

PARENT HANDBOOK

for

KNOX KIDS CAMP

A ministry of

Knox Presbyterian Church, Woodstock

Compiled by

Mikayla Krueger RECE 2018

Table of Contents

The Vision, Mission, Objectives and Values of Knox Kids' Camp

Goals for Participants of Knox Kids' Camp

Responsibility and Accountability

A Typical Day at Camp

Basic Camp Information All Families Need to Know

Camp Registration Policies

Detailed Camper Participation Policies

Snacks and Lunches

Daily Camper Pick Up

Phones and Communication

First Aid and Health

Emergency Procedures

Fire Exits

Knox Kids Camp

Vision

Knox Kids' Camp will be a fun and creative summer ministry of Knox Presbyterian Church, Woodstock. Through the camp, young adult staff and high school aged team leaders will be challenged to recognize and develop their leadership skills and individual gifts while learning to work as a team and take responsibility for the safety and needs of the children who attend.

Mission

Knox Kids' Camp exists to provide a safe and meaningful Christian day camp to the children who attend and to develop the leadership skills of the youth and young adults who lead this ministry.

Objectives

Knox Kids' Camp strives to :

- Welcome children, their families, and youth into our church building
- Provide safe and engaging activities which encourage the children to grow in faith, friendship, skills, confidence, and self-esteem
- Offer concrete opportunities for the participants to explore and share their faith
- Develop leadership skills in the young people and the ability to work together as a team
- Empower the young people to develop and use their individual talents and gifts
- Be a faithful and positive Christian witness in the downtown core of Woodstock
- Offer safe and affordable extended care for families in the community.

Program Summary

A Camp Director and Program Director will be hired to give oversight to the daily operations of the camp. They will work with the design team to advertise the program, hire team leaders, and to prepare for all aspects of the summer, including a team training week during the first week of July.

Campers will be fully toilet trained and have turned at least 4 by the end of June of the current camp year and no older than 11 at the end of August of the current camp year. The camp will run for seven weeks in July and August from Monday to Friday (with the exception of being closed for the Civic holiday in August) with doors opening at 8:30 am and program running from 9:00 am to 3:30 pm. Before hours care will be available from 7:45 am on. After hours care will be available until 5:15 pm.

Mornings will follow a curriculum exploring a different theme or Biblical character each week. Afternoons will include activities such as swimming, special guests, movies, and sports. The Camp Director will focus on the morning curriculum and the Program Director will focus on planning the afternoon activities.

The leadership team will be challenged to grow through devotion times, team meetings, individual feedback, and taking responsibility for the care of the children attending camp.

Goals of Knox Kids Camp

This program's purpose is to grow leadership skills in a Christian environment through nurturing the faith development of children, both the church and the unchurched.

Goals for children attending the camp:

- To reinforce the message of God's love
- To acknowledge the children's various learning styles through incorporating different workshops and activities to compliment the Bible stories
- To meet the children's emotional, physical, intellectual, and spiritual needs and to maintain a low ratio of children to leaders (at least 1 leader to every 10 children)
- To affirm the children's learning and work by providing opportunities for them to share their experiences at closing time each day
- To provide activities and an environment which is safe and welcoming, with fun choices and opportunities to develop skills, and to ensure they are cared for throughout the day and picked up by someone listed as safe.

Goals for the Team Leaders:

- To give each of the team leaders a variety of teaching and leadership opportunities over the seven weeks of camp in order for them to develop concrete skills in several areas
- To provide support and feedback from the Directors and to have a time of debriefing at the end of each day
- To further enrich their growth and experience by having daily devotions at the start of each day.

Overall Goals:

- For this camp to be creative, fun, challenging, and faith-filled for everyone involved
- To create a safe and healthy environment for everyone, including:
 - Having health information for all the children and leaders readily available on file
 - Posting all participant diet concerns in the kitchen
 - Maintaining fully-stocked first aid kits on the premises and taking one to all off site activities
 - Ensuring that both Directors are trained in first aid and CPR
 - Including emergency procedures in Director and Team training
- To be wise stewards of the resources God has given us.

