

# 2018-2019

## Summer Camp Handbook



**METROLINA**  
**CHRISTIAN ACADEMY**  
ESTABLISHED 1992

Metrolina Christian Academy  
732 Indian Trail-Fairview Road | Indian Trail, NC 28079  
P: 704.882.3375 | F: 704.882.0631  
[www.metrolinachristian.org](http://www.metrolinachristian.org)

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# INTRODUCTION

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Thank you for choosing Metrolina Christian Academy Summer Camp. We are committed to providing your child a safe environment, caring and competent staff, and fun-filled days. We plan on leaving your child with a positive and memorable summer camp experience!

This handbook includes important information intended to enhance your family's experience at MCA summer camp. Please take the time to read this information carefully. Camp is a wonderful place to make new friends, experience new places, learn new activities, and have a whole lot of fun. Feel free to contact us if you have any additional questions or concerns.

# CAMP ACTIVITIES/FIELD TRIPS

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The weekly schedule will generally include field trips and engaging on-campus activities. Parents will be given a schedule during the first week of Summer Camp. All field trips are subject to change. Campers will be assigned to groups and activities according to their age at all times.

TK campers will not participate in off campus activities. All other groups will be transported by bus to the field trip destinations. Two free t-shirts will be issued to campers to be worn on all field trips. Campers who attend summer camp on field trip days must participate on the field trip and wear a current camp T-shirt and closed toe/heel shoes (i.e. tennis shoes) for safety reasons. Extra camp shirts may be purchased for \$10 each. All field trip admission fees are included in the camp price; however, lunch and snacks will need to be brought from home unless otherwise noted. Campers are not allowed to bring money on field trips.

## SWIMMING

Campers who have completed Kindergarten and up will be swimming on most Fridays. For all campers, please send a swim suit (one piece for girls), towel, sunscreen, water shoes, brush, change of clothes, and bag. The Village of Lake Park is implementing a new Life Jacket Policy this summer. Swimmers will be given a swim test on their first visit to the pool and given a band. Swimmers with green bands do not require life jackets. Those with orange bands will be required to bring a life jacket and wear it while in the pool. Life jackets are NOT provided by Lake Park or Metrolina Christian Academy. We will notify the families needing to supply a life jacket upon completion of the swim test on the child's first visit to the pool.

## WHAT TO BRING

- A backpack or bag to store personal items
- Sunscreen labeled with camper's name
- Camp issued T-shirt worn on field trip days
- A small cooler with lunch, 2 snacks and 2 water bottles. No refrigeration is available.
- Appropriate summer attire: shorts, T-shirts, sneakers and socks. Please no halter-tops or open-toed shoes.
- Swimming articles: swim suit, towel, water shoes, brush, and plastic bag for wet suit.
- Extra change of clothes in Ziploc bag with camper's name – in the event of soiled clothes.
- Bible
- Reading Book

Please send your child to camp with a labeled lunch and two snacks daily in a small cooler. The campers will NOT have access to a refrigerator or microwave. Also, please send an extra bottle of water to help keep kids hydrated. Lunches and snacks should be healthy.

Do not bring electronic game devices, cell phones, toys, or art supplies.

# ATTENDANCE

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## DAILY CHECK-IN/CHECK-OUT

Each morning and afternoon, your child must be signed in and out by the parent/guardian or other adult authorized on the Registration Form. Please make sure you walk your child in each morning and sign them in. Do not drop them off to walk in alone.

**Adults (ages 18+) picking up campers, including parents, will be required to show ID at check-out.** Please note that we cannot let anyone else take your child without written notice, nor can we deny an authorized adult from picking up your child. You may add or delete names in writing at any time. Please give your changes, in writing, to a staff person.

## LATE ARRIVAL

Please alert us in advance if your child will be late checking-in on field trip days, by calling 704.882.3375. If your child arrives late on a field trip date, you may transport your child to the field trip location only upon approval from the Director. Return seating might not be available and must be confirmed prior to dropping them off at the field trip site. You must sign your child in with the staff member upon arrival.

Childcare **will not** be provided on campus for students who arrive late and miss the field trip.

## LATE PICK-UP POLICY

If you think you will be late picking up your child, please contact us at 704.882.3375, option 4. Please note that we will charge a fee of \$1.00 for every minute after 6:00 p.m. Metrolina Christian Academy reserves the right to dismiss your child for repeated offenses.

# STUDENT CONDUCT

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## DISCIPLINE POLICY

Our goal is to provide each camper with the skills necessary to solve conflicts in a manner that is appropriate and with regard to others' feelings. We seek cooperative and effective solutions by using techniques listed below. We never use physical force or harsh language.

- Teach ground rules
- Offer realistic choices
- Clarify expectations
- Be a positive role model
- Encourage problem solving
- Be willing to start over
- Use time out
- Redirect child's attention
- Be consistent
- Rearrange environment
- Offer assistance
- Establish eye contact
- Provide encouragement

The following are examples of unacceptable camper behavior that will not be tolerated and will be just cause for disciplinary action:

- Hitting/fighting/causing physical harm
- Profanity/disrespect to staff
- Temper tantrums
- Biting/spitting
- Refusal to cooperate
- Stealing/lying
- Violation of center rules and policies

Disciplinary action, when required, is documented. Depending on the severity of the offense, staff will take the following steps:

1. Staff will talk with camper.
2. Staff member will speak with parents.
3. An MCA administrator will notify parents in writing. Dismissal may be considered.

Children who have been dismissed from camp for disciplinary reasons will not be allowed to return for the remainder of the summer. No refunds will be issued.

# GENERAL INFORMATION

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## **IMPORTANT PHONE NUMBERS**

Main: 704.882.3375 (Option 4 for Summer Camp)  
Early Education/Lower School: 704.882.2668  
Fax: 704.882.0631

## **TOBACCO FREE CAMPUS**

Metrolina Christian Academy is a Tobacco Free Campus. Tobacco use is prohibited in all MCA buildings and on all MCA grounds.

## **SCHOOL WEBSITE**

[www.metrolinachristian.org](http://www.metrolinachristian.org)

## **SCHOOL ADDRESS**

Shipping address: 732 Indian Trail-Fairview Road  
Mailing address: PO Box 1460  
Indian Trail, NC 28079

# COOPERATION STATEMENT

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I have read and understand the terms and polices as stated in this Summer Camp Handbook. I agree to cooperate with the summer camp employees and administrators of Metrolina Christian Academy.

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Parent's/Guardian Signature (Required)

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Date

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Parent's/Guardian Printed Name

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Student Signature (Grades 2<sup>nd</sup> and up)

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Date

**The page must be signed and returned to Mrs. Meaghan Broome, Summer Camp Coordinator.**