



Embrace your Shine Camp

Parent/Student Handbook



Welcome Message:

Dear Parents and Campers,

Welcome to Embrace Your Shine Summer Camp! We are thrilled to have you join us for an exciting summer adventure filled with fun, learning, and personal growth. Embrace Your Shine Summer Camp is not just a typical summer camp; it's a place where campers can explore their interests, discover new talents, and build lifelong friendships in a supportive and inclusive environment. Our team of dedicated staff members is committed to providing a memorable and enriching experience for every camper. Throughout the summer, campers will have the opportunity to participate in a wide range of activities, including arts and crafts, outdoor adventures, sports, team-building exercises, and educational workshops. Each activity is carefully designed to promote creativity, critical thinking, and social skills while fostering a sense of belonging and self-confidence. At Embrace Your Shine Summer Camp, we believe in the importance of embracing diversity and celebrating individuality. We encourage campers to express themselves authentically and respect the uniqueness of others. Together, we create a vibrant community where everyone feels valued, accepted, and empowered to shine brightly. As parents, your support and involvement are essential to the success of our summer camp program. We encourage open communication and collaboration to ensure that your child's experience is positive and fulfilling. Please don't hesitate to reach out to our camp director or staff members with any questions, concerns, or feedback you may have. We are committed to providing a safe and nurturing environment for all campers. Our camp policies and guidelines are designed to ensure the well-being and happiness of every participant. We appreciate your cooperation in adhering to these policies and helping us create a positive and inclusive atmosphere for everyone.

Thank you for choosing Embrace Your Shine Summer Camp! We look forward to sharing an unforgettable summer adventure with you and your child.

Warm regards,

Gabrielle Jenkins

Camp Director, Embrace Your Shine Summer Camp



Camp Mission and Values:

At Embrace Your Shine Summer Camp, our mission is to create an immersive and transformative experience for every camper. We provide a supportive and inclusive environment where campers can embark on a journey of self-discovery, personal growth, and meaningful connections.

Our Values:

- 1. Respect for Self and Others:** We believe in fostering a culture of respect where campers learn to appreciate themselves and others for their unique qualities and perspectives. Through mutual respect, campers cultivate empathy, kindness, and acceptance, creating a positive and harmonious community.
- 2. Inclusivity and Diversity:** We celebrate diversity in all its forms and strive to create an environment where every camper feels valued, included, and empowered to express their true selves. Embracing diversity enriches our camp experience, fostering cultural awareness, empathy, and understanding among campers from different backgrounds.
- 3. Personal Growth and Development:** Our camp is a platform for campers to challenge themselves, step out of their comfort zones, and discover their full potential. Through a variety of engaging activities and workshops, campers develop essential life skills such as resilience, creativity, leadership, and teamwork, laying the foundation for lifelong learning and personal development.
- 4. Safety and Well-being:** The safety and well-being of our campers are paramount. We maintain a secure and nurturing environment where campers can thrive physically, emotionally, and socially. Our dedicated staff undergo rigorous training and adhere to strict safety protocols to ensure the highest standards of care for all campers.



Goals for Campers:

As campers' journey through Embrace Your Shine Summer Camp, they will:

- Discover Their Passions: Campers will have the opportunity to explore a variety of activities and interests, allowing them to discover new passions and talents.
- Build Confidence: Through overcoming challenges and embracing new experiences, campers will build confidence in themselves and their abilities.
- Cultivate Friendships: Campers will form lasting friendships with peers from diverse backgrounds, fostering empathy, communication skills, and a sense of belonging.
- Embrace Leadership: Campers will develop leadership skills by taking on roles of responsibility, collaborating with others, and inspiring their peers.
- Foster Resilience: Campers will learn to navigate setbacks and obstacles with resilience, developing the perseverance and adaptability needed to thrive in any situation.
- Celebrate Achievements: Campers will celebrate their achievements and successes, fostering a sense of pride and accomplishment in their growth and development.

At Embrace Your Shine Summer Camp, our ultimate goal is to empower campers to embrace their unique talents, shine brightly, and make a positive impact in their communities and beyond.



