

SMOKERISE SUMMER DAY CAMP  
PARENT HANDBOOK

Smoke Rise Baptist Church  
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[www.smokeriseministries.org](http://www.smokeriseministries.org)

Mission statement:

Day Camp is a ministry branch of Smoke Rise Baptist Church. Our purpose is to provide campers aged 6-16, from all backgrounds, with a fun and adventurous Christian experience.

## **Vital statistics**

**Format:** Camp is set up in ten one-week sessions, from May 27 through August 1. (We are closed the day of July 4th.)

**Hours of operation:** Monday-Friday, 6:45a.m. - 6:30 p.m.

**Enrollment capacity:** 130 children, divided into age groups as K-3, 4-6, 7+ based on the grade just completed and then further divided into class groups of approximately 15 children each.

**Age range for campers:** 6-16 years

**Cost:** See web site for current cost. Weekly fees are all inclusive for the hours of 8:30-5:30. Holiday weeks are discounted and Extended care is an additional fee.

**Professional Affiliations:** Camp is accredited by the American Camping Association (ACA). Standards and more information on this organization is available online at [ACA.com](http://ACA.com).

### **Facilities:**

**The playfields:** We have an enormous outdoor playfield that is protected from traffic. It has soccer goals and a diamond for baseball, softball, or kickball. There are also 3 playgrounds next to the field.

**The gym:** Our gym has a full-sized basketball court. The mezzanine overlook, includes couches, big screen TV, foosball, pool and ping pong and is dedicated to our teen group as their gathering / hang time area.

### **STAFF:**

We are most proud of our staff. The average age is 34 and the typical staff has returned to camp with over 4 years of experience. Our mature and professional staff is typically a county teacher or early childhood major and totally dedicated to the growth and well being of your child.

## **A week in the life...**

Every morning except Wednesday we start the day with academics and chapel.

The K-3 grades do Summer Bridge activities. The 4-6 focus on skill sets and test taking appropriate to the CRCT demands. Our teens focus on math, sentence structure, and activities designed to encourage SAT success.

**Mondays:** Campers begin to learn about the theme or emphasis for the week. In the morning they will participate in academics and chapel then a morning experience of games and class activities. We are often visited on Mondays by entertainment like puppetry arts, Zoo Atlanta or magicians. In the afternoon each group has organized crafts and games.

**Tuesdays:** Mornings involve typical camp activities. In the afternoon, K-3 campers choose roller skating or choose to go to a local swimming pool while 4-6 heads out for a field trip. For our teens this is a day of community experience.

**Wednesdays:** This is our all day field trip, typically Six Flags or White Water. We leave by 9:30am.

**Thursdays:** Mornings involve typical camp activities. In the afternoon, 4-6 campers choose roller skating or choose to go to a local swimming pool while K-6 heads out for a field trip. For our teens this is a day of community experience.

**Fridays:** Class activities in the morning. Pizza for lunch! In the afternoons campers will select from several activity options in one hour rotations. This could be games, crafts, electronics, game show, karaoke, golf, cheerleading, chess or any number of special events.

Camp is staffed with a recreation and craft director who helps keep the kids busy and active.

## **Staff**

**Director:** Greg Burdett is our returning director. He has operated camp for the past 13 years. Greg or Mr. B. as everyone knows him is a special education teacher with Gwinnett County by trade. He has also served multiple years in 2 churches as youth director and CE director.

**Program Manager:** Our programming manager is responsible for day-to-day scheduling of activities and Bible lessons. He or she will also be responsible for the structure of praise and worship. The program manager additionally serves as a liaison between the counseling staff and head staff.

**Senior Counselors:** Senior counselors are all over 25, county teachers, Para-professionals or college students, with significant experience in working with children in a camp setting. They go through a rigorous application and hiring process, followed by our pre-camp training and education process. Their training and evaluation is continued throughout the summer, in order to be sure that everyone is always on the same page and giving camp 100% of their efforts and talents. All senior counselors are trained in First Aid and CPR.

**Class Room aids:** Are also over 18 and typically either college students or Para-professionals. They also have been through a rigorous application and hiring process, and complete pre-camp training. Their performance is evaluated throughout the summer. Class Aides always work under the supervision of a senior counselor, and provide assistance with all camp activities.

## **Things to know**

### **Drop-off and Pick-up Procedures:**

Our drop-off time is 6:40-8:30 a.m. each morning at the front desk. You must come into camp with your child in order to sign in. Please ensure that your child is here before 9:30 a.m. so that he or she does not miss activities. On certain days (field trip days, especially), it is imperative that he or she arrives before 9:00 a.m. to catch the bus! Our pick-up time is 4:30-6:30 p.m. each afternoon. You, or someone authorized by you, must come into camp to sign your child out. If you must pick your child up before 4:30 p.m., please call ahead so that we can call him or her out of group activities. Please be aware that on field trip days we may not return before 4:30 p.m. – arrival times will be available once the field trip schedule has been confirmed.

