

2019
CAMP VISION
HANDBOOK



Truth Learning Academy
350 Anchor Rd Suite 1050
Casselberry, FL 32707
Camp Vision Office (407) 807-0701
Website: www.truthlearningacademy.org/camp-vision/



Welcome to Camp Vision!

Thank you for registering for our Camp Vision Summer Day Camp! Camp Vision is a great place to learn, play and build new friendships. We are eager to serve you and your camper and understand the need of having a positive program for your children at an affordable cost during the summer.

We will provide activities that support this enrichment along with activities that will provide fun and entertainment along with opportunities to learn new skills.

Enclosed, please find the following information which will assist you in preparing for your camp experience.

In order to maintain high standards of camper safety, everyone who participates in our programs must complete our registration packet in its entirety. Be sure to return these forms to Camp Vision staff with full payment by the Friday PRIOR to camp to officially reserve your child's spot. If incomplete, Camp Vision reserves the right to fill a spot with a camper paid in full.

We look forward to having you and your child become a part of the Camp Vision Summer Day Camp Program.

Ms. McDonald, Program Director

Mrs. Martin, Executive Director



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REGISTRATION

Registration is now open and continues throughout the summer. You may register on site at the following times: Monday-Friday, 9am-1pm. Please call 407-807-0701 before arrival.

AGES

Camp Vision serves children entering 1st – 7th Grade in the upcoming school year (5-12; must have completed Kindergarten). Students in 9th – 12th Grade are welcome to volunteer as Junior Counselors for community service hours.

PROGRAM DATES AND TIMES

Camp Vision Summer Day Camp Program dates are June 3rd - August 9th from 7:00am – 6:00pm. All camp activities will be between the hours of 9:00 am and 5:00 pm unless noted.

COST & FEES

Registration Fees: \$75

Parents must register their child(ren) before they attend Camp Vision. Parents will need to submit a \$10 non-refundable deposit for each week that their child is planning to attend. The \$10 deposit will be applied to the camper's weekly fee. Deposits will hold a spot for a camper.

Registration includes one camp T-shirt and starter camp supplies. Additional camp shirts are available for purchase at \$10.00 each.

Weekly Fee: \$75.00 includes lunch, morning snack, and at least 2 field trips.

Payments: All payments are to be made on the Friday prior to the start of camp week. Payments made on Monday morning will incur a \$5 late fee. No child will be admitted without payment in advance of attendance. If a child is suspended or expelled from Camp Vision, no monies will be refunded. Payments are for total the week. Days cannot be accumulated to equal a week. There are no camp refunds.

Tardy Pick Up Fee

\$5.00 will be charged for pick up after 6:00pm. (Amount must be paid at time of pick up, or child will not be permitted to attend the next day) There are no exceptions to this policy.



DAILY PROGRAM SCHEDULE GUIDE (times are approximate)

7:00am-9:00am	Early Service/Check In/Free Play
9:00am-9:30am	Breakfast
9:30am-10:00am	Circle Time
10:00am-12:00pm	Organized Group Time/Games/Crafts/Special projects
12:00pm-1:00pm	Lunch
1:00pm-4:00pm	Organized Group Time/Games/Crafts/Special projects
4:00pm-5:00pm	Free Play/Board Games
5:00pm-6:00pm	Clean Up/Pick Up

RECREATIONAL ACTIVITIES

Outdoor Games: We will have a variety of energetic games in the fresh outdoors.



Gym Games: We will participate in a variety of exciting indoor games led by our experienced instructors.



EDUCATIONAL ACTIVITIES

Arts & Crafts



Arts and Crafts: Your child's creativity will be explored on many different projects.

Field Trips: Our field trips encourage your child to learn and have fun.



Expressions: We will learn ways to express ourselves through drama, music, communication games, and more.



Circle Time

We will gather each morning for a special time of teaching good morals & strong values



CAMP POLICIES

DROP OFF PROCEDURES

Every camper will need to check- in each morning and check- out each afternoon. In order for your child to fully enjoy all that the camp has to offer, we ask for all children to be dropped off by 8:45am. On field trip days, we ask you drop off children no later than 8:00am. Drop off consists of personally bringing your child into the Registration Room, signing them in where our staff will ensure that they are escorted to the proper area.

