

2018

**DAY CAMP
PARENT
PACK**

TABLE OF CONTENTS

Introduction

Welcome to Camp Tanako
Contact Information

Before Camp Begins

Camp Cost, Deposit, Discounts, Payments
Making a Payment
Cancelling Sessions/Refunds
Returned Checks
Transportation and Fees
Camper Health Information
Campers with Special Needs

Getting Ready for the First Day

What to bring to camp
What to leave at home
Arrival and Departure to and from Camp
Pick-up/Drop-Off Locations

During Camp

Daily Schedule
Activities
Birthdays
Lost and Found
Medications
Emergencies
Daily Photo Updates
Behavior Guidance
Field Trip Permission

Introduction

Welcome to Camp Tanako!

We are delighted you enrolled your camper at Camp Tanako. This handbook will assist you in preparing your child for camp. Please keep it for reference.

A strong partnership between parents, campers and staff strengthens the opportunity for each camper to achieve his or her unique potential. Therefore, we request you become familiar with our guidelines and expectations as you encourage your camper to take full advantage of this summer experience.

Counselors at Camp Tanako help campers strengthen confidence, forge friendships, and sharpen character. Developing competence and reinforcing accomplishments in camp skills and life skills are keys to building self-esteem, confidence and independence. Camp provides daily opportunities to learn the art of cooperation, to make good choices, and to establish lasting friendships in an intentional setting for character development.

We appreciate the opportunity to share the adventures of summer camp with your camper. If you have any questions after reading this handbook, please call the camp office.

CONTACT INFORMATION

Camp Office: (501) 262-2600

Address:

Camp Tanako

4301 Highway 290

Hot Springs, AR 71913

Web Address: www.tanako.org

Email: tanako@tanako.org

Before Camp Begins

Camp Cost, Deposit, Discounts, Payments

Each week of day camp cost \$105 per camper. This price includes two snacks, lunch and all activities while your camper will be joining us. A \$15 charge per week is added for campers who choose to take advantage of our transportation option.

Payment for each week of day camp must be paid by pick-up Monday in order to the camper to attend the rest of the week.

All payments must be made directly to Camp Tanako. Please allow 5 business days for payments to be received by mail.

If you have any questions regarding your account balance, or to discuss alternate payment options, please call the camp office at (501) 262-2600.

Discounts

There is a 10% sibling discount for campers attending the day camp program. The first child will pay the full amount of \$105, the second child of the same household will receive the discounted price. If more than two campers will attend the same week the third camper will pay full price, the fourth camper will receive the 10% discount, ect.

Making a Payment

Credit Card

If the credit card option is chosen as your method of payment through the online system, the deposit for day camp was processed when the registration was submitted. The remaining balance will be due on the Monday of each session your camper attends. We accept Visa and Mastercard.

Checks

Checks made payable to Camp Tanako should be brought to the camp or mailed to:

Camp Tanako
4301 Highway 290
Hot Springs, AR 71913

Canceling Sessions/ Refunds

Refunds are possible for day camp registrations if the session is cancelled two weeks prior to the session start date. The deposit plus any registration minus a \$6.00 processing fee per session will be refunded.

Payment for each week of day camp must be paid by pick-up Monday in order to the camper to attend the rest of the week.

Returned Checks

Any returned checks received by the camp office will be asked to be taken care of. A \$25 returned check fee will be added to the account.

Transportation and Fees

Camp Tanako will offer two transportation options for campers involved in the day camp program.

Option 1:

Parents may bring their child to the camp each morning at 7:30 am and pick up the child from the camp each evening after 5:00 pm.

Option 2:

Transportation can be provided by the camp. There will be a \$15 a week transportation fee per child. Campers will be picked up and dropped off in their designated location each day. Pickup and drop off locations will be offered in Hot Springs and Malvern daily.

Camper's Health Information

The camper's health information is a part of the registration process. This is the only information Camp Tanako has regarding any medical needs for your child. Included with the registration is permission for camp to seek care for your child in the event of an emergency. If there are any changes or updates to your camper's health information since completing the registration, please contact the camp office to update our records.

