



**A PARENT'S GUIDE
TO
SUMMER
DAY CAMP**

DEAR PARENTS AND GUARDIANS,

We are thrilled that you have chosen Kamp Kidville! It is a privilege for us to provide a safe, grace-filled environment for your child. Our prayer is that God will work through us to help develop your child's identity in Christ. Staffed primarily by college students, we provide fun, high-energy activities paired with an exciting, Bible-based curriculum full of games, crafts, Bible study, and worship opportunities.

Our theme this summer: "Jesus Is . . ." We will focus on Jesus, the Promised Messiah, who came to rescue and redeem us. The selection of Old Testament stories will focus on truths about Jesus that kids can see demonstrated in the New Testament stories about Jesus. Activities will be interconnected throughout each week in our games, skits, songs, and more to provide faith-building experiences that kampers will want to share with the world around them!

We will be venturing out this summer for two to three local field trips. In addition, we will host several in-house activities that are equally as fun! Unfortunately, we will not be swimming this summer.

This handbook will provide you with almost everything you need to know about Kamp Kidville. Our policies and procedures are necessary to provide a safe and healthy environment for your child. We ask that you take time to familiarize yourself with this information so that everyone involved will have a positive experience at Kamp Kidville.

Feel free to contact us with any questions you may have. Thank you for your cooperation. We look forward to working with you this summer!

Only by Grace,

Karen Smith
Christian Life Center Director
918-682-2301
clc@fbcuskogee.org

SAVE THE DATE

Family Fun Night

Friday, June 9

6:00 - 8:00 p.m.

Have dinner on us! It's our treat!

Join us for an evening of fun, food, and fellowship!
Meet our staff. Play some games. Let the kampers entertain you!

GENERAL INFORMATION

Age Requirements:

Kamp Kidville is designed for children who have **completed** kindergarten through 5th grade. All those in kindergarten will be required to complete a Kindergarten Verification Form.

Days and Hours of Operation for 2017:

Kamp Kidville dates of operation are June 5 - July 28, Monday through Friday.

We will be closed Tuesday, July 4.

Kamp Kidville program activities are from 9:00 a.m. to 4:00 p.m.

Extended care is available from 7:30 a.m. to 9:00 a.m.
and from 4:00 p.m. to 5:30 p.m. at no extra cost .

SECURITY POLICIES

At Kamp Kidville, kamper safety is our priority. Our first layer of security is to hire and train an outstanding staff through careful selection and thorough background checks. We require a minimum of two staff members with our kampers at all times. Staff members are not allowed to be alone with kampers.

Our second layer of security is careful monitoring of Pick Up time. When a kamper is registered for Kamp Kidville, they are assigned a **Security Code** which is given to the parent. We also give each parent a Kamper Security Card on which they list every adult who will have permission to pick up their child. The Kamper Security Card is kept on site. All adults arriving at Kamp Kidville to pick up a kamper **MUST** know the camper's security code. If someone other than a parent arrives to pick up a kamper, that person's name must be on the Kamper Security Card, and he or she must show picture identification. All security codes will be kept confidential, will only be released to the parent or guardian, and will not be given out over the phone. We require legal documentation for cases in which a parent or legal guardian is not allowed to pick up or have contact with their child.

We will never release a child to ANYONE who has not properly followed ALL security procedures.

CONTACT INFORMATION

Christian Life Center Director:
Karen Smigh
clc@fbcuskogee.org

Mailing Address:
First Baptist Church
111 S. 7th Street
Muskogee, OK 74401
ATTN: Day Camp

Christian Life Center
918-682-2301
Fax Number:
918-682-7131

REGISTRATION & PAYMENT INFORMATION

Registration Procedure:

Parents may download and print forms from our website or drop by the Christian Life Center to pick up a packet. Registration begins on Monday, March 13, 2017, at 7:00 a.m.

Out of town for Spring Break? We suggest downloading forms as soon as possible and filling them out COMPLETELY. Notarize the Medical Form and ask a family member or trusted friend to bring the forms to the Christian Life Center on Monday, March 13.

