

Christ Church Children's Center

# **2022 SUMMER DAY CAMP**

## **General Camp Information**

**Camp Director:** Danielle Dietrich

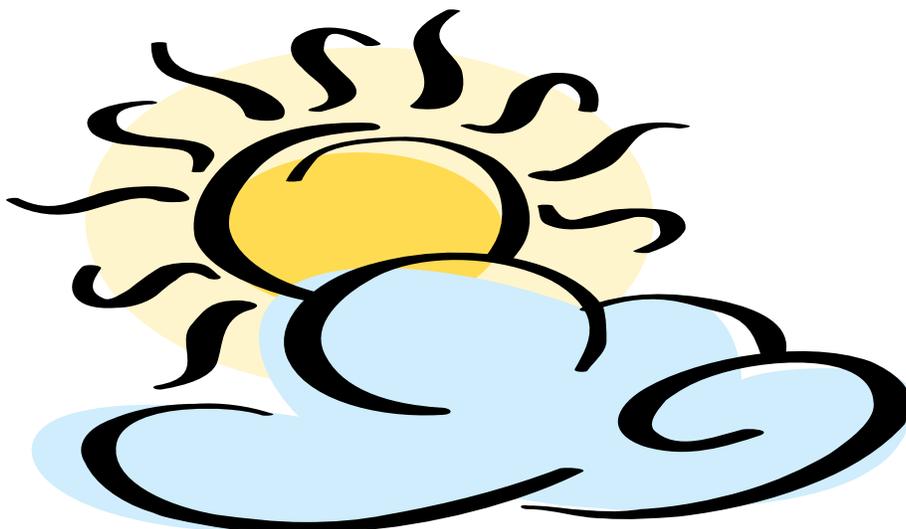
**Camp Address:** Christ Mertz Lutheran Church  
16 Fleetwood Road  
Fleetwood, PA 19522

**Camp Phone:** 610-682-6381 ext. 228

**Camp Begins:** The Week of June 6, 2022

### **Special Announcements:**

- All campers must provide their own lunches. Please note, on field trip days we will not have access to microwaves for the lunches. We also request that you send all disposable lunches on Field Trip Days.
- **Camp will be closed July 4<sup>th</sup> and August 19<sup>th</sup>.**



# ***SUMMER DAY CAMP***

## **Parent/Guardian Handbook**

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*\*denotes that these forms must be torn out of this handbook  
and returned to the Camp Office by MAY 19!*

Christ Church Children's Center

# **SUMMER DAY CAMP**

## **Our Goals**

- To provide a memorable, educational, enjoyable, and enriching experience to our campers.
- To help children develop good character.
- To help children appreciate all forms of activity including, but not limited to, physical, mental, social, and artistic.
- To help our staff develop and refine leadership skills.

## **The Definition of our Program**

- An exciting period of fun and educational experiences for youth.
- A daily camp program consisting of crafts, games, songs, swimming, educational trips, and educational learning.
- A program designed to provide a safe, well-supervised environment that encourages discipline and builds community.
- A camp that emphasizes character development among our campers and exhibits it from our staff.
- A place where new friendships can develop, and old ones can be strengthened.
- A place to have lots of fun.

## **Character Development**

CCCC's Summer Day Camp exists to give children a positive place to be during the summer. We are more than just babysitters and we do a lot for your child(ren). At our camp, the campers learn to develop a good relationship with their counselors, have fun, and make friends. In short, we create an enriching experience which the child will long remember.

During the summer we will teach children to learn and to think, to develop and maintain physical fitness, to develop a faith for daily living, and to interact with others in a healthy manner. In addition, everyone in our camp will exemplify good character.

We define good character as showing concern and respect for others, respecting the property of others, displaying good sportsmanship, and being honest. We develop good character by emphasizing the importance of **CARING, HONESTY, RESPECT,** and **RESPONSIBILITY** in everything that we say and do.

