

*Arden*



# CAMPER HANDBOOK



Member of the Better Business Bureau (BBB) of Ashville and WNC

## *Arden FLAG Camp Mission Statement*

*Called to build our community, we commit to providing campers with; fun activities, a safe environment, nurturing staff, and ample opportunities to grow closer to Jesus. Mentoring youth to lead initiatives of compassion and evangelism is central to our mission.*

### Daily Camp Schedule:

7:00—8:30	Pre-Camp Care
8:30—8:45	Meet n' Mingle / Group Games
8:45—9:00	Line Call
9:00—9:30	Camp Council
9:30—10:00	Rotation Period #1
10:00—10:30	Rotation Period #2
10:30—11:00	Rotation Period #3
11:00—11:30	Rotation Period #4
11:30—12:00	Rotation Period #5
12:00—12:30	Line Call / Lunch
12:30—1:00	Clean up / Tribe time / Prepare for Afternoon Activity
1:00—3:45	Afternoon Activity
3:45—4:00	Line Call
4:00—4:30	Snack Time & Group Games
4:30—6:00	After-Camp Care

# Table of Contents

FLAG Camp Mission Statement.....	2
FLAG Camp Objectives .....	4
Open House and Orientation .....	4
Pre-Registration and Registration .....	5
Financial Information.....	5
FLAG Camp Hours .....	5
Daily FLAG Camp Schedule .....	7
What to Bring to FLAG Camp .....	7
What Not to Bring to FLAG Camp.....	8
FLAG Camp Staff Selection and Supervision .....	8
FLAG Camp Activities	
Camp Council.....	9
Camp Store .....	9
Camper Tribes .....	9
Class Rotations .....	9
Family Appreciation Days.....	10
Field Trips .....	10
Line Call .....	10
Pizza Day .....	10
Staff Trading Cards .....	10
Swimming.....	10
Tribe Time .....	11
FLAG Camp Policies	
Accident / Illness / Critical Incident Procedures.....	11
Discipline Philosophy .....	11
Drop-off and Pick-up Procedures .....	13
Evaluation Procedure .....	13
Health Insurance .....	13
Medication Procedure .....	13
Open Door Policy .....	14
Phone Calls and Messages.....	14
Supervision and Safety .....	14
Swimming Requirements and Procedures .....	14
Transportation Rules.....	15
FLAG Camp Development Team.....	16

# Welcome to the Arden FLAG Camp!

We are here to support parents; it is our desire to serve children and their families in the best possible way. Our goal is to help campers to find and experience love during their time at FLAG Camp. Our purpose for this Parent and Camper Handbook is to orient parents to our guidelines and policies for FLAG Camp. We hope that an understanding of this Handbook will make your camper's FLAG Camp experience a positive and enjoyable one.

## FLAG Camp Objectives

1. Provide community children with a safe setting in which to experience simple fun, interactive learning, improved social skills, and spiritual growth.
2. Make affordable child care available during the summer months.
3. Showcase the beauty of practical Christianity in the lives of youth committed to ministry.
4. Equip and mentor high school and college aged young people to reach out to others in a community-based ministry.
5. Build strong supportive relationships with the people of our community.

## Open House and Orientation

Prior to the beginning of FLAG Camp we will hold an open house evening to help parents, staff and campers to become oriented and prepared for the summer program. This year's open house will be held on June 6 from 6:00 to 8:00 pm at the Arden Adventist Church. We find that it is important to give the parents/guardians and the camper an opportunity to meet the staff and see the facility before camp begins

Completing the registration process on this night will make the first day much easier. We understand how busy it can be to register your camper on a day when you are trying to make it to work on time. You can download and print off all the necessary forms from our web site, [www.ardenadventist.org](http://www.ardenadventist.org) and have them filled in so you can turn them in along with the \$40.00 registration fee for the first child, \$35 for the second child and \$30 for each child after that by mail, on our registration night, June 8<sup>th</sup> or on the first day your child attends camp.

## Pre-Registration and Registration

Parents or guardians may reserve a spot in our program for their camper by going to the our church's website [www.ardenadventist.org](http://www.ardenadventist.org) and downloading the registration forms, filling them and sending them, along with the registration fee any time after the first of the current year. These forms can be found clicking on the Arden FLAG Camp Logo. **Please make checks payable to the Arden Seventh-day Adventist Church.** Completed registration forms accompanied with the required fee will guarantee a spot for your camper.

