

**WINTER DAY CAMP**  
**Grades K - 8**

**HANDBOOK**  
**Of**  
**POLICIES AND PROCEDURES**  
For Campers and Parents/Guardians

**2017 EDITION**

The Recreation Ministry  
of  
Westbury Baptist Church  
10425 Hillcroft, Houston, TX 77096

Opening Doors to New Life

**[www.wbchouston.org](http://www.wbchouston.org)**

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## OUR PURPOSE

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1. An Open Door to *knowing* God through worship

*Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment.*

**Matthew 22:37**

2. An Open Door to *community* through Bible Study

*...and the second is like it: Love your neighbor as yourself. **Matthew 22:39***

3. An Open Door to *transform our world* through Outreach

*You are the light of the world... let your light shine before men, that they may see your good deeds and praise your Father in heaven. **Matthew 5:14, 16***

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## **MISSION STATEMENT**

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# Westbury Baptist Church Day Camp Mission Statement

Because we are called

- **to be** God's people,
- **to live** in a right relationship with Him,
- and **to center** our lives in Him;

We are committed

- **to communicate** the good news about Jesus Christ as revealed in scripture,
- and **to minister** to the physical, emotional, and spiritual needs of the people of our community

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## **PURPOSE/PHILOSOPHY**

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- The WBC Winter Camp is a recreational/camp-oriented program for children who would like to have a great time of playing, learning, experiencing and seeing. It is a time to be outside, inside, to play active games, to learn about the Bible, to do crafts, to learn new skills, and to make new friends. Winter Camp is designed to meet the needs of children in a constructive, healthy, happy environment. We believe that camp should be fun for children and commit ourselves toward that end.
- Winter Camp is a learning experience. Children are taught new skills that will last a lifetime. Campers also learn about relationships with each other and with God.
- Winter Camp is childcare. In today's world many families have only one parent, or both parents have to work. The children need to be somewhere. Winter Camp strives to meet the needs of working parents and to eliminate the parents worry about their children during the holidays by providing extended care times before and after Camp .

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## **REGISTRATION INFORMATION**

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### **Grades K-6**

- To enroll in WBC's Winter Camp, a child must be in Kindergarten and not yet entered the 7<sup>th</sup> grade .
- Campers register per sessions (one week). Preference is given first to campers registering for all sessions of Winter Camp.
- Payment must be made in advance for each session.
- A Registration/Release form and immunization records must be completed and turned in before your child begins Winter Camp.

### **Grades 6-8**

- To enroll in the Middle School part of Camp, a child must have finished 6<sup>th</sup> grade and not yet entered the 9<sup>th</sup> grade .
- Payment must be made in advance for each session.
- A Registration/Release form and immunization records must be completed and turned in before your child begins Winter Camp.



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## PARENT ORIENTATION

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- Winter Camp will not hold a Parent Orientation. Parents are expected to read the Parent handbook to familiarize themselves with our policies and procedures.

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## HOURS OF OPERATION

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Extended Care	7:00 AM to 9:00 AM	Monday-Friday
Day Camp Activities	9:00 AM to 4:00 PM	Monday-Friday
Extended Care	4:00 PM to 6:30 PM	Monday-Friday

- **Late Fee:** After 6:30 PM a late fee of \$3.00 will be charged. After the first 15 minutes, a \$5.00 late fee will be charged for every 10 minute period. If a parent is over 1 hour late, the emergency contact person will be called to pick up the child. **Consistent tardiness will cause your child to be removed from the program.**
- **Early Pick Up:** In order for your child to be picked up early (before 4:00 PM), or by someone other than those originally approved by you, you must submit this in writing to the Winter Camp Director or Recreation Assistant.
- For safety reasons, parents or guardians **must** come inside the Family Life Center and sign out their child each day.

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## PAYMENT INFORMATION

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- WBC policy states that all fees and tuition for Family Life Center programs (including Day Camp) are due and payable in advance. No participant may enter a program until the account is paid in advance.
- Grades K - 8 should pay no later than the Friday prior to the start of a new session.
- Children who have an overdue or unpaid account will not be allowed to attend or return to Winter Camp until the account is brought up to date.

