



PARENT HANDBOOK

2008

Camp Wieuca
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Camp Wieuca 2007

Mission statement:

Camp Wieuca is a ministry branch of Wieuca Road Baptist Church. Our purpose is to provide campers aged 6-13, from all backgrounds, with a fun and adventurous Christian experience.

Vital statistics

Format: Camp Wieuca is set up in nine one-week sessions, from June 2 through August 1. (We are closed the week of July 4th.)

Hours of operation: Monday-Friday, 7:30a.m. -6:00 p.m.

Enrollment capacity: 120 children, divided into 6 groups of approximately 20 children each.

Age range for campers: 6-13 years

Cost: \$160/week, plus a one-time \$25 registration fee. Additional children from the same family receive a \$25 sibling discount.

Professional Affiliations: Camp Wieuca is accredited by the American Camping Association (ACA), and affiliated with Christian Camp and Conference Association (CCCA). More information on these organizations is available to view at the front desk at your request.

Facilities:

The playfields: We have an enormous outdoor playfield that is protected from traffic. It has soccer goals and two diamonds for baseball, softball, or kickball. There are also picnic tables next to the field where the campers eat lunch and learn crafts. A smaller playfield, located behind the gym, is also available for games and can be set up for archery.

The gym: Our gym has a full-sized basketball court, two rock climbing areas, and roller skates. The mezzanine overlook, where the campers eat snacks, has tables, chairs, board games, and a pool table.

The "dungeon": Camp Wieuca has access to the church's youth rooms (known as "the dungeon"), where campers sometimes do Bible study, worship, and rainy day activities.

Ropes courses: We have a "high ropes course", which is used only by campers aged 10 or older, and a "low ropes course", which is used by campers of all ages. More information on these facilities may be found in the following pages.

A week in the life...

Campers are involved in a variety of activities every day. The special events for each day are as follows:

Mondays: Campers begin to learn about the theme or emphasis for the week. In the morning, they will participate in the first session of their elective activity. In the afternoon, they will rejoin their age group.

Tuesdays: Mornings involve typical camp activities. In the afternoon, campers go to a local swimming pool.

Wednesdays: Electives in the morning, followed by age group activities in the afternoon.

Thursdays: FIELD TRIP DAY!! Field trips vary each week. Campers **must wear** their camp t-shirts.

Fridays: Electives in the morning. Friday cookout for lunch! Campers do not need to bring a lunch. The theme of the week is wrapped up in a camp-wide worship time.

Staff

Director: Joel Mills is returning as our director for the sixth year this summer. He has been involved with Camp Wieuca since the summer of 1999, when he joined the staff as a counselor. Joel is also the Activities Director for the church, a position he has held since November 2001. He graduated from the University of South Carolina Spartanburg in 2001 with a Bachelor's in Sociology and a minor concentration in Recreation. He is currently working toward a Master of Divinity at McAfee School of Theology, and plans to graduate in December of 2008. Joel is certified by ACA as a camp director.

Program Manager: Our programming manager is responsible for day-to-day scheduling of activities and Bible lessons. He or she will also be responsible for the structure of praise and worship. The program manager additionally serves as a liaison between the counseling staff and head staff.

Senior Counselors: Senior counselors are all college students, or college-aged, with significant experience in working with children in a camp setting. They go through a rigorous application and hiring process, followed by our pre-camp training and education process. Their training and evaluation is continued throughout the summer, in order to be sure that everyone is always on the same page and giving camp 100% of their efforts and talents. All senior counselors are trained in First Aid and CPR, have taken a thorough course on Child Welfare, and are certified to belay on the rock climbing wall.

Junior Counselors: Junior counselors are high school students between the ages of 15 and 18. They also have been through a rigorous application and hiring process, and complete pre-camp training. Their performance is evaluated throughout the summer. Junior counselors always work under the supervision of a senior counselor, and provide assistance with all camp activities.

