



Safe and Excellent Childcare That Makes A Difference

Parent Handbook

2023-2024

Our calendar year runs from June 1st - May 31st

Located at

New Beginnings Community Church

849 Fort Johnson Road

James Island, SC 29412

www.CampNBCC.com

With just a few clicks you can find just about anything you need to know about camp!

WELCOME TO THE CAMP NBCC FAMILY!

Thank you for choosing Camp NBCC for your childcare needs. We consider your decision a huge honor and a great responsibility. We pray for each family that is sent our way. You are no exception!

*This parent handbook contains information regarding our After School and Summer Camps . It will explain the why and how of what we do. However, the most important thing that I would like to convey is this: **We exist very simply because we care about you and your family. If there is anything our staff can do to better serve you, please let us know.***

God bless you,

Tabetha Cerceo

Site Director

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Shannon Flatley

Personnel Director

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MISSION

Safe and excellent childcare that makes a difference.

What does that mean?

Safe - We recognize that the **safety** of your child is the most important thing in child care. We will constantly implement procedures that will protect the environment for your child. Some examples are: staff screening and background checks, staff training, staff ratios, environmental safety, planned and prepared activities.

Excellent - We don't believe in putting kids in a room with a staff person sitting in the corner. We train our staff to lead and be engaged in the games and activities that we plan. We plan every minute of every day. We theme every week so that each week is a new experience for the children. We are constantly looking for new games, field trips, ideas and crafts to provide an **excellent** program.

Difference -

- We are a Christian organization. We want to introduce your child to the foundations of the Christian faith, including a relationship with Christ. We have daily devotions, memory verses, and prayer time with the children.
- We believe positive social development and self esteem are critical to learning positive behavior. It is our goal to create an environment where children are treated with respect and in turn are expected to treat others with respect.
- We believe that academic success is critical to a child's future. We place a huge emphasis on our homework rooms. We recognize that we are heavily invested with you in helping your child achieve success at school.
- We believe in serving others. We regularly schedule service projects for your child. We hope to develop an attitude of serving others as a characteristic of our campers.

If we are successful in these areas, we will have succeeded in making a difference in the life of your child!

Camp NBCC's TOP ELEVEN THINGS YOU NEED TO KNOW!

1. Our website! www.CampNBCC.com – With just a few clicks you can find just about anything you need to know about camp and access your BrightWheel account.

2. Our Hours of Operation:

- After School Camp- Monday - Friday 2:00PM - 6:00PM
- Summer Camp- Monday - Friday 7:30AM - 6:00PM
 - Morning drop off is between 7:30-9am.
 - Afternoon pick up is between 4:30-6pm.

3. We are closed:

- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving and Black Friday
- Christmas Eve/Day
- New Year's Eve/Day

Camp closures are always subject to change and will be communicated via brightwheel

4. Camp NBCC requires all tuition contracts to sign up for auto-draft through our software. Payment is due the Friday prior to the week your child is attending, not at the end of the week attended. There will be a \$10.00 late fee on Monday morning if your card was declined.

5. All tuition contacts have a certain amount of vacation weeks that you may choose to use if your child will not be attending. The number of vacation weeks for your contract are listed on the Camp NBCC pricing sheet online. To use your vacation week you will need to email campnbcc@campbilling.com at least 5 days prior to the payment date.

6. For all day programs – campers MUST bring a lunch. **If your child does not bring a lunch, one must be dropped off or they will be given contents from our snack bar with a charge of \$10.00.**

7. You may pack a snack for your child or your child can purchase a snack from our snack bar. A snack payment account is available at the front desk.

8. T-Shirts must be worn anytime the camp will be going off site for a field trip on an all day program. For summer camp, this generally means Tuesday -Friday. If your child does not have a camp shirt on a day in which it is required, a shirt will be given to them, and your account will be invoiced \$10 and must be paid by the end of that week. Our T-shirt policy is for the safety of your child. Camp shirts provide quick identification in group settings.

9. Closed toe and closed heel shoes must be worn everyday. Flip flops may be brought and worn at the water park and beach.

