



# Parent Handbook

Trinity Lutheran Church and School  
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(586)731-4490  
[www.trinityutica.com](http://www.trinityutica.com)  
[summercamp@trinityutica.com](mailto:summercamp@trinityutica.com)

# Camp Trinity

## OUR MISSION

The Mission of Trinity Lutheran Church and School is to “Go and Make Disciples Who Share Christ’s Story with Love”.

We are so excited to be able to share this summer with your children! Through a variety of different activities, we hope to encourage your child in their walk with Christ. Our main goal is to make it a fun summer for your children, in a safe environment where they can blossom and grow- physically, mentally, socially and most importantly, spiritually.

Within our Parent Handbook, we hope to answer many of your questions about Camp Trinity, including camp structure, weekly themes, scheduled, and camp practices and procedures. Please feel free to contact me with any questions and/or comments.

### **Allison Carr**

*Family Life Associate & Camp Trinity Supervisor*

### **Danielle Shifflett**

*On-Site Assistant Camp Trinity Supervisor*

## CONTACT INFORMATION

Our phone number is 586-731-4490 ext 151. We can be reached from 7:00 AM to 5:00 PM – the same hours as the center’s operating hours. Our Camp Trinity Supervisor and Assistant Supervisors can be reached by email at **summercamp@trinityutica.com**. If there is an emergency, please leave a message with the reception desk ext. 100 and they will relay the message to us.

## LICENSING

We are licensed by the State of Michigan Department of Human Services and meet, or exceed, their regulations for before and after school care centers. These regulations were designed to assure the welfare of your child. We maintain the state ratio requirement of 1 caregiver/18 students.

In accordance with the licensing requirements, all Camp Trinity staff members have:

- A fingerprinting background check
- CPR and First Aid training (including Blood-borne Pathogens)

### **Enrollment /Registration Forms**

Camp Trinity is available for students who completed Young Five’s—7th grade during the 2019-2021 Academic Year. Enrollment is completed by returning the *Child Information Card, Camp Trinity Policy Agreement Form, Combined Permission Slip, Registration Form, Expected Weekly Schedule, Tuition Express Form* and the *Notification of Licensing Notebook* form. These forms are available for pick up at school or on our website at [www.trinityutica.com/summercamp](http://www.trinityutica.com/summercamp). All forms must be completed and returned to Camp Trinity before services begin . If there are any adjustments to your child’s information card, let Camp Trinity staff know immediately.

# Summer Camp Procedures

## Hours

7:00 AM-5:00 PM Monday-Friday

Camp Trinity begins Monday, June 21 and ends Friday, August 13.

**We will be closed on Monday, July 5th in observation of the Fourth of July.**

## Arrival Procedure

- Parent/guardian will buzz the buzzer at Door 6 upon arrival. A staff member will meet them at the door.
- Staff member will fill out the intake questionnaire.
- Temperatures will be taken for each child before entering the building. Temperature must be below 100.4 to enter.
- A visual screening for signs of illness will be done by the staff member intaking each child. Look for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Parent/guardian will be asked if their child has had close contact with any person with the COVID-19 virus. If they have, they must go home and self-quarantine for 14 days.
- Parents will be asked if their child has felt unwell in the last 3 days. (Persistent cough, temperature, difficulty breathing, cold, diarrhea and/or vomiting)
- Parents will drop off their child at the health check. A Summer Camp Counselor will take the child into the building. Parents will not enter the building.
- Staff member and children will immediately wash their hands in the hallway bathroom before entering the classroom.
- Supplies will be placed in the child's cubby.  
The child will be taken to the classroom.

## Pick-up Procedure

- A parent/guardian will buzz the buzzer at Door 6. He/she will wait for a staff member to bring out their child.
- A staff member will gather the child and his/her belongings and take him/her to the parent/guardian. They will meet outside the building.

## Scheduling

- Parents will be asked to complete an **Expected Weekly Schedule** form for their child(ren) to give us an idea of how many students to expect in a day to abide by teacher-child ratios.
- We recognize that plans change. If families need to adjust their typical schedule by adding a day, please contact the Camp Director or Camp Supervisors before bringing your child. We will do our best to grant your request assuming we can abide by safe classroom ratios.
- Scheduling will help speed up the arrive time procedures.
- Scheduling pick up times will help us have children ready to go when parents/guardians are expected to arrive for pick up.

