

LifeCenter Plus 2023 Summer Camp Parent Hand- book



TYPICAL DAY AT CAMP

7:30am-9:00am	Before Care
9:00am	CAMP STARTS
9:00am-9:15am	Attendance
9:15am-10:15am	Crafts & Games
10:15am-10:30am	Morning Snack
10:30am-11:00am	Clean-Up & Change
11:00am-12:45pm	Swimming
12:45pm-1:00pm	Change for Afternoon
1:00pm-1:30pm	Lunch
1:30pm-4:00pm	Games
4:00pm	CAMP ENDS
4:00pm-5:30pm	After Care

WHAT TO PACK

- Spray Sunscreen
- Swimsuit
- Beach Towel
- Goggles
- Extra set of clothes
- Socks & underwear
- Sweatshirt/Jacket
- Tennis Shoes
- Water Bottle
- Morning Snack
- Lunch

Please label all belongings with your camper's name.

Camp Hours, Check-In & Pick-Up Information

Camp Hours LifeCenter Plus offers day camp Monday through Friday from 9:00am to 4:00pm. Before and After Care options are available for an additional cost.

Check-In LifeCenter Plus requires that all children be properly signed in by an adult and turned over to a LifeCenter Plus camp counselor. This helps ensure the safety of your child. LCP does not and will not assume responsibility for children that arrive before 7:30am.

Illness If someone has a high fever, they will be asked to leave and not return until fever-free without medical intervention for three days. We do ask that if your child is feeling ill to please stay home. Additionally, any child that exhibits COVID-19 symptoms will be separated from the others and will need to be picked up immediately and seek medical care and/or COVID-19 testing, per Ohio Department of Health and CDC guidelines.

Pick-Up You are required to sign out your children when you pick them up from camp. It is our responsibility to see that your child leaves with the appropriate person each day. Individuals authorized to pick-up your campers must be listed on the Authorization for Pick-Up form in your registration packet. Your child will not be released to anyone not included on that list. We will ask for identification (or until the staff recognizes the authorized person). Please do not be offended. This is done with your child's safety in mind. **Early Pick-Up** If your child will be leaving camp early, please notify the camp counselor, in writing, the morning of the designated day. **Late Pick-Up** After Care ends promptly at 5:30pm. Any children not picked up by the end of the camp day will be placed in our Kids Korner and a \$10 late fee per child will be charged.

Service Fee Due to the extra precautions, cleaning, and supplies needed throughout each camp week, a weekly \$10 service fee will be added to each camper's registration. This fee is not included in the first-time camper discount and/or the early bird discount.

PARENT COMMUNICATION

In order for LifeCenter Plus to provide a successful camp experience for campers, it is necessary for the staff and parents to work together and support each other. Whenever you have questions or concerns related to camp, please direct them to the Camp Director or your child's Lead Counselor. Proper action can only be taken when clear communication takes place. Due to the times of activities at camp, please allow 48 hours for emails and phone calls to be returned. Should you need to contact LifeCenter Plus regarding camp, simply send an email to **SummerCamp@LifeCenterPlus.com** or call **330-655-2377 ext.322**.

Weekly Emails

The week before each camp session, you will receive an email with important information regarding theme days, schedules, field trips, special events, etc. Please understand that the emails will be sent to the address that you provided on your camper's registration forms.

Staff Communication

Staff are trained to handle day-to-day situations that may arise during camp in a safe and caring manner. Instances when you might expect to hear from camp staff for consultations or to arrange to pick up your camper may include illnesses or behavioral issues.

Emergencies

Should you need to contact your camper in an emergency circumstance, please call **330-655-2377** and a LifeCenter Plus staff member will offer his/her assistance.

Absences

To ensure the safest possible environment, please report absences in writing to LifeCenter Plus at **SummerCamp@LifeCenterPlus.com** if your child is not going to attend on any given day. No refunds are given for absences.

