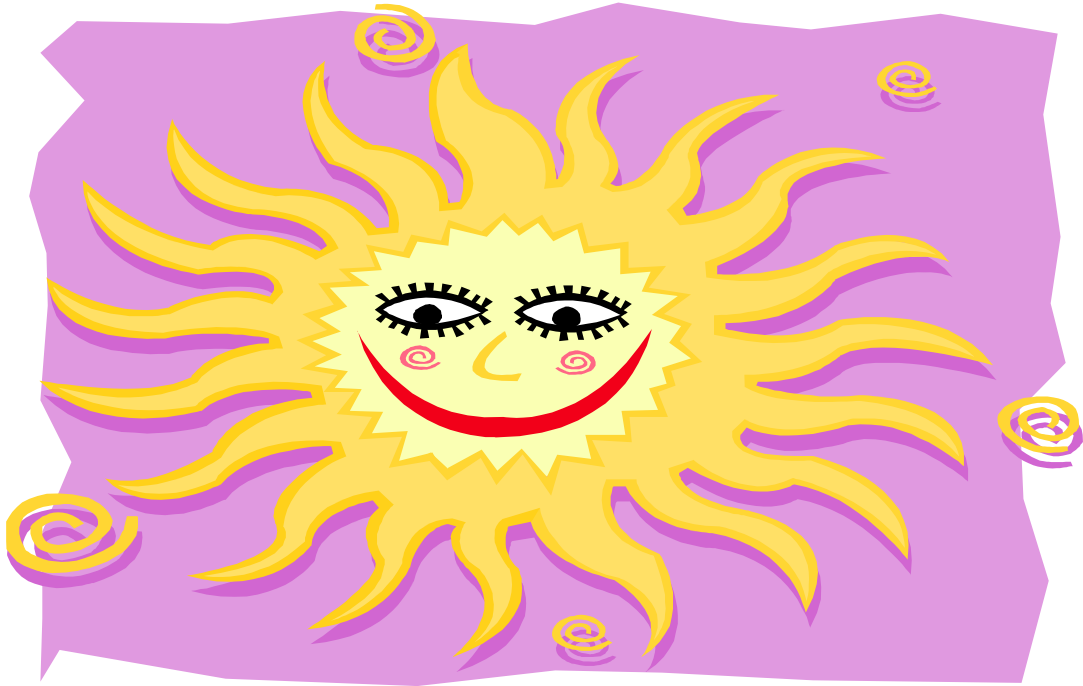


PARENT'S HANDBOOK



Camp Discovery 2017

For Rising Kindergarten thru Rising Seventh Grade

A Ministry of First Christian Church

1130 North Main Street

Kernersville, NC 27284

crystals@fccministries.com

(336) 993-6209 Director's Office

(336) 993-8920 LifeQuest House

(336) 996-7688 Church Office

www.lifequestkids.com



Welcome

Welcome to Camp Discovery where your child will experience new, fun and enriching activities with a Christian based core. We treat each child on an individual basis so they can feel empowered to reach their hidden potential to allow for growth and the rewards of self-esteem. Through our character building enrichment programs they will learn life skills, arts and crafts, bible studies, the importance of science and nature, sports skills, and team building. LifeQuest Camp Discovery is a ministry of First Christian Church. We would like to thank you for choosing Camp Discovery as your child's Summer Camp experience. Thank you again for becoming a part of our family here at LifeQuest Camp Discovery. Please take some time to read through the information in this Parent Handbook. It will provide you with helpful and necessary information regarding our policies and procedures here at Camp Discovery.



Our Belief

We believe in providing a creative, engaging, and Christ-centered environment for your child to discover and experience a wide variety of summer camp activities.



Mission Statement

Christ has a purpose for every child and every child has a purpose through Christ.



Our Staff

Under the supervision of the LifeQuest Director, our Group Leaders keep a staff to camper ratio of 1:15. All staff members are trained in basic childcare, leadership training as well as first aid and CPR. We pledge to be role models for the children through our words and our actions.