## Health Screening Procedure

- A staff member will oversee screening each child as he/she arrives.
- The staff member must wear a cloth mask and disposable gloves while doing the health screening.
- The staff member will fill out the health questionnaire for each child as he/she arrives.
- A temperature is taken with a touchless thermometer and recorded for each child as he/she arrives. The thermometer must be alcohol swabbed after each use.
- A visual health assessment of each child will be recorded by the staff member.
- Parent/guardian will be asked about close contact to any person with COVID-19. Staff member will record their answer.
- Health questionnaires will be stored in a binder.

### **Social Distancing**

- We will practice being 6 feet apart, as best we can.
- While exploring different centers in the classrooms there will be a limit number of children per activity.
- Lunch time will be spaced as close to 6 feet apart as possible.

### **Isolation Procedure**

- When a child/staff member becomes ill (temperature of 100.4 or higher accompanied by shortness of breath, dry cough, or diarrhea) he/she will be removed from the classroom. These are signs of possible COVID-19.
- A temperature will be taken and recorded on his/her health questionnaire.
- The sick child's parent/guardian will be call and asked to pick up their child as soon as possible.
- The child will wait in the designated sick room with a staff member until being picked up. He/she will be away from the other children and staff.
- The classroom of the sick child will be closed down for 24 hours before cleaning takes place.
- All toys that were being play with by the sick child will be removed for cleaning and disinfecting.
- Contact the local health department and your licensing consultant if a child, staff member, family member or visitor becomes ill with COVID-19 symptoms.
- Respect individual's privacy.
- If an individual tests positive in the classroom everyone should self-quarantine for 14 days. Seek the health department's guidance on whether to close the center.

### **PPE Procedure**

- Staff will wear facemasks while inside the building.
- Children are required to wear facemasks within the building, except during meal times.
- Staff will wear disposable glove when performing health checks at arrival.
- Staff will wear disposable gloves when working with food.
- Staff will wear disposable gloves when cleaning and disinfecting the classroom.

### **Illness Policy**

- If a child has a fever or cough, they should stay home until:
- They are fever free for 72 hours without the use of fever reducing medicine
- Other symptoms improve **AND** at least 10 days have passed since your symptoms first appeared

### **Communication Protocol from Staff to Families**

- Parents/Guardians will be contacted as soon as their child has a fever of 100.4 or higher.
- Parents/Guardians will be contacted if their child shows signs of COVID-19 (Fever of 100.4 or higher accompanied by shortness of breath, dry cough, diarrhea).
- If a parent/guardian cannot be reached an emergency pick up person will be contacted.

### **Communication Protocol from Families to Staff**

- Parents/Guardians must report to staff if their child has experienced symptom or if anyone in their household has tested positive with COVID-19.

### **Personal Hygiene**

- Children and staff members will wash hands upon arrival.
- Hands will be washed for a minimum of 20 seconds. Hands will be wetted; water will be turned off; soap will be applied; hands will be scrubbed for 20 seconds; hands will be rinsed and dried.
- Staff members will observe hand washing by children to make sure is it performed properly.
- Hands will be washed after using the restroom; after sneezing or coughing; after wiping one's nose; before and after eating; and upon returning from outside or the gym.
- Staff and children will be encouraged to sneeze/cough into their elbow.

## Cleaning Procedures

- Tables and counter tops will be cleaned/rinsed/disinfected upon arrive and before closing each day.
- Tables and counter will be cleaned/rinsed/disinfected before and after each time we eat.
- High touch point (doorknobs, light switches, paper towel dispensers) will be wiped down during rest time and at the end of each day.
- Toys will be cleaned during rest time, once the children are settled, and at the end of each day.
- Restroom will be cleaned at least once each day and more often, as needed.
- Floors will be cleaned at the end of each day, and more often, as needed.

## Toys

- Home toys are not to come to school.
- Classroom toys will be swapped out for cleaning between each group that plays with them.
- Toys will be limited to those that can be easily sanitized or disinfected.
- Cloth toys will not be used.
- Toys that are mouthed will immediately be placed in the “To be cleaned” basket.

## WHAT TO BRING

### Clothing

Your child should be dressed in comfortable clothing/play clothes that are appropriate to the day’s weather forecast. Please send your child to camp in clothes that could possibly get dirty or soiled. We do art projects, science experiments, play outside, games/sports, etc. on a regular basis. Sending your child in their “Sunday Best” or brand new clothing is not advised, but the decision is up to you, the parent. Please also note that it is advised to keep a sweatshirt in your child’s locker for cooler days. Also, make sure you check the newsletter to see what kind of clothing may be needed for special themed activities.

