



**Presby
Adventure
Camp**

Summer Day-Camp for
Kids Ages 4-6th Grade

HANDBOOK

2018



P.A.C. Presbyterian Adventure Club

Dear Parents,

Welcome to Warsaw Evangelical Presbyterian Church's Summer Day Camp! We are excited to have your child as part of P.A.C. This handbook will supply the information that you & your child will need for a summer full of fun at P.A.C.

After reviewing this information, please feel free to contact me with any questions you may have. We will be going over the KID'S RESPONSIBILITIES section with the children on the first day of PAC.

P.A.C. staff is preparing for a fun-filled summer that will offer your child with many diverse opportunities. We strive to care for your child in a safe, positive environment; that provides fun opportunities that encourage a child to learn, play, grow, and mature.

Thank you for choosing P.A.C.

Sandi Lancaster
P.A.C. Director

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P.A.C. Philosophy

Wouldn't your child love to spend the summer with friends, having tons of fun? Wouldn't you love for your child to be in a fun, safe, caring, and developmentally appropriate camp? Summer should be a fun and exciting experience for children, one that enriches their lives physically, cognitively, socially, & spiritually. PAC sponsored by Warsaw Evangelical Presbyterian Church, provides that kind of experience and is for children ages 4 (must have had a year of preschool)-6th grade. P.A.C. philosophy includes:

- Spiritual** To provide an atmosphere that allows children to experience God's love and encourages Christian morals and values while having fun.
- Social** To give each child the opportunity of enjoying many experiences. We also encourage working and playing with others their own age and also learning to get along and interact with children older and younger than they are. We encourage growth of the child by providing opportunities in the following areas: caring, compassion, self-reliance, leadership skills, communication skills, honesty, respect, and responsibility.
- Physical** To provide a program that is invigorating physically, also allowing for times of relaxation and freedom.
- Cognitive** To provide the children with activities that are stimulating and entertaining without being an extension of school.

P.A.C. admits children of any race, color or ethnic origin.

Dates for 2018 P.A.C. are June 4 – August 10.

(Warsaw Schools start on Wednesday, August 14th)

OPERATING POLICIES AND PROCEDURES

- Child must be 4 years old before the start of the program. Children can be enrolled until the summer after their 6th grade year.
- Children **are expected to participate up to their potential in all activities planned.** They are **required** to bring personal reading material for quiet reading time. They may also bring games, puzzles, etc. for personal time. Each child is **required** to wear swimming attire when we go to the lake. **Each child 6 and under is required to wear a life vest while swimming.**
- Children are expected to bring their own lunch. They can bring microwaveable items (warm up times of **3 minutes or less**) unless you are notified in advance. A light breakfast is available till 8 am. An afternoon snack is provided.

TUITION

- Registration fee: \$50.00 per family (This is a non-refundable fee)
- **Payment is due on Friday morning for the following week.**
- Tuition Fees:

<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>
\$110.00	\$190.00	\$235.00

Day Rate is \$25 per day (If your child attends less than 4 days per week)

- **Payment is due on Friday before each week begins.**
- **These times do not affect the normal fees:**
The Fourth of July Holiday
When your child does not attend on his/her scheduled day
When your child attends a sports camp for a portion of the day
Two weeks of vacation with no pay is allowed for each child. We need the dates in writing at least 1 week before you take vacation. Please write a note or use the vacation forms provided for each child! You may break your vacation into partial weeks by providing dates by submitting the request in writing in advance. Please talk to Sandi or a staff person about how we handle payment.
- We realize changes occur in schedules (camps, lessons, work schedules, etc.) and we would like to work with you on those. Because of the planning involved, all changes need to be provided to the director (**in writing**) at least one week in advance.
- **After two weeks are used, you are expected to pay.**

