the camp counselors. Campers are not allowed to play within the bathroom facilities. If a camper is caught violating these above mentioned rules, disciplinary action will be taken.

Cellphone and Electronic Device Policy

No camper is allowed to use a cellphone while on camp property or while participating in any camp activities such as field trips. Other devices that can be used for communication such as mp3 players and tablets, regardless of if they have internet access or not, are not permitted as well. If a camper does have a cell phone, it should be turned off and brought into the office where it will be kept until the end of the day. It is the camper's responsibility to collect their devices at the end of the day before leaving the facility.

Electronic gaming devices such as Nintendo DS that cannot be used to communicate or access the internet **are permitted**. Please make sure that your child's device, charger, case and games are all labeled with their name to help them better manage their belongings. All items brought to camp must be brought in a bag that it can be stored in when the items are not in use.

Camp Calvary is not responsible for lost, stolen, or damaged electronic devices. We recommend that these items be left at home, but ultimately, it is up to the parent's discretion.

The use of any unpermitted devices will result in confiscation and will only be returned to the child's parent or legal guardian at the end of the day.

Character/Citizenship

As Christians, campers and staff are encouraged to demonstrate both good character and citizenship. We expect our campers to treat each other and our staff with kindness, understanding and respect. We ask that any instances of disrespect, vulgarity, harassment, bullying, or defacement of property, be reported to the camp counselors immediately so the appropriate actions can be taken.

Junior Counselors:

During the Summer program, junior counselors are selected from children ages 11 and up that demonstrate exemplary behavior and leadership skills. As junior counselors, they are given certain privileges such as their own field trips as well the ability to assist the counselors in certain activities and daily routines. Because of their position, good character and citizenship are expected out of our junior counselors. They serve as role models for many of the younger campers and will act in a manner that reflects this. Junior counselors, under no circumstances, are allowed to discipline or correct other campers.

While being a junior counselor does have its privileges, these young leaders are still expected to abide by the same rules as the other campers (See Discipline Policy). Because of their role model status, behavioral issues that occur with the junior counselors are taken seriously. **Consistent occurrences of disrespect or disregard for the rules will result in the loss of certain privileges such as field trips or in some cases, loss of junior counselor title.** Camp Calvary implements a “three strike rule” meaning after three occurrences of serious behavioral issues, Camp Calvary may consider expulsion (See Discipline Policy).

Child Abuse

State laws mandates all camp personnel must report suspected cases of child abuse, abandonment, or neglect to the DCFS Hotline at 1-855-4LA-KIDS or 1-855-452-5437.

Communicable Diseases

We pride ourself on maintaining safe environment for all children. Because of this, we recognize the importance of controlling and preventing the spread of communicable diseases. If your child does become ill, we ask they do not come to camp until they no longer display symptoms such as fever, vomiting and diarrhea for 24 hours. On your child's return, we ask that you inform us of any illnesses or symptoms so we can monitor your child throughout the day. In certain situations, such infectious rashes or head lice, the child may be required to provide a doctor's excuse before he/she is allowed to return to camp.

If a child is brought to camp and starts showing the above mentioned symptoms of fever, vomiting, diarrhea, rashes, or head lice, Camp Calvary will be notify the child's parent or legal guardian. To ensure the safety of the child, once a parent or legal guardian has been contacted, they are responsible for picking up their child up from our facility as soon as possible.

Camp Calvary has the right to request a valid doctor's excuse in any circumstances we feel the child is too ill to attend.

Absences

Parents, please notify Camp Calvary if your child will be absent as soon as possible. Even if your child is presenting symptoms the night before and there is a possibility of absence. It is extremely important that our daily roster contains marked absences so we can account for all children, both present and not. It is important to note, the parent is responsible for payment of contracted time regardless if the child attends or not.

Absences may be communicated via our telephone: (337) 984-3640 or through the *Brightwheel* app.

