

EAST HILL BAPTIST WEEKDAY // SUMMER DAY CAMP 2023  
LICENSE #C02LE0238

# THE Invitation

## Parent Handbook

Updated March 12, 2023



# A Letter from Administration

Dear Parents and Guardians,

Thank you for choosing East Hill Baptist Church Summer Day Camp for your child! We are both excited and blessed to venture into another incredible summer camp season. Planning for Summer Day Camp is a year-round process. Many recreational, educational, and entertaining camp activities have been planned for your camper this summer. This summer the variety of teachings, activities, and camper engagements will be focused on the wonderful aspects of life Jesus invites us to. It is our hope that children will leave our program knowing God as their creator, and that He invites us to be known, included, cared for, made new, holy, and that they would be satisfied in Him alone.

We are blessed and honored to offer your child a day camp experience in our nearly 20,000 square foot Christian Activity Center and other facilities on our church campus. Your child will benefit from the leadership of our well-trained and experienced Christian staff, as well as the high-quality equipment, resources, and materials selected specifically for use with children and youth.

You will find many important details and general information about our camp in this handbook. We strive to make each child feel special as we lead, teach, entertain, and interact with them at camp. We look forward to your child joining us for “The Invitation” Summer Day Camp 2023 and thank you for allowing us the privilege of serving your family.

We are sure you will find this information helpful as your child begins camp. We ask all parents/guardians to please read this handbook carefully and call us if you have any questions.

To God Be All Honor and Glory,  
The Administrators of East Hill Weekday Children’s Ministries

**PARENTS:** It is important that you read this handbook in its entirety. Upon registering, you will sign a statement indicating you have read and agree to follow the policies and procedures as stated in the handbook.

# Table of Contents

Contents	Page(s)
Facilities, Staff & Contact Info	1
The Basics (Registration, Prices & Dates)	2
Activities	3
Weekly Themes and Memory Verses	4 - 5
Policies and Procedures	6 - 20
Registration Process	6 - 7
Payments	8
Cancellations	9
Illnesses and COVID-19	10
Hot Lunch, Snack & Medications	11
Camp Groups and Dress Code	12
What to Bring and Prohibited Items	13
Swimming and Security Procedures	14
Check-In, Drop-Off & Pick-Up	15
Severe Weather	16
Discipline	17 - 19
Special Abilities	20
SDC 2023 Calendar	21
2023-2024 Weekday Programs	22
East Hill Baptist Church Info.	23 - 24

# Facilities and Staff

East Hill Summer Camp Programs are led by our professional Administrative Staff working in our Christian Activity Center. These administrators have over ten years combined experience managing large Children's Programs. Each child is considered important by all our staff and special attention is given to quality and safety. We employ 40 young Christian adults who are trained to take the children through the adventures of day camp at East Hill. Each staff is Level 2 Background screened under our DCF license. The camp activities take place mainly in our specially equipped Tindall Christian Activity Center as well as other areas of our church campus that include onsite pool, large field, playground, and more! Your child will benefit from activities provided in nearly 20,000 square feet of air-conditioned space. You can take comfort in knowing your child is in the secure environment provided at East Hill.

## SDC Administration

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Weekday Children's Ministry  
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Weekday Children's Ministry

## Contact Information

**Front Office:** (850) 224-9918

**Main Office Email:** EastHillWeekday@EastHillWeekday.com  
(Families are encouraged to add this email to their contact list)

**Website:** [www.EastHillWeekday.com](http://www.EastHillWeekday.com)

**Facebook:** East Hill Weekday Children's Ministry

**Instagram:** @EastHillWeekday



# The Basics

## Registration Dates

**March 13th - 19th**

### Current Family Early Registration

Families currently enrolled in our  
Before/After School, Preschool, and/or  
ADR/Break Camps (2022-2023).

**\$100 Registration Fee Waived**

**March 20th - 26th**

### Returning Family Early Registration

Families previously enrolled in one of our  
programs (within the last 5 years), that are not  
currently enrolled.

**\$100 Registration Fee due at time of registration.**

**March 27th**

### Open Registration

Open to all families!

**\$100 Registration Fee due at time of registration.**

\*Due to enrollment, registration  
may close at any time.

## Notes

Instructions for our online  
Registration process are  
detailed on Pages 6-7 of the  
parent handbook.

Children who have  
**completed** PreK 4/VPK  
through 8th Grade are  
invited to attend our  
Summer Day Camp.