Every year is different, but we have been known to fill to capacity in three days. We highly recommend registering as early as possible. In the event your child is put on a waiting list, we will begin calling on May 1 as openings occur.

Payment Information:

Registration Fee: \$130 per kamper

A one-time, **non-refundable** registration fee is due at the time of registration. This fee includes two (2) Kamp Kidville t-shirts, field trips, snacks, and all supplies.

Weekly Tuition: \$90 per kamper

Tuition is due each Monday by 5:30 p.m. of the chosen weeks of registration.

Late Payment Fee: \$5 per day

A late fee of \$5.00 will be applied to your balance for each day the payment is late. If the entire balance is not paid by Friday of the week registered, the kamper will be dismissed from Kamp. All late fees are per kamper.

Cancellations and Refunds

Due to our waiting list each year, cancellations for weeks enrolled must be made by **5:00 p.m., Friday, April 28, 2017**. Cancellations must be **submitted in writing** using our **Cancellation Form** available in the Christian Life Center. No cancellations will be accepted over the phone. **Registration fees are non-refundable.**

After April 28, tuition will be due on weeks enrolled. Any non-payment of late cancellations will result in dismissal from Kamp.

ARRIVAL & DEPARTURE

Morning Extended Care - 7:30 to 9:00 a.m.

Kamp Kidville - 9:00 a.m. to 4:00 p.m.

Evening Extended Care - 4:00 to 5:30 p.m.

Signing In:

The earliest kampers may sign in is 7:30 a.m. Parents **MUST** escort their kamper into the building every morning for the entirety of the summer. **For safety reasons, drop-offs at the curb are not allowed.** Staff members will be stationed inside the door to greet and check in kampers. Once a kamper has been checked in, parents are free to leave. Staff members will help kampers store their lunch and guide them to their first activity location. When arriving later than 8:50 a.m., parents are asked to walk their kamper to the Control Room and check them in with the Control Room Worker.

Signing Out:

All kampers must be picked up by 5:30 p.m. Parents are required to come to the Control Room window to sign out their kamper. Parents are not allowed to go into the kamper's activity area. Kamp Staff will not allow a kamper to leave their area without following proper procedures. As described earlier in our Security Procedures, kampers will only be released to parents/guardians who produce the kamper's security code, or adults who are listed on the Kamper Security Card who show photo identification and can produce the security code. **We will never release a kamper to anyone who has not properly followed ALL Security Procedures.**

Late Pick Up:

All kampers in extended care must be picked up no later than 5:30 p.m. daily. Late fees will begin as follows:

5:35 p.m. - \$ 5.00 late fee per child

5:40 p.m. - \$10.00 late fee per child

5:45 p.m. - \$15.00 late fee per child

All late fees are due at the time of pick up.

If a kamper is not picked up by 5:45 p.m., or the parent is chronically late, the Christian Life Center Director will schedule a meeting with the parent which may result in dismissal from kamp.

Please contact us as soon as possible if there is an emergency or an extreme situation that will cause you to be late. Life can throw us a curve ball, and these situations will be taken into consideration.

DRESS CODE

At Kamp Kidville, we are focused on honoring God in all that we do. This includes what we wear. As a result, we ask that all clothing worn by kampers and staff be modest in nature. We play hard all summer! Kampers need to be dressed for intense activity.

What to wear:

- Short-sleeved t-shirts or loose-fitting comfortable shirts with sleeves.
- Athletic shoes and socks.
- Modest shorts or pants.

What not to wear:

- Skirts or dresses
- Short-shorts
- Tank tops, spaghetti straps, halter tops, crop tops, see-through shirts, tops with cut-out shoulders, tops with cut-out backs, sleeveless or low-cut shirts
- Flip flops, sandals, crocs, heeled shoes, or boots of any kind
- Shirts with questionable slogans or advertising

If a kamper arrives dressed inappropriately, parents will be contacted to bring a change of clothing or shoes.

