

LukeCamp Rules and Policy Manual

Purpose: Outline rules and policies that are unique to LukeCamp and provide general information.

Mission:

LukeCamp is a summer day camp for under served youth ages 7-14. LukeCamp registration is open to children of all races, ethnicities and religions. LukeCamp includes tutoring, Bible study, job exploration, community service, fun and weekly reward field trips.

LukeCamp concludes with a weeklong session of overnight camp, which has traditionally been held at Big Canoe in the North Georgia mountains. Typical activities conducted during this week include mountain biking, kayaking, hiking, swimming and much more. The purpose of the final week of camp is to reward hard work and provide camper's life experiences and challenges they have never encountered.

The goal is that every camper discover God's plan for their life, develop increased self-esteem, and build confidence and character.

LukeCamp Commitment & Rules Policy

Discipline Policy:

Fighting, cursing, disrespect or similar behavior will result in disciplining action and/or suspension. We believe that there are times for loud and fun behavior as well as times for quiet and reserved behavior. We will do our best to provide opportunities for both throughout our programs, but children that act inappropriately will not be allowed to participate in certain activities or programs. Items stolen from your child by another child are not our responsibility. Please do not bring cell phones or other items to LukeCamp that cannot be secured or may present a distraction.

Dress Code Policy:

Children must come dressed appropriately. Clothing that exposes the stomach or shoulders is not allowed. Shorts and skirts must come down at least as far as the child's fingertips with their arms extended while standing. Pants must fit appropriately, and no underwear should be visible.

Lost & Found Policy:

Children are responsible for keeping up with their glasses, clothes, bags, books, etc. When found, these items will be placed in lost and found for 7 days and then discarded or donated to charity. Do not bring toys, games, phones, cameras, computers, etc. to LukeCamp.

Photo Release Policy:

Each parent and or guardian agrees that video, photographs, etc. taken of their child while participating in any program activity conducted by The Luke Project, Inc. can be printed, reproduced, published, edited, and used for the benefit of The Luke Project, Inc. or affiliates.

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In the Event of a Fire, Gas Leak, Chemical Spill and or Smoke

Most facilities, as required, post a map / floor plan detailing the evacuation protocol required. Participants are to follow their coach outside in the event of an emergency and or natural disaster and are to stay with their team.

Students must proceed directly to the designated area and wait for instructions. Participants should walk, not run, when proceeding to the exits. Participants are not allowed to talk so that they may hear instructions that might be given in the event of an emergency. If a fire alarm sounds while a participant is not with the team, he or she should exit the building by the quickest route and proceed to the designated meeting place. Participants are not allowed to secure or recover clothing or other personal property after the fire alarm has sounded. In addition, participants should familiarize themselves with the location of the interior fire alarm striking stations and should be familiar with how to pull these alarms in the event of an emergency.

Any participants found guilty of pulling a facility fire alarm without cause will be subject to suspension and or expulsion from LukeCamp and the parent or guardian of the child responsible will be required to pay any associated expense / fine.

Tornado Emergency Procedures

In the event of tornado warnings and or tornado activity participants will be required to take the necessary precautions to protect themselves. When a tornado warning has been announced by the National Weather Service, the Camp Director or Team Leader will be responsible for communicating directly with each camper. Once they have reached their assigned area (in the hallway), participants will crouch on the floor against the wall and cover their heads with their hands. Talking will not be allowed during this time.

Follow the same procedures as above for **Fire, Gas Leak, Chemical Spill and or Smoke**, emergencies except to bring students to the designated area inside the building if applicable.

Human Rights

LukeCamp brings together a diverse group of individuals. It is guided by the principle respect, character, teamwork and consideration for all individuals is foremost in all sports programming. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, sexual orientation, age or handicap status. LukeCamp is not only obligated to uphold the law concerning equal opportunity but regards the spirit of these laws to be the very core of its values. LukeCamp wishes to stress that it is the responsibility of every member participant of the LukeCamp family to observe and uphold the principles of equal opportunity as they affect staff, faculty, and participants in all aspects of life. It is the responsibility of every member of the LukeCamp family to actively promote appropriate behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to serve and or participate will not be tolerated. Violators will be subject to suspension, expulsion or legal action as required.

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LukeCamp is not an environment designed for political statements, demonstrations, political protests or other activities that will distract from the focus reserved and intended for the campers. Therefore head bands, arm bands, etc. designed to make religious or political statements are prohibited.

Harassment Policy

LukeCamp is committed to equitable and swift resolution of harassment issues.

Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.

Immediately notify your team leader or LukeCamp Staff, the Camp director or if you are uncomfortable doing so, or they are not available, speak with another adult and or a police officer.

Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotations, and other evidence.

Medical Release and First Responder Information

Every Camp participant is required to sign a medical release form. Students should be instructed to bring all medical devices, medicine, etc. to LukeCamp events as required and as directed by their physician.

LukeCamp Director or specified staff member will maintain the medical release forms on their person and would act as the representative of the Camper, acting on behalf of the parent and or guardian in the event of an emergency or related incident concerning a student Camper. This person would also handle emergency issues concerning any Camper. This individual would be Red Cross and or GA CPR certified or similar current certifications in AED, First Aid and Child / Adult CPR.