ATTENDANCE

- Hours: Monday through Friday 6:30 a.m. to 5:30 p.m.
- An overtime fee of \$1 for every minute will be charged for children not picked up by 5:30. If you are running late call!
- Call 267-4034 by 8:30 a.m. to report absences.
- 2 weeks of vacation are allowed for the summer. Vacation days must be scheduled at least 1 week in advance or they will not be considered vacation. (if you want to split your weeks into days; you must arrange this in advance with the director)
- Changes in schedules need to be provided in writing at least one week in advance (i.e. vacations, camps, work schedules, lessons, etc.).
- Drop off and pick up at alley doors. Parents are required to sign their child(ren) in and out daily. The sign in/out table is located at the gym entrance.
- If a field trip is planned and you are late dropping your child off; you will need to take your child to the field trip destination. We cannot wait for late arrivals.
- If you would like the children to tour your work place or have other ideas that would be of interest for children, please let us know.
- Work with the staff to encourage weak areas in you child's life i.e. discipline, physical limitations, social interaction, etc.

GENERAL

- Discuss the P.A.C. rules listed in **KID'S RESPONSIBILITIES** with your child.
- Weekly calendars are available at the PAC desk and on Face Book on Fridays for the following week.
- **Parents are required to review 'KID'S RESPONSIBILITIES' and work with PAC staff to implement! THANK YOU IN ADVANCE!**
- Provide a sack lunch including drink. Refrigerators & microwaves are available unless noted on the weekly calendar (i.e. picnic days, etc.). Microwavable items need to be in microwavable containers marked with your child's name & have warm up times of **3 minutes or less**. Please **give these to staff upon arrival**—the rest of lunch can go in refrigerator.
- Children **6 & under are required to wear a life jacket** when swimming!
- We are sure every parent wants their child to practice their reading skills during the summer; therefore children are required to bring a book for daily quiet reading time!
- PAC does not discriminate against anyone based on race, religion, color, sex, age, national origin, or disability.

SECURITY POLICY

- Drop Off & Pick Up between the hours of 6:30-9:00 am & 3:30-5:30 pm will be at the first set of double doors in the alley.
- Between 9 am & 3:30 pm those doors will be locked and you will need to enter at the second set of double doors and visit the church receptionist to check in and receive a P.A.C. visitor badge.

ILLNESSES/INJURIES

- We make every attempt to ensure that all campers are safe while at day camp, but accidents do happen. We do not immediately call you for minor injuries; however, we will notify you in the case of a more serious injury. In case of an emergency, we will call 911 and then you.
- If one of the following conditions exist, your child will need to be picked up in a timely manner and will not be able to return for 24 hours after being symptom free: Fever, Vomiting, Diarrhea, Lice or nits, Communicable diseases including rashes, ringworm, chicken pox, strep throat, etc.

MEDICATIONS GUIDELINES AND PERMIT:

- If your child needs to take medication during school hours, it is necessary for the school to comply with the following guidelines as set forth by the Indiana State Board of Health Code:

PRESCRIPTION MEDICATIONS:

1. No prescription medication will be given unless the school has on file a medication authorization form completed and signed by the doctor or the medication is in the original container with the original pharmacy label and the child's name.
2. Written permission from the child's parent/guardian must also be on file at the school.

NON-PRESCRIPTION MEDICATIONS:

1. Over-the-counter medication requires written permission from the parent/guardian and directions for administration. **All medication must be sent in the original container labeled with student's name and not be expired.**

BEHAVIOR GUIDANCE POLICY

Summer should be a fun and exciting experience for children, one that enriches their lives physically, cognitively, socially, & spiritually. To provide an atmosphere that allows children to experience God's love and encourages Christian morals and values while having fun.

Therefore, we believe discipline should teach the child to show God respect and love with appropriate behavior, as well as protect other children. We will be working to equip children to problem solve. For that reason we will encourage the use of 'The Bug and a Wish' technique (It bugs me when..., I wish you would....). Even with encouraging problem solving techniques, there are bound to be issues arise. The following guidelines have been established. Remember what works well with one child does not work with another.

Discipline will be handled in the following order:

Inappropriate PAC behaviors:

(i.e. talking back, excessive complaining, hitting, general disrespect, etc.)

1. The child will be given 2 verbal reminders.
2. The child's play/attention will be redirected (i.e. the child will be requested to "take a break" from certain playmates, the child will be asked to change activities, etc.)
3. The child could serve time out for an appropriate length of time, or could lose privileges (i.e. swimming, snack, etc.)
4. The parent could be notified to come & pick the child up, for the day, or the parent could be asked to not bring the child back.

