

Messiah Summer Day Camp Parent Handbook 2022

***COVID policies and procedures listed in this document are based on current practices at Messiah Lutheran School and current CDC recommendations. These policies and procedures are subject to change at any time. ***

Admission

Messiah Summer Day Camp is open to all children regardless of gender, race, color, nationality or religious beliefs who may benefit from our program. Summer camp is open to children entering grades Preschool through 8th grade. It is recommended that preschool campers come from a full time care setting such as school or daycare to help campers adjust to summer camp routines. Campers should be fully potty trained. Registration packets are available online at www.messiahnetwork.org. Sign up online, read the handbook, and pay a registration fee to complete the registration process.

Arrivals and Departures at Camp

All campers arriving at Messiah Summer Day Camp will be welcomed to the building. Before entering, please self screen for Covid-19. All guests and campers ages kindergarten and older entering the building are encouraged to wear a mask.

Every day before leaving camp, all campers must be signed out, which includes time and signature of the person to whom the child is released. Only a person authorized by the parent or guardian, in writing, may pick up a child. If someone else is to pick up your child, please notify the camp counselors in advance in writing.

Belongings and What to Bring

Each day campers should bring the following (Please mark all items with your child's name):

- A backpack
- A nutritious lunch that will give your camper energy for a great day.
- Swimsuit and towel (for Pool Days and Water Days)
- All campers should provide sunscreen with their name on it.
- Facemask and a spare (required for campers ages kindergarten and older)
- Messiah Summer Camp shirt (purchased at registration, must be worn on field trip days)
- **EARLY CHILDHOOD:** Please supply an extra set of clothes in your child's backpack in case of accidents or other spills. If your child uses a piece of the extra set of clothing, be sure to immediately replace it.
- **EARLY CHILDHOOD:** blanket and pillow in a covered tote labeled with your child's name- used for rest time. This may be brought on the first day of the week and taken home the last day of the week.

Campers should NOT bring:

- Money or any other valuables
- Any electronic device. (MP3 players, radios, cell phones, cameras, etc.) Cell phones may be taken and kept by counselors for the remainder of the day and returned to the camper at pick-up.
- Games and toys from home



***Summer Camp, Messiah Lutheran Church and School, and all summer camp counselors are not responsible for lost and/or stolen items.**

Communication

We want parents to be informed. The main form of communication for camp is email. Messiah will send out a weekly email with pertinent information about schedules and updates. Feel free to call the church office Monday-Friday 8am-4pm. An emergency cell phone number will be distributed to parents the first day of camp for your child. This cell phone number is for emergency contact only.

Counselors

Summer Camp Counselors are carefully selected individuals who have been thoroughly interviewed and trained to be outstanding summer camp counselors. They have a deep faith and love in Jesus Christ and are active members of a church. All full-time counselors are at least 18 years old and/or a high school graduate. Many are college-age students who take their role seriously as a Christian Camp Counselor.

Our staff will also include Junior Counselors who will be assisting the Camp Counselors. Junior Counselors will be ages 16-18.

There is a lengthy application process for all counselors involving a paper application, references, and an interview with the camp executive director and camp administrator. Background checks are also obtained on all staff. Counselors are trained in CPR and First Aid at the beginning of the summer and receive extensive summer camp training and sanitization procedures as counselors before camp begins.

Counselors will be temperature checked and health screened. Any staff members with a temperature over 100.4 degrees AND/OR exposure to a Covid positive person within the past 48 hours will be sent home.

Daily Schedule

Activities typically are scheduled from 8:00a.m.-4:00p.m. The schedule varies based on the daily activity. Daily camp activities include time for lunch, snack, craft, group games, praise time, and Bible study. Younger campers generally have a rest time in addition to the activities above.

Discipline

Messiah Summer Day Camp uses positive reinforcement to encourage acceptable behavior. The camp activities are designed to reduce conflict and to promote non-competitive experiences. Rules are clearly defined at the beginning of the summer.

If inappropriate behavior occurs, the following disciplinary actions will take place:



- The camper will receive a warning to discontinue the behavior.
- If repeated, the camp counselors or director will redirect the camper to another activity or facilitate problem solving between the campers.
- If the behavior continues, the camper will be moved away from the other campers (i.e. “time out”) and is required to sit for a short time period.
- For more serious inappropriate behavior and/or continual disruption at camp, a camper may lose activity time until behavior improves. In extreme cases, the camper may be suspended or expelled from camp.

