**CAMP GLORY**

**Family Guide**

**2021**

**Welcome to Camp Glory 2021!**

 It is important that you read the guide in its entirety so you will know what to expect from Camp Glory and what is expected of you and your child. This guide contains information and instructions which are essential in maintaining the health and safety of your camper. Family cooperation regarding this guide is necessary to achieve an exceptional experience. Camp Glory appreciates the opportunity to serve your family and is excited to provide your child a summer full of amazing memories.

**Camp Glory Fast Facts**

|  |  |
| --- | --- |
| Main Location | St. Charles Christian Church  3337 Rue Royale Drive  St. Charles, MO 63301 |
| Primary Phone Number | 636- 699-6143 (voice or text) |
| Secondary Phone Number | 636-940-0550-Waverly Forest Academy |
| Fax Number | 636-940-0550 |
| E-Mail | [glory@campglorynt.com](mailto:glory@campglorynt.com) |
| Web Site | www.campglorynt.com |
| Hours of Operation | 7:30 am – 5:30 pm |
| Days of Operation | Monday - Friday |
| Weeks of Operation | June 7 – August 13, 2021 |
| Dates Camp is Closed | July 5 Independence Day Observed |

**Child Eligibility**

Children must meet all the following requirements to be eligible for Camp Glory:

* Born on or before 7-31-15
* Completion of Kindergarten
* Official documentation of date of birth
* Child must be able to tie their own shoes
* Child must be able to participate successfully in a group setting
* Must enroll for a minimum of 4 weeks
* Families who have a past due amount may not enroll until the amount is paid

**Enrollment**

We offer three options for enrollment. Families may only choose one enrollment option for all weeks they reserve for attendance.  The days designated under each enrollment option can’t be changed.

5 Day Monday-Friday

3 Day Monday, Wednesday, Friday

2 Day Tuesday, Thursday

**Weeks of Camp**

Families can choose which weeks of camp they want their child to attend.  This choice is made at the time of enrollment and cannot be changed once they are selected.  It is important to check the last and first day of your child’s school as well as any other events your family is planning for the summer prior to making your selection.  Once you have made your selection, you will be financially responsible for them whether your child attends or not. There is no change in tuition for weeks which include days Camp Glory is closed. We offer 12 weeks this summer. Families must choose a minimum of 4 weeks.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Week # | Monday | Tuesday | Wednesday | Thursday | Friday |
| 1 | 6/7 | 6/8 | 6/9 | 6/10 | 6/11 |
| 2 | 6/14 | 6/15 | 6/16 | 6/17 | 6/18 |
| 3 | 6/21 | 6/22 | 6/23 | 6/24 | 6/25 |
| 4 | 6/28 | 6/29 | 6/30 | 7/1 | 7/2 |
| 5 | **CLOSED** | 7/6 | 7/7 | 7/8 | 7/9 |
| 6 | 7/12 | 7/13 | 7/14 | 7/15 | 7/16 |
| 7 | 7/19 | 7/20 | 7/21 | 7/22 | 7/23 |
| 8 | 7/26 | 7/27 | 7/28 | 7/29 | 7/30 |
| 9 | 8/2 | 8/3 | 8/4 | 8/5 | 8/6 |
| 10 | 8/9 | 8/10 | 8/11 | 8/12 | 8/13 |

**Daily Schedule**

Camp Glory is open to begin taking campers at 730AM Monday through Friday. Campers will check in with the crew member at the desk upon arrival to ensure they get checked in and are accounted for. Campers will then put their belongings in their designated spot and begin their day. Campers should arrive at camp daily by 9AM. If you know your camper will be arriving after 9AM, text or call the camp phone to find out where you should drop off your child should we not be in the building. Upon pick up, parents should text the camp phone when they are on their way. Upon arrival, a crew member will bring your child to your car. If picking up prior to 3pm, it may be necessary to pick your camper up at an alternate New Town location. Please check with a crew member or text the camp phone to determine where your child will be if prior to 3pm.

|  |  |
| --- | --- |
| **730-830am** | Free Choice of activities inside the church lobby, or Yard. |
| **830-9am** | Morning Snack |
| **9am** | Opening Ceremonies |
| **930-1130am** | Planned morning activities (Generally outside of the church) within their groups. Itineraries will be emailed weekly. |
| **1130am-1230pm** | Lunch/Sunscreen |
| **1230-230pm** | Planned Afternoon activities (Generally outside of the church) within their groups. Itineraries will be emailed weekly. |
| **230-3pm** | Afternoon Snack |
| **3-330pm** | Closing Ceremonies |
| **330-530pm** | Free Choice of Activities inside church or yard (dependent on temp) |

**Activities**

Campers are going to be BUSY! We try to pack as much activity and fun into every day as possible which is why we really try to stress to our parents and campers that it is imperative that everyone read the information we send out and arrive at camp with the proper uniform and belongings for each day. Weekly activities are planned and sent out via Kaymbu the Friday before the week. All activities are subject to change due to weather. Below are some of the activities that will happen weekly.

