

Coordinators Handbook



Rainbow Trail Lutheran Camp
Hillside, Colorado

2008

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What Is Day Camp?

Day Camp is a four or five day program in the local church/community. The program includes crafts, music, worship, games, Bible study, fellowship, sharing and recreation. Day Camp is primarily for youth grades K to 6.

Day Camp is staffed by staff of Rainbow Trail Lutheran Camp, who work in partnership with volunteers from the local church and community. Day Camp is designed to introduce a Bible Camp experience to children without staying away from home overnight.

Day Camp is a unique blend of outdoor ministry and congregational ministry. The camp staff bring their enthusiasm, curriculum, program ideas and leadership abilities, and they serve as role models. Local volunteers bring similar gifts along with their unique knowledge of the local church's needs and community resources.

Day Camp is....

Relational - Camp staff, along with required congregational volunteers provide a staff to camper ratio of 1 adult to 8 youth.

Renewal - The experience is renewing for the adult volunteers, as well as for day campers. Day Camp can also revitalize a Bible School or Sunday School program with fresh energy and new ideas.

Outreach - The enthusiasm and excitement of Day Camp can reach out and minister to the local community, as well as the congregation's members. Day Camp can be an ecumenical experience by inviting other local churches to participate.

Why Day Camp?

The purpose of Day Camp is to provide the local church with a quality Christian experience for youth in the local community. While we hope to get campers interested in Rainbow Trail camping programs, our bigger concern is to get them excited about the local church.

The strength of Day Camp is the camp staff. They are caring, committed young adults who are trained to lead Bible studies, worship, singing, recreation, crafts and the intangible we call "dynamic Christian community."

The uniqueness of Day Camp is the flexibility. Camp staff will work with each church to create a program to specifically meet the needs of your church. We now have available 2 and 4 person teams to best serve the needs of your congregation.

This manual is designed to help you consider doing and begin planning your own day camp.

Fees For A 4-Person Day Camp Team

Campers	Minimum Fee	Fee Ceiling
1-25	\$1000	1000.00
26-40		1100.00
41-50		1200.00
51-60		1300.00
61-70		1400.00
71-80		1500.00
81-90		1600.00
91-100		1700.00
101-110		1800.00
111-120		1900.00

Add \$16.00 for each K-6 camper and \$12.00 for each preschooler beyond the initial 25

NOTES:

1. The size of your Day Camp should be based on the number of adult volunteer teachers you are assured of having and the fee ceiling that fits your budget.
2. To figure the number of adult teaching volunteers you need, take the total number of campers and divide by 8. Subtract the number of RTLC staff you will use for Bible Study, maximum of 4. Adult Teaching volunteers need to have completed high school. Pre-school teachers are the responsibility of the congregation.
3. If, when our staff arrives, you do not have the required number of adult volunteer teachers for your contracted number of campers, you will need to be required to reduce the number of campers or increase the number of adult teaching volunteers in order to uphold the ratio.
4. The Rainbow Trail Board of Directors has set a policy that the number of campers, including both preschool and K-6th grade shall not exceed 120.
5. If there are fewer than 25 campers, the church is required to pay the \$900.00 minimum fee (for a 4 Person Day Camp Team), including deposit, to fulfill the congregation's financial obligation.

Fees for a 2-Person Day Camp Team

Fees for a 2-Person Day Camp Team are a set rate of \$800. The congregation is still responsible for meeting the required camper to adult ratios using adult volunteers.

REGISTRATION:

1. Deposit – A \$200.00 deposit for a 4-Person team and \$100.00 for a 2-Person team is due December 1st.
2. Second Deposit – An additional deposit of \$300 for a 4-Person team and \$200 for a 2-Person team is required by February 1.
3. Final Balance – is due the last day of your Day Camp.
4. If there are fewer than 25 campers with a 4-Person team, the church is required to pay the \$1000.00 minimum fee, less deposit, to fulfill the congregations financial obligation for its Day Camp

Program Essentials for Day Camp

The Day Camp components listed below should be included daily. The components listed on the following page may be included, at the choice of the church.

