



Parent Handbook 2022

Dear Parents,

Welcome to Summer Programs at Whitefield Academy! The Summer Programs staff is excited to work with you and your child. It is our desire to make this summer a terrific experience, and it is our hope that your child will be able to learn new skills, make new friends, and gain a greater understanding of their relationship with Jesus Christ.

The procedures in this packet are in place for communication, efficiency, and safety within the camp. Please be sure to read the entire packet.

Thank you for partnering with us and entrusting your child to our camp!

Sincerely,

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Camp Whitefield Mission Statement

Camp Whitefield is a Christ-centered day camp for young children. Our camp exists to help children in their spiritual, physical, educational, and mental growth in a loving, caring, safe, and Christ-centered environment.

Specialty Camp

Most specialty camps run from 8:00-11:00 a.m. or 12:00-3:00 p.m. Monday through Friday. Parents will receive an email the Friday before each camp that will include details such as location, drop off/pick up procedures, what to bring, and any other important information. Please visit the Summer Programs webpage for more information.

Your child can attend a specialty camp for half the day, and Camp Whitefield for the rest. We will make sure your child eats lunch, has a snack, and gets from camp to camp. They will even get a Camp Whitefield t-shirt! When registering, be sure to select Camp Whitefield to your cart and then add a Specialty Camp for \$100.

If your child is registered for a Specialty Camp and Camp Whitefield, please know that your child will not be able to attend Camp Whitefield field trips. Your child will attend the Specialty Camp as usual and will remain on campus with a Camp Whitefield Instructor. Special activities will be planned for your child on campus. They will rejoin the other campers once they arrive back to campus.

Camp Whitefield Wee, Lower and Middle School

Operations

Camp Whitefield operates Monday through Friday. Parents may drop off children beginning at 7:50 a.m. The program begins each morning at 8:00 a.m.

Wee Whitefield begins at 8:00 a.m. and ends at 12:00 each day, after lunch.

Camp Whitefield ends each day at 3:00 p.m. Please make sure to pick up your child between 2:55 p.m. and 3:15 p.m. (After carpool ends at 3:15 p.m., your child will automatically be enrolled in after care for that day).

Typical Daily Schedule

7:30 a.m.-8:00 a.m.	<i>Before Care (open to those enrolled)</i>
8:00 a.m. – 8:15 a.m.	“Get to Know You” Greetings in the LSSAC
8:15 a.m. – 9:00 a.m.	Welcome, Worship, Morning Devotions
9:00 a.m. – 10:00 a.m.	Session 1
10:00 a.m. – 11:00 a.m.	Session 2
11:00 a.m. – 12:00 p.m.	LUNCH/ Playground/ Free Play
12:00 p.m. – 1:00 p.m.	Session 3
1:00 p.m. – 2:00 p.m.	Session 4
2:00 p.m. -2:20 p.m.	Free play in the Lower School Student Activities Center (LSSAC)
2:20 p.m. – 2:30 p.m.	Prayer, Review of Day, Closing
2:30 p.m. – 2:55 p.m.	Snack/Reading time
2:55 p.m.	Afternoon Pick Up
3:00 p.m.-6:00 p.m.	<i>After Care (open to those enrolled and late pick-ups)</i>

**Sessions include a variety of activities related to our theme such as arts and crafts, science, games, sports, math, measuring ingredients for cooking, etc.

Pick up and Drop Off

On Monday morning, or the first day of camp, your child must be walked into the Lower School Activities Center (LSSAC) between 7:50 a.m. and 8:00 a.m. The rest of the week, Wee and LS Camp Whitefield carpool will begin at 7:50 a.m. on the sidewalk of the LSSAC facing the Athletic Center. MS Camp Whitefield carpool will be at the curb by the Middle School.