Behavioral information will be shared with the parents when they pick up their camper and/or by phone or in writing when necessary. Continued behavioral issues will result in developing a Plan of Action to encourage the camper to change their negative behavior to positive behavior on a permanent basis. Messiah Summer Day Camp reserves the right to discharge a camper if the Director agrees that a specific camper is disruptive to the summer camp environment. This action will only occur after a reasonable trial period and after the Director has conferred with the parents.

Dress Code

- Simple, comfortable, washable play clothes.
- Messiah Summer Camp T-shirt for off-campus trips.
- Socks and shoes to summer camp every day. (Flip-flops and sandals are only allowed on water days.)
- Swim attire should be modest. All campers should be able to dress for water days with little to no assistance.

Emergencies

If a camper has an accident at camp that produces a major injury calling for professional medical care, the parent or guardian will be contacted. If the injury requires emergency care, the local EMS will be called for service, and a staff member will accompany the camper to the hospital.

Extended Care

Morning extended care runs from 7:00-8:00 a.m. to accommodate campers who need to be dropped off prior to 8:00 a.m. Afternoon extended care begins promptly at 4:15 p.m. and ends at 5:30 p.m. Extended Care is billed at a flat rate of \$5 per camper for the morning session and \$5 per camper for the afternoon session. Any campers who are dropped off before 8 a.m. or picked up after 4:15 p.m. will be charged this extended care rate. There is a \$1 per minute late fee for campers picked up after 5:30 p.m. (Camp ends at 5:30 p.m.)

Facilities

Messiah Summer Day Camp uses classrooms at Messiah Lutheran Church, as well as the school’s gym, outdoor fields, and sanctuary. All rooms are kept clean, organized, and sanitized daily. If you would like to



visit the building to see the rooms and other facilities or have other questions, please call the summer camp director or administrator to schedule an appointment.

Fees/Cost of Camp

Registration: The Summer Camp Registration fee is \$100 per child. Register before April 1st for the discounted fee of only \$50 per child.

Daily Rates: The daily rate for the 2022 Summer Camp is \$40.

Extended Care Fees: Each Extended Care session is billed \$5 per camper per day. If campers are dropped off before 8 a.m. or picked up after 4:15 p.m. parents will be charged this extended care rate.

Late Pick-up Fee: There is a \$1 per minute late fee for campers picked up after 5:30 p.m. (Camp ends at 5:30 p.m.)

MESSIAH WILL ONLY OFFER ONLINE PAYMENT OPTIONS.

Field Trips and Transportation

Messiah Summer Camp is committed to the safety of all its campers and staff. All off-campus activities are offered to campers 2nd-8th grade. Pre-kindergarten- first grade campers will stay on-campus and enjoy on campus experiences. For off-campus field trips, we use contracted bus drivers through First Student to transport our campers off campus. Ratios will be below state recommendations with 8 or fewer children per adult for each camp. Ratios are 10:1 for on-campus camp activities and 5-8:1 for off-campus activities. Pool and big field trips require us to ratio 5:1. On our field trips, counselors are trained to head count often. Messiah Summer Camp shirts are REQUIRED on field trip days.

Drop Off Procedure

Please bring your child to the back entrance by the Preschool Playground. Use the circle drive behind the building and park in the Early Childhood Lot.

- Parents should park in the main Early Childhood Lot and walk their child toward the front entrance.
- Once inside, parents and campers will be greeted by camp staff to check them in.

Groups/ Grouping

Groups are determined based on camper age. Camper to staff ratio is generally 1:10 for all campers over the age of 7. Smaller ratios are typical for campers under the age of 7. Each group will practice social distancing from other groups.

Heat Policy



Messiah Summer Camp does function as a primarily outdoor camp. Camp staff takes necessary precautions in heat including shortening outside play and game time, following sunscreen procedures, taking advantage of shade areas, and providing adequate water breaks throughout the day. Messiah monitors excessive heat warnings and adjusts programming according to the safety needs of the campers.

Hours of Operation

It is important to have your child dropped off no later than 9:00 a.m. unless you have informed the summer camp staff. Activities start as early as 9:00 a.m. and we don't want your child to miss out.

Campers may arrive any time from 8:00-8:59 a.m. Morning extended care runs from 7:00-8:00 a.m. to accommodate campers who need to be dropped off prior to 8:00 a.m. Parents may pick up their campers from 3:30-4:00 p.m. Afternoon extended care begins promptly at 4:15 p.m. and ends at 5:30 p.m.