Hours of Operation

Camp Discovery is open Monday – Friday from 7:00am - 6:00pm. Please do not leave your child unattended before we are open. Also note a late fee will occur if your child is here past closing. There is a \$1.00 per minute per child fee applied past 6:00pm. **Late fees are due by the next business day and are payable by cash, check, or money order.**



Drop Off Procedures

Children may be dropped off at the LifeQuest House no earlier than 7am. Please do not leave your child unattended at before we are open. You are required to sign in your child into the program each day. A staff member will be waiting at the backyard gate door from 7-9am with a clipboard to help you with this procedure. The sign-in sheet requires you to sign your name by your child's name and list the time of arrival. To ensure that your child is able to participate in all of the activities of the day, please bring your child by 9:00am.



Pick Up Procedures

Children may be picked up at any time during the day. A staff member will be stationed at the backyard gate door no earlier than 4:30pm. You are required to sign out your child each day from the program. A staff member will be waiting at the backyard gate door with a clipboard to help you with this procedure. The sign-out sheet requires you to sign your name by your child's name and list the time of departure.

If someone other than the child's parent is to pick up for the day, you will need to notify the LifeQuest Director to authorize pick up. Staff will require a photo ID of the adult authorized to pick up your child. Children will not be released to any unauthorized person or anyone under the age of 18 years old.

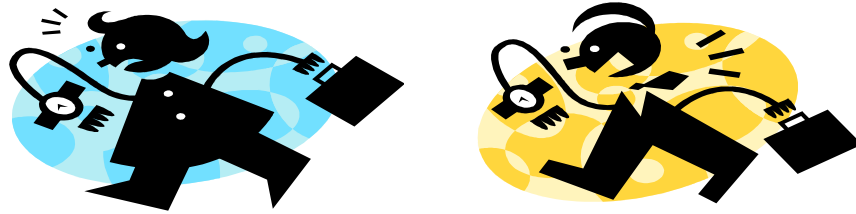
****If your child is picked up past 6:00pm, you will be charged a late fee. The fee will be \$1.00 per minute per child past 6:00pm. Late fees are due by the next business day and are payable by cash, check, or money order. ****



Late Arrival / Early Pick Up

Because we have so many fun activities planned at Camp Discovery and want each camper to get the entire experience, we strongly discourage late arrivals. We do understand that there will be exceptions such as doctor appointments, dentist appointments, etc.

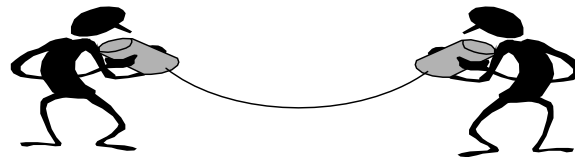
If your child will be arriving late or will need to be picked up early from Camp Discovery, please notify the Director so arrangements can be made for you to drop off or pick up your child at the LifeQuest House with a staff member.



Late Pick Up

The Camp Discovery day will end at 6:00pm. To be fair to our staff and due to other programs using the facility, it is very important that your child be picked up on time. If your child is picked up past 6:00pm, you will be charged a late fee.

****The late fee will be \$1.00 per minute per child past 6:00pm. Late fees are due by the next business day and are payable by cash, check, or money order. Failure to pay will result in your child being withdrawn from camp.****



Communication Procedures

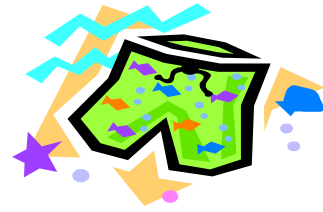
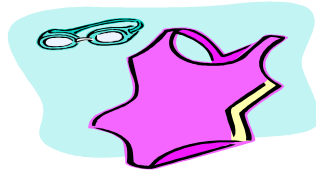
A valid and active email address is required for the parent of each child to ensure a direct line of communication in case of program changes. We will do our best to inform you of any concerns or issues that may arise. There may be times when we call to inform you of situations that have occurred or when your child seems to not be themselves. Please help us keep the communication line open by communicating to the LifeQuest Director if you have a concern or if your child's home life changes. You are considered a part of our family and are very important to us. Please email the LifeQuest Director anytime at crystals@fccministries.com.