Communication with Parents:

Communication between parents and staff is essential in order to ensure every camper has the best possible experience while enrolled at Camp Calvary. Staff will communicate to parents and guardians by email, *Brightwheel*, and informal notes. In emergency situations or matters in which an immediate response is required, contact by phone may be used. **It is the parent or guardian's responsibility to ensure all contact information is correct and up to date.**

Parents may contact staff by phone or email. Questions or concerns can also be communicated to staff at pick up or drop off. For serious matters, we ask that an appointment be made with the administrator to ensure the issue at hand can be discussed and addressed thoroughly without interruption.

Discipline Policy

In instances in which camp rules are violated, disciplinary actions will be taken. Because we are trying to foster a spiritual, fun, and safe environment, any inappropriate behavior presented by children will be addressed to prevent it from being a recurring issue. It is our desire to teach and instruct every child what is right and foster a sense of understanding, respect, and compassion.

Administrative Interventions

The following is a list of disciplinary actions that may be administered by the staff. Disciplinary actions depends on both the behavior and the severity of the behavior. Discipline is given at the discretion of of the administration and staff.

Time out:

Time out is used as a form of discipline because it not only removes the child from the situation, but also immediately stops the behavior. By separating the child from the

situation/activity it gives the child the opportunity to not only calm down, but to reflect on their actions.

Time out is given in 5 to 10 minute intervals depending on the age of the child and the behavior that was demonstrated. When the allotted time has passed, the camp counselor will return and talk to the child about what occurred, the appropriate way the situation should have been handled, and in instances in which the camper has wronged another camper, an apology must be given.

Time out may be given for longer intervals of time if the child in time out continues to demonstrate defiant, disrespectful or inappropriate behavior, or if the behavior is one that is recurring or seen as especially malicious or inappropriate. In these instances a behavioral report will be sent home to the parent informing them of the child's behavior.

Talk With Administration:

In some instances, especially when multiple children are involved or if the child does not understand why the behavior is inappropriate or not permitted, the child or children involved may be instructed to have a talk with the administrator. This is done to ensure the child understands why the behavior is not allowed or to straighten out any disagreements. In situations where the administration deems it is best for the parent to continue the discussion about the behavior a note will be sent home explaining the situation and what needs to be addressed.

Loss of privileges:

If a behavior is reoccurring/typically occurs within a certain situation, the child may lose privileges associated with these activities including but not limited to: Ripstik and scooter time, Xbox participation, and field trip participation.

Time out in office:

Time out in the office will occur if the staff feels as if the child has demonstrated overly violent, aggressive, or inappropriate behavior as well as in instances of severe insubordination. If this occurs, the child's parent's or legal guardians will be contacted including the parent's/guardians of other children that were involved and behavioral

reports will be written. In extreme circumstances, the child may be suspended from attending camp for the remainder of the day and their parent or guardian will be instructed to arrange for them to be picked up.

Restitution or Repair:

In instances in which severe damage has been done to Camp Calvary property, the child or parents/guardians of the child may be asked to pay for repair costs.

Expulsion:

Expulsion will be used in instances in which the child has shown a consistent disregard for the rules. Camp Calvary implements a “3 strike” behavior rule meaning if a child displays severe behavioral issues and is sent to the office on three separate occasions (for the same or different behaviors) then they will be expelled.

Camp Calvary may use expulsion for first time violations or offenses if they are deemed especially serious, dangerous, or extreme.

