CAMP WARTBURG DAY CAMP HANDBOOK





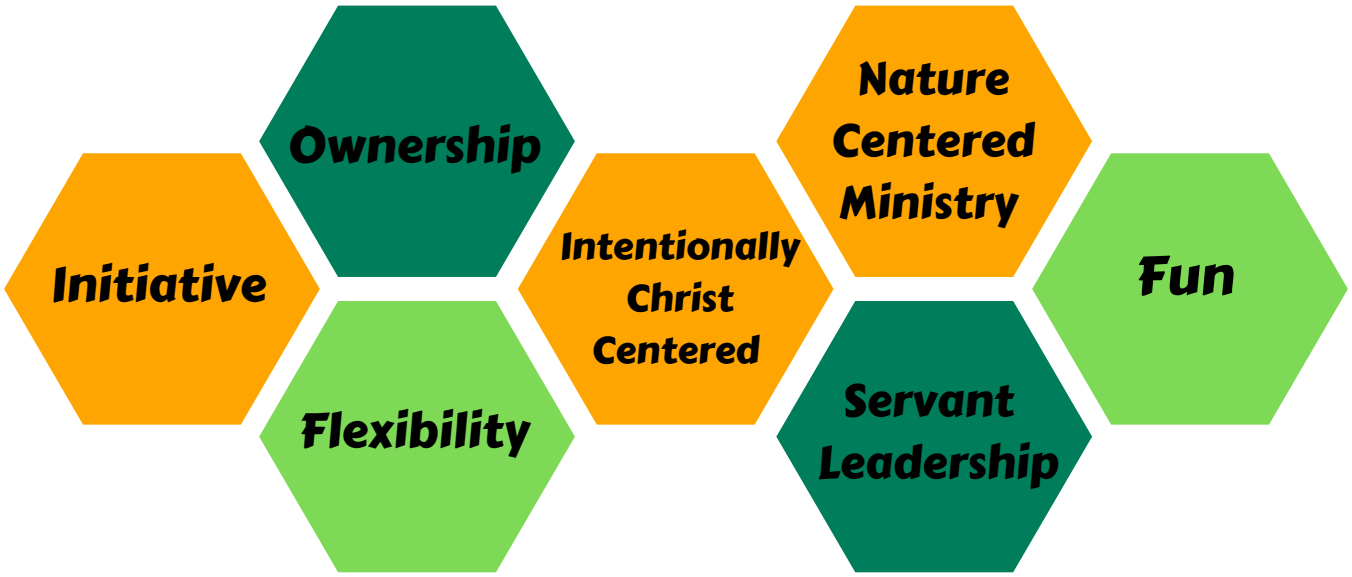


"WHERE KIDS HAVE FUN, PARENTS SEE GROWTH AND GOD GETS THE GLORY."

OUR MISSION

"TO PROVIDE CHRIST-CENTERED OUTDOOR MINISTRIES WHERE CHILDREN, ADULTS AND FAMILIES CAN EXPERIENCE GOD AND HIS CREATION."

CORE VALUES



OUR PROMISE

Camp Wartburg's Day Camp program provides a great way for school-aged children to get outside and interact with nature. Our goal is to foster a safe, positive environment where children are encouraged to make new friends, try new activities, learn valuable life skills and grow in their relationship with God.

We believe that through the mentorship of Christian counselors, opportunity to try a variety of activities and exposure to God's Word and Creation children will grow in their critical thinking and decision making skills, improve in their ability to follow directions, experience a sense of belonging, accept constructive criticism, develop a positive self-concept and become leaders.

Everything we do is guided by our mission statement and core values.

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HOURS OF OPERATION

Drop off: 7:00 - 9:00 am (with breakfast at 8:00 am)
Pick up: 4:00 - 5:30 pm

MEALS PROVIDED

A kid-friendly and healthy breakfast, lunch and snack will be provided.

