



Koinonia YAS Camp 2023

Parent Handbook

Koinonia YAS Camp
2023 Guide for Parents

Our Mission:

This organization exists to encourage and edify school-aged children in a Christian community and expose them to Christian values through different activities that will encourage their curiosity, physical abilities, and respect for each other.

Our Vision:

Koinonia YAS Camp is a outreach and support ministry of the West Newbury Congregational Church. We believe the church today is called to perform a vital role in our communities by actively ministering to the needs of individuals. Through this camp, we seek to respond to the valid concerns of working families during the summer and to provide an environment with a focus on developing the social, physical, and spiritual aspects of each camper's life.

Through an active and stimulating program in a secure, loving and Christ-centered environment, our vision is that children will be instilled with the desire to do what is right and good as taught in the Word of God, and that because of this positive influence, our children, our families and our communities will benefit today and for generations to come.

Our Philosophy:

"Dear children, let us not love with words or tongue but with actions and in truth. This then is how we know that we belong to the truth, and how we set our hearts at rest in his presence."

1 John 3:18-19

The fundamental principles of this camp are that, with Scripture as our guide, we endeavor to train our children to love Christ and show that love to those around them through their actions. In a loving, Christ-centered environment, the focus is to enhance social, recreational and educational skills.

We believe in a strong background of social skills and respect for God, family, adults and peers. We seek to instill and nourish the fruits of the spirit found in Galatians 5:22-23. They are as follows: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

About the Camp

The Camp:

“Train up a child in the way that he should go, and when he is old, he will not depart from it.” (Proverbs 22:6) It is our God-given responsibility to love and nurture our children in Christ. At Koinonia Camp we believe that it is important to instill in our children the desire to follow Jesus. We believe that having a relationship with God and learning to get along with others are priorities in life. Here at West Newbury Congregational Church, we believe that the Church is called to be salt and light to the world. We take seriously the need to spread the Good News locally and worldwide. We endeavor to do this through the love and power of the Holy Spirit, encouraging one another. We take the teachings of the Scripture as our guide in spreading the truth through the gospel.

The Campers:

The population of this camp comes primarily from families with some affiliation with the church and the friends that they tell about the camp. All boys and girls who are entering 1st grade through 10th grade are welcome, regardless of religious affiliation or background.

There are scholarships available, funded by people in the church and other sources.

For scholarship applications, please contact koinoniayascamp@gmail.com

The transportation to and from camp is provided by the parents. For local field trips, transportation will be provided by the director and counselors who are 18 or older, with a person trained in First Aid in each car.

The Staff:

We seek to secure competent individuals who have experience and commitment to children and who demonstrate the love of Jesus Christ in their lives. Each year we are blessed with a number of familiar faces along with some new friends.

The Koinonia Camp adheres strictly to Regulation **430.090:Background Information** found in the Massachusetts Day Camp Regulations for all background checks for staff members.

Guidance and Discipline:

At Koinonia Camp we expect the children to be obedient to their counselors. We allow children a new chance each day to prove that they can follow the

rules and respect their counselors and those around them. We strive to look for the source of any problem and avoid threatening children with loss of privileges. Children are informed on the first day of each week of the camp policies and disciplinary actions that will be taken if they fail to follow the camp regulations.

Punishments used at the camp include the following: verbal warnings from any counselor or staff member, 3–5-minute time outs from activity depending on the severity of the infraction or the age of the child, meeting with the camp director which may be followed by a behavior contract, contact with parents and suspension of a specified amount of time. *Note: The director maintains the ability to skip to the appropriate action for severe misbehavior.*

If a child is sent to the director three times, he/she will be asked to write a behavior contract that will be sent home to the parents. If three of these contracts are sent home and the behavior persists, the child's parents will be told not to return their child to camp for the remainder of the camping session.

If a camper threatens another child or staff member in any way, the director will be notified immediately, and the child will be suspended from camp for a minimum of the remainder of the week and a maximum of the remainder of the summer. The length of the suspension will be determined in consultation with the WNCC Ministry Leadership Team.

The camp director will report suspected abuse or neglect of any child to the Department of Children and Family Services.

Policies and Information:

No child or family will be discriminated against because of race, religion, cultural heritage, national origin, political beliefs, disabilities, sexual orientation, or marital status of parents.

Appropriate health forms required immunizations and the registration form with emergency contact information must be complete and on file prior to entry to Koinonia Camp. The director must be informed of any changes affecting the child such as new phone numbers, living arrangements, death in the family etc. The staff can interact better with child if they are aware of these things.

Under no circumstances will camp staff allow the child to leave Koinonia Camp with anyone whose name does not appear on the Release Form. If another family member, relative or neighbor will be picking up the child, the director needs to be informed *in writing*. Children also need to be informed to avoid confusion. If the staff have any doubts about the person picking up

the child, they will contact the parents by phone before allowing the child to leave.