Sondance

Each day begins with a time to introduce the daily theme through use of scripture, song, drama, puppets, clowning, etc.

Bible Study

The Bible Study and week's theme will unfold in small groups - (led by RTALC staff and/or adult volunteer teachers). Bible stories and experiential learning activities are stressed.

Worship

Worship experiences include fun songs that are group-building in nature. The parish pastor and church staff may want to participate in this.

Music

Music is an integral part of the Day Camp program. RTALC encourages you to incorporate music into worship as well as provides it as one of the daily activity sessions.

Recreation

Fun, non-competitive, outdoor games appropriate to each age group.

Arts and Crafts

The campers make something each day that ties in with the daily theme and provides them an opportunity to bring Day Camp home to their family. Arts and crafts are generally "from scratch," not pre-fab workbook material. Recyclable materials are provided by the congregation for the Arts and Crafts projects.

Devotions/Rest

This is a quiet time to review what was learned during the day. Counselors may use picture drawing, journal writing, or stories to help in this time for reflection.

Lunch

Each day children brings a sack lunch for the noon meal. The church is responsible for a drink and for other snacks desired. The congregation will also provide lunches for the camp staff.

Full Day - Typical Schedule

8:30	a.m.	-	Staff & Volunteers Planning Meeting
9:00	a.m.	-	Sondance
9:30	a.m.	-	Rotation 1 - Bible Study
10:15	a.m.	-	Snacks
10:30	a.m.	-	Rotation 2 - Recreational Activity/Singing
11:15	a.m.	-	Rotation 3 - Arts and Crafts
12:00	p.m.	-	Lunch
12:30	p.m.	-	Quiet Time/Devotions
1:00	p.m.	-	Field trip/Recreation Time/Singing
2:30	p.m.	-	Closing Worship
3:00	p.m.	-	Staff & Volunteer De-Briefing Meeting

Daily Schedule Worksheet

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 a.m.	-----Staff and Volunteers Planning Meeting-----				
9:00 a.m.	-----Sondance-----				
9:30 a.m.					
10:00 a.m.					
10:30 a.m.					
11:00 a.m.					
11:30 a.m.					
12:00 noon	-----Lunch-----				
12:30 p.m.	-----Quiet Time/Devotions-----				
1:00 p.m.					
1:30 p.m.					
2:00 p.m.					Counselors head home
2:30 p.m.	-----Closing Worship-----				
3:00 p.m.	-----Staff & Volunteers Evaluation Meeting-----				

Weekly Schedule Outline

Sunday	Afternoon Evening	Camp staff arrive and move into congregational homes Staff, volunteers, and church committee - Sunday Planning Meeting RTALC Staff prep time
Mon-Thurs	8:30 a.m. 9:00 - 3:00 3:00 p.m.	Staff and Adult Volunteers Devotions/Prayer Day Camp Staff and Volunteers De-Briefing Meeting
Thursday	7:30 p.m.	Program Night: Closing Program for parents and campers. Can also include a pot-luck, ice cream social, BBQ, etc.
Friday	8:30 a.m. 9:00 -12:00 12:00 p.m. 2:00 p.m.	Staff and Adult Volunteer Devotions/Prayer Day Camp Final Staff and Volunteer De-Briefing Meeting and Evaluation RTALC Staff Departure

Custom Fit Your Day Camp

The “Model Day Camp” serves youth entering grades K to 6 from 9:00 a.m. to 3:00 p.m., Monday - Thursday and Friday from 9:00 a.m. to noon with a 1:8 adult to camper ratio. Generally, this model has been found to work best in most situations and is a recommended format for churches to follow.

Day Camp can be custom fit to meet your congregation’s needs. We realize each congregation is different and has special needs. We are happy to meet with you well in advance to work out specifics to better serve you. All adjustments to the model must be approved by Rainbow Trail’s Assistant Director of Day Camp.

