

RENEW SUMMER DAY CAMP



SUMMER DAY CAMP PARENT GUIDE

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Thank you for choosing us to provide a fun, safe, and entertaining day camp experience for your child. This guide provides an outline of the week and important details that all parents and guardians need to know to prepare their child for day camp. We hope that this packet helps you become more familiar with our policies and procedures. Please read through this manual and keep it for future reference.

Our day camp experience includes fun games, water play, lunch, snack, and a curriculum geared toward connecting kids with God and the environment.

Dates: June 20th-24th

Times:

Drop-Off 8:30-9:00 AM

Pick-Up 3:30-4:00 PM

If you have any questions about our day camp or other church events / services please contact:

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1. Registration

To register for our day camp please fill out this [form](#) which can also be found on our website under the Summer Day Camp tab.

2. Payment / Cost

Thanks to a generous donation by the 1st Presbyterian Church of Galesburg and the community, Day Camp is now 100% free of charge. If a payment has already been made, you will be reimbursed. We will be accepting free-will donations at drop-off and pick-up.

3. Sign In / Sign Out Procedures

All campers must be signed in at the beginning of the camp day and signed out at the end of the program. Children will only be released to individuals who have been given permission to pick up that child on the camp Registration Form. FUMC must receive written notification from the parents of any additions or changes to this list.

Please bring your ID with you when signing out your child. Individuals will be asked to show their ID when picking up a child to ensure that they have been given permission to do so on their child's Registration Form. We do this to ensure the safety of all of our participants.

To add somebody to your child's authorized pickup list:

Turn in a signed hand-written note to the camp programmer granting us permission to release your child to that individual.

Email permission to the camp programmer (See page 1 for camp programmer information).

All authorizations must be received in writing. If the camp staff has any questions about an individual's authorization to pick up your child, you'll be contacted before your child is released. While we will always attempt to follow parental wishes, the church cannot stop a parent from picking up their child unless we are provided court documents specifying guardianship. Please work with our Camp Programmer to provide proper documentation.

Sign In - Sign in is between 8:30-9:00 AM and will occur at the south entrance of the church. (This door and driveway will be well marked with signs).

Parents/Guardians should be prepared to answer health screening questions at drop-off.

Sign Out - Sign out is between 3:30-4:00 PM and will occur at the same location as sign in. Please have a photo ID ready, staff will be asking to confirm the individual is on the designated pick up list. Staff will help campers gather belongings and lead them to their designated pick-up adult.

4. Medications and Inhalers

Some participants may need to be given medication during the program. In order for the First United Methodist Church (FUMC) to be able to dispense prescription or over-the-counter medication, these guidelines must be followed:

- Parent must complete the registration form giving a FUMC Staff member permission to administer medication, and specify:
 - Type of medication
 - Time medication should be administered
 - Specific instructions
- Only prescription medications in original containers with the doctor's name and the dosage on the label will be accepted.
- Send the daily designated amount that will be dispensed by staff. A log will be kept of the medication as it is dispensed. A FUMC staff member will secure all medicine. Please hand the medicine to the Camp Programmer.

If the camper needs an inhaler or auto-injector, a parent must specify this on our registration form and give instructions.

All of this can be found on our registration [form](#).

5. Sunscreen

Parents/Guardians are responsible for applying the first layer of sunscreen prior to morning drop-off. FUMC staff will take all reasonable and appropriate steps to help each child reapply sunscreen to exposed skin – including the face, the tops of ears, and bare shoulders, arms, legs, and feet prior to campers' participation in outdoor programs. If your child is sensitive to the sun, please send your child with a swim shirt for water time.

6. Staff and Volunteers

Our staff and volunteers will lead your child in arts and crafts, outside activities, songs, scripture lessons, team building, and other various fun and safe activities. All volunteers and staff undergo a background check. There are staff members who are CPR certified and trained in first aid and safety procedures who will be on duty at all times. Our staff and volunteers encourage open communication to ensure that your child has the best possible camp experience with us. Please feel free to stop by or call anytime to discuss any comments or questions with the camp Programmer. Camps will operate in a 1:7 counselor to child ratio for all age groups.

7. Clothing

All participants should dress appropriately for the weather and be able to participate in games that require running or playing. All campers must wear closed-toe shoes or sandals that have a strap behind the heel (no flip flops) while at camp. We sometimes get dirty during some of the activities at camp, so please consider this when choosing clothing. During water time campers are expected to wear appropriate swim wear and bring a towel. Swimsuits allowed include swim trunks for boys and one piece or standard two piece suits for girls. No string bikinis allowed, please. It's always a good rule of thumb to label all items when attending camp.

8. Clothes Wetting Procedures

If there is a clothes wetting emergency and you cannot be reached by phone, we will do our best to handle the situation. If your child is having a problem with wetting him/herself, please let us know. We will not have any clothes available for the children to change into. Campers must be toilet trained and independent with their personal hygiene. **Staff cannot assist a camper with restroom / toilet activities.** If your child has an accident and does not have a spare outfit, you will be contacted immediately to come to camp. Campers may bring an extra set of clothing in their backpack each day if needed.

