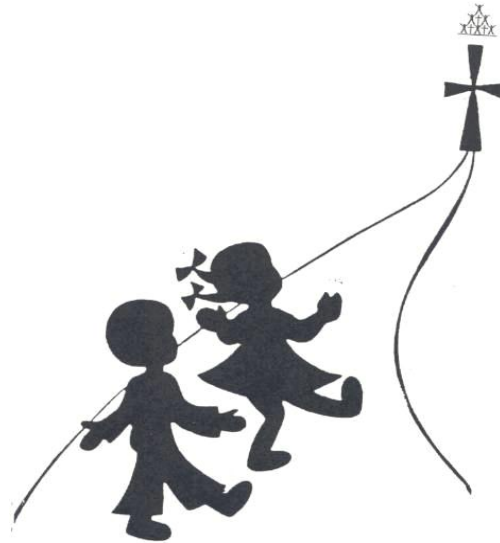


First Lutheran Day Camp

Camper Handbook

2011



*A Program of First Lutheran Children's Programs
A Ministry of First Lutheran Church*

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FIRST LUTHERAN CHILDREN’S PROGRAMS

DAY CAMP HANDBOOK

2011

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FIRST LUTHERAN DAY CAMP PHILOSOPHY

First Lutheran Day Camp provides campers and staff with a safe, creative educational experience in Christian living in both indoor and outdoor settings. Through a diverse program and provided by trained leaders, First Lutheran Day Camp seeks to help each camper and staff member achieve his/her potential in terms of mental development, physical well-being, social and spiritual growth.

We are serious about First Lutheran's educational ministry. But, our intent is to provide a fun-filled experience. We believe that people learn best when they are involved, experiencing and having fun. To this end First Lutheran Day Camp provides many fun and varied experiences for campers and staff.

First Lutheran seeks to:

1. Provide opportunity for each camper to develop a deeper commitment to God.
2. Provide opportunities for each camper to develop a Christian sense of personal identity and worth.
3. Provide opportunities for each camper to develop a sense of responsibility as a member of his/her family, the community and the world.
4. Provide opportunities for each camper to develop respect for the natural environment.
5. Provide a fun and caring atmosphere that allows for individual self-expression and personal growth.
6. Provide an opportunity for each camper to develop his/her capacities for leadership.

PROGRAM OPTIONS

❖ For Campers Ages 4 1/2 - 12 (*)

Campers spend time in groups with their own counselors and same age campers as well as time in camp-wide activities. Activities include music, drama, arts, sports - competitive and non-competitive games, crafts, nature, dance, video production etc.

(*) – Campers must be 5 by Dec. 31, 2011

❖ Counselor in Training (CIT) For Campers Ages 13 - 14

The CIT is a leadership-training program offered to a limited number of youth ages 13 & 14. This is a great opportunity for youth to learn what it takes to be an effective camp counselor. These youth will be helping to plan, implement and lead activities, games and worship.

THE DAILY SCHEDULE

7:00 - 9:00 a.m.	DROP OFF Campers may play on the playground and/or be involved in one or more counselor directed activities.
9:00 a.m. - 9:30 a.m.	Morning “Wake-Ups” Whole group activity by unit.
9:30 a.m. – 11:00 a.m.	Group Time Campers are with their counselors in camper groups by age. A time to discuss today's options, select afternoon activities, introduce the daily theme. This is a time to learn about each other and how we fit together. A time of learning about God and ourselves.
11:00 a.m. – 11:30 a.m.	Morning Worship Campers meet to sing and offer praises to God
11:30 a.m. – 12:30 p.m.	Lunch and Free Play A time to eat lunch and play.
12:30 p.m. – 1:00 p.m.	Quiet Time A time to sit back and take a break from the day's activities.
1:00 p.m. – 2:00 p.m.	Period 1 Several different choices of activities will be offered.
2:00 p.m. – 3:00 p.m.	Period 2 Several different choices of activities will be offered.
3:00 p.m. – 3:15 p.m.	SNACK The camp will provide afternoon snack.
3:15 p.m. – 4:00 p.m.	Camper Groups Campers join their camp groups again to reflect on the day, do Camp Clean Up and prepare to go home.
4:00 p.m.	Camper Pick Up Campers are collected at various times. Activity Choices will vary and be generated by camper interests.
5:30 p.m.	Camp Closes for the day.

Additional information:

- ❖ All camper groups will go on **“All Camp” field trips** on Thursdays. On field trip days, the bus will depart as close to 9:00 a.m. as possible (unless otherwise noted) and will return between 3:15 and 4:00 p.m.

