



Camp BACA Policies and Procedures



Dates & Times Of Operation:

Camp BACA opens Monday through Friday at 7:30am – 5:30pm. Monday, June 3, 2024 – Friday, July 19, 2024. Please make note that we will be **closed** on the following dates:

Wednesday, June 19 – Juneteenth “Freedom Day” observed
Monday, July 1 – Friday July 5- Independence Day observed

Daily Preparation:

Children should come prepared for the day’s activities. Teachers will notify – in advance – parents/guardians if there will be any special activities or events. **Read any correspondences that may be sent home with your child.**

Children need an extra set of clothes to leave for the duration of the summer program. If they are used, another set of clean clothes are to be sent back on the next day of camp.

Tardiness:

Children should arrive no later than 9:00am. Be on time.

Tardiness will only be excused for legitimate reasons such as *appointments, emergencies, or illness*. Students who are late to camp should bring a note from their parent or guardian. Students who arrive late without a note or prior parent phone call explaining the appointment, emergency or illness will not be allowed in Camp BACA for that day. Excuses such as sleeping in, ride not showing up, etc. do NOT constitute excused tardiness.

Tardy Warning System:

- 1st tardy = a verbal warning
- 2nd tardy = a written warning
- 3rd tardy = expulsion from camp

Absences:

We understand that it is the summer, and many families go on vacation during this time. Please let us know before any vacations so we can adequately prepare. Failure to let the staff know of your child’s absence from camp could result in losing your child’s spot in camp.

Lunch and Snacks:

Make sure your child brings a lunch and something to drink every day. **ABSOLUTELY NO** food will be warmed up for students by the staff.

A morning and an afternoon snack will be provided each day.

Late Pick-up:

Children should be picked up no later than 5:30pm. There is a \$2.00 per minute late fee that will be due at the time (that same day) your child is picked up. If payment is not received that day, your child will not be allowed back to camp until payment is received.

If you have any questions or concerns during Camp BACA, please call (615) 228-9287, ext. 233.

Camp BACA Application

A non-refundable \$35.00 fee must be paid before this application will be processed.

Weekly Fee: \$175.00

Student Information

Child's Name _____ Sex _____
Last First Middle

Age _____ Date of Birth ____ / ____ / ____ Upcoming Grade _____

Address _____ Apt# _____

City _____ State ____ Zip _____ Phone _____

Allergies _____

Parent or Legal Guardian (If legal guardian, please include legal documentation.)

Father/Guardian _____ Mother/Guardian _____

Email Address _____ Email Address _____

Occupation _____ Occupation _____

Employer _____ Employer _____

Business Phone _____ Business Phone _____

Cell Phone _____ Cell Phone _____

Lives with Student? Yes or No Lives with Student? Yes or No

Weekly payments are to be made the Friday before the next week of camp. The camper will not be able to come to camp until the payment is made. If no payment has been made 1 week after the missed payment, the camper's spot will be released and filled by another potential camper. A late fee of \$25 will be assessed for any late payments.

I / we, the parent(s) / guardian(s) of the student named on this application, agree to uphold the financial obligations and follow the guidelines of Born Again Christian Academy and Camp BACA. To the best of my knowledge, the information contained herein is accurate and truthful.

Parent/Guardian's Signature

Date

Parent/Guardian's Signature

Date

Release of Authorization

_____ will be brought to Camp BACA by
(Child's Name)
_____. He/She will be brought to the Camp at/about
_____ a.m. and will be picked up regularly at/about _____ p.m. (no later than 5:30p.m.)

The individuals listed below are authorized to pick up my child or to assume responsibility for my child in case of emergency, accident or illness. If none of the people listed are available, I give permission to the Camp BACA staff to make a plan for the care of my child.

Emergency Contacts

Name _____ Relationship _____
Cell Phone _____ Work Phone _____

Name _____ Relationship _____
Cell Phone _____ Work Phone _____

Name _____ Relationship _____
Cell Phone _____ Work Phone _____

Release for Emergency Care

I hereby give my consent to Camp BACA to administer necessary treatment to my child, _____ In the event of an emergency at which time I cannot be reached, I give consent to transport him/her by ambulance if the situation warrants it.

Name of Hospital _____
Name of Physician _____ Phone _____
Address _____ City _____ State _____ Zip Code _____
Name of Insurance Company Covering Child _____
Insured Name _____ Group No. _____ Policy # _____

Date

Signature of Parent/Guardian

Publication, Photo or Release of Information Form

Camp BACA and/or Born Again Christian Academy may need to release for publication certain information concerning your child from time to time. This information released for publication may include the student's name, classroom, participation in officially recognized activities, honors, awards, photographs and videos, etc. In order to do so, we need the consent of the parent or legal guardian to publish photos or other publications on (Example: BACA website, social media).

