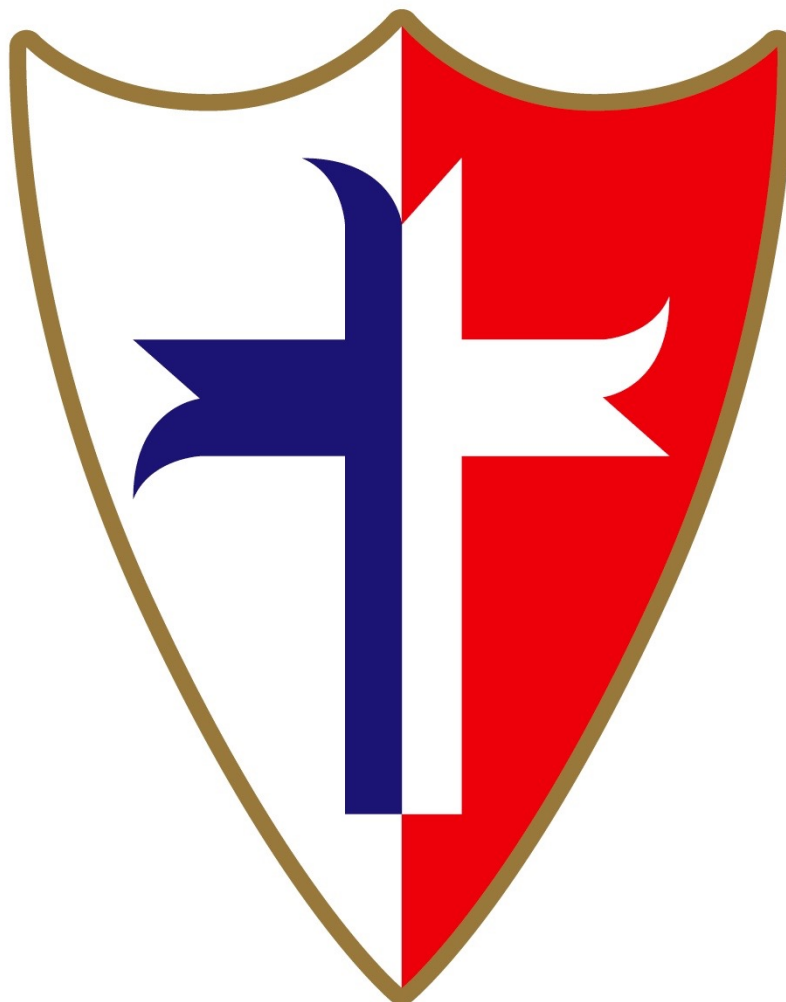


**CORAL SPRINGS
CHRISTIAN ACADEMY
SUMMER CAMP**



**PARENT HANDBOOK
2017**

A Letter to Our Parents

Thank you for your interest in Crusader Summer Camp. We hope you're looking forward to the 2017 camp season as much as we are, and we are excited for the opportunity to provide your child with a fun and interactive camp experience. Summer Camp is such a valuable experience for everyone - children, youth, and families! At Crusader Summer Camp, we view each week as a big deposit into the account of personal development, renewal, and refreshment. We intend to provide you with the greatest return on investment you can make in your child's life this summer. Facilitating fun, outdoor adventures in a physically and emotionally safe environment is just the beginning.

The Crusader Summer Camp staff is committed to partnering with you to maintain open lines of communication and to engage your child as an individual with unique needs and goals. This Parent Handbook contains important information that will help us build that partnership and ensure weeks full of fun and wonderful memories. Please read it carefully and let us know if you have questions or need any additional information.

Thank you for allowing us to be a part of your child's summer adventures.

Many blessings,

Monica Cosenza,

Summer Camp Director

GENERAL SCHOOL CONTACT INFORMATION

Address: 2251 Riverside Drive, Coral Springs, Florida 33065

Telephone Number: 954-755-3217

Fax Number: 954-346-1107

Website: www.coralspringschristianacademy.com

Office Email: office@cscs.us

Summer Camp Director Email: mcosenza@cscs.us

School Office Hours:

Monday – Friday 7:30am – 3:30pm

Summer Office Hours:

Monday – Thursday 9:00am – 2:00pm / Friday 9:00am – 12:00pm (During the Summer)

OUR MISSION

Coral Springs Christian Academy ministers to students in a Christ-centered learning community which instills the vision and practice of excellence in academics, character, and service for God's glory.

