



ST ANDREW'S SCHOOLS

**Adventure**Camps  
Summer • Winter • Spring

# Parent Handbook

# Adventure Camps

Revised January 2019

Spring Camp Edition

Dear Parents and Campers,

Aloha! We are thrilled to have you as part of our camp community for the 2019 Spring Camp. We hope you are ready for a wonderful experience that is full of laughter, play, learning, adventure and growth. To prepare you and your child for camp, please read this handbook carefully and contact us with any questions that you may have about our camp.

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### **Our Philosophy and Goals**

St. Andrew's Schools actively engage and educate students in a culture of care, love, and service. Every child is known, challenged, understood, and empowered to strive for the highest. Our Adventure Camp Programs are accredited by the American Camp Association. We believe that camp gives children the opportunity to experience relationships, to explore challenges, and to take new risks and have fun all at the same time. Camp is a time to learn more about what they like and what they can do while developing skills and confidence in themselves.

At camp, children experience activities as part of a group which will allow them many opportunities to improve their friendship skills while learning to negotiate, problem solve, and develop intercultural relationships while they grow socially. Our camps include many activities, skill-building opportunities and new experiences. Our highly experienced and energetic staff provides an environment that encourages active participation through group-oriented activities and cooperative play. Our low staff-to-camper ratio gives us the ability to get to know each camper on an individual level in order to provide them the structure and care they need to have a wonderful spring break.

### **Goals and Outcomes of the Camp Experience**

- We will provide opportunities that stimulate the development of each camper's self-esteem.
- Each camper will participate in activities of their choice.
- Each camper will participate in at least one activity each day to promote self-esteem.
- Campers will participate in getting-to-know-you games during the first days of camp.
- Campers will grow socially through interaction with other campers. Because we are an international camp, campers will grow in cultural awareness.
- Staff will provide the campers with positive comments and encouragement.

### **General Information**

We take great pride in hiring committed and enthusiastic staff who are focused on making the spring break a great experience for your child. At least 80 percent of our staff are 18 years old or older. Although we do hire staff that is under 16 years old for our aides, they are not included in our staff ratio counts.

### **Staff to Student Ratios**

Under 5 years old: One staff per six children

6–8 years old: One staff per eight children

9–14 years old: One staff per 10 children

Our **directors** have been with the camp in prior years and are very good at what they do. They are focused on providing the best camp experience for your child.

Our **leaders** are college students who love children and enjoy the camp (some have been with us for years)! If you have any requests for your child, be sure to speak to the leader for immediate help.

Our **aides** are high school students from our school and surrounding schools. They all enjoy being with children and helping them to have a great experience at camp.

Our **interns** are high school students that are essentially aides in training. They are the joy of the camp and lead all of our activities.

Children may be dropped off as early as 7 a.m. each day. At 8 a.m., we will begin camp with a meeting all together, filled with fun and games.

### **Early Pick-up**

If you need to pick-up your child early from camp, we ask that you notify the camp office as early as possible. With adequate notice, we will have your child waiting for you in the office. Adventures campers are at many campus locations during the day, so it may take time to find them if we are not notified ahead of time.

**At no time will we release a camper to you or any other adult without having them check out through the camp office.**

### **Pick-up Authorization**

If a camper is to be picked up by someone other than the parent/guardian, we must have a Camper Release Authorization Form signed by the parent/guardian indicating the approved alternate pick-up people. Campers will only be released to those indicated on this form. This form is included in our online registration process and can be changed through your account. If you need assistance adding or removing someone from this form, please contact the camp office.

### **Schedule Changes**

For the safety of all of our campers, we require that all communication with us regarding any changes to their usual camp-day routine be done through the camp office via email or telephone call. Your adherence to this policy helps us to ensure the safety of all of our campers. Please do not attempt to inform us of any changes through conversations with leaders, extended day staff or through a note delivered by your child.

### **Visiting Camp**

We welcome visitors to camp. Because we must ensure the safety of our community at all times, we ask that anyone interested in a visit call ahead to schedule a convenient time. All visitors must check in at the camp office and be accompanied by one of our staff at all times.

## **General Behavior Policies and Expectations**

We are a community that supports each child's individuality and uniqueness. We uphold high expectations to maintain a safe and respectful environment for all members of this

community. Our staff proactively works to establish routines and to reinforce these expectations to encourage positive behavior and to minimize behaviors that impact the safety and respectful atmosphere within the group and community as a whole. We ask parents/guardians to thoroughly review these rights and expectations with their camper(s) prior to their start in our program.

The Adventure Camp staff expects the following from all campers:

- To be tolerant and accepting of each other.
- To show respect for each other's and the camp's property.
- To show respect for the physical environment.
- To be a positive member of the camp community.
- To verbally communicate their needs, desires and concerns as much as possible and to settle conflicts verbally.
- To be responsible for their own behavior.
- To be respectful of staff's requests and suggestions.

In the event that a camper is unable to adhere to these expectations, staff will utilize a series of responses to address the behavior, including the following:

- A conversation between the camper and his/her director.
- A conversation between the camper, his/her director and a camp administrator.
- A meeting between the camper, group leaders, a camp administrator, and the camper's parent(s).

