Bethlehem Lutheran Church Summer Camp

2024 Parent Handbook

Edited 3/12/24

***Please be sure to read the Summer Camp Parent Handbook thoroughly.***

*The Parent Handbook includes general information as well as the policies and procedures of Bethlehem Lutheran Church Summer Camp. These policies are intended to best serve the needs and safety of your child while at camp.*

 *If you have any questions at any time, contact the Pastor of Community Engagement at 214-600-2910* or e-mail seminarian.chris@behtlehemstlouis.org

**Admission and Registration**

Chapel of the Cross Summer Camp is open to all children regardless of gender, race, color, nationality, or religious beliefs who may benefit from our program. Summer camp is open to children entering grades one through entering 8th grade. Registration packets are available from the church office or online at www.bethlehemstlouis.org/summercamp.

**Summer Camp Facilities**

Bethlehem Lutheran Summer Camp uses classrooms at many different churches in North City/County. All rooms are kept clean and organized. In addition, because we are “a Christ-centered outdoor day camp”, we visit many sites around the St. Louis area as we take several field trips each week. If you would like to visit the building to see the rooms and other facilities or have other questions, please call the summer camp director to schedule an appointment.

**Summer Camp Schedule**

Days of Operation: Monday - Friday from June 3rd, 2024, through August 2, 2024

We've crafted a daily schedule that balances structured activities, free play, and moments of reflection. Here's a typical day at Bethlehem Lutheran Church Summer Camp:

8:30 AM - 9:00 AM: Breakfast

9:30 AM - 12:00 PM: Morning Session

12:00 PM - 1:00 PM: Lunch

1:00 PM - 3:30 PM: Afternoon Session

**Important Dates**

Mark your calendars for these important dates related to Bethlehem Lutheran Church Summer Camp:

Registration Deadline: May 17th

Days off: June 19th (Juneteenth), July 4th – July 5th (Independence Day)

Vacation Bible School: July 22- July 26th.

Please note that this schedule is subject to change, and any updates will be communicated well in advance by the site team leader. Stay tuned for additional details and surprises as we embark on a summer filled with joy, discovery, and friendship!

**Qualifications of Summer Camp Counselors**

Summer camp counselors are carefully selected individuals who have been interviewed and trained to be outstanding summer camp counselors. They have a deep faith in and love for Jesus Christ and are active church members. All full-time counselors are at least 18 years old and/or a high school graduate.

The application process for all counselors involves a paper application, references, and an interview with the summer camp director(s). Background checks are also obtained on all staff. Counselors are trained in CPR and First Aid at the beginning of the summer and receive training as counselors before camp begins and ongoing throughout the summer.

**Children with Specific Needs**

We recognize that some children have specific needs that require special attention by summer camp staff. We will do our very best to accommodate all children at our summer camp. However, we ask that you please call the camp director in order to discuss the specific needs of your child and to evaluate if this is the best summer camp for you and your child.

**What happens after I complete my Registration Packet?**Please turn in the completed registration packet with the registration fee to the church office. After we have received

your summer camp registration, you will receive a confirmation email from your child’s particular site coordinator.

**Summer Camp Payment and Billing Policies**

Four of our five summer camps are provided at no-cost to families. Our Premium Adventure Summer Camp is a pre-pay program. Payment for each week is expected in full prior to the first day your child attends each week and includes paying amounts due from the previous week of summer camp.

**Summer Camp Fees**

Registration:

 The Summer Camp Registration fee for **ADVENTURE CAMP** is $40. An Early Bird Registration fee of $30 (a $10.00 discount) is available to parents who turn in the registration and pay the registration fee on or before May 1.

 **Daily and Weekly Rates**:

 The daily rate for the 2024 Adventure Camp is $40.00.

 The weekly rate for the 2024 Adventure Camp is $150.00.

**Extended Care Fees**:

Extended Care is only offered at Adventure Camp and is billed at a flat rate of $25 per morning per camper and $25 per afternoon per camper.

If campers are dropped off before 8:30 a.m. or picked up after 4:00 p.m. parents will be charged this extended care rate.