OUR VISION

Coral Springs Christian Academy endeavors to instill in each student a Biblical worldview in order that they may be prepared to serve the Lord in the twenty-first century.

Staffing

Under the direction of CSCA professionals, summer camp staff members are selected from a diverse candidate pool. CSCA seeks applicants who demonstrate leadership skills through employment experience, academic experience in high school or college, or demonstrated leadership in social or religious opportunities. Qualified applicants are hired based on their leadership abilities, experience with children, character and enthusiasm. CSCA does not discriminate in employment due to age, gender, national origin, religion, marital status, disability or any factor prohibited by federal, state or local ordinance. All CSCA Camp staff members have fingerprint background checks completed, as well as, a local law enforcement check, as prescribed by Florida statute. CSCA also conducts reference checks and is a drug free workplace. In addition, all staff must have CPR, Blood Borne Pathogens (BBP) and First Aid training. Our highly qualified staff receives 24 hours of preparation prior to interacting with campers.

Payment & Registration Policies

Hours of Operation

The drop off and pick up area designed for summer camp is the GYM, located on the east side of the school. The core hours for FULL DAY PROGRAMS are Monday-Friday 8:00am - 4:00pm. However, extended care is provided for an additional fee.

The week of June 12th-16th all campers will participate in Vacation Bible School. We will not offer day camps or programming on the following days: July 3rd and 4th

Payment Policy

A nonrefundable enrollment fee of \$50 is required by May 15th. Enrollment fee is \$75 after May 15th. The balance owed for each week must be received the Monday morning of the week that your child will be attending the program.

Cancellation/Refund Policy

Fees for programs are based on a per week basis. CSCA will not deduct days missed from your fee. When you enroll for a week of camp, you are reserving time, space, staff, and provisions for your child, whether or not he/she attends. If programs are closed due to inclement weather (i.e. hurricane) no refund will be made.

Admissions and Enrollment

Coral Springs Christian Academy admits campers of any race, color, national or ethnic origin, to all the rights, privileges, programs and activities generally accorded to or made available to the campers. CSCA does not discriminate based on race, color, national or ethnic origin in the administration of its camp activities, policies or programs.

Each participant must submit the following for enrollment:

- Completed Registration Form
- 1st week of tuition paid in full for each participant attending, before your child begins camp.
- Non-refundable \$50 registration fee (\$75 after May 15th), (one fee per family)

Medication and Emergencies

Medication Policy

CSCA has a medically trained nurse on staff that will administer medication with written authorization from a pediatrician. If your child requires medication during program hours, then the following will be required:

The person registering the child for the program should supply all necessary medication along with written instructions on the Medication Form provided by CSCA as to the quantity of dosage, time/frequency of administration, how administered, name and phone number of the doctor, reason for medication and any other considerations related to the medication or illness.

Prescription medication should be in the original container with the name of the child, directions, amount of dosage, frequency of dosage, date, and the name of the medication, doctor's name and telephone. Non-prescription medicine should be labeled with the child's name, in the original container, and administered per manufacturer's recommendation on the label, doctor's name and telephone. A record will be kept for the program session that will include the following information recorded in ink:

- Date, time, and name of the person receiving the medication
- Dosage given
- Initials of the person administering the medication

A record of the medication administered will be sent home with any remaining medication in the original container with the authorized person signing the child out at the end of the week's session. All medications and forms should be brought directly to the Summer Program Director or Assistant Director when dropping off your child on the first day of the session. Unused medication will be returned to parents at the end of each session.

*Please note that even over-the-counter medications require authorization by your child's pediatrician before it can be administered.

Emergencies

CSCA Summer Camp staff will treat routine cuts, scrapes, and bumps. If the injury is more serious, we will take immediate steps to secure medical treatment while making every effort to contact you or the contacts listed on the program registration. Your signed authorization on the program registration allows us to secure prompt treatment. Should there be any changes in the emergency contact names or phone numbers please notify us immediately and update the registration at the program office.

