

Camp CUBBER Summer 2019

PARENT SURVIVAL GUIDE

Welcome to Camp CUBBER 2019! We are expecting great things this summer, and believe this will undoubtedly be one of the best summers yet! Here is a quick breakdown of all of the important things you need to know (or remember) for camp:



LUNCH

Campers will once again have the choice of purchasing lunch at camp or bringing lunch from home. Families may choose to purchase the weekly meal plan on the Monday of the week(s) desired. Campers can also purchase a single meal ticket by 9:00 AM on the morning of the day desired.

Lunch prices are as follows: \$5.50 per day / \$27.50 per week

Weekly Menu: Please see the weekly calendar for an accurate menu, but menu items will often include chicken nuggets on Monday, spaghetti or buttered pasta on Tuesday, hot dog on Wednesday, cheeseburger on Thursday, and cheese pizza on Friday. Boxed lunches (with a turkey or ham sandwich depending on the day) will be provided for campers on the meal plan when the field trip will occur during lunch time. Remember, if there are days where the field trip would require a boxed lunch, that will override the regular menu option for the day (and those boxed lunches cannot be purchased on the day of the trip). Again, please consult the Week @ a Glance Calendar for an accurate daily meal calendar.

All meals will also include chips or a side item, fruit or juice, a dessert item, and milk or water. If a student doesn't like a specific main entree, there will be a sandwich substitute (typically turkey or ham) available with the exception of boxed lunch days.

Campers who do not participate in the meal plan or do not purchase a meal ticket in the morning **MUST BRING A LUNCH**. Parents will be notified if a camper is brought to camp without a lunch.



PEANUT FREE PLEASE!

Speaking of lunch, due to the number of students affected by peanut and / or tree nut allergies, Camp CUBBER is striving to be a peanut / tree nut free environment this summer. This is not something we can do without your help! Being peanut / tree nut free requires the help and support of all of our great camp families. So please **DO NOT SEND** your child with peanut butter, peanuts, or tree nuts in their lunch or snack. If peanuts are one of your typical lunch options, check out: <https://www.thekitchn.com/5-nut-free-alternatives-to-peanut-butter-222921> for ideas about alternatives. Thank you for your help with this!

WHERE TO GO

CUBBER Jr. (K / 1st)	Downstairs A Building
Discoverers (2nd / 3rd)	Downstairs C Building, Upstairs B Building, and A-207
Adventurers (4th / 5th)	Upstairs C Building and Upstairs B Building and A-205
CrossRoads (6th - 8th)	Upstairs A Building



Students will be in their extended care room / homeroom from 7:30 AM - 9:00 AM (longer for CrossRoads) and then again from approximately 3:45 PM - 5:20 PM. If you are dropping off and picking up during those times (as most families do) you will find your child in that room. Obviously, as numbers begin to drop at the end of the day, classes may be combined as necessary or appropriate.

Please note that when using the rotation schedule to find your child, it will be VERY IMPORTANT to look for the BUILDING LETTER and the ROOM NUMBER of the class you are looking for. If you are having trouble locating a room, please feel free to see an office staff or camp staff for assistance.

ROOM CHANGES

There will be times when classes will be moved to accommodate room maintenance and summer upgrades. We have left a few classrooms on the campus empty to allow those moves, and we will do our best to make those alternate rooms as

close as possible to your child's original room assignment. When those moves occur, there will be a sign on the door of the closed room directing you to the alternate location.

ROOM SCHEDULE

We will be doing our best to stick to the rotation schedule (when on site). You may use the schedule to locate your child or simply ask an office staff member and we will be happy to point you in the right direction. **Learning your child's grade color and GROUP NAME is the best way to help us assist you with this more quickly.** Each grade group will have a color (yellow for K-1st, red for 2nd-3rd, blue for 4th-5th, and green for 6th-8th) and each class will have a color name (i.e. - Crimson, Garnet, Cherry, etc.). Classes are based on the grade your child will be going into in the fall. We have schedules available to take with you (in full color) on the sign in / sign out stand. There are also several large schedules that have been blown up and posted around the campus as well.



