

Augusta Road Baptist Church

Summer Camp Handbook

2023



1823 Augusta Road
Greenville, SC 29605
(864) 232-2728

Our program is dedicated to providing a fun, safe, Christ-filled environment that will not only ignite a child's imagination, but also share God's love with all.

Table of Contents:

Welcome Letter..... 2

General Information..... 3

Health and Wellness Policies.....5

Behavior Challenges.....6

A Typical Day at Summer Camp..... 8

Welcome!

Dear Parents,

Thank you for choosing Augusta Road Baptist Church (ARBC) Summer Camp Program for your childcare needs. This handbook will provide you with the policies and procedures that guide our program. Please let us know if you have any questions, concerns, or suggestions!

Augusta Road Baptist Church Summer Camp Program offers a fun-filled, nurturing program for rising first grade through eighth grade children. Our program is designed to meet the spiritual, social, physical, emotional, and intellectual needs of each child.

The staff of Augusta Road Baptist Church Summer Camp welcomes you to our program! We are here to serve you and your family. Working together, we can help your child have a wonderful Summer Camp experience!

Blessings,

Leah Meahl

After School and Summer Camp Director

Camp Office: (864) 232-2728

Main Church Office: (864) 232-2712

Email: afterschool@arbc.com

General Information

Summer Camp Hours of Operation

8:30 AM - 5:30 PM

Tuition:

This year, children will have the option to be registered for 8 full weeks of Summer Camp or 5 full weeks of Summer Camp. A non-refundable registration fee of \$95 will be due at the time of registration to secure your child's spot for both the 8 Week and 5 Week packages.

Tuition is paid through an auto-draft system. The authorization form must be filled out and turned in before **May 1st**. You can find the form on the website. If you have more than one child signed up for camp, just fill a form for one child and we will make copies according to the number of siblings.

8 Week Package

The 8 week package will cost a total of **\$1,360**. This is equivalent to **\$170** per week of tuition.

- The payments for the 8 week package will be scheduled in advance in three installments. The first payment of **\$454** will be due on May 1st. The second payment of **\$453** will be due on June 1st. The third and final payment of **\$453** will be due on July 1st.

- Active members of Augusta Road Baptist Church will receive a 15% discount.

5 Week Package

- The 5 week package will cost a total of **\$875**. This is equivalent to **\$175** per week of tuition.

- The payments for the 5 week package will be scheduled in advance for three payments. The first payment of **\$293** will be due on May 1st. The second payment of **\$291** will be due on June 1st. The third and final payment of **\$291** will be due on July 1st.

- If choosing the 5 week package, you will need to choose at registration which weeks of summer camp your child will be attending.
- As a reminder, the registration fee will be \$95 per child and will be due at the time of registration to secure your child's spot. Registration fees are non-refundable.
- Active members of Augusta Road Baptist Church will receive a 15% discount.
- Children will be more than welcome to attend for as few or as many of the 8 or 5 weeks as needed, but all families will be required to pay the full standardized price for their selected level of care.
- If you have any concerns about your ability to pay the above predetermined balances on the set due dates, we will be happy to work with you on establishing the best possible arrangement. Please be sure to communicate concerns of this nature with Leah Meahl.

Transportation:

Our Summer Camp Program uses two Augusta Road Baptist Church buses and one van. The drivers for our program are at least 25 years of age, have clean driving records, and are trained to drive the vehicles.

Child Pick-Up Policy:

Only authorized persons will be allowed to pick up your child. **When someone other than a parent or legal guardian is to pick up your child, you must inform the After School Director in writing or call the office staging permission for alternate pick up.** When calling, the person must already be listed on your child's record as someone who is authorized to pick up your child. Picture identification must be presented when the counselor in charge of pick up does not know the person picking up your child.

Drop-off and Pick-up Procedures

Drop-off and Pick-up in the line that is at the curb closest to the glass doors. Counselors will be there to greet you and usher children to and from the building. If you're picking up before 3:00pm, you will need to ring the front desk.

Late Pick Up Fee:

Our Summer Camp program closes at 5:30 PM. **A LATE FEE OF \$1.00 PER MINUTE WILL BEGIN AT 5:31 PM IF YOUR CHILD HAS NOT BEEN PICKED UP.** If late pick up occurs more than three times, there will be a \$100.00 fee, which must be paid before your child will be readmitted. If this becomes a persistent problem, your child will be dismissed from the program.