10. For any all day camps: Morning drop off is between 7:30-9am. Afternoon pick up is between 4:30-6pm.

11. We close at 6pm. There will be a late fee due if a student is picked up after 6pm at the rate of: -\$15.00 flat fee between 6:00 and 6:15.
-\$1.00 per minute thereafter.

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General Information: [AFTER SCHOOL PROGRAM](#)

- After School Hours of Operation: Monday - Friday 2:00PM - 6:00PM (School Year)

*We close at 6pm. There will be a late fee due if a student is picked up after 6pm at the rate of: \$15.00 flat fee between 6:00 and 6:15. \$1.00 per minute thereafter.

- We are closed:
 - Memorial Day
 - Labor Day
 - Thanksgiving and Black Friday
 - Christmas Day
 - New Year's Day

*We may be closed on or close early on Christmas Eve depending on how it falls within the year.

- If school is closed for a teacher workday/holiday, Camp NBCC will be open for all day camp from 7:30am - 6pm (this does not include the Camp NBCC holidays), with drop off from 7:30am-9am and pick up from 4:30pm -6pm.

- The tuition cost for all day camp will be listed under your specific contract on the "Teacher Workday" section on the pricing sheet online.

- On any all-day camp, campers must bring their own lunch. **If your child does not bring a lunch, one must be dropped off or they will be given contents from our snack bar with a charge of \$10.00.**

- Camp shirts are required on field trips on all day camps for safety purposes. If your child arrives without a Camp NBCC camp shirt, one will be given to the camper and charged to your account for \$10. Any additional camp shirts can be purchased at the front desk.

- Important notices such as schedule changes and upcoming events will be posted at our front desks and on our FB Page, as well as communicated through our parent communication software. It is your responsibility to stay updated.

- It is a requirement that every child be checked in and out at the front desk by a parent/guardian/or an approved adult listed by the parent on the registration. If they do not have a code, identification may be utilized if the individual has been approved to pick up by the parent on the registration.

- The staff to child ratio meets all state childcare licensing requirements for each of the programs we provide.

- Camp NBCC prohibits the use of tobacco, alcohol or non-prescription drugs on our camp premises. Camp NBCC reserves the right not to release children to those with alcohol on their breath or under the influence of drugs or suspicion thereof.

- Please label all of your children's personal belongings with their names. Camp NBCC is not responsible for any lost or stolen items. We will announce and donate lost and found items periodically throughout the year.

- Parents are not permitted past the front desk/lobby. If your child forgets something or needs assistance, a Camp NBCC Staff member can assist them. Because our staff has been run through background checks, we ask that parents follow this policy so that we know who is with/around our campers.
- Camp NBCC generally schedules “G” or “PG” rated movies for our field trips and/or onsite events, however, if a “PG 13” movie of appropriate matter is available, it may be included with parent permission.
- Camp NBCC can not be held responsible for lost or stolen personal items/toys brought to camp.
- Camp NBCC Counselors and Directors reserve the right to ask a camper to place their phone, tablet, smart watches, etc. in their backpacks, or at the front desk if they have it out as devices are against camp policy.
- Closed toed and closed heel shoes must be worn every day.
- Camp NBCC provides no accident/medical protection.
- Camp NBCC reserves the right to change our policies and/or procedures at any time after 30 day written notification.
- You may pack a snack for your child or your child can purchase a snack from our snack bar. Cash can be sent with your camper for a snack from Snackbar, or you can request that money be drafted from your card on file through the front desk. We have snack time once during the after school program. Snack prices range from .50 - \$1, and campers are not allowed to spend more than \$1 per trip to the snack bar.