Modifications which have worked at other day camps:

***Shortening the number of days and/or the length of days.** Some congregations have found that a four-day format works best for their situation. Also, using a 9 a.m. to 2 p.m. day works extremely well, especially if your day camp is comprised of mainly younger campers. If you have campers involved in summer or year round school, alternative hours - afternoon to evening, with dinner included could be a solution.

***Involve more age groups.** A few congregations have shortened their Day Camp day to 9 am to noon and held a “Night Camp” from 7-9 for the youth of their congregation. Counselors then have prep-time mid-day and are ready to lead group building activities, Bible Studies, games, and music for your youth in the evenings. This format can alleviate the problems associated with too many youth volunteer helpers.

***Multiple congregations may sponsor a single Day Camp.** Some congregations have found it easier financially to sponsor a Day Camp with another Lutheran church or with congregations of other denominations in the same neighborhood. The cost as well as the work-load can be distributed among more people. Keep in mind the maximum number of campers for a single team is 120.

***You may include Pre-School campers.** Congregations wishing to include pre-k campers in their day camp must provide all of their own teachers. RTALC staff are not trained to teach this age group. Bible studies and crafts ideas will be provided specific to pre-school age. We highly suggest a half-day schedule with this age group.

***Use your own material.** You might prefer to use your own materials and use our staff as leaders for music, recreation, worship, etc. This would allow you to shape your program exactly the way you want it. The cost per camper would remain the same under this arrangement.

***Extended hours for working parents is sometimes needed.** Some congregations have gotten a congregational volunteer or a few mature high school students to watch campers from 7:00 - 9:00 a.m. and from 3:00 - 6:00 p.m. Camp Staff are not available for campers before 9:00 a.m. or after 3:00 p.m.

***Enrolling campers with special needs is encouraged!** Day camp is a wonderful experience for all youth and can be beneficial for both the person with special needs and for all campers as we live out our faith in a Christian community. Youth who have special needs might be developmentally disabled, have behavioral problems, come from a group home or foster care. One additional volunteer from the congregation is needed for each child who has special needs. Christian love and concern will go a long way, but careful discretion will need to be made by the Local Coordinator (with approval by Rainbow Trail’s Assistant Director) in deciding whether Day Camp will be beneficial for the child and the camp as a whole.

Afternoon Special Events

Special Events for Day Camp are always flexible and limited only by undiscovered resources. They are often the key to the success of your week. Some ideas that have worked well in other locations are listed below.

SERVICE PROJECTS

A Christian life style involves serving others. Campers can clean up the park, sing at a nursing home or make craft projects to give away, paint garbage cans, help with a local food shelters, visit shut-ins, do yard-work for elderly members of the congregation, etc.

FIELD TRIPS

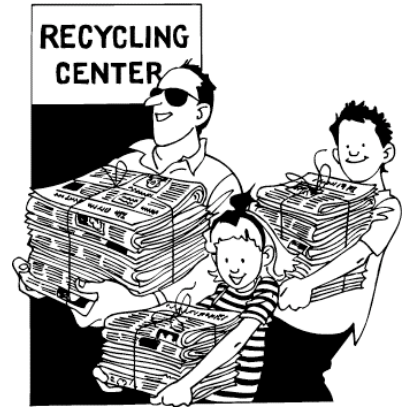
For extra opportunities to learn.... trips to parks, hikes, training facilities, museums or nearby nature centers. Tried and true trips include libraries, children's museums, fire and police stations, etc.

RECREATION

Swimming at a nearby pool (a certified Lifeguard must be present), bowling, and skating are all popular Day Camp events.

SPECIAL GUESTS

Bringing in local resource people is a "trip" in itself. Perhaps a naturalist could talk or bring in an animal. The Forest Service has environmental education specialists to work with children. A special craft program, history program, or musical event works well. Storytellers and police K-9 units keep kids attention while they learn too. Members of your church can be a great resource here.



SPECIAL EVENTS

Allow local talent to share special music, nature interests, crafts, historical interests, or storytellers with the children. Singing at a nursing home, visiting shut-ins and places of special interest all work well. You'll be amazed at the talent and creativity that is in your congregation!

