



Summer 2023

Our calendar year runs from June 12th, 2023 - June 4th, 2024

School Age Parent Handbook

Location

Moseley VA

Located at

Swift Creek Presbyterian Church

5900 Woolridge Road

Moseley, VA 23120

www.campswiftcreek.com

With just a few clicks you can find just about anything you need to know about camp!

WELCOME TO THE Camp Swift Creek FAMILY!

Thank you for choosing Camp Swift Creek for your childcare needs. We consider your decision a huge honor and a great responsibility. We pray for each family that is sent our way. You are no exception!

*This parent handbook contains information regarding our Summer Camp. It will explain the why and how of what we do. However, the most important thing that I would like to convey is this: **We exist very simply because we care about you and your family. If there is anything our staff can do to better serve you, please let us know.***

God bless you,

Wendy Hicks

Kidmin & Engagement Director

wendy.hicks@campswiftcreek.com

Camp Swift Creek's TOP TEN THINGS YOU NEED TO KNOW!

1. Our website! www.campswiftcreek.com – With just a few clicks you can find just about anything you need to know about camp and access your BrightWheel account.
2. Our Hours of Operation:
 - Summer Camp- Monday - Friday 7:30AM - 5:30PM
 - Morning drop off is between 7:30am-9am.
 - Afternoon pick up is between 4pm-5:30pm.
3. We are closed:
 - Week of July 4th: Monday, July 3rd - Friday, July 7th
4. Camp Swift Creek requires all tuition contracts to sign up for auto-draft through our software, Brightwheel. Payment is due the Friday prior to the week your child is attending, not at the end of the week attended. There will be a \$10.00 late fee on Monday morning if your card was declined.
5. All tuition contracts are on auto-pay. If your camper will not be attending a week, you will need to **let our Billing Department know to avoid an auto pay payment**. The minimum number of weeks (5 weeks) for your contract are listed on the Camp Swift Creek pricing sheet online. To use a vacation week you will need to email campswiftcreek@campbilling.com at least 5 days prior to the payment date.
6. For summer – light snacks will be provided. Additional snacks can be brought from home.
7. T-Shirts must be worn anytime the camp will be going off site for a field trip. If your child does not have a camp shirt on a day in which it is required, a shirt will be given to them, and your account will be invoiced \$10 and must be paid by the end of that week. Our T-shirt policy is for the safety of your child. Camp shirts provide quick identification in group settings.
8. Closed toe and closed heel shoes must be worn every-day. Flip flops may be brought and worn for water days.
9. Campers are required to bring a bagged lunch each day which will be kept in a cooler each day and there is no microwave available. If a lunch is forgotten and cannot be brought to camp by 11 am, an emergency lunch will be provided at the cost of \$15.
10. We close at 5:30 pm. There will be a late fee due if a student is picked up after 5:30pm at the rate of: -\$15.00 flat fee between 5:30 and 5:45pm, and \$1.00 per minute thereafter.

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Registration and Tuition Pricing:

- An Annual Registration Fee (\$50) and Weekly Tuition is required for your child to attend any Camp Swift Creek program. Registration fees are non-refundable.
- Weekly tuition is due each Friday previous to your child's attendance. ***Camp Swift Creek does not offer daily rates.***
- We require ALL tuition payments to be auto drafted through our billing and communication software. ***Cash and checks are not accepted for tuition payments.***
- A weekly late fee of \$10 will be charged on Monday Morning if tuition has not been received. Tuition is due the Friday previous to attendance.
- If tuition is still not paid by the following Monday, an additional \$10 fee will be added the next Monday.
- If a camper account is delinquent for more than two weeks **Camp Swift Creek will suspend summer camp services until the account is brought up to date.**
 - If your card is declined on Friday, you will need to make a manual payment through Brightwheel. Step by step directions are included in an email from our Billing Department.
 - If the credit card on file is declined twice, we will require a new credit card to be entered into our billing software system before the next payment is due.
- Parents who have chosen a contract payment agreement, will be charged regardless of attendance for five weeks.
 - *Payment contracts can be canceled at any time for a contract break fee that is reflected on the price sheet.*
- Camp Swift Creek does not give refunds. A credit may be rolled over in certain circumstances.
- Camp closes promptly at 5:30PM and children picked up after closing will be assessed a late pickup fee of \$15 for the first 15 minutes (5:30 to 5:45PM) and \$1 for each minute thereafter. Our Check in/Check out software will be the determinant of the pick-up time.
- Copies of enrollment forms, attendance records, and tax statements can be found by the parents on their Brightwheel account. Billing will email information on how to gather your Brightwheel statement during the tax season. If the parent would like billing to conduct this for him/her, a minimum \$25 fee will be charged per quarter of forms requested and may take up to 1 week to be processed.

