

Riverside Lutheran Bible Camp



DAY CAMP

2017

Coordinator Manual



3001 Riverside Rd.,
Story City, IA 50248
800.372.7748 or 515.733.5271

www.RiversideLBC.org

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What is Day Camp?

Day camp is a great way for the youth in your church and community to experience God. We have a Christ-centered, high energy, devoted staff who love children and sharing the message of Jesus Christ. The Riverside staff brings leadership, classroom teachers, age-appropriate Bible studies, music, recreation, and crafts to this interactive learning experience. All of our activities center around praising, proclaiming, and teaching the truth that God is all-loving, all-living, and continually forgiving and faithful.

Our overall theme for the week is:

Rooted

“So then, just as you received Christ Jesus as Lord, continue to live your lives in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness.”
Colossians 2:6-7

Specific themes for each day include:

Monday: Rooted in Grace

Tuesday: Rooted in Christ

Wednesday: Rooted in Faith

Thursday: Rooted in Truth

Day Camp staff partners with volunteers from your church and the community who bring many gifts of their own, including knowledge of resources and specific needs. More importantly, these volunteers are able to provide ongoing relationships with youth. The result of this combination is a high quality, faith-building, life-impacting event for the youth and adults which enhances the overall ministry of the community.

The Riverside staff will plan, write, and implement the Day Camp program. The congregation is responsible for the local arrangements and expenses of the Day Camp. If you have any questions or concerns, please feel free to contact us at:

Riverside Lutheran Bible Camp

3001 Riverside Road

Story City, IA 50248

515.732.5271 or 800.372.7748

www.riversidelbc.org

Fax: 515.733.4096

Elements of the Day

We strive to incorporate Christ into every aspect of the day at Day Camp. Christ will be proclaimed!

Worship: This is a time of celebration and praise focused on God. The daily theme is introduced in morning worship and reviewed in afternoon worship. Worship includes songs, skits, counselor shares, prayer, scripture memory verses put to songs (daily theme verses) and lots of fun!

Bible Study: Campers are divided into small groups by grade for age-appropriate Bible studies led by a counselor from Riverside. The students will participate in learning activities designed to illustrate and teach the daily theme.

Snacks: Morning snacks will be provided daily for youth by the church or community hosting Day Camp. Some suggested snack ideas: fruit, graham crackers, carrots, celery and peanut butter, crackers and cheese, pretzels, trail mix, and juice or milk. The options are limitless!

Recreation: Games played at Day Camp are inclusive and group building by nature. They encourage healthy competition. Weather permitting, recreation will be outside. If there is bad weather, we will still have recreation time and play an indoor game.

Art Fun: This is a time for creative expression. Youth will make a visual reminder of the day's theme. Art Fun provides opportunities for campers to share what they learned at Day Camp with others when they show their projects to family and friends.

J.A.M. Time: **J**esus **A**nd **M**e time is set aside for Day Campers to focus on their personal relationship with the Lord. The Day Camp Leader may choose to use stories, games, group activities, or special music to teach the campers about God.

Lunch: Each day the Day Campers bring sack lunches for the noon meal. Drinks are provided by the church or community hosting the Day Camp.

Service Projects: Service projects are optional. Some churches may choose to have the Day Campers sing at a nursing home, clean up a park, make something to give to charity, or raise money through donations for a particular organization. The congregation is in charge of organizing the service project rather than the Riverside staff.

Family Handouts: Day Campers will take home a note for their parents about the theme of the day. Notes will include a simple family discussion/activity idea and the day's theme verse. The Day Camp Leader will provide master copies and make the copies at the church.

Week at a Glance

Sunday Evening:

The Day Camp staff will arrive at the church at 5 pm. Please have the local Day Camp Coordinator or a volunteer waiting at the church. They will be responsible to greet the staff, unlock the building, familiarize the staff with the facility, and show them where to find supplies. The staff will meet from 5-8 pm to prepare for the week.

Please provide an evening meal at the church or a volunteer's home. This could be a meal for the staff only or host families could also be invited. Some churches choose to have the meal right away when the Day Camp staff arrives or the meal could be sometime later in the evening. After the meeting is over at the church (around 8 pm), the Day Camp Leader will drop off counselors at their host families.

Monday-Thursday:

Each morning the Day Camp staff will meet between 8 and 9 am at the church for a devotional, review daily responsibilities, practice new skits, set up Art Fun, and pray for the day. The campers should arrive a few minutes before 9 am. Church volunteers are responsible for supervising campers until Day Camp begins at 9 am.