Transportation to and from any special event is the responsibility of the church. The church also needs to provide insurance for any transportation. Any trip away from the day camp site must be specifically mentioned in the permission slips or separate permission slips must be provided. Many parents are willing to transport a carload of campers for such an event. Staff provide their own transportation, but are not permitted to transport campers.

The Role of Rainbow Trail Lutheran Camp

STAFF

Rainbow Trail offers two ways to staff your Day Camp. With our standard team, the camp provides caring, committed, and trained counselors, including a trained Summer Director.

CURRICULUM

The curriculum is based on the summer Bible study theme used at our main site. It has been rewritten for the Day Camp audience taking into consideration the urban vs. the camp setting, and the many people who will be leading it. The curriculum package includes: Bible study for pre-school and day camp ages, arts and crafts suggested projects. **Actual arts and crafts materials are the responsibility of each church.**

INSURANCE

Rainbow Trail provides secondary accident insurance which covers accidents during the Day Camp that are not covered under the parent's policy. We prefer to have the parent's policy cover any accidents. The camp does not provide health-sickness insurance.



The Church Role/Responsibilities

The Site

The church facility may be used for the Day Camp, if it has adequate space for recreation and meets the ACA Standards outlined on page 11 & 12. We encourage being outdoors. Immediate access to shelter, telephone, restrooms, and running water are necessary, in accordance with American Camping Association standards. It is also good to have a shelter out of the sun. A nearby park with such facilities works well.

Food & Housing for Camp Staff

Staff should be housed in homes of your congregational members. It works best if same sex staff are housed together, close to the church or Day Camp site and to the other RTALC staff. The host family is asked to provide breakfast. Different families can host the staff for dinner and sack lunches during the week. This is a great opportunity to get to know our staff on a personal basis. Travel meals to and from the Day Camp are covered by Rainbow Trail.

Church Leadership

The church needs to secure a Local Coordinator, adult volunteer teachers, and volunteer helpers. Refer to the attached job descriptions on pages 9 & 10. Required adult volunteer teachers must be mature adults out of high school. Local volunteer teachers are important in ensuring a successful Day Camp. Adult volunteer teachers may lead small groups in Bible Study, and will bring their own special gifts to enrich the experience. They also provide the tie to the local church and continuity for the youth when the Day Camp is over. The Bible study curriculum will be provided by Rainbow Trail and will be mailed early enough to allow adequate preparation time. Volunteer helpers are needed to assist with snacks, setting up Arts & Crafts supplies, etc.

Insurance

The church needs to ensure they have insurance to cover any use of their facilities and to cover potential liability involved in their co-sponsorship of the Day Camp.

Cost

The church agrees to provide funds to meet the contracted fee. For a 4-person team this fee is based on the number of campers attending, with a minimum of \$1000.00. (Fee structure found on page 3.) For a 2-person team the fee is a flat rate of \$800. The final payment is due on the last day of Day Camp.

Snacks

Campers and adult volunteers are asked to bring a sack lunch. Church volunteers are asked to provide drinks and a mid-morning snack for everyone (non-sugared snacks are suggested).

Publicity

It is the responsibility of the Local Coordinator or appointed committee to publicize the Day Camp. Sample promotional aids are provided.

Registration

It is the responsibility of the Local Coordinator or appointed committee to register the youth before the program begins, collect the fees, and ensure each youth brings a completed health history and permission slip to the Day Camp.

Job Descriptions for Day Camp Leaders

It is expected that all RTALC Camp Staff and Local Church Volunteers be dedicated to their ministry with people in the name of Christ. They shall seek to aid in the development of the program so that the faith of all campers and staff has an opportunity to grow.