Illness

CSCA cannot provide care for sick children. A child who is sick before camp begins should be kept home for his/her sake and that of others. If a child has any sign of illness or fever, the parent will be called to pick up the child. If a child has no overt symptoms of illness, but displays significant behavior changes and is clearly uncomfortable and not able to participate in activities, a parent will be called to pick up the child. If a parent cannot be reached, the staff will call the emergency number listed on the health form. There are no refunds for days missed due to illness. If your child has a contagious condition (i.e. pinkeye, lice, fever, rash, etc.) they will not be admitted to the program and if discovered during the program day, you will be required to pick up the child immediately. Parents will be contacted immediately if their camper shows signs of illness. It is better to be overcautious than to risk exposing the rest of the campers and staff.

Campers must go home for:

Earache (if they have not been on medication at least 24 hours)

Fever over 100.1 degrees. Campers may return when they have been fever free for 24 hours

Strep throat (if they have not been on medication at least 24 hours)

Stomachache

Anything contagious (i.e.— chicken pox, hand, foot and mouth disease)

Diarrhea/vomiting
Contagious rashes or rashes of unknown origin
Head lice, including visible nits. Staff will check head upon return.
Pink Eye (conjunctivitis) if they have not been on medication at least 24 hours
Significant runny nose (discolored mucous)

What to Bring

Lunch if it is not purchased from the cafeteria.
(NO LUNCH PURCHASE AVAILABLE week of June 5th)

Backpack
Water Bottle (EVERY DAY)
Comfortable Play Clothes
Cap/Visor
Closed-toe shoes
Towel (when required)
Swimsuit (when required)

PLEASE MARK EVERY ITEM WITH YOUR CHILD'S NAME!

CSCA Summer Camp is not responsible for **any** personal items such as lunch boxes, backpacks, towels, clothing, etc., which your child may bring to the program. CSCA summer Camp staff will check for lost items at the end of each day. If your child does lose something, they should notify a staff person immediately. Every effort will be made to locate missing items.

What NOT to Bring

Camp is a natural setting to retreat from amenities of the electronic/technology age and to become more in touch with people and nature. Electronic devices including: iPods/iPads, electronic games, and cell phones do not fit into the camp setting. Please leave these items at home.

What NOT to Wear

- Halter tops
- Jeans
- Black colored clothing
- Expensive clothing
- Open-toe shoes, flip flops or shoes with wheels (i.e. Heelys)

Parents, please help us enforce these rules. They have been carefully reviewed for both the safety of all program participants and staff as well as to ensure the involvement of all the children in the program activities without distractions.

Field Trips

Basic Guidelines

- Only staff and children registered for the program may go on a field trip.

- When packed lunches are permitted, the container must be a PLASTIC OR PAPER BAG. NO COOLERS, THERMOSES, LUNCH BOXES, ETC. are permitted on field trips.
- All field trip times are approximate.
- CSCA is not responsible for any personal items taken on field trips.
- Please do not let your child wear open toed shoes on trips, for safety reasons. SNEAKERS ARE MANDATORY.
- All trips are tentative and subject to cancellations for reasons beyond CSCA's control.
- **At the discretion of CSCA staff, a child who misbehaves on any given trip may not be allowed on any, or all of subsequent field trips.**
- CSCA Summer Camp provided T-shirts MUST be worn on field trip days.

Parent Responsibilities

Evaluations

We need your comments, input and ideas on how to make our summer programs better to serve you and your child(ren). Evaluation will be done two times throughout the summer, via email or phone calls. Please take the time to fill out the form and return it promptly. This allows us to make necessary changes in the program and to recognize staff members who are providing outstanding service to you and your family through the summer program.

Family Involvement

During summer we will offer special family activities that will start after normal program hours. We encourage you to participate. Please check the camp newsletter for event dates (*Family nights).

Supervision

Please do not leave your child at CSCA or a camp program site unless a CSCA staff member is there to receive and supervise your child. CSCA adheres to ratios of staff to participant to ensure the proper supervision and safety of all participants.

Staff and Volunteer Interaction with Campers Outside CSCA

CSCA strongly recommends that staff/volunteers not interact with children they meet in CSCA programs outside of CSCA. This includes babysitting, sleepovers, inviting children to their home, text messaging/email communications, or other electronic or web-based interaction through Facebook, Twitter, Instagram, YouTube, Pinterest, Snapchat or other online networking sites. CSCA staff and volunteers are not to transport children at any time outside of CSCA program. Please do not ask our staff to provide child-care or transport children outside of the CSCA program.

