



## 2017 Parent Handbook

### **Camp Philosophy**

Apostles Camp Eagles (ACE) is a summer day camp program that provides children the opportunities to grow in their knowledge of Jesus as their Savior and also gives campers educational and recreational outlets in a fun, safe, and structured environment.

<b>Camp Date</b>	<b>Theme</b>	<b>Field Trip</b>
June 12-16	Jurassic	CA Academy of Sciences
June 19-23	Cars	Rockin' Jump
June 26-30	Animal Planet	Youth Science Institute
July 10-14	Holidays	Color Me Mine
July 17-21	Jungle	The Jungle
July 24-28	Medieval Times	VBS Week
July 31-August 4	Hollywood	Morgan Hill Aquatics
August 7-11	International Travels	Discovery Museum

### **Camper Ages**

ACE is designed for children from age 4 through 8th grade.

### **Camp Hours**

ACE is available from 7:30am to 6pm, with pre-care from 7:30am-9am and post-care from 3pm-6pm. Please have your child to camp by 9am every day and plan on them staying until 3pm so they can fully utilize the program activities.

### **Camp Fees**

\*One child in a family may attend for \$200/week.

\*A sibling in a family is \$150/week.

- \*A second sibling in a family is \$100/week.
- \*Pre and post care will be available for each child with no discounts.
  - \*\$8 per child per hour from 7:30am to 9am and from 3pm to 6pm
  - \*Will be billed with the following week's camp fee
  - \* \$1 per minute after 6pm
- \*Selecting a bundle of 4 weeks will be given a 10% discount.
- \*Selecting all 8 weeks will be given a 20% discount.
- \*VBS week is half price.
- \*Payments are non-refundable.
- \*Full weekly payments must be received before your child may attend any given week.

### **Staff**

Rachel Heckmann is serving as the ACE director. She is a full-time faculty member of Apostles Lutheran Church, serving as the Children's Ministry Coordinator. The counselors of ACE are college students from our church body that are training to become teachers. They have been carefully selected by Rachel Heckmann, Pastor Gregory Bork, and the Coordinating Council of Apostles Lutheran Church. Each staff member has gone through a background check and child safety training, and is certified in CPR and First Aid. Our camper/staff ratio is 1 to 8.

### **Camp Dress & Camp T-shirts**

- \*Appropriate dress includes shorts that are at least mid-thigh length, t-shirts that do not promote alcohol, drugs, bands, or any other organization or thing that promotes question to our Christian moral character. Tank tops may be worn, but the strap must be at least one inch wide. Athletic shorts and shirts are acceptable.
- \*Campers are **REQUIRED** to wear tennis shoes and socks. Sandals or any other open-toed shoe are unacceptable.
- \*Please mark all clothing and extra items with your child's name and place in a backpack.
- \*Please send a change of clothes on the first day if your child is under the age of 8 or you think he/she may need it.
- \*One camp t-shirt will be provided for each child. T-shirts will be issued on the first day of camp and should be worn on all field trips.

### **Lunch/Snack**

\*ACE will not provide food and drinks unless otherwise noted. Campers need to bring a sack lunch with a drink and 2 snacks each day. The staff is not responsible for what is/is not eaten. Please send healthy food that you know will be eaten.

\*We suggest each camper bring a water bottle every day.

### **Activities**

\*ACE offers a variety of activities such as high and low impact games, group games, arts and crafts, sports, special guests, and weekly field trips.

\*Field trip groups will leave no earlier than 9a and return no later than 3p unless otherwise noted. All field trip costs are included in the camp fee.

### **Medication/Health Procedures**

\*To dispense any type of medication, the ACE administration must have a complete Medication Form included in the registration packet that has been completed by a parent/guardian.

\*All medicine MUST be in its original container.

\*Please do not send a child to camp when he/she is not feeling well. Your cooperation is appreciated.

\*If a child has any type of contagious condition, he/she will not be allowed in our program without a doctor's authorized note or until the staff feels the child is not a threat to the safety or health of our other campers.

### **Electronics**

\*Campers are NOT allowed to bring games, toys, electronics, or the like to camp. These items can be easily broken or misplaced and tend to cause disruption. All campers are required to leave personal belongings in their cubbies during activity time.

\*The ACE staff will not be held responsible for any lost or damaged items.

\*If your child brings a cell phone for safety purposes, we will hold on to it for the day until it needs to be used.

### **Discipline**

\*Minor behavior problems within a day (when a child is not cooperating, not listening, or is disrupting the group's activity).

\*Step 1: Sit down and talk with the child

- \*Step 2: Have the child sit out of the activity
  - \*Step 3: Written warning
  - \*Step 4: Referral to camp director and 2<sup>nd</sup> written warning
  - \*Step 5: Dismissal from program
- \*Major behavior problems (when a child is verbally abusive, fights, or does anything that may put others at risk.
- \*Step 1: Camp director immediately notified, who informs parent
  - \*Step 2: dismissal from program

**ACE is going to be a great adventure! Understanding and adhering to all these policies and procedures will ensure that all have the best experience possible. THANK YOU!**

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