

KILLEARN KIDS C A M P S

Killearn Methodist Church Children's Camp Parent Handbook

Welcome

We would like to take a moment to welcome you to Killearn Methodist Church Children's Camp. The following information should serve as a general outline of what you can expect in our program. We look forward to working with both you and your children and hope that our time together will be filled with fun, adventure and a deeper understanding of God.

Philosophy

We believe that the Killearn Methodist Children's Camp (KMCC) is a ministry that God has graciously allowed our church to sponsor. We believe that it is the goal of the KMCC to glorify Jesus Christ as we serve the physical and spiritual needs of the children and parents involved in the program. Providing a Christian environment for children is a privilege. We pray that God will continue to bless our efforts as we attempt to make a difference in children's lives.

KMCC Goals

1. To provide an opportunity for boys and girls to enjoy fun and friendship, and to develop constructive social relationships in a positive atmosphere under Christian guidance.
2. To encourage the application of each child's spiritual and moral teachings while providing an environment conducive to spiritual and moral growth.
3. To provide the children with a high-quality program of spiritual, recreational, educational, and social activities led by a staff committed to providing Christian guidance for them.
4. To provide an atmosphere that is in keeping with Christian principles, through the staff's actions, words, and style of guidance.

GENERAL INFORMATION

Please read the following information very carefully. We hope that these guidelines will foster clear and open communication between the KMC staff and you, the parent.

Hours of Operation

Our After-School office opens at 1pm and we close at 6pm. We ask that you promptly pick your child up no later than 6:00 p.m. Parents arriving after 6:05 will be charged a \$20 late fee. An additional \$5 will be assessed for every 5 minutes thereafter. THIS FEE WILL BE EXPECTED AT THE TIME OF PICKUP.

Contact Information

Phone Number: 850-508-1777 / E-mail: camp@killearn.church

Health Information

Children are not allowed to attend camp while exhibiting signs of being sick. Symptoms include but are not limited to: fever of 99.0 degrees Fahrenheit or higher, dry cough, shortness of breath, chills, pink eye, lice, loss of taste or smell, sore throat, and muscle aches.

If a child becomes sick while at camp, the child will be separated from the class. A parent will be notified, and the child must be picked up within 30 minutes of the call. Any child with a fever must remain home until they are fever-free without medication for 72 hours.

Due to Covid-19, we are also asking that parents remain in their vehicles for pickup and call 850-508-1777 to speak with a staff member.

Also, childcare regulations ask us to notify you that smoking including cigarettes, e-cigarettes, and vaping is prohibited on the premises of the childcare facility.

Drop-Off/Pick-up Procedures:

We ask that those who are dropping children off or picking children up remain in their vehicles unless otherwise directed. If no one is outside to assist you, please call 850-508-1777 and someone will be outside shortly.

Drop off procedures for Summer Day Camp:

1. Between the hours of 7:30 a.m. and 8:45 a.m. please enter the church grounds from Cavan Drive. Your children may be dropped off at the back of the two-story “Wesley Building.” A staff member will be present to help your child from the car and direct them to their appropriate group.
2. After 8:45 a.m. parents must enter the parking lot from Shamrock Street West and if no one is outside to assist you, please call 850508-1777 and someone will be outside shortly. Never drop your child off and assume they will find their group.
3. For those who would like to drop their children off for After School, please follow the directions from #2. We are available to receive children at 2:45pm.

Pick up procedures:

1. Please make sure you have an ID with you and that the person picking up is on the authorized list that you submitted at registration.
2. Between the hours of 4:45 p.m. and 6:00 p.m. children may be picked up at the same location as drop-off. You may remain in your car and a staff member will call for your child over the radio. We appreciate your patience, as it may take a few moments for your child to gather their belongings and travel down to your car.
3. If you will be unable to pick up your child, please call the Children’s Camp office at 850-508-1777 and let us know who will be coming in your place. They will be required to produce picture identification to protect the safety of your child.
4. If someone who is not on your authorized pick-up list will be taking your child home, you will need to send a note with the name of the person and the date they will pick up your child. Please be sure to sign the note as well or send an email to camp@killearn.church

After School Camp (ASC) Information

Ages

Kindergarten – 5th Grade

Registration

Registration dates and links will be emailed to all returning camp ASC families as calendars from Leon County public schools are finalized.

In order to register your child in our ASC Program, all money owed from previous transactions with KUMC Kids Camps must be paid, including tuition and supply fees from both ASC and SDC programs. Registration and/or applications will not be considered if accounts have a pending balance.

Registration Fees

ASC supply fee is \$85 per child. Applications will not allow you to complete registration without supply fee payment.

