



Book of Life Academy's Summer Camp Information Packet



Policy and Procedures for Summer camp

Drop off and pick Procedures

Drop off:

- Regular camp drop-off begins at 8:00am and ends at 8:30am
- **Students may NOT attend camp if they are dropped off later than 8:30AM on Field Trip days.**
- If a student is late and their group has left on a field trip, they must go home for the day.

Pick up:

- Pick up begins at 2:45pm for all students and ends at 3:15pm
- Students signed up for aftercare must be picked up by 6:00pm
- If you are late picking up your child for pick up or aftercare, you will be charged additional fees.

Sickness and Illness at school

Please do NOT bring students to school who are sick or show signs of sickness at home.

Please do NOT medicate your child before summer camp.

If your child has a communicable illness, they MAY NOT attend camp. If your child becomes ill at camp, you will be notified immediately to pick up your child. Campers may not return until they are (medication free) fever free for 24 hours. The same is true for vomiting or diarrhea. If you send a sick child to camp you will be called to return and pick them up.

Field trip days: (PLEASE READ)

The following policies will apply:

1. Campers MUST wear their summer camp T shirt. Students not wearing their summer camp t-shirt will not be allowed to attend field trips.
2. Campers must have submitted their field trip money in advance to attend field trips.
3. If you do not wish for your child to attend one of the trips, **please keep them at home because there will be no counselors to supervise them.**
4. Field trips are a fun and creative way to give our campers the most out of their summer experience. However, **the school administration reserves the right to deny field trip privileges to campers who have shown unacceptable behavior such as inappropriate language, failure to keep hands and feet to themselves, or disrespect of any kind.**
5. If a student is late and their group has left on a field trip, **they must go home for the day.**

Class Dojo

Class Dojo, a phone app that allows parents to communicate with leaders, will be utilized during summer camp. This app will keep you updated on behavior of your child as well as connects you with pictures and videos during our activities, fun field trips and camp visitors.

Medication

If your child needs to take any medication during camp hours, **the medication must be delivered to the office**. It must be in its original container with the appropriate label and instructions. It must also be labeled with your child's name and appropriate dosage information. A medication consent form must be completed prior to the first day of camp. Campers are not permitted to keep inhalers in their bags, for safety reasons. In addition, our staff needs to document all medication dispensation.

If your child suffers from severe food allergies or other debilitating conditions, you must fill out a food allergy action plan (signed by a doctor) for a staff to follow in the event of an emergency. Allergy sufferers also provide Epi-pens and Benadryl to the office.

Injuries

If your child becomes injured at camp you will be notified immediately. Camp counselors are certified in CPR and First Aid. Campers with serious injuries that require emergency medical attention will be transported to Anne Arundel Medical Center via ambulance for treatment. You will be notified in case of emergencies.

Sunscreen

Parents are encouraged to apply sunscreen to their campers before arrival. Sunscreen may be kept in campers' bags and be applied by the campers with some assistance. Camp counselors will not apply sunscreen. Sunscreen statement **MUST** be signed for counselors to assist.

Extreme Heat

Most of our program takes place outdoors. However, there is a shaded portion provided by trees. When the heat index exceeds 100 degrees Fahrenheit, we will run our afternoons on a modified schedule to provide relief indoors.

Water Day/ Swimming

Campers **ages 8 and older** will visit a swimming pool weekly. Water day will also be scheduled for all campers on different days depending on their age.

Please provide the following every water/swim day:

Girls: bathing suit (2 piece Tankini for easy potty training), water shoes, towel, sunscreen, plastic bag to store wet clothes and an extra change of clothes.

Boys: swimming trunks, water shoes, towel, sunscreen, plastic bag to store wet clothes and an extra change of clothes.

Attire

Comfortable, casual clothing and sneakers (**NO SANDALS, FLIP FLOPS OR CROCS**) should be worn for all activities except for water day. Please label all student clothing with their first initial and last name.

Toys and Electronics

No iPods, cell phones, tablets, MP3 players, electronic games or other toys are permitted at camp. These items will be taken from campers and returned to a parent at dismissal.

Checklist of Items That Should Be Sent Daily

Students should bring their backpack with the following items daily:

- √ Personal Water Bottle filled with water in the morning (we will refill throughout the day)
- √ Bag lunch (when directed or if they do not want what is on the menu)
- √ Sunscreen of SPF 15 or higher. Children should arrive with sunscreen on and may reapply as needed.
- √ Smocks or Old T-shirt to protect clothes during craft activities
- √ Extra change of clothes (This is for all ages, in case of accidents or for really messy activities)
- √ Hats or sunglasses (optional – we are outside quite a bit)
- √ **Please label each item with your child's name.**

Thank you for your cooperation in making your child's experience the best it can be at Book of Life Academy.

Book of Life Emergency Card

Child's name: _____ Birth Date: _____ Home Phone: _____

Mother's name: _____ Cell Phone: _____ Work Phone: _____

Father's name: _____ Cell Phone: _____ Work Phone: _____

Describe any physical or emotional conditions requiring special attention by camp staff. (Surgeries, Illness, Physical Restrictions, Allergies, Chronic Health Problems, behavioral considerations, etc):

Current prescriptions and non-prescription drugs and medications:

Health Insurance Information:

Insurance company:
Policy group number:

Policy holder's name:
Family Physician:

Individuals other than parent/guardian authorization

Only these individuals have my authorization to care for my child in the event of an emergency and/ or for drop-off and pick-up. Please advise these individuals that they are authorized and will need to present identification to staff.