Camp Dates and Hours:

7-10 Year Old Age Group

Camp Start Date: June 3, 2024

Camp End Date: June 14, 2024

Camp Hours: 9:00 AM - 3:00 PM, Monday-Friday

11-14 (6-8) Year Old Age Group

Camp Start Date: July 1, 2024

Camp End Date: July 12, 2024

Camp Hours: 9:00 AM - 3:00 PM, Monday-Friday

Camp Location:

Kingdom Builder's Family Life Center

411 Lakewood Circle, Suite C201, Second Floor

Colorado Springs, Colorado, 80910

Contact Information:

Camp Director: Gabrielle Jenkins

Email: g.jenkins@kbflc.org

Work Cell: (719) 694-6037

Emergency Contact Number: Main Office Line - (719) 247-8190



What each camper will

Receive:

1. Water Bottle
2. T-Shirt
3. Drawstring Bag
4. Notebook and Pen
5. Activity Supplies
6. Breakfast, Lunch, and two snacks.
7. Educational Materials
8. Certificate of Participation
- 9: Specialized Equipment: Depending on the camp activities, they may receive specialized equipment like swim goggles, helmets, or safety gear.

What to bring to

Camp:

1. Comfortable Clothing
2. Closed-Toe Shoes
3. Sunscreen
4. Insect Repellant
5. Extra Clothing for our art sessions
6. Medications



Camp Policies

Code of Conduct:

At Embrace Your Shine Summer Camp, we strive to create a positive and respectful environment for all campers, staff, and volunteers. Our Code of Conduct outlines the expectations and guidelines that everyone is expected to follow:

1. Respect for Self and Others:

- Treat others with kindness, empathy, and consideration.
- Use positive and inclusive language when communicating with peers, staff, and volunteers.
- Respect personal boundaries and property.

2. Behavior and Attitude:

- Demonstrate good sportsmanship and fair play during all activities and interactions.
- Refrain from engaging in bullying, harassment, discrimination, or any form of disrespectful behavior.
- Follow instructions and guidelines provided by camp staff and volunteers.

3. Safety and Well-being:

- Always prioritize the safety and well-being of oneself and others.
- Follow safety rules and procedures during activities and while using camp facilities and equipment.
- Report any unsafe conditions or incidents to camp staff immediately.

4. Personal Responsibility

- Take responsibility for one's actions and their consequences.
- Attend all scheduled activities and programs punctually.
- Follow camp rules and guidelines, including those related to dress code, electronics, and personal belongings.

5. Conflict Resolution:

- Resolve conflicts peacefully and respectfully through open communication and compromise.

Project Right Direction is a program under Kingdom Builder's Family Life Center.



- Seek assistance from camp staff or volunteers if unable to resolve a conflict independently.

6. Respect for the Environment:

- Preserve and respect the natural surroundings of the camp environment.
- Dispose of waste properly and participate in recycling and conservation efforts.

7. Consequences of Violations:

- Violations of the Code of Conduct may result in disciplinary action, including verbal warnings, time-outs, or dismissal from camp activities.
- Serious violations may result in immediate dismissal from the camp program, at the discretion of camp staff.



Camp Policies

Safety and Well-being

- Campers must follow all safety rules and instructions provided by staff:
- Campers are expected to listen attentively to all safety instructions provided by camp staff.
- It is imperative that campers adhere to safety guidelines during all activities, including but not limited to, sports, crafts, and outdoor adventures.
- Failure to follow safety rules may result in disciplinary action to ensure the well-being of all campers.
- In case of illness or injury, parents will be notified immediately:
- The health and safety of our campers are of utmost importance.
- In the event of illness or injury, camp staff will notify parents or guardians immediately using the contact information provided during registration.
- Parents or guardians will be promptly informed of any necessary medical treatment and next steps for their child's care.



Camp Policies

Attendance and Punctuality

- Campers should arrive at the designated start time of the camp day to ensure they do not miss any activities or important instructions.
- Punctuality sets a positive example for other campers and ensures a smooth transition into daily activities.
- Parents or guardians are responsible for notifying the camp office in advance if their child will be absent or late for any reason.
- Timely communication allows camp staff to plan accordingly and ensures the safety and well-being of all campers.