Observed Holidays

Camp Discovery will be closed for the following holiday:

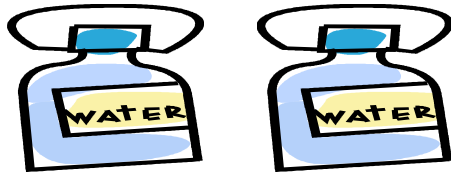
Independence Day – July 04, 2017



What to Bring

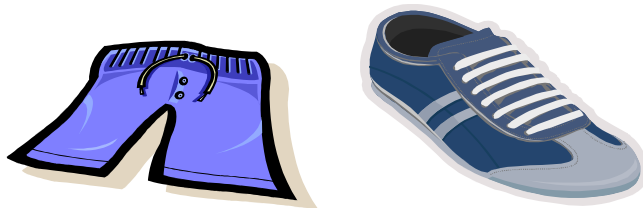
- Plastic spill proof water bottle
- Closed toe shoes
- Swim suit and towel (plastic bag for wet clothes)
- Change of Clothes
- Backpack to carry all of their items

To protect against lost items, label your child's belongings with their first and last name in a permanent marker. **We are not responsible for any lost or damaged items.**



Water Bottle

Keeping your child hydrated is important during the summer months. Please send a plastic spill proof water bottle clearly marked with their name for your child to use throughout the day. Staff members will not be able to carry your child's water bottle for them.



Dress Code

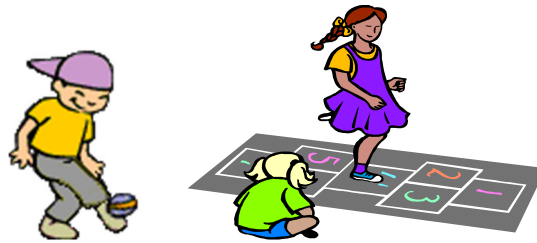
Shorts: At no time are short-shorts allowed.

Shoes: Children must wear closed toe shoes at all times. Tennis shoes are preferred. Sandals are allowed if they are closed toe and have a strap to secure the foot in the shoe.

Clothing: Bare stomachs are not allowed. All belongings should be clearly marked with child's name.

Bathing Suit: Bathing suits should be modest. **Girls are required to wear a 1-piece swimsuit.** Tankini's are not allowed. Boys should not wear tight fitting "Speedo" style swim team suits. If a child does not adhere to this policy, they will not be allowed to participate in any water activities.

Change of Clothes: Because anyone can have an accident we request you please send your child with a change of clothes each day in their backpack.



Daily Activities

The following highlights our daily activity schedule for camp:

7-9am	Arrival
9:30-11:30am	Activities 1
11:30am-1:00pm	Lunch & Devotion
1:00-3:00pm	Activities 2
3:00pm	Snack
3-5pm	Activities 3
5-6pm	Departure

We have many activities planned for the children to participate in daily including swimming.

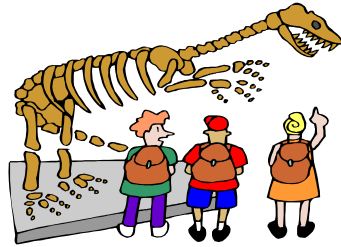


Prohibited Items

The following items will be confiscated by staff and held in the Director's office for parent's to retrieve at the end of the day.

