

# RBCS summer programs

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## All Camps - Policy and Procedures

### General information

**Location:**

RBCS  
2101 North Partin Drive  
Niceville, FL 32578

**Hours of Operation:**

Monday through Friday 7:00am – 5:00pm

**\*\*All summer camp programs will be closed July 4<sup>th</sup>**

June	
June 10-14	Week 1
June 17 - 21	Week 2
June 24 - 28	Week 3
July	
July 1 - 5	Week 4
July 8 - 12	Week 5
July 15 - 19	Week 6
July 22 - 26	Week 7



## Registration, Payments & Refunds

### Registration Deadline:

Registration will remain open until the Friday before the session/week begins or the session/week is filled.  
Contact the camp secretary for more information.

### Payments:

**Cash payment** will be accepted in the office up to the registration deadline for a camp. Paying the day the camp starts will incur a \$10 late fee.

**Check** will be accepted in the office and online up to the registration deadline for a camp. Paying the day the camp starts will incur a \$10 late fee.

**Credit Card** will be accepted online and in the office up to the registration deadline for a camp. Paying the day the camp starts will incur a \$10 late fee.

### Late Payment Fee:

If payment is not received by the registration deadline, a late registration fee of **\$10** will be added. **Campers will not be allowed to attend a camp until payment is made in full.** Contact the camp secretary as soon as possible if you are unable to pay by the deadline, we will do our best to work with families and their financial constraints.

### Discounts:

#### RBCS Staff:

**\*Children of RBCS employees** may receive the following benefits **while working**:

\$75 full day weekly (must be paid by noon the Friday before or a \$10 late fee)

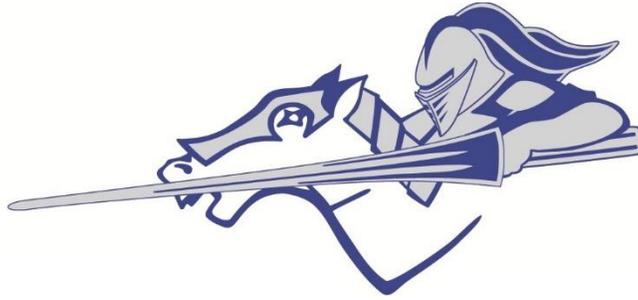
\$50 half day weekly

\$25 drop in rate full day for SDC and KK

50% discount on the cost of other summer camps

To ensure that you will receive this benefit and receive the discount, please contact summer programs at [summerprograms@rbc.org](mailto:summerprograms@rbc.org) for your link to the employee registration form.

### RBCS Summer Staff:



**\*Children of RBCS summer employees** may receive the following benefits **while working**:

- \$40 weekly (must be paid by noon the Friday before or a \$10 late fee)
- \$15 drop in rate full day for SDC and KK
- 50% discount on the cost of other summer camps

To ensure that you will receive this benefit and receive the discount, please contact summer programs at [summerprograms@rbc.org](mailto:summerprograms@rbc.org) for your link to the employee registration form

\*In order for grandchildren to qualify for the employee discount, you must hold guardianship or be the primary care giver to those children.

### Financial Assistance:

Unfortunately we are unable to provide financial assistance at this time.

### Refund Policy

**Cancellations:** Refunds vary depending on number of days cancelled prior to start dates.

More than 30 days before the start of summer	Full refund
14-30 days before the start of summer	Full refund, <b>except \$25 processing fee</b>
Less than 7 days before (specialty and SDC)	No refund

\*In the event of a medical condition that causes cancellation, a full refund will be given. Written notification from the family and physician are required.

\*If your child leaves camp early or arrives late due to accident, illness, behavior problems or other activities to attend, there will be no refunds or pro-rated fees.

## Specifics You Need to Know

### Arrival and Departure Procedures

Upon arrival staff will be at the drop off location to welcome your child. For early pick up, please come to the summer camp office and sign your child out. In addition, an authorized person scheduled to pick up your child must sign the child out for early pick up. Please do not block a main through way or traffic.

### Authorized Persons

Parents/guardians are required to notify the camp office in writing of those persons who are authorized to pick up your child. The camp assumes no liability if not properly advised. Anyone picking up your child should be prepared to show proper identification before the child will be released.