The following is a checklist that will help you work through the process of registration efficiently.

- Registration Form (one for each camper)
- Drop-off/Pick-up Form (one for each camper)
- Camper Handbook Acknowledge Form (one per family)
- Medical Release Form (Only needed if meds are to be given)
- Registration Fee Paid (First child - \$40.00 registration fee, Second child- \$35 and \$30 for each additional child in the family)

## Financial Information

### 1. FLAG Camp rates per camper:

Registration	\$40.00 with discounts for multiple children	
Daily	\$35.00	
Full Summer	Entire summer paid in full at registration \$1000.00	
Pre-Care Daily	<u>Drop-off Time</u>	<u>Charge</u>
	7:00-7:45 am	\$9.00
	7:45-8:15 am	\$6.00
	After 8:15 am	No Charge
After-Care Daily	<u>Pick-up Time</u>	<u>Charge</u>
	Before 4:45 pm	No Charge
	4:45-5:15 pm.	\$6.00
	5:20-5:50 pm.	\$9.00
	After 5:50 pm.	\$2.00/5 min

Parents will be asked to record the time when they sign their camper in and out each day. Pre and after-care fees will be placed on their account.

### 2. Payment and Charge Policy

- a. ***We ask that parents pay at the beginning of each week for the days that their camper will be attending, this includes pre-care and after-care since space is limited.*** If your camper is sick or does not come a day for which a parent has paid, the camper will receive a credit for that day on their account or if desired, will be refunded. **Checks are to be made payable to: Arden Seventh-day Adventist Church.**
- b. For tax purposes you may need FLAG Camp's EIN. It is 56-172-4119
- c. A tax receipt will be made available to you upon request at the Arden Adventist Church office no later than February of the New Year

- d. Parents or guardians will be given a receipt for each payment that is made. A record of the camper's account will be handed out at the end of each week.
  - e. Bounced checks will be returned to the parent, a **\$10.00 return check fee** charged to your account and the parent will need to make arrangement to cover the returned check. **All accounts must be paid in advance since space is limited.** *Unless arrangements are made with the FLAG Camp Director.*
  - f. Any camper dropped off before 8:15 a.m. or not picked up by 4:45 p.m. will be charged the pre-care and/or after-care rate.
3. Special discounts (Each account is limited to one discount)
- a. A 10% discount is available for all campers who sign up and pay for entire summer of camp before June 10, 2024. If this discount option is chosen, you will pay \$1000.00 plus the registration fee. This will allow you to send your camper to camp everyday all summer. ***Pre-care, after-care, special field trips and pizza day is not included in this payment.***
  - b. **Credit for days absent will not automatically be given if the summer is paid for in advance.** However, at the end of the summer you may choose to forfeit the pre-paid discount and receive credit for days absent if that would work in your favor.
  - c. A 10% discount on the daily rate for employees of AdventHealth and all entities of Fletcher Academy Incorporated.
  - d. FLAG Camp wants to be family-friendly so it is our policy that a parent or guardian only pays for the days their camper is at camp. Credits will be given for days that were paid but the camper was absent.
  - e. Families with multiple children attending FLAG Camp will be given a 5% discount on each child's daily fees.
4. Scholarship funds are available and are awarded by the Arden FLAG Camp Steering committee. To obtain a scholarship application please sent a request to [ardenflagcamp@aol.com](mailto:ardenflagcamp@aol.com)

## Daily Camp Schedule:

7:00—8:30	Pre-Camp Care
8:30—8:45	Meet n' Mingle / Group Games
8:45—9:00	Line Call
9:00—9:30	Camp Council
9:30—10:00	Rotation Period #1
10:00—10:30	Rotation Period #2
10:30—11:00	Rotation Period #3
11:00—11:30	Rotation Period #4
11:30—12:00	Rotation Period #5
12:00—12:30	Line Call / Lunch
12:30—1:00	Clean up / Tribe time / Prepare for Afternoon Activity
1:00—3:45	Afternoon Activity
3:45—4:00	Line Call
4:00—4:30	Snack Time & Group Games
4:30—5:50	After-Camp Care

## What to Bring to FLAG Camp

We ask that each parent or guardian send the following with the camper each day, and that each item be **labeled with the camper's name**:

1. **Lunch**—please include food items that do not need to be heated.
2. **Swimming suit**—we prefer one piece bathing suits. If a two piece suit is worn, a dark colored T-shirt must be worn to cover the suit.
3. **Towel**
4. **Life jacket** for the camper to wear during swimming if the camper is not a good swimmer.
5. **Sneakers** or other closed toed shoes are encouraged to prevent injury during group games and activities.
6. **Change of clothes** good to have just in case we need them
7. **Snack** to be eaten upon our return from afternoon activity.

