

**LUTHER SPRINGS**



**CAMP & RETREAT CENTER**

# **Luther Springs Traveling Day Camp**

## **Congregational Coordinator Manual**



**LUTHERAN  
OUTDOOR  
MINISTRIES  
of FLORIDA**

Luther Springs and Luther Springs Traveling Day Camp are ministries of Lutheran Outdoor Ministries of Florida (LOMF). For more information, please contact the program office:

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# Congregational Planning Guide

## Table of Contents

Mission.....	1
Statement of Purpose .....	1
What is a Day Camp?.....	2
Why Day Camp?.....	2
Schedule Outline.....	3
Elements of the Day.....	4
Daily Schedule .....	5
Publicity .....	6
Health History .....	6
Hosting a Day Camp Team.....	7
Recreational Activities.....	7
Meals .....	7
Billing .....	8
Special Events .....	8
Insurance.....	9
What to Bring to Day Camp .....	9
Responsibilities .....	9
Job Descriptions .....	11
Helpful Hints .....	13
Appendix.....	i-vi

## LUTHER SPRINGS



# Traveling Day Camp Congregational Planning Guide

## MISSION STATEMENT

"Providing program and place for people of all ages to grow personally and spiritually through Jesus Christ in an outdoor setting."

## DAY CAMP STATEMENT OF PURPOSE

Day Camp is a program offered by Lutheran Outdoor Ministries of Florida in cooperation with congregational leadership. It is intended to enhance Christian Education programs for the young people of our congregations, those completing K-8th grade, by providing them with Christ-centered camp experiences in their own community.

This Congregational Planning Guide should help answer many of your questions and give you an idea of how to prepare for the upcoming summer. This resource is to be used as a guide, so please make your camp unique and specific to your congregation.

We have made many additions to our program over the years, so please read this packet in its entirety. If you have any questions or something is not clear please contact the LOMF office (813-801-9600) or the Program Director at any time.

Thank you for your interest in Lutheran Outdoor Ministries of Florida. We are glad that you have made us part of your ministry.

A ministry of the Florida-Bahamas Synod, ELCA



## WHAT IS A DAY CAMP?

**DAY CAMP** is a Christ-centered, camp experience for K-8<sup>th</sup> graders in their home community or church. Grade levels listed in this manual are understood to be grades completed.

**DAY CAMP** brings the programs of Luther Springs Bible Camp to children in a familiar setting - their own community.

**DAY CAMP** is designed to introduce a Bible camp experience to children without staying overnight away from home. Day Camp is not provided to replace Vacation Bible School, but to enhance Christian Education programs and other summer church programs. Congregations may decide to use Day Camp instead of Vacation Bible School, but that is not our intent. We hope that the K-8<sup>th</sup> graders can have both experiences.

**DAY CAMP** is a unique blend of outdoor ministry and congregational ministry. The Luther Springs Traveling Day Camp team brings its own enthusiasm and leadership/teaching styles, as well as the camp curriculum and resources. Local volunteers share their own gifts and knowledge. All of these, staff, camp, and church make Day Camp an exciting and enriching experience.

**DAY CAMP** is relational. Luther Springs will provide a Day Camp Team of trained staff who, along with volunteers from the congregations, forms the following ratios:

- 1:6 for Kindergarten
- 1:8 for 1<sup>st</sup> through 3<sup>rd</sup> grade.
- 1:10 for 4<sup>th</sup> through 8<sup>th</sup> grade.

*\* Every camper group needs to have at least one LOMF staff member*

**DAY CAMP** is renewal. The experience is renewing not only for the children involved, but also for the adult volunteers. Day Camp can revitalize Sunday School, Vacation Bible School or Youth Ministry with new ideas, songs, environmental education, crafts and energy.

**DAY CAMP** is outreach. The week is an outreach to the congregation's members as well as the local community. Day Camp is for everyone.

**DAY CAMP** is fun!

## WHY DAY CAMP?

While we do hope to excite youth about Luther Springs Traveling Day Camp, our bigger concern is to have them more excited about the ongoing ministry of their home congregation. Day Camp is not intended to replace Vacation Bible School, but to supplement that program and add to the summer ministry of congregations.

The strength of Day Camp is the Day Camp Team. They are caring, committed young adults who are trained to lead Bible studies, worship, singing, crafts and recreation. They are flexible, as is the entire Day Camp program, to meet the needs of each individual congregation.

## SCHEDULE OUTLINE

### Sunday Afternoon

- Day Camp Team arrives late afternoon.
- Provide a time for the Day Camp Team to meet with the volunteers for the week so the Day Camp Coordinator can go through plans and expectations for the week and answer any questions the volunteers might have.
- Allow time for the Day Camp Coordinator, Congregational Contact Person and Pastor(s) to meet to discuss expectations and responsibilities of both the Day Camp Team and the congregation.

### Sunday Evening

- Day Camp Team can lead a short (1 hour) program to introduce the week to the children and parents. (*OPTIONAL*)
- Plan a congregational picnic or potluck meal, optional. (*OPTIONAL*)

### Monday-Friday

- 9:00 a.m. - 3:00 p.m. Day Camp Time Schedule. Extended day will be the responsibility of the congregation.

