



POWER CAMP HANDBOOK

**Bellaire United Methodist Church
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What is Power Camp?

Power Camp is a Christ-centered summer day camp ministry of Bellaire United Methodist Church for children entering pre-K through entering 7th grade. Our mission is to provide a positive Christian environment which includes education, recreation, and fun, while also providing a safe sanctuary for children in and around our community. We strive to create a caring, loving atmosphere where children are nurtured in faith and guided in personal and spiritual growth.

Daily activities and weekly specialty classes include: Bible lessons and related activities, mission projects, athletics/gym, games, art, crafts, cooking, science, theater arts, music, scavenger hunts, and other fun cooperative challenges.

When is Power Camp?

Power Camp runs for 4 weeks/sessions. Parents may sign up for one or more sessions.

Session 1: June 25-29

Session 2: July 9-13

Session 3: July 16-20

Session 4: July 23-27

Camp Hours: 9:00am - 3:00pm

Extended Care Option: 8-9:00am; 3-5:30pm

What does Power Camp Cost?

- Power Camp tuition is a total of \$225 per session; each additional sibling is \$200 per session. Tuition is \$200 per session for BUMC members; each additional sibling is \$180 per session.
- Extended care option for pre- and post-camp is \$75 per session and must be paid at registration. Participants must be preregistered to participate.
- Campers not picked up by 3:00pm (or 5:30pm if they are attending post-camp) will be charged a late fee of \$6 per 15 minutes late, per child.
- Tuition and fees for all summer 2018 sessions are due at time of registration.
- If your camper is registered for multiple sessions and you would like to make special arrangements for weekly payments, please contact Tricia Craft, Power Camp Director, via email at powercamp@bellaireumc.org.
- Online payments may be made by credit card at bellaireumc.org or in person by check. Checks may be dropped off in the church office during regular office hours.

Cancellation and Refund Policy

If cancellation for a designated session is warranted, please contact Tricia Craft, Power Camp Director, via email at powercamp@bellaireumc.org to indicate camper's name and session that is being cancelled. A refund of tuition, (less \$30 per session non-refundable registration fee) will be issued as outlined below:

- Cancellations on or before May 15: 100% of tuition
- Cancellations on or before May 31: 50% of tuition
- Cancellations on or before June 17: 25% of tuition
- Cancellations after June 17: No refund available

Required Camper Clothing and Gear

- Please wear comfortable clothing, appropriate for the Houston heat, such as a t-shirt and shorts.
- Socks with tennis shoes are required.
- Hats are highly recommended, as is sunscreen. Sunscreen must be applied at home PRIOR to camp.
- Wednesday: Each camper will receive a camp t-shirt. Please have your camper wear his/her camp t-shirt on Wednesday, field trip day.

Preschool and entering Kindergarten Campers:

Tuesday/Thursday Splash Day on the Playground!

- Please send your campers to school with their swimsuits on underneath their clothing. Also, please pack a towel and underclothes, so that they may dry off and change after their water fun! Please make sure to put sunscreen on your children prior to camp on splash days. Campers will also enjoy snow cones on Tuesdays and Thursdays.

Entering 1st grade - 7th Grade Campers:

Tuesday/Thursday - Swimming at Evergreen pool (permission slip required)

- Campers will walk to and from Evergreen Pool after lunch for water fun! They will further enjoy ice cold snow cones upon their return to camp before dismissal. Please have your campers wear their swimsuits underneath their clothing. They will also need a towel. Please put sunscreen on your children prior to camp on swim days.

What NOT to Bring...

Phones, tablets, toys, cards, game-boys, or radios are NOT allowed at Power Camp, unless otherwise notified via email or in writing by Camp Director. BUMC Power Camp staff is not responsible for any lost or stolen items.

Lunch and Snacks

Please provide your camper with a lunch each and every day. Disposable sack lunches may be required on field trip days for entering 1st-7th graders. You will receive prior written notice of this request. Snacks are provided as a part of the Power Camp program and are NUT free, though they may be processed in a factory that also processes nut products. If your child has a food allergy, please note that on the emergency/medical form and send snacks for your child if necessary.

Medications

Power Camp Staff does not administer any medications, including any and all over-the-counter products. Please do not send any medication for your child to be self-administered. Power Camp staff will, however, accept Epi-Pens and emergency medications for children with food allergies and/or other significant health issues that may warrant emergency medication administration. This information must be documented on the online Emergency/Medical form.

Camper Health

Parents must keep their camper at home during the infectious stage of colds, digestive upsets, or other illnesses. Please notify us when your camper is ill with a communicable disease (chicken pox, etc.), so that other parents may be alerted to watch for symptoms of illness. Campers must be fever free for 24 hours prior to sending them to camp. When in doubt, please do not send your camper to camp.

