



**Trinity of Fairview  
School Day Camp  
Parent Handbook  
2020**

## CONTACT INFORMATION:

- Church Office: 828-628-1188 EXT.214
- Brianna Huntley: (828)691-0237
- [briannahuntley@trinityoffairview.org](mailto:briannahuntley@trinityoffairview.org)

If Brianna Can not be reached please reach out to Michelle Kelly.

- Church office:828-628-1188 EXT.211
- Cell:(518)364-4171
- [michellekelly@trinityoffairview.org](mailto:michellekelly@trinityoffairview.org)

When calling to change days, transportation or to report an absence please call or text Brianna Huntley. . If you do not get an actual person, leave a message with the date/time and your child's first and last name. Brianna will get back with you. Please call Brianna if you need to speak about immediate transportation changes. For any concerns regarding payment or other major concerns, please contact Brianna (Director).

We have a designated Facebook page where fun pictures are added. Like us to follow updates!

## HOURS OF OPERATION:

August 24th- September 28

Dates are contingent and will depend on Buncombe County school announcements.

Academic Camp

Monday-Friday 7:30a.m-1:30p.m

Additional Afternoon camp

Monday- Friday 7:30a.m-5:30 p.m

## DAY CAMP RATES:

- 5 days/week academic full day camp  
7:30am-5:30pm
- \$200 weekly per child
- \$55 deposit per child at time of sign upm  
(Non-Refundable)
- \$50 weekly deposit per child for the each week you would like to reserve for your child(ren) to attend (Non-Refundable)

## PAYMENT POLICY:

**Payment Due Date:** Balances are due at the beginning of the week you have reserved.

**Your child will not be able to attend until the week is paid for.**

Campers must attend all 5 weeks of Academic camp. Space is very limited for this program only 25 spots in total.

**Payment Options:** Using the SmartCare App, you may pay using your credit card or checking account. You may also pay using a check or cash.

**Insufficient Funds:** If a payment is not honored, you are still responsible for the payment, plus a \$25 service charge. Children will be unable to attend until account is paid in full.

**Absences:** If your child is absent for the whole week there is no charge for the program. Please work directly with Brianna to make these changes.

**Daily Rate:** There is **NO** daily rate.

## CUSTODY ISSUES:

In the event of a difficult custody situation where a court order is in place, please be aware that a copy of any court documents regarding the restriction of release of children in our care must be on file.

Parents/guardians are responsible for resolving any issues that may arise from their child's participation in our program including payment disputes/issues. Trinity of Fairview Day Camp will not get involved in disputes.

## SUPPLIES NEEDED:

Children should bring a bag with the following each day:

1. Water bottle with their name
2. Lunch ( No Peanuts)
3. 2 snacks ( No peanuts)
4. Reading book (age/level appropriate)
5. Change of clothes
6. Blanket or towel for rest time (Kindergarten only)
7. School issued Device and charger
8. Headphones ( please send over ears not ear buds)
9. School supplies to complete work
10. Pencils, paper( notebook/binder), pencil box glue stick, markers, crayons.
11. Book bag
12. 2 Face Masks

**PLEASE NOTE:** We do expect children to be responsible for their own belongings. They do

sometimes misplace things so please do not send your child with expensive or valuables of any kind, outside of what is required for school. Trinity of Fairview is not responsible for lost or stolen items. Please DO NOT send handheld video game devices.

## WHAT TO WEAR:

Your child should be dressed comfortably while they are at Day Camp. Flip-flops may NOT be worn to day camp.. It never fails that a flip-flop strap breaks and the child is left hobbling around for the day and is unable to participate in activities for safety reasons. Children are not allowed to be barefoot at any time.. Hats and sunglasses are fine for recess but they may not be worn in the building. Please make sure that your child has a pair of tennis shoes or closed toe shoes with a heel strap. You also provide an emergency set of clothes should they need them. (This was mentioned in the “What to Bring” section) As we know accidents happen with younger ones along with food or drink spills.

### CLOTHING NEEDED:

- \*set of old clothes for an emergency change
- \*Tennis shoes for recess/outdoor activities

## HEALTH POLICY:

In case of injury or sickness, we will do all we can to contact the parents. If we cannot, we will contact the appropriate health care professional and the next emergency name given.