*Note: ASC and Summer Day Camp (SDC) have separate supply fees. That are collected during registration.

ASC 2024/25 Tuition

Deposit /Supply fee - \$85.00

Monthly 1st Child - \$195.00

Monthly sibling - \$165.00

2024-2025 Fee Payment

The monthly ASC rate is based on the 180-day calendar year and includes the early release days. It is not figured monthly. On the 1st month of non-tuition payment, a \$10 late fee will be added to your monthly tuition with an additional \$10 added every week after the due date. On the 2nd nonpayment a \$60 late fee will be added to your monthly tuition. On the 3rd month of nonpayment, the child will be removed from KMC camp.

If any family finds themselves in financial distress please contact Jenny Santiago, Director of Kids Camps and I will work as best as possible to help.

Children must be registered on a payment cycle basis.

Car Pickup

Prior to 4:00 pm, Car Pickup is at the entrance from Shamrock St into the main parking lot (allowing children access to our basketball court). After 4:00 pm, alternate Pickup at the back door using the entrance from Cavan Dr. As always, we'll have our cones moved and placed appropriately to separate play/walking areas from drivable areas.

PLEASE DO NOT DRIVE IN AREAS WITH CONES. PLEASE DO NOT MOVE THE CONES. PLEASE WORK WITH US FOR THE SAFTEFY OF ALL OUR CHILDREN.

Attendance

Please call or e-mail us by 1pm if your child will not be attending our program.

850-508-1777 – camp@killearn.church

Schools Included in After School Camp

We offer transportation from: Desoto Trail Elementary, Roberts Elementary, Killearn Lakes Elementary, & Hawks Rise Elementary. Gilchrist Elementary provides public transportation to the KMC campus.

Hours

Our ASC office opens at 1:00 PM and we close at 6:00 PM.

SUMMER DAY CAMP INFORMATION



Registration

Registration dates and links will be emailed to all returning camp families as calendars from Leon County public schools are finalized. All updates can be found on the church's website.

In order to register your child in our SDC Program, all money owed from previous transactions with KMC Kids Camps must be paid, including tuition and supply fees from both ASC and SDC programs. Families with past due balances will not be able to register for the current program year.

SDC Fees

Weekly tuition is due on the first day of the week and is considered late after the first day of camp. Your tuition will be set for an automatic payment to be made on each Monday of the week(s) reserved by applicant. The reserved week(s) will be charged even if your child/children are not in physical attendance on any of the week's applicant has reserved. You will be able to enter your information into our ProCare system, you will be able to create your profile using your email to check balance and payments.

2024 Camp Fees

\$85.00* Supply fee per child

\$180.00 Tuition per child, per week

\$140.00 Tuition per sibling, per same week

\$140.00 Tuition 1st child 4th of July

\$120.00 Tuition sibling(s) 4th of July

Hours

Summer Day Camp opens at 7:30 AM (if there is no one present from the Camp Staff to monitor your child, please do not leave your child unattended). SDC closes at 6:00 PM.

Lunch/Snack

Your child will need to bring a lunch each day. A sack lunch is preferred, but lunch boxes are acceptable. You may also send your child with an afternoon snack as well, though we will be providing a pre-packaged snack in order to avoid any possible exposure. We also ask that your child bring a water bottle daily which they will be able to refill throughout the day. **This is a Nut Free camp, please No Peanut butter – nut butter products.**

Field Trips

Each group will have the ability to attend field trips each week. We go to various kid friendly destinations in the Tallahassee area, and we always try to have water fun days a few times a summer (dependent on weather, but we will have rain play). Our kindergartners follow a typical preschool schedule with more time in the classroom for centers, they go on one field trip and have water play on campus once a week.

Campus Activities

While on campus your children will attend various rooms such as: Game Room (basketball, air hockey, ping pong, etc.), Video Game Room, Outdoor Games, Room Time (class games, crafts, projects, etc.), and Reading Time. For more information about these activities, you can check out our website.

Disciplinary Procedures

We expect the children to be well behaved. They will be expected to always follow their Counselor's instructions, to observe the rules for each activity area, and to respect each other and each other's possessions.

Fighting will not be tolerated

Disrespect to adults will not be tolerated

The Points System for Positive Reinforcement:

In our program we've found reinforcing positive behavior to be imperative to reducing misbehavior in children, which is why we've implemented our points system which works as follows.

