

ALL PAYMENTS AND CONTRACTS SHOULD BE SENT TO:

**Lutheroad Registrar
2049 Upper Laurel Dr
Arden, NC 28704**



NovusWay Ministries

Lutheroad:
-Day Camp-
Information Packet

For summer 2018

Revised September 2017

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WHAT IS DAY CAMP?

Day Camp is a five-day program where many of the benefits of camp at Lutheridge come right to the local church. The program includes fun, worship, games, Bible study, fellowship, crafts, sharing and prayer. Day Camp is geared to youth that have completed kindergarten through fifth grade, but can include preschool and/or older youth when special arrangements are made to do so. A minimum of 16 youth are needed for day camp to be successful.

Day Camp is staffed by counselors from Lutheridge. They work in close consultation with a steering committee and volunteers from the local church. This design introduces the Christian camping experience to children without them having to stay overnight away from home.

Day Camp is a unique blend of outdoor ministry and congregational ministry. The camp staff bring their enthusiasm, curriculum, schedule and leadership abilities, and they serve as positive Christian role models. Local volunteers bring their gifts and knowledge of the local church needs and community resources.

DAY CAMP IS

Relational - Lutheridge counselors will provide a small group experience with a counselor-camper ratio of 1:8 or less, in addition to a Lutheridge day camp director and church volunteers.

Renewal - The experience is renewing for the adult volunteers, as well as for youth participants. Day Camp can also revitalize a Bible School or Sunday school program with renewed energy and ideas.

Outreach - The week can be outreach into the local community, as well as the congregation. It can also be an ecumenical experience with other churches.

WHY DAY CAMP?

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

The **strength** is the camp staff. They are caring, committed young adults who are trained to be positive Christian role models, leading Bible studies, worship, singing, recreation, crafts and sharing their own faithful witness. They are “cool” and youth want to be like them.

The **uniqueness** of Day Camp is the flexibility. Staff will work with each church to design a program specifically to meet the needs of each congregation.



2018 DAY CAMP FEES AND SCHEDULE

Day camp runs from Monday morning through Friday noon. Staff will meet with local volunteers on Sunday afternoon to plan and finalize arrangements.

AVAILABLE WEEKS

Wk 1: June 11-15	Wk 3: June 25-29	Wk 5: July 9-13	Wk 7: July 23-27
Wk 2: June 18-22	Wk 4: July 2-6	Wk 6: July 16-20	Wk 8: July 30-Aug 3

Participants	Per Person	Min./Max Fee	Counselors	Area Director	Church Vol.
*16-24 (Intro Bracket)	\$145.00	\$2,320.00/3,480.00	2 or 3	1	1
25-32	\$140.00	\$3,500.00/4,480.00	4	1	1
33-40	\$132.00	\$4,356.00/5,280.00	5	1	2
41-48	\$125.00	\$5,125.00/6,000.00	6	1	2
49-56	\$132.00**	\$6,468.00/7,392.00	7	1	3
57-64	\$132.00**	\$7,524.00/8,448.00	8	2	3
65-72	\$132.00**	\$8,580.00/9,504.00	9	2	4

Transportation Surcharge

The surcharge is based on the distance your day camp is from Lutheridge one way and is added to your final bill.

0-100 miles = \$50.00	101-200 miles = \$100.00	201 or more = \$150.00
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NOTES:

- ***This is an introductory bracket put in place to help churches build their Day Camp program. A church will only be allowed to remain in this bracket for two years as they work to increase their participants. After 2 years in this bracket, the church must contract with a minimum of 24. Churches are not permitted to drop down to this bracket after May 1st.**
- Your congregation needs to provide an adult Day Camp Coordinator who is present at all times. ***Additional church volunteers need to be at least 17yrs old or older.***
- Campers need to be elementary age; meaning they have COMPLETED kindergarten through 5th grade.
- The Lutheridge Day Camp Area Director is not included in the counselor numbers, or in the 1:8 ratio.
- The congregation is responsible to pay for the minimum number of campers on your contract. You may not exceed the counselor to camper ratio of 1:8. (This does not include the Area Director.)
- **At this level we need to send 2 vehicles and possibly 2 Directors which accounts for the increased cost.

