



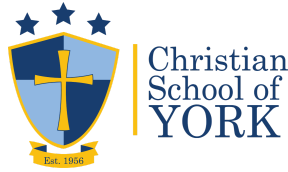
SUMMER CAMP HANDBOOK

June - August 2023

Christian School of York
907 Greenbriar Road
York, PA 17404

CSYSummerCamp@csyonline.com

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



Christian School of York SUMMER CAMP POLICIES

CSY SUMMER CAMP 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

Registration Guidelines for Campers

Campers from age 3 to those who have just completed 6th grade for the 2022/2023 school year are able to be registered for Summer Camp.

While we would love to be able to welcome every camper at CSY Summer Camp, we recognize that we are not equipped with the staffing that provides campers with one-on-one and/or additional attention. In order to attend camp, campers must be independent in completing tasks such as transitioning through the daily camp schedule, self-care tasks such as eating lunch and using the restroom, and taking part in all of the daily camp activities without specialized assistance from our staff.

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 (unless registered for Morning Extended Care) and must be picked up by 3:45 pm (unless the camper is pre-registered for Afternoon Extended Care).

Extended Care: Additional camp hours are available from 7:30 to 8:30 am (mornings) and 3:30 to 4:30 pm or 3:30 to 5:30 pm (afternoons) for an additional cost. Pre-registration for Extended Care is required.

Registration Steps

Step 1: Register at: [SUMMER CAMP REGISTRATION](#)

Step 2: *If you are an existing CSY family, please skip this step.*

Wait for an invitation from Simple Tuition Solutions (STS) to create your payment account.

All billing will be invoiced through this account including registration fees, weekly cost and Extended Care fees.

Step 3:

Watch for an invoice from Simple Tuition Solutions (STS) for your registration fees.

You should receive this invoice via email within one week of your registration.

Once you have paid this registration fee invoice, your registration is complete.

Costs Associated with Camp/Registration Options:

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

Registration Fees:

- CSY students: \$30.00 per student.
- Non-CSY students: \$60.00 per student

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

- Must register by April 15, 2023.
- Must register and attend camp for at least 5 full weeks to receive this rate.
- All age campers welcome - age 3 through those completing grade 6 for the 22/23 school year
- 5 full days per week from 8:30 am to 3:30 pm
- Rate: 5 days per week—\$175/week
- Extended Care Available – 7:30 am to 8:30 am (\$15/week), 3:30 pm to 4:30 pm (\$15/week) and/or 3:30 to 5:30 pm (\$30/week)

Five Full Days Per Week – All Age Campers:

- If registered after April 15th and/or not attending at least 5 full weeks.
- All age campers welcome - age 3 through those completing grade 6 for the 22/23 school year
- 5 full days per week from 8:30 am to 3:30 pm
- Rate: 5 days per week - \$220/week
- Extended Care Available – 7:30 am to 8:30 am (\$15/week), 3:30 pm to 4:30 pm (\$15/week) and/or 3:30 to 5:30 pm (\$30/week)

Three Days Per Week – All Age Campers:

- Families will be required to register for the same fixed three days per week.
- All age campers welcome - age 3 through those completing grade 6 for the 22/23 school year
- 3 full days per week from 8:30 am to 3:30 pm
- Rate: 3 Full Days per week - \$155/week
- Extended Care Available – 7:30 am to 8:30 am (\$9/week), 3:30 pm to 4:30 pm (\$9/week) and/or 3:30 to 5:30 pm (\$18/week)

Registration Options - Continued on Next Page

Costs Associated with Camp/Registration Options - CONTINUED:

Five Half Days – Little Defenders Only – Age 3 thru those who finished Kindergarten for 22/23:

- Half days are 8:30 am to 11:30 am.
- The half-day camp is only available for age 3 through those finishing Kindergarten for 22/23
- 5 half days - \$155/week
- Extended Care Available – 7:30 am to 8:30 am (\$15/week)
- All campers must be fully potty trained to attend camp. No exceptions will be made.