Wee Whitefield afternoon carpool will begin at 11:55 and end at 12:10 p.m. LS Camp Whitefield afternoon carpool will begin at 2:55 p.m. and end at 3:15 p.m., after that your child may be picked up in the LSSAC. MS Camp Whitefield afternoon carpool will be at the curb by the Middle School. **For afternoon carpool, please display a sign affixed to the rear view mirror written with a black marker or typed in LARGE BOLD FONT-the larger the better, with the name/names of your child/children (first and last). Clip the sign onto a small coat hanger, which works well. If you do not have a carpool sign displayed, be prepared to show identification to the staff members during afternoon carpool.**

IF IT IS RAINING, Wee and LS Camp Whitefield: pull up to the covered carpool area by the modular buildings and camp carpool will proceed as described above. MS Camp Whitefield will meet at the covered curb by Brostrand Hall.

Clothing and Personal Belongings

At Camp Whitefield, your child will have many opportunities to experience a variety of activities. Children should wear comfortable clothing and sneakers suitable for indoor and outdoor wear. Parents, please be conscious of the weather and send appropriate clothing. Remember this is a great place to wear out old clothes! Facial masks are optional.

Field Trips

Thursdays are the usual field trip days for Lower School campers. Tuesdays and Thursdays are the usual field trip days for Middle School campers. More details will be emailed each week with the details about the trips we have planned.

Field Trips for Wee Whitefield

Wee Whitefield will not be attending the Lower School Camp Whitefield off campus field trips. They will remain on campus with their Instructor and counselor enjoying fun themed activities! Wee Whitefield campers will have an opportunity during the week to go to Brawner Park and get ice cream! Day of the week to be determined.

Every Day: Children need to wear comfortable clothes and tennis shoes. All items must be labeled with your child's name. **Please make sure your child wears tennis shoes and socks. Sandals, Crocs, and flip-flops are not permitted for camp unless a water activity is planned.** Finally, we ask that you please apply sunscreen to your child in preparation for outdoor activities.

Every Wednesday is Wacky Water Day, and we ask that you dress your child in swim wear with a complete set of clothes and shoes upon arrival to camp. Pack a towel, dry clothes, and shoes to change into at the end of Water Day.

Every Thursday for Wee/Lower School campers, please have your child wear the Camp Whitefield field trip t-shirt.

Every Tuesday and Thursday for Middle School campers, please have your child wear the Camp Whitefield field trip t-shirt.

All clothing and personal belongings should be marked with the child's name for identification. This includes swimsuits and towels. Contact the Camp Directors if any item is missing. They will direct you to the Lost and

Found, which is cleaned out at the end of the month and donated to charity. Children are provided with toys at camp, and therefore personal toys are not permitted. We cannot accept responsibility for items lost, broken, or damaged items at Camp Whitefield.

All Camps

Authorized Persons

Parents/guardians are required to notify Camp Whitefield in writing of those persons who are authorized to pick up your child. The camp assumes no liability if not properly advised. Anyone picking up your child should be prepared to show proper identification before the child will be released.

Before and After Care

Before Care begins at 7:30 a.m. until 8:00 a.m. and is available to purchase during registration. Before Care is located in the LSSAC. **The price for this service is \$5 per day/per child OR \$25 per week/per child.** Please park on the curb and walk your child into the LSSAC to sign them in.

After Care begins at 3:00 p.m. and ends at 6:00 p.m. and is available to purchase during registration.. **The cost of this service is \$20 per day/per child OR \$100 per week/per child.** Please come inside the LSSAC to pick up and sign your child out.

Please note when you register in advance for the week there is a discount. Before Care is \$20 and After Care is \$80.

Refund and Cancellation policy

Whitefield Academy reserves the right to cancel any portion of a summer program in case of unforeseen circumstances. Refunds will be issued. Whitefield Academy reserves the right to dismiss a student from a camp if the behavior is not in line with the Whitefield standard of expectations. Refunds will be issued on a prorated basis. In case of withdrawal due to death in the family, the family and the summer program will share the loss equally. Changing camp enrollment to another camp would be permitted. For an illness, written notice from a physician may be required before the refund is issued. Please contact the Summer Programs Director to discuss arrangements.

Refunds

100% Refunds will be issued until April 30, 2022. Beginning May 1, 2022 refunds will be issued minus 50% of registration fee.

Cancellations

Whitefield Academy will review all camp enrollment two weeks prior to the start of the camp. Any camp that has not met the minimum number required will be canceled and registered campers will be notified in order to select a new camp choice. If you are unable to make a new selection, a refund will be issued.

