

First Lutheran Day Camp

Camp Guide Book



*A Program of First Lutheran Children's Programs
A Ministry of First Lutheran Church*

132 Auburn Street, Portland, Maine 04103

PHONE: 207-797-2260

FAX: 207-878-9658

FIRST LUTHERAN CHILDREN’S PROGRAMS

DAY CAMP GUIDE BOOK

TABLE OF CONTENTS

Camp Philosophy	page 3
Program Options	page 3
Daily Schedule	page 4
Drop Off & Pick Up Policy	page 4
Registration & Enrollment	page 5
Payments	page 5
Financial Assistance	page 5
Tuition Policies	page 6
Behavior Guidelines	page 6-8
Camp Rules	page 6-8
Peanut Butter Policy	page 6
Sickness Policy	page 8-9
Medicine	page 9
Emergency Procedure	page 9
Accident/Illness Reports	page 9
Camper Gear List	page 10
About First Lutheran	page 11
About First Lutheran Day Camp	page 11

FIRST LUTHERAN DAY CAMP PHILOSOPHY

First Lutheran Day Camp provides campers and staff with a safe, creative, educational experience in both indoor and outdoor settings. Through a diverse program and provided by trained leaders, First Lutheran Day Camp seeks to help each camper and staff member achieve his/her potential in terms of mental development, physical well-being, and social growth.

We are serious about First Lutheran's educational ministry. But, our intent is to provide a fun-filled experience. We believe that people learn best when they are involved, experiencing and having fun. To this end First Lutheran Day Camp provides many fun and varied experiences for campers and staff.

First Lutheran seeks to:

1. Provide opportunities for each camper to develop a sense of personal identity and worth.
2. Provide opportunities for each camper to develop a sense of responsibility as a member of his/her family, the community and the world.
3. Provide opportunities for each camper to develop respect for the natural environment.
4. Provide a fun and caring atmosphere that allows for individual self-expression and personal growth.
5. Provide an opportunity for each camper to develop his/her capacities for leadership.

PROGRAM OPTIONS

- **For Campers in Grades 1 - 8**

Campers spend time in groups with their own counselors and same age campers as well as time in camp-wide activities. Activities include music, drama, arts, sports - competitive and non-competitive games, crafts, nature, dance, etc.

- **Counselor in Training (CIT) For Campers entering Grade 9 & above**

The CIT is a leadership-training program offered to a limited number of youth ages 14 & 15. This is a great opportunity for youth to learn what it takes to be an effective camp counselor. These youth will be helping to plan, implement and lead activities, games and worship.

THE DAILY SCHEDULE

7:00-7:45	Check-in/Indoor free play
7:45-9:00	Outdoor Play (Playground/Hardtop) ***Breakfast served until 8:00 – cereal only
9:00-9:30	WAKE UPS! (a time for all campers and counselors to gather as a whole, go over the events of the day, make any announcements and play group games)
9:30-11:00	Snack/Sign-ups/Learning Groups
11:00-11:15	Outdoor free play/transition time
11:15-12:15	Lunch and Free Play
12:15-12:45	Quiet Time
12:45-1:00	Sunscreen/swimsuits
1:00-3:00	Afternoon Choice Periods
3:00-3:15	Snack
3:15-3:45	Afternoon Reflection/Room Clean-Up
3:45-4:15	Whole camp group game
4:15-5:30	Outdoor Play and Camp Clean-Up/Check-out

Additional information:

- All camper groups will go on “**All Camp**” field trips, typically on Thursdays. On field trip days, the bus will depart as close to 9:00 a.m. as possible (unless otherwise noted) and will return between 3:15 and 4:00 p.m. Campers must wear camp t-shirts.

DROP OFF AND PICK UP POLICY

- At the start of the day and at the end of the day, we will be outside on the playground. (Inside if raining...)
- Campers must not be dropped off before 7:00am or picked up after 5:30pm. **A LATE PICK UP FEE OF \$1 PER MINUTE WILL BE CHARGED.**

REGISTRATION AND ENROLLMENT

To register, complete the registration form and return with a check or money order, payable to First Lutheran Day Camp. The amount is non-refundable. (Registration Fee covers administrative costs.)