PAYMENTS

Payments can be made in full or weekly with the Day Camp payment plan. These payments are scheduled to be automatically withdrawn on Sundays. The first payment will be charged on the Sunday before camp starts.

FAILED PAYMENTS

Failed payments must be corrected immediately or communication made to Abby Jahnke as soon as you receive the email notifying you of the failed payment. Excessive failed payments may result in losing your position in the program.
Contact Abby by calling 618-939-7715 x1 or emailing abigail_jahnke@lcfs.org.

REFUND POLICY

No refunds will be issued unless there are extenuating circumstances.

TRANSPORTATION

Families will be responsible for transporting their children to and from Camp Wartburg.

ACCOMMODATIONS

At Camp Wartburg, we are an inclusive organization that welcomes children with various cognitive and social abilities. We ask that participants be able to fully function in a small group (10 - 15 kids) with structure and clear limits. If any accommodations need to be made, please inform the Operations Coordinator,
Raley "Otter" Smith, prior to registration to ensure such accommodations can be made.

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AUTHORIZED PICK-UP

All authorized persons (including parents) must show valid identification at pick-up each day throughout the duration of the school year. If you plan for someone who is not on the authorized pick-up list to get your child, please notify the office. If you would like to add someone to the list, you can do so by logging into your UltraCamp account going to the "My Account" page, clicking on "Pickup Authorization" and then clicking "Edit Authorizations."

No child will be allowed to leave the facility without being escorted by someone on the authorized pick-up list.

Children in the Day Camp program will not be released to anyone under the age of 16.

LATE PICK-UP POLICY

Fifteen minutes after the end of pick-up, one of our staff will contact the primary contact on the health form of any camper still waiting. The first offense will not charged; however, if the child(ren) is regularly picked-up late there will be a $15 charge added to your account upon every offense.

LATE DROP-OFF POLICY

If you are going to be late, please call one of the Operations Coordinators, Raley "Otter" Smith (raley_smith@lcfs.org) or Jay "Cappuccino" Grant (jay_grant@lcfs.org) by calling 618-939-7715 ex 1 or emailing one of them. If you arrive close to 9:00 am, please stop by the office so the staff can locate your child's group.

SEVERE THUNDERSTORMS

In the case of severe thunderstorms or lightning, Day Camp will still take place and staff will take proper safety precautions. All children will be instructed to move to a sheltered area as quickly as possible. Outdoor activities will not resume until the Camp Manger gives the all clear or 30 minutes have gone by since the last sighting/sounding of lightning or thunder.

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TORNADO WATCH/WARNING

Watch: During a tornado watch, outside play can continue. Groups in any water or in the woods will exit the area and move to a safe area.
Warning: When notified about a tornado warning, staff will move the children into one of our designated shelters.

CONTACT

It is the parent/guardian's responsibility to keep records current to reflect any significant changes as they occur including phone numbers, email addresses, emergency contacts, new allergies, new medications, etc. All of this information can be updated by logging into your UltraCamp Account.

Our main method of contact for general program information is through email. Please make sure to check your email daily to stay up-to-date on what is going on at Camp Wartburg Day Camp.

FIELD TRIPS

Depending on the program your child(ren) is registered for, he/she will go on field trips. These field trips will be communicated to the primary contact via email. If your child will be dropped-off late or picked-up early on the day of a field trip, please contact the office so that arrangements can be made.

Following the Illinois Child Passenger Protection Act, all children under 8 are required to sit in a booster seat when riding in a Camp Wartburg vehicle.

REST TIME

At Camp Wartburg Day Camp, we schedule a rest time often referred to as Rest, Relax and Reflection time or RR&R. This is a 30 - 45 minute period where children are encouraged to take time to rest from the day's activities. During this time, children are **NOT** required to sleep, but to do a quiet/low-energy activity and recharge before a high-energy afternoon.

