

# DAY CAMP PROGRAM

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**CAMP PERKINS**  
*Lutheran Outdoor Ministries*



# Day Camp Daily Schedule

Congregations may revise this to meet their needs.

8:00am Meet at Church for Prep and Staff/Volunteer Devotion

9:00am Campers Arrive – Daily Registration

***(Operated by a church volunteer. Camp Perkins staff and additional volunteers are greeting and interacting with campers)***

9:15am Opening Celebration

9:45am Session #1

10:30am Snack Time

10:45am Session #2

11:30am Large Group Game Time

12:00pm Lunch

***(Either campers may bring sack lunches, or the church may choose to provide lunch. Either way, the church is responsible to provide lunch for Camp Perkins staff. We also encourage a cook-out one day if possible!)***

12:30pm Session #3

1:15pm Stories and Quiet Time

1:45pm Large Group Game Time

2:15pm Snack Time

2:30pm Closing Celebration

3:00pm Campers Depart

3:15pm Daily debrief with CPLOM Team, church coordinator & volunteers

3:30pm Staff & Volunteers Clean Up

4-5pm Camp Perkins team plans for next day

Evening Activities as planned by the congregation.

***\*\* Friday Schedule - please note that in most cases the Friday schedule is only until Noon. This will allow the Day Camp Team to clean up, wrap up with the coordinator, and return to Camp Perkins.***

*Please note: The congregation or the staff may need to adjust/change the schedule to better coordinate the program if necessary. Any and all changes will be communicated to the Congregation Coordinator as soon as possible. Suggestions for schedule changes from the Congregation Coordinator and volunteers are WELCOME as well!*

*The schedule may also be modified to fit the needs of a special event, such as a water day or a visit from a fire truck!*

# Sessions

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During sessions, campers rotate between different stations with their group volunteers that the CPLOM staff lead. The campers will be divided into age and size-appropriate groups.

## 9:45am-10:30am

Group #1	Bible Study
Group #2	Craft
Group #3	Camp/Outdoor Activities

## 10:45am-11:30am

Group #1	Craft
Group #2	Camp/Outdoor Activities
Group #3	Bible Study

## 12:30pm-1:15am

Group #1	Camp/Outdoor Activity
Group #2	Bible Study
Group #3	Craft

The **Bible Study** time will follow our on-site summer theme but will utilize modified Bible Studies and activities that are age appropriate.

**Craft** time may reinforce the daily theme in some way. The year's craft projects are sent to the Congregation Coordinator in advance.

**Camp/Outdoor Activities** will vary with each group and will be catered to the age group involved. This can be games outside, a nature hike around the church in search of bugs, or other outdoor activities, and it will include archery at least once.

# Preschool Campers

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CPLOM Staff attend an intense three week training in care for grade school camper's (aged K-6<sup>th</sup> grade) junior and senior high. ***Preschoolers are invited to the Camp Perkins-led opening song/worship time, but would not be charged in the fee for Day Camp.*** Then, the preschoolers would depart after 2-3 hours. The congregation is responsible for providing additional programming for them.

# Sunday Volunteer Meeting

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***Waivers for the Child Abuse Prevention Video must be signed and turned in at this meeting.***

On the Sunday afternoon or evening before the day camp week starts, the congregation will plan a volunteer meeting so that the Camp Perkins staff can meet everyone they will be working with during the next week.

When the CPLM DayCamp Coordinator works with the Church Coordinator, they will plan out the content and timing of the meeting. The meeting may include some ice breaker and/or name games, singing, devotions, or a pizza feed! This meeting is very important to the success of your volunteer program and allows everyone know what to expect from each other for the next week.

## Special Events

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To help to make the DayCamp week a memorable one for campers, churches are encouraged to add on special events throughout the week. Here are a couple ideas:

- Retirement Home Visit
- Fire Department Visit
- Water park/Water-fun Day
- Service projects
- Locally specific specialties

**Notes:**

***For any off-site field trips, you will need to use the included permission form. Be sure to think through transportation and other safety issues!***

# Ideas for Day Camp

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## **Intentional & Intergenerational Ideas**

We have found Day Camp to be a great time for campers to get to know the Pastor, youth worker, and other church staff members in a more personal way. Invite these adults to take part in the Day Camp program.

