

First Lutheran Day Camp

Camp Guide Book



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

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FIRST LUTHERAN CHILDREN’S PROGRAMS

DAY CAMP GUIDE BOOK

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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 and games.

THE DAILY SCHEDULE

7:00-7:30	Arrive at Camp & Breakfast (Offered 7:00-8:30)
7:30-8:00	Assembly Hall Stations
8:00-9:00	Outside Play
9:00-9:30	Group Game(s)
9:30-9:45	Morning Announcements
9:45-11:00	Group Time - Split by ages
11:00-11:30	Lunch
11:30-12:00	Outside Play
12:00-12:30	Quiet Time
12:30-1:00	Sunscreen & Preparing for Activities
1:00-2:00	Choice Period 1
2:00-3:00	Choice Period 2
3:00-3:30	Snack
3:30-4:15	Group Time - Split by ages
4:15-5:30	Outside Play & Pick Up

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.
- The departure and return times for our Storyland field trip during week # 2 will differ from that stated above. Typically, we will leave around 7AM and return by 7PM. More details will be provided during the beginning of that week.

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

CAMP REGISTRATION: Our **only** of registration is through our online camp registration link which is found on the camp page of our website.

Please note - Registration after June 1 for Weeks 1 - 4 requires full payment at time of registration. Registration after June 30 for Weeks 5 - 8 requires full payment at time of registration.

- ❖ For specific tuition rates, please refer to our camp registration form. It can also be downloaded from our website at flcp-childcare.org

PAYMENT OF REGISTRATION FEES: Registration Fees can be paid through brightwheel (our childcare management system) once your child has been enrolled and billed. The non-refundable amount is \$100 per family and it covers administrative costs.

PAYMENTS

The Weekly Plan

Tuition is due weekly **ON THE FRIDAY BEFORE THE WEEK OF ATTENDANCE** if your camper is (1) enrolled for the full summer season (EIGHT weeks) or (2) if they are currently enrolled in our SAC or Pre-K program.

The Payment 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 is due on June 30

PREFERRED METHOD OF PAYMENTS IS THROUGH BRIGHTWHEEL.

FINANCIAL ASSISTANCE

We accept CCAP 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 1.
NO SCHEDULE CHANGES ARE ALLOWED AFTER May 1.
- ❖ Payment is expected if you change schedule/withdraw after May 1.
- ❖ 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. Please 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.

Challenging Behavior Policy – SAC and Camp

UPDATED September, 2025

First Lutheran Children's Program is committed to providing a safe, respectful, and inclusive environment for all children and staff. While many behaviors that we see are developmentally appropriate, at times there may be displays of inappropriate behaviors for children in group care. This policy outlines how we respond to unsafe behaviors, balancing safety with support for each child's growth.

Inappropriate behaviors for this age group are those that put the child, other children, staff, or the environment at risk. Examples include but are not limited to:

- **Physical aggression:** hitting, kicking, biting, pushing, scratching, and physically harming other children and/or caregivers.
- **Bullying:** intentional verbal or physical targeting of peers.
- **Discriminatory behavior:** displaying prejudice or bias against other children based on factors such as race, gender, ability.
- **Verbal aggression:** threats, severe name-calling, intimidation, using profanity, offensive language, or derogatory remarks.
- **Dangerous misuse of property:** throwing chairs, slamming doors, deliberately damaging toys.

- **Other unsafe actions:** running away from the group, ignoring safety directions, climbing on or throwing furniture or using materials in a dangerous manner.

The following course of action will be implemented once a pattern of challenging behaviors are noted and documented.

Step 1 – First Unsafe Incident (same day)

The child takes a brief cooldown break (5–10 minutes, or until calm) in a supervised space away from the group. The incident is documented in the daily log and an incident report is given to the parents. The child rejoins the group once calm and committed to safe behavior.

Step 2 – Second Unsafe Incident (same day)

Parents/guardians are called for **immediate pickup**. Refunds are not issued for days when a child is sent home. Written Incident Report provided. If a parent refuses or delays pickup, the administrator may determine if services will continue.

Step 3 – Ongoing Pattern

Three or more incidents within two weeks → parent conference scheduled. A Behavior Support Plan is created with specific, measurable goals.

Step 4 – Behavior Support Plan

The child is placed on a 1–2 week probation period. If goals are not met, a second parent conference is held to adjust the support plan.

Step 5 – Disenrollment

If unsafe behaviors continue in spite of the support plan, the child may be disenrolled. At any point, based on severity, the administrative team reserves the right to disenroll immediately.

All steps outlined above are up to the discretion of the First Lutheran Children’s Programs administrative team. A child may be disenrolled based on the severity of the behaviors at any time in the process without warning.

Important Notes

All steps above are cumulative and at the discretion of the administrative team. A child may be disenrolled **at any point** in the process based on the severity of behaviors.

Immediate pickup is required if a child: Causes physical harm to self or others. Makes a credible threat of harm. Engages in behavior creating immediate danger.

Return Procedure:

The child may return the next scheduled day after a parent/staff conversation. For severe cases, a Behavior Support Plan must be drafted before returning. If unsafe behavior recurs within 5 program days of return, the child may be placed on probation, suspended, or disenrolled.

Our Promise

Supportive strategies come first; discipline is never punitive. Disenrollment is

a last resort, after reasonable support has been tried. Families are informed and involved at every step.

Together, we work to help every child feel safe, respected, and successful.

Resources for Chronic Disruptive Behavior

- Center for Community Inclusion: T 207.581.1084 F 207.581.1231
E ccidsmail@maine.edu
- Child Development Services: T 207.781.8881
- Maine Roads to Quality–Warm Line T 1.844.209.5964 E inclusion.warmline@maine.edu
- Placement Services: Childcarechoices.me

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

SCARLET FEVER
INFECTIOUS HEPATITIS

lesions are dry.
Note from doctor
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
CONJUNCTIVITIS

After using head lice shampoo.
If eyes are weeping pus, the child must stay home until weeping stops. A note from the doctor is required.

FIFTHS DISEASE

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 CANDY. 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

Pastor, Pastor Mark Glazener
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: _____