

**ST. PAUL LUTHERAN  
CHURCH & SCHOOL  
SUMMER CAMP  
HANDBOOK**

**God's Great Ocean**



**JUNE 4–AUGUST 3, 2018**

**ST. PAUL LUTHERAN SCHOOL  
701 W. PALMETTO PARK ROAD  
BOCA RATON, FL  
(561) 395-8548  
(561) 395-2902 (fax)**

Dear Parents,

Welcome to St. Paul Lutheran Church & School's Summer Day Camp! We provide a Christian environment where children can learn, have fun, explore their imaginations, meet new friends and experience new activities. Our camp has been developed for children ages 3 (and potty-trained) through grade 6 (entering in the fall). St. Paul summer camp includes devotions, physical activities, arts and crafts, computer time, free play and field trips. There are specialty clubs for children in 4<sup>th</sup> – 6<sup>th</sup> grade.

Our staff would like to extend a warm welcome to those families considering our program, as well as, those families returning to our camp. St. Paul Summer Camp is staffed with fully qualified adults in leadership roles as well as C.I.T.'s (counselors in training). We hope that we can assist you in nurturing your children during the summer weeks.

Registration for currently enrolled St. Paul members, students, and siblings begins **March 6th**. Registration will be opened to the community **March 19th**. **Register Early! DEADLINE TO REGISTER IS MONDAY, MAY 14, 2018 TO RECEIVE A CAMP T-SHIRT. PLEASE NOTE: YOUR CHILD MUST HAVE A CAMP SHIRT IN ORDER TO ATTEND OFF CAMPUS FIELD TRIPS.** NO APPLICATIONS WILL BE ACCEPTED AFTER JUNE 1<sup>ST</sup>.

We can assure you that your children will have a rewarding summer, learning and exploring with the many other children attending our program. If you have any questions, please call Donna Evensen at ext. 152 or the school office.

Summer Camp Staff

## REGISTRATION PROCEDURES:

**ALL FORMS MUST BE TURNED IN AT THE TIME OF REGISTRATION – WE CANNOT ACCEPT REGISTRATIONS UNLESS ALL FORMS ARE COMPLETE AND ON FILE.**

**The following information must be completed and on file for each child in order to be registered:**

1. Enrollment Form
2. Registration Fee
3. Emergency Care Form
4. Health & Immunization Forms (if not a current student)
5. Field Trip Form
6. Signed Camper Code of Conduct
7. DCF Form (3, 4, and 5 year olds)
8. Birth Certificate (if not a current student)

## **FEE COLLECTION: PAYMENT DUE ON FRIDAY PRIOR TO WEEK**

Registration - \$50 + 2 wks. (Full Day: 1-child \$480, 2-\$800, 3-\$1140;  
Half-day: 1 child-\$380, 2-\$630, 3-\$920)

	<u>One child</u>	<u>Two Children</u>	<u>Three Children</u>
Weekly full day	\$215.00	\$350.00	\$495.00
Weekly half day	\$165.00	\$265.00	\$385.00
Daily rate	\$ 50.00	\$100.00	\$150.00

**\*Late Pick Up fee \$5.00 for each 15 minutes or any part thereof.**

Daily and weekly fees include the cost of hot lunch, a.m. and p.m. snacks, field trips, materials and supplies.

**Payment is due on the FRIDAY prior to your camp week. If payment is not received, your child will not be allowed to stay at camp until payment is received.**

**Drop off payments in mailbox located in the Summer Day Camp Room.**

**Two weeks of camp are covered in the registration fee.**

**Children must attend a minimum of two weeks.**

## **HOURS OF OPERATION:**

The Summer Day Camp Program is open from 7:30 a.m. to 5:30 p.m.

Half Day is 7:30 -12:30, 12:30-5:30 or 8:30 a.m. – 1:30 p.m.

## **SUMMER THEME: BOUNCING TO THE LORD**

June 4 - 8

June 11 - 15 (VBS – Shipwrecked (Rescued by Jesus)

June 18 – 22

June 25 – June 29

July 2 – 6 (Closed Wednesday, July 4)

July 9 – 13

July 16 – 20

July 23 - 27

July 30 – Aug. 3

**V.B.S. (Vacation Bible School):** V.B.S. will be June 11 – 15. The theme for this year's V.B.S. is Shipwrecked – Rescued By Jesus. We are looking forward to participating in a week of fun activities on campus. If you have any questions regarding V.B.S. Mrs. Kaitlin Bauer is in charge of V.B.S. this year, you can contact St. Paul Lutheran Church at 561-395-0433.

## **CODE OF CONDUCT:**

In order for all of our children to have a safe and enjoyable summer, we look for each program attendee to demonstrate Christian attitudes and behaviors throughout the day with adults and peers. Please read over the Code of Conduct form with your child, sign and return it with your registration forms.

## **DISCIPLINE:**

Self-control, consideration for others, and obedience to authority are desirable qualities. Depending on the nature and seriousness of the offense, one of the following strategies may be imposed.