Camp Policies

Dress Code

- Please ensure your child wears weather-appropriate clothing suitable for outdoor activities, including sunscreen, hats, and sunglasses during sunny days.
- Comfortable clothing such as shorts, t-shirts, and athletic wear is recommended to allow for ease of movement during physical activities.
- To ensure the safety of all campers, closed-toe shoes are mandatory for specific activities such as hiking, sports, and outdoor games.
- Please ensure your child wears closed-toe shoes to camp each day to participate fully in all activities.



Camp Policies

Electronics and Personal Items

- To promote engagement with peers and outdoor activities, we encourage campers to leave electronic devices such as smartphones, tablets, and gaming consoles at home or turned off during camp hours.
- Campers may bring electronic devices for personal use during designated break times, but their use must be respectful and non-disruptive to others.
- Campers are responsible for keeping track of their personal belongings, including but not limited to, backpacks, water bottles, and extra clothing.
- Please label all personal items with your child's name to prevent loss or confusion.

Camp Policies

Meals

- Breakfast, Lunch, and 2 snacks are provided for the youth.
- Our camp provides nutritious meals and snacks for campers throughout the day to fuel their energy and support their growth and development.
 - Please notify camp staff of any food allergies or dietary restrictions your child may have, and we will do our best to accommodate their needs.



Camp Policies

Transportation

- Please make arrangements for your child's transportation to and from the camp location each day.
- Ensure your child arrives on time for the start of the camp day and arrange for prompt pickup at the end of the camp day to ensure their safety and well-being.
- For transportation during field trips, we will utilize our 15-passenger van, ensuring the safety and comfort of all campers under the supervision of trained staff members.
 - Prior to each field trip, parents will be notified of the destination, departure and return times, and any additional information regarding transportation arrangements.
- For the safety and security of all campers, only individuals listed on the emergency contact/pickup list provided during registration will be allowed to pick up any youth from our facility.
- Please ensure that all individuals authorized for pickup are included on the emergency contact/pickup list, and inform camp staff of any changes or updates to the list as needed.



Camp Policies

Behavior Checklist and Consequences

1. Verbal Warning:

- Camp staff will provide a verbal warning to the camper, reminding them of the expected behavior and consequences of further misbehavior.

2. Time-Out:

- If the behavior persists after a verbal warning, the camper will be given a time-out, during which they will be temporarily separated from the group to reflect on their actions.

3. Loss of Privileges:

- Continued misbehavior may result in the camper losing certain privileges, such as participation in certain activities or access to recreational equipment.

4. Parent/Guardian Notification:

- If behavior issues persist despite previous interventions, camp staff will notify the camper's parent or guardian to discuss the situation and develop a plan for improvement.

5. Dismissal from Camp:

- In rare cases of severe or persistent misbehavior that jeopardizes the safety and well-being of others, camp staff reserve the right to dismiss the camper from the camp program, with no refund of fees.



Camp Policies

Health and Wellness

- Please inform camp staff of any allergies or medical conditions your child may have upon registration.
- Camp staff will take necessary precautions and work with parents/guardians to manage allergies and administer medication as needed, following the provided guidelines and consent forms.
- In the event of a medical emergency, camp staff will immediately contact emergency medical services and then notify parents/guardians using the contact information provided during registration.
- Parents/guardians will be promptly informed of the situation and provided with further instructions.
- Camp staff are trained in first aid and CPR to respond to minor injuries and medical situations.
- The camp has established emergency preparedness plans and protocols to ensure the safety and well-being of all campers and staff in the event of emergencies, including evacuation procedures and designated assembly points.



Camp Policies

Parental/Guardian Involvement

- We welcome parent/guardian volunteers to participate in various camp activities and events, such as field trips, special performances, or themed days.
- Parents/Guardians interested in volunteering should contact the camp office to inquire about available opportunities and requirements.
- Encourage your child to share their camp experiences and participate in camp-related discussions at home.
- Support your child's interests and involvement in camp activities by providing encouragement and reinforcement.
- Parents can communicate with camp staff via email, phone, or in-person during designated office hours.
- We value feedback and suggestions from parents and encourage open communication to ensure a positive camp experience for all campers.



