



Parent Handbook

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Mission Statement:

Through the Gospel of Jesus Christ, St. John's Summer Camp seeks to strengthen families by helping parents to train their children in a Christian way of life and by fostering relationships that glorify God by encouraging spiritual growth, kindness, and Christian service.

Statement of Purpose:

St. John's Summer Camp, an extension of St. John's Lutheran School and a ministry of St. John's Lutheran Church, is here to provide a safe, fun, Christian environment that also extends children's learning during the summer months.

General Information:

St. John's Summer Camp, Camp Falcon, accepts children ages 3-14 years. Camp Falcon runs 10 weeks during the summer. Camp Falcon offers preschool, middle school, and school age programs.

Our preschool and school age programs offer similar schedules and activities but at age appropriate levels. Each summer incorporates a theme that directs children to Bible stories and Biblical principles. The theme also extends children's learning in science, social studies, reading, and math. Arts and crafts, music and movement, outdoor activities are incorporated weekly. Children also participate in at least 2 field trips each week. Field trips may correspond with our theme and either involve physical activity or hands-on learning. Many of our activities take place on site in our state-of-the art facility including a computer lab and gymnasium.

occurrence, and while it has yet to occur in our program, in the event that a child is lost, we will immediately use all available staff of the school and childcare to locate the child. If the child cannot be located in a reasonable amount of time, the parents and the authorities will be notified.

Child Abuse:

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional, social, and spiritual development will be nurtured in a well-planned and well-run program. Please take time to observe the program regularly, especially in regard to children's health and safety, equipment and play materials, and staff. For violations of any sort, please contact the North Carolina Department of Health & Human Services:

The Division of Child Development
The North Carolina Dept. of Health & Human Services
319 Chapanoke Rd., Ste. 120
Raleigh, NC 27699
(919) 662-4499

Welcome to our program:

St. John's Camp Falcon thanks you for the opportunity to serve your family. We hope and pray that it will be a gratifying experience for you and your child(ren). If you ever have any questions or concerns, please feel free to bring them to our attention. We humbly ask that you will pray for the Camp Falcon staff and the children enrolled, as we will keep you and your family in our prayers. With God's help, this will be a wonderful camp for everyone!

helpful kindness among the children throughout the summer.

Visitors

Please let the Director know if you are interested in volunteering during the summer or if you would like to visit while your child is attending. In order to ensure the safety of all children, all regular volunteers must go through a training process.

Visitors are welcome at Camp Falcon while we are on St. John's property. All visitors must provide advance notice of their visit and must sign in and provide identification upon arrival. Visitors will be allowed to interact with children only under direct supervision of Camp Falcon senior staff members.

Our Tracking System:

To ensure the safety of all children, Camp Falcon uses a "tracking system" for the documentation of our 1/2 hour head count of each child in the program, allowing us to identify where all children are at all times.

Withdrawal:

If Camp Falcon does not meet the needs of a child, the parents are free to withdraw their child(ren) at any time. No fees or penalties will be imposed. If St. John's requires that a child be withdrawn from the program to ensure the safety and enjoyment of other children, such action will be clearly communicated to parents. No refunds will be given.

Responding to Lost Children:

While we are very proactive in the prevention of this

Our middle school program is called Leaders In Training and is designed to equip middle schoolers in Biblical leadership. Middle schoolers also participate in community service projects, Bible study, and field trips designed just for their age group. Application and orientation are required for LIT and space is limited.

During St. John's Lutheran School's Christmas break and Spring break, camp falcon is open on selected days.

We are open Monday through Friday, 7:30am-6:00pm with the exception of federal holidays. (We ask that a child not stay more than 10 hours in a day). All children who meet the age requirements are welcome at Camp Falcon. In accordance with the Americans with Disabilities Act, we will be happy to assess the situation of any child to see if our program can meet their needs. Please address any questions to the director.

Registration and Payment Policy:

For our summer camp, Camp Falcon is open to any child who meets our age requirements and whose forms are complete, whose registration has been paid and whose payment plan has been established. Both St. John's enrolled students and children not enrolled at St. John's during the school year are welcome to attend our summer camp program. While we will do our best to accommodate all children, we may not have the resources to serve children with special needs. Special needs cases will be assessed on an individual basis through the Camp Falcon Director.

