

## **Gracepoint Summer Day Camps - Parent Information Pack**

Dear parents/guardians,

On behalf of the staff at Gracepoint Summer Day Camps, I would like to welcome you all to our very first summer of day camp programs at Gracepoint Community Church. Our desire for these day camps is that both parents and children will have an overwhelmingly positive experience this summer full of fun.

To ensure that your children have a safe and positive experience here, we emphasize the importance of open communication and working together as a team. Gracepoint Summer Day Camps is a government funded non-profit day camp located within Gracepoint Community Church. This day camp is a ministry of the Church and implements Christian values in the daily program and routine.

This handbook is designed to provide you with a clear understanding of the day camp program, policies and procedures. We hope that it will answer any questions you may have. Please familiarize yourself with the handbook and keep it as an ongoing reference. Our staff are always available to help with any questions or concerns.

We look forward to working with you soon to come and anticipate to see what amazing things God has in store this summer,

Sincerely,

Danika Melnyk  
Coordinator

## **Program Basics:**

### **a. Program**

- ✧ Gracepoint Summer Day Camps is set up inside Gracepoint Community Church. The program has access to most of the church including the gym and the outdoor property. This allows the children to have open activity in many areas and does not leave them confined to any one space. This allows for plenty of opportunities for play and discovery both inside and outside of the building.

### **b. Hours of Operation**

- ✧ We are open from 9:00 AM to 3:00PM, Monday to Friday
- ✧ We are closed for BC Day on August 7
- ✧ There is no before or after care provided nor available

### **c. Fee's and Payments**

- ✧ Please make cheques payable to Gracepoint Community Church and include your child's name on the bottom of the cheque
- ✧ The online application form allows you to pay by credit card (via PayPal)
- ✧ There is a fee of \$10.00 for pickup after 3:10 pm and a \$5.00 charge per 5 minute block or portion thereof, thereafter. Chronic lateness will be cause for dismissal from the program. Late fees will be paid prior to the child returning to the program. One warning will be given upon the first breach of this policy within 10 minutes of 3:00pm
- ✧ Leniency may be extended, at the sole discretion of staff, with prior knowledge of lateness and extenuating circumstances.

### **d. Attendance Policy**

- ✧ There is no monetary refund for camp days missed - whether due to vacation or illness. This is to ensure that the space for your child will remain open and available.
- ✧ If you are going to be absent for an extended period of time, please inform the office either through email or a communication note with the date you will be leaving and the day of return
- ✧ Please inform a staff member if you know ahead of time that your child will be absent

#### **e. Enrollment Procedures**

- ✦ It is under the authority of the coordinator to admit or deny an application to the program
- ✦ We accept children born in **2006** up to children born in **2011**
- ✦ All Children attending camp must be potty trained
- ✦ All Children attending camp must speak English

#### **f. Staff & Volunteers**

- ✦ The Day Camp staff and volunteers have various qualifications and levels of experience, depending on their position
- ✦ All remunerated Day Camp staff hold valid First Aid Certificates and have passed a Criminal Record Check.
- ✦ All volunteers have also passed a criminal record check (where applicable).
- ✦ We welcome outside support staff that your child might require (e.g. speech therapist)

#### **g. Arrival and Departure**

- ✦ Please ensure to sign your child in and out on the provided sheet upon arrival and pickup. Write in the actual time you arrive and leave along with your name and signature. This is an important safety measure, as it officially transfers the care of your child from you to Gracepoint Day Camps, and from Gracepoint Day Camps back to you.
- ✦ Please make sure to inform a staff member if someone other than a parent/guardian will be picking up your child from Gracepoint Summer Day Camps
- ✦ Authorized Pick-Up List:
  - People on this list will require picture ID to pick up your child(ren) from Gracepoint Summer Day Camps
  - If you would like to add someone to your list, please do so in person
  - Your child will not be released into the care of anyone who is not included on your list (this is for the safety of your child)
- ✦ It is also helpful if you speak with one of the staff about any events or circumstances, which may affect your child (e.g. late night the evening before, one parent away, etc.)