## **All Camp Ideas**

- Guest Speakers – bring in the firefighters or a veterinarian
- Waterday – the church provides water balloons & buckets, CPLOM provides the games
- Cookouts!
- Trip to the local park or swimming pool
- Field trip to the zoo
- Service Activities

## **Involve the Camp Perkins Staff**

The Day Camp team may be invited to activities outside of the Day Camp day, such as small group Bible studies, midweek worships or social activities. Camp Perkins staff are encouraged to be a resource in leading activities for the congregation.

The Camp Perkins staff will be ready after 5:00pm to run evening programs. Until that time, they are preparing for the next day.

## **Evening Program Ideas**

Evening Activities provide an opportunity for staff to meet other members of the congregation and to share their faith, commitment to the ministry, and enthusiasm for the Gospel. *If a congregation is requesting an evening program, Camp Perkins will provide, within reason, what is necessary to run that program.*

- Evening Prayer Service
- Church-wide Group Building Games
- Make your own pizza night
- Banner Making
- Putt Putt and Prayer
- Family Night
- Fun Campfire and S'mores
- Middle School Night
- High School Night
- Young Adult Night

# Volunteers

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*Find out if  
the church  
has any LITs  
from CPLOM!*

Volunteers are a key element to the success of the Day Camp program. Equipping volunteers to be involved in meaningful ways that will foster positive relationships is crucial to the mission of the program, as well as pay off in the future as campers and volunteers stay connected. Remember... you leave...the volunteers stay!

Volunteers are responsible adults or high school/middle school students who love to have fun, enjoy kids, and are willing to talk about their faith. Being a Day Camp

volunteer can be introduction to the exciting world of youth ministry. The congregation was instructed to have 1 volunteer for every 8 campers.

## Volunteer Position Descriptions

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### Must Haves

**\*All volunteers are expected by Camp Perkins to meet the following expectations:**

- Be on time for meetings in morning & after each DayCamp day
- Be present at DayCamp during assigned time
- Work with the Camp Perkins staff as directed by either the Camp Perkins staff or the Congregation Coordinator

### Congregation Coordinator

The Congregation Coordinator is a liaison between the congregation and Camp Perkins. The Congregation Coordinator should be onsite the entire Day Camp week to answer questions about facilities, volunteer schedules, and campers. They also serve as the contact person for the congregation regarding volunteers, schedules, camper registration information, and extra programming (evening programs, All Camp Activities, etc.).

During the weeks prior to Day Camp, the Coordinator secures volunteers, host homes, sack lunches, and snacks for each day. They also promote Day Camp and work with the Registrar (or act as the Registrar). The Day Camp Coordinator should be familiar with the registration form and other forms to help answer parent's questions regarding the use of these forms.

## Group Volunteers

Group Volunteers serve as a group leader for a set of campers. Group Volunteers need to be on-site by 8:15 a.m. every morning for the morning devotion meeting and should plan to stay on-site until 3:45 following the conclusion of the DayCamp day.

*\*Group volunteers can share responsibilities for the day, with one volunteer serving in the morning and another in the afternoon. For consistency and ease of communication, we recommend that this be done only when no other arrangements can be made.*

One of the main duties of the Group Volunteers is to work at building relationships with the campers. Learning the names and at least one unique thing about each of the campers will help these volunteers build on the relationship after Day Camp is over.

Group Volunteers work directly with a group and serve as a second hand and eye for the Camp Perkins staff. Many times, the Camp Perkins staff will need the help of these volunteers to work directly with campers who need more one on one attention. These volunteers will also help with behavior management and crowd control.

Leaders in Training that have completed the Leaders in Training Program at Camp Perkins can serve as group volunteers, even if they are not 18 years old. Check with the program director to see if any of the youth at your congregation have completed LIT Training.

## Food Volunteers

**Snack Volunteers** prepare and serve mid-morning and afternoon snacks. These volunteers need to be at the church at least ½ hour before to prepare the snack and to serve. Snack volunteers also provide clean up services after snack time, which should include wiping down tables after snack time to get ready for lunch.