The Day Camp staff along with classroom helpers will eat with the campers during snack and lunch. The church or host families are responsible for providing lunches for the Day Camp staff.

After the campers leave for the day (around 2 pm), the staff will have a meeting to share joys and concerns about the day, have worship, and prepare for the next day. The meeting will generally wrap up around 4 pm.

Following the meeting, the Day Camp Leader will typically drop the counselors off at their host homes. The church or host families are responsible for providing an evening meal for the Day Camp staff.

The Staff's Agenda Varies Daily:

- **Monday:** Staff spends evening with host families
- **Tuesday:** Staff bonding night (staff may go to a movie together, go out for dinner, etc.; they will return to their host homes by 10 pm)
- **Wednesday:** Staff may choose to spend evening with host family or visit friends and family they may know in the area
- **Thursday:** Day Camp Program
- **Friday:** 8 am staff leaves host homes to go back to Riverside

Thursday Night Program:

The Day Campers will lead a program for family, friends, and congregational members. It will be a celebration of what they have learned throughout the week. Festivities may include a review of the daily theme verses, music, a skit, and a brief message. The church determines the time of the evening program. Sometimes, the church will choose to host a potluck supper, ice cream social, or coffee hour before or after the program.

Sample Daily Schedule

Schedule For a Typical Day of Day Camp:

(Please keep in mind that this schedule is **flexible!**)

8:00	Staff meeting & prayer
9:00	Opening Celebration (Worship)
9:45	Bible study
10:30	Snacks
10:45	Art fun (1st-3rd Grade) Rec fun (4th-6th Grade)
11:10	Art fun (4th-6th Grade) Rec fun (1st-3rd Grade)
11:35	J.A.M. time (Jesus and Me)
11:55	Lunch
12:25	Rotations
1:25	Closing Celebration (Worship)
2:00	Day Campers head home
2:15	Staff meeting, prep, praise, and Bible study

The Day Camp Leader will be sure to communicate all schedule adjustments with the local Day Camp Coordinator

Who may attend Day Camp?

Day Camp is for youth **entering** grades **1-6** in the coming school year.

Some churches choose to have a Vacation Bible School for Preschoolers and Kindergarteners at the same time as the Riverside Day Camp. They are welcome to be a part of opening and closing worship and the Day Camp Program on Thursday evening. **We will provide curriculum for this age group. However, we will NOT be providing teachers. Crafts may be provided IF arrangements have been made in advance.**

Coordinator Responsibilities

1. **Pray regularly for the Day Camp.**
2. **Remember that God has chosen you to be in this position. You can do it with the gifts He has given you.**
 - **Remember the coordinator does not have to do everything alone.** The coordinator is responsible to see that everything has been accomplished.
 - It is fine to have co-coordinators. The Day Camp Leader needs to know who the main contact person will be.
3. **Be in contact with Riverside Day Camp Leader - Bailey Comegys (summer day camp coordinator)** Riverside Lutheran Bible Camp
3001 Riverside Road
Story City, IA 50248
515.733.5271 or 800.372.7748
4. **Advertise!**

It is important to publicize your Day Camp early! Enclosed you will find a CD with the Logo and a Poster to help you advertise your day camp. Be creative and get the word out!

 - **Who:** Publicize to families in your congregation, especially parents. When **parents** are excited, so are their children and the people around them! Also, remember that Day Camp is a wonderful **outreach** in your community and to unchurched families, so publicize beyond your own church and into the community. We've been told of families outside the church who have sent their children to Day Camp and ended up joining that church as a result of the excitement for Jesus the youth brought home! Praise the Lord!
 - **Where:** Use the last day of Sunday School as a **Pep Rally** to get day campers registered and excited about bringing their friends! Give them materials so that they can become recruiters.
 - **When:** The dates for Day Camp should be announced as early as March. In addition, make sure to publicize to families before Sunday School concludes because many people go on vacation in the summer. Try to make people aware of your dates **as soon as possible** so that they can plan summer trips around Day Camp.
 - **How:** There are many ways to get the word out! Church bulletins, newsletters, an ad in the newspaper, fliers, your community's cable channel, or an ad on the radio are all things that have had success in the past. Also - hang posters everywhere! (church, local businesses, library, schools, etc.)
5. **Secure Volunteers.**
 - **Each class needs at least one volunteer**, but more is better! A good goal is to have 1 volunteer for every 10 children. Different volunteers are needed to serve snacks and help with the lunchtime. Please try to get as many adult or high school volunteers as you can.
 - The church is responsible for providing snacks each day. Organize people to bring snacks.
NOTE: It is good to mix up the snacks so there are some healthy snacks throughout the week.
6. **Secure housing for the Riverside Staff.**
 - We have a policy that our female staff need to be rooming together either in the same room or adjoining rooms. We understand that this may be difficult to do, but they could be in the same room by sleeping on the floor if there are more than two females. If you have any questions about this policy please call Riverside at 800.372.7748 or 515.733.5271 and ask for Dave McDermott.