Behavior Policy

In our Power Camp program, we believe that discipline is a process and a means of guiding and helping campers to develop appropriate ways navigate and solve problems in social situations. Our teachers and support staff model appropriate behavior by treating campers and each other with courtesy and respect. If a camper is having behavioral difficulties, staff will redirect inappropriate behaviors and guide the camper in making better choices. If a camper has continued behavioral difficulties, to the extent in which the camp environment is disrupted and/or the camper's behavior poses a safety risk to himself and/or others, parents will be contacted to assist with problem solving and developing an action plan that will ensure the safety of all campers.

Power Camp Behavior Guidelines:

All campers will respect themselves and others, both verbally and physically.

All campers will respect camp property and materials.

All campers will respect and follow the camp activity schedule.

If a camper has not been able to show respect in these areas, the following steps will be taken in order to ensure the safety and respect of each camper.

STEP 1: The camper's teacher, or whoever observes the behavior in question, will talk to the individual privately encouraging a more positive way to behave and/or problem solve.

STEP 2: The teacher has the right to continue to support the behavior of concern, as long as he/she feels that it will result in a more positive outcome for all involved.

STEP 3: If the teacher should need assistance in this situation, the camper will be brought to the Camp Director. At this time the Camp Director will contact the parent/guardian of the camper. An appropriate disciplinary action plan will be agreed upon.

STEP 4: If the camper chooses not to adhere to the disciplinary action plan following the above steps, the Power Camp Lead Teaching Staff and Director will hold a meeting and determine the camper's continued status in the camp.

Drop off/Pick up Procedures during REGULAR CAMP HOURS

On the MONDAY ONLY of each session, you will be required to walk your camper(s) into the church for check-in. Each morning begins in the Fellowship Hall, for check-in, music and worship. You will not be permitted to drop off your camper(s) unless you have submitted all required forms and paid all fees for the given session.

CARPOOL PROCEDURES:

Drop-off: (Tuesday-Friday)

Please enter the church parking lot from Bellaire Boulevard and proceed in a single file line around the church to the area marked by traffic cones at the entrance used by School for Little Children. At 9:00am, staff will begin approaching the cars and unloading children. Campers will then be escorted by staff to the Fellowship Hall for morning gathering, music and worship.

Pick-Up: (Monday-Friday)

Again, please enter the church parking lot from Bellaire Blvd., and remain in a single file line as you drive around the church building until you come to the area marked by traffic cones. You will remain in line until a staff member brings your camper(s) out to your vehicle. Please have your name plate hanging on your rear view mirror or sitting on your dash, so that staff is able to recognize you and know who you are picking up. Name plates will be provided at check-in on Monday morning(s). Staff will ensure that your camper(s) are safely inside your vehicle; however, **you will be responsible for safely securing your camper(s) in their car seat/seatbelts.** Once your camper is safely in the vehicle, you are to proceed to the parking area by the church office to secure your child in their car seat, so as not to block traffic.

As this drop-off/pick-up procedure has worked for Power Camp for years and has proven to be convenient for busy families, we understand if you would prefer to pick up your camper(s) inside. If you choose to do this, please park in the far lot off of Newcastle, behind the church. You may enter the building at the church office front doors. The campers will be sitting with their teachers in the hallway near the School for Little Children office for dismissal. Please check out with your child's teacher before taking your camper(s)

Drop off/Pick up Procedures for Extended Care

If your camper attends extended camp hours before and after camp, drop off and pick up procedures will be different. You will drop off and pick up inside the building each morning and afternoon. In addition, you will be required to sign your camper in and out each morning/afternoon. Before/After care room/location is to be announced.

Who May Pick Up My Child?

Only those listed on the registration form may pick up your camper. If different arrangements are made, teachers must be notified in writing of this change. A valid Texas ID will be required for pick up in these special cases.

Parking Lot Safety

Because the safety of children is our highest priority, you are asked to follow these guidelines when leaving and picking up campers:

- Parents are welcome to use any of the church parking lots.
- The parking lot directly behind the church is a ONE WAY lot with the entrance on Bellaire Blvd. Please DO NOT enter this parking lot from Newcastle.
- Handicapped spaces must be left vacant for those who need them.
- DRIVE VERY, VERY SLOWLY in the parking areas at ALL times. Look in every direction.
- DO NOT leave unattended infants or other children in cars. This is against the law, as well as unsafe.
- DO NOT leave purses or valuables visible in your car as you walk in.

Are We Ready For Camp?

The following items must be returned on or before June 17, 2018. Campers whose files are not complete will not be permitted to begin Power Camp. All required forms (electronic and PDF) may be found at bellaireumc.org.

POWER CAMP CHECKLIST

_____ Online electronic Registration Form

_____ Online electronic Emergency/Medical/Media Release Form

_____ Permission Slips for weekly field trips printed out and to be turned in at check in

_____ I have read, reviewed, and accept the policies and procedures outlined in the 2018 BUMC Power Camp Handbook.

_____ Tuition and fees have been paid in full or I have made alternative payment arrangements with Tricia Craft, Power Camp Director.