



Lutheridge†Lutherock Ministries  
**Lutheroad Day Camp Manual**

**Welcome to the exciting adventure of Summer Day Camp!**

We hope this manual will be helpful in the planning and operation of your day camp program.

Please call the LLMI office with any questions or concerns.

We look forward to our partnership in ministry this summer!

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## **DAY CAMP LOCAL COORDINATOR JOB DESCRIPTION**

The Day Camp Local Coordinator plays a vital role in the success and development of the local day camp. Each congregation **MUST** designate a local coordinator. The local coordinator is our link to your congregation and community and the joint ministry that we enter into with your Day Camp. Please be sure that you have the time and an understanding of this position before you make the commitment to it so that we can work together for a strong and positive summer program for youth. The following are some guidelines and expectations to help you better understand the Day Camp program and your role in it.

### **THE LOCAL COORDINATOR SHALL:**

1. Work with LLMI 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 LLMI 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 Day Camp Manual.
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 Liability Insurance and second payment by May 1<sup>st</sup> 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 will not be present at the Day Camp.
11. Coordinate staff meal arrangements.
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 much of it may be done by a committee or group of volunteers. 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!

## DAILY SCHEDULE WORKSHEET

Day & Time ↕	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	Drop off & get-to-know you games	Drop off & get-to-know you games	Drop off & get-to-know you games	Drop off & get-to-know you games	Drop off & get-to-know you games
9:15	Opening/ Morning Watch	Opening/ Morning Watch	Opening/ Morning Watch	Opening/ Morning Watch	Opening/ Morning Watch
9:30					
10:30	Snack	Snack	Snack	Snack	Snack
11:00					
12:00	Lunch	Lunch	Lunch	Lunch	
12:30ish	Quiet Time	Quiet Time	Quiet Time	Quiet Time	
1:15					
2:30					
3:45	Closing	Closing	Closing	Closing	

### FULL DAY - TYPICAL SCHEDULE

8:30 Staff & Volunteer Meeting  
 9:00 Drop off  
 9:15 Morning Watch  
 9:30 Activity #1- Bible Study/ Crafts  
 10:30 Snack  
 11:00 Activity #2- Bible Study/ Crafts  
 12:00 Lunch  
 12:45 Quite Time  
 1:15 Activity #3 (or field trip for the rest of afternoon)  
 2:30 Activity #4  
 3:45 Closing/Wrap Up  
 4:00 Pick Up  
 4:15 Staff & Volunteer Meeting

Typically bible study and crafts are scheduled for the 1<sup>st</sup> and 2<sup>nd</sup> activity periods while attention spans are still long. In places where it is too hot for outside afternoon activities field trips or games might be scheduled in the morning instead. Bible Study/Crafts would then take place inside in the afternoon. The schedule is flexible to meet the needs of the campers and opportunities offered by the site.

## **PUBLICITY GUIDELINES**

Day Camp is a "new idea" in many congregations. Therefore, you need to interpret the idea to the congregation as well as promote it to potential youth. Day Camp should be promoted often and early in church bulletins, newsletters, local newspapers, local radio/TV public announcement space, and other means available.

### **CONGREGATIONAL PUBLICITY**

1. List the Day Camp on the church schedule and calendar as early as possible. Thereafter, put in a brief announcement in church bulletins and newsletters, every 2-3 weeks.
2. A brief, but informative flyer should be prepared and distributed six to eight weeks prior to the Day Camp, to all church family units; (a sample PR letter is provided).
3. Have one or two temple talks as part of Sunday Worship. They need only be three to five minutes in length. The first talk should explain Day Camp and the second should kick-off registrations.
4. Put up posters around the church, highlighting the Day Camp, including the dates and key activities.
5. Invite congregational members to visit and/or participate in the Day Camp. An open invitation can be extended for interested persons to visit. A specific invitation to the closing program (and meal, if provided,) should be made.

### **COMMUNITY RELATIONS**

1. Put periodic notes in the local newspaper. Especially plan to make use of the "community news" section.
2. If you want to reach out to the community for un-churched youth to attend, put up posters or flyers in the neighborhood.
3. Invite other churches in the area to participate.
4. Put up a big sign or banner at the Day Camp site to promote the dates and key activities. Keep it up throughout the Day Camp.

