



***ST. PAUL'S LUTHERAN
CHURCH AND SCHOOL***



HANDBOOK

901 E. HEIM AVE.
ORANGE, CA 92865
(714) 637-1130

www.splsorange.org

SUMMER HANDBOOK

PURPOSE

St. Paul's Lutheran Summer Camp is designed to provide quality care, educational opportunities, and recreational experiences within a Christ-centered setting. Each day includes devotions and learning experiences for students in grades TK–8.

Please pray for our children, staff, and program each day. Pray for safety and well-being while on and off campus. May we bring glory to God in all we do.

HOURS OF OPERATION

Summer Camp is offered from June 8 through August 13, 2026. Hours of operation are 7:00 a.m. to 6:00 p.m.

LATE FEES

Families picking up children after the 6:00 p.m. closing time will be charged a late fee of \$1.00 per minute, per child, with no cap. Late fees will be billed to your account and reflected on your invoice. Unpaid late fees will result in discontinued use of the Summer Camp program.

PROGRAM REGISTRATION

\$150 (March 1–April 15)

\$160 (After April 15)

TUITION, BILLING, AND SCHEDULE CHANGES

Summer Camp fees are charged weekly per child and billed monthly through FACTS. For billing questions, please contact Amy Watson at amy.watson@splsorange.org. A \$30.00 fee will be applied through FACTS for all returned payments. A \$25 change fee applies to all schedule changes made after June 1.

BEHAVIOR POLICY

Every child's success is important to us. SAC works with children on conflict resolution, accountability, and ownership of behavior. Parents may be contacted if a child exhibits behaviors not aligned with St. Paul's core values. Behaviors such as hitting, kicking, biting, fighting, bothering others, or using inappropriate language will require parent pickup. Continued behavior issues may result in suspension or discontinuation of SAC services until resolved.

SIGN IN / SIGN OUT

All children in grades TK–3 must be signed in and out by an authorized adult. Children in grade 4 and above may sign themselves in but must be signed out by an authorized adult. Please bring photo identification daily when picking up your child. Staff overseeing sign-in/sign-out may change daily due to scheduling.

If someone other than a parent is picking up your child, even if listed on the emergency form, you must notify SAC in advance. That individual must present photo identification and may be required to use your assigned pickup code.

LUNCH AND SNACKS

Please provide a lunch and multiple snacks daily unless otherwise noted on the field trip schedule. Children must bring a reusable water bottle each day.

PEANUT ALLERGY

St. Paul's is not a peanut-free environment. There is potential exposure to peanuts and peanut related products. Please refer to pages 12–13 for the full Peanut/Anaphylaxis policy.

FOOD AND OTHER ALLERGIES

Parents must list all food and other allergies directly on the emergency form.

MEDICATION AND ALLERGIES

To administer medication, parents must complete and sign a medication form and provide medication in a labeled prescription container. All medications, allergies, and special needs must be listed on the emergency form.

ILLNESS POLICY

Children who are ill may not attend camp. Children must be symptom-free for 24 hours without medication before returning. Symptoms include fever, congestion or runny nose, nausea, vomiting, diarrhea, sore throat, headache, fatigue, body aches, excessive cough, or difficulty breathing.

ATTIRE

Appropriate attire is required at all times. Shoes or sandals must be worn.

- Girls: Tank tops must have straps at least 1 inch wide. Shorts, skirts, and dresses must be fingertip length. No spaghetti straps, crop tops, or backless tops.
- Boys: Clothing should not be excessively baggy. Pants must be worn appropriately. Shirts may display logos that are appropriate and positive.

DEVOTIONS

Daily devotions are a part of SAC and are Christ-centered.

SUNSCREEN, SUN EXPOSURE, AND HATS

Children must arrive at camp with sunscreen applied. Parents must provide sunscreen daily for reapplication. SAC staff may apply spray sunscreen only. Other forms must be self-applied by the child. Hats and sun-protective clothing are encouraged.

CREATION STATION ACTIVITIES

Creation Station activities are offered daily on campus and include scheduled and free-choice options.

WATER PLAY

Water play is available daily. Children participating must bring a swimsuit, towel, sunscreen, water shoes, and change of clothes.

SPECIAL DAYS

Special days may include pizza parties, ice cream parties, and themed activities.

