

GLS SUMMER CAMP



# Handbook

Grace Lutheran Church and School  
3321 Memorial Parkway SW  
Huntsville, AL 35801  
(256) 881 - 0553

Welcome to Grace Lutheran Summer Day Camp. We are looking forward to a fun summer full of Christian fellowship, educational activities, art, STEM activities, technology, crafts, music, sharing of God's Word, field trips, special events, and tons of summer fun! This handbook will answer many of your questions about how the camp will be structured, managed, and scheduled. Please feel free to contact us with any questions and/or comments.

## SAMPLE CAMP DAY

7:00 am – 8:00 am: Drop Off

8:00 am – 9:00 am : Outside Activities

9:00 am : Thematic Group Activities/Field Trips

11:30 am – 12:00 pm : Lunch (K – 2)

12:00 pm – 12:30 pm : Lunch (3 – 5)

12:00 am – 1:00 pm : Outdoor Play

12:45 pm – 1:30 pm : Quiet Time (Pre-K and Kindergarten classes only, except on field trip days)

1:00 pm – 1:30 pm : Classroom Time, Craft Time

1:30 pm – 2:45 pm: Extra Activities

3:00 pm – 3:30 pm : End of Camp Day

3:30 pm – 5:30 pm : After Care

# General Information

Camp Dates: June 1st– July 17th.

There will be **no camp** July 3rd.

## Arrival and Dismissal

It is expected that all campers will be dropped off and picked up by an adult, unless previously approved in writing by a parent and camp administration. It is extremely important for parents to be prompt with dropping their children off and picking them up. If your child is attending the camp only (no after camp sessions) he/she needs to arrive between 7:00 AM and 8:00 AM and depart by 3:00 PM. The children will be picked up from the Assembly Room located down from the front office of the school.

## Communications

Camp Communications Communication between home and camp is very important. In addition to this Camp Handbook, the camp staff will strive to keep families informed and updated concerning camp activities through weekly camp newsletters – emailed and sent home at the beginning of each week to parents.

### Important Phone Numbers:

**Summer Camp:** TBD

**School Office:** (256) 881-0553 (EXT. 302)

**Before and After Camp:** (256) 881-0553 (Ext. 309)

**Church:** (256) 881-0552 (Ext. 335)

If you have any questions or concerns please email me at  
[Abby.dupree@glshsv.org](mailto:Abby.dupree@glshsv.org)

# Camp T-Shirts

Each child will be issued an official camp t-shirt during the first week of his/her camp attendance. These t-shirts were ordered based on the information given on the camp enrollment form. These t-shirts are to be worn on all camp field trips and for any other announced activity/special event. The cost of these t-shirts are covered in the camp enrollment fee. Additional shirts may be available for a fee, if quantities are available.

# Clothing

Your child should be dressed in play clothes based on the day's weather forecast. Children should wear clothes that can get soiled, because our daily activities involve outdoor play, special events, and art projects with paint, glue, clay, and other messy materials. Proper footwear is also required. Gym shoes or rubber soled shoes with socks are highly recommended. It is difficult to play and walk any distance in sandals. Shorts, short sleeve shirts, skirts, etc. are suggested clothing for warm weather days.

NO OFFENSIVE T-SHIRTS (alcohol, cigarette ads, bad language, etc.) OR OTHER OFFENSIVE CLOTHING SHOULD BE WORN OR SENT TO CAMP. Children violating this policy will be asked to call home/parents' work for an additional set of clothes to change into. Bathing suits should not be worn to camp. However, they should be brought to camp for all water play days. An extra set of clothes, including socks, underwear, shorts, shirt, etc., should be kept in your child's backpack in case of any type of spill or accident. Please label all pieces of clothing, swimwear, and any other items that are sent to camp.

# Lunch/Snack

An afternoon snack is provided for the campers who attend the After Camp session. Campers should bring a water bottle to camp each day as well as a sack lunch and morning snack.



# Where will camp be held?

The camp will utilize many areas, both inside and outside of the church and school buildings. The campers will be divided into age-based groups during the 8:00-3:00 camp session in various classrooms throughout the buildings. After Camp sessions will take place in the assembly room. Chapel will take place in the sanctuary. Lunch will take place in the cafeteria.

# What should my child bring to camp?

- Backpack (daily)
- Swimwear, including towel
- Plastic bag for wet clothes
- An extra set of clothes
- A reusable water bottle – Campers should bring a labeled water bottle. These bottles should only carry water.
- Sack lunch and a snack

# Sunscreen

The camp will provide large bottles of sunscreen for its campers. Carrying one bottle per group is more practical than one per child, especially with the many off campus activities that are included in the camp program. It is recommended, however, that parents put sunscreen on their children before they leave for camp. The camp staff will assist the campers with applying additional amounts of sunscreen, as needed, throughout the day.

# Field Trips

The camp program takes field trips on a weekly basis. They are primarily taken on Tuesdays and Thursdays. Transportation for these trips will be through the Grace Lutheran bus or a charter bus to and from the trip, unless otherwise specified. Unless noted otherwise in the camp newsletters, all campers should bring a sack lunch and drink for their field trips.