Late Pick-up Fee:

There is a $1 per minute late fee for campers picked up after 5:30 p.m. (Camp ends at 5:30 p.m.)

 Returned checks:

 For all returned checks there is a $25 fee and payment for the remainder of the summer will be expected in cash.

Cancellations/No-Shows:

Since some field trips required pre-purchased, non-refundable tickets and/or additional staff, Summer Camp reserves the right to charge a $10 fee for missing these days unless canceled one week in advance.

**Summer Camp Covenant**

While Christian gatherings present many opportunities to learn and to develop a closer relationship with Jesus Christ and with each other, there are also expectations as to proper attitude and behavior during summer camp. These include but are not limited to:

· Follow all directions given by the summer camp counselors.

· Be responsible and take responsibility for your actions.

· Keep your hands, feet, and objects to yourself. No fighting or hitting ever.

· Respect the rights and property of others at all times.

· No swearing, inappropriate language, or complaining.

· Always bring issues and concerns to a camp counselor.

We ask that you go over this with your child prior to attending camp so that they understand what the director and counselors expect of them. As a staff, we will review this covenant with the campers throughout the summer.

**Discipline**

Bethlehem Lutheran Church Summer Camp uses positive reinforcement to encourage acceptable behavior. The camp facilities are designed to reduce conflict and promote non-competitive experiences. Rules are clearly defined at the beginning of the summer.

While we strive for a positive and nurturing environment, there may be instances where disciplinary measures are necessary. These measures are designed to address behavior that goes against the principles of our Code of Conduct. The severity of the measure will depend on the nature and frequency of the behavior. Disciplinary measures may include:

Verbal Warning:

· For minor infractions, campers may receive a verbal warning. This serves as an opportunity to correct behavior and understand the impact on the community.

Time-Out:

· In cases where a camper continues to display inappropriate behavior, a time-out may be implemented. During this period, the camper will be temporarily separated from the group to reflect on their actions.

Parent/Guardian Notification:

· If behavioral issues persist, parents or guardians will be notified. Open communication is essential, and we will work together to address concerns and find solutions.

Suspension:

· In cases where a camper's behavior significantly disrupts the camp environment and poses a risk to others, suspension may be considered. This decision will be made in consultation with camp leadership and parents/guardians.

Dismissal:

· Continued and severe violations of the Code of Conduct may result in the dismissal of the camper from Bethlehem Lutheran Church Summer Camp. This decision will be made after careful consideration and in the best interest of the overall camp community.

Behavioral information will be shared with the parents when they pick up their camper and/or by phone or in writing when necessary. Continued behavioral issues will result in developing a “Plan of Action” to encourage the camper to change their negative behavior to positive behavior on a permanent basis.

Bethlehem Lutheran Church Summer Camp reserves the right to discharge a camper if the director and pastor agree that a specific camper is disruptive to the summer camp environment. This action will only occur after a reasonable trial period and after the director has conferred with the parents and pastor at Chapel of the Cross.

**First Day of Camp**

Please park your car and bring your child to the front entrance and walk your child inside to the summer camp welcome and sign-in area. Camp personnel will be there to greet you. Your child will receive their camp T-shirt on the first day of camp.

**Signing In/Out**

All campers arriving at Summer Camp must be signed in at the welcome table with a camp counselor or other camp employee. Every day before leaving camp, all campers must be signed out, including time and signature of the person to whom the child is released. Only a person authorized by the parent or guardian may pick up a child.

**Summer Camp Schedule**

It is important to have your child dropped off no later than 8:45 a.m. unless you have informed the summer camp staff. Some field trips may leave as early as 9:00 a.m. and we don't want your child to miss out. Campers may arrive any time from 8:30-8:45 a.m. Camp ends promptly at 3:30.

At Adventure Camp, Morning extended care runs from 7:00-8:30 a.m. to accommodate campers who need to be dropped off prior to 8:30 a.m. Parents may pick up their campers from 3:30-4:00 p.m. Afternoon extended care begins promptly at 4:00 p.m. and ends at 5:30 p.m.

