

2020
**EAST HILL
SUMMER DAY CAMP**



COVID-19 AMENDED

**PARENT
HANDBOOK**

License # C02LE0238

LETTER FROM THE ADMINISTRATION

Dear Parents and Guardians,

This has been a challenging time mentally, physically, emotionally, and financially for our nation and community. At East Hill we have stood strong in our faith, trust, and continued prayer in God's plan. We are both excited and blessed to venture into another summer camp season.

In partnership with parents and community, we look forward to an amazing summer that is safe, enriching, active, and fun for our campers. Although this year will be different than originally planned, our hope is for each camper to discover how to reflect the glory of God in their lives.

This Amended Handbook provides updated policies and procedures due to Covid-19. Our new policies and procedures reflect the guidelines set by Phase 3 of Florida's Re-Opening to optimize our facilities, utilize staff resources, and provide the best possible experience for our campers. We are also following the guidelines set by the CDC, Florida Department of Health, and Florida Department of Children and Families.

Please **READ carefully in its ENTIRETY** as many policies have changed. We ask our families to evaluate and commit to these recent changes put in place. Though we are saddened by many changes in order to adapt to the guidelines, we are joyful for a wonderful summer partnered with you!

With a Thankful Heart,

Margaret Bardes

Administrative Director of
Weekday Children's Program

Whitney Melton

Director of Operations for
Weekday Children's Program

THE BASICS

HOW MUCH?

Registration Fee: \$50/family

Basic Tuition: \$150/week
(\$120 Week 3)

Tuition and Lunch: \$182/week
(\$145 Week 3)

Additional Child Discount: \$10 off per additional child (excluding Week 3)

East Hill Member Discount: \$50 off per week

WHEN?

June 15th – August 7th
7:30 AM-6:00 PM (Monday – Friday)
(CLOSED July 3rd)

WE ONLY ACCEPT COMPLETED Prek 4/VPK– 8TH GRADE

CONTACT INFO

FRONT OFFICE: (850)224-9918

MAIN OFFICE EMAIL: easthillweekday@easthillweekday.com

MS. MARGARET: margaret@easthill.net

MISS WHITNEY: whitney@easthill.net

WEBSITE: www.easthillweekday.com

PARENTS: It is important that you read this Amended Handbook in its ENTIRETY. Upon confirmation of weeks, you will sign a statement indicating you have read and agree to follow the policies and procedures as stated in the Amended Handbook.

POLICIES & PROCEDURES

The following reflect the changes in our Policies & Procedures adapting to the guidelines due to Covid-19. These amended changes override the previous 2020 Parent Handbook. Please reference previous handbook as needed.

PAYMENT POLICY

- VISA, MASTERCARD, AMEX, CHECKS, and MONEY ORDERS. **We do not accept cash.**
*NOTE: some prepaid childcare expense cards are not compatible with our machines.
- Automatic payments can be made by filling out a necessary form to place a card on file. Ask the office for more information.
- **Up until June 10th, we will accept payments over the phone.**
- The weekly fee for camp remains the same regardless of how many days your child attends during a week.
- Tuition is to be paid Wednesday prior to the week your child is scheduled to attend.
- If your payment is not received in full by Monday at 6:00 p.m. **of the** week your child is scheduled to attend, **a \$5.00 Inconvenience Fee will be charged to your child's account.**
- Any previous balance must be reconciled before attending 2020 Summer Day Camp.
- All accounts must be current week to week in order to continue enrollment and attendance.
- Registration Fee (to whom it applies) will be accepted starting May 18th.
- Tuition payments will be accepted starting June 1st.

CANCELLATION POLICY

- You may cancel two weeks prior to your child's committed week without a fee.
- Any cancellations made within the two-week window of committed attendance will have a \$25 No Show Fee per child charged to the account.