**Please keep the emergency contact information on your child up to date.**

We hope that sickness will be a minor concern throughout this time. However, we all know that where children are gathered together, sickness may occur! We ask that if your child is not feeling well, please do not send them to School Day Camp. Below are our policies on whether your child should attend if the situation is questionable.

Do not send your child if:

- He/she has had a fever of 100 degrees or higher, diarrhea, or vomiting in the last 72 hours.
- He/she has symptoms of a communicable illness (sore throat, skin rash, abdominal pain, lice, etc.)

Any child showing or developing symptoms such as fever, rash, diarrhea or vomiting will be sent home. School Day Camp staff will contact parents/guardians for immediate pick up.

Due to the recent Covid-19 outbreak a staff member will check each child's temperature prior to drop off if the temperature is above 100 degrees your child may not attend camp for the following 72 hours.

## MEDICATION POLICY:

We will not administer over the counter medications to children. Staff will administer prescription medicine that is in the original container with the child's name and a completed Medication Release Authorization form. All medications are locked up properly. Please check with Brianna about checking in your medications. If your child has daily medication please get this to me ASAP.

## EPIPENS/INHALERS/INSULIN

Children are not permitted to keep EpiPens, inhalers or insulin with them or in their bags. If your child requires one of these items, Summer Day Camp staff will keep the medication with them at all times. If possible, bring an extra and leave it for the summer, checking it in with the Director at the beginning of the program. A completed Medication Release Authorization Form must be complete and will be kept on file.

## EMERGENCY PROCEDURES:

All staff are trained in CPR and First Aid as well as in emergency procedures in the event of severe weather, fire and /or other emergency conditions that require building evacuation or other immediate safety measures. In the event of such an event, parents will be notified for early release.

School Day Camp staff will notify parents of any injuries that occurred throughout the day. For some injuries, an Incident Form will be completed. If a

child sustains a head injury or a more severe injury, parents will be contacted immediately.

## **SNACKS/LUNCH:**

You are responsible for sending lunch and at least 2 snacks daily. There will be a mid-morning snack and an afternoon snack if your child is staying until 5:30. Many kids are still hungry after a small snack so make sure your child has enough food to be full throughout the day. A refillable water bottle should be sent. Water will be available at all times during the day. We are a **Peanut free program**, please do not send Peanut products at all to avoid allergic reactions by other campers.

## **ARRIVAL/DEPARTURE TIME:**

- Arrival time begins at 7:30 a.m. and ends at 8 a.m. Day Camp will not check in any children prior to 7:30 a.m. There will be no supervision before this time. Our staff will not be responsible for the children's supervision until after the parent/guardian drops their child off with our teachers at 7:30 am.

A parent/guardian or any adult that is on your approved pick-up list may pick up your child. For academic camp pick up will start at 1:30pm please be here by 1:50pm to pick your child up. If your child is staying for a full day pick up may take place between 5-5:30pm. Please inform any approved adults that sign out your child, that they will be asked to show identification. All children must be signed out by 5:30 p.m. If a child is picked up later than 5:30 p.m. there will be a charge of **\$2 for each minute after 1:50pm p.m. for academic camp and 5:30 pm for full day camp.**

## **DROP OFF:**

Drop off will happen on the left side of the church if you are facing it from the parking lot. There will be signs present for the first week. Parents should join the drop off line and remain in their car. Campers will need to wear a mask while approaching the building. Once at the building a staff member will check their temperature and give you a sign that your child

is good for the day the staff member will assist young children with doors and exiting procedures if needed. Pick up will run the exact same way. You will arrive in the line with your sign in the window of your car and the camper will be brought to the car by a staff member.

## **ITEMS/TOYS FROM HOME:**

Your child will be allowed to bring small toys from home. Please keep in mind that we are not responsible if these items are damaged or missing. If we find that these items become a problem (exclusion of other children, not interacting with the other children, etc.) then we will require that the item be put away. Please check what your child plans to bring so that we will not have any issues over inappropriate items. No guns will be allowed or anything that shoots a projectile. No weapons on any kind toy or real are allowed on the campus. No Cell phones, smart watches or handheld video game devices.

