

CROSS TRAILS MINISTRY
SUMMER CAMP 2017



CONGREGATIONAL
PLANNING GUIDE

CROSS TRAILS MINISTRY MISSION

Our mission is to provide
unique settings and experiences
in which youth, adults and families
are strengthened in their relationship
with Christ, each other,
the church and community.



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DAY CAMP BASICS

Day Camp is designed to be flexible, but includes basic elements that create its unique character and appeal. Individual Day Camps will vary in specific scheduling according to local resources and needs, but will contain these basic components.

Program Theme:

Each summer there is a new Biblical focus for the program. Summer 2017's theme is **God Open 24/7: 365 Opportunities**. This provides a direction for the Bible studies, the worship, and some of the other activities. Each day will have its own theme that ties into the overall Day Camp focus for the summer. Refer to Appendix B for this summer's daily themes.

Family Groups:

Each family group consists of a Cross Trails Ministry staff person, a Congregational Volunteer Assistant, and up to ten Day Campers who are all similar in age. Each family group will have the opportunity to name themselves. These groups are the building blocks of the Day Camp experience. Family groups study, play, sing, work, and worship together as well as with other family groups throughout their week at camp.

Worship:

This is a time of God-focused celebration in which the theme of the day is shared. The theme and daily scripture are introduced during the morning worship and reviewed during the afternoon worship. Worship includes prayers, scripture readings, and a camper-appropriate message. Songs are a big part of worship and "making a joyful noise." Songs will also be taught throughout the day. However, we do not guarantee that a guitar player will be sent to your congregation.

Family Bible Study:

During this time each family group does an interactive Bible study and learning activities designed to illustrate and teach the daily theme and scripture to the campers. This is a small group opportunity for relationships and faith building, led by the Cross Trails staff.

Activity Rotations:

Campers will rotate to different activities throughout their Day Camp day with their family group. Some of the activities they may experience are as follows:

Games - Inclusive and group building, some are just for fun and some are used to reflect the theme of the day.

Arts & Crafts - Campers will make something each day that ties into the theme. They may do other projects as a group or to give away to their family or to locals in their community.

Music - Campers will experience hands on instruments, such as child friendly hand bells. They may even learn a song to play at a worship or community celebration.

Nature Activities - Different Day Camp locations offer great opportunities for learning. Day Camp Staff members will bring basic equipment to be used to study the outdoor environment.

Puppets - Campers will have the chance to work with puppets while playing games and exploring their own creativity. Puppets are used to enhance the theme of the week by being used in rotations as well as worships.

Celebration Planning Time:

At the conclusion of lunch, campers will have some time to work with their family groups in preparation for the celebration that they get to put on at the end of the week for their parents.

Community Celebration:

Campers and staff will share what they learned and experienced during the week through songs, skits, and stories. This event may be in conjunction with a potluck supper, an ice-cream social, the last Day Camp lunchtime, closing worship or any other creative time established by the congregation. This is an important time in the evangelical outreach of the Day Camp program and an opportunity to welcome families of children outside the congregation.

All Camp Activity:

A favorite time for many is the All Camp Activity. This is a time where *all* the campers, staff, and volunteers join together to do one activity together. This activity can be a game, carnival, water fun, sports, and more.

Water Day:

Water Day has been a favorite all camp activity for years. This is a time where campers, staff, and volunteers have the opportunity to cool off in the summer heat while also having fun playing games and activities. This all camp is typically done towards the end of the week. However, it can be done any day and your Day Camp Director can help assist in making schedule changes.

Meals:

Day Camp Full Day: Every day each child brings a sack lunch for the noon meal. The congregation provides their drinks. Some congregations prefer to provide lunch for the entire day camp rather than having campers bring their own meal.

Note: Half Day programs do not include a meal in the schedule.

Snacks:

Snacks not only provide a nutritional energy boost, they also allow opportunities to involve volunteers who provide and serve snacks. Snack time also provides a great chance to talk about how the day is going for the day campers, Cross Trails Ministry staff, and the congregational volunteers. We recommend providing healthy snacks to the children.

Service Project and Offering:

Each year, Cross Trails Ministry partners with another organization to help and serve others. Sometimes the service can apply to local communities while others focus on our global community. Staff will come with a curriculum that will be fun and educational in order to better understand who we are serving. If the campers and congregation feel called to participate in the offering that is offered at the end of the week, those resources are brought back to the Cross Trails Ministry Office and presented to the organization at the end of the summer. Our service area will be announced at Sunday's orientation meeting.

Optional Special Events:

This is an opportunity for your congregation to add something unique from your community to Day Camp. Churches who add a special event to their Day Camp receive the highest ratings and compliments. This could be a speaker or storyteller, the pastor, or someone with a special exhibit that could come to your church. Field trips are also an option, such as a walk to the park, swimming at the community pool, etc. These off-site special events would include notification to the parents and permission forms. The logistics of a field trip could involve transportation. Special events are great fun but do require extra planning. Refer to Appendix D for more suggestions on special events that correspond to this summer's theme.