MOVIES

- TK-3: Age-appropriate G and PG movies are shown during afternoon quiet time.
- 4-8: Age-appropriate G and PG movies may be shown during afternoon indoor time.

TOYS AND ITEMS FROM HOME

Parent-approved toys are allowed during free time. SAC is not responsible for lost or broken items and reserves the right to remove toys. All removed toys will be returned upon pickup. Trading cards (other than standard playing cards) are not permitted.

OFF-CAMPUS LUNCH (4–8 ONLY)

Students may walk with staff to local fast-food restaurants. Some restaurants may require students to cross Tustin Avenue. Students must bring money for the off-campus lunch or a lunch from home in lieu of purchasing a lunch. Locations are subject to change.

BUSING

St. Paul's utilizes Pacific Coachways for summer transportation.

PARENT PARTNERS

Parents are expected to partner with St. Paul's to ensure safety and well-being. Behavior that jeopardizes the wellbeing of any child, staff member, or the SAC program may result in expulsion from programs.

GATES

A staff member is available at the sign in/out gate from 7:00 a.m. to 9:00 a.m. To gain admittance outside of these hours, you must ring for assistance or utilize the walkie talkie on the gate.

EMERGENCIES AND COMMUNICATION

Texting or calling staff personal cell phones while they are working is NOT permitted. For emergencies, contact SAC at (714) 637-1130 or email Miss Kim at misskim@splsorange.org. During emergencies, staff will prioritize child safety before responding to calls.

IPADS AND PHONES

Grades 4–8 may use devices after 2:30 p.m. for gaming only. Social media is prohibited. TK–3 students may not bring devices unless for a special electronics day. SAC reserves the right to remove devices from the students or disallow them at any time. Removed devices will be available at pick up. SAC is not responsible for lost or damaged devices. Texting without permission is not permitted.

SUMMER PARKING

All parking stalls are open during summer. Handicapped spaces must remain available for permitted vehicles only.

BUMPS, SCRAPES, AND BOO BOO'S

Calls will be made to the Emergency Contact on file for all bumps and serious boo boo's. Contact will not be made for minor scrapes.

CONFLICT RESOLUTION

With the support of SAC staff, students are guided in developing fellowship, responsibility, communication, and conflict-resolution skills. These practices help foster a positive environment and provide peace of mind for the students.

That said, students do not always share concerns at the time an incident occurs. If your child communicates any unresolved matters to you, please contact Miss. Kim promptly so we can address the situation in a timely and appropriate manner.

IMPORTANT FIELD TRIP INFORMATION

All field trips are subject to change.

All field trips are optional. Daily care is always provided on campus.

Children attending **St. Paul's Band Camp, Dance Camp, Sports Camps, or VBS** are **not eligible** to attend SAC field trips during the same time period.

St. Paul's staff adhere to strict safety and supervision guidelines. Students are taught clear rules regarding field trips. **Failure to comply with field trip rules may result in removal from a specific**

trip and/or the SAC program.

Parent-signed waivers are required for some field trips. Please refer to the field trip schedule to determine which trips require a waiver. Waivers may be completed online or via hard copy and are posted on the **St. Paul's website under Summer SAC**.

PARENT PARTNERS & FIELD TRIP SAFETY

- **Do not call or message your child while they are on a field trip.** Tracking your child is permitted, but contacting them is prohibited. Phone calls and messages are a distraction and may endanger your child and the group.
- **Do not arrive at a field trip location unannounced.** Showing up without prior communication and approval from the SAC Director is prohibited and may compromise group safety.
- **Picking up from or dropping off at a field trip location is prohibited.**

Emergency Pick-Up Only:

If an emergency requires you to pick up your child during a field trip, please contact: • **Miss Kim (Text):** 714-222-7364

- **Email:** misskim@solsorange.org

SOC (Stays On Campus) is available daily during the summer for families who prefer that their child not attend field trips.

HYDRATION

Please ensure your child arrives **well-hydrated** each day. Children who are underhydrated may become ill or faint in summer heat. While hydration breaks are provided, proper hydration must begin **before arrival**.

- Reusable water bottles from home are permitted daily.

WAIVERS

Parent-signed waivers are required for select field trips. Please review the field trip schedule carefully. Waivers may be completed online or via hard copy and are posted on the **St. Paul's website (Summer SAC)**.