A follow-up email will be  
sent in 3-5 business days to  
request autopayment  
information. Once auto-pay  
info has been received, we  
will send an email to confirm  
enrollment and to provide  
instructions regarding how  
to obtain your child(ren)'s  
"The Invitation" 2023 SDC  
camper packet..

We are open:

- Monday through Friday
- June 5th - July 28th
- 7:30am - 6:00pm

We will be closed:

- Monday, June 19th
- Tuesday, July 4th

## Tuition and Lunch Prices

Basic Tuition:

\$175/week

Hot Lunch (Optional):

\$40/week

Prorated Tuition:

\$140/week (Weeks 3 and 5)

Prorated Hot Lunch:

\$32/week (Weeks 3 and 5)

Tuition with Hot Lunch: \$215/week

Additional Child Discount:

\$10 off/each additional child (Excluding Weeks 3 and 5)

# The 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.

## 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. Led by our Word instructor, campers will explore God's unique equipping of all believers as we learn weekly memory verses, explore scripture, and learn together in small group discussion.

## 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 camp-wide Poster and Group Cheer contests.

## 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.

## ARTS & CRAFTS

Your child will explore a creative side as our Arts & Crafts Instructor leads our groups through weekly projects and activities to bring home and show off.

## 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, X-Box Ones, Nintendo Switch's, and PS4s.

## CHAPEL

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

## ASSEMBLIES

Every Friday, we will have assemblies with activities and staff-led skits to celebrate the theme of the week through singing the songs we learned in Praise, reciting our weekly memory verse, announcing each group's Cool Camper Awards. Here, we will also celebrate some creativity with a costume contest for each week.

## SPECIAL EVENTS

Every Thursday and Friday, there are special themed events for the whole camp.

# Weekly Themes

The theme for Summer Day Camp 2023 is THE INVITATION! Week by week, we will explore the many ways in which the Lord calls on us and invites us to live for Him, love one another, and recognize we are purposed for His glory. The weekly memory verses were chosen to help campers reflect on the intentional love God has for His children. The Word lessons will focus on a weekly truth of what God offers for us when we believe in Him.

Each week will have a specific theme, and will end with a special event on Fridays. Campers are encouraged to dress in costumes or fun outfits according to the theme. Please see below for more information!

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## Week 1: June 5th - 9th

### Invited by our Creator

SPACE WEEK! Dress up on Friday as astronauts, aliens, stars, or planets! This week will focus on God's magnificent glory, His characteristics, and His ability to create life! **Memory Verse: Ephesians 2:10**

## Week 2: June 12th - 16th

### Invited to be Known

DISNEY WEEK! Dress up on Friday as your favorite Disney character! The teachings and activities throughout this week will hone in on God knowing His children personally and how He perfectly fulfills our desire to be known in this life. **Memory Verse: 1 Samuel 16:7**

## Week 3: June 20th - 23rd

(CLOSED MONDAY, JUNE 19TH)

### Invited to be Included

SUPERHERO WEEK! Dress up on Friday as your favorite superhero! This week of camp will focus on God as our Savior: A hero set out to include and draw in His children into his company for eternity! **Memory Verse: Romans 15:7**

## Week 4: June 26th - 30th

### Invited to Follow and to Lead

DECADES WEEK! On Friday wear your poodle skirts, bell bottoms, or denim everything to celebrate your favorite decade! Teachings and activities will celebrate God's call for His children to follow Him and to lead others with love! **Memory Verse: 1 Timothy 4:12**

# Weekly Themes Cont.

## Week 5: July 3rd - 7th

(CLOSED TUESDAY, JULY 4TH)

### Invited to be Cared For

SPORTS WEEK! Whoop whoop! Dress up as your favorite athlete or in your favorite sport's gear on Friday. Camp activities and teachings will cast a spotlight on God's loving care, provision, and eternal safety for His children. **Memory Verse: Isaiah 46:4**

## Week 6: July 10th - 14th

### Invited to be Made New

CARNIVAL WEEK! This Friday we will host our legendary annual "East Hillbilly Carnival!" Campers are invited to dress up in their best country attire on Friday. This week of camp will focus on God's renewing love when we choose to put our faith in Jesus!