Code of Conduct

CAMPERS CONDUCT AND EXPECTATIONS

As God's image bearers, campers at CSCA are expected to pursue their vocation as scholars with their whole body, heart, mind, and strength, enthusiastically urging themselves and their peers to grow more like Christ. Throughout the camp day and at all camp sponsored events, campers will be expected to:

1. Obey promptly and cheerfully. (Heb. 13:17; I Thess. 5:18). It is expected that campers will obey immediately without reminder. Campers should have a respectful attitude and make attentive eye contact with the person giving direction. It is expected that campers will obey with a thankful attitude. Grumbling, grimacing expressions, sighing, eye rolling, and non-verbal complaining will be addressed.
2. Exercise joy and diligence in work and play. (Eph. 6:6,7). It is expected that campers will be hard workers. Their work should give evidence of neatness, precision, and strong effort. They should be focused on, attending to, and engaged in the task given. Assignments should be completed. We also expect campers to be diligent in their play when it is the appropriate activity. Apathy, at work or play, is not acceptable.
3. Speak with honesty and edification. (Eph. 4:25, Ps. 19:14). It is expected that campers will speak honestly without rationalization and excuse. Gossip, slander, and "tattle tales" will be addressed. Campers will be encouraged to speak directly with the person with whom they have a concern and to model the biblical principle in Matt. 18:15-17.
4. Display consideration, kindness, and compassion. (Eph. 4:25, 32). It is expected that campers will treat others with kindness in action and in speech. Harsh words and harmful behavior will be addressed and will result in appropriate discipline.
5. Display self-control in attitude and action (Prov. 25:28, I Cor. 14:40). It is expected that campers will control their tongues and actions. They will be encouraged to speak at appropriate times and to control their bodies. It is expected that campers will take an active part in maintaining their personal belongings and the school's appearance. It is expected that they will demonstrate orderly behavior when in groups.

Behavior Management

CSCA staff members are trained in what is known as a progressive approach to discipline. This approach is designed to understand the motivation of the child and encourage positive behavior and responsibility for their own behavior, with the purpose of keeping all children physically and emotionally safe. Discipline is necessary for an effective program. The philosophy of our program is respect being shown to all. Praise and positive reinforcement are used to establish an environment of good will.

Our staff is tolerant and understanding, but we will deal with disruptive behavior. Should a problem arise, the camper will be spoken to in an effort to correct the problem. If unsuccessful, time-out will be used. Time-out is not a punishment, but a discipline technique that is a calming device and a method to help the camper gain self-control. Children will be given basic rules of safety and good conduct for their program. The progressive discipline steps we use for guidance are as follows, at the discretion of the staff involved:

1. **MINOR VIOLATIONS:** Those violations that relate to behavior and do not endanger the safety of themselves or others. These violations will accumulate over time and will be documented in a disciplinary log.

Examples: Using profanity around children or staff, teasing, not obeying counselors. •

1st Offense- Verbal warning

2nd Offense- 10 minute time-out and talk to parents

3rd Offense- 15 minute time-out and talk to parents

4th Offense- Call parents, sent home or 1 day suspension

MAJOR VIOLATIONS: Those violations that endanger the safety or well-being of the child, other children or staff. **Major violations accumulate and may carry over to future programming.

Examples: Pushing, shoving, hitting, throwing objects (toys) at/around others, theft, running off, and bullying.

1st Offense- 15 minute time-out and talk to parents

2nd Offense- Child leaves camp, suspension from program for 1 day. Meet with parents to discuss options.

3rd Offense- Child removed from the program

Sunscreen

CSCA Summer Camp does not provide sunscreen. Parents should apply sunscreen on the child before sending the child in the morning.

Sign Out Procedures

Only those persons listed on the child's registration form are authorized to pick up the child. No one else, including family members, is considered an authorized person. Please add or delete names from the list as needed by updating the registration form at the program office. Children may not sign themselves in or out of the program.

Please have your government issued photo identification and show it to our staff each time you come for your child to sign them out of the program. Please inform the other authorized persons as well. Should any authorized person arrive to pick up a child and appear to be under the influence of drugs or alcohol, or otherwise impaired, for the child's safety, staff may have no recourse but that of contacting the police. Please do not put staff in a position where they have to make this judgment call.

