



CAMP 2011

Dear Parents or Guardians,

Welcome to a **R.E.A.L Summer Adventure Camp!** As the Director of this camp, I anticipate the eleven weeks of camp will be filled with fun, excitement, learning and many other engaging activities. I have a fantastic staff on board this summer whose primary goal is to provide a safe, secure and happy environment where every child feels confident to explore, play and learn.

This year, our students will travel off site on several field trips. They will be exploring and discovering what the outdoors has to offer, as well as partake in fun Math, Reading, Science and learning opportunities (Yes, we want them to keep those academic skills up!).

This family handbook has been prepared to provide you with details on the daily operation of the program and on your responsibilities as parents or guardians. We have tried to cover all aspects of the program, but if you have any questions please do not hesitate to ask.

My staff and I are looking forward to spending time with your child(ren). It will be a summer where your child(ren) will make a lot of fond memories and lasting friendships. Our "campers" will learn more about God's awesome purpose and plan for his/her life as they take a **JOURNEY WITH JESUS!**

In serving Him,

Sarah DuCette
Director
Northshore Christian Church & Academy
(425) 407-1119 sducette@northshorechristian.org

MISSION STATEMENT AND PURPOSE OF R.E.A.L. SUMMER ADVENTURE PROGRAM

- To provide an environment where children are under the care of nurturing Christian teachers and staff.
- To provide students with a summer filled with activities, discovery opportunities and exciting learning adventures.
- To be a witness for Jesus in our community and to the children who are enrolled in our program.

NON-DISCRIMINATION POLICY

Northshore Christian Church and Academy believes that all people of every race and color are made in the image of God, and have equal value in their Creator. We welcome students of all ethnic backgrounds. R.E.A.L. SUMMER ADVENTURE CAMP *does not discriminate in the admissions of students, based on race, color, national, or ethnic origin, as required by federal or state laws (to the extent applicable to NCA)* R.E.A.L. SUMMER ADVENTURE CAMP will make reasonable accommodations to otherwise qualified applicants.

CHANGES TO POLICIES AND GUIDELINES

"The Right to Amend"

The Northshore Christian Academy's REAL SUMMER ADVENTURE CAMP 2011 Family Handbook (Parent Handbook) is the official statement of policies and procedures for Northshore Christian Academy's REAL SUMMER ADVENTURE CAMP, a ministry of Northshore Christian Church. Because of changes in state law or unforeseen circumstances, it may be necessary to make changes to this handbook before or during the summer. At its sole discretion, Northshore Christian Academy's REAL SUMMER ADVENTURE CAMP has the right to amend its policies and procedures. Northshore Christian Academy's REAL SUMMER ADVENTURE CAMP will make every effort to inform parents and students of changes. Throughout this document, Northshore Christian Academy's REAL SUMMER ADVENTURE CAMP may be titled or known as "School", "REAL", "School/Camp" or "NCA".

ROLE OF EXCEPTION

Northshore Christian Academy's REAL Summer Adventure Camp reserves the right to grant an exception to its policies on a case-by-case basis. An exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child(ren) attend School/Camp.

CONTACT INFORMATION

Office Hours: 8:30am-4:30pm

Phone: (425) 322.2390

Fax: (425) 322.2386

Email: lsebers@northshorechristian.org or sducette@northshorechristian.org

AFTER HOURS CONTACT NUMBER:

(425) 407-1119 Extension 1220 (lunchroom) **or** (425) 299-4293



FIRST DAY - Arrival Information

The first day (Monday, June 13, 2011) parents or guardians of all our *Campers* should arrive with their child(ren) at 8:45am. Drive to the back of building to the North side of the campus. There will be signs directing you. Park and come into the building (Lunchroom). At this time, staff will greet you and your child(ren). T-shirts will be available, sunscreen will be checked in and paperwork collected. Parents and guardians **are required** to sign their child(ren) into the program by placing their arrival time next to the child's name and signing their name on the roster.

Parents whose child(ren) are in the extended care program will need drive to the back of building C (North side of the campus), where a parent must bring their child in to the lunchroom and sign them into the program. **DO NOT DROP THEM OFF!** Extended Care begins at 7:00am (There is an extra charge for this). At 9am a staff member will bring students to the lunchroom or their classroom for snack.



SAMPLE Daily Schedule

TIME	ACTIVITY
7:00 a.m. – 8:45 a.m.	Pre-Adventure Care (optional) (extra cost)
9:00 a.m. – 11:30 a.m.	Activities, Enrichment Classes, Field Trips etc.
11:30 a.m. – 12:30 p.m.	Lunch and Recess
12:30 p.m. – 4:00 p.m.	Activities, Enrichment Classes, Field Trips etc.
4:15 p.m. – 6:00 p.m.	Post-Adventure Care (optional) (extra cost)



ARRIVAL INFORMATION

Every day that a child is in the program, a parent or guardian **is required** to sign their child(ren) into the program by placing their arrival time next to the child’s name and placing their signature beside the child’s name.