**Memory Verse: Galatians 2:20**

## Week 7: July 17th - 21st

### Invited to be Holy

PERFORMANCE WEEK! Bravo! This week our campers will perform their group skit in front of the camp during Assembly. Dress up in a costume based on your skit OR your favorite tv/movie/play character! Teachings and activities will be engaged with the topic of holiness this week. Campers will learn about their call to be fruitful and holy in Christ.

**Memory Verse: Hebrews 12:14**

## Week 8: July 24th - 28th

### Invited to be Satisfied

WACKY TACKY WEEK! The sadness of our last week of camp will be overcome by the crazy, wild fun of Wacky Tacky week! On Friday, you are invited to wear your craziest, wackiest outfit. Camp engagement will be focused on the complete satisfaction God gives us in our relationship with Him! **Memory Verse: John 6:35**

All campers are encouraged to dress up in costumes or fun outfits every Friday according to the theme. Additionally, campers who memorize the weekly Bible verse will receive a camp prize!



# How to Register

## NEW FAMILY REGISTRATION

**\*\*In the case of a split family, please coordinate submitting only one registration per child in an effort to avoid duplicate registrations.\*\***

**1. Please open and read through the following documents:**

- a. SDC Parent Handbook
- b. Know Your Child Care Facility
- c. SDC Calendar

**2. Copy and paste this link into your web browser:**

- <https://bit.ly/3TLMkZQ>
- DO NOT CLICK THE LINK PLEASE

**3. Enter your email address and choose "Go."**

**4. Enter the confirmation code sent to your email, choose a password, and press "Go."**

**5. Begin Registration.**

**6. Please follow the prompts and complete the forms.**

a. Please provide address and contact information for all legal guardians. Additionally, contact information for at least two local emergency contacts is required. You may also include people approved to pick up your child(ren).

b. Please make sure to include the carrier of your cell phone number in order for program alerts to be sent via text. Standard rates may apply.

c. Add all children from your family that you would like to register for SDC 2023.

d. In the event of a split family which provides payment for the child(ren)'s tuition from multiple payers, please contact our office to create a split account. Thank you!

**7. A follow-up email will be sent in 3-5 business days to request auto-payment information. Once auto-pay info has been received, we will send an email to confirm enrollment and to provide instructions regarding how to obtain your child(ren)'s "The Invitation" 2023 SDC camper packet.**

# How to Register

## RETURNING FAMILY REGISTRATION

**\*\*If you are a returning family but have a new child you would like to register for our program (that has not attended previously), please give us a call and we will assist you with that process before initiating registration.\*\***

**1. Please open and read through the following documents:**

- a. SDC Parent Handbook
- b. Know Your Child Care Facility
- c. SDC Calendar

**2. Visit [www.myprocare.com](http://www.myprocare.com)**

**3. Enter your email address (the email you have on file with East Hill Baptist Weekday Children's Ministries) and choose "Go."**

**4. Enter the confirmation code sent to your email, choose a password, and press "Go."**

**5. Please view the available registrations.**

**6. Begin Re-registration.**

**7. Of the registration options available, please select "Summer Day Camp 2023."**

**8. Select "Review Child Information"**

**9. Please follow the prompts and complete the forms.**

- a. Please provide address and contact information for all legal guardians. Additionally, contact information for at least two local emergency contacts is required. You may also include people approved to pick up your child(ren).
- b. During the "Child Relationships" step, the second payer's information will not be able to receive edits. Please contact us if edits are needed, such as an updated phone number, address, etc.
- c. Please make sure to include the carrier of your cell phone number in order for program alerts to be sent via text. Standard rates may apply.

**10. A follow-up email will be sent in 3-5 business days to request auto-payment information. Once auto-pay info has been received, we will send an email to confirm enrollment and to provide instructions regarding how to obtain your child(ren)'s "The Invitation" 2023 SDC camper packet.**

# Payment Policies and Procedures

## ACCEPTABLE PAYMENT TYPES

- Auto-Draft Payments
  - Parents and guardians are required to provide auto draft payment information. SDC charges (tuition, lunch, fees, etc.) will be charged automatically on scheduled due dates.
  - If an auto-payment method is denied, the parent and guardian will be required to provide an updated payment method for auto-draft.
  - Card (Visa, Amex, Mastercard) or ACH (Checking or Savings) are the three options for auto-payment.
  - NOT accepting checks, money orders, nor cash.

## SDC TUITION

All tuition and/or hot lunch fees will be auto-charged two Thursdays prior to the week your child is scheduled to attend. These payments are non-refundable.

