

Tri-City

Christian Academy

Summer Camp Parent

Information Packet

Summer Camp Director

Naomi Baldiga



Tri-City Christian Academy Parent Information Packet

General Information

3 years olds – 6th Grade

Our summer camp program offers up to two field trips per week. Some field trip experiences come to camp and some groups will travel to a destination. The days that camp stays at TCCA will be full of fun activities that include both indoor and outdoor times, crafts, and games. All supervision, transportation, and field trips are included. TCCA's Summer Camp program will run June 19 – August 25, Monday – Friday, 8:30 am – 4:30 pm, unless otherwise noted. We offer **FREE** extended care both before and after camp from 7:30 am – 8:30 am and from 4:30 pm – 5:30 pm. **The program will be closed on Tuesday, July 4th.**

7th & 8th Grade CIT Program

Preteens, who are entering 7th & 8th grade, need to be kept active, busy, and need to learn responsibility. This program is designed to do just that. Students will become Counselors in Training (CIT). CIT's will work closely with Lead Camp Counselors in the 3-year-old – 4th grade groups. CIT's will learn to coordinate and supervise games and activities during days that campers remain at TCCA. CIT's must commit to working 20 hours per week for the entire summer. This **FREE** program will be **limited to 5 participants per summer**. This is a **VOLUNTEER** position and there is **NO CHARGE** for students that are accepted into the program. All interested candidates must fill out an application and **return it to Mrs. Baldiga by 4 pm on May 1st**. The selected applicants will be notified by June 1st.



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Pick-Up / Drop-Off

Drop off (7:30 am) and pick up (5:30 pm) will be at TCCA's Rocky Hill Road campus. We realize that for some parents it may be very convenient to drop off your children on your way to work, however, TCCA cannot be responsible for children when the program is not in session. Although you may feel your child is old enough to be left alone, we ask that you please refrain from doing this. We understand the complexities involved with being working parents. However, we must place the safety of the child first and we cannot guarantee their safety when unsupervised. Also, please make sure children are picked up no later than 5:30 pm. Your children will need to be signed in / out daily, by checking in with the morning or evening staff member, campers will only be released to adults listed on their registration form. If someone new is going to be picking up your child, please make sure you inform the program director. The new person is required to bring a photo ID with them, your child will not be released if the person's identity cannot be verified.

Late Pick Up Offense / Consequence

Programs require specified pick up times for participants. Those participants who are picked up late may have the following fees and penalties assessed:

- **First Offense:** 10 minutes or less; a warning; consequence will be documented with the Director of Summer Camp. More than 10 minutes: consequence will be the same as second offense.
- **Second Offense:** \$5.00 for every 5 minutes late & documentation with the Summer Camp Director. For example, if you are ten minutes' late participants will be charged \$10.
- **Third Offense:** \$10 for every 5 minutes late. For example, if you are ten minutes' late participants will be charged \$20. Further offenses are subject to dismissal of the child from the program after a meeting with the Director of Summer Camp.



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Discipline

It is our goal to provide a physically and emotionally safe place for all participants. We ask participants to respect themselves, others, and our environment, by using appropriate language and following the rules and instructions given during trips / activities. Inappropriate behavior will be addressed immediately. Consequences *may* include participants being sent home, restricted from transportation, and / or suspended from future activities without a refund. Open communication is encouraged between staff and parents. TCCA has a very strict “hands off policy” any fighting or unsafe behavior may result in immediate dismissal from the summer camp program.

Detailed below are some examples of some serious and minor behaviors and the consequences that could follow.

Serious Offenses (included but not limited to):

- Endangering the safety of another camper or staff member
- Verbal abuse of another camper or staff member
- Stealing or destruction of property
- Misbehavior on a field trip – Misbehavior on a field trip is considered serious. If a serious problem occurs on a trip, parents will be notified and camper will miss the next day of camp, and possibly the next trip – with no refund.

Serious Offense Consequences

- Incident report filled out and placed on file with the Director of Summer Camp and the child misses the next day of camp.
- Incident report filled out and placed on file with the Director of Summer Camp, parents will meet with the Director of Summer Camp, and the child will miss the next two days of camp.
- Incident report filled out and placed on file with the Director of Summer Camp, parents will meet with the Director of Summer Camp and the child may be removed from summer camp.