AM Pre-Camp Care: 7:00-8:45am - A 5-minute parking limit will be allowed between 7:00am-8:45am. There is an extra charge for AM session service. \$5.00 will be charge up to the first hour, thereafter; you will be billed in ½ hour increments at \$2.50 per ½ hour. For example, if you drop your child off at 8:30am, you will be charge \$5.00. If you drop your child off at 7:15am, you will be charged \$5.00 for the first hour (7:15-8:15), then \$ 2.50 per each 1/2 hour thereafter (we round up time).

8:45-9:00am: REAL camp drop off and sign in.

DISMISSAL INFORMATION

R.E.A.L Summer Adventure Camp ends daily at 4:00 p.m. From 4:00 – 4:15pm, parents or guardians should drive to the back of the building (where you dropped off your child), sign your child(ren) out at the sign-out areas and pick-up their child(ren). **Children will be brought to this area to meet parents.**

At 4:15pm, children who have not been signed out by a parent or guardian will be signed in to the PM care session. (Extra fees apply: for the first hour: \$5.00 and thereafter \$2.50 per every ½ hour.)

WE MAY CHECK ID

Driver's licenses will be used to verify ID. If someone other than a person on the pickup list is picking up a *Camper*, the parent or guardian must contact the Director or Program Supervisor in advance. That person will be required to show proper identification.

CHECK IN AND CHECK OUT

All children must be signed in or out daily by the parent or other authorized adult (someone 18 or older). Each person must sign their first and last name in full. A parent/guardian's signature is mandatory. This is a state requirement. Students may not be in the program if this guideline is not followed.

PLACEMENT



We are preparing for the arrival of children from the community and from other schools. Much attention is given to each child's group placement. The children are placed according to age. We will try to have an equal balance of boys and girls. The first few days, the R.E.A.L. Summer Adventure Camp will find the children eagerly making new friends and becoming reacquainted with old ones. Therefore, requests for group changes will be considered only after the program is in full-swing (not less than a week), and then only in writing. We appreciate your support in our placement decisions. The Director will make the final decision.

NEWSLETTERS/COMMUNICATION

Every week, a newsletter will be available at the sign in and sign out table. These newsletters will be available the Thursday before the new week begins. They will include pertinent information on field trips, activities, memos and future news. It is imperative that all parents pick one up. It is important that we receive your email address. This will ensure that you receive necessary information for the week your child is at camp. We will also try to post information. *It is your responsibility to read this handbook, read the signs and read the newsletters for information.*

FREE ACCESS AND PARENT PARTICIPATION

Parents are welcome to visit the camp anytime without prior notice to R.E.A.L. Summer Adventure staff and teachers. We encourage parents to be involved in their child's camp experience and participate in camp activities. If you would like to volunteer for a field trip a week's notice must be

given to the Program Supervisor. We must check if there is space available (Fees may apply and background checks required).

FOOD AND SNACKS

The R.E.A.L Summer Adventure Camp will be providing two nutritious snacks per day. Snacks **may not** be brought from home. **Healthy sack lunches will need to be sent to camp with your child.** A healthy lunch limits sugars and must contain a protein, fruit or vegetable, and grain. Please remember to pack a beverage. Carbonated beverages and candy are not allowed in the program. We recommend a cold pack in your child's lunch box. Microwaves are available to heat food. A mid-morning, afternoon, and evening snack will be served.

T-SHIRT

All children enrolled in the R.E.A.L. Summer Adventure Camp are required to wear a R.E.A.L Summer Adventure Camp T-shirt on every field trip or event. Every student registered in the camp will receive a T-shirt (part of the registration fee). We advise that each student has two shirts. T-shirts cost \$12.00 and are available for sale at the front desk. **Students are required to wear their T-shirt to every field trip or event** (this includes on campus events). If a child does not come dressed in his/her R.E.A.L. Summer T-shirt, depending on availability, we will give him/her another T-shirt and the parent will be charged accordingly. If we do not have any more T-shirts available, we may try to call you. Depending on whether you can bring the T-shirt within a reasonable time before the scheduled field trip, your son or daughter may not be able to attend the trip **OR if we have T-shirt available for sale, we will bill you for the T-shirt we gave your child so she or he could go on the field trip.** T-shirts may not be returned after they have been worn.

GENERAL POLICIES

Fees:

Registration Fees: A registration fee is due for each student at the time of registration. These fees are **non-proratable and non-refundable** under any circumstances. The registration fees include one REAL Summer Adventure Camp T-shirt.