### Wednesday

- Evening - have a Luther Springs style overnight at your church! Older campers (3<sup>rd</sup> through 6<sup>th</sup> grades) can stay at the church overnight for a taste of the camp experience! (*OPTIONAL*)

### Thursday or Friday Evening

- Schedule a Family Night for the campers to show parents, grandparents, congregation members what they have learned during the week. (*OPTIONAL*)

### A note about Sunday morning worship:

The Day Camp staff may be available to join your congregation in worship. The staff team will arrive at your church on the Sunday before your camp week. They may be available to attend Sunday morning worship services 10:00am and later. You may coordinate this with the Day Camp Program Coordinator in advance. While we hope that your Day Camp team will be available for worship, please understand that travel demands may make this difficult or impossible in some cases.

**Special Events** Each camp week can be made special and unique in many ways. The Luther Springs Traveling Day Camp Team may sponsor creative and fun Theme Days. During such days staff, volunteers, parents and campers are encouraged to dress accordingly. The day's afternoon activities may be centered on such themes as Water day, Hawaiian day, Down on the Farm day or Backwards day. If your congregation would like to sponsor an off site trip, please refer to the standard on pages 8-9.

## ELEMENTS OF THE DAY

- OPENING:** At the beginning of each day to introduce the daily theme through scripture, songs, skits and prayer.
- BIBLE STUDY:** A time for the children to use the Bible and experience God's word with each other.
- CREATION STEWARDSHIP:** This is a time for the children to learn more about the world around them, and some ways in which we can care for the gift of creation entrusted to us by God.
- ARTS & CRAFTS:** Creativity time; The Day Camp Team will plan arts & crafts activities and provide you with a list of needed supplies in advance of your camp week. Arts and crafts materials provided by the host congregation give the children an opportunity to have fun creating through hands-on activities.
- SING-ALONGS:** The Day Camp Team will share and teach the Day Campers some new songs. Some of the songs will have a serious message and others will be silly camp songs!
- GAMES:** Recreation; time for everyone to burn up some energy, but also a time to learn to be good sports and to share.
- LUNCH:** Each day every child brings a sack lunch. **Note:** If a congregation chooses to provide a meal for campers, please make sure there is enough help to cook and serve the food to the campers. **\*IMPORTANT\*** Congregations providing lunch will need to provide a letter on church stationary releasing LOMF from liability.
- QUIET TIME:** This is a **required** time after the noon meal for the children to just relax and take it easy; may include watching videos, a story time or nap time.
- CLOSING:** Each day ends with closing worship. It will include a review of the day's lesson, skits, and songs. It will also prepare the children for the next day.

### SAMPLE DAILY SCHEDULE

**Monday – Friday** This is a suggested schedule. Flexibility is maintained to best fill the needs of each congregation. Special events are scheduled as required. Sessions include Bible study, arts and crafts, games, music or environmental education.

9:00	Opening	11:20	Session 4
9:30	Session 1	11:50	Lunch followed by quiet time
10:00	Snack Break	1:20	Afternoon activity or field trip away from church
10:20	Session 2		
10:50	Session 3	2:30	Closing

## **PUBLICITY**

Publicity is very important for the success of Day Camp. Keep your entire congregation informed and excited about hosting Day Camp. Always keep Day Camp information a top priority.

1. Day Camp should not only be publicized to children. The parents need to receive information as well.
2. List the Day Camp week on the church calendar as early as possible.
3. Place Day Camp posters in busy areas of the church to grab the attention of children and parents alike. Be sure to have the name of the Contact Person listed on the poster. Posters can be made by volunteer leaders, Sunday school classes or youth groups.
4. Send a letter to the parent of every child in grades K-8. Follow the letter up with phone calls. (see appendix page ii)
5. Have a short paragraph in the church bulletin every week for 2 -3 weeks prior to Day Camp. As your Day Camp week approaches, include articles about events in your Sunday bulletin weekly.
6. Include articles in the monthly church newsletter about Day Camp.
7. Show the LOMF video (available from our LOMF office upon request) on a "Camp Sunday." Plan a special registration day to start accepting registrations for Day Camp.
8. Give a "Temple Talk" to the congregation to explain what Day Camp is about.
9. Invite someone from LOMF (Counselor, Staff, Board Member) to visit your congregation to promote the Day Camp.
10. Publicize Day Camp in your entire community. Encourage Day Campers to have their friends register as well. Open registration to other churches and the community.

For more information on Day Camp Publicity, please see the Day Camp Evangelism Guide. If you have not received a Day Camp Evangelism Guide, contact the Lutheran Outdoor Ministries of Florida office to request that a copy be e mailed or sent to you.

## REGISTRATION & HEALTH HISTORY

Before camp begins, the LOMF Program Coordinator will collect Registration & Health forms from the congregation, in order to prepare for Monday check-in. The Program Coordinator will help to set-up the check-in and check-out processes, in order to ensure a safe and orderly procedure for camper arrival and dismissal.

