

TRUE VINE CHRISTIAN ACADEMY SCHOOL



SUMMER KIDZ KAMP

PARENT HANDBOOK 2021

God saw everything that he had made, and indeed, it was very good.” (Genesis 1:31)

THE PURPOSE OF THIS HANDBOOK IS TO PROVIDE THE RULES, EXPECTATIONS, PROCEDURES, AND ANY OTHER INFORMATION REGARDING SUMMER KAMP THAT YOU WILL NEED TO KNOW. PLEASE TAKE TIME TO REVIEW THIS IMPORTANT INFORMATION.

Summer Kamp 2021 Dates and Hours of Operation:

June 1st- July 31st Monday-Friday 6am-6pm

Kamp is closed on July 5th

HERE AT TRUE VINE CHRISTIAN ACADEMY SCHOOL-beKIDZ, WE WANT TO OFFER A FUN AND SAFE SUMMER OPTION FOR ALL CHILDREN IN OUR COMMUNITY AND SURROUNDING AREAS. WE OFFER TWO OPTIONS TO FIT THE NEED OF YOUR FAMILY.

WE HAVE TWO KAMPS: AGES 3-6 YEARS (BE1) & 7-12 YEARS OF AGE (BE2).

HERE, YOUR CHILD(REN) WILL ENJOY CRAFTS, DAILY DEVOTIONS, GAMES AND ACTIVITIES, BREAKFAST AND SNACK OPTIONS, SWIM DAYS AND WATER FUN, FIELD TRIPS (5-12 YEARS OF AGE ONLY), SWEET TREATS, AND MUCH MORE! This facility is licensed- Exempt to operate legally by the Oklahoma Department of Human Services.

www.bekidz.org 14901 N. Kelly Ave Edmond OK 73013 (405) 696-9500

Our methods of communication will be by text, cell or Center phone. This will allow the Counselors and Camp Director to better communicate with the parents. Individual announcements will be sent out to that class group. **Kamp Cell: 405 861-4091**

Drop off and Pick up

Please note: Parents are not allowed to enter activity rooms, kitchens, classrooms without temperature being taken and face covering.

BE1 (3-6yrs) Kampers will be checked-in at the yellow door entrance.

BE2 (7-12yrs) Kampers will be checked-in at the red door entrance.

Parents will drop child off inside at the designated doors, where temperatures must be taken, and hands sanitized before the child can enter the room. Parents must sign-in when dropping kampers off.

Afternoon pick up will be primarily at the same location as drop off. If the children are outside when you arrive, you **MUST** come into the building and checked out your child.

The external doors are kept locked you must ring the doorbells to enter. Parents and/or guardians must be at least 18 years of age to pick up kampers as well as present Identification.

Dress Code

All Kampers are required to wear Kamp shirts every Wednesday. If kampers comes without kamp shirt parents will be notified and given option to bring shirt by 9:30am or purchase a new kamp shirt for \$12.00-\$15.00.

Jumpers, skirts, skorts, capris, full cut pants, and shorts are allowed. Shorts/skirts/skorts must meet at least 2 inches above the knee.

Appropriate footwear is very important to ensure there are no injuries while the kids are having fun so closed-toed shoes are encouraged.

Because Physical Day is every Thursday tennis shoes are required.

Water-Related Activities- EVERY FRIDAY

Swimwear: Girls must wear a 1-piece bathing suit or a modest 2-piece swimsuit (tankinis, NOT bikinis).

Boys: must wear swim trunks no cutoffs. It is encouraged for your child to come dressed in their swim clothes on Friday's. They can wear clothes overtop.

This simply helps our staff members and ensures everyone is ready to go. Each child needs a bag for wet clothes and a towel labeled with their name.

If your child requires a life jacket you must provide one. If your child requires a life jacket but does not have one, they will not be allowed to swim outside of the shallow areas. This is for their safety.

Extra Clothes -BE1

Kampers need a spare outfit (including underwear/socks) that will be kept at kamp in case of emergencies.

Staff:

All of our staff are CPR, AED, First Aid Certified, Covid/Safe trained and background checks are conducted on each staff member. Staff members are required to wear face covering during the following times. 6-9am-3-6pm and during serving of breakfast/lunch/snacks as well as required on all field trips.

Breakfast, Lunch, and Snack

Our kamp will serve Breakfast from 7:00am-8:00am every morning. Which will consist of Cold Cereal and/or a Breakfast bar along with fruit juice, and/or milk for each child. Please note we cannot start sooner or end after our set time slots, so breakfast cannot be “saved” for those that come in after 8:00am.