PAYMENT POLICY:

Congregations will be charged the number of campers in attendance unless that number is less than the minimum number of campers on the contract. If less, the charge will be for the minimum number on your contract. PLEASE be aware of this in deciding your participant range.

Changes to contacted numbers can be made until May 1st. After this date, you may ask to have less staff sent (if you'd rather not feed/house them) but if camper numbers drop below original contracted number you will still be charged the original minimum. Additional staff may be requested after May 1, but are not guaranteed.

REGISTRATION:

- 1. Deposit** - 25% of the projected fee is due with your contract. Your week will not be confirmed until Lutheridge receives both the contract and deposit. The deposit is non-refundable. **Checks payable to NovusWay.**
- 2. Registration Fee** – May 1 an additional 25% of the projected fee is due. You may make changes to your contract up to May 1. After that date, you may request more or less staff but we cannot promise more. If you have fewer campers than the minimum projected on your contract after May 1, you will still be charged for that minimum.
- 3. Final Balance** - is due within 2 weeks of receiving your final bill after your day camp.

To Register or for more information write/call/e-mail:

Lutheroad Registrar	Phone: 828-209-6302
2049 Upper Laurel Dr	Fax: 828-687-1600
Arden, NC 28704	E-mail: regassist@novusway.com



THE CHURCH ROLE/RESPONSIBILITY

THE SITE

The church facility may be used for the Day Camp, if it has adequate space for recreation. If much of the Day Camp will be outdoors, immediate access to shelter, telephone, restrooms, and running water are necessary. It is also good to have a shelter out of the sun.

CHURCH LEADERSHIP

The church needs to secure a local coordinator, planning committee, and daily volunteers. Refer to the attached job description. Volunteers may range from adults to juniors in high school. Local volunteers are important in ensuring a successful Day Camp. Volunteers 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. Volunteers help with daily sign in/out of campers. **All volunteers must be 17yrs old or older.**

INSURANCE (A church **MUST** provide a certificate of insurance every year)

The church needs to have insurance to cover use of their facilities, transportation for activities, and to cover potential liability involved in their co-sponsorship of the Day Camp. Lutheridge will require a "certificate of insurance" naming Lutheridge as an "additional insured" for the dates of the particular camp. This is a standard form that can be acquired from the insurance carrier.

The certificate of insurance should be mailed, emailed or faxed to the Lutheroad

Registrar no later than the May 1st deadline.

Fax # 828-687-1600 Email regassist@novusway.com

COST

The church agrees to provide funds to meet the contracted fee based on the number of staff reserved for your projected number of campers.

PUBLICITY

It is the responsibility of the local committee to publicize the Day Camp. Sample PR aids will be provided. Begin early and be creative!

REGISTRATION

It is the responsibility of the local committee to register the youth before the program begins, collect the fees, and make sure each youth brings a completed health history to Day Camp. Day Camp staff reviews all health history forms upon arrival.

HOUSING FOR CAMP STAFF

Staff may be housed in private homes or at the church. It works best if staff are housed together. **If housed in homes we ask that you have at least two staff in each home.** Staff will provide their own transportation, if housed together, but are **not** permitted to transport campers. Depending on housing they may need a ride to and from the Day Camp site.

STAFF MEALS

The church is responsible for providing all meals for Camp staff either in host homes, at the church, providing groceries for staff to prepare, or dinner out. Camp will provide staff with funds to have dinner out/ order pizza on Wed. night. If staff are preparing their own meals, please make sure that they have access to a kitchen where they can cook together and store food. Please ensure meals are covered from the time they are asked to arrive on Sun. until the time they are asked to stay on Fri. I.e., if they are expected to be at the church for a staff meeting between 1:00pm and 6:00pm on Sunday, dinner should be provided for them.

CAMPER MEALS/SNACK

Each youth is asked to bring a sack lunch, as are the adult volunteers. Church volunteers are asked to provide drinks and a mid-morning snack for everyone (healthy, non-sugared snacks are preferred).