9. Things Your Camper Needs

- Backpack or bag for belongings
- Appropriate clothing for playing
- Water bottle
- Swim clothes
- Towel
- Extra set of clothes (in case of a wetting accident)
- Sunscreen

- Closed-toed shoes or sandals that have a strap on the heel
- Medication, inhaler, or auto-injector if necessary

Please do not bring personal items such as iPads, iPods, Kindles, Nintendo 3DS, cell phones, toys, collector trading cards, etc... to camp. FUMC will NOT be held responsible for any items if they are lost, damaged, misplaced or stolen.

10. Food / Meals

Everyday a morning snack and lunch will be provided by the church. If your child has any allergies please detail them on the registration form. Meals will be determined after we have a comprehensive list of allergies from campers. If you would prefer to send your child with a sack lunch that is also an option.

11. Safety

Staff that are CPR and First-Aid certified will be on duty at all times. Safety is the primary concern of all staff and volunteers. Additionally, all staff will be wearing a wristband and/or a name tag to make it clear to all parents and children who is a designated volunteer/staff member and who is not.

12. Child Abuse Prevention

All FUMC camp staff are Illinois Department of Children & Family Services Mandated Reporters.

13. Injury and First-Aid

Should an injury occur at FUMC:

- Depending on the severity (abrasions, cuts, etc...), first-aid will be provided by staff. This must be completed before the participant can return to the program.
- If the injury is severe, paramedics will be immediately notified and staff will take the necessary precautions and address the medical situations as needed.
- If blood is visible on any part of the participant's clothing, that part of the clothing must be removed and replaced with clean clothing. A participant will not be allowed to return to the program with blood on his/her clothes. You will be asked to bring clean clothes or pick them up. Staff will take extra precautions to minimize the spread of germs. Proper hand washing techniques will be used when dealing with any bodily fluid (saliva, mucus membranes, urine, etc...)

14. Participant Illness and Covid-19

Our camps are not licensed for the care of sick children. For the health of everyone attending our camps, we require that any campers suspected of having (or have been diagnosed as having) a contagious illness stay home from camp. Staff have the authority to refuse any child who shows signs of illness using the following guidelines:

- Temperature of 100.4 degrees: A child who is still ill with a fever may not be at camp, even if controlled by medicine.
- Vomiting: A child who vomits will be sent home immediately.
- Strep Throat: A child must take antibiotics for 24 hours before returning, and can only return if there has been no fever for 24 hours and they continue to take antibiotics for 10 days.
- Diarrhea: A child who has diarrhea twice in one day will be sent home.
- Chicken Pox: A child must remain home until all blisters have dried and formed scabs. This usually is 7- 10 days after the pox began.
- Ringworm: Children may return 24 hours after starting treatment. The ringworm must be covered until no longer visible.
- Conjunctivitis – Pink Eye: A child with pink eye or conjunctivitis will be sent home. Children may return 24 hours after treatment begins, or until the active infection passes completely.
- Head Lice: A child must remain at home until nit free.
- Contagious Infestations or Infections: Need prompt treatment to prevent the spread to others. If your child should come down with a contagious infection, other parents will be notified; names will be kept confidential. In these situations a doctor's clearance note is required prior to your child's return to camp.

Make sure you have a plan in place in case your child gets sick while at camp. If you are unable to leave work yourself, please have someone who is able to care for your child lined up. This is for the well-being and comfort of your child and the other campers and staff. If you are contacted by staff to pick-up a child due to an illness, he/she needs to be picked up no later than one hour after notification.

It is the parent's responsibility to verify their child's daily health is adequate before bringing him or her to camp. A child who shows signs of illness should be kept home for the benefit of all. If your child is exposed to a communicable disease, you must notify the Camp Programmer immediately for the protection

of the other campers and staff.

If a child becomes ill or injured while on the site, their parent will be notified immediately. Staff will call the emergency contacts listed on your child's emergency information form if staff is not able to reach a parent or guardian directly. In case of a severe injury or illness that may require care from a health care professional, program staff will first contact emergency services to provide immediate care for your child on-site.

FUMC continuously monitors the recommendations, guidelines, and requirements set forth by the Public Health Department. Kids that are sent home for an illness may be asked to supply a doctor's note or a medical release form on official letterhead before returning to camp.

15. Parent Information

Keeping parents informed and parents keeping us informed is very important to the success of our summer day camp.

Parents must contact the camp supervisor if:

- Information regarding your child's health or daily needs changes
- A child cannot be picked up on time
- An incident or change occurs in your child's life that alters his/her attitude or behavior or causes emotional upset (i.e. divorce, loss of a pet, death in the family). Staff will be sensitive to such situations and will maintain the child's confidentiality.
- Your child has a contagious disease, (i.e. head lice, pink eye, chicken pox).
- Your child's medication changes

Parents will be contacted immediately when:

- Your child has received an injury that could require immediate medical attention.
- Your child exhibits a medical condition that could be contagious or threatening to others in the program.
- Your child is ill and unable to participate in planned activities.
- Your child has a clothes wetting emergency and does not have a spare outfit
- Your child is exhibiting unacceptable behavior

Parents will be notified at pick up time when:

- Your child receives a minor injury that does not require the service of a professional in the medical field
- Your child complains of a non-emergency condition or symptom
- Your child exhibits unusual or inappropriate behavior
- We want to share your child's accomplishments and positive social experiences