# What to Bring to Camp

Here is a list of things we suggest that you make sure your child brings to camp:

## WATER BOTTLE

We suggest putting your child's name on it so it doesn't get lost.



## SWIM SUIT & TOWEL

For use during swimming days and on hot days. Swimming Days will be on Tuesdays unless otherwise announced.



## LUNCH

Everyone should bring a packed lunch everyday. Packed lunches may include heatables, but may **NOT** include frozen or unprepared food. On field trip days, make sure to send meals that do NOT need to be microwaved since we will not have access to a microwave. We also ask that on Field Trip Days, all lunches should be disposable.



## SUNSCREEN

See our Sunscreen Policy for more information.



## MEDICATION

Bring medicine that your child needs (if applicable); See our Medication Policy in this handbook for more information



## MONEY

Campers may bring money with them on pool days to buy refreshments. They will not be allowed to buy refreshments at bowling since they are already provided with a snack. They may also bring money on field trips to use in gift shops. The amount you give is totally up to you. If you feel your child cannot handle his or her own money, please bring the money in a marked envelope (with your child's name clearly printed) and our staff will hold it for your child. **Purchases from concession stands and/or gift shops may be revoked at the discretion of the camp staff due to time restraints and/or behavior issues.** Finally, Movie Snacks will be pre-purchased by parents using the Movie Snack form and paying by the day prior to each movie trip.



# What to Wear to Camp

Here is a list of clothing that we allow at camp and clothing that is suggested to allow campers to have the most fun each day:

**SNEAKERS:** Sneakers are highly suggested to wear **EVERY DAY**. Many activities require them. For your child's safety, **OPEN TOED SHOES AND FLIP FLOPS ARE ONLY ACCEPTABLE WHEN WE ARE AT THE POOL OR DURING WATER DAY ACTIVITIES. PLEASE WEAR APPROPRIATE SHOES FOR OTHER ACTIVITIES AND PACK FLIP FLOPS IN YOUR BAG TO WEAR DURING WATER ACTIVITIES.**

**SOCKS:** Socks are **ABSOLUTELY IMPORTANT ON BOWLING DAYS!** We will be going bowling on Wednesdays on Non-Field Trip Weeks. If they do not have socks, your child(ren) will not be allowed to get their bowling shoes and thus will not be allowed to bowl.

**OTHER ATTIRE:** Feel free to let your child wear T-Shirts, Shorts, and Pants during all camp days. For girls who choose to wear a dress or skirt; bloomers, leggings or boy shorts are required.

**RESTRICTED AT CAMP:** The following items are **not allowed** at camp; clothing with bad or inappropriate words, gestures, or sayings; bikinis; clothing with tobacco, drug, or alcohol symbols or words; clothing that is obviously too small or too short (at the discretion of the camp directors); spaghetti strap tank tops; or any clothes showing a camper's midriff.

# SUMMER DAY CAMP POLICIES

## Enrollment

To enroll your child in our program, you will need to have the following paperwork filled out and returned by **MAY 19**. All of the files except for the registration form can be found at the end of this handbook.

- \*Camp Registration Form
- \*Code of Conduct
- \*Current Health Assessment
- \*Emergency Contact Form
- \*Transportation Policy
- \*Media Release Form
- \*Sunscreen Policy Form
- \*Cell Phone Policy Form



## Inclusion Policy

Christ Church Children's Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on individual capabilities and needs.



## Pick-Up and Drop-Off Policies

We want your child to be safe while at camp. That is why we have this policy. It helps to make sure your child is not picked-up by someone who may harm them. It also helps to make sure that the children are supervised by camp staff while they are at camp.