## What not to Bring to FLAG Camp

We are asking that parents make sure that their camper does not bring the following to FLAG Camp.

1. Knives, weapons, or any item that could be used as a weapon. If any of these items are brought by a camper, the FLAG Camp Staff reserves the right to confiscate the item and suspend or expel the camper from camp.
2. **Cell phones**, tablets, personal gaming systems, computers, stuffed animals, pokemon cards (and the like) or any other personal toys. If any of these items are brought by a camper, they will be confiscated by the staff and kept until the end of the day and be returned to the parent.
3. Gum
4. Heeley's (Shoes with wheels on the heels)

## FLAG Camp Staff Selection and Supervision

1. All staff counselors and team leaders are college or high school students. Each staff member goes through a careful screening process including application, three reference letters and a formal interview before being considered. Background checks are conducted on all staff 18 years old and older. These checks include criminal, social security trace, and sex offenders' registry. Hiring decisions are made by the Arden FLAG Camp Director and Assistant Director.
2. Volunteers are an integral part of assisting in the daily operations of FLAG Camp and help to keep camp fees down. All volunteers go through the same screening process for working at FLAG Camp as our paid staff.
3. Arden Seventh-day Adventist Church provides administrative staff who ensure that every camper feels safe and every parent is comfortable knowing that their camper is in dependable hands.
4. All staff are required to participate in our training program and are also provided with a Staff Handbook which covers FLAG Camp objectives, policies, camper care, water safety, and general safety procedures.
5. The Camp Director and Assistant Director will monitor staff and campers to make sure that all established risk controls, procedures and practices are carried out.



## **FLAG Camp Activities**

### **Camp Council**

Camp council is designed to be a meaningful experience which fosters a closer relationship with Jesus. It involves singing, praise and prayer. Valuable life lessons are taught through stories, skits, and short talks. Camp council is upbeat and to the point, lasting about 30 minutes each day.

### **Camp Store**

The camp store will be stocked with small toys that can be purchased with FLAG Camp Shillings (pretend money given as rewards). Larger ticket items such as extra camp T-shirts and camp memorabilia will also be available.

### **Camper Tribes**

Every camper will be assigned to a tribe lead by two counselors. The campers along with the counselors will decide on a name for their tribe. Campers are grouped together by age and gender. The age groups are 5 & 6 year olds, 7 & 8 year olds, 9 & 10 year olds, and 11 & 12 year olds.

### **Class Rotations**

The lessons are planned out by staff members each week. Our goal is to help stimulate the campers' minds so that they continue to learn during the summer months. The lessons are designed to help create a fun, active, hands-on learning experience. Each class runs for 25 minutes five times a week. Classes offered include but are not limited to the following:

1. Bible (non-denominational)
2. Cooking/Baking
3. Crafts
4. Farm Animals
5. Games
6. History
7. Life Skills
8. Music
9. Nature
10. Puppets
11. Science Projects
12. Spanish

If a parent or guardian has any concerns or questions about the classes, a copy of the curriculum will be available upon request.

**Field Trips**

Field trips are planned throughout the summer. On field trip days we would like all campers to wear their Arden FLAG Camp T-shirt. This will help make identification and supervision of campers easier. Some field trips may require an additional cost. Parents will be notified in advance if an additional fee is necessary.

**Line Call**

Each tribe lines up with their counselor so that the team leaders can insure that each camper is present and accounted for. Line call is conducted each time the bus is loaded and unloaded for off campus trips to insure that each camper is in attendance. An attendance record of all line calls is kept by each counselor and filed for reference.

**Pizza day**

Every Tuesday parents can purchase a \$4.00 pizza meal for their camper(s). The meal will include two slices of pizza, carrot sticks, and a drink. Orders and payment need to be made on Tuesday morning or before. Extra slices of pizza can be ordered for \$1.00 each.

**Staff Trading Cards**

Picture cards of the FLAG Camp staff will be available in the camp store for the campers to collect and trade.