Registration is open on a first come, first serve basis until spots are filled. Parents may sign children up for individual days. If a day fills up, that day is full but

children may sign up for other days if spots are available. Because children can sign up by the day, we require families to enroll in our Smart Tuition payment program with either auto-draft from a checking account or automatic credit card payment. Other arrangements may be made on a case-by-case basis and will be set up through the Camp Falcon Director.

In addition to our daily rate option, we also offer whole summer plans that allow families to reserve space for every day of Camp Falcon and weekly plans that allow families to reserve space just for the weeks they need during the summer. Both of these plans are offered at a discounted rate from our daily rate. Space is guaranteed if spots are available and if parents sign up for auto-draft or auto-credit card payment; otherwise, spots must be prepaid. All payments are made to Smart Tuition, St. John's Lutheran School's tuition payment program.

We do not guarantee spots until a payment plan or confirmation of payment has been established. Once a child is signed up for a day, parents will be charged for the day regardless of whether or not the child attends. ***There are no refunds, exchanging of days, or transferring days to other children.*** Please see our detailed billing policy on our website for current rates, fees, and billing schedule.

BEFORE YOUR CHILD ATTENDS SUMMER CAMP:

- The registration form must be complete and a \$90.00 check made to Smart Tuition is due with registration form. LIT's must complete an application that is due with registration. All forms can be downloaded from our website.
- Registration is due in person to the Camp Director, at which time, parents must complete

cause we have limited storage space for linens, please keep these items small. Linens should be taken home every Friday (or the last day of the week that your child is at camp). Please launder the items and return them the following week.

Discipline:

Our goal and desire is that Christ be held at the center of the Camp Falcon program. Therefore, the staff of St. John's will always seek to discipline children out of love and respect for our Lord and for the children in our care. We seek to demonstrate and encourage the development of the Fruits of the Spirit listed for us in Galatians 5:22:

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law. (NIV)

Children entering preschool and Kindergarten in the fall generally require the effective use of redirection, winning cooperation, logical consequences, and occasional time-out. Parents will be notified of any concerns, behavioral or developmental. Concerns regarding preschool and Kindergarten age children will be handled on a case-by-case basis. Special needs or actions will be outlined for that child's parents and all staff. Please see our discipline policy on our website.

School-aged children are involved in regular problem solving sessions in order to help them practice their skills and feel a sense of ownership for the program. This approach is similar to the positive approach outlined in Dr. Jane Nelson's book, *Positive Discipline* (New York: Ballantine Books, 1996).

Fun incentives and games may be used to encourage

ditions. Shorts, t-shirts, and tank tops will be permitted if they are neat and modest. Clothing with wording or graphic designs that are contrary to Christian beliefs and principles will not be permitted. No halter-tops, half-shirts, super-short shorts or skirts, or see-through clothing is allowed. Shirts must completely cover the midriff. Swimsuits must also be appropriately modest and in good repair. Tennis shoes are encouraged for playground and outdoor activities, but sandals are permitted. Each child must have a complete change of clothes available, including shoes. Camp Falcon Staff may ask campers to change clothing if deemed inappropriate.

Toilet Training Policy:

All children enrolled in Camp Falcon are expected to be fully toilet trained. Camp Falcon Staff are equipped to change and clean children should children have an accident. Soiled clothing will be placed in a bin in the Pre-K bathroom. Change of clothes will need to be replenished when the child returns to camp.

Rest Time (Preschool Age Only):

Children in the preschool age group who stay through the afternoon will lie down for a two-hour rest time. Children must all lie down, but they are not required to sleep. We ask only that they lie still and quiet. Most children do sleep the entire time, though some are content to just rest quietly while others sleep. A mat must be provided by the parent and can be purchased through St. John's for \$15. The charge will be billed through Smart Tuition.

Children who stay at Camp Falcon during rest time must bring a fitted crib sheet and small blanket. Children may also bring one small, quiet sleep toy. Be-

the Smart Tuition enrollment form for the auto-draft or auto-credit card payment plans. Please have a voided check or credit card information available. Smart Tuition does not accept Visa.

- A statement of health signed by a doctor and a copy of your child's immunization records and birth certificate must be on file at St. John's. Immunization records must be current.
- If children are signed up by the day, a weekly enrollment form with days marked must be completed by the Wednesday prior to the child's first week of camp; otherwise, a \$5/day late fee applies.