Three Half Days – Little Defenders Only – Age 3 thru those who finished Kindergarten for 22/23:

- Half days are 8:30 am to 11:30 am.
- The half-day camp option is only available for age 3 through those finishing Kindergarten 22/23
- 3 half days - \$110/week
- Families will be required to register for the same fixed three days per week.
- Extended Care Available – 7:30 am to 8:30 am (\$9/week)
- All campers must be fully potty trained to attend camp. No exceptions will be made.

***Days are Non-Transferrable** - If you miss a day during your scheduled week, you may not transfer the missed day to another week or another day during the same week. A refund will not be issued for missed days.

Drop off / Pick up Procedures

Updated procedure for 2023 Summer: We are returning to our procedure where a parent/guardian must physically accompany the camper to the Lower School entrance every day and physically sign the camper in for the morning and sign out at the end-of-day. We will NOT be utilizing a car pick-up line this summer.

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.
- If there is a custody agreement where specific parents can only pick up certain days of the week, we must have a copy of the court order on file prior to the start of camp.
- 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.

Campers must be picked up at the registered time. In addition to the Extended Care fee, campers not picked up by their registered pick-up time will incur a late-pickup fee of \$20 per 15-minute block per child. Multiple instances of late pick-up will result in additional charges or termination from camp.

Please note: In the event that you or an authorized person cannot be reached for pick-up within 15 MINUTES of the registered pick-up time, we will begin to call the emergency contacts listed on your camper's registration. If we do not reach someone within ONE HOUR of the registered pick-up time, the local police and/or York County Child Protective Agency will be notified.

Financial Policy

All camp tuition fees are due a minimum of one week in advance. Tuition invoices will be due the Monday prior to the registered week. All payments must be submitted through *Simple Tuition Solutions* (STS) or paid via check by the payment deadline. Payments through STS can be manually submitted or you may set-up automatic withdrawal for your invoices. Payments via check must be made at the Main Office (Monday through Thursday 8:30 am to 2:00 pm). A \$30 fee will be assessed on any returned payments.

Campers will be denied admission to camp if payment is not made prior to attending. A late fee will be assessed to any past due invoices.

Registration fees and camp payments are non-refundable. If a camper is registered and then it is later decided that he/she will not participate, no refunds of the registration fee and/or any deposits will be given.

Registration dates may only be modified through April 30, 2023. If you wish to make a change to your registration dates, you must email CSYSummerCamp@csyonline.com by end of day on April 30, 2023.

As of May 1, 2023, no dates may be deleted and/or removed. If you wish to add additional dates after May 1, 2023, it will be based on availability. Invoices will be issued based upon your selected program and dates in place as of May 1, 2023. In order to hold your camper's spot, fees must be paid in full by the payment deadline. These policies and deadlines are in place so CSY can properly hire and schedule staffing.

Families who register for the three day program will have through April 30, 2023 to modify their fixed three days per week. (Examples: Each M/W/F, T/W/Th, M/Th/F, etc.) Once the April 30, 2023 deadline has passed, there can be no modifications to this fixed three days per week schedule. (The only exception to this schedule will be the week of July 4th for those families who select Tuesday as one of their fixed days of the week. There is no camp on Tuesday, July 4th. Families must coordinate with the Camp Director for their camper to come on a different day of that week. The make-up day must be within the week of July 4th or it will be forfeited.)

Campers must be picked up at the registered time. In addition to the Extended Care fee, campers not picked up by their registered pick-up time will incur a late-pickup fee of \$20 per 15-minute block per child. Multiple instances of late pick-up will result in additional charges or termination from camp.

Billing questions? Please email CSYSummerCamp@csyonline.com

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, the child will be transported to the closest hospital.

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.

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 of camper from the current activity 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.
- Campers need to be able to participate in developmentally appropriate activities.
- Campers need to 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 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.