PICK UP PROCEDURES

The following Authorized Pick-Up Policy has been established for the safety, protection and well-being of your child:

- At the time of pick up proper identification must be presented to the staff prior to releasing a child from our care. Even if you have come several times you must always have your ID in your possession.
- The only persons permitted to pick up your child are ones that have been listed on your child's registration card. This person must be over 18 years of age and must have a valid ID. They will also need to know your family password.
- Phone calls will not be accepted as authorized pick up. If you would like to add a person to your Authorized Pick-Up List, it must be done in person by adding them to the child's registration card.
- If for any reason your child's attendance routine will change or a different person will be coming to pick up your child please notify staff right away.
- In the case of an emergency (i.e. hospitalization, an emergency with a sibling, or extreme circumstances because of work) you may authorize someone to pick up your child over the phone using a password provided on the Camp Information Card. This however, may not be abused and will be permitted to be used only two (2) times over the entire 10 weeks of camp.

CHAPERONE POLICY

Parents are welcome to chaperone whenever we have availability. Parents must first get the approval from the Director. All chaperones will need to pay for the cost of the field trip and transportation if riding the bus. **Parents and campers will not be allowed to meet us at the attractions. Parents may follow the bus, in their cars.** All campers **must** ride the bus whenever there is a field trip.



TYPICAL ITEMS TO BRING TO CAMP

- A POSITIVE ATTITUDE: to enjoy rest, relaxation, recreation and refreshment
- WATER BOTTLE: labeled with child's name to ensure they have water to drink
- BACKPACK: labeled with child's name. Please be sure all items fit inside
- SUNSCREEN: labeled with child's name and placed in backpack
- CLOTHING: Children should have a complete change of clothing to be kept in a backpack **at all times**. Since off campus field trips and outdoor play is an integral part of the program, children should have appropriate clothing for outdoor play. Please label w/ permanent marker inside of all items.
- SWIM SUIT & TOWEL: (please be modest) as well as goggles, swimming aides. Please check camp schedule for dates these items are needed and be sure to pack in child's backpack.
- BAGGED LUNCH: **Only** if your child does not like items on the menu or may be allergic. Remember do not pack items that need microwaving.
- CAMP T-SHIRT: on field trip days!
- CAMP FEES: If have opted to pay weekly, payment will be due no later than Friday of week prior to your child attending camp. If payment is not made by time of drop off Monday, your child will not be permitted to be dropped off or return to camp until fee is paid, there will be no proration for missing days.

WHAT NOT TO BRING TO CAMP

- A NEGATIVE ATTITUDE: We will strive to make your stay as comfortable as possible. Let's all leave complaining behind!
- FOOD & SNACKS: Only if desired. Camp provides breakfast, lunch and one snack. However if your child does not like items on the menu, please send them in with a bagged lunch that does not require microwaving.
- ELECTRONICS: MP3 players, radios, CD players, TV's, game boys, etc., are discouraged – to allow for more interpersonal interaction.
- PETS: should stay at home
- TOYS FROM HOME: We ask that your child not bring any toys from home. We cannot be responsible for any lost or stolen or damage items brought from home.
- RECREATION EQUIPMENT: We provide a wide range of equipment, so you probably won't need anything.
- KNIVES, OR WEAPONS OF ANY KIND!

ELECTRONIC USE POLICY

Use of Camp Vision's electronic equipment, including X-box, PS4, and computer devices are a privilege. If a camper damages equipment, other than normal wear and tear, the parent will be responsible to replace the damaged item with an item of equal value within one week of the violation.



PROPER ATTIRE

Proper attire includes long pants, shorts, a shirt, socks and closed-toed shoes. **No open-toed open-back shoes** (ex. "clogs", "mules", "slides", "flip-flops", etc.) will be permitted.

If parent isn't able to correct issue prior to child sign in, the child will not be permitted to participate in any activities that may result in injury for not having the appropriate apparel. Parents please refrain from having your daughters wear dresses/skirts with no bloomers or shorts underneath. All boys must wear shorts or pants that sit at their waist. All children must not wear any articles with inappropriate print/designs.

All dress code violations will be met with limited activity, calls to parents, and/or write ups. Depending on severity a child may be asked to leave until they are able to dress appropriately.