DROP OFF AND PICK UP POLICY

- ❖ At the start of the day and at the end of the day, we will be outside on the playground. (Inside if raining...)
- ❖ Campers must not be dropped off before or picked up after their scheduled arrival and departure times. **A LATE PICK UP FEE OF \$1 PER MINUTE WILL BE CHARGED.**

FAMILY IDENTIFICATION CARD

Each family will be issued an Identification Number. Each family will be given four ID Cards. This card must be shown when picking up a camper. Please safeguard your cards, and ensure that anyone that picks up your camper is carrying the card. We realize that many parents or guardians will become familiar to us, but we still ask that you have the card available if necessary. This procedure is in place to protect your campers.

THE SUMMER SCHEDULE

WEEK 1	6/20 – 6/24	SUPER SCIENCE WEEK
WEEK 2	6/27 – 7/01	SPORTS ADVENTURE WEEK
WEEK 3	7/05 - 7/08	HOLIDAY WEEK (Closed July 4)
WEEK 4	7/11 - 7/15	WILD WILD WEST WEEK
WEEK 5	7/18 - 7/22	1960's WEEK
WEEK 6	7/25 - 7/29	SURPRISE CONTEST WEEK
WEEK 7	8/01 - 8/05	SUPER HERO WEEK
WEEK 8	8/08 - 8/12	CARNIVAL WEEK

SCHEDULES AND FEES

The following schedules and fees are available:

REGISTRATION FEE	\$35 Per Family
DAY CAMP: 9 AM – 4 PM	\$195/week for the 1st camper, \$180/week for additional campers from same family.
EXTENDED CAMP: 7 AM - 5:30 PM	\$200/week for the 1st camper, \$185/week for additional campers from same family.
Counselors In Training:	\$140 for extended camp/\$120 for day camp.

REGISTRATION AND ENROLLMENT

To register, complete the registration form and return with a check or money order, payable to First Lutheran Day Camp, for the amount of \$35. The amount is non-refundable. (Registration Fee covers administrative costs.)

- ❖ Please note - Registration after June 1 for Weeks 1 - 4 requires full payment at time of registration. Registration after June 29 for Weeks 5 - 8 requires full payment at time of registration.

Send registration to: **FIRST LUTHERAN DAY CAMP, 132 AUBURN STREET, PORTLAND, MAINE 04103**

PAYMENTS

The Full Summer Plan

If you attend for the full summer season (eight weeks) you may choose to pay weekly. **PAYMENT IS DUE ON THE FRIDAY BEFORE THE WEEK OF ATTENDANCE.**

The Weekly Plan

This plan is for those attending one, two, three, or up to six weeks. Tuition is divided into four payments as follows:

- Payment # 1 for Weeks 1 & 2 is due on June 7
- Payment # 2 for Weeks 3 & 4 is due on June 21
- Payment # 3 for Weeks 5 & 6 is due on July 3
- Payment # 4 for Weeks 7 & 8 is due on July 8

PAYMENTS MAY BE MADE IN PERSON OR BY MAIL. CHECKS AND MONEY ORDERS ONLY, NO CASH PLEASE.

FINANCIAL ASSISTANCE

Financial assistance is available. We accept funding through the Department of Human Services based on family income and other eligibility requirements. .

Admission is on a first-come, first-served basis, and will be provided regardless of race, sex, age, color, national origin or handicapping condition.

TUITION POLICIES

- ❖ Tuition is based on enrollment, a reserved space, not attendance.
- ❖ Any changes to enrollment, without penalty of payment, must be made before April 25, 2011.
- ❖ Schedule changes (e.g. switching or dropping weeks) are allowed prior to April 25, 2011. **NO SCHEDULE CHANGES ARE ALLOWED AFTER April 25.**
- ❖ Payment is expected if you change schedule/withdraw after April 25.
- ❖ The Parent is responsible for payment of all tuition as listed in the Enrollment Schedule and Tuition Agreement form.
- ❖ Failure to pay tuition by the dates as outlined in the Tuition Agreement Form will result in campers' exclusion from day camp activities.

CAMP BEHAVIOR GUIDELINES

It is our intent that each camper enjoys the activities planned by understanding that s/he is responsible for her/his actions. We also let the campers know we want them to succeed and that we are here to help. As in any other group activity, the inappropriate behavior of a few can spoil the experience for the entire group. Therefore, the Camp Rules, listed below, apply to each camper and will be used in determining her/his eligibility to continue as a participant in the day camp program.