Levels of Disciplinary Action:

Level 1 Violations are acts that disrupt the orderly operation of the camp environment		
Violation	Definition of Violation	Consequences
Uses profanity or Obscenities	Vulgar verbal messages, words or gestures that include swearing/cursing or name calling used to another. Including writing or drawing words or images that are considered to be obscene or profane.	<p>Appropriate consequences will be assigned depending on the type and number of infractions. These consequences include:</p> <ul style="list-style-type: none"> - Time out - Parent Contact - Behavioral Report written - Conference with child and/or parent - Loss of privileges - Confiscation <p>Note: We implement a “three strike” rule when it comes to serious behavioral violations that are recurring. If a child has three occurrences of the same or similar violations being committed, expulsion may be the consequence. Ultimately, it is us to our discretion, violations that are seen as extremely heinous may result in immediate expulsion.</p>
Violates safety regulations	To break rule that pertains to the safety regulations	
Disturbs the camp	Behavior causing major disruption of instruction of camp activity that includes, but not limited to: sustained talking, yelling or screaming, noise with materials, or sustained out of seat behavior (for field trips, activities, Bible, and meal times.	
Improper Dress/Dress Code Violation	Out of dress code	
Misuse of Technology	Violating the Cell Phone and Electronic Device Policy	
Is guilty of conduct or habits injurious to others (no intent)	Any unintentional/not malicious act that causes injury, damage, or pain to another.	
Brings prohibited items to camp	See prohibited items list	

Level 2 Violations which may seriously disrupt the environment		
Violation	Definition of Violation	Consequences
Wilful disobedience	Deliberate choice to break a rule or disobey a directive given by a person of authority	<p>Appropriate consequences will be assigned depending on the type and number of infractions. These consequences include:</p> <ul style="list-style-type: none"> - Prolonged time out - Time out in office - Parent Contact - Behavioral Report written - Conference with child and/or parent - Loss of privileges - Confiscation - Expulsion <p>Note: We implement a “three strike” rule when it comes to serious behavioral violations that are recurring. If a child has three occurrences of the same or similar violations being committed, expulsion may be the consequence. Ultimately, it is us to our discretion, violations that are seen as extremely heinous may result in immediate expulsion.</p>
Treats authority with disrespect	Talking back, mocking, gesturing, or any act which demonstrates a disregard or interference with authority or supervising personnel.	
Cuts, defaces, or injures any part of the building, property, or equipment (under \$100.00)	Damage, destruction, or defacement of property belonging to school valued under \$100.00	
Leaves Designated Area without permission	Exiting a designated area without permission of supervising personnel.	
Bullying /threatening/ harassment	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture.	

Level 3 - Serious Offenses that compromise safety of the camp community		
Violation	Definition of Violation	Consequences
Using profane or obscene language to an adult	Vulgar verbal messages, words, or gestures that include swearing or name calling used to another.	<p>Consequences for these infractions are as follows:</p> <ol style="list-style-type: none"> 1. The child will be sent to the office 2. Behavioral report will be filed 3. Parents will be contacted and ask to pick up child immediately. 4. Child/parent conference 5. Decisions on whether or not expulsion is appropriate will be made. <p>Note: We implement a “three strike” rule when it comes to serious behavioral violations that are recurring. If a child has three occurrences of the same or similar violations being committed, expulsion may be the consequence. Ultimately, it is us to our discretion, violations that are seen as extremely heinous may result in immediate expulsion.</p>
Immoral or vicious practices	Isolated incident that is an unwelcomed act or comment that is hurtful, degrading, humiliating or offensive to another person. Act that is dangerous, aggressive or would be perceived as disturbing and not conforming to approved standard of social behavior.	
Cut, defaces, or injures any part of the building, equipment or property/ vandalism over \$100.00 (requires restitution)	Damage, destruction, or defacement of property belonging to the school or other valued at over \$100.00	
Instigates or participates in fights	A hostile confrontation resulting in physical contact or an attempt at physical contact.	
Exits Camp Calvary building or leaves designated area on field trips without permission	Exiting Camp Calvary facility or designated area without explicit permission.	
Public Indecency	Exposure of body parts in public view.	
Failure to serve assigned consequence	Failure to serve timeout or other assigned consequence.	