Optional Service Projects:

Bringing a service aspect to your Day Camp helps campers learn that serving is fun. Campers can help clean up a park, sing for a nursing home, or make projects to give away. Your Local Coordinator can work with the Outreach Director to set up service project(s) for your Day Camp. Refer to Appendix D for more suggestions on service projects.



OVERVIEW OF THE DAY CAMP WEEK

Sunday:

Sunday, training will be scheduled for volunteers to meet with the Day Camp staff so that introductions, expectations, and local needs can be taken care of before the campers arrive the next day. It is mandatory that all volunteers working with the campers attend this training. Ideally this meeting should take place prior to the staff's introduction to campers and after the site tour. The following is the schedule in which we follow for Sunday meetings. Please consider this a priority when working on your schedule and with volunteers.

Meeting Agenda

1. Opening prayer- led by Director
2. Get to know you exercise
3. The Program
4. Goals for the weekly program
5. Role of a Volunteer
 - Responsibilities in different volunteer areas (with groups, in kitchen, etc)
 - Proper language and behavior with campers
 - Appropriate dress
 - Cell Phone, IPod, other forms of technology usage during the day
 - Hospitality (helping campers who are excluded, etc)
6. A Word about our campers
 - Developmental Stages- varies depending on the congregational ages
7. A look at the Weekly Schedule
8. The Week's Assignments
9. Announce Daily Staff Meetings
 - Morning Meeting- begin the day with prayer
 - Evening Meeting- review the past day
10. Review Risk Management Policies
11. Questions
12. Closing Prayer

Optional Sunday Events:

Day Camp Kickoff - Invite campers, parents and the congregation to meet the Day Camp staff and hear about their ministry. Have a potluck dinner, ice cream social, etc. This should happen after the initial training time with volunteers.

Sunday Morning Worship – If you are less than two hours away, we encourage you to have the Day Camp staff participate in your morning worship service. They could lead a song, do a reading, etc. This must be set up at least one month in advance with the Cross Trails Ministry Outreach Director.

Schedule Options

We provide a few scheduling options. There are four different schedules to choose from: Full Day, Half Day AM, Half Day PM, and Evening. Choose the schedule that will work best for your congregation from the following pages and we will come and implement it.

Full Day Schedule:

This is a typical schedule for a full day at Day Camp. While each day includes the basic components mentioned previously, Day Camp is designed to be flexible so that the daily schedule can easily accommodate the needs and resources of a day in a particular community.

- 8:00 a.m. - Staff and volunteers meet to go over the details for the day and set up.
- 8:30 a.m. - Campers arrive, staff lead games and activities, volunteers & director check campers in
- 9:00 a.m. - Opening worship, led by campers and staff.
- 9:30 a.m. - Family Bible Study
- 10:15 a.m.- Morning snacks
- 10:30 a.m. - Activity Rotation A—Games, Arts & Crafts, Music, Nature Activities, and Puppets
- 11:15 a.m. - Activity Rotation B
- Noon - Community lunch
- 12:30 p.m.- Celebration Planning time
- 1:15 p.m. - Activity Rotation C
- 2:00 p.m. - All camp activity
- 2:45 p.m.- Afternoon snacks
- 3:00 p.m. - Closing worship, led by campers and staff.
- 3:30 p.m. - Campers go home.
- 3:45 p.m. - The staff meets with volunteers to clean and straighten up, evaluate the day, share joys and concerns, and plan.

Half Day Schedule:

This schedule allows for campers to be dropped off and picked up at times of the day ideal for parents that work. The half day schedule also allows for junior high and high school aged youth to spend time with staff while also getting a taste of camp.

AM Schedule:

- 7:00 a.m. - Staff and volunteers meet to go over the details for the day and set up.
 - 7:30 a.m. - Campers arrive, staff lead games and activities, volunteers & director check campers in
 - 8:00 a.m. - Opening worship, led by campers and staff.
 - 8:30 a.m. - Family Bible Study
 - 9:15 a.m. - Rotation A: Arts & Crafts or Music/Nature Studies/Puppets
 - 10:00 a.m.- All Camp & Snack
 - 10:30 a.m. - Rotation B: Arts & Crafts or Music/Nature Studies/Puppets
 - 11:15 a.m. - Sing-a-long
 - 11:45 p.m.- Closing Worship
 - 12:15 p.m.- Campers Depart
 - 1:30 p.m.- Devotion and Games with Jr. & Sr. High Kids
 - 3:00 p.m.- Staff Meeting & Prepare for next day
- Dinner and Social Time with Host Homes



Half Day Schedule:

PM Schedule:

- 8:00 a.m.- Staff Meeting & Prepare for the day
- 9:30 a.m.- Devotion and Games with Jr. & Sr. High Kids
- 11:00 a.m.- Lunch and Social Time
- 12:00 p.m. - Campers arrive, staff lead games and activities, volunteers & director check campers in
- 12:30 p.m. - Opening worship, led by campers and staff.
- 1:00 p.m. - Family Bible Study
- 1:45 p.m. - Rotation A: Arts & Crafts or Music/Nature Studies/Puppets
- 2:45 p.m.- All Camp & Snack
- 3:30 p.m. - Rotation B: Arts & Crafts or Music/Nature Studies/Puppets
- 4:30 p.m. - Closing Worship
- 5:00 p.m.- Campers Depart
- 5:30 p.m.- Staff Meeting, Next Day Prep, Host Home Social Time



Evening Schedule: The evening schedule is great for congregations that are familiar with evening programs, such as an evening VBS program. It is also great because it allows for more volunteer involvement.