Each morning, all campers will be signed-in by a parent/guardian before dropping their child off. In the afternoon, each parent/guardian (or authorized designee) will sign-out their child before entering the program area to pick-up their child. Unexpected persons picking up campers will be asked to show identification before leaving with any camper. Please see the Sign-In/Sign-Out form in the appendix section of this manual.

If you have ideas or plans for check-in and check-out, please discuss this with the Program Coordinator prior to the camp week.

LOMF requires a thorough health history and immunization record of all campers. In cases of questionable health, or at the discretion of the parents or Day Camp Team, a physical examination may be required. The Registration & Health form provided in this manual should be reproduced in your congregation. **Please make the completed forms available to the camp staff upon their arrival, as they may need time to prepare for children with special needs.** *The LOMF Program Coordinator will need to take all Registration & Health forms or copies to file at our Tampa office at the conclusion of the camp week.*

***During the Day Camp week, the Luther Springs Coordinator is responsible for basic first-aid and medical care.*** Program Coordinators are certified in Basic First Aid and CPR. If your congregation plans to have a health professional on-site during the camp week, that person will need to consult with the Program Coordinator regarding LOMF procedures and required paperwork. If there are any questions about this process, please contact the LOMF office.

## HOSTING A DAY CAMP TEAM

Hosting a Day Camp Team in your home can be an exciting experience. Your family will have the opportunity to become better acquainted with these young Christian men and women. It can be a special time for the Team and your children.

### A few things to know about hosting the team:

- \* The team needs time to plan and evaluate the week. Remember to allow this time. The Team gives everything they have during the day and need rest after the camp day.
- \* Special events and activities are greatly appreciated, and Day Camp team enjoys spending time in fellowship and fun with the congregation. When planning activities for the week, the church and the host families should plan at least **two weekday evenings** without planned activities. Because the counselors need rest, it is important that they be given that opportunity in their host homes on some nights.
- \* Additionally, Day Camp team members may be interested in Saturday outings and activities with the host family; however, such activities should be optional. Saturday is the team's only "day-off" and that time should be respected.
- \* Please have host family(ies) arranged **no later than two weeks prior** to the arrival of your Day Camp Team.
- \* LOMF policy **requires** there be at least 2 team members assigned to each host home. If it is possible, please try to house all staff in one location.
- \* **PLEASE NOTE:** Some staff members may have smoke or animal allergies. Please be flexible in accommodating staff health needs when considering housing. We will notify you of any such needs as early as possible.
- \* **The Luther Springs Traveling Day Camp program employs several counselors from overseas each summer.** The Host Families and congregational coordinators should be aware that your team will probably include an international staff person, serving our ministry as camp counselors for the summer. These individuals are pre-screened and come with high recommendations from leadership in their country. This program provides an opportunity for young people to experience international culture through the Day Camp experience.

## RECREATIONAL ACTIVITIES

There will be a variety of rigorous indoor and outdoor activities under trained supervision. These activities may include playground and outdoor games, water activities, and field trips as identified by the congregations. Throughout the day, there is also time for quiet games, rest and relaxation. The development of the total person is an important part of the Day Camp program. Individual camper physical restrictions should be carefully noted.

## MEALS

Parents of campers shall provide the noon meal (sack lunch) unless the congregation plans a special meal (potluck, hot dog roast, etc.). Congregations providing meals must provide a letter on church stationary releasing LOMF from any liability.

The congregation provides meals for the Day Camp Team. One suggested way to accomplish this is: breakfast - host family; lunch - have a Day Camper's parent pack extra lunches for each day; supper – individual host homes, or large group host home dinners.

**We will notify you as early as possible with any staff dietary needs or requests – thank you for your consideration.**

## BILLING

The congregation will pay a deposit of 25% to secure a week of Day Camp. An additional 25% is due on April 1<sup>st</sup>. LOMF will bill the congregation at the conclusion of Day Camp for the remaining cost of the week

Cancellation policy:

- 25% deposit is non-refundable. Cancellations before April 1<sup>st</sup> forfeit only this deposit.
- April 1<sup>st</sup> 25% payment is non-refundable.
- 50% payment due upon completion of camp week.

The Day Camp Fee Schedule is:

- A. Up to 30, K – 5<sup>th</sup> grade campers  
\$1,800.00
- C. Up to 50, K – 5<sup>th</sup> grade campers  
\$3,000.00
- E. Up to 70, K – 5<sup>th</sup> grade campers  
\$4,200.00

For larger camps, these packages can be combined to increase camper numbers (ex. a congregation requests option A and option B, for a total of 80 campers.)