COVID-19 POLICIES & PROCEDURES

1. **PARENTS & GUARDIANS ARE PROHIBITED** from entering the building. To maintain safety, **ONLY** campers and staff who have passed screening will be admitted into the facility.
2. **Face masks** and face coverings are prohibited for campers.
3. **SCREENING**
 - Every day upon arrival, each camper and staff will be screened for illness.
 - Temperatures will be taken with an infrared no-touch thermometer.
 - Any child with a fever 100.4 or higher will not be permitted in the program.
 - Visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

- **Screening Process:**

- i. Campers will line up in a safe distance line beginning under the awning in front of the building.
- ii. Campers will step up to 1 of the 3 designated areas where they will be visually screened and temperature taken by a staff member.
- iii. Campers who pass screening will move on to "Check-In" and enter the building.

4. DROP-OFF

- Once screened, campers will proceed to the "Check-In Station" where they will be checked in on the rolls for the day, hand sanitize, and enter the building.
- Parents MAY NOT leave the premises until AFTER their child has passed the daily screening process.
- **Please do not drop off your children before 7:30 a.m.** Staff members are not assigned to supervise children before this time, building is closed, and you are responsible for your child until they are checked in.

5. PICK-UP

- Parents/Guardians may come to the front entrance to pick up their child up until 4pm with *proper identification*.
- **Car Pick-Up:**
 - i. Starts at 4pm
 - ii. No cellphone use. This is for the safety of children, staff, and other vehicles.
 - iii. Have your summer security car pass or ID. The pass must be displayed on the driver's side dash, visible through the front windshield. **Car pick-up passes from previous programs are not valid.**
 - iv. Staff will radio your child, and they will be sent to car pick-up where they will wait for a pick-up staff to escort them to their car. (Staff are not allowed to strap campers into seat belts or car seats.)

6. CLEANING & SANITATION

- Hand sanitizing, hand washing, and facility/equipment cleaning will meet CDC standards.
- Hand sanitizer will be provided for campers throughout the day.

7. SICK POLICY

- Camper may not attend if they have a fever of 100.4 or higher, and they must be 24 hours without a fever before returning.
- Child must be 24 hours without vomiting before returning.
- Please do not send your child if they are feeling or looking unwell.

8. **TRAVEL POLICY**- Campers and staff must wait two weeks before returning to camp if they or a member of their household has travelled to a specified "Hot Spot" for Covid-19.

9. HOW CAN YOU HELP

- Do not send your child to camp if they are sick or appear to be.
- Schedule accordingly as there will be delays in Drop-Off and Pick-Up.
- Support and abide by the new policies and procedures.

- Help prepare your child for the changes in procedures.
- Help reinforce good hygiene habits.
- Make sure all personal items are clearly labelled.
- Due to limited space, only send your child(ren) to the weeks registered.

WHAT CAMPERS SHOULD BRING EACH DAY

1. Any camper NOT registered to receive a hot lunch will need to bring a lunch with their name and group on it.
 - **Please do not forget your child's lunch.** We cannot provide your child with a lunch if you fail to do so.
 - **HOT LUNCH** numbers are set the Friday before by 5pm.
 - **Note: We do not refrigerate or microwave** the lunches. Lunches are kept inside at room temperature until it is time for the campers to eat lunch.
2. All campers will need to bring a swimsuit and towel in a bag with a drawstring. Upon registration, each child will receive a swim bag according to his/her group color. (If broken, a replacement can be purchased.)
3. **PLEASE LABEL** your children's swim gear and lunches clearly with their name or initials. This will assist in returning any lost items.

A FEW THINGS NOT TO BRING

1. Face mask or face coverings.
2. Personal hand sanitizer carried around with them.
3. Toys and any other items that may cause distractions.
4. Do not allow your child to wear anything that could be damaged, lost, or cause injury to themselves or others such as watches, bracelets, earrings and other jewelry. **We will not be liable for the loss, theft, or damage to toys or other personal items.**
5. Children are not allowed to carry backpacks or purses during the day.
6. Children may not bring any media such as books, videos, DVD's, cell phones, iPods, video games, laptops, tablets, smartwatches, etc.

