

# Summer Kamp Handbook



*Providing children with excellent care in a safe and Godly atmosphere.*

## **Welcome**

The purpose of this handbook is to provide the rules, expectations, procedures, and important information you will need to know regarding.  
beKidZ Summer Kidz Kamp.

Please take time to carefully review this  
information.

At True Vine Christian Academy School–beKIDZ,  
our goal is to provide a fun, faith-filled, and safe  
summer experience for all children in our  
community and surrounding areas.

# General Information

## Dates & Hours:

- Monday–Friday, 6:00 AM – 6:00 PM
- Closed on July 4th

## Kamp Groups:

- BE1: Ages 3–4
- BE2: Ages 5–12

## Activities Include:

- Daily devotions, educational subjects, indoor/outdoor playgrounds
- Crafts, games, and activities
- Swim days and water fun
- Field trips (ages 5–12 only)
- Breakfast and snacks
- Sweet treats and more!

### **Location & Contact:**

140 NE 150th Street, Edmond, OK 73013

(405) 696-9500

[www.bekidz.org](http://www.bekidz.org)

### **Drop-Off & Pick-Up**

- Morning check-in is inside at the check-in station.
- Afternoon pick-up is in the same location. If children are outdoors, you must come inside to check out your child.
- Doors are locked between 9:00 AM – 3:00 PM. Ring the doorbell for entry.
- Anyone picking up a child must be 18 years or older and show a valid photo ID.

### **Dress Code**

- Kamp Shirts: Worn every Wednesday. If forgotten, parents may bring one by 9:30 AM or purchase a replacement shirt for \$15.
- Shorts/skirts/skorts: No more than 2 inches above the knee

- Closed-toe shoes encouraged; tennis shoes required on Thursdays
- Swimwear (Fridays):
  - \* Girls: 1-piece or modest 2-piece tankini (no bikinis)
  - \* Boys: swim trunks (no cutoffs)
- Bring towel, bag for wet clothes, and life jacket if needed

### **Meals**

- Breakfast: 7:00–8:00 AM (cold cereal or bar, fruit, milk/juice)
- Lunch: Must be packed cold, labeled in a zip lock bag, and placed in cooler. If forgotten, parents may bring one by 9:30 AM or purchase one for \$7.
- Snack: Provided daily from 3:00–3:30 PM

### **Health & Safety**

- Medication form required; all meds labeled and locked.
- No meds in backpacks; staff carry meds during field trips.
- Illness policy: Must be 24 hours symptom-free before returning.
- Lice must be treated before return.
- Parents are notified of injuries immediately; incident forms required.
- COVID-19 guidelines followed for symptoms/exposure.

### **Camper Conduct**

- Step 1: Verbal warning/time out
- Step 2: Parent notification
- Step 3: Parent-staff plan; possible loss of activities/field trips (no refunds)
- Continued issues may result in dismissal.

### **Transportation**

- Sit facing forward at all times.
- Girls and boys may not sit together unless siblings.
- No food/gum; only water allowed.
- Campers help keep bus clean.

### **Money & Purchases**

- Field Trip Money: Some venues have vending/gift shops.
- Candy Store: Daily options (\$1.50 each: chips, drinks, ice cream, candy).

### **Electronics & Personal Items**

- Not allowed unless noted on calendar.
- No social media, recording, or photo sharing.
- Camp not responsible for lost/damaged items.

### **Sunscreen**

- Each camper must bring labeled sunscreen.
- Counselors apply sunscreen before outdoor activities.
- Sunscreen not shared unless siblings.

### **Payments & Fees**

- All payments are non-refundable and non-transferable.
- Monthly payments: Due 1st; late after 2<sup>nd</sup> (5 PM). \$50 late fee + \$5/day/child.
- Weekly payments: \$40/day; due Friday before care begins.
- Late Pick-Up: \$1/minute after 6:05 PM; after 6:30 PM child taken to Edmond Police Department.
- Payments accepted Zelle or Check. Cash payments should only be given to the Director, Pastor, Supervisor only. Please do not give to Kamp Counselors.

### **Emergencies**

- Fire, tornado, and emergency drills conducted monthly.
- Staff and campers trained on shelter locations.
- See Risk Management Manual for details.





# SUMMER KAMP HANDBOOK ACKNOWLEDGMENT

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I acknowledge that I have received a copy of the .beKidZ Summer Kamp Handbook. I understand it is my responsibility to read and become familiar with the policies, procedures, and expectations outlined within it.

I understand that:

The handbook contains important information about beKidZ's mission, values, policies, and procedures.

I am expected to comply with all policies, rules, and guidelines contained in the handbook.

.beKidZ reserves the right to change, update, or revise the handbook at any time, and any such changes will be communicated to families.

My child's enrollment in the .beKidZ Preschool is at-will, meaning either I or .beKidZ may end the enrollment at any time, with or without cause or notice, unless otherwise prohibited by law or by the terms outlined in this handbook.

By signing below, I confirm that I have read and understood the contents of the Summer Kamp Handbook, and I agree to follow the policies and procedures as a condition of my employment at .beKidZ.

Legal Guardian's Name (Print):

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Child's Name (Printed):

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Legal Guardian's Signature):

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Date:

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