Cancellation/Additional Days: Once a student is registered, the committed days or weeks may NOT be changed. Tuitions and fees apply. Minimum enrollment is 3 days per week. Additional days may be added with a 2 week written notice at the weekly charges; otherwise additional days will be billed at \$55.00 per day. Tuition fees are non-refundable.

Tuition:

Due Date: The tuition is based on a weekly fee, per student. All tuition payments must be paid in advance of when the student is registered in the program. Tuition is due on the 1st of each month.

No Refunds: Tuition will not be refunded for vacations, illnesses, weather related closures, withdrawal, suspension or dismissal of any student or other missed Camp days. Fees will be charged for all registered days.

Consequence of Late Payment:

- A. The entire amount of unpaid tuition after the 2nd day of the month is immediately due and payable along with a late fee of \$35. An additional \$35 late fee is also assessed on the first Business Day of each calendar month thereafter that tuition remains unpaid.
- B. Your student may not be allowed to continue in the REAL SUMMER ADVENTURE CAMP until all outstanding tuition, late fees, interest, and other charges have been paid in full. Enrollment in the Camp will be terminated if the account is not brought up to date one week after tuition is due. Your student may be dismissed from Camp if the first month's tuition and fees are not current.
- D. After 60 days, past due accounts will be sent to collections and a \$250 collection fee may be added to your unpaid balance at that time.

Extended Care Program: The Camp provides an Extended Care Program (Before and After Camp Care) for students enrolled in the camp. Extended Care is available for those who arrive before Camp begins or who cannot be picked up immediately after Camp, or both (7:00 – 8:45am and 4:15 – 6:00pm). Your student is not permitted to leave campus unless signed out by you or another Authorized Person (someone 18 years or older). If your student leaves the School's/Camp's campus without proper sign out by you or another Authorized Person, the Camp may dismiss that student from the School/Camp. An "Authorized Person" means you and any adult person you designate on the emergency contact and pick up section of this contract. If you want to change or add an Authorized Person, then it is your responsibility to update and submit new information to the Camp's Director.

Automatic Placement in Extended Care: If your student arrives at school before 8:45am or is not picked up by 4:15pm then your student is automatically placed in the Extended Care Program (unless those privileges are revoked) and appropriate fees will be charged. An Authorized Person must sign out your student from the Extended Care Program.

Extended Care Charges Extended Care Program charges are billed each month for services provided in the prior calendar month. Charges are included in your monthly statement from the School/Camp.

- A. Each Extended Care session has a one hour minimum charge of \$5.00 and is charged in one-half hour increments of \$2.50 each thereafter (per day).
- C. The charge for late pick-up is \$5 for the first five minutes after 6:00pm (Extended Care). Thereafter, an additional \$1 will be charged per minute.
- D. After 6:30pm an additional \$50 late will be added to the late charges.
- E. All charges are subject to change in the School's/Camp's sole discretion.

Monthly Statements: The School/Camp will provide you a monthly statement of amounts owed. The charges include amounts owed for tuition for the days and weeks you selected, the previous month's Extended Care charges, "NSF" and other bank charges, T-shirts and other charges or amounts. These fees are due no later than the first Business Day of the month following the month the charges are incurred.

NON-REFUNDABLE: *Tuition and/or Enrichment class fees are not refundable – for any reason. For example, but not limited to, to illnesses or emergencies, or if a child/parent chooses not to attend the R.E.A.L. Summer Adventure Camp.*

Right to Deny Opportunity to Participate: The School/Camp reserves the right to deny your student the opportunity to participate in the REAL Summer Adventure Camp for, but not limited to the following:

- Tuition Accounts that are not current by 2nd day of each month.
- Student behavior that impacts the environment and/or safety of others.
- Disrespect of Camp setting and policies (children and/or parents)
- Continued late pick-ups (after 6pm)

A two week written notice will be given prior to termination of participation.

NCA Policies: The School/Camp has high expectations for its students. You and your student must follow and abide by the terms of the REAL SUMMER ADVENTURE FAMILY HANDBOOK ("**Family or Parent Handbook**") and other Camp policies and procedures ("**Policies**"). Failure to abide by any NCA/Camp Policy may result in dismissal of your student. Any NCA/Camp Policy may be amended by the School/Camp at any time, without notice, in the School's/Camp's sole discretion. Your student must work responsibly, play fairly and abide by all NCA Policies. Your student must demonstrate a willingness to participate and develop in character. If a conflict exists between the Enrollment Agreement and the NCA/Camp Policies, the NCA Policies govern.