Lutheridge ROLE/RESPONSIBILITIES

STAFF

The camp provides caring, committed, and trained staff, including an on-site Lutheroad Area director.

CURRICULUM

The curriculum, taught by the Lutheridge staff, is based on the ELCA summer camp Bible study program. Program related supplies, music and songs are also provided including craft materials, music, & play equipment. We encourage being outdoors and stress relational and Christian activities. Projects desired by the church, but not included in the standard program, are the financial responsibility of the church.

INSURANCE

The camp provides worker's compensation insurance on Lutheridge staff.



WEEKLY SCHEDULE OUTLINE

SUNDAY

Morning –If requested, camp staff may arrive and participate in worship to kick-off day camp if travel time permits. These arrangements will be finalized in advance.

Afternoon - Staff & church committee planning meeting. Optional: Potluck /cookout dinner/ice cream social with staff and congregation to kick-off day camp.

Evening -Staff prep time

MONDAY - WEDNESDAY

8:30 a.m. - Staff and Volunteers Planning Meeting (Ck in with each other/Set up)

9:00 a.m. - 4:00 p.m. Day Camp

4:00 p.m. - Staff and Volunteers Evaluation Meeting

THURSDAY

8:30 a.m. -Staff and Volunteers Planning Meeting

9:00 a.m. - 4:00 p.m. Day Camp

**Optional: 6:00 p.m. – Dinner/Ice Cream Social for campers, parents, staff /volunteers followed by a program

7:00 p.m. - Overnight Program for older campers (**entering 3rd grade and above**)

FRIDAY

9:00 a.m. - 12:00 p.m. Day Camp

**Optional: 12:00 p.m. - Closing program for parents and youth
Lunch for parents and campers

1:30 p.m. – Evaluation meeting with congregational coordinator and day camp director.
Exchange/copy and discuss completed evaluations

2:30 p.m. - Staff Departure



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.

Morning Watch	A time at the beginning of each day to introduce the daily theme through use of scripture, songs, dramas, puppets, clowning, etc. Morning Watch happens first, once everyone has arrived.
Bible Study	Our weekly theme will be developed in small groups (led by camp staff). Bible stories, activities and experience oriented learning activities are stressed.
Worship	Camp-style fun-songs that are group-building in nature. Scripture readings, reflections, and sharing will be included. The parish pastor is welcome to participate in this.
Recreation	Games and other fun activities like a treasure hunt or water relays... outdoor and indoor, based on the abilities of each age group and the daily theme to be developed.
Crafts	The campers make projects. These crafts are generally "from scratch", not pre-fabricated workbook material.
Quiet Time (FOB)	This is a time to review what was learned during the day. Counselors may use picture journal writing, or stories to help in this time for reflection.
Lunch	Each day every child brings a sack lunch for the noon meal. The church is responsible for a drink and for any other snack desired.
Sunday Kick-off	Camp staff may arrive in time to share in Sunday worship to "kickoff" the Day Camp if travel distance allows. Following worship is a good opportunity for staff to meet Day Camp participants and their parents.
Sunday Afternoon	Day Camp staff meet with the local coordinator and planning volunteers to finalize and coordinate program plans. A potluck dinner or cookout is an excellent way for staff, kids, parents, and the congregation to meet and kick-off the week.
Group Dynamics	Each day is a mixture of small group, large group and one-on-one time with kids. Campers will be divided into small groups based on age. Each group will have its own counselor-leader for the week. This helps children understand the concept of Jesus as WONDERFUL COUNSELOR who will always love and care for them.



SPECIAL EVENTS/FIELD TRIPS

Special Events for Day Camp are always flexible and limited only by undiscovered resources. We'd like to pool both staff ideas and yours to come up with the best experience possible for your Day Camp week. Some ideas that have worked well in other locations are listed below.