## **BEHAVIOR POLICY:**

We expect good behavior! However, we all know that children are in a process of learning how to interact with their peers and learning how to communicate with adults. Our goal is to demonstrate to them a "Christ-like" example during this process. Behaviors such as being disrespectful, arguing, the use of inappropriate language and bullying of any kind will result in the loss of participation in activities. If Day Camp Staff have to speak to a child numerous times, a behavior report will be sent home that day. If Staff have repeated difficulty in dealing with bad behavior, it may result in the termination of your child's attendance at TOF Day Camp Programs.

## **CHILDREN WITH SPECIAL NEEDS:**

Trinity of Fairview Day Camp operates within the provisions of all applicable laws, including those that provide protection to individuals with disabilities. We welcome children to join us to

the extent that they are reasonably able to participate. A child who requires measures that require a fundamental alteration to the program or other hardship, or a child who poses a direct threat to the health and safety of others will not be able to participate in the program. Please ensure that any special needs are addressed with the Director at the time of registration to determine whether the program meets the needs of your child. We are not responsible for implementation of IEP's, 504's or BIP's.

### **CHAPEL:**

Chapel will take place in our church family life center daily and this will be led by a pastor or director of our congregation. During this time, children will hear important Bible stories, and learn about reverence in God's house. These will be a part of our morning meeting and will set our day off on a positive note. Chapel will in many cases create a mental image or memory for children to pull back out throughout life events so that they can overcome obstacles using Christ as their example.

### **ACADEMICS:**

Classes are grouped by grade level and will help your child to have safe social interactions with peers within their age group. Campers will be distanced throughout the day and will not be required to wear a mask in the classroom. They will need to wear them in community spaces. Campers will not wear masks when outside. Staff will ensure campers are logged into virtual teaching and meeting with school staff and will ensure assignments are submitted daily. Following 1:30 Day camp becomes a less structured experience where groups will be together socially distanced to play games, do crafts and play with peers.

After reading the entirety of the handbook and agreeing to the contents, please complete this form and return on your child's first day of Trinity of Fairview Day Camp.

\_\_\_\_\_  
Child's Full Name

\_\_\_\_ I have read the handbook and agree to the policies of TOF Day Camp pertaining to snacks, lunch, payment, arrival and pick up times, behavior, and what should be provided for each child.

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

Best phone number to text if there are schedule changes: \_\_\_\_\_



# Trinity of Fairview School Day Camp

## CONSENT & RELEASE:

I understand that in the event of a medical emergency and medical intervention is needed, every attempt will be made to contact immediately the persons listed on the child's registration form. In the event that I am unavailable for purposes of providing parental consent, I, the undersigned parent or guardian of \_\_\_\_\_, a minor, do hereby authorize adult workers with Trinity of Fairview of Fletcher, North Carolina, to consent to any examinations, x-ray, anesthetic, medical, dental, or surgical diagnosis or treatment and hospital care which is rendered under supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act of the medical staff of a licensed hospital or other medical center. I hereby authorize the physician(s) and staff of a licensed hospital or other medical facility to provide such hospital care that includes diagnostic procedures and medical treatment as necessary to my minor son or daughter while participating with Trinity of Fairview. I, the undersigned, do hereby verify that all information is correct and I do hereby release all adult group leaders from any and all claims, demands, actions or cause of action, past, present, or future arising from and damage or injury while participating with Trinity of Fairview of Fletcher, North Carolina on a church sponsored outing, event or trip.

This form shall be valid for ONE year from the date listed below.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, Year \_\_\_\_\_, State of \_\_\_\_\_ County \_\_\_\_\_

Signed: \_\_\_\_\_  
Parent/Guardian of minor child

Date of last Tetanus: \_\_\_\_\_

## INSURANCE INFORMATION:

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

Policy Holder: \_\_\_\_\_ Phone#: \_\_\_\_\_

Child's SSN#: \_\_\_\_\_



*School Day Camp Registration*

Child: \_\_\_\_\_ Girl / Boy  
                    First                      Middle                      Last

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Primary E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_ Grade : \_\_\_\_\_

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Father's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Father's Phone Numbers: (C) \_\_\_\_\_ (W) \_\_\_\_\_