Your congregation also has the option of including your Middle School students in the Day Camp experience; however, your Middle School group counts as a minimum of 10 campers from your total, and increases by increments of 10. *Example: your congregation has registered for a Day Camp of up to 50 campers, WITH the Middle School option, so you can enroll 40 elementary campers and 10 Middle School campers, or 30 elementary campers and 20 Middle School campers.*

***Please note: Your total camper number limit is an important limitation that must be closely followed. LOMF and its staff prepare and plan for camper numbers based upon these registration numbers, and the overall program quality, **as well as camper safety**, depend upon your careful management of the registered camper numbers.***

These add a great deal to the Day Camp experience, please take note of the following ideas:

**SPECIAL EVENTS** are a fun way to break up the day and allow local facilities or talent to be shared with the children; special music, nature interests, craft interests, historical sites, local folk lore, swimming, visiting a nursing home, painting the church garbage cans, visiting shut-ins, etc. Take advantage of what your community has to offer. Campers should bring a special permission slip to participate in special off site field trips (see appendix page vi).

**NOTE:** *The Day Camp Team can sometimes help to arrange guest speakers, but this service is not a part of the Day Camp program. If you wish to have these events as a part of your program, plan to arrange them in advance.*

**SERVICE PROJECTS** A Christian lifestyle involves serving others. Have the campers clean up a park, sing for residents in a nursing facility, learn about and help at the food pantry. Service projects are a response to the many gifts with which God has blessed each of us.

**FIELD TRIPS** - Take a field trip to a local park for an environmental experience. Plan a visit to a farm or zoo to learn more about animals. Spend an afternoon at the pool or beach. Trips may require transportation arranged by you and additional parental permission. The congregation must provide verification that all volunteer drivers have licenses appropriate to vehicle driven and have a good driving record (appendix page iii). Campers should also bring a special permission slip to participate in special off site field trips (appendix page vi). LOMF cannot transport campers in our camp vehicles, only staff.

**SPECIAL GUESTS** - Invite senior citizens to spend part of an afternoon with the Day Campers. Have a naturalist bring animals in and present to the group. Invite a music or dance troop in or even a storyteller.

**LUTHER SPRINGS OVERNIGHT** – On Wednesday night, try having a Luther Springs style overnight at your church! Older campers (3rd through 6th grades) can stay at the church overnight for a taste of the camp experience! The camp staff will provide activities, leadership and supervision – you just provide materials and the space!

**FAMILY NIGHT** - Invite families to come for closing worship one day or plan an evening program, perhaps on Thursday or Friday. It may begin with a shared meal and include songs, skits and games. The children will enjoy sharing what they learned with their family. *(NOTE – Family programs are an optional activity, available any night.)*

## **INSURANCE**

LOMF does not provide illness or accident coverage for campers. We require that the family insurance policy be used as primary coverage for accidents and injuries. Check with your church policy in order to assume secondary coverage. LOMF provides accident insurance for LOMF staff members only.

## **WHAT TO BRING TO DAY CAMP**

The Day Campers should dress casually each day. They should wear shoes appropriate for running (must have a back, closed-toe preferred). They should bring along a raincoat or poncho and **OUTDOOR SHOES** in case of rain. Special field trips and activities should be noted to the parents prior to the event so Day Campers can dress appropriately (hiking, swimming, extra spending money, etc.). If the LOMF Staff Team hosts a special theme day or an event that requires specific dress the LOMF Program Coordinator will be responsible for notifying campers and parents.

## RESPONSIBILITIES

### LUTHERAN OUTDOOR MINISTRIES OF FLORIDA:

1. LOMF will provide a Day Camp Team of trained staff and a complete Day Camp program including Bible study, worship ideas, arts and crafts materials, recreational equipment, first aid supplies, etc.
2. The Day Camp Team will lead all programs and give leadership to the volunteers from the congregations as they assist with the individual activities.
3. Accident insurance will be provided for each LOMF staff member.
4. LOMF will assist in the promotion of your Day Camp by providing example letters, videos etc.
5. The Luther Springs Traveling Day Camp Program Coordinator will contact the congregational contact person two (2) times before the day camp begins. Once after they receive their summer schedule (May/June) and again one week before your camp week. During these phone calls, please finalize plans and expectations for the upcoming camp week.

### CONGREGATION:

1. The cost of Day Camp is based on the number of Day Campers expected. Attendance should be limited to the agreed-upon number, unless otherwise arranged with the LOMF office.
2. Each congregation will have a Day Camp Contact Person. The Contact Person will serve as a coordinator and liaison between LOMF and the congregation. The Contact Person will receive all Day Camp mailings sent out by LOMF. Please make sure the Contact Person is available at camp during the week.
3. A volunteer staff is needed to assist the Day Camp Team throughout the week. These volunteers, along with the Day Camp Team, meet the ratios required by LOMF policies as outlined in this manual. The volunteer staff must include at least 2 adults with the option of completing the volunteer staff with high school age helpers. **These helpers must have completed at least 9<sup>th</sup> grade** and be 2 years older than the camper group they work with. We MUST keep proper ratios throughout the entire week. LOMF is not prepared for programming for youth younger than the age of 5. If you would like to program for youth under the age of 5, the congregation will be responsible for their care.
4. The congregation will provide housing for the Luther Springs Traveling Day Camp Team from Sunday through Saturday evenings, unless otherwise arranged with LOMF. If possible, they will arrange for the Team to stay in the same or nearby home(s) to facilitate evaluation, planning of the programs, and transportation. It is a **requirement** to have at least two staff stay in each host home.
5. All meals for the Day Camp Team will be the responsibility of the congregation.
6. The congregation will provide all items for craft projects as needed. A needs list will be faxed or mailed to each congregational contact.

