

# **PARENT HANDBOOK**

for

# **KNOX KIDS CAMP**

A ministry of

Knox Presbyterian Church, Woodstock

# **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 team training.

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. Mornings will also include a time of music, and rotations of craft, games, snack, and free outside play. Afternoons will include activities such as special guests, movies, extended crafts, theme days, outings and sports.

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 when needed, are disciplined by the Team Members and, in severe cases, by the Camp Director or Program Director.

Team Members are accountable to and report to both Directors, who in turn are accountable to the Knox Kids' Camp Design team and Mission Committee.

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.

## **Registration Policies**

Registration is open to all children ages 4 to 11 years old. ALL CAMPERS MUST BE FULLY TOILET TRAINED. The Directors have the authority to send a child home and explain to families that they are not ready for camp if they are not toilet trained.

A parent or guardian must complete and sign a registration form for each child. NO REGISTRATIONS WILL BE TAKEN OVER THE PHONE, however we can accept them through email at [knoxkidscamp0@gmail.com](mailto:knoxkidscamp0@gmail.com) or by mail.

To secure a space, a completed registration form and \$25 non-refundable deposit PER WEEK, PER CHILD are required. The remaining payment is due before Monday morning of camp or can be made upon arrival Monday morning however, the full payment is required BEFORE the camper will be admitted into the program.

Families 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.

Families 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.

### **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 staff 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.

### **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.

## **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 table until a Staff Member 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.

## **Basic Camp Information All Families Need to Know**

Knox Kids' Camp program runs from 9am to 3:30pm. Doors open every morning at 8:30 for drop off and pick up goes from 3:30-4:00pm. All campers must be picked up no later than 4:00pm. If a camper is not picked up by 4:00, a \$20 late fee will be charged. The Camp Director will determine when late fees 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 if you choose, but sunscreen will be provided for anyone who doesn't have their own. We ask that all items are well and clearly labelled so nothing goes missing or gets mixed up.

All campers are required to bring a lunch and 2 snacks everyday. If your child has any severe allergies, please make sure that is noted on the registration form or tell a director at drop off the first day of camp so we can try and let other families and staff know not to bring the allergen to 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, electronics, or toys 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 their 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!

## A Typical Day at Camp

<b>8:30AM-9:00AM</b>	Drop Off/ Games in Dinning Hall
<b>9:00AM</b>	Opening/ Singing
<b>9:20AM</b>	Bible Story
<b>9:30AM</b>	Home Group Time
<b>9:50AM</b>	Snack (Please pack with your camper!)
<b>10:15AM</b>	Craft
<b>10:50AM</b>	Free Play
<b>11:25AM</b>	Games
<b>12:00PM</b>	Lunch (Please pack with your camper!)
<b>12:30PM</b>	Quiet Time or Movement
<b>1:00PM</b>	Afternoon Program
<b>3:00PM</b>	Snack (Please pack with your camper!)
<b>3:30PM-4:00PM</b>	Pick Up/ Games in Friendship Center

If you ever have any questions about our program or policies, please feel free to contact us via our email at [knoxkidscamp0@gmail.com](mailto:knoxkidscamp0@gmail.com) or by phone at 519-537-2962.