**FIELD TRIPS ARE HIGHLY RECOMMENDED! IT CAN BE AS SIMPLE AS A WALK IN THE WOODS.
PLEASE TRY TO SCHEDULE AT LEAST 2-3 TRIPS FOR CAMPERS.**

1. SERVICE PROJECTS: A Christian lifestyle 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 pantry, etc.
2. FIELD TRIPS: Provide extra opportunities to learn...trips to a park, museum, fire station, or nearby nature centers. A hike, in city or country, can be an excellent outing.
3. SWIMMING: Swimming at a local pool or lake is also a popular day camp event. If you like, the entire day can be spent at the beach or lake.
4. PARENT PROGRAM: Camp staff are available to lead a program for parents and youth on Thursday night or Friday at noon. The program will highlight the Day Camps events and bible lessons and will share songs and skits from the week.
5. OVERNIGHT: Camp staff are available Thursday night for an overnight in your church with older Day Camp participants (**entering 3rd grade and older**). The church is responsible to provide food and a cook for the Friday morning breakfast. ***If not the coordinator, please have at least 1 adult church volunteer stay for the overnight.**
6. SPECIAL GUESTS: Bringing in local celebrity or a person with something to share is a "field trip" in itself. Perhaps a naturalist could talk or someone from the humane society could bring in an animal. Other possibilities; a special craft program, a visit from the local fire fighters, a history program, or musical event all work well. Members of your church can be a great resource.
7. TRANSPORTATION: to and from any special event is the responsibility of and must be insured by the church. Any trips away from the day camp site must be specifically mentioned in the camp permission slips or separate permission slips must be provided for each field trip.

Special Activities are fun ways to break up the day and allow local talent to share with the children. Special music, nature interests, craft interests, historical interests, 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!

**Counselors have an amazing ability to make things fun...so your possibilities are endless!
Please ask if you need help brainstorming ideas.**

NOTE: - Staff is available 1 or 2 nights as a resource for youth or other congregational programs.
Example: You may wish to host a **pre-school night** where staff lead games and/or a craft for pre-schoolers and their parents so they can see what Day Camp is all about and get excited about attending Day Camp in the future. Or a **youth group night** where counselors talk about Lutheridge programs or lead a group game/activity for older youth.



DAY CAMP AND YOUR CONGREGATION'S NEEDS

The "Model Day Camp" serves youth that have **Completed Kindergarten through 5th grade** from 9:00 to 4:00 Monday through Thursday, and Friday from 9:00am to noon, with a 1:8 counselor to camper ratio (+ a Lutheridge Day Camp Area Director). This model will work best in most situations, which is why we recommend it. However, Lutheridge Day Camp is flexible to best meet your congregational needs. We realize each congregation is different and has unique factors to consider. We are happy to meet with you well in advance to work out specifics to better serve your community.

The following are modifications you may wish to consider:

*Alternative hours may be used for churches with youth involved in summer/year-round education. You might offer Day Camp from 2 pm to 8 pm, with a meal provided, for example.

*Offer programs for youth older than those entering grade 6. We have found older youth are not challenged by a program where they are included with children as young as first grade. However, when needed, programs can adapt to a larger span of ages. Another option is to have the middle and high school youth have one evening of fellowship with the camp staff.

*While we do not run a program for pre-school aged children, a congregation may decide to run such a program concurrently with the Lutheridge Day Camp week. Pre-schoolers with their adult supervisors may be included in the opening each day. However, a pre-school program is run with separate staff (congregation hires), different hours (usually ending at noon), and requires the congregation to provide any materials needed.

*Extended hours for working parents are sometimes needed. Some congregations have gotten a congregational volunteer or paid a few mature high school students to watch the campers from 7:00 to 9:00 am and from 4:00 to 6:00 pm. **Before and after care is the responsibility of the church. Camp Staff should not be expected to provide more than 7 hours of contact time per day** (plus one overnight & one evening program).

*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 Christian community. Youth who have special needs, might be developmentally disabled, have behavior problems, come from a group home or foster care. One volunteer from the congregation is needed for each child who has special needs. It is important to remember that camp staff members are caring Christians, who generally are college students; however, they are not trained professionals in behavioral disorders. Christian love and concern will go a long way, but careful discretion will need to be made by the local coordinator (with approval by the Lutheridge Program staff) in deciding whether Day Camp will be beneficial for the child and the camp as a whole.