-Swimming

-Parks

-Art

-Lake Activities

- Group Games

-Character Counselors (building our interpersonal dynamics)

-Lego Challenges

-Life Skills

You can expect your children to be safe, be busy, and to have an absolute blast!

**Tuition, Fees, & Financial Policies**

**Tuition**

Tuition is figured per week (Monday – Friday). There are two tuition charts. The first is the standard tuition chart and the second chart is for members. Members are families who meet one of the following criteria (documentation must be provided).

* New Town Resident
* Member of St. Charles Christian Church
* Current family of Waverly Forest Academy (must have one child enrolled and attending WFA during weeks of Camp Glory)

|  |  |  |
| --- | --- | --- |
| Enrollment Schedule | Standard  Weekly Tuition | Member  Weekly Tuition |
| 5 Day: Monday-Friday | 198 | 187 |
| 3 Day: Monday,Wednesday,Friday | 173 | 165 |
| 2 Day: Tuesday,Thursday | 138 | 132 |

**Discounts**

**Early Bird**

Families can enjoy a 10% tuition discount!

* Commit to a minimum of 8 weeks
* Choose the 5 day per week program
* Pay for the entire summer via check or money order payable to Waverly Forest Academy no later than March 12th.

**Full Summer Prepayment**

* Families can enjoy a 5% tuition discount!!
* Commit to a minimum of 6 weeks
* Pay for the entire summer via check or money order payable to Waverly Forest Academy no later than April 2nd.

**Activity Fee**

This fee is $175 per child and covers all camp activities, supplies, enrollment expenses, and your child’s “Camp Pack”.  The camp pack contains items your child will need for camp including 2 camp t-shirts. This fee must be paid upon enrollment and is **NON-REFUNDABLE for any reason.**

**Payment Methods**

1. Full Summer Prepayment

Must be paid by April 12th via check or money order payable to Waverly Forest Academy (our preschool location). **Can be mailed or dropped off at 3545 Franks Dr. St. Charles MO 63301.**

1. Weekly

Automatic payments via Tuition Express

Tuition Express is a safe and easy way to pay. Families must complete and submit a new tuition express form and the weekly tuition and fees will be deducted on the Friday prior to the week of services from your bank account, Master Card, or Visa. We do not accept Discover or American Express. Current WFA families do not need to submit a new tuition express form.

**Other Fees:**

Other fees a family may incur.

|  |  |
| --- | --- |
| Fee | Amount |
| T-shirts | $16 |
| Late Payment | $25 |
| Returned Check | $25 |
| Declined ACH Payment | $25 |
| Late Camper Pick Up | $20 for any time between 5:31-5:45. $1 additional every minute past 5:45PM per child. |
| Replacement Items (water bottle, bag) | $10 |

**Financial Policies**

* Families are financially responsible to pay tuition and fees for all weeks selected on their enrollment form, regardless of the child’s attendance or days Camp Glory is closed.
* Weekly Tuition is not prorated for any reason.
* Any payment which is returned from the family’s bank or credit card company for any reason will need to be paid within 1 day of the family being notified of the returned payment. This amount will need to include a $25 returned payment fee. **Should your balance remain unpaid for any reason, your child will not be eligible to return to Camp Glory until your account is rectified.**
* Families who do not maintain their financial commitments will have their child’s enrollment terminated. The family will have one week from the date of termination to pay the balance in full. If the amount is not paid in that time period, Camp Glory will begin collection proceedings which may include reporting the debt to a credit bureau and legal action. All fees incurred during the collections process are the responsibility of the family.
* **Camp Glory DOES NOT ACCEPT CASH PAYMENTS!**

**Enrolling Your Camper**

**Enrollment Process**

Camp Glory has updated the enrollment process to enable us to obtain information and documentation in a more proficient manner. Please refer to steps below to gather information prior to completing the enrollment forms.

To reserve a camper’s enrollment a parent must complete the “Camp Glory 2021 Reservation Agreement,” and pay the activity fee of $175 online. This form is located on the website ([www.campglorynt.com](http://www.campglorynt.com)) under the “Join Camp Glory” menu tab.