## Birthdays

If your child has a summer birthday, we can celebrate it at camp. If you would like to bring a pre-cut treat (which is mindful of allergies of the campers) for all camp participants, you are free to do so.

## Child Abuse

Any time a staff member has reasonable cause to believe that any person has subjected a student to physical injury, neglect, or exploitation, sexual abuse, or sexual exploitation, he or she by state law in Florida, is a mandatory reporter. The report must include the names and addresses of the child and the child's parents or caretakers, if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, and any other information the staff member believes might be helpful in establishing the cause of the injuries and the identity of the perpetrator. Each counselor is a mandatory reporter and must call the Florida Department of Children and Families abuse hotline.

## Cell Phone Policy

Not only are cell phones expensive and can get stolen or lost, but also their usage can interfere with and even sabotage a child's overall experience at camp. A camper that spends so much time immersed in technology or communications may do so at the expense of getting to know fellow campers and counselors. Summer camp offers a great opportunity to learn about and navigate social situations while not being constantly connected to and immersed within a digital/virtual world.

With easy access to the internet and social media we want to protect our innocent campers from things that would steal that innocence.

To reiterate, we are asking you to have your children leave their cell phones at home. **RBCS SUMMER DAY CAMP CANNOT AND WILL NOT BE RESPONSIBLE, FOR ANY REASON, FOR THE LOSS OR DAMAGE TO YOUR CHILDREN'S ELECTRONIC EQUIPMENT** including but not limited to cell phones, laptops, tablets, kindles, cords and chargers etc.

We all are looking forward to a fun-filled, safe, and productive summer without any of the worries. We appreciate your cooperation.

## Restroom Policy

The following protocols for managing bathroom activities are important policies to protect both our campers and our staff.

- Male staff may not assist female campers with bathroom activities.
- No child, regardless of age, will be allowed to enter a bathroom alone on a field trip.
- We will always send children in pairs, and when possible, with staff.
- Staff will supervise private activities in pairs – putting on bathing suits, etc... When this is not feasible, staff will be positioned so they are visible to others.



- Staff will monitor bathrooms to prevent campers from being in the bathroom alone for extended periods of time, particularly during activity periods between activities when campers are changing, etc.

### Conflict Between Campers

At times, conflicts will develop between campers. Please know our standard is to use biblical conflict resolution. The camp staff will work hard to resolve any differences among students by counseling them to change offensive behaviors, ask for forgiveness, and extend forgiveness. Remember when talking with your child you are hearing only one side of the story. Before making judgments, please be sure to hear both sides and find out the other person's point of view. We try to teach our campers the Matthew 18 principal- go to the person with whom you have a conflict, resolve the conflict, and forgive. Talk with your child's camp leader if you believe the conflict has not been resolved.

### Discipline

The goal of any form of discipline is to correct the behavior for the sake of restoring relationships, either with God, staff, or campers. Behavior that needs correcting usually falls within one or more of these three categories: disruptive behavior, disrespectful behavior, and dangerous behavior.

At camp we expect your child to obey the first time an adult speaks to him or her. Consistency and training at home will help him or her at camp. Please expect first-time obedience, listening with eyes and ears, and following directions.

Disciplinary action and consequences proceed based on the severity and frequency usually in this order:

1. Gentle reminder.
2. Point out incorrect choice to the child- help him/her make the proper choice.
3. Loss of privilege or activity with an apology, if necessary.
4. Removal from the problem area (still in sight of counselor) and loss of activity/privilege.
5. Phone call to parent from student and/or counselor.
6. Conference with parent and counselor (perhaps with student).
7. Conference with parent, counselor, and Camp Director.
8. Dismissal.

The camp leader will decide when it is necessary to involve the Camp Director in the corrective or restorative process. Often times an accumulation of small offenses, the sum total of which equals a larger offense, results in being treated like a serious offense. Behaviors that warrant Camp Director involvement include, but are not limited to, the following:

1. Inappropriate language.
2. Disrespect towards others.
3. Lying.
4. Bullying.
5. Stealing.
6. Defiance.
7. Fighting.
8. The need for persistent correction (ex. talking back or not listening)



## Dismissal from the Program

The camp reserves the right to drop any child from enrollment after giving notice to the parents involved, if the staff determines the program is not meeting the needs of the child or if the child's presence poses a threat to the welfare to others. If parents choose to withdraw their child, the Camp Director must be notified in writing. The letter should include a statement of why they left the program. There are no refunds for parents choosing to withdraw his/her child from the camp or for a child who is asked to leave the camp.