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. If the camper's temperature is taken during the camp day and registers a temperature of 100 degrees or higher on CSY's thermometers, the camper will be sent home and cannot return to camp for at least 24 hours.
- ✓ 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 for COVID-19.
- ✓ He/she has a household member who has tested positive with COVID-19 and the camper is showing symptoms.

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

- ✓ Influenza/flu
- ✓ COVID-19 (or follow CDC guidelines if tested at home)
- ✓ Pink Eye
- ✓ Strep Throat
- ✓ 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.

Water/Pool Days

Every Thursday (weather permitting) is water day! All campers in 1st grade or higher will travel to Lincolnway Pool for the day. Younger campers will stay on campus for a fun water day.

Summer Camp employees will uphold parent requests in regards to swimming abilities; however, we request that you communicate with your camper what rules you have in place for water day. Failure to follow the camp guidelines may result in your camper sitting out during pool time for their safety.

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. If desired, campers can bring sunscreen to keep at the camp and/or leave in their bag. Please write your camper's name on their sunscreen bottle.

Water/Pool Days – Camp staff will have campers put on sunscreen before they go to the pool around 9:30 am. Camp staff will also have campers reapply around 12:30 pm. 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.

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.

Weekly Themes/Schedules

Each week will have weekly themes and activities. A weekly newsletter from our Camp Director will give families the details of the weekly themes and activities.

Themes for 2023:

- Week 1 (June 5th): Camping Week
- Week 2 (June 12th): Under the Sea Week
- Week 3 (June 19th): Character Week
- Week 4 (June 26th): Hawaiian Vacation Week
- Week 5 (July 3rd): USA Week
- Week 6 (July 10th): Farm Week
- Week 7 (July 17th): Summer Camp Crazy Week
- Week 8 (July 24th): Christmas in July Week
- Week 9 (July 31st): School Spirit Week



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 # : _____

SUMMER CAMP 2023 PARENT AUTHORIZATION/ACKNOWLEDGMENT

This form must be printed and physically signed prior to the start of camp. No typed signatures will be accepted.

Camper's Name: _____

Parental Consent/Authorization and Medical Authorization:

My camper's registration and health history given in the registration form is correct and complete as far as I know. I give permission for the camper(s) named above to engage in all camp activities except as noted in writing.

Although the camp desires to provide a safe and enjoyable time for all campers, there is always the possibility of an accident occurring. I understand that there are risks/dangers involved with participation in camp activities and their off-campus trips. In consideration of my child being allowed to participate in camp, I assume responsibility for those ordinary and reasonable risks associated with the travel and activities. I understand that as part of registering for Thursday(s), my child may be transported to Lincolnway Pool. I agree that **Christian School of York**, its affiliated organizations, employees, agents, and representatives, including camp director, teachers, volunteers and drivers, be held harmless from any and all claims arising from my child's and/or my participation in any camp activity. This release agreement does not apply to claims of intentional (criminal) misconduct or gross negligence by the school, its employees, or volunteers. If such circumstances are proved in a court of law, I acknowledge and agree that the school can assume no financial liability beyond its actual liability insurance policy in force.

In case of accident, illness, or other emergency: If the school cannot reach a parent/guardian after conscientious effort, I give permission for the school staff to call paramedics or any licensed physician or dentist. If a life-threatening emergency exists, I give permission for school staff to immediately call paramedics and then contact me/us as soon as possible thereafter.

I authorize and consent to any X-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care which, in the best judgment of a licensed physician or dentist, is deemed advisable. I agree to assume the financial responsibility for expenses incurred as a result of those services being provided. I also agree to be financially responsible for emergency medical transportation.

Parent/Guardian's Signature

Date

Parental Consent/Authorization: Summer Camp Policies

I agree to adhere to the Christian School of York's Summer Camp Policies and Camp Rules.

I understand that it is my responsibility to read, understand and follow the 2023 Summer Camp Handbook policies.

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I understand that continued behavioral issues may/will prevent my camper from attending camp.

Parent/Guardian's Signature

Date

This form must be printed and physically signed prior to the start of camp. No typed signatures will be accepted.