



**DAY CAMP
PROGRAM
HANDBOOK**



DAY CAMP PROGRAM

GENERAL INFORMATION:

Luther Point Bible Camp is an extension of the ministry of its member congregations. Our mission is "Forming Faith, Pointing to Christ." The Day Camp Program is designed to serve the community and help form faith by providing opportunities for the LPBC summer staff to work in congregations for week-long periods. It is meant to strengthen the church's program of Christian education, serve as an evangelism tool by which congregations can reach out to children in their communities, and encourage children to attend Luther Point Bible Camp in the future. While it will generally take place in the local church, the Day Camp Program may also utilize local parks, swimming pools, farms, etc.

SCHEDULING:

The Day Camp Program is available throughout the summer from early June through mid-August and will be offered in five-day sessions. Hours and arrangements are flexible, according to each congregation's needs. However, each congregation is expected to schedule Day Camp so that it starts after **5PM on Sunday** and ends by **12Noon on Friday** so that counselors may take part in required staff meetings at Luther Point. The sessions can run half days, whole days, or evenings. Five hours each day is a recommended length for Monday – Thursday. If your actual Day Camp program only runs two or three hours there are many other ways in which you can utilize the team while they are at your congregation. The following ideas have been successful in many congregations:

- Sunday night kick off program
- Thursday night family gathering / program
- Sharing music at other community places (ex. assisted living)
- Jr. High Youth nights
- Sr. High Youth nights
- Evening campfires, bonfires, hayrides, etc.
- Church or community service projects

Below is a sample schedule you might choose to follow:

Sunday

- 5:30PM Staff arrives
- 6:00PM – 7:30PM Family meal / Kick off program

Monday – Thursday

- 9:00AM – 2:00PM Day Camp

Thursday

- 6:00PM-7:30PM Family meal / program

Friday

- 9:00AM – 12Noon Day Camp

COST:

The base price is \$1,125 for a week of Day Camp. This includes three staff, all programming, mileage, craft and Bible study supplies. We require a ratio of 1 staff for every 10 campers*. The cost for each additional staff member is \$325 for the week. If your numbers exceed the maximum camper/counselor ratio you will be charged an extra \$12 per camper per day.

**If your camper numbers are 80 or more: In addition to the normal 1-10 ratio one additional staff member will also be required for program coordination needs.*

DAY CAMPER AGE RANGE:

The Luther Point Day Camp Program is designed for campers entering 1st through 12th grade in the fall. Many congregations choose to run daily sessions for campers in 1st – 6th grades with an afternoon or evening program for the Jr. & Sr. High youth one or two days during the week. ***The Luther Point staff are not trained to work with children younger than 1st grade due to the time constraints of staff training and the special needs of children who have not yet been to school.*** If you plan to have younger children as part of your Day Camp Program, Luther Point staff will be happy to include them for opening and/or closing gatherings, but the rest of the day will need to be led by volunteers.

MATERIALS:

- The congregation is expected to provide basic supplies such as: scissors, crayons, markers, pens, glue, etc.
- The congregation should provide table coverings to protect table surfaces when necessary.
- Children should be encouraged to bring their Bibles to Day Camp.
- Luther Point will provide program specific materials for the Bible studies and craft projects.

INSURANCE COVERAGE:

- The family's insurance policy assumes primary coverage. The church's policy assumes secondary coverage. Luther Point provides workman's compensation coverage for Luther Point staff.

LUTHER POINT RESPONSIBILITIES:

- Provide a team of trained Luther Point staff members
- Provide entire program including program specific materials
- Provide orientation for and involve the congregation's volunteer staff

CONGREGATIONAL RESPONSIBILITIES:

- Provide a local Coordinator or Day Camp Committee to:
 - Publicize Day Camp in congregation and community
 - Contact LPBC for any needs prior to the Day Camp
 - Fill out and return the Scheduling Sheet to LPBC 2 weeks prior to Day Camp
 - Handle registrations and Health/Authorization Forms
(Health/Authorization Forms are **required** for each participant)
 - Be available daily to support Day Camp staff
- Recruit volunteer helpers (one per 10 campers)
- Make other necessary arrangements to ensure a successful week
- Provide housing when the Day Camp location is further than 20 miles from LPBC. A member's house is preferred but a church lounge is also acceptable. Staff need to have easy access to showers each day. We request that one place be provided free from animals due to allergies of some staff members. The relationships with host families are an important aspect of our outreach ministry. Whenever possible it is best to have staff housed with a family rather than providing non-hosted housing.
- Provide meals for Luther Point staff. This includes breakfast, lunch and dinner each day. Meals may be brought in by church members or offered in their homes. Day camp staff should also have access to a kitchen while they are guests of the congregation.
- Provide a daily snack for the children if desired.



DAY CAMP STAFF SAFETY/EMERGENCY MEASURES

- The team will have a camp first aid kit available at all times during the Day Camp sessions. It will be kept in the Day Camp vehicle.