Camp Policies

Procedures

- Campers are expected to adhere to the camp's Code of Conduct, which outlines expectations for behavior and consequences for violations.
- Camp staff will address behavior management, discipline, and conflict resolution in a fair and consistent manner, focusing on positive reinforcement and learning opportunities.
- In the event of lost belongings, camp staff will assist campers in locating their items and take necessary measures to prevent future losses.
- Camp staff will provide appropriate care and support to campers in the event of illness or injury, following established procedures and guidelines.
- Parents/guardians can report concerns or file complaints with the camp director or designated staff member.
- Complaints will be addressed promptly and confidentially, with appropriate follow-up actions taken as necessary.

Camp Policies

Special Needs and Accommodations

- Parents/guardians of campers with special needs or accommodations are encouraged to communicate their child's needs with camp staff prior to the start of camp.
- Camp staff will work with parents/guardians to ensure appropriate accommodation is provided to support the camper's participation in camp activities.
 - Parents/guardians can request accommodations for their child by contacting the camp office and providing necessary documentation or information.
- Camp staff will collaborate with parents/guardians to implement accommodations and support the camper's needs to the best of their ability.



Camp Policies

Emergency Procedures

- Camp staff will conduct regular drills to familiarize campers with emergency evacuation procedures and designated assembly points.
- In the event of an emergency requiring evacuation, camp staff will follow established procedures to ensure the safety and well-being of all campers and staff.
- Contact information for local emergency services, including police, fire department, and hospital, will be posted in visible locations throughout the camp facility.
- Parents/guardians will be notified of any emergency situations and provided with relevant information and updates as needed.



Camp Policies

Activities and Curriculum

- Our camp curriculum is designed to provide campers with opportunities for self-discovery, creativity, leadership development, and personal growth.
- Educational goals and learning objectives are integrated into each activity to promote cognitive, social, emotional, and physical development.

Details about special events, guest speakers, or themed days planned throughout the camp session:

Week 1:

- Monday - Self-Discovery Day: Dinosaur Museum (Activities focused on discovering personal strengths and talents.)
- Tuesday - Creativity Day: Color Me Mine (Arts and crafts projects, creative writing, and other activities to encourage self-expression.)
- Wednesday - Confidence Building Day: Horseback Riding (Games and exercises aimed at boosting self-confidence and self-esteem.)
- Thursday - Leadership Day: Starsmore Visitor Center and Seven Falls (Team-building activities and discussions about leadership qualities and skills.)
- Friday - Shine Showcase: Cheyenne Mountain Zoo (Campers showcase their talents and accomplishments from the week.)

Week 2:

- Monday - Wellness Day: Garden of the Gods and Mindfulness Session (Yoga, mindfulness exercises, and discussions about self-care and well-being.)
- Tuesday - Friendship Day: Pickleball (Activities centered around building and maintaining positive relationships.)
- Wednesday - Diversity Day: Mini Golf (Discussions and activities promoting inclusivity and celebrating diversity.)
- Thursday - Goal Setting Day: Urban Air Adventure and Trampoline Park Campers set personal goals and create action plans to achieve them.)



- Friday - Shine Celebration: Movie Day and Field Day (A final celebration where campers reflect on their experiences and share what they've learned with their peers and families.)



Field Day

Schedule

9:00 AM - 9:30 AM: Arrival and Breakfast

9:30 AM - 11:00 AM: Movie Day

11:00 AM - 12:30 PM: Field Day Activities

12:30 PM - 1:00 PM: Lunch Break (Picnic-Style Lunch) - Parents are welcome to join their child for lunch and chaperone during the break.

1:00 PM - 2:30 PM: Continuation of Field Day Activities (Parents can volunteer and assist with manning the stations).

2:30 PM - 3:00 PM: Closing Ceremony and Reflection (Parents are invited to join the closing ceremony and participate in the reflection session).

