



2021 PARENT HANDBOOK



Dear Friends,

We hope this letter find you well. Whitefield Summer Programs is so blessed to be running camps all summer this year! To God be the glory, great things He has done! We are still planning camps accordingly so that all campers are safe, healthy, and having a blast!

Summer Camp 2021, based on the guidelines from the CDC:

- **Add a Camp** is not available at the moment, so you must choose if you want your camper to attend Camp Whitefield OR a Specialty Camp and not both.
- **Registration** for camps will close 5pm the Wednesday before the start of camp. We need time to plan numbers and staffing, so no walk-ins or late campers will be admitted.
- **Lunch** will only be offered to Camp Whitefield campers. Lunch for Camp Whitefield will happen in the LSSAC. The menu is still available to view on the school's website.
- **Masks are optional. As the CDC continues to decrease their restrictions, mask will no longer be required. If you prefer for your child to continue to wear his/her mask that is your choice so please let us know.**
- **Sanitizing stations** will be at each camp location and signage hung around campus to encourage washing hands and social distancing. We are all pros with this at this point. 😊
- **All camp groups** (Camp Whitefield and specialty camps) will be **limited to 25 total** (including instructors and campers) where each group of 25 will not mingle with any other groups on campus for the week. They will have the same instructors and counselors all week. We are hiring staff to have multiple groups of 25 spaced-out all-around campus.
- **Registration check-in location** will be different for each camp. An email will be sent weekly with all the details.
- **Temperature checks** will no longer need to occur, but we strongly encourage you to regularly check your own child to ensure he/she is healthy before coming to camp. We are still giving full refunds with no penalties if your child is sick and must miss camp.
- If any **symptoms of sickness** occur throughout the day, the camper will be removed from the camp group immediately and wait in a holding room until a parent can pick up the camper. If a camper is sent home due to sickness, he/she will not be allowed back to camp until a negative COVID-19 test can be reported or after 10 days have passed since symptoms were noted. The Health Department will assist us in contact tracing and will call or text you if your child came in contact with the virus.
- All **staff** will undergo special training relating to COVID-19.

- We will have a few **field trips** this summer, and will choose locations that are outdoor venues like the zoo or the Botanical Gardens.
- **Water Day** will still happen, with only the group of 25 on at one time, the water will be drained, and the slide sanitized before the next group of 25 will be allowed on the equipment.
- All **equipment** and craft materials we use will be sanitized between each camper group.

Whitefield Academy Summer Programs is dedicated to maintaining our high-caliber program, to help children in their spiritual, physical, educational, and mental growth in a loving, caring, safe, and Christ-centered environment, we will just do it with our sanitizing standards again this summer.

If you have specific questions or concerns, please don't hesitate to contact me at any time.

To God be the glory,

Heather Barnes

Summer Programs Director

hbarnes@whitefieldacademy.com



COVID-19 WAIVER

By signing below, I acknowledge that I received and reviewed the **Summer Camp Parent Handbook** dated 2021 and will comply with all of the requirements therein. I further acknowledge the contagious nature of COVID-19 and acknowledge the risk that my child, myself, or my family may be exposed to or infected by COVID-19 by continuing to utilize the Summer Camp Program at the School and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 through the use of the Summer Camp Program may result from the actions, omissions, or negligence of myself and others, including, but not limited to, School employees and students and their families. My decision to continue using the Summer Camp Program at the School is exclusively my own and made in full understanding and acceptance of the foregoing risks to myself, my child, and my family.

Print Child's Name: _____

Print Parent Name: _____

Parent Signature: _____

Date: _____



WELCOME TO CAMP WHITEFIELD 2021!

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

Wee & Lower School Camp Whitefield Director

Katie Kling and Julie Flores

Middle School Camp Whitefield Directors

Heather Barnes

Summer Programs Director

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.

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.
- Wee Whitefield begins at 8:00 a.m. and ends at noon each day, after lunch.
- Lower School and Middle School 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 3:15p.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
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.	After Care Begins <i>(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:

- **FOR WEE WHITEFIELD AND LOWER SCHOOL CAMP WHITEFIELD:**
 - Drop Off:
 - On Monday morning, or the first day of camp, your child must be walked into the Lower School Activity Center (LSSAC) between 7:50 a.m. and 8:00 a.m. The rest of the week, Wee and Lower School Camp Whitefield carpool will begin at 7:50am on the sidewalk of the LSSAC facing the Big Gym.
 - Pick Up:
 - Wee Whitefield afternoon carpool will begin at noon and end at 12:10pm.
 - Lower School Camp Whitefield afternoon carpool will begin at 2:55p.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.**
- **FOR MIDDLE SCHOOL CAMP WHITEFIELD:**
 - Drop Off:
 - Middle School Camp Whitefield morning carpool will be at the curb by Founders Hall Middle School building.
 - Pick Up:
 - Middle School Camp Whitefield afternoon carpool will be at the curb by Founders Hall Middle School building.
- **IF IT IS RAINING:**
 - Wee and Lower School Camp Whitefield: pull up to the covered carpool area by the modular buildings and camp carpool will proceed as described above.
 - Middle School Camp Whitefield will meet at the covered curb by Brostrand Hall Lower School building.