**Swimming**

FLAG Camp staff will conduct a brief swimming test in conjunction with the life guard for any camper who wishes to use the deep end of the pool to determine their swimming abilities. Only those campers that show they have adequate swimming skills will be permitted to swim in the deep end of the pool unless parents have requested that they stay in the shallow end.

**Tribe Time**

This is a special time that each counselor spends with the campers in their unit to foster healthy relationships. They pray for each other, keep a journal of the prayer requests, play a game together, and any other activities their counselor has planned.

## **Flag Camp Policies**

### **Accident / Illness / Critical Incident Procedures**

1. Campers who have been in an accident will immediately be treated as appropriate to their injuries.
2. Accidents will be reported to the Camp Director or Assistant Director immediately. The staff members who witness the accident must report to the Directors and then file incident reports. Parents will be called immediately if the injury is serious, else they will be informed when they come to pick up their camper. All accidents, even minor ones, need to be reported immediately. An incident report must be filed within 24 hours.
3. If a camper appears to be sick or complains about feeling ill, we will call and inform the parent or guardian of the situation. If the sickness keeps the camper from participating in the FLAG Camp activities, we will ask for the parent or guardian to pick up their camper. The camper will wait with the team leader or one of the administrative staff members until the parent comes.

### **Discipline Philosophy**

1. Based on an understanding of individual needs and behaviors of campers at varying developmental levels, simple, understandable rules will be established so that expectations and limitations are clearly defined.
2. Discipline will be constructive in nature, including such methods as:
  - Separation of camper from situations
  - Praise for appropriate behavior
  - Specific redirection.
3. Campers will NOT be punished by:
  - a. Spanking, pinching, shaking or other corporal punishment.
  - b. Isolation for long periods.
  - c. Confinement in closets, boxes, or similar places.
  - d. Binding to restrain movement of mouth or limb.
  - e. Humiliation or verbal abuse.
  - f. Deprivation of meals, dessert, or snacks.
4. Campers will not be punished for refusing to eat their lunch; however, the parents will be notified of the concern.

5. Every effort will be made to direct a camper back to more constructive activities. As a last resort, the camper who is disruptive will be removed from the play area for a short “time-out” (approximately 1 minute for every year of age.)
6. Praise and compliments along with FLAG Shillings will be used to reinforce the appropriate and acceptable behavior. We want to create a willingness to cooperate by focusing on good times—often. Shillings can be used to purchase items in our camp store.
7. Here is a list of inappropriate behaviors we consider to be extremely serious and which will result in suspension or expulsion. This is not an all-inclusive list.
  - a. Bringing a weapon, or any item that could be used as a weapon, to FLAG Camp
  - b. Exposing self to other campers or to staff
  - c. Touching another camper inappropriately
  - d. Swearing or using vulgar language
  - e. Bullying other campers
8. Discipline steps for inappropriate or disruptive behavior is as follows:

Step 1: Clear, specific redirection to what the camper should be doing.

Step 2: Remove camper from activity and enforce an age appropriate (1 minute per years of age) “time-out”

Step 3: Short-term restrictions on the use of specific play materials and equipment or participation in a specific activity. Opportunity will be given to the camper to earn some time back for following directions and cooperating.

Step 4: A call to the parent or guardian by an administrative staff to discuss the situation and for the parent to talk with the camper about the situation.

Step 5: If behavior continues to be a problem throughout the day or the camper refuses to follow directions and cooperate, parents will be called to pick up the camper and the camper will not be allowed to return until the next camp day. A camper may be suspended for a day or more, depending on the seriousness and severity of the inappropriate behavior.

### **Drop Off and Pick Up Procedures**

1. **We require that every camper be signed in when they are dropped off and signed out when they are picked up by the parent or designee.**  
The parent, guardian, or authorized person bringing or taking the child will record the time, date and sign their name beside the campers name on our Daily Camper List. To ensure that the camper is safely dropped off and picked up by the authorized individuals, each parent or guardian will complete the Pick Up and Drop Off form that will provide the following information:
  - a. Primary person for dropping off and picking up the camper
  - b. Names and addresses of individuals permitted by the parent or guardian to pick up camper in case the primary person is not available
  - c. List of any individuals that may not remove camper from camp
  - d. Signature of the parent or legal guardian
2. All individuals picking up a camper must show his/her drivers license so the FLAG Camp staff can properly identify whether the person has been authorized to pick up the camper. This will not need to be repeated each time once the staff gets to know the authorized individuals.

