



Heurway Christian Academy
Summer Camp



Parent Handbook



Contact Information

**6758 Spring Street
Douglasville, GA 30134**

Office: (678)933-7586

Fax: (770)489-4318

Email: heirwaysummercamp@yahoo.com

Camp Director:

Dr. Amanda Reece

Office Hours:

Monday 4:00pm—6:30pm

Wednesday 4:00pm—6:30pm

Friday—By appointment only

**Please direct any issues and
concerns to Camp Director**

Thank-you

Parent/Staff Communication

We maintain a strong belief in the value of good and open communication. We encourage you to come to the office to speak with us or to arrange a conference with your child's Camp Director if you feel it is needed. At prime carpool times (7:00a.m.-8:00 a.m. and 3:30- 5:30 p.m.), our office staff is occupied making sure your child is safely taken from and to your car. In addition to camp staff availability, the camp director will be available on Mondays and Wednesdays from 4pm-6:30pm and Fridays by appointments only.

Please try to visit the office twenty minutes before or after those times. If you have trouble reaching office staff, please leave us a voice mail message, and we will contact you as soon as possible. If you are having trouble reaching someone in the office and you feel a voice mail message will not suffice, please ask the HC receptionist to reach us through the walkie-talkies. The walkie-talkies are with our staff people whose primary concern is watching your child, so please save any phone calls that are not of an emergency nature for our office/camp staff between the hours of 9:00 a.m. and 6:00 p.m.

Summer Camp 2010 Weekly Themes

Each week of camp will be filled with fun activities such as praise & worship sessions, arts & crafts, academic/educational activities, interactive/board games, physical activities, field trips, and water days. Our goal is to relate each activity to the “theme of the week”.

Week 1

Theme – “Animal Antics”
Learn about animals near and far!

Week 2

Theme – “Road Trip”
Learn about customs and traditions of the world!

Week 3

Theme – “Super Sports”
Let’s see how “*physical*” we can get!

Week 4

Theme – “Super Hero/Role Model Adventures”
Discuss and discover those individuals who mean the most!

Week 5

Theme – “Food for Thought”
Let’s get creative and educational on how to make fun foods!

Week 6

Theme – “Christmas in July”
Let’s celebrate Christmas in July!

Week 7

Theme – “Camp Rewind”
Revisit some of our favorite activities took throughout the summer camp!

Anytime your child is with you in the parking lot, please hold his/her hand or keep him/her near you for safety reasons as there may be traffic arriving and leaving.

Please refrain from the use of a cell phone while driving in the parking lot, as phones are a distraction and interfere with the safety of our campers. We strongly urge all campers to wear seat belts to and from camp, and we caution you against transporting your children in non-passenger vehicles such as in the back of pick-up trucks. All drivers are expected to proceed slowly and carefully while in the HCA parking lot. Please use caution at all times!

Food

Campers are responsible for their own breakfast. They will receive a daily snack, and lunch. Please do not send money for the vending machines, as campers are not permitted to use the machines while under camp supervision. If your child has allergies or unusual dietary needs, please indicate this on the required health form and call your camp director to verify this information as noted.

Medication

Medication cannot be administered without a completed medication form (available in the office). Medication must be in its original container with the child's name on the prescription label. We will **NOT** give over-the-counter medications such as Tylenol, etc. If your child is in need of such drugs, he/she is not well enough to be at camp.

- Pocket knives, or other items that may be construed as weapons, are forbidden anywhere on or in the HC grounds and facility.

Discipline

Unacceptable behavior is defined as behavior that is disruptive to the group's well being or harmful to others (or one's self) i.e., hitting, punching, threatening or inappropriate language. Our staff will use behavior management techniques such as redirection, conflict resolution and positive reinforcement when handling behavior situations.

A child with disruptive behavior will be given an opportunity to correct him/herself.

If the behavior is not corrected, the child will be removed from the group for a specified time period depending on the age of the child. Parents will be informed if their child's behavior is disruptive and will be expected to work cooperatively with the HC staff to correct the behavior. The HC reserves the right to dismiss a child from the program when behavior problems continue to disrupt the program and/or the camper is not able to positively function within our group size and counselor-to-camper ratio. There is no refund for a child who is asked to leave camp.

Drop Off and Pick Up—Security and Safety Procedures

If your child is to go home with any adult other than yourself, written permission, along with a brief description of the person (if unfamiliar to us) and a description of the car (if using the carpool line) must be sent to camp each time. Please remind this person to bring a photo ID. Our staff will need to ask for proof of ID if the person picking up is unknown to them.