## Billing and payment policy

You are free to make payments on-line at any time by credit card or e-check. At a minimum payment must be made 7 days prior to attendance in order to remain enrolled.

- *In order to be enrolled you must present some sort of electronic method that guarantees your account; credit card, debit or electronic check. Your enrollment agreement authorizes Smoke Rise summer camp to auto-bill any checking or credit card you have provided for any balance which is in arrears.*
- A deposit is required for each week of enrollment. This deposit is refundable (less \$10 for cancelation) with a 7 day notice. The deposit is forfeited if there is not a 7 day notice or for any week of nonattendance. Weeks may be moved without penalty with 7 days notice to another week if space is available to do so.
- Enrolment is due 7 days in advance. Late enrolment is possible if space is available however there is a fee for late enrolment and a \$10 fee for any cancelation.
- Morning and evening extended care can be pre-enrolled or enrolled on first use.

**Please see our on-line parent FAQ for more detail.**

### **Snack:**

Campers have a snack time each afternoon. They are welcome to bring snacks from home but snacks provided by camp are free.

### **Lunch:**

Lunch is provided by camp every day.

**Proper attire:** Please send your child to camp in soft-soled, closed-toe shoes, as sandals are not functional for all camp activities, and hard soles are not allowed on the gym floor. Campers may get a little dirty and messy (they play hard!), so “hard use” play clothing is recommended. Bathing suits should be appropriate for camp (one-piece suits are preferred for girls, and long trunks for boys). Smoke Rise Camp management reserves the right to determine the appropriateness of bathing suits as well as slogans, pictures, etc. on clothing. Advertisements for alcohol or tobacco are not allowed. We have full confidence that parents will exercise good taste in this regard.

**Bible Study and Worship content:**

Camp is a ministry first and foremost. Campers will participate in daily Bible study and worship times. Content focuses on Christian behavior and salvation through faith in Christ, through means of lessons, stories, skits, and songs.

**Personal property rules:**

Campers may bring their own sports equipment (baseball gloves, etc.) to camp, but staff assumes no responsibility for keeping up with these items. Rollerblades, scooters, and skates may be allowed at designated times – we will notify you ahead of time when these activities are scheduled. Trading cards, electronic items (games, headphones, etc.), and weapons of any kind should not be brought to camp, and will be confiscated and returned at the end of the day. Camp management reserves the right to add items to this list at any time if it becomes necessary. Any item being misused or used to class distraction is subject to be confiscated by class teachers. All property should be labeled with the camper's name. A lost and found is located behind the front desk. Items unclaimed at the end of the summer will be donated to charity.

**Regular communication:**

Camp prepares weekly newsletters that are available each Monday, listing the activities, events, and any special news for the week. We will also post reminders on the front desk or on an announcements board by the front door. In addition, our website ([www.smokeriseministries.org](http://www.smokeriseministries.org)) serves as a means of communication. Here you will be able to find general camp information, as well as pictures from camp activities.

# Policies and Procedures

## **Medication management:**

If your child has medication that must be taken during the camp day, we must have a written note from you that gives us permission to administer it. The note must include your child's name, the name of the medication, the dosage, the time it is to be administered, and your signature. Medication should be turned in to the front desk with your child's name and the name of the medication clearly printed on the container.

We understand that some medications, such as asthma inhalers or Epi-pens, must be kept readily available to the camper. Please make a note of this when you turn in the medication, and we will be sure that it is kept with your child's counselor at all times, and that they are properly instructed as to its administration.

## **Visitors:**

If you, or someone authorized by you, wish to visit camp during the day, you must stop by the front desk upon your arrival. If possible, please call ahead so that we are expecting you. At the desk, you will sign in and receive a visitor tag that must be worn during the duration of your visit. You will be directed to the location of your child's group. When you arrive please check in with your child's senior counselor. Any unknown adult not wearing a visitor tag may be identified as an intruder. For this reason, please be sure to follow this procedure.

## **Camper release:**

Campers will be released only to people listed on the pick-up authorization form. If someone other than a parent is to pick up your child, please let us know as soon as possible. If there is a change during the day, please call to let us know. All of these policies help us to ensure your child's safety.

## **Late pick-up**

Camp closes at 6:30 p.m. each day. Please be on time to pick up your child. There will be a \$10 late charge per family for each ten minutes, or fraction thereof, after 6:30 p.m. We reserve the right to raise this fee for anyone who is consistently late. We greatly appreciate punctuality on your part.