We recognize some parents have unpredictable work schedules and we will do our best to be as flexible as possible and work with you whatever the situation.  We do, however, ask for a schedule of when your child will be at camp because it helps us in planning for field trips and coordinating counselors’ work schedules. Please contact your child’s site coordinator with any scheduling changes.

**Clothing and Personal Belongings**

**Campers should wear:**

* Simple, comfortable, washable play clothes.
* Socks and shoes to summer camp every day (flip-flops and sandals are only allowed at the pool)

**Each day campers should bring the following (*Please mark all items with your child’s name)*:**

* A backpack as a place for them to keep their swim items on Mondays and Wednesdays.
* Swimsuit and towel (for the pool on Mondays and Wednesdays).
* A personal container of cream sunscreen with the camper’s name on it to be kept at camp.

**Campers should NOT bring:**

* Money
* Any electronic device. (MP3 players, radios, cell phones, cameras, etc.) Cell phones may be taken and kept by counselors and returned to the camper at pick-up.
* Games and toys from home
* Any other valuables

**\**Summer Camp, Bethlehem Lutheran Church, and all summer camp counselors are not responsible for lost and/or stolen items. To ensure that items are not lost, please write your child’s name on all belongings.***

**Field Trips**

The safety and supervision of all of the children at camp, at the pool, and on any field trips is our first priority. This year we will go to the Bellefontaine Pool, the pool at the North County Recreation Center and other area pools.

Children going into Kindergarten and 1st grade are grouped together so that they may receive the most attention and care from our counselors. When at the pool, the younger children are always with a camp counselor. The younger children spend most of their time in the shallow end of the pool where the children are free to play in the water with the counselors.

For all campers: When we are at the pool, we have some of our counselors in the water and others observing from the edge of the pool wearing staff t-shirts. This makes the counselors accessible for the lifeguards in the event of an emergency and also for the campers. Campers change for the pool at their camp location which provides the children with a safe and monitored environment free from the chaos of the water park's locker room. Our summer camp counselors are trained in CPR and First Aid.

**Field Trip Rain Days**

Every summer one or two field trips/pool days are changed and/or canceled because of inclement weather. As a summer camp staff, we have put together a series of fun rainy-day activities as a substitute in case of inclement weather. These activities may include an indoor scavenger hunt, a popcorn and movie day, or several other activities and art projects that make for a great day at camp. We are also sensitive to extremely hot summer days and will provide your child with frequent water breaks, snacks, and rest from being out in the hot sun.

**Camper Illness**

Parents are asked not to bring their child to summer camp until he or she is free of symptoms for at least 24 hours. Daily screeners must be completed before entering the building. Please notify the camp director as soon as possible of your camper’s absence. If a camper develops symptoms of an illness (especially fever, diarrhea, or rashes) while at camp, the camper will be separated from the group and the parents will be asked to pick him or her up immediately.

If a camper has a communicable disease, it may be necessary to obtain written permission from a physician and/or proof of treatment before the camper returns to camp.

**Medical Emergency**

If a camper has an accident at camp that produces a major injury calling for professional medical care, the parent or guardian will be contacted. If the injury requires emergency care, the local EMS will be called for service, and a staff member will accompany the camper to the hospital. If EMS is contacted, the standard procedure is to take the camper to the nearest hospital.

We understand the importance of open communication. If you have any questions, concerns, or simply want to connect with us, please feel free to reach out:

Camp Director:

Name: Chris Knepper

Phone: 214-600-2910

Email: seminarian.chris@bethlehemstlouis.org

Our dedicated team is here to ensure that your child's summer at Bethlehem Lutheran Church Camp is filled with positive experiences and cherished moments. Thank you for entrusting us with the opportunity to be a part of your child's summer adventure!

**Please contact the summer camp director with any questions about Summer Camp policies, guidelines, or any other questions or concerns.**

**Contact Information**

Bethlehem Lutheran Church

Summer Camp

2153 Salisbury Street, St. Louis, Mo, 63137

314.231.9615

E-mail: **seminarian.chris@bethlehemstlouis.org**

Website: [www.](http://www.chapelofthecross.org/summercamp)bethlehemstlouis.org/summercamp