



# Vertical Extreme

Handbook

Vertical Extreme  
Calvary Academy  
1730 West Jefferson St.  
Springfield, IL 62702  
217.546.5987

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## Non-Discriminatory Statement

Vertical Extreme admits campers of any race, color, national or ethnic origin, sex, age or handicap to all the rights and privileges, programs, and activities generally accorded or made available to the campers of Vertical Extreme. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and/or financial aid programs, athletic and other camp administered programs.

## Acknowledgment

The receipt of this handbook constitutes official parent/guardian notification with regard to camper rights, records, discipline and other important items as may be required by law, rule or regulation. Vertical Extreme is not licensed or regulated by DCFS.

## **VERTICAL EXTREME SUMMER CAMP**

Vertical Extreme Summer Camp at Calvary Academy provides extreme fun summer activities in a safe and secure setting for kids entering 1st through 6th grade.

Camp is open Monday - Friday, 7AM - 5:30PM except for July 4th or a date observed to celebrate July 4th. Payments according to your contractual agreement will still be expected for week of July 4th.

### **ATTENDANCE:**

Campers may attend all summer or sign up in advance for specific weeks.

### **NON-REFUNDABLE ACTIVITY FEE**

A one-time non-refundable activity fee is due at the time of registration for full-time campers. The activity-fee is included in the weekly fees for part-time campers. Weekly fees include daily breakfast, hot lunch, snacks, and all summer activities.

## PAYMENT PROCEDURES

### Methods of Payment

- Check - please include your child's name on the memo line of EVERY CHECK
- Cash
- Credit Card/Debit Card – please note a 3% convenience fee will be added to transaction.
- Paid by Service organizations: If you are involved with a service organization which aids in the payment of your VE summer camp fees, we must have **written confirmation from that organization stating they are going to assume all responsibility for the payment of your child BEFORE YOUR CHILD CAN ATTEND CAMP.**

### Payment Due Date

- A one-time non-refundable activity fee is due at the time of registration for full-time campers.
- One week in advance, to be paid by Monday of each week or your camper will not be allowed to stay.

**Late Fees** (\$15 for each 10 minutes you are late picking up your child past 5:31 pm VE clock time)

- Added to your account, to be paid with the next week's payment.

### Unpaid Accounts

- Your child may not attend VE if payment is not made on Monday of each week. Please contact the camp director if special arrangements are necessary. If the payment is not paid by Friday of that week a \$10 late fee will be added to your account.
- The financial obligation of VE is the responsibility of the parent/guardian. If an agency has agreed to pay for your

child's VE summer camp, yet it fails to do so, payment is expected by the parent/guardian.

## **CHECK-IN/OUT PROCEDURES**

**Hours of operation: Monday-Friday 7am-5:30pm.**

### **Check-In**

- Parent/Guardian please walk in with your child for safety.
- **Parent/Guardian MUST sign in camper each morning.**
- Procedure:
  - Walk in through ENTRANCE at Calvary Academy.
  - Sign in:
    - Before 8:30am: Security Entrance
    - After 8:30am: Academy Office
    - Turn in any medicine

### **Check-Out**

- Only individuals who are listed on the VE sign-up sheet will be allowed to pick up your child. **We will not allow anyone who is not on the contract to pick up without prior written permission.** This is for your child's safety. VE reserves the right to ask any person for a picture identification card.
- Your child must be accompanied by the person who is checking him/her out.
- You may pick up at the site of the field trip if prior arrangements are made with a camp director.
- Campers **are not** allowed to stay at the VE camp site while the rest of the group attends the field trip.
- Campers **are not** allowed to stay at the field trip site when VE leaves the site.

### **Late Pick-Up**

- Fee: \$15 for every 10 minutes after 5:31 pm, according to the VE clock.