- Your child will lose their spot if SDC payments are not completed by the payment due dates.
- Any previous balance must be reconciled before attending 2023 Summer Day Camp.
- All accounts must be reconciled week to week in order to continue enrollment and attendance.
- The weekly fee for camp remains the same regardless of how many days your child attends during a week.
- We do not accept payments over the phone.
- Account summaries and statements are now available on your MyProcure account.
- Please utilize the Calendar document for helpful reminders!

## HOT LUNCH

If you would like your child to receive hot lunch, you **MUST** enroll in advance. The deadline for hot lunch enrollment is two Thursdays prior to the week your child is scheduled to attend.

- Requests for hot lunch made after the deadline will be denied. Hot lunches are ordered in advance.

# Cancellation Policies

Please read carefully,  
as our cancellation  
policies have  
changed.

There were enormous amounts of late cancellations last year that unfortunately caused our program to suffer financially. Please understand that your thoughtful and proactive communication will help us tremendously.

**We recommend printing the SDC Calendar (page 21) and hanging it on a fridge for helpful payment and cancellation reminders!**

## HOW TO CANCEL

- Email the front office to cancel enrolled week(s).
  - Easthillweekday@easthillweekday.com
- Call the front office staff if you have any questions regarding cancellation.
  - (850) 224-9918

## CANCELLATION AND NO SHOW FEES

- Any cancellations made more than 30 days prior to a week of expected attendance will not incur a cancellation fee.
- Any cancellations made within the 30-day window of expected attendance will be charged a \$100 cancellation fee per child per week cancelled.
- Campers who do not show up for a committed week will not be refunded for that week's tuition.
- Late cancellation requests for hot lunch will be denied, as we order hot lunches in advance. 100% of hot lunch costs will be expected if not cancelled before two Thursdays before attendance.

We expect a high volume of registration requests and want all families to be able to attend when spots are available. Our office staff will contact families on a waiting list as soon as cancellations occur.

## EXTENUATING CIRCUMSTANCES

- We understand unanticipated extenuating circumstances and illnesses will arise. In this case, please communicate with our front office staff, email any doctor's excuses, and we will make sure to handle each situation subjectively.
- Refunds for significant extenuating circumstances are more likely to occur if helpful communication is provided as soon as is possible.



# Illnesses and COVID-19 Policies

THE EFFECTS AND RESTRICTIONS RELATED TO THE COVID-19 PANDEMIC LOOK DIFFERENT FROM THE PAST COUPLE YEARS IN OUR COMMUNITY. WITH THAT IN MIND, WE HAVE ADAPTED SOME OF OUR PROCEDURES.

1. **FACE MASKS** and face coverings are optional for campers and staff. If you desire for your child to wear a mask, they are more than welcome to, though our staff will not be able to enforce this for you. Any masks a child brings may not have writing or slogans on them. We do not provide masks or replace lost/dirty masks.
2. **SCREENING & DROP-OFF**
  - a. 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. If any of these signs are present, we will check the child's temperature. Any child whose temperature exceeds 100.4 degrees Fahrenheit will not be allowed to attend camp for the day.
  - b. If your child is sick, PLEASE KEEP THEM AT HOME.
3. **Screening Process (before 9:15am): Drop-off Drive-thru**
  - a. Parents will pull into our parking lot from the lower lot (Ingleside Dr) and enter the drop-off drive-thru line next to our activity center (just like pick-up).
  - b. Campers will exit the vehicle and walk up to our check-in team under the awning. They will be checked for signs of illness and staff will ensure they have a swim bag and a lunch provided for the day.
  - c. After being checked in, campers will be told where to join their group and they will enter the building.
  - d. Please wait to drive away until your child has been checked in and has entered the building.
4. **Screening Process (after 9:15am):**
  - a. Parents will park and escort their child to the front door and ring the doorbell.
  - b. Office staff will come to the door and check-in the camper upon entering.
  - c. Office staff will make sure campers get to their group.
5. **CLEANING & SANITATION**
  - a. Hand sanitizing, hand washing, and facility/equipment cleaning will meet CDC standards.
  - b. Hand sanitizer will be provided for campers at the front office.
6. **SICK POLICY**
  - a. Campers may not attend if they have a fever of 100.4 or higher, and they must be 24 hours without a fever before returning.
  - b. Child must be 24 hours without vomiting before returning.
  - c. Please do not send your child if they are feeling or looking unwell.