**Lunch Volunteers** provide sack or hot lunches for the Camp Perkins staff. Pre-packed lunches or supplies for the staff to make their own lunches both work well.

There is also a need for Lunch Volunteers to aid with set up and clean up of the lunch site. Clean the tables before and after use, empty the trash, and take out the recycling.



If the congregation provides lunch for the campers as well as the Camp Perkins Staff, your lunch volunteers would be in charge of organizing and distributing lunch items to each camper.

**Dinner Volunteers** The congregation is responsible for feeding the Camp Perkins staff the entire week. The CPLOM staff will exhibit appropriate manners and courtesy during all meals.

## **Extra Volunteers**

### **Junior Volunteers**

Junior Volunteers are also another eye and hand for the Camp Perkins staff. The students who serve in this role work directly with a group of campers, assist with crowd control and behavior management. Because of their age, Junior Volunteers are not working alone with a group of campers or an individual camper. Instead, Junior Volunteers have responsibilities that aid the counselor in the presentation of experiential activities and encourage enthusiasm in the campers through conversation and role modeling.

### ***A SPECIAL NOTE ABOUT MIDDLE SCHOOL VOLUNTEERS***

*In order for middle school (and most high school students) to get the most out to the week, here are a few things to think about before you make your decision to include them as members of your volunteer team:*

- Middle school youth need additional support and training to be effective and successful at staying within the boundaries between being a volunteer and a camper. We find that this is both a struggle for the middle school students and the camp itself, and it sometimes prevents staff and adult volunteers from connecting first with the campers. This volunteer setup can be effective if planned appropriately. A pre-summer workshop for this age group can help with this.
- Volunteers need to be able to effectively deal with problem behavior. The Camp Perkins Day Camp staff often asks volunteers to work with a child who is struggling in the group.
- Volunteers help lead or teach activities to the campers. We find that adults and older youth are better prepared and able to jump in when needed.

## **Registrar**

***The Registrar is in charge of collecting and distributing registration forms, money, and registration acknowledgements as well as anything else you add to your registration process.*** The registrar should be on site at least on Monday and Tuesday morning to help organize final payments or missing forms. It is also helpful to have the registrar present each morning when campers arrive in case there are additional papers to gather or parents needing to add to the Approved Driver section of the Registration Form.

### **Other on-site assistance**

Pastors, Vicars, Directors of Christian Education, and ministry interns are encouraged to join with the Day Camp staff for morning devotions and to participate as often as possible in the Day Camp program. Campers enjoy having the clergy and professional church workers involved while getting to know them on a more personal level. What a great way to connect with the youth in your church than at camp - a life changing experience!

We also want to learn about the mission and ministry of the congregation – show interest in the church community. If you are preparing for work in the church, introduce yourself to the church staff and pastor.

# **Responsibilities of Camp Perkins**

1. Pre-summer, the Program Director organizes the weeks of DayCamp and provides the congregation with various resources to help the congregations be a success. The Program Director will serve as the primary contact until the DayCamp Coordinators arrive, then they will contact the church in late May and take over the role as primary contact and work to finalize the details of the DayCamp.

2. Week 1 – you will arrive on Sunday afternoon or evening and meet with your coordinator, volunteers, and host families. Week 2 & 3 – arrive at your next site on Friday afternoon. Saturday will be your day off. Sunday morning you will attend the worship at the congregation and conduct the volunteer meeting after church. The rest of Sunday can be spent in set-up, planning, and rest.

3. Transport yourselves between the host family household and church, and to families that are hosting meals.

4. Plan and lead 3-6 hours of Day Camp per day with song and worship time, crafts, Bible studies, and various camp games and activities.

5. Provide all necessary equipment for the Day Camp program. You may ask for assistance from the congregation, especially for large items.

5. Make yourselves available in evenings for extra programs as described in the Evening Program section of this handbook.

