



# Welcome to Carson Simpson Farm Christian Camp

**Please read over this handbook to familiarize yourself  
with the camp's policies.**

The **mission** of CSF is to glorify God and share the love of Christ with children. Our **vision** is that the children are convinced of God's love for them and each staff member puts Christ first in their lives and reflects Christ's love in all they do.

Our **values** are faith, community, and safety.

Our **goals** are to have parent and camper satisfaction, to be an environment that provides spiritual, physical, and emotional safety, and to be a community of acceptance – that all are equal and treated the same.

If you have any questions, please feel free to call or stop in the camp office.

Office hours are Monday through Friday 9AM – 4PM.

When camp is in session, the office hours are 7AM – 6PM.

3405 Davisville Rd, Hatboro PA 19040  
215-659-0232  
[www.csfarm.org](http://www.csfarm.org)

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# Registration Information

1. Mail or fax registration form and payment to Carson Simpson Farm or register online at [www.CSFarm.org](http://www.CSFarm.org).
2. **Adding weeks for registered campers** – Additional weeks of camp can be added until the Monday, two weeks prior to the desired week.
3. **The following forms** must be received for each camper: Registration form, health history, authorization for camper release.
4. **Camp Hours** are 9AM to 4PM. Extended hours 7AM – 9AM and 4PM – 6PM are available for an additional fee.
5. **Late Pick Up Fee** is \$1/per minute/per child for every minute after 4:10 or after 6:00 for extended care campers.
6. **If the camper is placed on the waitlist**, we will contact if a week becomes available. Weeks become available as other campers cancel registered weeks. Registered campers have until April 2<sup>nd</sup> to cancel and receive a full refund of deposit. If you are not contacted by two weeks prior, the week is not available.

## Physical and Mental Health Expectations

*Carson Simpson Farm seeks to serve all campers who want to come to camp. Disclosure of child's health history (physical, mental and behavioral) is extremely helpful to CSF's ability to provide a supportive, safe and healthy camp environment for your child. We encourage all parents to help us understand any needs your camper may have, and what supports are already being utilized. This information will never be shared or disclosed to anyone who does not have direct contact with the child or give care to the child. However, Carson Simpson reserves the right to refuse enrollment, or to send home any camper who (1) has a condition beyond what the camp is capable of providing for; or (2) poses an unreasonable threat to the health or safety of themselves, other campers, or staff. Should a physical, mental, behavioral or other condition of a camper be above and beyond that which camp staff are specifically trained for, the parents may need to provide, at their expense, a one-on-one assistant in order for that child to attend CSF.*

## Support Staff for Campers

If your child requires support from an outside source while at camp (TSS worker, therapist, etc.) a parent needs to contact the camp to receive further instructions. All persons coming on site must have required clearances and complete CSF paperwork prior to working with your child.

## Financial Information

1. **Fees Per Camper Per Week:**
  - Little Critters (4/5 year old but have not completed Kindergarten)- \$310 per camper per week.
  - Day Campers (k- finished 6<sup>th</sup>) \$310 per camper per week.
  - Cornerstone Leadership Camp (finished 7<sup>th</sup> grade)- \$290 per week.
2. **Required Deposit:** A paid deposit is required when registering a camper in order to successfully secure their spot at camp. A **deposit of \$40** must be paid for each registered week, for each registered camper. If you are planning to pay for your total deposit balance by cash or physical check, this must be completed within five business days of registering or your registration will be cancelled.
3. **Remaining Balance:** Your remaining balance for each camper(s) registered week(s) **is due no later than two weeks prior to camp week registered**. If you need financial assistance or need to set up a payment plan, please contact the office prior to June 1<sup>st</sup>. One of our staff would be happy to create a payment plan with you.
4. **Cancellations:** Before April 2<sup>nd</sup>, all money is refunded if week is cancelled. Cancellations after April 2<sup>nd</sup> all fees other than the deposit(s) will be refunded. No fees will be refunded if a camper(s) does not show up to camp and no communication is given prior to the start of the registered week. **All cancellation registration modifications or cancellation requests must be submitted via email to [registration@csfarm.org](mailto:registration@csfarm.org).**