All campers must wear their camp shirts for every field trip. Please make sure you label your child's camp shirts and all belongings. Any child who comes on field trip day without his/her camp shirt will be issued a loaner t-shirt for the day for \$5 (to be paid before field trip). Additional shirts may be purchased for \$10.00 each. If an item is left at the end of the day, it will be placed in the lost and found bin.

MEDICATION

If your child requires medication that must be taken during camp hours, you must fill out the appropriate forms in the office to keep on file. All medicine, prescription and over the counter, must be brought in its original container (i.e. bottle, box, etc.) and must be kept in the office until it is time for the child to leave. Also, we are prohibited from administering any medication by phone approval. This includes Aspirin, Tylenol, ear/eye drops, calamine lotions, or any other over the counter medications. Any medicine not previously documented at the office must be given by the parent or guardian. Note: **All of the above is required by Florida State law as stated in the Florida Administrative Code, Chapter 65C-22.006.** Please call the office if you have any questions about medications.



SNACK TIME

Campers will receive an afternoon snack each day.

EVERY CHILD'S RIGHT POLICY

Every child in the summer program is here to have a fun and exciting experience. However, it is very difficult for a child to enjoy him or herself when they are disrespected by others. A **child's right** will be observed by staff and other children.

- Every child has the right to be treated with respect.
- Every child has the right to play in a friendly environment.
- Every child has the right to be safe from bullies.
- Every child has the right not to be threatened.
- Every child has the right to have fun.

BEHAVIOR POLICY

We strive to provide a safe, fun and respectful environment for all of our campers. In order to do so, each camper has a responsibility to act in a way that assures a positive experience for all. For that purpose, we have established the following rules:

- Be safe
- Listen and follow directions
- Avoid creating distractions and disruptions
- Use appropriate language
- Keep, hands, feet, and other objects to yourself
- Respect yourself and others at all times
- Refrain from activities which may result in property damage.
- Leave classrooms and other facilities and Camp Vision vehicles in clean and orderly condition.

Prohibited behaviors at camp include, but not limited to:

- Endangering the health and safety of themselves, other campers, and/or staff or volunteers
- Continual disruption of the program
- Stealing, damaging, defacing, or failing to care for camp or personal property
- Refusal to follow instructions
- Inappropriate physical contact (fighting, hitting, biting)
- Use of profanity or inappropriate language/gestures
- Bullying



DISCIPLINE POLICY

Each child is required to uphold Every Child's Right Policy & Behavior Policy. In the event a camper doesn't adhere to the behavior guidelines, the following Disciplinary Action Plan will be followed:

First Warning

- The staff will make sure the child understands the guidelines.
- Redirect the child into positive behavior

Second Warning

- The child will be given "reflection time" away from the group and activity. Staff will explain what rule(s) have been broken, why they are receiving "reflection time" as well as consequences for future negative behavior.
- The incident may be documented in the Camper's Behavior Log.

Third Warning

- The child may be sent to the Directors for counsel, clarification and expectations.
- The incident will be documented in the Behavior Log for the parent/guardian to review and sign. A phone call to the parent/guardian may also be required at this time.
- As a last resort, the child may be removed from the program. **No refunds will be issued.**

Note: The Camp Director reserves the right to forgo the Disciplinary Action Plan

In an effort to give your child(ren) and other students a safe and fun-filled experience, it is necessary that all students exhibit proper behavior and self-control. Unacceptable behavior detracts from providing quality, safe, and fun activities for the students.

Proper discipline encourages the child to respect the rights of others and live as a responsible, constructive citizen. When situations arise that require adult intervention, we view these as opportunities for the child's growth and maturation process. We strive to search beyond the problem to the reasonable solution that brings constructive change. Please read these guidelines and help us as we seek to do our best for our children.

We reserve the right to suspend or expel any child who has committed a serious offense. Examples of such behavior might be: fighting, leaving the group, stealing, disrespectful of others, damaging camp property, continued disobedience, etc.

When serious offenses have been committed, parents will be called and required to make arrangements immediately (in an hour or less) to pick-up the child. A child committing any serious offense may be suspended from camp for a minimum of 3 days or expelled from the camp.



PARENTAL ACKNOWLEDGEMENT

Having read and understood the Camp Vision handbook, we agree to follow and respect its rules and procedures.