- ❖ Please note - Registration after June 1 for Weeks 1 - 4 requires full payment at time of registration. Registration after June 30 for Weeks 5 - 9 requires full payment at time of registration.
- ❖ For specific tuition rates, please refer to our camp registration form, also available on our website at flcp-childcare.org

Send registration to:

First Lutheran Day Camp
132 Auburn Street
Portland, ME 04103

PAYMENTS

The Full Summer Plan

If you attend for the full summer season (NINE weeks) you may choose to pay weekly. **PAYMENT IS DUE ON THE FRIDAY BEFORE THE WEEK OF ATTENDANCE.**

The Weekly Plan

This plan is for those attending one, two, three, or up to seven weeks. Tuition is divided into four payments as follows:

- Payment # 1 for Weeks 1 & 2 is due on May 15
- Payment # 2 for Weeks 3 & 4 is due on May 31
- Payment # 3 for Weeks 5 & 6 is due on June 15
- Payment # 4 for Weeks 7, 8 & 9 is due on June 30

PAYMENTS MAY BE MADE BY MAIL (checks or money orders) OR USING OUR ONLINE TUITION PORTAL (ACH or credit card). NO CASH PLEASE.

FINANCIAL ASSISTANCE

We accept CCSP or ASPIRE funding through the Department of Human Services which is based on family income and other eligibility requirements. There are a limited number of these slots available.

Admission is on a first-come, first-served basis, and will be provided regardless of race, sex, age, color, sexual orientation, national origin or handicapping condition.

TUITION POLICIES

- ❖ Tuition is based on enrollment, a reserved space, not attendance.
- ❖ Any changes to enrollment, without penalty of payment, must be made before May 15th.
- ❖ Schedule changes (e.g. switching or dropping weeks) are allowed prior to May 15. **NO SCHEDULE CHANGES ARE ALLOWED AFTER May 15.**
- ❖ Payment is expected if you change schedule/withdraw after May 15.
- ❖ The Parent is responsible for payment of all tuition as listed in the Enrollment Schedule and Tuition Agreement form.
- ❖ Failure to pay tuition by the dates as outlined in the Tuition Agreement Form will result in campers' exclusion from day camp activities.

CAMP BEHAVIOR GUIDELINES

It is our intent that each camper enjoys the activities planned by understanding that s/he is responsible for her/his actions. We also let the campers know we want them to succeed and that we are here to help. As in any other group activity, the inappropriate behavior of a few can spoil the experience for the entire group. Therefore, the Camp Rules, listed below, apply to each camper and will be used in determining her/his eligibility to continue as a participant in the day camp program.

Camp Rules

1. **Peanut Butter/Tree Nut Policy: NO peanut butter, peanut butter products or nuts are allowed.** Due to life threatening peanut allergies, The First Lutheran Children's Programs is a peanut free program. Please DO NOT pack anything in your child's lunch or snack that contains peanuts/peanut butter/nuts or was made in a facility that processes peanuts/peanut butter/nuts.
2. Campers are responsible for their belongings. (We suggest that all items be labeled). We cannot be held responsible for lost or stolen items.
3. Always tell the counselor when you check in or out.
4. Always ask a counselor to leave to use the bathroom or go to another activity.
5. Vulgar language is offensive. Please do not offend.
6. No bare feet allowed at camp unless specifically requested by your counselors.
7. No roughhousing.
8. Closed Toe, rubber soled shoes must be worn for active games.
9. Campers are not allowed to leave the camp boundaries without permission.
10. Quiet time is taken seriously. Rest and relax.
11. Behavior guidelines apply to all camp activities, including field trips and special events.
12. Respect church and camp property.
13. Report injuries & incidents to your counselors. Staff can't help campers if we don't know an incident has occurred.
14. Make an effort to get to know your fellow campers and the counselors.

15. Report anything broken to your counselors (such as broken toilets, burnt-out lights etc).
16. Stay in your seat when on the bus.
17. Electronic devices of any kind are **not allowed** at camp unless specifically allowed by your counselors.

