



**Trinity of Fairview
Summer Day Camp
Parent Handbook
2021**

CONTACT INFORMATION:

- Church Office: 828-628-1188
- Camp Director Brianna Huntley: 828-691-0237
- briannahuntley@trinityoffairview.org
- Education Administrator Michelle Kelly: 518-364-4171
- michellekelly@trinityoffairview.org

When calling to change days, transportation or to report an absence please call or text the camp director. If you do not get an actual person, leave a message with the date/time and your child's first and last name. She will get back with you. Please call the camp director if you need to speak about immediate transportation changes. For any concerns regarding payment or other major concerns, please contact the camp director. If for some reason you can not reach the Camp Director then reach out to the Education Administrator.

We have a designated Facebook page where fun pictures are added. Like us to follow updates!
www.facebook.com/tofweekdaykids/

HOURS OF OPERATION:

June 7th- August 13th
Monday-Friday / 7:30 a.m. until 5:30 p.m.

SUMMER DAY CAMP RATES:

- 5 days/week: \$150/ \$120 sibling rate
- 3 days/week: \$ 120/\$110 sibling rate
- \$55 Registration fee per child at time of sign up
- \$35 weekly deposit for the each week your child(ren) plan to attend

PAYMENT POLICY:

Payment Due Date: Balances are due at the beginning of the month for the weeks that you have reserved. Please make sure that the balance for the entire month is paid on the first day of attendance of the month. **Your child will not be able to attend until the week is paid for.**

If you add weeks after the month begins, the week must be paid in full at that time

Payment Options: Cash or check is our preference if you prefer online payment please let me know and I can get the payment info to you.

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 the camp director to make these changes. Deposits are always non-refundable.

Daily Rate: There is **NO** daily rate, so if your child attends one or two days of any week, the 3 day/week rate will apply. If they attend 4 days of any week the 5 day/week rate will apply.

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 Summer 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
3. 2 snacks
4. Summer reading book
5. Change of clothes
6. Blanket or towel for rest time

On Monday and Wednesday, children will need a bathing suit and towel as well as a necessary flotation device (if needed) to go to Cane Creek Pool, these field trips are contingent upon weather and pool scheduling. The flotation device can not be an inflatable device it must be a life vest or a puddle jumper type device.

Fridays will be our big trips, please know most of these trips will take place in Greenville Sc, we will let you know of specifics necessary for those trips.

All families will need to send in two bottles of sunscreen at the beginning of the summer that can be used when needed. This could be during extended outside play, water day or swimming days.

PLEASE NOTE: We do expect children to be responsible for their own belongings. They do sometimes misplace things and we do get messy, so please do not send your child with expensive or valuables of any kind. Trinity of Fairview is not responsible for lost or stolen items.

WHAT TO WEAR:

Your child should be dressed comfortably while they are at Summer Day Camp. Flip-flops may NOT be worn, the only instance where they may wear flip-flops is to the water park or pool. 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. Please send campers in sandals, crocs or tennis shoes. DO NOT send them in fancy shoes or high heels. Children are not allowed to be barefoot at any time unless we are on a swimming outing. Hats and sunglasses are fine as long as they are not worn in the sanctuary. Please make sure that your child has an old pair of tennis shoes, water shoes or sandals that strap around the ankle (no flip-flops) to be able to participate in water activities at the church AND an extra change of clothes that they can get wet in. This will also provide an emergency set of clothes should they need them. (This was mentioned in the “What to Bring” section) As we know, the summer weather is unpredictable. We will try to go swimming on Mondays and Wednesdays, however this could change based on weather. The children must have a swimsuit and a towel with them for our swim trips. If children need to bring a bathing suit and towel on additional days for water play at the church, we will let you know!

CLOTHING NEEDED:

- *set of old clothes that can get wet or have for an emergency change
- *swimsuit
- *towel

*old tennis shoes that can get wet or water shoes or sandals with an ankle strap for play in the parking lot during water activities
(no flip-flops)

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 the summer. However, we all know that it is a possibility. We ask that if your child is not feeling well, please do not send them to Summer 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 24 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. Summer Day Camp staff will contact parents/guardians for immediate pick up.

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.

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.

Summer 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. 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.

ARRIVAL/DEPARTURE TIME:

For your convenience, there is a sign on the outside of our main entry door that shows where we are located throughout the day. We use many spaces on the church property each day. Our SmartCare system will always be in the main hallway for you to sign-in/out your child, and then refer to the sign to locate the group easily.

- Arrival time begins at 7:30 a.m. Summer Day Camp will not check in any children prior to 7:30 a.m. There will be no supervision before this time.
A parent/guardian or any adult that is on your approved pick-up list may pick up your

child at any time before 5:30 p.m. Children will be signed out using either your SmartCare App or SmartCare keyfob. 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 5:30 p.m.**

DROP OFF/PICK UP:

Please remain in your vehicle at all times, do not get out to enter the building. If you plan to pick up prior to 5 Pm then you will need to contact Brianna so that a staff member can assist you by getting your child to the car, at your requested pick-up time. Brianna Huntley 828-691-0237

FIELD TRIPS:

Field trips are scheduled every Monday, Wednesday and Friday. We always try to be back by 4:00 p.m. at the latest. For those families who are enrolled in our 3 day a week program, please let us know a week ahead what days you will need for the following week so that we can make sure transportation needs are met.

Each Monday and Wednesday, we will travel to the Cane Creek Pool in the afternoon. On Fridays, larger field trips will be taken. Please know that many of our **Friday trips will take place in Greenville SC.** The field trip schedule will be sent home with you at the beginning of camp and we will remind you of trips through email weekly. Please ensure that your child has the necessary items for these trips. Please note that on Fridays, we leave the church by 9:00 AM in many cases. Please have your child signed in so that they can go and participate in the day with us. If they arrive after we have left there will be no one there to stay with them. The program pays for the entry fee to all trips, if your child wants additional snacks, or souvenirs then you may send them with extra money for these things, the camp is not responsible for this money.

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.

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 Summer Day Camp Staff have to speak to a child numerous times, a behavior report will be sent home that day, or early pick up from camp may be required. If Staff have repeated difficulty in dealing with bad behavior, it may result in the termination of your child’s attendance at TOF Summer Day Camp Program.

CHILDREN WITH SPECIAL NEEDS:

Trinity of Fairview Summer 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.

CHAPEL

Chapel will take place in our church sanctuary every Monday led by our Children’s Director. During this time, children will hear important Bible stories, sing and learn about reverence in God’s house. Devotions will take place each day with our counselors. These will be a part of our morning meeting and will set our day off on a positive note. Devotions will in many cases be interactive and should 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.

CURRICULUM ENRICHMENT:

On Tuesday, Wednesday and Thursday we will have Curriculum enrichment. This enrichment will include, math, reading, and science.

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 Summer Day Camp.

Child's Full Name

____ I have read the handbook and agree to the policies of TOF Summer 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 field trip changes: _____