



parent guidebook

BOB JONES UNIVERSITY DAY CAMP

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The purpose of Day Camp is to provide quality care for children enrolled in Bob Jones Elementary and Junior High Schools. The University Day Camp is an extension of Bob Jones University and strives to meet the spiritual, mental, physical, and social needs of the campers using the Day Camp program. Our goal is to evangelize and edify all campers to the glory of God.

This handbook presents some general guidelines that will help ensure an orderly and safe environment for your child. It is a privilege to have your child as part of our Day Camp program and we look forward to serving you.

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ATTENDANCE

At Day Camp, a child is categorized according to the grade they will be entering in the upcoming school year.

Summer—Any student who is currently attending a Bob Jones pre-college school or is holding a reservation for the next school year. Campers must have **successfully completed K5** to begin attending and may attend each year until their 15th birthday. Day Camp is also open to new applicants to Bob Jones pre-college schools.

Christmas/Spring Break—Any student who is currently attending a Bob Jones pre-college school or is holding a reservation for the next semester. Campers must be **currently in K5 or above** and may attend each year until their 15th birthday. Day Camp is also open to new applicants to Bob Jones pre-college schools.

CHAPEL & DEVOTIONS

Monday through Thursday, between 11:35 and 11:55, each group will have a time of devotions. We use this time to pray for each other, worship the Lord through singing, and learn more about Him through His Word. Group devotions allow each leader the opportunity to edify and encourage the campers in an age-appropriate and individual manner.

On Fridays, we will have a combined group chapel in the Assembly Room. We invite special speakers to challenge the children spiritually. The speakers help show the campers how God works in individual lives and ministries. Chapel also provides an opportunity for campers to use their talents in a worship setting. We like to have campers give approved musical or speech specials at the beginning of the chapel service.

Because of the importance of this time in a camper's day, we ask that parents plan to pick their children up before 11:35 or after 11:55 each day.

DATES OF OPERATION

Summer 2011- May 12 through August 12.

For May 12th only – start time is at 1:00. Campers needing lunch supervision may come at noon.

Day Camp will be closed for holidays on the same days as Bob Jones University Campus. Please consult the Calendar of Events for closing dates.

DISCIPLINE

We strive to work with the campers on 1st time obedience toward our Day Camp staff. Situations will be addressed where campers have a hard time listening to leaders, getting along with others, or controlling themselves.

In dealing with discipline, the following procedures should be followed. First, the leader in charge will speak to the camper. If necessary, the camper might have a time-out from activities or free-time. If the camper still disregards guidelines, the director or assistant director will talk to the camper and will notify parents about further appropriate action.

DRESS

General

- Hairstyles must meet the standards of BJA.
- Tank tops are not appropriate for any camper.
- Clothing is not permitted that shows pictures, symbols, or messages contrary to a Christ-centered, Biblical life-style.
- No midriffs should be showing.
- Campers should wear clothing appropriate for indoor and outdoor play activities.
- Campers should wear gym appropriate shoes.

Girls

- Girls should keep their jewelry to a minimum for safety's sake.
- Girls in grades 2-3 may wear modest shorts, approximately mid-thigh in length.
- Girls in grades 4-8 may wear pants, culottes, or walking shorts that come to the top of the knee.

Boys

- Boys are not permitted to wear necklaces or bracelets.
- Boys in grades 2-3 may wear modest shorts, approximately mid-thigh in length.
- Boys in grades 4-8 may wear pants or shorts that come to the top of the knee.

GROUPS

Campers are divided into groups by grade level for the upcoming fall school year. Groups are as follows:

Boys & Girls- Grade 1	Beginners' group
Girls - grades 2 - 3	Little Girls' group
Girls - grades 4 - 6	Mid-crew Girls' group
Boys - grades 2 - 3	Little Boys' group
Boys - grades 4 - 6	Mid-crew Boys' group
Boys & Girls – grades 7-9	Junior High Group

HOURS OF OPERATION

Opening

- Campers may come to Day Camp between the hours of 7:30 and 5:30. Day Camp staff will be on duty by 7:30 each morning. We ask that you please not leave children unattended if you arrive before the staff arrives.

Lunch (also see Lunch, pg 6)

- Campers are dismissed for lunch at 12:00.
- Lunch time lasts until 12:30.