**You will need to fill out an Emergency Contact Form. You must list anyone that will be picking up your child on this form. WE CANNOT RELEASE CHILDREN TO ANYONE THAT IS NOT ON THIS FORM!!!** When you bring the child to camp each morning, you will be required to sign your child into camp. When you pick-up your child at the end of the day, you will also be required to sign them out of camp. Please note, staff will ask for identification from any person (including parents) that is not familiar to them. In addition, it is important to know that the police and/or Children and Youth Services will be called if the staff suspects alcohol/substance use by an adult picking up a child. Please call someone else to pick up your child if you have had any alcohol or are under the influence of any substance. The staff is only able to determine through smell and will call if they smell alcohol or other controlled substances. Please understand that these procedures are designed to protect your child.

**Children who are not signed-in to camp or who have already been signed-out of camp, are under their parent or guardian's care. Please make sure your child is with you at all times before sign-in and after sign-out.**

**PLEASE NOTE, OUR CENTER IS OPEN FROM 6:30 AM TO 5:30 PM. YOU MUST ADHERE TO THESE HOURS AND TO YOUR PERSONALIZED CONTRACTED HOURS.** If your child is dropped-off early or picked-up late (as per your contract), we will charge a babysitting fee of \$10 for every 10-minute period after the first 10 minutes.

## Camp Payments

Camp payments must be made on time. These payments help us to make sure camp continues to run. **ALL PAYMENTS ARE DUE THE FRIDAY BEFORE THE FOLLOWING WEEK.** All payments must be made through our brightwheel app. This app provides secure, automated payments. The payments can either be directly taken out of your bank account or you can pay with a credit card. An invitation to set-up your online payment account will be sent to you once you have your brightwheel app set-up. Receipts and end of the year tax documents will be available through the brightwheel system. Christ Church Children's Center reserves the right to suspend campers from camp whose parents are behind on payments.



## Security Keys

The main door of the church is locked at all times for security purposes. Security Keys are available in order for parents to unlock the main door. There is a security fee of \$10.00 per security key requested. Once your child is finished in the program and you have returned your security keys, you will receive a refund for the full amount of each key. Refunds will be sent by check to your home address once the security keys have been returned. The check may take 2 to 3 weeks.





## Medical Records

Immunizations are required according to the current schedule recommended by the U.S. Public Health Service and the AAP. Children enrolled at Christ Church Children's Center are required to have their current immunization on file with us. The PA Department of Human Services regulations regarding the attendance of children who are not immunized due to religious or medical reasons will be followed. Un-immunized children will be excluded during outbreaks of vaccine preventable illness as directed by the state health department. Children will not be excluded for failure to be immunized if they have an appointment for immunizations and have their immunizations initiated within one month. A child whose immunizations are not kept up to date will be removed from our enrollment rolls after three written reminders to the parent/guardian over a 3 month period.

## Confidentiality

The confidentiality of information about the child and family will be maintained. Enrollment forms and all other information concerning the child and family, compiled by Christ Church Children's Center, will be accessible only to the parent/guardian, the administrative child care and camp staff, and the PA Department of Human Services Licensing inspector. If an emergency situation warrants, emergency service personnel may also be given this information. Information regarding allergies and pertinent health/medical information will be given to all care-giving staff.



## Sick Camper Policy



If your child is sick and has a fever or any other contagious symptoms, we must ask that your child is kept home until they are healthy again. If your child is not coming on their scheduled day, please call the Camp Phone (number listed on back of the front cover) so that we can plan for the day's activities. This helps prevent illness from going to all the children and staff in our camp. In addition, if your child gets sick during camp, we will call you to pick up your child. Again, this will allow us to protect all of the children and camp staff. In addition, in regard to COVID-19, CCCC follows all CDC regulations on COVID. If anyone in your immediate family tests positive for COVID-19, we ask that you let CCCC Administration know right way.

## Medication Policy

Medications cannot be administered unless the "Medication Administration by Caregivers Request Form" is filled out and signed by the Parent/Guardian. All medications (including Epi-pens, acetaminophen etc.) must be in their original container with the name/type of medication clearly on the bottle. It must also state the name of the child for whom the medication is intended. Specific instructions must also be listed on the container. The name of the healthcare provider who prescribed the medication and the storage procedures must also be listed. Only Asthma Rescue Medications and Epi-Pens may be kept at the center long-term.