Camp Rules

1. **Peanut Butter Policy: NO peanut butter, peanut butter products or nuts are allowed.** Due to life threatening peanut allergies, The First Lutheran Children's Programs is a peanut free program. Please avoid packing anything with peanuts or peanut butter in your child's lunch or snack
2. Campers are responsible for their belongings. (We suggest that all items be labeled).
3. Always tell the counselor when you check in or out.
4. Always tell the counselor when you leave to use the bathroom or go to another activity.
5. Vulgar language is offensive. Please do not offend.
6. No bare feet allowed at camp unless specifically requested by your counselors.
7. No roughhousing.
8. Closed Toe, rubber soled shoes must be worn for active games.
9. Campers are not allowed to leave the camp boundaries without permission.
10. Quiet time is taken seriously. Rest and relax.
11. Guidelines for behavior during activity times, at the beaches and on off camp trips are to be taken seriously.
12. Respect church and camp property.
13. Report injuries to your counselors.
14. Make an effort to get to know your fellow campers and the counselors.
15. Report anything broken to your counselors (such as broken toilets, burnt-out lights etc).
16. Stay in your seat when on the bus.
17. Gameboys and other electronic devices are **not allowed** at camp unless specifically allowed by your counselors.

How We Deal With Disruptive Behavior

1. A disruptive camper will be given a time alone, in order for him/her to cool off and think about his/her actions.
2. The staff involved will talk with the camper to gain some insight into the camper's understanding of the situation. At no time, however, will the staff person shame the camper or call the camper names.
3. When appropriate, the camper will apologize and/or perform an appropriate act of reconciliation.

4. If the disruptive action was significant, an appropriate staff member will complete an Incident Report. The original will be placed in the camper's file and the copy will be given to the parent.

Chronically Disruptive Behavior is defined as verbal and physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on his/her peers, abuses the staff, ignores or disobeys the rules which guide behavior during the day.

When a camper's behavior is consistently a problem, the following steps will be followed:

1. A parent conference will occur on the day of the problem behavior (or within 48 hours). This will be a time for staff, camper and parents to discuss ways of improving the behavior and to develop the solution together. A Behavioral Expectations Sheet will be completed and a copy will be given to the parent.
2. If behavior expectations are not followed, the camper will be suspended from the program. Full tuition will still be charged. The parent will be notified verbally as well as in writing about the suspension. The Suspension Letter will give the reason for and length of the suspension. The camper may return to the program when the suspension is over, and if tuition payments are up to date and after conferring with the Camp Director.
3. Following a suspension, a camper will be on probation. If additional disruptions and misbehaviors occur, the program will be left with no choice but to terminate the camper from the program. A parent conference will be scheduled. A Termination Letter will be provided.

Should a camper's behavior be determined to be physically dangerous to him/herself or others, the camper will be suspended immediately and a parent conference scheduled.

In an effort to reduce instances of occasional and /or chronic misbehavior, the camp utilizes a behavior management plan. By rewarding desirable behavior in a number of creative ways, the numbers of negative behavior situations are decreased. In addition, by providing sufficient choices and a variety of choices, the opportunity for idle time, which may lead to appropriate actions, is reduced.

No camper shall be subjected to abuse or neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body; punishments which subject the camper to verbal abuse, ridicule or humiliation; denial of food, rest or bathroom facilities, punishment of soiling or wetting, or punishment related to eating or not eating food.

SICKNESS POLICY

Parents should exercise every caution and keep their camper home should unusual symptoms occur. For the protection of all campers and staff, campers should be kept at home if he/she shows any of the following signs:

- ❖ A temperature of 100.5 degrees or higher.
- ❖ Vomiting or diarrhea (loose and frequent stools).
- ❖ An unexplained rash.
- ❖ Discharging eyes or ears.

If a camper has been exposed to a contagious disease, please report this to the Camp Director. Strep throat, impetigo, viral infections, infected ears and/or glands, measles, mumps, chicken pox, scarlet fever, conjunctivitis etc. are among those conditions categorized as "highly contagious." Symptoms of fever, vomiting and diarrhea must be gone for 24 hours before a camper can return to camp. Any camper who has a communicable disease or condition may return to camp only after the following procedure has been met:

STREP THROAT	May return after child has been on prescribed medication for 24 hours.
RING WORM	Note from doctor)
IMPETIGO	Note from doctor
MEASLES, MUMPS& RUBELLA	Note from doctor
CHICKEN POX	Minimum of one-week absence and when all lesions are dry.
SCARLET FEVER	Note from doctor
INFECTIOUS HEPATITIS	Note from doctor. Children in families where infectious hepatitis has been diagnosed need a GAMMA Globulin shot to protect against it. In this area, it is important to call First Lutheran when anyone in the family has been diagnosed.
HEAD LICE	After using head lice shampoo.
CONJUNCTIVITIS	If eyes are weeping pus, the child must stay home until weeping stops. A note from the doctor is required.
FIFTHS DISEASE	Child does not have to stay home, but please notify the Director if your child has been diagnosed.