Payment Policies:

In fairness to everyone, payment policies will be strictly enforced.

A registration fee must be paid for each child enrolling in Camp Falcon Summer. (The registration fee is waived for Camp Falcon Christmas and Sneak Peak Spring Break). **PLEASE NOTE: THIS FEE DOES NOT RESERVE DAILY SPACE DURING THE SUMMER!!**

Camp Falcon is a prepaid program. Specific days for care are not reserved until payment is received or an automatic payment plan has been established. Payment and/or Weekly Enrollment form for each week of camp must be received on or before 6pm Wednesday of the **preceding** week. Payment/reservation for the first week of camp must be received on or before the Wednesday preceding the first week of camp. After the preceding Wednesday, a \$5/day late fee applies.

To reserve days, check with the Director for availability of days. If days are available, simply fill out a Weekly

Enrollment Form indicating the days for which your child will attend per week. Drop the form in the lock box located to your left when you first enter the lunchroom. You will be billed through our tuition program or payment should be attached to usage slip. A drop-in/late charge of \$5 will apply to all days not paid for by the preceding Wednesday, and attendance on such days will be subject to availability of space. All payments are due to Smart Tuition. **No credits or refunds will be given.**

If you sign up for our whole summer program or if you register with all the weeks/days marked that you need and if space is available, you will not need to fill out Weekly Enrollment forms.

You may sign up for as many days you need, and you may sign up as far in advance as you are able. Remember that days are only assured once you have paid for them or once an automatic payment plan has been established. If days are filling up before the payment due date, we will post signs with number of spots remaining as well as post information on our website. If you would like for your spots to be assured further in advance than a week, but are not able to pay more than a week in advance, please see the Director.

Drop off & Pick up procedure:

Our hours of operation are 7:30am to 6:00pm. All children must be signed in and out each day by a parent or legal guardian. If someone other than a parent/legal guardian picks up the child, that person must be listed on the Camp Falcon registration form and must present photo I.D. at the time of pick-up.

When dropping off or picking up your child, please park in the front parking lot and bring your child through the

port. All incident reports must be signed by a Camp Falcon staff member and the parent/guardian of the child.

Medication:

Camp Falcon staff members are not permitted to give or administer any prescription or non-prescription medications to children without written permission from both a physician and a parent or legal guardian. If it is medically necessary for our staff to administer ANY kind of medication, please request the proper forms from the director. We do not administer Tylenol, aspirin, Advil, etc. to camp children. We also do not apply Neosporin/antibiotic ointment to injuries because it is a medication. If a child needs these types of medication, the parent must come to the school and administer the medication.

Prescription medication must be in the original container, bearing the original pharmacy label that shows the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage. All medications must also be accompanied by medication administration forms signed by both parent and doctor. All medications will be kept in a locked cabinet.

A log of all medications administered by Camp Falcon staff will be kept on file in the medicine cabinet. DO NOT pack medications in children's lunches and/or backpacks.

Appropriate Dress:

Dress for Camp Falcon must be conservative in nature and respectful to our Lord and community. Dress may be casual but must be appropriate for the weather con-

children until they are picked up. A trained and certified staff member will administer first aid in cases of minor injury. In the case of a life or limb type of emergency, instructions on the child's emergency form will be followed, 9-11 will be called, and the child will be transported to the nearest hospital for treatment.

An ill child will not be permitted to camp unless the child has been fever-free, on an antibiotic, or diarrhea/vomiting free for at least 24 hours. Some illnesses may require a physician's approval to return to camp.

Emergencies:

In the event of fire or natural disaster, children will be instructed on how to calmly follow emergency procedures. Occasional drills will be performed in preparation for such an emergency. Fire drills will be held monthly.

First Aid & Incident Reports:

Camp Falcon staff members will do everything in our power to make sure that your child is safe. Their safety is our priority. Occasionally, accidents happen. If you have any concerns about certain accidents or incidents, please talk to the staff and Director immediately.