- 9:00 a.m.- Staff Meeting & Prepare for the day
- 12:00 p.m.- Provided Lunch and Social Time
- 1:30 p.m.- Devotion and Games with Jr. & Sr. High Kids
- 3:00 p.m.- Last minute prep
- 4:00 p.m.- Early Dinner
- 5:00 p.m. - Campers arrive, staff lead games and activities, volunteers & director check campers in
- 5:15 p.m. - Opening worship, led by campers and staff.
- 5:45 p.m. - Family Bible Study
- 6:30 p.m. - Rotation A: Arts & Crafts/Music
- 7:15 p.m.- All Camp & Snack
- 7:45 p.m. - Rotation B: Arts & Crafts/Music
- 8:30 p.m. - Closing Worship
- 9:00 p.m.- Campers Depart
- 9:30 p.m.- Staff Meeting
- 10:00 p.m.- Back to Host Home

Overview of the Day Camp
Week

CROSS TRAILS MINISTRY RESPONSIBILITIES

1. **Work to meet the needs of your congregation and community.** Cross Trails Ministry staff will work with your local coordinator to help the program meet your needs and goals.
2. **Lead your Day Camp.** Cross Trails Ministry will provide the basic daily schedule, and lead campers in each activity. Optional field trips and special events may be included. If requested, the Cross Trails staff will come and visit your site and help you plan site-specific details for your Day Camp.
3. **Provide staff.** Cross Trails Ministry will provide quality, professionally trained, college age, Christian staff, who will implement your Day Camp program and work with your volunteers.
4. **Provide all program materials.** Cross Trails Ministry will provide all craft, recreation, special event and teaching materials.
5. **Provide sample publicity.** Cross Trails Ministry will provide, in this planner, samples of advertising, graphics and letters to parents.
6. **Provide registration materials.** Cross Trails Ministry will provide, in this planner, copy-ready forms to be filled out by campers and parents.
7. **Provide two staff meals each day and staff transportation.** Cross Trails Ministry staff will provide their own breakfasts and lunches unless prior arrangements have been made for an alternative. The staff will have a single vehicle to drive during their stay.
8. **Help with First Aid needs.** Cross Trails Ministry's Day Camp Director will be trained in First Aid and CPR, and can be a First Aid resource. Please note that Cross Trails Ministry staff is not allowed to administer any medications to campers.
9. **Train volunteers.** Cross Trails Ministry will provide a volunteer training and orientation for all volunteers working directly with the children on the Sunday of the staff's arrival.
10. **Host a Community Celebration.** The Day Camp staff will host a "community celebration" involving the campers. It will be presented for the parents and members of the congregation and community at the close of the Day Camp week.
11. **Provide camper memorabilia.** Cross Trails Ministry will provide complimentary t-shirts and water bottles for the campers.
12. **Meet congregational members (optional).** The staff can arrive Sunday afternoon for a social event to meet the parents and campers. They can also be available to participate in Sunday worship services. After the social would be a great time for staff to meet all volunteers and have an orientation of responsibilities for the week.

CONGREGATIONAL RESPONSIBILITIES & CHECKLIST

Complete the following tasks as soon as possible:

Secure a Local Coordinator

This is one main contact, between Cross Trails Ministry and the congregation. He or she will work closely with volunteers and Cross Trails Ministry staff and will be onsite and available during the entire Day Camp. They will also serve as the liaison between Cross Trails staff and their congregation. They are responsible for completing or delegating the tasks on the following checklist. Please email the name and contact information for the Local Coordinator to jessica@crosstrails.org or info@crosstrails.org as soon as possible, or call 830-257-6340.

The responsibilities of the Local Coordinator are as follows:

- Be dedicated to working with others to provide Christ-centered ministry.
- Serve as a contact person between Cross Trails Ministry staff and the congregation.
- Recruit volunteers to assist at Day Camp.
- Be at Day Camp each day to answer questions and handle the needs that come up.
- Attend the daily meetings to review the day and help plan for the next day.
- Evaluate the Day Camp to help assure a strong program

Secure Congregational Volunteer Assistants

A Congregational Volunteer Assistant can be **an adult or a high school student**. They will work with the Cross Trails Ministry staff to provide the hands-on leadership and supervision of the campers during Day Camp.