RTALC Camp Staff Shall:

1. Work closely with the Local Coordinator to ensure that day-to-day planning and decision-making responsibilities are covered. One of the RTALC staff members has been designated and trained as the RTALC Summer Director.
2. Be present at all planning and Day Camp events and stay for their entirety.
3. Be open to all ideas and suggestions to change the program to best serve the local church.
4. Insure that safety is of primary importance and be familiar with emergency procedures.
5. Follow all policies and procedures in their Camp Staff Manual and the Day Camp policies.

Youth Volunteer Helpers:

1. May **NOT** be counted as part of the 1:8 adult to camper ratio, regardless of your perception of their maturity.
2. Youth should be carefully selected for their gifts of working with children, faith, maturity, patience, and helpfulness. Do not make a blanket invitation to youth groups to “come and help”.
3. Youth may only work with age groups that are at least 4 grades younger than themselves.
4. Shall be trained and fully versed in the policies and philosophies of Day Camp, as well as what is expected of them.

The Congregation Shall:

1. Design the program and a daily schedule so that it best fits the needs and resources of the local church and community. Introduce this schedule to the team, so they may help implement it.
2. Select and secure Day Camp site as outlined by the ACA.
3. Establish emergency procedures as outlined by the ACA.
4. Determine a Local Coordinator and recruit both the adult volunteer teachers and adult helpers required.
5. Set up housing for the RTALC Camp Staff (in parish homes).
6. Promote the Day Camp to youth in the church and community.
7. Handle all registration of the youth, health forms, fees, etc.
8. Arrange all afternoon activities and their logistics, field trips, guest speakers, transportation.

The Local Coordinator Shall:

1. Serve as the liaison between Rainbow Trail Lutheran Camp and the local church prior to the Day Camp and throughout the week. This person needs to be present at Day Camp each day, all day, and not be responsible for a Bible Study class.
2. Train and fully verse all volunteers in the policies and philosophies of Day Camp and lay out expectations of all volunteers.
3. Insure that the local steering committee (Congregation) meets its responsibilities as outlined above.
4. Be sure campers are checked in and out daily, calling homes of absent campers.
5. Return an evaluation at the conclusion of Day Camp to RTALC.

Adult Volunteer Teachers Shall:

1. Be high school graduates. The number of adult volunteer teachers must meet the ratio of 1:8 adult to camper.
2. Be trained and fully versed in the policies and philosophies of Day Camp, as well as what is expected of them.
3. Attend the Sunday Planning Meeting
4. Work with the camp staff in implementing the program and providing camper supervision, ie. supervise Arts & Crafts, lead the Bible Study for a given age group, coordinate field trips, etc.
5. Be present and participate at all times during all hours of the Day Camp. (Substitutes may fill in on occasion or it may be arranged for two teaching volunteers to each work half-days.)

Adult Volunteer Helpers:

1. May be used as part of the 1:8 adult to camper ratio - if they attend and participate at all times during all hours of the Day Camp. You can have as many adult Volunteers Helpers as you deem necessary.
2. Be trained and fully versed in the policies and philosophies of Day Camp, as well as what is expected of them.
3. Shall attend the Sunday Planning Meeting.
4. Shall work with the camp staff in implementing the program and providing camper supervision, ie. assist with Arts & Crafts, help distribute snacks, assist with Bible Study, etc.
5. Participate as much as possible during the entire Day Camp.

Part-Time Volunteers Shall:

1. Be “trained” and fully versed in the policies and philosophies of Day Camp, as well as what is expected of them.
2. Prepare morning snacks and drink for the noon meal.
3. Serve as drivers or additional helpers for special activities and/or field trips.

GUIDE TO SELECTING A SITE
American Camping Association Standards
Checklist for Day Camps

Rainbow Trail Lutheran Camp is accredited by the American Camping Association. We adhere to their industry leading standards. As an official program of Rainbow Trail each Day Camp must meet ACA standards as well. Review the following standards and make arrangements for each standard to be met for your Day Camp. If you cannot meet a standard or have questions please feel free to call.