When you are ready to enroll your child, go to [www.campglorynt.com](http://www.campglorynt.com) and click on “Enroll Now”. This process must be completed for EACH child you are registering. Be sure to check the accuracy of the information you provide prior to clicking “Submit”.

To complete the process of registration you will need the following:

* Copy of the Camper’s birth certificate.
* Electronic copy of the child’s immunizations
* Electronic Copies of any necessary medical or behavioral

treatment plans

* Method of payment for Tuition Express
* Determination of which weeks you are enrolling your camper.
* Current photos of your camper, parents/guardians, emergency contacts, and all those authorized to pick up your child.

**Activity Fee**

At the end of the enrollment process, you will be prompted to pay the $175 activity fee via PayPal to be able to submit your child’s enrollment. This fee is separate from weekly tuition withdrawal, and your information will **not** be saved for that purpose.

**Confirmation of Enrollment**

A confirmation email will be sent from JotForm when your Reservation Agreement has been submitted. Camp Glory will contact you to confirm we received it and will provide the rest of the enrollment paperwork. Please do not assume it went through without a confirmation email. Please make sure that your payment was accepted and follow up with us via email if you do not receive enrollment paperwork within 7 days.

**Preparing Your Camper**

All campers will need the following supplies prior to their first day of Camp. Please be sure the items you select meet the standards required by Camp Glory. **IT IS ESSENTIAL THAT ALL ITEMS ARE LABELED WITH THE CHILD’S NAME!**

**Camp Glory T-Shirt**

Your child will need to wear a Camp Glory T-Shirt EVERYDAY. Your child will receive two shirts in their camp kit. Families will choose the shirt size and order additional shirts (if needed) during the enrollment process. It’s important to order the correct size for your child’s comfort as Camp Glory only orders the sizes and quantities submitted during the enrollment process. A camper will not be allowed to check in for the day if not wearing a Camp Glory T-Shirt.

**Child’s Camp Kit**

Your child will receive a camp kit prior to the start of Camp Glory. The family will be notified when the camp kit is available for pick up. The camp kit includes the following:

* Camp Shirts (2)
* Camp Backpack
* Swim/Water Play Bag
* Water Bottle
* Drop off/pick up car sign (2)
* Extra Essentials Baggie

Pack this bag with a set of extra clothes to be used in case of an accident including multiple undergarments and socks.  Bring this bag on the child’s first day of camp. We will keep it at camp until it is needed or until their last day.

**Other Items Your Camper Will Need**

* Life Jacket- US Coast Guard approved and fits according to your child’s weight. Must be an actual Life Jacket-not a puddle jumper or floaties. For Lake Use.
* Water Shoes
* Food Carrier
* Swimsuit
* Beach Towel
* Goggles (optional)

**Arrival & Departure**

Camp Glory hours are from 730am to 530pm Monday through Friday. All campers not picked up by 530pm will be charged $20 for pick up between 5:31 and 5:45 and an additional $1 per minute per child for the time they remain at Camp Glory.

Should you be dropping off your camper after 930 a.m. or picking up before 3 p.m. please text the camp phone to make sure a crew member is present at the church to have your child brought back to the church for pick up or direct you to an alternate new town location for pick up.

Campers should be dropped off and picked up at the church location unless otherwise notified.

Families should utilize the parking lot directly behind the church. Campers MAY NOT be dropped off through the front doors of the church.

Parents will drop their children off to the Crew Member stationed at the sidewalk in the back parking lot. They may not exit the vehicle until the Crew Member is ready to check them in. You should wait in the car line until it is your turn. At no time should your child be unattended by a parent or a crew member.

Parents/Designated friends or family members must drop off/pick up via the car line. At this time, we will not be admitting anyone into the building that is not a camper or a staff member. You will be ID’d until we become familiar with your faces.

Only authorized adults may pick up the camper.  Families should inform camp if someone who is not authorized will be picking up. This person will need to bring identification.

Be sure your child has everything they need at arrival and takes home their belongings each night. We will not store lost and found items. Items that have not been picked up within 24 hours will be considered donations.

There will be no transportation services to/from WFA to Camp Glory. Please make arrangements for your camper to be dropped off and picked up at the Saint Charles Christian Church.

**Absences**

In the event of your child’s absence due to illness or unexpected reasons we ask that you notify Camp Glory via text by 9 a.m., or as soon as possible. If you know in advance that your child will be absent during a week they are enrolled we ask that you let us know by text or email as soon as you are aware.

**What Your Camper Needs Every Day**

It is essential that your child be prepared every day they come to camp.  Families will be contacted immediately if their child does not have all items necessary for the day and are expected to bring the items to camp before the child will be able to participate.