5. **Early Bird Discount for Day Camp Weeks:** Registrations received by January 1<sup>st</sup> (including required \$40 deposit) will receive the discounted price of \$5 off per week registered.
6. **Multi-child family discount:** a **\$25** discount for second child and each child enrolled thereafter in the same event and from the same family. For Day Camp only.
7. **Referrals:** For each new camper you refer to CSF (new camper family must indicate referring family) you will receive a \$25 certificate that can be used towards camper fees or the camp store (once new camper has attended).
8. **Payment** for all registrations made, in person, by mail, or fax, can be paid using cash, check, money order, Visa, MasterCard, or Discover Card. The online registration system can only accept Visa and Mastercard. If you would like to register online and use other forms of payment, you must call the office to complete your registration. The balance owed is payable at any time but must be paid in full by the Monday two weeks in advance of the session registered for. A \$25 late fee will be charged after this date. **The online registration system allows you to return to your account to make payments.**
9. **Returned Check:** There will be a \$20 fee for any check returned to our bank.

## Scholarship Information

Carson Simpson Farm provides limited funding for children and youth whose families have need of financial assistance. Camper families who cannot afford the full fee should first contact their local church about scholarship support. If the camper's family and local church cannot cover the event cost, the family should fill out the Application for Financial Aid which can be accessed on our website.

# How CSF Communicates with you

## Email

Parents will receive weekly newsletters via email with information about upcoming special events, themes, dress-up days, weekly Bible verses, etc. CSF will also send payment reminders each Thursday if there is a payment due that coming Monday.

## Social Media Posts

We will be updating our social media pages with highlights, photos, videos and more throughout the summer. Follow us:

Facebook – Carson Simpson Farm Christian Camp

Instagram – [carson.simpson.farm](https://www.instagram.com/carson.simpson.farm).

## White Board Notices and Camp Calendar

The white board located by the office will have information about each week's activities. The camp calendar will be posted on our website [csfarm.org/events-calendar](https://www.csfarm.org/events-calendar). Both of these will include specials, dress-up days, etc.

## Parent Calls

Children are not permitted to bring cell phones to camp. Parents are welcome to call the camp with any concerns. Parents are requested to call the camp by 9:00am whenever a child will not be attending on a scheduled day. If you need to pick your child up early from camp, please notify the office so we can have your child waiting for you.

# CSF Summer Staff

Our staff is a caring, diverse team of individuals who are fully trained and knowledgeable in the various aspects of camp life. Our Vision is that the children are convinced of God's love for them, and each staff member puts Christ first in their lives and reflects Christ's love in all they do. Carson Simpson Farm adheres to the high standards of the American Camp Association and will follow their guidelines for staff to camper ratios:

	Day	Overnight
Pre K:	1 to 6	XXXX
Finished K through 2 <sup>nd</sup> grades:	1 to 8	1 to 6*
Finished 3 <sup>rd</sup> through 8 <sup>th</sup> grades:	1 to 10	1 to 8*
Finished 9 <sup>th</sup> or 10 <sup>th</sup> grade:	1 to 12	XXXX

\*Minimum 2 male and 2 female staff

CSF follows the PA Department of Human Services' guidelines for references and clearances required for persons working with children and youth. All CSF staff are trained in recognizing and preventing child abuse under the Ministry Safe Program, and all are considered mandated reporters in the state of PA. We are dedicated to providing an extraordinary summer camp experience where children can grow, explore, connect, and play, in a fun and safe environment.

## Closings/Emergency Procedures

### Emergency Closings

Should severe weather conditions or other emergency situations arise, the Site Director will determine what action is to be taken. Should it be determined that the camp is to be closed, parents will be advised as soon as possible for immediate pick up.

### Emergency Procedures

With the assistance of local law enforcement personnel, procedures have been developed for various emergencies that could happen at camp. Staff is trained in all emergency procedures and campers take part in an emergency drill each Monday prior to camp starting.

