



# McFarlin & Friends Summer Camp

2023

Family Handbook

# Welcome to M&F (McFarlin & Friends) Summer Camp!

This handbook outlines the policies and procedures for our elementary summer program (children exiting kindergarten-5<sup>th</sup> grade). We value the opportunity to care for your child, and appreciate your cooperation with our policies, which will help ensure a safe and nurturing environment for all children, family, and staff!

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# Who We Are

McFarlin & Friends Summer Camp (M&F), a ministry of McFarlin Memorial UMC, changes lives that change the world by providing a safe, nurturing, and Christian environment that promotes the spiritual, physical, social-emotional, and intellectual well-being of each child as an individual. By combining Christian principals with staff-assisted activities, children are encouraged to be independent thinkers and life-long learners. It is a privilege to partner with families for your child's care and spiritual development. The information in this handbook is provided to enable an enjoyable experience for you and your child in our M&F program.

## Applications and Enrollment

### Application Requirements

All families that attend M&F are required to submit the M&F online application. Updated immunization records should be provided for each child you enroll.

### Enrollment Procedures

Enrollment is open to all families with children exiting Kindergarten – 5<sup>th</sup> grade on February 20<sup>th</sup> and will remain open until all spots are filled.

All applications are processed in the order they are received, and enrollment in the program is first come, first serve. Upon acceptance into the program, you will have **10 business days to pay the \$200 enrollment fee to secure your child's spot in the program.** If the enrollment fee is not received 10 business days after notification, the open spot will be offered to the next family on the waiting list.

The enrollment fee is **NON-REFUNDABLE** after May 1.

### Class Placements

Children enrolled in the program are placed in a class that serves their specific age group. We honor as many "buddy requests" as we are able. Our goal is to prioritize the social and emotional well-being of each child, and so we keep our class sizes smaller. We find this helps children bond with their peers and camp counselors in a more positive way.

**Class lists are only altered in cases of absolute necessity for the well-being of children.**

### Withdrawal from the Program

We require 14 days' notice if you wish to withdraw from our program. If 14 days' notice is not provided, families will be expected to pay for two weeks' tuition. Please contact the program coordinator for more information regarding payment procedures.

# **Tuition & Payment Procedures**

## **Tuition**

Invoices will be sent home on or before the first of each month. Tuition for the entire 8-weeks of camp can be made in two payments of \$800 due by June 9 and July 14. Tuition will be due for any family enrolled in the program regardless of whether your child attends camp.

## **Late Payments**

Payments will be considered late by June 12 and July 17 and will have a late fee of \$10 applied to them. Any family needing to make alternate arrangements for payment should contact the program coordinator as soon as possible to avoid any late fees being charged to your account.

An additional late fee of \$5 will be added per day beginning on June 14 and July 19 to accounts with outstanding balances with no communication to the program coordinator.

## **Daily Information**

### **Hours and Dates of Operation**

Camp is in session beginning June 5 – August 3 from 7:30–5:30, Monday-Friday.

Camp is CLOSED the week of July 3-7.

### **Drop-Off and Pick-Up Procedures**

Drop-Off for camp will be on the NORTH side of the building at the McFarlin playgrounds between 7:30 and 8:45am, Monday-Friday. In case of severe weather or rain, Drop-Off will be held on the 3<sup>rd</sup> floor in the children's area.

Daily activities will begin at 9:00am and run through 4:30pm each day. We cannot guarantee that your child's class will be in their classroom at any given time, considering we highly encourage outdoor activities and adventures.

Pick-Up is designated from 4:45-5:30pm in Fenn Hall, which you can access through the South doors. All children should be picked up no later than 5:30pm. Please communicate with the program coordinator if you are running late. Picking up late will result in a late fee of \$5 after the second occurrence. At 5:37pm, an additional late fee of \$2 per minute will be applied to your account.

Children can be dropped off and picked up outside of the windows, however, notification should be given to the program coordinator so that arrangements can be made for your child to be safe.

Any changes to drop-off or pick-up locations will be communicated as quickly as possible through the Remind message system and/or email.

## **Attendance**

Please notify the program coordinator of any absences, late arrivals, or early pick-ups from the program to ensure your child's safety and their ability to participate in class activities.

## **Communication**

You are welcome to reach out to the program coordinator at any point during the day. You can contact them by

email, calling or texting the camp phone, or sending a Remind message. The program coordinator will do their best to reply in a timely and professional manner.

Any messages or calls received outside of camp hours (7:30am-5:30pm) will be returned when camp is back in session. In case of emergencies, please contact the Director of Children and Family Ministries at 405-321-3484, ext. 111 or [klanier@mcfarlinumc.org](mailto:klanier@mcfarlinumc.org).