Please read and sign only ONE of the choices below.

YES, Consent Granted:

I, being the parent or legal guardian of _____ (student name) do hereby consent to and give Camp BACA and Born Again Christian Academy the right to use photographs and videos for press release and other publications of my child.

Parent or Legal Guardian Signature _____ Date _____

Or

NO, Consent Not Granted:

I, being the parent or legal guardian of _____ (student name) DO NOT want photographs and videos for press release and/other publications of my child to be used by Camp BACA and Born Again Christian Academy.

Parent or Legal Guardian Signature _____ Date _____

Camp BACA

Behavioral Policy

Hebrews 12:11 tells us “For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.”

It is our goal for Camp BACA and Born Again Christian Academy to design and encourage the development of self-control in the child. A very important part of the preschool experience is helping the child learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. Our goal is to help the child develop self-control and responsibility for their actions.

Appropriate Behavior

Appropriate behavior is defined as a cooperative and obedient spirit on the part of the child.

Inappropriate Behavior

Inappropriate behavior is defined as defiant, disruptive or harmful behavior to oneself or others.

Our discipline procedures will consist of the following strategies:

1. Encouraging the child to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when it seems potential effective.
3. Separating a child from the group (the teacher will separate the child from the rest of the class but in full view of the teacher)
4. Counseling the child individually about their behavior(s).
5. The teacher will have ongoing communication with the parent in keeping any behavior or disciplinary concerns by documenting Anecdotal or Behavior Reports.

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Inflicts physical or emotional harm on other children, adults, or self, which consists of the following:
 1. Biting
 2. Spitting, Kicking, Bodily Harm
 3. Inappropriate Language (Profanity)
 4. Yelling
 5. Stomping
 6. Lying
 7. Throwing Furniture
- Requires constant attention from the staff
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

Consequences of Behavior

Biting

Immediate attention will be provided for the child who was bitten, and parents will be called.

1st Step – Verbal Warning, call to parent and a documentation report for the child that was bitten and a report for the child was biting.

2nd Step – Redirect and Prayer time. The appropriate staff person will separate the child from the rest of the class but in full view of the teacher. The child will pray to ask for forgiveness while parent(s) are contacted.

3rd Step – The child will be dismissed the same day and a documented report provided for the parent(s) or legal guardian stating the child will be suspended for (3) three days.

Spitting/Kicking/Bodily Harm

1st Step – Behavioral report submitted to parent(s) or legal guardian and child separated from the class.

2nd Step – The child's parent(s) or legal guardian will be contacted, and the child suspended for the remainder of the day and 2 additional days.

Inappropriate Language/Yelling/Stomping/Lying/Throwing Furniture

1st Step – Behavioral report documented and submitted to parent(s) or legal guardian.

2nd Step – Parent(s) or legal guardian contacted, and the child will be suspended for the remainder of the day. Parents will also be recommended to apply for RIP (Regional Intervention Program). This is a program for families with young children who are experiencing behavior problems.

3rd Step – Child dismissed from the school with no refund and proof that the parent(s) or legal guardian and child have gone through the RIP program.

Inappropriate Touching

If a child touches another child inappropriate it will be reported immediately by teacher staff either to Program Coordinator, Assistant Director, or Director. Preschool personnel must attempt to prevent any inappropriate behavior as much as possible by keeping all children under close supervision always.

1st Step – A behavioral report will be submitted to parent(s) or legal guardian. Parents or legal guardian must set up a conference with the Director, Assistant Director, and Program Coordinator. The child will be suspended for the remainder of the day.

2nd Step - If the child repeats the inappropriate touching, the child will be dismissed from the preschool with no refund.

Discipline Procedures for Disruptive Behavior

- Disruptive Behavior will be addressed in an incident report. It will document any inappropriate behaviors that directly impact other children, staff members, or the group. The report will be shared with the parent and will explain the behavior and how the behavior affected others. It will also explain how the situation was resolved. The incident report will be signed by the parent and will be placed in the child's folder and a copy given to the parent.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher, either/or Program Coordinator, Assistant Director, Director or the Executive Administrator.

Behavioral and Discipline Policy Agreement

I have read the Behavioral Policy and Discipline Procedures. I have discussed this with my child and agree to comply with the discipline policies and procedures of Camp BACA and Born Again Christian Academy.

Parent/Legal Guardian Signature

Parent/Legal Guardian Name Printed

Child's Name

Date

Placing your child into Camp BACA signifies your acceptance of this behavioral policy.