In the event an emergency occurs and a participant is injured or becomes ill LukeCamp Staff will follow the following procedures.

- Establish if the scene is safe and perform an evaluation of the injured individual. if not, move the individual as required.
- Administer first aid, retrieve medical devices, medicine, etc. and have permission release slips ready for rescue in the event they are called.
- In the event 911 rescue is contacted, the injured Camper needs to remain in the same location until rescue arrives on the scene.
- LukeCamp Staff would contact the parent during the process to notify and update as required.

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Bullying, Pranks and Intimidation

Un-sportsmanlike actions include any verbal aggression, physical aggression or cyber aggression directed at another camper or LukeCamp Staffer, i.e., swearing, pushing, intimidation, etc. This policy is in effect before, during and after LukeCamp hours of operation. Such offending campers will be removed from LukeCamp if the Camp Director or Police (if involved) deem necessary. Violation of this policy will result in a participant receiving a minimum one week suspension from all camp activities. Fighting or posturing to fight or disruptive behavior will result in removal from LukeCamp altogether.

Participants with Disabilities and or Mobility Issues

LukeCamp makes all attempts to ensure the LukeCamp experience is available to everyone. However, LukeCamp utilizes many different facilities that have been built over the last 50 years and sets of stairs, grassy hills, uneven pavement, etc. may present challenges for some individuals. Please send an email notification to info@thelukeproject.org or call 678-754-7700, 48 hours in advance of scheduled departure times, if you have special access requirements and it will be our pleasure to provide accessibility information or access as required.

Food Allergies

Please provide information about any allergies or special food considerations a camper may have at least 48 hours prior to LukeCamp starting.

Environmental Conditions

Large crowds, strobe lights, dust, grass allergies, extreme heat, cold, rain, exhaust fumes from buses, loud music, etc. may create a condition that warrants special attention / monitoring as a participant, parent or staff member. Please monitor, take precautions and notify all facility staff if anyone in attendance is at risk. Note: Bands and loud music are permitted to play during some activities. All electronic or amplified devices / speakers are prohibited, unless specifically approved in writing by LukeCamp.

Smoking is prohibited at any LukeCamp event.

Communication

All communication will come from the LukeCamp Director or Operations Manager via email. It is the parent's responsibility to please make sure a valid email address has been provided at registration and is on file with LukeCamp.

Inclement Weather Procedures

LukeCamp utilizes lightning detection devices, local weather broadcasts, the internet, weather radios and information generated by local officials to determine if and when camp should be postponed, canceled, delayed, re-scheduled and or interrupted due to inclement weather or un-safe conditions.

In the event of inclement weather, the Camp Director will decide and provide notification as

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soon as possible, in the event a camp day may be delayed or canceled. Notifications will be provided one day in advance. Notification will be made, via email, to the parent or guardian on file.

If inclement weather occurs right before, during and or at the end of a LukeCamp event the camp director, in conjunction with LukeCamp Staff, request in advance that all participants follow directions and move with urgency to facilitate a safe environment.

Rain Checks

LukeCamp will be conducted rain or shine. No refunds are given because of weather related issues.

Pets

LukeCamp provides a pet free environment. All pets must remain at home and are not permitted to attend any LukeCamp event.

DO NOT DROP OFF CHILDREN or leave them without supervision. Local authorities will be notified as required.

Transportation

LukeCamp will provide transportation for participants to LukeCamp activity locations like field trips and or off site events not hosted at the main location.

Late Arrival Policy

LukeCamp is very sensitive to the demands placed on parents as it relates to transportation. It is important that a camper is dropped off at the designated location on time as indicated by the LukeCamp Director or staff. Failure to be on time may result in your child missing transportation to the LukeCamp event or activity.

Helpful Hints for Parents:

- Call LukeCamp at 678-754-7700 and inform us if you are running late.
- Get drop off location from LukeCamp staff prior to start of program

LukeCamp Protocol for Grievance Resolution:

The LukeCamp holds communication as one of its strong foundational values. If an issue arises, parents and guardians are encouraged to contact the LukeCamp Director at 678-754-7700 to express their concerns. We promise to address all valid concerns in a timely, professional manner.

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LukeCamp Late Pick Up

Thank you for helping our staff stay rested and ready to serve!

Drop off = 7:30 a.m. – 8:30 a.m.

Pick-up = 5:00 p.m. – 5:30 p.m.

You will receive a call or text one hour before we return to the drop-off location and you will be given a pick-up time to be at the designated location to pick-up your child.

Camper late pick-ups begin at 5:30 p.m. and will result in a \$1 per minute charge per camper.

Camper's Name: _____ - Amount Due: _____

Camper's Name: _____ - Amount Due: _____

Camper's Name: _____ - Amount Due: _____

Amount Paid - \$ _____ / Date: _____ / Balance Due - \$ _____

Staff: _____ / Parent: _____

-----END OF LUKECAMP POLICY-----