



## **Killearn United Methodist Church Children's Camp Parent Handbook**

### **Welcome**

We would like to take a moment to welcome you to Killearn United Methodist Church Children's Camp. The following information should serve as a general outline of what you can expect in our program. We look forward to working with both you and your children and hope that our time together will be filled with fun, adventure and a deeper understanding of God.

### **Philosophy**

We believe that the Killearn United Methodist Children's Camp (KUMCC) is a ministry that God has graciously allowed our church to sponsor. We believe that it is the goal of the KUMCC to glorify Jesus Christ as we serve the physical and spiritual needs of the children and parents involved in the program. Providing a Christian environment for children is a privilege. We pray that God will continue to bless our efforts as we attempt to make a difference in children's lives.

### **KUMCC Goals**

1. To provide an opportunity for boys and girls to enjoy fun and friendship, and to develop constructive social relationships in a positive atmosphere under Christian guidance.
2. To encourage the application of each child's spiritual and moral teachings while providing an environment conducive to spiritual and moral growth.
3. To provide the children with a high-quality program of spiritual, recreational, educational, and social activities led by a staff committed to providing Christian guidance for them.
4. To provide an atmosphere that is in keeping with Christian principles, through the staff's actions, words, and style of guidance.

## GENERAL INFORMATION

Please read the following information very carefully. You will be provided with precise dates, hours and policies for which you will be held responsible. We hope that these guidelines will foster clear and open communication between the KUMC staff and you, the parent.

### Hours of Operation

We are open from 7:30am-6:00pm for All Day Recreation and Summer Day Camp. Our After-School office opens at 1pm and we close at 6pm. We ask that you promptly pick your child up **no later than** 6:00 p.m. Parents arriving after 6:05 will be charged a \$10 late fee. An additional \$5 will be assessed for every 5 minutes thereafter. **THIS FEE WILL BE EXPECTED AT THE TIME OF PICKUP.**

### Contact Information

Phone Number: 508-1777 / E-mail: [camp@kumconline.org](mailto:camp@kumconline.org)

Website: [www.killlearnkids.org](http://www.killlearnkids.org)

### Drop-Off/Pick-up Procedures:

Drop off procedures for Summer Day Camp and All Day Recreation:

1. Between the hours of 7:30 a.m. and 8:45 a.m. please enter the church grounds from **Cavan Drive**. Your children may be dropped off at the back of the two-story building. A staff member will be present to help your child from the car and direct them to their appropriate group.
2. After 8:45 a.m. parents must park and walk their child to their group.  
**Never drop your child off and assume they will find their group.**

Pick up procedures:

1. If you are picking up your child before 4:45, park in the paved lot off Shamrock South and come to the office. Please bring your ID to the office and wait while we bring your child to you.
2. Between the hours of 4:45 p.m. and 6:00 p.m. children may be picked up at the same location as drop-off. You may remain in your car and a staff member will call for your child over the radio. We appreciate your patience, as it may take a few moments for your child to gather their belongings and travel down to your car.
3. If you will be unable to pick up your child, please call the Children's Camp office at 508-1777 and let us know who will be coming in your place. They will be required to produce picture identification to protect the safety of your child.
4. If someone who is not on your authorized pick-up list will be taking your child home, you will need to send a note with the name of the person and the date they will pick up your child. Please be sure to sign the note as well.
  - Do not send the note with the pick-up person.
  - You may also e-mail the information to us:  
E-mail: [camp@kumconline.org](mailto:camp@kumconline.org)

# After School Camp (ASC) Information

## Ages

Kindergarten – 5<sup>th</sup> Grade

## Registration

Registration begins the last Monday in April for returning KUMC campers and KUMC members. Open enrollment begins on the first Monday in May.

## Registration Fees

ASC supply fee is \$50 per child, and a maximum of \$100 a family. The supply fee is NON-REFUNDABLE.