Registration and Tuition Pricing: [AFTER SCHOOL PROGRAM](#)

- An Annual Registration Fee (\$75) and Weekly Tuition is required for your child to attend any Camp NBCC program. Registration fees are non refundable.
- Weekly tuition is due each Friday previous to your child’s attendance. ***Camp NBCC does not offer daily rates.***
- We require ALL tuition payments to be auto-drafted through our billing and communication software. *Cash and checks are not accepted for tuition payments.*
- A weekly late fee of \$10 will be charged if tuition is not paid by Friday.
- If tuition is still not paid, an additional \$10 fee will be added the next Monday.
- If a camper account is delinquent for more than two weeks **Camp NBCC will suspend childcare and summer camp services until the account is brought up to date.** If your card is declined on Friday we will re-run your card the following Monday.
 - If the credit card on file is declined twice we will require a new credit card to be entered into our billing software system before the next payment is due.
- Parents who have chosen a contract payment agreement, will be charged regardless of attendance after the camper’s allotted vacation weeks have been used.
 - *Payment contracts can be canceled at any time for a \$120 fee.*

- Camp NBCC does not give refunds. A credit may be rolled over in certain circumstances.
- Camp closes promptly at 6pm and children picked up after close will be assessed a late pickup fee of: \$15 for the first 15 minutes (6pm to 6:15pm) and \$1 for each minute thereafter. Our Check in/Check out software will be the determinant of the pick up time.
- Copies of enrollment forms, attendance records, and tax statements can be found by the parents on their Brightwheel account. Billing will email information on how to gather your Brightwheel statement during tax season. If the parent would like billing to conduct this for him/her, a minimum \$25 fee will be charged per quarter of forms requested and may take up to 1 week to be processed.

****Any outstanding fees that have been incurred during a given program must be paid to a zero balance before enrollment and attendance into the following program. (I.E. Fees during summer camp must be paid before attending the following school year program.**

Structure: [AFTER SCHOOL PROGRAM](#)

The after school program at Camp NBCC was designed to keep your children engaged and having fun, while also giving them time to focus on their studies and grow deeper spiritually. Daily, we will be safely transporting your child from school to our childcare facility. Once back at our facility, children will have snack time and participate in homework rooms, option times, devotions, and afternoon rotations. Each week campers will have a new weekly theme that inspires their crafts and activities. The devotion each week covers a main point that is built upon each day. Pick up by parents from after school occurs from 4:30pm - 6pm. Parents must have the check in/check out code for their child in order to pick up from our facility. Each week, a Fun Friday is offered during our after school program. There may be a field trip if time permits and we will be communicated via brightwheel at the beginning of the week.

Transportation:

- ***Parents MUST contact the front desk by 12 p.m. through Brightwheel or by phone if your child is not going to be picked up after school by Camp NBCC. This protocol is in place to ensure the safety of your children and the punctuality of our drivers to each school. Our buses are required to wait at the school until we know that a child is not attending. This is a HUGE imposition on the school, drivers and our overall program. Parents will be charged a \$20 fee if Camp NBCC is not contacted. The third non-communication will result in a 2 day suspension or termination of contract.***
- If you communicate that a camper should be “absent,” but the school brings them out to our Camp NBCC bus, it is our policy to pick the camper up if they are listed on our route. We will not risk the camper’s safety by leaving them at school. If this occurs, the camper can be picked up from our location.
- If your camper requires a car seat, one must be provided by you to Camp NBCC prior to picking your camper up from school.

Please Review These Transportation Guidelines With Your Child. If these transportation guidelines are not followed, campers will face consequences to include bus suspension for the safety of all on the Camp NBCC vehicle(s).

- ❖ *Campers are to report to the camp vehicle after the bell rings or when dismissed from class as quickly as possible.*
- ❖ *Once children board the camp vehicle, children may not leave the vehicle for any reason.*
- ❖ *Campers must stay seated at all times while in the vehicle.*
- ❖ *Campers may not unbuckle their seatbelt once they enter the vehicle.*
- ❖ *Avoid loud talking, or anything else that might distract the driver. Keep quiet near railroad tracks so that the driver can listen for trains.*
- ❖ *Keep head, arms, and body inside the vehicle. Keep your hands and feet to yourself.*
- ❖ *Do not throw objects inside or out of the vehicle.*
- ❖ *No eating or drinking in the vehicle.*
- ❖ *Do not damage the bus and always assist in keeping it clean. If any child destroys property within the vehicle, the parent(s) will be held liable to replace the item(s) broken.*
- ❖ *Take a seat and remain seated, facing forward, while the vehicle is moving. Keep your feet on the floor in front of the seat, not in the aisle.*
- ❖ *Keep the aisle and the exits clear.*
- ❖ *Use of abusive or vulgar language, or directing such language toward other students or adults is prohibited.*
- ❖ *The emergency door and exit controls may only be used during supervised drills or actual emergencies.*