****Any outstanding fees that have been incurred during a given program must be paid to a zero balance before enrollment and attendance into the following program.**

General Information:

- Camp Hours of Operation: Monday - Friday 7:30AM - 5:30PM

*We close at 5:30pm. There will be a late fee due if a student is picked up after 5:30pm at the rate of \$15.00 flat fee between 5:30PM to 5:45PM. \$1.00 per minute thereafter.

- We are closed:
 - Week of July 4th: Monday, July 3rd-Friday, July 7th
- Important notices such as schedule changes and upcoming events will be posted at our front desks and on our FB Page, as well as communicated through our parent communication software. It is your responsibility to stay updated.
- It is a requirement that every child be checked in and out at the front desk by a parent/guardian/or an approved adult listed by the parent on the registration. If they do not have a code, identification may be utilized if the individual has been approved to pick up by the parent on the registration.
- The staff to child ratio meets all state childcare licensing requirements for each of the programs we provide.
- Camp Swift Creek prohibits the use of tobacco, alcohol or nonprescription drugs on our camp premises. Camp Swift Creek reserves the right not to release children to those with alcohol on their breath or under the influence of drugs or suspicion thereof.
- **Please label all of your children's personal belongings with their names.** Camp Swift Creek is not responsible for any lost or stolen items. We will announce and donate lost and found items periodically throughout the year.
- Parents are not permitted past the front desk/lobby. If your child forgets something or needs assistance, a Camp Swift Creek Staff member can assist them. Because our staff has been run through background checks, we ask that parents follow this policy so that we know who is with/around our campers.
- Camp Swift Creek generally schedules "G" or "PG" rated movies for our field trips and/or onsite events, however, if a "PG-13" movie of appropriate matter is available, it may be included with parent permission.
- Camp Swift Creek cannot be held responsible for lost or stolen phones, electronic devices, toys, DVD's, etc.... brought to camp.
- Camp Swift Creek Counselors and Directors reserve the right to ask a camper to place their phone, tablet, etc. in their backpacks, or at the front desk if it is being a distraction to the camp program. We ask that these items be left at home unless being used for the purpose of school.
- Closed toed and closed heel shoes must be worn every day.
- Camp Swift Creek provides no accident/medical protection.
- Parents must provide the signed document and it must be approved for a camper to receive special therapy treatment while at camp. The therapist will meet with the child

in a designated area away from other campers, but in a place where your child is still supervised by camp directors.

- All field trips are included in the cost of your weekly tuition.

**You may send additional spending money with your child for field trips, but there is no guarantee that children will have the opportunity to spend it. Camp Swift Creek is not responsible for this money. Counselors cannot hold money for campers. Campers must be responsible for their own money.*

- Camp t-shirts must be worn on all off-site field trip days. If a camper arrives at camp without a camp shirt, one will be provided, and the parent will be charged \$10.00.
- Please remember the importance of labeling clothing with the child's name, especially camp t-shirts.
- Closed toe and closed heel shoes must be worn every day. Flip flops may be brought and worn at the water park, or for water days.
- On water days, please send your child with their bathing suit on underneath their clothes. They should pack a towel and dry clothes. Modest bathing suits should be worn by males and females. If you have a question, ask your front desk or your site director.
- Parents are to donate one bottle of sunscreen per camper at the start of summer.
- Light snack will be provided to your camper at summer camp.

Please Review These Transportation Guidelines with Your Child. If these transportation guidelines are not followed, campers will face consequences to include bus suspension. This is for the safety of all campers on the Camp Swift Creek vehicle(s).