Coordinator Responsibilities

continued...

- Give each host family a copy of the letter (enclosed) that explains their role in making the Day Camp week successful. Include your information in the space provided.
 - The number of counselors needed will vary according to the number of youth enrolled in Day Camp. The number of counselors coming will be given to the coordinator at the earliest time possible before your Day Camp week.
- 7. Provide an estimated number of youth expected to be at Day Camp.**
- The earlier you know your camper enrollment number, the more quickly Riverside will be able to assign counselors to your Day Camp.
 - It is important to have your campers' registration forms turned in as early as possible. The earlier your deadline, the easier it is to plan for the number of youth coming. Expect some walk-ins the first or second day of camp. A registration form for each camper is necessary for compiling information on each camper and for planning a quality Day Camp. A Registration Form and Conduct Covenant are included for your use. Please print the forms (back to back).
- 8. Get supplies.**
- The camp staff bring most supplies with the exception of the basics: extra Bibles, crayons, markers, butcher paper or newspaper (to cover tables for art fun), scissors, name tags (address labels work very well!), a CD player, and TV. If your church has PowerPoint capabilities, please let Riverside know so we can send appropriate supplies for using this option if you choose to do so.
 - If anything else is needed, you will be contacted as soon as possible.
- 9. Secure a site for Day Camp.**
- The staff needs an area for worship, such as the church sanctuary, a chapel, or a fellowship hall. A large area with tables is needed for arts and crafts. A field by the church or a nearby park are great places for games, activities, and lunch. Immediate access to a storm shelter, emergency phone, rest rooms, and running water is necessary.
- 10. Decide if you want the Day Camp youth to do a service project during the week, then organize it.**
- It is completely up to the church if they would like a service project.
 - Please let the Day Camp Leader know what you would like to do so that he or she can adjust the schedule accordingly.
 - The time in which to do this and transportation needs to be planned.
- 11. Distribute and collect camper registrations and fees (if applicable).**
- We have discovered that attendance is better if the church charges for each child to come to Day Camp. Even if it is \$5 per child, parents seem to make more of an effort to make sure that their children are there every day for the whole time.
- 12. Decide what you would like to do on Thursday for the program.**
- Some churches like to have an ice cream social afterwards or a potluck beforehand. This brings the congregation together for fellowship and provides time for campers to introduce family and friends to their counselors. It's a fun way to celebrate the week!
- 13. Have the Risk Management Plan ready (enclosed).**
- 14. Make nametags.**
- Use pre-made nametags to write on or print campers' names on computer mailing labels. Being able to call people by name is more personal and helps with discipline, too.

Coordinator Responsibilities

Week Summary

Sunday:

1. **Meet the Riverside Staff.**
They will arrive on Sunday evening at 5 p.m. Please show them around the facilities and answer any questions they may have.
2. **Arrange supper for the team.**
This could be a meal for the coordinator, staff, and host families.
3. **Make sure all the supplies are at the church and ready to go.**

During the week of Day Camp:

1. **Be on site during the actual Day Camp week or arrange someone who can be there at all times when the team is at the church.**
2. **Have the Risk Management Plan posted at the Day Camp site.**
3. **Give the registration sheets to the Day Camp Leader.**
Please provide a list of the volunteers and their addresses. We are so thankful for them and their willingness to help!
4. **Fill out the Day Camp evaluation (enclosed).**
We want to serve you in the best way we can. Your comments, ideas, Encouragement, and suggestions are valuable to us and the quality of the program. Please mail this to Riverside (address is on the evaluation).

**If you have questions about anything, please do not hesitate to contact
KJ Undem at 515.733.5271 or 800.372.7748.**

Risk Management Plan

This document is very important. We do not anticipate needing to use it, but we need to be prepared just in case. Our staff is trained in risk management during staff training, but it is necessary to have your guidance as to specifics of your Day Camp site and facility. Please read through it and fill in the blanks with phone numbers and locations of important safety items. This Risk Management Plan is to be completed and given to the Day Camp Leader upon his or her arrival. It must be readily accessible all week to both the Coordinator and Day Camp Leader. This information should be kept with the camper health information forms. Bring everything along if you take the campers off site for a field trip or service project.