## **Curriculum**

Our goal is for all children in the program to be engaged socially, emotionally, and intellectually. It is our highest priority to include material that helps foster faith and kindness. This year, we will be incorporating Orange Curriculum, a program we use for our Sunday lessons. Children in camp will also have opportunities to participate in service projects that help the Norman community!

## **Daily Schedule**

The daily schedule is subject to change! We do our best to gauge our activities to the interest of the children participating in them. Some classes spend more time outside than others while some enjoy doing more indoor activities.

This is a SAMPLE of what the week could look like.

<b>TIME</b>	<b>ACTIVITY</b>
7:30-8:45	Drop-Off Playground or 3 <sup>rd</sup> floor (depending on weather)
9:00-9:30	Morning Class Meeting
9:30-11:30	Class Activities and Morning Snack
11:30-12:00	Lunch
12:00-1:00	Afternoon Recess
1:00-2:00	Quiet Time
2:00-4:30	Class Activities and Afternoon Snack
4:45-5:30	Pick-Up Fenn Hall or 3 <sup>rd</sup> Floor

Children will participate in three outings almost every week.

- 2 pool days (typically at Westwood Water Park)
  - Children will be gone between 12:30 and 4:00
- 1 field trip (destination changes each week)
  - Time fluctuates based on location (ex: Zoo would be from 8:45am-2:00pm)

In addition to the outings, children will have special guests and activities on different weeks throughout camp: water days, bounce houses, science shows, ice cream trucks, and more! They will also have regular projects they work on in their classes: cooking, art, science, games, etc.

Each trip may require different items for children to bring. This will be communicated regularly through newsletters, emails, and/or the Remind messaging app.

## **What to bring each day**

- Packed lunch
- Water bottle
- Sunscreen
- Change of clothes

Remember to leave ALL ELECTRONIC DEVICES and home toys at home!

## **M&F Policies**

### **Food Policy**

Children bring a variety of foods for lunch! Please note all food allergies your child has so that we can keep them safe during food times and so that we can have snacks available for them.

Treats are welcome during summer to celebrate birthdays or just because you feel like providing snacks for your child's class. Any food item brought for the camp or an individual class must be STORE BOUGHT.

### **Clothing Policy**

We enjoy and encourage constant outdoor and indoor play, curiosity, and mess-making! Please send children in clothes that can get painted on, dirtied up, and who knows what else. This includes wearing comfortable shoes that children can easily move around in (no flip-flops unless it's swim day, please!).

It is highly recommended that you send children with an extra pair of clothes in a backpack each day; accidents happen!

### **Swim Days**

- Pack floaties, life jackets, or puddle jumpers (if needed)
  - **If the application has been marked as “needs life jacket” your child will be required to wear on until we have verbal or written consent from a parent/guardian.**
- Can pack flip-flops or water shoes
  - Shoes that stay on their feet, even when in the water, are highly recommended! The ground at the pool gets hot!
- Camp swim shirt
- Extra clothes

### **Field Trips**

- Camp field trip shirt
- Comfortable clothes for the days' scheduled activity

### **Weather Policy**

If the heat index is above 98\*, children will be inside to play. Please note that this does NOT include outings, swim days, or water play. **The program coordinator will use their best judgment on deciding whether to continue a trip if weather becomes an issue.** Any cancelled or rescheduled trips will be communicated in a timely manner.

In addition, please be aware that in case of severe weather, we often experience power outages. If the power goes out, families will be notified of the outage. If the power remains out for an hour or longer, or there is an uncertain repair time, families will be notified to pick up children from the church immediately.

### **Illness Policy**

To keep children and staff healthy, please keep your child home if he or she has had any type of contagious illness or any of the following with the last 24 hours:

- Fever, over 100\*
- Vomiting or diarrhea
- Eye Infection
- Rash (not allergy related)
- Head lice

### **Medication Policy**

If your child requires any type of medication during his/her time at M&F Summer Camp, a **Medication Permission Form** will be required. This form can be given at your request.

Medication should be in the original bottle with your child's name and dosage on the bottle. We do not share medications with any other children. Medicine should be given to the program coordinator (or assistant coordinator) at the time of drop-off each day. Times and dates will be documented by staff.

### **Injuries**

All injuries will be recorded on an **Incident Report** and will be provided to you at the time of pick-up. Any time an incident occurs, parents/guardians will be required to sign the form for our records. A copy of an Injury Report can be available to you upon request.

For injuries to the face or head, parents/guardians will be notified either by phone call or text message, depending on the severity.

