



KAMP Kidville

PARENT HANDBOOK



WELCOME!

Thank you for considering Kamp Kidville Summer Day Kamp. We have an exciting summer planned and look forward to spending it with your child!

PLEASE REVIEW THIS HANDBOOK IN ITS ENTIRETY.

Kamp Kidville is an 8-week, summer ministry designed for children who have completed kindergarten through completed fifth grade.

Registration information:

- There is a \$150 one-time non-refundable registration fee that is due at the time of registration.
- Weekly tuition is \$150 and is due on Monday of the weeks you register.
- Kampers are not required to register for all 8 weeks of kamp. Simply select the desired weeks when you register.
- A discount is given to parents/guardians enrolling 3 or more siblings.
- Payments can be made by cash, check or credit/debit card.
- Registration forms can be dropped off Monday through Thursday from 8:00 a.m. to 5:00 p.m.
- **Registration drop off is NOT available on Fridays.**

If you have any questions, feel free to contact us at 918-682-2301.

We look forward to providing an environment that allows your child to have fun while trying new things, learning about God's Word, and growing in his or her relationship with Jesus Christ.

See you soon!

Katie Harlin
Kamp Kidville Director
First Baptist Muskogee

GENERAL INFORMATION

Age Requirements for Kamp Kidville:

- **Completed** kindergarten through completed 5th grade

Days and Hours of Operation for 2026:

- Kamp dates of operation are June 1 - July 24, Monday through Friday.
 - **Closed Friday, July 3rd.**
 - Curriculum-based activities are from 9:00 a.m. to 4:00 p.m.
 - Extended care is available from 7:30 a.m. to 9:00 a.m. and 4:00 p.m. to 5:30 p.m. at no extra cost.
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SECURITY POLICIES

- A Security Code will be assigned to each kamper at the time of registration and given to the parent/guardian who is registering his/her kamper.
 - The parents/guardians will fill out a Kamper Security Card listing all who are authorized to pick up their kamper **INCLUDING** the names of the parents/guardians.
 - The parents/guardians will be responsible for providing the Security Code to each person listed on the Kamper Security Card.
 - When a person arrives to pick up a kamper, he/she must state his/her name and provide us with the correct Security Code for the child they are picking up.
 - Kampers will not be released to anyone who is **NOT** authorized on the Security Card and/or does not have the proper Security Code.
 - We will not provide Security Codes over the phone.
 - We require legal documentation for cases in which a parent or legal guardian is not allowed to pick up or have contact with his/her child.
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CONTACT INFORMATION

Kamp Kidville Director:
Katie Harlin

Christian Life Center
918-682-2301

REGISTRATION - PAYMENT - CANCELLATION

Registration Procedure:

- Follow the instructions on the registration forms. The medical form must be notarized. We will have a notary available **Monday - Thursday**, 8 a.m. to 5 p.m. ***We do not accept registration packets on Fridays.***
 - Parents may come by the Christian Life Center to pick up a registration packet or download and print forms from our website at www.fbcmuskogee.org
 - Bring your completed registration forms to the Christian Life Center at First Baptist Church Muskogee, **Monday - Thursday**, 8 a.m. to 5 p.m. beginning March 16th
 - ***Friday drop off of registration forms is not available.***
 - Spots are limited for Kamp. We highly recommend registering as early as possible so your child is guaranteed a spot for the summer.
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Payment Information:

Payments can be made using cash, check or credit/debit card.

Non-Refundable Registration Fee:

- Registration fee is \$150
- Fee is due at the time of registration.
- The registration fee includes one kamp shirt per kamper, all cooking and art supplies, a daily afternoon snack, and all field trips during the summer.

Weekly Tuition:

- \$150 per child
 - Due on Monday of weeks registered
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Cancellation Policy

- **ALL CHANGES MUST BE MADE BY MONDAY, MAY 11th.**
- Set an alarm on your phone or whatever it takes to meet this deadline!
- Regardless of last minute vacation plans, impromptu baseball camps, etc., any cancellations made **AFTER** May 11th will not be honored. You will be responsible for payment regardless of attendance.

ARRIVAL & DEPARTURE

Morning Extended Care - 7:30 to 9:00 a.m.

Kamp Kidville - 9:00 a.m. to 4:00 p.m.

Evening Extended Care - 4:00 to 5:30 p.m.