Regular Day

Schedule

9:00 AM - 9:30 AM: Breakfast

9:30 AM - 10:00 AM: Morning Lesson

10:00 AM - 10:05 AM: Bathroom Break

10:10 AM - 10:30 AM: Morning Lesson/Afternoon Snack

10:40 AM - 11:10 AM: Lunch

11:10 AM - 12:40 PM: Recess

12:45 PM - 3:00 PM: Afternoon Activity/Field Trip

3:00 PM: Dismissal



Field List

These are places that the youth will have an opportunity to go to!

1. **Dinosaur Museum:** Explore the fascinating world of dinosaurs and prehistoric life at the museum, where campers can learn about fossils, exhibits, and interactive displays.
2. **Color Me Mine:** Unleash creativity at Color Me Mine, where campers can paint their own pottery pieces and express themselves through art.
3. **Horseback Riding:** Experience the joy of horseback riding at a local ranch or equestrian center, where campers can learn basic riding skills and enjoy guided trail rides.
4. **Starsmore Visitor Center and Seven Falls:** Discover the beauty of nature at Starsmore Nature Center and Seven Falls, where campers can explore hiking trails, waterfalls, and scenic viewpoints.
5. **Garden of the Gods:** Marvel at the stunning rock formations and natural beauty of Garden of the Gods, where campers can enjoy guided tours, nature walks, and outdoor activities.
6. **Mindfulness Session:** Engage in mindfulness exercises and relaxation techniques led by a certified instructor, promoting mental well-being and stress relief.
7. **Pickleball:** Learn and play the exciting sport of pickleball, a combination of tennis, badminton, and table tennis, at a local recreational facility or outdoor court.
8. **Mini Golf:** Have fun and test your skills at mini-golf courses, where campers can enjoy friendly competition and challenging holes.
9. **Urban Air Adventure and Trampoline Park:** Embark on an adventure at Urban Air Adventure and Trampoline Park, featuring trampoline arenas, obstacle courses, and interactive attractions.
10. **Cheyenne Mountain Zoo:** Visit the zoo for an educational and entertaining experience, where campers can observe a variety of animal species, attend keeper talks, and engage in wildlife conservation activities.
11. **Pottery Painting:** Get creative and paint pottery pieces at a pottery painting studio, where campers can express themselves through colorful designs and artistic creations.



Parent Communication

We are excited to welcome you and your child to our Embrace Your Shine Camp! Effective communication is essential for a successful and enjoyable experience, and we want to ensure that you are kept informed every step of the way.

All communication regarding our camp activities, updates, and reminders will be conducted through the Remind app. To join our communication channel, please use the following class code based on the session your child is enrolled in:

- For Session One: Class Code - prdcamp1
- For Session Two: Class Code - prdcamp2

Please note that you will be accepted into the communication channel after we have received payment for your child's enrollment. When requesting to join the group, kindly ensure that you select the group corresponding to the assigned session your child is registered for.

Additionally, you may occasionally receive direct calls from our youth department team using our office number at (719) 247-8190 or emails from us. We kindly ask that you save our number in your phone for easy identification.



Closing Statement

We hope this handbook has provided you with valuable information about Embrace Your Shine Camp and what to expect during your child's participation. Our team is dedicated to ensuring a safe, supportive, and enriching experience for every camper.

As we embark on this journey together, we encourage open communication and collaboration between parents, campers, and our staff. Should you have any additional questions, concerns, or feedback, please do not hesitate to reach out to us. Your input is important to us, and we are committed to continuously improving and providing the best possible experience for your child.

Thank you for choosing Embrace Your Shine Camp. We are excited to welcome your child and look forward to creating cherished memories and fostering personal growth together.

Wishing you and your family a fantastic camp experience filled with laughter, learning, and lasting friendships!

Sincerely,

Gabrielle Jenkins

Youth Services Coordinator

Kingdom Builder's Family Life Center



Acknowledgement

We are now at the end of this handbook, below you will find a space for your signature and date. By signing below, you acknowledge that you have received and read the contents of this handbook. After signing, please scan or email a copy of this signed page to our Youth Services Coordinator, Gabrielle Jenkins, at g.jenkins@kbflc.org. We appreciate your attention to this matter and look forward to a wonderful camp experience for your child. Thank you for your cooperation.

Parent/Guardian Signature: _____ Date: _____