

 **Summer Camp HandbookSummer 2021**

Dear Summer Camp Parent,

The staff at Christian School of York would like to welcome you and your family to our Summer Camp program. It is our desire to provide a safe, nurturing, and caring environment for your child.

This Summer Camp Parent Handbook is designed to give you a quick and easy reference to the information you will need regarding our Summer Camp program. The information listed here is specific to the operation of this program. Please be aware that the policies stated herein may be amended from time-to-time and ample notice will be provided to camp families.

Thank you for choosing us to partner with you in the training of your child. We consider it a privilege to be working with you.

Sincerely,

Jeanine Tschopp

Camp Director

campdirector@csyonline.com

717-683-3827

**MISSION STATEMENT**

Christian School of York’s Summer Camp program exists to provide a safe, caring, affordable, and Godly environment that will nurture the development of children through a quality summer camp program.

 **CORE VALUES**

* Delighting God
* Supporting parents with excellence in education
* Preparing our students to be ambassadors for Christ
* Operating with integrity
* Being passionate for service and commitment to our community

Find us online:

<https://www.csyonline.com/summer-camps>

**CHRISTIAN SCHOOL OF YORK**

**SUMMER CAMP POLICIES**

**Behavioral Guidelines for Campers**

* Campers need to exhibit sufficient self-control to successfully participate in camp activities and play with others.
* Campers need to be able to participate in developmentally appropriate activities.
* Campers need to appropriately respect camp staff authority, camp property and other campers. Behaviors consistently demonstrating a choice to disrespect staff members (talking back, refusing to follow directions, negative talking) will not be tolerated. As with aggressive behavior, parents may be called to come and pick up the camper. Disciplinary actions may vary according to the camper’s age and severity of the situation and may include suspension or removal from the Camp Program.

**Aggressive and Dangerous Acts**

The following examples of aggressive and/or dangerous behaviors are identified below but are not intended to be all inclusive:

* Hitting
* Bullying or harassment
* Bringing and/or use of matches
* Bringing and/or use of weapons or anything intended to be used as a weapon

In the event of dangerous or aggressive behavior, the camper will be immediately removed from the group. Depending on the circumstances, parents may be called to come and pick up the camper and meet with the Camp Director. Disciplinary actions may vary according to the camper’s age and severity of the situation and may include suspension or removal from the Camp Program.

If a camper is dismissed from camp for behavioral issues, no refunds will be given. The camper may apply the next summer if documented improvement by a teacher or counselor in the form of a recommendation letter is provided. The camper’s return will be at the discretion of the Camp Director.

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**Costs Associated with Camp**

* Registration fee per camper: $25 for one week of camp or $50 for 2 or more weeks
* Extended Care: $10 per hour, charged in 15-minute increments (see extended care section page 4)
* Weekly attendance – paid on the first day of each week attended\*:

**Little Defenders & Defenders Option 1: Early Bird Special**

* (Register and attend camp for at least 5 full weeks to receive last year’s rates. Registration must be completed by April 15th to receive discount.)
* 5 days per week—$155

**Little Defenders & Defenders Option 2: CSY Students**

* (This option is for current students of CSY or those who are registered to attend CSY for the 2021-2022 school year.)
* 5 days per week— $190
* 3 days per week— $125

**Little Defenders & Defenders Option 3: Non-CSY Regular Rate**

* 5 days per week— $215
* 3 days per week— $140

**Little Defenders only: 1/2 days**

* 5 half days per week— $140
* 3 half days per week—$90
* (1/2 days are 8:30-noon)

**\*Days are Non-Transferrable -** If you miss a day during your scheduled week, you may not transfer the missed day to another week.

**Drop off / Pick up Procedures**

Campers must be signed in and signed out daily. Campers will be released from camp only under certain conditions. In order to help guarantee the safety and enjoyment of your camper, please share these procedures with him / her and with those individuals authorized for pick up.

* Anyone picking up a camper from Camp must be on the camper’s Authorized Pick-Up List and provide the family’s code word and/or show photo ID. Additions or changes to the names on the Authorized Pick-Up List must be sent in writing. Campers must have at least two individuals listed as authorized to pick them up from camp.
* A parent, regardless of custodial arrangements, has the authority to obtain the child from camp at any time, unless a copy of the court order is on file at the camp’s office.
* All authorized persons picking a camper up from camp MUST identify themselves to the staff person in charge, with the family’s pre-determined code word and/or driver license before the camper will be released.

In the event that an individual not named in writing by the parent/guardian attempts to gain access to a child, the parent/guardian and/or emergency contact will be notified immediately. Local law enforcement officials may be contacted if necessary.