Father's E-Mail: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Mother's Phone Numbers: (C) \_\_\_\_\_ (W) \_\_\_\_\_

Mothers E-mail: \_\_\_\_\_

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Please list any allergies your child may have, his/her reaction to exposure, and procedure to follow in the event of exposure: \_\_\_\_\_  
\_\_\_\_\_

List any health problems/medical diagnosis that would restrict your child's school activities:  
\_\_\_\_\_

Child's Doctor/Phone #: \_\_\_\_\_ Child's Dentist/Phone #: \_\_\_\_\_

EMERGENCY CONTACT WHEN PARENTS CANNOT BE REACHED: (NAME, RELATIONSHIP, PHONE #):

1. \_\_\_\_\_
2. \_\_\_\_\_

THESE ADULTS MAY PICK UP YOUR CHILD AT ANY TIME:



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Please list others in the home:

Siblings/Ages: \_\_\_\_\_

Adults: \_\_\_\_\_ Pets/Names: \_\_\_\_\_

What other information should we know/be aware of to care for your child? Events at home often influence your child's behavior. We are better able to help your child when you inform us of situations and/or events that might influence his/her overall behavior such as: divorce, separation from a relative or friend, death of a relative or pet, etc...

Knowing about these transitional times allows us to give special attention, understanding, and care for your child. The information you give us will remain confidential. Has anything happened recently in your child's life that might have an effect on her/him? Are there any unusual fears or special traits that the teacher may need to know about?:

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Photography Release Information:

During the school year, we will take numerous pictures of your child during Preschool. In addition to using the materials for student publications and purposes, we occasionally would like to use the pictures or videos in brochures or other promotional materials such as TOF Summer camp Kids Program Facebook page.

I give my permission for my child to be included in photographs.

Signature: \_\_\_\_\_

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By signing this registration form, I agree to the information in the information letter as well as this registration form.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A non-refundable registration fee of \$55 is due with registration form AND individual weeks must be reserved at the time of registration.

Please return to: Trinity of Fairview  
646 Concord Road  
Fletcher, NC 28732



## Trinity Summer Day Camp Payment Information

### **Registration Fee:**

- A non-refundable \$55 registration fee is required for each child at the time of registration. This fee is required to register your child for any amount of weeks throughout the pandemic (1 week or 5 weeks). The fee allows us to input data, get SmartCare information established for your family and get supplies ready for the program prior to their arrival.

### **Week Reservation:**

- A non-refundable \$50 deposit for each week is required to reserve your child's spot at Trinity School Day Camp. The deposit will be applied to the weekly camp fee.
- Campers must register for all 5 weeks.

### **Tuition:**

- Full day camp: 7:30-5:30 \$200 weekly per child

**How to Pay:**

- Balances are due at the beginning of the week that you have reserved. Your child will not be able to attend until the week is paid for..
- You may pay using:
  - SmartCare with your bank account
  - SmartCare with a credit card
  - A check
  - Cash

If you have questions regarding payment information please contact Brianna Huntley at 628-1188 EXT 214 or by email [briannahuntley@trinityoffairview.org](mailto:briannahuntley@trinityoffairview.org).

Register NOW by mailing in your information and payment, coming by the church office or call/email Brianna to set up an appointment to drop off information and payment. Spots are extremely limited for this program; we will only accept 5 kids per class and they will be grouped by grade level. Maximum of 25 kids within the program ages Kindergarten through sixth grade. This is run on a first come, first served basis.



**PAYMENT CONTRACT**

We are so excited that you have registered your child for Trinity of Fairview School Day Camp which is runs under our Summer camp program. To ensure proper communication, we have outlined our policy related to payments. If you have questions, please contact Brianna Huntley at 628-1188 ext 214. If you have contacted Brianna and are unable to reach her contact Michelle Kelly at (828)628-1188 ext.211

PLEASE READ CAREFULLY

1. A \$55 registration fee (per child) is required to hold your child’s spot for the summer.
2. A non-refundable \$50 deposit for each week is required to reserve your child’s spot. The deposit will be applied to the weekly fee. If you want to add additional weeks later, you will only be able to do so IF there is space available. The Deposit **cannot** be moved to other weeks.
3. Balances are due at the beginning of the week that you have reserved.. Your child will NOT be able to attend until the week is paid for. If you add a week, the week must be paid in full at that time.