Volunteers: Volunteers are 14-year olds who have shown themselves to have skills and abilities in the camp setting. Most of them are former campers themselves, and so are thoroughly familiar with the camp. They provide services such as assistance with younger camper groups, maintenance and custodial work, and front desk help. They always work under the supervision of a senior counselor or member of head staff.

Things to know

Drop-off and Pick-up Procedures:

Our drop-off time is 7:30-9:00 a.m. each morning at the front desk. You must come into camp with your child in order to sign in. Please ensure that your child is here before 9:00 a.m. so that he or she does not miss activities. On certain days (field trip days, especially), it is imperative that he or she arrives before 9:00 a.m. to catch the bus!

Our pick-up time is 4:30-6:00 p.m. each afternoon. You, or someone authorized by you, must come into camp to sign your child out. If you must pick your child up before 4:30 p.m., please call ahead so that we can call him or her out of group activities. Please be aware that on field trip days we may not return before 4:30 p.m. - arrival times will be available once the field trip schedule has been confirmed.

Payment:

Payment is due in full for the week at the front desk by 6:00 p.m. each Wednesday. The cost per week is \$160, with a \$25 discount for additional children from the same family. A \$25 registration fee is due prior to your child's first day of camp. If you require weekly invoices or printed receipts, we are able and happy to assist you in this way, but ask that you make this request ahead of time in order to serve you more efficiently.

Snack:

Campers have a snack time each afternoon. They are welcome to bring snacks from home, or snacks and drinks are available to buy at camp for \$.50 each. We ask that you make a deposit each Monday that will cover the cost of snacks for the entire week. Cash should be in an envelope with your child's name printed clearly on it. We will keep a record of each child's account. This procedure reduces the problem of lost or stolen money.

Lunch:

Campers should bring lunch from home every day except Friday. Please note that we are unable to refrigerate lunches, so keep that in mind while packing. On Fridays, we provide a cookout lunch of hamburgers, hot dogs, chips, and drinks.

Proper attire:

Please send your child to camp in **soft-soled, closed-toe shoes**, as sandals are not functional for all camp activities, and hard soles are not allowed on the gym floor. Campers may get a little dirty and messy (they play hard!), so "hard use" play clothing is recommended. Bathing suits should be appropriate for camp (one-piece suits are preferred for girls, and long trunks for boys). Camp Wieuca management reserves the right to determine the appropriateness of bathing suits as well as slogans, pictures, etc. on clothing. Advertisements for alcohol or tobacco are not allowed. We have full confidence that parents will exercise good taste in this regard.

Bible Study and Worship content:

Camp Wieuca is a ministry first and foremost. Campers will participate in daily Bible study and worship times. Content focuses on Christian behavior and salvation through faith in Christ, through means of lessons, stories, skits, and songs.

Personal property rules:

Campers may bring their own sports equipment (baseball gloves, etc.) to camp, but staff assumes no responsibility for keeping up with these items. Rollerblades, scooters, and skates may be allowed at designated times - we will notify you ahead of time when these activities are scheduled. Trading cards, electronic items (games, headphones, etc.), and weapons of any kind should not be brought to camp, and will be confiscated and returned at the end of the day. Camp Wieuca reserves the right to add items to this list at any time if it becomes necessary. All property should be labeled with the camper's name. A lost and found is located behind the front desk. Items unclaimed at the end of the summer will be donated to charity.

Regular communication:

Camp Wieuca prepares weekly newsletters that are available each Monday, listing the activities, events, and any special news for the week. We will also post reminders on the front desk or on an announcements board by the front door. In addition, our website (www.wieuca.org) serves as a means of communication. Here you will be able to find general camp information, as well as pictures from camp activities.

Policies and Procedures

Medication management:

If your child has medication that must be taken during the camp day, we must have a written note from you that gives us permission to administer it. The note must include your child's name, the name of the medication, the dosage, the time it is to be administered, and your signature. Medication should be turned in to the front desk with your child's name and the name of the medication clearly printed on the container.

