



SUMMER CAMP HANDBOOK

Summer 2022

Christian School of York
907 Greenbriar Road
York, PA 17404

CSYSummerCamp@csyonline.com

*please note our NEW email address for the 2022 Summer season!

<https://www.csyonline.com/summer-camps>



Dear Summer Camp Parent,

The staff at Christian School of York would like to welcome you and your family to our Summer Camp program. It is our desire to provide a safe, nurturing, and caring environment for your child.

This Summer Camp Parent Handbook is designed to give you a quick and easy reference to the information you will need regarding our Summer Camp program. The information listed here is specific to the operation of this program. Please be aware that the policies stated herein may be amended from time-to-time and ample notice will be provided to camp families.

Thank you for choosing us to partner with you in the training of your child. We consider it a privilege to be working with you.

Sincerely,
CSY Summer Camp Staff
CSYSummerCamp@csonline.com

MISSION STATEMENT

Christian School of York's Summer Camp program exists to provide a safe, caring, affordable, and Godly environment that will nurture the development of children through a quality summer camp program.

CORE VALUES

- * Delighting God
- * Supporting parents with excellence in education
- * Preparing our students to be ambassadors for Christ
- * Operating with integrity
- * Being passionate for service and commitment to our community



Christian School of York SUMMER CAMP POLICIES

Age of Campers

Campers from age 3 to those who have just completed 6th grade for the 2021/2022 school year are able to be registered for Summer Camp. Younger students must be potty trained in order to be registered.

Camp Hours

Daily camp hours are 8:30 am to 3:30 pm.

Arrival/Drop Off Times: Campers can be dropped off no earlier than 8:15 am and must be picked up by 3:45 pm unless the camper is pre-registered for Extended Care.

Extended Care: Additional camp hours are available from 7:30 to 8:30 am (mornings) and 3:30 to 5:30 pm (afternoons) for an additional cost; however, there are limited spaces available for Extended Care and pre-registration is required. In addition to the Extended Care fee, campers not picked up by 5:30 PM will incur a late-pickup fee of \$20 per 15-minute block per child.

Costs Associated with Camp

Families are welcome to register their children for one week or all summer. All registrations and payments are completed online. Payments are due prior to the start of the week. See "Financial Policy" for additional information.

Registration Fees:

- CSY students: \$32.99 per student
- Non-CSY students: \$62.99 per student

Five Full Days Per Week - Early Bird Special – All Age Campers:

- Register by April 15th. Must register and attend camp for at least 5 full weeks to receive this rate.
- 5 full days per week from 8:30 am to 3:30 pm
- Rate: 5 days per week—\$175/week

Five Full Days Per Week – All Age Campers:

- If registered after April 15th and/or not attending at least 5 full weeks.
- 5 full days per week from 8:30 am to 3:30 pm
- Rate: 5 days per week - \$220/week

Three Days Per Week – All Age Campers:

- Families will be required to register for a fixed three days per week. Due to staffing, families will not be able to switch their days per week from week-to-week.
- 3 full days per week from 8:30 am to 3:30 pm
- Rate: 3 Full Days per week - \$155/week

Little Defenders – Preschool age 3 and older -and- those who finished Kindergarten for 2021/2022:

- Half days are 8:30 am to 11:30 am.
- 5 half days - \$155/week
- 3 half days - \$110/week
- Families selecting the 3 half days will be required to register for a fixed three days per week. Due to staffing, families will not be able to switch their days per week from week-to-week.

Extended Care Hours:

- Pre-registration is required in order for families to utilize Extended Care hours
- Morning hours are 7:30 am to 8:30 am - cost is \$10 per week
- Afternoon hours are 3:30 pm to 5:30 pm - cost is \$15 per week
- Campers not picked up by 5:30 PM will incur an additional late-pickup fee of \$20 per 15-minute block per child.

***Days are Non-Transferrable** - If you miss a day during your scheduled week, you may not transfer the missed day to another week.

Drop off / Pick up Procedures

Campers must be signed in and signed out daily at the Lower School entrance. Campers will be released from camp only under certain conditions. In order to help guarantee the safety and enjoyment of your camper, please share these procedures with him/her and with those individuals authorized for pick up.