Custody/Persons Listed on Registration Form

In the best interest of your child, we ask your cooperation to resolve custody issues before registering the child in our program so that there is no confusion as to who is authorized to pick up or visit your child in the program. The individual who registers the child in the program is responsible to us to resolve any custody issues in advance and is the one we communicate with concerning the child and authorizations. If an individual not listed on the child's registration claims to have custodial rights to the child, they will need to provide court documentation that clearly proves those rights and under what conditions. Staff may need to consult with the camp director before authorizing any changes.

Arriving Early

All programs begin with supervision at 7:30am. Participants MAY NOT be dropped off prior to 7:30am. This allows the camp staff to properly prepare for the day without interruption from early arrivals. Staff will be ready to greet your child promptly at 7:30am. The core hours for FULL DAY PROGRAMS are 8:00am - 4:00pm.

Early Pick Up and Late Arrivals

We encourage you to leave your child for the complete program each day so he/she will not miss out on activities and awards earned that day. Please come inside the office if you are signing your child in after 9:00am or signing your child out before 4:00pm.

Late Pick Up

In fairness to our staff and because of subsequent program demands, it is very important that your child is picked up on time. Late fees will be assessed for pickups after the end of the day. (There will be a late fee of \$1 per minute after 5:45pm.) A late fee form will be given to you letting you know the amount you owe and it must be paid within 1 day. The late fee is payable at the time you arrive to pick up your child. Cash or check can be accepted for payment.

Inclement Weather

Our programs are designed with alternate activities in the event of inclement weather. Outdoor programs will not be affected by light rain without thunder and lightning. If thunderstorms are present, activities will be moved indoors until it is safe to return outdoors. If thunderstorms occur during sign in/sign out, the process will be unchanged unless you are specifically directed otherwise as circumstances warrant at the location. There are no refunds for days missed due to inclement weather.

Meals and Snacks

Lunches are NOT provided, but campers can buy them for \$5 a lunch. Each child should bring a bottle of water every day. No glass containers are allowed. Food sharing during camp (e.g. snack and lunch) is prohibited, except by siblings.

Coral Springs Christian Academy Handbook Affidavit

This is to certify that I, _____, (please print first and last name) have read the Parent's Handbook provided by Coral Springs Christian Academy Summer Camp. CSCA may photograph various events and activities of the Summer Program. Those photos may appear in various types of media that may include but are not limited to local newspapers, and CSCA's website. By my signature below, I acknowledge that I have read the information printed on this registration form and indicated on the CSCA parent's Handbook; that I am the parent or the legal guardian of the child identified on this form; that I am legally authorized to act on behalf of the child identified on this form; that I understand how this information applies to my child(ren) and me; and that I agree to abide by and comply with same.

(Child/dren Name/s)

(Your Signature)

_____ (Date)

EMAIL ADDRESS

Note:

(Please return this Handbook Affidavit the first day of Camp)

FIELD TRIP PERMISSION SLIP

Crusader Summer Camp will be attending several field trips this summer. We will only attend these field trips if weather and staffing conditions allow for a safe time. Travel will be provided by a bus service. More detailed information about our field trips will be available at the start of summer camp. You will be notified of any deviation from the regular camp time.

Camper(s) Name: _____

Contact in case of emergency: _____

Phone: _____

I understand and assume all responsibility of risks and hazards incidental to participation in the CSCA Summer Camp field trips.

I assume all responsibility for the behavior of my child and grant the CSCA Summer Camp personnel permission to use behavior management strategies to correct non-compliant or disruptive behavior.

I do not hold the CSCA Summer Camp or personnel responsible for any injuries or accidents of any kind, or loss of personal property.

I grant permission to the Camp Director and or Supervisor in charge to authorize and obtain medical care in case of emergency when neither parent nor guardian can be contacted to grant authorization for emergency treatment.

Signature of Parent/Guardian

Date

CAMPER EMERGENCY CONTACT INFORMATION

Camper will not be released to any person that does not appear on this form.
(Please Print)

Password: _____ Date: _____

Camper's Name: _____

Age: _____ Date of birth: _____

Address: _____

City: _____ Zip Code: _____

Name of person to contact in case of emergency:

#1 _____

Relation to Camper: _____

Phone Number: _____ Email: _____

#2 _____

Relation to Camper: _____

Phone Number: _____ Email: _____

List of allergies, medical conditions, and medication to be administered:

Persons authorized to pick up camper:

#1 _____

#2 _____

#3 _____

#4 _____

By signing below, I agree to review and update this information whenever a change occurs.

Parent/Guardian (Print): _____

Signature _____ Date: _____