## **Proper communication channels**

Parents are encouraged to get to know the counselors who are charged with the care of their child. It is our goal to establish a strong bond between your family and our staff. If the need arises for you to address a concern that involves a counselor, please be sure to go through a member of head staff to do so. Please do not directly confront a staff member in the unlikely event that a grievance arises. It is also necessary to go through a member of head staff to address any concern you have about a camper who is not your child, or if you have a dispute with another camp parent. Please do not confront campers or camp parents with a grievance. Doing so is considered grounds for immediate, nonrefundable nullification of your camp registration. These policies exist for your own protection, so that we may ensure that disputes are witnessed, mediated, and properly documented and resolved.

**Smoking:**

Smoke Rise Baptist Church is, in its entirety, a non-smoking area. Please refrain from smoking while on church campus.

**Emergency transportation:**

In the event of a medical emergency, your child may be transported to the nearest hospital (from Camp this is Dekalb General) in a camp or possibly private vehicle, belonging to a member of camp staff.

Drivers of these vehicles have submitted their license for DMV review and are insured by the church. In more critical emergencies, an ambulance may be called to the location of your child. In this case, your child will be transported to the nearest hospital. In either case, you will be notified immediately. If we are unable to reach you, we will call your designated emergency contact person.

**Illness/Injury notification:**

In the event of your child's illness, we will contact you at the numbers you provide. We must have verbal consent from you before we can administer any medication such as Tylenol, Pepto-Bismol, etc. to your child. If your child suffers frequent headaches, or has other minor chronic ailments, you may keep a signed note on file with instructions for treatment so that we do not have to contact you each time.

In the event of an injury, we will provide first aid at camp. If the injury consists of anything other than minor scrapes, cuts, or bruises, we will contact you for further instruction. In a severe emergency, we will begin treatment and arrange for transportation to a hospital whether or not we are able to reach you. For anything other than the most minor of injuries or illnesses, we will have a completed incident form for you to view and sign, and a copy of the same for you to take with you.

**Behavior management:**

Our approach to discipline is to employ non-corporal punishment methods that include, but are not limited to, in order of severity: counseling, time out, essay writing, and chores. Parents are kept informed of all but the most trivial infractions, and are provided with a copy of any essays written and any incident reports filed. As a camp, we have a limited ability to mete out punishment, and we rely heavily upon parents to follow up by disciplining the child at home when necessary. We consider the process of camper discipline to be a partnership between the parents and our staff, and we appreciate parents who communicate to their children that the camp staff members are authority figures while they are at camp. Making this point in advance is often very helpful in preventing discipline issues before they occur.

All children will likely commit some infraction from time to time, by simple virtue of the fact that they are children. We do not view the occasional breach of discipline as an indication of the endemic nature of the child, or as a statement about the manner in which parents raise them. Habitual infractions that present a hazard to other campers or have the potential to create a breakdown in camp operation present a more serious concern. We reserve the right to determine the suitability of such a child for our camp environment. In such cases, this is not an

act of judgment, but a determination that Smoke Rise Camp may not be a good fit for the child. The criteria by which we must consider disallowing further admittance to Camp, is as follows:

- 1) If a child habitually refuses to acknowledge the authority of camp staff.
- 2) If the actions of the camper present a hazard to other campers or significantly disrupt camp operations.
- 3) If the parents of the child refuse to acknowledge a pattern of documented serious problems, or refuse to partner with camp staff in administering discipline.

In a case where the camper in question has subjected the camp to hazard through his or her actions, camp management may disallow the camper from the premises after the first infraction. In all other cases, three such infractions are necessary before expulsion is considered. Camp management reserves the right to make determinations regarding the seriousness of any infraction and the level of threat it presents to the camp as a whole. Camp management accepts the responsibility to sufficiently document such infractions, and views any action taken on our part without proper documentation to be irresponsible and arbitrary. Please know that we make every conceivable effort to work with all campers entrusted to us.

**Explanation of unacceptable behavior:** All campers, parents, and staff at Camp are expected to refrain from foul language, physical violence or force, or any threat thereof, smoking, consumption of alcohol, use of illegal drugs, inappropriate displays of affection, carrying firearms or other weapons, wearing clothing or slogans on clothing that are considered lewd or distasteful.

#### **Child Welfare:**

All camp staff members are trained in the Smoke Rise Baptist Church child protection policies. Rest assured that these issues and policies are taken very seriously, and potential or actual infractions are handled speedily and thoroughly. A copy of these policies is available at the church office for viewing at your request.

#### **Swimming**

Once a week, Camp goes to an area private pool for swimming. We are the only participants there. These pools are contracted to provide qualified life guards and our camp staff are also required to be in the water with the kids. Personal flotation devices and pool toys are allowed.

#### **Periodic or End-of-season surveys:**

One of the most valuable planning tools we have at Camp is the end-of-season survey results. We send these out soon after the end of the summer, and use your responses to help us improve and plan for the future. In the meantime, feel free to give us verbal suggestions, or to drop written suggestions in the box provided at the front desk. Some of the best ideas we get come from campers and parents - we want to know what you think!