



Handbook 2021

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 1st 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) and 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:

Quest Handbook Policies Acknowledgement Form

Commonwealth of Virginia Child Health Record

Child Verification Form along with a copy of the child's birth certificate

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, handed to a staff member or paid online at 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 1st 2021. Any week cancelled after June 1st, 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 their designated entrance between 7:30 and 9:00.

After 9:00, there may not be anyone at the entrances to let your child in. If you need to drop off or pick up your child between 9 and 4, please notify the director or one of the administrators in advance. You will need to call (804) 291-6880 when you arrive.

Pick up is between 4 and 6. 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 must follow all CDC guidelines regarding COVID. Please contact the director if there is any question about your child attending Quest.

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.

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 the parent will be asked to sign it at pickup. 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 appropriate documentation.

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 Quest. 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 or smartwatch will result in the device being held by the director and returned to a parent at pick-up.

Toys & Personal Possessions

Please leave toys and other personal possessions at home. Quest staff will not 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 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 Quest, 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 Quest, Gayton Baptist Church or another individual

Disobedience of instructions, policies, or procedures

Disrespectful behavior, verbal or physical, toward other children, staff or volunteers

Withdrawals

Quest may dismiss a child at the director's discretion, due to behavioral 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.