Signing In:

- Parents/guardians **MUST** escort their kamper into the building every morning for the entirety of the summer.
- **For safety reasons, drop-offs at the curb are not allowed.**
- Staff members will be stationed inside to greet and check in kampers.
- Once a kamper has been checked in, parents/guardians are free to leave.
- Staff members will help kampers store their lunch and guide them to their first location.

Signing Out:

- All kampers must be picked up **NO LATER THAN 5:30 p.m.**
- Authorized pick-up people are required to come to the Control Room window to pick up their kampers.
- No one will be allowed to go into the kampers' activity areas. Please inform everyone listed on your security card.
- Kamp Staff will not allow a kamper to leave their area without following proper security procedures.
- As described earlier in the section titled *Security Policies*, kampers will only be released to authorized pick-up people who verify the kamper's Security Code and whose names are listed on the Kamper Security Card.
- **We will never release a kamper to anyone who has not properly followed ALL security procedures.**

Late Pick Up Fees:

Please contact us as soon as possible if there is an emergency or an extreme situation that will cause you to be late picking up your kamper. Life can throw us a curve ball, and these situations will be taken into consideration.

LATE FEE STRUCTURE: 5:31 P.M. IS CONSIDERED LATE--BE ON TIME!!!

5:31 to 5:35 p.m. = \$ 5.00 LATE FEE PER KAMPER

5:36 to 5:40 p.m. = \$10.00 LATE FEE PER KAMPER

5:41 to 5:45 p.m. = \$15.00 LATE FEE PER KAMPER

When a kamper is not picked up by 5:45 p.m. without prior explanation, Kamp administrators will begin calling all emergency contacts on the kamper's registration form.

Parents who are chronically late for pick up will be offered a probationary period of one week to remedy the problem. If the tardiness continues, the kamper will be dismissed from kamp.

DRESS CODE

Approved attire: (SHARE THIS INFO WITH ANYONE RESPONSIBLE FOR BRINGING KAMPER TO KAMP.)

- Crew neck t-shirts **with sleeves**
- Athletic shoes WITH NON-MARKING SOLES
- Socks
- Modest shorts of at least fingertip length or pants/jeans
- Skirts or dresses **AS LONG AS SHORTS ARE WORN UNDERNEATH**

Unapproved attire: (SHARE THIS INFO WITH ANYONE RESPONSIBLE FOR BRINGING KAMPER TO KAMP.)

- Short-shorts; shirts with questionable slogans or advertising
- Sleeveless shirts; tank tops; spaghetti straps; halter tops; crop tops; see-through shirts; tops with cut-out shoulders; tops with cut-out backs; low-cut shirts
- Flip flops; sandals; crocs; heeies; hard-soled shoes; boots of any kind

What happens when a kamper arrives in unapproved attire?

- He or she will sit in the Control Room until his or her parent/guardian arrives with approved attire for him or her to change into.
- Be sure to share the dress code with ALL adults in charge of bringing your kamper to kamp, i.e. parents in separate households, grandparents, family members, friends.

PERSONAL ITEMS

We will provide a "cell phone parking lot" in the Control Room for kamperers who bring phones to kamp. All phones **MUST** be turned in to the Control Room when a kamper arrives.

Prohibited items include, but not limited to, the following:

- Electronic devices of any kind including any type of camera
- Books, journals, playing cards, trading cards, art/sketchbook or toys of any kind
- Hats, combs, brushes, make up, jewelry, purses, wallets, backpacks, blankets, or money
- Gum of any kind

Prohibited items will be confiscated and held in the Control Room until kamper is picked up.

Possession or use of a weapon, tobacco, alcohol, marijuana, or any controlled substance by a kamper while enrolled in kamp will result in immediate dismissal.

LUNCH AND SNACKS

Lunch: (WE DO NOT PROVIDE LUNCH.)

- Bring a packed lunch from home daily.
- **We do not microwave or refrigerate kamperers' food.**
- If a kamper arrives without a lunch, we will call the parents to bring one.

Snacks:

- We provide snacks everyday—Cheezits, pretzels and animal crackers.
- If your child has dietary restrictions, please list them on the appropriate registration form. You may send snacks from home if your child has a specific restriction that prohibits them from eating the snacks we provide. Check the snack in at the Control Room upon arrival.