How We Deal With Disruptive Behavior

1. A disruptive camper will be given a time alone, in order for him/her to cool off and think about his/her actions.
2. The staff involved will talk with the camper to gain some insight into the camper's understanding of the situation. At no time, however, will the staff person shame the camper or call the camper names.
3. When appropriate, the camper will apologize and/or perform an appropriate act of reconciliation.
4. If the disruptive action was significant, an appropriate staff member will complete an Incident Report. The original will be placed in the camper's file and the copy will be given to the parent.

Chronically Disruptive Behavior is defined as verbal and physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on his/her peers, abuses the staff, ignores or disobeys the rules which guide behavior during the day.

When a camper's behavior is consistently a problem, the following steps will be followed:

1. A parent conference will occur on the day of the problem behavior (or within 48 hours). This will be a time for staff, camper and parents to discuss ways of improving the behavior and to develop the solution together. A Behavioral Expectations Sheet will be completed and a copy will be given to the parent.
2. If behavior expectations are not followed, the camper will be suspended from the program. Full tuition will still be charged. The parent will be notified verbally as well as in writing about the suspension. The Suspension Letter will give the reason for and length of the suspension. The camper may return to the program when the suspension is over, the tuition payments are up to date and after conferring with the Camp Director.
3. Following a suspension, a camper will be on probation. If additional disruptions and misbehaviors occur, the program will be left with no choice but to terminate the camper from the program. A parent conference will be scheduled. A Termination Letter will be provided.

Should a camper's behavior be determined to be physically dangerous to him/herself or others, the camper will be suspended immediately and a parent conference scheduled.

In an effort to reduce instances of occasional and /or chronic misbehavior, the camp

utilizes a behavior management plan. By rewarding desirable behavior in a number of creative ways, the numbers of negative behavior situations are decreased. In addition, by providing sufficient choices and a variety of choices, the opportunity for idle time, which may lead to appropriate actions, is reduced.

No camper shall be subjected to abuse or neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body; punishments which subject the camper to verbal abuse, ridicule or humiliation; denial of food, rest or bathroom facilities, punishment of soiling or wetting, or punishment related to eating or not eating food.

SICKNESS POLICY

Parents should exercise every caution and keep their camper home should unusual symptoms occur. For the protection of all campers and staff, campers should be kept at home if he/she shows any of the following signs:

- ❖ A temperature of 100.4 degrees or higher.
- ❖ Vomiting or diarrhea (loose and frequent stools).
- ❖ An unexplained rash.
- ❖ Discharge from eyes or ears.

If a camper has been exposed to a contagious disease, please report this to the Camp Director. Strep throat, impetigo, viral infections, COVID-19, infected ears and/or glands, measles, mumps, chicken pox, scarlet fever, conjunctivitis etc. are among those conditions categorized as "highly contagious." Symptoms of fever, vomiting and diarrhea must be gone for 24 hours, without the use of medication, before a camper can return to camp. Any camper who has a communicable disease or condition may return to camp only after the following procedure has been met:

STREP THROAT	May return after child has been on prescribed medication for 24 hours.
RING WORM	Note from doctor
IMPETIGO	Note from doctor
MEASLES, MUMPS & RUBELLA	Note from doctor
CHICKEN POX	Minimum of one-week absence and when all lesions are dry.
SCARLET FEVER	Note from doctor
INFECTIOUS HEPATITIS	Note from doctor. Children in families where infectious hepatitis has been diagnosed need a GAMMA Globulin shot to protect against it. In this area, it is important to call First Lutheran when anyone in the family has been diagnosed.
HEAD LICE	After using head lice shampoo.
CONJUNCTIVITIS	If eyes are weeping pus, the child must stay home until weeping stops. A note from the

FIFTHS DISEASE

doctor is required.

Child does not have to stay home, but please notify the Director if your child has been diagnosed.

COVID-19

Five days of isolation and will be required to wear a mask for the remainder of the 10 day period.

- ❖ If your camper is sent home with a fever over 100.4 degrees or with conjunctivitis, he/she may not return to camp for 24 hours except with permission of the Camp Director.

MEDICINES

Please hand prescriptions for your camper to the counselor in charge for placement in the locked medicine box.

PARENTS MUST COMPLETE A MEDICINE FORM. THE MEDICATION MUST BE IN THE ORIGINAL CONTAINER AND SHOW THE NAME OF THE CAMPER, PRESCRIPTION NUMBER, NAME OF DOCTOR, DOSAGE, AND HOW MANY TIMES PER DAY THE MEDICINE IS TO BE GIVEN.