*\*Note: ASC and Summer Day Camp (SDC) have separate supply fees.*

## 2016-2017 Fee Payment

The monthly ASC rate is based on the 180 day calendar year and includes the early release days. It is not figured monthly. After School Camp fees are due every 18 school days. Please see the after school calendar online for the exact due dates. A \$10 late fee will be assessed 5 days after the due date each month. Children must be registered on a payment cycle basis. You may pay your tuition online on our website, [www.killearnkids.org](http://www.killearnkids.org). You can also give your tuition check to a staff member at pick-up.

**Our preferred method is for you to pay online.** Please make your checks payable to KUMC and **include your child's full name on each check.**

*\*Note: Since we do not provide the transportation from Gilchrist, tuition for those families will be \$10.00 less on each due date.*

\$165 - Full time per month per child (4-5 days each week)

\$135 - Each additional child in same family

\$125 - Part-time per month per child (2-3 days each week)

\$35 - All Day Recreation (enrolled in ASC) \$30 for each sibling

\$40 - All Day Recreation (not enrolled in ASC) \$35 for each sibling

## Attendance

Please call or e-mail us by 1pm if your child will not be attending our program.

508-1777 – [camp@kumconline.org](mailto:camp@kumconline.org)

## Schools Included in After School Camp

We offer transportation from: Killearn Lakes Elementary, Desoto Trail Elementary, Roberts Elementary, & Hawks Rise Elementary.

Gilchrist Elementary provides public transportation to the KUMC campus.

## Hours

Our ASC office opens at 1:00 PM and we close at 6:00 PM. An extended program will be provided from 7:30 AM until 6:00 PM on most Teacher Planning Days.

# SUMMER DAY CAMP INFORMATION



## Registration

Early Registration begins the first Monday in March for those committing to 6 weeks or more. Open enrollment begins the last Monday of March.

To register your children please download the summer camp registration form from the website. Then turn the form in with your registration fee & you also prepay for the last week of camp. For example: If you have two children you will turn in their form along with the \$100.00 supply fee and \$250.00 for their last week tuition.

## SDC Fees

Weekly tuition is due the first day of the week and is considered late after the first day of camp. You may give your check to a staff member at drop off or put it in the check box in our office. Please make your checks payable to KUMC and include your child's full name and week number on each check.

### 2016 Camp Fees

\$50.00\* - Supply fee per child (non-refundable)

\*There is a \$100 max per family.

\$140.00 per child, per week

\$110.00 per week for each sibling in the same week

## Hours

*Summer Day Camp* opens at 7:30 AM (if there is no one present from the Camp Staff to monitor your child, please do not leave your child unattended). SDC closes at 6:00 PM.

## Lunch/Snack

*Summer Day Camp:* Your child will need to bring a lunch each day. A sack lunch is preferred, but lunch boxes are acceptable. An afternoon snack will be provided.

## Field Trips

Our first through sixth graders enjoy two field trips a week. We go to various kid friendly destinations in the Tallahassee area, and a swimming outing as well. Certified lifeguards are always close at hand to keep an eye on your children. Your children will also get to enjoy special events on our campus such as waterslides, assemblies and more.

Our kindergartners follow a typical preschool schedule with more time in the classroom for centers, they go on one field trip and have water play on campus once a week.

## Campus Activities

While on campus your children will attend various rooms such as: Bible, Music, Crafts, Video Game Room, Outdoor Games, Room Time, and Reading Time. For more information about these activities you can check out our website.

## **Disciplinary Procedures**

We expect the children to be well behaved. They will be expected to follow their Counselor's instructions at all times, to observe the rules for each activity area, and to respect each other and each other's possessions.

*\*Fighting will not be tolerated\**

*\*Disrespect to adults will not be tolerated\**

### **Counselors, when experiencing behavior problems with a child will:**

1. Talk with the camper in an attempt to reach a calm resolution (first time inappropriate behavior occurs)
2. Take away time at a desired activity (second time)
3. Send the child to the Director (third time)

### **The Director will then, as appropriate:**

1. Talk to the camper and/or
2. Call the parents to let them know there is a problem and seek their help
3. If the problem continues the Director will first:
  - a. Call the parents to inform them of the situation.
  - b. Then, if the problem persists, we will ask that the child not attend KUMCC for three days.
4. If the problem cannot be corrected, we will ask that the camper be removed from KUMCC

*\*THE DIRECTOR MAY SKIP THE ABOVE DISCIPLINARY PROCEDURES IF THE PROBLEM IS SERIOUS ENOUGH TO WARRANT SUCH ACTION. IT MAY BE NECESSARY FOR THE PARENT TO BE CALLED TO PICK-UP THEIR CHILD!*

Special Note: We ask that parents not extend any discipline from home into our program. Our KUMCC promotes disciplinary actions immediately after inappropriate behavior occurs. Our staff will not be held accountable to ensure discipline incurred from home.