4. Academic and the afternoon camp that runs 7:30-5:30 costs \$200 a week.
5. If there is a returned check, it must be paid prior to your child attending plus a \$25 charge.
6. You may pay any portion in advance.
7. There is not a day by day charge.
8. You will not be charged for the entire week that your child misses. You will not receive your deposit back in this situation. Please make sure to check in with Brianna if this occurs to change your payment in SmartCare.
9. Late pick up fees of \$2 per minute will apply if you fail to pick up by 5:30 pm for the full day camp and by 1:50 p.m for academic camp..

I have read and understand the above statements. I fully understand my responsibility for payment of my child's Summer Day Camp fees. I also understand that my child may not be permitted to stay if I have not paid for the upcoming week and met my financial obligations. Please read, sign and date this form. Return this on your child's first day of Summer Day Camp.

Child's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Best contact information for financial concerns: \_\_\_\_\_

<b>School Day Camp Schedule Academic</b>
7:30-8:00 Arrival and log in to computers or ipads Check WIFI signal and connection Teachers will assist each child log into their computer or Ipad and go to their communication platform so K-2nd Seesaw and 3rd-6th Google classroom.
8-8:30 Morning Chapel in the FLC with a church pastor. Students must wear their masks during this time.
8:30-9:30 Complete one subject( depending on teacher live teaching per child
9:30- 9:45 SNACK and Self selected reading
9:45-10:30 Curriculum time for all campers
10:30- 11 Kindergarten Nap time. Other kids take a 15 min brain break and then return to work
11-12 Curriculum Work for all
12-12:30 Lunch Each Camper Must bring their own lunch

12:30-12:50 Free play outside ( chalk, four square, hula hoops,horse shoes)

12:50-1:25 Complete all work

Teachers make sure they have completed and submitted all assignments for the day

1:25 Pack up all Items in case of emergency state shut down.

1:30 Dismissal( all campers remain in the classroom until name is called through walkie talkies) All who stay for full day camp will need to pack up and then the afternoon counselors will be by your rooms to gather them.

### **Afternoon camp extension**

1:30 Pick up campers from their classrooms, leave their items in their room as dismissal will happen from these rooms.

1:30-3:30- Out door recess and play time. Gaga ball, playground time, kick ball in the big field.

3:30-4:00 Snack

4-5 Craft time creations

5-5:30 PICK UP and DISMISSAL Partner games or puzzles ( children MUST wear a mask while being in close proximity playing these games

**RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT  
FOR TRINITY OF FAIRVIEW SUMMER CAMP STUDENT**

**Camp Student Name** \_\_\_\_\_

**Age/Grade** \_\_\_\_\_

In consideration of my minor child or ward being allowed to participate in any way in any related events and activities of Trinity of Fairview Summer Camp, a ministry of Trinity of Fairview Church, I, the undersigned parent or legal guardian, acknowledge and agree that:

By signing this agreement, I acknowledge that I am the parent or legal guardian for the child named above and have legal responsibility for him or her. I acknowledge that by participating in Church-related and Camp activities along with other participants, there are certain risks to my child arising from or related to exposure to communicable diseases, including, but not limited to, the virus “Severe Acute Respiratory Syndrome Coronavirus 2” (Sars-CoV-2), which is responsible for causing the infectious disease known as “COVID-19” and/or any mutation or variation thereof (collectively referred to as “Communicable Diseases”). I knowingly and voluntarily assume full responsibility for any and all risks of personal injury, death, or other loss that my child or ward may sustain in connection with such Communicable Diseases.

I voluntarily agree to give up my right to bring claims including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense of any kind that I or my child may experience or incur in connection with my child’s attendance or participation in classes or any other activities at Trinity of Fairview Summer Camp. On my behalf, and on the behalf of my child, heirs, beneficiaries, assigns, administrators, executors, and personal representatives; I hereby expressly release, hold harmless, and forever discharge Trinity of Fairview Summer Camp, its officers, officials, agents, representatives of and from the Claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the action, omissions, or negligence of Trinity of Fairview Summer Camp, business partners, and their personnel, employees, visitors, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Trinity of Fairview Summer Camp program or activity.