**Please
have this
ready for your
Day Camp
leader!**

Risk Management Plan

A risk management plan must be readily available to the Day Camp Coordinator and Day Camp Leader. Our staff is trained in risk management during staff training, but there is some information that is specific to each site that needs to be available during your Day Camp week. Please take the time to fill in the blanks and give the completed Risk Management Plan to the Day Camp Leader on Sunday evening upon arrival. This information should be kept together with the camper health and emergency information.

The purpose of risk management is to eliminate potential risks or to prevent risks from causing harm rather than pay for or suffer from risks after they have caused injury or harm. The intent of the risk management plan is to protect campers, staff, the local congregation, and Riverside Lutheran Bible Camp.

There are a variety of risks that are associated with the camper. These risks include: site, transportation of campers to field trips, and release of campers at the end of each day. The plan deals with risks by avoidance (i.e. some places may need to be considered off limits) or reduction.

The Risk Management Plan will include:

1. Day Camp emergency procedures and phone numbers
2. Search and procedures for a lost camper
3. Fire emergency procedures
4. Tornado procedures
5. Potential risks

Day Camp Emergency Numbers:

Riverside Lutheran Bible Camp Office: **800.372.7748 or 515.733.5271**

Emergency Dial **911** or _____

Hospital/Clinic _____
Name or Institution Phone #

Emergency room _____
Name of Hospital Phone #

Church _____

Pastor _____
Name of Pastor Phone # Alt. Phone #

Local Coordinator _____
Name Phone # Alt. Phone

Risk Management Plan

continued...

I. Day Camp Emergency Procedures:

A. In the event of an emergency a staff member or adult volunteer should notify the following people in the order listed below:

1. Day Camp Leader
2. Riverside office 515.733.5271 or 800.372.7748
3. Day Camp Coordinator: Bailey Comegys or camp office 515.733.5271

B. Medical Information

1. All health forms will be kept _____
2. Emergency numbers are posted _____
3. The first aid kit will be kept at _____
4. The first aid kit will be taken on all field trips.

C. In normal medical situations or accidents:

1. Give first aid as necessary.
2. Inform the Day Camp Leader.
3. The Day Camp Leader will notify the local church coordinator.
4. The church coordinator will notify the parents if necessary.
5. If the child needs further medical attention, the parents will be called to make that decision if time allows.
6. If a camper receives medical attention, an accident report form must be filled out and kept on file in the camp office. The Riverside Lutheran Bible Camp Director or Day Camp Coordinator should be contacted.

D. In life threatening emergencies:

1. Give first aid as able and send a second staff member or responsible person to get the Day Camp Leader and local church coordinator.
2. The staff present makes the judgment and mandates 911.
3. The local church coordinator should contact the parents.
4. The Day Camp Leader should contact the Day Camp Coordinator.
5. An accident report must be filled out.

II. Potential Risks:

- A. FIELD TRIPS: On all field trips the staff will designate a "home spot" where the campers will be told to return to if they get lost.
- B. List potential risks at your Day Camp site.

Risk Management Plan

continued...

III. Search procedures for a lost camper:

- A. Notify the Day Camp Leader and the local church coordinator immediately.
- B. Do not alarm campers.
- C. Account for all campers by classes to determine the extent of missing persons.
- D. Interview quickly all group members to determine any information regarding the missing person's last whereabouts, possible intentions and destinations.
- E. Write down all specific information, including physical description, clothes worn, behavior observed, etc.
- F. By foot, check likely places for a lost person, especially streets and buildings in the area. At least one person should remain at the church (or designated home base on field trips). All persons report back at the designated time. **Campers should not search without an adult.**
- G. If the missing person has not been found within 30 minutes the local church coordinator should call the parents and the local police department. The Day Camp Leader should notify the Riverside Day Camp Coordinator and camp director.

IV. Fire emergency procedures:

- A. The fire alarm is located _____.
- B. The fire extinguisher is located _____.
- C. If you are the first person to discover a fire:
 1. Pull fire alarm and Call 9-1-1
 2. All campers or staff immediately walk to the church parking lot or designated area: _____.
 2. Each counselor is responsible to account for all his or her campers.
 3. The Day Camp Leader accounts for all campers and makes the decision as to how to locate any missing campers.