CAMPUS SECURITY

Each child's safety and security is important and we take campus security seriously at Camp CUBBER. Last summer we added a Student Resource Officer from the Pinellas County Sheriff's Office for the first time. Last summer the officer filling that position rotated daily or weekly while a permanent placement was found. We are extremely pleased that after an extensive search process, last July / August Deputy Cahoon was hired and now serves the Palm Harbor United Methodist Church / Westlake Christian School campus year round. He is an amazing addition to the PHUMC and Camp CUBBER team.

When parents / guardians are arriving to our campus, we ask that all parents / guardians use **the north entrance** (there is a sign marking it as such on Belcher Rd.) and drive around to the back of the campus. If you are not using one of our Express Services (detailed on the next page), please park in that lot and use the double doors underneath the large blue overhang. **Those should be the only doors used to enter for camp.**

This summer we will again be closing and locking the entry gates (inside the building) during the heart of the camp day, from 9:30 AM - 3:30 PM. Those are times when most, if not all, of our campers should be on site. If you are planning on arriving or picking up during that time, you will need to check in with the camp staff posted at the gate with your photo ID.

Also, you have given us a list of those people who are allowed to pick up your child. If you need to add or subtract anyone on that list please let us know AS SOON AS POSSIBLE. The easiest way to do that is to email the camp office - starsandcomets@phumc.net.

WEEK @ A GLANCE CALENDAR

The Week @ A Glance Calendar is your best way to know where and when your child will be off site. The calendar will not only tell you field trips, but also what is for snack, lunch, and any other important information. This calendar comes out bi-weekly online by the Thursday before the next two weeks and in print on the Friday before the next two weeks. It is available for pickup at the sign in / sign out desks and online on the camp website - www.campcubber.com.



PAYMENTS AND CANCELLATIONS / CHANGES

You are responsible to pay for all weeks for which you have signed your child up (whether they actually attend or not). Refunds and discounts cannot be given for missed days (including illness, family emergency, and scheduling conflicts). Should you need to drop / cancel a week, please let us know as soon as possible. Cancellation requests must be in writing, so either via email to starsandcomets@phumc.net or bringing in a written note / letter to the camp office.

Families canceling a week will be subject to the following cancellation fees:

Cancel after May 23, but more than 6 business days before the start of the session scheduled - \$40.00

Cancel less than 6 business days prior to the start of the session scheduled, but before 12:00 PM Thursday - \$70.00

Cancel after 12:00 PM Thursday of the week prior to the session you were scheduled to attend - FULL TUITION

Families paying for camp electronically (via our EFT program) will have those cancellation fees withdrawn automatically (instead of tuition). Camp fees that are paid electronically (our EFT program) will be withdrawn on the Thursday (at midnight) prior to the week your child is scheduled to attend. Payments collected via EFT on May 1, 2019 have been applied to the last week of camp your child will be attending. This means you will not make a payment for the LAST week they are scheduled to attend, but all previous weeks must be paid on the Monday morning of attendance.

FIELD TRIP / SWIM DAYS

Regular offsite camp field trips will occur on various days throughout the week. To see what days your child's field trips are on, please consult your child's Week @ a Glance Calendar - which you will receive throughout the summer. Some of the CrossRoads (6th - 8th Grade) trips even occur on Mondays, so it is imperative that you check that schedule prior to arriving @ camp. Camp T-shirts must be worn on ALL non-swimming regularly scheduled FIELD TRIPS. Should you forget your camp t-shirt, an additional one can be purchased from the office and a \$10.00 fee will be added to your account (families not on EFT must pay at time of receipt). Occasionally we have camp shirts from previous summers also available for purchase. These shirts will be \$5.00 this summer (while supplies last).

Field trip departure times will be posted on the Week @ A Glance Calendar and will be notated under the age divisions you signed up for (Kindergarten - 1st Grade = CUBBER Jr., 2nd - 3rd Grades = Discoverers, 4th - 5th Grades = Adventurers, 6th - 8th Grades = CrossRoads). Please make sure that your child is here by the appropriate time indicated on that schedule. Campers arriving late may not make their field trip. Field trip transportation needs are determined at the time of departure. If your child is not present at the time of departure, the camp considers them absent for the day unless prior accommodations have been arranged through the camp office. Therefore, campers will not be allowed to be dropped off at a field trip site unless adequate transportation back to camp is available.

