



AMERICAN CAMPING ASSOCIATION STANDARDS CHECKLIST FOR DAY CAMPS

Are the following minimum ratios of counseling staff to camper (according to age groups specified) adhered to for all sessions of operation?

CAMPERS' AGE	STAFF	DAY CAMPERS
7-8 years	1	8
9 -14 years	1	10

Are toilets adequate in number based on the following ratios:

- A. One seat for every 20 females?
- B. One seat for every 20 males; or 1 seat plus 1 urinal for every 30 males?
- C. At least one Gender neutral bathroom?

Toilets need to be readily accessible at a community park or playground.

Are hand washing facilities provided for the following ratios:

- One wash basin or equivalent per 20 persons?

Is there a telephone available for use?

Is the following information available on site for each camper and staff member?

1. Full name of each individual?
2. Age (for all campers and persons under 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 emergency during the individual's camping experience?
7. Name and telephone number of individual's physician or health care facility (if available)?

Are there written procedures in practice regarding (These are to be included in the registration form)?

- A. The release of campers who are minors to persons other than legal parent or guardian?
- B. The verification of absentees?

Is there a written risk-management plan which specifies written procedures for accident prevention and reduction, and emergency management which are implemented through the following (Camp staff will work with you to develop a plan in the planning meeting)?

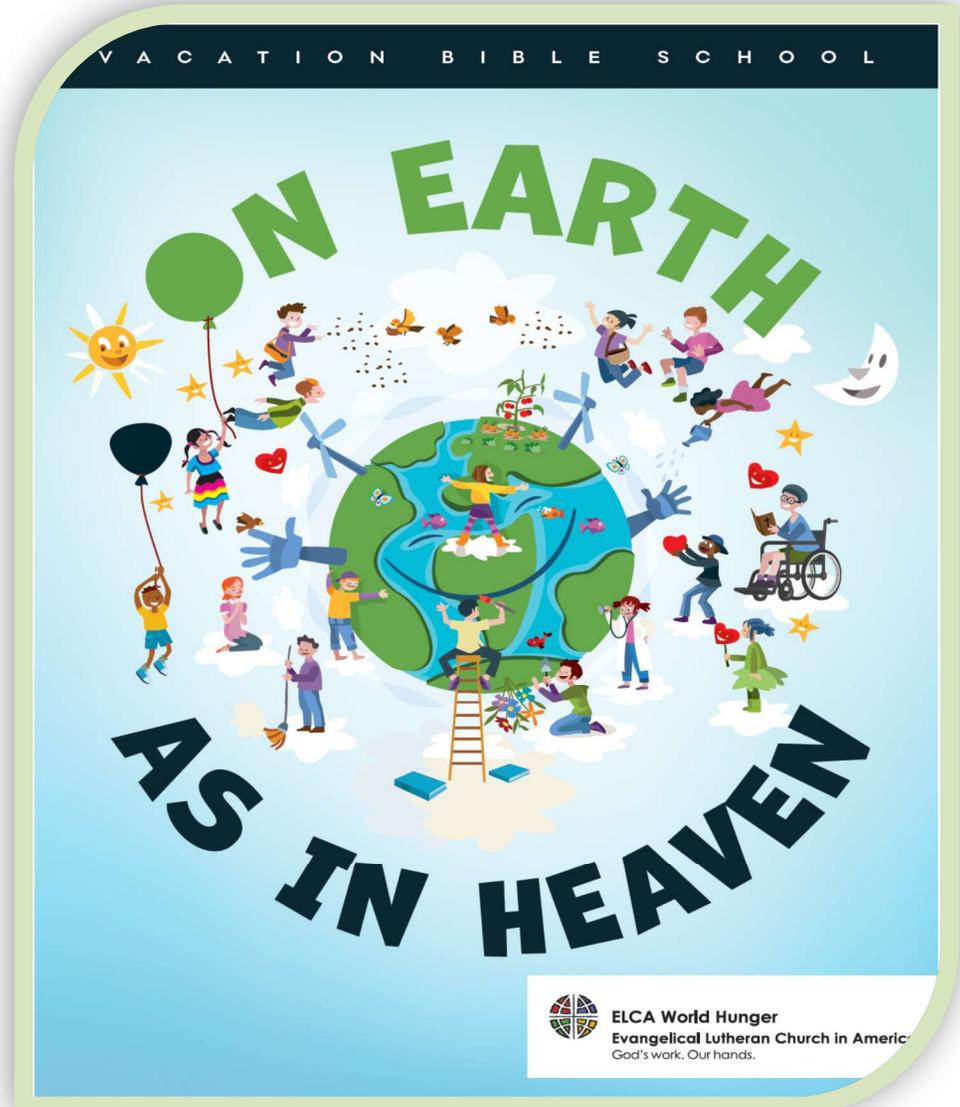
1. Identification of risks and possible emergency situations?
2. Provision of protective devices when appropriate?
3. Reduction of such risks through camper and staff education?
4. Establishment and enforcement of regulations?