## JOB DESCRIPTIONS

All Luther Springs Staff and Congregational Volunteers shall be dedicated to their ministry with people in the name of Christ. They shall seek to aid in the development of the program in such a way that the faith of all campers, volunteers and staff have the opportunity to grow in Christ.

### LUTHER SPRINGS TRAVELING DAY CAMP TEAM WILL:

1. Along with the Day Camp Contact Person, assume final planning and decision making responsibilities for the Day Camp.
2. Be present at all planning and evaluation meetings and Day Camp events throughout the week, staying for their entirety.
3. Be open to all the ideas and suggestions to change the Day Camp program to best serve each congregation.
4. Ensure that safety is of primary importance and be familiar with any and all emergency procedures.
5. Follow all policies and procedures in the LOMF Staff Manual.

\*Note: Camp leadership staff is not available until staff training, which starts in late-May/early-June. All communications should be directed to the LOMF Program Director at (813) 801-9600 or e-mail: [info@lomfla.org](mailto:info@lomfla.org).

### CONGREGATION DAY CAMP COMMITTEE WILL:

1. Contract with LOMF for a specific week of Day Camp.
2. Identify a local Day Camp Contact Person.
3. Offer suggestions and ideas to the program so that it best fits the needs and resources of the church and community.
4. Make arrangements for all on site and off site space: church facilities, parks, etc.
5. Arrange housing and meals for the Luther Springs Traveling Day Camp Team.
6. Provide one or two adults on site each day to coordinate registration, snacks, and handle emergencies. (One adult for every 20 campers minimum.) These people do not teach; but serve as helping hands to the LOMF staff.
7. Provide additional helpers for the camp staff as needed to keep camper to staff ratios in line with ACA requirements: 1:6 staff to camper ratio for Kindergartners, 1:8 for 1<sup>st</sup> through 3<sup>rd</sup> graders, and 1:10 for 4<sup>th</sup> and 8<sup>th</sup> graders. **Helpers must have completed at least 9<sup>th</sup> grade** and 2 years older than the camper group with whom they will work.
8. Provide one morning snack and the beverage for the noon meal each day for all participants.

9. Handle all public relations including internal congregational announcements, bulletin inserts, radio, or newspaper ads (if desired), distribution of flyers in the neighborhood and follow-up contacts with neighborhood families to secure registrations, word of mouth, etc.
10. Require completed registration and health information form for each camper to be submitted before arrival the first day at camp. DO NOT mail this to the LOMF office prior to Day Camp. They must be readily accessible to the Day Camp Team while they are on site during your Day Camp week. The Program Coordinator will submit these forms to the office at the conclusion of the Day Camp week. Please be sure that forms or copies are available for them to take.
11. Follow the Luther Springs Traveling Day Camp procedure for secure dismissal of campers to “authorized” person at the end of each day.
12. Plan special events and field trips if desired.
13. Require verification that all volunteer drivers have licenses appropriate to vehicle driven and have a good driving record. Volunteer drivers’ records may be reviewed through state police records, church or LOMF insurance agent within 4 months prior to the beginning of the camp’s operation (see appendix page iii). A copy of the driver’s license for each driver and copy of returned letter from agency verifying driver’s record should be kept on file in church office with other day camp records, and forwarded to the LOMF office with the Day Camp evaluation at the end of camp.
14. Provide camper parent/guardian with written information regarding pick up and drop off procedures, hours of Day Camp and any off-site activities (see Appendix page v).
15. Provide LOMF office with name, address and phone number of local police, fire and emergency health contact person (form will be sent with contract).
16. Complete facility safety evaluation (forms will be provided by LOMF with contract.)

### **DAY CAMP CONTACT PERSON WILL:**

1. Serve as liaison between the LOMF office and the congregation.
2. Organize registrations and provide full list of Day Campers with related information to Luther Springs Traveling Day Camp Team on or before Sunday of the Day Camp week.
3. Provide a registrar at camp to “register” arriving campers each day and an assistant to welcome campers each morning.
4. Recruit volunteers to assist the Luther Springs Traveling Day Camp Team.
5. Assist the Day Camp Team with program planning, emergency procedures and volunteer supervision.
6. Complete an evaluation of the Day Camp experiences at the conclusion of Day Camp week (appendix xii).

## **CONGREGATIONAL VOLUNTEERS WILL:**

1. Attend the volunteer meeting on Sunday.
2. Assist the Day Camp Team to plan and implement the Day Camp program (registration assistance, play time supervision, snacks, emergencies, transportation, etc.).
3. Complete Health Form - will be on file with the Day Camp Coordinator for the duration of Day Camp.

