



LIFE CAMP

HANDBOOK



The information that is covered in this handbook is as follows:

- About Life Camp
- Staff Overview
- Camp Activities
- Sample Camp Schedule
- Policies and Procedures
- Camp Fees
- Lunch Policy
- Registration Check List
- Commonly Asked Questions
- Acknowledgement Form



About Life Camp

Mission

Life Camp's mission is to develop positive character through the arts and life-skills training.

Camp Overview

Thank you for considering Life Camp. Our camp purpose is to provide a safe atmosphere with lots of fun, activities, and learning. Our camp is registered with the State of Maryland and complies with all regulations. This year our goal is to provide your child(ren) with a summer camp full of programs, adventures, and learning experiences that will be both meaningful and memorable.

Why Life Camp? – A Program Overview

Life Camp offers campers an opportunity for exposure to the arts. Dancing, singing, acting, video production, sound production, and technical theatre are a part of the Life Camp program. Our program is designed to enrich each camp participant. In addition to the performing arts exposure, Life Camp offers life-skills classes to ages 4 through 14. Life Camp hours are from 8:00am - 4:30pm with before and aftercare services provided. The average day at Life Camp consists of free time, specialized activities, lunch, afternoon activities and field trips.

Staff Overview

Camp Executive Director

Jay Cameron is the Executive Director of Life Camp. Jay Cameron currently serves as director of Urban Change (a community performing arts organization).

Having actively served youth for more than 10 years, Mr. Cameron has developed presentations that have reached more than 100,000 youth and adults in the Washington Metropolitan area. Pastor Cameron's passion is to make a lasting impact in the lives of children nationwide.

Camp Directors

Life Camp's directors oversee Life Camp counselors and Jr. Camp counselors. There are camp directors for each age group (4-6, 7-9, 10-12, 13-14 years).

Camp Counselors

Life Camp's counselors work with campers daily. They directly supervise each age group. These are the primary care givers to the children.

Jr. Camp Counselors

Life Camp's Jr. Camp counselors assist camp counselors in the supervision of children. They have been required to attend the same training as the camp counselor.

Administration Staff

To ensure that Life Camp operates with the highest level of integrity and excellence, our administrative staff oversees the financial and administrative tasks for the camp.

Qualifications

Life Camp Directors, Counselors and Jr. Counselors submit to an application and interview process. Each potential employee has a criminal background check performed before being hired. After completing the background check, each employee is extensively trained on camp policies and procedures.

Camp Staff Code of Conduct

1. To ensure the safety of the campers at all times
2. To arrive on time.
3. Use of profanity, insulting or abusive language is strictly prohibited
4. Camp staff is expected to be in camp uniform at all times while working at camp
5. Camp staff must adhere to all state and local laws and regulations

Camp Activities

Performing Arts Activities

Life Camp, a performing arts camp, offers campers exposure to the arts (i.e. drama, dance, singing, video, sound production...etc). Campers will be given hands on instruction and will produce and participate in their own production in week 9 of camp.

- Singing (Ages 4 – 14)
- Acting (Ages 4 – 14)
- Dancing (Ages 4 - 14)
- Video Production (Ages 10 – 14 Only)
- Sound Production (Ages 10 – 14 Only)
- Theatre Tech: Lighting and sound for the theatre (Ages 10 – 14 Only)
- Radio Announcing (Ages 10 – 14 Only)

Physical Activities

Campers may have the option of participating in one or more of the following physical activities.

- Football
- Basketball
- Softball
- Frisbee
- Volleyball

Life Skills

While receiving artistic training, campers ages 10 - 14 may also receive life skills training in the following areas:

- Etiquette classes
- Finance classes
- Public Speaking classes

Field Trips - Life Camp will take one or more field trips weekly if weather permits. Please make every effort to familiarize yourself with the weekly schedule so that your child will be properly prepared for the field trip. Camp shirts are required daily so that each camper is easily recognizable on campus and on trips. If you forget to dress your child in their camp shirt you will be required to bring it to camp before the field trip or purchase another shirt before campers depart for on field trip. If your child misses the bus, you must meet the camp at the field trip location or make alternate arrangements for childcare.