Homework Rooms:

- We do have structured homework rooms during after school. Please make sure your child understands that homework is done during this time.
- Campers are expected to complete their homework at camp during this time. If a camper is picked up earlier than 4:30PM, their homework may not be completed.
- The counselors will check the camper's daily agenda for homework.
- If your child does not have homework on a given day, please make sure they come to camp with a book or quiet activity that they can quietly work on while the other campers are doing their homework.
- We will assist children with homework as much as time and other needs allow. At this time we do not offer one-on-one tutoring.
- During homework time, campers should remain in their seats and quiet.
- We will verify that all homework is done neatly and will spot check for correctness. Though we hope to have all homework completed, we ask parents to review their child's homework at home as counselors will not be checking every answer.

- The only help we cannot accommodate is one on one time with each child such as: individual reading aloud or flash cards. Children will have to complete this at home with their parents.
- As a courtesy, we will contact parents if we see campers are not completing an agenda, or stating they do not have homework for several days, etc. We also ask that you kindly let the front desk know if assignments are being missed.
- Please let your camp director know if you would prefer for your child to complete their homework at home.

Options and Rotations:

- Our site contains a craft room, video game room, board game room, and gym.
- During options, campers have the opportunity to choose which room he/she would like to play.
- During rotations, campers are split up by age groups and rotate through each one of our rooms in 20 - 30 minute increments. The activities and crafts done in each room are inspired by the theme for the week.
- Devotion is done daily by age groups.

Fun Friday Field Trips:

- Fun Friday field trips for the current week are announced with the theme at the beginning of the week.
- Camp shirts are required.
- Campers will leave for the trip after routes around 3:00 - 3:15 and return between 5:30 and 5:45pm.

Behavior and Correction:

- The Camp NBCC' discipline policy is designed to promote the development of self-direction, self-control and socially acceptable behavior. This is accomplished through: sensitivity, consistency, firmness, fairness and follow through. We strive to maintain a loving and positive atmosphere and reinforce the structural boundaries required.
- Camp NBCC is designed for children who want to cooperate and participate in activities. If your child is having behavioral issues at camp, please handle accordingly because each child's good behavior is imperative to the success of our camps. Children who are physically aggressive, defiant to authority etc. may be allowed to attend on a trial basis. However; we reserve the right to dismiss any child whose behavior hinders the camp experience for others with no refund.
- Camp NBCC does not use corporal punishment.
- Camp NBCC reserves the right for its Directors to suspend a child from their camps at any time for any length of time.

- If deemed necessary by the Director, a parent will be notified to come and must pick up their child within one hour.
- If a behavior is significant or has become a consistent problem, a Parent Conference Record (PCR) will be conducted. A PCR is paperwork and a conference with the parent outlines the incident, the steps the child, parent, and director will take to help keep this behavior from reoccurring, as well as the consequence if the behavior continues. This paperwork must be signed by the director and the parent and kept on file.
- Depending upon the nature of the behavior, the consequence may be lifted to the previous consequence every two months that a child goes without displaying the problem behavior.

Electronics Policy:

Summer:

We have a **NO DEVICE** policy for the Summer. If devices need to be brought for after camp purposes, they must remain in the camper's bag at all times. If we see them out, we will keep them until the end of the day.

After School:

With the rise in E-learning, we understand the importance and value of technology. Nevertheless, we also understand the dangers that can come with technology. For all campers, technological devices (tablets or computers) can only be used during homework time. This would be a time period of about 3:00pm-4:30pm. If a technological device is being used during the approved time, the counselor must be able to see the screen. **Cell phones are NOT ALLOWED to be used for any reason unless permission is given by a director.** Sharing of devices, being on any form of social media, and texting or calling individuals without permission is not allowed. We are no longer allowing any forms of Youtube unless it is a part of a school assignment. Technological devices are not allowed to be used while being transported on Camp NBCC vehicles. Thank you for joining us in encouraging and enforcing these policies with your campers for the safety of all. If camper's are caught in the wrong area on their device or at the wrong time, their device will be taken and remain at the front desk until pick up time if the guidelines are not followed by the camper. We want to remind all parents that we are available to you during the time your camper is at our site!