## **DAY CAMP HELPFUL HINTS**

- Be creative! Make your Day Camp special by having special events, outside resources come in and share talents, etc.
- Have the Day Camp experience happen at a variety of places while using the church building as the "home base." Go to parks, zoos, beach, pool, etc.
- Recruit interested volunteers! Not only will they be more helpful during the week, they will take new songs stories, games, etc. and bring them into your Sunday School and Vacation Bible School programs. Try a "Grandma" or "Grandpa" as a volunteer!
- If swimming facilities are not available, plan an afternoon Water Carnival.
- Get the entire congregation excited about Day Camp. This will help the children of the congregation get excited about the week.
- Be sure that any special places the children might go (parks, etc.) have bathrooms readily accessible.
- Have water, Kool-Aid and other drinks available.
- Don't wait until the last minute to plan the events of the week. Many times parks are reserved by other groups. Parents may also make other plans because they didn't realize when Day Camp would be held.
- Always remember why you are helping plan this program - it is for the ministry of our Lord and the future of our children!
- To ensure good attendance by the entire congregation, make sure that any afternoon/evening programs are well publicized and planned.
- Above all, have fun with the program.



.....

Week of Camp Registration: \_\_\_\_\_

Name of Camper: \_\_\_\_\_
Last First Initial

Date of Birth: \_\_\_\_\_ Grade Completed: \_\_\_\_\_ Gender: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: Home: (\_\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_\_) \_\_\_\_\_

If Not Available, in Emergency Call or Notify:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Pick-Up Authorizations:

The person(s) named below are authorized to pick-up my child from Day Camp. I understand that the persons named on this form are the only persons, other than custodial parent/guardian(s) who will be permitted to pick-up my child without written permission.

Name: \_\_\_\_\_ Driver's License # \_\_\_\_\_

Name: \_\_\_\_\_ Driver's License # \_\_\_\_\_

NOTE: A physical is required only if there are any health problems or activity limitations noted in the health history on the health form. If there are no health problems or activity limitations listed, a physical is not needed. Please complete the following form and return to the Day Camp Coordinator prior to your week of camp. For campers under 18 years of age, this health form must be completed. Parents must complete the following form:

In the event of an accident or injury requiring medical attention, your personal insurance will be considered the primary carrier.

Company Name: \_\_\_\_\_ Policy #: \_\_\_\_\_

Company Address: \_\_\_\_\_ Zip: \_\_\_\_\_

HEALTH HISTORY: (Check - give approximate dates)

- Diabetes
Convulsions
Rheumatic Fever
Ear Infections
Chicken Pox
Measles
Asthma
Allergies
Hay Fever
Penicillin
Poison Ivy
Insect Stings
Other Drugs

Operations or Serious Injuries (dates): \_\_\_\_\_

Chronic or Recurring Illness: \_\_\_\_\_

**IMMUNIZATION HISTORY:**

Please note date of shots or most recent booster doses. If dates are unknown, please indicate if the camper has received the immunization.

DtaP/DTP Series: \_\_\_\_\_

DT: \_\_\_\_\_

Td: \_\_\_\_\_

Polio: \_\_\_\_\_

Hib: \_\_\_\_\_

MMR combined: \_\_\_\_\_

MMR separate: \_\_\_\_\_

Hepatitis B: \_\_\_\_\_

Varicella: \_\_\_\_\_ Varicella Disease: \_\_\_\_\_

Tetanus: \_\_\_\_\_ Tetanus Booster: \_\_\_\_\_

**DOCTOR'S REPORT: (REQUIRED ONLY IF CAMPER IS UNDER A DOCTOR'S CARE)**

KNOWN ALLERGY: PLEASE SPECIFY \_\_\_\_\_

MEDICATIONS TO BE BROUGHT TO CAMP: \_\_\_\_\_

RECOMMENDATIONS OR RESTRICTIONS WHILE AT CAMP: \_\_\_\_\_

I have examined the person herein described **within the past 24 months** and have reviewed his/her history. It is my opinion that he/she is physically able to engage in camp activities except as noted above.

Signature of Physician \_\_\_\_\_ Date \_\_\_\_\_

Business Phone (\_\_\_\_\_) \_\_\_\_\_ Emergency Phone (\_\_\_\_\_) \_\_\_\_\_

Business Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**PARENTS' AUTHORIZATIONS:**

I give my permission for my child to attend Lutheran Outdoor Ministries of Florida Day Camp. I also consent to the use of any photography and/or video of my child in current or future Lutheran Outdoor Ministries publications

This health history is correct so far as I know, and the person herein described has permission to engage in all prescribed camp activities except as noted by me and/or the examining physician.

In the event that I cannot be reached in an EMERGENCY, I hereby give permission to the physician selected by the Camp to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child as named above.

I also give permission for the camp to administer the following over-the-counter medications if the staff or nurse deems it necessary. Dosages will be administered according to directions on the bottle unless a physician directs otherwise.

