

“Let’s Grow Outside” 2017-2018 Policies and Procedures.

The “Let’s Grow Outside” after school program is an extension of the mission and ministry of Camp Tekoa. Our mission is: Touching Hearts, Changing Lives, and Sharing the Light of Christ. We recognize that children have very limited time outdoors, especially during school months. Our goal is to provide children with opportunities to play outside as much as possible by utilizing our 135 acres complete with trails, woods, streams, and a lake.

There will be plenty of time for homework and lots of time for supervised free play in the outdoors. Richard Louv, author of *Last Child in the Woods*, says, “We must do more than talk about the importance of nature: we must ensure that children in every kind of neighborhood have everyday access to natural spaces, places and experiences.”

Activities

Tekoa has been a successful Christian camp for over 60 years. We are excited to offer after school campers access to some of the same activities that make our summer camp one of the best. After school campers will have opportunities for swimming, paddle boating, and fishing in our lake; relaxing on the beach; playing and hiking in the woods; as well as arts and crafts, volleyball, basketball, and much more. Occasionally, we will also offer themed activities for holidays.

Homework and Study Time

We have scheduled homework time Monday-Thursday. Homework time is approximately 30 minutes long. If children do not have homework, they will be able to choose between other activities that encourage critical thinking and academic success.

Goal

The goal of the “Let’s Grow Outside” Program is to provide a fun and exciting after school Christian environment for children in grades K-5. Through our outdoor activities, we will help our campers learn in a non-traditional setting.

Transportation

Transportation via camp van or bus is available from:

- Atkinson Elementary
- Hillandale Elementary
- Hendersonville Elementary
- Bruce Drysdale Elementary
- Upward Elementary School
- The Mountain Community School

An email will be sent out Monday morning asking for the days your child will be attending camp. Please respond to the email with your pick up days for the week. If your needs change, please notify the Afterschool Director through email.

Weather Policy

We will follow Henderson County’s inclement weather policy and be closed if Henderson County Schools close or dismiss early.

Snack

Children will be given 2-3 choices for snack each day, or they may have a special activity that will include their snack for the afternoon. During break camp and school holidays, snacks will be offered in the morning and afternoon.

Devotion and God Time

We are a Christian environment. We offer prayers before snack that are fun and age appropriate. We believe in teaching our kids how to serve others, how to be thankful, and how to care for and appreciate nature and God's creation. We do this during our activities each day through interactions with the out doors and each other.

Payment

Invoices will run monthly. Payment is due by the 15th of each month. **A late payment fee of \$20 will be assessed to the camp account on the 20th of each month.** The courtesy of one month's notice is requested for any child discontinuing the program. Returned checks must be paid in full with an additional bank fee of \$20.

Late Pick Up Fee

Afterschool ends at 6:00pm. Late pick up fees will be assessed to the camp account as follows: **\$5 Late pick-up fee** for each 5 minute increment after 6:00 pm.

Late pick-up fees will appear on the monthly invoices are due upon invoice receipt.

Health History/Permission to Treat Form

All Campers are required to complete a Health History Form prior to starting the after school program.

Behavior Policy

The "Let's Grow Outside" staff will use positive behavior management techniques that adhere to Camp Tekoa's mission of Touching Hearts, Changing Lives and Sharing the Light of Christ.

1. Positive approaches to behavior management will be our first strategy. This management strategy includes the use of positive suggestions, redirecting children to appropriate activities, and praise for appropriate behavior.
2. Time-out procedures may be used to manage problem behaviors if the approaches above are ineffective. This may involve sitting in a designated time-out place. The time spent in time-out will be limited to no more than one minute for each year of the child's age. Any child put in time-out will be monitored while in time-out and will not be left alone.
3. No child will be subjected to verbally abusive or degrading comments from the program staff.
4. No physical discipline involving striking, slapping, or hitting will be used. A child may be physically restrained by an adult if the child's behavior endangers another camper and/or staff.
5. Staff will document and notify parents of disruptive behavior. Examples of disruptive behavior:
 - Behavior that requires constant attention from our staff
 - Behavior that inflicts physical and/or emotional harm on other children or staff
 - Behavior that ignores or disobeys the program rules
6. After three documented events of disruptive behavior, the "Let's Grow Outside" Director and Camp Director may evaluate the events and determine if this behavior presents serious risk of injury to the child, other children enrolled in the program, and/or the staff. If so, the child may be discharged or suspended from the program.

***If there is an event where a child displays extreme aggressive behavior towards a staff member or another child, the child may be discharged immediately.**

Payment Information 2017-2018

Invoices will be run monthly on the 1st day of the month or on the next business day. The statement will be for the previous month. Statements will be emailed to the address given on the "Let's Grow Outside" registration paperwork. Please be sure to let us know if you would like to use a different address or if you address changes throughout the school year. Payment is due by the 15th of every month. Payments can be mailed to PO Box 160 Hendersonville, NC 28739, or can be given to the Afterschool Director during afterschool hours. There will also be an option to be auto-billed on the 15th of every month (or next business day), with a credit card on file.

Pick Up Information 2017-2018

"Let's Grow Outside" places an emphasis on outdoor play. We ask that you please have patience when picking up your children, because we may not be easily accessible. In Laurel Lodge, there will be a sign on the sign out table explaining our location with a phone number to call for pick up.