- ❖ If your camper is sent home with a fever over 100.5 degrees or with conjunctivitis, he/she may not return to camp for 24 hours except with permission of the Camp Director.

MEDICINES

Please hand prescriptions for your camper to the counselor in charge for placement in the locked medicine box.

PARENTS MUST COMPLETE A MEDICINE FORM. THE MEDICATION MUST BE IN THE ORIGINAL CONTAINER AND SHOW THE NAME OF THE CAMPER, PRESCRIPTION NUMBER, NAME OF DOCTOR, AND HOW MANY TIMES PER DAY THE MEDICINE IS TO BE GIVEN.

Please note that in some circumstances, a doctor's note may be required to administer medication.

EMERGENCY PROCEDURE

In the event of an emergency, we will make every attempt to notify you at home or at work or through an emergency contact. We will administer and procure treatment at a hospital or doctor if deemed necessary. **IT IS ESSENTIAL THAT WE HAVE PHONE NUMBERS FOR EMERGENCY PURPOSES. Please remember to keep us updated on changes in phone numbers.**

ACCIDENT/ILLNESS REPORTS

All accidents/illnesses will be reported on the Accident/Illness Form. The copy will be given to the parent. The original will be placed in the camper's records.

CAMPER GEAR LIST

- ❖ To avoid lost items, please label all camper gear.
- ❖ It is very important that campers have the items listed below. If an item is forgotten, the camper may be excluded from certain activities.
- ❖ Pack all items in a gym bag or backpack.
- ❖ Morning snack and lunch each day. (We provide an afternoon snack.) Campers should bring drinks. We suggest a water bottle as well. **NO SWEET CARBONATED BEVERAGES (SODA) OR VERY SWEET LIQUIDS. SUCH DRINKS ATTRACT BEES! NO GLASS BOTTLES. SUGGESTION: PACK ALL FOOD ITEMS IN A PERSONAL COOLER WITH ICE.**
- ❖ Sun Block or Sunscreen: **SUGGESTION: APPLY BEFORE ARRIVING IN THE MORNING.**
- ❖ Swim suit and towel.
- ❖ Closed-toe, rubber-soled shoes (Pack daily for running games)
- ❖ Sandals - may be worn during the day. (We suggest packing closed-toe, rubber-soled shoes as well.)
- ❖ Seasonably appropriate clothing each day.
- ❖ Sweatshirt or jacket each day.
- ❖ Poncho or other appropriate rain gear.

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- ❖ Hat for sun protection.
- ❖ Extra T-Shirt (in case the one worn gets wet!)

ABOUT FIRST LUTHERAN

First Lutheran Church is made up of people who gather together to worship, study, work and play. We believe that it is through the life, death, and resurrection of Jesus Christ that we find peace with our God and purpose for living. We emphasize the Bible and its message of God's love for all people.

Our pastor is Rev. David Alvord. Summer Sunday Worship is at 8 a.m. and 9:30 a.m. Coffee time follows each service. During the school year, the Sunday schedule is Worship at 8:00 a.m., 9:15 a.m. and 10:30 a.m. and Sunday School at 9:15 a.m.

Our local ministry also includes; senior citizen's lunch, Preschool, School Age programs: Day Camp and Before & After School, Youth Group ministry, Bible Study Groups, Christmas Fair, Yard Sale, Soup Kitchen and other. Through the Evangelical Lutheran Church in America, we are involved in other outreach programs and missions. All are welcome to join in any of our ministries.

FIRST LUTHERAN STAFF

Rev. David Alvord, Pastor

Joleen Knowles, Church Secretary

Jackie Ryan, Day Camp Director

Jackie Nelson, Children's Programs Director

Jackie Ryan, Youth Group Director (for grades 6 - 12)

CHURCH TELEPHONE NUMBER: (207) 797-2525

CHILDREN'S PROGRAM TELEPHONE NUMBER: (207) 797-2260

ABOUT FIRST LUTHERAN DAY CAMP

This is First Lutheran Day Camp's 23rd season in operation. In 1989 the camp was started under the direction of Miriam (Mim) Englund. Some of the staff members have worked in the program for many years. The average weekly attendance was 11 campers. Our average weekly attendance was 50 campers last year. The camp continues to grow with both old and new campers attending. We're glad that you are a part of the day camp program this summer!!

Jackie Ryan is our camp director. She has worked with children for over 20 years in school and camp settings. Jackie has worked at First Lutheran since 1993 and has been our camp director since 2001. She is the youth group director and also teaches Sunday school. Jackie lives in Windham with her husband, Lewis and three children, Ashley, Joshua and Michael. Her favorite activity is snowboarding. Jackie also enjoys camping with her family, motorcycle and bike riding.