We recognize some parents have unpredictable work schedules and we will do our best to be as flexible as possible and work with you whatever the situation. We do, however, ask for a schedule of when your child will attend camp **by Friday noon the week prior** because it helps us in planning for on-campus activities and coordinating counselors' work schedules. The schedule sign up will be sent out every Wednesday, you will need to submit your child's schedule by **Friday noon**.

Please contact the summer camp director(s) with any scheduling changes at your earliest convenience. There will not be refunds for any days not used.

Illnesses and COVID-19 Guidelines

This section has been updated to reflect Messiah's Back to School Plan with recommendations for Covid-19.

Prior to admission into camp each day, each staff member and camper will be asked to screen themselves at home for:

- Temperature check (should be below 100.4 degrees Fahrenheit)
- Chills
- Cough
- Shortness of breath/difficulty breathing
- Fatigue
- Muscle/body aches
- Headache
- Loss of taste/smell
- Sore throat
- Congestion/ runny nose
- Nausea/vomiting
- Diarrhea

If any student or staff member has symptoms, they should stay home and call their healthcare provider for guidance. A camper must quarantine for 5 days from the onset of symptoms if they test positive for Covid and masked for the remaining 5 days. If the camper tests negative for Covid, the camper may return after 24 hours



with no symptoms and non-medicated. We will be following all recommendations set by the Health Department of St. Charles as well as CDC recommendations.

If a camper has been in close contact with someone who has tested positive for Covid, they must be quarantined for 14 days from day of exposure.

Managing Symptomatic Staff/Campers During Camp Hours:

If a camper develops symptoms of an illness (especially fever, diarrhea or rashes) while at camp, the camper will be separated from the group and the parents will be asked to pick him or her up immediately.

1. As soon as symptoms are identified in a camper or staff member, the individual should be separated from others in the building and should leave the building as soon as possible. If a camper or summer camp staff member cannot leave immediately, they should be directed to an isolation area. Messiah Summer Camp should begin making a 'contact trace list' of all possible exposures to the symptomatic case as soon as they become aware of the symptomatic individual. This list would include anyone within 6 feet from the individual for at least 15 minutes. The county health department will ask Messiah Summer Camp directors for this list to begin their own contact tracing.
2. Staff will follow-up with the symptomatic individual to make sure a plan for testing is in place.
3. Parents will be responsible for contacting the St. Charles County Department of Public Health to inform them of the possible case and prepare for follow-up.

St. Charles County COVID-19 Hotline 636-949-1899

- The COVID-positive camper or staff member is able to return to camp when they satisfy the recommendations of the CDC. A return letter from a health care provider or health department should be sent upon return to camp.

If a camper has a communicable disease, (including ringworm), it may be necessary to obtain written permission from a physician and/or proof of treatment before the camper returns to camp.

Medications

Please talk to the camp director about medication administration. Campers are not permitted to self-administer medications with the exception of inhalers, epi-pens, and emergency medications with the consent of a doctor. All medications must be in the original containers and only a daily supply should be provided. Medications will only be administered according to the directions provided.

Needs of Campers

We recognize that some children have specific needs that require special attention by summer camp staff. We will do our very best to accommodate all children at our summer camp. However, we ask that you please call the director in order to discuss the specific needs of your child and to evaluate if this is the best summer camp for you and your child.

Payments



Summer Camp is a pre-pay program. Payment for each week is expected in full by Friday noon prior to each week. This will also include any extended care fees. All payments need to be made online.

Photo Policy

Messiah Summer Day Camp and Messiah Lutheran Church may use, reuse, publish and republish photographic materials of campers to illustrate, promote and advertise Messiah Summer Day Camp, Messiah Lutheran Church and their programs in publications and websites. Names will not be used in print or online publications. If you do not wish to grant a photographic release, please discuss with the camp director.

Refunds

Weeks of camp are not refunded at the end each week. No extended care fees will be refunded or credited. Registration is non-refundable. Refunds will be decided on a case-by-case basis.

Rules

Camp rules are simple. Have fun. Be safe. Don't prevent others from having fun.

Schedule

Campers must attend full day. Half day options are not available. A sample daily schedule will be available.

Sunscreen Policy

Campers must arrive with sunscreen applied. Staff will apply sunscreen mid-day or as needed. Please let camp staff know about special sun protection needs.

Weather

In the event of inclement weather, our schedule may need to be revised to include more indoor activities.