### **YOUTH PUBLICITY AND REGISTRATION**

1. Send out a letter to the parents of all potential youth; (sample provided). Include an informational brochure.
2. Hold registration after Sunday worship for 2-3 weeks prior to May 1<sup>st</sup>. Parental release and registration forms can be signed at this time to facilitate getting the required information.
3. Collect a deposit at the time of registration and then the final balance at least one week prior to camp.
4. Distribute the health history form and set a deadline for it to be returned. If you set your deadline for the first day of Day Camp please make sure that you have the age and any special needs information available to staff prior to the first day so they can make groups appropriately.
5. Telephone calls or personal visits can be made to families of youth who have not registered
6. The most effective form of recruitment is to extend the invitation in person. Ask parents who have children of day camp age directly and offer to answer any questions.

**SAMPLE PR LETTER TO PARENTS**

**(Adapt this letter to fit your needs and put on church letterhead)**

Dear Parents,

Greetings from \_\_\_\_\_ Lutheran Church!

Our church is planning an exciting new opportunity for Christian growth, that your child (ren) will want to share in. It's a Day Camp, planned for \_\_\_\_\_ (dates)\_\_\_\_\_, for youth that have completed grades \_\_\_\_\_.

Day Camp is offered by Lutheridge+Lutherock Ministries. Camp staff together with folks from our church, will lead the experience. We will begin at 9:00 am and conclude at 4:00 PM, Monday through Thursday. Thursday evening at \_\_\_\_\_(time) there will be a closing program for parents and friends. On Friday the week concludes at noon.

(Put a paragraph here on any of the special features or events of the week and camp.)

The purpose of the Day Camp is to help your child(ren) grow in faith. This is one more way to share the Gospel of Christ, in support of our regular church activities. The key to Day Camp is the camp staff. Some of the special resources they bring include: music, arts and crafts, games, Bible study, and nature programs. They also bring a great love of children and contagious enthusiasm for sharing their faith

We are writing to encourage your child(ren) to participate. The cost is only \$\_\_\_\_\_. (add any information on registration procedures here.) Please plan to register by \_\_\_\_\_.

Prayerfully consider this exciting opportunity for your child(ren). We hope they can share in the Day Camp, \_\_\_\_\_(dates)\_\_\_\_\_.

Sincerely,

Day Camp Committee  
(list committee names)

## **SAMPLE NEWS RELEASE**

To be included in parish news letters, worship bulletins, and other congregational means of publicity. Feel free to edit to fit space requirements. You may also choose to highlight one aspect of Day Camp each week.

### **DAY CAMP COMES TO \_\_\_\_\_**

Camp is coming to our church \_\_\_\_\_ (dates) \_\_\_\_\_. Day Camp is an exciting program offered by Lutheridge+Lutherock Ministries, Inc.

Five days of Christian Day Camp for youth that have completed grades \_\_\_\_ through \_\_\_\_\_. It is a joint venture of \_\_ (sponsoring churches) \_\_ and Lutheridge+Lutherock Ministries. The cost for the week is only \$ \_\_\_\_\_, this covers all costs, except for youth bringing their own lunch.

### **WHAT HAPPENS AT DAY CAMP?**

Bible Study, worship ----- games for fun and recreation where everybody plays and learns ----- arts and crafts ----- singing ----- fellowship ----- nature studies ----- making new friends and much more!

### **WHERE WILL IT HAPPEN ?**

Day Camp will run from \_\_\_\_\_ to \_\_\_\_\_, Monday through Thursday. The Friday session will conclude at noon with a special program for families and friends.

Day Camp will be held at \_\_\_\_\_ (location) \_\_\_\_\_. We'll also make use of \_\_\_\_\_ (it's parks, zoo, beach, etc.) \_\_\_\_\_.

### **WHO WILL LEAD IT ?**

Counselors from Lutheridge+Lutherock Ministries will lead the program. The staff are Christian young adults trained and equipped in Bible Study, worship, first aid, recreation, creative activities, and working with people both young and old. The counselors are college students, at least 18 years old and are led by an experienced LLMI Area Director in conjunction with a church coordinator. Volunteers from our church will share in the leadership.

### **WHO CAN COME?**

Any youth who have completed grades \_\_\_\_\_ to \_\_\_\_\_ can sign up. You do not have to be a member of the congregation - Day Camp is open to everyone! (And scholarships are available for those in financial need.)

To register -----fill out the form and enclose a \$ \_\_\_\_\_ deposit per camper---send it to the church office-----bring the health history form. The balance of the fee is due one week prior to the first day of camp.