CELL PHONES ARE PROHIBITED

- East Hill is not liable for any damaged, lost, or stolen cell phones.
- By keeping cell phones at home, this helps ensure this will not happen.
- You may call the front office at any time to contact your child.
- If under certain circumstances the cell phone needs to be brought to camp, the child may keep it in the front office for safe keeping on our designated Cell Phone Wall.
- All cell phones must be turned in to the front office and retrieved when going home.
- We feel cell phones limit social interaction, healthy communication, and group unity.



WATER POLICY

Water is available for campers at all times on site and ODG/playground. We prefer campers use disposable water bottles. We do recycle. Children are not allowed to carry water bottles around the building and to activities due to spillage and lost items. Any reusable bottles must have mouth piece covered.

MEDICATIONS

If your child requires medication that must be taken during the camp day:

- You must fill out the required medication form provided by the Main Office.
- All medication must be brought in the **original container** in which it was prescribed.
- All medication must be kept in the Main Office until time for the child to leave.
- We **cannot** administer any medication without the completed form and the original container.
- We cannot administer any medication by phone approval. This includes aspirin, Tylenol, ear/eye drops, or any other over-the-counter medicines.
- Campers are not to have medicine stored in their lunchbox or swim bags.

Note: Asthma inhalers are medication and subject to all of the above regulations. All of the above are required by Florida State law as stated in the Florida Administrative Code, Chapter 65c-22.006. Please call our office if you have any questions about medication.

LUNCH PROCEDURE

Groups will eat lunch inside. Water is the only beverage we will provide during lunch time. Please send your child with another beverage if water will not suffice. Hot Lunch is an additional \$32/week (\$25 for prorated week), and the option is for the whole week, not by the day.

Each Friday by 5pm the lunches are FINALIZED for the following week.

Please note: Any camper not receiving hot lunch must bring a sack lunch from home each day. Please understand that it is your responsibility to provide your child with a lunch. If a child is brought to us without a lunch, **WE WILL NOT PROVIDE LUNCH FOR THEM.**

HOT LUNCH MENU

- MONDAY-UPTOWN CAFÉ SANDWICH, CHIPS, & COOKIE
- TUESDAY-CHICK- FIL- A CHICKEN SANDWICH & CHIPS
- WEDNESDAY-MOES JOEY BURRITO, CHIPS, SALSA, & COOKIE
- THURSDAY-PANERA BREAD TURKEY SANDWICH, CHIPS, & COOKIE
- FRIDAY- CHICK-FIL-A NUGGETS & CHIPS

SNACK PROCEDURE

An individually packaged snack is provided for all campers. Every camper will receive a snack for the day and water only. Parents may opt to pack additional snacks for campers. Snacks are eaten at the allocated time.

DISCIPLINE POLICIES AND PROCEDURES

FOR CAMPERS:

We expect all campers to be well-behaved. Campers will be expected to follow the staff's instructions at all times and observe the rules for each activity area. We ask parents to encourage this by supporting our rules with their children. Fighting, bullying, or any type of disrespect toward another will not be tolerated. Campers are to respect the staff, each other, and one another's possessions at all times. The use of appropriate language and behavior is expected at all times while under our care.

Children will not be subjected to discipline that is severe, humiliating, or frightening. Discipline will not be associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited. Staff and Administration will use Christian Biblical principles to lead the children to an understanding of appropriate behavior.

Staff, when having difficulty with a camper's behavior, will:

1. Talk with the camper
2. Take away time from a desired activity
3. If needed, the child will be sent to the Administration. The Administration reserves the right to expel a child from the program if deemed necessary.

FOR PARENTS:

- Parents may not administer physical punishment in the Tindall Christian Activity Center, Preschool Building, or anywhere on the grounds.
- Full support from the parents regarding our discipline policies and procedures with their children is essential. If you have any concerns or questions, we ask that you address this respectfully and not in front of your child, other children, or other parents as we feel this may potentially undermine the authority of both the parent and the Program Administrator.
- Discipline issues will be discussed with the legal guardians.
- You may not speak directly to your child's leader regarding discipline and behavior. They have been instructed not to speak to parents about these matters and are to focus on the children. You may address the Administrators with any concerns.
- Parents may not address other campers directly concerning issues regarding their child.
- If at any time a parent, guardian, or person present disrupts or disturbs camp operations by arguing, yelling, using inappropriate language, or exhibiting aggressive behavior, he/she will be asked to leave the grounds immediately.
- Parents who choose not to comply with the above procedures will be asked to withdraw their child from the program.
- It is truly our hope that we can help you with any concerns you have, so please feel free to contact us via phone or set up a meeting time to address any issues that might arise.

