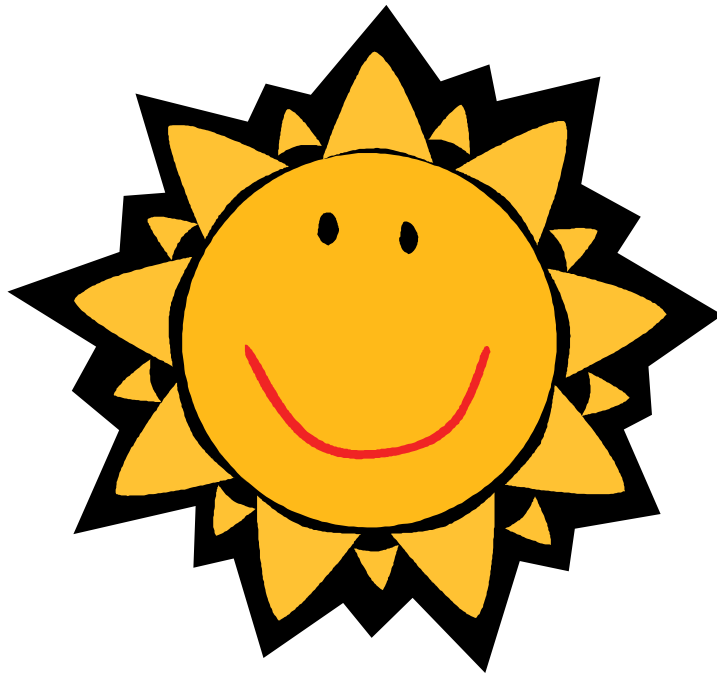


Cross of Christ Summer Camp
Handbook
2009



39808 N. Gavilan Peak Pkwy.

Anthem, AZ 85086

623-551-3454

www.crossofchristschool.org



Welcome

The Cross of Christ Summer Camp program is a six week day camp which provides opportunities for school age children (4 year through Grade 3) to enjoy recreational activities, learn new skills, and make new friends. Campers take part in arts and crafts, sports and games, special projects, and other activities under the close supervision of summer camp program staff.

Summer Camp is open on the following weeks with the following themes:

- June 1 - 5** **Hooray for Holidays!** Celebrating our favorite holiday throughout the year.
June 8 - 12 Vacation Bible School Week – no Summer Camp activities planned
June 15 - 19 **Sweatn' Buckets!** Get away from the T.V. and computer and join in on the sports fun.
June 22 - 26 **Super Stories!** Checking out some books and experiencing the fun unfold
June 29-July 2 **Celebrate America! (Four Day Camp)** Happy Birthday America activities.
July 6 - 10 **Nifty Numbers!** 1, 2, 3, 4! Let's do some math galore! Doing math and you won't even know it.
July 13-17 **Book-tastic!** Write it, read it, make it, take it!

The following are guidelines for our Summer Camp program. If you have questions after reviewing them, please speak with Thomas Geyer or Rachel White.



Philosophy and Purpose

Cross of Christ Summer Camp is sponsored by Cross of Christ Lutheran Church and School as a means of providing a Christian based camp program for children. We follow the regulations of Arizona Department of Childcare Licensing and it is administered by a Director and trained staff.

The purpose of our Summer Camp is to provide a safe and secure environment. We offer a loving and stimulating environment in which campers can grow socially, emotionally, physically, and spiritually through developmentally age-appropriate practices. We recognize that children learn through play, and we strive to create an environment that will encourage exploration, experimentation, and creativity. Special attention will be given to foster positive self-concept in each camper through creative and structured learning activities.



Hours of Operation and Schedule

Monday through Friday

*Full Day 8:30 a.m. to 3:30 p.m.

*Morning 8:30 to 11:30 a.m.

*Afternoon 12:30 to 3:30 p.m.

*Extended Care 7:30 to 8:30 a.m. and 3:30 to 4:30 p.m.

Schedule for the Day

7:30-8:30 a.m.

Extended Day Care and Morning Round-Up

8:30-9:00

Devotion and Praise Time

9:00-11:30

Morning Session

11:30 a.m.-12:30 p.m.

Lunch and Play

12:30-1:00

Devotion and Praise Time

1:00-3:30

Afternoon Session

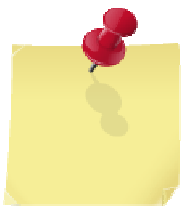
3:30-4:30

Extended Day Care



Enrollment

Enrollment is open to any camper who has completed a Preschool 3s program through Grade 3. Enrollment shall be granted without discrimination in regard to sex, race, color, religion, national origin and ancestry.