If you need to speak to your child, please send us a Brightwheel message or give us a call at (843) 696-5580, and we will be happy to coordinate that conversation! We hope these policies will help encourage more FUN and more SAFETY here at Camp NBCC!

Policies and Procedures: [AFTER SCHOOL PROGRAM](#)

Camp NBCC Disaster Plan

In the case of an emergency or disaster, the following procedures will be implemented:

Fire: Campers will remain with their counselors in a pre-designated spot that they have already been drilled on.

Tornado-After School: If a Tornado warning is issued while After School routes are being driven, then all drivers and the campers that are with them, will shelter at the closest school available, or at a retail store. After school routes will come to a stand still until the warning is lifted. School will not dismiss any students during a Tornado Warning. All routes will resume as soon as the warning has been lifted. If a Tornado warning is issued when all campers are on site, they will shelter in the safe spot that the site has already been drilled on.

-If a Tornado warning is issued while the students are on site, they will shelter in the safe spot that the site has already been drilled on.

*Camp NBCC will communicate with parents by an alert on our parent communication software and text if any type of emergency or disaster occurs while your child is under our care. The safety of your child is of utmost importance to us.

Inclement Weather

Camp NBCC will follow our school districts' closing and early dismissal announcements. We will make a decision regarding opening during inclement weather with the safety of your campers in mind.

- Camp NBCC follows CCSD closings and early dismissal announcements during inclement weather.
 - Camp NBCC will not provide pick up from schools in the case of early dismissal.
 - There are no refunds if Camp NBCC is closed due to Inclement Weather
- Announcements will be made through email, Facebook, and our parent communication software in the event that camp will be closed.

Health

- If a child shows signs of illness while at camp, he/she may not be admitted or may be sent home. If sent home, a parent or an authorized person will be required to pick up the child within one hour. Please seek a physician's help when necessary. Children with fevers and other contagious illnesses must be excluded from camp for at least 24 hours after the temperature returns to normal. Any child diagnosed with a streptococcal infection must be excluded for 48 hours after the initial dose of physician prescribed medication. A temperature of over 100+ or a camper that has thrown up 2 or more times in the previous 24 hours, requires an immediate pick up.

- Camp NBCC directors are trained annually in First Aid and CPR.
- If a physician's care is needed, parents will be contacted immediately and emergency procedures will be followed.
- Camp NBCC employees will administer medication to children only when a parent has completed a medication form. Each medication bottle must have a current prescription label with the child's name, the dosage, and the physician's name on it. All medications must be checked into the front desk. No medication can be onsite unless it has been properly signed in and is stored at the front desk.
- Camp NBCC **does not** employ medical personnel and all medications will be administered to children by camp employees that are not trained or certified in any medical field.
- Please notify us if your child has a communicable disease/condition (lice, chickenpox, fifth disease etc.), as it is our responsibility to notify other families of the risk. We follow DHEC's exclusion list for communicable diseases.
- We are committed to doing all we can to keep lice out of our community. We encourage you to have your child checked for head lice by a school nurse or pediatrician prior to attending Camp NBCC programs.
- Camp NBCC has a no Nit policy as it pertains to Lice. In accordance with that policy we will not allow campers to attend Camp NBCC if our staff finds live lice or a nit in your child's hair. This is for the safety and consideration of all campers and staff. If our staff does find lice or a nit in your child's hair, they will be sent home immediately with instructions to treat them. Your camper is welcome to return the day following treatment, permitting they are lice and nit free. We ask that you alert the camp when your child has lice so that we can alert our camp for them to be alert to checking their children. They'll be rechecked upon arrival.
- No refunds will be issued for canceled registrations or missed days due to lice or any other type of communicable disease/sickness.
- If your child has been placed in quarantine by another entity, he/she may not attend Camp NBCC until that quarantine period has been lifted.
- If your child tests positive for Covid-19, he/she may not attend Camp NBCC for 14 days.