## First Aid and CPR



Our staff is trained in Pediatric First Aid and CPR. We will not give medications in the administration of First Aid. Minor injuries (scrapes and bruises) will be cleaned with soap and/or water and a sterile dressing will be applied if necessary. If a child would be injured, the following steps will be taken depending on the severity of the injury.

- 1) First Aid will be administered.
- 2) A record of the injury will be made in writing.
- 3) The parent/guardian will be contacted. If we cannot reach the parent/guardian, we will use the emergency contact information on your emergency contact form.
- 4) We will contact the child's health care provider in serious situations when a contact cannot be reached. We will make all attempts to talk to a parent/guardian or emergency contact before contacting the health care provider.

# Risk Management Policy

Christ Church Children's Center takes the business of working with children very seriously. Nothing is more important to us than your child. In order to share that responsibility with you, we have several policies, procedures, and expectations of which you should be aware.

Our day camp staff is required to submit Criminal History Checks, Child Abuse Clearances, FBI Checks, and National Sex Offender Registry Clearances prior to the start of employment with our camp. In addition, our camp staff is required to attend training prior to the start of camp that focuses on risk management policies, child development, and team building in order to provide the best possible camp experience for you and your child(ren).

All of our camp staff must read, sign, and follow our Staff Code of Conduct. Failure to follow this Code of Conduct may result in termination of employment. All staff receives extensive training in the area of child abuse prevention and is able to recognize the signs of abuse. Please note, the staff is mandated to report any suspicion of child abuse to the proper authorities.

In addition, for your child's safety, cell phones are not permitted to be used by our staff, parents, or our campers in restrooms and other clothes changing areas. Cell phones used in these areas will be confiscated.

Finally, our staff is not permitted to contact a child or children via the internet. Please notify the Camp Director immediately if that occurs. If there is an unusual circumstance which e-mail is the only means of communication, the staff is required to have permission from their supervisor and the supervisor must be copied on all sent e-mails.

# Progressive Discipline Policy

We want every child to succeed, and our staff tries their hardest to make sure that all children enjoy themselves. Unfortunately, there are youth that test this limit and their behavior makes it necessary to be disciplined for their actions. For each action there are consequences. Most behavior will not be severe and will follow the steps listed below. At times, severe behavior such as fighting, etc. may cause staff to skip a step and move to a more serious consequence.

These are the consequences for inappropriate behavior:

- **Consequence #1:** Reminder of what behavior is expected at camp.
- **Consequence #2:** Counselor talks to the camper and discusses behavior.
- **Consequence #3:** Counselor writes up behavior and reports behavior to the Camp Director.
- **Consequence #4:** Camp Director will talk with the camper and a behavior plan is written to guide the camper and tell them how to act in the future. Camp Director tells parent of this behavior.
- **Consequence #5:** A Parent Meeting with the Camp Director and Center Director will be held. The camper may be suspended for one day of camp.
- **Consequence #6:** Camp Director and Center Director suspends camper for one week of camp.
- **Consequence #7:** Camp Director and Center Director suspends camper for rest of program.

# Emergency Management Plan

The Pennsylvania Department of Human Services (PA DHS), along with the Pennsylvania Emergency Management Agency, requires that each child day care center must have an emergency plan. In order to address a variety of emergency events, Christ Church Children's Center has developed an Emergency Response Plan (ERP). This plan addresses our facility's specific needs and ensures the health and safety of each child enrolled.