*Please note: These are the most important volunteers you can provide since they have direct one-on-one contact with your campers and the relationships will continue when the summer is over. Careful consideration of who is chosen to serve as Volunteer Assistants is crucial to the success of your Day Camp. There is a **mandatory minimum number of one volunteer assistant for every 10 campers**. This helps keep the camper to adult/staff ratio at or below 5 to 1.*

Congregations are encouraged to conduct criminal background checks on all volunteers who work directly with children. This is an easy process. Please contact the Outreach Director for assistance.

The responsibilities of the Congregational Volunteer Assistants are as follows:

1. Be dedicated to working with others in a Christ-centered ministry.
2. Be a minimum of fourteen years of age (at least sixteen is highly recommended).
3. Attend a required training event on the Sunday before Day Camp begins.
4. Attend daily meetings in the morning and afternoon.
5. Be able to attend the entire Day Camp day unless other arrangements are made.
6. Work and play enthusiastically with the Day Camp staff in family groups.
7. Stay with family group in all activities throughout the day.
8. Role model good behavior.
9. Help with bathroom breaks.
10. Assist with group management, but allow staff to deal with discipline situations.
11. Be available to help in ways that best serves the ministry.

Secure Day Camp Staff Housing

These volunteers will provide housing and perhaps meals for the Cross Trails Ministry Day Camp staff. This may be one family with lots of room, or several individual families. Housing should include privacy from young children, security for belongings and a separate bed for each staff member.

You may also choose to have the staff stay at your church itself. If this is the case, staff members will need mattresses to sleep on and provisions will need to be made for showers and for male and female staff to be housed in separate rooms. Arrange housing from Sunday night through Thursday night.

The number of Day Camp staff will depend on the maximum number of campers your congregation selects. If the staff is housed far from each other, it may be necessary for the congregation to assist in providing transportation for the staff to and from the church. The staff will have enough camp vehicles for staff and supplies, so within close proximity, they can provide their own transportation.

Secure Other Volunteers As Necessary For The Size and Needs Of Your Program

Larger day camps may find that they need extra help or assistance in running their program depending on their needs. The following are some ideas of volunteers that may be needed or utilized during your day camp week. In many cases the Local Coordinator can often complete these tasks for small Day Camps.

Kitchen Folks

People are needed to prepare and serve two daily snacks and a drink at lunch for the campers. In the case of a half day or evening program, only one snack will need to be provided. This could be organized on a day-by-day basis, or you could have a committee who would take care of all the preparations for the whole week.

Health/First Aid Provider

This is a person trained to administer first aid and who could transport young people to the hospital in an emergency. This person is also responsible to administer any daily medications to children. Cross Trails staff is not allowed to give medication of any kind to children or to transport children. We recommend this person be on site during the Day Camp hours.

Special Programs Coordinator(s)

Each field trip or invited presenter will require some preliminary arrangements and logistics. One person could handle all events or you could have a different person in charge of each one.

Transportation Coordinator

Cross Trails Ministry provides transportation for its staff only; our insurance restricts our transportation of campers and volunteers. Optional field trips would require local arrangements for transporting campers.

Community Celebration Coordinator

This individual would organize the time, refreshments, invitations, and publicity for the congregational event that closes the week at camp on Thursday evening, Friday noon or just prior to Friday closing worship. Staff will develop the program.

Complete the following tasks at least 8 weeks before:

Coordinate an Outreach Director Visit (Optional)

Pick a day and time that the Local Coordinator and can meet at the Day Camp location with the Outreach Director. This is a time for the Outreach Director to prepare for the Day Camp. It is optional, but highly recommended to set up a meeting, especially for new Day Camp congregations.

Publicize Day Camp

This may include internal congregational announcements, bulletin inserts, radio or newspaper ads, etc. See Appendix E for publicity resources.

Schedule Day Camp Volunteer Training

This is usually scheduled on Sunday, often before the introduction event. It is important that the volunteers have been informed and understand their responsibilities before they are introduced to campers and their parents. The volunteers will need to know the policies, be able to assist with the program and answer some basic questions about Day Camp or know whom to refer questions to.

Schedule a “Meet the Day Camp Staff” event (optional)

This event is a time for Day Camp staff and volunteers to meet campers and parents. It could be done as a social on Sunday evening with a potluck or ice-cream social.

Plan special events (optional)

See Appendix D for suggestions.

Complete the following task at least 6 weeks before:

Register Day Campers

A system for registration and fee collection must be set up. This could be the responsibility of the Local Coordinator or it could be delegated to someone in the church office. See Appendix A for Registration and Emergency Release forms. If your congregation chooses to create their own release forms, the information that is printed on ours also needs to be included with any other additional information about your day camp. Appendix A explains how you can do this. All campers need to turn in a Registration form and Emergency release form prior to Day Camp beginning. Cross Trails Ministry will need a copy of these the first day of your Day Camp.