**SAMPLE CONFIRMATION LETTER TO PARENTS**

(CHURCH LETTERHEAD)

Dear Day Camp Parent,

Greetings! Thank you for sharing your child with the Lutheridge+\_\_\_\_\_ Church Day Camp.

We've got an exciting week of Day Camp planned and are delighted that you can be a part of it. This is to confirm your child's registration details and review details for the week:

- \* The balance of the fee, \$\_\_\_\_\_, is due one week before the camp.
- \* Plan to arrive at the church by 8:50 am on Monday morning, \_\_\_(date)\_\_\_\_.
- \* Send a sack lunch along each day. The church will provide a cold drink and morning snack.
- \* Day Camp will conclude daily at 4:00 PM. The Friday session concludes at 12:00 PM.

Lutheridge Day Camp is a unique experience. It is a time for young people to learn, grow, and discover more of God's love and what it means to be part of the family of God.

Please contact the church office if you have any questions, or if we can help further in your planning and preparations.

We are proud of our Day Camp staff and the entire experience. We are looking forward to meeting your child and sharing in Day Camp together.

In Christ,

Local Coordinator:

LLMI Assistant Program Director:  
Kara Ridenhour

**SAMPLE FORMS**

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**PERMISSION SLIP**

I, \_\_\_\_\_, hereby give permission for my child/children, \_\_\_\_\_,  
(parent or guardian)  
to leave the \_\_\_\_\_ Lutheran Church campus/grounds with camp counselors on  
these planned field trips during the week of Day Camp, \_\_\_\_\_, 2010.  
(dates)

List specific field trips: dates & locations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**REQUEST FOR BEFORE/AFTER CARE (supervision provided by church volunteers)**

Before and after care will be provided at \_\_\_\_\_ Lutheran Church by church volunteers during the week of day camp. Before care will be provided from 7:00am to 9:00am Monday through Friday, \_\_\_\_\_ (dates)\_\_\_\_\_. After care will be provided Monday through Thursday from 4:00pm to 6:00pm. NOTE: CHILDREN ARE TO BE PICKED UP BY NOON ON FRIDAY, \_\_\_\_\_ (DATE)

Please check below if you require before/after care for your child/children.

BEFORE - 7:00am to 9:00am \_\_\_\_\_

AFTER - 4:00pm to 6:00pm \_\_\_\_\_

NUMBER OF CHILDREN: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**LUTHERIDGE DAY CAMP REGISTRATION FORM**

Camp is coming to our church! Sign-up now!

\_\_\_\_\_ Lutheran Church and Lutheridge†Lutherock Ministries, Inc. are excited to bring Day Camp to \_\_\_\_\_. (DATES) \_\_\_\_\_

Camper's Name \_\_\_\_\_

Age \_\_\_\_\_ Grade Entering, Fall 2010 \_\_\_\_\_

Male  Female

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Home Church \_\_\_\_\_ City \_\_\_\_\_

Please return this form with \$\_\_\_\_\_ deposit to:

\_\_\_\_\_ Lutheran Church

Address \_\_\_\_\_

\_\_\_\_\_



**Church Name:** \_\_\_\_\_  
**Dates of Day Camp:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

### DAY CAMP HEALTH HISTORY FORM

This Day Camp is a partnership between Lutheridge+Lutherock Ministries, Inc. and your local congregation (above). We want to provide your child with the best possible week at camp including spiritual, physical, and social growth. You can help by carefully filling out this form. Health forms must be turned into the Day Camp coordinator no later than the first morning of the Day Camp. **Each camper must have a completed health form on file or WILL NOT be admitted to Day Camp.**

**PLEASE PRINT**

Full Name of Camper \_\_\_\_\_  
Last First MI  
Age \_\_\_\_\_ Birth date \_\_\_\_\_  Male  Female

Camper's Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name (s) of Parent (s) or Guardian \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

If I cannot be reached in an emergency call: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_  
Name of Child's Physician: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**Health Insurance Information:**

LLMI and the local congregation have secondary accident insurance. The parent/legal guardian is responsible for all charges associated with an accident or illness.