Changes

Camp enrollment may be switched to another camp up to 5 days prior to camp start. If the cost of the new program is higher than the original, the difference will be charged to your account.

Birthdays

Parents will be allowed to eat lunch on your child's birthday. Please notify the Camp Director in advance to make arrangements. The Camp Director will also make a morning announcement of your child's birthday to celebrate his or her special day. IF you would like to send in treats, contact the Camp Director to make arrangements.

Child Abuse

Any time a staff member has reasonable cause to believe that any person has subjected a student to physical injury, neglect, or exploitation, sexual abuse, or sexual exploitation, he or she must immediately report his/her suspicion to the Summer Programs Director. The report must include the names and addresses of the child and the child's parents or caretakers, if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, and any other information the staff member believes might be helpful in establishing the cause of the injuries and the identity of the perpetrator. The camp is required by law to report any incidents or suspicions of child abuse to appropriate state authorities.

Conflict between campers

At times, conflicts will develop between campers. Please know our standard is the Golden Rule. The staff at Camp Whitefield will work hard to resolve any differences among students by counseling them to change offensive behaviors, ask for forgiveness, and extend forgiveness. Remember when talking with your child you are hearing only one side of the story. Before making judgments, please be sure to hear both sides and find out the other person's point of view. We try to teach our campers the Matthew 18 principle- go to the person with whom you have a conflict, resolve the conflict, and forgive. Talk with your child's counselor if you believe the conflict has not been resolved.

Discipline

The goal of any form of discipline is to correct the behavior for the sake of restoring relationships, either with God, staff, or campers. Behavior that needs correcting usually falls within one or more of these three categories: disruptive behavior, disrespectful behavior, and dangerous behavior.

At camp we expect your child to listen and obey the first time an adult speaks to him or her. Consistency and training at home will help him or her at camp. Please expect first-time obedience, listening with eyes and ears, and following directions.

Disciplinary action and consequences proceed based on the severity and frequency **usually** in this order:

1. Gentle reminder.
2. Point out incorrect choice to the child- help him/her make the proper choice.
3. Removal from the problem area (still in sight of counselor) and loss of activity/privilege with an apology.
4. Phone call to parent from student and/or counselor.
5. Conference with parent and counselor (perhaps with student).
6. Conference with parent, counselor, and Camp Director.
7. Dismissal.

The counselor will decide when it is necessary to involve the Camp Director in the corrective or restorative process. Oftentimes an accumulation of small offenses, the sum total of which equals a larger offense, results in being treated like a serious offense. Behaviors that warrant Camp Director involvement include, but are not limited to, the following:

1. Inappropriate language.
2. Disrespect towards others.
3. Lying/Cheating.
4. Bullying.
5. Stealing.
6. Defiance.
7. Fighting.
8. The need for persistent correction (ex. talking back or not listening)

Dismissal from the Program

The camp reserves the right to drop any child from enrollment after giving notice to the parents involved, if the staff determines the program is not meeting the needs of the child or if the child's presence poses a threat to the welfare of others. If parents choose to withdraw their child, the Camp Director must be notified in writing, stating the

reason for leaving the program. There are no refunds for parents choosing to withdraw his/her child from the camp or for a child who is asked to leave the camp.

Emergency Medical Authorization/Contacts

In the event of an illness or injury to your child, which requires emergency treatment, attempts will be made to contact you by telephone. The family/friend names on the emergency contact portion of the application form will be called if necessary. These people should be in the vicinity of Camp Whitefield during the hours of operation and be able to be reached by phone. Please make sure the list of emergency names and numbers are kept current.

Emergency Plan

In case of a medical emergency with a child, every attempt will be made to notify the parents/guardian immediately. When watches or warnings are issued by the National Weather Service for tornadoes, severe thunderstorms, etc., or in the event evacuation from Camp Whitefield becomes necessary, Whitefield Academy emergency procedures will be followed. If power, heat, or water is temporarily not available, the summer camp program will strive to remain open, if at all possible. We will not, however, compromise the health and safety of the children. In this unlikely event, parents may be notified via email or phone call.