All of the Camp Falcon staff members are First Aid/CPR certified. Only trained childcare staff will administer first aid. First aid kits are available in all areas Camp Falcon occupies. If an injury occurs, we complete an incident report. Injuries that warrant an incident report include, but are not limited to bleeding, swelling, human bites, bug bites, etc. More serious injuries, such as broken bones, stitches, or anything else that requires professional medical care, will be reported to our childcare consultant via a mailed copy of the incident re-

port entrance. During Camp Falcon Christmas and Spring Break, bring your child to the exterior pre-k door. Drop-off for all school-age children is in the school cafeteria. The sign in sheet will be on the parent table directly to the left of the entrance to the cafeteria. Drop-off for preschool-age children is in the Pre-K room. During Camp Falcon Christmas and Spring Break, drop-off for school age and preschool children will be in the Pre-k room. Do not drop your child off without coming inside to sign him or her in.

Late Pick-Up Policy:

Camp Falcon closes at 6:00pm. If you are late to pick up your child, there will be a charge of \$1.00 per minute with a \$5.00 minimum. This fee will be billed through Smart Tuition. Please notify us if you are running late and will not be able to pick your child up before 6:00pm. If a child is not picked up by 6:15pm, the staff members on duty will attempt to contact the child's parents or guardians. If the staff member has been unable to contact a parent or guardian by 6:30pm, that staff member will then notify persons on the child's emergency form so that the child can be picked up. If the staff has been unable to reach an emergency contact by 7:00pm, the Director will be notified, and public authorities may be called.

Activities:

All field trips, movies, videos, and music will be pre-viewed by the Camp Falcon Director to ensure that content and activities are developmentally appropriate and adhere to Christian values.

In order to hold the interest of all of our campers, camp will be filled with a variety of field trips and activities. Emphasis will be placed on individual decision-

making, exploration, and development when appropriate. Group activities are designed to excite and challenge each age group, and children will be encouraged to work together. Children will be grouped according to age.

All children attending Camp Falcon while St. John's Vacation Bible School (VBS) is in session will attend VBS.

All school age children attending Camp Falcon while Sports Camps are in session will attend the Sports Camps. Please see our Athletic Director for more information about Sports Camps.

In case of inclement or excessively hot weather, some activities may change to ensure the safety of the children. Camp Falcon will remain open.

Field Trips:

Field trips are a regularly scheduled part of Camp Falcon. All scheduled field trips will be included on the summer schedule. Field trip costs are included in Camp Falcon tuition and fees, unless otherwise specified. There is no need to send money unless otherwise posted.

Unless otherwise posted, children will be transported to and from field trips by use of the school vans. School vans are driven by trained staff, age 21 and older with good driving records. Children under 80 pounds and under 8 years of age require the use of their own child safety seat **WITH THEIR NAMES ON THE FRONT**, which will be properly installed by trained staff. We prefer non-high back boosters if your child can legally use one.

Each child will be required to remain seated and buck-

- Safe shoes
- Bike, rollerblades, or scooter & helmet and pads for Bike & Blade Days
- Swimsuit & towel for swim days
- Labeled booster seat (if not 8yrs/80lbs)

PRESCHOOL

- Lunch*
- Drink
- Refillable water bottle w/cap
- Sunscreen
- Complete change of clothes, including underwear & shoes
- Jacket
- Safe shoes (shoes must be strapped to the feet)
- Crib sheet, small blanket, & quiet sleep toy for rest time
- Swimsuit, waterproof shoes, towel, change of clothes, plastic bag (for wet items) for swim or water play days
- Bike, trike, scooter, or big wheel & helmet for Bike & Trike Days
- Labeled booster seat or car seat for field trip day

*see Lunch/Snack section of handbook for dietary restrictions and requirements

Illness:

While we pray that all children will have a healthy, illness-free time during camp, occasional sickness may keep a child at home. Children will not be admitted if they show signs of sickness, sore throat, or fever. When symptoms arise while the child is at camp, the staff will contact a parent/guardian to arrange transportation home for the child. If parents cannot be contacted, a secondary contact will be notified. Ill children will be made comfortable and separated from the other

posted for certain field trips.

Preschool-age children may store their items on the last sets of hooks in the hallway and in their cubbies inside the Pre-K room. Preschool-age children are NOT allowed to bring toys from home as it may cause unnecessary conflict in the classroom or could be lost or broken.