- Prescription or Over the Counter Medicine (**Please do not place in your child's backpack.** A Medication Administration form must be filled out for any medication that your child will need while at Camp Discovery.)
- Sports Equipment
- Candy, or Gum (Due to food allergies, children should not bring candy or snacks to share.)
- Valuables (LifeQuest is not responsible for lost/stolen items)
- Weapons (Play or Real)
- Drugs / Alcohol / Tobacco
- Controlled substances of any kind

TRIPPIN TUESDAY



Field Trips

During our Summer Day Camp, we will be offering a wide variety of weekly field trips. Field trips will take place Tuesday of each week. **You must have your child signed in to camp no later than 9am on field trip days.** No refund will be given if you child is late for drop off after our field trip has departed. There will not be any staff member left behind to care for any child that arrives late. Because of the destination and arrival times of the field trips, we will need to leave promptly at 9am each week. **For safety purposes, on field trip days, each child will need to wear their camp t-shirt.** We will return from our field trips no later than 4:30pm. Please do not send any money with your child for the gift shops. We will not be responsible for any lost or stolen money.

Week #	Field Trip Date	Field Trip Destination
1	June 13	North Kaleidum
2	June 20	“Cars 3” Movie
3	June 27	All A Flutter
4	July 05	“Despicable Me 3” Movie
5	No Field Trip	On Site with WinShape
6	July 18	Conservators Center
7	July 25	Air Fun
8	August 01	Gem & Gold Panning
9	August 08	Mad Science
10	August 15	Honeybee Demonstration
11	August 22	Noah’s Place



Meet & Greet Monday

At Camp Discovery we love having special guests! We have arranged for special guest to visit the children each week. Our visitors are from our local community such as firefighters, police officers, veterinarians, etc. We think this is a wonderful way to introduce community helpers to the children.



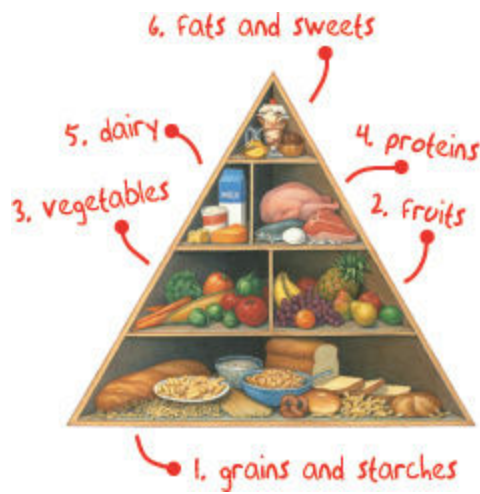
Wacky Wednesday

Each Wednesday, the children and staff will be allowed and are encouraged to participate in Wacky Wednesday. We will have different activities each Wednesday such as wacky dress up days or wacky whole camp games to play based on that week's theme.



Frozen Friday

T.G.I.F. To end each AMAZING & AWESOME week of camp we will have a frozen treat provided by Kona Ice on Friday. What better way to beat the heat, than to have a cool treat!



Daily Nutrition

On a daily basis we provide each child the following; lunch, and an afternoon snack. What's for lunch? Come find out! Our on-site chef prepares an amazing balanced lunch for the children daily. Everyday Camp Discovery children will get to partake of a themed lunch. Please inform us immediately if your child has any known food allergies. If your child requires a special diet, please notify the Director to work out details.



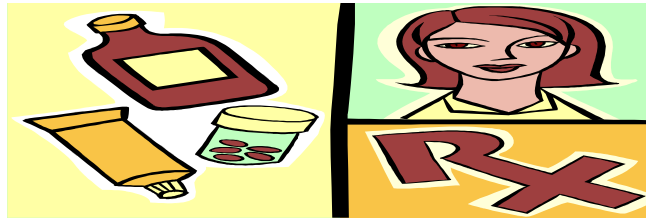
Swimming Procedures

Your child's safety in the pool area is of the utmost importance to us. Therefore, we will require swim tests of all children prior to being allowed to swim in the pool. For children who cannot swim in the deep end and/or have some difficulties, a personal flotation device will be provided and required for them to wear while in the pool. These children may be required to swim in the shallow end only. During our swim time, the pool is staffed by certified lifeguards as well as our Group Leaders who will help to supervise while the children are swimming.