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SWITCHING GROUPS

Camp Wartburg will place children into groups based on the program they are registered for and their age. At Camp Wartburg, we believe that the best way for children to learn and grow together is in a small group of 10 - 15 people. In these groups, children can learn valuable lessons such as leadership, friendship, communication, teamwork and trust. In an effort to maintain the small group dynamic created at the beginning of the summer, we will only switch kids to different groups under extenuating circumstances.

HEALTH AND WELLNESS

- For the well-being of our campers and staff, children who are sick should be kept at home if exhibiting any of the following symptoms: fever, rash, vomiting, sore throat or discharge from the eyes.
- If a child gets injured while at camp, a first-aid certified staff member will administer any necessary medical attention and supplies. All medical actions will be documented by that staff member and then reported to the parent at pick-up. If the injury is serious or concerning, then a staff member will contact the primary contact on the child's health form to make a plan of action.
- If a child becomes sick at Day Camp, the staff member will assess the situation and call the parent/guardian if needed.
- If calling 911, the Operations Coordinators will be contacted and will call parents/guardians and assess the situation.

MEDICATIONS

Before any medication is given to a child, written authorization from the parent or guardian must be obtained. To add medications to your child's account, go to the "My Account" page in UltraCamp, select the child's name, click "Medications", then click "Manage Medications" and fill out the form.

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GUIDANCE & DISCIPLINE PRACTICE POLICY

Our goal for children is to help them develop the internal control needed to manage themselves. Therefore, we use the following positive guidance techniques:

- Modeling appropriate behaviors
- Setting clear and reasonable limits that protect the child's safety and welfare, the rights of others and the environment
- Acknowledging appropriate behavior
- Encouraging verbalization and problem solving by providing positive suggestions, choices and/or redirections

DISCIPLINE PROCEDURE

- 1st offense: A verbal warning is the first action taken to correct a camper's bad behavior. Serious behavioral issues will skip this step and go straight to step two.
- 2nd offense: If the behavior persists and is disruptive to the group, then the staff member will complete a behavioral report and review it with the parent at pick-up.
- 3rd offense: If the behavior continues and/or worsens, then the parent/guardian and Program Coordinator, Noah “Bigfoot” Jost, will need to have a meeting to discuss future steps and create an action plan for success.
- 4th offense: At this point, if the child keeps exhibiting bad behavior, causing harm to other campers or refusing to work with the staff, then they may be suspended for some time or removed from the program.

CORPORAL PUNISHMENT

Camp Wartburg Day Camp has a strict policy against corporal punishment. Under no circumstances will corporal punishment be allowed within programs operated by Camp Wartburg. No member of Camp Wartburg Management shall use or permit any person to use corporal or other cruel, harsh, or unusual punishment including any humiliating or frightening method to control the actions of any child or group of children.

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ZERO TOLERANCE FOR ABUSE POLICY

1**. Purpose and Scope:** Camp Wartburg is committed to providing all participants with a safe and secure environment. This policy outlines the expectations, reporting procedures, and consequences concerning abuse by staff and volunteers during their involvement with Camp Wartburg programs.

2. Definition of Abuse: Abuse encompasses physical, emotional, verbal, or sexual mistreatment, neglect, exploitation, or any other harmful behavior directed toward participants.

3. Reporting Procedures: Staff and volunteers have a duty to report any suspected abuse promptly. Reports should be made immediately to the Camp Manager or Executive Director. All reports will be treated confidentially, and the reporter's identity will be safeguarded to the extent law permits.

4. Investigation Process: Camp Wartburg will conduct a swift and thorough investigation upon receiving a report. This may involve interviews with relevant parties, collection of evidence, and collaboration with appropriate authorities. The investigation will be impartial and fair, respecting the rights of all involved.

5. Consequences: The guilty party will face immediate termination if an investigation substantiates abuse claims. Camp Wartburg reserves the right to report the incident to law enforcement and take legal action.