Responsibility and Accountability

Campers who attend Knox Kids' Camp are disciplined by the Team Leaders and, in severe cases, by the Camp Director or program Director.

Team Leaders are accountable to and report to both Directors. The covenant that they signed and the Staff Handbook outline expectations of their behaviour. It is up to the Directors to provide verbal correction for breaches of these expectations and, depending on the severity, to provide discipline within the guidelines provided in the staff handbook. Once a discipline concern is at the point of needing a written warning or involves a serious safety issue, the minister must become involved. In their absence, the Knox Kids' Camp design team must be notified.

The Program Director is accountable to and reports to the Camp Director. Whenever possible the Directors should strive for agreement in decisions. However, the Camp Director is overall responsible and if necessary can make a decision and expect the Program Director to follow it. If the Program Director disagrees and does not feel heard or able to support the Camp Director, he/she can bring the issue to the minister or design team.

The Knox Kids' Camp design team works throughout the year to prepare for Camp. They report to the Mission Committee of Knox Presbyterian Church. This committee, in turn, reports and is accountable to the session of Knox.

A Typical Day at Camp

7:30 AM-7:45 AM	Morning Crew Meeting and Devotions
7:45 AM-8:30 AM	Before Care
8:30 AM-9:00 AM	Drop off/ Games in Dinning Hall (Gym)
9:00 AM-9:20 AM	Opening and Singing
9:20 AM-9:45 AM	Bible Lesson
9:30 AM-9:45 AM	Afternoon Crew Meeting and Devotions
9:45 AM	Afternoon Crew Joins Morning Crew
9:45 AM-11:40 AM	Morning Program Rotations (Crafts, Games, Drama, Snack)
11:40 AM-12:00 PM	Movement and Grace
12:00 PM-12:30 PM	Lunch
12:30 PM-1:00 PM	Quiet Time
1:00 PM-3:00 PM	Afternoon Program
3:00 PM-3:30 PM	Closing and Singing
3:30 PM	Pick Up
3:30 PM-3:45 PM	Morning Crew Meeting and Debriefing
3:30 PM-5:15 PM	After Care
5:15 PM-5:30 PM	Afternoon Crew Meeting and Debriefing

Basic Camp Information All Families Need to Know

Knox Kids' Camp Runs from 9am to 3:30pm. Doors open every morning at 8:30 for drop off and ALL campers must be picked up at 3:30 unless they are registered for after care. If a camper is not picked up by 3:30, a \$5 late fee will be charged. The Camp Director will determine when late fees will need to be applied. Before and after care is available everyday and runs 7:45-8:30am and 3:30-5:15pm. If children registered for after care are picked up after 5:15pm late fees will apply.

We ask that all campers come fully prepared to participate in all aspects of camp. This means that they have the proper clothing for the day and back up clothing in case of emergency. Every Tuesday is our swim day so we ask that children come to camp with swim suits, towels, and anything else they may need for the pool. Life jackets will be provided by Lion's Pool for those 5 and under.

We also ask that all children bring a water bottle to stay hydrated as the church does get very hot during the day. You may send your child with sunscreen if you choose, but sunscreen will be provided by the camp for any camper that does not have their own.

All campers are required to bring a nut-free lunch everyday. We will provide a morning and afternoon snack everyday, but these are snacks, not meals, and children will need more than this to have a healthy diet through the summer. If your child has any dietary concerns, please make sure that is noted on the registration form or tell a director at drop off the first day of camp.

We also ask that all campers adhere to our phones and communication policy and leave any electronic devices (or any other toys) at home. The camp day is very full and children have lost items before because they were not put away in their bags or left at home. To avoid this, please leave these at home. If phones or electronics are still brought to camp, campers will be asked to turn them in to the Camp Director until the end of the day, and the devices will be locked in the office for safe keeping. If you need to get in touch with your child for any reason, you can contact the church.

Every Friday we hold a special closing from 3-3:30pm. During this time, all families are welcome to join us to see what we've been doing all week.

Every year, we take up offering for a charity. If you are able, please send your child with some spare change to donate. Any amount helps!

Registration Policies

Registration is open to all children ages 4 to 11 years old. ALL CAMPERS MUST BE FULLY TOILET TRAINED.