****Refunds will not be given for missed field trips.****

Swimming – Periodically, Life Camp will go swimming. All campers will need two (2) Life Camp shirts, a swim suit and a towel. One Life Camp shirt will be worn in pool for identification purposes. Swim shoes are highly recommended. Campers are encouraged to wear sun block to protect their skin. Our staff assumes designated positions around the pool along with the pool's certified lifeguards. Campers should wear their swimsuits to camp under their clothes.

Weekly Calendar - Weekly calendars will be provided weekly for the following week. Please review the calendar each week to prepare for the upcoming week's camp activities.

Sample Camp Schedule

Sample Schedule

| Time | Activity |
|---------------------|---|
| 6:30 am - 7:00 am | Registration (Wed. – Fri. Only) & Free Time |
| 7:00 am - 8:00 am | Wake Up Campers! |
| 8:00 am – 8:30 am | Attendance/Split |
| 8:30 am – 9:15 am | Morning Word & Life Lessons |
| 9:15 am – 10:00 am | Snack Shop/Clean Up |
| 10:00 am – 10:15 am | Board Bus* |
| 10:15 am – 11:00 am | Departure/Field Trip Travel |
| 11:00 am – 2:00 pm | Lunch/Field Trip |
| 2:00 pm – 2:45 pm | Return Travel |
| 2:45 pm – 3:00 pm | Bus Debarkation |
| 3:00 pm – 3:30 pm | Snack Shop/Clean Up |
| 3:30 pm – 4:30 pm | Specialized Camp Activity |
| 4:30 pm – 6:30 pm | Clean Up/Movie Time/Free Time |

On days we do not have a field trip, this time will be devoted to our arts camp.

Daily Sign In / Sign Out

Campers must be checked in each morning and checked out every afternoon at the front desk by a registered parent or guardian only. Please be diligent about using our sign in and sign out procedures so we can ensure your child's safety and keep accurate attendance records.

Campers need to be checked in each day by no later than 8:00am. If you plan to arrive late and you know it ahead of time, please let the Life Camp staff know as soon as possible. Unexpected late arrivals may cause your child to miss the field trip for that day. **IMPORTANT -- If your child misses the bus, you will be responsible for taking your child to the field trip activity or making other child care arrangements for the day.**

****Refunds will not be given for missed field trips due to tardiness!****

****Your child's safety is of the utmost concern to Life Camp. Therefore, we will not accept responsibility for any child left on the premises prior to 6:30 am****

Campers should be checked out every evening by 6:30pm. If for any reason you are unable to pick your child up by the check out time, you will be charged a late fee. This fee is \$10.00 per fifteen minutes or any increment thereof. For example, if you arrive at the camp at 6:35, you will be charged \$10.00. If you arrive at the camp at 6:46, you will be charged \$20, etc. Late fees must be paid at the time of pick up.

Attendance

At 8:00am every morning, all campers and staff will assemble in their designated areas for attendance.

Free Time

The main program begins at 8:00am and ends at 4:30pm daily. The time before and after is considered free time. During this time, your child's group can enjoy a movie; go to the playground (if weather permits) or play games.

Camp Policies and Procedures

Discipline

The goal of Life Camp is to provide a safe, enjoyable atmosphere for all children. For this reason we adhere to strict discipline procedures. This helps to maintain a safe environment in our camp.

Discipline is a matter of creative effort on the part of the counselor because each camper and each situation is unique. We do, however, observe certain guidelines:

- **Positive Reinforcement** - The main emphasis of Life Camp is to challenge campers to do the right thing. Our counselors focus on commend good behavior.
- **Time Outs** - When a camper violates the code of conduct, a timeout from an activity is matched with the offense. This is at the discretion of the staff.
Chronic or Serious Offenses - Those who show repeated behavior problems or commit a serious offense may be suspended from camp. Some examples include, but are not limited to: stealing, profanity, sexual misconduct, substance abuse and repeated disrespect or disobedience. Any camper found abusing; defacing or breaking any Life Camp or The Life Center property will also be suspended.
- **Fighting** - We want all children and parents to know that we have a zero tolerance policy for fighting. Fighting in camp will result in suspension for any and all campers who strike another camper, even in self-defense. Because Life Camp takes great pride in making sure no campers are left alone, this allows any student who is in any danger the ability to seek safety. Therefore, it is never an acceptable reason to strike another camper while at camp.