Carrier name \_\_\_\_\_  
Carrier Address \_\_\_\_\_  
Policy # \_\_\_\_\_ Phone \_\_\_\_\_  
Policy Holder's Name \_\_\_\_\_  
Policy Holder's Social Security # \_\_\_\_\_ Policy Holder's Date of Birth \_\_\_\_\_

**Medical Release and Authorization For Treatment**

This day camp is a partnership between Lutheridge+Lutherock Ministries, Inc. (LLMI) and the local congregation listed above. The undersigned, as parent/legal guardian of the camper, authorizes LLMI and the local congregation, its delegated leaders, directors, and medical personnel they have selected to consent to any medical/hospital care deemed necessary. I consent to the release of this health history and examination form to the emergency room, hospital, or doctor's office providing care. Day Camp leaders will endeavor, but are not required, to communicate with me prior to treatment. The undersigned releases LLMI and the local congregation, and its designated leaders and directors from any liability and claims arising from any consent given in good faith in connections with diagnosis or treatment. The undersigned certifies that he/she has full authority to sign this Release and Authorization. This completed form may be photocopied for trips off site.

**Printed Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**CAMPER HEALTH HISTORY CONTINUED**

Describe any current physical, mental or psychological health conditions requiring medication, treatment, or special restrictions or considerations while at camp: \_\_\_\_\_

\_\_\_\_\_

Activities from which the camper should be exempted for health or other reasons: \_\_\_\_\_

\_\_\_\_\_

Does camper know how to swim? Yes No Somewhat

**Allergies:** Please list any allergies (food, medicine, insect stings, etc.): \_\_\_\_\_

\_\_\_\_\_

**Asthma:**  Severe  Moderate  Mild Triggers? \_\_\_\_\_

**Nutritional/dietary restrictions:** \_\_\_\_\_

Diabetic? No Yes Vegetarian? No Yes

**Camper Medications:**

A first-aid kit will be present at all times. It contains the following medications: Tylenol, Motrin, Cold Medication and Antacids/Antidiarrheals. **May your child receive these medications if needed?**

Yes No Comments: \_\_\_\_\_

<p>IF YOUR CHILD NEEDS TO BRING ANY MEDICATION TO BE TAKEN DURING DAY CAMP HOURS PLEASE FILL OUT THE INFORMATION BELOW. All medications (including aspirin, vitamins) must be checked in with the local coordinator upon arrival.</p> <p>I give my permission for the Local Coordinator or designated church volunteer to keep and administer the following medications:</p> <p>Name of Med. _____ Dosage _____ How often _____</p> <p>Name of Med. _____ Dosage _____ How often _____</p> <p>Any special information concerning this medication? _____</p> <p>_____</p> <p>Signed _____ Date _____</p> <p style="text-align: center;">Parent or Guardian Name</p>
--

**Personal Information:** Please share any information that will help us give your camper the best experience possible.

Has anything happened recently in your family or with friends that may affect your child's behavior while at camp? Any emotional upsets? \_\_\_\_\_

\_\_\_\_\_

Is your child apprehensive about anything at camp? \_\_\_\_\_

\_\_\_\_\_

Any other suggestions or special information for the counselor? \_\_\_\_\_

\_\_\_\_\_





## **RISK MANAGEMENT PLAN AND PROCEDURES FOR DAY CAMP**

The purpose of risk management is to eliminate potential risks or to manage or minimize risks by preventing them 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 Lutheran Camping.

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:

- I. Day Camp Health Procedures and Phone Numbers
- II. Search Procedures for a Lost Camper
- III. Fire Emergency Procedures
- IV. Tornado Procedures
- V. Daily Check-In and Check-Out Procedures
- VI. Emergency Transportation
- VII. Field Trips
- VIII. Potential Risks

## **I. Day Camp Health Procedures:**

- a. In the event of an emergency a staff member or adult volunteer should notify the following people in the order listed below:

1. LLMI Area Director -
2. Church Coordinator -
3. LLMI Program Director- (828) 684-2361

- b. Medical Information

1. All health forms will be kept \_\_\_\_\_.

At the end of the Day Camp week, camper health forms become property of the church. Hipaa regulations state that health forms (which are considered medical records) be kept confidential and private. Ex. LLMI is required to keep onsite camper health forms until the camper turns 21 years of age. This allows for follow up as needed. At that time they are shredded to maintain privacy. Please check with your insurance provider for their recommendation regarding health forms.

2. Emergency numbers are posted (form provided) \_\_\_\_\_.

3. The LLMI first aid kit and log will be kept \_\_\_\_\_.  
Anytime supplies are used from the LLMI first aid kit they must be documented on the first-aid log. The Coordinator will check this log daily and share information with parents at check-out.