## **h. Transportation**

- ⇒ Depending on numbers, we may require volunteer drivers for our weekly outtrips to Sunnyside Park. All drivers are required to have a valid class 5 drivers license. No one with an 'L' or 'N' will be permitted to drive any children
- ⇒ When children are being transported; we require the children to abide by the following rules:
  - They must remain seated and buckled in their seats at all times
  - At no point should there be any body part outside the windows
  - There is to be no inappropriate language or conversations
  - There is to be no yelling out the windows
  - Nothing is to be thrown out of the windows
  - They must listen to the leaders/driver at all times

## **i. Out-Trip Policy**

- ⇒ During the week we may go on excursions around our neighborhood by walking and on out-trips by vehicle. **By clicking the PARENT AGREEMENT box you are giving your child permission to participate.** *(All excursions will be carefully preplanned and adequately supervised)*
- ⇒ A child must wear a Gracepoint pinnie when leaving the building for the Friday Out-Trips
- ⇒ Out-Trips leave at 9:30am. If you are late and don't inform us, you run the possibility of missing the trip, and thus needing to find alternate care for your child that day
- ⇒ A child is not permitted to be dropped off or picked up from an Out-Trip unless pre-arranged with Day Camp Staff

## **j. Photo, Video & Social Media Policy**

- ⇒ Photographs/videos are taken in the course of daily activities during the Day Camps. These photographs may be used for presentations to the children and/or congregation of Gracepoint, posted in the church building, or used for newsletters and other promotional material.
- ⇒ We will not post children's names online or in promotional material.
- ⇒ Social media will not be used to communicate with parents concerning their individual children.
- ⇒ Parents, likewise may not use social media to contact a staff member to discuss their child. This must be done in person, through the phone or by email

## Your Child's Health:

### a. Health Guidelines

- ◇ If your child cannot participate in all of the daily activities, then he/she is not well enough to come to day camps that day
- ◇ We strive toward providing a healthy environment; therefore, it is our policy that your child cannot return to the program until:
  - They have been free from a fever over 100 degrees Fahrenheit for (24 hours)
  - They have been free of diarrhea and/or vomiting for (24 hours)
  - They have been treated and have a doctor's note to confirm they can return to camp; if they have had an unknown rash, skin infection, or discharge from eyes or ears
  - They have been treated for the required length of time, and have a doctor's note to confirm they can return to camp; if they have had any parasite condition such as lice, scabies, etc.
- ◇ If your child contracts a communicable condition, you must inform the camp so we can post a health notice for the families
- ◇ Should your child become ill while in the care of Gracepoint Day Camps, we will contact you so that you can make pick up arrangements for your child
- ◇ The Coordinator and staff have the right to refuse care if your child is obviously too ill to attend

### b. Food & Nutrition

- ◇ Your child needs to be provided with nutritious snacks and lunches each day. By providing your child with healthy foods, you are helping to give them the energy they need for the day. Sending foods that lack nutritional balance often causes children to tire easily and have more behavioral challenges
- ◇ Please refrain from sending candy, chocolate bars, pop or sports drinks.
- ◇ **Ensure you record any allergies or special dietary restrictions on your registration form**
- ◇ We have a strict "NO NUTS" environment

### c. Medication Policy

- ◇ Whenever possible, please arrange with your doctor for a medication schedule which permits the child to have his/her medication at home
- ◇ When medication is given at home, it is important to let the staff know so that this information can be passed on in a medical emergency

- ⇒ Medication will only be administered if permission is given to the Gracepoint staff to administer
- ⇒ All medication must be in its original packaging, prescriptions require the prescription label to be attached