1. Consultation with Summer Day Camp Worker, Summer Day Camp Director or Administrator of St. Paul Lutheran School.
2. Punishments:
  - a. Time out
  - b. Composition reflecting on the misbehavior
  - c. Clean up duty
  - d. Loss of privileges

If the offense is transportation related, we reserve the right to withdraw transportation privileges for field trip events. In more serious events, a consultation with the parent(s) will be scheduled. Repeated misbehavior will result in removal from the program.

## **DAILY ADMISSION AND ATTENDANCE:**

Children's attendance must be consistent with the days/hours that were indicated on the enrollment form. **Also note: That you will be assessed a \$60.00 fee for weeks that you sign up for but do not attend.** Please only register for the weeks you plan on using our service.

All schedule changes must be submitted using a **Schedule Change Form ONLY** by Monday two weeks prior to the change. **No verbal, email, or hand written notes will be accepted. Forms are to be turned in to the ASC/Summer Camp Director.** Extra forms are also available in the ASC/Summer Camp Room.

**Please carry the Summer Day Camp phone number with you 395-8548 ext. 152 and notify the Director if you experience a delay at the end of the day. A Late Fee\* will be assessed after 5:30 pm, for all day; after 12:30 pm, and 1:30 p.m. for half day.** Repeated tardiness in pick up can result in being asked to withdraw from the program. Failure to pick up your child will result in notification to proper authorities.

## **SIGN-IN/OUT PROCEDURES:**

Parents must use the sign-in/sign-out procedures when dropping off and picking up their children. **No child is allowed to leave our supervision until checked out by an authorized person. Children will not be released to an unauthorized adult.**

The people allowed to pick up your child are those whose names are indicated on the child's Emergency Form. Please keep your emergency information current. You may authorize an additional person with a note to the Director.

## **LUNCH AND SNACK:**

**Daily Snacks** – Morning and afternoon snacks are provided (examples are: a.m.: cereal bars, cereal or muffins; p.m.: popcorn, goldfish or pretzels,) You may send in a snack for your child if you choose.

**Lunch** – Our Hot Lunch Program is included in your weekly rate. Lunch is provided from our cafeteria operated by Daidone Dining. See our lunch menu included in your packet. You may send a bag lunch and beverage with your child if you choose, but you will not receive a discount on the tuition fee.

St. Paul reserves the right to change the lunch provider as necessary.

## **DRESS CODE:**

All Summer Day Camp dress should be neat, clean, and appropriate. Current style doesn't necessarily dictate good taste. Shorts may be worn. Extremely short or poorly fitting shorts are not permitted. Halter tops, strapless tops and bare midriffs are not acceptable. **Shoes and socks are to be worn at all times. High heels, sandals, crocs, etc. are dangerous at school and are not to be worn.** Jewelry is discouraged. Camp shirts are always appropriate and must be worn on field trip days. Please label your child's clothing.

## **FIELD TRIPS:**

1. The purpose of a field trip is to provide off-site educational experiences and activities for children.
2. Field trips are taken on a weekly basis using the school bus and local services as means of transportation.
3. **CAMP SHIRTS ARE TO BE WORN ON ALL TRIPS.**
4. Your child must behave in an appropriate manner. Even though field trips are included in the daily and weekly fee, if behavior is unacceptable, your child will not be allowed to attend.
5. A field trip permission slip will be signed at the beginning of summer for all summer events.

## **PERSONAL BELONGINGS:**

Your child is responsible for his/her own belongings. Lost items lucky enough to be found may be claimed in the Summer Day Camp Room. It is suggested that children not bring toys or games from home, if they are damaged or lost they are not the responsibility of St. Paul Summer Day Camp. Children will be encouraged to use all items with care.

**Cell phones, iPods, any type of device with a camera is NOT permitted at camp.** Since we cannot properly monitor iPod music or cell phone usage these devices must remain in a backpack. If a child needs to call home, permission will be granted. iPods, which contain games, will be allowed during the specific times listed, but no music will be permitted. Hand held gaming devices, as long as the game is appropriate for all children “E” (everyone), will be permitted, but will have specific times of the day when they will be allowed to play them (7:30 a.m. – 8:30 a.m. and 4:30 p.m. – 5:30 p.m. ONLY).

## ACCIDENTS AND ILLNESS:

If your child becomes ill or injured while at Summer Day Camp, we will first make every effort to contact you, your designated pick up person, or your family physician. If attempts to locate any authorized person are unsuccessful, the child will be taken to Boca Raton Community Hospital for diagnosis, medication, and/or treatment. In case of minor scrapes and bumps, the area will be washed with soap and water and a band aid or ice applied. D.C.F. regulations will not allow us to treat a student in any other way. Parents will be informed of such treatment at the time the child is picked up or sooner if deemed necessary. Please make note to the Director and/or Counselor of any type of allergies your child has (e.g. food, animals, environment). This is also on the Registration Form.

Please do not send medication with your child without first notifying the appropriate personnel. Medication must be in the original prescription container bearing the child's name, directions for administering the medication, the physician, prescription number, and pharmacy name. Medication will be kept in the school office along with a completed DCF Medical Permission Form (available in the Summer Camp office). See sample below.

