

THE 
KING'S
DAY CAMP

Summer
2017

PARENT HANDBOOK

King of Kings Lutheran Church and School
1101 N. Wymore Road
Maitland, FL 32751
407-628-5696

www.visitkok.com

Welcome!

King of Kings Lutheran Church and School welcomes the opportunity to serve the families of Central Florida in providing Christian values to their children in a summer camp format. Our prayer is that you and your children will be enriched through God's word and strengthened in Christ's promise's this summer. *May God richly bless this year's camp!*

Mission Statement:

King's Camp exists to provide summer social activities for children in a Christ-centered environment. Daily study of God's Word promotes Christ-like attitudes among the youth of our community and congregation. Staff encourage all children to display attitudes of Christ-like love in every activity. Our goal is to promote Christ-like living among children, so that as they grow in God's Word, they not only become productive members of society, but also may inherit eternal life itself.

Affiliation:

King's Camp is an extension of King of Kings Lutheran Church of Maitland, Florida. We are a member of the Wisconsin Evangelical Lutheran Synod (WELS). All of our staff are affiliated with King of Kings and/or the WELS.

Administrator:

Mr. Philip Warnecke 920-342-2246

Counselors:

Ashley Andrus 320-305-3368
Emma Schneck 907-602-3668
Colin Bahmer 920-517-5817

Pastor:

Rev. Ben Golisch

407-312-1869

Key Calendar Dates for 2016:

Parent Orientation	May 2
Opening Day	May 30
Camp Showcase	August 2
Last Day of Camp	August 4

Concerns:

For any concerns, comments, criticisms, or questions please follow the proper channels:

1. **First**, please speak with the camp counselors. These are the people that have the most contact with your children. They can answer all your most frequently asked questions, as well as bring about solutions to any kind of problems you might have.
2. **Second**, if none of the four counselors are able to bring about a solution to an issue or if you feel that their solution is unsatisfactory, then seek out the camp administrator, Mr. Philip Warnecke.
3. **Finally**, if you are still unsatisfied with the administrator's solution to your issue, you may then appeal to Pastor Golisch and/or Rob Craig (BYD) Chairman.

You must follow the structure above for all inquiries related to anything regarding King's Camp. If you have not gone through the proper channels, your concern, comment, criticism, or question may not be resolved.

Payments

Registration Fee:

There is a non-refundable registration fee of \$50 for each child (\$25 if done on or before May 2, parent orientation night). The first week's camp fee is due at registration.

Weekly Fee:

\$150/week for the first child in your family (\$130/week if 5+ weeks); \$115 for each additional child.

Weekly payments are due on **Monday morning** of each week. Make checks out to **King's Camp**.

Example: The fee for the second week of camp must be paid the morning of the second Monday of camp; the third week on the third Monday, etc.

Overpayments:

If you have overpaid for any King's Camp Fee, your account will be credited the amount you have overpaid.

Late Payment Fee:

There is a **\$5/day late fee** which will be charged for every weekly payment not received by the time you pick up your child Monday night. Your payment must be made the next day (Tuesday morning) along with the late fee or your child may not be dropped off for camp.

Example: If you do not pay for the second week of camp on the second Monday, you will not be allowed to drop off your child on Tuesday unless the balance is paid in full, including the \$5 late fee.

Late Pickup Fee:

Parents who pick up their children **after 6:00 PM** will be

charged a **late fee** of **\$5** for every ten minutes or fraction of ten minutes that they are late. The late pick up fee must be paid by the following Monday.

Example: If you pick up your child at 6:11 on Wednesday, you will owe \$10 in addition to your weekly fee on the following Monday. If you pick up your child at 6:32 on Thursday, you will owe \$20 in addition to your weekly fee on the following Monday. Etc.

Cancellation Fee:

If you signed up for a given week and you do not show up for that week, you will be charged a **cancellation fee** of **\$25**. Weeks can be switched without penalty or cancelled with at least a two-week notice.