A parent or guardian must complete and sign a registration form for each child. NO REGISTRATIONS WILL BE TAKEN OVER THE PHONE.

To secure a space, a completed registration form, health form, and \$20 non-refundable deposit PER WEEK are required.

Parents must register their child for full weeks of camp. If they choose to withdraw a child for a day or part of a day, that is their decision but the cost will remain the same.

Children are expected to attend the full week of camp. We will not have half day registrations at half cost.

Parents may register children for additional weeks of camp if space is available. This can be added to their original registration form. Payment is required before they are fully registered for additional weeks.

Cancellations

If a registration is cancelled prior to the week of camp, full reimbursement will be given. If a registration is cancelled during the week of camp, The Camp Director will use their judgement of whether or not partial reimbursement is valid. In most cases this will not be given.

Detailed Camper Participation Policies

All campers must be fully toilet trained. The Directors have the authority to send a child home and explain to parents what they are not ready for camp if they are not toilet trained.

Any child within the age range of camp (age 4-11) is welcome to come to camp.

Special Needs Campers

We will attempt to include any special needs as we are able. This is if we feel we have sufficient staff to support the camper as well as to give adequate care and attention to all our other campers. We do not have any specialized leaders who are trained and able to devote themselves to an extremely high needs child. The Directors will have to determine what the leadership team can handle safely and their awareness of this will grow over the summer.

When Campers Put the Safety of Others at Risk

The Directors have the right and the authority to dismiss a camper of any age if they exhibit out of control behaviour which puts campers and leaders at risk, if they are physically violent or consistently verbally violent and resist any normal disciplinary action from both Team Leaders and Directors or if they are unable to handle the program and continuously disrupt the learning and positive experience of others. The Directors will need to use their own judgement to determine when this action is necessary.

Snacks and Lunches

Eating is an important part of camp. Because of the amount of work and energy being expended by the everyone, eating well is important.

Snack will follow a two-week rotation that will be designed by the Camp Director. The daily snack will be posted at the sign in table in the morning. Snacks may also be prepared as an afternoon activity and replace the scheduled snack for that afternoon, if this is the case, it will be posted in the afternoon. A list of allergies will be posted in the Kitchen and we will have alternate options for these children, like veggies or fruit.

All campers and the entire team, are responsible for providing their own lunches every day at camp. Lunches are to be nut-free in case of allergies.

Daily Camper Pick Up

Only people listed on the registration form may pick up a camper unless we have written instructions saying otherwise. That note needs to be signed by a parent.

A lost and found box will be at the sign out table as well as any completed crafts for pick up. Feedback forms will be available at Friday pick up so you can give your opinion about camp and how we can improve.

All other children must stay in the friendship centre with staff until they go to after care or someone indicated as safe on their registration form comes to take them home. Please stay in the lobby area at the sign out table until a leader brings your child to you. We have a duty to keep all children safe and by keeping the children in the friendship center until we authorize them to leave, keeps all campers safe.

If the Camp Director has not yet met someone who is picking up, they will ask to check their ID to ensure that it is the right person. This is our policy to make sure that all children go home with the right person for their safety, so please make sure to ID with you at pick up just in case.

Phones and Communication

Campers and team leaders will be asked to turn in any cell phones when they arrive and they will receive them back at the end of the day. These will be locked in the camp office during the day.

Whenever the camp goes off site, at least one fully charged cell phone goes with one or both directors. The church secretary will have these phone numbers so the Directors can be reached if needed.

First Aid and Health

Both directors are expected to have training in standard First Aid and CPR. The directors are the designated first aiders and should be the first that the team goes to in an emergency situation. Any others who have the training should act as support. We will have designated “comfy room” in the church as a quiet/ rest room for those who need to recover from illness or injury while at camp.

First Aiders are responsible for:

- Knowing where the first aid kits are in the church.
- Knowing the emergency guidelines and know what to do in an emergency
- Ensuring the first aid kit materials are up to date
- Ensures that one of the directors brings the travel first aid kit when going to all off site activities as well as a charged cell phone
- Ensuring that if someone needs to go to the hospital, their tasks are covered by someone else.
- Parents are called by one of the directors, and appropriate follow up is done to care for the individual
- Ensuring that for all first aid accidents, an accident form is filled out in full
- Recognizing that if a team leader or director contracts an illness which could be passed on to other staff or campers, they must be sent home to recuperate
- Being a role model when dealing with emergency situations, staying calm and giving directions to those around you
- Debriefing after an emergency situation with the parents, directors, the minister, and the design team.