Dress Code:

We understand that often times, clothes are an important way we express our personality, creativity, and interests. Here at Camp Calvary, we encourage the child to be as creative as they would like in their outfits they wear camp. Tutus, silly hats, and crazy colored pants are all allowed and encouraged, however, there are some rules pertaining to clothes that must be strictly followed to ensure safety and order. **All outerwear, such as jackets, and all swim apparel must be labeled with the child's first name and last initial on the inside tags. ALL ITEMS BROUGHT TO CAMP CALVARY MUST BE IN A BACKPACK OR BAG SO THAT THEY MAY BE PUT AWAY WHEN NOT IN USE.**

Shirts:

Camp Calvary shirts must be worn at all times. These shirts are used as a means of identification for our campers. Because of this, the child's name must be written in permanent marker on the back name plate of the shirt as well as inside on the tag with their full first name and last name initial.

Bottoms:

The child may wear whatever bottoms they would like: shorts, pants, or skirt, however we ask that the parents take into consideration the activities planned for the day. When skirts are worn, we also ask that the child wear shorts underneath them.

Shoes:

No opened toe shoes are permitted: including sandals and flip flops. These may only be worn to the swimming pool or water slide, but must be put away after these activities are finished. Wearing flip flops or sandals may cause injury due to accidental slips and trips. Injury to toes may also occur because they are exposed. To prevent this from happening, we

suggest your child wear sneakers or tennis shoes to camp, however any closed toe, securely fitting shoes will do.

Children will not be permitted to remove shoes unless swimming or participating in a water activity.

Swimwear/Jackets/Outerwear:

Outerwear and swimsuits are the top misplaced/lost items at camp, because of this we ask that all swimwear (including towels) and outerwear (vests, scarves, sweaters, and jackets) have the child's full first name and last name initial labeled on the inside tag.

Emergencies:

Illness:

We want the child to get the most out of camp, which means attending on a regular basis, but campers should not be sent to camp if they are displaying symptoms of fever, diarrhea, vomiting, rashes, or head lice. A camper may return once they have been symptom free for a period of at least 24 hours. The administration will use their discretion as to whether or not a valid doctor's excuse is required upon the child's arrival. If a student becomes ill during the day and displays any of the above mentioned symptoms or if the staff feels as if the child will be best cared for at home, the parents/guardians of the child will be contacted.

For more information please see Communicable Diseases section.

Chronic Illness:

If your child has any chronic illnesses (asthma, diabetes, heart conditions, blood disorders, food allergies, or seizures) please make them known so we may document them in your child's file and continually monitor them. If there is a specific course of action you would like the staff to take regarding their condition or illness please inform them of this.

Parents are reminded that it is up to them to ensure that their contact information is up to date to ensure they can be reached in case of emergency.

Food Policy:

To ensure the safety of our campers, we are a **NUT FREE FACILITY**. The meals and snacks we serve will follow this rule. We ask that parents strictly follow this rule when packing their child's lunch and snack too. Sometimes, it can be easy to forget what products contain nuts, because of this, here is a list of items and tips to help you ensure your child's lunch is nut free:

- NO NUTELLA - this chocolate spread is made with hazelnuts
- ALL nut based butters are prohibited including almond, cashew, and peanut butter
- Always check granola bars/cereal/granola to ensure they are nut free
- Always check candy in your child's Lunchable products - no Reese's or Butterfinger candies allowed

IF YOUR CHILD'S LUNCH OR SNACKS ARE FOUND TO CONTAIN NUTS OR NUT PRODUCTS THEY WILL BE CONFISCATED IMMEDIATELY AND WILL BE GIVEN ONE OF OUR MEALS.

Field Trips:

Aftercare:

Field trips are not included in Camp Calvary's aftercare program.

Summer Camp:

Before attending any field trips the child's parent or legal guardian must give permission. Signed permission slips must be collected prior to the field trip.