V. Tornado/Severe weather procedures:

- A. Survey of severe weather situations is to be monitored by the Day Camp Leader and local church coordinator.
- B. Day Camp Leader and local church coordinator will determine when it is necessary for campers to take cover.
- C. All campers and staff will remain in safe shelter until the Day Camp Leader and local church coordinator announce permission to return to classrooms.

Cost of Day Camp

Riverside is responsible for covering the costs of staff, insurance, most of the supplies, pre-camp staff training, planning, writing, and implementing the Day Camp program. The congregation is responsible for the arrangements and cost of the Day Camp. The total cost to the congregation is based on the number of children attending. The minimum team will be 3 counselors. For specific costs, please note the plan as follows:

RATES FOR SUMMER 2017

Base rate for member churches (1-30 children)= \$1400

Base rate for non-member churches (1-30 children)=\$1500

Rate for both member and non-member churches with more than 30 campers
(based on average attendance over the entire Day Camp)=\$30 per child

Church is responsible for round trip gas mileage and for mileage accumulated in
transporting staff to and from housing to church=53.5 cents per mile

The \$300 deposit will go toward the total balance of Day Camp.
Member costs refers to churches who have made a congregational commitment to
financially support the camp by including a gift to the camp in their annual budget.

2018 Registration

Riverside would like to serve our congregations the best way we can, on an equal opportunity basis. Therefore, these guidelines must be followed when registering for Day Camp 2018.

1. A \$300 non-transferable deposit (which will go toward your total balance)
2. Completed registration form

Dates will be filled on a first come, first serve basis. There is no guarantee on first, second, or third choice. However, we will do our best to honor your request.

Applications are now being accepted for Day Camp 2018!

Send the completed information to:
Riverside Lutheran Bible Camp
3001 Riverside Road
Story City, IA 50248

Tips that have worked!

- † **SNACK TRAYS!** Give kitchen helpers the number of youth in each class and have them make up trays with the correct number of snacks, cups, and napkins. The teacher can then go to the kitchen, grab the prepared tray and a pitcher of drinks for that class. Saves time and congestion in the kitchen!
- † **PICTURES!** Have someone take lots of pictures during Day Camp. If possible, have them uploaded or developed in time to display for the program. You may even want to show a slide show or video during the program. You may wish to take group pictures of classes in order to give the kids a keepsake from the week. Keep any pictures from this year to advertise for next year.
- † **SNACKS FOR THE TEAM!** One Day Camp provided snacks to the counselors after the kids went home and they were very thankful.
- † **EXTRAS AVAILABLE!** Have extra Bibles available for children who forget or don't have one. Children sometimes forget lunches, too, so it's helpful to keep a loaf of bread and peanut butter on hand (if not a peanut free church), along with a few other items.
- † **FANS!** Bring plenty of fans if the church isn't air-conditioned!
- † **HOST FAMILY BBQ!** Have all the host families get together one night, possibly Monday, to eat and socialize together.
- † **DAY CAMP T-SHIRTS!** A couple churches make special t-shirts with their church name and the theme and year of Day Camp. This builds community as well as advertising for next year.
- † **DRINKS!** Have milk, water, or juice available for lunch so children have more opportunity to drink something other than soda.

Partner with another church in the community!

Some churches have begun partnering with another church or two in the community.

Benefits may include:

- More excitement generated in your community
- Positive relationships built with another ministry
- Attendance boost
- More hands available to serve
- Non Christians see churches working together in a positive way
- Share the cost of Day Camp

Why We Need Volunteers

The Day Camp counselors bring enthusiasm, ministry skills, the program, and lots of love for the youth during the week. But, when it's over, they go home. Local volunteers not only help behind the scenes to make Day Camp run smoothly, but they also shower the youth with God's love that week and all year! The role of volunteers is an important ministry! We praise the Lord for the volunteers! Take time to not only publicize your need for volunteers, personally invite people to be a part of this exciting ministry.

Remember: a ratio of 1 adult volunteer per 10 campers is needed.
Here are some specific ways volunteers will be utilized during Day Camp:

- **Welcome** walk-ins or people unfamiliar with the church at the front door. Be friendly and excited to greet day campers and families.
- **Handling registration at Day Camp.** Help them to feel welcome and part of Day Camp right away.
- **Snacks and lunch.** Volunteers are needed to provide and serve snacks. Preparing drinks for lunch and setting lunches out by grade are also very helpful.
- **Each class needs a volunteer to help with Bible study time, art, music, and games.** The Day Camp Leader will meet with these volunteers on Monday of the Day Camp week to explain more about their roles.
- **Runner.** There are many needs that come up that adults can take care of so camp staff can stay with the youth at all times (i.e. helping a camper get a band aid or find extra supplies for a class).
- **The mere presence of adults helps with crowd control and discipline.**

Health Form Information

Each individual attending Day Camp must have the health and registration form filled out. This form may be copied and must be distributed and returned to the local coordinator **on or before** the first day of Day Camp. These forms should be readily available all week.