## Emergency Medical Authorization/Contacts

In the event of an illness or injury to your child, which requires emergency treatment, attempts will be made to contact you by telephone. The family/friend names on the emergency contact portion of the application form will be called if necessary. These people should be in the vicinity of RBCS during the hours of operation and be able to be reached by phone. Please make sure the list of emergency names and numbers are kept current.

## Emergency Plan

In case of a medical emergency with a child, every attempt will be made to notify the parents/guardian immediately. When watches or warnings are issued by the National Weather Service for tornadoes, severe thunderstorms, etc., or in the event evacuation from campus becomes necessary, RBCS emergency procedures will be followed. If power, AC, or water is temporarily not available, the summer camp program will strive to remain open, if at all possible. We cannot however, compromise the health and safety of the children. In this unlikely event, parents may be notified to come earlier than usual to pick up their children.

## Field Trips

For some specialty camps a field trip will be taken, the camper should wear his/her field trip t-shirt that day. These events are carefully supervised by qualified individuals.



## Illness

Children who become ill during the day will be taken to our first aid area and parents will be notified, if necessary. Likewise, children who are deemed by the Camp Director to have a potential contagious illness will be isolated from others and the parent will be notified. Also, we ask you, the parent to inform the camp office if you child has been diagnosed with a communicable disease such as chicken pox, the measles, or Fifth Disease. If necessary, a memo will be sent notifying the entire camp participants of special health conditions. **If your child has had a fever of 100°F or higher and/or experienced vomiting or diarrhea within the previous 24-hour period, the child should not attend camp. Please abide by this directive for the sake of our campers and staff. There will be no refunds given for any sick days missed. Summer camp does not have a nurse on staff.**

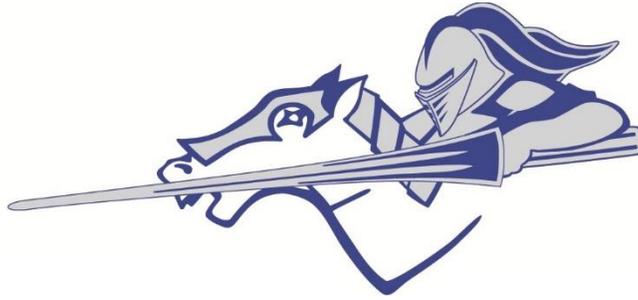
## Inclement Weather

Due to transportation safety issues, the camp will not transport children during inclement weather. Parents will be notified through email and/or a personal phone call regarding the opening and closing of the summer camp program due to inclement weather.

## Medication

When possible, parents are encouraged to administer any necessary medication at home. Medication may be administered at camp with the following guidelines:

1. AUTHORIZATION FOR ADMINISTRATION OF MEDICATIONS form must be presented with medication.
2. All medications must be brought in by a parent or guardian
3. Expired Medicine cannot be given
4. STUDENTS ARE NOT ALLOWED TO BRING MEDICATION TO SCHOOL
5. Medications must be in their original container.
6. Medications brought in a zip-loc bag or unmarked container will not be given.
7. Prescription medications must be in the pharmacy container labeled with the child's name, date, name of the medication, name of prescribing physician, time(s) medication is to be given and name of the pharmacy filling the prescription.
8. We request that you ask the pharmacist to give you two labeled prescription bottles so that you have one bottle at home and one at school.
9. For inhalers, please ask the pharmacist to apply the label around the inhaler rather than on the box of the inhaler.
10. It is the responsibility of the parent/guardian to inform the day camp office of any changes in the child's medical treatment. Please be aware of your child's treatment plan and understand that unless communicated otherwise, current treatment will continue.



## Staff/Child Ratio

Summer Day Camp and Specialty Camps strives to keep a 15 campers to 1 counselor ratio.  
Kinder Knights strives to keep a 10 student to 1 teacher ration

## Staff Qualifications

Staff members who are directly responsible for children:

1. Must have previous experience with children or have a degree or college credits in a related field such as elementary education, social work, etc.
2. Signed a statement of faith testifying to a relationship with Jesus Christ.
3. Will have completed a Rocky Bayou approved background check.