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# PROGRAM GUIDELINES

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- The nature and location of the WBC Day Camp make it imperative that Campers follow the instructions and supervision of their Counselor. Therefore, the following guidelines are stressed often with the campers:
- Campers are required to maintain a respectful attitude to all.
- Each camper is expected and encouraged to participate in all activities to the best of his/her ability.
- No camper is to leave the supervision of the Counselor without expressed permission of the Counselor.
- Foul language, profanity, obscene gestures or any clothing with the aforementioned items printed on it will not be permitted. Any such abuse will result in the Counselor/child calling his/her parents to report what language is being used, or a short session with the parent, child, and Director at pickup time.
- Name calling that is abusive, belittling, derogatory, or down-grading will not be tolerated and will result in the loss of certain privileges during the camp programming time.
- Any camper who is constantly disruptive, non-cooperative, or who fails to comply with the stated rules, will lose his/her privileges of field trips or programmed activities. Physical violence will not be tolerated. If the inappropriate behavior stated above becomes a reoccurring issue, even after intervention and parent conferencing, the camper will no longer be permitted to attend Winter Camp.
- Campers are encouraged to talk through situations to solve conflicts instead of resorting to physical violence.
- Shoes must be worn at all times. Exceptions to this will be swimming and skating. Sandals and open-toe shoes are not allowed.
- Throwing rocks or foreign objects will not be permitted.
- Crossing the street must be done with the supervision of a Winter Camp employee. Crossing the street as a group will be done in an orderly manner but with haste. Hand-held stop signs are used.
- Campers are not allowed to go into another person's clothing bag or lunch box for any reason.

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## **ILLNESS**

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- A camper with a temperature of 101 degrees or more will be separated from the rest of the children and the parent will be contacted to pick up the child immediately,
- A camper who exhibits symptoms of any contagious illness will be separated from the rest of the children and the parent will be contacted to pick up the child immediately.
- Campers not feeling well will be allowed to lie down on a cot. Many times a camper may be tired or hot and will soon recover. If the camper does not get better, then the parent will be called.

### **Keep your child home if he or she:**

- Has a fever or has had one during the previous 24 hours.
- Has been on antibiotics for less than 24 hours.
- Has a cold less than four days old.
- Has a heavy nasal discharge.
- Has a constant cough.
- Has had diarrhea or vomiting in the past 24 hours.
- Has symptoms of a possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache, and abdominal pain, plus a fever.) Please notify the Day Camp at once if the child does have a communicable disease.

### **Your child may come to Day Camp:**

- If a cold is over, but a minor nasal drip remains.
- If there has been an exposure to a communicable disease, but the Day Camp Director has been notified so that the incubation period can be discussed and it can be determined on what dates your child should stay home.
- If a child is allergic to anything on the snack menu, he/she may bring snacks from home.
- Parents will be given written notification of any communicable diseases in the camp about which we have been notified.

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## **MEDICATION**

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- In the event your child needs medication during the time he/she attends Winter Camp, parents will be required to completely fill out a signed and dated medication authorization form. This form also requires Doctor Authorization.
- A medication authorization form must be filled out, dated, and signed even for over-the-counter medication.

- Each camper authorized to take daily medication will report to the Camp Medical Assistant or Director for medication at the appointed time. Each time medication is administered, it is recorded in a bound medical log.
- No medication will be administered without proper authorization.
- All medication will be kept in a locked cabinet in the Day Camp Office. The only exceptions will be medication that must be refrigerated or medication that a camper must have on his person as indicated by a doctor.
- Upon checking in, please sign the medication list so the Director knows your child is present for the day.
- The Medication form is available online at [www.wbchouston.org](http://www.wbchouston.org). Click on the link to online forms.

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## **PERSONAL SAFETY**

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- The WBC Winter Camp will make every effort possible to insure the safety of each camper.
- Camp Director, Counselors, Assistant Counselors, and Recreation Workers will be certified in First Aid and CPR.
- Camp Director, Counselors and Assistant Counselors are certified in archery instruction.
- Vehicles will be equipped with a First Aid Kit, fire extinguisher, and tools in case of an emergency.
- First aid kits and emergency information on each camper are taken on field trips and are in the possession of a Counselor on a daily basis.
- In case of accidental injury, which requires medical attention by a physician, we will make an immediate attempt to contact a parent. The parents may choose to allow the Camp Director to take the camper to the Emergency room if necessary, or they may choose to pick up the camper themselves.
- If we can't reach you, we will call the child's physician. If necessary, we will also call an ambulance or paramedics.
- Until the arrival of a parent, the physician, an ambulance, or paramedics, the Director or designated person will be in charge and make all decisions about the care of the child.
- The WBC Winter Camp will make every effort to support parenting roles; however it is our **legal responsibility** to report any suspected child abuse/neglect to the proper authorities.

