



Parent & Camper Handbook



Carson Simpson Farm Christian Camp

3405 Davisville Road, Hatboro, PA 19040

215-659-0232

www.CSFarm.org



Thank you for choosing Carson Simpson Farm Christian Camp



We are so honored that you have chosen to send your child to Carson Simpson Farm Christian Camp this summer. We are going to take great care of your child physically, emotionally, and spiritually. We hope that your child has the time of their life and makes memories that they will never forget. More importantly we pray that your child will experience the love of God through our staff.

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, and 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.

Please read over this handbook to familiarize yourself with - and instruct your child in the camp's policies.

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.



**All parents/guardians please go over the
Behavior Management pages
of the CSF Policy Handbook/Camper Handbook
with your camper**

Day Camp Program

Packing for Camp

All campers must carry their own back pack containing: swim suit and towel, **water bottle**, jacket for cool days, rain gear/umbrella when needed, and sunscreen. Campers need to wear appropriate clothing to camp: comfortable clothing that they can play games in; stomachs covered; no underwear showing; no inappropriate pictures or messages on shirts. Campers should wear sturdy shoes or sneakers. Flip flops may only be worn at the pool. If extremely hot, campers may wear sandals/flip flops, but please send sneakers in back pack for games or hikes. All articles should be labeled with camper name.

Any items left by a camper will be available in the lost and found which is located by the sign in table. Any articles left at the end of the season will be donated to organizations that help those in need. **CSF is not responsible for lost items.**

What do I do when I get there?

- Park on the grass to the right of the entrance and walk your child to the sign-in table in front of the camp office. You must escort your child to the sign-in table every day when arriving to camp.
- The sign-in staff will complete a wellness check each Monday, including temperature check.
- The nurse will be available to receive any medications or discuss medical concerns each day from 7:00 – 4:30.
- The sign out table will also be located in front of the camp office. The staff members will ask to see your ID and only release your child to those on the authorized pick-up list which is filled out at time of registration. Please be sure to see the office if you need to add or delete anyone from the authorized pick-up list.
- Check-in **no earlier than 8:50** for Day Camp or between 7:00 and 9:00 if you have registered for extended care.
- If you want to put money on your child's store account, you can hand cash in an envelope labeled with your child's name, to the staff at the sign-in table OR visit the camp office to pay with a credit card. To save you time, especially on Mondays, you can contact the office the week before.
- Check the white board for information about weekly specials and dress-up days. We send a weekly newsletter with reminders for the upcoming week.

Meet your child's counselor

For camper and staff safety, parents and other visitors are not permitted beyond the registration area except to go to the office. We ask that any questions or concerns for our counselors be directed to one of our administrative staff. We will relay any information to the correct individuals.

Lunch/Snack

Lunch and a morning snack are provided each day. The weekly lunch menu is posted on the website or can be obtained from the camp office. If you would like/need to provide a lunch for your camper, please bring it to the camp office in the morning and we will see they get it at lunch time.

Camp Store

The store will be available each afternoon for campers to visit. All campers will be required to use a store account if they want to purchase items. No cash will be used at the camp store. Parents can stop by the office to add money to the store account, **request limits**, or on the child's last day, receive any balance. Any moneys left on accounts at the end of camp will be considered a donation to the camper scholarship fund. A complete list of store items will be emailed prior to the start of camp and will be available at the camp office.

Examples of items available:

Water/Gatorade/soda/juice	\$.75 - \$1.50	Toys/animals/jewelry	\$.25 - \$10.00
Ice cream/candy/snacks**	\$.25 - \$2.00	T-shirts/sweat shirts	\$10.00 and up

**includes some healthier options such as trail mix, Pirates Booty, veggie sticks, pretzels, and fruit as available.

Daily Activities

Campers are grouped by grade completed and participate in the majority of camp activities with this group. Groups will have the same counselors with them for the week.

Daily activities vary from week to week but the typical daily components include: Opening and closing times, small group time for each grade group and their counselors, all-camp activities or special events, lunch and swimming. Group activities include but are not limited to: arts & crafts, Bible time, nature adventures, music, games, outdoor sports, swim lessons, and group-building activities.

Swimming

For the safety of all campers, prior to swimming every child will be tested and issued **a wrist band that they must wear at all swimming sessions**. Pre-school and kindergarten campers will not be tested unless requested by a parent and they will not be given bands. New bands are given every Monday. If your child needs to have a band that is removable (i.e. sports requirement, sensory issues), please let the office know at Monday sign-in. If your child requires a replacement band (due to losing it or removing it) other than on a Monday, the child will be given a new band. Please encourage your camper to keep the swim band as we have a limited number of replacement bands.

The wrist bands are an easily identifiable way to be sure the campers are swimming in the proper area of the pool based on their swimming ability. Red bands designate campers who are not able to pass the first level of testing or those who choose not to test. Yellow bands are for campers who can pass the first level of the swim test - swim one length of the pool without holding on to side and swimming other than doggy paddle, then treading water for 30 seconds. Green bands are issued to campers who can swim 2 lengths and tread for 60 seconds. All bands are issued under the guidance of the pool manager. Campers may re-test each Monday.

Little Critters Camp Program

Daily Activities

The Little Critters Camp Program is the same as the Day Camp Program except where noted. The following is Little Critter Camp specific information.

Expectations to be a part of the Little Critters Program

Campers in the Little Critters Day Camp Program must be 4 by June 1 and potty trained. "Potty trained" means: they no longer wear pull-ups or training pants; they can tell a counselor when they need to use the bathroom; they have some control over their bladder/bowels, i.e., being able to hold it for a short period of time. Children are encouraged to use the bathroom between each activity (approx. 45 minutes long) and are always near a bathroom. Counselors will help with pants and wiping if the child asks. If a child has multiple accidents a week, we may consider that they are not ready for camp.

Clothing

If you would like to leave extra clothing for your child with the camp nurse, put the items in a bag marked with the child's name and bring them to the camp office. Please put your child's name on all items the child brings to camp.

Behavior Management Policies

Camper Behavior 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. 1st Disciplinary visit, child meets with Disciplinary Staff, parent may be notified.
3. 2nd Disciplinary visit, parent notified, Disciplinary Staff notifies parent of next step
4. 3rd Disciplinary visit, Parent called and team will discern whether child may remain at camp or if they need a break.
5. 4th 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. 5th 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. 6th Disciplinary visit, child will be dismissed from camp without a refund. Camper may lose ability to attend in the future.

***Disclaimer:** *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.*

Financial Information

1. **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.
2. **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 1st. One of our staff would be happy to create a payment plan with you.
3. **Cancellations:** Before April 2nd, all money is refunded if week is cancelled. Cancellations after April 2nd 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.**
4. **Early Bird Discount for Day Camp Weeks:** Registrations received by January 1st (including required \$40 deposit) will receive the discounted price of \$5 off per week registered.
5. **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.
6. **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).
7. **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.***
8. **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. 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 nd grades:	1 to 8	1 to 6*
Finished 3 rd through 8 th grades:	1 to 10	1 to 8*
Finished 9 th or 10 th 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 Beestings
- 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.**