

# **LUTHERAN HIGH SUMMER CAMP FOR KIDS 2023 POLICIES**

## **LUTHERAN HIGH SCHOOL\***

5200 S. 6<sup>th</sup> Street Frontage Road East

Springfield, IL 62703

**Phone** (217) 546-6363 **FAX** (217) 546-6489

**Fed. Tax** #37-1067705

Summer Camp Email: a.whitlow@spiluhi.org

**Alyssa Whitlow, Director (217) 546-6363**

**\*Due to mine subsidence damage at our West Washington address, summer camp will be held at Our Savior's Lutheran School, 2645 Old Jacksonville Rd, during the month of June and Trinity Lutheran School, 515 S. MacArthur Blvd, during the month of July.**

### **DISCIPLINE:**

1. If a child is disruptive, uncooperative or generally misbehaving - minor behavior problems will result in "quiet time" with the counselor or director. Any major infractions will result in a verbal warning from the director. (This warning will be in writing and go on file). Major infractions are: threatening behavior, foul language or gestures, gross disrespect, fighting, vandalism, sexual harassment, theft or any other similar misbehavior. (Infractions such as smoking, JUULing, drugs or alcohol will result in immediate expulsion from camp).
2. Second major infraction: written warning sent home to parent.  
Third infraction: child out for one day.  
Fourth infraction: child is removed for the remainder of the summer. Parent must pick up child immediately.

### **MEDICAL:**

1. Children will be sent home if they have a temperature of 101 degrees or if they have vomited two times or have diarrhea two times in an hour. No child should be at the camp when they have a contagious disease (State of Illinois - Standard Policy on Contagious Disease).
2. Accident insurance (secondary) provided and included in camp fees (pays most of what your personal insurance does not pay).
3. Any medication to be given to children must be entrusted with the camp director and is to be in the original container with label directions indicating the child's name and dosage.

### **ACTIVITIES:**

1. Weekly activities will be passed out (or mailed) the previous Thursday or Friday in the main entrance.
2. We reserve the right to modify activities if necessary.
3. Differing activities will be provided to match differing age, medical conditions or physical stature.
4. All campers are expected to participate in field trip activities unless specific written instructions from the parent-guardian are received. In some circumstances, there will be no alternative to the field trip and the student cannot be supervised if they do not go along.
5. Costs for materials, travel and admissions are covered by the basic weekly fee. If campers bring along extra money for trips that allow this, it would be wise to put the money in an envelope with the camper's name on it and let the counselor hold onto the money to avoid loss.

### **DAILY ATTENDANCE:**

1. Parents are to notify Camp Director if child will be absent.
2. Parent is to use the "sign-in/out" form each day when dropping child off and picking them up.
3. Parents will notify Camp Director or give written permission if someone other than parent will pick up child (person will be asked to show identification).
4. If your pick-up time or drop-off time will vary (due to doctor appointment, etc.), please notify the director the day before or that particular day. This will be less confusing due to the frequent trips that will be taken.

### **FINANCIAL OBLIGATIONS:**

1. Reservations are made by submitting the Registration Form and a \$20 deposit per week per child enrolled (8 weeks = \$160.00 deposit per camper). The weekly deposit is forfeited if the Summer Camp Director is not notified at least one week in advance that a child will not be attending.
2. The balance of the week's tuition is expected on Monday of the reserved week.
3. Full payment is expected for the week even if the child may miss some of the week's activities or whole days.
4. Payment may be made with cash, check, or money order.
5. Late pick-up of child - you will be assessed a fee of \$5 per child for each fifteen minutes following the 5:30 p.m. deadline. The parent should come prepared to pay this additional amount to the supervisor who must wait with the child.

### **PHONE USE:**

1. Children may use camp phone or their cell phone for emergency calls with permission of staff.
2. Children may have cell phones but they must be turned off/silent and kept in their bags. Failure to follow this request will result in the child's phone being kept in the office until a parent comes for pick up. At that time, we will ask that the child leave their phone at home for the remainder of the week.

### **MISCELLANEOUS:**

1. An announcement board on the wall in the camp office/entrance will list upcoming daily events and field trips. It is very important to review the board on a regular basis.
2. Each age group will be assigned a different classroom. There will be a place for the child to keep individual clothing, bags, etc. Please label all clothing, bags, towels, etc.
3. There will be a "Lost & Found" table near the summer camp office.
4. Your child may not bring electronic devices, video games, or skateboards, etc. Personal games and activity items may be brought only with permission of staff and must be taken home daily.
5. For grades K-6; Wednesdays will be our In-House day. This would be a good day for doctor appointments, etc.

### **VOYAGER CAMP & SINGLE DAY TRIP ONLY**

1. Single day campers may come on the Wednesday field trip of the week. These single day spots are to be filled on a first come - first served basis dependant on when a \$10 deposit is made. This deposit is required to reserve a place in said event. The deposit will be refunded if we are notified of non-attendance at least one week in advance.
2. Estimated return times for long trips will be provided. Children may use their cell phone or the camp phone to notify parents of actual arrival, and pick up must occur within 30 minutes of this call. In case of emergency or changes in return time, the counselor in charge will ask the campers to call their parents and the counselor in charge will also notify Lutheran High School who in turn will notify the parents that were not called by a camper.
3. In the event a long trip is canceled due to rain or the site not available, Voyager Camp will go to one of the back-up activities. If parents do not wish to send the camper to the back-up, the deposit will be refunded. If the child participates in the back-up activity, the parents will be held accountable for any higher cost or will be refunded the amount of a lower cost. Phone contact will be made with the parents to verify intentions.

**LUTHERAN HIGH SUMMER CAMP FOR KIDS** reserves the right to use pictures and recordings of camp activities and campers for public relation purposes.

**LUTHERAN HIGH SUMMER CAMP FOR KIDS** will NOT release directory information (address, phone number) to parents of other campers unless we receive instruction to do so by said parent.