There are no refunds for suspensions.

Life Camp Dress Code

Our dress code policy is as follows:

1. We require that all apparel worn to camp be modest.
2. No halter-tops or crop tops will be permitted.
3. No clothing depicting, drug use or drug paraphernalia, sexually suggestive slogans, profane or offensive language will be permitted.
4. All skirts and shorts must be modest in length.
5. For swimming, no bikinis or two piece bathing suits.

Camp Policies and Procedures...(continued)

Medication

LIFE CAMP WILL NOT ADMINISTER MEDICATION THIS YEAR. IF YOUR CHILD REQUIRES MEDICATION, THEY MUST ADMINISTER IT THEMSELVES WITHOUT THE AID OF ANY LIFE CAMP PERSONNEL

Weekly Registration

Weekly registration for your camper must include the following:

- Weekly Registration Form
- Payment (Check – Money Order – Cashiers Check – Credit Card)
a late registration fee of \$50.00 will automatically be added to all registrations (to include online) received after the close of business (6:30pm) on the due date.
- When using the online system to pay for registration, you authorize Life Camp / Urban Change to charge your credit or debit card for all associated fees. By signing this registration packet, you accept the terms of this agreement.
- **There is a \$35.00 FEE for all returned checks or/payments.**

Registration dates are as follows:

****REGISTRATION DUE Wednesday through Thursday Only****

| | | | |
|-----------------|----------|-----------------|----------|
| 1. June 17 – 18 | \$135.00 | 6. July 22 – 23 | \$135.00 |
| 2. June 24 – 25 | \$135.00 | 7. July 29 – 30 | \$135.00 |
| 3. July 1 - 2 | \$135.00 | 8. Aug. 5 - 6 | \$135.00 |
| 4. July 8 – 9 | \$135.00 | 9. Aug. 12 – 13 | \$135.00 |
| 5. July 15 -16 | \$135.00 | | |

Total Access Pass - The Total Access Pass is the opportunity for you to pay for all of camp in advance and must be paid in full prior to attending camp. The money paid is non-refundable. The cost for the Total Access Pass per camper is \$1,270.00 (includes registration fee)

Lost & Found - Life Camp is not responsible for any items that are lost, stolen or damaged. Therefore, we encourage you to label everything your child brings to camp. There are many items that look similar and by labeling them many problems can be prevented. This is especially true for articles of clothing. All items left at the camp will be collected daily and placed in the lost and found area. Please check this area frequently as the items will be cleared out several times throughout the summer.

Personal Possessions - We also request that your child not bring toys, cell phones and electronics to camp. The camp assumes no responsibility for items that are lost, stolen or damaged under **ANY** circumstances. Items included, but not limited to: CD players, IPOD's, GameBoys, MP3's...etc. Campers bringing these items will be suspended for the day.

Camp Fees

Registration

Camp registration is \$170.00 per child and is non-refundable. Registration includes 2 camp shirts and all activity fees.

Weekly

The weekly camp fee is \$135.00 per week / per camper. **A \$50.00 late fee will automatically be added to all registrations received after the close of business (6:30pm) on due date. There is a \$35.00 FEE for all returned checks or payments.**

Total Access Passes

The Total Access Pass fee is \$1,270.00 per camper and includes unlimited days of camp (Mon. – Fri. Only) . Registration and total access pass fees must be paid before your child's first day of camp.

Late Fees

The late pick-up fee is \$10.00 per fifteen minutes beginning at 6:31 p.m. These fees must be paid by cash, check or credit card at the time your child is picked up from camp.

Camp Shirts

Additional camp shirts may be purchased for \$10.00 each.

Lunch

If your child forgets his/her lunch, a lunch will be provided for \$10.00. Chips, applesauce or fruit cup, and water are included. Parents will be billed and required to pay for the lunch at check out that day.

Lunch Policy

Lunch/Snacks

All campers must bring a lunch from home. Life Camp does not provide lunch. Campers will not have access to a refrigerator or microwave so please plan your lunches accordingly. We also suggest you send an AM and PM snack for your child unless they plan to purchase something from the snack shop. Snack shop will only be open and available during scheduled snack time.