- Anyone picking up a camper from Camp must be on the camper's Authorized Pick-Up List and show photo ID. Additions or changes to the names on the Authorized Pick-Up List must be sent in writing. Campers must have at least 2 individuals listed as authorized to pick them up from camp.
- A parent, regardless of custodial arrangements, has the authority to obtain the child from camp at any time, unless a copy of the court order is on file at the camp's office.
- All authorized persons picking a camper up from camp MUST identify themselves to the staff person in charge and show their driver license before the camper will be released.

In the event that an individual not named in writing by the parent/guardian attempts to gain access to a child, the parent/guardian and/or emergency contact will be notified immediately. Local law enforcement officials may be contacted if necessary.

Please note: in the event that you or an authorized person cannot be reached for pick-up within TWO HOURS of scheduled pick-up time, the York County Child Protective Agency will be notified.

Financial Policy

All camp tuition fees are due the Sunday before each registered week. Campers will be denied admission to camp if payment is not made prior to attending. All payments must be manually submitted through *Simple Tuition Solutions* each week. A late fee will be assessed to any past due weeks. Registration fees and camp payments are non-refundable. If I register my child and later decide that he/she will not participate, I will not be refunded the registration fee or any deposits. Should I decide to not send my child for one of the sessions, I understand that I must give at least one weeks notice or will be required to pay for that session.

Billing questions? Please email CSYSummerCamp@csonline.com

Discipline

Campers are expected to treat each other in a respectful manner. The camp staff will always use positive reinforcement in order to encourage appropriate behavior in the campers.

Camp rules

- Be respectful – Choose to obey the first time.
- Be careful – Keep hands and feet to yourself at all times.
- Be safe – Use resources properly.
- Be wholesome – Use words that help others

Camp consequences

- Review the rule (verbal warning)
- Restricted activity – time out to cool down or think about choices
- Removal to discuss with Camp Director
- Report to parents – may result in dismissal, depending on the incident

If a camper causes harm or attempts to cause harm to another camper or staff member, parents of all involved will be notified. If the Camp Staff is unable to resolve a serious behavior problem (i.e., aggressive, abusive, disturbing, or destructive acts), the Camp Director will request a conference with the parents to discuss the problem and attempt to establish a joint plan for resolving the problem. If there is no change in the camper's behavior the Camp Director will give the parents a notice of dismissal in writing.

If a camper is dismissed from camp for behavioral issues, no refunds will be given.

Behavioral Guidelines for Campers

- Campers need to exhibit sufficient self-control to successfully participate in camp activities and play with others.
- Campers need to be able to participate in developmentally appropriate activities.
- Campers need to appropriately respect camp staff authority, camp property and other campers. Behaviors consistently demonstrating a choice to disrespect staff members (talking back, refusing to follow directions, negative talking) will not be tolerated. As with aggressive behavior, parents may be called to come and pick up the camper. Disciplinary actions may vary according to the camper's age and severity of the situation and may include suspension or removal from the Camp

Program.

Aggressive and Dangerous Acts

The following examples of aggressive and/or dangerous behaviors are identified below but are not intended to be all inclusive:

- Hitting
- Bullying or harassment
- Bringing and/or use of matches
- Bringing and/or use of weapons or anything intended to be used as a weapon

In the event of dangerous or aggressive behavior, the camper will be immediately removed from the group. Depending on the circumstances, parents may be called to come and pick up the camper and meet with the Camp Director. Disciplinary actions may vary according to the camper's age and severity of the situation and may include suspension or removal from the Camp Program.

If a camper is dismissed from camp for behavioral issues, no refunds will be given. The camper may apply the next summer if documented improvement by a teacher or counselor in the form of a recommendation letter is provided. The camper's return will be at the discretion of the Camp Director.

Emergency Procedures

At Camp we will strive to maintain a safe environment for your camper. If your camper is in a **serious accident** a staff person will make every attempt to contact you immediately. If you cannot be reached, the staff person will contact the next person listed on your Emergency Form.

In an **emergency**, when immediate attention is needed, the staff person will call 911 and then proceed to contact you and your family physician. If the medical team determines that your child needs emergency treatment, they will transport the child to the hospital indicated on your emergency form.

Health

If your camper is to take any type of medication during the camp day (prescription or non-prescription), it must be given to the Camp Staff in its original container, clearly labeled with the camper's name and must be accompanied by CSY's Student Medication Authorization Form. (A copy of this form is located at the back of this handbook.) Camp staff will document when the medicine is given to campers. Medicine will only be accepted and returned to parents and will not be sent back and forth with campers.