#### **d. Sunscreen Policy**

- ⇒ Please send sunscreen with your child to the camp, on out-trip days please apply sunscreen before coming to camp
- ⇒ If your child does not have sunscreen with them, Gracepoint staff will supply sunscreen SPF 30+
- ⇒ By clicking the PARENT AGREEMENT box you give Gracepoint Day Camp staff permission to apply sunscreen to your child

#### **e. Clothing Policy**

- ⇒ Always be prepared for the weather each day; this is the Lower Mainland!
- ⇒ Close-toed shoes must be worn to camp (e.g. runners). Flip flops and crocs are not acceptable. This ensures safety for all activities throughout the day.
- ⇒ Please send your child with a bathing suit, towel, hat and sunscreen each day as we spend time outside in the sun and enjoy playing with water.

#### **f. Personal Property**

- ⇒ Do not send your children with any electronics, toys, books or other objects from home
- ⇒ Gracepoint Summer Day Camps is not responsible of any lost or stolen items

#### **g. Child Abuse Policy**

- ⇒ We are legally required by Section 7 of the Family and Child Services Act to report any suspected child abuse to the Ministry of Children and Families
- ⇒ While under our care or supervision, no child will be subjected to emotional, physical or sexual abuse

## **Emergency Policies**

### **a. First Aid**

- ⇒ The remunerated staff at Gracepoint Summer Day Camps are First Aid Certified and will take appropriate action in cases of illness or injury
- ⇒ If a child becomes seriously injured during the program, the parents will be notified immediately
- ⇒ If the parent cannot be reached, the emergency contact person stated on the registration form will be notified
- ⇒ In the case that your child requires an ambulance, a staff member will accompany your child to the hospital with their medical information and meet the parent or guardian at the hospital
- ⇒ The parents/guardians are responsible for any expense incurred during the medical care

### **b. Missing Child Procedure**

If a child goes missing the following procedure is followed:

- ⇒ At the Church:
  - All available Day Camp staff and volunteers will search for the missing child
  - The other staff will stay with the remaining children and occupy them with either regular activities or a quiet group activity
  - If the search is unsuccessful the staff will phone the police and parents of the child
- ⇒ During an Out-Trip:
  - A staff member will search for the missing child
  - Another staff member will inform workers at the out trip of the missing child
  - The rest of the staff and volunteers will stay in a designated area and occupy the group until the staff member return
  - If the search is unsuccessful the staff will call the police and parents of the child

## **Waiver, Release of Liability and Hold Harmless**

I/We the undersigned have legal custody of the student named above, a minor, and have given our consent for him/her to attend events organized by Gracepoint Community Church. Activities may include, but are not limited to: dodge ball, tag, trips to community businesses (Starbucks, 7-11, etc.), gym activities, full church building games, swimming, hiking, concerts, bible studies, and offsite day events.

I/We understand that there are inherent risks involved in any ministry or athletic event including, but not limited to the following: sprained or broken limbs, concussion, bruises, and cuts. In the event that my/our child is injured and requires the attention of a doctor, I/we consent to any reasonable medical treatment as deemed necessary by a licensed physician. In the event treatment is required from a physician and/or hospital personnel designated by Gracepoint Community Church, I/we agree to hold such person free and harmless for any claims, demands, or suits for damages arising from the giving of such consent.

I/We also acknowledge that we will be ultimately responsible for the cost of any medical care should the cost of that medical care not be reimbursed by the health insurance provider. Further, I/we affirm that the health insurance information provided above is accurate at this date and will, to the best of my/our knowledge, still be in force for the student named above. I/We also agree to bring my/our child home at my/our expense should they become ill or if deemed necessary by the staff of the youth ministry program.

I/We also agree to hold harmless and indemnify the releases from any and all liability for any property damage or personal injury to any third party resulting from my child's participation in the Gracepoint Community Church's Youth Program.

By clicking the PARENT AGREEMENT box on the registration form, you acknowledge that you have downloaded and read through this Parent Handbook and Waiver and agree to adhere to all the guidelines, policies and procedures contained herein.