**Closed toe shoes** (tennis shoes/sneakers) **are required at camp every day.** Shoes such as sandals, flip flops, Crocs, etc. are not permitted. This allows your child to safely participate in outdoor activities, gym time, sports, playing on the play structure, etc. Camp Trinity Staff encourages everyone to participate in the fun games, and activities that coordinate. **Extra Clothing (for emergencies or art cover up) can be stored in their locker. Please label.**

### Camp Drawstring Bag

Each child will receive a Camp Trinity drawstring bag on their first day of attendance to bring each day they attend camp to keep their personal belongings in.

### Lunch

- Lunches will need to be stored in disposable paper lunch sacks. Access to a refrigerator is available, if required.
- The child’s name and the date must be on each lunch.
- A disposable drink container is preferred. If a reusable drink container is used it must fit within the child’s paper lunch sack.
- Disposable silverware is to be used.
- Provide only what your child can eat in one sitting. Remaining items will be disposed of following lunch.
- Campers will also have access to a microwave, if needed.

### Sunscreen

**\*Camp Trinity will be providing sunscreen for every child that attends.**

It is highly recommended for parents to apply sunscreen on your child before arriving at Summer Camp each day. Camp Trinity staff will assist the children with applying additional amounts of sunscreen, as needed, throughout the day. Please see our ‘Combined Permission/Release’ details on page 9.

## THINGS TO KEEP AT HOME

### Toys and Electronics

Please do not send your child to Camp Trinity with any electronic devices or toys from home. Unlike previous summers, we do not want children to even keep their toys from home in their lockers under our new COVID-19 protocols.

### Personal Water Bottles

Camp Trinity will be providing campers with their own reusable water bottle to be kept at Trinity. The water bottles will be washed and sanitized at the end of each day and be stored in their classroom. At the completion of camp, children will be able to take their bottle home to keep! Children do not need to bring their own from home.

## PROCEDURES AND OTHER NECESSARY INFORMATION

### Parking

Parents must park in designated parking areas. Please avoid the Pastor's spots. We do not allow curbside pick-up or drop-off. You must enter the building and check your child(ren) in or out of Camp Trinity. Please enter our building through Door #6 and park in the spaces along Deshon St. (the east side of the building). You may enter the building using our security system. Simply press the button marked "Summer Camp" and wait for a staff member to release the lock on the door. Proceed to the first floor check-in table.

### Check In & Out Procedures

A parent/guardian will buzz the buzzer at Door 6. He/she will wait for a staff member to bring out their child. A staff member will gather the child and his/her belongings and take him/her to the parent/guardian. They will meet outside the building. Camp Trinity staff will electronically sign campers in and out. Children will not be released to anyone that is not listed on the child's information form. We will ask for picture identification if we do not know the person attempting to pick up a child. Any changes must be provided in writing. In the event of an emergency, please inform our staff. Children can be released to a parent at anytime. Please inform us of any custody concerns. We will request a copy of any court orders prohibiting a parent from picking up his/her child.

### Meals & Snacks

Afternoon snacks are provided as part of the cost of tuition. We ask that parents provide a morning snack and lunch for your child if they will be with us during the posted lunch time. **We are a PEANUT & TREE NUT FREE program.**

### Pizza Wednesdays (Hot Lunch)

On Wednesdays, Camp Trinity will provide a pizza lunch for all the campers and the costs are part of your tuition. We will provide each kid with 2 pieces of pizza, a fruit and a vegetable side. **Please inform us of your child's special dietary needs or allergies on the emergency card.**

### Illness- Please see our policy related to COVID-19 on page 4

We ask that out of respect and love for our children and in order to avoid risking their health, you would keep children home when they are ill. Sickness includes: if he/she is vomiting, has repeated diarrhea, is running a fever, has a frequent productive cough or is known to have a contagious condition. Children are required to be symptom free without medication for 72 hours before returning to Camp. You must inform us if your child has been at Camp Trinity with a contagious condition.

If your child becomes ill while in our care, we will call you as parents first. If parents cannot be reached, we will call the emergency contact listed on the child's registration form. A sick child must be picked up as soon as possible.

Children will be sent home if, in the opinion of the staff, a child has:

- ◆ Repeated diarrhea
- ◆ Vomiting
- ◆ A fever (100 or above)
- ◆ Rash
- ◆ Pink eye
- ◆ Head lice
- ◆ Extreme congestion or coughing

### **Medication**

If your child needs to be given medication, the parent must follow these procedures:

- ◆ A medication form must be filled out completed for us to administer the medicine.
- ◆ Prescription medication must have a pharmacy label with the name of the child to whom it is to be given, physician name, and instructions
- ◆ Over the counter medicine must be in the original container

### **Emergency Procedures**

In case of **serious** accident or injury:

- ◆ Basic first aid will be applied.
- ◆ Parents will be notified.
- ◆ EMS may be notified depending on the severity of injury/illness
- ◆ If parents cannot be notified, the emergency contact on the child's information card will be contacted.