*If a child is registered for camp and fails to arrive for a day's activities, the director or camp administrator will attempt to contact the child's parent/guardian or other contact person by telephone. **The parent contract asks that parents call the camp in the morning if their child will be out on any given day.***

If a child cannot be found during pick up, the counselor responsible for the child's group will be consulted first and asked to check attendance once. The counselor will then check with the camp director to see if the child left early and with whom. If the child is still not located, the campground will be checked in accordance with the "lost camper plan".

If an unregistered child arrives at camp, the director will check with the parents or drop-off person to discuss the registration procedure (i.e., registration form, health form, tuition). All other children will be dropped off from their cars directly to a staff member. If an unregistered child is dropped without the knowledge of a staff member, every effort will be made to contact the child's parents/alternative contact person to discuss the registration process. If contacted, the parents/alternative contact will be asked to pick up the child. During this time, the child will remain in the care of the camp director. If there is still space available in the camp, a registration form should be completed, and payment made by the parents before the child's return to camp.

This camp complies with the regulations of the Massachusetts Department of Public Health and is licensed by the local Board of Health. Parents/guardians have the right to review background checks, health care, discipline policies and grievance procedures upon request. Feel free to contact Paul Sevigny, Health Agent, with any questions or concerns by calling 978-363-1100 ext#118. Any comments or concerns can also be sent to the WNCC Ministry Leadership Team in writing @ WNCC, PO Box 176, West Newbury, MA 01985.

Traffic Control Plan:

To minimize confusion and make the drop-off and pick up of your child easier, please follow the following procedure:

Drop-off at 8:30 am

From Main Street, facing the church, please enter on the right side of the parking lot. Follow the arrows and circle around the parking area, **pull all the way up to the exit** and let your child out through the passenger side doors. Staff will be available to greet the child and escort him or her into the camp. Please wait until a staff member greets your child and checks him/her on the arrival list.

Pick up at 3:00-3:30 pm

Pick up procedures are the same as drop off procedures. In addition, please have the child's first and last name prominently displayed in the windshield of your car (on a piece of cardboard/posterboard) for the staff to see. Staff members will escort your child to the vehicle. Following this procedure should help minimize any back-ups in the parking lot and on Main Street.

Health Care Policy:

Health Care Consultant: Jonathan March, MD	877-379-5522
Fire/Police/Ambulance	911
Poison Prevention Center	800-682-9211
Anna Jaques Hospital	978-463-1000
Designated Adult: Cea Smith Davis	978-363-2673
Designated Neighbor: Kathy Jennell	978-363-2256

314 Main St, West Newbury

If a child is seriously injured or extremely ill, he or she will be transported to Anna Jaques Hospital by ambulance, cruiser or car, and the child's pediatrician will be called. Parents will be notified and asked to meet us at the hospital. If the parent can't be reached, the emergency contact will be notified. A member of staff will accompany the child and will remain with them until the parent arrives at the hospital.

All staff are trained in First Aid and CPR procedures. A first aid kit is in the kitchen. An injured child will be treated by one staff member who will administer appropriate first aid. Parents will be informed of any first aid administered to their child and shall be notified immediately of any injury or illness which requires care other than first aid.

If a child becomes ill, parents will be notified. Depending on the illness, parents may be asked to come to camp and pick up the child.

Children should be in good health and must have had a medical examination within two years of the admission date. If your child is ill and cannot keep up with the normal pace of the day, please keep them at home. Any camper with a communicable illness must also be kept at home. We enforce a 24-hour fever-free policy at Koinonia Camp.

Koinonia Camp must have a written order from the child's physician in order for the staff to administer prescription medication. Parents must enter the directions for administration of medication and sign and date the medication log form.

Nonprescription medication can be administered under the following conditions:

- The child has a written and signed physician form allowing staff to give nonprescription medication. The form, signed and dated by the physician, will cover the child for one year.

- Parents must supply the nonprescription medication

- The director or designated staff member will notify the parent and get verbal permission before the medication is administered.

Sunscreen Policy:

It is highly advised that your child wear sunscreen. Please apply for the morning hours before camp arrival. We have sunscreen at camp and will reapply after lunch if requested by parents. Please inform us by written note if you would like us to apply sunscreen.

Medical Log:

A medical log will be maintained in which a record of all camper and staff health complaints and treatment will be kept.

Injury Reports:

For any injury requiring treatment beyond first aid, an injury report will be completed and submitted to the MA Department of Public Health.

Emergencies:

The camp has detailed procedures for all types of emergencies. A copy of the emergency plan is available on request.

Camp Schedule

Weeks	Dates
Week 1	July 10-14
Week 2	July 17-21
Week 3	July 24-28
Week 4	July 31-August 4
Week 5	August 7-11

Here is an example of the daily schedule at Koinonia YAS Camp:

Time	Activity
8:30-9:00	Drop off Time (free choice)
9:00-9:30	Free Time
9:45-10:15	Praise & Worship
10:15-10:45	Lessons
10:45-12:00	Outdoor Activity
12:00-1:00	Lunch
1:00-3:00	Games
3:00-3:30	Dismissal