***Day Camp can be custom fit to best meet your needs. All adjustments to the model day camp must be approved by the Lutheridge Program Director well in advance to your day camp.**



DAY CAMP COORDINATOR JOB DESCRIPTION

The Day Camp Coordinator plays a vital role in the success and development of the day camp. Each congregation MUST designate a local coordinator. More than one person may share this position, but responsibility & authority must be clearly outlined. The local coordinator is our link to your congregation and community and the joint ministry that we enter into with your Day Camp. The following guidelines and expectations will help you better understand the Day Camp program and your role in it.

THE LOCAL COORDINATOR SHALL:

1. Work with Lutheridge staff to design the program so that it best fits the needs and resources of the local church and community.
2. Coordinate information and planning with all appropriate church committees and leadership.
3. Serve as liaison between church and Camp, including Lutheridge staff, before, during and after the Day Camp.
4. Read all Day Camp material in order to have a clear understanding of the Day Camp program.
5. Select and secure the Day Camp site and establish emergency procedures as outlined in the Day Camp Manual (provided upon registration).
6. Coordinate the promotion of the Day Camp in your church and community. **(Early promotion is very important!)**
7. Register the youth, collect fees, collect health forms and necessary permission slips, etc.
8. Assure that the appropriate forms and payments are sent to the Camp office, i.e. the Certificate of Insurance, second payment by May 1st and the final arrangement sheet due 3 weeks before the Day Camp.
9. Coordinate the evaluation of the Day Camp and attend an evaluation meeting at the conclusion of the Day Camp.
10. Recruit and organize volunteers to take part in the Day Camp. This involves coordinating volunteers for snack, daily registration, and someone to be available at times that you won't be present at the Day Camp.
11. Coordinate staff meals.
12. The Day Camp local coordinator is often the last word on safety procedures, parental contacts, and local activities. You are our local expert and we depend on you to assist us in getting to know your community and church.

This is a long list of responsibilities and a committee or group of volunteers may do much of it. We are available at any time to answer questions, give advice or meet with the appropriate people. We realize that not every detail gets done, but the better the planning and preparation for your week the more powerful and energetic the results will be!



RISK MANAGEMENT PLAN FOR DAY CAMP

The purpose of risk management is to eliminate potential risks or to prevent risks from causing harm; rather than to pay for or suffer from risks after they have caused injury or harm. The intent of the risk management plan is to protect campers, staff, the local congregation, and Lutheridge.

There are a variety of kinds of risks that are associated with the camper. These risks include site, transportation of campers for field trips, and release of campers at the end of each day. The plan deals with risks by avoidance (e.g. some places named off limits) or reduction.

The Risk Management Plan will include:

1. Day Camp Emergency Procedures and Phone Numbers
2. Search Procedures for a Lost Camper
3. Fire Emergency Procedures
4. Severe Weather/Tornado Procedures
5. Daily Check-In and Check-Out Procedures
6. Emergency Transportation
7. Field Trips
8. Potential Risks

Detailed information will be provided in the Day Camp manual to help in formulating your risk management plan. Ideas for promotion and timetables for planning are also included. The manual will be sent when your Day Camp registration is confirmed.

2018 DAY CAMP CONTRACT

***Please Read Carefully!** Below you will find the Day Camp Contract. This contract must be completely filled out and sent to Lutheridge along with your deposit to confirm the week you desire. Please provide the top three (3) choices of weeks you desire for your Day Camp. Our Day Camp program continues to grow, and we cannot guarantee your first choice.

The weeks will be filled as we receive contracts/deposits on a first come first served basis. We cannot hold dates without a contract/deposit.

Congregations that held Day Camps last summer are allowed a two week advance registration period before registration opens for new participants. **PLEASE NOTE: if your congregation has an outstanding balance from last summer you cannot reserve a week for next summer until it has been paid in full.**

If you have any questions, please contact the Lutheroad Registrar.