General Information: [SUMMER CAMP AND HOLIDAY CAMP PROGRAM](#)

- Summer Camp/Holiday Camp Hours of Operation: Monday - Friday 7:30 AM - 6:00PM
 - Drop Off: 7:30am - 9am
 - Pick Up: 4:30pm - 6pm
- If you drop off or pick up your child outside of designated drop off and pick up times, you may experience longer than normal wait times. Please call the number associated with your site or message on Brightwheel if you are doing a late drop off or early pick up.

■ Please note that your camper may not be able to attend if they need to be picked up or dropped off outside of the normal times. We do not allow drop off or pick up from field trip locations unless a child needs to be picked up due to illness or behavior.

*We close at 6pm. There will be a late fee due if a student is picked up after 6pm at the rate of: \$15.00 flat fee between 6:00 and 6:15. \$1.00 per minute thereafter.

● We are closed:

- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving and Black Friday
- Christmas Day
- New Year's Day

*We may be closed on or close early on Christmas Eve depending on how it falls within the year.

● Important notices such as schedule changes and upcoming events will be posted at our front desks and on our FB Page, as well as communicated through our parent communication software. It is your responsibility to stay updated.

● It is a requirement that every child be checked in and out at the front desk by a parent/guardian/or an approved adult listed by the parent on the registration. If they do not have a code, identification may be utilized if the individual has been approved to pick up by the parent on the registration.

● The staff to child ratio meets all state childcare licensing requirements for each of the programs we provide.

● Camp NBCC prohibits the use of tobacco, alcohol or non-prescription drugs on our camp premises. Camp NBCC reserves the right not to release children to those with alcohol on their breath or under the influence of drugs or suspicion thereof.

● Please label all of your children's personal belongings with their names. Camp NBCC is not responsible for any lost or stolen items. We announce and donate lost and found items periodically throughout the year.

● Parents are not permitted past the front desk/lobby. If your child forgets something or needs assistance, a Camp NBCC Staff member can assist them. Because our staff has been run through background checks, we ask that parents follow this policy so that we know who is with/around our campers.

● Camp NBCC generally schedules "G" or "PG" rated movies for our field trips and/or onsite events, however, if a "PG 13" movie of appropriate matter is available, it may be included with parent permission.

- Camp NBCC can not be held responsible for lost or stolen personal items brought to camp.
- **Cell phones are NOT ALLOWED to be used for any reason unless permission is given by a director.**
- Camp NBCC provides no accident/medical protection.
- Camp NBCC reserves the right to change our policies and/or procedures at any time after 30 day written notification.
- You may pack a snack for your child or your child can purchase a snack from our snack bar. Cash can be sent with your camper for a snack from Snackbar, or you can request that money be drafted from your card on file through the front desk. We have snack time twice during summer camp and holiday camp programs. Snack prices range from \$.50 - \$1, and campers are not allowed to spend more than \$1 per trip to the snack bar.

**You may send additional spending money with your child for field trips, but there is no guarantee that children will have the opportunity to spend it. Camp NBCC is not responsible for this money. Counselors cannot hold money for campers. Campers must be responsible for their own money.*

- Camp t-shirts must be worn on all off-site field trip full days. If a camper arrives at camp without a camp shirt, one will be provided and the parent will be charged \$10.00.
- Please remember the importance of labeling clothing with the child's name, especially camp t-shirts.
- Closed toe and closed heel shoes must be worn everyday. Flip flops may be brought and worn for water days: water park and beach.
- On water days, please send your child with their bathing suit under their clothes and sunscreen already applied. They should pack a towel and dry clothes. Modest bathing suits should be worn by males and females. If you have a question, ask your front desk or your site director. Sunscreen is provided and reapplied during water days. However, if you have a specific brand, please provide that at the front desk with your child's name on it.