Student Discipline and Dismissal Policy: The School/Camp reserves the right to admit, discipline, and dismiss students based on guidelines set forth in the NCA Policies. If your student does not maintain the School/Camp guidelines (including a willingness to cooperate with School/Camp administration, as set forth in NCA/Camp Policies) the student may be subject to discipline up to and including dismissal from the School/Camp, as deemed appropriate by the School/Camp in its sole discretion. Student discipline may include warnings, behavioral contracts, loss of privileges, loss of opportunity to participate in field trips or other school activities (including the Extended Care Program), suspension from School/Camp and dismissal from School/Camp.

Field Trips and Events Away from Campus: Whenever possible you will be given at least a 48 hour notice of all off-campus trips and all events away from the School campus. You must approve all off-campus field trips by timely completing the 2011 EMERGENCY CARD, RELEASE AND AUTHORIZATION FORM (1/2 sheet – pink copy-inserted in packet). If you do not grant consent by completing the 2011 Emergency Card or Participation form before the field trip or event, your student may not attend the field trip or event and will need to be picked up from camp.

Assumption of Risk: Although the School/Camp desires to provide a safe environment for all students, accidents and injuries can still happen. By signing the registration form, you indicate that you understand and agree that there are risks and dangers involved with participation by your student in any Camp activities. These include use of playground equipment and travel on field trips or events, and in the activities involved in the Extended Care Program. You assume the risk of your student's participation in all Camp activities, whether on campus or off-campus, and including the Extended Care Program.

Medical Consent: You grant permission for the School/Camp to call 911 for emergency medical aid or to take your student to a physician or hospital for medical treatment, or both, if in the School's/Camp's sole discretion, your student becomes ill, sustains an injury, or otherwise requires medical treatment. You give consent to any physician or emergency aid responder to administer drugs and perform any medical treatment that the physician or responder determines appropriate for the relief of pain or to preserve your student's life or health. You assume all responsibility for all medical, rescue, transportation and other expenses incurred on behalf of your student. You will fully and immediately reimburse the School/Camp for any of those expenses that the School/Camp chooses to advance, in its sole discretion. The School/Camp has no obligation to advance any expenses on behalf of your student.

Administering Medications: If your student is taking over-the-counter and/or prescribed medications you must provide a signed authorization and all other information requested by the School/Camp, including evidence of a valid prescription from a licensed physician. Authorization forms are in the enrollment packet and also are available from the School/Camp upon request.

Release of Student: The School/Camp may release your student to any parent of the student, unless the parent provides the School/Camp sufficient evidence as determined by the School/Camp, in its sole discretion, that a parent does not have that right. Sufficient evidence may be in the form of a court order or parenting plan signed by both the student's parents or entered by a court.

Access to Student Information and Camp Records: The School/Camp may release any information about your student or give access to your student's Camp records or information about the student to any parent of the student, unless the Parent provides the School/Camp with sufficient evidence as determined by the School/Camp, in its sole discretion, that a parent does not have that right.

Authorizations from Any Parent: Any parent of your student (not just the parent who signs the Contract) is authorized to make decisions on behalf of the student, unless the parent provides the School/Camp sufficient evidence, as determined by the School/Camp in its sole discretion,

that a parent does not have that right. In the event of conflicting instructions from the parents or legal guardians of the student (when both are apparently authorized to make decisions on behalf of the student), the School/Camp may take any action it deems appropriate, in its sole discretion, which may include no action.

Release of Claims:

Definition of Claims. The term "Claims" means all claims, demands, damages, actions, fees, costs, expenses, judgments, settlements, and other liabilities, known or unknown, related to or arising from the School's/Camp's acts or omissions regarding your student except to the extent caused entirely by the School's/Camp's gross negligence or intentional misconduct.

Release of Claims. The REAL SUMMER ADVENTURE CAMP is a ministry of Northshore Christian Church and Academy (School). The term "**Church and Academy Releasees**" means Northshore Christian Church and Academy and its directors, officers, employees, volunteers, and other agents, including the Camps director(s), teachers, staff and the School's principal, vice principals, teachers, staff and volunteers. You release the Church and Academy Releasees from all Claims. This release of Claims is binding on you and on any other person who asserts any Claim through you or on your behalf. To the extent that the law may allow, this release of Claims is also binding on your student and any other person who asserts any Claim through your student or on your student's behalf.

Indemnification and Defense: To the extent the above Release of Claims in Section 18.2 is held to be ineffective in whole or in part, then you agree to indemnify and defend the Church and Academy Releasees against all Claims, including paying all attorney fees, costs and other expenses incurred by any Church and Academy Releasee related to any Claim.

Arbitration: If there are any disputes or claims related to this Contract, amounts owed to the School/Camp by you, the student's enrollment at the School/Camp or the student's involvement in any School/Camp activities, the School's/Camp's enforcement of its Family Handbook or other NCA Policies, or any action taken or failed to be taken by the School/Camp, then you and the School/Camp will first attempt to resolve the dispute or claim through mediation.