Life Camp Snack Shop (optional)

During morning snack, campers can eat something brought from home or something they have purchased from our snack shop. Items for purchase range in price from \$0.50 to \$1.00. In the morning, the snack shop will offer breakfast items such as; pop tarts, breakfast bars, and fruit cups. In the afternoon, the snack shop will offer chips, cookies, water, and juice for purchase.

****Life Camp will not be responsible for money that is lost or stolen!****

**Life Camp - 5610 Linda Ln., Camp Springs, MD 20748 ♦ Office #: 301-316-4309 ♦ Fax #: 301-576-3653
www.lifecamonline.com ♦ EIN# 38-3696762**

Frequently Asked Questions

Can my child bring a friend for a day?

No, we do not accept visitors.

Am I required to purchase a camp t-shirt?

The two camp t-shirts are included in the registration fee. Additional t-shirts may be purchased for \$10 each.

*** Camp shirts must be worn everyday ** Two camp shirts must be brought to camp on swimming days. Children that do not have both shirts will not be allowed participate in swimming.**

Can my child join a camp already in session?

Yes, however, registration will NOT be prorated and camp fees for the week must be paid in full in addition to the late registration fee.

Will my child need extra money for field trips?

Souvenir, snack or game money is optional.

Life Camp will *NOT* be responsible for any monies lost or stolen

Is financial aid available for summer camp programs?

There is no financial aid or automatic sibling discounts.

Who do I make my checks/money order payable to?

Make all checks payable to TLC or Life Camp. Please include campers name on the check.

Can I pay for camp/camp fees with cash or credit cards?

Credit card payments can be made online at www.lifecamonline.com or at Life Camp.

Will before-care and/or after-care be available?

Before and after-care are included in camp fees. Late fees for any child picked up after 6:30pm must be paid at the time of pick-up.



LIFE CAMP REGISTRATION FORMS

Welcome to Life Camp!



We are excited and honored that you have chosen our camp to be of service to you and your child(ren). Below is the process which each parent/guardian must complete to successfully register your child(ren) for Life Camp.

- Please complete all of the forms attached in your Life Camp Registration Packet.
- Included in your Life Camp Registration Packet is a copy of Life Camp's Handbook. To ensure that your camp experience with us is as pleasant as possible please be sure to read Life Camp's handbook in its entirety. Upon completing the handbook you must sign the Life Camp Handbook Acknowledgement form and return it.
- Once you have completed and signed all forms included in the Life Camp Registration Packet, you must submit it along with the total amount specified in the registration packet. If paying online, please be sure to bring your online receipt when completing registration process.

Once all steps of the registration process are complete your child(ren) will be successfully registered for Life Camp. **HOORAY!**

*If you have any additional questions or require further assistance with the registration process please contact our offices at 301-316-4309.

Life Camp Registration Packet

(Please be sure to read each section before signing)

Attached are all the materials you will need to register your child for LIFE CAMP. If at anytime you have any questions about the registration process, please call 301.316.4309. Please carefully read over the LIFE CAMP HANDBOOK

Registration Steps:

1. Fill out form.
2. Submit payment in the amount of \$305.00 (total cost for Registration and first week's payment).

BOTH THE COMPLETED REGISTRATION FORM AND FULL PAYMENT MUST BE SUBMITTED BEFORE REGISTRATION CAN BE PROCESSED.

HANDBOOK: Provides details regarding Life Camp's Policies and Procedures for discipline, dress code, camp fees, weekly registration process...etc. **Life Camp's Handbook must be read in its entirety.**

CAMP HOURS: Are from 8:00 a.m. till 4:30 p.m., with **before care provided from 6:30 am – 8:30 am and aftercare provided from 4:30 pm – 6:30pm. CAMP CLOSES AT 6:30 p.m. A late fee of \$10.00 per 15mins for each child will be assessed beginning at 6:31pm.** The payment will be due at the time you arrive. To avoid the late pick-up fee please be sure to arrive at Life Camp no later than 6:30pm.

ACTIVITIES: All campers are expected to participate in daily camp activities. If your child is ill or has sustained an injury which would preclude their total participation in camp activities, prior approval from the Camp Director must be given prior to your child reporting to camp. On occasion, lunch will be provided with our field trip. If your child has specific food allergies, LIFE CAMP is not responsible for providing a substitute menu.