Campers with Special Needs

We will make every attempt to serve campers who have special physical or emotional needs. Please contact the camp office for more information on how your camper can be an active part of the camp experience.

Our staff is prepared for and accustomed to campers with allergies, diabetes, asthma and campers who take medications while at camp.

Getting Ready for the First Day!

Going to summer camp is a very exciting time for campers and their parents. It's very natural for both parents and children to be a bit anxious about adopting new daily routines, trying new activities, and meeting new friends. We want to familiarize you and your camper with our procedures to minimize this anxiety.

Suggestions from “experienced” parents:

- Use the “Less is More” theory. The less you send, the more your child will bring home!
- Dress for the weather. The camp day continues, rain or shine!
- **Label everything** with the camper’s first and last name, especially swim suits, towels, water bottles, shoes and backpacks.
- Don't send any valuable clothing or other valuable items to camp.
- Old tennis shoes or sandals with a tight back strap are the perfect shoes for camp. Flip flops often lead to accidents.
- Know exactly where to drop off and pick up your camper. All campers must be signed in and out at their **assigned pick up/drop off location** each day.
- Please do not send any snacks with your camper. Snacks and meals will be provided by Camp Tanako.

What to bring to Camp

- _____ Bible
- _____ **Water Bottle**
- _____ Swimsuit
- _____ Towel
- _____ Change of Clothes
- _____ Backpack/ Tote Bag
- _____ Hat
- _____ Closed Toed Shoes or Sandals with a back strap
- _____ Sunscreen-SPF 30 or higher
- _____ Insect Repellent
- _____ Medications (in original containers and labels)

Water Bottle

Campers will be inside and outside all day, so a reusable water bottle is a big necessity. Camp has many opportunities so that campers can refill their water bottles.

Clothing

Campers swim every day as part of their day camp activities, so they will need to bring a swimsuit and towel. Please label your child's towel. If you request we can hang up your child's swimsuit and towel to dry each day. **Swimwear should be tasteful and age appropriate.** Please send appropriate clothing with your child, taking into consideration the weather forecast and the camp activities. Camp activities continue rain or shine. We encourage you to have your campers wear play clothes to camp since they will be participating in rugged sports, and climbing and hiking through the woods.

Please label everything with your camper's full name.

Remember children tend to "misplace," or lose their belongings. Because of this, please do not send anything to camp that you mind getting "misplaced."

What to Leave at Home

Camp is a natural setting to retreat from the amenities of the electronic/technology age and to become more in touch with people and nature. **Cell Phones, Radios, iPods, electronic games, and PSP/DS** do not fit in the camp setting. Please leave these items at home. In addition, please leave firearms, knives, fireworks, matches, lighters, tobacco products, illegal drugs, money, expensive items, card games, and bad attitudes at home.

Arrival and Departure from Camp

On our website day camp page is an Authorized Release Form to authorize you or another designated person to pick up your camper each evening. Photo Ids will be checked for safety reasons. Contact the camp office if you need to change information on who will pick up your camper.

Car Riders- Camp Tanako

Once you arrive at camp, follow the directions of the staff, where you will sign in your child. Sign in will be **7:30 a.m. to 8 a.m.** Sign out will be **5:00 p.m. to 5:30 p.m.** If you need to change pick up or drop off plans, please notify the camp office at 501-262-2600. Remember to drive slowly on your way in and out of camp.

Van Riders

Pick up for vans will be at 7:30 a.m. at all sites.

As you arrive at the Van Pick-up/Drop-Off location, begin to look for our clearly marked Camp Tanako staff to sign in your camper. Introduce yourself and your camper to the van counselors and sign your camper in on the roll sheet. You may choose to stay and see the van off if you would like, or you may leave your child in the care of the bus counselors.