Whenever possible, we will look to support and motivate the camper to modify his/her behavior so that they can continue to succeed within the program. We will inform you of any concerns that we may have and will enlist your support in making every appropriate effort toward helping your child have a successful experience in the program. As stated in our Enrollment Agreement, the camp director reserves the right to dismiss any camper from the program, without refund, who repeatedly and/or significantly impacts the safety or positive experience of others in the community.

## **Personal Property Information**

- Firearms or any other weapons are not allowed at the campus of the St. Andrew's Schools.
- Staff vehicles must be registered with the school and a parking pass must be obtained. The parking pass must be visible through the windshield of the car.
- We love your pets but please leave them at home. No pets are allowed on campus.

- Alcohol and drugs are not allowed on the campus of the St. Andrew's Schools.

### **Health Care Information**

Our Adventure Camps are extremely attentive to the health needs of our campers. Our camp health aide is stationed in the camp office. Along with the health aide, we also have accessibility to a registered nurse at a moment's notice.

### **Health Forms**

All camper health information must be on file at the start of camp. It is a violation of state regulations to have any camper engaging in activities at camp without the proper health information on file.

### **Care of Mildly Ill campers**

When campers experience minor physical ailments, such as stomach aches, headaches, minor rashes, cuts, scrapes or bumps/bruises, they will be accompanied by a leader to the health aide's office. The camper will be treated as deemed appropriate and the treatment will be documented in our medical log. If the camper is deemed ready to return to his/her group and resume activity, the leader will be given instructions as how to monitor the child's ailment/injury.

If the camper needs to spend time in the health office, the child will stay there and receive any necessary treatment as outlined in the Standards of Care signed by the health care consultant. The child will be accompanied to his/her group when cleared to do so by the health aide. Parents will be notified by the health aide if their child required any extended care at camp, or if their injury/illness requires further medical attention or monitoring.

### **Administration of Medication**

The health aide is responsible for the administration of all medication. The camp's health care consultant shall authorize the health aide to administer prescription medication. All prescription medication must be brought to camp by the parent/guardian in its original container with written permission from the parent to administer the medication to the camper and will be stored in a storage box at all times. Campers cannot carry their own medications, with the exception of asthma inhalers and EpiPens.

A medication schedule is recorded for each camper in need of regular medication. Group leaders are given the schedules for their respective campers, and the health aide checks the schedules daily to make sure each camper has received his/her medication. The health aide records the dispensing of any medication in the camp health record log.

Some symptoms that would require a camper to remain at home or be sent home from camp are clear, such as a fever or obvious case of chicken-pox. Some symptoms may be more subjective. If our health aide feels that your child is too ill to be at camp, she will contact you and ask you to arrange to have your child picked up promptly. Your support of this policy is much appreciated.

Any camper who has a serious illness or contagious disease will be excluded from camp. Please keep your child at home if he/she experiences any of the following symptoms within 24 hours of the beginning of a new camp day:

- Fever of 100 degrees or higher (children should be fever-free and off fever medication for 24 hours before returning to camp).
- A child having vomiting or diarrhea should be kept home until they are symptom-free For 24 hours.
- Cold, sore throat or cough.
- Chicken Pox (children can return to camp when blisters have crusted over and dried).
- Contagious skin disease such as impetigo. -
- Conjunctivitis.

### **Sun protection Policy**

Please apply sunscreen liberally to your camper before leaving home every morning. Our camp community takes sun protection seriously and we make a point to have campers re-apply throughout the day. Waterproof and sweat-proof sunscreens work well for camp, and products that screen out both UVA and UVB rays with an SPF of 30 or higher are recommended. Please be sure that your camper has applied adequate sunscreen each morning before coming to camp and send your camper with a tube of sunscreen labeled with their name each day of the summer. In addition, campers will be encouraged to keep well hydrated.

### **Bug Bite Prevention**

We will take many preventive measures to limit mosquito bites, bee/wasp stings but if they do occur, we will treat with anti-itch cream to alleviate the itch and Benedryl if more treatment is necessary.

### **Emergency Procedures**

If a camper is seriously injured, the leader will contact the health aide and camp administrators. Leaders will not move a seriously injured camper or leave the camper unattended. Staff will call 911 immediately if the injury is serious.

If the camper needs to go to the hospital but it is not a life-threatening emergency, the health aide makes arrangements for the camper to be transported by the camper's parent.

If the camper has been taken to the hospital and the parent cannot be contacted, phone calls are made, and messages left in an attempt to reach a parent, guardian or emergency contact person. Once contacted, the parent will be informed of the situation. If a camper is not in a life-threatening situation and the parent cannot be contacted, the camper will be moved to the health office and kept under observation until the parent is located. If the health aide determines that the camper's situation is worsening, and the camper needs to go to the hospital, an ambulance will be called.

### **Emergency Procedures When Off the Premises**

Before leaving the premises, copies of all campers' health forms are given to the director along with a first aid kit. Leaders will also be provided with detailed itineraries that include emergency phone numbers and the names and phone numbers for the nearest hospitals or emergency facilities.

In the event of an emergency, the leaders and directors determine the necessary actions to be taken. Leaders always have cell phones to make necessary calls, and all have current CPR/AED and First Aid Certifications.

### **What to Bring to Camp**

Please clearly label all items brought and worn to camp with your child's first and last name.

- Footwear: Sneakers, flip-flops (slippers) or sandals are best.
- A change of clothes or extra towel can be left at camp for the week. Please put it in your camp bag marked with your child's name.