Campers will be transported to and from field trips on one of the following vehicles: 11 passenger vans, 14 passenger minibuses, 25 passenger shuttle buses, and / or rented school buses / charter buses. All vehicles used meet the current requirements for transporting children, have seat belts for every passenger, and have been routinely inspected for their safety. If you desire for your child to use a booster seat while being transported, please bring their booster seat to camp with their name clearly marked on it and make sure their teacher / group leader is aware of your desire to have it used.

The day of the week for swim days for Discoverers and Adventurers will vary this year. All students attending a pool / swimming field trip will be required to complete a swim test even if they have previously passed a swim test.



ALL GIRL'S BATHING SUITS should be ONE PIECE ONLY regardless of age. If your child does not own a one piece bathing suit, a dark colored t-shirt must be worn over any bikini or two piece swimsuit at all times. Girls without a dark colored t-shirt to wear over their two piece swimsuit will be issued a camp shirt and a \$10 fee will be charged to your account (families not on EFT must pay at time of receipt). Boys' bathing suits should be board shorts or long shorts please. Campers not wearing

appropriate swimming apparel may be restricted from swimming. All towels, apparel, and campers' change of clothes must fit inside their camp issued backpack. We strongly encourage that each camper wear or bring their own sun block. We cannot allow campers to share sun block due to possible allergies. If your child cannot apply his or her own sun block, please provide spray or aerosol type.

PM EXPRESS CAR LINE

Enrollment is optional. Parents can sign up for a time slot to pick their child up from the express car line. This should be the time you anticipate arriving to camp EVERY DAY. Those time slots are: 4:00 PM - 4:20 PM, 4:30 PM - 4:50 PM, 5:00 PM - 5:20 PM, and 5:30 PM - 5:45 PM

➔ Students not picked up from the car line by 5:45 PM will be escorted back to their group's closing room. Again, this should be the time you plan to pick your child up from camp EVERY DAY.

Should you not be able to make your assigned express time slot or if you desire to pick your child up earlier / later for any reason, you may remove your child from express for the day and pick him / her up in their extended care or closing room. While we are happy to remove your child from express as needed (and even move your child permanently to a different time slot if there is still room in that time slot), unfortunately we cannot move your child to a different express time slot for a single day during the summer. Please note that calls to remove a child from express MUST OCCUR MORE THAN 15 MINUTES BEFORE YOUR SELECTED TIME SLOT.



Because of the number of requests, EXPRESS TIME SLOT #4 (5:30 PM - 5:45 PM) is FULL and no additional students can be added to this slot at this time.

Campers will be escorted to the PM Express Room by a staff or volunteer. As you arrive in your car, a staff will radio the express room to have your child brought to the car circle by the cafeteria / flag pole (southwest side of campus). Also please note, if your child is attending a field trip that is scheduled to return after 4:30 PM, there will be NO EXPRESS PICKUP available that day for your child's age group (these days will be noted as such on the Week @ A Glance Calendar). Again, instead of using express, you would need to go to your child's extended care or closing room to pick him / her up on those designated days.

AM EXPRESS DROP OFF SERVICE

This service is available to all families and does not have to be signed up for. Using the Express AM Drop Off service is completely optional and you can still feel free to bring your child in if desired.

Express AM Drop Off is also in front of the cafeteria. There will be a staff posted outside with a clipboard to allow you to sign your child in (while remaining in the car if desired). Your child will proceed to the cafeteria and wait with a camp staff member until escorted to their classroom by a camp staff or volunteer runner. The sign in book with the Express AM Drop Off staff will **ONLY** have campers eligible for the service (**and only those campers will be accepted at that drop off**). **Express AM Drop Off runs from @ 7:00 AM - 9:00 AM.** If your child has an early field trip that was scheduled to depart prior to your arrival (or at the time of your arrival), the express drop off service will not be available. If using the express AM drop off service on field trip days, please arrive at least 15 minutes prior to your child's scheduled departure time.