Returned Checks:

A **\$35 fee** will be charged for each insufficient funds check. Arrangements will need to be made immediately and may require cash payment. If this occurs a second time, future payments will only be accepted using cash or a money order. **Failure to pay the fees** will necessitate **immediate withdrawal** until the cash payment is received.

T-Shirts:

Each registration fee includes the cost of one child's King's Camp T-shirt. Additional shirts may be purchased for \$10. **Extra T-shirts must be paid for at time of registration, and will be received once camp is underway.**

Drop off & Pick Up Procedures

Drop off:

Children may be dropped off **as early as 7:30 a.m.** You may drop off your child for camp between 7:30-9:00 am. **Please drop off campers prior to 9:00 a.m.**

Children should be brought into ASC Room through the red door nearest the parking lot. Each morning, the adult who will be signing them in should accompany them. The **adult** will swipe each camper's card through the time clock as well as sign-in the time & initial on the time sheet.

Pick Up:

Pick up must be **no later than 6:00 p.m.** The parent or **authorized adult** picking up a child must again enter through the ASC room and must sign the child out before taking the camper home for the day. As in the morning, this includes the **adult** swiping the camper's card as well as sign-out the time & initial the time sheet.

Authorized Adults:

Children will be **released only to adults authorized** to pick them up. Anyone who picks up a child, other than parents or legal guardians, **must be recorded as an authorized adult** prior to release. Authorized adults must present photo Identification or be readily recognized by a counselor before a child will be released into their care.

Daily Schedule:

Each day officially begins with a devotion and Bible story at 9:00 a.m. Other activities for the day will include music, crafts, sports, drama, learning time, movies, and various other play time.

Each week on Monday & Thursday campers will be able to choose between a trip to the pool or Library. There may also be trips to a local park.

Field Trips

Fridays:

A major field trip is planned for each Friday. All field trips are included in the weekly fee of camp. The field trips for 2016 include:

- June 2: Chucky Cheese
- June 9: Rebounderz
- June 16: Kelly Park
- June 23: Mascot Games
- June 30: Fun Spot
- July 7: Coco Key
- July 14: Zoo
- July 21: Monkey Joes & Roller Skating
- July 28: In-house water slide
- August 4: Kennedy Space Center!

Field Trip Dress Code:

Children **must** wear their 2016 King's Camp T-shirt on major field trip days. This helps our counselors easily identify all of the students in our group. If your child is not wearing their King's Camp shirt on the day of a field trip then a spare shirt may be provided for them.

From time to time campers may be asked to wear their King's Camp T-shirts on short trips. Please see weekly newsletter/E-mail for more details.

Parental Chaperones:

Parents are always welcome to attend any fieldtrip. However, you will need to provide your own transport, food, and entrance fees. You will also be permitted to transport your own child, but **all other campers** must remain under the direct supervision of the counselors.

All Trips Begin and End at King of Kings:

Make sure to **note departure times** on field trip days

and be on time. **We will not return** for children who are late. Please be aware of all field trip times. Special arrangements can be made if a parent joins us on the field trip.

Car Seats:

According to Florida law, **car booster seats are required for all children 5 and under**. Please indicate on the field trip form you fill out during registration if you are providing a car seat, or allowing your child to use a booster seat provided by Kings Camp. If your child is 6+, you may request a booster seats on the same form.

Other Policies

Emergencies:

We do our best to keep kids safe but accidents happen. All of our counselors have been trained in First Aid. If necessary, 911 will be called and your child may be taken to the nearest hospital. Any fees associated with the call will be the responsibility of the parent/guardian.

Communication:

A short newsletter will be **posted on website (www.visitkok.com) every Monday** to inform parents of that week's theme and the special events of the week. The newsletter will include next week's meal schedule, times for field trips, special needs, schedule changes, and your payment receipt. We can provide a paper copy, if needed.

Lunches and Snacks:

Your King's Camp weekly fee includes:

- One snack a day
- Lunch each Wednesday
- Lunch on designated Friday field trips

Wednesday lunches will be prepared by King's Camp Staff or brought in from a local restaurant. When you drop off/pick up your child each Monday, you will receive a meal form for that week. **The meal form must be filled out** prior to the child's departure that day. If meal forms have not been completed, Staff will do their best to accommodate camper requests with available resources. Please let us know on the **Medical Form** if your child has any specific food allergies.