Does the Camp have the following coverage?

Day campers - Accident coverage for each camper (carried by the parent, does the camp have written evidence that the camper has such insurance)?



Day Camp 2020 Church Program Guide



Day Camp 2020

The 2020 SCBC Day Camp program will teach children the connection between the Lord's Prayer, the Gospel, and their own lives and purpose.

Theme: *“On Earth as in Heaven”*

Day 1: ZERO HUNGER

Petition: “Give us today our daily bread.”

Scripture: Feeding of the 5,000 (Matt 14:13-21)

Day 2: GOOD HEALTH

Petition: “Your will be done, on earth as in heaven.”

Scripture: Jesus heals the paralyzed man (Luke 5:17-39)

Day 3: EDUCATION

Petition: “Hallowed be your name.”

Scripture: Jesus sends the disciples (Luke 9:1-2, 10-11)

Day 4: PEACE

Petition: “For the kingdom, the power, and the glory are yours, now and forever. Amen.”

Scripture: Jesus appears to the disciples (Matt 14: 13-21)

****Order of days and themes subject to change****

2.

COMMUNITY RELATIONS

1. Many of our Day Camps host an ecumenical week and invite other churches and denominations in the area to participate.
2. Invite members of the community to be part of the Day Camp programs (e.g. fire department, nursing home)
3. Put an announcement in the local paper promoting Day Camp, and put a press release in the paper after Day Camp is complete (this is often a free service).

YOUTH PUBLICITY AND REGISTRATION

1. Send out a letter and informational flyer to the parents of all potential day campers.
2. Hold registration after Sunday Services for 2-3 weeks prior to the Day Camp. A Parental Release and Registration/Health History Form **MUST** be completed and signed for each day camper.
3. If any campers **must** take medications during the day, and do not have a parent or guardian present to administer drugs, you must ask the parent (guardian) to write a written release for someone else to administer the medication. General forms can be obtained from the Department of Health and Family Services if parents are reluctant to create their own forms. Ask for the “AUTHORIZATION TO ADMINISTER MEDICATION” form that is commonly used by Day Care Centers.
4. Telephone calls or personal visits can be made to families of youth who have not registered but who have expressed interest.



Remember: Day Camp is designed to be outside in God's beautiful Creation!

15.

PROGRAM VOLUNTEERS

VOLUNTEERS MUST BE 18 YEARS OF AGE OR OLDER.

1. Attend the Sunday training session.
2. Work with the camp staff to implement the program, assist with snacks, crafts, games, skits, and general supervision as needed.
3. Share specific skills by leading group activities, if they so choose.
4. Can assist a staff member during Bible Study times.
5. Participate in the day camp activities. (Substitutes may fill in if needed.)
6. Know the safety and emergency procedures. (A list should be written and submitted to the Day Camp Staff.)
7. One to five people are needed to provide or bring daily morning snacks, supply drinks for noon meals, and to help with set-up, distribution and clean-up.

DAY CAMP PUBLICITY

DAY CAMP is a *new idea* in many congregations. Day camp should be promoted often in church bulletins, newsletters, local newspapers, and local radio/TV public announcements.