## **Discipline Policy**

At M&F Summer Camp, it is our belief that when children feel safe and are engaged socially, emotionally, and intellectually, behaviors are less likely to occur. If discipline is necessary, M&F staff primarily uses re-direction, take a break, and "safe space." If an inappropriate or unsafe behavior occurs, we will follow the below steps to help the child:

- Verbally re-direct child to appropriate behavior
- Verbally correct behavior, offer an opportunity to problem solve
- Verbally correct behavior, offer appropriate choices (safe space, alternate activity, etc.)
- Direct child to "take a break" for cooling off time followed by a one-on-one conversation about appropriate choices and behavior for camp
- Contact parent/guardian
- Provide written documentation, if necessary
- Children and Family Ministries Director will intervene with child, if necessary
- Consultation with family/staff/coordinators/director on the phone or in-person, if necessary

Depending on the severity of the situation: unsafe, disruptive, inappropriate, or **recurrent behaviors** directed towards other children, staff, or property could result in suspension, temporary, or permanent dismissal from the program. Behavior that is deemed unsafe, disruptive, inappropriate, or recurrent will result in a **Behavior Report**. Reports will be signed by the coordinator and the parent/guardian of the child.

### **Physical Roughness**

Physical roughness is defined as, but not limited to:

- Hitting, slapping, or swatting
- Kicking
- Shoving
- Biting
- Wrestling or rough housing

Our staff will make every effort to keep all children safe. In the event that your child is physically rough with another child or staff member, the program coordinator and staff will make every effort to develop a plan with you, the parent/guardian, to correct this behavior. In the instance that the behavior continues, the following procedure will be enforced:

1. The program coordinator/assistant coordinator will speak with him/her, communicating to the child that this behavior/action is inappropriate and unsafe for camp. A behavior report will be filled out and you will be notified so that you can communicate with your child at home.
2. If the behavior is repeated, you will be notified by phone and asked to pick up your child immediately and take a suspension from the program (the rest of the week).
3. If a child has 3 behavior reports due to physical roughness, they will be dismissed from the program for the remainder of the summer. This could impact their ability to attend camp in the future.

## **Expectations of Staff and Families**

### **Camp Coordinator and Assistant Coordinator**

The camp coordinators are the faces of McFarlin and Friends Summer Camp and handle all of the day-to-day responsibilities of camp, including but not limited to:

- Timely, respectful, and effective communication with staff and families
  - Procedures and expectations of families, campers, and staff
  - Weekly newsletters
  - Reminders of events via Remind, email, or another communication platform
  - For emergencies or changes in policies
  - Verbally, in-person or on the phone
- Creating work schedules for staff of the camp
- Creating flexible daily schedules for classrooms
- Creating a safe environment for staff and families
- Plan and implement engaging activities for campers
- Organize and help implement faith-based curriculum for morning meetings
- Provide resources for staff and families to help children be successful at camp
- Model appropriate language and behavior for staff, children, and families



- Listen to and incorporate parent/guardian feedback
- Report suspected abuse to proper authorities
- Mediate conflict resolution
- Provide appropriate training and resources for staff

### **Lead and Assistant Teachers (Staff)**

Lead and Assistant Teachers work daily with children to provide fun and engaging activities for their specified age group. Other responsibilities include but are not limited to:

- Create a safe and positive environment for children
- Create and engage in activities and play with children
- Provide structured and unstructured activities for children each day
- Encourage each child's individuality and creativity
- Model Christ-like behavior
- Share observations of children with camp coordinators and families (when applicable)
- Assess health before the start of the day, and do not come in when sick
- Show respect to children, other staff members, and families through actions, attitudes, and words

### **Children/Campers**

Please share the following expectations with your children before the start of the camp to be sure all children can be safe and have fun while they are here at camp:

- Observe and respect their classroom and camp expectations
- Respect other children and staff in words and action
- Respect the building, classrooms, and equipment used at camp and when off-site
- Participate in camp activities appropriately
- Wear appropriate clothing for the day
  - Play clothes
  - Comfortable shoes (that do not come off easily)
  - Field Trip or Pool Shirt (when applicable)
- Follow the directions of staff members, especially when it comes to the safety of themselves or other children
- Use appropriate language
- Leave home toys at home

### **Families: Parents/Guardians**

While parents and guardians are not at camp to the extent of staff and children, you play an important role in the success of your child while they are at camp. Please see the following expectations for all parents/guardians with children enrolled in M&F:

- Observe all rules & policies of the program
- Respect all drop-off and pick-up times as well as the class schedule
- Label all your child's belongings before camp starts (it is highly encouraged to label camp shirts as well)
- Communicate any changes in:
  - Schedule

- Drop-Off or Pick-Up persons
  - Child's needs
  - Days in attendance (including vacations, sickness, or other)
- Pay camp tuition by the due date
- Read all communications from M&F to be informed of camp activities and/or changes in schedules/routines
- Provide all necessary paperwork and documentation
- Work with camp coordinators and staff to help children reach developmental goals in a respectful way
- Be sure children are in good health to attend camp each day
- Communicate respectfully with all staff, children, and other families in the program