

# **Camp West Parent Handbook**

## **WELCOME!**

The Camp West staff would like to welcome you to Camp West. We strive to provide a happy and safe camping experience for you and your child. This booklet is designed to help answer any questions you may have about your camper's stay with us. Camp West provides youth, ages entering kindergarten through entering 6<sup>th</sup> grade, with supervised activities that teach core values, conflict-resolution and leadership skills. Kids have fun while making new friends, building self-confidence, appreciating teamwork and growing in self-reliance. This camp offers a fun and happy place for kids to play games, create arts and crafts, explore science, swim, and learn to appreciate the outdoors. Positive reinforcement, caring and competent staff, safe surroundings, Christian values (caring, honesty, respect, responsibility and faith), fun and laughter help bring these characteristics out in our campers. Camp West will provide a place for your child to become the best that he/she can be, while coming to know more about others and the world in which they live.

## **CAMP WEST MISSION**

Excellence without compromise shall be defined as being equipped to fulfill each student's God-given potential. Compromise shall be defined as anything other than God's design.

# TABLE OF CONTENTS

|                                        |           |
|----------------------------------------|-----------|
| <b>General Camp West Information</b>   | <b>3</b>  |
| <b>How to Enroll</b>                   | <b>4</b>  |
| <b>Payment Policy / Procedures</b>     | <b>4</b>  |
| <b>Activities Offered</b>              | <b>5</b>  |
| <b>Rainy Days</b>                      | <b>5</b>  |
| <b>Carpool/Authorized Pick-Up</b>      | <b>5</b>  |
| <b>Optional Add-ons</b>                | <b>6</b>  |
| <b>Extended Care</b>                   |           |
| <b>Swimming Lessons</b>                |           |
| <b>Snacks/Lunch</b>                    | <b>7</b>  |
| <b>Lake/Swimming</b>                   | <b>7</b>  |
| <b>Camper Needs</b>                    | <b>8</b>  |
| <b>Staff Leadership</b>                | <b>9</b>  |
| <b>Health / Safety Guidelines</b>      | <b>9</b>  |
| <b>Accident / Emergency Procedures</b> | <b>9</b>  |
| <b>Conduct / Disciplinary Policies</b> | <b>10</b> |
| <b>FAQs</b>                            | <b>11</b> |
| <b>Contact Information</b>             | <b>11</b> |
| <b>Handbook Acknowledgment Form</b>    | <b>12</b> |

# **Camp West 2017**

2225 Porter Rd. Katy, TX 77493  
Camp West (FWA) Phone Number – 281-391-5683

## **Camp Staff Leadership**

Jack Strickland, Camp Director - campwest@faithwest.org  
Melody Tryon, Registrar – mtryon@faithwest.org

## **Camp 2017 Fees**

\$250/week  
\$50/week Swim Lessons (optional)  
\$65/week Extended Care (optional)  
    \$35/week for only morning/only afternoon

## **Camp Dates for 2017**

Session 1: June 19 – 23  
Session 2: June 26 – 30  
Session 3: July 10 – 14

## **Drop-Off Locations/Times**

Faith West Academy 2225 Porter Rd. Katy, TX 77493  
7:00 am – 8:45 am (Early Drop Off)  
8:45 am – 9:05 am

## **Pick-Up Locations/Times**

Faith West Academy 2225 Porter Rd. Katy, TX 77493  
3:30 pm – 3:50 pm  
3:50 pm – 6:00 pm (Extended Care)

**If you have not picked your child up by 3:50 pm, they will be taken to Extended Care. Late Stay Fees are \$35 for the week and is not prorated per day.**

## **How to Enroll**

Enrollment is available online, [Register Now!](#) Enrollment is not complete until payment is received. Payments may be made online or a check may be mailed to: Camp West, 2225 Porter, Katy, TX 77493. We also accept cash and credit cards at the receptionist desk at FWA.

**All paperwork and fees must be received before your child may attend camp.**

## **Payment Policy & Procedures**

A \$50 non-refundable deposit is required to hold your reservation and is due upon registration. This deposit will be applied to the cost of camp. Total payment is due by the Friday prior to camp. Please note: All Camp West fees must be paid, in full, on the Friday prior to the first day of each camp session. Counselors, snacks, and supplies are procured based on advanced registration. Therefore, the \$50 deposit is non-refundable. Payments may be made via online or a check may be mailed to: Camp West, 2225 Porter Rd, Katy, Texas 77493. We also accept cash and credit cards at the receptionist desk at FWA.