Trinity practices Emergency Evacuations for: Fire, Tornado, Severe Weather, and Lock downs [Shelter-in-Place].

### **Tuition and Payments**

A \$90 per child non-refundable registration fee is due at the time of registration. The registration fee includes daily afternoon snack, Pizza Wednesdays, a Camp water bottle & drawstring bag. Camp Trinity has a daily fee of \$40.00 per child. We require families to submit payment information through Tuition Express. Tuition Express enrollment information is included with registration paperwork. Services will not begin until all registration paperwork, including Tuition Express, is completed. Camp fees are collected bi-weekly for the previous two weeks, with the exception of our final week of services. Camp fees are paid by auto debit through Tuition Express. Forms of payment accepted are Visa/MasterCard/American Express/Discover or through a checking account. Bi-weekly billing statements are generated on Tuesdays for the previous two weeks. Funds will not be debited from your account until Fridays after you have received your statement. Funds will be debited from your account on file the following Fridays—

- \* **Friday, July 9** for services received June 21-July 2.
- \* **Friday, July 23** for services received July 6-July 16.
- \* **Friday, August 6** for services received July 19-July 30.
- \* **Friday, August 20** for services received August 2– August 13

**Camp Trinity services will be suspended if payment is more than two-weeks behind.**

### **Field Trips**

We will not be going on any off-site field trips this summer.

### **Walking Field Trips**

At least twice a week (Tuesdays and Thursdays, weather permitting) we will walk to Grant Park. However we may add an additional day, if we feel this would benefit the children and the program. Let the staff know if you plan on dropping off or picking up while we are away. Please make staff aware so we can plan accordingly.

### **Combined Permission/Release Form**

A 'Combined Permission/Release Form' is provided to each parent as part of the registration paperwork. This form details camp policy and release permission for a variety of camp activities. Parents must return a signed copy of this form before the beginning of camp. See details of the 'Combined Permission/Release Form' on the following page.

### **Camp Communications**

Communication between the home and camp is very important. In addition to this Camp Handbook, the camp staff will strive to keep families informed and updated concerning camp activities through our Email Newsletter. (Please make sure you provide an **active** email address that you check often as this will be the main form of communication we will use). The main mode of communication will be our Camp Newsletter which will include our upcoming schedule, upcoming field trips, and important deadlines you may need to put on your calendar. A Camp Newsletter will be sent out weekly for the following week. Administrator's email: summercamp@trinityutica.com.

### **Discipline**

**We believe Jesus Christ is the best teacher of love and forgiveness. Our goal is for the children to see Christ through our actions and words. We practice and teach love, peace, joy, kindness, goodness, gentleness, faithfulness and self control.** Good communication between teacher, child, and parent helps to make the total area of discipline a positive, beneficial experience. We use positive methods of discipline, which encourage self-direction and good self-esteem in a firm consistent manner.

### **Discipline Policy**

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control. Good discipline does not mean punishing children and laying down the law-it means to love the children enough to provide natural consequences and boundaries. Team members have been trained to understand what are age appropriate behaviors and how to encourage good choices.

#### **The following is considered unacceptable behavior:**

- \* Running in the classroom
- \* Leaving the area or group without permission
- \* Throwing toys, rocks, sand
- \* Aggressive behavior
- \* Hurting themselves or others, such as hitting, biting spitting, kicking, and pulling hair
- \* Abusive language
- \* Using toys and materials inappropriately (breaking toys or equipment)
- \* Lack of cooperation, arguing with team members or other children
- \* Removing shoes or other articles of clothing

#### **If inappropriate behavior does occur, we use a positive approach.**

- \* Encourage child's good behavior and/or redirect his/her activity.
- \* Model positive behavior and offer an alternative choice
- \* If a problem still exists, the child is then removed from the situation and placed in a time out within their area. "Time out" shall be defined as an area away from the group or activity, where the child will be encouraged to cool down and talk about their behavior.
- \* The child is allowed, as soon as possible, to return to the group.



**If redirection and “time out” periods are not sufficient in dealing with inappropriate behavior, the teacher has these prime responsibilities:**

- \* A behavior report will be written.
- \* If the child receives three written reports, the child may be suspended from Camp for one week. During this time, the parent/guardian and the Administrator will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow re-entry into the program.
- \* If the child does continue in the program and does receive a fourth behavior report, within a 30-day period, termination of services may occur.
- \* When the severity of a problem is great enough that it could endanger the safety of the child(ren)’s welfare, termination may be effective immediately after consulting the Administrator who will notify the parent or guardian.