Paper Work

The Enrollment form, included in the back of this packet, must accompany your camper's registration fee and is due the FRIDAY before the week of camp. We will enroll on a first come first serve basis.



Fees

Listed below is the fee schedule each week.

*All Day 7:30 a.m. to 4:30 p.m.	\$195.00
*Full Day 8:30 a.m. to 3:30 p.m.	\$165.00
*Morning Session 8:30 to 11:30 a.m.	\$100.00
*Afternoon Session 12:30 to 3:30 p.m.	\$100.00
*Morning Extended Care 7:30 to 8:30 a.m.	\$ 25.00
*Afternoon Extended Care 3:30 to 4:30 p.m.	\$ 25.00

Registration Fee: \$10.00 for the week per child. \$25.00 for a family of three or more children.

All fees are due the Friday BEFORE the week of Camp unless other arrangements have been made. All families must have a zero balance from last year's Summer Camp as well as any tuition and fees from the previous school year at Cross of Christ Christian School to be enrolled in Summer Camp.

Late Departure Fee: It is the Cross of Christ Summer Camp policy to charge an additional fee for late pick up. Charges are \$1.00 per minute with no grace period. This fee is payable the night of the occurrence or the following morning. If fee is not paid the camper will not be allowed to come until it is paid.

Refund of Fees: Fees are non-refundable nor will they be refunded if a camper is absent. Our costs remain constant; therefore, refunds, credit for days missed, or make-up days cannot be offered. In case of an extended illness or absence, arrangements may be considered on an individual basis.

Returned Check Fee: The fee for a returned check is \$30.00 per check. If two returned checks have been received, cash or money order payments will be required for future fees.



Arrival and Departure

We **require** that a parent/guardian accompany their camper in and out of the program. Parents are required to sign their name on the sign in/out form each day. Parents must authorize other adults to pick up or drop off their camper. Please inform staff of these arrangements. No child will be allowed to leave with an unauthorized adult. If the person picking up has not done so before, we will ask to see their driver's license.



Absent From Program

Parents are asked to call and notify our staff if their camper will be absent from the program on any given day.



Food

Morning and afternoon snack and 100% fruit juice (apple or grape) will be provided for each camper. For campers staying through lunch, each must provide their own lunch. Please label all lunch boxes with the child's name. Cross of Christ is a nut sensitive program and we ask that no foods with nut products be brought in lunches. If your camper is allergic to any types of food, please notify the staff when you enroll.



Medication

Prescription medication and over the counter medicines will be administered by the Summer Camp Staff only when a written authorization form is signed by the parent. Medications must be clearly labeled and in the original container. Authorization forms are available in the office.



Illness/Exclusion Policy

Please do not send your child to Summer Camp if they have the following:

Conditions for Exclusion from Camp

- *Oral or auxiliary (armpit) temperature 100.0F or higher with a behavioral change.
- *Symptoms and signs of possible severe illness such as unusual lethargy, uncontrolled Coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs.
- *Diarrhea (two watery stools in a 4 hour period or one large volume of watery stool mixed with blood).
- *Vomiting, upset stomach with more than just "spitting up."
- *Yellowish tint to skin or eyes and/or unusually dark, tea-colored urine.

Conditions for Returning to Camp

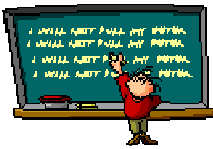
- *Fever free for 24 hours without use of fever reducing medicine.
- *Symptom free or physician's written approval to return to camp.
- *Free of diarrhea (watery stools) for a 24 hour period and able to take food.
- *Free of upset stomach and vomiting for 24 Hours and able to take food.
- *Symptom free or physician's written approval to return to camp.

Conditions for Exclusion from Camp

- *Red, watery or draining eye(s).
- *Severe itching of the body or scalp and/or constantly scratching the head (i.e. lice)
- *Infected areas of the skin with crusty, yellow, gummy, or dry area or rash, (i.e.: Impetigo, Chicken Pox or Ringworm).
- *Fainting or seizures (other than pre-existing conditions) or general signs of drowsiness, listlessness, weakness, flushed face, headache or stiff neck.
- *Mouth sores with excessive drooling.
- *Rash with fever or behavior change.
- *Known communicable disease while in communicable stage.

Conditions for Returning to Camp

- *All discharge from eye(s) has stopped or physician's approval to return to camp.
- *After treatment, including free of lice or nits.
- *Skin sores are healed 24 hours after treatment has started or physician's written approval to return to camp.
- *Symptom free or physician's written approval to return to camp.
- *Physician's written approval to return.
- *Physician's written approval to return.
- *Physician's written approval to return.