### **Evaluation Procedure**

The Arden FLAG Camp strives to be the best it can possibly be. Any suggestions are welcome as they provide ideas or helpful feedback. In addition we encourage each parent and guardian to complete our evaluation form at the end of the child's camp experience. These will be made available at the registration table. Evaluation can be done anonymously if preferred. Additionally, parents are requested to bring any concerns to the knowledge of the camp director or assistant director so we can work through them to an acceptable solution.

### **Health Insurance**

The parents' or guardians' health insurance coverage will be used as the primary insurance in the event medical intervention is needed. Coverage by the Arden Seventh-day Adventist Church through its Risk Management Insurance policy will be used as secondary insurance.

### **Medication Procedure**

1. All medications must be in original containers and administered as directed only to the camper for whom they are prescribed. Parents or guardians must complete a Medical Release Form before medications can be administered.

2. All medications will be kept, stored, and administered by the administrative staff and the staff person must sign his or her name on the medication log sheet.
3. A medication log sheet will be kept on all campers who need medicine administered to them during camp hours, including over-the-counter medications.

### **Open Door Policy**

The Arden Adventist Church and the FLAG Camp administrative team encourages parents to visit their camper at camp anytime during camp hours.

### **Phone Calls and Messages**

For all non-emergency phone calls to campers, a message will be taken and the camper will return the call as soon as possible. If camper is on a field trip or swimming, they will get the message upon their return to the camp. In an emergency, the Arden Seventh-day Adventist Church secretary will contact the camp director or assistant director by cell phone.

### **Supervision and Safety**

1. Each counselor is responsible for the campers in his/her tribe. Each camper's safety and well-being are FLAG Camp's most important consideration. We will always know where each camper is, and what he or she is doing.
2. A camper will NEVER be left unattended.
3. Walking is encouraged inside all buildings.
4. Campers may never climb on fences, swing frames, trees, or buildings.
5. Campers will only be released to authorized individuals (*see drop off and pick up policy*).

### **Swimming Requirements and Procedures**

We want swimming to be fun and safe. Here are some important rules for campers to remember during swim times.

1. Each camper must change and get dressed with his/her assigned tribe and counselor.
2. Each camper must rinse off in the shower and use the restroom before entering the pool.
3. Each camper must have a swimming "buddy" of similar skill level before being permitted in the water.
4. Each camper must stay in the area designated for their skill level.
5. Each camper must follow directions from the lifeguard immediately.
6. Each camper, when swimming indoors, must use his/her normal voice level.

7. If a camper needs to use the restroom, he/she must get permission from his/her supervisor so they know where he/she is. Failure to do so could result in a loss of swimming time.
8. Campers must not run in the pool area.
9. Campers will not push others into the pool or hold their head under water.
10. All campers must exit the pool immediately when the pool is closed due to an electrical storm, line call, or for any other reason the staff or life guards see a need.
11. If a camper wants to swim in the deep end of the pool, they must pass a basic swimming test given by the FLAG Camp staff in conjunction with the lifeguard.

### **Transportation rules**

Important safety rules when on the bus:

1. Campers must remain seated at all times while the bus is in motion.
2. Campers must keep all body parts inside the bus at all times.
3. Campers must keep voice tone to normal level, no screaming or yelling.
4. Campers must not eat or leave food on the bus.
5. Campers must not throw anything while on the bus.

**ARDEN SEVENTH-DAY ADVENTIST CHURCH  
FLAG CAMP DEVELOPMENT TEAM**

Church Office	Phone: 828-684-6700
	Fax: 844-270-7501
	Address: 35 Airport Road Arden, NC 28704
	Website: <a href="http://ardenadventist.org">ardenadventist.org</a>
Senior Pastor	Eric Bates 334-803-2411
FLAG Camp Director	Pastor Rich
	Cell 828-674-6629
Pre-Camp Care Supervisor	Adult Staff
Camp Care Supervisor FLAG	Adult Staff
Camp Steering Committee	Dewayne Butcher, Chairman Eric Bates Pastor Rich
Chairman Curriculum	Mary Beth Hagan
Development Marketing Director	Walter Hutton
Sponsorship Director	Walter Hutton
Church Secretary	Whitney Barron
FLAG Camp Treasurer	Gail Bremner
Church Webmaster	Raymond Assiongbon