School-age children may store their items in the hallway on the first sets of hooks nearest the lobby. School-age children MAY bring appropriate toys from home such as, books, games, etc. (no guns or weapons). Children in this age group will be expected to share their toys. If the acceptability of an item is questionable, please ask. If an item is deemed inappropriate, it will be held by a staff member and returned to the parent.

School-age children may bring small hand-held electronic games that are **rated E**, but they will only be allowed to use them before 9:00am and after 5:00pm. Such items are not allowed outside or on field trips. Be aware that while we do our best to prevent it, there is always a risk of items being broken, damaged, or stolen. Please keep that in mind before sending such toys to camp with your child.

SUPPLY LISTS

SCHOOL-AGE:

- Lunch*
- Drink
- Refillable water bottle w/cap
- Sunscreen
- Complete change of clothes, including underwear & shoes
- Jacket

led when vehicles are in motion. Children must exhibit self-control while in the vans, or the driver will pull the van to the side of the road until the children are safely under control. Emergency information for each passenger will be in the possession of the van driver. In case of emergency, children will be instructed on how to remain safe, and emergency procedures will be followed.

Permission slips do not need to be filled out for each trip since the enrollment forms include a form that covers all field trips. Information about each trip will be posted in advance on parent bulletin boards in the cafeteria (for school-age) and the Pre-K room (for preschool).

Children in the preschool-age program are required to wear a red shirt on all field trips, except to the YWCA.

Caring for a child who arrives after the group has left the site:

All field trip information, including scheduled departure and return times, will be posted during the week preceding the outing to allow parents enough time to plan their schedules. With the large number of children who attend camp and with children attending on different days, staff will not personally call families if a child is late for a field trip. In the event that a child arrives after the group has left on a field trip, the child will need to stay with the parent until the group returns. Some exceptions may be made, depending on the field trip and its distance from the school. In such cases, Camp Falcon staff will be contacted via cell phone and arrangements may be made to accommodate the family.

Lunch, Drinks, and Snacks:

In contrast to our school year program, we do NOT have a hot lunch program during the summer months. Each day, children must bring a clearly labeled and dated lunch, including drink (no soda permitted) and a refillable water bottle.

Lunches must have a protein, a dairy, an enriched bread, and either a fruit and a vegetable or two fruits or two vegetables. Peanut butter, meat, eggs, cheese, and nuts count as protein. Yogurt, cheese, and milk count as dairy. Fruit juice can count as fruit if it is 100% juice. Only enriched bread is included in the bread group. Enriched pasta, rice, cereal, tortillas, crackers, etc. count as bread alternative. Corn dog/chicken nugget breading, chips, donuts, cakes, and cookies do not count as bread.

Children may have dessert items as long as the five nutritional groups are represented. If a child's lunch is not sufficient, we will gladly supplement the lunch from our own supplies for a minimal fee.

Water bottles must have an attached cap. Water bottles without caps or with loose caps that can be lost will not be permitted. Morning and afternoon snack, including drink, will be provided each day. Each snack will have two food groups represented. Drinks for snack will either be water, 100% juice or milk.

If children arrive between 7:30am and 8:00am, they may bring breakfast with them. If they have not finished eating by 8:00am, they must put the rest of their food away. Except in cases of specific dietary restrictions that have been brought to the attention of the Camp Falcon staff, children will be allowed to eat only at specific meal and snack times.

On occasion, lunch may be provided for the children. Such exceptions will be posted.

If your child has a birthday or other special occasion during the summer and would like to bring a treat for everyone that day, please call the Director to find out how many children will be present so that you can prepare.

Hand Washing:

To cut back on the spread of germs, we frequently wash our hands. We ask that all children wash their hands upon arrival to camp. Soap, paper towels, step stools and hand washing instructions are provided at all our hand washing stations. We require children to wash their hands after we go to the bathroom, before and after we eat, when we come in from the playground/gym, after art/cooking projects, and after using hands for runny nose or sneezing or other unsanitary use.

Personal Belongings and Money:

PLEASE CLEARLY LABEL EVERYTHING!

The only items that children must bring to Camp Falcon are: lunch, water bottle with cap, jacket & change of clothes, sunscreen, and linens (preschool-age program only).

Children going on swim field trips should bring a swimsuit in good repair, a towel, and sunscreen. Mask-style goggles (those that cover the nose) are not allowed at Winston-Salem community pools.

Children are **NOT** to bring money unless otherwise