Discipline Policy

Cross of Christ Summer Camp discipline policy is designed to establish respectful and positive discipline for all campers enrolled. Staff will use these guidelines to help campers understand what is expected and acceptable behavior. Staff will help the campers understand that unacceptable behavior has consequences and that acceptable behavior is to be desired.

Campers will be expected to:

1. Treat staff and other campers with respect at the program.
2. Follow all directions when given by a staff member.
3. Keep hands, feet and other objects to themselves.
4. Use appropriate language.

Consequences

1. Re-direct the camper to another activity or the safe space area.
2. Discuss the problem and complete a Conduct Referral, listing the consequence will be if it happens again. (Parent will be given a copy of the Conduct Referral)
3. Follow through with consequences.

Corporal punishment, in any form, is expressly contrary to the philosophy and purpose of Cross of Christ Summer Camp program and will in no instance be administered.



Toys

Campers are asked to leave toys and valuables at home. Toys are not allowed to be brought to the program except on special occasions which will be noted. Cross of Christ is not responsible for any stolen or damaged items brought from home. We also have a no weapons policy including pretend ones. Imaginary guns, swords, construction blocks, or other manipulatives will be redirected into other non-violent creations.



Clothes

Campers should wear play clothes with sneakers/gym shoes and socks. No sandals, flip-flops, crocs, etc. should be worn for safety reasons. No shoes with wheels will be allowed due to safety reasons.



Parent Responsibilities

It is our top priority to ensure the health and welfare of every camper in our care. The following is a list of guidelines that parents need to follow:

1. We require that all parents conduct themselves in a respectful manner when dropping off and picking up their child.
2. All discussions with staff regarding the Camp program or any camper in our care should occur outside the presence and hearing of the campers.
3. Inappropriate or disruptive behavior on the part of the parent or other authorized pick-up adult may, in the discretion of Cross of Christ Summer Camp program, be grounds for immediate termination of Summer Camp services.
4. If Cross of Christ Summer Camp staff suspect that someone picking up a camper is under the influence of alcohol and/or drugs, the adult will be asked by staff not to take the camper, and staff will contact parents or other emergency contacts listed in the file to pick up the camper. If the adult insists on taking the camper, staff will get the license plate number, make, model and color of the vehicle, and the police will be notified.

Cross of Christ Summer Camp program also supports campers of divorced parents. It is important to list both the mother and the father on paperwork including current residency, employer and phone numbers. Step-parents should also be listed, whether or not they are authorized to pick up or drop off the camper. It is also important that pick up and drop off arrangements be made in advance and written documentation is on file in the office. We have no authority to withhold a camper from either parent, or to prohibit either parent from visiting their camper at our program. In the event that sole legal custody has been granted, or other orders have been entered by the court limiting a parent's right to pick up or drop off the camper, we must be provided with a copy of such order or decree. In an emergency situation limiting either parent from picking up or dropping off their camper, all paperwork must be on file in the office.

With whom does the child reside? _____

Are there special custody arrangements about which we should know? _____

Who is responsible for Camp fees? _____

EMERGENCY CONTACTS

CONTACT #1

CONTACT #2

Name _____

Name _____

Home Phone _____

Home Phone _____

Work Phone _____

Work Phone _____

Cell Phone _____

Cell Phone _____

I. If your normal transportation is unavailable, please call the office with the driver's license number of the person who will be picking up your child. This is required when the Camp staff and/or child may not know the individual providing transport. Initial _____

II. I give permission for my child to be photographed for editorial, promotional, and audiovisual presentation by Cross of Christ. I consent to the reproduction and use of these photographs. Initial _____

III. My child is in an on-going health program with Dr. _____. He/She is in good health and is able to participate in all activities with Cross of Christ Camp without restrictions. Initial _____

IV. Please list any special problems or needs, including known allergies, existing illnesses, previous serious injuries or illnesses, any disabilities, any hospitalizations during the past 12 months, and any medication prescribed for long-term, continuous use. _____

V. These Persons are allowed to pick up my child from Cross of Christ Summer Camp.

Name _____ D.L. # _____

Name _____ D.L. # _____

Name _____ D.L. # _____

Please check all that apply.

____ We are a COCLC or a COCCS family. ____ Please send me information about Cross of Christ Christian School.

____ Current immunizations are on file at COCCS.

Signature of Parent

Date

Cross of Christ reserves the right to alter the specifics of any program and to add or delete offerings. Cross of Christ does not discriminate on the basis of race, gender, religion, or ethnic origin.