Riverside Day Camp Registration and Health Form

Please print clearly. This form may be copied. Please use a separate form for each camper.

Please take a moment to review and sign the Conduct Covenant on the back of this sheet.

PLEASE RETURN YOUR COMPLETED DAY CAMP REGISTRATION FORM TO YOUR LOCAL DAY CAMP COORDINATOR.

Location of Day Camp _____

Personal Information

Name: _____ Grade Entering: _____ Sex: M / F
Birth Date: ____/____/____ Age: _____ 1st time day camper? Y / N
Address: _____ City: _____ State: _____ Zip: _____
Parent/Guardian name: _____ Email address: _____
Phone: _____ Work phone: _____
Parent Cell Phone: _____
Emergency contact (**other than parent**) and phone #: _____
Siblings attending Day Camp: _____
Church (if different from host Church): _____ City: _____

General Health Information

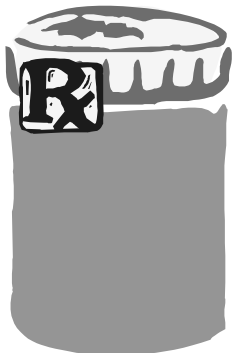
Chronic or recurring illness or medical condition that may affect Day Camp life: _____
Dietary restrictions (i.e. vegetarian, lactose intolerant, food allergies): _____
Other suggestions that may help make your day camper's week more comfortable and enjoyable: _____
Medications (please list kinds and dosage): _____

Insurance Information

Insurance company: _____
Policy #: _____
Holder's name: _____
Family doctor: _____ Phone: _____

Immunizations (circle Yes or No)

DPT (series of 3)	Yes or No
Polio immunization	Yes or No
MMR (Measles/Mumps/Rubella)	Yes or No
Date of last tetanus	_____



Permission

**I give my permission for my child to participate in all aspects of the Day Camp except as noted. **I understand that every effort will be made to contact me if my child needs emergency medical treatment. **I authorize medical personnel or Day Camp staff to secure any medical or emergency treatment as deemed necessary for my child. **I give permission for any picture taken of my child to be used for promotional purposes.

Parent/Guardian Signature

Date

2017 Day Camp

Conduct Covenant

As a participant in Day Camp and child of God, I understand and agree to the following expectations:

- I will choose to participate fully in Day Camp.
- I will choose to respect all people, including myself, choosing to treat others as I would like to be treated.
- I will choose to listen to the Day Camp leadership team and volunteers.
- I will choose to use my words to build others up or I will choose to be quiet.
- I will not bring harm to myself. I will choose to maintain self-control.
- I will choose to be respectful of the facilities and grounds where Day Camp is held. I understand that if I damage other people's property, I am responsible for replacing/repairing it.

I understand that if I choose to break this Conduct Covenant, there are consequences. I will take responsibility for my actions. I understand that if I choose to harm myself or others my parent/guardian will be contacted and I will be sent home.

Camper's signature

I have read this Conduct Covenant and enter into it with my child. I will encourage my youth to abide by it. I understand that should my youth choose to break this Covenant every effort will be made to contact me and my youth will be sent home. I also understand that if I am not reachable, the emergency contact listed will be contacted.

Parent/Guardian signature

Forma de Registro y Salud para Day Camp de Riverside

Por favor escriba con claridad. Esta forma puede ser fotocopiada. Por favor utilice una forma por separado para cada campero. Por favor tome tiempo para revisar y firmar el Convenio de Conducta al reverso de esta hoja. **POR FAVOR DEVUELVA SU FORMA DE REGISTRO Y SALUD COMPLETADA A SU COORDINADOR LOCAL DE DAY CAMP.**