FIELD TRIP PROCEDURES

- **TK-3:** Camp shirt **required** on all field trips
- **4-8:** Camp shirt optional
- Field trip rules and expectations are reviewed with students prior to departure
- Roll call is conducted before leaving campus, on the bus, at the venue, before departing the venue
- Students are supervised at all times
- **TK-3:** Use women's restroom with staff supervision outside stalls
- **4-8:** Use age-appropriate restrooms with staff supervision outside stalls

FIELD TRIP SCHEDULES & DEPARTURE

Please rely **only** on the official field trip schedule for dates and times.

- Be on time. **Buses depart as scheduled.**
- Buses will not wait for late arrivals.
- Students who arrive late will remain on campus.

- All field trips are subject to change.

MONEY

When money is required:

- Each child must carry **their own money** (siblings may not share)
- Students are grouped by grade and may not remain with siblings
- **SAC cannot make change**

TK–3: SAC fanny packs are available to borrow. Staff will assist with purchases. **4–8:** Wallets or small purses are recommended.

SOUVENIRS

Souvenir shopping is **not permitted** unless explicitly stated on the field trip schedule.

BEHAVIOR EXPECTATIONS

Appropriate behavior is required on all field trips.

- Time-outs may be issued during field trips
- Parents may be contacted and asked to pick up a child due to behavior concerns •
- SAC reserves the right to deny a student participation in future field trips

BEACH DAYS (4th–8th Grade Only)

Before Arrival:

- Apply sunscreen
- Children must arrive wearing swimsuits

What to Bring:

- Towel
- Sunscreen
- Sack lunch and drink (snack bar purchases are not permitted)
- Rash guards and hats (recommended)
- Boogie boards (permitted)

Guidelines:

- Children must carry all belongings independently
- Send children in swimsuit, t-shirt/rash guard, shorts, and sandals or water shoes only •
No tennis shoes or socks
- All change of clothes must fit in the backpack
- Children must be able to touch the bottom at all times
- Body surfing or boogie boarding permitted for strong swimmers only

BEACH STAFF SUPERVISION

- Staff supervise children at all times in and out of the water
- A clearly defined staff perimeter is established using cones
- Staff members are in the water with students

- One staff member remains stationed at towels at all times
- No child may leave the perimeter without staff permission

FIELD TRIP TYPES & DESCRIPTIONS

Theme Parks (4th–8th Grade):

Knott's Berry Farm, Universal Studios

Mini Golf & Entertainment Centers:

Camelot, Boomers (attractions vary)

OC Fair & Exhibits:

- 4th–8th: Open-air rides and exhibits
- 1st–3rd: Exhibits only (no rides)

Water Parks (4th–8th Grade Only):

Wild Rivers, Soak City

Zoos, Aquariums & Nature Centers:

LA Zoo, Aquarium of the Pacific, Tucker Wildlife Sanctuary

Beach Trips:

Corona del Mar Beach

Whale Watching:

Balboa – Open water boat tour

Indoor Activity Centers:

Scooter's Jungle, Pump It Up, Sky Zone, Urban Air, Thrill It, American Ninja, Billy Beez

Movie Theaters:

Century Theatres (Katella & Main)

Museums:

Discovery Science Center, California Science Center, Calico Ghost Town

Adventure Playground:

Huntington Beach – mud slide, forts, tire swing, shallow water area

Angels Baseball:

Angel Stadium

Dear Parents,

One or more of the student's enrolled at St. Paul's School, St. Paul's Preschool, and/or St. Paul's SAC center has a life-threatening allergy to peanuts, nuts, and tree nuts. Strict avoidance is the only way to prevent a potentially fatal allergic reaction. This allergy is so severe that children are even contact sensitive to all peanut, nut, and tree nut products.

While some children may experience a stuffy nose and watery eyes, other children develop hives. In the most severe cases, anaphylactic shock can occur within seconds of encountering a nut product.

The heart rate increases, blood pressure drops, and the soft tissues of the throat swell and block the airway. Death can occur, and this can take only seconds.

