



## Handbook 2020

### **Mission Statement**

The mission of Quest summer camp is to provide exceptional, safe, affordable summer programming for children entering kindergarten through grade 6 in a Christ-centered environment.

### **Enrollment**

Quest enrollment opens on February 1<sup>st</sup> and requires the **online registration form**, a one-time, non-refundable **enrollment fee of \$40**, (\$30 for those already enrolled in AGAPE or the SPACE) a **one week deposit** which will be applied to the child's last week of camp. Registration and payment for each camp week is due no later than two weeks before the first day of camp.

For a child to be enrolled at Quest, the following must be submitted:  
handbook policies acknowledgement form  
Commonwealth of Virginia child health record  
copy of birth certificate  
Colonies Pool Waiver

### **Weekly Session Rates**

Siblings may combine weeks to qualify for the multi-week discount.

#### Full Week

Monday-Friday

1-3 Weeks: \$220/week

4-5 weeks: \$200/week

6 or more weeks: \$180/week

#### Partial Week

Must indicate which 3 days

1-3 Weeks: \$156/week

4-5 Weeks: \$144/week

6 or more weeks: \$132/week

### **When & How to Pay:**

Payments are due 2 weeks prior to the first day of a camp week. Camp payments may be paid by mail, deposited in the tuition box in the Quest entry hall, or paid online at [questcamp.org](http://questcamp.org). We request that payments not made online be made by check, payable to Quest (no cash, please). You may pay additional weeks in advance. There is a \$25 fee for returned checks and future payments may be required to be cash only. All accounts with outstanding balances after that time will be assessed a \$15 late fee.

### **Changes**

Weeks may be added 2 weeks before the starting day of the camp provided there is availability. Cancellations must be made by June 1<sup>st</sup> 2020. Any week cancelled after June 1<sup>st</sup>, will result in the loss of deposit as well as a 50% charge for the cancelled week

## **Drop Off and Pick Up**

Campers may be dropped off at the Quest entrance at the back of the church between 7:15 and 9:00. You will be asked to sign your child in and out.

After 9:00, there may not be anyone in the office to let you in. If you will need to drop off or pick up your child between 9 and 4, please notify the director or one of the administrators in advance.

Pick up is between 4 and 6 at the Quest entrance. If a child is not picked up 15 minutes after closing, the Quest staff will call the emergency contact numbers. After 45 minutes, Social Services will be notified. Additionally, a fee of \$2 per minute will be collected from a parent who is late for the 6 PM pick-up. This fee increases to \$5 per minute after 6:15.

## **Illness**

Parents will be called if their child becomes ill. We request that your child be picked up promptly. Space is provided on the registration form for the names and phone numbers of two responsible adults who can be notified if a parent cannot be reached. It is important that this information be current, so please let the director know of any changes.

If your child is not well enough to enter into the activities of the class (including outdoor play), please keep your child at home. If your child is suffering from seasonal allergies, s/he will still be expected to participate in outdoor play, so please plan accordingly. If your child has a childhood disease, your child may not attend Quest for the number of days that he may be contagious. If your child has a fever (temperature above 100 degrees), your child may not attend school until she has been free of fever for 24 hours. If your child has symptoms of vomiting and/or diarrhea, your child may not attend camp until he or she has not exhibited signs of either for 24 hours. Please be respectful of your child's condition and the other well children.

Recommendations taken from the report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics follow:

A child should not be taken from home when any of the following exists:

fever, vomiting/diarrhea, sore throat, croup, an unexpected rash, any skin infection, pink eye or other eye infection, a yellow or green nasal discharge.

## **Accident or Injury**

If a child sustains an injury while at Quest, an accident report will be filled out by the staff and a copy given to the parent at pick up. All minor injuries will be treated with basic First Aid.

In the event of a serious injury, every effort will be made to contact a parent. If we cannot reach you, we will call the child's physician and/or the paramedics. Until the arrival of the ambulance, the director is responsible for all decisions about the care of the child.

## **Medication**

The Quest staff are not authorized to administer medication other than an epipen or benadryl for a severe allergic reaction. These should be supplied, in original packaging, by the parents along with a note detailing consent for the medication to be administered as required.

Note: Items such as chapstick and sunscreen do not require written authorization and are permitted.

## **Alcohol, Tobacco & Drug Policy**

Any child found to be in possession of alcohol, tobacco, or illegal drugs will be immediately removed from the program and proper law enforcement authorities will be notified.

Children are prohibited from possession of over-the-counter or prescription drugs at any time.

## **To Bring or Not to Bring . . .**

### **Electronics**

Electronic devices are not permitted at the SPACE. If a child brings an electronic device, the director will hold it until pick-up, at which time she will return it to the parent.

The use of cell phones (voice, video or texting) is prohibited. Unauthorized use of a cell phone will result in the device being held by the director until she returns it to a parent at pick-up.

### **Toys & Personal Possessions**

Please leave toys and other personal possessions at home. If needed for school, toys or other personal possessions should be left in backpacks while at the SPACE. The SPACE cannot be responsible for anything lost or stolen.

### **Clothing**

All clothing should be appropriate and free of any questionable sayings or images.

### **Food**

Campers should bring a morning and afternoon snack and a lunch from home. All must be "nut free". Please do not send any food that requires refrigeration or heating. Be sure to include all required eating utensils with your child's lunch.

### **Communication**

The Quest staff work together with you to support the best interest of your child(ren). You are encouraged to communicate with the director directly regarding any questions or concerns you may have regarding your child and activities at Quest. We check voicemail and email daily.

Please check your email regularly for communication from Quest.

### **Behavior Management**

Discipline begins with you in your home. Make sure that your child understands that while he is at the SPACE, the staff and volunteers are his guides. Rules will be explained thoroughly. We provide positive reinforcement to the child who does what is asked of him and impress upon the uncooperative child that his behavior is unacceptable. We do this by:

Setting realistic limits

Modeling appropriate behavior

Treating children with respect

Teaching children that good behavior is expected

Offering praise, reward, and encouragement

The following general discipline measures may be taken if a child's behavior is unacceptable:

Redirection to more appropriate behavior

Verbal reprimands by a staff member

Time out in a quiet area

Revocation of privileges

Conversation with a parent at pick-up

A note home about the child's behavior

An email sent to parent

If these techniques do not work, the parent will be notified to come get the child. Under no circumstances will corporal punishment be used.

Unacceptable behaviors include, but are not limited to:

Aggressive behavior toward other children or adults (kicking, biting, etc.)  
Destruction of property belonging to The SPACE or other people  
Disobedience of instructions, policies, or procedures  
Disrespectful behavior, verbal or physical, toward other children, staff or volunteers

### **Withdrawals**

Quest may dismiss a child at their discretion, due to behavior issues that do not improve within a reasonable time frame. The director/staff document incidents of unacceptable behaviors and, when attempts to discipline the child have been unsuccessful, the director calls and emails parents to discuss behavior issues.

Quest may also dismiss a child under the following circumstances:

Parents fail to comply with the financial policies of Quest

Parents are continually late to pick up their child at the end of the day

Parents do not pick up their child or make arrangements for someone else to pick up their child when Quest calls due to illness. Parents do not keep their child at home when they have not been free of fever for at least 24 hours.

Parents consistently fail to cooperate with the Quest policies and staff.