Lugar del Day Camp _____

Información Personal

Nombre: _____

Grado Completado: _____ Sexo: M / F

Fecha de Nacimiento \ \ Edad: _____

campero por 1a vez? S / N

Dirección: _____

Ciudad: _____ Estado: _____ C.P.: _____

Nombre de Padre/Tutor: _____

Dirección de Email: _____

Teléfono de casa: _____

Teléfono de Trabajo: _____

Cell Telefono: _____

Contacto en caso de Emergencia y # telefónico: _____

Hermanos (as) que asisten al Day Camp: _____

Church (if different from host Church): _____ City: _____

Información Sobre Salud en General

Enfermedades crónicas o recurrentes o condición médica que pueda afectar el desarrollo del Day Camp: _____

Restricciones en Dieta (p.e. vegetariano, intolerante a la lactosa): _____

Otras sugerencias que ayuden a que la semana del campero sea más cómoda y agradable: _____

Medicamentos (favor de listar tipos y dosis): _____

Información sobre Seguro

Compañía de Seguros: _____

Póliza #: _____

Nombre del Titular: _____

Doctor Familiar: _____ Tel: _____

Vacunas (circule Sí o No)

DPT (series de 3) Sí or No

Vacuna contra Polio Sí or No

SMR (Sarampión/Mumps/Rubeola) Sí or No

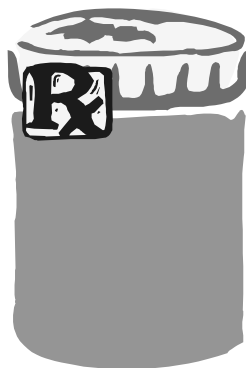
Fecha última Tétanos _____

Permiso

****Doy mi permiso para que mi hijo participe en todos los aspectos del programa con excepción de lo anotado. **Comprendo que se hará todo el esfuerzo posible por contactarme en caso de que mi hijo necesite tratamiento médico de emergencia. **Autorizo que el personal médico o el equipo de Day Camp asegure cualquier tratamiento médico o de emergencia conforme sea necesario para mi hijo. **Doy mi permiso para que cualquier fotografía tomada a mi hijo sea utilizada con propósitos publicitarios.**

Firma de Padre/Tutor

Fecha



Pacto de Conducta para Day Camp 2017

Como participante de Day Camp y como hijo de Dios, entiendo y estoy de acuerdo en cumplir con las siguientes expectativas:

- Escogeré participar completamente en el Day Camp.
- Elegiré respetar a la gente, incluido yo mismo, prefiriendo tratar a mis semejantes como me gustaría ser tratado.
- Decidiré escuchar al grupo de liderazgo de Day Camp y a los voluntarios.
- Escogeré utilizar mis palabras para alentar a los demás o de lo contrario preferiré guardar silencio.
- No me lastimaré. Buscaré guardar la calma y mantener autocontrol.
- Elegiré ser respetuoso de las instalaciones, así como de los jardines y terrenos en donde se realice el Day Camp. Entiendo que si daño la propiedad privada de alguna persona, soy responsable de las reposiciones y reparaciones que sean necesarias.

Entiendo que si decido infringir este pacto de conducta, habrá consecuencias. Asumiré la responsabilidad por mis acciones. Entiendo que si decido lastimarme a mi mismo o a mis semejantes, mi padre/tutor será localizado y será enviado de regreso a casa.

Firma del Campero

He leído este pacto de conducta y estoy enterado junto con mi hijo. Animaré a mi hijo para que lo respete y acate. Entiendo que si mi hijo infringiera este pacto de conducta, se hará el esfuerzo para contactarme y mi hijo será enviado de regreso a casa. Entiendo que si no fuera localizado, la persona listada como contacto de emergencia será llamado.

Firma del Padre / Tutor

Incident Report

Why fill out incident reports?

To protect yourself, the church, and Riverside Lutheran Bible Camp.
To have detailed records of specific incidents to assist in addressing situations in a clear manner.

To show that we did the best we could.

Bathe each instance in prayer—God protects!

INCIDENT REPORT

(for injuries, lice, suspected abuse, behavior issues with campers, etc.)

Date of incident: _____ Today's date: _____

Person reporting the incident: _____

Location of incident: _____

People involved: _____

What happened: _____

What action was taken: _____

What follow up action needs to take place? _____

Signature of the one reporting

Dear Day Camp host family,

Thank you for your willingness to be a host home for the Riverside Day Camp Staff! I pray that you will thoroughly enjoy getting to know the counselors you will be hosting. Your role is so impacting! Without you we would not be able to have Day Camp. The reason for this letter is to thank you for being a host family and to let you know what your role will be this week.