Complete the following tasks at least 2 weeks before:

Finalize Daily Schedule

Cross Trails Ministry provides a Day Camp schedule (full day schedule) that we have found works well for most congregations. The schedule can be found on page 6 of this manual. There are three more schedule options that we are providing this year, as well and these can be found on pages 7-8. If you wish to make changes to any of the schedules for field trips, special events, etc. please contact the Outreach Director so they can provide the staff with the appropriate schedule. The Outreach Director will call the Local Coordinator two weeks prior to the scheduled day camp for confirmation as well as to answer any last minute questions. Also at the time of the phone call, please let the Outreach Director know which schedule your Day Camp has chosen to use.

Finalize Snack Arrangements for Campers

Full Day Schedule: Each day your congregation needs to provide two snacks during the day and a beverage at both snack times and the noon meal for all participants.

Half Day/Evening Schedule: Each day your congregation needs to provide one snack and a beverage at the designated snack time for all participants.

It is important to provide plenty of liquids at both snack time and lunch and to have water available at all times. Cross Trails Ministry will provide each camper with a water bottle. Snacks can be prepared by kitchen volunteers, the Local Coordinator or a different group from your congregation each day.

Finalize Meal Arrangements for Staff

Day Camp staff need to be provided with dinners for each evening of their stay. These meals can be hosted by the church, provided at the host homes, or given by various groups within the church. The staff is prepared to bring food supplies for their own breakfasts and lunches. They will need to have a limited amount of refrigerator and storage space to store these items. Some congregations choose to provide all of the staff meals. Arrangements for either option should be made with the Outreach Director.

Designate Day Camp Storage Area

Create a secure space for Day Camp staff to store all of their supplies for the week.

Review Behavior Management Guidelines

Please review the Day Camp behavior management guidelines and give a copy to all volunteers.

Set Up A “Release To” policy

Your congregation should have a policy regarding releasing campers to persons other than their legal guardian. We suggest making a list from the registration forms listing who can pick up each child and keeping the list at the check in/out area. The check in/out area will need to have a volunteer running the process.

Set Up “Absentee Verification” policy

Your congregation should have a policy regarding verifying absentee campers. Suggestions are given in Appendix C.

Complete the following task the Tuesday before:

Call in Final Day Camp Numbers and T-shirt Sizes

The Outreach Director will call the Tuesday before your Day Camp for final numbers and camper t-shirt sizes. Please be aware that you may not be able to add more campers than you originally booked due to staffing needs. These numbers will allow us to prepare the correct amount of supplies for your Day Camp.

Finalize Housing Arrangements for Staff

During the Tuesday phone call, the Outreach Director will discuss with you the staff that are assigned to your day camp. We cannot guarantee the number of male or female staff prior to this time so please make sure that in previous arrangements, appropriate housing is arranged for the possibility of all male, all female, or male and female staff.

Submit Check Request

If your camper numbers have increased since booking and paying by the May 1st deadline, please submit a check request to cover the cost of the extra campers. If you have any questions, please contact us at jessica@crosstrails.org or info@crosstrails.org

Complete the following tasks the Sunday before your Day Camp:

Meet & Greet the Day Camp Staff

Have someone meet the Day Camp staff at your church at a designated time. Please provide them with a tour of the facility and information they will need to know to host a successful Day Camp.

Participate in Volunteer Training

Provide a space and time where the Day Camp Director can provide training for all Day Camp volunteers.

Host Sunday Day Camp Event (optional)

This is the time that parents and campers can come to meet the Day Camp Staff, have a meal or dessert together and hear about the upcoming week.

Turn In Camper Registration Forms

Originals of each Day Camp participant's registration form should be given to the Day Camp Director. This form can be found in this booklet. Copies should be kept by the Local Coordinator.

Provide Participant List to Day Camp Director

The Day Camp Director should be given a comprehensive list of campers and volunteers, along with any special needs or concerns.

Complete the following tasks each day of your Day Camp week:

Oversee Daily Check-in and Check-out of Campers

We recommend having campers signed out each day by a parent or a person on the registration form. See the reproducible check in/check out form included in this planning guide. The check in/out area will need to have a volunteer running the process. The Day Camp Director will train the volunteer and will oversee the check in/check out process the first day.

Verify Absentee Campers

Per your pre-set policy.

Handle Any Medical Needs of Campers

Congregations are expected to supply basic first aid supplies. Our staff are prepared to be resources to your congregational volunteers, however, they are not allowed to dispense any medications. Your volunteers should be aware of local medical facilities and emergency numbers. Please be aware that Cross Trails Ministry does not carry insurance on campers.

If Scheduled, Provide All Necessary Field Trip Transportation

Campers cannot be transported in Cross Trails Ministry's vehicles. Your congregation must provide transportation to and from the site for campers going on field trips. Also, we recommend that your congregation create, send out and collect parental permission forms for field trips.

Behavior Management

Coordinate on behavior management of campers, as needed, with Day Camp Director.