Headache	Acetaminophen (Tylenol®)
Menstrual Cramps	Ibuprophen
Poison Ivy	Calamine Lotion or CortAid®

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## **Appendix**

### **Contents**

Sample Letter to Parents .....	i
Sample Letter - Driving Record .....	ii
Parent-Drop Off & Pick-Up Information .....	iii
Permission Slip for Field Trips.....	iv
Health & Consent Form - Staff & Volunteer .....	v
Day Camp Evaluation.....	vi



## LETTER TO PARENTS OF DAY CAMPERS

LUTHER SPRINGS



Dear Parents:

Greetings from \_\_\_\_\_ Lutheran Church!

Our church is planning an exciting opportunity for Christian growth in which your child(ren) will want to participate. It is called Day Camp!

We want to explain the program to you and encourage you as parents to have your child(ren) involved in this unique ministry opportunity.

DAY CAMP is a Christian Educational program offered in partnership with Luther Springs Camp & Retreat Center. Luther Springs essentially brings the camp program to us. It is a program set up for those children who are yet too young to spend an entire week at Bible camp and away from home. This is a great opportunity for them to have the same dynamic Bible camp experience right in our own church.

The Luther Springs Traveling Day Camp Team is staffed with trained college-aged people, who will be leading the program with a few volunteers from our congregation. The campers will be involved in Bible studies, arts and crafts, singing, recreational activities, worship and more! It is going to be a great experience.

The week that we have reserved is \_\_\_\_\_. The daily schedule for Monday through Friday will run from 9:00 a.m. to 3:00 p.m. using the church as a "home base," while making use of the City Park and other facilities. A family Night and potluck supper is planned for Thursday evening at 5:30.

Prayerfully consider this exciting opportunity for your child(ren). We hope that all of our K-8<sup>th</sup> graders can be involved.

Sincerely,

\_\_\_\_\_

Notes:

1. You may want to add a few lines about costs if you are having parents help financially.
2. You may choose to include specific registration information and instructions.

**SAMPLE LETTER - DRIVING RECORD**  
***(Printed on Church letterhead)***

*Insurance Company Agent*  
*Insurance or Law Enforcement Agency Name*  
*Address*  
*City/State/Zip*

Dear *(Agent's Name)*:

The following individuals are applying to serve as drivers responsible for regular transportation of campers and staff at *(church name)* Day Camp, *(dates)*. In order for us to operate in the safest and most responsible manner, I request that your office review the driving records of the persons listed below. If you find anything that raises your concerns over whether any individual may not be appropriate to serve as a driver, please contact me immediately.

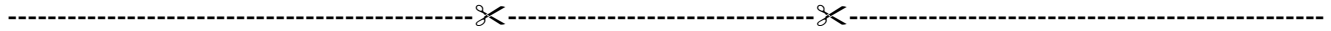
Sincerely,

*Congregational Day Camp Coordinator Name*  
*Title*

*Please distribute the following information to parents on or before the first morning of Day Camp.*

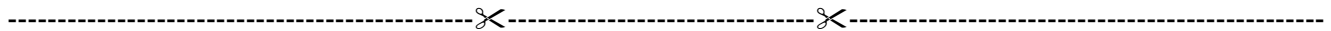
**PARENT DROP-OFF AND PICK-UP INFORMATION**

Please sign-in your camper at the Day Camp Welcome Area at the \_\_\_\_\_  
(front door, fellowship hall, sanctuary, etc.) at \_\_\_\_\_ (9:00 a.m.) on Monday and each  
morning of camp. Campers may be picked up and signed out at \_\_\_\_\_  
(classroom, fellowship hall, etc.) at \_\_\_\_\_ (3:00 p.m.).



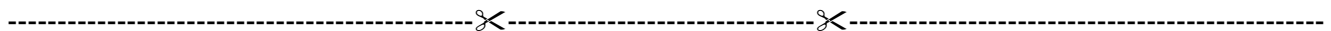
**PARENT DROP-OFF AND PICK-UP INFORMATION**

Please sign-in your camper at the Day Camp Welcome Area at the \_\_\_\_\_  
(front door, fellowship hall, sanctuary, etc.) at \_\_\_\_\_ (9:00 a.m.) on Monday and each  
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(classroom, fellowship hall, etc.) at \_\_\_\_\_ (3:00 p.m.).



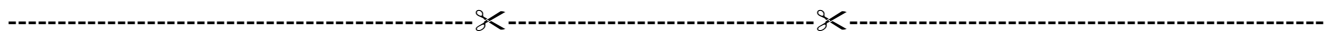
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morning of camp. Campers may be picked up and signed out at \_\_\_\_\_  
(classroom, fellowship hall, etc.) at \_\_\_\_\_ (3:00 p.m.).

**PERMISSION SLIP FOR FIELD TRIPS**

\_\_\_\_\_ LUTHERAN CHURCH  
\_\_\_\_\_ CITY, STATE)

I, \_\_\_\_\_, parent/guardian of, \_\_\_\_\_  
(camper's name), hereby grant my permission for my above named child to participate in activities  
and field trips which are part of the program for Day Camp, \_\_\_\_\_ (date).

