



Parent Handbook

Trinity Lutheran Church and School
45160 Van Dyke
Utica, MI 48317
(586)731-4490
www.trinityutica.com
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.

Danielle Sternaman

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 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 2021-2022 Academic Year. Enrollment is completed online through Brightwheel and includes two additional documents, the *Child Information Card* and the *Notification of Licensing Notebook* form also available through Brightwheel. Registration information is available on our website at www.trinityutica.com/summercamp. All forms must be completed 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 20 and ends Friday, August 12.

We will be closed on Monday, July 4th in observation of the Fourth of July.

*New QR Code & Kiosk Check-In

- Parents are required to clock in and clock out their child daily using either the QR Code or camp kiosk.
- Clocking your child in and out is REQUIRED. Families who do not clock their children in or out are subject to a \$5 fee.
- Each parent and designated pick-up person should have their own code.

Arrival Procedure

- Parent/guardian will buzz the buzzer at Door 6 upon arrival. Once the door lock is released, families can proceed to the bottom of the steps and meet a staff member at the intake table.
- Parents will drop off their child at the intake table. A Summer Camp Counselor will take the child into the building, past the double doors.
- 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 locker.
The child will be taken to the classroom.

Pick-up Procedure

- A parent/guardian will buzz the buzzer at Door 6. Once the door is released, parents can proceed to the intake table. 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.

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

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 it is 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 arrival 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 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.**

Lunch

- Campers are able to bring lunches in their lunchboxes if they are stored in their lockers.
- The child’s name and the date must be on each lunch if it needs to be stored in the fridge.
- 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.
- Campers will also have access to a microwave, if needed.

THINGS TO KEEP AT HOME

Toys and Electronics

Please do not send your child to Camp Trinity with any electronic devices, smartwatches, or toys from home.

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 and proceed to the in-take table at the bottom of the steps once the door is released. A staff member will gather the child and his/her belongings and take him/her to the parent/guardian. Parents are required to electronically sign campers in and out using the QR code or camp kiosk. 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.**

Wednesdays (Hot Lunch)

On Wednesdays, Camp Trinity will provide lunch for all the campers and the costs are part of your tuition. We will provide each kid with a main dish, a fruit and a vegetable side. A hot lunch calendar will be provided to families in the weekly newsletter. **Please inform us of your child's special dietary needs or allergies on the emergency card.**

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. **Parents who wish to provide their own sunscreen may do so as long as the bottle is labeled with your campers name.**

Illness- 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 \$100 per child non-refundable registration fee is due at the time of registration. The registration fee includes daily afternoon snack, Wednesdays Hot Lunch, & a camp t-shirt. Camp Trinity has a daily fee of \$41.00 per child. We require families to submit payment information through Brightwheel. Services will not begin until all registration paperwork 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 Brightwheel. 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 8** for services received June 20-July 1.
- * **Friday, July 22** for services received July 4-July 15.
- * **Friday, August 5** for services received July 18-July 29.
- * **Friday, August 19** for services received August 1– August 12.

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

Brightwheel Fees

Each billing cycle you have the option of paying by a personal (checking account routing/account number) or credit card/debit card. The fee for credit card will equal 2.9% each transaction and checking account \$0.90.

Field Trips

Camp Trinity offers 4, optional field trips. Field Trip costs are **in addition** to our daily fee of \$41 and are billed through Brightwheel. No field trip fees will be taken at the time of registration. Transportation will be provided by Utica Community Schools Busing. Campers are **REQUIRED** to wear their camp t-shirt to field trips. There will not be regular camp sessions on scheduled field trip days. Therefore, all children dropped off will be required to have a signed permission slip to attend. If you do not sign-up your child to attend a field trip you will be required to find alternative care those days. The complete list is included in the enclosed schedule of this handbook.

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

Below details camp policy and release permission for a variety of camp activities as detailed in the registration form.

**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 understand that Camp Trinity will provide sunscreen for my child, but have the option of providing my own, labeled with my children's name.
- I give permission to Camp Trinity to apply sunscreen to my child before participating in outside activities.
- 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 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 | Morning Snack |
| 9:30AM | Bible Adventure |
| 10:30 AM | Activity Centers (Grant Park– TR) |
| 12:00 PM | Lunch |
| 12:30 PM | Outdoor Play |
| 1:00 PM | Quiet Reading Time (Campers are invited to bring a book from home) |
| 1:45 PM | Activity Center |
| 2:15 PM | Group Game |
| 3:00 PM | Afternoon Snack |
| 3:45 PM | Outdoor Play |
| 4:15-5:00 PM | Tabletop Activities, Game Time/Pick Up |

Activity Centers include craft projects, sensory activities, cooking activities, manipulatives, dramatic play, and tabletop toys.

Field Trip Schedule

Monday, June 27- Blake's Summer Harvest Trip Strawberry Picking

Time– 10:00 AM-3:30 PM

\$15 and includes cider, donut, hot dog lunch, strawberry picking, and admission to Funland

Wednesday, July 13- Emagine Macomb- Minions 2

Time– 12:00-4:00 PM

\$15 includes popcorn & drink

Wednesday, July 27- Thelma Spencer Park

Time– 10:15 AM-3:30 PM

\$7

Thursday, August 11- Urban Air

Time– 9:45 AM-2:15 PM

\$24 & includes pizza lunch

Weekly Themes

Wild West Week 1 -

Wednesday, June 23 Water Day

Science Week 2 -

Monday June 27 Blake's Summer Harvest Tour

Star Wars Week 3 -

Closed Monday, July 4th

Around The World Week 4 -

Wednesday, July 13 Minions 2 Field Trip

Happy Holiday Week 5 -

Wednesday, July 21 Camp on Wheels (Bring your bike and helmet to camp)

Pirate Week 6 -

Wednesday, July 27 Thelma Spencer Park Trip

Xtreme Week 7 -

Wednesday, August 3 Camp Olympics

Surf's Up Week 8 -

Thursday, August 12 Urban Air



Statement of Ministry

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