**Camp Trinity considers this to be a drastic measure and would not resort to such action unless the child’s behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or staff. This Center expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child whose needs we cannot meet. The key to effective discipline is consistency. We strive to be as consistent as possible in all areas. We provide the child with a warm and loving Christian atmosphere in which to grow and learn.**

In addition to the above, the Camp Trinity will use the following methods to track behavior and communicate with parents.

1. Daily Reports-a parent/Center communication format that does not count as a written behavior report. These are duplicate forms; the original is filled and the copy goes to the parent.
2. Observation Form-an inner Center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any Center team member and are used solely to track behavior patterns. These are to be turned in daily to the child’s lead teacher and then to the Administrator for filing.
3. Parent Communication Form-These are the “Incident Forms” and are duplicate. The original is filed in the child’s file and the copy is given to the parent. These are preapproved by the Administrator. Each behavior report counts as one of the two that would result in a suspension.

**Combined Permission/Release Form**

This form details camp policy and release permission for a variety of camp activities. Parents must return a signed copy of this form before the beginning of camp. See details of the ‘Combined Permission/Release Form’ below.

**Trinity Lutheran School  
Photo/Story/Web Page Release**

Trinity Lutheran Church & School is a non-profit organization committed to enabling children to receive a Christian education. Trinity relies on the congregation and parents/ guardians of children to help promote the ministries of our church and school.

Acknowledging the above, I grant permission to Trinity Lutheran Church & School to use the story (ies) and/or photograph(s) of my child(ren) for the purposes of public awareness and promoting the programs and services of Trinity Lutheran Church and School. I waive any present and/or future claims of compensation and hold Trinity Lutheran Church & School harmless for their use.

### **WALKING PERMISSION**

I give permission for my child to participate in walking field trips to Grant Park and/or Dairy Queen with the staff of Camp Trinity.

### **SUNSCREEN PERMISSION**

I give permission to Camp Trinity to apply sunscreen to my child before participating in outside activities.

I understand that Camp Trinity will provide sunscreen for my child.

I understand that it is the best protection for my child if I apply the first layer of sunscreen at home before dropping him/her off at summer camp.

### **Lunch Agreement**

I understand that I will be responsible for packing a healthy lunch for my child each day.

I understand that I must send my child with a lunch. That is 100% disposable.

I understand that I **CANNOT SEND ANY PEANUT BUTTER OR ANYTHING CONTAINING NUTS** in my child's lunch. It causes an allergic reaction which closes off the airway of the children who are allergic to nuts.

I understand that Camp Trinity will provide afternoon snacks for my child.

I understand that I am not to send soda in my child's lunch.

I understand on Wednesdays a pizza lunch will be provided by Camp Trinity. My child can choose to participate or bring their own lunch from home.

### **Summer Camp Daily Schedule**

#### **Daily Camp Trinity Schedule**

7:00-8:45 AM	Arrival & Quiet Activities
9:00 AM	Devotions
9:25 AM	Morning Snack
9:45 AM	Outside Activity– MWF Grant Park-TR
10:30 AM	Bible Adventure based on Weekly Theme
11:00 AM	Themed Activities (Art & Craft, Cooking, Sensory, etc..)
12:30 PM	Lunch
1:00 PM	Recess
1:45 PM	Reading Time
2:15 PM	Group Activity/Game
3:15 PM	Afternoon Snack
3:40 PM	Outdoor Play
3:45-5:00 PM	Tabletop Activities, Game Time/Pick Up

During Reading Time, we will be reading through Chronicles of Narnia: The Lion, the Witch, and the Wardrobe as a group!

## Special Activities

### **Circus Week 1 -**

Wednesday, June 23      Ice Cream Day

### **Emotions Week 2 -**

Wednesday, June 30      Color Wars

### **Disney Week 3 -**

Wednesday, July 7      Camp on Wheels (Bring your bike and helmet to camp)

### **Slimed Week 4 -**

Wednesday, July 14      Water Day

### **Fairytales Week 5 -**

Wednesday, July 21      Camp Out Day (S'more Making)

### **Olympics Week 6 -**

Tuesday, July 28      Camp Olympics

### **Around the World Week 7 -**

Tuesday, August 4      Water Day



### *Statement of Ministry*

*Trinity Lutheran Church and School is committed to  
"GO AND MAKE DISCIPLES WHO SHARE CHRIST'S  
STORY WITH LOVE*