## DAILY SCHEDULE

7:00 am	Check-In Begins
8:15-8:40 am	Breakfast
8:40-9:00 am	Breakdown session (attendance is taken, campers are separated into groups)
9:00 am	Classes Begin
11:00-12:00 pm	Lunch (time varies depending on departure time for field trip)
3:30 pm	Campers return. Snack is approximately served.
4:00-5:30 pm	Post-camp activities
5:31 pm	Late Fee begins to be charged

### **Breakfast (cost is included in weekly VE fee)**

- 8:15-8:40 am
- Cold breakfast provided 3 days per week.
- Hot breakfast provided 2 days per week.

### **Morning Session**

- Each class will rotate among centers which may include, but are not limited to:
  - PE
  - Bible
  - Arts and Crafts
  - Games
  - Music
  - Cooking

### **Lunch (cost is included in weekly VE fee)**

- Hot lunch provided 5 days a week.

### **Afternoon Snack (cost is included in weekly VE fee)**

- Provided every day

## ACTIVITIES

### Field Trips

- Trips scheduled almost every day to include
  - Swimming
  - Movies
  - Skating
  - Bowling
  - Parks
  - Minigolf
  - Other exciting activities
- What to Bring
  - Swimsuit and towel in a pool bag on swim days.
  - Sunscreen – please send your child with sunscreen daily labeled with their name.
- Conduct on the Field Trip/Outing– Things to Remember
  - We are visitors in someone else’s facility. Each of us must display his/her best behavior.
  - If a child presents a discipline problem while on site at school or on a field trip, he/she will not be allowed to attend the next field trip.
- Chapel
  - Held weekly throughout the summer
  - Includes a time of praise and worship in song
  - Includes guest speakers
  - Calvary Vacation Bible School - all campers will attend.



## MISCELLANEOUS

### Assigned Rooms

- Each class is assigned a classroom. It will be the duty of each class to tidy up and clean its room throughout the day.

### Dress Code

- Acceptable Clothing
  - Modest shorts
  - Shirts/blouses which cover the entire stomach
- Unacceptable Clothing
  - Shorts which are obviously too short
  - Shirts/blouses which do not cover the entire stomach
  - Shirts/blouses with inappropriate messages
  - Questionable attire will be brought to the attention of the director. The director's decision on the matter will be final.

### Electronic Devices

- Games, phones, iPods, and other electronic devices **ARE NOT ALLOWED** at VE at any time during the camp. We are not responsible for lost or broken items.

### Group Assignments

- VE campers are organized into a minimum of 2 groups.
  - National League - grades 1-3
  - American League - grades 4-6
  - There will be no "mixing" of groups.

### Lost and Found

- **Each evening**, anything left at VE Camp will be taken to Lost and Found. Lost & Found is located in the Academy Foyer.
- Items left in Lost and Found for an **unreasonable** amount of time will be donated to a charitable organization.

**\*\*IMPORTANT:** Please **LABEL EVERYTHING** your child brings/wears. **VE does not assume responsibility for lost, broken or stolen items.** Please **hold your child accountable for items brought to camp each day.**

### **Snack Money Is Optional**

- Your weekly fee provides your child with breakfast, hot lunch, and afternoon snack.
- Snack money is your child's responsibility & should be given to his/her counselor in an envelope or please make certain your child has a pocket in which to keep their money.

### **Food Allergies**

- **Written notice from you doctor to the food director upon enrollment** is required for your child's safety.
- You may be asked to provide an alternative lunch/snack for your child on the day that he/she is unable to eat the lunch/snack we provide.

### **Head Lice**

- Random checks on all campers
- If lice or nits are found, the camper will be sent home.
- A VE staff member must inspect the child and find him/her to be **free of nits** before the camper may return.

### **Prescription Medicine**

- Must be given to VE staff at check-in. It must be in the original bottle with child's name on the bottle.
  - Logged in
  - Administered at the appropriate time.
  - Will be taken on field trips if necessary for appropriate administration.