1. The mediator will be a mutually acceptable person selected by you and the School/Camp who is a practicing attorney with a minimum of ten years experience or a retired judge, and who agrees with the Northshore Christian Church's Statement of Faith.
2. If you and the School/Camp cannot agree on a mediator within ten days, then either party can demand binding arbitration by giving written notice of arbitration to the other party. You and the School/Camp will select an arbitrator who meets the following qualifications ("**Arbitrator Qualifications**"): (A) a practicing attorney with a minimum of ten years experience or a retired judge, and (B) who agrees with the Northshore Christian Church's Statement of Faith.
3. If you and the School/Camp cannot agree on an arbitrator within 10 days, then each party will select an arbitrator who meets the Arbitrator Qualifications, and those two arbitrators will select a third arbitrator who meets the Arbitrator Qualifications. That third arbitrator will serve as the sole arbitrator. If either party declines to select an arbitrator, then the arbitrator selected by the other party will serve as the sole arbitrator.
4. The arbitration will follow the procedures of Chapter 7.04A RCW. The Arbitrator has the authority to order discovery (including deposition, interrogatories, document production, or otherwise), as the arbitrator considers reasonable for a full and fair exploration of the issues in dispute, consistent with the expedited nature of arbitration.

5. The decision of the Arbitrator is binding and may not be appealed.

TELEPHONE NUMBER CHANGES: Please notify us immediately of any changes to telephone numbers for work, cell, home or emergencies.

R.E.A.L. SUMMER ADVENTURE CAMP RULES



Students in the R.E.A.L. Summer Adventure Camp, including students in Extended Care, are expected to obey the following rules:

- ▶ Listen to and obey your R.E.A.L. Summer Adventure Camp Teachers and Staff instantly.
 - ▶ Respect other's feelings, property and personal space.
 - ▶ Follow directions the first time they are given. Obey all rules!
 - ▶ Use the buddy system on the campus, in the buildings, and while on field trips.
- R.E.A.L. Summer Adventure Camp teachers and staff will review and explain R.E.A.L. Summer Adventure Camp rules weekly.

DRESS GUIDELINES

Adventurers should dress comfortably. Keep the following in mind:

- Students should dress modestly according to age and maturity level (no bikinis, shorts that are too tight or too short, etc.)
- Students should bring a change of clothes and a towel.
- Students should bring a jacket.
- Students should wear comfortable shoes that cover the foot (Shoes must be worn at all times). **No** thong/flip flop type sandals: (they are a safety risk).

LEAVE THESE ITEMS AT HOME

Students may not bring toys, games, trading cards, pets, etc. to the R.E.A.L. Summer Adventure Camp unless authorized by the Program Supervisor. All portable cassette/disc/MP3 players, video game consoles, players or devices, and cell phones **etc.** must remain at home and may not be brought to the program.

DISCIPLINE POLICY

Conduct and Behavior:

REAL Summer Adventure Camp seeks to provide a positive, safe environment conducive to the teaching/learning process. We believe the Bible establishes the basic principles that should guide the development of Christian character and govern all behavior (1 Corinthians 10:31, 1 Thessalonians 5:11, 1 Thessalonians 4:11, 2 Timothy 2:15). Obedience is expected. Handbook standards, policies, teacher/staff instruction and Biblical principles are to be obeyed as a proper response to God's authority and to those whom He has placed in authority. Our Christian liberty does not allow us to infringe on the safety and disrespecting others. Christian love requires us to protect and seek God's

best for others. (Colossians 1:28, 29; Psalm 94:12; Jeremiah 31:18, 19; 1 Corinthians 11:32; Revelation 3:19)

Student Self-Discipline:

The best discipline is self-discipline. It is this training that develops self-control, orderly conduct, character and promotes intellectual growth and social graces. Students are urged to exercise and develop self-discipline in all areas of school life and to observe the rules of the school. When a student deviates from acceptable behavior, it is the responsibility of the home and the school to help by both correction and guidance. Parents and teachers must fully cooperate, being careful to avoid anything that tears down respect, understanding, and confidence in each other. By working together in a team approach, parents and school staff set the standards by modeling and emphasizing positive behavior, as opposed to disruptive behavior that requires corrective measures.

There is a school discipline policy in effect. This policy includes situations that may happen in the classroom, playground, bathroom, hallways, off site, etc. Consequences are based on a Camp wide system and plan. For example, a warning, a time out, loss of privilege and/or community service or office visit are some consequences that may result from misbehavior. You may or may not be notified of the situation.

The following information pertains to times when a child is sent to the office because the teacher/counselor has reached the step in their discipline plan when the child's behavior has been considered severe and/or on-going.

1st and 2nd time to office

Note to parent or guardian when child is picked up at the end of the day. Consequences at school apply.