** Continuous discipline difficulties or serious situations will be handled (with the parents) in a timely manner.

SAMPLE DAILY SCHEDULE

Below is an example of a daily schedule. Each day will differ depending on field trips, activities, etc.

6:30 – 8:30	Free time, light breakfast
9:00 – 11:30	Physical activity, field trip, or guest speaker
11:30 – 11:45	Devotion
11:45 – 1:00	Prepare, set up, and eat lunch
1:00 – 1:30	Quiet reading time (bring a book)
1:30 – 2:30	Personal time**
2:30 – 3:30	Physical activity, field trip or other organized activity
3:30 – 4:00	Snack time
4:00 – 5:30	Free time

- Personal time is a time for your child to personally work on something they choose. It might be putting together a model airplane, fixing their hair, playing a game, or making something with Lego's, it will be their choice, within reason. Be creative!! Bring something they would like to do **quietly** with a friend or alone.

KID'S, these are your RESPONSIBILITIES

- We want P.A.C. to be a fun time for you this summer. If you have activities you want to do, please let us know and we will see if it can be worked into the program.
- Below is a list of rules. These rules need to be read and remembered. If you do not follow the rules, activities could be taken away and your parents could be notified with a discipline report.

P.A.C. RULES

Group rules apply in for everyone! Your counselor will have other rules for your group.

DO:

- Be kind to others
- Treat others with respect
- Share
- Stay in supervised area
- Use inside voices while inside
- Treat toys, equipment, **and all** property appropriately
- **Keep restrooms and other areas in neat order**
- Assist the group in cleaning up—if you play with a game/toy you are to put it away!
- If there is a problem, follow the problem solving procedure (bug and a wish), if that doesn't work; come to an adult
- You are responsible for your belongings.
- **PAC IS NOT RESPONSIBLE FOR MISSING ITEMS:**
- Bring all possessions to PAC in a bag marked with you name!
- If you leave something somewhere (like the beach) you lose them!
- For safety reasons, shoes need to stay on feet—if you wear flip flops-you have to keep them on.
- Breakfast is available from 7 to 8 am & is limited to 2 pieces of toast, 1 bowl of cereal, & 1 cup juice or milk

Swim Time Rules

- You are required to dress in swim attire. Appropriate discipline will happen if you continually don't bring swimwear. Your parents might be notified.
- Girls bathing suits must be full coverage suits (tankinis are allowed if full coverage)
- Children 6 and under are required to wear a life vest (this vest needs to have their name on it in permanent marker & can be left at PAC)!

Electronic Devices can be brought with the following rules:

- **Cell phone usage prohibited!**
- Only Disney or Christian music is allowed.
- Hand held games (and the games)/tablets, must be marked with your name.
- Bring games rated E (everyone) only!
- Play with them only when your counselor says you can!
- Usage: will be allowed at counselor's discretion. Generally between 6:30 & 8 am & 4-5 pm
- If you bring a hand held game you are responsible to make sure you take it & the games home!
- No chargers should be brought to or used at PAC.
- Do not loan out or take someone else's electronics home.

Lunchtime Rules:

- Stay seated until you receive permission to get up (applies even to going to the bathroom)
- You are responsible for throwing away all your trash—even what's under the table!
- No moving from table to table!

- Be respectful by talking QUIETLY!

Quiet Reading—1/2 Hour daily

- ***Bring a book with you***—we read daily.
- This is a quiet time to lie down & read.
- Time will be added if group is not quiet!

Playground Rules:

- You go up the stairs & down the slides
- Keep toys off the slides
- Sand & sand toys stay in the sandbox
- No standing on tire, yellow tube, or house walls
- Stay off the fence
- Top of tube slide or playset is not for climbing
- If you take a ball to the playground, you are responsible for bringing it back in & putting it away.

DO NOT:

- Hit, kick, pinch, pull hair, etc.
- Injure another person
- Call other children names
- Leave a supervised area without permission
- Use inappropriate language
- Kicking balls in the gym
- Destroy church property
- Be disrespectful to staff
- Be disrespectful to facility (bathrooms, Fellowship hall, etc.)!