## Health, Illness, Injury and Accidents

### Illness Policy - Please read carefully

**We will be following guidelines for camps prepared by the CDC, state and local health boards, and the American Camp Association**

Is my child too sick to be at camp? This is a question you must ask yourself whenever your child shows signs of illness, is not eating or sleeping well, or seems unusually "out of sorts." The following is a list of symptoms associated with COVID-19. If your child has any of the following symptoms, please do not bring them to camp:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

- Nausea or vomiting
- Diarrhea

Every camper will receive weekly health screenings upon arrival at CSF including a temperature check. If the staff feels that at any time your child is too ill to remain in the program, you will be called. We will expect you, or your designee, to pick the child up immediately, no more than 1 hour after receiving a phone call. If we are unable to reach a parent, another person listed as an emergency contact will be called.

A child should not be sent to camp and will be sent home if any of the following conditions are apparent:

- COVID-19
- Conjunctivitis (pink eye) until treated
- Contagious diseases including, but not limited to, measles, chicken pox, mumps, roseola, 5ths disease, Impetigo, ring worm or scabies until treated
- Lice, until no nits are found
- Bronchitis or other throat infections, until treated for at least 24 hours

A child must remain free of symptoms, fever, nausea, etc. for 24 hours before he/she can be readmitted to the program. Children with signs of communicable or contagious disease, including COVID, will be readmitted only with a signed note from a physician stating they are no longer contagious.

If your child is considered high-risk, we recommend that you consult your child’s medical provider to assess their risk, and determine if attendance at camp is acceptable.

## **Medication Administration**

It is policy that all medication including stock medications and campers’ and staff medications are kept in a locked area under the nurse’s supervision. All campers’ and staff medications are to be in their original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of administration accompanied by a doctor’s prescription showing current dosage if different from what is indicated on original packaging. A form listing all medications is to be filled out by parent as part of the health form or filled out the first day of camp.

Prescription medications are administered under the supervision of the nurse and in accord with orders from a physician. Over the counter medications are administered under the supervision of the nurse in accordance with our “Procedures for Treatment of Illness and Injuries” or upon the request of parents. The nurse will bring or provide the medications to campers at the appropriate time.

## **Injury and Accident Procedures**

In the case of minor injury, staff certified in first aid procedures will administer first aid. The Camp Nurse, Site Director, or his designee will notify a parent by phone and/or note under the following circumstances:

- Anytime 911 is called for their child
- When a child is lost or has runaway
- When a child exhibits extreme or unusual behavior
- When over-the-counter pain meds. are given
- Abdominal pain
- Animal bite
- Athletes Feet
- Convulsions
- Dislocation
- Persistent Earache
- Eye Disorders, including conjunctivitis
- Fractures
- Lice, and child will not be able to return to camp until nit-free
- Head injuries

- Heat exhaustion
- Multiple Bites
- Poison Ivy
- Sprains
- Temperature of 100.3 degrees or over
- Ticks
- Tooth fracture
- For other incidences, at the nurse's discretion

If your child is severely injured while attending camp, the staff will take whatever steps are necessary to obtain emergency medical care. We will make every attempt to contact you or one of your emergency contacts first. If we cannot make a contact, we will have the child transported to an emergency room in the company of a staff member and will provide the hospital with the camper's health history form.

## Sunscreen Policy

Parents should apply sunscreen to children prior to them attending camp every morning. CSF staff will help campers reapply sunscreen before they are allowed to get into the pool for afternoon swim. **Each child is required to provide their own sunscreen.**

## Behavior Management Policies

### Camper Disciplinary Code

The purpose of camps and retreats are to enjoy the outdoors, to have fun, to enjoy friendships, and also to have a chance to reflect on our own lives and our relationship with Jesus Christ. Each person attending camp or a retreat at Carson Simpson Farm Christian Camp is required to make a commitment to the following statements.

