

# *Life Camp Parent Handbook*



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See more information on the **Afterschool** menu tab  
of the church website - [Berkeleybaptist.org](http://Berkeleybaptist.org)

# Parent Handbook

## Things to know about **Life Camp**

**Life Camp** is an afterschool program (K5-5<sup>th</sup> grade) administrated and operated by Berkeley Baptist Church

**Life Camp** has objectives

- 1) To help children decompress after school
- 2) To relate to children through well-planned games and activities
- 3) To help children learn good life skills
- 4) To provide a clean and safe environment for all

**Life Camp** can be compared to other afterschool programs

### Common Features

Quality Care  
Good Administration  
Snacks  
Costs are Similar  
Security Measures

### Unique Features

Life Skills Communicated  
Well-planned Play Options  
Better Staff/Student Ratios  
Ongoing Staff Training

**Life Camp Director – Henry Simmons (843.568.6324)**

# The **Life Camp** Experience

## The Daily Activities

1. **Introduction - Life Camp** has been designed to be exciting and fun. Campers will enjoy the **Life Camp** experience! We have experience with children and recreation, and we are confident that we can create a positive uplifting environment for every child.
2. **Games** – big & small, inside & out, loud & quiet, active & not-so-active
3. **Snacks** – Every day there will be a light snack provided.
4. **Life Skills** – Every day there will be a brief dramatic Bible story with the teaching of a Life Skill. The Life Skill for the day will be related to a monthly theme of skills. The Life Skills are at the heart of the **Life Camp** experience. This is where our campers will learn *how to live* in good, healthy, and productive ways. We hope to teach campers *how to succeed* in life.
5. **PLAY** – We will practice the life skills while we play. Moreover, we believe great relationships are built just by spending enjoyable time together. We are designing Life Camp to be fun and enjoyable!

# Life Camp Information

## Arriving and Leaving

1. Children from Whitesville Elementary may ride a school bus to the church. Children from Foxbank Elementary may ride the church bus to the church. Transportation for children from other locations needs to be worked out, but we hope to have children from many locations.
2. Campers will be signed-in by **Life Camp** staff. Make sure your child knows that they are supposed to be signed-in every day.
3. Campers may be picked-up from the church **ONLY by a person on the parent-certified pick-up list** and **ONLY by a person with a valid I.D.**

**IMPORTANT** – Before any child may be picked-up, the parent or person designated by the parent must sign-out the child (camper) with the **Life Camp** staffer responsible for sign-out.

## Life Camp Hours and Days of Operation

1. **Life Camp** will start each day at 2:10 p.m. Children must be picked-up before 6:00 p.m. Any child (camper) not picked-up by 6:00 p.m. will be charged according to the late pick-up fee schedule (see below).
2. **Life Camp** will be open for business on every day that Berkeley County Schools have a full day of school. Life Camp will be open for extra care of children on teacher workdays and on the early dismissal days.
3. **Life Camp** will be closed most holidays.

## Life Camp Camper Health

1. Campers who have fevers or seem to be sick will be sent home. We will work hard to keep campers and staff from spreading germs to others.
2. **Life Camp** will emphasize cleanliness, especially the washing of hands.
3. **Life Camp** asks you to do 3 things in regard to your child's health:
  - 1) List your child's allergies on the application
  - 2) List your child's other medical conditions or issues on the application

3) Sign a medical release waiver. The church will exercise prudent care during all activities; however, accidents sometimes occur regardless. We are asking you to release the church from legal responsibility.

### The High-Quality **Life Camp** Staff

1. **Life Camp** will thoroughly vet employees and volunteers including but not limited to a criminal background check.
2. **Life Camp** is designed to train future leaders. We will have young people and/or young adults on staff. We will be meeting, training, talking, and helping these future leaders improve their people and leadership skills. The result will be an improved experience for the campers!
3. **Life Camp** will provide more staff than what is mandated by the state. Part of our staff will be volunteers from our church. The volunteers will be vetted and trained just like paid employees. However, volunteers are serving completely from the heart and without pay. This means an improved experience for the campers!
4. **Life Camp** is designed to have regular gatherings for the staff. This is where life development happens and where issues are addressed in a timely manner. The result will be an improved experience for campers!

## **Life Camp Behavior Management**

Basic Philosophy - We have two very important goals:

- 1) We want to care for and show love to all children and parents.
- 2) We want to ensure the safety and well-being of all children avoiding preferential treatment. Every child is of equal worth and value to us.

These two important goals necessitate that campers respond to the **Life Camp** staff's directives. The one thing that can ruin **Life Camp's** ability to show love and to ensure the well-being of all is an uncooperative person. Campers must obey the **Life Camp** staff, and this is a non-negotiable for the well-being of everyone.

We see everyone cooperating – parents, campers, and **Life Camp** staff. Cooperation works! Let's work together for everyone's well-being.

Here are some things we at **Life Camp** can do to cooperate with you.  
We promise to listen to campers and to parents.  
We promise to teach and model proper conduct and relationship skills.  
We promise to do what is appropriate to gain cooperation from campers.  
We promise to involve the parents if we are unable to appropriately elicit cooperation from a camper.

We will employ two primary tools to encourage cooperation from campers.

- 1) We will have *time-out* or "*training*". This will serve both to calm the camper's emotions as well as to enforce the importance of following directions.
- 2) If repeated attempts to improve cooperation are not working, we will use a *blue card* to record the camper's issue. The purpose of the card will be to communicate an issue of behavior with the parents.