Kampers are required to pack their lunches for kamp. All lunches must be cold and packed in a Zip locked bag with name on it using a permanent marker. Upon arrival all lunches must be placed in designated coolers for the lunches to remain fresh.

Parents will be notified if kamper comes to kamp without lunch and will have an option to purchase one of our lunches for \$7.00 or bring kampers lunch by 9:30am.

We will also provide a snack from 3:00-3:30pm each day.

Medicines

We do have a locked medicine box and a first aid kit for each age group. If there is a basic first-aid need, we have supplies.

If your child requires medication, you must fill out a medication form with the application for us to keep on file. This form tells us the name, dosage, and frequency of the medication. If you would like to send a medication for us to keep just in case (Benadryl, Motrin, Motion sickness, etc.), then the bottle must be labelled with their name and we will keep it in our medicine box.

Students are not allowed to keep meds in their bookbags including inhalers. Staff will carry all necessary medication for kampers with them while on field trips.

Communicable Diseases

When Should a Sick Child Stay Home?

If it is suspected that a camper has a communicable disease, the following actions will be taken: The parent will be contacted and expected to arrange for the child to be picked up ASAP. In the event a sick BE2 kamper is out on a field trip, the parent will be notified immediately and expected to pick the child up as soon as we arrive back at kamp.

A student with a contagious disease or intestinal virus may not attend camp until they have been given clearance to return or have been symptom free for 24 hours (students must be fever free)

Guidelines for Kamp Operations During COVID-19

The presence of any of the symptoms below generally suggests a child has an infectious illness and should not attend camp, regardless of whether the illness is COVID-19.

Temperature of 100.4 degrees Fahrenheit or higher

- Sore throat
 - Cough (for campers with chronic cough due to allergies or asthma, a change in their cough from baseline)
 - Difficulty breathing (for children with asthma, a change from their baseline breathing)
- Diarrhea or vomiting
- Severe headache, especially with a fever
- Are in quarantine due to exposure to an individual with a confirmed case of COVID-19.
- Have other signs of illness.

We encourage families to contact their healthcare provider or follow up with a local clinic/urgent care before coming to kamp.

If family is concerned that their child may have COVID-19, they should contact their healthcare provider or follow up with a local clinic/urgent care.

When Can A Sick Camper Return to Camp? When a camper can return to camp depends on their symptoms, whether they have a high risk for COVID-19 exposure, and whether they test positive.

A child has a high risk of COVID exposure if they have had close contact with a person with COVID-19 within the past 14 days.

Face covering for kampers are required during the hours of 6-9am & 3-6pm and on field trips. However, they are not required during outside playtime, classrooms time, and in our activity rooms.

Lice

When a student is exposed to lice, or contracts lice, it is imperative that the lice be treated topically with an agent that kills them. It's also imperative that the family takes precautions to eliminate the lice from the home. Students who contract lice will not be permitted to return to kamp until the problem is eliminated.

Accidents

Accident/incident forms will be completed by staff and sent home to be signed and returned by the parent, in the event of an injury parents will be contacted immediately. Please note disciplinary actions may be taken in the event of a child getting hurt due to breaking a rule or misusing school property.

Lost and Found, and Leftover Items

Items found around kamp that are considered lost will be kept in a box in a designated area of the summer kamp. If a child is missing something, they may look in the lost and found box.

At the end of the summer, after last call, all remaining lost and found items will be donated. If a child leaves anything in their

cubby or locker at the end of the summer, parents will be contacted regarding these items. They will need to be picked up ASAP.

Resolution of Problems/Disciplinary Actions

In any group setting, there will be a need to resolve disagreements that arise between members of the group.

The guidelines for solving a problem are as follows:

Step One: The staff member will use an appropriate corrective action to correct the behavior (verbal warning).

Step Two: The parents will be notified through a telephone call, sealed note, or email of the problem and ask for the parent's assistance with the problem. (time out will be giving according to age as well)

Step Three: A plan will be set in place by the parent, Kamp Director, and kamper to help correct the problem. (kamper cannot participate in fieldtrip or next activity. **NO REFUNDS WILL BE GIVEN FOR NON PARTICIPATION OF KAMPER.**)

If the problem is not resolved, the kamper will be dismissed from the ministry.