Our ERP provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

- Immediate Evacuation – Students are evacuated to a safe area on the grounds of the facility.
- In-Place Sheltering – Sudden occurrences, weather, or hazardous materials related may dictate that taking cover inside the building is the best immediate response.
- Lockdown – Sudden occurrences such as intruders and other events in which locking down our classrooms is the best immediate response.
- Evacuation – Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to our relocation facility at the Rockland Township Building (our secondary relocation facility is Hope Lutheran Church).
- Modified Operation – May include cancellation, postponement, or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students but may be necessary in a variety of situations.

Our Emergency Plan has accommodations for Infants, Toddlers, Children with Disabilities, and Children with Chronic Medical Conditions.

We also conduct regular fire drills and a yearly emergency drill so that the children know how to respond in case of an emergency.

If there is a real emergency – Christ Church Children's Center will use the following list of news sources for information about an emergency.

- Christ Church Children's Center Text Alert System
- Brightwheel Parent Alert System
- Internet [www.wfmz.com](http://www.wfmz.com)
- TV WFMZ-TV
- Center 610-682-6381 ext. 222

Please do not call during an emergency. This will keep the main telephone line free to make emergency calls and relay information. If necessary, we will call you with pertinent information about any protective actions taken.

Our ERP will include your child's Emergency Contact Form. In an emergency, I urge you NOT to differ from this form. This will only create added confusion and divert staff from their assigned emergency duties.

We want to assure you that Christ Church Children's Center takes our Emergency Response Plan seriously. We ask for your understanding and cooperation. Specifics about our ERP are to be kept confidential. Should you have any questions about our ERP, please contact Michael Arndt at 610-682-6381 ext. 222.

# **CODE OF CONDUCT**

*The form on the back of this page **MUST** be filled out and returned to the Camp Director by **May 19**. Failure to return this form will result in your child not being accepted to camp until it is returned.*

# Camp Code of Conduct

This form contains two separate codes of conduct – one for the campers and one for the parents. It is important that you and your child(ren) make a commitment to following the code of conduct that is appropriate for you. It is good for parents to know what is expected of their children and for children to know what is expected of their parents. Please remember that **any behavior by a counselor that is inconsistent with the commitment listed indicates potential problems that should be discussed with the camp director.** This form will be kept on file in the camp office. **Your child will NOT be allowed to participate in the camp program without a completed form on file.**

All of the codes of conduct are part of the application and authorization to participate in Summer Day Camp. **Participation in the program indicates that parents and participants agree to abide by their respective code of conduct, and that violation of their code is adequate grounds for removal from the program.** In order to provide an atmosphere where our youth can develop into strong citizens, the camp must rely on all four elements – the counselor, the parent, the assistant director, and the camp directors. All must be equal partners for the program to work.

## Parent Guardian Code of Conduct

- ▶ **I will** place an emphasis on the fun participation and keep the emotional and physical well being of all the children ahead of my own personal desires.
- ▶ **I will** inform the camp director of any physical disability or ailment that may affect the safety of my child or the safety of others.
- ▶ **I will** require my child to treat other campers, counselors, presenters, bus drivers, etc. with respect without regard to gender, race, religion, culture, or ability.
- ▶ **I (and my guests) will** be a positive role model for my child at all times while on camp property.
- ▶ **I (and my guests) will** not engage in any kind of disrespectful behavior with any counselor, director, camper, etc. such as bullying, physical acts, using profane language, or using profane gestures.
- ▶ **I (and my guests) will** respect the church policy banning the use of tobacco products on church grounds and will follow this rule at all times.
- ▶ **I will** support and assist this experience however I can...by attending camp programs or volunteering wherever possible.
- ▶ **I will not** encourage any behaviors or practices that would endanger the health and well being of the campers.
- ▶ **I will** teach my child to resolve conflicts without resorting to hostility or violence.
- ▶ **I will** pick-up my child and drop-off my child on time, according to camp policies.
- ▶ **I will** pay my camp fee on a regular basis – according to the camp policy – so that this program can continue.
- ▶ **I will** praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- ▶ **I will never** ridicule or yell at my child, or other campers, counselors, or directors for making a mistake.
- ▶ **I will** demand a camp environment for my child that is free of tobacco, alcohol, and drugs, and I will refrain from their use while on camp property.
- ▶ **I will** respect the counselors and their authority while working with their group and will never question, discuss, or confront counselors in front of their group.
- ▶ **I will** monitor the actions of the counselors and will bring any behavior that is inconsistent with the well-being of a child to the attention of someone in authority at Christ Church Children's Center.
- ▶ **I also agree** that if I fail to abide by this code, I will be subject to disciplinary action that could include, but is not limited to the following:
  - \* Verbal Warning by Camp Director
  - \* Written Warning
  - \* Counseling Session
  - \* Suspension of your child for the Day / Week / Summer