- ❖ *Once children board the camp vehicle, children may not leave the vehicle for any reason.*
- ❖ *Campers must stay seated at all times while in the vehicle.*
- ❖ *Avoid loud talking, or anything else that might distract the driver. Keep quiet near railroad tracks so that the driver can listen for trains.*
- ❖ *Keep head, arms, and body inside the vehicle. Keep your hands and feet to yourself.*
- ❖ *Do not throw objects inside or out of the vehicle.*
- ❖ *No eating or drinking in the vehicle.*
- ❖ *Do not damage the bus and always assist in keeping it clean. If any child destroys property within the vehicle, the parent(s) will be held liable to replace the item(s) broken.*
- ❖ *Take a seat and remain seated, facing forward, while the vehicle is moving. Keep your feet on the floor in front of the seat, not in the aisle.*
- ❖ *Keep the aisle and the exits clear.*
- ❖ *Use of abusive or vulgar language or directing such language toward other students or adults is prohibited.*
- ❖ *The emergency door and exit controls may only be used during supervised drills or actual emergencies.*

Structure: [SUMMER CAMP AND HOLIDAY PROGRAM](#)

The summer camp and holiday camp programs at Camp Swift Creek are designed to give your children a fun-filled week of camp that also keeps them safe and growing spiritually. Our site contains a craft room, centers room, playground, gaga ball pit, 9 square in the air, arcade room, and board game room. Each week campers will have a new weekly theme that inspires their crafts and activities within these rooms.

After drop off is completed, campers will have an opportunity to get a snack and participate in a devotion with their age group. The devotion each week covers a main point that is built upon each day. Depending upon the field trip for the day, campers will then eat lunch on-site or off-site and participate in their field trip. Field trips typically return by 4PM and campers then have a snack time and can choose their room option until they are called to go home. Pick up by parents from summer or holiday camp occurs from 4:00PM-5:30PM. Parents must have the check in/check out code for their child in order to pick up from our facility.

Field Trips:

During summer and holiday camps, Camp Swift Creek typically offers field trips during the week. The field trip schedule can be found on campswiftcreek.com and on your Brightwheel calendar.

Camp shirts are required for all off-site field trips for safety.

- One day a week is an onsite day! During that day, campers will do rotations with their age group and participate in games and crafts that coincide with the weekly theme. These are the only days during summer camp or holiday camp that camp shirts are not required.
- One day is water day! These typically consist of going to water parks, or playing water activities onsite. Campers should come dressed in their bathing suits for water day under their clothes/camp shirts. Campers typically have an opportunity to change after water day. The water parks that we attend have lifeguards, and staff is stationed to monitor swimming campers. Please inform the front desk if your camper requires a life jacket.
- One day is movie day onsite! Money for concessions is optional on these days. Parents may send money with their campers. We encourage putting all money in a bag or purse with the camper's name on it.
- Two days are miscellaneous fun days! For instance, we may have a trip to a special location or a special location may come visit us. These will be posted on the field trip calendar.

Rotations:

- Our site contains a craft room, gaga ball, 9 square in the air, board games room, arcade room and centers room rotations.
- During rotations, campers are split up by age groups and rotate through each one of our rooms in 20 to 30-minute increments. The activities and crafts done in each room are inspired by the theme for the week.
- Devotion is done daily by age groups.

Policies and Procedures:**Electronics Policy:**

With the rise in E-learning, we understand the importance and value of technology. Nevertheless, we also understand the dangers that can come with technology and may only be used during specific times at Camp Swift Creek. Technological devices are not allowed to be used while being transported on Camp Swift Creek vehicles and may only be used during drop off and pick up times (7:30-9AM and 4-5:30PM).

Thank you for joining us in encouraging and enforcing these policies with your campers for the safety of all. If camper's are caught in the wrong area on their device or at the wrong time, their device will be taken and remain at the front desk until pick up time if the guidelines are not followed by the camper. We want to remind all parents that we are available to you during the time your camper is at our site! If you need to speak to your child, please send us a Brightwheel message or give us a call at 804-234-4319, and we will be happy to coordinate that conversation! We hope these policies will help encourage more FUN and more SAFETY here at Camp Swift Creek!

Camp Swift Creek Disaster Plan

In the case of an emergency or disaster, the following procedures will be implemented:

Fire: Campers will remain with their counselors in a pre-designated spot (Pavilion) that they have already been drilled on.

Tornado If a Tornado warning is issued while the students are on site, they will shelter in the safe spot (Rm 110 and 111) that the site has already been drilled on.

*Camp Swift Creek will communicate with parents by an alert on Brightwheel and text if any type of emergency or disaster occurs while your child is under our care. The safety of your child is of utmost importance to us.