## **Communication**

Camp West must have a current e-mail and cell phone number on file so that we can communicate any information pertaining to emergencies, weather related conditions, illness, carpool, etc. Prior to each week, all families will receive information on the upcoming week via email. Please make sure we have an accurate email on file.

## **Activities Offered**

The camp program includes hands-on science, arts & crafts, group games, and lake time. In addition we offer a variety of outdoor experiences, games, and challenges. The kids are taken through age appropriate activities that are geared for their development level. At the beginning and end of each day, all the children are brought together for group games, songs and/or special events.

## **Rainy Days**

Our staff is prepared for rainy days with many backup plans to choose from. Our counselors are prepared with songs, skits, games and other activities. Even the rain will not stop the fun at Camp West!

## **Carpool Information**

At Camp West we have implemented a carpool system for your convenience ([click here for map](#)) Morning Drop Off: 8:45 - 9:00 a.m. Afternoon Pick Up: 3:30 – 3:50 p.m. Each Monday, a parent or guardian must accompany their Campers inside for registration. After that, parents must drop-off and pick-up Campers via the carpool line. Each family will be assigned a unique carpool number that is required to pick-up their Campers. This number should be displayed on the dashboard and we will retrieve your camper and escort them to your vehicle.

## **Authorized Pick-up**

Your camper will only be released to the persons listed on the authorized pick up section of the enrollment form. This person will be requested to show proper identification. In any case concerning a custody clause or dispute, court documents must be provided. These policies are in accordance with the Texas Department of Family and Protective Services guidelines.

## **Extended Care**

Camp West will provide on-site extended care. The campers will be provided with a fun, positive, Christian environment before and after camp, for the parents that need the extra time to get to and from work, as well as for campers who just can't stop enjoying their day at Camp West! Extended care is available at a cost of \$65 per camper; morning only and afternoon only options are available for \$35. Parents can drop off Campers as early as 7:00 a.m. and may choose to pick up Extended Care enrolled Campers as late as 6:00 p.m. Healthy snacks are provided (morning & afternoon) and fun activities will be planned.

## **Swimming Lessons**

Whether your child is just getting started at swimming or they are already comfortable in the pool, our certified swimming instructors will teach them to love and respect the water. Optional Daily Swimming Lessons are an additional \$50 per week.

## **Camp Insurance**

All Campers at Camp West are covered by Camp Insurance as part of the Session fee. This excess insurance will cover your child up to \$10,000 in medical expenses should an accident occur at Camp West.

## **Camp West T-Shirts**

All campers will receive a Camp West t-shirt that is included in the camp fees. We encourage the campers to wear their Camp West t-shirts on Fridays; however, it is not required.

## Snacks

The “Snack Shack” will be open each afternoon during lake time. Each Camper will receive three snacks per day while at the lake. Please feel free to send snacks with your child if you would prefer.

## Lunch

Hot lunch is included each day as a part of the camp fee. Your child is welcomed and encouraged to eat hot lunch every day, cooked by our kitchen staff. The lunch menu is posted on the website with all the food we will serve. Check the FAQs for food allergy options. If you choose to send your child with a sack lunch, that is also fine. Refrigerators and microwaves are available.

## The Lake

The swimming lake at Camp West is awesome! [The Hidden Lake](#) includes an inflatable waterpark with two zip lines that the kids love! Everybody is required to wear a life vest if they want to play in the lake. Trained lifeguards will be on duty and Camp Counselors and Volunteers will be on-site.

## Swimming

Campers will need appropriate swimwear (one piece swimsuit for girls, no Speedos for boys), a towel, and sunscreen (spray, no lotion allowed). Swim shirts are highly recommended and prevent chafing from the mandatory life jackets the campers will wear when swimming in the lake. They also offer sun protection! Water shoes are also recommended. Most campers wear their swimsuit underneath their camp attire each day.

## **Campers Need Every Day:**

- Wear comfortable athletic clothing: t-shirt, shorts, tennis shoes
- Swim suit and swim shirt (Swim shirts protect chafing from life jackets, plus they offer sun protection!)
- Water shoes
- Sunscreen, labeled with the camper's name
- Towel labeled with the campers' name
- Place all items in a labeled bag or backpack, able to fit inside a standard school locker.

