

PARENT HANDBOOK

for

KNOX KIDS CAMP

A ministry of

Knox Presbyterian Church, Woodstock

Table of Contents

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

Goals for Participants of Knox Kids' Camp

Responsibility and Accountability

Detailed Camper Participation Policies

Basic Camp Information All Families Need to Know

Camp Registration Policies

Daily Camper Pick Up

A Typical Day at Camp

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 members 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 young people and the ability to work together as a team
- Empower 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 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 last week of June.

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 12 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.

Mornings will follow a curriculum exploring a different theme or Biblical character each week. Afternoons will include activities such as special guests, movies, extended crafts, and sports. The Camp Director will focus on the morning curriculum and the Program Director will focus on 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:
 - o Having health information for all the children and leaders readily available on file
 - o Posting all participant diet concerns in the kitchen
 - o Maintaining fully-stocked first aid kits on the premises and taking one to all off site activities
 - o Ensuring that both Directors are trained in first aid and CPR
 - o 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.

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 4-12) 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.

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 others or themselves at risk, if they are physically violent or consistently verbally violent, resist any normal disciplinary action from Team Leaders or Directors, or if they are unable to handle the program without continuously disrupting the learning and positive experience of others. The Directors will need to use their own judgement to determine when this action is necessary.

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. If a camper is not picked up by 3:30, a \$20 late fee will be charged. The Camp Director will determine when late fees will need to be applied.

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. 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 as well. We ask that all items are well and clearly labelled.

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 at 519-537-2962.

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!

First Aid

Both directors have training in standard First Aid and CPR. The directors are the designated first aiders and are the first that the team goes to in an emergency situation.

Registration Policies

Registration is open to all children ages 4 to 12 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, we require the original forms.

To secure a space, a completed registration form, health form, and \$25 non-refundable deposit PER WEEK, PER CHILD 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 week/ 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 (other than the deposit) 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.

Daily Camper Pick Up

Only people listed on the registration form may pick up a camper unless we have written, signed instructions from the parent/ guardian saying otherwise.

All children waiting to be picked up must stay in a designated space with staff until someone indicated as safe on their registration form comes to take them home. Please stay outside at the sign in cart until a leader brings your child to you. We have a duty to keep all children safe and by keeping the children in the church 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 have your ID with you at pick up just in case.

A Typical Day at Camp

8:30AM-9:00AM	Drop Off/ Games in Dinning Hall
9:00AM-9:30AM	Opening/ Singing
9:30AM-9:40AM	Bible Story
9:40AM-10:00 AM	Home Group Time
10:00AM-10:25AM	Snack
9:40AM-11:40AM	Morning Program Rotations (Craft, Games, Free Play)
11:40AM-12:00PM	Movement & Grace
12:00PM-12:30PM	Lunch
12:30PM-1:00PM	Quiet Time
1:00PM-2:30PM	Afternoon Program
2:30PM-3:00PM	Snack
3:00PM-3:30PM	Closing/ Singing
3:30PM-3:45PM	Pick Up