Bus/Van Rules

BE2 Students will travel on the bus at least 4-5 days per week, in most cases. There are rules set in place to keep the kampers safe while on the road. The kampers are required to sit in their seats facing forward. Sitting sideways, backwards, standing, or

lying down in the seat is not allowed. Girls are not allowed to sit with boys, unless they are siblings.

Open food, candy, or chewing gum is not allowed on the bus. Water is the only permissible drink allowed on the bus. The campers will take an active role in helping keep the bus clean. Each afternoon, they will check under their seat and around to ensure there is no trash and that nothing is left behind.

Money

There are certain days that your child may bring cash for field trips. Some of the swimming locations will have vending areas as well as gift shops and/or game cards for purchase.

Candy Store

beKIDZ will have a daily candy store available for your child to purchase items. We will sell chips, soda, juice, water, ice cream, popcorn, and of course lots of CANDY! Most items only cost \$1.00.

Electronics and Personal Belongings

Electronics, such as cell phones, hand-held games, toys, music playing devices, etc., are not allowed at camp unless noted on Calendar or permission given by Director ONLY. Please note: pictures are NOT allowed to be taken or posted on social media of any campers by other campers.

Personal belongings, such as bags, life jackets, lunch boxes, coats, are the responsibility of the camper. Based on the

number of Kampers we have and the many places we go, it is up to the kamper to keep up with their belongings.

Any items brought to kamp such as toys, cell phones, music devices, games etc are the responsibility of the kamper and must be kept up with. If they become an issue, the kamper may be asked not to bring the toy/item back.

beKIDZ cannot be held responsible for personal items that are lost or damaged while the kamper is at kamp.

Sunscreen

Kampers of all ages will take part in outdoor activities, including playground play, water days, and field trips. It is important that each child has a can of sunscreen with their name on it.

Sunscreen will stay locked up in their kamp classroom when not in use. Counselors will inform the parents when they are running low.

We have a designated time each morning before the field trip to apply sunscreen. If your child does not bring their sunscreen to us to apply or does not have sunscreen, they will not be sprayed.

Sunscreen cannot be shared between kampers, unless they are siblings. Some children may have allergies to different brands of sunscreen. To ensure proper application, only kamp counselors will apply sunscreen to the kampers

Vacation Days

Kampers are allowed to take 1 week of vacation without losing space or paying for kamp. However, a 2-week notice is required.

Payments

All payments are non refundable and non transferable. No Exceptions!

Please note payments are due on the 1st of each month and considered late on the 2nd of each month by 5pm. If you choose to make weekly payments the price will increase \$2.00 per child each day. Payments are due the Friday before the week of child- care begins and considered late on the following Monday. If payments are not received by those dates and times a \$50.00 late fee will be applied plus a charge of \$5.00 fee each day for each child will be added each day until payment is paid in full. Payments can be made by cash, check, zelle, or credit card.

Credit card payments will incur a \$5.00 additional fee. All registration and kamp fees are non-refundable and non-transferable. Zelle:(truevinecenter@aol.com)Cashapp:(\$bekidz).

Extra Charges

Returned checks will result in a \$50.00 minimum charge. Recurrent returned checks will result in “cash only” terms.

Receipts are available upon request. Otherwise you will receive a detail receipt at the end of the year with our taxID number.

Cash payments are only accepted by Director.

Activity Fees Are due on the 1st of the month for the entire month. If fees are not received kampers will not be allowed to participate in schedule field trip.

Late Pick-up

If kampers are picked up after 6:00pm you will be charged \$1.00 per minute for each child starting at 6:05pm. If child is still not picked up by 6:30pm they will be taken to the Edmond Police Department. We ask that you call us and let us know if you are running late. The late pick up fee MUST be paid the following day of the incident otherwise the kamper will not be able to participate in kamp activities. Excessive lateness (3 or more) will require a meeting with the Director.

Tornado/Fire/Emergency Drills

Drills are conducted monthly at each location. Staff and kampers will be aware the first day of kamp of shelter locations in the building for each drill. For more Information refer to our Risk Management Manual.

Absences

Please call if children will not be attending. Please notify the director by 9am. We are not able to offer fee reductions or refunds for absences due to illness.

STAFF / CHILD RATIOS

State law dictates that ratios for school age children be 1 adult to 20 children with no more than 40 children and two teachers in a class. For preschool kampers no more than 1 counselor and 1 junior counselor for 15 kampers. Our children are never left unattended or in a room where the center ratio is not being met. Class rosters are available in the office by request.