Please note: in the event that you or an authorized person cannot be reached for pick-up within TWO HOURS of scheduled pick-up time, the York County Child Protective Agency will be notified.

**Discipline**

Campers are expected to treat each other in a respectful manner. The camp staff will always use positive reinforcement in order to encourage appropriate behavior in the campers.

**Camp rules**

 Be respectful – Choose to obey the first time.

 Be careful – Keep hands and feet to yourself at all times.

 Be safe – Use resources properly.

 Be wholesome – Use words that help others

**Camp consequences**

 Review the rule (verbal warning)

 Restricted activity – time out to cool down or think about choices

 Removal to discuss with Camp Director

Report to parents – may result in dismissal, depending on the incident

If a camper causes harm or attempts to cause harm to another camper or staff member, parents of all involved will be notified. If the Camp Staff is unable to resolve a serious behavior problem (i.e., aggressive, abusive, disturbing, or destructive acts), the Camp Director will request a conference with the parents to discuss the problem and attempt to establish a joint plan for resolving the problem. If there is no change in the camper’s behavior the Camp Director will give the parents a notice of dismissal in writing.

If a camper is dismissed from camp for behavioral issues, no refunds will be given.

**Emergency Procedures**

At Camp we will strive to maintain a safe environment for your camper. If your camper is in a **serious accident** a staff person will make every attempt to contact you immediately. If you cannot be reached, the staff person will contact the next person listed on your Emergency Form.

In an **emergency**, when immediate attention is needed, the staff person will call 911 and then proceed to contact you and your family physician. If the medical team determines that your child needs emergency treatment, they will transport the child to the hospital indicated on your emergency form.

**Extended Care**

Extended Care is available from 7:00 AM through 8:15 AM and again from 3:45 PM – 6:00 PM. Any camper arriving before 8:15 AM or remaining in camp’s care after 3:45 PM according to the camp clock will automatically join the Extended Care activities and be billed accordingly. All Extended Care fees will be tallied in 15-minute increments and billed to families at the completion of the week. Invoices will be emailed to parents before the start of the next week of camp. Campers not attending the week after incurring Extended Care charges will receive an email indicating the amount owed. This payment will be expected with the next camp tuition payment. Campers not picked up by 6:00 PM will incur a late-pickup fee of $20 per 15-minute block per child.

**Financial Policy**

All camp tuition fees are required at the beginning of each camp week. A balanced owed for more than two weeks will incur a late fee of $5 and will limit the camper’s ability to attend camp. Balances outstanding for 30-days or more will incur a $10 per month late fee. Extended Care charges will be billed to the camper by the Monday of the week after care was provided.

**Food**

Campers will need to provide a lunch, morning and afternoon healthy snacks, and a labeled water bottle. Campers are not to bring food items that need heated or refrigerated. Campers are not to share food due to potential food allergies.

**Health**

If your camper is to take any type of medication during the camp day (prescription or non-prescription), it must be given to the Camp Staff in its original container, clearly labeled with the camper’s name and must be accompanied by written instructions detailing dosage times and amounts. Camp staff will document when the medicine is given to campers. Parents will need to sign a form authorizing camp staff to oversee their camper taking this medication. Medicine will only be accepted and returned to parents and will not be sent back and forth with campers. Any non-prescription medicine must be stored in a secure location accessible by camp staff only and will require written approval from parents before the camper will be permitted to take the medicine.

If there is any change in your child’s health, please make us aware of the condition in writing (not email) when you drop off your child. This allows us to better assist your child.

Please do not send a sick child to camp. Please use the following as guidelines to know when to keep your camper home:

* Fever (must be fever-free for 24 hours; we will send home any camper with a temperature of 100 degrees or more)
* Vomiting
* Diarrhea
* Lice
* Undiagnosed rash
* Inflamed or watery eyes
* Severe cold or sore throat
* Other Communicable diseases

**Movies**

Movies shown at camp are rated either G or PG, and screened through Plugged In. Camp Director has the final say as to which movies are shown.

**Sunscreen** (is not provided by the camp)

Campers are outside frequently. Please make sure you have put sunscreen on your child before he/she arrives at camp. Campers should bring sunscreen to keep at the camp. (\* see below)

Pool Days – Camp staff will have campers put on sunscreen before they go to the pool around 9:30am. Camp staff will also have campers reapply around 12:30pm. If your child has a special need in regard to sunscreen (ex: has anything else than regular spray/lotion), camp will need a note from parent stating what the need is. (\* see below)

\*Note: If your child does not have sunscreen after two days, you will incur a small fee.