CONGREGATIONAL PUBLICITY

1. List the Day Camp on the church schedule and calendar as early as possible. Thereafter, put a brief announcement in church bulletin and newsletter every 2-3 weeks. Make up a large bulletin insert.
2. A brief but informative flyer should be prepared and distributed 6-8 weeks prior to the Day Camp to all church families.
3. Have one or two “*temple talks*” as part of Sunday worship. Make the talks brief: 3-5 minutes in length. The first talk should explain the Day Camp Program. A second talk should kick off registrations.
4. Put up posters around the church advertising the Day Camp. Be sure to include the dates, key activities, and any supplies needed.
5. Invite congregational members to visit and/or participate in the Day Camp. An open invitation can be extended for members to visit. A specific invitation should be extended to the congregation to attend the Sunday kick-off (optional) and Thursday's closing program.



SUGAR CREEK
BIBLE CAMP

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What is Day Camp?

Day Camp is: designed to introduce a Bible Camp Ministry to children in their local church community environment. It is a taste of Sugar Creek brought to you. Day Camp is not intended to replace any church program for your children; rather, it is intended to **enhance** your church's total ministry. Day Camp can revitalize a Bible School or Sunday School program with new ideas, songs, and energy.

Day Camp is: a unique blend of outdoor ministry and congregational ministry. Sugar Creek staff bring their enthusiasm for Christ, leadership skills, music, teaching styles, curriculum, and resources. Your local volunteers lend their own talents to the week and assist the staff with their knowledge of the children, as well as community resources. **Together** the camp staff and church volunteers make Day Camp exciting and enriching!

Day Camp is: relational. Sugar Creek will provide one staff person for every 10 youth. Congregations should provide one adult volunteer for every 10 youth.

Day Camp is: Christian Outreach! Day Camp can serve as an outreach program for your local community as well as the congregation. Consider holding an ecumenical Day Camp with other area churches.

Day Camp is: created and designed for children **entering grades 1-5.** Your congregation may hold a preschool program, concurrent with, but independent of, the Day Camp, **led entirely by church volunteers.**



SAMPLE LETTER

Dear Parents:

Greetings from: _____ Church!

Our congregation is planning an exciting opportunity for Christian growth, fun, and fellowship for your children going into grades 1-5: Day Camp! This year we've scheduled it for the week of _____, 2020.

Day Camp is offered in partnership with Sugar Creek Bible Camp. Camp staff will lead the program assisted by folks from our parish, we will begin at 9:00 a.m. and end at 3:00 p.m., Monday through Thursday. *(Adjust your camp schedule as needed.)* On Thursday, the week concludes with a closing program at 5:00 p.m. with a social *(potluck, ice cream, bars...)* to follow.

The purpose of the Day Camp is to help your children grow in their faith in Jesus. Day Camp is one more way for us to share the gospel of Christ with the youth in our congregation and in the community. Day Camp is especially rewarding and exciting because of the enthusiasm of the camp staff and the many special resources they bring, including: music, dramas, arts and crafts, games, Bible Study ideas, and nature activities.

We are writing to encourage your child(ren) to participate. The cost is \$ _____ per child for the week. *(Add information on camperships, registration procedures, etc., or if there is no cost to families, leave out.)* Please plan to register no later than _____, 2020.

Prayerfully consider this exciting, faith-building opportunity for your children! We hope they can share in the Day Camp experience, _
_____ *(dates)* _____.

In Christ,

Day Camp Committee
(list committee names)

- Name
- Name
- Name
- Name

CHURCH DAY CAMP COMMITTEE

The Church Day Camp Committee should:

1. Make a list of goals and expectations.
2. Offer suggestions and ideas to Sugar Creek's Program Director to design a program that fits the needs of the church and the community.
3. Select and secure the Day Camp site, if somewhere other than the church.
4. Assign a local coordinator and Day Camp volunteers.
5. Secure housing and meal arrangements for camp staff.
6. *Promote the Day Camp to youth in the church and community.*
7. Plan a time for, and arrange the fellowship activities for, the Sunday congregational "Kickoff Celebration" (optional) and Thursday's closing program and fellowship time.
8. Encourage all planning committee members and volunteers to attend a Sunday planning meeting with camp staff following Sunday morning worship to make final (*not last minute*) preparations for the week.
9. Brainstorm and plan ideas for afternoon activities.
10. Plan a middle school or high school evening event to be led by camp staff.