Student Signature: _____

Parent Signature: _____

Date: _____



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MATERIALS & SUPPLIES TO DONATE

In order to offset some of the costs for the camp, there are some items needed that we are asking parents to donate. This is optional, but welcomed.

Crayons	Scissors	Pencils
Erasers	Pencil Sharpeners	Construction Paper
Toilet Paper Rolls	Play-Doh	Washable Paint
Sidewalk Chalk	Washable Markers	Paper Towels
Plastic/Paper Cups	Plastic Water Bottles	Water Balloons
Footballs	Basketballs	Ping Pong Paddles & Balls
Hula Hoops	Jump Ropes	Kickballs

Various Arts & Crafts Supplies to include but are not limited to – egg crates, cereal boxes, newspapers, magazines, calendars, wire hangers, old t-shirts, shoe boxes, soda cans, clothes pins, buttons, popsicle sticks, beads, googly eyes, colored card stock, cotton balls, colored sand.



PARENT REGISTRATION CHECKLIST

Please read, complete and sign the following forms as required. Check once completed to help keep you on track.

- Camp Registration Form. Be sure to select camp hours and weeks attending!
- Registration Authorization Form (Remember to initial your parental consent to items)
- Consent, Release & Waiver of Liability Form
- Health & Allergy Information Form
- Review Camp Vision Handbook (Make sure read all information supplied in this packet before signing this form)
- Parent Acknowledgement Form (please sign and return)
- Copy of Birth Certificate & Shot Records

Please return the above completed forms in person, and non-refundable \$75 Registration fee to:

Truth Learning Academy
350 Anchor Road Suite 1050
Casselberry, FL 32707
407-807-0701

Accepted Methods of Payment are: Cash, Money Order, or Debit/Credit Card.

THINGS TO REMEMBER

1. If you have opted to pay weekly be prepared to pay \$75 weekly fee no later than end of business Friday of the prior week your child is attending. After Friday, you will accrue a \$5 late fee and will not be permitted to bring your child back to camp until \$75 has been paid.
2. There are no prorated weekly fees. If your child attends camp two days out the week, you will still have to pay \$75 weekly fee.
3. Review "What to Bring to Camp" and "What NOT to Bring to Camp" with camper prior to first day of camp.



FREQUENTLY ASKED QUESTIONS

Q: What are the Camp Dates?

A: June 3rd – August 9th

Q: Where are you located?

A: Truth Learning Academy 350 Anchor Road Suite 1050 Casselberry, FL

Q: What is your contact number?

A: 407-807-0701

Q: What are the camp hours?

A: Doors open at 7:00am and close at 6:00pm. If you are running late, please call ahead. As a one-time courtesy, we will waive the late fees until 6:15pm.

Q: Is there before & after care available?

A: The camp's set hours include before and after care.

Q: When are my fees due?

A: They are due as listed below

- \$75 one time registration fee for one child is due at time of registration. We ask that we receive new registrations no later than the Wednesday of the week before you child attends camp. If you are registering more than one child as a family the registration fee is \$135. Remember this fee only includes one t-shirt, so the remaining t-shirts must be paid for at this time as well.
- \$75 weekly fees are due the Friday prior to week child attending camp.
- \$10 for an additional T-shirt is due at time of registration. If your child does not have a shirt your child will not be permitted to attend the field trip for that day. If your child loses his or her shirt it must be replaced and paid for a week prior to next field trip.

Q: Is there a late fee?

A: Yes, \$5 for every 15 minutes past 6:00pm. The late pick up fee is due at the time of picking up your child. You will not be permitted to drop of child the next morning until balance is paid.

Q: When can I register?

A: Please call to make arrangements or stop by Monday-Friday 9am-1pm.

Q: Do you accept debit/credit cards?

A: Yes



Q: Do you have an e-mail address?

A: Yes, upon registration, you will receive weekly correspondence from campvision@truthlearningacademy.org. Please make sure to check your spam mail.

Q: Do you offer field trips?

A: Yes, we offer up to 3 field trips per week.

Q: Is there an extra cost for field trips?

A: No, This cost is included in your weekly tuition.

Q: Is there a discount for multiple children?

A: No, each child will receive equal quality service, therefore, the tuition will be the same.

Q: Do you offer part time?

A: Not at this time.

