



2011  
Day Camp  
Congregational  
Guidelines

## **2011 DAY CAMP**

**For children entering 1<sup>st</sup> – 6<sup>th</sup> grades**

**FLATHEAD LUTHERAN BIBLE CAMP** provides:

- Professionally trained staff (approx. one staff member per ten youth).
- A Christ-centered program that includes worship, Bible Study, singing, group building, and games.
- Bible Study materials.
- Staff willing to help with a community outreach project in your area.
- A junior and/or senior high youth night.
- A closing worship or program for families.

**YOUR CONGREGATION** provides:

- The campers.
- Housing and meals for Camp staff.
- All local details with the facility.
- Volunteers to help during the day; about 3-6 adult volunteers.
- Publicity to parents regarding any off-site trips.
- Bibles.
- Arts and Craft supplies if you choose to do craft time.

## **A DEFINITION OF DAY CAMP**

Day Camp can be defined as a mini-camp. Campers come to the church and participate in worship, Bible Study, singing, group building, and games just as they would if they attended a week at Flathead Lutheran Bible Camp.

Day Camp is similar to a week of summer camp. We do activities outside and try to maintain and create a Camp-like environment at the church. However, the hours are shorter and campers do not stay overnight.

Day Camp is an excellent way for children to be exposed to the Christ-centered activities of Christian camping in their churches. Day Camp is a wonderful opportunity for sharing, learning and growing in faith. We encourage the participation of both a pastor and congregation in the Day Camp program.

## **DAY CAMP BENEFITS**

- Highly visible outreach in your community and congregation.
- A good way to invite children to Sunday School and other programs.
- Day Camp provides a wonderful opportunity for young children to meet older Christians who are role models in the life of faith.
- Day Camp is an excellent experience for children to see Camp in action whether they have gone to Camp or are considering going.

## SAMPLE DAY CAMP SCHEDULE

**The following schedule can be used for Day Camp, however each congregation can adapt the schedule as needed.**

Day Camp is for children entering 1<sup>st</sup> through 6<sup>th</sup> grades. Depending on how many children are in each grade, the campers are usually divided into three groups: 1<sup>st</sup> and 2<sup>nd</sup> graders, 3<sup>rd</sup> and 4<sup>th</sup> graders, and 5<sup>th</sup> and 6<sup>th</sup> graders. During the Block times in the schedule, each group is doing Bible Study, Singing/Games or Community Building.

9:00 Opening Worship

9:30 Block 1

1<sup>st</sup> and 2<sup>nd</sup> graders: Bible Study

3<sup>rd</sup> and 4<sup>th</sup> graders: Singing/Games\*

5<sup>th</sup> and 6<sup>th</sup> graders: Community Building

10:00 Snack Time

10:15 Block 2

1<sup>st</sup> and 2<sup>nd</sup> graders: Singing/Games\*

3<sup>rd</sup> and 4<sup>th</sup> graders: Community Building

5<sup>th</sup> and 6<sup>th</sup> graders: Bible Study

10:45 Block 3

1<sup>st</sup> and 2<sup>nd</sup> graders: Community Building

3<sup>rd</sup> and 4<sup>th</sup> graders: Bible Study

5<sup>th</sup> and 6<sup>th</sup> graders: Singing/Games\*

11:15 Large Group Games

12:00 Lunch

12:30 Daily Reflection Time in small groups

1:00 Closing Worship

1:30 Campers depart

\* If you choose to do Arts and Crafts time, this would take the place of the "Singing/Games" block.

## DAY CAMP POLICIES

Inviting Flathead Lutheran Bible Camp staff to come to your congregation and provide a Day Camp program, the following health, safety and liability policies are agreed upon by both the Camp and the congregation.

1. The congregation will let the Camp know two weeks prior to their Day Camp the approximate number of campers registered for Day Camp.

Call Brooke Ells, 406-844-3201, at the Camp

2. The camper/staff ratio will be one counselor for every ten campers. If more campers register than the ratio, the congregation is responsible for providing additional qualified (age 16 or older) leadership for the teaching sessions.
3. Permission slips and medical information forms will be available to congregational and Flathead Lutheran Bible Camp staff. The slips must be on-site at all times. Any trips away from the Day Camp site must be specifically mentioned in the permission slips or separate permission slips must be provided. At the end of the Day Camp, the permission slips will be taken back to the Camp office by the FLBC staff so they can be kept on file.
4. The Camp staff will not transport campers in Camp vehicles for any reason.
5. A congregational coordinator and three adult volunteers will be on-site at all times to be available to help when needed; especially in case of emergency.
6. Emergency telephone numbers (ambulance, fire, police) will be posted near a phone in the church which is available to staff in case of an emergency. First Aid supplies will be available to staff.
7. Parents and congregational staff are responsible for campers immediately after Day Camp. In the event that campers are left at the church, the congregational coordinator is responsible for campers.
8. All accidents must be reported to the Day Camp Coordinator and an accident report must be filled out.