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Date Signed

## Camper Code of Conduct

- ▶ **I will not** intentionally hurt or be mean to any camper, counselor, or another staff person.
- ▶ **I will** respect others by not purposely causing harm or unhappiness to other campers or counselors.
- ▶ **I will** respect property by not damaging any part of the camp or the other places we go and by keeping these places clean.
- ▶ **I will** listen to my counselors by staying in and with my group at all times and following the camp rules.
- ▶ **I will** be kind and polite to everyone, no matter what! There are NO EXCUSES! If I have a problem with someone else that I cannot solve, I will tell my counselor.
- ▶ **I will** strive to display the character development principles of Caring, Honesty, Respect, and Responsibility in everything that I do.
- ▶ **I also agree** that if I fail to abide by this code, I will be subject to disciplinary action that could include, but is not limited to the following:
  - \* Verbal Warning by Camp Director
  - \* Written Warning
  - \* Counseling Session
  - \* Suspension for the Day / Week / Summer

\_\_\_\_\_  
Child(ren)'s printed name(s)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date Signed

# **Health Assessment Form**

*The form on the back of this page **MUST** be filled out by your pediatrician and returned to the Camp Director at drop off on the first day your child(ren) attends camp. Failure to return this form will result in your child not being accepted to camp until it is returned.*

*Please note:*

*If your child(ren) was enrolled in our School Age Program for the 2021-2022 School Year, you do **NOT** need to turn in this form since it is already on file in the office.*

*Health Assessments/Updated Immunization Records are due at every other year intervals for our Summer Day Camp Program. **The initial physical must have occurred since September 1, 2021.***

**Questions about the Health Assessment Form?  
Email Angie at [angieweida@gmail.com](mailto:angieweida@gmail.com)**

# **EMERGENCY CONTACT FORM**

*The form on the back of this page **MUST** be filled out and returned to the Camp Director by **May 19**. Failure to return this form will result in your child not being accepted to camp until it is returned.*

*Please note:*

*If your child(ren) was enrolled in our School Age Program for the 2021-2022 School Year, you do **NOT** need to turn in this form since it is already on file in the office.*

# **SUNSCREEN POLICY FORM**

*The form on the back of this page **MUST** be filled out and returned to the Camp Director by **May 19**. Failure to return this form will result in your child not being accepted to camp until it is returned.*

# ***CCCC* SUMMER DAY CAMP**

## **Sunscreen Policy Form**

Soaking up the sun's rays used to be considered healthy before we learned about the dangers of ultraviolet rays. These invisible rays, known as ultraviolet-A (UVA) and ultraviolet-B (UVB), cause suntan, sunburn, and skin damage. There is not "safe" UV light. Protecting young people from the sun is especially important as most of our lifetime exposure comes before the age of 20.

