

# Rainbow Family Christian Center Summer Program



## Parent/Camper Handbook 2023

*2120-A Industrial Parkway  
Silver Spring, MD 20904*

Camp Office: 301-448-1010  
Church Office: 301-625-9798  
Email: [schooladmin@rainbowfamilychristian.org](mailto:schooladmin@rainbowfamilychristian.org)

Dear Parents/Guardians,

**Welcome to Rainbow Family Christian Center Summer Camp: INcamp 2023!** We are excited to have you as a part of our summer camp family. Our staff has developed this Parent/Camper Handbook to familiarize you with the policies and procedures of INcamp, and to help answer any questions you might have. This handbook contains important camper and parent/guardian information. Please be sure to read it carefully.

INcamp is a ministry first and foremost. Matthew 19:14 says *"Jesus overheard them and said, "I want little children to come to me, so never interfere with them when they want to come, for heaven's kingdom realm is composed of beloved ones like these!"* We believe Jesus wants to develop a personal relationship with your child that will change their life forever. We also believe children can discover their God-given identity and purpose at an early age that will change their world for the better.

**Our goals at INcamp:**

- 1) to come alongside you in helping your child grow and develop in their walk with God
- 2) to help prepare your child spiritually and academically for the next school year
- 3) to provide a safe environment for your child to have fun and develop genuine friendships

We are glad you have chosen us to provide an enjoyable experience for your child this summer. We are always here to answer your questions. We are looking forward to another incredible summer!!

Sincerely,

*InCamp Team*

## **VISION AND MISSION**

### **1) Vision Statement**

Our vision at INcamp is to love, disciple and equip God's chosen generation of young people by helping them...

1. Discover who they are in Christ and grow in their relationship with God.
2. Form lasting relationships with peers and like-minded believers.
3. Understand what the Bible says about how they are to live, and how to practically walk it out in their daily lives.
4. Develop and practice academic and practical life skills, leadership qualities and upright character.
5. Determine how they can make a godly difference in the world.

### **2) Mission Statement**

***The mission of INcamp is to empower all campers to reach their full God-given potential through discipleship in the Word of God, focused educational, recreational, athletic, artistic and other spiritual programs.***

Our mission is best accomplished when we:

- Maintain high expectations by promoting effective lines of communication between home and camp
- Create a positive camp environment that enables and rewards growth
- Ensure a safe, orderly, and respectful environment that promotes intellectual and spiritual growth

## **STAFF MEMBERS\***

**Faith Davis**- Director

**Shamika Terry**- Rising Pre-K & Kindergarten Teacher

**Rachael Masha**- Rising 1st & 2nd Grade Teacher

**Ann Buzzard**- Rising 2nd & 3rd Grade Teacher & Before Care

**Sarah Del Rosario**- Rising 4th-6th Grade Teacher

**Miracle Thomas**- Rising 1st & 2nd Grade Aide

**Kim Burton-Cruz**- Rising 1st & 2nd Grade Aide & After Care

*\*All staff have passed a federal background investigation and Child Protection Services Clearance. All Staff & Volunteers have taken the mandated Child Abuse Prevention Workshop. Six of the seven staff are CPR & First Aid certified and there will always be at least 2 staff present at camp with a current CPR-First Aid Certification.*

## **VOLUNTEERS:**

DeLene Shama- Morning Welcome & Sign-In

Whitney Del Rosario- Music Teacher

Divine Fah- 2nd- 3rd Grade Assistant (LIT-Leader In Training)

Glori Hollington- 1st-2nd Grade Assistant (LIT-Leader In Training)

Skyler Trinidad- Pre-K & Kindergarten Assistant (LIT-Leader In Training)

## **COMMUNICATION**

If you need to reach us throughout the day, we encourage you to use the Brightwheel app. This instantly messages your child's staff and the Camp Director. Please make sure to download the Brightwheel app on your cell phone and agree to their notifications, which will alert you when you have a new communication from INcamp staff. This is typically the fastest method of communicating. You may also call us at 301-448-1010 or email the Camp Director at [info@greatthingsatrfca.org](mailto:info@greatthingsatrfca.org). During the camp day, camp staff are participating in camp events and interacting with campers and may not be able to take your call or respond to your email right away. If you reach our voicemail, please leave a *detailed message* and we'll get back to you as soon as possible. You may also call the church office at 301-625-9798.

Ms. Faith will send a weekly email or Brightwheel newsletter to parents about the upcoming week with any important reminders. Important reminders and messages may also be sent throughout the day via Brightwheel.

## **A. CAMP HOURS**

Normal camp hours are from **9:00 am – 4:00 pm Monday through Friday**. Before and aftercare are available for families with a need for childcare before the daily arrival, or after the daily dismissal times. Before care begins at 8:00am, and aftercare extends until 5pm. There is an additional cost (*see Section K on payments for details*) for before and aftercare, and advanced written notice is required. Before Care and After Care availability is based on staffing. If you request Before Care and After Care after camp begins, it may not be available.