Date: \_\_\_\_\_

Signature of Congregational Coordinator: \_\_\_\_\_

**DAY CAMP MEDICAL INFORMATION FORM**

(Please Print)

Camper's Name \_\_\_\_\_ Age \_\_\_\_\_ Grade entering \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

If Parent or Guardian is not available in an emergency notify:

Name \_\_\_\_\_ Home phone \_\_\_\_\_ Cell \_\_\_\_\_

Camper's Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Any disability or recurring illness \_\_\_\_\_

Specific activities to be limited \_\_\_\_\_

Current medication or medical treatment \_\_\_\_\_

Dietary concerns/allergies \_\_\_\_\_

Allergic to: Penicillin \_\_\_ Bee Stings \_\_\_ Other (specify) \_\_\_\_\_

Anything else the Camp staff should be aware of to better care for this camper: \_\_\_\_\_

**PARENT/GUARDIAN EMERGENCY MEDICAL TREATMENT APPROVAL**

EMERGENCY AUTHORIZATION: In the even I cannot be reached, I give permission to medical personnel to order X-rays, routine tests and treatment for my child. If I cannot be reached, I give permission for a qualified physician to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for my child.

I consent to the use of any photograph of my child in future publications of Flathead Lutheran Camp.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

## HOST FAMILIES

Host families provide a very valuable part of the Day Camp experience by opening their homes and sharing themselves with the Camp counselors. In asking families to host your Day Camp counselors, please keep the following in mind.

If the counselors need to be split up between host families, please have at least 2 counselors in each home. Please also let Brooke know if any of the host families have pets so that we don't send staff with allergies, 406-844-3201. It is preferred the male and female Camp staff stay in separate houses if possible.

Host families do not need to feel obligated to take staff on site-seeing tours and to fill all their time with activities. (Although staff enjoy getting to learn about your community). The staff does much preparation for Day Camp and may stay at the church longer in the afternoon or return to the church in the evening to work.

Individual staff members may offer to help with the regular household chores. Please consider this a gesture of care and allow them to help.

Host families should provide meals for staff members. Each counselor will need a sack lunch for each day of the Day Camp. This can be done by the host family or be shared by different congregational members. Please feel free to organize meals in such a way that is most convenient for you.

**Please provide Brooke Ells with the names and addresses of the host families so that she can send a "Thank You" card from the Camp.**

Thank you for your work in setting up housing and meals for the counselors.

## RESPONSIBILITIES WORKSHEET FOR CONGREGATIONS

1. Is the church going to be your main site used? Who is going to open and lock up the church each day of Camp?

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

2. What other sites such as parks, retirement homes, beaches, etc. in your area could be used as day sites or outings for the Camp?

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

3. Do you have drivers for car pooling or a bus to transport campers to these sites mentioned above? Camp staff cannot transport campers.

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

4. Are there special resource people from your church or community who have talents that could be shared with the campers?

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

5. Do you have written emergency phone numbers and emergency procedures to give to the Day Camp staff and Congregational Coordinator?

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

6. Have all the parents of campers been given the Medical information and Treatment Approval Form?

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

7. Have host families arrangements been made for the counselors? Have host families been notified of when staff will arrive at the church?

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

8. Has a list of names and ages of campers been compiled to give to the counselors and the Congregational Coordinator?

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

9. Who is going to be the registrar? This person is responsible for any money collected.

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

10. What forms of publicity can you use to promote your week of Day Camp?

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

11. Has the daily schedule been finalized, starting and ending times?

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

12. Call the Camp two weeks before your Day Camp to give the final numbers for campers, and let Brooke know of any pets at host families, 406-844-3201.

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

13. Who will provide the morning snack for the campers and staff?

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

14. Have all the campers been notified to bring a sack lunch daily? Have host families been notified to provide a sack lunch for staff daily?

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

15. Have all the parents and guardians been notified to bring the Medical form to the first day of Day Camp?

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

16. Does your church have medical insurance to cover accidents?

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_

17. Does your church site have a fully stocked first aid kit in a readily accessible place for use by staff?

Person Responsible \_\_\_\_\_ phone \_\_\_\_\_









**2011 DAY CAMP EVALUATION SHEET**

This is to be completed by the Congregational Coordinator and returned to Flathead Lutheran Bible Camp Office within one week of the Day Camp ending.

CONGREGATION \_\_\_\_\_ Number of Children  
Attending Day Camp \_\_\_\_\_  
DATES OF DAY CAMP \_\_\_\_\_

WE FELT THE PROGRAM WAS

WE FELT THE STAFF MEMBERS WERE

WE FELT THE PROGRAM ACCOMPLISHED

HIGHPOINTS OF DAY CAMP

LOW POINTS OF DAY CAMP

WE WOULD LIKE TO SEE THE FOLLOWING IMPROVEMENTS WITH DAY CAMP

OTHER COMMENTS (UES BACK OF SHEET FOR ADDITIONAL COMMENTS)

NAME OF PERSON FILLING OUT EVALUATION

\_\_\_\_\_