3rd time to office

Conference with parent or guardian and Administrator or Director. Consequences at school apply. A 3rd party will be called in for observations and a behavior plan will be established.

4th time to office

Expulsion without refund from Camp.

Some behaviors that may result in one of the above actions may include, but are not limited to:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Failure to observe camp rules | <input checked="" type="checkbox"/> Fighting/Hitting |
| <input checked="" type="checkbox"/> Building/Property damage | <input checked="" type="checkbox"/> Rudeness/Disrespect |
| <input checked="" type="checkbox"/> Disobedience | <input checked="" type="checkbox"/> Excessive Loudness |
| <input checked="" type="checkbox"/> Profanity | <input checked="" type="checkbox"/> Unkind Actions |
| <input checked="" type="checkbox"/> Threats | <input checked="" type="checkbox"/> Bullying |
| <input checked="" type="checkbox"/> Refusing to obey an adult | <input checked="" type="checkbox"/> Lying |

Some behaviors that lead to immediate expulsion include, but are not limited to:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Substance Abuse | <input checked="" type="checkbox"/> Smoking |
| <input checked="" type="checkbox"/> Blatant Disrespect | <input checked="" type="checkbox"/> Purposefully putting a student in harm's way |
| <input checked="" type="checkbox"/> Sexual Harassment | <input checked="" type="checkbox"/> Verbal or physical Harassment |
| <input checked="" type="checkbox"/> Possession of firearms or other weapons | |
| <input checked="" type="checkbox"/> Possession or display of pornographic material or graphic lyrics | |
| <input checked="" type="checkbox"/> Theft, vandalism or forgery | |

Rule of an Exception to the Discipline Policy:

NCA reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, guardian whose child(ren) attend REAL Summer Adventure Camp.

Northshore Christian Church and Academy and REAL staff may check lockers, backpacks, coat pockets, etc. at anytime and without prior notice or permission.

Search and Seizure Policies:

1. Enrollment in the REAL Summer Adventure Camp constitutes consent by the parent to allow the child and his or her personal belongings to be searched and seized.
2. REAL Summer Adventure Camp expressly reserves the right to search: persons, backpacks, purses, lockers, desks, electronic devices, cell phones etc. This is not an exhaustive list.
3. REAL Summer Adventure Camp expressly reserves the right, and the parents and students grant REAL Summer Adventure Camp the right, to examine the electronic content contained on/in a cellular phone, pager, laptop computer or other device confiscated at school.

Rule of an Exception to the Search and Seizure Policy:

NCA reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, guardian whose child(ren) attend REAL Summer Adventure Camp.

Telephone Usage:

Students are permitted to use the school telephone in the office, with permission, in cases of emergency only. All long distance calls must be made collect. Students are not allowed to use any telephone, including but not limited to cellular, digital, or any other school telephones without authorization.

SUSPECTED CHILD ABUSE

Teachers and staff are mandated reporters of suspected child abuse. By law, suspected child abuse must be reported within 48 hours. Parents may or may not be notified, depending on CPS recommendation.

Reasonable Cause Report:

State law requires professional NCA personnel, including teachers, staff, counselors, and school administrators, to make an immediate oral report to local law enforcement authorities or Child Protective Services (CPS) whenever they have a reasonable cause to believe a child has suffered abuse or neglect.

WAC Definitions and Requirements:

Washington Administrative Code (WAC) 388-15-130 further clarifies the definition of child abuse and neglect, as defined in the Revised Code of Washington (RCW) 26.44.020. This includes, but is not limited to, parent to child, child to child, student to student, adult to child:

- Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function.
- Creating a substantial risk of physical harm to such a child's bodily functioning.
- Committing or allowing any sexual offense against such child as defined in the criminal code or intentionally touching, either directly or through the clothing, the genitals, anus, or breasts of a child for other than hygiene or child care purposes.
- Committing such acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain and/or mental suffering.
- Assaulting or criminally mistreating a child as defined by the criminal code.
- Failing to provide food, shelter, clothing, supervision, health or development of a child.
- Engaging in actions or omissions resulting in injury to or creating a substantial risk to the physical health, mental health, or development of a child.

Child Custody or Divorce Cases:

If legal custody stipulations apply to your child, it is required that this legal information is communicated, in writing, to the school office. We will abide by any current restraining orders involving our students. A current and valid copy must be on file in the office in order for the school to comply with the legal judgment. NCA does not get involved in child custody, separations, boyfriend, girlfriend, estranged relationship or divorce cases, nor do we take sides in parenting disputes or court cases.

HEALTH AND EMERGENCY PROCEDURES AND POLICIES

Fire:

An alarm bell is rung continuously until all personnel, students and guests have exited the building. Everyone must exit the building when the alarm goes off.