The rest of the week, lunch is to be brought from home. Please aim to make lunches nutritious. Nothing is to be packed that requires any preparation beyond being microwaved for **2 minutes**.

Sick policy:

DO NOT send your sick child to camp. If your child is sick or running an above normal temperature, we will send them home immediately. We don't want to expose others to the illness. If your child should become sick while at camp, you will be contacted to come pick up your child.

Medication:

Any medication needed for a child during camp hours must be brought in by the parent/guardian and given to one of our camp counselors. The medication must be in its original prescribed bottle. By Florida law we cannot give out any medication that is not in its original

container. Staff will follow the instructions of the camper's most current signed **Medical form**. When there is a change in medication distribution or instructions, a new Medical form must be filled out and signed.

Items to leave at home:

Children should leave CD players, iPads, iPods, smartphones, laptops, tablets, MP3 players, hand held games, cell phones, pagers, trading cards, or any other similar items at home. Please **leave all toys at home**. Any and all items brought to camp by your child may be confiscated at counselor's discretion.

Dress Code:

King's Camp is an active camp. Children should dress accordingly. Wear clothing that is comfortable for play (sneakers preferred). On pool days (Mondays & Thursdays) and during water field trips, swim suits are required; sandals, flip-flops, or swim shoes are acceptable on those days.

King's Camp strives to build a Christian character in its campers. Part of that character is understanding that clothing supports or prohibits Christian values. Camp counselors reserve the right to prohibit entry into camp of any child wearing items of clothing or jewelry they deem inappropriate for a Christian camp.

Conduct and Discipline:

Much prayer and planning goes into King's Camp so that it can be a positive and uplifting experience for all. There is a high expectation for children to conduct themselves in Christ-like manner. Foul language will not be tolerated. Fighting and physical responses are

unacceptable.

General discipline techniques, including logical and natural consequences, will be implemented when a child misbehaves. *Love and Logic* will be the core of this discipline. For more information on *Love and Logic* visit <http://www.loveandlogic.com/>

If a camper is persistent in his misbehavior, defiant toward authority, or an action is deemed worthy by a counselor, an **Incident Report** will be filed for that camper, and they will lose privileges. If there is more than three incidents reported in a day, or five in a given week, the camper will be required to return home and they will lose the privilege of going on the field trip that Friday. Upon the tenth Incident report filed, the camper may be asked to leave King's camp, and not return.

A copy of an incident report will be given to the person who picks the camper up and a copy will be kept on file at King's Camp/King of Kings Lutheran Church.

The Administrator of King's Camp reserves the right to suspend or expel a camper for any reason she deems fit.

Please note: there will be **no refunds** of any amount of weekly fees or registration paid if your child is suspended or expelled from King's Camp.

Camper “Rules”:

These are the basic “rules” of camp we will emphasize each week:

1. **Be respectful.** This is all encompassing. Be respectful to parents, counselors and other campers. “Consider others better than yourselves.” (Philippians 2:3)
2. **Take Responsibility.** It is important for the growth of our camper’s Christian character that they take responsibility for their own actions.
3. **Use kind words.** Say “please” and “thank you,” “I’m sorry” and “I forgive you.”
4. **Be good listeners.** Campers should have mouths closed and ears open when counselors are giving instructions.
5. **Actively participate.** All campers should be involved in activities and we expect them to try.
6. **Tidy up.** Everyone is responsible for general cleanliness.

Camp Showcase:

On **August 3, 6:00 pm**, there will be a short program where campers will showcase some of their experiences and the things they have learned. A meal will be provided for all in attendance. We hope that you will join us.

Worship at King of Kings:



Please join us at King of Kings for worship on Sunday mornings at 10:00 a.m. Bible study and Sunday school are normally at 9:00 a.m. If you’d like to know more about our teachings, please speak with Pastor Golisch.