TOTAL ACCESS PASS: Is an opportunity for you to pay for all of the camp sessions up front. It may or may not save you money; depending upon how many times your child will attend camp. **The Total Access Pass must be paid in full prior to your child attending camp, and is non-refundable.**

DISCIPLINE: The hope of LIFE CAMP is to provide a safe, enjoyable atmosphere for all children. For that reason we adhere to strict discipline procedures. This will help us to fulfill the expectations that parents have regarding the level of safety we will provide within our camp. Please take the time to familiarize yourself with the Discipline Procedures in our Handbook.

It is important for all parents and children to know that we have a zero tolerance policy for fighting. **Fighting in camp will result in suspension for any and all campers who strike another camper, even in self-defense!** The suspension is given out by the Director and will vary according to the circumstances of every situation. If a child hits another child, even in self-defense, they can expect one (1) week's suspension. LIFE CAMP takes great pride in making sure no campers are left alone. This allows any student who is in any danger to seek safety. There is never an acceptable reason to strike another camper while at LIFE CAMP.

THERE ARE NO REFUNDS

IF YOU HAVE ANY DISAGREEMENTS WITH THESE OR OTHER POLICIES, PLEASE SEE THE CAMP DIRECTOR BEFORE YOU REGISTER, AS THE POLICIES WILL BE STRICTLY ENFORCED.



Life Camp 2009 Registration Form

All transactions for Life Camp are nonrefundable. There is a \$35.00 FEE for **ANY** returned checks or payments.

Camper's Name: (Print) _____

Mother's Name
(Print): _____

Father's Name
(Print): _____

Mother's Contact #s:

Father's Contact #s:

Hm: _____

Hm: _____

Wk: _____

Wk: _____

Cell: _____

Cell: _____

Email: _____

Email: _____

Guardian's Name
(Print Clearly): _____

Guardian's Contact #s
Hm: _____

Wk: _____

Cell: _____

Email: _____

**Please choose a SIX (6) digit alpha numeric
ACCESS CODE
to sign your child(ren) in or out of Life Camp**

Print Clearly

**Only give this code to those you wish to pick up
your child(ren)**

Camper Resides with (circle one): Mother Father Both Guardian

Address where camper resides: _____

Primary Email Address: _____

I would like to pay...
(Place a check next to the options below)

Registration Fee (per child): \$170.00

Weekly Rate: \$135.00 (please check week(s) paying for) Week 1 Week 2 Week 3

Week 4 Week 5 Week 6 Week 7 Week 8 Week 9 Week 10

Total Access Pass: \$1270.00 (INCLUDES 10 ALL WEEKS OF CAMP & REGISTRATION FEE)

Balance: _____

Parent/Guardian Signature: _____ Date: _____

LIFE CAMP HEALTH RECORD

(ALL QUESTIONS MUST BE COMPLETED TO PROCESS REGISTRATION)

Camper's Name: _____ Age: _____

Birth Date: ____/____/____ Gender: _____

Grade Entering: _____

Address where child resides: _____

Child Resides With: _____ Is there a custody order in place? _____

School attended in 2008-2009 (Please Check): MD DC VA Other _____

(If child does not attend school in Maryland, immunization record is required.)

Mother's Name: _____ Wk Phone: _____ Cell Phone: _____

Father's Name: _____ Wk Phone: _____ Cell Phone: _____

Emergency Contact (non-parent): _____ Phone: _____ Cell Phone: _____

Special Medical Problems and/or
Allergies:

DATE OF LAST TETANUS: ____/____/____

DOCTOR'S NAME OR MEDICAL GROUP:

PHONE: _____

In the event of serious illness or injury I authorize the Life Camp Administration, or its designee, permission to transport the above-mentioned camper by ambulance or other automobile to an EMERGENCY MEDICAL FACILITY for treatment. I understand that I am financially responsible for the cost incurred.

Signature: _____

CAMPER HEALTH HISTORY

Child's/Camper's Name _____

The following information is required for a camper to be admitted to day camp:

CAMPER IMMUNIZATION INFORMATION

All campers must be current on all immunizations, see [www.EDCP.org\(immunization\)](http://www.EDCP.org(immunization)).