The afternoon drop-off site will be in the same place as the morning pick-up site. As the bus arrives, create a line to sign out your child. Please do not rush to the door to sign your child out. The counselors will disembark from the van and begin to sign children out. Remember photo ids will be checked for safety reasons.

Camper behavior on the van is very important. These rules are set in place to ensure safety and we ask that your camper please follow them. Safe van passenger rules will be posted in the vans, reviewed by the drivers, and obeyed at all times. The rules are:

1. All campers will remain seated correctly at all times when the bus is and is not moving. This means feet, hands, and head facing forward.
2. Noise must be kept to indoor voices. Loud noises, voices, and hollering are not acceptable.
3. All persons on the van will wear safety belts. If a seatbelt is not working properly, let the driver know, and it will be reported to the camp office.
4. Eating and drinking are not allowed on the van.
5. Sharp objects need to be put away while on the vans.
6. When transporting someone using a wheelchair, get assistance when transferring the participant to the vehicle seat, use the vehicle seatbelt, and stow the wheelchair safely.
7. If you begin to feel sick while on the van, let one of the counselors know, and they will get you a motion sickness bag.

Pick Up/ Drop Off Locations

**Hot Springs-
Faith United Methodist Church**

321 Nash St
Hot Springs, AR 71913-6414

Lakeside Intermediate School Parking Lot

2855 Malvern Ave.
Hot Springs, AR 71901

**Malvern-
Rockport United Methodist Church**

1779 Lodge St
Rockport, AR 72104-2074

During Camp

Daily Schedule

7:00AM- Van Departs from Camp

7:15AM- Van arrives at Church

7:30AM - Pick-up/Check-in

8:00AM – 9:00AM – Activity time 1

9:00 – 9:30 – Devotional Time and Singing

9:30 – 10:00AM – Large Group/Energizers

10:00 – 10:15AM - Snack Time

10:15AM – 11:15AM – Activity Time 2

11:15AM – 12:15PM – Activity Time 3

12:15AM - 12:45PM – Lunch

12:45PM – 1:00PM – Change

1:00PM – 2:00PM - Swim

2:00PM – 2:20PM - Change

2:20 PM – 2:40PM – Snack

2:40PM – 3:10PM – Small Bible Group

3:10 PM- 4:00 PM- Activity Time 4

4:00PM – 4:30PM – Quiet Activity

4:30PM - 5:00PM – Large Group

5:00PM – 5:30PM - Dismissal

Activities

Daily Activities

- Archery
- Arts and Crafts
- Field Games
- Fishing
- Environmental Education
- Large Group
- Small Group
- Snack Time
- Swimming
- Quiet Time

Weekly Activities

- Challenge Course
- Gardening
- Garvan Woodland Gardens
- Hiking
- Lake Catherine State Park

Please note: Horseback Riding is not available for Day Camp due to age range of campers.

Birthdays

Many campers celebrate their birthdays while they are attending Camp Tanako. On the camper's birthday, he or she will be recognized and sung to at Lunch. If you would like to send store bought cupcakes or cookies (enough for every child in the day camp program), you may contact the camp office at 501-262-2600. If you like, you may send a gift and give it to the counselor at the pick up/drop off location or when you check your child into camp.

Lost and Found

Lost and Found items are returned to campers whenever possible. Items that are not returned to campers are placed in the “Lost and Found” closet in the Tanako Life Center. Lost and Found items are available for parents to look through at any time. Please call the camp office and make arrangements. Any lost and found items that are unclaimed will be held until December, and then donated to charity. Camp Tanako is not responsible for lost, stolen, or damaged clothing or equipment. Please make sure that all of your camper’s items are clearly marked with first and last name.