Earthquake:

We **always evacuate** the building **after** a quake! Our students are taken outside to a safe location where they wait until further notice. Since aftershocks may cause more damage than the actual quake, we remain outside until we hear that it is safe to enter the building (the type of earthquake may determine the potential or severity of an aftershock). Our buildings are checked for damage, broken items, gas leaks etc. before anyone is allowed to return into the building.

Reminders:

- Everyone evacuates the buildings. Phones will not be answered.
- We will always do our best to make sure your child has the finest care.
- **Do not** call the camp for information. This ties up the phone lines and hinders us from contacting our emergency resources (ambulance, fire department etc...) We have two out of area schools who will field your calls so that our phone lines can remain open. We will alert them to our emergency and provide them with regular up-dated information. We will give you two business sized cards with this information. Keep one in your wallet and one on your refrigerator. These schools are:
 - Spokane Christian Academy: (509) 924-4888 (www.spokanechristianacademy.org)
 - Valley Christian School (509) 924-9131 or (425) 924-0932 (www.valleychristianschool.org)
- **Do not** drive to school. Stay where you are and keep safe! Our roads must remain traffic free so that our city's emergency response teams can maneuver quickly.
- Students **will not** be released to any parents right after an earthquake or emergency. NCA staff needs to assess the situation. Coming to the camp to retrieve your child may contribute

to hysteria, and an environment where children feel left out. It is recommended that parents pick up their children 3-4 hours after the emergency unless NCA notifies parents beforehand.

Lockdown:

NCA/Camp makes every effort to keep your children safe and out of harm's way. Our staff and faculty have been trained to watch for strangers or individuals who are not allowed on campus. We also watch and listen for situations that are a concern within our community and may infringe onto our campus.

- It is critical that **every** parent/visitor check in at the front desk and acquire a visitor's badge.
- In a lockdown, we secure the children in a safe location.
- During a lockdown all the classroom and outside doors are locked. **We cannot open any doors at any time: not even to parents.** Return to your vehicle if the building is locked. Do not try to pick your children up from school during a lockdown.

In the event of a severe emergency, students will be kept at school until dismissed to the care of a parent or guardian. For more information, refer to our emergency manual, which covers our emergency management policies and procedures.

Emergency Procedures:

If a serious emergency, i.e. accident or injury, occurs at Northshore Christian Church and Academy, we will:

- Call 911 if necessary
- Notify the child's parents or guardians. If they cannot be reached, we will notify the emergency contacts.
- If we are unable to reach the above or if circumstances indicate, we will transport your child by ambulance or car to the nearest emergency room.
- REAL Summer Adventure Camp personnel will continue attempts to reach parents or emergency contacts.

Health and Illness

Your child's health and enrollment forms must be completed and on file in the office before the child can attend the R.E.A.L. Summer Adventure Camp. The R.E.A.L. Summer Adventure Camp is designed to serve well children, and every effort is made to ensure the health and safety of all. Therefore, parents must observe the following guidelines:

Keeping Sick children at Home: Children and staff with the following symptoms will be excluded:
A) Fever of at least 99F under arm (auxiliary) or 100F orally AND who also have one or more of the following: headache, earache, sore throat, or rash.

B) Vomiting on 2 or more occasions within the past 24 hours

C) Diarrhea: Increased fluidity and/or frequency of bowel movements relative to the person's usual pattern, occurring 3 or more times within 24 hours; or any bloody stool

D) Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if treatment is necessary

E) Fatigue, irritability, or confusion that prevents participation in regular activities. These can include sleeping or resting more than usual for that child, not wanting to eat, or multiple cold symptoms that keep the child from regular activities

F) Any suspected communicable infection of the skin or eyes such as impetigo, pinkeye, and scabies

G) Lice or nits. For head lice, children and staff may return to childcare after treatment and if no nits are visible.

Children may return to school when the symptoms (**without medication**) have subsided for at least 24 hours, or if they have written permission from a doctor indicating that the condition is not contagious.

Children who come to the R.E.A.L. Summer Adventure Camp are expected to participate in all class activities, including outdoor play. *We do not have sufficient staff to supervise children who must be separated from the group.* Therefore, if you feel your child is too ill to play outside or participate in any other daily activity, please do ***not*** bring him/her to the REAL Summer Adventure Camp that day.

Children Who become Sick: If a child becomes ill or injured while at the R.E.A.L. Summer Adventure Camp, parents will be notified right away. If the parent cannot be reached, we will call one of the alternate people listed on your registration form. Since we do not have the staff or facilities to care for sick children, they ***must*** be picked up and taken home to an alternate caregiver as soon as possible. Please make sure that someone is available at all times to pick up your child if he or she is too ill to remain in the program.

Please keep the emergency contact name and numbers current.