Health and Wellness Policies**Sickness:**

The After School program will only accept children that are healthy and well each day. If symptoms of illness are observed, such as fever, vomiting or upset stomach, the parent/guardian will be contacted. Care will be given until prompt pick up arrangements are made. The student should not return to the program until all danger of contagion is past.

If your child is a rising 1st grader, we highly recommend leaving a spare change of pants and underwear in case of a bathroom accident. Spare clothes will be stored in the Director's office for the duration of camp.

Medication:

Prescription drugs and other medications required for a child must be in the original container and clearly labeled with the child's name and dosage schedule. Written directions for administering the medication signed by the parent/guardian are also required. All medication will be secured in Ms. Leah's office and be administered by a counselor. If your child has asthma or is allergic to bees or stinging insects, etc., please make sure you provide us with an epi-pen, inhaler, or other medication that your child may need.

Injuries and First Aid:

The program staff have CPR/First Aid certifications. Our facility keeps and maintains first aid kits on premises and in our vehicles. In the event that a child sustains a minor injury (cuts, scrapes, bruises, stings/bites, etc.), we will treat them using our training and the first aid materials on hand (bandages, antibiotic ointment, ice packs, etc.).

If a child is more seriously injured, we will contact the parent/guardian and provide care to the best of our ability until prompt pick-up arrangements can be made. In the case of a possible concussion, or other head related injury, we will provide care based on the American Heart Association's first aid handbook. Please be advised that, in accordance with Augusta Road Baptist Church policy, the parent/guardian must arrange for immediate pick-up in the case of a

suspected concussion or head injury in order to seek the appropriate medical attention. If the parent/guardian does not arrange for pick-up, we will contact EMS for emergency transportation. We will ride with the child and meet the parent/guardian at the hospital. We take our children's safety very seriously and appreciate your understanding and cooperation with our policies.

COVID-19 Protocols

As your child's safety and wellbeing is our top priority, we have been working to ensure that ARBC is as safe as possible for this summer. Amid COVID-19 concerns, we have used the CDC, DHEC, AAP and DSS guidelines, along with the expertise of medical professionals and other licensed facilities. While our county is currently rated as a low transmission area, campers are not required to wear masks and socially distance. We will continue to follow the recommendations of these sources and if transmission rates rise to a high level in our area, we may need to make changes.

Behavior Challenges

We strive to offer a safe and loving environment for all children. Because of this, there are certain behaviors that will need to be addressed immediately. Disruptive and/or disrespectful behavior is not appropriate. This includes but is not limited to:

- Lack of respect for staff (i.e. talking back, verbal and/or physical abuse)
- Fighting and/or reckless horseplay/touching, can't keep hands to themselves
- Bullying
- Damage to any property
- Stealing
- Profanity
- Throwing objects (in anger, unruliness, and/or with the intent to injure others)
- Dishonesty

Should behavior problems arise, the following steps will be taken:

First Time

- The child will be warned not to repeat his/her actions. We will try to redirect when possible. More serious behaviors will warrant a conversation with either the Director and a phone call to parents.

Subsequent Times

- The child will be removed from the activity and will be asked to walk/run laps in the gym (if the issue is with excessive energy), sit out of the activity,

or copy a sentence relating to the issue. The Director may give chores such as sweeping, wiping counters and windows should behaviors go unchanged. No other methods of discipline will be used. See previous section for examples of behaviors requiring disciplinary action.

Harmful Behaviors

- Any harmful behaviors to oneself or others will result in a phone call to parents. Repeated harmful behaviors will require a conference with parents and Director and possible suspension or dismissal from the program.

Dismissal of a Child:

The ARBC childcare program reserves the right to permanently dismiss any child if: the student seems unwilling or unable to participate in group activities, the parent/guardian does not abide by the policies and procedures of the program or displays a disrespectful demeanor toward the staff or other children, or fees/tuition have not been paid.

It is the responsibility of the parent/guardian to read and explain these guidelines to the child so that they may understand the expectations set before them and prepare the child for a successful time with us.

These are the guidelines that our staff will follow. Circumstances may arise that will call for the director to determine which consequences will be implemented. Thank you for your cooperation and understanding concerning these behavior guidelines. If you have any further questions, please do not hesitate to call us!

Concerns:

If there is ever any problem with our service to you and/or your child please let us know immediately! In order for us to resolve any issues, we need to be made aware of them. Please feel free to find Leah in order to talk about any problems. We will do our best to make ARBC Summer Camp the best possible environment for your child and we always want our children and parents to feel comfortable reaching out to us.