2018 DAY CAMP CONTRACT

Please return this contract, along with deposit to reserve:

Week (**First Choice**) _____ for your day camp.

Week (**Second Choice**) _____ for your day camp.

Week (**Third Choice**) _____ for your day camp.

Church _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Contact Person _____ Phone (home) _____

Mailing Address _____ (work) _____

City _____ State _____ Zip _____

E-mail address: _____

Please mail day camp correspondence to: **contact address** **church address**

FINANCIAL AGREEMENT:

1. A cost of \$_____ per person with a minimum of _____ campers and a maximum of _____ campers. The congregation is responsible to pay for the number of campers served unless that is less than the minimum. Then the minimum will be charged. **Changes may be made until May 1st.** You may not exceed the counselor to camper ratio of 1:8.
2. A 25% deposit of (total) \$_____ is due with this signed contract to confirm the date requested. This deposit is non-refundable. **Checks made payable to NovusWay**
3. An additional 25% registration fee is due May 1st. This registration fee is non-refundable.
4. The final balance is due two weeks after receiving the final bill for your day camp. **The transportation surcharge will be added to this statement.**
5. **CANCELLATION OF THE DAY CAMP RESULTS IN FORFEITURE OF ALL DEPOSITS & FEES PAID PRIOR TO THE TIME OF CANCELLATION.**

LUTHERIDGE WILL PROVIDE:

1. Caring, committed, and trained staff, including an on-site Lutheroad Area Director.
2. A 1:8 counselor to camper ratio.
3. A pre-camp planning meeting as requested by the congregation.
4. Availability of staff from Sunday through noon Friday.
5. Activities and curriculum that are based on the ELCA summer camp Bible study program.
6. Supplies and resources for the camp curriculum including Bible studies, crafts supplies, music, and recreational equipment.
7. Up to date liability insurance to protect the partnership with the congregation in the event of unforeseen incidents.

THE CHURCH WILL PROVIDE:

1. Housing and showers, arrangements for all staff meals (excluding Wed. dinner).
2. A local coordinator who will be present at all times during the Day Camp.
3. One volunteer for every 30 campers and one volunteer for each camper with "special needs" (as agreed upon by Lutheridge Day Camp Director and Local Coordinator). The local coordinator may be included in the count of volunteers. **All volunteers must be in 17yrs old or older.**
4. A risk management plan and emergency procedures.
5. A Certificate of Liability Insurance naming Lutheridge as additionally insured for the Day Camp.
6. A final arrangements sheet mailed to camp **at least 3 weeks prior to the Day Camp.**
7. An evaluation sheet completed and turned in to camp staff at the end of the camp week.
8. Registrations, permission slips, and health forms for each camper. (Lutheridge will provide samples.)
9. Planned special events with necessary transportation. The camp staff can help lead the event, but those arrangements need to be made by the church at least three weeks before the day camp.
10. Daily morning snacks and beverage for campers and staff.

AGE POLICY:

Day camp is for campers that have COMPLETED kindergarten through fifth grade. Please make sure that all campers attending your day camp meet these requirements. Additional church volunteers and helpers must be 17yrs old or older. Please ask if you have questions.

AGREEMENT:

I understand and agree to all policies outlined in this contract. I agree to let Lutheridge know immediately if we have to cancel. I have read the Day Camp information provided and will set our Day Camp up in accordance with these guidelines or discuss variations by April 1. I, as leader, take full responsibility to interpret these guidelines to our group. If the guidelines in the contracted agreement are not followed, I understand the consequences involved may include financial obligations and/or cancellation of the Day Camp.

Signature of Local Coordinator Date

Signature of Pastor or congregational president Date

A Deposit of \$_____ is included.

Mail contracts and deposits to:
Lutheroad Registrar
2049 Upper Laurel Dr.
Arden, NC 28704

Lutheroad Registrar:
Phone: 828-209-6302
Fax: 828-687-1600
E-mail: regassist@novusway.com

Please keep a copy of your contract for your records.