6. Be **FLEXIBLE** to whatever the congregation needs!

7. The team is responsible to verify that each participant has:

- registration form
- Waiver
- Emergency Contact form

***All participants need  
a Registration Form  
and Waiver!***

***All volunteers need  
Conduct Forms!***

***Bring all forms home  
with you on Friday!***

**Children who do not have emergency information on file will not be allowed to participate in the DayCamp program.** Don't let this happen - reminders are always helpful for hectic family lifestyles, especially in the summer when there may not be a definite schedule.

### **Check-in/Check-out of campers**

Set up a daily check-in and check-out system in the narthex or community room for parents to go to when they check in and check out their camper. Utilize the downloadable check-in/check-out sheet. A child can disappear quickly and a child may even become confused and go home with the wrong parent or a neighbor, but by setting up an easy system, campers stay safe and volunteers and parents stay informed.

- Use signs to help direct traffic both inside and outside.
- Place volunteers inside and outside to help keep an eye on safety and to give your Day Camp a welcoming atmosphere.
- Position a few volunteers to 'fetch' campers from the other room during the check-out process. The Camp Perkins Staff will lead campers in games and songs during this time.

Please be certain that the person that is picking up the child is one of the authorize people listed. If not, *do not release the child to that person*. You must call the parents listed on the registration form. If children are walking or riding their bikes home, have them sign themselves out.

Post a master list at the table for each group volunteer to help manage names and parent information, i.e., approved drivers. The Group volunteer can make any notes next to the camper's name regarding additional drivers or daytime appointments the child may have.

Have campers pick up and drop off their name tags with their group volunteer, and keep the name tags at the church. This helps with knowing who has/hasn't been picked up or dropped off.

As parents drop off their children in the morning, the group volunteer can check in with the parent to see how the child's evening and morning were and give the camper their nametag. Likewise, at the end of the day, the group volunteer can check in with the parent in regard to their child's day at Day Camp and receive campers' nametags for the next day.

# Host Home Guidelines

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- **Arrival:** The staff will arrive on Friday evening and will need a dinner meal. If you have hosted staff previously, this is new. Please don't hesitate to ask if you have any questions. It is possible that staff may be housed in two different locations – one on the weekend and one during the week.
- **Pets:** Please communicate with the Camp Perkins office if you have pets. Pet allergies are common and we'd like to pair you with folks who can enjoy your pets!
- **Transportation:** Transportation arrangements should be made in conjunction with the entire day camp team and the day camp coordinator from your congregation. You may be asked to help transport staff to and from the church or park for the day camp.
- **Down Time:** Saturday is their Sabbath rest. We appreciate your hospitality for this day and allowing them to rest, relax, read, sleep, nap, chat on the phone with family, and whatever else they need to recharge their batteries to invest in the kiddos for the coming week. Staff will need some additional time during the week to relax and plan their next day's lessons.
- **Sleeping:** Because the staff are on the road for three weeks in a row, we would be blessed if you could provide towels and bedding or sleeping bags so they do not need to use valuable space in their packing for those items. Beds, couches, and floors are all acceptable! Male and female staff should be housed in separate rooms, but it is not necessary to house them in separate homes.
- **Curfew:** We encourage staff to be sensitive to the schedule of their host family. We require staff to be back to your home by 10:00 pm. However, if your family lifestyle calls for an earlier time, don't hesitate to inform the staff.
- **Community Life:** If you are able to share special aspects of your local community with the staff, please do so. But please do not feel obligated to "entertain" the staff. We don't want to disrupt your family's schedule.
- **Meals:** Keep meals simple, especially breakfast. Cereal, toast, and juice are adequate. If you are providing sack lunches, sandwiches are great! Please include a beverage as well. We will try and let you know ahead of time if someone has a food allergy or is a vegetarian. Evening meal time can be a special time spent with host families or being hosted at other homes. Teams should not travel more than 15 miles away without permission from the Executive Director.
- **Internet/WiFi:** Internet privileges are left up to you to grant if it is not an inconvenience to share.

- **Laundry:** The staff will be on the road for three weeks without returning to camp and will need access to laundry facilities.
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- **Personnel Policy Information**
- **Alcohol use:** Because of the importance of the ministry to children and the role models we serve as, our staff are not permitted to consume alcohol during their time at day camp. Please do not offer alcohol to any staff members.
- **Drug use:** Drug use is prohibited at all times.