Cell Phone and Electronics Policy:

We do not allow campers to carry around their cell phones or electronic devices (Cell phone, iPad, DS Switch, etc.) during the day. It is best if these items are kept at home. If electronics or cell phones are brought, they must be stored in bags. The Summer Camp staff is not responsible for any lost items. If you need to get in touch with your child throughout the day, please call the office at 864-232-2728. If you can't reach us there, please call the main office at 864-232-2712. On field trip days, campers may bring devices to use on the bus.

A Typical Day at Summer Camp

Assembly:

We gather as a camp at 9:30 AM each morning for fellowship, announcements, stories, and prayer. After assembly, we play group games as a camp before splitting into our separate groups for the day.

Lunch:

Lunchtime is at 11:30 AM every day. Lunches can be refrigerated and/or microwaved as needed. A packed lunch will be required unless informed otherwise.

Movie Time:

Each day, after lunch (at approximately 12:30 PM) the entire camp watches a movie in their specific age groups. Most of our movies are rated G or PG and are usually Disney, animated or live-action films. Our Olders group may watch a PG-13 movie like Harry Potter or Avengers. If you have concerns about certain movies or the ratings, please let us know and we will avoid these movies for your child. During movie time, the staff take lunch in shifts so that there are always staff available onsite to care for your child. If a child doesn't want to watch the movie, they can quietly read or color.

Snack Time:

Snack time is at 3:00 every day. The children are offered a variety of snacks that rotate daily. A list of a few of the offered snacks can be found below. If your child has a food allergy that was not indicated at registration, please make sure to communicate with us prior to camp so that we

can accommodate their dietary needs. If you do not want your child to consume sugary or salty snacks, please be prepared to send a snack specifically for your child.

Snack Examples:

- Pretzels/ crackers/ popcorn/Goldfish/Chips
- Apples/ watermelon/ bananas
- Rice Krispie Treats/ Pop tarts
- Cookies (Oreos/ Chips Ahoy/ animal crackers)
- Ice Cream/Popsicles (On special occasions), Yogurt

Devotions:

Every day at Summer Camp, the groups gather for devotion/discussion time. These devotions have been written by Leah Meahl and will discuss specific Bible passages that are related to our camp theme, Animal Stories.

Bead Ceremony (Littles): 1st and 2nd graders

Every day during summer camp, your child's group will have a bead ceremony. The beads they earn will tell the camp and the parents how well that child is doing at camp. At the end of camp, the camper with the most beads from the summer will win a prize! Bead ceremony is a way to encourage responsibility and trust. Your child must bring his/her bead necklace to camp every day or they will not receive their beads for that day. If they lose their necklace, they must start over.

Point System (Middle and Older Groups): 3rd through 8th graders

The middle and older girls and boys earn special points that are tallied on a fun, visual graph. These points are based on behavior, participation, and group unity. Weekly there will be group challenges. These challenges will include events such as trivia, games, and group activities, to name a few. Each week their group can earn up to 1000 points. If the groups reach their point goals each week, they will earn a variety of treats and prizes.

Arts and Crafts:

At some point each day, campers will have a chance to create. This may come in the form of individual craft or a group project. These crafts may be used to decorate the summer camp hallway, be used as a prop for our theme of the week, or be taken home.

Field Trips:

The individual groups will go on field trips one day per week. Little boys and girls (rising 1st and 2nd grade) will go on field trips together on Tuesdays. The middle girls and boys (rising 3rd and 4th grade) will go on field trips on Wednesdays. The older boys and girls (rising 5th through 8th grade) will go on field trips together each Thursday. The field trip schedule can be found on the calendars, which will be sent out along with this handbook and will be available on our website.

Since a large portion of the field trips are water trips, please make sure that on these days, the campers have a bathing suit, towel, sunscreen, and a bag lunch. If your child cannot swim, please note it on their registration form as well as informing your child's counselor. Please send water bottles with your children on field trips.

Themed Weeks

Each week of summer camp will have its own dedicated theme such as Sports Week, Drama Week, and Mystery Week. Crafts and activities will largely be associated with the theme of that week. Some activities will be optional, but we like to encourage campers to try new things and participate in something that they may not feel skilled at.

Examples of these activities include:

- Playing kickball
- Putting on a skit
- Creating a science experiment
- Participating in a homemade escape room
- Having a lip-sync battle

If a camper truly doesn't want to participate in an activity, they will be asked to watch and cheer on their group.