Closing (also see Pick-Up, pg 8)

- Day Camp closes each day at 5:30.
- A staff member will be on duty until all children are picked up; however, campers picked up after 5:30 will have a late charge added to their account.

ILLNESS

We strive to keep a healthy environment. Because illnesses can be very contagious among children, we ask that your child stay at home if he has any of these symptoms or conditions:

- Vomiting: camper should only return after the condition has stopped for 24 hrs.
- Diarrhea: camper should only return after the condition has stopped for 24 hrs.
- Fever: camper should only return after the condition has stopped for 24 hrs **without fever-reducing medication.**
- Pink eye: camper should only return when the eyes are no longer red and producing discharge.
- Generalized rash: camper should only return after the rash is resolved.
- Strep infection: camper should only return after being on antibiotics for 48 hrs and free from fever for 24 hrs.
- Chicken Pox: camper may return when all sores are scabbed over and dry.
- Measles: camper should only return after a week after the rash began, provided all cough and cold symptoms are gone.
- Head lice: camper should only return after treatment has ended and all nits are removed.

JUNIOR HIGH

The Jr. High program will run independently of the regular Day Camp schedule. Jr. High activities include such things as extension ministries, field trips, and ministry opportunities. Detailed information will be given at an organizational meeting for the campers at the beginning of the summer.

LOCATIONS

Day Camp's place of business is the Applied Studies Building (ASB) which is located across from the University Cleaners. All campers should check in and check out at the ASB lobby. The phone number is 242-5100, extension 2905.

The Academy Gym, athletic fields, Activity Center, and the Davis Fieldhouse swimming pool are also used for recreational activities.

LUNCH

During the lunch hour, the campers have the following options:

- Stay at the ASB to be picked up by a parent before 12:15.
- Stay at the ASB and eat a lunch under the supervision of Day Camp staff.
 - Vending machines are not available, so please be sure to pack a full lunch for your camper.
 - Campers may also order a Snack Shop lunch. Lunches can be ordered at the Front Desk when the camper arrives at Day Camp or by calling the Day Camp front desk. All orders must be placed by 10:00 am.
- Jr. High campers may walk to a parent-determined destination as communicated by a parent's note.

MISCELLANEOUS

- Everything brought to Day Camp, especially clothing and towels, should have the camper's name on it.
- Gum and candy are not permitted at Day Camp.
- Campers are not allowed to use the vending machines on campus.
- For any type of summer enrichment classes at BJU, parents are responsible to transport the child between the two facilities.
- Campers who use in-line skates must wear helmets and knee pads.
- Campers riding bikes or scooters must wear helmets.
- Flippers are not allowed in the pool.
- The items listed below are **not permitted** at Day Camp: If they are necessary, they must be **left at the front desk upon arrival** and will be returned when the camper is checked out.
 - Cell phones
 - PDA's
 - Electronic toys
 - Personal toys
 - Other electronic devices
 - Trading Cards

NOTES

- Parents with recurring requests may choose to write one note to cover permission for the entire break. This permission can be kept on file for an entire break, but will not carry over to future breaks.

PAYMENT

Cost

- Day Camp charges are figured using a regular hourly rate.
- Day Camp charges are as follows:
 - \$4.00 per hour
 - \$15.00 per hour for late pick-up (After 5:30 pm).

Billing

- Parents employed by BJU
 - Will be billed via payroll deduction. The Bob Jones University payroll department will give specific financial information.
 - Policy for non-working parents
 - A faculty/staff child that attends Day Camp while a parent is not working will be charged the regular \$4.00 rate. There are no special forms to fill out in order to leave a child “for pay,” but it is important for you to personally communicate that it is “for pay” when the child is checking in.
 - We consider any time when sick time is used to be included under “work time.” This time would include time spent taking yourself or a child to the doctor or when sick time is needed for personal use.
- Parents not employed by BJU
 - Will be billed via their accounts with BJES or BJJH. The billing will be sent monthly and can be paid directly at the University Business Office.
 - **As a general rule, there is a 4-6 week delay in the time that children incur charges for attendance and the date that the bill is sent out.**

PICK-UP

In order to facilitate camper pick-up, we will provide a car line service starting at 4:30 each day in front of the ASB. If you wish to pick your child up before 4:30, please call Day Camp so we can direct you to the appropriate location.

For the safety of your children, we cannot allow any child to leave Day Camp with anyone other than a parent without written notification from a parent.