## **Policies and Procedures**

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### **Day Camp Coordinator**

The congregation shall provide a Day Camp Coordinator to serve as the representative on behalf of the congregation. This person must be 21 years of age or older and fulfill the duties and responsibilities listed in the Coordinator Position Description.

### **Day Camp Program**

The program is geared toward children entering Kindergarten through 6th grades and includes worship, music, bible study, crafts and recreation. Children and youth older than 6th grade may participate in a leadership position by assisting the Camp staff implement the program. Since Camp Perkins is an outdoor ministry, the program is designed to occur outdoors as much as possible.

### **Day Camp Team**

Camp Perkins will provide a Day Camp Team trained and prepared to implement the Day Camp Program. The Team will adhere to all policies as outlined in the Policies and Procedures provided to the congregation, the Camp Perkins Day Camp Staff Policies and Procedures, and their Position Descriptions.

### **Day Camp Team Leader**

One member of the Day Camp Team will serve as the Day Camp Team Leader. This person will provide leadership during the Day Camp program week. Prior to their arrival, all questions should be addressed to the Camp Perkins Program Director.

**Volunteer to Child Ratio**

A ratio of 1 volunteer for every 8 children is required and must be maintained. It is the responsibility of the congregation to provide the necessary adult volunteers to maintain this ratio. Volunteers must meet the criteria as outlined in the Congregational Contact Person Position Description.

**Volunteer Meeting**

The Day Camp Team will meet with congregational leadership and volunteers the evening prior to the Day Camp event. The purpose for such a meeting will be to gather and share information, train volunteers, and take care of last minute details.

**Health issues**

A completed Health Form must be on file for all persons (children and adults) participating in the Day Camp Program. A Health Form master copy is provided in this packet. Camp Perkins will provide a First-Aid Kit which must be on hand at all times. Camp Perkins staff are certified in both First Aid and CPR/AED. Age appropriate reminders regarding restroom use, hand-washing, sun exposure, and other health issues must be observed.

**Child Pick-Up Authorization**

As part of the registration and health form, parents must indicate who is allowed to pick up their child. This form will be kept by the Day Camp Team during the week and each child must be signed out at each day's end. Only persons indicated on the form are authorized to pick up children.

**Emergency Plans**

A severe weather, fire, or storm emergency plan must be in writing for each program site and submitted to Camp Perkins 10 days prior to the week of Day Camp. Camp Perkins can assist in the development of such a plan.

**Grouping**

Children will be divided according to ages and numbers for activities when it is helpful and appropriate to do so, especially for Bible study and recreation. Otherwise children will be together to foster greater community and to help children work, play, and worship together.

**Evening Programming**

If desired, the Day Camp staff will be available for one evening programmed event to further the congregation's ministry goals. For example, Wednesday evening could consist of a "Senior High Youth Night" involving a few hours of programming led by the Day Camp Team involving games, songs, bible study, and campfire devotions. Thursday evening could consist of a dinner potluck to accompany a "Skit and Song Night" put on by the Day Camp Team and the Day Campers, or a "Family Night" for all parents and children of the congregation

with a dessert potluck afterwards. These plans need to be made with the Camp's Program Director in advance of the Team's arrival.

The day camp team will stay in the local area of the congregation evenings that do not have programming. Trips more than 15 miles from the congregation or host home require prior permission from the program director on a case by case basis.

### **Field Trips**

Field trip arrangements and transportation are the responsibility of the Day Camp Coordinator on behalf of the congregation, in consultation with the Camp Perkins Program Director. No child may be transported without a signed Field Trip Permission Form. All drivers and vehicles must comply with requirements of the Idaho state law. Children will not be transported in Camp Perkins vehicles.

### **Swimming Activities**

Swimming or waterfront activities must meet certain safety standards of the camp and therefore be approved by the Camp Perkins Program Director. Camp Perkins will not provide lifeguards for swimming or waterfront activities off-site.