 Heirway Christian Academy Summer Camp 2010					
Daily Activity Schedule 					
	Monday	Tuesday	Wednesday	Thursday	Friday
6:30-8:00	Arrival time/ sign-in/ breakfast	Arrival time/ sign-in/ breakfast	Arrival time/ sign-in/ breakfast	Arrival time/ sign-in/ breakfast	Arrival time/ sign-in/ breakfast
8:15-8:45	Morning worship/Bible Study time	Morning wor- ship/Bible Study time	Morning wor- ship/Bible Study time	Morning wor- ship/Bible Study time	Morning wor- ship/Bible Study time
8:45-9:00	Bathroom/ Water Break	Bathroom/ Water Break	Bathroom/Water Break	Bathroom/Water Break	Bathroom/Water Break
9:00-9:30	Morning Activity/ Centers (Group A) Outside Time (Group B)	Morning Activ- ity/Centers (Group A) Outside Time (Group B)	Morning Activ- ity/Centers (Group A) Outside Time (Group B)	F i e l d T r i p	Water Day Fun (if weather permits)
9:30-10:00	Morning Activity/ Centers (Group B) Outside Time (Group A)	Morning Activ- ity/Centers (Group B) Outside Time (Group A)	Morning Activ- ity/Centers (Group B) Outside Time (Group A)		Water Day Fun (if weather permits)
10:00-10:20	Snack time	Snack time	Snack time		If weather does not allow for water activities, campers will follow a normal day schedule of indoor activities.
10:20-11:20	Arts & Craft/ Physical Activ- ity	Arts & Craft/ Physical Activ- ity/Movie Day	Arts & Craft/ Physical Activ- ity/Special guest		
11:20-12:00	Outside time (both groups/ both play- ground areas)	Outside time (both groups/ both play- ground areas)	Outside time (both groups/ both playground areas)		
12:00-12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-12:45	Clean-up/ Restroom time	Clean-up/ Restroom time	Clean-up/ Restroom time	Clean-up/ Restroom time	Clean-up/ Restroom time
12:45-1:45	Rest time/ Library time	Rest time/ Library time	Rest time/ Library time	Rest time/ Library time	Rest time/ Library time
1:45-2:00	Restroom break	Restroom break	Restroom break	Restroom break	Restroom break
2:00-2:15	Snack time	Snack time	Snack time	Snack time	Snack time
2:15-3:15	Group Games/ Board Games	Group Games/ Board Games	Group Games/ Board Games	Group Games/ Board Games	More Water Fun! (If weather permits)
3:15-6:30	Afternoon activity/Sign- out/Departure time	Afternoon activity/Sign- out/Departure time	Afternoon activity/Sign- out/Departure time	Afternoon activity/Sign- out/Departure time	Afternoon activity/Sign- out/Departure time

Dear Camp Parents,

**Welcome to Heirway Christian Academy
Summer Camp!**

We have **FANTASTIC PROGRAMS** planned for your child this summer. Your camper is destined to have a **FUN SUMMER**, full of excitement! At Heirway Christian Academy (HCA) summer camp, children are nurtured and guided by some of the **FINEST Camp Leaders** in the area. HCA camp leaders are mature, enthusiastic and safety conscious. They are specifically trained to help your child develop self-esteem, confidence, friendships and lifelong skills.

Camp activities take place in our modern, **SCHOOL FACILITY**. All campers enjoy cool air-conditioned, clean facilities and a nutritious lunch.

To ensure a fun and organized summer for you, your child and our staff, please read all of the information in this orientation packet. Fill out and return all necessary forms as soon as possible. We need them two weeks prior to the beginning of your camper's first session.

Please call the office if you have questions about any of the information you have received. We look forward to having your child join us while we make lifelong memories during our **FUN SUMMER** of 2010!

Camp Policy and Procedures

Admission to HCA

Admission to the HCA is through the main entrance only. For the safety and security of our campers, all adults entering the HCA building will be required to present a photo ID with NO EXCEPTIONS.

Clothing

All campers should wear comfortable play clothes, socks and tennis/comfortable shoes at all times. Busy, active children will get their clothes dirty, so please dress accordingly. In addition, we suggest no dangling jewelry. Please wear camp T-shirt (each camper will receive one) on Thursday for camp field trips!

Daily Items to Bring

On each camp day, campers should carry a tote or backpack with the following items. All items must be labeled with the camper's first and last names.

- Bathing suit & towel (for Friday's water day).
- Sunscreen if age-appropriate for self application; children should have sunscreen applied before arrival at camp. If staff needs to re-apply sunscreen during the camp day, the parent must send a note authorizing application.
- Please do not bring anything of value such as Game-boys, iPods, CD players, cell phones, collector cards, etc. HCA will not assume responsibility for loss, theft or damage of such items.