If there is any change in your child's health, please make us aware of the condition in writing (not email) when you drop off your child. This allows us to better assist your child.

Illness/Sickness

Please do not send a sick child to camp.

In the best interest of other students and families, your student cannot attend camp if he/she has:

- ✓ A temperature of 100 degrees or more (oral temperature) within the last 24 hours. Students must be fever free for a full 24 hours WITHOUT medication to return to camp.
- ✓ Experienced more than one episode of diarrhea/irregular bowel activity in the past 24 hours.
- ✓ Vomited within the past 24 hours.
- ✓ A persistent cough and/or thick nasal mucous discharge, a severe cold, or sore throat.

- ✓ An unidentified rash that is not explained by a doctor's note as non-communicable.
- ✓ Pink/red itchy eyes with sticky/yellowish discharge (unless doctor has established in writing that it is not contagious).
- ✓ Lice – students must be treated and be free of live lice and nits in order to return to camp.
- ✓ He/she has ANY communicable disease. Examples, including but not limited to: Influenza, COVID-19, Pink Eye, Chicken Pox, Fifth Disease, Measles, Rubella, Pertussis, Hand-Foot and Mouth, etc.
- ✓ He/she is being tested or has a household member being tested for COVID-19.

The following require a doctor's note for students to be allowed to return to camp:

- ✓ Influenza
- ✓ COVID-19
- ✓ Pink Eye
- ✓ Hand-Foot and Mouth
- ✓ Chicken Pox
- ✓ Fifth Disease
- ✓ Measles or Rubella (German Measles)
- ✓ Pertussis (Whooping Cough)

Food

Campers will need to provide a lunch, morning and afternoon healthy snacks, and a labeled water bottle. Campers are not to bring food items that need to be heated or refrigerated. Campers are not to share food due to potential food allergies.

Movies

Movies shown at camp are rated either G or PG, and screened through Plugged In. Camp Director has the final say as to which movies are shown.

Sunscreen

Sunscreen is not provided by camp. Campers are outside frequently. Please make sure you have put sunscreen on your child before he/she arrives at camp. Campers should bring sunscreen to keep at the camp. Campers who do not have sunscreen after two days may be charged a small fee for sunscreen.

Pool Days – Camp staff will have campers put on sunscreen before they go to the pool around 9:30am. Camp staff will also have campers reapply around 12:30pm. If your child has a special need in regard to sunscreen (ex: has anything other than regular spray/lotion), camp will need a note from the parent stating what the need is.



Christian School of YORK

STUDENT MEDICATION AUTHORIZATION FORM

(SUMMER CAMP FORM – NOT FOR SCHOOL YEAR USE)

PARENT/GUARDIAN AUTHORIZATION FOR MEDICATION:

Student Name: _____ Grade/Teacher: Summer Camp

I hereby give permission for a CSY employee to give the following medication to my child during Summer Camp:

Name of Medication: _____

If Prescription Medication*: Prescription #: _____

Time Medication is to be given: _____

Dosage (to be given): _____ Duration**: _____ (# of days)

I/We do hereby waive, release, discharge, indemnify and/or hold harmless the school and the school employees from any and all liability for any reaction, injury, harm and/or damage which may be caused to my/our child by reason of administering the said medication pursuant to my/our authorization herein including but not limited to negligent acts or omissions.

Parent/Guardian Name: _____ / _____
(SIGNATURE) (PRINT NAME)

Date: _____ Best Phone #: _____

*Prescription medications require physician authorization in addition to parental authorization. Please see Student Handbook for other regulations regarding prescription medications.
** Max duration for all over-the-counter medications is three (3) days. More than three (3) days will require physician authorization.

PHYSICIAN AUTHORIZATION FOR PRESCRIPTION MEDICATION:

Instead of completing this form, physicians may fax a letter of authorization to CSY's main office at 717-767-4904.

I have prescribed for _____ for
(NAME of CHILD) (DOB) (GRADE/TEACHER)

_____ to be administered at school/Summer Camp at
(NAME OF MEDICATION) (DOSAGE)

CHRISTIAN SCHOOL OF YORK for _____
(APPROXIMATE LENGTH of TIME)

Diagnosis/Condition being treated: _____

Specific instructions: _____

Can this medication be withheld if the student is attending an off campus activity? YES/NO

Physician Name: _____ / _____
(SIGNATURE) (PRINT NAME)

Date of Order: _____ Physician Phone # : _____