**What to Wear to Camp Every Day**

* Camp T-Shirt
* Tennis Shoes
* Sunscreen EVERYDAY at least 50 SPF (we will re-apply at 12)
* Comfortable shorts (which will definitely get dirty)

**What to Bring to Camp Every Day**

* Camp Backpack
* Water Bottle

Labeled and filled with WATER only. If it has anything but water, it will be dumped and refilled with water. Children will be encouraged to drink water throughout the day. They will be responsible for keeping track of their own water bottle during the day at each of the stops. Please take it home and wash it out every night.

* Lunch and 2 snacks

Please make nutritious and healthy choices for both lunch and snacks.

Send enough food to sustain the extra calories they will be burning due to our active schedule.

For younger campers, label the snacks as AM and PM snack or with snack 1 and 2 so that your child knows what to eat, and when. All items must fit in one container and the container must fit in their camp backpack. Be sure the container keeps the contents at the appropriate temperature. Food will not be able to be heated and food will not be stored in a refrigerator.

Do not pack soda as a drink.

Please remind your child that they are not allowed to share or “swap” food.

Food will not be provided if your child eats all the food packed before the appropriate time or if food is forgotten, you will receive a phone call to bring food to your child. If you allow your child to pack their own lunch, please double check their work!

* Pre-authorized medication and medical gear as stated in the ICP will be administered during this time unless a variation is absolutely necessary.

**Swim/Lake Days**

On designated swim/lake days, your child should come to camp in their swimsuit with their camp T-shirt and shorts over the swimsuit and socks and tennis shoes.

**Swimsuit Guidelines**

All swimwear (including swim shirts) must be designed for pool use (not conventional t-shirts or shorts). Girls should wear a one-piece suit or a tankini which covers the majority of their midsection. We recommend tankinis for ease when using the restrooms. No two-piece bikinis.

They will need to bring their swim bag which should include the following:

Undergarments (to wear after swimming)

Swim Shirt (if desired).

Water Shoes

Towel (standard sized and lightweight).

Flotation Device or life jacket (if necessary) appropriate for child’s weight and inflated.

NO Toys or water guns

Goggles (optional-labeled with their name)

**Water shoes**

Your child needs a pair of labeled and properly fitting water shoes to wear to and from the pool, outdoor water activities, and if they participate in lake activities.  They need to cover the entire foot. We will not allow flip flops.

**Life Jacket**

All children participating in Lake Activities will require a properly fitting Life Jacket. Life jackets must be appropriate for their weight and be labeled with the child’s last name largely across the back (to be seen while in the lake.) Puddle Jumpers or floaties will not be allowed.

**Field Trips-Off Site**

* Camp Glory will not be participating in off-site field trips this summer.

**Communication**

Camp Glory’s contact information is mentioned at the beginning of this guide. Except for emergencies or time sensitive issues we ask that you communicate via email or text. We will always check these first thing in the morning, and multiple times throughout the day. The Camp Glory designated manager on duty is always available for quick conversations during drop off or pick up, but if your issue requires more than a few minutes we ask that you notify us by email or text so that we can make an appointment for a longer conversation. Camp Glory will communicate with families via email, text, phone calls (if necessary) and Kaymbu. Do NOT call St. Charles Christian Church.

**Cell Phone Policy**

DO NOT SEND YOUR CHILD TO CAMP GLORY WITH THEIR CELL PHONE. Should they absolutely need to have it for after camp hours, you may check it in with a crew member. Any camper who is found to have their cell phone will have it confiscated until pick up. Any communication necessary will happen through a crew member who will always have a phone and a walkie talkie on them.

**Kaymbu**

Kaymbu is an IPad app that Camp Glory uses for communication, notification, and documentation. This app enables us to send messages via text or email, photos, videos, and newsletters directly to our families. We will be using this app to document your child’s summer experience. Each photo that is “tagged” with your child’s name will be sent to you weekly on Friday by email. You can save these photos to your devices. We will be using this app to send you upcoming events and activities for the week to come as well as reminders so make sure you are reading the notifications diligently.

**Parent App**

Kaymbu offers a parent version of the app. In the apple or android store search “Kaymbu Parent App.” You will be prompted to sign in. Be sure to use the same email that you gave Camp Glory at enrollment for it to link to our “school account.” Once we have created your account in our system, you will be able to see all photos as soon as we tag them! Make sure to enable push notifications so you receive all our messages in real time!