 Ratios

Minimum ratios of adults (18 years or older) to campers (according to age group) must be adhered to during all sessions of operation:

Camper's Age	# Adult Staff	# of Campers
Pre-School Under 6 years	1	6
6 years to 14 years	1	8
14 years to 18 years	1	10

 Important Information

The following information available on site for each camper and staff member:

1. Full name of each individual
2. Age (for all campers and for all persons under age 21)
3. Home address and telephone number
4. School grade (where applicable)
5. Name, address, signature and telephone number of adult responsible for each minor
6. Telephone number(s) or persons to contact in case of an emergency during the individual's stay at camp
7. Name & phone number of individual's physician or health care facility (if available)?

 Swimming as part of program

It is suggested that you request a letter from the pool that states that they will provide:

- Lifeguards that hold a current, nationally recognized, lifeguard certification, as well First Aid and CPR certification.
- Campers with an orientation to the facility
- Assessment of the weather conditions
- Limitation of camper access, where appropriate
- A facility and equipment in good repair
- Readily available and appropriate rescue equipment

 Health History Forms

Health History Forms must be available on-site for each camper and staff member. A master copy is included in the Publicity Packet.

Review each camper and staff member's health history form prior to the camper's arrival and collect any medication to be dispensed during Day Camp session. Prescription medicine must be under lock and key during the Day Camp.

 Written Agreement with a Physician or RN

Have access by phone to a physician or RN with whom prior arrangements have been made in writing to provide consultation and other health care support to the church.

Policies

The following camp policies must be used:

1. Written parental/guardian permission when a camper is released to someone other than a legal parent or guardian.
2. Verification of all absentees
3. Staff Personnel Policies

Emergency Plans

The church is responsible to develop a Risk Management plan and emergency procedures for accidents and lost campers.

The Risk Management Plan must have:

Written procedures for accident prevention and reduction, and emergency management which are implemented through the following (Camp staff will work on this with you during the pre-planning meeting):

- a. Identification of risks and possible emergency situations
- b. Provision of protective devices when appropriate
- c. Reduction of such risks through camper and staff education
- d. Establishment and enforcement of regulations

Insurance

Day Camps must be covered by accident insurance

The parent's insurance is primary.
Your church's liability insurance should be secondary.
Rainbow Trail's insurance is tertiary.

Telephone Facilities

A telephone must be available for use.

Lavatory Facilities

Adequate number of toilets based on the following ratios:

- | | |
|-------------------------------|--|
| One seat for every 30 females | (Toilets also need to be readily accessible at a |
| One seat for every 50 males | community park, playground, or other field trip sites) |

Hand washing facilities adjacent to toilets need to be provided in the following ratios:

- One wash basin or equivalent for every 30 persons

Planning Committee Checklist

Completed	Complete by:	Responsibilities to be Completed
-----------	--------------	----------------------------------

Site

		Is the church going to be the main site used? If not, where will the main site be?
		Write emergency procedures
		Are emergency procedures written in accordance with the guidelines submitted by Rainbow Trail?
		Contact local health and emergency services
		Complete the emergency telephone sheet
		Post the emergency telephone sheet

Volunteers

		Recruit local steering committee members
		Select Local Day Camp Coordinator
		Recruit teachers (1:8 ratio adult to camper)
		Recruit helpers
		Train youth helpers
		Assign volunteers to bring the daily snack and drink
		Are the pastor and other church staff available to participate in the week?
		Set time and place for the Sunday Planning Mtg
		Notify teachers, camp staff, and volunteer helpers of Sunday Planning Mtg time and place

Camp Staff

		Introduce Local Coordinator to RTALC's Assistant Director of Day Camp
		Arrange housing for the camp counselors
		Arrange sack lunches for camp counselors
		Arrange evening meals for camp counselors

Registration

		Create individual registration forms
		Create Health History Form and Medical Release
		Does each child have a completed registration form?
		Does each child have a completed Health History and Medical Release Form?
		Is each camper bringing a sack lunch for noon?
		Send Final Arrangements Sheet to camp 2 weeks prior to the Day Camp?
		Decide how and when you will receive money from each camper

Field Trips

		Choose field trip sites
		Choose guest speakers
		Decide how to transport children
		Name someone to be in charge of safety for each field trip