**ST. PAUL LUTHERAN CHURCH & SCHOOL**  
**AUTHORIZATION FOR ADMINISTRATION OF PRESCRIPTION**  
**AND NON-PRESCRIPTION MEDICATION**  
(This form is void if altered in any way)

**Instructions:** This form only needs to be completed and turned in to the school office if your child needs a prescription or non-prescription medication while at school. Each of the three sections must be completed by the appropriate person as follows: Parts I and III by Parent/Guardian; Part II by Physician. Please return the completed form to the School Office.

**I. Student Information (to be completed by Parent/Guardian)**

Print child's LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MI \_\_\_\_ DOB \_\_\_\_\_  
\_\_\_\_/\_\_\_\_/\_\_\_\_ CLASS \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**SAMPLE FORM — GET FORM FROM SUMMER CAMP OFFICE**

~~This request is to be effective for the School Year 20\_\_ - 20\_\_ or earlier stop date:~~

1. Prescription Medication: \_\_\_\_\_ Generic Name (if used): \_\_\_\_\_  
Dosage Amount: \_\_\_\_\_ (s) \_\_\_\_\_ at School: \_\_\_\_\_  
Condition for Which Drug is to be Given: \_\_\_\_\_  
Note any untoward side effects: \_\_\_\_\_

Inhalant Prescriptions: This student is both capable and responsible for self-administering this medication:  
\_\_\_\_ No \_\_\_\_\_ Yes, if supervised \_\_\_\_\_ Yes, Unsupervised

2. Non-Prescription Medication: \_\_\_\_\_ Generic Name (if used): \_\_\_\_\_  
Dosage Amount: \_\_\_\_\_ Please administer according to manufacturer's label for recommended time schedule when needed at school for the following conditions or symptoms: \_\_\_\_\_



## BITING POLICY

St. Paul Lutheran Summer Camp has a Biting Policy. If your child bites another child, the following steps will be taken:

1. The parent or guardian of the biter and the child bitten will be contacted that same day by the classroom teacher. The biter will not be identified with the victim's parent or guardian.
2. If the child bites a second time, a conference will be conducted with the parent or guardian, teacher and the Summer Camp Director (or other School administrator). The parent will be informed of the procedure should the child bite a third time.
3. If the child bites a third time, the child will need to be removed from the group, until the parents and the Summer Camp Director/Administrator feel the child is ready to return and will refrain from biting. It is at this time that professional assistance will be suggested to work through the problem.
4. If a fourth biting occurs, the situation will be evaluated based on the interval of the last biting incident, **DISMISSAL COULD BE LEVIED AT THIS TIME.**

## BATHROOM POLICY

St. Paul Lutheran Summer Camp has a **3 (three)** Potty Accident Policy. For every accident, an incident report will be filled out and the parents will be contacted. **If a child has more than three accidents, you must withdraw your child for one week.** After that week has passed your child may come back to camp, if they are completely potty trained. If your child has another accident you will be contacted and asked to come and pick him/her up and again your child will need to be withdrawn for another week. After the second week of being withdrawn, if your child returns and has another accident, you will be contacted and your child will need to be withdrawn for the remainder of the summer.

## **PARKING:**

Use available marked parking spaces. Do not park along the building or walkway. Do not leave your car engine running unless there is a licensed driver in the vehicle. Do not leave unattended children in your parked car. Do not leave valuables in your car.

## **ADMINISTRATIVE ACCOUNTABILITY:**

St. Paul Summer Day Camp Program operates under the auspices of the Christian Day School Board of the congregation and has been placed under the general supervision of the school Administration. The day-to-day administration is provided by the Director of Summer Camp.

## **STATEMENT OF NON-DISCRIMINATION:**

St. Paul Lutheran School Summer Day Camp admits students of any race, color, national or ethnic origin to all the rights, privileges, and activities of its program. It does not discriminate in the administration of its educational policies or admissions policies on the basis of race, color, sex, national or ethnic origin.

## **REFUND POLICY:**

Refunds for registration and tuition fees will be made only upon written request under the following guidelines:

- a. All requests for refunds must be made in writing.
- b. Refunds for registration with a \$40 administration fee being kept will be made up until May 14<sup>th</sup>. After May 14<sup>th</sup>, a student who withdraws from camp may receive a refund of fees less \$100.00 administration fees.
- c. Once summer camp begins on June 4<sup>th</sup>, refunds for cancellations on pre-paid tuitions will be made at 50% for **medical reasons only**, and must be accompanied by written specific doctor recommendation.
- d. Refunds will be made by mail with a school issued check within 2-4 weeks.

## **SUNDAY WORSHIP SCHEDULE:**

We invite you to join us at St. Paul Lutheran Church for any of the following worship services:

**Saturday Worship - 6:00 p.m. Traditional**

**Sunday Worship - 9:00 a.m. in Sanctuary,  
10:45 a.m. in Sanctuary,**

**Sunday School - 9:45 – 10:30 a.m.**

A nursery is provided for children 3 years old and under.