We understand that some medications, such as asthma inhalers or Epi-pens, must be kept readily available to the camper. Please make a note of this when you turn in the medication, and we will be sure that it is kept with your child's counselor at all times, and that they are properly instructed as to its administration.

Visitors:

If you, or someone authorized by you, wish to visit camp during the day, you must stop by the front desk upon your arrival. If possible, please call ahead so that we are expecting you. At the desk, you will sign in and receive a visitor tag that must be worn during the duration of your visit. You will be directed to the location of your child's group. When you arrive, please check in with your child's senior counselor.

Any unknown adult not wearing a visitor tag may be identified as an intruder. For this reason, please be sure to follow this procedure.

Camper release:

Campers will be released only to people listed on the pick-up authorization form. If someone other than a parent is to pick up your child, please let us know as soon as possible. If there is a change during the day, please call to let us know. All of these policies help us to ensure your child's safety.

Late pick-up

Camp Wieuca closes at 6:00 p.m. each day. Please be on time to pick up your child. There will be a **\$5** late charge per family for each ten minutes, or fraction thereof, after 6:00 p.m. We reserve the right to raise this fee for anyone who is consistently late. We greatly appreciate punctuality on your part.

Proper communication channels

Parents are encouraged to get to know the counselors who are charged with the care of their child. It is our goal to establish a strong bond between your family and our staff. If the need arises for you to address a concern that involves a counselor, please be sure to go through a member of head staff to do so. Please do not directly confront a staff member in the unlikely event that a grievance arises.

It is also necessary to go through a member of head staff to address any concern you have about a camper who is not your child, or if you have a dispute with another camp parent. Please do not confront campers or camp parents with a grievance. Doing so is considered grounds for immediate, nonrefundable nullification of your camp registration.

These policies exist for your own protection, so that we may ensure that disputes are witnessed, mediated, and properly documented and resolved.

Smoking:

Wieuca Road Baptist Church is, in its entirety, a non-smoking area. Please refrain from smoking while on church campus.

Emergency transportation:

In the event of a medical emergency, your child may be transported to the nearest hospital (from Camp Wieuca, this is Scottish Rite) in a private vehicle, belonging to a member of camp staff. Drivers of these vehicles have signed statements asserting that their vehicles are well maintained, and that their driving records are clean.

In more critical emergencies, an ambulance may be called to the location of your child. In this case, your child will be transported to the nearest hospital.

In either case, you will be notified immediately. If we are unable to reach you, we will call your designated emergency contact person.

Illness/Injury notification:

In the event of your child's illness, we will contact you at the numbers you provide. We must have verbal consent from you before we can administer any medication such as Tylenol, Pepto-Bismol, etc. to your child. If your child suffers frequent headaches, or has other minor chronic ailments, you may keep a signed note on file with instructions for treatment so that we do not have to contact you each time.

In the event of an injury, we will provide first aid at camp. If the injury consists of anything other than minor scrapes, cuts, or bruises, we will contact you for further instruction. In a severe emergency, we will begin treatment and arrange for transportation to a hospital whether or not we are able to reach you.

For anything other than the most minor of injuries or illnesses, we will have a completed incident form for you to view and sign, and a copy of the same for you to take with you.

Behavior management:

Camp Wieuca's approach to discipline is to employ non-corporal punishment methods that include, but are not limited to, in order of severity: counseling, time out, essay writing, and chores. Parents are kept informed of all but the most trivial infractions, and are provided with a copy of any essays written and any incident reports filed.

As a camp, we have a limited ability to mete out punishment, and we rely heavily upon parents to follow up by disciplining the child at home when necessary. We consider the process of camper discipline to be a partnership between the parents and our staff, and we appreciate parents who communicate to their children that the camp staff members are authority figures while they are at camp. Making this point in advance is often very helpful in preventing discipline issues before they occur.