## Loss of the **Life Camp** Privilege

Once enrolled in **Life Camp**, there are two primary reasons why a child may lose his or her privilege to participate.

### **1. The family is not paying.**

We will have to remove campers from **Life Camp** when a family has accrued 8 days of Late Payment Fee charges. The Late Payment Fee charges are explained in the following section below.

### **2. The child or family is not cooperating.**

#### Important Thoughts

1. Communication is of paramount importance. We encourage families to talk to the Director of **Life Camp** when there are difficulties making payments. Most all of us have had financial problems at one time or another. In special circumstances, an arrangement might be negotiated, but we must talk for that to happen.
2. The reason for being firm about payment due dates and late fees is because we must pay staff as well as buy supplies. We are operating **Life Camp** in a no-profit condition with very slim margins for error. We must have payments in a timely manner in order to provide Life Camp.
3. If we are to be fair and good to all the people, we must ensure that no one person is hurting the experience of others. Again, we cannot overstate the importance of simple cooperation.
4. Discomfort and not getting things the way we want is not necessarily a bad thing. Especially as it concerns young people, learning to respect others, learning to be selfless, learning how to express themselves well when upset, and learning to find grounds of mutual understanding and cooperation are big life skills that will only serve to make campers' futures much brighter.

# Life Camp Payments

1. **Life Camp** registration is for the 2024-2025 school year.

2. How much does **Life Camp** cost?

a) The cost is **\$60 per week** for the first child in a family. It is \$50 per week for each additional child in that family.

b) There is also a non-refundable **\$50 Registration Fee** for each child.

c) There is an opportunity to pay for extra care on days when children get out of school early or have no school. The extra charges are:

(1) \$8 more for days with no school. NOTE – There is no transportation to the church. The day starts at 7:30 a.m.

(2) \$6 more for early release days. NOTE – If the early release day is in the middle of the week, the \$6 will automatically be added. Please see the Life Camp Director if you do not want the automatic charge.

d) There are also two types of **Late Fees** (only when they apply)

(1) Pick-up Late Fee – occurs when a child is picked-up after 6 p.m. \$6 for the first minute and \$1 for each additional minute late (per family).

(2) Late Payment Fee – occurs when a child comes to **Life Camp** but has not been fully paid for. The rate is \$5 per day (per family).

3. What are the **Life Camp** payment procedures?

a) **Due Dates for Payments**

(1) Registration Fee – Due with application.

For the purposes of filling enrollment spots, an application has been received only when fully completed which includes the Registration Fee.

(2) **Weekly Payments – Due no later than Wednesday before the week being paid for.**

(3) Pick-up Late Fees – Due by the Wednesday following the week where the fees were assessed. The amount of the previous week's fees will be communicated with parents by Monday afternoon.



(4) Late Payment Fees – Due by the Wednesday following the week where the fees were assessed. The amount of the previous week's fees will be communicated with parents by Monday afternoon.

**b) Payment Methods**

- (1) Pay on the church's website
- (2) Pay with check or cash in the church office

**c) Adjusted Rates**

(1) The **Life Camp** payments and fees are based on our hours of operation and NOT based on a camper's attendance. This is because we have to pay our staff even when a camper does not attend.

Possible Exception - the Director of **Life Camp** may choose to remove a Weekly Payment for a family whose child has to miss an entire week.

(2) The **Life Camp** Weekly Payment will change according to the number of days in a week that **Life Camp** is open for operation.

- if open 5 days, \$60 for first child, \$50 for additional children
- if open 4 days, \$50 for first child, \$40 for additional children
- if open 3 days, \$40 for first child, \$30 for additional children
- if open 2 days, \$30 for first child, \$20 for additional children
- if open 1 day, \$20 for first child, \$10 for additional children

**(3) Extra Care Needed Rates**

- When the school releases students early **\$6 more/ student**
- When teachers have a workday **\$8 more/ student**

# APPLY for Life Camp

## **Follow the steps below:**

**Step 1** - fill out a separate application for each child you want to register. The application form can be downloaded from the **afterschool** menu of the [berkeleybaptist.org](http://berkeleybaptist.org) website OR a printed copy can be obtained from the church office. (See information on church office below)

**Step 2** - Turn in the **Life Camp** registration application(s) along with the registration fee(s) to the Berkeley Baptist Church office.

Applications can be turned in by:

- 1) Printed version(s) turned into the church office OR
- 2) Scan and e-mail version(s) emailed to [berkeleybaptist@gmail.com](mailto:berkeleybaptist@gmail.com)

**Step 3** – Pay the \$50 Registration fee for each child (See section above on Payment Methods).

**Step 4** – Parent will be contacted when application(s) is accepted.

IMPORTANT – Though the Registration Fee is non-refundable, it will be returned to you if there is a **Life Camp** reason why we cannot enroll your child.

### **Berkeley Baptist Church Office**

- Hours: Monday – Thursday 9-12
- Tonia ("Toni") Woolverton – Ministry Assistant
- 843.761.8621 OR email is [berkeleybaptist@gmail.com](mailto:berkeleybaptist@gmail.com)

### **Life Camp Director – Pastor Henry Simmons**

- Email – [pastorhenrybbc@gmail.com](mailto:pastorhenrybbc@gmail.com)
- Phone – 843.568.6324