Q: What is your refund policy?

A: We do not grant refunds for weekly rates, nor do we prorate weeks based on need for only one day. If child attends one day or more you are responsible for the weekly rate of \$75. If you pay for a week and do not attend one day we are willing to push that payment to a future week under certain circumstances. The discretion is left up to the camp director and camp administration. If a refund is granted for any reason it will carry a \$35 refund fee.

Q: When can I drop my child off?

A: Campers may be dropped off any time between 7:00am and 8:45am. On days that we have field trips, we ask that you drop your child off no later than 8:00am; otherwise your child may not be able to attend the field trip that day.

Q: How are the campers separated?

A: Campers are placed in groups based on the grade they will be entering in the upcoming school year. For example, if a camper just completed 3rd grade, he/she will be placed in the 4th grade group.

Q: What is the counselor to camper ratio?

A: Majority of camp programs require 1 counselor for every 20 campers. Our program will have at minimum 1 counselor and 1 junior counselor (if available) for every 15 campers. On field trips, the ratio remains the same.

Q: Do the volunteers/counselors undergo a background check?

A: Yes, all volunteers, counselors, and staff over the age of 18 are required to complete a background check. Safety is our #1 priority.

Q: What is the daily schedule?

A: There will be multiple activities throughout the day and various activities throughout the week. Prior to camp start, parents will have a complete daily, weekly, and monthly schedule.



Q: Do you provide a lunch?

A: Yes, lunch is provided by Camp Vision. We will be able to provide you with a lunch schedule. If your child is a picky eater or has any food allergies, it is recommended that a lunch from home is provided for them.

Q: What can my child bring to camp?

A: Please review our camp policies for clarification.

Q: Who can pick my child up from camp?

A: Only the names of the individuals on the authorized pick up list are able to pick up any camper. Please remember to add the names of any older sisters and brothers to the list as well. We will not release any camper to an individual whose name does not appear on the list, isn't 18 years or older, and who does not have a valid ID. If you need to add someone to the list, written notes and phone calls are not acceptable. You must make sure that the name and information for that person is written on the list prior to that person coming to pick up your child. Always, always, always have your ID ready for us to check. Safety is our number one priority.

Q: What is the pick-up process?

A: Parents must enter the lobby entrance for pick up and drop off. At the reception desk, you will enter your code in the kiosk to sign out. You must also present an ID and a staff member will verify the name on the list. Once verified, you will be permitted to sign out the camper and the staff will notify the camper's group that it's time for your child to go home. Then the camper will meet the parent/guardian in the lobby area.

Q: Who can I talk to if I have a question/concern?

A: Our Camp Director is Ms. Nicole McDonald. She will be able to answer any questions/concerns you may have relating to the program.

Q: What are the field trips for this summer?

A: Our field trips include destinations such as: bowling, parks, mini golf, etc. A complete schedule will be available to view prior to camp start.

Q: What does my child need for the field trips?

A: All campers attending the trips must have a camp shirt. If not, campers will not be allowed to attend and money will not be refunded. T-shirts must be worn all day on water park field trips as well. Information regarding the trip will be provided prior to the field trip. Please check with staff before the trip to ensure your camper has everything they need.

Q: Do we use the pool during camp?

A: Yes, campers swim during camp. Prior to camp start the schedule for pool days will be posted.



Q: What is the Camp Vision Leadership Academy (CVLA)?

A: As parents, you have children that are not eligible to be a part of a summer camp program or able to work and be productive for the summer. This program is for you. We welcome your 6th-8th graders to participate in this innovative program, teaching them basic leadership and team building skills. The cost will consist of a \$75 Registration Fee and the cost per week is \$75. This cost includes field trips, breakfast, morning snack, lunch, and 1 CVLA t-shirt, and any other materials given. This group will have its own curriculum, training, and activity time so that they are experiencing camp as well as gaining hands on leadership training. Each camper will need to arrive no later than 8am daily. This program will only be offered if interest level reaches 8 or more participants.

Q: What is a Junior Counselor (JC)?

A: A student that is in 9th – 12th Grade that is mature enough to operate as an assistant to Counselors and able to operate activities independently. JC's must attend a mandatory training prior to the start of camp. This position is a volunteer position and each JC will receive a letter of hours worked at the end of the summer.