# Lunch Procedures

Groups will eat lunch inside. Water is the only beverage we will provide during lunch time. If you would like to provide something else to drink, you are welcome to.

Hot Lunch is an additional \$40/week (\$32 for prorated weeks), and the option is for the whole week, not by the day.

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 ARE NOT ABLE TO PROVIDE LUNCH FOR THEM.

## HOT LUNCH MENU

**Monday:** Chick-fil-A (Chicken sandwich, no pickles, with waffle chips)

**Tuesday:** Social Catering (Burrito with chicken, rice, cheese, with chips, salsa and cookie)

**Wednesday:** Dave's Pizza Garage (2 slices cheese pizza and chocolate chip cookie)

**Thursday:** Panera (Turkey and cheese sandwich on white bread with potato chips and half cookie)

**Friday:** Chick-fil-A (8 Chicken nuggets with waffle chips)

## Snack: 3:00PM

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 only at the allocated time, around 3:00pm.

\*\*Camper's allergies are considered for snacks provided.

## Medications

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

- You must fill out the required medication form from 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 the above regulations. All 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.

# Camp Groups

Each camper will be placed in a group according to the grade they previously completed. Group Leaders are assigned to provide the appropriate adult/child ratio for each group. We will not make exceptions with group placement.

They will lead the children to the activities where the Instructor will have a planned lesson or game. Group Leaders assist the Instructor and help the campers in the activities.

# Participation

All children are required to participate in all activities. Due to the size and nature of the camp, we cannot allow children to choose whether or not they participate. Children who are not participating in group activities are a distraction to other children and cannot be properly supervised. Active participation in group activities by all group members promotes group unity and boosts morale.

# What to Wear

Campers should wear pants or shorts, t-shirts, socks, tennis shoes, and a BIG smile. Please make sure your camper's clothing is modest and appropriate. Clothing should allow for campers to engage and participate in all activities. Please label all belongings.

# What NOT to Wear

Please do not send your child(ren) to camp in revealing clothes, inappropriate/political slogans, or anything that will encourage inappropriate attention or cause conflict. Shirts must completely cover stomach and chest. NO CROPTOPS. Shorts should not be too short, and undergarments should never be visible.

Their shoes must not prevent them from participating. We strongly discourage campers wearing flip-flops/sandals or dresses due to the physical activity during the day.

If a child arrives to camp inappropriately dressed, the parents will be called and asked to bring appropriate clothing for the child.

# What to Bring

1. Any camper NOT registered to receive a hot lunch (refer to pg. 7) will need to bring a lunch with their name and group on it.
  - a. Please do not forget your child's lunch. We cannot provide your child with a lunch if you fail to do so.
  - b. 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 (If broken, a replacement can be purchased). Please label each item with your child's initials/name. We are not responsible for lost/damaged swim gear.

## Prohibited Items

### CELL PHONES & SMART WATCHES

- If your child brings a cell phone it will be taken away, powered off and returned to a guardian at the end of the day.
- East Hill is **NOT** liable for any damaged, lost, or stolen cell phones or smart watches.
- By keeping cell phones/smart watches at home, this helps ensure this won't 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.
- We feel cell phones limit social interaction, healthy communication, and group unity.
- Due to data, we cannot control what is accessed on phones or other electronic devices by the campers.

### TOYS AND ANY OTHER ITEMS THAT MAY CAUSE DISTRACTIONS

- Do not allow your child to wear anything that could be damaged, lost, or cause injury to themselves or others such as smartwatches, bracelets, earrings, and other jewelry. We will not be liable for the loss, theft, or damage to toys or other personal items.
- Children are not allowed to carry backpacks, purses, or water bottles during the day.
  - These items can be stored with their belongings in their designated area.

**MEDIA SUCH AS BOOKS, VIDEOS, CELL PHONES, IPODS, VIDEO GAMES, LAPTOPS, TABLETS, SMARTWATCHES, ETC.**

PLEASE ENFORCE THESE RULES WITH YOUR CHILD.



# Swimming

Campers will go swimming every day, as long as weather permits. Every camper is encouraged to dress out for swim. Any child who does not want to swim, will be required to sit next to the pool. Campers who choose not to swim will not be permitted to join other groups during this time. Campers will only swim with their assigned age group. Safety at the pool is always our top priority; staff cannot be allocated to watch a child separate from the group at swim time. We have certified lifeguards and staff on deck when the pool is in use. Entrances to the pool area are locked when the pool is closed.