Our summer day camp participants spend a great deal of time in the outdoors and are thereby exposed to the sun's harmful rays. Since it is our commitment to promote healthy children, we have the following policies to this regard:

- ☀ **All campers and staff will wear sunscreen with an SPF of at least 15 on all exposed skin (including lips), daily, even on cloudy days.**
- ☀ **Parents or legal guardians will be responsible for applying the first layer of sunscreen prior to morning drop-off.**
- ☀ **The Camp Staff requests that you send Spray Sunscreen and a Face Stick for each child. The Spray Sunscreen helps us avoid counselors having to rub sunscreen into a child's skin.**
- ☀ **Parents or legal guardians will be responsible for providing children with enough sunscreen for the summer (in the original sealed container). The staff will notify you when your child's supply is about to run out. ONE CONTAINER PER CHILD, PLEASE. FURTHERMORE, DUE TO ALLERGIES WE CANNOT GIVE ANYONE ELSE ANOTHER CHILD OR STAFF MEMBER'S SUNSCREEN.**
- ☀ **Please check your sunscreen for an expiration date. We cannot accept sunscreens that are past their expiration dates. If an expiration date is not listed, the shelf life is around 3 years but may be shorter if it has been exposed to high temperatures.**
- ☀ **Campers will be reminded to apply sunscreen before extended outdoor activities.**
- ☀ **Christ Church Children's Center reserves the right to disallow anyone to participate in our programs at any time if they fail to comply with this policy.**

Please note that these decisions were made to protect your child. In addition, our staff members have been trained on this subject and understand their responsibilities and the consequences for failure in observing this policy.

*PLEASE READ, SIGN, DETACH, AND RETURN TO THE CAMP OFFICE*

I verify that I have read, understand, and for the protection of the well-being of my child(ren) agree to comply with Christ Church Children's Center's sunscreen policy. I also understand that if at any time I fail to comply with the policy, my child will not be allowed to participate in the program.

Child's Name \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

# **CELL PHONE/ELECTRONIC DEVICE POLICY FORM**

*The form on the back of this page **MUST** be filled out and returned to the Camp Director by **May 19**. Failure to return this form will result in your child not being accepted to camp until it is returned.*

# Cell Phone/Electronic Device Policy Form

Sending your children to camp, especially for the first time, is hard enough, but not being able to call or text your child? How will you make it through the day? It's true that most camps, including day camps, ban cell phones and electronic devices. It is listed among the items NOT to bring. Your fears and concerns are understandable, but you will still be able to connect with your kids.

We are so used to being able to call or text anyone in seconds that the thought of not being able to do that with your kids over the summer can be truly frightening. How many times have you texted your child and then start to panic when they don't respond right away? We all need to know that our children are safe and being cared for. Well, you can do it without a cell phone. Here are a few tips and reminders that will hopefully ease your concerns:

- **You will be able to talk to your kids** – Campers will tell you all about it as soon as they get home. You will also have access to their schedule, so you know what activities are planned. If they are away, you can call the camp. You can speak with their counselor or the camp director if you need to. Your children will also be able to call you if they want to get in touch.
- **Your child is at camp to have fun** - It's important to remind yourself why you wanted them to go to camp in the first place. You want them to have fun! You want them to make new friends and have the experience of a lifetime. You are fortunate to have the ability to this for your children. Help them take advantage of this opportunity by letting them play outside and interact with other kids without a screen in front of them. They will improve their social skills and increase their self-confidence.
- **It's me, not them** – Do your kids want to talk or text with you all day? You probably need it more than they do. Let them be kids. Let them unwind and unplug. Summer is for escaping the demands of school and peer pressure. Camp allows them to be in a place dedicated to helping kids feel good about themselves.

## Here is the Statement on Cell Phones and Electronic Devices from Christ Church Children's Center that you need to read and sign.