### **A. ATTENDANCE POLICY**

- Parents are responsible for signing their campers in and out each day via the Check-In Tablet.
- If your camper will be late or absent, please notify camp staff via Brightwheel.
- Parents are expected to pick-up campers on time. A drop-in after care fee will be charged for those campers picked up after 4pm if they do not normally participate in aftercare. A late fee of \$1/minute will be charged for those campers picked up after 5:05pm.
- Any changes in dismissal will need to be expressed in writing via the Brightwheel app. **If your camper is going to be picked up early from camp, or picked up by someone other than their parent/guardian, please notify us via Brightwheel no later than drop-off time on that day. Include the person's first and last name in your Brightwheel message. All unfamiliar individuals will be asked for ID.**
- Campers are expected to be present for all camp activities, unless special arrangements have been made with and approved by camp directors.
- All children are expected to participate in scheduled camp activities. A parent note is required to excuse participation.

## **B. WEEKS OF CAMP**

**Week 1:** July 5-7

**Week 2:** July 10-14

**Week 3:** July 17-21

**Week 4:** July 24-28

**Week 5:** July 31-August 4

**Week 6:** August 7-11

### **C. GROUP RATIOS**

All children are expected to participate in scheduled camp activities. A parent note is required to excuse participation. The Maryland Department of Health has ratios for child supervision in camps. They are as follows:

3 ½ - 5 Years	1 Staff : 8 Campers
6 Years and up	1 Staff : 15 Campers

At 2023 InCamp, our class ratios are as follows:

Pre-K	1 Staff : 7 Campers
Rising 1st-2nd	1 Staff : 9 Campers
Rising 2nd-3rd	1 Staff : 7 Campers
Rising 4th-6th	1 Staff : 9 Campers

We also have Leaders in Training (LIT- teenagers that are volunteering with us for SSL hours) to assist staff throughout summer camp. LIT's all have gone through training on safety, child abuse, health & hygiene, and roles & responsibilities.

### **D. DRESS CODE**

#### **1. SHIRTS AND BLOUSES**

- No low-cut tops, no visible cleavage, no tops with spaghetti straps, no tops that show the midriff
- No clothing with vulgar language, obscene pictures, weapons, drugs/alcohol or drug paraphernalia and tobacco products, or logos that dishonor God or do not reflect good taste.
- No identifiable gang clothing or paraphernalia.
- No see-through clothing.

#### **2. SKIRTS, DRESSES, AND SHORTS**

- Skirts, dresses, and shorts should be no shorter than fingertip level.
- Clothing may not be so tight that undergarments are visible.

#### **3. PANTS**

- Pants should be secured at waist: no sagging below waist to expose undergarments. Pants should not have "holes" above the knee that reveal parts of the thigh and/or buttocks to expose skin or undergarments.
- Tights, stretch pants, leggings, and spandex body suits must be worn with a loose article of clothing long enough to cover buttocks.

#### **4. SHOES**

- Shoes must be worn.

- Flip flops, shower shoes, and “slipper” type shoes are not preferred as they do not provide secure and safe footwear for campers. If these shoes are worn to camp, athletic-type shoes must be brought as well for Sports & Rec activities each day.
- Proper footwear **MUST** be worn in order to participate in outdoor physical activities. Proper footwear includes **athletic-type shoes**--those with a flat bottom (no heel) and the foot **fully** covered.

### **VIOLATION/ DISCIPLINARY ACTION**

- Students may be asked to change their clothing if it is determined by the staff to be distracting to others or inappropriate.
- Inappropriate items worn or brought to camp may be confiscated and held until a parent claims them.
- Appropriate attire may be provided for clothing that is out of dress code.
- **1st time violations - receive a warning:** Student is not sent home. An appropriate item of clothing will be provided to put student in compliance with dress code for the remainder of the day.
- **2nd time violations for same offense:** Student is not sent home. An appropriate item of clothing will be provided to put student in compliance with dress code for the remainder of the day. Consequence such as Think Sheet will be given.
- **Extreme violations or repeat offenders:** Parent may be called to come and pick student up from camp.
- Exemptions to the dress code may be determined for specific events or causes as determined by the camp director.

### **E. CAMP EXPECTATIONS**

#### **What to bring to camp:**

- Lunch
- Refillable water bottle
- Bible
- Mask
- Blanket/Cot Sheet (Pre-K Group)
- Change of clothing and underwear (Pre-K Group)
- A Smile!

#### **What NOT to bring to camp:**

- Toys
- Electronic games (unless specified)
- Item of significant value
- Bad attitude

Electronic devices (cell phones, iPods, etc.) are to be off and out of sight during camp hours unless being used for instructional purposes. If campers need to call home, they will be allowed to use the camp phone.

**\*\* The camp cannot and does not assume responsibility for loss or damage to a camper's personal property\*\***

### **LUNCH & SNACKS**

INcamp provides a morning snack for campers. Campers with dietary restrictions or allergies can bring their own morning snack. Campers are expected to bring a packed lunch to camp daily. Campers will have access to refrigeration and microwaves. Campers will **NOT** be allowed to leave the camp site to purchase food or order food to be delivered.