OPENING SESSION

Our camp activity day kicks off every morning @ 9:10 AM (9:50 AM for CrossRoads) with music, games, skits, and more! This is a time your child won't want to miss and is a great way to jump start every day here @ Camp CUBBER.



CAMP HOURS / LATE FEES

Most camp activities occur from 9:00 AM – 4:00 PM with FREE extended care from 6:30 AM – 6:00 PM. Camp closes promptly @ 6:00 PM. Your child will be brought to the office after that time and a late fee will be assessed. Starting at 6:01 PM, late fees are \$1.00 per minute per family. Our 6:00 PM closing time is strictly enforced. Should an unforeseen emergency arise that will cause you to pickup after 6:00 PM please call the camp office as soon as possible.

CHARACTER ALL STARS



Each week this summer we will be looking for campers that are living out the values that Camp CUBBER is all about! Get caught doing the right thing and students just might find themselves being awarded in front of the entire camp. One winner from each grade / group level will be honored each Thursday or Friday. Winners will receive a special award.

ELECTRONICS POLICY

K-1st Grade campers are asked **NOT** to bring personal electronics to camp. 2nd-3rd Grade campers will have extremely limited personal electronic days during the summer. 4th-8th grade will typically have a weekly personal electronic day or day(s). Campers are allowed to bring, within reason, personal electronic devices on those specified electronic days. Those days will be labelled on the 2 Week @ A Glance Calendar with a  symbol. Electronic devices include: CD players, mp3 players, iPods, tablets, Nintendo DS's, or Gameboys. These items and accessories are the sole responsibility of the camper and must be cared for accordingly. If you are afraid your child will lose or break their personal items, please have them leave them at home. It will be the parents' decision and responsibility to pickup any items your child has left while on a field trip. Items lost while at camp will be placed in a camp "Lost and Found" area or in the camp office. Personal electronics use will only be permitted in certain rooms and times of day as deemed appropriate by the classroom teacher / group leader.



Camp CUBBER and its staff WILL NOT be held responsible for lost, misplaced, or stolen monies or other personal property. If there is an issue of possible theft, campers' personal belongings may be looked through by a camp supervisor. If there are things campers would like to be kept personal or confidential, please leave these items at home. Any items with a dispute of ownership will be held in the camp office until both parents have arrived. CD's, games, and music on iPods / MP3 players should be appropriate for play at a Christian summer camp and may be checked randomly for appropriateness.



Please do not allow campers to bring cell phones to camp. They will have no need for them while they are here and all staff will have a cell phone and/or another communication device in case of emergency. Campers who bring a cell phone to camp will be told to TURN IT OFF (NOT ON VIBRATE) and put it away with their belongings. Any camper not complying with the above rules WILL HAVE THEIR CELL PHONE CONFISCATED and returned to the parent at time of pickup. Campers who continue to disobey the cell phone policy will face the discipline action stated in the code of conduct as stated in the registration packet.

LOST AND FOUND

If your child loses something while at camp, parents are encouraged to retrace his / her rooms and locations during that day (using the room rotation schedule) in an effort to find said lost item. Vehicles and classrooms are checked at the end of the day. If lost items are found at that time, they will be placed in the lost and found area outside the camp office (upstairs in the A building). Again, please remember anything brought from home is the sole responsibility of the camper and must be cared for accordingly. You will want to check the lost and found area several times throughout the summer as items that remain in lost and found for an extended period of time will be discarded or donated to a local charity.



BEAR BUCKS / AUCTION POINTS

At Camp CUBBER we use a student behavior incentive program. For elementary students that program is Bear Bucks, for middle school students it is Auction Points. Students earn Bear Bucks / Auction Points for days with good behavior. They also have the potential of earning additional Bear Bucks / Auction Points for things like helping staff, cleaning up (when not required), winning games / activities, or other positive behavior traits that go above and beyond what is expected at camp. Campers can also lose Bear Bucks / Auction Points at a group leader or staff members discretion for inappropriate behavior. The Bear Bucks store will be open primarily on Fridays and will

feature candy, toys, and prizes for the campers to spend their Bear Bucks on. CrossRoads Auctions will also take place on Fridays (unless there is an all day Friday field trip).