Campers will need to wear modest one piece, tankinis, and bathing suits. **Goggles and masks are permitted. Flotation devices, diving sticks, flippers, and toys are not.** Staff may assist campers with application of aerosol sunscreen but not liquid. Please put initials on campers' goggles, towels, and items so that any missing items may be returned.

Campers will go swimming at his or her group's assigned swim time each day. Swim time will not be made up for bad weather or absences. As part of our safety procedure, each camper is required to take a swim test to be allowed certain access to areas in the pool. If a camper does not pass or refuses to take the swim test, he or she will be given a swim band from the lifeguards that indicates only access to the shallow end.

# Security Procedures

During camp hours, anyone not employed by East Hill will be required to ring the doorbell at the Tindall Christian Activity Center (TCAC) at the entrance facing Miccosukee Road. All other doors are kept locked at all times.

When you arrive at the door, a security button is located to the left for you to press. You must stand in front of the button until a staff person greets you (there is a camera attached). You may be required to either show some form of identification, your child's pick-up pass, or say your child's name. PLEASE DO NOT PULL ON THE MAGNETIC DOORS.

# Check-In (7:30 - 9:15am)

1. Each morning, a team of staffers will check campers in under the awning at the side-door which faces the main EHBC parking lot.
2. Parents, please pull through from the lower lot (Ingleside Dr.) and join the drop-off drive-thru next to the activity center. Campers can exit the vehicle and walk to check-in team under the awning.
3. Staff will ensure that each child has their swim bag and their lunch. Campers will be told where to find their group and enter the building. **Do not drive away until your camper has entered the building.**

**Please do not drop off your children before 7:30 a.m.** Staff members are not assigned to supervise children before this time and the building will not be open.

# Late Drop-Off (after 9:15am)

Please park and walk with your child(ren) to our front door (facing Miccosukee Rd./Kate Sullivan, ring the doorbell, and wait for the door to be unlocked. A staff member will assist your family.

# Pick-up Procedures

**To avoid timely delays when picking up your child, have one of the following proper identifications: Pick-Up Pass ready or Picture ID.**

## PICK-UP BEFORE 4:00PM

1. Come to the front entrance with proper identification and ring doorbell.
2. Office staff will radio the camper to the lobby to go home.
3. If a camper is in the pool, ODG, or Chapel, we ask patience as campers transition to leave. Activity schedules will be available on our website.

## CAR PICK-UP AFTER 4:00PM

1. No cellphone use. This is for the safety of children, staff, and other vehicles.
2. 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 program seasons are not valid.
3. Enter from the back entrance on Ingleside Avenue to drive through the back lot to one of the two car lanes.
4. Staff will radio your child, and they will be sent to car pick up.
5. Campers 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. Please review Severe Weather Procedures on pg. 16.

\*We will need legal documentation for cases in which a legal guardian is not allowed to pick up their child. All of this is for the safety of your child, and we appreciate your full cooperation in the implementation of our system. We will not release a child without proper identification.

# Late Pick-Up Policy

Our Summer Day Camp Program closes at 6:00 p.m. After this time, we will charge a \$5.00 late fee for every 5 minutes a camper remains at East Hill. You will be required to park and come to the front door. Please cooperate by picking up your child on time. Our staff have other responsibilities after 6:00 p.m. Please call us as soon as possible if there is an emergency that will cause you to be late. Frequently tardy parents will be asked to remove their children from the program.

## Severe Weather Procedures

Due to the threat of severe weather in recent summers, we have implemented a formal policy regarding our pickup 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: 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 front door. 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 front 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.



# Discipline Policies and Procedures

Please read through entirely and carefully, as our discipline policies have changed.

## FOR STUDENTS

We expect all students to be well-behaved. Children 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 person will not be tolerated. Students 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 student's behavior, will:

1. Redirect child from negative behavior and offer consistent consequences for rule breaking.
2. Use positive reinforcement and kind language when disciplining children.
3. Take away time from a desired activity.
4. If needed, the child will be sent to the Administration. Child's disruptive behavior(s) will be documented and maintained in confidentiality.
5. Parent/guardian will be notified verbally.
6. Parent/guardian will be given written documentation for the disruptive behaviors that may lead to suspension and/or expulsion.
7. The Director and/or Assistant Director will request a conference with the child(ren)'s parent/guardian to discuss how to promote positive behaviors. The parent/guardian will be informed about the expected behavioral changes required in order to prevent suspension or expulsion.
8. The Administration reserves the right to suspend or expel a child from the program at any time if deemed necessary.