Complete the following tasks on the last day of your Day Camp week:

Collect And Turn In Evaluations

Evaluations will be provided and should be filled out by the Local Coordinator, Pastor, Volunteers, Host Homes and Campers on the last day of camp. Please turn these in to the Day Camp Director.

Pay Balance Due

Full payment should have been made by May 1st, but if there were added campers or agreed adjustments with the Outreach Director, give a check for the balance due for your Day Camp to the Day Camp Director.

Set up a Photo Account

Congregations and parents will be able to view online photos of camp at the end of the week. Photos of each day will be uploaded the Sunday following your day camp week. For pictures, you will need to set up a Bunk1 account. Please follow the instructions below and share these instructions with your parents. Viewing pictures is free and each high quality photo download is \$0.99. You may also purchase photo gifts at their website. For your camper's safety, pictures are password protected. The password is chrysalis2017.

To set up a Bunk1 account:

1. Go to our website at www.crosstrails.org (Click on Summer Camp and find Connect to Campers)
2. Click the "Camper Email" button - This will direct you to a new site
3. Click "Need an Account or have an invitation code"
4. Enter your information and the "Invitation Code": **CROSSTRAILS2017**
5. Fill out all the required information

You will only need to register once and once you register you will be able to invite others to use these services.

BEHAVIOR GUIDELINES AT DAY CAMP

As with all Cross Trails Ministry programs, we promote using positive reinforcement and a caring environment to foster positive behavior. All Cross Trails Ministry staff receive an extensive behavior management training. What makes behavior management at Day Camp different from site camps is that many campers are in their “own territory.” They are often more comfortable there, know each other, bring in issues from other times and places, and may be related to one another. Because we seek to have a healthy and fun environment, a positive behavior management plan is crucial as a team effort between Cross Trails Ministry and the congregation.

Some of the specific behaviors that are encouraged at Day Camp include cooperation, sharing, listening, using kind words, and respect of self, others and the environment. These positive behaviors are modeled by the staff and volunteers, reinforced and incorporated into the entirety of the day to create an environment for all campers to be successful.

Behaviors that are unacceptable at Day Camp include being physical with others, using inappropriate language, and disrespect of self, others and the environment. Because different congregations have different “house rules” (e.g. not running in the chapel, no drinks outside the kitchen, etc.), the Cross Trails Ministry staff will incorporate these into the expectations and rules that are given on the first day.

When positive reinforcement fails and further behavior management is needed, the Day Camp Staff will be directed by the following guidelines unless other arrangements have been made for alternate plans for behavior management between the Local Coordinator and the Outreach Director.

On the first day, the Day Camp staff will lead a discussion with the campers that allows them to come up with their own set of rules and guidelines. This gives them ownership in the process and allows them to better comprehend what is being expected. Anything missed will be suggested by the Cross Trails Ministry staff along with any “house rules.” The group will read them aloud. Once everyone has read the rules, they will sign them or be allowed to put their fingerprint on them.

The group will hear that there are consequences for all of the expectations that are not followed:

- *If a camper misbehaves, they will be given a warning and reminded of the expectation and reason why the expectation keeps us safe and healthy. The staff will also assist them in discovering alternative acceptable behaviors and reinforce positive behavior of the child. (In instances such as physical altercations, immediate discipline may be used.)
- *Next time, they will be reminded of the issue and will speak with the Day Camp Director.
- *On the third time, the Day Camp Director, camper, and local coordinator will meet. They will be provided with an alternate behavior plan and the parent will be contacted by phone or note.
- *After an alternative behavior plan is established, any other infractions may involve the camper being removed from day camp.

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Each congregation will follow this plan or work with the Outreach Director to develop their own plan of action. The behavior management plan will be reviewed with the Outreach Director and communicated to your day camp team prior to them arriving at your congregation.

Cross Trails looks forward to joining you in this effort in creating an environment that allows all campers to have a wonderful time at day camp!

**Behavior Guidelines at Day
Camp**

APPENDIX A: REGISTRATION AND EMERGENCY RELEASE FORMS

What follows are the reproducible registration and emergency forms. If you choose to use our registration form and emergency release form, they must be copied as is and turned into the Day Camp Director on the first day of day camp. If you wish to create your own forms, they MUST include all of our information on the original forms in addition to your own information.



Cross Trails Ministry Day Camp Registration Form

One per child, please! Please print.

Name _____ Male/Female _____

Preferred Name _____ Birth Date _____

Address _____

City _____ State _____ Zip _____

Parent/Guardian Name(s) _____

Email _____

Home Phone (_____) _____ Work Phone (_____) _____

Emergency Contact _____ Phone (_____) _____

Physician _____ Phone (_____) _____

Insurance Carrier _____ Group/Policy Number _____

Grade in school 2016-17 _____ T-shirt size (circle one) 6-8 10-12 14-16

Home Church _____ City _____

Special interests or hobbies: _____

Any restrictions to physical activities _____

Any allergic reactions (food, drugs, insects, etc.) _____

List any people and their phone numbers who may pick up your child at Day Camp _____

EMERGENCY RELEASE

I will not hold Cross Trails Ministry, its staff, or the congregational volunteers responsible for accidents, claims and damages arising from my child's participation in camp activities. I also give Cross Trails Ministry permission to use any photograph/video of me or my child, taken at Day Camp, in future promotional materials for its sites and programs.