CHURCH DAY CAMP COORDINATOR

The Church Day Camp Coordinator should:

1. Serve as the primary contact between the camp and the church.
2. Chair the meetings of the planning committee: keep arrangements and registration on schedule.
3. Provide a full list of camper registrations and related information as requested. REGISTRATION FOR DAY CAMP SHOULD BE COMPLETED BEFORE THE WEEK BEGINS TO ENSURE THE PROPER RATIO OF CAMP STAFF TO CAMPERS. The local coordinator should also be at the Day Camp on Monday morning to collect any late registrations and money. Photocopy the Day Camp Registration & Health Form and distribute it to all eligible youth in your congregation and community.
4. Work with the Sugar Creek staff in establishing emergency procedures and arrangements with local health care facilities.
5. Complete the written evaluation of the Day Camp and mail it to the camp.
6. Health Forms should be in the possession of the Church Coordinator and be on hand for any emergency situations. On Thursday, the health forms should be given to the Day Camp Team Leader to be placed on file at Sugar Creek Bible Camp.
7. Create, distribute and collect permission slips for any special events or activities requiring transportation.
8. Give emergency phone numbers to the Day Camp Team Leader.

WHY DAY CAMP?

The purpose....

of Day Camp is to provide your church with a quality Christian experience at your site. While we hope to get youth excited about Sugar Creek Bible Camp, our bigger goal is to get them excited about the Gospel of Jesus Christ and their local church.

The strength....

of the program is the staff. They are caring, committed, Christian young adults who are trained to lead Bible studies, worship, singing, recreation and crafts. The staff brings its own gifts and Christian leadership to your community.

The uniqueness....

of Day Camp is its flexibility. *The Sugar Creek Program Director will work with each planning committee to specifically design a program to meet the needs of your church.* Please call the camp for assistance at any time during your preparation. The following information will help your congregation to consider and plan for Day Camp this summer.



Our counselors are excited to meet your young people!

THE SCHEDULE

BASIC SCHEDULE OUTLINE

Sunday Morning

Our camp staff will attend your Sunday morning worship service, introduce themselves, provide special music, and perform a skit to introduce the themes for the upcoming week. **The congregation's Day Camp coordinator and volunteers meet with the Sugar Creek staff after the service.**

Sunday Afternoon or Eve. (OPTIONAL) Congregations may schedule a kickoff event for their Day Camp Week. Registered Day Campers and their parents can come and meet the counselors. The camp staff will lead about 30 minutes of games, songs, and skits to further introduce the weekly theme and then fellowship with the families. Food and snacks for the event could be: root beer floats, popcorn and punch, hotdogs and watermelon, etc.

Monday – Thursday

A typical week runs from 9am-3pm; **however, we can adjust the times to fit the needs of your church if an afternoon, morning, or evening camp is preferred.** Please let the camp know your schedule preference as soon as possible!

Thursday Afternoon

You may choose to end the week with a program, or worship, when campers sing and present some of the things they learned during the week to their families. This final gathering can include congregational fellowship with a potluck, ice cream social, popcorn party, etc.



Our counselors bring excitement, talent, energy, and a passion for Christ to your Day Camp!

6.

- **Staff Amenities:** The church provides room, board, and mileage for the camp staff. The camp provides their salary. While the church is not required to do so, they may choose to treat the staff to a movie, ice cream or other special thank you. *Please do not give them tips.*
- **Snacks:** Church volunteers are asked to provide a mid-morning snack for everyone and beverages. Afternoon snacks are optional. Natural, non-sugary treats are preferred and can even be related to the day's theme. Water should always be available (water fountain, Igloo, etc.).

WHO DOES WHAT?

It is assumed that all camp staff and church volunteers shall be dedicated to ministering to people in the name of Christ. They shall seek to assist the program in such a way that all campers and adults can grow in their faith. The following are some job description guidelines for your church to use when you are preparing your Day Camp team. *All Day Camps are different, and we can adjust roles to meet the needs of your community.

SUGAR CREEK STAFF

Sugar Creek Bible Camp staff will:

1. Be a Christian witness in word and deed.
2. Assume final planning and decision-making responsibility for the Day Camps. (One of the staff members will be designated as the Day Camp Team Leader.)
3. Be present at all planning and Day Camp events and stay for their entirety.
4. Be open to ideas and suggestions to adapt the program to best serve the church.
5. Ensure that safety is of primary importance in all activities and be aware of all emergency procedures.
6. Follow all policies and procedures in the Sugar Creek Bible Camp staff manual.
7. Whenever possible the SCBC Program Director, or a member of Sugar Creek's leadership staff, will try to visit the Day Camp during the week. If not, the Program Director will call to check-in and make sure expectations are being met.