Late Arrivals & No Shows

If your camper will be arriving late to camp, please notify a camp counselor the day before or email LifeCenter Plus at **SummerCamp@LifeCenterPlus.com**. If a camper does not show up to camp by Noon, staff will call the primary contact to determine the camper's whereabouts. No refunds or credits are given for late arrivals or no shows.

CAMP STAFF

LifeCenter Plus camp counselors are selected for their experience working with children, judgement, maturity, and their fun and caring attitudes! In addition to learning all of the policies and procedures of LifeCenter Plus, all of our camp staff is certified in First Aid and CPR and have passed a National background check. We feel confident that we have the best staff around! Each counselor will ensure your camper's summer is filled with FUN!

PAYMENTS

Camp payments must be received before 4pm on the Thursday prior in order for your child to attend camp the following week.

Payments Accepted

We accept checks payable to LifeCenter Plus, cash, Visa and MasterCard.

Registration Changes

Should you wish to cancel a summer camp registration, you must give LifeCenter Plus a written notice 10 business days prior. After this time no refunds will be given, no exceptions. We do not provide credits for camps due to cancellations by participants. You will be charged a \$10 administration fee to any changes to camp registrations.

HOUSE ACCOUNTS

LifeCenter Plus does not allow house account usage towards Café and lunch purchases by campers at this time. Please have your child put their change/cash in a zip lock bag with their name on it. LCP Staff will keep bags secure throughout each day (must be labeled!). Please contact our billing department with any questions in regards to House Accounts at 330-655-2377 ext. 119.

LOST & FOUND

Label each piece of your child's camp gear and clothing with his or her first and last name. All lost and found items left at LifeCenter Plus will remain at LifeCenter Plus but be donated on a monthly basis (30-days). LifeCenter Plus is not responsible for lost, damaged or stolen items. The best way to prevent the loss of property is to leave it at home! All lost money/change turned in and/or found by a counselor will remain with that counselor until it is reported as lost by a camper/child.

HEALTH INFORMATION

The health and safety of your child is our primary concern.

Illness

Children must be healthy enough to participate in camp's daily routine. If your child becomes ill at camp, you will be notified immediately to pick up your child. LifeCenter Plus does not have the facilities to care for sick children and therefore do not allow them to remain at camp. If your child has a communicable disease, they may not return to camp without a doctor's note.

Medications

If your child needs to take any medications during camp hours, the medication must be given to a Lead Counselor. The medication must be in its original container with the appropriate label and instructions, have your child's name on it, and have the appropriate amount of medication needed for your child's stay at camp. Exact directions for dispensing the medicine along with the time that it should be taken must be written on the Emergency Medical Authorization form. For those campers requiring an epi-pen, please provide written instructions if the epi-pen needs to be returned daily or can remain at camp for the duration.

LUNCHES & SNACKS

All campers should bring a non-perishable lunch, snack, beverage and water bottle to camp daily unless otherwise notified. Lunches will not be refrigerated. Please mark all lunches with the camper's first and last name. Please do not provide your camper with food that will need heated or microwaved. Camp staff is not responsible for food preparation. Campers will have the option to purchase a daily lunch from our Café. Lunch forms are available in the camp classrooms, as well as within registration packet. Lunch forms are due on Friday prior to each week your child is attending camp. Please make lunch form checks payable to LCP. Please have your child put their money in a zip lock bag with their name on it, for any change/cash used for food and snack purchases.

CAMP T-SHIRTS

Each camper will receive one LifeCenter Plus t-shirt for the entire summer. Camp T-shirts **MUST** be worn on off-site field trip days. If your child loses their shirt, you must purchase a new one. Additional camp shirts can be purchased for \$12 (+ tax) at the Pool Desk.

SUNSCREEN

Please apply sunscreen to your child prior to camp. Should your camper need to re-apply sunscreen while participating in camp, the Sunscreen Permission Form must be completed in the registration packet. It **MUST** be the spray on type, kept in the original container and clearly labeled with the camper's name. Camp staff may help apply sunscreen to campers who need/request it.