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Minor Offenses

- Pushing or swearing
- Talking back to staff
- Not following directions
- Leaving and activity area without permission
- Any other negative behaviors that may occur during that day

Minor Offense Consequences

- Verbal Warnings
- Time Outs
- Discussion of behavioral choices
- Removal from activity

If the child continues to not follow directions an incident report will be filled out detailing the behaviors and placed on file with the Director of Summer Camp. Additional consequences will be given at the discretion of Director of Summer Camp. The student may also miss the next scheduled field trip or miss a day of camp.

*If a camper's behavior continues to be a problem, a parent conference will be arranged and the child's participation may be in jeopardy. TCCA reserves the right to remove any child from our camp if behavior is continuously a problem for our staff.



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Sunscreen / Bug Repellent

Most of our days involve outdoor activities and therefore your child should bring sunscreen and bug repellent with them each day. It is TCCA's policy for the Summer Camp program that prior to doing any prolonged outdoor activity that sunscreen be applied before participating in the activity and monitored throughout the activity. TCCA staff will **not** provide sunscreen to those that do not have it. TCCA's staff will **not** assist a child in putting sunscreen on unless the sunscreen waiver has been signed and returned. Staff will recommend that participants wear t-shirts to reduce the risk and prevention of sunburns from occurring. The TCCA Summer Camp program reserves the right to send any participants home who may endanger themselves or make injuries worse due to sun exposure while attending camp, this includes refusing to put sunscreen on. Parents who feel that their child does not need sunscreen will need to write a note stating this.

Emergency Information

Serious accidents are not something we plan on having; however, we want to be sure we are prepared in the event of an accident or illness. Please assist us by being sure to complete all the emergency information required on the registration form before leaving your child at camp. The more information we have the quicker we can assist your child if the need arises.

Lunch

Lunch is generally from 12 – 12:30, with our 3-yr. old group eating at 11:30. Children need to bring a lunch, a drink and plenty of healthy snacks for the course of the day. Please pack lunch items that need little refrigeration (an ice pack will keep them from spoiling) or items requiring the use of the microwave. You will need to provide your child's own lunch cooler and thermos **with their name on it**. This will enable them to easily access drinks throughout the day. Please refrain from packing soda and energy drinks. Soda and energy drinks are not allowed at camp; they can lead to dehydration quickly on a hot day. Campers will not be allowed to "order out" for lunch, please do not send campers to camp with money.



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Clothing Requirements

Bathing suits are needed on planned swim days and recommended for every day of camp. A one-piece bathing suit or a tankini is recommended for our female campers and swim trunks for our male campers. Always send your child with a jacket or a sweatshirt and the appropriate footwear. All campers must wear their camp shirts on field trip days. Each child will be given one shirt per camper; families may purchase additional shirts, while supplies last. You may want to send rain gear if the weather is questionable.

Beach & Pool Days

All campers in our 3 years – Kindergarten group are required to wear a Coast Guard approved flotation device on all beach and pool days. Campers that do not have a flotation device will not be allowed in the water. It is recommended that campers in our 1st & 2nd grade group have flotation devices, but not required.

Field Trip Cancellation

Every attempt is made to adhere to the field trip schedules. However, in the case of inclement weather, a change may occur. If the venue has chosen to cancel the field trip, notification will be provided as soon as possible and a make-up date or trip will be provided.

Personal Items from Home

TCCA cannot be held responsible for lost, stolen, or damaged property. Electronics, **including cell phones are not allowed at camp**, this includes our CIT's.

Medications

If your child needs to take medications during program hours, you must complete the necessary forms. ***TCCA Summer Camp will not dispense your child's medication if the form is not complete.*** PLEASE DO NOT SEND MEDICATIONS IN WITH YOUR CHILD! PLEASE HAND THEM DIRECTLY TO THE TCCA SUMMER CAMP DIRECTOR or GROUP LEADER.



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Lice Policy

Any child who is found to have lice or nits will be sent home for at least 24 hours until treatment is complete. Removal of all lice and eggs (nits) is **mandatory** before your child can re-enter the program.

*** Contributing to the program:

In order to provide the same quality program to you year after year at the same low price we have provided a wish list of items that would help us run our summer camp program more effectively. Please prayerfully consider donating any of these items throughout the summer. You can find this in this packet or listed on our website www.tcca-nh.com

Summer Camp Wish List

Freeze Pops

Hula Hoops

Markers

Arts & Craft Items - Acrylic Paint

Small Pools

Buckets

Sponges

Recyclable Items - egg cartons, cardboard rolls, newspaper, etc.

Cotton Balls

Sporting Equipment: Frisbees, Tennis Balls, Kick Balls, Foot Balls, Soccer Balls