THE CHURCH'S RESPONSIBILITIES

- **Find an OUTDOOR Site, if possible:** If your church has limited outdoor space, city or county parks can be great sites for a Day Camp program! A Shelter should be reserved and available in case of inclement weather. Also, a plan should be developed to transport the children to that designated building. Access to a storm shelter, telephone, restrooms, and running water are needed to adhere to our ACA standards (see back).
- **Staff Housing:** Your congregation will need to house the Sugar Creek Staff. Ask several host families to welcome the staff into their homes for the week—they will truly enjoy having the staff spend a week with them! **It is preferable to have two or more staff stay with the same host families.** Please use discretion when choosing host families. Staff may also be housed in a guest house, parsonage, or any other appropriate facility.
- **Meals:** The host family is asked to provide breakfast. **Other families may provide lunches and supper meals for the staff. Staff can also be taken out to eat or provided with meal coupons.** Sugar Creek will let you know ahead of time if any counselors have special dietary needs.
- **Transportation:** Staff provide their own transportation, but **staff are NOT allowed to transport campers.** Depending on housing situations, staff may need a ride to and from the Day Camp site.
- **Church Leaders:** The church needs to secure a Local Day Camp Coordinator, planning committee and daily volunteers. Please refer to the job descriptions on pages 11 and 12.
- **Volunteers:** Local volunteers are crucial of the success to the Day Camp. Each volunteer will assist a staff member in leading a small group. Volunteers bring their own special gifts into the Day Camp experience. **Volunteers should be at least 18 years of age.**
- **Camperships:** The congregation may wish to provide scholarships for those participants in need of financial assistance if charging a registration fee.
- **Insurance:** The church needs to have insurance to cover any use of their facilities and to cover the potential liability involved in their sponsorship. **Parents' or guardians' insurance provides coverage for any accident or injury to their camper.**
- **Cost:** For member churches, the minimum fee for three staff is \$1200.00 + mileage and for non-member churches, the minimum fee is \$1500 + mileage. The church agrees to pay this amount. The camp requires one staff member for every ten campers. If your day camp has more than 35 campers, additional staff members are required at \$240 per counselor. **You may also choose to hire additional staff at the same rate.**

DAY CAMP POSSIBLE SCHEDULE

(This schedule can be adjusted to a morning, afternoon or evening program.)

9:00 a.m.	Arrival, registration, and gathering activities
9:15 a.m.	Opening Songs and First Word
9:45 a.m.	Bible Study (small groups)
10:30 a.m.	Snacks
10:45 a.m.	Crafts/Small Group activities
11:30 a.m.	Large Group Gathering
12:00 p.m.	Lunch <i>*church provides lunch for the staff</i>
12:30 p.m.	Crafts/Small Group Activities
1:15 p.m.	Special Events: Guests, Activities, Service Projects, etc.
2:30 p.m.	Closing Worship
3:00 p.m.	Departure
3:15 p.m.	Staff and Volunteer Planning Session

THE ELEMENTS OF DAY CAMP

<i>First Word</i>	A time at the beginning of each day to introduce the theme through using scripture, songs, dramas, etc.
<i>Bible Study</i>	Our weekly theme will be developed in small groups. Bible stories and activities will be related to the theme.
<i>Worship</i>	A time each day for celebration and praise. The message will center on the theme of the day and each service will contain songs, prayers, stories, Scripture, puppets, skits, etc.
<i>Sing-a-Long</i>	Fun, camp-style songs and group building games and activities.
<i>Arts and Crafts</i>	The campers make crafts each day which tie into the daily theme and provide campers with an opportunity to share their Day Camp experiences with others. Materials for the crafts are provided by Sugar Creek, with few exceptions.
<i>Lunch</i>	Day campers bring their own sack lunch for the noon meal unless the church decides to provide noon meals for all. Lunch for staff is provided by the church.
<i>Staff Resource</i>	Camp staff are available one evening during the week for a special event and/or to provide a program of songs, games and Bible Study for Jr. and/or Sr. High youth. If you are interested, please be sure to set up an evening with camp in advance of your week.
<i>Environment</i>	These activities are designed to assist campers in exploring their natural environment and to help them examine their attitudes towards caring for Creation.