Illness

Children who become ill during the day will be taken to our first aid area and parents will be notified, if necessary. Likewise, children who are deemed by the Camp Director to have a potential contagious illness will be isolated from others and the parent will be notified. Children with a communicable disease may not attend. If necessary, a memo will be sent notifying the entire camp participants of special health conditions. **If your child has had a fever of 100° F or higher and/or experienced vomiting or diarrhea within the previous 24-hour period, the child should not attend camp. Please abide by this directive for the sake of our campers and staff.**

Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath, trouble breathing
- Sore throat
- New loss of taste or smell
- Seek medical care immediately if someone has emergency warning signs of COVID-19: • Trouble breathing • Persistent pain or pressure in the chest • New confusion • Inability to wake or stay awake • Bluish lips or face

Campers cannot enter camp if they:

- have been **diagnosed** with COVID-19 within the week prior to starting camp
- **Exhibit** symptoms of COVID-19

To protect campers and camp staff, Covid-19 protocols will be based on current data.

Medication

When possible, parents are encouraged to administer any necessary medication at home. Any medicine brought to camp must be labeled with the child's name and directions for administering.

Medication may be administered at camp with the following guidelines:

- If your child has any allergies or asthma, please be sure to bring a labeled epi-pen or inhaler, along with the **Authorization for Prescription Medicine form**. If you have a current Whitefield student this form should already be on file unless there is a new medication. If you have a non-Whitefield student, the Authorization

for Prescription Medicine form is available on the Summer Programs webpage. Please complete the form and return to the Summer Programs Director.

- The medicine authorization form must be on file and filled out in its entirety prior to the child attending.
- All prescribed medications, with the exception of asthma inhalers, are to remain in the camp's medicine cabinet or refrigerator.
- Any over-the-counter medicine will not be administered without parental authorization. It must be in the original container, labeled with the child's name, and directions for administration must accompany the medicines. Records of administration will be kept on file.
- Medications will be kept on a weekly basis and medications will be sent home with the parent on Friday.

Inclement Weather

Due to transportation safety issues, the camp will not transport children during inclement weather. Parents will be notified through email and/or a personal phone call regarding the opening and closing of the summer camp program due to inclement weather.

Late Pick up Fees

An additional fee will be charged for a child left after 3:00 p.m. **At 3:15 p.m., your child will be enrolled in the After Care program, which will result in you paying the daily rate of \$20.** This fee must be paid to the Camp Director at the time the child is picked up or paid the following day. After 6:00 p.m. the charge is \$10.00 per quarter hour, or any portion thereof, payable by check or credit card at pick-up. Three late pick-ups after 6:00 p.m. will result in a suspension of services at the discretion of the Summer Programs Director.

Lunch/Nutrition Break

Your child is provided with lunch and an afternoon snack each day. All students are expected to eat the lunch provided except when there is a dietary/medical need (such as an allergy), unless arrangements have been discussed with the Camp Director. In this case, a written note must be sent to the Camp Director stating the allergy. In addition, a nutrition break is provided once a day at a time designated by the counselors. **Your child needs to bring a water bottle to camp with his/her name on it each day.**

Playground

Please do not leave your child unattended on the playground before or after camp hours. Also, parents should not expect their child(ren) not signed into Camp Whitefield to be supervised by camp staff. We have 4 playground areas that we use in rotation.

Registration

Parents must register for camp online before the **Wednesday** before camp. If there is no vacancy, the child's name will be placed on a waiting list. When a vacancy occurs, the Camp Director will notify the parents. All required forms (online application and waiver) must be completed and are due upon registration.

Search and Inspection

All bags, containers, and other items brought to the campus may be subject to search and review by Camp Whitefield personnel.

Staff/Child Ratio

Campers will be grouped according to age and at a 10 campers to 1 counselor ratio.

Staff Qualifications

Staff members who are directly responsible for children:

1. Must have previous experience with children or have a degree or college credits in a related field such as elementary education, social work, etc.
2. Signed a statement of faith testifying to a relationship with Jesus Christ.