1. When a child displays a positive behavior that stands out, such as complimenting or being helpful towards another child without being told to do so, a counselor may reward them with a point, which is recorded with stickers on a chart which remains at camp.
2. On Fridays, if a child has received at least 3 points, they may pay a visit to our office and exchange their points for Prizes, which consist of small toys, knick knacks, and candy. They may choose to either spend 3 points on a 3-point Prize or save their points for one of our special 10-point Prizes.

Counselors, when experiencing behavior problems with a child might:

1. Talk with the camper to reach a calm resolution.
2. Give the camper a strike. When a camper has received three strikes, their time at a desired activity will be taken away.
3. Skip straight to taking time away from desired activity for specifically egregious or recurring behaviors.
4. Involve the Director for guidance on how to proceed.

***THE DIRECTOR MAY SKIP THE ABOVE DISCIPLINARY PROCEDURES IF THE PROBLEM IS SERIOUS ENOUGH TO WARRANT SUCH ACTION. IT MAY BE NECESSARY FOR THE PARENT TO BE CALLED TO PICK-UP THEIR CHILD!**

Special Note: We ask that parents not extend any discipline from home into our program. Our KMCC promotes disciplinary actions immediately after inappropriate behavior occurs. Our staff will not be held accountable to ensure discipline incurred from home.

Clothing and Personal Belongings

- Camp clothing should be in good taste, and exclude immodest attire, such as clothing that is too tight or too short.
- Clothing that exposes the torso is not allowed.
- No rolling down waistbands on gym shorts.
- Tank tops may be worn but should provide good coverage.
- Footwear: We strongly encourage your children to wear sneakers and socks every day to camp. Children wearing flip-flops or backless shoes are much more likely to get sprained ankles and scraped knees.
- Your child MAY bring toys from home, but we do not encourage it. Often, they end up misplaced or broken. We are not responsible for any lost toys/games. □ If you allow your child to bring a cell phone, they will not be permitted to use it. Often, it is difficult for us to regulate the things that they are listening to, watching, or messaging, and we find that the best solution is for children to not bring it at all, or at least always keep it in their backpack.
- No inappropriate books or those dealing with the occult (this does not include things like Harry Potter or Pokemon)
- Your child MAY bring games from home, such as a DS, Switch, etc., but we do not encourage it. Often, they end up misplaced or broken. We are not responsible for any lost games. We also will monitor the games that children play, and if they are playing or watching something that we deem not appropriate for camp, we reserve the right to have them put it away, or we may hold onto it until they are picked up that day.

Summer Information

Swimsuits: Boys and Girls need to wear modest swimsuits with good coverage.

Backpack: You are advised to pack a bag containing a towel, swimsuit, sunscreen, and an extra t-shirt EVERYDAY! Our program is filled with water activities, which range from swim days at area pools, to spontaneous water play at camp. Children are allowed to pack flip-flops for swim days, but we ask that they wear their sneakers until we are ready for water play. Also make sure to mark your child's name on all personal items. We also highly encourage that if you think that your child may have an accident at camp, that you have them pack an extra change of clothes just in case.

Game Players

Children may bring personal game players (DS's, PSP, etc.) to Summer Day Camp (Not at ASC). Children will be allowed to play their games in our video game room or in the classroom with a counselor's permission. The game players will NOT be allowed outside, during chapel, crafts, or field trips. They are not allowed to connect to the church Wi-Fi while at camp. Games must be K (kid) or E (everyone) rated games. Please take into consideration that we will not be held responsible for lost or stolen games or game players.

If we find a child not following our protocol, we will give them a warning. If we see it happen again, we will take the device away and return it to a parent. Additionally, we reserve the right to change this policy at any time due to problems that might occur.

Lost Items & Medication

Lost and Found

We advise you to label ALL your children's personal belongings. However, if an item should be misplaced, we do have a lost and found bin where all children's misplaced items will be placed. Lost and Found items will be taken outside and placed along our outer fence once a month for parents to examine. Please be aware that we cannot be held responsible for any missing items, so do not send your child with anything that cannot be replaced. We give unclaimed items to charity on a regular basis.

Medication

If your child requires medication that must be taken during the camp day, you must fill out the required medication form at our office. All medication must be brought in the original container in which it was prescribed and must be kept in the 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 medications.

*Note: Asthma inhalers are medication and subject to all of the above regulations. All of the above are required by the 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.

Thank you!

On behalf of my staff and myself, I would like to personally thank you for the time you have spent learning about our policies and plans. Our hope is that you will keep this information and refer to it if you have any doubts or questions. If you need further information, or simply have a question, feel free to give us a call at 850-508-1777 or e-mail at camp@killearn.church. We look forward to the opportunity God has given us to build meaningful relationships with both you and your children.

Blessings,

Jenny Santiago

Killearn Kids Camp Director