Sunscreen Policy

While we are fortunate to have an exceptional facility to provide plenty of indoor, climate controlled activities, some of our activities will be outside. Please apply sunscreen to your child before your child comes to camp each day. On field trip days and days where the children will be getting wet or spending extra time in the sun, we reserve the right to require application of spray-on sunscreen. To allow us to comply with our child abuse prevention guideline, the application of spray on sunscreen will take place in an open setting. Group Leaders will assist our rising 1st and 2nd graders and will supervise the application of the product for our older campers.



Medication Policy

If your child requires **any type of medication** (prescription or over the counter) during the day, **please fill out the Medication Administration release form authorizing us to do so.** Please bring the medication directly to the camp staff on Monday morning of each week of camp. Written instructions as to quantity, time to be administered, your name and phone number must be provided as well as the bottle and prescription directions from the pharmacy. Staff will ensure the proper administration of medication based on the information listed on the release form.



Illness Procedures

Camp Discovery will use the following sick policy. Please help us by reading carefully and following all procedures.

A child's parent or emergency contact will be asked to pick up their child from Camp Discovery within 1 hour for the following illness reasons:

Vomiting with or without a temperature

Pattern of diarrhea/watery BM's

Pink-eye

Unidentifiable rash

Head Lice. Child will not be allowed to return for 24hrs. and until completely free of head lice.

Sore Throat

Temperature of 101 degrees or higher.

Any child who has a temperature of 101 degrees or higher will need to stay home until the child is fever free without any fever reducing medication for a minimum of 24 hours.

Any child that has a communicable illness will need to be on medication for 24 hours before returning to Camp Discovery.

If your child needs to take medicine while at Camp Discovery, please fill out and sign the Medication Administration form giving us permission to do so.

Behavior Management



Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-threatening, understanding interactions from adults and others, they develop a good self-concept, problem-solving abilities and self-discipline. Based on the belief of how children learn and develop values, Camp Discovery will practice a positive behavior management policy.



Behavior Modification

Children that have behavior concerns will be handled on an individual basis. Frequent or severe violations may result in suspension or expulsion from Camp Discovery at the discretion of the LifeQuest Director. No refunds will be given due to suspension or expulsion. To help ensure each child has a safe and memorable experience at Camp Discovery, the following behavior guidelines are in place:

If a child is unable to comply with the behavior expectations, they will be given an initial warning and his or her parents will be notified. If the child's behavior continues to be disruptive, he or she will receive a written reprimand and the parents will be notified and consulted concerning the child's behavior.

- 3 written reprimands = 3 day suspension
- 6 written reprimands = 5 day suspension
- 9 written reprimands = Expulsion from Camp Discovery

**** The LifeQuest Camp Discovery reserves the right to immediately suspend or expel a child based on the severity of the offense at any time. ****



Payment & Registration Policy

All payments are set up online at <https://fcc-kville.givingkiosk.com/person/login>. Payments must be made online by Thursday no later than 11pm the week before your child plans to attend camp. **Your child will not be able to attend if your balance is not paid in full.** You can pay by Debit or Credit Card using Visa, MasterCard, or Discover.

Please go to our website at www.lifequestkids.com to use the payment link. Click on the more tab and then on payment. You will be taken to the payment website we will use for camp or you can manually type <https://fcc-kville.givingkiosk.com/person/login> to make all weekly payments for Camp Discovery. You will need to register an email address and password before you can make your payment.

Registration fee per child \$ 50.00 (non-refundable) due upon enrollment

Weekly fee \$ 160.00 (1st child)

 \$ 145.00 (2nd child)

Please read all registration materials thoroughly and ensure all forms are filled out correctly.

Camp Discovery requires current immunization records for all children.

Cancellation / Change of Week



Please take note that we are unable to prorate weekly camp fees. We require a 2 week written notice for all cancellations or change of week notices to ensure procedures are properly addressed. **There will be no cancellations / refunds given once the camp week begins.**