# Discipline Policies and Procedures Cont.

## SUSPENSIONS & EXPULSIONS

Zero tolerance actions warranting suspensions from SDC may include:

1. Physical violence towards another student or staff member(s), including hitting, biting, slapping, kicking, and/or any inappropriate touching.
2. Uncontrollable outbursts or tantrums, including throwing items at students or staff members.
3. Consistent use of inappropriate language, including harmful slurs and/or threats to harm.
4. Threats regarding bringing weapons or dangerous items to the program.
5. Presence of inappropriate materials, such as viewing mature content on phones, chrome books, magazines, etc.
6. Destruction of East Hill property, due to behaviors that are not permitted.

Actions warranting expulsion from SDC:

1. After 2 suspensions, the 3rd consequence will be expulsion from the program.
2. Bringing weapons or dangerous items to the program, including guns, knives, etc.
3. Continued physical or verbal abuse to other children and/or staff.
4. Failure of child to adjust to our program's environment and expectations after a reasonable amount of time.
5. Consistent uncontrollable outbursts and/or tantrums.

# Discipline Policies and Procedures Cont.

## FOR PARENTS

1. Parents may not administer physical punishment in the Tindall Christian Activity Center, Preschool Building, or anywhere on the grounds.
2. 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 Director.
3. Discipline issues will be discussed with the legal guardians.
4. 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 Director and Assistant Director with any concerns.
5. Parents may not address other campers directly concerning issues regarding their child.
6. 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.
7. 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.

# Special Abilities

It is our desire to serve all children utilizing the resources we have available in our children's ministry. We have had many children participate in our programs for their entire childhoods who have been diagnosed with autism, down syndrome, ADHD, and other special abilities. While we do not offer Early Intervention services, we can offer a space for a child to rest and reset if overstimulated.

Our Summer Day Camp program will seek to offer as many accommodations for children with behavioral disabilities and/or special abilities as are possible. With that said, we recognize that our environment may not always be the most suitable fit for every child and family.

On the occasion that a child is continuing to not thrive in our camp environment, we will begin a process of meeting with parents/guardians to discuss all possible accommodations. Our staff will provide the accommodations decided upon. Then, if necessary, the Director will suggest withdrawal from our program alongside offering recommendations for alternative childcare programs.

We believe all children are created and designed perfectly in God's image, and our hope is to glorify God in the inclusive, loving care our staff provides and in all decisions we make. Thank you for trusting us with the care of your children!

**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 Administration reserves the right to deny your registration if it is determined that our program 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 program 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 students.**



# Summer Day Camp Calendar

## June

				May 25 Week 1 Tuition Due	May 26	
	May 29	May 30	May 31	1	2	
		SDC Staff Training		Week 2 Tuition Due		
	5	6	7	8	9	
	Week 1			Week 3 Tuition Due		
	12	13	14	15	16	
	Week 2			Week 4 Tuition Due		
	19	20	21	22	23	
	CLOSED	Week 3		Week 5 Tuition Due		
	26	27	28	29	30	
	Week 4			Week 6 Tuition Due		

## July

	3	4	5	6	7	
	Week 5	CLOSED		Week 7 Tuition Due		
	10	11	12	13	14	
	Week 6		B/ASP Registration	Week 8 Tuition Due		
	17	18	19	20	21	
	Week 7					
	24	25	26	27	28	
	Week 8		ADR Registration			

## August

	31	1	2	3	4	
	CLOSED					
	7	8	9	10	11	
	ADR	ADR	ADR	B/ASP		

### Cancellation Reminders

Any cancellations made more than 30 days prior to a week of expected attendance will not incur a fee (see dates below).

Any cancellations made within the 30-day window of expected attendance will be charged a \$100 cancellation fee per child per week cancelled.

To avoid any cancellation fees, you **MUST** cancel before the following dates:

If canceling this week: Cancel Before:

Week 1: May 6  
Week 2: May 13  
Week 3: May 21  
Week 4: May 27  
Week 5: June 3  
Week 6: June 10  
Week 7: June 17  
Week 8: June 24

If you have any questions at all, please call (850) 224-9918 and we can help!

Thank you!