Parent/guardian initial: _____

Name: _____ relation: _____ Phone number: _____

Name: _____ relation: _____ Phone number: _____

Name: _____ relation: _____ Phone number: _____

Please add additional persons on a separate piece of paper. Anyone NOT on this list will NOT be able to pick up your child, so please add all possible persons or update in person as needed.

Authorization for Emergency Medical Care

I hereby give my permission to Book of Life summer camp to call a doctor or emergency medical service and for the doctor, hospital, or medical service to provide emergency medical or surgical care for my child (written name): _____ should an emergency arise. It is understood that Book of Life staff will make a conscientious effort to locate the parent/guardian or the emergency contact listed on the registration document before any action will be taken. If it is not possible to locate the emergency contact listed, I will accept the expense of emergency medical or surgical treatment.

Signature of parent/guardian

Date

Sunscreen permission slip

Children will apply sunscreen to themselves under the direct supervision of a day camp staff at least once a day. It is the parent's responsibility to provide and apply sunscreen before camp with a specific amount of SPF they wish their child to have. Please have your child's first and last name clearly labeled on the sunscreen bottle. By signing below, I agree to provide sunscreen, apply it before camp and allow staff to assist in applying sunscreen as necessary throughout the day.

signature of parent/legal guardian

Date

Lost or Stolen items

I understand that Book of Life summer camp is not responsible for personal property lost or stolen on the camp facilities or on the camp premises.

signature of parent/ legal guardian

Date

Summer Transportation permission form

My child, _____, participating in Book of Life summer camp, has my permission to be transported to all field trips and/or lunch trips in Book of Life Academy vans as part of the summer camp program. We understand that these field trips may include walking or riding with a licensed van driver on a school van. We as parents/guardians agree to hold harmless Book of Life summer camp and any employees or volunteers thereof, for any accident, injury or occurrence arising out of, or in connection with the field trips during field trip weeks. If I arrive late on a field trip day, my child will not be able to stay at camp and no fees will be prorated. I also understand I may NOT transport my child to a field trip because I was late, and the vans departed before my arrival.

signature of parent/legal guardian

Date

Photo release

My child _____ has the permission to be photographed and/or filmed during summer camp for publication in Book of Life Academy paper or online publications.

signature of parent/legal guardian

Date

Navy Stadium Trips

My child _____ has permission to go to the Navy Stadium for games and walking trips throughout the duration of Summer Camp. We as parents/guardians agree to hold harmless Book of Life summer camp and any employees or volunteers thereof, for any injury or occurrence arising out of walking or playing at the Navy Stadium.

Signature of parent/legal guardian

Date

Field Trip Permission

My child, _____, participating in Book of Life summer camp, has my permission to attend all field trips scheduled during the months of June, July, and August. We understand that the calendar dates may change, or field trips rescheduled due to weather or availability, and that these are not set in stone. We as parents/guardians agree to hold harmless Book of Life summer camp and any employees or volunteers thereof, for any accident, injury or occurrence arising out of, or in connection with the field trips during field trip weeks. If I arrive late on a field trip day, my child WILL NOT be able to stay at camp and no fees will be prorated. I also understand I may NOT transport my child to a field trip because I was late, and the vans departed before my arrival.

Signature of parent/legal guardian

Date

Book of Life behavior plan

Book of Life academy is a great option for parents looking for a positive experience for their child all summer long. We want our program to give each camper a unique experience during summertime. Our counselor to camper ratio is 15 to 1 or lower, we do not have the capability to provide an aide for any camper due to behavior or health concerns.

We have two basic expectations for all campers:

1. Treat yourself and others positively.

Examples of not meeting this expectation: arguing with campers or counselors, name calling, teasing, disrupting camp activities, damaging school property, talking while counselors are talking, fighting, bullying, threatening others, stealing, etc.

2. Participate with a good attitude.

Examples of not meeting this expectation: poor sportsmanship, not following directions, playing fair during games and free time, not trying a new activity, etc.

Daily behavior management system: Campers will be taught the rules and habits for summer camp behavior during the first 2 weeks of summer camp. This will limit the number of issues we may have for the entire summer. After this "grace period", minor infractions such as general camp disruptions will be handled using a daily spotlight system with the following consequence:

First offense: verbal warning

Second offense: removal from activity

Third offense: removal from an entire camp activity, and written violation slip will be filled out

Fourth offense: camper will be sent home for the day, and a written violation slip will be filled out

Written violation slip: Violation slips are a means of documenting camp behavior infractions. A written violation slip can be given for repeated basic infractions, or for more serious offenses such as bullying, swearing, stealing, threats to a camper or counselor, physical harm to self, another child or staff member, etc.

1 Violation slip: removal from an entire camp activity

2 violation slips: removal from an entire camp activity

3 violation slips: one day suspension out of the program with a mandatory parent meeting with the administration before the child can return. (No tuition or fees will be returned in such cases)

4 violation slips: dismissal from the program (the administration will approve such violation)

*Book of Life summer camp reserves the right to dismiss campers from the program for severe infractions without going through all the steps mentioned above or for any other problem/ issue that could be detrimental to the program or other children.

Statement of Cooperation

By signing this agreement, I give permission for my child to participate in all Book of Life Academy summer camp activities. I have read and fully understand all aspects of the summer camp regulations, policies, and procedures. I understand that if I have a complaint I will consult the regulations, policies, and procedures before seeking resolution with the camp staff at Book of Life Academy. In signing, I agree to all terms and conditions stated in this document.

Parent Signature

Print Full Name

Name of camper and age

Date