BEFORE CARE AND AFTER CARE:

- **BEFORE CARE:**
 - Before Care is in the Lower School Student Activity Center (LSSAC)
 - Before Care begins at 7:30 a.m. and goes until 8:00 a.m. and is available to purchase for the week [online](#).
 - Drop off:
 - Park on the curb of the LSSAC building and walk your child into the LSSAC to sign them in. Please be sure your child is wearing his/her mask at this time (unless mask requirements change, and we will keep you informed of this via email.)
 - The price for this service is \$5 per day/per child OR \$20 per week/per child.
- **AFTER CARE:**
 - After Care begins at 3:00 p.m. and ends at 6:00 p.m. and is available to purchase for the week [online](#).
 - The cost of this service is \$20 per day/per child OR \$60 per week/per child.
 - Pick up:
 - Please come inside the LSSAC to pick up and sign your child out. 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.
- **Friendly reminder:** if you sign up for Before Care or After Care in advance for the week, there is a discount. See rates chart on page 6 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 Director 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.

- 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 the start of camp
 - have **exhibited** symptoms of COVID-19
 - **had contact** with a person that has or is suspected to have COVID-19 within the past 14 days

CLOTHING:

- EVERY DAY:
 - Masks need to be worn at carpool drop-off and pick-up and at times throughout the day when inside and not distanced (if these regulations change, we will inform you via email).
 - Children need to wear comfortable clothes and tennis shoes.
 - No sandals, CROCS, or flip-flops are permitted unless a water event is planned.
 - All items must be labeled with your child's name.
 - Please apply sunscreen to your child in preparation for outdoor activities.
- WEDNESDAYS:
 - Every Wednesday is Water Day, and we ask that you dress your child in his/her swim wear with a cover up of some sort upon arrival to camp.
 - Bring a towel and dry clothes to change into at the end of Water Day.
- THURSDAYS:

- o Every Thursday for Wee/Lower School campers, please have your child wear his/her Camp Whitefield field trip t-shirt.
- o Every Tuesday and Thursday for Middle School campers, please have your child wear his/her Camp Whitefield field trip t-shirt.

THE SPECIFICS YOU NEED TO KNOW

REGISTRATION:

- Parents must register for camp online before the Friday before camp.
- If there is no vacancy, the child’s name will be placed on a waiting list.
 - o When a vacancy occurs, the Camp Director will notify the parents.
- All required forms (online application, online waiver, paper COVID-19 Waiver) must be completed and are due upon registration.

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	\$130
After	\$20	\$20	\$20	\$20	\$20	\$100	

WEEKLY RATES*

***DISCOUNT!!! When you sign up along with weekly camp payment!**

	Total for each care	Weekly total
Before	\$20	\$80

After	\$60	
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BIRTHDAYS:

- Due to COVID-19 regulations, no visitors will be allowed to eat lunch with us on your child's birthday, but we will make a morning announcement of your child's birthday to celebrate his or her very special day.
- If you would like to send in treats, contact the Camp Director and 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 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.
- Masks need to be worn at carpool drop-off and pick-up and at times throughout the day when inside and not distanced (if these regulations change, we will inform you via email).
- All clothing and personal belongings should be marked with the child's name for identification. This includes swimsuits and towels.
- Missing Items: 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 teach our campers the Matthew 18 principal - go to the person with whom you have a conflict, resolve the conflict, and forgive.
- We encourage you to 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:

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

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.
- Parents must 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.**
- Know the symptoms of COVID-19, which can include the following:
 - Cough
 - Fever
 - Chills

- o Muscle pain
- o Shortness of breath, trouble breathing
- o Sore throat
- o New loss of taste or smell
- o 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:**
 - o have been **diagnosed** with COVID-19 within the week prior to starting camp
 - o have **exhibited** symptoms of COVID-19
 - o **had contact** with a person that has or is suspected to have COVID-19 within the past 14 days

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.
- 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:
 - *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**.*
 - 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.
- Parents should not expect their child(ren) not signed into Camp Whitefield to be supervised by camp staff.
- We have four playground areas that we use in rotation and spray down for a good cleaning between uses.

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 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 DIRECTORS.

Jan Hawkins

Wee & Lower School Camp Whitefield Director
678-458-3047

Katie Kling and Julie Flores

Middle School Camp Whitefield Directors
609-851-4753

Heather Barnes

Summer Programs Director
678-720-6886