# All-Day Rec.

August 7th, 8th, & 9th, 2023  
\$40/Day/Child  
7:30am - 6:00pm

All 2023 Summer Day Camp campers are eligible to attend the three All-Day Rec days before Leon County Schools return on Thursday, August 10th.

Campers will need to pack a lunch (no hot lunch option available). The swimming pool will be closed. A Google form will be released to all SDC 2023 families Wednesday, July 26th to register for these events.

**Our program will offer additional All-Day Rec events throughout the school year during holidays. An event calendar is available on our website.**

## Before & After School

Registration will begin Wednesday, July 12th. Please check our website for updated information. If your child attends 2023 Summer Day Camp, there will be no registration fee.

### WALK OVERS

Kate Sullivan  
Cobb  
(Before and After School)

### BUS RIDERS

Buck Lake  
WT Moore  
Gilchrist

We do accept monthly drop-offs for children who are home schooled or parents able to drop off from a school we do not pick up from. We do not offer daily drop-in rates.

Plan to register early because many of the routes fill up quickly. Schools are subject to change. If your child's school is not listed and you would like us to consider it, please let us know as soon as possible.

Detailed calendar and parent handbook  
available on our website.

## Preschool: 2s, 3s & VPK

Registration instructions and additional program information can be found on our website. The school year begins Wednesday, August 9th, 2023

# East Hill Baptist Church

(850) 224-9911  
[www.easthill.net](http://www.easthill.net)

All are welcome to visit our other activities and services at any time. If you haven't selected a church home, we hope that you'll take time to visit with us.

There is a place for every member of the family on Sunday mornings at East Hill Baptist Church. Bible study begins at 9:45 a.m. with small group Bible teaching for every age group. At 11:00 a.m., your family may worship together in the Sanctuary. Children's church is provided for children K5 through 5th grade and childcare is offered for younger children and infants. We welcome your presence in worship. Please call our church office at 224-9911 if you'd like more details about youth activities, music groups, children's activities, opportunities to serve the community, etc

## SUNDAY

9:45AM	Bible Study (every age group)
11:00AM	Morning Worship

## WEDNESDAY

5:00PM	Supper in the Fellowship Night
6:00PM	Kids Adventure Night
	Youth Small Groups and Fellowship
7:00PM	Family Swim Night (Summer Only)

## YOUTH EVENTS

Everything we do as EHBC Student Ministry is completely centered around Christ. From our worship gatherings on Sundays and Wednesdays to our events and activities planned throughout the week, we seek to make Jesus known so that others can come to know Him.

We have so many areas for students to get plugged-in:

- Weekly Gatherings (Sunday Morning/Wednesday Evening)
- Monthly Activities (Bible Study, Outdoor Activities, Gym Nights, Lock-In's, And So Much More)!
- Yearly Events (DNow Weekend, Summer Camp @ Strength To Stand Camp – Panama City Beach)

If you are looking for a place for your student(s) to get involved with a youth group, know they are welcome here. We would love to have your student(s) become a part of our faith family!

# East Hill Baptist Church

(850) 224-9911  
www.easthill.net

## STAFF

**PASTOR:** REV. DAN SOWELL, DAN@EASTHILL.NET

**MINISTRY ASSISTANT:** CAROL O'CAIN, CAROL@EASTHILL.NET

**YOUTH LEADER:** JARED JERNIGAN, JARED@EASTHILL.NET

**CHILDREN'S LEADER:** CARRIE LAJEUNESSE, CARRIE@EASTHILL.NET

**MUSIC DIRECTOR/ORGANIST:** LYDIA COX, LYDIA@EASTHILL.NET

## A LETTER FROM THE PASTOR

Dear Parents,

For many years it has been our privilege to serve families in our community through our Weekday Children's Ministries. We are very happy that your children will be participating in our day camp program this summer. Thank you for entrusting them to our care.

At East Hill Baptist Church we are excited about God's love and the life that He offers. We want to be a spiritual home where everyone can experience new life in Jesus Christ and know God's love through ministry, Bible study and worship in the context of a caring fellowship.

I invite you to consider making your home with us at East Hill. Whether it's our Summer Day Camp or Before & After School Program, Vacation Bible School or Weekday Preschool, Youth Activities, Music or Missions Programs, Bible Studies or Worship Services, there is a place for you and your family with us.

Sincerely Yours in Christ,

A handwritten signature in blue ink, appearing to read 'Dan Sowell', with a stylized, cursive script.

Dan Sowell, Pastor