## Sickness

- As a general rule, when a camper has a fever of 101 degrees or above and/or exhibits symptoms severe enough to prevent being in the classroom, the camper will be sent home. A camper shall not return to VE until they are symptom-free for 24 hours. If your camper becomes ill while at VE, please make arrangements to pick them up promptly. Payments according to your contractual agreement will still be expected. There are no refunds or credit given for any missed days.

## **Camper Conduct**

### **Bus**

- Keep voices low.
- Keep hands, feet, and all other objects to oneself.
- Stay seated.
- Avoid distracting the bus driver.

### **Cafeteria**

- Mealtime should be a pleasant time.
- A camper will not be forced to eat a food item he/she does not like.
- No food item will be withheld from a camper because he/she chooses not to try something.
- Stay seated.
- Follow directions.
- Exercise good table manners.
- Speak quietly (indoor voices).
- Do not throw food, milk, cartons, etc.
- Keep hands, feet, and all other objects to oneself.
- Use appropriate language (Is it Kind? True? Necessary?)

### **Gym**

- Use each piece of equipment for its intended purpose.
- Keep hands, feet, and all other objects to oneself.
- Do not go under the bleachers unless given permission.
- Do not leave Gymnasium unless given permission.
- Share all equipment.
- Do not go into the ball closet at any time.

### **Classroom**

- Follow all directions.
- Raise hand to speak.
- Do not disrupt someone else's opportunity to learn.

- Keep hands, feet, and all other objects to oneself.
- Use appropriate language (Is it Kind? True? Is it Necessary to say?)
- Stay seated.
- Treat the room and all objects in the room with respect. If it is not yours...don't mess with it!

### **Playground**

- Use each piece of equipment for its intended purpose.
- Follow directions of the playground supervisor.
- Do not throw rocks/wood chips.
- Keep hands, feet, and all other objects to oneself.
- Use language appropriate (Is it Kind? True? Necessary?).
- Use age appropriate playground equipment.

### **DAILY CONSEQUENCES FOR CONDUCT VIOLATION**

1<sup>st</sup> offense: Verbal warning

2<sup>nd</sup> offense: 5 minute time-out

3<sup>rd</sup> offense: 10 minute time-out, call to parent

4<sup>th</sup> offense: Sent home for the rest of the day

*Consequences may vary depending on the severity of the offense.*

### **Consequences for Serious Misconduct**

#### **Loss of field trip/Call to parent/Suspension behavior**

- Excessive disrespect to an adult.
- Willful disobedience
- Fighting
- Misuse of God's name or obscene language.
  - We will have the camper to call the parent and repeat the language he/she has been using at VE Camp.
- Use of gang or satanic symbols
- Indecent, gross, or obscene behavior
- Leaving the classroom, building, grounds or camp activity without permission

- Stealing
- Hurting another individual
- Threatening another camper

## **Disciplinary Steps**

### Step 1

- Camper meets with the VE Camp director(s) for counseling, indicating the seriousness of the offense(s).
- Parent/guardian informed via telephone by the VE Camp director(s) of the behavior(s) leading to Step 1.

### Step 2

- Camper serves an out-of-camp suspension out of building for 1 day.
- Conference is held with camper, director(s), parent(s)/guardian(s). All are made aware of the Step 3 procedures which will follow if the behavior(s) continue.

### Step 3

- Camper serves an out-of-camp suspension out of the building for 3 days.
- Conference is held with camper, director(s), parent(s)/guardian(s). All are made aware that expulsion from VE Camp is the next step if the behavior(s) continue.

### Step 4

- Parent(s)/Guardian(s) are notified that the camper is expelled from VE Camp. Camp directors and the educational administrator are notified, and the action is recorded in the VE Camp files.

Thank you for choosing Vertical Extreme!

Vertical Extreme is a summer camp that has been bringing extreme fun and new experiences to our community's kids for years! Our staff consists of qualified teachers and college students who love to work with kids, and make the summer fun and exciting!

If you have any additional questions, please contact the Calvary Academy Office at 217-546-5987 for assistance.

Have a great summer!