- Emergency Phone Numbers:
 - Camp Swift Creek 804-234-4319

Inclement Weather

Camp Swift Creek will make a decision regarding opening during inclement weather with the safety of your campers in mind.

- There are no refunds if Camp Swift Creek is closed due to Inclement Weather. Announcements will be made through email, Facebook, and our parent communication software in the event that camp will be closed.

Health

- If a child shows signs of illness while at camp, he/she may not be admitted or may be sent home. If sent home, a parent or an authorized person will be required to pick up the child within one hour. Please seek a physician's help when necessary. Children with fevers and other contagious illnesses must be excluded from camp for at least 24 hours after the temperature returns to normal. Any child diagnosed with a streptococcal infection must be excluded for 48 hours after the initial dose of physician prescribed medication. A temperature of over 100+ or a camper that has thrown up 2 or more times in the previous 24 hours, requires an immediate pick up.
- Camp Swift Creek directors are trained annually in First Aid and CPR.
- If a physician's care is needed, parents will be contacted immediately, and emergency procedures will be followed.
- Camp Swift Creek employees will administer medication to children only when a parent has completed a medication form. Each medication bottle must have a current prescription label with the child's name, the dosage, and the physician's name on it. All medications must be checked into the front desk. No medication can be onsite unless it has been properly signed in and is stored at the front desk.
- Camp Swift Creek **does not** employ medical personnel and all medications will be administered to children by camp employees that are not trained or certified in any medical field.
- Please notify us if your child has a communicable disease/condition (lice, chickenpox, fifth disease, pink eye, COVID etc.), as it is our responsibility to notify other families of the risk. We follow the VDH exclusion list for communicable diseases.
- We are committed to doing all we can to keep lice out of our community. We encourage you to have your child checked for head lice by a school nurse or pediatrician prior to attending Camp Swift Creek programs.
- Camp Swift Creek has a no Nit policy as it pertains to Lice. In accordance with that policy we will not allow campers to attend Camp Swift Creek if our staff finds live lice or a nit in your child's hair. This is for the safety and consideration of all campers and staff. If our

staff does find lice or a nit in your child's hair, they will be sent home immediately with instructions to treat them. Your camper is welcome to return the day following treatment, permitting they are lice and nit free. We ask that you alert the camp when your child has lice so that we can alert our camp for them to be alert to checking their children. They'll be rechecked upon arrival.

- No refunds will be issued for canceled registrations or missed days due to lice or any other type of communicable disease/sickness, including COVID.
- If your child has been placed on quarantine by another entity, he/she may not attend Camp Swift Creek until that quarantine period has been lifted.
- If your child tests positive for Covid-19, he/she may not attend Camp Swift Creek for the current CDC quarantine period.

Behavior and Correction:

- The Camp Swift Creek's discipline policy is designed to promote the development of self-direction, self-control and socially acceptable behavior. This is accomplished through: sensitivity, consistency, firmness, fairness and follow through. We strive to maintain a loving and positive atmosphere and reinforce the structural boundaries required.
- Camp Swift Creek is designed for children who want to cooperate and participate in activities. If your child is having behavioral issues at camp, please handle accordingly because each child's good behavior is imperative to the success of our camps. Children who are physically aggressive, defiant to authority etc. may be allowed to attend on a trial basis. However, we reserve the right to dismiss any child whose behavior hinders the camp experience for others with no refund.
- Camp Swift Creek does not use corporal punishment.
- Camp Swift Creek reserves the right for its Directors to suspend a child from their camps at any time for any length of time with no refund.
- If deemed necessary by a Director, a parent will be notified to come and must pick up their child within one hour.
- If a behavior is significant or has become a consistent problem, a Parent Conference Record (PCR) will be conducted. A PCR is paperwork and a conference with the parent outlines the incident, the steps the child, parent, and director will take to help keep this behavior from occurring, as well as the consequences if the behavior continues. This paperwork must be signed by the director and the parent and kept on file.
- Depending upon the behavior, the consequence may be lifted to the previous consequence every two months that a child goes without displaying the problem behavior.

**Thank you for enrolling in
Camp Swift Creek and reading
through the Camp Swift Creek
Handbook!**

**We look forward to serving
your family this year!**

Rev 1/23