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## **TELEPHONE CALLS TO PARENTS**

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- Parents will be contacted if their child is running fever, is in pain, or has any indication of a communicable illness.
- In the event of a serious accident, parents will be contacted immediately.
- Parents will be contacted immediately if any unauthorized person arrives to pick up their child.
- We will contact the parents if there is a need to have a conference about their child.
- Campers are discouraged from making phone calls. All requests to make a phone call will be considered by the Counselor or Director. Do not request that your child be allowed to make phone calls any time they choose. It will not be allowed.
- Please do not send cell phones with campers. WBC cannot guarantee that cell phones will not be stolen, abused, or broken.

### **Grade 6-8**

- We understand that Middle Schoolers have a hard time parting with their phone, but it would be best if they left their phone at home.
- If this is not possible, then they will be asked to turn off their phone & store it securely until pick-up.
- If the camper cannot comply with this, then the phone will be confiscated and given to the parent at the end of the day.

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## **NOTICES**

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- The daily schedule for each group will be posted on the bulletin board.
- Notices will be posted at the sign out desk about pertinent information. They will also be posted on the glass entrance doors.
- Information sheets about Winter Camp will be placed on the Family Life Center checkout counter for parents.
- There may be some direct mail-outs to the parents about camp-wide events and WBC events.
- Parents will sign-up for e-mail notification by filling out the appropriate part of the registration form.

- The Director will inform parents about any upcoming events, schedule changes and other important information via email. This will be a very vital means of distributing Day Camp information, so **please check your email** on a regular basis.
- Information about field trips and other activities will also be posted on our Facebook page. Go to **[www.facebook.com/wbcdaycamp](http://www.facebook.com/wbcdaycamp)** and like us.

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## **DISCIPLINE**

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- Discipline will be carried out in a positive manner which will enhance the camper's self-esteem and help develop self-control.
- Discipline such as withholding rewards, performing assigned duties, writing lines, and restricting participation in a favorite activity will be used when necessary.
- Individual camper's needs will be taken into consideration in determining discipline procedures.
- All discipline problems and actions will be documented and placed in the camper's file.
- When problems persist, parents will be called for a conference with the Camp Director.
- Corporal Punishment will not be used for any reason. The WBC Winter Camp reserves the right to dismiss any camper if he/she seems unable to adjust to the group experience.
- Help us by reinforcing at home what is appropriate and inappropriate behavior.

**FIGHTING** is not appropriate behavior.

**BAD LANGUAGE** is not appropriate behavior.

**DISRESPECT of COUNSELORS/ADULTS** is not appropriate behavior.

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## **GRIEVANCES**

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- Please do not address individual counselors with problems, as all grievances should be directed to the Camp Director. Usually the problem can be solved through a personal conference. Appropriate records and documentation will be kept on matters relating to the grievances.
- Never approach a camper directly about a problem. Always go through the Director or Counselor.

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## **DIRECTOR**

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- Every effort is made to hire a Winter Camp Director who is age 21 and has finished at least three years of college.
- The Winter Camp Director has previous experience working with children in a camp setting.

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## **COUNSELORS**

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- Every effort is made to hire counselors who are age 18 or older and have finished at least one year of college.
- Assistant Counselors are age 16 or older .
- Counselors receive intensive training before Winter Camp begins. They are trained in all activities that occur at Winter Camp.
- Counselors and Assistant Counselors will wear a name tag with their name and picture on it.

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## **SPECIALISTS**

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- Specialists may be hired to perform different skills at Winter Camp .
- Specialists are treated like Counselors as far as job description, hiring, and training are concerned.
- Specialists may include, but are not limited to  
Crafts Coordinator / Financial Coordinator / Bible Study Leader

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## **OTHER STAFF**

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- Bus Drivers have a CDL and experience driving a school bus.
- Recreation Workers are age 15 or older and receive training before Winter Camp.

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## **CHECK-IN / CHECK-OUT**

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- **CAMPERS MUST CHECK-IN EACH DAY.** They will receive a name tag and wristband to wear for the day. This helps identify the group when they leave the church buildings.
- Name tags should only be removed when directed by the Counselor. The Counselor will then hold the name tags.



- **ALL CAMPERS MUST CHECK-OUT EACH DAY.** Campers will turn in their name tags and be checked out by Winter Camp personnel. An authorized Parent/Guardian must then sign the camper out. Parents/Guardians may be asked for identification if the Counselor does not recognize them. **THIS IS FOR THE CAMPER'S SAFETY.**
- If someone other than a parent/guardian is going to pick up a camper, parents **MUST** send a note when you drop them off. The note must include the name of the person assigned to pick up the camper, that person's drivers license number and your signature. Unauthorized persons will **NOT** be allowed to pick up campers without parental consent.