6. Training: All staff and volunteers who are directly responsible for minors must undergo comprehensive training on recognizing, preventing, and reporting abuse. Periodic training updates will be provided to ensure continued awareness of best practices and relevant laws.

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ZERO TOLERANCE FOR ABUSE POLICY (CONT.)

7. Prevention Measures: We follow ACA ratios guidelines to create a positive and respectful organizational culture.

8. Legal Compliance: This policy is designed to comply with all local, state, and federal laws related to abuse prevention.

9. Review and Revision: This policy will be regularly reviewed and revised to stay current with legal standards and best practices in the field.

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DRESS CODE

Children should come to Day Camp wearing appropriate clothing for outdoor play. Please do not send your child(ren) in clothing that you do not want to get dirty.
In addition, please send kids in closed-toe, tie-able shoes so that they are able to run easily and enjoy our nature-centered activities. Loose footwear is a safety concern.

Your child(ren) should not come to camp wearing anything that promotes inappropriate subjects.

Please do not send your child in anything that exposes the midriff, i.e crop tops, cut-off tank tops.

Pool

- In the pool, girls must wear a one-piece swimsuit or a two-piece that does not show skin in between the top and bottom piece.

Certain activities require different clothing/equipment

- High Ropes - closed-toe shoes
- Creek Walk - closed-toe shoes or water shoes. Flip-flops, sandals and slides are **NOT** allowed in order to protect your feet
- Caving - closed-toe shoes, long pants, helmet, 3 sources of light (flashlights, head lamp, etc.)

PERSONAL BELONGINGS

- All the items brought to Day Camp need to be marked with the child's name.
- Camp Wartburg is not responsible for the loss or damage of personal belongings. Parents/guardians are discouraged from allowing their children to bring personal toys with them to Day Camp. Our program provides appropriate activities and equipment for all age groups as they can grow in their leadership, nature knowledge and relationship with God without the need for additional toys.
- All electronic devices (cell phones, tablets, smart watches, pagers, etc.) are not permitted at camp.
- We reserve the right to confiscate any item(s) that serve as a distraction
- during program time and return said item(s) to the parent at the end of the day.

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WHAT TO BRING

- Backpack
- Water Bottle
- Bible
- Sunscreen/Bug spray
- Swimsuit
- Towel
- Hat, sunglasses, bandana

ROLE OF PARENTS

At Camp Wartburg Day Camp, we recognize that parents/guardians are their child's first and most committed teachers and advocates, and that children benefit most when the adults in their lives - parents and child care providers - work together. We want to partner with you to ensure that your child is growing in their relationship with God, with others and with themselves.

Here are some ways you can help your child succeed at Day Camp:

- When you come in to pick-up/drop-off your child(ren) at Day Camp, talk with the staff even if it's only for a few minutes.
- Talk with your child everyday about the Bible studies and activities they are doing at camp.
- Work with the staff to address any behavior or health issues or concerns that you may have about your child(ren).
- Pay attention to all emails or hand-outs that are sent/given to your child to stay current with program updates and events going on at Camp Wartburg.

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ANONYMOUS REPORTING METHOD

Camp Wartburg is committed to maintaining an environment that fosters respect, integrity, and safety.

If you have a safety concern regarding any aspect of our organization, programs, services, or interactions with our staff or volunteers, please reach out to us through one of the following channels:
Email: HR@lcfs.org
Phone: 1-630-352-7949
Mail: LCFS, One Oakbrook Terrace, Suite 501, Oakbrook Terrace IL 60181

Please provide as much detail as possible, including dates, individuals involved (if known), and any supporting documentation or evidence. Upon receipt, we will acknowledge the concern and begin an investigation if necessary. We treat all concerns with the utmost confidentiality. Information provided will only be shared with individuals directly involved in the resolution process. While we encourage individuals to provide their contact information for follow-up and clarification, we also accept anonymous complaints. However, resolving such complaints may be more challenging without sufficient details or the ability to follow up.

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