**Code of Conduct**

The mission of Camp Glory is to provide campers with many diverse opportunities to explore, learn, and have a lot of fun. This mission is led by the incredible team of educators who make up the Camp Glory Crew. Our Crew plan and implement a full curriculum, specifically designed to increase each camper’s skills in various areas of their development. Crew members are committed to keeping campers safe through active supervision, regular interaction with individual campers, and promoting an environment of care and cooperation. Camp Glory has 3 governing rules which apply to Campers, Crew, and Families.

1. Be Safe
2. Be Kind
3. Be Responsible

All campers, crew members, and families are expected to follow these rules. Camp Glory utilizes conscious discipline (consciousdiscipline.com). Each moment is a teachable moment for your camper to learn how to negotiate conflict. We will be teaching conflict resolution and kindness always. Camp Glory expects all families to support these principles to aid in the success of your camper, and the camp. Conflicts that occur at Camp Glory should be addressed at Camp Glory. Camp Glory will notify parents of larger issues to be addressed at home. Should your camper make you aware of anything concerning please notify the Camp Director immediately so that it can be addressed appropriately.

Behaviors that pose a risk to the safety and wellness of a camper, crew member, or camp environment may result in more substantial consequences.

Unsafe behavior will result in an incident report to be signed by a parent. If notified that your child needs to be picked up, parents will have exactly one hour from our initial phone call to pick up their child.

Potentially Harmful Behaviors

Hitting

Kicking

Biting

Running away from crew member

Failure to follow safety measures.

Destruction of Camp Glory or St. Charles Christian Church Property

Unsafe Vehicle Behavior

Camp Glory reserves the right to terminate a child’s enrollment if a child’s behavior becomes detrimental to Camp Glory’s ability to maintain a safe environment.

**Health & Safety**

It is imperative that families and campers understand and implement the following health and safety guidelines.

**Child’s Health Information**

* Families must provide accurate information about their child’s health (developmental, physical, and mental) in the enrollment process.
* Camp Glory may request more information or documentation regarding a child’s health. Families should provide this information upon request.
* Children who will be administered medication, treatments, or special care regarding a health issue will need to meet with a Crew Administrator prior to the beginning of camp to discuss and implement an Individualized Care Plan.

**Illness Policy**

To maintain a healthy environment, it is important to check your child prior to bringing them to Camp. Children who are ill or display symptoms of illness should NOT come to camp. The Crew will observe children at arrival and throughout the day. Children who exhibit any of the following will be sent home unless more immediate emergency medical care is deemed necessary.

* Fever of or over one hundred degrees Fahrenheit under the arm
* Diarrhea- more than one abnormally loose stool
* Vomiting
* Severe coughing
* Difficult or rapid breathing
* Pinkeye- tears, redness of eyelid lining irritation, swelling or discharge of pus.
* Unusual spots or rashes
* An infected skin patch(es)- crusty, bright yellow, dry or gummy areas of the skin
* Unusually dark, tea-colored urine
* Symptoms of lice or scabies
* Is unable to participate in normal activities due to pain or fatigue.

The family of an ill child will be contacted with a phone call and the child must be picked up within ONE HOUR of the original phone call. The ill child will be isolated from other children until an authorized adult arrives. Camp Glory will prepare an Illness report which will include criteria for returning to camp. These may include:

* Symptom free for 24 hours WITHOUT the use of medication.
* Can participate fully in the day’s activities, including going outside.
* In a case of head lice, are free of all lice and nits.
* In cases of serious illness, a physicians’ note that the child may return to camp without posing a risk to their health or to the health of others in the class.

The authorized adult picking up the child will sign the report and receive a copy. Families should notify Camp immediately of any diagnosis of a communicable disease. Camp Glory will notify all families of a diagnosed communicable disease while keeping the identity of the diagnosed child private**. If any member of the camper’s household is tested for COVID-19 the family should notify the camp immediately and the camper will not be permitted to return to Camp Glory until receipt of a negative test result.**

**Injury**

It is not uncommon for a child to experience bumps, scrapes, and bruises during play, as they will be highly active. Camp Glory is committed to keeping children safe through good supervision and a safe environment. Injuries will be attended to by the Crew and families will be notified.

In cases of a serious injury, the Crew will attend to the child and call the family immediately. An ambulance will be called if the Crew believes it is necessary. An Injury Report will be completed and sent via email. The family will need to sign the report and return it to Camp Glory.

A child should not return to Camp following a serious injury until they have been seen by a medical professional, authorized by the medical professional to return to Camp, and are able to participate in regularly scheduled activities including being outside. Camp Glory may require documentation from a medical professional.

**Thank you for helping us create a unique and meaningful experience for your campers!**