NOTE: Parents or legal Guardians are required to disclose any physical, emotional, or behavioral limitations, needs, or concerns about their child in writing prior to registration. The camp Administration reserves the right to deny your camp registration if it is determined that our Day Camp is not suited or staffed to meet your child's needs. Unfortunately, we are not staffed or equipped to provide one-on-one care for children with certain needs. Furthermore, we reserve the right to withdraw any child from the camp at any time if behavioral and/or emotional problems with a child disrupt the camp's operations, another person's safety is jeopardized, or if we determine the child makes it unreasonably difficult to meet the needs of the general campers.

SEVERE WEATHER PROCEDURES

Due to the threat of severe weather in recent summers, we have implemented a formal policy regarding our pick-up procedure during severe weather. When we are experiencing bad weather that will alter pick-up, a yellow or red flag will be flying from the awning by our curbside pick-up. If a flag is out when you approach the pick-up area, then our pick-up procedure is altered until the dangerous weather has passed. What you should do when this occurs is described below.

YELLOW FLAG ALERT!

CAUTION

When a yellow flag is flying from the awning at pick-up, it means that conditions are too dangerous for our staff and the children to come out from under the awning.

During Yellow Flag conditions:

1. Pick-up will continue with curbside service.
2. All cars will merge into the lane that is closest to the awning and there will be only one lane of traffic. We will call children's names when you get close to the pick-up area, and we will place your child in your car when you reach the awning.
3. **Pick-up will be slower and we appreciate your patience and understanding.**

RED FLAG ALERT!

REGULAR PICK-UP STOPS

When a red flag is flying from the awning at pick-up, dangerous weather is a threat to everyone's safety. (Examples of threats include: lightning, severe thunderstorms, tornado warnings, hail, etc.) During dangerous weather outside pick-up will stop.

During Red Flag conditions:

1. Park in a designated parking space; bring proper identification to the door for clearance and your child will be called. Do not park in the pick-up drive-thru zone.
2. Park in a designated parking space and wait until the dangerous weather passes, then come to the door with proper identification. Approximately five minutes after the dangerous weather passes, we will resume pick-up.

Our Severe Weather Procedure is solely for the safety of your children and our staff.

OUR ACTIVITIES

SWIMMING

Campers will have lots of fun cooling off in our pool and sliding down our tube slides! Each child is closely supervised by certified lifeguards and Group Leaders. Our lifeguards are on duty any time there are campers in the pool area. All campers are expected to dress out every day for swim time. At the beginning the week, there will be a swim test for each camper.

WORD

Through age appropriate and creative teaching, the campers will learn of God's love and how to apply the Word of God to their lives. They'll discover how Jesus is the living hope in the darkness.

PRAISE

Campers will get to sing, stomp, clap, dance, praise, sign, and let loose in this activity where they express themselves and learn the Word of God through various forms of Christian music.

EXPRESSIONS

Children will have a chance to play indoor games to help build group unity. They will participate in weekly contests against other groups.

ARTS & CRAFTS

Your child will explore a creative side with weekly projects and activities.

OUTDOOR GAMES (ODG)

The children will be led in a variety of exciting games in the open, fresh outdoors in our large gated field. Campers only go to ODG in the mornings.

GYM GAMES

Children will be able to play exciting team games that will promote group unity as well as skill in relating to others. These games will be led by our trained Instructors.

GAME ROOM

Foosball, table games, Legos, and video games of all sorts are available to the campers during Game Room time. All games are rated "E" on our Wiis, X-Box 360s, and X-Box Ones.

CHAPEL

Campers will gather together in the church every Thursday for praise and worship through dance, drama, song, and stories from Word.