If children bring a personal cell phone/electronic device to Day Camp, its use will be prohibited during Day Camp (8:30 AM to 3:30 PM), and permission from the supervising camp counselors will be required for any use. It's suggested that the cell phone/electronic device be kept in the child's lunch bag or backpack to prevent damage or loss during active play, or it may be held by their counselor for safe-keeping until dismissal. Electronic Device use will also be prohibited during normal camp hours (8:30 AM to 3:30 PM). Lost cell phones and electronic devices are not the responsibility of Christ Church Children Center and/or Christ (Mertz) Lutheran Church. Violation of our cell phone/electronic device policy may result in confiscation until the end of the day.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Your Child's Printed Name

\_\_\_\_\_  
Date Signed

# **MEDIA RELEASE FORM**

*The form on the back of this page **MUST** be filled out and returned to the Camp Director by **May 19**. Failure to return this form will result in your child not being accepted to camp until it is returned.*

# Christ Church Children's Center

The First Step to a Bright Future  
16 Fleetwood Road; Fleetwood, PA 19522  
610-682-6381

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## MEDIA RELEASE FORM

I grant Christ Church Children's Center the right to take photographs and/or video of me and my family in connection with childcare experiences at the facility and on outings to field trips. I authorize Christ Church Children's Center, its assigns, and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Christ Church Children's Center may use such photographs and/or video of my family and me without our names and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content.

Please note photographs and/or video used for advertising purposes will never have a child's name associated with the picture without a parent/guardian's permission.

At Christ Church Children's Center we frequently take photographs for the purpose of children's projects, displays, and for reference during parent meetings. Christ Church Children's Center is a proud sponsor of students from local colleges and universities; a place where they can observe children in an early childhood learning environment and complete their internships. During the course of their student learning experiences, photographs are taken frequently for their educational purposes (i.e., course portfolios).

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Yes, permission granted: \_\_\_\_\_  
Parent Signature

No, permission denied: \_\_\_\_\_  
Parent Signature

*This paper will be maintained in your child's enrollment records along with his/her other official documents.*

# **TRANSPORTATION POLICY**

*The form on the back of this page **MUST** be filled out and returned to the Camp Director by **May 19**. Failure to return this form will result in your child not being accepted to camp until it is returned.*

# Christ Church Children's Center

## Transportation Policy

The safety of children, passengers and the driver are of utmost importance in transportation provided by Christ Church Children's Center. All transportation will comply with state motor vehicle licensing requirements and traffic regulations. Staff drivers will meet job and staff qualifications, have evidence of a safe driving record for a minimum of the previous 5 years, and pass a background check. All Christ Church Children's Center vehicles are insured, registered, and well-maintained. The number of passengers will not exceed the vehicle manufacturer's recommendation. All children transported by the program will have completed, signed Transportation Permission forms; children without permission forms will be refused transportation. Smoking, alcohol, drugs and any substances or materials that could be considered harmful to or inappropriate for children are prohibited in transportation vehicles at all times. For Summer Day Camp, BCIU buses are used in addition to our Christ Church Children's Center vehicles.

1. Transportation Permission forms for regular transportation to and from the program will be completed, signed, and returned to the office with enrollment forms.
2. Children will never be left unattended in a vehicle, even for brief periods.
3. An adult will accompany all children to and from vehicles to ensure safe passage.
4. On trips departing from the program, children will be counted when entering the vehicle and again when entering the facility in both directions.
5. Proper restraint systems, seat belts, car seats, and booster seats will be used as required by state law.
6. Parents may be required to provide a car or booster seat for field trips.
7. Staff will ensure that car and booster seats are installed properly and that restraint systems are fastened securely.
8. Children with special needs will have their needs attended to during transportation as outlined in their Care Plan.
9. All travel routes will be planned in advance.
10. A first aid kit, cell phone and list of emergency contacts will be in the vehicle while transporting children.
11. Other than in cases of emergency, the driver is not permitted to talk on, text or otherwise use a cell phone, tablet, laptop, or other electronic device while operating the vehicle.

***PLEASE READ, SIGN, AND RETURN TO THE OFFICE***

**I verify that I have read, understand, and for the protection of the well-being of my child(ren) agree to comply with Christ Church Children's Center's Transportation Policy.**

**Child's Name** \_\_\_\_\_

**Parent or Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_