REGISTRATION

In order for a camper to attend Day Camp, two forms must be filled out by a parent by the first day the camper would like to attend. These forms are filled out annually and do not carry over from previous years.

1. Information form - This form is filled out for each family. It should include current contact information for parents as well as individualized information for each child.
2. Permission form - This form is to be filled out for each camper. It gives Day Camp the authorization to administer First Aid and transport the child in University supplied vehicles.

The same forms should be used for any visitor attending Day Camp.

SCHEDULES – SEE LAST PAGE

SNACKS

Snacks are not allowed at Day Camp except when planned by the Day Camp groups. These groups will have a set time in the afternoon for snack/rest time. We encourage parents to provide a small nutritional snack such as fruit or crackers for their child in addition to the camper's lunch.

SWIMMING

The campers have several opportunities to swim throughout the week, so they will need to bring swimsuits and towels in a bag or backpack. While campers may store their items in the lockers during swim time, no swimming items may be left in the lockers overnight.

For your child's safety, a certified lifeguard is always on duty. Activity leaders also accompany the campers in the pool area. As a safety precaution, we provide swim tests to evaluate each camper's swimming proficiency. Any camper that cannot touch the bottom of the pool or has not passed a swim test should wear a Coast Guard approved floatation device.

VISITORS

Visitors are welcome to attend Day Camp in accordance with the following guidelines.

- Payment for visitors needs to be arranged at the time of initial check in.
- The visitor must be sponsored by the parent of a current day camper or a BJU employee.
- The parent of the visitor should fill out the necessary forms, and the person responsible for the bill should sign an authorization for the billing.
- The age of the visitors must be within the Day Camp age groupings.
- Visitors who wish to attend more than two weeks may seek special permission from the Day Camp director.
- Visitors are expected to follow all of the other Day Camp rules and guidelines.

SCHEDULES

The following are typical daily schedules that are followed at Day Camp. Schedules will vary based on group as well as special activities that are planned for the group.

DAY CAMP MONDAY/WEDNESDAY SCHEDULE						
TIME	JUNIOR HIGH	MID-CREW BOYS	MID-CREW GIRLS	LITTLE BOYS	LITTLE GIRLS	1 ST GRADE
7:20 - 8:25	FREE TIME -- FREE TIME -- FREE TIME					
8:30		Crafts	Swim			
9:10				Swim	Crafts	
9:50			Crafts		Swim	
10:30		Swim		Crafts		Devotions
11:30 - 11:55	Devotions	Devotions	Devotions	Devotions	Devotions	11:10-11:50 Craft time
12:00	LUNCH - LUNCH - LUNCH					
1:30	Boys Swim	Swim		Swim		
2:30	Girls Swim		Swim		Swim	
3:30						
4:30	RETURN TO THE ASSEMBLY ROOM					

DAY CAMP TUESDAY/THURSDAY SCHEDULE

TIME	JUNIOR HIGH	MID-CREW BOYS	MID-CREW GIRLS	LITTLE BOYS	LITTLE GIRLS	1 ST GRADE
7:20 - 8:25	FREE TIME -- FREE TIME -- FREE TIME					
8:30		Crafts	Swim			
9:10				Swim	Crafts	
9:50			Crafts		Swim	
10:30		Swim		Crafts		Devotions
11:30 - 11:55	Devotions	Devotions	Devotions	Devotions	Devotions	11:10-11:50 Craft time
12:00	LUNCH - LUNCH - LUNCH					
1:30	Girls Swim		Swim		Swim	
2:30	Boys Swim	Swim		Swim		
3:30						
4:30	RETURN TO THE ASSEMBLY ROOM					

DAY CAMP FRIDAY SCHEDULE

TIME	JUNIOR HIGH	MID-CREW BOYS	MID-CREW GIRLS	LITTLE BOYS	LITTLE GIRLS	1 ST GRADE
7:30 to 9:00	FREE TIME					
9:00 to 11:00	BIG ACTIVITY					
11:00 to 11:25	FREE TIME					
11:25 to 11:55	CHAPEL					
12:00	LUNCH - LUNCH - LUNCH					
1:30	Boys Swim	Swim		Swim		
2:30	Girls Swim		Swim		Swim	
3:30						
4:30	RETURN TO THE ASSEMBLY ROOM					