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## **NAME TAGS**

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- Name tags are important to the operation of Winter Camp.
- Name tags will be replaced once for no charge. After that there will be a \$5.00 charge for each replacement. This includes name tags damaged or destroyed by abuse or neglect.

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## **DRESS CODE**

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- For comfort and safety, it is important that your child wear appropriate clothing for camp activities. Shorts, T-shirts, socks, tennis shoes, and caps are appropriate items of clothing.
- All campers will need to wear tennis shoes. (No sandals, flip flops, cowboy boots, bare feet, or other footwear that hinders them from running are permissible.)
- Clothing should be comfortable, discrete, and safe. We discourage tank tops, spaghetti strap shirts, and short T-Shirts because of the danger of sunburns. Campers are outside about 50% of the time.
- Clothing that promotes alcohol, cigarettes, drugs, obscene language, or inappropriate behavior will not be tolerated.
- When campers go ice skating (if applicable), it will be advisable for him/her to bring long pants/jeans to wear to the ice rink. Campers may also bring a light jacket.

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## PERSONAL HYGIENE

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- Campers should come to Winter Camp clean and neat. This includes being bathed, teeth brushed, wearing deodorant, hair washed and combed, etc.

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## FOOD/SNACKS/VENDING

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- Campers will need to bring a sack lunch (including a drink) from home. It needs to be a lunch ready to eat as we are unable to warm items or keep items cold. Campers may purchase a drink from one of the vending machines.
- A mid-morning and mid-afternoon snack and drink will be provided each day.
- On most Fridays, a lunch will be available for purchase at Winter Camp. This lunch will include the meal and a drink. Types of lunches may include hot dogs, hamburgers, chicken tenders, pizza etc. There will be an extra fee for this lunch. Once you sign up for a lunch, you are responsible for paying for that lunch, even if your child does not come that day. We prepare food based on the numbers that we have and the food cannot be saved, according to the City of Houston Health Code. The fee for the lunch will not roll over to the next week. Sign up for lunch each week will close at noon on Thursday of that week.
- Vending machines are available during Winter Camp after 10:00 AM and campers may purchase drinks and/or snack items at the discretion of the Counselors.
- Winter Camp cannot be responsible for keeping up with every camper's money. However, we do encourage campers to buy concession cards to eliminate the need for cash .
- Concession cards cost \$5.00 and may be used to purchase up to \$5.00 worth of snack items. If possible, concession cards should be purchased with cash. A receipt will be given.

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## PERSONAL ITEMS

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- We do **not** allow Campers to bring personal toys, electronics, etc. to camp
- All clothing and sack lunches should be brought in a gym bag, backpack, etc., with the camper's name clearly written on it.
- Campers should not bring valuable items to Winter Camp. Theft is not common, but it does occur. Help us eliminate temptation.
- Please do not send cell phones with campers. WBC cannot guarantee that cell phones will not be stolen, abused, or broken.

- Winter Camp does not hold items during Camp for “safekeeping” and will not be responsible for securing these items from theft, breakage, etc. Items can include electronics (phones, games, iPods, etc), clothes, equipment, etc.
- WBC Winter Camp will not assume responsibility for loss or theft of any items.

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## **FIELD TRIPS (Summer Day Camp Only)**

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- There are 3 - 5 Field Trips during the summer and a few away activities.
- Field Trips generally take place during Day Camp hours (9:00 AM - 4:00 PM), but some field trips may return as late as 5:00 PM.
- There will be an extra charge for field trips.
- Campers must wear their **DAY CAMP** T-shirt on Field Trip days.
- First aid kits and emergency information on each camper are taken on field trips.
- If you do not want your child to participate in a field trip, then the child cannot attend Day Camp that day.

### **Grade 6-8**

- Middle Schoolers may do some extra field trip type activities.
- These will usually be a 1/2 day or shorter.
- These activities may involve an extra fee.
- Examples of these kind of activities include mini-golf, laser tag, sky zone (trampoline), mission projects, etc.
- Parents will be notified ahead of time of any activities and possible charges.

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## **HOLIDAYS**

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- WBC Winter Camp may be closed certain days. These days will be listed in the registration information or parents will be notified at least two weeks in advance. The holidays will include, but not be limited to :

Monday, December 26th

Monday, January 1st.