Parent/Guardian Signature

Date

Office Use Only

Family Group _____

Date Paid _____

APPENDIX B:

ABSENTEE VERIFICATION

DAILY RELEASE SIGNATURE LOG

This template is to be used for daily contact with absentee campers. Cross Trails Ministry requires that a policy must be in place to contact and document absent campers.

This template is to be used for daily release signatures. Cross Trails Ministry requires that you do this with your children each day when adults are picking them up.

Cross Trails Ministry
Day Camp 2017

Child Name	Date Absent	Date called	Time Called	Who Called	Reason for Absence	Will child be coming to Day Camp later in the week?

Child Name	Release To	MON.	TUES.	WED.	THURS.	FRI.

APPENDIX C:

BIBLE STUDY DAILY THEMES

God Open 24/7: 365 Opportunities

Day	Title	Focus Points
Monday	Advent/Christmas	<p>This Bible study will help campers...</p> <ul style="list-style-type: none"> • Identify the meaning and traditions of the Advent season. • Consider how the preparation in the Advent season can also be used in the preparation of other life events. • Discover how God prepares people using prophecy. • Identify the meaning and traditions of the Christmas season • Explore the surprising ways God comes to us • Consider how we welcome and celebrate Christ in our daily lives
Tuesday	Epiphany	<p>This Bible study will help campers...</p> <ul style="list-style-type: none"> • Identify the meaning and traditions of the Epiphany season. • Explore how Christ showed the world who He was. • Learn how to use the gifts we have in our lives right now and how we reveal those to others.
Wednesday	Lent	<p>This Bible study will help campers...</p> <ul style="list-style-type: none"> • Identify the meaning and traditions of the Lenten season • Explore the physical and spiritual act of feasting on positive behaviors like the disciple of confession. • Explore the physical and spiritual act of fasting on negative behaviors and our struggle with failure into sin. • Discuss the blessing we have in a God that is with us through our failure and struggles.
Thursday	Easter	<p>This Bible study will help campers...</p> <ul style="list-style-type: none"> • Identify the meaning and traditions of the Easter season • Learn how to love the unlovable just as Christ did. • Compare the resurrection to the forgiveness we receive and give in our own lives. • Learn the importance of forgiveness and resolution for ourselves and each other.
Friday	Pentecost	<p>This Bible study will help campers ...</p> <ul style="list-style-type: none"> • Identify the meaning and traditions of the Pentecost season. • Learn what bonds us together as a community of believers • Identify ways to minister to the community away from camp. • Explore how God calls us to go into the world to bring people together.

APPENDIX D:

SPECIAL EVENTS FOR DAILY THEMES

Advent/Christmas

- Have campers decorate a Christmas Tree
- Have campers prepare something to share with the congregation the next Sunday (skit, craft, children's worship, etc)
- Have campers wear blue or white this day

Epiphany

- Have a food or clothing drive and donate those items to a local food pantry or shelter
- Visit a hospital or nursing home and sing songs to the patients
- Have campers wear green this day

Lent

- As an element of forgiveness, have campers make communion bread for your congregation
- Water Day!
- Have campers wear purple this day

Easter

- Flower a Cross
- Easter Egg Hunt
- Have campers wear white or pastels this day

Pentecost

- Invite guests from different cultures to share their culture with the campers
- Have an international type of snack that day
- Teach campers basics of another language: Spanish, French, German, etc
- Have campers wear red this day

Just for fun

- Give a welcoming celebration the Sunday before day camp starts so campers and parents can meet staff and volunteers.
- Invite a beekeeper to camp. Talk about how we use God's creation.
- Have campers plant a garden at your church
- Invite a master gardener to your church to talk about types of vines and plants.
- Invite a petting zoo to your church
- Spend one day at the park looking at nature.
- Bring someone in who has touchable items, such as rocks that they collect.
- Take a trip to the vet or animal shelter to learn how to care for pets.

APPENDIX E:

PUBLICITY RESOURCES & PROMOTIONS

Promoting and advertising your Day Camp is important. To get a good response, tell people about the event a minimum of seven times, using at least three different ways to get the message out. Here are a few helpful thoughts:

Announce it in the church bulletin.

Put articles in the church's newsletter.

Have temple talks on Sunday mornings.

Sing camp songs during Sunday school or during a children's talk.

Put up posters at the church.

Put posters in the community at such places as the library, grocery store, shops, etc.

Run the dates of your Day Camp on cable television community announcements.

Ask for public service announcements on local radio or television stations.

Send home extra invites with Sunday School children for their friends.