## Clothing and Personal Belongings

*“Do you not know that your own body is a temple of the Holy Spirit, whom you have received from God? You are bought with a price. Therefore honor God with your body.” - 1 Corinthians 6:19-20*

*“Everything is permissible” – but not everything is constructive. Nobody should seek his own good, but the good of others.” - 1 Corinthians 10:23-24*

- \* Camp clothing should be in good taste, and exclude immodest attire, such as clothing that is too tight or too short.
- \* Clothing that exposes the torso is not allowed.
- \* No rolling down waistbands on gym shorts.
- \* Tank tops may be worn but should provide good coverage.
- \* **Footwear:** We strongly encourage your children to wear sneakers and socks each and every day to camp. Children wearing flip-flops or backless shoes are much more likely to get sprained ankles and scraped knees.
- \* Your child MAY bring toys from home, but we **do not** encourage it. More often than not they end up misplaced or broken.

\*No Cell Phones, Harry Potter books, or books dealing with the occult\*

\*I-pod's may be allowed on field trips depending on traveling distance and music selection.\*

## Summer Information

- \* Girls need to wear modest swimsuits with good coverage.
- \* Boys must wear swim trunks. Shorts are not acceptable.
- \* **Backpack:** You are advised to pack a bag containing a **towel, swimsuit, sunscreen, and an extra t-shirt EVERYDAY!** Our program is filled with water activities, which range from swim days at area pools, to spontaneous water play at camp. Children are allowed to pack flip-flops for swim days, but we ask that they wear their sneakers until we are ready for water play. Also make sure to mark your child's name on all personal items.

## Game Players

Children may bring personal game players (DS's, PSP, etc.) to Summer Day Camp and All Day Recreation only (Not at ASC). Children will be allowed to play their games in our game rooms or in the classroom with a counselor's permission. The game players will NOT be allowed outside, during Bible class, crafts, or field trips. We also ask that your children only bring K (kid) or E (everyone) rated games. **Please take into consideration that we will not be held responsible for lost or stolen games or game players.** Additionally, we reserve the right to change this policy at any time due to problems that might occur.



## Lost Items & Medication

### Lost and Found

We advise you to label **ALL** of your children's personal belongings. However, if an item should be misplaced, we do have a lost and found, which is located inside the stairwell at the pick-up area. Please be aware that we cannot be held responsible for any missing items, so do not send your child with anything that cannot be replaced. We give unclaimed items to charity on a regular basis.

### Medication

If your child requires medication that must be taken during the camp day, you must fill out the required medication form at our office. All medication must be brought in the **original container** in which it was prescribed and must be kept in the office until time for the child to leave. We **cannot** administer any medication without the completed form and the original container. We **cannot** administer any medication by phone approval. This includes Aspirin, Tylenol, ear/eye drops, or any other over the counter medications.

**\*Note: Asthma inhalers are medication and subject to all of the above regulations. All of the above are required by the Florida State Law as stated in the Florida Administrative Code, Chapter 65c-22.006.** Please call our office if you have any questions about medication.

### Thank you!

On behalf of my staff and myself, I would like to personally thank you for the time you have spent learning about our policies and plans. Our hope is that you will keep this information and refer back if you have any doubts or questions. If you need further information, or simply have a question, feel free to give us a call at **508-1777** or e-mail at [camp@kumconline.org](mailto:camp@kumconline.org). We look forward to the opportunity God has given us to build meaningful relationships with both you and your children.

In His Name,

Steven Rudzik  
Children's Camp Director