Communicable Diseases: If your child has a communicable disease (strep throat, chicken pox, etc...), please let the R.E.A.L. Summer Adventure Camp Supervisor or Director know immediately.

Allergies

If your child has an allergy, please notify the Program Director or Program Supervisor immediately. We have a table in the lunchroom exclusively designated for students with food allergies. If your child has a life threatening allergy, we require that an Epi pen be left with the teacher and with the Program Supervisor (2 Epi-pens).

Prescription Medications and Over-the-Counter Medication

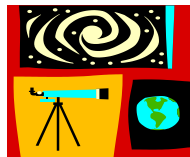
Administering Medications: If your child is taking over-the-counter and/or prescribed medications you must provide a signed authorization and all other information requested by the School/Camp, including evidence of a valid prescription from a licensed physician. Authorization forms are available from the School/Camp upon request. R.E.A.L. Summer Adventure Camp can assume the responsibility for administering over-the-counter or prescribed medications only if:

- The child's medication is in the original or pharmacy container labeled with the child's name, the name of the medication and the dosage.
- A medical consent form for physician prescribed medication has been completed and placed on file in the office.

Over-the-counter medications include, but are not limited to headache medication, cold medication, cough drops, lip balm, vitamins, etc...

INDIVIDUAL HEALTH PLAN

If your child requires regular medication during the day or MAY need medical care, you must complete an Individual Care Plan. These forms are available in your enrollment packet, in the lunchroom or school office.



FIELD TRIPS

General Information

R.E.A.L. Summer Adventure Camp T-Shirts must be worn on all field trips. **Transportation** will be provided by the R.E.A.L. Adventure Summer Camp in the form of a chartered bus and/or vans. Adventurers will be accompanied on all field trips by R.E.A.L. Summer Adventure Camp teachers and staff. Northshore Christian Church and Academy reserves the right to cancel or change a scheduled field trip. We make every effort to inform parents of changes. It is the responsibility of parents to bring students to camp by 9:00am just in case there are changes to bus schedules and times of the field trip. (We rely on outside agencies to provide transportation. We must follow their schedules – they supersede ours.)

FOOD/DRINKS: In an effort to help keep students who have peanut allergies safe during field trips, **please pack a lunch that is peanut product free (or items packaged around peanuts)!** We may not be near facilities where a student may wash his/her hands after consuming a peanut product. We will check lunches prior to going on a field trip and remove any peanut products. Remember to pack several beverages.



Sunscreen

We ask that all children at our camp have a bottle of sunscreen that stays at the camp. Parents need to bring in a bottle of sunscreen and must complete a form. This form and the sunscreen will be placed in a plastic bag and will be labeled with your child's name.

It is the parents' responsibility to **apply sunscreen** to your child(ren) **before** sending them to R.E.A.L Summer Adventure Camp. Teachers or staff will remind students and assist them in reapplying throughout the day and before and after swimming. **If your child sunburns easily, they should wear an extra T-shirt (over swimsuit) while swimming or participating in events.**

In order to protect children from over-exposure to the sun, R.E.A.L. Summer Adventure Camp recommends the following: to avoid sunburn and potential skin cancer, it is suggested that your child use a lotion with a sun protection factor (SPF) of no less than 15. Long-acting lotion that is waterproof will provide longer coverage and require fewer applications. Zinc oxide products may also be used on the face. Be sure to apply the lotion prior to your child(ren) arriving at R.E.A.L in the morning. Apply lotion to all exposed skin areas (around bathing suit) paying close attention to the

Pets of any kind are not allowed on our campus for any reason. This is due to safety and the health of our students and staff. Pets may not be brought to the classroom for 'show and tell' or other class projects.

REAL SUMMER ADVENTURE CAMP STAFF

DIRECTOR: Sarah DuCette oversees all licensed programs (ELC, REAL Summer Camp, Extended Care). She works closely with the staff to ensure a quality program.

PROGRAM SUPERVISOR: Emily Lorbiecki - The program supervisor is in charge of the day to day operations of the program. She is in charge of the planning and implementation of daily activities. Emily is the Program Supervisor of the Before and After School Care Program at NCA and has had experience teaching and mentoring students. She is very creative and has an amazing program planned for your children!

TEACHERS - Our teachers serve your children out of a heart of service. They are full of ideas and can't wait to meet your child(ren)! Teachers may be generally comprised of experienced personnel who have had teaching experience or who are getting their degrees in teaching. They come with a lot of enthusiasm, energy and experience working with children in a variety of situations (camps, VBS, classes). They will lead students through activities and teach as needed.

TEACHERS' AIDES are assistants to the teachers. The aide helps the teachers with the supervision and care of the assigned group of children. They come with great anticipation and excitement and can hardly wait to get to know your kids!

We're Going to Have a GREAT SUMMER!