MEDICATION MANAGEMENT

- **If your kamper requires medication to be successful at school, he or she will need to continue his or her routine to be successful at Kamp Kidville.**
 - Parents must fill out a Medication Authorization form at the time of registration.
 - Instructions will be reviewed with management staff.
 - Any time an EpiPen or an inhaler is dispensed, parents/guardians will be contacted.
 - All medications must be marked with an official prescription label displaying kamper's name, doctor's name and full instructions.
 - Only prescription medications will be dispensed.
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WELLNESS PROTOCOLS

KAMPERS MUST STAY HOME IF HE/SHE IS EXPERIENCING ANY OF THE FOLLOWING:

- Fever (100.1 or above) within the previous 24 hours--kamper must be fever free for 24 hours without the aid of fever-reducing medication.
 - Vomiting/diarrhea within the past 24 hours.
 - Pink eye or other signs of an eye infection or conjunctivitis such as red eyes and/or drainage from the eyes.
 - We will follow current CDC protocol for COVID.
 - Head lice (must be free of all nits).
 - Questionable rash, skin infection and/or pimple or boil-like wounds.
 - Any symptoms of childhood diseases such as scarlet fever, measles, mumps, chicken pox, whooping cough, etc.
 - Runny nose that is green or yellow in color.
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KAMP KIDVILLE RULES

Please review the following rules with your kamper prior to the beginning of kamp.

- **Use kind words and kind actions**
We speak kindly and respectfully to our leaders and the other kampers.
We keep our hands to ourselves and play nicely with each other.
- **Always have a good attitude**
We remain positive and thankful even when things do not go our way.
- **Be patient and wait your turn**
We sit still and quiet as we calmly wait for our turn.
- **If it isn't yours, ask before touching**
We understand that the equipment we use each day is loaned to us from the Day Kamp program and First Baptist Church, therefore we need to treat it with respect. This means we do not touch something that isn't ours to use. This also applies to other camper's bodies. My body is mine, and their bodies are theirs. We leave each other alone.
- **When I hear the "call back", I will stop, look, and listen**
When my leader gives the "call back", I will immediately stop what I am doing and give my leader my full attention.
- **Always tell the truth, the whole truth, and nothing but the truth**
We are to always tell the truth—no matter what the consequences are.
- **Look for opportunities to serve others**
If we all pitch-in and help each other, then we will all have a wonderful day!

Kamp Kidville Behavior Plan

It is our goal at Kamp Kidville to provide a fun and safe space for your child to spend their summer! We are an indoor summer camp. This means many of our activities take place in a classroom setting or a gymnasium. Our days are structured like school – except a lot more fun!! If your child struggles in a classroom setting during the school year, then they will be likely to find Kamp Kidville to be similar. Please prayerfully consider this before enrolling your child.

Most kamper issues that come up during a day are handled by the Group Leaders within the classroom. However, there are occasions when a kamper becomes too disruptive to the class or disrespectful to the Leaders, church property, other kamper, or him/herself such that they must be removed from the group and brought to an Administrator in the Control Room. When a kamper comes to the Control Room the following steps will be taken:

“Breathe, Call, Leave”

First Offense – Breathe

The kamper will sit in the Control Room and discuss the situation with an Administrator. The kamper should take this opportunity to calm down and self-evaluate his/her actions and correct his/her behavior. Once calm, the kamper will be returned to the group.

Second Offense – Call

If the kamper continues to be disruptive or disrespectful and must be removed from the group a second time in the SAME day, then an Administrator will call the kamper’s guardian listed on their registration form. If the guardian does not answer, the kamper will remain in the Control Room until a guardian is reached on the phone. The guardian will be asked to talk with their kamper over the phone to help him/her calm down and change his/her behavior. Afterwards the kamper will return to the group.

Third Offense – Leave

If the kamper’s disruptive and/or disrespectful behavior continues and he/she is brought to the Control Room a third time in the SAME day, then he/she will be required to leave for the remainder of the day. An administrator will call the kamper’s guardian to come pick them up. The kamper will NOT be returned to the group that day. He/she will remain in the Control Room until their guardian arrives. The kamper may return to kamp the next day to start fresh with a positive attitude.

If a kamper is required to be picked up from kamp due to behavior problems three times in the course of the summer, then he/she will be suspended from kamp for the remainder of the summer. When a kamper is suspended for the summer, no refund will be given for the current week. However, if the guardians paid for future weeks in advance, those weeks will be refunded.

***FBC KAMP KIDVILLE RESERVES THE RIGHT TO IMMEDIATELY SUSEPEND A KAMPER FOR THE SUMMER IF THE KAMPER’S ACTIONS ARE DEEMED DANGEROUS BY KAMP AND/OR CHURCH ADMINISTRATORS.**