FIELD TRIPS

The 7-12 year olds will participate in an off-site field trip on Wednesdays during the weeks that an off-site field trip is offered (indicated in camp brochure). In case of rain or uncontrollable circumstances, a field trip may be changed or cancelled. On field trip days, campers must come to LifeCenter Plus dressed in their camp t-shirt and bring a non-perishable lunch, snacks, drink/water bottle and extra sunscreen. Trips will include transportation on the LifeCenter Plus bus. Campers may have the opportunity to purchase food or souvenirs at various field trip locations; however counselors reserve the right to remove that opportunity if a camper is not adhering to our behavioral policies. You have the option for your child not to attend field trips. If your child will not be attending the field trip, please send LifeCenter Plus a 24 hour written notice to SummerCamp@LifeCenterPlus.com. If your child decides they do not want to attend a field trip, a call will be made to the parents for approval.

SWIMMING & ROCKWALL

Please send your child to camp with a swimsuit and change of clothes **everyday**. All campers will be evaluated on their first day of camp for safety. They will be asked to demonstrate their abilities by swimming one width of the Olympic pool and back using a recognizable stroke. The swimming test is required to ensure safety in the pool. Successful completion of this test will allow the children to swim in the Olympic pool during camp. Campers that are unable to pass the swim test will be restricted to the Zero Depth pool. **No Exceptions!** All campers will be marked as swimmers (green wristband) or non-swimmers (orange wristband) at the completion of the swim test. Camp staff and LCP Certified Lifeguards supervise swimming. **ROCKWALL:** There will be days when campers will be able to use the rockwall. If they would like to participate, they must be wearing shoes AND socks. While we do not require closed toe shoes on a daily basis, they will be required to use the rockwall. Our staff will communicate beforehand if/when the rockwall will be used, but there may be unplanned occasions.

BEHAVIOR EXPECTATIONS AT CAMP

Campers are entitled to a pleasant and safe environment while participating in LifeCenter Plus kids summer camp. We expect staff, campers and parents to act respectfully toward other campers, staff, equipment, facilities and themselves at all times while participating in camp. LifeCenter Plus staff will strive not only to provide a fun and safe learning experience, but also to stress respect for others. Camp staff will work cooperatively with parents, keeping them informed. The following procedures will be followed when children misbehave or break camp rules.

LifeCenter Plus reserves the right to suspend or terminate a participant from camp if he or she poses serious continual discipline problems, whether or not all of the steps in our discipline procedure have been completed.

The following disciplinary policy will be followed for general misbehavior

(disrespect of staff or participants, refusal to follow behavior guidelines or camp rules, disrupting a program, fighting of any kind):

1st offense: Camper will be redirected and given a verbal warning.

2nd offense: Loss of morning and/or afternoon activities followed by a note on file and written notification to parent/guardian

3rd offense: Verbal communication to parent/guardian

4th offense: Parent will be called to pick child up early or risk the child being suspended or terminated from camp completely. This will be up to the Camp Director's discretion. No refunds will be given.

Field Trips If your child has violated the our behavior expectations at camp and/or on a field trip day, counselors reserve the right to remove them from that day's field trip or remove the opportunity for souvenir purchases (dependant upon trip location). If this occurs, a phone call will be made to the parents to let them know.

LifeCenter Plus has a zero-tolerance policy for serious misbehaviors since our goal is to provide a healthy, safe and fun environment for every camper. The behaviors listed below are grounds for immediate removal from camp for the remainder of the current day and additional days as deemed necessary by camp staff. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at camp. **If a child is removed from camp no refunds will be given.**

The following disciplinary policy will be followed for serious misbehavior

(endangering another person's well-being, stealing or destruction of property, any kind of physical assault, leaving the camp without permission or refusing to stay with the group, possession of weapons, illegal drugs or alcohol, general disregard for camp staff, the program and regulations):

1st offense: Loss of morning and/or afternoon activities followed by a note on file and written notification to parent/guardian

2nd offense: Removal from camp. Parent will be called to pick child up early or risk the child being terminated from camp completely. This will be up to the Camp Director's discretion.

3rd offense: Termination from camp.