Resources

		Collect necessary arts and crafts supplies
		Collect necessary recreation equipment

Publicity

		Decide on types of publicity for Day Camp
		Assign publicity to a volunteer
		<input type="checkbox"/> Bulletin Insert <input type="checkbox"/> News Release <input type="checkbox"/> Radio Spots <input type="checkbox"/> Public Service Announcements <input type="checkbox"/> Neighboring Churches <input type="checkbox"/> Schools <input type="checkbox"/> Letters to Youth

Rainbow Trail Lutheran Camp

Hillside, Colorado 81232

719/942-4220

2008 4-Person Day Camp Sample Contract

Church Information

Church Name

Address

City, State Zip

Phone #

Fax #

Contact Information

Coordinator Name

Phone #

E-mail

Date of Day Camp:

Expected Number of campers:

Required amount of adult volunteers for the expected number of campers:

Note: **If the number of campers increases over the expected number, you are required to provide the additional volunteer teachers to meet the 1:8 adult to camper ratio.**

Contract Information

- The total fee is determined by the actual number of campers attending, not to exceed 120 campers (see chart pg. 5 of the Coordinator's Handbook).

First 25 campers	\$1000.00
Each additional camper (K-6)	\$16.00
Each additional camper (pre-school)	\$12.00

- Non-refundable Deposits:

December 1, 2007: \$200 due

February 1, 2008: \$300 due

- The remaining balance is dependent on the number of children in attendance and is due the week of your Day Camp.
- If there are fewer than 25 campers, the congregation agrees to pay the required minimum amount of \$1000.00, which includes the deposit, to fulfill its financial obligation to Rainbow Trail.
- If you do not have the required number of volunteer teachers for a 1:8 ratio when our day camp team arrives, you will be required to reduce the number of campers to insure the correct ratio. However, the fee will be based on the contracted number of campers.
- Cancellation Policy:** Cancellation of the Day Camp prior to June 1 results in forfeiting the deposit. If a congregation cancels after June 1, it agrees to pay the required minimum amount of \$1000.00, which includes the deposit, to fulfill its financial obligation to the camp.

Partnership Information

Rainbow Trail Lutheran Camp Will Provide:

1. Four trained staff, including a summer director – All Red Cross First Aid/CPR certified.
2. Availability of staff from Sunday afternoon through Friday noon.
3. A pre-camp training with Assistant Directors during the spring.

Camp curriculum (including Bible studies for Day Camp and Preschool), suggestions for arts and crafts projects, music, and some recreation equipment.

4. Secondary accident insurance.

The Congregation Will Provide:

1. Housing and meals for camp staff.
2. A local coordinator who is present each day at Day Camp.
3. A required amount of volunteer teachers based on a **1:8 staff to camper** ratio for K-6 with one additional volunteer for each camper with “special needs” (as outlined in the manual). For preschool teachers a suggested ratio is 1:6. **All volunteer teachers must have completed high school.**
4. Arts and Crafts supplies and part of the recreational equipment.
5. A risk management plan and emergency procedures. (An outline will be provided.)
6. A final arrangement sheet mailed to camp 2 weeks prior to the Day Camp.
7. Registration, permission slips, and health forms for each camper.
8. Planned special events for each afternoon with necessary transportation. The camp staff will be present and help lead the event, but arrangements need to be made by the congregation.
9. Daily morning snacks and noon beverage.
10. An evaluation at the end of the Day Camp. (Form will be provided by Rainbow Trail.)

Agreement:

I understand and agree to all policies outlined in this agreement. I have read the 2007-Day Camp Coordinator’s Handbook and will set our Day Camp up in accordance with these guidelines. I, as leader, take full responsibility to interpret these guidelines to our group. If any one of the guidelines in the contracted agreement is not followed, I understand the consequences that could be involved (financial obligations and cancellation of the Day Camp).

Signature of Local Coordinator _____ Date _____

Signature of Pastor _____ Date _____