We do everything we can to provide all children with a safe learning environment while considering the total school population. We are not a peanut free campus and we do not provide peanut free classrooms; however, in an effort to allow children the opportunity to participate in class activities, we ask that parents of children in classes which have one or more students with life threatening allergies enclose any foods which contain, or may contain, peanut butter, peanuts, peanut oil, nuts, or tree nuts in sealed plastic bags (with their child's name marked clearly on the bag). If you are not sure if something you are sending to school is safe and "nut free," please enclose it in a sealed plastic bag. A policy of not sharing food in class will be followed in classrooms which have one or more students with life-threatening allergies since it is one of the ways to lessen the chances of exposing a student to a life-threatening allergen.

Please see the back of this page for more information on how we are handling severe allergies here at St. Paul's. Should you have any questions, please discuss these with your child's teacher. School administrators are also available to answer any questions you may have. Your cooperation in this matter is greatly appreciated and assists in ensuring the safety of all students.

In Regard,
St. Paul's Administration

Allergies: Management of Severe Peanut Allergy/Anaphylaxis

Our goal is to provide a safe school environment for all children, including those with severe allergic reactions, while taking into consideration the total school population.

What do we require of parents of students who have severe peanut allergies?

- Parents must notify the preschool/school/school age care staff, administration, and teachers of medical conditions.
- Parents must provide emergency medications with written physician orders and parental consent.
- Parents must inform preschool/school/school age care staff, administration, and teachers of any change.
- Parents must obtain a medical alert bracelet for their child.
- Parents must provide protective barriers (i.e. extra-large placemat) to use between food and eating surfaces.
- Parents must educate their child to prevent exposure to allergens:
 - Eat only food sent from home.
 - Wash hands before eating.
 - Keep hands away from mouth to prevent inadvertent exposure to allergens.
 - Use protective barrier between food and eating surfaces.
 - Immediately report symptoms to teacher or an adult.
- Parents must provide all food for lunch and snacks.
- Parents must maintain snacks at school for parties.
- Parents must provide the school, ECDC, and SAC sites with a licensed trainer whose task is to train teachers and designated staff regarding the student's allergy, signs and symptoms of allergic/anaphylactic reactions, emergency care and treatment techniques, and the use of EpiPens®. • Prior to off-campus trips, parents will meet with teachers and designated staff to discuss what is needed for the trip off campus (i.e. physician orders, EpiPens®, etc.)

What do we require of students who have severe peanut allergies?

- Students must eat only food sent from home.
- Students must wash hands before and after eating.
- Students must keep hands away from mouth to prevent inadvertent exposure to allergens.
- Students must use a protective barrier between food and eating surfaces.
- Students must immediately report any symptoms to a teacher or staff member.

- Students must wear a medical alert bracelet.
- Students must always carry their EpiPen® on field trips.

What are the school's responsibilities in the case of students with severe peanut allergies?

- Once informed of an allergy situation, teachers and designated staff will be trained (as outlined in item 9 under the section titled "Parent Responsibilities").
- We will call 911 in the event that an EpiPen® is administered to a student.
- When it comes to projects and class activities, teachers will maintain a classroom free of peanuts and peanut products to the extent possible. We cannot and do not guarantee a peanut free campus or peanut free classrooms.
- Teachers will allow children to keep peanut and peanut products in class as long as they are sealed in clearly identified (with name) containers in their lunch box or bag in class.
- When possible, teachers will not allow peanuts and peanut products to be exposed or eaten in the classroom. On days when students eat lunch in classrooms (i.e. Rainy Day Schedule, etc.), the school will provide an alternate lunch location for students with severe allergies. At the conclusion of classroom eating, the teacher will ensure that all surfaces are wiped down with soap and water.
- St. Paul's Leadership Team members and the child's homeroom teacher will request parent support by providing a letter to all families in affected classrooms.
- A policy of not sharing foods in class will be instituted in the child's homeroom classroom.
- Teachers will ensure that tables are washed with soapy water after use by each class.
- Teachers and staff members will work to ensure that each student washes his/her hands with soap and/or hand sanitizer when arriving at school, after eating snacks, and after eating lunch.
- Teachers and/or staff members will administer medications as directed by physician orders.
- Teachers will notify parents of allergic reactions occurring at school.
- On the day of an off campus trip, the teacher will confirm with the parent that all necessary medication and physician orders are present. • The principal, or an appointed designee, may designate a table(s) as peanut free and any students without peanut products may sit at this table. (e.g. fruit, tuna, lunchmeats, and vegetables can be eaten.)