1. Provide date (month and year) of camper's last tetanus (or DTP) shot: _____

2. Is the camper currently enrolled in a Maryland school, public or private?

YES, provide name of Maryland school: _____

NO, provide a copy of immunizations confirming that the child has received all immunizations as required by the Maryland DHMH Recommended Childhood Immunization Schedule. See [www.EDCP.org\(Immunization\)](http://www.EDCP.org(Immunization)) for information.

3. Is the camper exempt from any immunization on medical or religious grounds?

YES, provide a signed copy of Maryland Department of Health and Mental Hygiene Immunization Certificate from either a licensed physician indicating that the immunization is medically contraindicated, or the parent or guardian indicating that they object to immunizations for religious reasons.

NO

CONTACT INFORMATION:

Parent/Guardian: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Camper's Physician: _____ Phone: _____

HEALTH INFORMATION: Provide information on any medical conditions, psychological conditions, behavioral conditions, medications, dietary restrictions, allergies, or special needs that we need to be aware of to ensure that your child's camp experience is positive:

Parent/Legal Guardian's Signature: _____

Date: _____

Life Camp Authorized Use Only

Received by _____

Date _____

Life Camp's Emergency Contact and Authorized Pick up Form

The individuals listed on this form serve as emergency contacts for,

_____ , in the event that I, the primary care
Camper's/Child's Name
giver for the above name camper/child, cannot be reached on the numbers
provided. I also give permission to Life Camp and all its' staff members to release
the above named camper/child to those that are listed on this form only. I
understand that my child will not be released, under any circumstance, to individuals
that are not listed on this form, or to the individuals on this form that do not provide
state issued photo identification.

| Name: (First and Last) | Work # | Cell # | Home # |
|------------------------|--------|--------|--------|
| | | | |
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*****I understand that Life Camp will only release my child to individuals that are listed on the release authorization form. All individuals listed will be required to provide government issued photo identification at time of pick up.*****

Parent/Guardian Signature: _____

Date: _____

Life Camp Release Form

I, the undersigned, grant The Life Center/Life Camp permission to take my child(ren) on all field trips.

I, the undersigned, on behalf of my child and/or myself hereby authorize and give full consent to Life Camp, Urban Change CDC (UCCDC) and The Life Center-Urban Change Outreach (TLCUCO), to publish and copyright all photographs and/or videos in which my child or I appear while enrolled in Life Camp. I further agree that Life Camp, UCCDC and TLCUCO may transfer, use or cause to be used, these photographs and/or videos in organizational brochures, websites, newsletters, advertisings, posters, displays, slide shows, video tapes, catalogues and like publications, and/or literature without limitations, reservations, or my expectation of compensation. I hereby consent to the use of the photographs and/or videos subject to the terms mentioned above.

Parent/Guardian Signature: _____

Date: _____

| |
|-------------------------------|
| Life Camp Authorized Use Only |
| Received by _____ |
| Date _____ |

Life Camp Acknowledgement Form

To successfully complete the registration process for your child(ren) you **MUST** sign and submit the Life Camp Acknowledgement form. By signing this agreement you confirm that you have read the Life Camp Handbook in its entirety, and agree to adhere to all policies and procedures that are stated and set forth by Life Camp in the Life Camp Handbook.

Parent/Guardian Name (print clearly): _____

Parent/Guardian Signature: _____

Date: _____

| |
|-------------------------------|
| Life Camp Authorized Use Only |
| Received by _____ |
| Date _____ |

Registration Check List

Life Camp Summer Camp 2009 registration begins March 14, 2009.

At the time of registration, please make sure the following have been received & completed:

Name of Camper _____ Age _____

___ Life Camp Registration Form

___ Registration Fee(s)

___ Weekly Payment (Registration is not complete without weekly payment)

___ Life Camp Health Record

___ Camper Health History Notes: _____

___ Shot / Immunization Records (needed for ALL non-Maryland students)

___ Emergency Contact and Authorized Pick Up Form

___ Life Camp Release Form

___ Life Camp Acknowledgement Form

Parent / Guardian Name (**please print clearly**) _____

Contact Phone _____ Contact Email _____

Life Camp Authorized Use Only

Registration Forms Complete _____ Date _____

Registration Form Filed _____ Date _____