Emergency Procedures

Injuries and Illness

If a child is or leader becomes injured:

- One leader will stay with the injured person and send another leader to get a designated first aid person. This leader will try to keep the person calm by being reassuring. They will be cool, calm, and collected so that people do not panic.
- Leaders will ensure that other children do not surround the casualty. Another leader will try to keep them busy with something else.
- When the first aid person arrives to deal with the situation, leaders will stay with the casualty if possible to support them and listen to what the first aider has to say. Leaders will give the first aider support in how they feel the situation should be handled. They have had training in this.
- If parents need to be called or if someone needs to go to the hospital, one of the directors will need to handle this.
- If the child stays for the rest of the day, parents will be informed what happened and the steps that were taken to deal with it, at the end of the day when they pick up.
- If any form of first aid is used an accident form must be filled out by the person who gave the first aid or first responded.

If a child says they are sick, Leader will:

- Take the child seriously and stay calm and reassuring to decrease their anxiety.
- Allow the child time to rest quietly and watch the group instead of actively participating. If you are outside, get them into shade and offer them water.
- If they feel ill for more than half an hour or start to get worse, find a director and if necessary the director will make the choice to call the parents and send the child home.
- If they actually get sick, notify a director.
- If they don't get sent home, a director will let the child's parent know at pick up that they were feeling unwell and what steps were taken to deal with it.

Emergency Situations

In the event of an emergency at the church:

- We are responsible for the well-being of all of the children at camp and to assist in providing for the safety of others.
- Directors need to give clear directions to staff and remain calm.
- If there is a fire, leaders will need to get themselves and all others out of the building by the closest exit and meet in the field behind the united way building. The directors need to do a head count and check that everyone is safe.
- We will not take risks in any situation. If someone is left behind, we can not go back in to get them and thereby put ourselves at risk. Any calls to get emergency vehicles to the church will be made by the directors and it is the job of trained professionals to rescue others.
- We will use common sense and avoid behaviours which could cause fire or any other emergency situation

In the event of an emergency off-site:

- We will remain calm and remove any leaders and children from the situation to somewhere safe with the rest of the group.
- Directors will give clear directions to staff and have some leaders stay with the children, trying to keep them calm and occupied while you deal with the issue.

First Aid Accident Reports

For any minor accidents:

Such as a small cut, burn, bump on the head, etc.

We will make sure:

- The casualty gets appropriate first aid.
- Someone will keep an eye on the casualty to make sure that the situation does not worsen.
- A short version accident report is done.
- If the casualty is a camper, the parent will be notified at pick up
- The parent needs to sign the accident report at pick up.

For any more serious accidents:

Such as a bleeding wound, fainting, more severe blow to the head or any other part of the body.

We will ensure that:

- Appropriate first aid is administered as quickly as possible, including transporting the casualty to the hospital or being sent home to be seen by a doctor.
- Depending on the event's seriousness and who the casualty is, a parent or caregiver is contacted right away or a later time that day.
- Another first aider will watch the casualty if they do not go home
- As soon as possible, a long version accident form is filled out.

Fire and Emergency Exit Plans

Main Level

Offices and washrooms

Exit via Hunter Street door

Kitchenette/ Nursery, Library, Friendship Center

Exit via parking lot door

Drama room, Friendship Center

Exit via Hunter Street door

Upper level (Balcony)

Exit via parking lot door

Lower Level

Men's, women's, and handicapped washrooms and kitchen

Exit via Hunter Street door

Dining hall

Exit via parking lot fire door

Cheyne room

Exit via Hunter Street door

KAOS/ Java Cave

Exit via parking lot door (in KAOS room)

REMEMBER to check washrooms if possible on your way outside.

Leaders need to make sure to have their whole group/ know where they are at all times in case of emergencies.