## **F. HEALTH & SAFETY**

### **Health Supervision**

As part of our state youth camp license, we must have a designated health supervisor on-call who is available for any health/medical questions and/or concerns regarding campers. Our health supervisor is Nycole Hollington, a Nurse Practitioner licensed in the state of Maryland. Please keep your camper home and take a COVID-19 test if they display any concerning symptoms such as fever, cough, and/or sore throat. Also keep your child home if they display symptoms such as lethargy, diarrhea, and/or vomiting. We want to ensure the health and safety of all campers.

### **Sun & Heat Protection**

We run an active summer camp where campers will be going outside for daily activities. While we take sensible precautions on extremely hot days, campers will inevitably be exposed to lots of sunshine.

- Please make sure that your campers apply sunscreen every morning before camp or send sunscreen for your child to put on during the day. If your child needs help applying sunscreen from camp staff, please complete and submit the *Topical Skin Product Permission Form*.
- The best way to ensure that your camper is drinking enough fluids on a hot day is to send them to camp with a full water bottle.

### **Food Allergies**

Please make sure the camp director and your child's classroom staff are aware of any allergies your child may have. At INcamp we are not nut-free, but we need everyone's full participation in being "Nut Conscious." Campers are permitted to bring peanut butter/nut foods from home, but are encouraged to eat nut-free lunch and snack items as much as possible. If you send your child to camp with nut items, please inform a staff member at drop-off.

### **Medication**

We have no campers who are taking medication during their camp day this 2023 Camp Session. Therefore, our staff did not take the Medication Administration Training this year. This means we

will not store or administer medication to campers. The child's parent or guardian may administer or supervise administration of medication.

## **G. Discipline**

Discipline is a necessity for the total benefit of all campers, as well as for the success of the entire program. Many steps will be taken to consistently implement a safe and orderly camp environment for our children. The following are some interventions and strategies that may be implemented within the building:

- Consistent Expectations and Procedures for Campers
- Praise/Incentives for Positive Behavior
- Logical Consequences
- Stop Think and Choose Seat
- Think Sheet for reflection
- Notes Home
- Telephone and Parent Conferencing
- Loss of Special Privilege(s)
- Removal from Special Activities or Field Trips
- Service Assignment
- Written Explanation by Student with Required Parent Signature
- Class Meetings
- Group, Class or Individual Counseling

If inappropriate behavior persists, parents will be contacted and a meeting set up to determine strategies that will assist the camper with improving his/her behavior. If we feel that your child's behavior is a danger to others or themselves, we may discuss withdrawing them from InCamp.

## **H. Financial Responsibilities & Obligations**

### **Payments**

Invoices will be sent weekly via Brightwheel (unless otherwise discussed and agreed upon by parent and camp director). Payments may be made via Brightwheel, cash, or check. When paying through Brightwheel, we encourage the use of bank accounts as opposed to credit cards. Those who pay with credit card will incur an additional 3% fee.

Camp fees are due **NO LATER THAN** drop off each Monday morning for that week of camp. Our goal is to be a blessing, not a burden. If ever you have difficulty making payments, please speak with the camp director as soon as possible.

### **Money**

Campers are encouraged not to bring extra money to camp. The camp cannot assume responsibility for money that is lost or stolen.

### **Field Trips**

Due to the high cost of gas, the price of reserving a charter bus has increased dramatically. To help cover transportation costs and entrance fees, we will charge an additional \$50 each week on



field trip weeks. Parents are welcome to chaperone, inform Ms. Faith as early as possible for any trips you wish to participate in as a parent. Parents will pay the admission fee for the trip.

This year's field trips are...

- National Zoo, Washington, DC- Parents send bag lunch
- Germantown Splash Park- no pools, just fun areas to splash in. Mini golf is also available. We have rented a tent with picnic tables at the park from 12-1:45pm to eat lunch.
- Urban Air, Laurel MD- Pizza is provided at Urban Air

## I. Parent Involvement

Parent involvement is welcomed and encouraged. If you would like to become involved in any capacity (volunteer your time, chaperone field trips, buy snacks, etc.) please speak with Ms. Faith.

Please feel free to communicate any comments or concerns to us, we value parent input. We will also have a Parent Survey at the conclusion of camp for you to give written feedback regarding your family's camp experience. Our main objective is to foster the growth and development of all campers while ensuring that they have an exciting and worthwhile experience. All decisions will be made with their best interest as our priority.

# Acknowledgment and Receipt

After reading the information contained in the 2023 InCamp Parent Handbook, complete the section below. Print this entire page and return it to a camp staff member on your child's first day of camp.

*My child and I have read and reviewed the 2022 INcamp Parent/Camper Handbook. We understand the contents of the document and agree to abide by them. We understand that we should consult the Camp Director regarding any questions not answered in the handbook.*

**Parent's Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Camper's Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Camper's Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_