# After Camp Sessions

The After Camp program begins at 3:30 pm and ends at 5:30 pm. Please be considerate of our staff and their evening plans by being prompt with the 5:30 pm closing time.

## Medication

Please be sure that any medications, physical limitations, allergic reactions, or other special medical conditions are noted on the child's initial enrollment form. As in a regular school setting, it is important that the staff is aware of any medical condition that could affect the child during the camp day. Any child needing to take medication during the camp day will need to complete a medication form and have it on file in the camp office. The family is responsible for providing the medication in a container that is clearly labeled with the child's name, medication, directions, and dosage. Tylenol, Advil, Tums, cough drops, and other over the counter medications will be available to the camper with parent consent. If a child is in need of these, a parent/guardian will be contacted by phone in order to consent to the administration of the medication.

## Emergency Procedures

General first aid procedures with basic first aid kits will be utilized by the staff of the camp. If your child is seriously injured, our staff will take whatever steps may be necessary to obtain emergency care. These steps may include, but are not limited to the following:

- \* Attempts to contact a parent or guardian.
- \* Attempts to contact an emergency friend or relative listed on the emergency form.
- \* Calling an ambulance. The child will be taken, if deemed necessary, to an emergency hospital in the company of a staff member, where a parent or guardian would be required to meet them.

All parents must have a signed, completed medical consent on the enrollment materials and it must be on file with the director.

# Behavior Expectations

Our summer camp staff wishes to partner with parents in regards to classroom management and appropriate behavior choices. Positive communications between counselors and parents is encouraged on a daily basis. The camp staff will expect your child to do the following:

- ☐ -Respect authority and treat others as special children of God.
- ☐ -Listen to and follow directions.
- ☐ -Accept responsibility for his/her own actions.
- ☐ -Practice self-control and keep hands to him/herself.
- ☐ -Use positive and appropriate language.
- ☐ -Work cooperatively and participate in activities.
- ☐ -Stay together as a group, especially on field trips and walking trips.
- ☐ -Respect the property of Grace Lutheran Church and School and the people and places we visit.
- ☐ -Bullying will not be tolerated.

**The camp staff will strive to emphasize and encourage positive behaviors and appropriate choices at camp. When needed, the following steps will be used to promote improved behavior and classroom management:**

1. A verbal warning will be given to the student to encourage the appropriate and expected behavior.
2. If poor behavior continues, a written warning will be given to the student, which will need to be signed by the parent and returned the next day.
3. If behavior choices result in safety concerns, the student will be removed immediately from the group and placed in time-out with administration. Parents will be contacted and may be required to pick up student depending upon severity.
4. After student has received three written reports and/or placed with administration three times in a one-week time period, the student will not be allowed to attend their next scheduled day of camp. No refunds will be given. Please be aware that the severity may warrant progressive steps to be skipped.
5. If behavior continues or negatively impacts the daily routine of camp, parents and administration will meet to implement a written behavior improvement plan with timelines for the child.
6. If behavior improvement does not occur per staff expectations, the child will be asked to leave our program. No refunds will be given.

# Camp Fees

Weekly and Daily camp fees are billed on the Monday following the camp week attended. If enrolled in FACTS drafts by credit card or bank account, those fees will be withdrawn on the scheduled draft date. If paying by cash or check, the fees are due the Friday following the billing. Further attendance and participation in the camp will be prohibited if bank drafts are declined or fees are not paid by their due date.

**\*Enrollment Fee:           \$80 per child**

- must be paid at the time of enrollment
- Covers the cost of camp t-shirt
- Non-refundable

**\*Weekly camp fees:       \$250 per week**

- Covers all activities from 7:00 am – 5:30 pm
- 10% discount for additional siblings

**\*Daily camp fees:         \$55 per day**

- Covers all activities from 7:00 am – 5:30 pm
- Must register for at least 2 days per week

**\*Pay In Full:               \$1450 for full summer**

- Covers 7 weeks of care and activities between 7:00 am and 5:30 pm
- Must be paid in full before the start of Camp



# Enrollment Fee

An \$80 non-refundable fee will be required to secure a place at camp. This is an enrollment commitment fee and is not credited toward the daily/weekly camp fees. Registrations for camps will be processed on a first come, first serve basis.

# Cancellation/Changing

Cancellation for a particular week must be made by 9 am the Friday before, in order to not be financially responsible for the fees of that week. (i.e., Friday, June 1st would be the deadline to cancel for the week of June 4th.) Cancellations not made by the deadline will result in full financial responsibility for the camp fees regardless of non-attendance. Attendance days may be changed or swapped only within the same week. (i.e., The week of June 4th your child is registered for MWF, you may change to TWTH or WTHF but the days swapped must still be during the week of June 4th). Swapping/changing days within a week must take place by 9 am the Friday prior.

# Illness

If your child is ill and will not be attending camp please call the camp director. There are no refunds for illness, unless the illness lasts more than three consecutive days. A doctor's note is required for refunds.