AFTERNOON SPECIAL EVENTS

Special activities are a great way to allow local people to share their talents with the campers and allow campers to share their love, songs, and energy with the others.

WHY DO SPECIAL ACTIVITIES?

- It creates a bridge between the Day Campers and the community.
- It utilizes people in your congregation who have special gifts to share.

THE CHURCH IS RESPONSIBLE FOR PLANNING SPECIAL ACTIVITIES.

- This is an opportunity to get people from your church with unique and creative talents, professions, or experiences involved with your youth.
- ***The activities should be about an hour long.***
- The staff will help facilitate and keep campers engaged.
- While we encourage churches to have a special activity each afternoon, *they are not required.*

EXAMPLES OF SPECIAL ACTIVITIES

Special Music, a local story teller, mission projects-such as cutting or making quilt blocks, sewing kits, or health care kits, for Lutheran World Relief or another Christian relief organization, taking Field Trips, such as: singing at a nursing home, visiting shut-ins, helping at the retirement home, taking cookies to the fire department, police department, visiting historical sites, etc. Wild and Wacky water games can be a blast on hot afternoons! **Talent and creative ideas abound in every congregation: brainstorm possibilities with your church committee!**

Service Projects: A Christian lifestyle involves serving others. Campers can clean up a park, sing at a nursing home, paint garbage cans, help with the local food shelter, etc. The afternoon schedule can be adapted to meet time concerns.

Field Trips: If special events to educational places are planned, then arrangements must also be made by the church for transportation, and **parental permission slips are required.**

Guest Speakers: Use the people in your congregation to share their talents and interest with the campers. Do you have any storytellers, special musicians, or members that have an interesting job or hobby to share with the campers? Has anyone in your congregation been on a mission trip lately? Guest Speakers should be comfortable interacting with children. The use of props, pictures, and video clips can make these sessions very exciting!

Crafts: Craft time is a great opportunity to do an annual project for the church or community. Banners, a different nativity scene piece each year for each child, creating baskets for shut-ins, and tie-dying for the campers are just a few examples of crafts that can be done. **Supplies for these special activities are provided by the church.**

HOW DOES A CHURCH GET INVOLVED?

- Contact the camp office. The Program Director would be excited for the opportunity to visit with the congregation's education committee or council to discuss the program in person or by phone.
- Select a date for your Day Camp. Reserve the date with a non-refundable deposit of \$300.00.
- Select a local planning committee and church Day Camp Coordinator. Contact the camp's Program Director for an initial planning session in April or May to review the program, adapt it to your needs, set a weekly schedule, and discuss special events.
- Secure volunteers. There should be at least one adult (over 18) volunteer for every 10 campers. More volunteers are always welcome! We want the campers to get to know caring adults in your congregation!
- Publicize the program within your church and community. Use the flyer provided to put up in your church or make your own!
- Ensure that Day Camp sites and facilities meet the necessary ACA and Sugar Creek standards (see back page).
- Distribute and collect camper registrations and health forms at least 4 weeks prior to the week your Day Camp begins.
- Call in the number of registered campers to the office two weeks before the Day Camp is to take place. Please provide the camp with the breakdown of numbers for campers in each grade level.
- Enjoy the Day Camp, and please let us know about your experience by completing a Day Camp Evaluation Form.

SUGAR CREEK'S RESPONSIBILITIES

STAFF

Sugar Creek Bible Camp provides caring, committed and trained Christian staff. Each Day Camp team has a designated Team Leader who will work with the church coordinator and organize the day camp team. Sugar Creek's Day Camp Coordinator will serve as liaison from the camp to the church.

BIBLE STUDY AND PROGRAM

The curriculum is a summer Bible Study program especially designed for use with Day campers going into 1st through 5th grades. Program related supplies, songs, games, nature activities, and craft supplies are also provided. We do not utilize sophisticated craft projects, workbooks, etc. due to cost. We encourage outdoor activities and Christian community-building activities.