Registration and Tuition Pricing: [SUMMER CAMP AND HOLIDAY CAMP PROGRAM](#)

- An Annual Registration Fee (\$75) and Weekly Tuition is required for your child to attend any Camp NBCC program. Weekly tuition is due each Friday previous to your child's attendance. ***Camp NBCC does not offer daily rates.***
- We require ALL tuition payments to be auto-drafted through our billing and communication software. Cash and checks are not accepted for tuition payments.
- A weekly late fee of \$10 will be charged if tuition is not paid by Friday.
- If tuition is still not paid, an additional \$10 fee will be added the next Monday.

- If a camper account is delinquent for more than two weeks **Camp NBCC will suspend childcare and summer camp services until the account is brought up to date.**
 - If your card is declined on Friday we will re-run your card the following Tuesday.
 - If the credit card on file is declined twice, we will require a new credit card to be entered into our billing software system before the next payment is due.
 - Parents who have chosen a contract payment agreement of minimum weeks attended, will be charged regardless of attendance after the camper's allotted vacation weeks have been used.
 - *Drop In is excluded.
 - *Payment contracts can be canceled at any time for a \$120 fee.*
 - Camp NBCC does not give refunds. A credit may be rolled over in certain circumstances.
 - Camp closes promptly at 6pm and children picked up after close will be assessed a late pickup fee of: \$15 for the first 15 minutes (6pm to 6:15pm) and \$1 for each minute thereafter. Our Check in/Check out software will be the determinant of the pick up time.
 - Copies of enrollment forms, attendance records, and tax statements can be found by the parents on their Brightwheel account. Billing will email information on how to gather your Brightwheel statement during tax season. If the parent would like billing to conduct this for him/her, a minimum \$25 fee will be charged per quarter of forms requested and may take up to 1 week to be processed.
 - Holiday Camp Pricing is found under your specific contract on the Camp NBCC pricing sheet.
- **Any outstanding fees that have been incurred during a given program must be paid to a zero balance before enrollment and attendance into a following program. (I.E. Fees during summer camp must be paid before attending the following school year program.

Structure: [SUMMER CAMP AND HOLIDAY CAMP PROGRAM](#)

The summer camp and holiday camp programs at Camp NBCC are designed to give your children a fun-filled week of camp that also keeps them safe and growing spiritually. Each of our sites contain a craft room, a video game room, a board game room, a gym, a movie room, and bounce houses. During our drop off and pick up times, campers have the *option* of choosing which room he/she would like to attend. This is typically the only time during the day that age groups are mixed. Each week campers will have a new weekly theme that inspires their crafts and activities within these rooms. After drop off is completed, campers will have an opportunity to get a snack and participate in a devotion with their age group. The devotion each week covers a main point that is built upon each day. Depending upon the field trip for the day, campers will then each lunch on-site or off-site and participate in their field trip. Field trips typically return by 4pm and campers then have another snack time and can choose their room option until they are called to go home. Pick up by parents from summer or holiday camp occurs from 4:30pm-6pm. Parents must have the check in/check out code for their child in order to pick up from our facility.

Field Trips:

During summer and holiday camps, Camp NBCC typically offers a field trip four days a week. The field trip schedule can be found on Camp NBCC.com and on your Brightwheel calendar. ***Camp shirts are required for all off-site field trips for safety.***

- One day a week is an onsite day! During this day, campers will do rotations with their age group and participate in games and crafts that coincide with the weekly theme. This is the only day during summer camp or holiday camp that camp shirts are not required.
- Two days are water days! These typically consist of going to the beach, going to water parks, or playing water activities on site. Campers should come dressed in their bathing suits for water day under their clothes/camp shirts. Campers typically have an opportunity to change after water day. The water parks that we attend have lifeguards, and staff is stationed to monitor swimming campers. Please inform the front desk if your camper requires a life jacket.
- A field trip schedule will be sent out via brightwheel and on our social media pages.