In consideration for \_\_\_\_\_ (camper's name) participation in above noted  
activity, I hereby grant to Lutheran Outdoor Ministries of Florida (LOMF), \_\_\_\_\_  
Lutheran Church, the Florida Bahamas Synod of the Evangelical Lutheran Church in America, the  
Evangelical Lutheran Church in America and their agents release of all legal and equitable claims,  
actions or suits that may arise as a result of the above named camper's participation on planned  
program activities.

This release is to be read broadly to include transportation to and from planned program activities and  
transportation while involved in planned program activities.

\_\_\_\_\_  
Parent/ Guardian Signature Date

Off site events are planned as follows:

Event: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please return completed form to the church*



**PERMISSION SLIP FOR FIELD TRIPS**

\_\_\_\_\_ LUTHERAN CHURCH  
\_\_\_\_\_ (CITY, STATE)

I, \_\_\_\_\_, parent/guardian of, \_\_\_\_\_  
(camper's name), hereby grant my permission for my above named child to participate in activities  
and field trips which are part of the program for Day Camp, \_\_\_\_\_ (date).

In consideration for \_\_\_\_\_ (camper's name) participation in above noted  
activity, I hereby grant to Lutheran Outdoor Ministries of Florida (LOMF), \_\_\_\_\_  
Lutheran Church, the Florida Bahamas Synod of the Evangelical Lutheran Church in America, the  
Evangelical Lutheran Church in America and their agents release of all legal and equitable claims,  
actions or suits that may arise as a result of the above named camper's participation on planned  
program activities.

This release is to be read broadly to include transportation to and from planned program activities and  
transportation while involved in planned program activities.

\_\_\_\_\_  
Parent/ Guardian Signature Date

Off site events are planned as follows:

Event: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please return completed form to the church*

LUTHERAN OUTDOOR MINISTRIES OF FLORIDA

**SUMMER STAFF (PAID AND VOLUNTEER) HEALTH & CONSENT FORM**

*(Must be completed for every worker)*

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Emergency Contact Person(s) \_\_\_\_\_ Phone(s) \_\_\_\_\_

Give details or additional information about any medical needs:

Medications presently being used:

Limitations or restrictions:

Family Doctor \_\_\_\_\_

Town \_\_\_\_\_ Phone \_\_\_\_\_

Health Insurance Co. \_\_\_\_\_ Policy I.D. # \_\_\_\_\_

Check any that apply to you (give approximate dates):

- Frequent ear infections
- Heart Defect/Disease
- Convulsions/Epileptic
- Diabetes
- Hypertension
- Bleeding/Clotting Disorders
- Psychiatric Treatment
- Mononucleosis
- Date of Last Tetanus Booster Shot \_\_\_\_\_

Have you ever had:

- Chicken Pox
- Measles
- German Measles
- Mumps

Allergies:

- Hay Fever
- Ivy Poisoning, etc.
- Insect Stings
- Penicillin
- Asthma
- Animals (which) \_\_\_\_\_
- Other Drugs (list) \_\_\_\_\_
- Food (list) \_\_\_\_\_

Are you a vegetarian or do you have any special dietary needs? \_\_\_\_\_

Any other important information regarding you're health or well being? \_\_\_\_\_

**Medical-Surgical & Consent Release:** If I should require emergency medical treatment during my employment with LOMF, I hereby give my permission to the physician selected by the Camp Director to secure proper treatment, to hospitalize, to order injection, anesthesia, x-ray or surgery for myself, as named above. I further authorize the staff of LOMF to administer over the counter drugs and medication as needed. I certify that I am not allergic to any non-prescription medications. I also consent to the use of any photography and/or video of my child in current or future Lutheran Outdoor Ministries Camp publications.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If under 18, must be signed by guardian) \_\_\_\_\_ Date \_\_\_\_\_

**LUTHER SPRINGS TRAVELING DAY CAMP  
2008 DAY CAMP EVALUATION**

*Please complete and give to Program Coordinator at the end of the week,  
or mail to the LOMF office within 30 days of the close of Day Camp.*

Church: \_\_\_\_\_ City: \_\_\_\_\_

Date of Day Camp: \_\_\_\_\_ LOMF Coordinator: \_\_\_\_\_

Person completing this form (circle one): Counselor    Volunteer Helper    Congregational Contact Person

**Number of students per grade level:**

**Total Number of helpers:**

_____ Kindergarten	_____ Grade 6
_____ Grade 1	_____ Grade 7
_____ Grade 2	_____ Grade 8
_____ Grade 3	_____ Other (describe)
_____ Grade 4	
_____ Grade 5	

<b>Rate the following</b> ( <i>Circle One</i> ):	Very Good				Poor
Quality of materials used	5	4	3	2	1
Staff knowledge of materials	5	4	3	2	1
Staff preparedness	5	4	3	2	1
Staff Leadership (on site)	5	4	3	2	1
Planning before Day Camp	5	4	3	2	1

List special events or outings.

What were the highlights of Day Camp?

What things need to be changed for next year?

What challenges or unexpected events occurred?

Additional Comments: