



# Springfield Christian Summer Camp 2019 Information Packet

**May 28 - August 9**

**Monday – Friday  
7:00 am – 5:30 pm**

**For children entering 1<sup>st</sup> – 8<sup>th</sup> Grades**

Springfield Christian School  
2850 Cider Mill Lane  
Springfield, IL 62702  
SCS Office: (217) 698-1933

Our goal at Springfield Christian Summer Camp is to provide a fun and safe environment for your child(ren) in an environment that honors Christ.

You may find answers to many “Frequently Asked Questions” below to help highlight the program’s important details. These pages contain information regarding the daily procedures for both children and parents/guardians involved with Summer Camp. Please keep the following dates in mind as you complete the forms:

- |                           |                                                                                                         |
|---------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Tuesday, April 23–</b> | <b>Early Bird Registration Deadline</b><br>\$30 Registration and Materials due to SCS Office by 4:30 pm |
| <b>Friday, May 3–</b>     | <b>Regular Registration Deadline</b><br>\$50 Registration and Materials due to SCS Office by 4:30 pm    |
| <b>Thursday, May 16–</b>  | <b>Parent Meeting</b><br>6:30 pm in Room 205                                                            |

If you have any questions or concerns, please feel free to contact the SCS Office at any time. We look forward to partnering with you this summer!

## ~Frequently Asked Questions~

### **How do you register for Springfield Christian Summer Camp?**

- Fill out a “Registration Packet” available in the SCS Office.

### **Who can register for Springfield Christian Summer Camp?**

- Springfield Christian Summer Camp (SCSC) is available for children who will be entering first through eighth grade in the fall of 2019. Priority registration is given to SCS and West Side Christian Church families. Registrations outside of these family groups will be accepted as space permits. We will notify families if they are put on a waiting list.
- Springfield Christian Summer Camp registration begins on March 18 and closes on Friday, May 3 at 4:30 pm. The registration deposit may be paid in the SCS Office (cash/check/credit card) and is **non-refundable**.

### **How flexible is scheduling?**

- Parents are provided with three scheduling options:
  - 5-Day Week option: Monday through Friday
  - 4-Day Week option: Any 4 days that week
  - Daily Schedule option: Pick 1, 2 or 3 days in a week

- **IMPORTANT:** You must register for a **MINIMUM** of 15 days. Without a minimum of 15 days, the application will not be considered for enrollment.
- In order to keep consistent attendance each day, when registering for Summer Camp, priority will be given to families who are requesting the most days.
- **NOTE: One free change to your family's schedule will be allowed after registration is submitted. Further changes will incur a \$10 schedule change fee per request.**

### What are the weekly rates?

- The following rates apply:
  - 5 days - \$155.00 per week per child (28% Savings)
  - 4 days - \$140.00 per week per child (19% Savings)
  - Daily Schedule - \$43 per day per child
- Payment is required the **FIRST DAY** your child is in attendance each week. There will be a one-day grace period, after which a \$5.00 charge will be assessed for each day your child attends without that week's payment.
- If your child is not signed out by 5:30 p.m., late fees will apply:
  - 1<sup>st</sup> time – no charge
  - 2<sup>nd</sup> time - \$10.00 per child per 15 minutes
  - 3<sup>rd</sup> time - \$20.00 per child per 15 minutes
  - Each additional time, the fee increases by \$10 for each child.

### What will my child be doing all day?

- A typical week consists of 3-4 off-campus trips including (but not limited to) roller skating, ice skating, swimming, bowling, zoo, putt-putt golfing, and Knight's Action Park.
- We're planning some special programming and trips for our Jr. High students (grade 6-8). More information to come at our Parent Meeting.
- Since it takes time to arrange field trips and schedule buses, a detailed calendar will not be available until the Parent Meeting on Thursday, May 16, (6:30 pm in Room 205).

### What about lunch and snacks?

- Since Springfield Christian Summer Camp does not offer hot lunch, each child should bring his/her own sack lunch each day. As you plan those sack lunches, please note that refrigeration, vending machines, and microwaves are unavailable.
- SCSC provides an afternoon snack will daily around 3:30 pm.
- Children may bring money for snacks on days when SCSC takes off-campus trips. SCSC staff will place this money in a filing system taken on all field trips.
- If you want to send extra money for snacks, we recommend sending no more than \$5.00 in extra money per child (SCSC still provides a snack on field trip days, too).
- If your child/children forgets their lunch, we will call the parent/guardian. A lunch will be provided the first time a lunch is forgotten.

## Can my child bring toys/electronics from home?

- Children may bring toys from home. However, this is only allowed with the understanding that SCSC Staff will determine when they can use them. If bringing toys from home becomes a problem, the child will not be allowed to bring them again.
- The following items will not be allowed at Springfield Christian Summer Camp (except on specially designated days): handheld gaming devices, tablets (iPads), iPods, and cell phones. Electronic devices will only be permitted on special designated Video Game days.
- Please note: SCSC reserves the right to ask the parent not to send any particular item. Also, it is not the SCSC staff responsibility to keep track of your child's possessions. Springfield Christian Summer Camp and Springfield Christian School are not responsible for student items that are lost, stolen, or broken.

## What are the check-in/check-out procedures?

- Parents/guardians are to sign their child(ren) in each morning and out each evening in the designated area.
- Parents/guardians are also responsible for checking the table and their family folder for information and/or updates.
- If someone listed on your emergency contact list is picking up your child(ren), they will need to present photo identification the first time. If someone not listed on your contact list is picking up your child(ren), you will need to notify the directors (written notice preferred), and they will need photo identification.

## Will my child get a T-shirt?

- Yes! Each child will be provided with one t-shirt, which will be worn for all of our off-campus trips. The shirts will be left at school to be washed.

## What if my child gets sick?

- Parent/Guardians will be contacted and the child will be sent home if:
  - they have a temperature above 100 degrees,
  - they have vomited or had diarrhea, OR
  - we believe they need additional medical attention.
- DO NOT send your child to Summer Camp if he/she is contagious, has a temperature above 100 degrees, or has been sick within the past 24 hours. Please inform the staff if your child comes down with something contagious so we can be aware and inform other parents as necessary.
- Any medication SCSC will administer to your child must be in the original bottle and accompanied with a signed parent/guardian medication form (including over-the-counter medicine).

## What about sunscreen?

- Your child *will* spend time outside. We strongly encouraged you apply sunscreen to them before they arrive for the day. Also, please send sunscreen with them for later re-application. SCSC staff will also put sunscreen on children before outdoor activities.

### **What is the dress code?**

- We only allow one-piece swimming suits.
- No spaghetti strap tank tops and no tummies showing.
- No short shorts.
- On days we go bowling or skating, please send socks with your child(ren).
- Please put your child's name on all belongings.

### **Who will be with my child this summer?**

- We only hire adults for our Springfield Christian Summer Camp staff. Typically they will be college students and young adults (often studying to work with children as teachers) hired as full-time staff for the summer, and working 8-hour shifts, five days a week.
- All SCSC staff must meet Springfield Christian School employment expectations. This includes passing a fingerprint-based background check and agreeing to live by the SCS Statement of Faith, Declaration of Moral Integrity, and Lifestyle Statement.
- We typically maintain a staff-to-child ratio of one staff member per ten children.

## Behavior Plan

Behavior expectations for students participating in the Springfield Christian Summer Camp program can be summed up with three "R's":

*Be Respectful, Be Responsible, and Be Righteous.*

Our SCSC staff will cover what these three "R's" look like throughout the SCSC program in greater detail during our Parent Meeting and with students when camp begins. Though behavior problems are not frequent, having a behavior plan in place is important. Please read the following plan that will be implemented during the SCSC program and go over it with your child so that he/she is aware of the plan as well. Each phase is described in detail below. The staff will keep documentation of behavior problems so that it can be discussed in detail with parents/guardians if necessary. If a child reaches the third phase twice during the summer, he/she will be removed from the program. Based on the nature of the behavior, SCSC reserves the right to accelerate a child through the Phase/Step progression.

### Phase 1:

**Step 1: Verbal Reprimand** - Detailed Information Recorded

**Step 2: Cool Down Time** (one minute per each year of age) - Talk to Child About Behavior - Detailed Information Recorded

**Step 3: Cool Down Time** - Staff Member and Child Discuss the Behavior - Detailed Information Recorded

**Step 4: Strike 1** - (Child can no longer repeat phase 1)

### Phase 2:

**Step 1: Verbal Reprimand** - Detailed Information Recorded

**Step 2: Fifteen Minute Cool Down Period** - Call Parents to Discuss Behavior and Explain Future Steps - Detailed Information Recorded

**Step 3: Call Parents and Have Child Picked Up** - Suspended for the Remainder of Day and the Following Day - Detailed Information Recorded - Strike 2 - (Child can no longer repeat phase 2)

### Phase 3:

**Step 1: Verbal Reprimand** - Detailed Information Recorded

**Step 2: Twenty Minute Cool Down Time** - Call Parents - Detailed Information Recorded

**Step 3: Parent Must Come to Pick up Child** - Detailed Information Recorded - Strike 3 - (Child May Not Come Back to Summer Camp)