- The Luther Point Day Camp Coordinator will keep the Health/Authorization forms completed by campers' parents/guardians and have them available during the daily sessions. The church must turn these into the Day Camp Coordinator before the first Day Camp session begins. The Day Camp Coordinator will turn the permission slips into the LPBC office at the end of each week. Your Day Camp Folder contains a reproducible Luther Point Health form (copy back to back, health history on one side and name on the other). You must collect one form from each Day Camp participant. These forms provide camp with much needed information and permissions. Some of the information and permission given by a signed Health/Authorization Form include:

- Name, age and address of Day Camper for camp mailings
- Permission to seek emergency treatment if necessary
- Permission to use a Day Camp photograph in LPBC or ELCA publications

All Information collected from the Health/Authorization Forms is used for Luther Point Bible Camp records and will not be used for any other purpose.

- Team members are to familiarize themselves with the location of the community's health facilities and the location of the nearest telephone for emergency use.

- A vehicle must always be available at the Day Camp site with a member of the local congregation over the age of 21, preferably over the age of 25, available to transport a camper to the clinic or hospital in case of emergency.

- All games and activities are to be carefully supervised.

- When a group of campers is to move from the church to a park, beach, or other activity area, there will be one team member or helper at the head of the group, one at the rear, and one to guard at intersections.



DAY CAMP JOB DESCRIPTIONS

LUTHER POINT DAY CAMP & CRAFTS TEAM LEADER (*new position for 2012*)**

- Have a positive attitude
- Assist the Program Coordinator in communication with upcoming Day Camp congregations
- Assist Day Camp congregations with preparing schedules and activities
- Prep and train Day Camp teams each week
- Brief Day Camp teams about expectations and schedules set by the congregation

LUTHER POINT DAY CAMP COORDINATOR:

- Have a positive attitude
- Participate in training of Day Camp Team
- Meet with the Luther Point Day Camp & Crafts Team Leader prior to leaving
- Meet with the local Day Camp Coordinator at the beginning of each Day Camp to clarify and confirm plans for:
 - Team housing and meals
 - Daily schedules
 - Participation of volunteers
 - Responsibilities
 - General arrangements
- Work with local Day Camp Coordinator throughout the week to ensure smooth operation of the Day Camp program in the congregation
- Provide orientation for congregational volunteer staff prior to beginning of Day Camp programs
- Receive Day Camp Health/Authorization Forms on the first day of each Day Camp Program and as needed for late enrollments
- Keep accurate record of Day Camper numbers each day
- Assign responsibilities for Bible studies, worship, recreation, crafts to team members, assuming his/her own share of these responsibilities as a member of the team

LUTHER POINT DAY CAMP TEAM MEMBER:

- Have a positive attitude
- Work closely with other members of the team to carry out an imaginative and effective Day Camp Program
- Work with Day Campers in groups of various sizes leading Bible studies, games, crafts, singing, and worship
- Be a friend and role model to Day Campers, and minister to their spiritual, psychological, and social needs
- Be alert to safety and health problems in the Day Camp
- Be open to requests of each congregation for special programs

DAY CAMP VOLUNTEER HELPERS:

- Assist the Luther Point team members as they lead by:
 - Helping the Day Camp team to keep order in the group
 - Helping younger children with Bible study activities
 - Reading a story from a Bible story book aloud
 - Serving any snacks during the daily program
 - Helping with games and crafts that may be used in the program



DAY CAMP STAFF POLICIES

LEISURE TIME AND GENERAL CONCERNS:

- The Day Camp program schedule often allows for free time in the afternoons, evenings, or even mornings in some instances, depending on the local schedule. Team members should use part of their free time for evaluation, study and preparation. They are entitled to time off, but this time should be spent in the community in which they are serving.
- Team members need to understand that they are guests of the congregation and that certain plans have been made for housing and meals prior to their arrival. Team members need to take these plans into consideration when planning any time off activities.
- In case of emergency trips for personal reasons team members are to pay their own expenses.
- Team members need to be aware of their actions and behavior in a congregation and community both during Day Camp sessions and during time off. They are there to serve and to be witnesses for Christ and testimonials for Luther Point. Team members should at all times be governed by common sense and courtesy and be respectful of host families by returning to their homes at reasonable hours and making their host families aware of their plans. Any plans the host family has made for the team to experience with them in their home or community will be given priority over staff only plans.

TEAM MEMBERS ARE TO REMEMBER AND CONSIDER:

- Their reflection of Christ in the congregation and community.
- Their purpose in being there, including as guests in both homes and the congregation.
- The welfare and safety of children and youth with whom they work.
- Their ability to lead the program in a way that makes the experiences refreshing and enjoyable for the participants.
- Their own rest and relaxation so that they can function effectively as individuals and as a team.
- Constant communication and willingness to work out disagreements and problems together.
- They are guests of the host congregation and shall respect property appropriately.

POLICIES REGARDING USE OF CAMP VEHICLES:

- Camp vehicles are not to be used for transportation of children or youth in the Day Camp program or for personal trips of team members during the week. If the staff travels more than 20 miles round trip for a non-day camp related outing the team members must pay for the gasoline. Staff should avoid putting excessive and unnecessary miles on the vehicle.
- The Day Camp Coordinator is responsible for entering mileage at the beginning and end of Day Camp in a ledger provided for that purpose.
- The Day Camp Coordinator is also responsible for checking oil and gasoline levels regularly in camp vehicles. Any expenses for oil, gasoline, etc. will be reimbursed through the Day Camp petty cash fund. Please keep all receipts with the petty cash.