All children will likely commit some infraction from time to time, by simple virtue of the fact that they are children. We do not view the occasional breach of discipline as an indication of the endemic nature of the child, or as a statement about the manner in which parents raise them.

Habitual infractions that present a hazard to other campers or have the potential to create a breakdown in camp operation present a more serious concern. We reserve the right to determine the suitability of such a child for our camp environment. In such cases, this is not an act of judgment, but a determination that Camp Wieuca may not be a good fit for the child. The criteria by which we must consider disallowing further admittance to Camp Wieuca, is as follows:

- 1) If a child habitually refuses to acknowledge the authority of camp staff.
- 2) If the actions of the camper present a hazard to other campers or significantly disrupt camp operations.

- 3) If the parents of the child refuse to acknowledge a pattern of documented serious problems, or refuse to partner with camp staff in administering discipline.

In a case where the camper in question has subjected the camp to hazard through his or her actions, camp management may disallow the camper from the premises after the first infraction. In all other cases, three such infractions are necessary before expulsion is considered. Camp management reserves the right to make determinations regarding the seriousness of any infraction and the level of threat it presents to the camp as a whole.

Camp management accepts the responsibility to sufficiently document such infractions, and views any action taken on our part without proper documentation to be irresponsible and arbitrary. Please know that we make every conceivable effort to work with all campers entrusted to us.

Explanation of unacceptable behavior: All campers, parents, and staff at Camp Wieuca are expected to refrain from foul language, physical violence or force, or any threat thereof, smoking, consumption of alcohol, use of illegal drugs, inappropriate displays of affection, carrying firearms or other weapons, wearing clothing or slogans on clothing that are considered lewd or distasteful.

Child Welfare:

All camp staff members are trained in the Wieuca Road Baptist Church child protection policies. Rest assured that these issues and policies are taken very seriously, and potential or actual infractions are handled speedily and thoroughly.

A copy of these policies is available at the front desk for viewing at your request.

Swimming

Once a week, Camp Wieuca goes to Murphey Candler pool for swimming. On the enrollment form, there is a space to let us know the swimming level of your child. This information will be passed on to your child's counselor in order to ensure your child's safety at the pool.

Ropes Course

Our high ropes course is a series of tree borne stations that must be negotiated to complete a circuit. Participants are connected via safety lines at all times, and are closely supervised by trained staff while in the trees. This activity is for campers aged 10 and up, is operated and supervised by highly trained staff, and the course was built by a professional builder in accordance with challenge course industry standards. Please feel free to observe any time. The campers love to show parents what they do on the ropes course!

Our low ropes course are ground based apparatus which require a team of campers to work together towards the solving of a problem or the completion of a task. These initiatives are designed to promote teamwork, communication, leadership, and problem-solving abilities. Low ropes initiatives are appropriate for all ages, and are a unique, fun, and effective way to build goal oriented team skills and enhance self confidence.

End-of-season surveys:

One of the most valuable planning tools we have at Camp Wieuca is the end-of-season survey results. We send these out soon after the end of the summer, and use your responses to help us improve and plan for the future. In the meantime, feel free to give us verbal suggestions, or to drop written suggestions in the box provided at the front desk. Some of the best ideas we get come from campers and parents - we want to know what you think!

Year-round events and programs:

Wieuca Road Baptist Church has many wonderful opportunities for children, from basketball leagues to children's choirs. The activities center is a popular location for birthday parties or other events. Our rock climbing facilities and fitness room are available for adult use as well. Ask Joel Mills for more information about these opportunities.

PACKING LIST

Each child should bring:

A backpack (with name label)

Bible

Bug spray

Sunscreen

Lunch (except on Fridays)

Full change of clothes

Any medication (to be given directly to camp management)

Swimsuits and towels (on Tuesdays)

Money for snacks (on Mondays - \$5-10 is recommended for the week)

REMEMBER TO WEAR CLOSED-TOE SHOES AND PLAYCLOTHES!! Your child will be active every day at camp.