



# Parent Information Packet

**Welcome to Camp Whitefield 2020!**

The staff at Camp Whitefield 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 a relationship with Jesus Christ.

The procedures in this packet are in place for communication, efficiency, and safety within the camp.

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

Sincerely,

Jan Hawkins  
Camp Whitefield Director  
678-458-3047

# 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, and spiritually focused environment.

## The Basics You Need to Know

### 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.

Camp Whitefield ends each day at 3:00 p.m. Please make sure to pick up your child between 2:45 p.m. and 3:00 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 LSSAC
2:20 p.m. – 2:30 p.m.	Prayer, Review of Day, Closing/ Group Play
2:30 p.m. – 3:00 p.m.	Snack/Reading time
3:00 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 can include 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, carpool will begin at 7:50 a.m. on the sidewalk of the LSSAC facing the Athletic Center. In the 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. **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, this works well. If you do not have a carpool sign displayed, be prepared to show identification to the staff members during afternoon carpool.**

### Before Care and After Care

Before Care begins at 7:30 a.m. until 8:00 a.m. in the LSSAC and the price for this service is \$5 per day/per child OR \$20 per week/per child.

After Care is from 3:00 p.m. until 6:00 p.m. in the LSSAC or if the location changes, there will be a note on the door as to where to pick up your child. The cost of this service is \$20 per day/per child OR \$60 per week/per child.

Please note, for before and after care, when you sign up in advance for the week, there is a discount. See next page for more details.

## Medication

Any medications your child needs during camp hours must be itemized and included on the authorization form including directions for administration. All medications must be delivered to the Camp Directors and picked up on the last day of camp.

## Illness

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. There will be no refunds given for any sick days missed.

## Clothing

Children need to wear comfortable clothes and tennis shoes. All items must be labeled with your child's name. **No sandals, CROCS, or flip-flops are permitted unless a water event is planned.** Every Wednesday, please have your child wear his/her Camp Whitefield field trip t-shirt. Finally, we ask that you please apply sunscreen to your child in preparation for outdoor activities.

# The Specifics You Need to Know

## Arrival and Departure Procedure

Upon arriving, please park in a marked parking space and walk your child into the Lower School Student Activities Center (LSSAC). A Camp Whitefield staff member will be on the curb directing you to the proper location every Monday morning. The authorized person must sign all children into the program. The camp staff cannot be held responsible for the child's safety if the authorized person has not followed this procedure.

For afternoon pick up, please come to the LSSAC. In addition, the parent or authorized person scheduled to pick up your child must sign the child out each day upon his/her departure from Camp Whitefield. Please do not use the service entrance, or block a main through way or traffic.

## 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 Rates

### Daily Rates

	Monday	Tuesday	Wednesday	Thursday	Friday	Total for each care	Weekly total
Before	\$5	\$5	\$5	\$5	\$5	\$30	<b>\$130</b>
After	\$20	\$20	\$20	\$20	\$20	\$100	

### DISCOUNT!!! Weekly Rates When you Sign Up Along with Weekly Camp Payment

	Total for each care	Weekly total
Before	\$20	<b>\$80</b>
After	\$60	

## Birthdays

If your child has a summer birthday, we can celebrate it at lunch. If you would like to bring a pre-cut treat (which is mindful of allergies of the campers) for all summer camp participants, you are free to do so. We will make a morning announcement of your child's birthday to celebrate his or her day.

## **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 of child abuse to appropriate state authorities.

## **Clothing and Personal Belongings**

At Camp Whitefield, your child will have many opportunities to experience a variety of activities. Children should wear comfortable clothing 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! **Please make sure your child wears tennis shoes and socks. Sandals, Crocs, and flip-flops are not appropriate for camp unless a water sport is planned.** 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 at Camp Whitefield.

## **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 principal- 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 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. Loss of privilege or activity with an apology, if necessary.
4. Removal from the problem area (still in sight of counselor) and loss of activity/privilege.
5. Phone call to parent from student and/or counselor.
6. Conference with parent and counselor (perhaps with student).
7. Conference with parent, counselor, and Camp Director.
8. Dismissal.

The counselor will decide when it is necessary to involve the Camp Director in the corrective or restorative process. Often times 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 to others. If parents choose to withdraw their child, the Camp Director must be notified in writing. The letter should include a statement of why they left 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 which are posted in the LSSAC 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 cannot however, compromise the health and safety of the children. In this unlikely event, parents may be notified to come earlier than usual to pick up their children.

### **Field Trips**

Each week, a field trip will be taken and the camper should wear his/her Camp Whitefield field trip t-shirt that day. In addition, occasional water wading activities may be planned. These events are carefully supervised by qualified individuals. The parent must give authorization for these activities on the application form.

### **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. Also, we ask you, the parent to inform the Camp Director on duty for the week if you child has been diagnosed with a communicable disease such as chicken pox, the measles, or Fifth Disease. 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. There will be no refunds given for any sick days missed. Camp Whitefield does not have a nurse on staff.**

### **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 cash 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.

### **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:

- The medicine authorization form must be on file and filled out in its entirety.
- 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. Record 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.

### **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.

### **Registration**

Parents may register at Whitefield Academy or online. 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 (application, medical information, and parent agreement) 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.

**If you have any questions or concerns, please contact the Camp Director and Assistant.**

Jan Hawkins

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