Please note that in some circumstances, a doctor's note may be required to administer medication.

EMERGENCY PROCEDURE

In the event of an emergency, we will make every attempt to notify you at home or at work or through an emergency contact. We will administer and procure treatment at a hospital or doctor if deemed necessary. **IT IS ESSENTIAL THAT WE HAVE PHONE NUMBERS FOR EMERGENCY PURPOSES. Please remember to keep us updated on changes in phone numbers.**

ACCIDENT/ILLNESS REPORTS

All accidents/illnesses will be reported on the Accident/Illness Form. The copy will be given to the parent. The original will be placed in the camper's records.

CAMPER GEAR LIST

- ❖ To avoid lost items, please label all camper gear including camp t-shirts. Replacement shirts will not be provided.
- ❖ It is very important that campers have the items listed below. If an item is forgotten, the camper may be excluded from certain activities.
- ❖ Pack all items in a gym bag or backpack.
- ❖ Campers should bring a water bottle every day.
- ❖ Morning snack and lunch each day. (We provide an afternoon snack.) **NO SWEET CARBONATED BEVERAGES (SODA) OR VERY SWEET LIQUIDS. SUCH DRINKS ATTRACT BEES! NO GLASS BOTTLES. SUGGESTION: PACK ALL FOOD ITEMS IN A PERSONAL COOLER WITH ICE.**
- ❖ Lunches must be ready-to-eat. We do not refrigerate or heat lunches.
- ❖ Sun Block or Sunscreen: It is **REQUIRED THAT YOU APPLY BEFORE ARRIVING IN THE MORNING.**
- ❖ Swim suit and towel.
- ❖ Closed-toe, rubber-soled shoes (Pack daily for running games)
- ❖ Sandals - may be worn during the day. (We suggest packing closed-toe, rubber-soled shoes as well.)
- ❖ Seasonably appropriate clothing each day.
- ❖ Sweatshirt or jacket each day.
- ❖ Poncho or other appropriate rain gear.
- ❖ Hat for sun protection.
- ❖ A full change of clothing (spills and accidents can & do happen regardless of camper age)

ABOUT FIRST LUTHERAN

First Lutheran Church is made up of people who gather together to worship, study, work and play. We believe that it is through the life, death, and resurrection of Jesus Christ that we find peace with our God and purpose for living. We emphasize the Bible and its message of God's love for all people.

Our church is led by an interim Pastor. Worship is at 10 a.m. Fellowship time follows the service.

Our local ministry also includes; childcare for toddlers, preschool and pre-K. We also have School Age programs: Day Camp and Before & After School. Church outreach includes: Youth Ministry, Bible Study Groups, Christmas Fair, Give a Child a Chance Fund (preschool scholarship), Greater Portland Family Promise and others. Through the Evangelical Lutheran Church in America, we are involved in other outreach programs and missions. All are welcome to join in any of our ministries. Please refer to the church website for more information: flcme.org

FIRST LUTHERAN STAFF

Interim Pastor, Pastor
Joleen Knowles, Church Secretary
Sherryl Eastman, Children's Programs Director
Beth Rovnak, Children's Programs Business Manager

CHURCH TELEPHONE NUMBER: (207) 797-2525

CHILDREN'S PROGRAM TELEPHONE NUMBER: (207) 797-2260

CHILDREN'S PROGRAM EMAILS:

Day Camp: daycamp@flcpme.org

FLCP Office: flcpinfo@firstlutheranportland.org

ABOUT FIRST LUTHERAN DAY CAMP

In 1989 the camp was started under the direction of Miriam (Mim) Englund. The average weekly attendance was 11 campers in 1989. Our weekly attendance has grown considerably since then. Some of the staff members have worked in the program for many years and many were former campers. The camp continues to grow with both old and new campers attending. We're glad that you are a part of the day camp program this summer!!

Camp Guide Book Acknowledgement Form

Child Name: _____

Date: _____

I have read and understand the policies and procedures set forth in the First Lutheran Children’s Program Camp Guide Book.

Parent/Guardian Signature: _____