Field trips are one of the many activities provided to children enrolled in Camp Calvary's summer camp. They serve the purpose of providing both education and fun. It is important to note however, that field trips are considered **privileges**. While attending the field trip, campers are expected to follow instructions given by Camp Calvary staff as well as any other adults involved in the excursions. If a child does not follow the rules or instructions given while on the field trip, upon return to Camp Calvary disciplinary actions will be taken. **Consistent misbehavior or disregard for rules while attending field trips may result in the revocation of field trip privileges (See Discipline Policy.**

Swimming:

During the Summer, swimming is a recurring activity that is offered to campers. We realize the importance of safety on all field trips, but especially on trips to the pool. At open house, parents will be asked to decide what depth of water their child will be allowed to swim in. Depending on the depth, the child will be issued a specific color wrist band so that the trained lifeguards as well as staff can ensure the child remains in that area. Children given permission by their parents to swim in the deeper depths of the pool must also pass a safety swim test issued by the lifeguards.

Travel Between Buildings:

Camp Calvary has two main facilities, the front, main building, as well as a second building in the back called the "game room". Throughout the day travel between these two buildings is necessary for certain activities or check out. When traveling from one building to another campers are expected to travel in a single file line in between the counselors in the front and the counselors that follow behind the line in the back. Children are not permitted to run in front of counselors or deviate from the line in any manner.

Under no circumstances is a child permitted to walk from one facility to another without the supervision of a camp counselor or staff member. If it is necessary for the child to travel from one building to another, they must inform a camp counselor who will then determine the level of necessity and escort them at an appropriate time.

Injury:

For all injuries an accident report will be written and filed and parents will be notified.

Minor injuries:

- The child will be escorted to the office
- Camp Counselors/staff will administer basic first aid if needed: ice, antibiotic cream, or bandages
- An accident report will be written for parents

Critical Injuries:

- Emergency Services will be contacted for any critical injuries. After emergency services have been contacted parents/guardians or emergency contacts will be informed.

It is the parent's responsibility to make sure all contact information is up to date.

Lost and Found:

Here at Camp Calvary it seems like we are always acquiring new things! We would love to return these items back to their owners, but unfortunately, many times, the items are not labeled with the owner's name. Because of this, we ask that any item brought to Camp Calvary Aftercare or Summer Camp be labeled with both the child's first and last name. This includes: jackets, toys, ripsticks, scooters, Nintendo DS, DS games, DS charger, DS case. ALL ITEMS MUST BE BROUGHT TO CAMP IN A BACKPACK/BAG SO THAT THEY CAN BE PUT AWAY WHEN NOT IN USE. **Camp Calvary is not responsible for any lost, stolen, or damaged, items. It is up to the parent's discretion whether or not the child should bring approved items to camp.** If there is any fear about the item being lost or damaged, then we suggest it be left at home, camp is full of many fun activities to do!

Because we see such a high influx of lost and found items, we typically empty our lost and found box every month. Items that are not picked up by the end of the month will be

donated. **As soon as an item goes missing please check the lost and found to ensure your item is returned to its rightful owner.**

Payment:

Parents have two payment options when enrolling their child in aftercare or our summer program, they may pay in full (PIF) or use our weekly automatic withdrawal services. Payment must be made before the start of the following week or the child will not be able to attend. In order to ensure your child's spot at Camp Calvary, all fees and payments must be paid. Payment is based on contract, not attendance. If payment is not received on the designated date, there may be an additional late fee added to the cost of tuition.