PERSONAL ITEMS

Everyday at Kamp Kidville is filled with activities. Kampers are not to bring any of the following items to camp:

- Cell phones, iPads, iPods, Kindle devices, or any other electronic device
- Any type of camera
- Books, journals, playing cards, trading cards, or toys of any kind
- Hats, combs, brushes, make up, jewelry, purses, wallets, backpacks, blankets, or money
- Gum of any kind

Should kampers choose to bring any of the above items, the items will be confiscated and held in the Control Room until the kamper is picked up by an adult.

Any kamper bringing dangerous or illegal items or substances to camp will be dismissed.

LUNCH AND SNACKS

Lunch

- Kampers will need to bring a packed lunch from home.
- Do not send items that need to be heated or refrigerated. **We do not provide refrigerators or microwaves.**
- If your child has a severe nut allergy, we will seat him/her with a group of kampers who are not eating nut products.
- If a kamper arrives without a lunch, we will call the parents to bring one. In an emergency, we will provide a lunch for \$5 which is payable at the end of the day.

Snacks

We will provide kampers with snacks each day which normally consists of Goldfish, animal crackers, or pretzels. If your child has dietary restrictions, please list them on the appropriate registration form and send snacks from home. **Please note: We do not serve a morning snack. Make sure kampers eat an adequate breakfast.**

MEDICATION MANAGEMENT

If a kamper requires an EpiPen or a rescue inhaler while at Kamp Kidville, the parent must fill out a Medication Dispense Card and a Medication Release Form. This will allow management staff to administer the EpiPen or rescue inhaler to the kamper. When a kamper is in need of an EpiPen or rescue inhaler, parents will be contacted immediately. The time and medication given will be recorded on the Medication Dispense Card and the parent will sign the card when they pick up the kamper. We only dispense medications required by a doctor to be given during the kamp day.

HEALTH AND WELLNESS

Kamp Kidville intends to provide an environment where children are healthy and free of infectious illnesses. Kampers will not be allowed to attend kamp with any of the following:

- Fever (100.1 or above) within the previous 24 hours--kamper must be fever free for 24 hours without the aid of medication
 - Vomiting and/or diarrhea within the past 24 hrs
 - Pink eye or other signs of an eye infection or conjunctivitis such as red eyes and/or drainage from the eyes
 - Head lice (must be free of all nits)
 - Questionable rash, skin infection and/or pimple or boil-like wounds
 - Any symptoms of childhood diseases such as scarlet fever, measles, mumps, chicken pox, whooping cough, etc.
 - Runny nose that is green or yellow in color
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LOCAL & IN-HOUSE FIELD TRIPS

While kamper safety is our priority, we also desire to offer fun, exciting events that shake up the daily routine. This summer we will be going on local field trips to the skating rink, bowling alley, and possibly one other TBA. We will also schedule in-house field trips consisting of large group games, inflatables, a carnival and a talent show. We will not be swimming this summer.

Most of our events will take place on Fridays. The cost of the events is included in the Registration fee. The arcade at the skating rink will be available to our kampers, but it will be up to the parents to provide spending money for the games.

DISCIPLINE POLICY

In order to have as much fun as possible, we ask our kampers to be respectful to themselves, to others, and to the property around them. When kampers are respectful, they are able to build healthy relationships. Our kampers have the right to know that when they arrive at Kamp Kidville, they will be safe from harm. **When a kamper exhibits unacceptable behavior, the following steps will be taken:**

1. Redirect - Kamper is guided toward more acceptable behavior.
2. Verbal Warning - Kamper is told ways to correct the behavior.
3. Personal Time - Kamper is given time to think about how to correct the behavior and a Discipline Form is given to the parent explaining the unacceptable behavior.
4. Written Warning #1 - Result is suspension for remainder of the day.
5. Written Warning #2 - Result is suspension for that day and the next two (2) days.
6. Written Warning #3 - Result is dismissal from Kamp Kidville.

We reserve the right to skip any or all steps when specific situations arise such as, but not limited to, physical, emotional or verbal violence to other kampers or staff.