## **Campers *Do Not* Need:**

- Cell Phones
- Electronic Devices
- I-Pods or MP3 Players
- Toys/Stuffed Animals
- Money
- Weapons
- Life vests, fishing gear, and all other supplies will be provided. Please do not send your camper with additional unnecessary belongings.
- All personal items that come to camp should be clearly labeled with the camper's name. Items that are lost will be placed in a lost and found area. If items are not claimed by the end of the camp session, they will be donated to local charities.

***PLEASE REMEMBER WE ARE NOT RESPONSIBLE FOR LOST  
OR STOLEN ITEMS!***

## **Personal Belongings/Lost and Found**

Camp West and Faith West Academy are not responsible for personal items campers may bring from home. Please label all clothing, towels, backpacks, etc. Please leave unnecessary items at home. All items that are found in the camp will be displayed at the front drop off area. Each day, children will walk past this area and claim any items that belong to them. After each week of camp, unclaimed items will be donated to Katy Christian Ministries.



## Bug Spray/Sun Screen

Please pack bug spray and sun screen in your camper's backpack. Both must be in spray form. Our staff cannot put lotion on the children.

## Staff Leadership

All staff are required to attend training before working at camp. Their training hours are spent on CPR, first aid, character development, age appropriate activities, child abuse awareness and a variety of other topics to ensure your children have a safe and fun experience at camp. Camp West maintains a 1:10 staff to child ratio.

## Health & Safety Guidelines

- Medications will not be administered unless a "Medication Authorization Form" has been filled out. **All medication must be in the original container and a medication form must be completed.**
- No child may attend the program barefoot and all campers must wear closed-toe shoes at all times.
- A camper will only be released to those persons listed on the release forms in the registration information.
- All day camp staff are required to check identification of anyone whom they do not know. This includes parents, relatives and friends.
- Anyone working with children is required by law to report any suspected child abuse. This includes physical, sexual, emotional, mental and neglect.

## Accident & Emergency Procedures

Our staff keeps your child's safety as their number one priority. Should your child need medical attention, the camp director will try to notify the parents immediately. Parents are asked to notify the camp director immediately if there is any change of address or telephone numbers. If parents cannot be reached, the director has the authority to seek medical attention at the parent's expense. If the situation is a major medical emergency, the camp director will call 911 immediately. The parents will assume fees for the emergency transportation.

## Conduct Policies

As in any activity, inappropriate behavior of a few campers can have a dramatic impact on the experience of the entire group. Therefore the following conduct policies apply directly to each camper and will be used in determining the camper's eligibility to continue as a participant in the program. **Please make certain that both you and your child are completely familiar with these policies.** A camper may be suspended or released from camp, *without refund*, for the following behavior:

- Going into unauthorized areas.
- Using foul language, fighting, being rude or discourteous to staff and other campers.
- Defacing school property or field facilities
- Engaging in fighting or intentionally injuring another child.
- Bringing or using any illegal substances and weapons.
- Stealing or defacing another child's property.
- Refusing to remain with the group while at camp.
- Refusing to follow check in and out procedures.
- Refusing to follow basic rules of safety.
- Refusing to participate in daily camp activities.

## FAQ's

Are you an indoor or outdoor camp?

- Camp West is considered an outdoor day camp. We do rotate the campers inside at least twice a day.

What do you do when it rains?

- Campers are brought indoors when it begins to rain. We have a rainy day schedule for each day.

How are campers separated?

- Campers are separated by grade level. Each camper will be put in the grade level that he/she is going into the next school year.

What do I do when my child has an appointment during the day?

- Camp management would prefer you make all appointments early in the morning or later in the afternoon. If your child has an appointment, you may bring him/her after. Please inform us at registration if you know of any appointments.

What if my child is allergic to foods that are served at lunch?

- The lunch menu will be posted on the website. If your child cannot eat something that is served they can bring their lunch. Refrigerators and microwaves are available.

## Contact Us

Camp West is located at 2225 Porter Road, Katy, TX 77493. Our phone number is 281.391.5683 (LOVE). Contact Jack Strickland at [campwest@faithwest.org](mailto:campwest@faithwest.org) with any additional questions.