Permitted Items:

The following items are permitted to be brought from home to camp, however we ask that the parent use their discretion when allowing children to bring items to camp. If there is fear of loss or damage than it is suggested that these toys be left at home. If toys are brought to camp, they **MUST BE LABELED WITH THE CHILD'S FIRST NAME AND LAST INITIAL AND BROUGHT IN A BACKPACK/BAG SO THAT THEY MAY BE PUT AWAY WHEN THEY ARE NOT IN USE. ALL ITEMS MUST ALSO BE SHARED WITH OTHER CHILDREN. CAMP CALVARY IS NOT RESPONSIBLE FOR ANY DAMAGED OR LOST ITEMS BROUGHT TO CAMP.**

Permitted items:

- Nintendo D.S. (See Cellphone and Electronic Device Policy)
- Baby dolls/Action figures
- Coloring books and colors
- Classic playing cards - for Go Fish, Old Maid, Uno, ETC.
- Scooters and Ripstiks

Pick up:

Children will only be permitted to leave with adults that are on their pre approved pick up list. When picking up, the adult must present their ID or a valid check in code for

Brightwheel before the child is allowed to leave with them. Under no circumstances is the child to leave with anyone that does not have written permission from the parents or a *Brightwheel* code. Parents please make sure your authorized pickup list is up to date.

Overtime:

After care hours are from 3:05 P.M. to 5:30 P.M. **Children must be picked up by an authorized adult by 5:30. If they are not picked up by this time parents will be charged an additional \$1 for every minute they are late.**

Summer camp hours are from 7:30 A.M. to 5:30 P.M. **Children must be picked up by an authorized adult by 5:30. If they are not picked up by this time parents will be charged an additional \$1 for every minute they are late.**

Prohibited Items:

We do allow certain items and toys from home to brought to camp (See Permitted Items), however, there are some that are banned. The prohibited items are as follows:

- TABLETS, CELLPHONES, COMPUTERS, AND MP3 PLAYERS/IPODS (See Cellphone and Electronic Device Policy), LEGOS or building blocks, Pokemon, Yugioh, MAGIC the Gathering cards or any other trading card games, glue, paint - permanent or temporary, hair dye/chalk, nail polish, gum, loom band bracelet kits/jewelry making kits, board games, chalk, pillows, blankets, movies, Xbox games, nut products (See Food Policy).

If a child is found to have any of the items on our prohibited items list, the item will be temporarily confiscated and may be collected by a parent or guardian at pick up and the end of the day. Camp Calvary has the right to confiscate any item, listed or not listed, if it is deemed a safety hazard, source of conflict, potentially damaging to property, or if the item itself has an extremely high risk of getting damaged (especially when it is an expensive toy/item). We ask that parents be aware of what their child has packed in their bag and use their discretion on whether or not certain items are appropriate for camp.

Camp Hours:

After Care:

For Camp Calvary's aftercare program, children will board our busses or arrive at our door no sooner than **3:05 P.M.** We are open from **3:05 P.M. to 5:30 P.M.** . **Parents or guardians of children who are not picked up by 5:30 must pay an additional \$1 for every minute late.**

Camp Calvary Holiday/Summer Camp

For holiday breaks such as Mardi Gras, Easter, Summer, Thanksgiving, and Christmas, Camp Calvary's hours are from 7:30 to 5:30. **Parents or guardians of children who are not picked up by 5:30 must pay an additional \$1 for every minute late.**

Severe Weather Information:

Aftercare:

Camp Calvary Aftercare follows Lafayette School board's decisions for closure. If Lafayette Schools are closed due to dangerous weather conditions then Camp Calvary will be closed as well and parents will be notified.

Summer Camp/Holiday Camp:

Our summer and holiday camps will closely monitor reports of severe weather and take into consideration the closures of other camps when deciding whether or not closure is necessary. Parents will be notified of any Camp Calvary closures.

Telephone:

Camp Calvary's telephone serves as an important means of communication, because of this we try to keep our phone lines as open as possible and ask that they call only when necessary. Our office phone number is: (337)984-3640. In an emergency situation such as

an injury we will contact parents. **Parents are responsible for making sure their contact information is up to date.**

Children are not permitted to use our telephone without permission.

Parent Contract:

I have read and agreed to the terms stated in this policy manual

Child's Full Name (printed): _____

Parent's Full name (printed): _____

Parent's Signature: _____

Date: _____