4. If a child brings any medication to be taken during day camp hours it must be written on the health form in designated location. The local coordinator or designated church volunteer is responsible for receiving and distributing any medicine brought to day camp other than what is given through the first aid kit by camp staff.

5. The first aid kit and health forms will be taken on all field trips.

- c. Medical Situations or Accidents:

1. Give first aid as necessary.
2. Inform the LLMI Area Director
3. The LLMI Area Director will inform the local Coordinator.
4. The local Coordinator will call the parents of the child if necessary.
5. If the child needs further medical attention the parents will be called to help make that decision if time allows.
6. If parents are not available to pick the child up and further medical attention is needed, the local coordinator will drive the camper to the medical facility and stay with them until parents arrive.
7. The health form and accident-incident report form must be brought to the medical facility. Medical staff must sign the accident-incident form in designated space if the child is still not in their guardians care.
8. A copy of all accident-incident reports will be made for the church to keep on file.

- d. Life Threatening Emergencies

1. Give first aid as able and send a second staff member or able camper to get the LLMI Area Director and Local Coordinator.
2. When the judgment of the staff present mandates call 911.
3. The local Coordinator should contact the parents and stay with the child until the parents arrive (including riding in the ambulance).

4. The LLMI Area Director should contact LLMI Program Director and remain at the day camp to finish leading the day.
5. A copy of the child's health form should be taken to the hospital with the camper if parents have not yet arrived.
6. The local coordinator should share any pertinent information with the LLMI Area Director upon return, who will complete a LLMI Accident -Incident form.

## **II. Search Procedures For A Lost Camper**

- a. Notify the LLMI Area Director and local Coordinator.
- b. Do Not Alarm Campers.
- c. Account for all campers by cabin/team groups to determine the extent of missing persons.
- d. Interview quickly all group members to determine any information regarding the missing person's last whereabouts, possible intentions, and destinations.
- e. Write down all specific information, including physical description, clothes worn, behavior observed, etc.
- f. By foot check likely places for a lost person to be, especially streets, bathrooms and buildings in the local area. At least one person should remain at the church (or designated home base on field trips). All persons report back at a designated time. Campers cannot search without an adult.
- g. If the missing person has not been found within one hour the local coordinator should call the parents and the police department. The LLMI Area Director should call the Program Director.

## **III. Fire Emergency Procedures**

- a. The fire alarm is located \_\_\_\_\_.
- b. The fire extinguishers are located \_\_\_\_\_.
- c. If you are the first person to discover a fire:
  1. Remove all campers from the area of danger.
  2. Sound the alarm.
  3. Send another staff person (or able camper) to notify the LLMI Area Director and local Coordinator.
- d. Upon hearing the fire alarm:
  1. All campers and staff immediately walk to the parking lot.
  2. Each counselor is responsible to account for all their campers.
  3. The LLMI Area Director accounts for all campers and makes the decision along with the local Coordinator as to how to locate any missing campers.
  4. The local Coordinator determines when the building is safe. Keep campers away from the building until it is determined safe.

## **IV. Tornado Procedures:**

- a. If in a building move away from windows to an interior hall or basement if possible. When the danger is imminent, they should be instructed to respond to a specific command to assume protective posture, facing interior walls. Such commands might be "Everybody down! Crouch on elbows and knees! Hands over back of head!"
- b. If outside make an attempt to move to open areas away from trees, vehicles and buildings. If possible find a ditch, gully, or low spot in the ground. Instruct campers to lay face down with their hands or an object protecting head and neck.

- c. After the tornado move to the parking lot or other safe location. If possible move injured campers to a safe location and notify the LLMI Area Director and local Coordinator.
  1. Administer first aid
  2. Each counselor is in charge of their own campers
  3. The LLMI Area Director accounts for all campers and makes the decision along with the local Coordinator as to how to locate any missing campers.
  4. The local Coordinator determines when it is safe to resume activities. If outside, keep campers away from the building until it is determined safe.

#### **V. Daily Check-in and Check-out Procedures:**

- a. The local Coordinator (or designated adult volunteer) is responsible for checking in and checking out all campers.
- b. Each morning a camper must be signed in and the name of who will be picking the child up in the afternoon must also be given.
- c. The person picking up the child must sign the child out. This name should be checked with the morning check-in to be sure it is the right person. If the name does not match, the coordinator must call the guardian of the child to verify that it is ok for the camper to leave with this person.
- d. If any campers do not come that are registered the local Coordinator should call the parents to find out if the child is coming.