Medications

All medications (prescription and over the counter) brought to camp must be in the original packaging that identifies the prescribing physician, the name of the medication, the dosage, and the frequency of administration. All medications, prescription and non-prescription, are held and administered from the Happy Health Hut and administered through camp health personnel. Check medications in with the counselor on the first day of camp. All parents must complete the Medication Administration at Camp Tanako form. All medications administered will be documented on a medication log. Please make sure all items are placed in a ziplock bag with the camper’s name clearly marked. **Please, do not pack medication in a backpack.** If medication needs to be sent home each day, please let your child’s bus counselor know on the first day of camp. Any leftover medication can be picked up from the bus counselors on the last day of each session. Parents are welcome to look over medications logs, please call the camp office to make arrangements.

Medical Emergencies

Routine scrapes, cuts, and bee stings will be treated by our camp staff and will be documented on your camper’s injury log to describe the nature of the injury/illness and the treatment provided. In the case of a serious illness or accident involving your child, the camp office will contact you immediately. In the event you cannot be reached, your authorized signature on your child’s Health Form allows us to secure prompt treatment. **Please note: In the event of a serious emergency, 911 will be called first.** Please notify the camp office of any changes to your emergency contact list listed on your registration. Parents are welcome to look over injury logs, please call the camp office to make arrangements.

Daily Photo Updates

Parents and families can view the current camp activities by clicking on the “Camp Photos” link on our website. There they can see exciting camp events in which campers are participating. This site is passcode protected for the safety of the campers. The passcode needed to create an account that will allow you to access the pictures and can be found on your confirmation letter or by emailing the camp office with your name and your camper’s name. The passcode will not be given over the telephone.

Behavior Guidance

Camp Tanako uses the following methods of behavior guidance.

Discipline shall be individualized and consistent for each child; it shall be appropriate to the child’s level of understanding and be directed toward teaching the child acceptable behavior and self-control.

Physical Punishment shall not be administered to Children. The length of time a child is placed in time-out shall not exceed one minute per year of the child’s age.

The following methods of discipline shall be practiced:

- a. Look for appropriate behavior and reinforce the children with praise and encouragement
- b. Remind the children on a daily basis of the rules by using clear positive statements
- c. Attempt to ignore minor inappropriate behavior and concentrate on what the child is doing properly
- d. Use Time-Out method: Separation from group only while child does not respond to verbal commands. (1 minute per age of child for children age 2 years and older only)
- e. Role-Model appropriate behavior
- f. Redirection (steer child to other activity)

Parents will be asked to sign the Behavior Guidance Policy stating that, “I (the parent or guardian) have read and understand the behavior guidance policy of the child care facility. I give my permission for the use of all methods set out above.”

If the parent/guardian disagrees with any behavior guidance method above, they may state preferred methods in writing to the camp office or list preferred methods on their camper’s Behavior Guidance Policy Form.

You may download the Behavior Guidance Policy Form from our website.

Field Trip Permission

On occasion Camp Tanako may transport children off site for Field Trips. When this may occur Camp Tanako will ask the camper's parent or guardian to sign a Field Trip Permission Form.

This form will provide the camp with permission to transport your child off site. Information on the form will include Name of Camp, Field Trip Date, Field Trip Name and Location, Departure Time, Est. Time of Return, Mode of Transportation, Camper's Name, Emergency Contact Information for camper, and Consent for Emergency Medical Care.

You may download the Field Trip Permission Form from our website.



Medication Administration at Camp Tanako Day Camp

The parent/guardian_____ of ask that Camp Tanako Day Camp staff give (Child's name)_____the following medication to my child:

Name of medicine/type/ dosage

Time

The Program agrees to administer medication prescribed by a licensed health care provider. It is the parent/guardian's responsibility to furnish the medication. The parent agrees to pick up expired or unused medication within one week of notification by staff. Prescription medications must come labeled with: child's name, name of medicine, time medicine is to be given, and dosage. Pharmacy name and phone number must also be included on the label. Over the counter medication must be labeled with child's name. Dosage must match the signed health care provider authorization, and medicine must be packaged in original container. By signing this document, I give permission for my child's health care provider to share information about the administration of this medication with the nurse or school staff delegated to administer medication.

Parent/Legal Guardian's Name

Date

Parent/Legal Guardian Signature