During the day, the camp staff will be involved in the Day Camp from 7:45 a.m.– 4 p.m. Please provide breakfast, a sack lunch for them to take to Day Camp, and supper Monday through Wednesday. Please don't feel as though you need to provide a feast, but know that meals together are a great part of the Day Camp ministry! Also, please talk with your Local Coordinator about what is happening for the meal on Thursday night. Please do not be afraid to ask for suggestions as to food they do or do not like.

Please keep in mind that the schedule for each evening will vary. The Day Camp Leader will keep you updated.

- **Sunday**– The counselors will arrive at the church by 5 p.m. They will have supper with either the coordinator or you, the host families. The coordinator will let you know the details. The Day Camp Leader will drop the counselors off at your house around 8 p.m.
- **Monday**– This is a time for you and the staff to get to know each other and have fellowship. They will have supper with your family and then be spending the evening with you. Some ideas for this night include playing games, getting together with other host families, or taking them sight-seeing in the area.
- **Tuesday**– The camp staff will get together as a staff for “staff bonding night.” Depending on what the group chooses to do, it may not be necessary for you to have a meal prepared for them. They will be back by 10 p.m.
- **Wednesday**– Staff may choose to spend the evening with host family or they may choose to visit friends and family in the area.
- **Thursday**– The counselors will be in charge of the camper program and will spend one last evening with you before departing Friday morning. Check with your coordinator to see if supper should be provided this night or if the church will be hosting a meal.

NOTES FROM YOUR COORDINATOR:

COORDINATOR INFORMATION:

Name: _____
Phone: _____
E-mail: _____

Please contact your Local Coordinator if you have conflicts on any of the Day Camp days so that arrangements can be made for the counselors staying in your home.

Thank you again for your hospitality!

Chris Dahl
Program Coordinator
Riverside Lutheran Bible Camp

Local Coordinator
2017 Day Camp

Day Camp Evaluation

Day Camp Location: _____ Dates: _____

Thank you for having Day Camp at your church! What a privilege it has been for us to serve with you in your ministry!
Please take some time and let us know how we can better serve you. Thank you so much for your time!

Please rate the following on a scale of 1 to 5, with 1 representing 'poor' and 5 representing 'excellent'.

Comments:

Music.....1 2 3 4 5
Skits.....1 2 3 4 5
Daily worship.....1 2 3 4 5
Arts and crafts.....1 2 3 4 5
Recreation/games.....1 2 3 4 5
Bible studies.....1 2 3 4 5
Day Camp program.....1 2 3 4 5
Day Camp team.....1 2 3 4 5
Day Camp Leader.....1 2 3 4 5
Day Camp manual.....1 2 3 4 5
Day Camp Promotional Materials.....1 2 3 4 5

Overall, did Day Camp meet the needs of your congregation?

If there was one thing that we could do to improve Day Camp, what would you suggest?

Please share any additional comments, concerns, enjoyments, encouragements that you may have.

Thank you very much for taking the time to share with us. We thank God for your partnership in the ministry of the gospel. Your thoughts are valuable and the insight provided will bless future Day Camps.

**Please mail completed evaluations to:
Riverside Lutheran Bible Camp
Attn: Day Camp
3001 Riverside Road
Story City, IA 50248**

Responsibilities Checklist

- ☐ Site for Day Camp is secured.
- ☐ Site for recreational activities has been secured.
- ☐ Housing secured for the Day Camp counselors.
- ☐ Letter sent to the Day Camp counselor host homes.
- ☐ Checked with local health and emergency services to let them know Day Camp is going on in your community.
- ☐ Day Camp registration volunteer/s have been recruited.
- ☐ Day Camp snack and lunch volunteers have been lined up.
- ☐ Day Camp classroom volunteers have been recruited; 1 for every 10 participants.
- ☐ Pastor and Youth Ministry staff of the congregation are aware of Day Camp dates and know they are welcome to participate in Day Camp as they would like.
- ☐ Registration and Health Forms have been copied and distributed.
- ☐ Registration Forms and fees have been turned in.
- ☐ Called Bailey Comegys (Riverside Summer Coordinator) at Riverside with the final count of registrants.
- ☐ Completed the Risk Management Plan.
- ☐ First-aid kit is available and stocked with necessary supplies.
- ☐ Day Camp supplies have been obtained. (Scissors, glue, crayons, markers, paper, tape, butcher paper for art supplies, name tags, a CD player).
- ☐ Make sure there is an adult present at the site at all times.
- ☐ Closing program has been publicized.
- ☐ The Day Camp evaluation has been filled out and returned to Riverside Lutheran Bible Camp.