- I agree to **Respect all persons** attending camp by treating them with kindness and patience, putting the needs of others before my own. I will show respect through both my words and actions toward others. I will also show respect for all personal property of others and of the camp.
- I agree to **Follow Directions** of all camp staff, **Attend All Events** on time and **Participate** in all camp activities, and I will not leave the camp grounds.
- I agree to **Follow All Camp Rules Including:**
  - *God's name should be held in reverence and only used when praying or in worship.*
  - *Personal electronics including cell phones, toys, trading cards, etc. are forbidden at camp.*
  - *Excessive body piercings shall be covered or removed for camp attendance.*
  - *Bathing suits must be modest in appearance, properly covering the body.*
  - *Clothing should be modest with appropriate undergarments. Underwear should not be seen.*
  - *Cursing or current slang that is improper will not be tolerated.*
  - *Behavior not honoring to God (fighting, racism, gossiping, bullying etc.) will not be tolerated.*
  - *Possession of any kind of weapon is reason for immediate dismissal from camp.*
  - *Possession or use of any illegal substance or alcohol is prohibited.*
  - *Agreeing to follow the camp internet policy*
- I understand that this camp will present Biblical Teaching. I agree to **respectfully listen** and consider the presentation of Christian attitudes and teaching. If I do not agree with everything, I will still allow others to listen and consider the opinions offered, by showing respect in my words and actions.
- I Understand that if I do not follow the statements of this policy that the camp staff will take disciplinary measures as follows, including the possible search of camper's belongings if the camp feels the health or safety of others is threatened or the child has violated camp rules:

**Disciplinary Steps** (written records kept for all steps)

1. Verbal warnings by counselor, followed by loss of activity if behavior continues.
2. 1<sup>st</sup> Disciplinary visit, child meets with Disciplinary Staff, parent may be notified.
3. 2<sup>nd</sup> Disciplinary visit, parent notified, Disciplinary Staff notifies parent of next step
4. 3<sup>rd</sup> Disciplinary visit, Parent called and team will discern whether child may remain at camp or if they need a break.
5. 4<sup>th</sup> Disciplinary visit, Parent must come and pick up camper within one hour of call and camper may miss an additional day with no refund.
6. 5<sup>th</sup> Disciplinary visit, child will miss remainder of camp week and staff will work with parents to see if camp is the best fit for their camper.
7. 6<sup>th</sup> Disciplinary visit, child will be dismissed from camp without a refund. Camper may lose ability to attend in the future.

*\*Please note that disciplinary incident can affect which step is pursued and dismissal from camp is at the discretion of the director and the leadership team.*

*\*\*We share the concerns of many families, schools, and camps regarding the dangers associated with young people's use of social networking Web sites such as Facebook, Instagram, etc. As you may know, the risks range from online sexual solicitation to cyber-bullying to the damaging of one's reputation by posting inappropriate information, photos or comments on personal pages. Our policy concerning camper/staff communication outside of camp is also included below. We hope you will discuss these policies with your child and encourage him or her to share any inappropriate postings or contact by or about members of our camp community. Please know that we remain committed to the health and safety of all members of our community. As always, we appreciate your support and welcome your comments.*

## **Social Networking and Blogging Policy for Campers and Staff**

In general, our camp views social networking sites (e.g. Instagram, Facebook), personal Web sites, and Weblogs positively and respects the right of campers and staff to use them as a medium of self-expression. If a camper or staff member chooses to identify himself or herself as a part of our camp community on such Internet venues, some readers of such Web sites or blogs may view the camper or staff as a representative or spokesperson of the camp. In light of this possibility, our camp requires, as a condition of participation in the camp, that campers and staff observe the following guidelines **when referring to the camp, its programs or activities, its campers and/or employees**, in a blog or on a Web site.

1. Campers are encouraged be respectful in all communications and blogs related to or referencing the camp, its employees, and other campers.
2. If it is brought to the attention of an Administrative Staff member that a camper is using blogs or personal Web sites to harass, bully, or intimidate other campers or employees of the camp, campers may be asked to leave the program with no refund. Behaviors that constitute harassment and bullying include but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another person.
3. Campers should not use blogs or personal Web sites to discuss engaging in conduct that is prohibited by camp policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying. All CSF staff are mandated reporters and are required to report such behavior to the appropriate authorities.
4. All staff are required to adhere to numbers 1 through 3. Any staff member found to be in violation of any of those policies will be subject to immediate disciplinary action, up to and including dismissal.
5. Staff must not tag or identify any camper in a photo posted anywhere online.

## **Staff Communications with Campers Outside of Camp**

The CSF safety standards established to protect campers and ensure healthy relationships during camp should be respected outside of camp as well. In addition to camp safety standards, the following policies should be respected in all interactions with campers occurring outside of camp.



- No staff member should have any contact with a camper outside of camp, through any form, without parental permission.
- Dating relationships of any kind between staff members and a camper are strictly prohibited.

**Ed. 10/2023**