Put leaflets in local neighborhoods.

Hold a lemonade or gift stand outside of the church, handing out camp flyers.

Buy an ad in the local community newspaper.

Send an "alert" letter out to the families in the congregation with children in the age group.

Take a group and pass out fliers and information door to door.

Add your own creative ideas and share them with the Cross Trails Ministry office so that we can pass them along to others!

What follows are resources for your use in publicizing your Day Camp. The Bulletin insert may be edited with specific information about your congregation and week. The parent letter may be adapted to fit your needs.

SAMPLE LETTER TO PARENTS OF POTENTIAL DAY CAMP PARTICIPANTS

(Adapt this letter to fit your needs)

Dear Parents,

Greetings from (Your Congregation's Name)!

Our congregation is planning an exciting opportunity for Christian growth that your child will want to participate in! It is called Day Camp, and it will be held _____ to _____, 2017 for youth in kindergarten through fifth grade.

Day Camp is offered in partnership with Cross Trails Ministry. Camp staff, together with volunteers from our congregation, will lead the experience. This summer's theme is "GOD Open 24/7: 365 Opportunities". We will be learning about the seasons of the church and how each season applies to our everyday lives. There will be games, Bible studies, worships, songs, snacks, and more. We will begin at (insert time) and will end at (insert time) Monday through Friday. Thursday night/Friday at (insert time) we will have a Community Celebration for all campers, their families and the congregation.

We are writing to encourage your child to participate. The cost is _____ for the week. (*Add information on camperships and registration procedures here.*) Please plan to register by (insert date).

We hope you will consider this exciting opportunity for your child to grow in their faith!

Sincerely,

Local Day Camp Coordinator

CROSS TRAILS MINISTRY SUMMER CAMP 2017



Insert Day Camp Information Here

Name of Congregation

Dates of Program

CROSS TRAILS MINISTRY SUMMER CAMP 2017



Insert Day Camp Information Here

Name of Congregation

Dates of Program

AMERICAN CAMP ASSOCIATION

APPENDIX F:

STANDARDS FOR DAY CAMPS

The American Camping Association (ACA) does not accredit Cross Trails Ministry Day Camps, though we will adhere to the standards established by ACA for Day Camps. These standards are listed below. If your site does not meet these standards, please notify us in advance.

Are the following minimum ratios of camp / volunteer staff to campers (according to age groups specified) adhered to for all sessions of operation?

<u>Camper Age:</u>	<u>Staff / Volunteer to Day Campers:</u>
5 years and under	1 to 6
6 to 11 years	1 to 8

Are toilets adequate in number based on the following ratios?

- One seat for every 20 females;
- One seat for every 20 males; or, one seat plus one urinal for every 30 males.

Is hand-washing facilities provided in the following ratios?

- One washbasin or equivalent per 20 persons.

Is the following information available on site for each camper and staff member?

- Full name
- Age (for all campers and for all other persons under 21).
- Home address and telephone number.
- School grade (where applicable).
- Name, address, signature and telephone number of adult responsible for each minor.
- Telephone number(s) for persons to contact in case of emergency during the individual's stay at camp.
- Name and telephone number of individual's physician or health care facility (if available).

***Are written procedures in practice regarding:?**

- The release of campers who are minors to persons other than legal parent guardian.
- The verification of absentees.

* Cross Trails Ministry staff can provide your church with a copy of our policy in these areas, which could be modified, for your congregation

APPENDIX G: EVANGELISM CHECKLIST

Many congregations utilize their Day Camp as a part of their evangelism plan of action. This is a wonderful tool to introduce new families to the programs of your church. The following are some suggested ways to follow-up on evangelism contacts made with families having children enrolled in the Day Camp program.

It is important to see the Day Camp program as a tool in your congregation's outreach to the community. By itself, Day Camp is not the answer to evangelism. It must be worked into an ongoing evangelism program of your congregation.

1. Invite parents of Day Camp participants to the Community Celebration. Campers may also be invited to perform a song or skit from Day Camp on Sunday during worship. For ideas on what you can do on Sundays after day camp, feel free to work with the Education Director or Day Camp Director. These two people can provide you with resources to enhance camper interaction in your congregation after the completion of your day camp.
2. Within a week after the program ends, send a personalized thank you to each participant. Include in the letter an invitation to church and Sunday school. If possible, have one of the Day Camp participants from your congregation deliver the note in person.
3. Two weeks after the Day Camp program ends, members of the evangelism committee or the pastor can make personal contacts with each family. Be sure to invite them as guests to such events as Rally Day or church picnics.
4. Phone or written contact can be made with each family a third time after the program has ended. One contact is not enough. Professional marketing tells us we need to hear the message a minimum of three times.
5. As soon as you have secured the dates for the following year's Day Camp, make personal contact with those families to invite them to join you again.
6. Host a party for the volunteers or youth group who helped the following week.
7. Invite all the youth to the next Sunday at the church. Have the campers sing. Provide a meal for the congregation.