Behavior and Correction:

- The Camp NBCC' discipline policy is designed to promote the development of self-direction, self-control and socially acceptable behavior. This is accomplished through: sensitivity, consistency, firmness, fairness and follow through. We strive to maintain a loving and positive atmosphere and reinforce the structural boundaries required.
- Camp NBCC is designed for children who want to cooperate and participate in activities. If your child is having behavioral issues at camp, please handle accordingly because each child's good behavior is imperative to the success of our camps. Children who are physically aggressive, defiant to authority etc. may be allowed to attend on a trial basis. However; we reserve the right to dismiss any child whose behavior hinders the camp experience for others with no refund.
- Camp NBCC does not use corporal punishment.
- Camp NBCC reserves the right for its Directors to suspend a child from their camps at any time for any length of time.
- If deemed necessary by the Director, a parent will be notified to come and must pick up their child within one hour.
- If a behavior is significant or has become a consistent problem, a Parent Conference Record (PCR) will be conducted. A PCR is paperwork and a conference with the parent outlines the incident, the steps the child, parent, and director will take to help keep this behavior from occurring, as well as the consequences if the behavior continues. This paperwork must be signed by the director and the parent and kept on file.
- Depending upon the behavior, the consequence may be lifted to the previous consequence every two months that a child goes without displaying the problem behavior.

Electronics Policy:

Summer:

We have a **NO DEVICE** policy for the Summer. If devices need to be brought for after camp purposes, they must remain in the camper's bag at all times. If we see them out, we will keep them until the end of the day.

Policies and Procedures: [SUMMER CAMP AND HOLIDAY CAMP PROGRAM](#)

Camp NBCC Disaster Plan

In the case of an emergency or disaster, the following procedures will be implemented: **Fire:** Campers will remain with their counselors in a pre-designated spot that they have already been drilled on.

Tornado warning: Campers will shelter in the safe spot that the site has already been drilled on.

*Camp NBCC will communicate with parents by an alert on our parent communication software and text if any type of emergency or disaster occurs while your child is under our care. The safety of your child is of utmost importance to us.

Inclement Weather

- We will make a decision regarding opening during inclement weather with the safety of your campers in mind.
- Announcements will be made through email, Facebook, and Brightwheel messages in the event that camp will be closed.

Health

- If a child shows signs of illness while at camp, he/she may not be admitted or may be sent home. If sent home, a parent or an authorized person will be required to pick up the child within one hour. Please seek a physician's help when necessary. Children with fevers and other contagious illnesses must be excluded from camp for at least 24 hours after the temperature returns to normal. Any child diagnosed with a streptococcal infection must be excluded for 48 hours after the initial dose of physician prescribed medication. A temperature of over 100+ or a camper that has thrown up 2 or more times in the previous 24 hours, requires an immediate pick up.
- If a physician's care is needed, parents will be contacted immediately and emergency procedures will be followed.
- Camp NBCC employees will administer medication to children only when a parent has completed a medication form.
- Each medication bottle must have a current prescription label with the child's name, the dosage, and the physician's name on it. All medications must be checked into the front desk. No medication can be onsite unless it has been properly signed in and is stored at the front desk.

- Camp NBCC **does not** employ medical personnel and all medications will be administered to children by camp employees that are not trained or certified in any medical field.
- We must be notified if your child has a communicable disease/condition (lice, chickenpox, fifth disease etc.), as it is our responsibility to notify other families of the risk.
- We are committed to doing all we can to keep lice out of our community. We encourage you to have your child checked for head lice by a school nurse or pediatrician prior to attending Camp NBCC programs.
- Camp NBCC has a no Nit policy as it pertains to Lice. In accordance with that policy we will not allow campers to attend Camp NBCC if our staff finds live lice or a nit in your child's hair. This is for the safety and consideration of all campers and staff. If our staff does find lice or a nit in your child's hair, they will be sent home immediately with instructions to treat them. Your camper is welcome to return the day following treatment, permitting they are lice and nit free. We ask that you alert the camp when your child has lice so that we can alert our camp for them to be alert to checking their children. They will be rechecked upon arrival.
- No refunds will be issued for canceled registrations or missed days due to lice or any other type of communicable disease/sickness.

**Thank you for enrolling in
Camp NBCC and reading
through the Camp NBCC
Handbook!**

**We look forward to serving
your family this year!**



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