ASSEMBLIES

We will have assemblies with activities and skits to celebrate the theme of the week. Weekly costume contest for the theme of the week! Every Friday we have a special assembly to close each week.

WEEKLY THEMES AND DATES

Below are the revised weekly themes for the summer. Please pay attention as some themes have changed weeks or been eliminated. Monday activity of "Opening Celebration" and Friday's "Special Event" activities will no longer take place for the summer. We encourage kids to dress up according to the theme on Fridays.

WEEK 1 (JUNE 15TH-19TH) BEHIND THE MASK

Welcome to the first week of summer where campers will begin to learn what it is to mirror God's glory in their lives! Dive into your closets and assemble your own super-hero costume! Capes, shields, and of course, masks, are all welcome! Dress up Friday as your favorite superhero or villain. (MEMORY VERSE: 2 Corinthians 3:18)

WEEK 2 (JUNE 22ND-26TH) REFLECT THE REFLEX

Lace up your shoes, have your arms ready and game face on as we jump into Sports Week! Come celebrate the ultimate team player, Jesus Christ, and see what it is to reflect God's strength in our lives. On Friday, rep your favorite sports gear or team! (MEMORY VERSE: Psalm 46:1)

Week 3 (June 29th-July 2nd) Stars & Stripes Reflect Bright

God bless America shining from above! Join us for a week full of stars and stripes as we celebrate the USA in 4th of July Week! Dress up Thursday in your best red, white, blue, stars and stripes outfit as we continue to reflect our Just God. (MEMORY VERSE Isaiah 30:18)

Week 4 July (6th-10th) Hall of Mirrors

Come one, come all down the journey into the past during Decades Week. Discover how God's faithfulness is our steadfastness. Dress up Friday in the swingingest and hippest threads of decades past. (MEMORY VERSE: Proverbs 3:3-4 ESV)

WEEK 5 (July 13th-17th) MIRROR, MIRROR ON THE WALL

Mirror mirror on the wall, who's the fairest of them all? Pull out the tiaras, villains, and Pixar creations for Disney Week! Learn how to reflect God's love in our lives to all around. Join us for a week of Disney and Pixar songs, characters, and games. Dress up Friday in your favorite Disney gear or character! (MEMORY VERSE: 1 Corinthians 13:4 NIV)

WEEK 6 (July 20th-24th) DO YOU SEE WHAT I SEE?

It's the most wonderful time of the year so, we had to bring it in the summer! Christmas Week is here! Get prepared to sing along to all your favorite Christmas songs and reflect on the real reason of CHRISTmas and His hope is our hope! (Romans 15:13 NIV)

week 7 (July 27th-31st) ain't No fool's gold

All right all yawl silly folks, it's time to put on your cowboy boots, overalls and your best "yee-haw" and join us for every one's favorite Hillbilly Week! Discover how to mirror God's wisdom in our lives. Come dressed on Friday in your best plaid, cowboy hat, and hill billiest of threads for our Annual Hillbilly Carnival! (MEMORY VERSE: James 3:17)

WEEK 8 (AUGUST 3RD-7TH) DON'T BREAK THE GLASS

For the last week of summer camp join in on our Wacky Tacky Week. Bring all summer in to go out and reflect God's grace in all of our lives. Show us your wackiest and tackiest ensembles on THURSDAY for our last Assembly of the summer! (MEMORY VERSE: Romans 15:13 NIV)

2020 SUMMER DAY CAMP

REVISED PAYMENT CALENDAR

WEEK	DATES	PAYMENT DUE DATE
1	June 15 th -19 th	Wednesday, June 10 th
2	June 22 nd -26 th	Wednesday, June 17 th
3	June 29 th -July 2 nd (CLOSED JULY 3 rd)	Wednesday, June 24 th
4	July 6 th -10 th	Wednesday, July 1 st
5	July 13 th -17 th	Wednesday, July 8 th
6	July 20 th -24 th	Wednesday, July 15 th
7	July 27 th -31 st	Wednesday, July 22 nd
8	August 3 rd -7 th	Wednesday, July 29 th

EAST HILL WEEKDAY CHILDREN'S MINISTRIES

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