#### **VI. Emergency Transportation**

- a. If emergency transportation is needed outside of an ambulance, the local coordinator will provide transportation for the camper and will remain with them until parents arrive. A designated travel ready vehicle should be at all Day Camp locations for any medical emergencies.
- b. If ambulance transportation is needed, the local Coordinator should contact the parents and stay with the child until the parents arrive (including riding in the ambulance).

#### **VII. Field Trip Procedures**

All trips away from church must be planned in advance and made known to a designated person who remains at the church. The plan will include:

- a. Route to be taken
- b. Departure and return time.
- c. Roster of participants
- d. Inclement weather plans
- e. Process for communication with the designated person at the church.

LLMI Area Director should make sure that the health forms and first aid kit are present on the outing.

Once at the field trip site, staff will designate a "home spot" where the campers will be told to return to if they get lost or separated. Follow search procedure for a lost camper if needed.

**VIII. Potential Risks:** Please share with staff at Sunday staff meeting.

- A. (List potential risks at your Day Camp site)

**EMERGENCY TELEPHONE NUMBERS**

Please complete this form and post a copy of it by the telephone to be used by staff.

Church: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Week of: \_\_\_\_\_

Church phone #:

Pastor \_\_\_\_\_ Home #:  
Office #:

Day Camp Coordinator:

Local Police:

Hospital:

Fire Department:

**Lutheridge - 828-684-2361** (ask for Program Director or Efird office)

**DAY CAMP  
SUNDAY STAFF AND VOLUNTEER MEETING**

1. Introduction
2. Go over camp/Bible Study theme
3. Review the daily/weekly schedule
4. Review the risk management procedures
5. Clarify who will be checking campers in and out daily and any medicine.
6. Review registration form and make grade/age divisions and staff assignments.
  - a. LLMI would like to request a copy of the registration form. This form provides contact information for future promotional opportunities and for a Christmas post-card from their counselor.
7. Review camp staff and volunteer roles
8. Have a tour of church
9. Use of church resources (library, extra scissors, etc.)
10. Any special offering or projects
11. Questions

# LUTHERIDGE DAY CAMP EVALUATION

Name of Church:

Dates of Camp:

Lutheridge Staff in Attendance at the Camp:  
Area Director:

Counselors:

1. Did the pre-camp communication meet your needs? Please comment:
2. What were your expectations of Day Camp? Were these expectations met?
3. Please comment on any or all of the following that were a part of your program:

Arts 'n Crafts:

Daily opening/closing (prayer, songs, skits, theme introduction):

Field Trips:

Bible Study:

Games and Recreation:

Music:

Overnight:

Overall Schedule:

4. Please comment on the camp staff:
  
5. How was the communication between the church volunteers and the camp staff:
  
6. What feedback have you heard from campers and/or parents:
  
7. What aspects of Day Camp would you like to see kept the same for next year?
  
8. What changes would you suggest for next year's Day Camp?
  
9. Please share any other comments you have.

**THANKS for your help in making next year's program even better!**

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**Camper Numbers as of Monday morning of day camp:** \_\_\_\_\_

**LLMI Area Director** \_\_\_\_\_

**Day Camp Coordinator** \_\_\_\_\_

*Signatures confirm that this is the number of campers that attended the day camp. This will be reflected on the congregation's final bill to be mailed within two weeks of the day camps end. 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 attendance is less, the charge on the final bill will be for the minimum number on your original contract.*

**FINAL DAY CAMP ARRANGEMENTS**

(Please mail or fax this information at least 3 weeks prior to your Day Camp)

Name of Local Coordinator:

Church/Location:

Date of Day Camp:

Grades Participating (entering in the fall of up-coming year):

Projected Number:

Mission Statement (Why you are having a day camp and what you hope to accomplish):

Names of Volunteers:

Will the Pastor or other church staff be participating in the week:

Does camp staff need to be at church on Sunday for worship? What time:

What time is the planning meeting on Sunday:

Housing and Shower arrangements for camp staff:

Are meals arranged for staff (lunch and dinner, except Wed. night):

Are you having an overnight program on Thursday? If so, what time will it begin:

Any other planned activities for the staff during the evenings:

Day and Time of closing program:

Have arrangements for the daily snack been made:

What field trips/events are planned:

Monday:

Tuesday:

Wednesday:

Thursday:

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If you have any questions please contact:  
**LLMI Assistant Program Director**  
Kara Ridenhour

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