OTHER IMPORTANT THINGS TO REMEMBER

- **Please sign your child IN AND OUT daily at your child's sign in / sign out table** (or at the Express Drop-off / Pickup area). **Also, please bring your PHOTO ID when picking up your child(ren) EVERY DAY, regardless of your child's age. If a staff member does not recognize you, you will be asked for photo identification to make sure you are eligible to pickup.**
- Your child will receive a camp backpack as a simple way to keep their belongings together. These backpacks are designed for this summer's camp theme and the cost for them was included in your child's registration payment. We are requiring that everything brought from home to camp (other than your child's lunch box) fit inside their assigned camp backpack. The backpacks are quite durable and the inside is water resistant (for those swimming / water field trips or to bring a water bottle along on those outside field trips).
- As we are a Christian summer camp we expect campers to dress moderately and appropriately. Please no spaghetti straps or midriff tops. Tops must be loose fitting and be an appropriate length. Skirts and shorts should be of a moderate length, going to at least mid thigh. Generally speaking, shorts going to the end of your child's fingertips would be appropriate. Clothing should be worn as manufactured (not rolled up on the waistband or legs). Shirts may only be "banded" with a rubber band or hair tie if NO PORTION OF THE STOMACH is being revealed. Clothing should not have printing or graphics on it that is inappropriate for a Christian summer camp. WE RESERVE THE RIGHT TO REFUSE A CAMPER WHOSE DRESS IS INAPPROPRIATE.
- **Closed toed shoes are required at Camp CUBBER for all non-swimming days.** Camp CUBBER by its nature is full of daily activities that require movement where sandals or other open toed shoes are not appropriate. Sandals or flip flops may be worn on swim days (or swim field trip days) only. Please remember that just as with the clothing dress code, WE RESERVE THE RIGHT TO REFUSE A CAMPER WHOSE FOOTWEAR IS INAPPROPRIATE.
- Younger campers and those campers prone to bathroom accidents are strongly encouraged to bring a change of clothes with them to camp. If your child has an accident and does not have a change of clothes with him / her, the camp office will issue underwear, shirt, and shorts to wear at a \$5 fee. Brand new underwear will be given to each child, which is yours to keep. The shirt and shorts should be washed and returned by Friday of that week or you will be charged an additional \$10 fee for those items. Clothes should be returned to the camp office directly to an office staff.





- Camp CUBBER's policy for movies is as follows: All students may view G and PG rated movies while @ camp or on a camp field trip. Movie selections will be made and posted in advance. If at any time there is a specific movie you wish for your child to (or not to) see please inform their camp teacher or a Camp CUBBER office staff. CrossRoads follows the same movie policy as Camp CUBBER except selected and screened PG-13 movies may be made available from time to time to 6th - 8th GRADE STUDENTS ONLY. There will always be a PG or G alternative if a PG-13 movie is being shown. Movie selections will be made and posted / emailed in advance. If at any time there is a specific movie you would like your child not to see, please inform his / her group leader or a Camp CUBBER office staff.
- There will be construction on campus again this summer as we continue to expand / upgrade our campus. The construction should have minimal impact on the camp program, however please note that the south playground was removed to make room for an additional building. We anticipate that the north playground will still be available for CUBBER Jr. campers throughout the summer. A new playground will be constructed once the building project is completed (not until after camp is over). We do have an active play area that is temporarily replacing the playground with gaga ball, tetherball, foursquare, and other fun and active group games. Also, please be aware that in order to access the field or basketball court portions of the campus, you will need to go through the cafeteria. Parents / guardians will be notified via email if / when projects are expected to have a more substantial impact on camp or drop-off / pickup procedures. Thank you in advance for your patience and understanding with that!

*We look forward to an exciting, fun-filled summer together.
Thank you for your support of Camp CUBBER!*

PHONE: (727) 781 - 6343
WEBSITE: www.campcubber.com
EMAIL: starsandcomets@phumc.net