

LukeCamp Rules and Policy Manual

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

Mission:

LukeCamp is a summer day camp for children ages 6-14. 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 participants will be participating in outdoor activities.

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 disciplinary 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 do our best to provide opportunities for both throughout our programs, but children who act inappropriately may 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. Campers must wear LukeCamp attire as the outermost garment and closed-toe shoes.

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, smart watches, or any electronic device, 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.

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 the Camp Director and / or staff in the event of an emergency and or natural disaster and are to stay with the group.

Campers must proceed directly to the designated outdoor 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.

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 and / or staff will be responsible for communicating directly with each camper. Once they have reached the assigned area (depending on location), participants will crouch on the floor against the wall and cover their heads with their hands. Talking will not be allowed during this time so any oral instructions may be audible.

Potential Shooter Threat

If a camper or staff sees a weapon(s) in possession of someone acting suspiciously or out of place, without drawing attention to yourselves or the person, immediately round up the group, proceed to the nearest exit in the opposite direction of the potential threat (preferably out of their line of sight), and create distance between you and the potential threat. Campers are to follow staff directions and stay together if possible. Move with urgency, but do not run unless in imminent danger. Avoid yelling and screaming and leave all belongings behind. If at any point gunshots are heard or the

threat becomes apparent, implement active shooter procedures.

If it is not safe to go back to the van and leave the premises, remain far away behind cover and out of the threat's line of sight. Only call 911 when and if it is safe. Remain hidden until police arrive and there is no longer a potential threat.

Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated place. In the event of an active shooter RUN if possible, HIDE if necessary, and FIGHT if you must.

RUN if possible – Campers to follow staff direction and stay together if possible. Determine an escape route based on where an active shooter may be located. If their location is unclear, hide / barricade in a room before running into a hallway where the shooter may be. Leave all belongings behind, keeping hands empty and visible at all times. Help others run if possible, but do not attempt to move any wounded. Move quickly to a safe place far from the shooter and take cover. Remain until police arrive and give instructions. Avoid screaming or yelling while running. Only call 911 when and if it is safe.

HIDE if necessary– Campers to follow staff direction and stay together if possible. Go to the nearest room, office, or classroom and lock the door(s). If the door does not lock, edge it shut or use heavy furniture to barricade it. Close blinds, cover windows and turn off lights. Silence all noise, cell phones, computers, etc. Stay out of sight and take cover behind large items or furniture. One person can call 911 when and if it is safe. If it is not safe to talk, keep the phone on so it can be monitored by the dispatcher. Remain until law enforcement advises it is safe to evacuate.

FIGHT if you must – If there is no opportunity to run or hide, as a

last resort and only when life is in imminent danger, attempt to disrupt and / or incapacitate the active shooter. Use any object in the vicinity to throw or disorient the shooter.

Human Rights

LukeCamp brings together a diverse group of individuals. It is guided by the principle that respect, character, teamwork, and consideration for all individuals are foremost in all 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.

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, headbands, 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.

Immediately notify LukeCamp Staff and the Camp Director.

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. Campers should be instructed to bring all medical devices, medicine, etc. to LukeCamp as required and as directed by their physician.

LukeCamp Director or specified staff member will maintain the medical release forms on their person and will 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 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 3 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.

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 it necessary. Violation of this policy will result in a participant receiving a suspension from all camp activities. Fighting or posturing to fight or disruptive behavior may result in removal from LukeCamp.

Participants with Disabilities, Emotional Challenges, Mobility Issues, or Other Special Needs...

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. Sets of stairs, grassy hills, uneven pavement, hiking trails, etc. may present challenges for some individuals. Please send an email notification to info@thelukeproject.org or call 678-754- 7700 before registration if you have special access requirements and it will be our pleasure to provide accessibility information or access as required. LukeCamp does not typically hire medical professionals or trained / licensed therapists as we hire energetic summer camp staff who love to have fun, honor God, and serve kids. If you feel your child needs special care or medical attention, we advise you to seek a camp dedicated to meet your child's special need or condition.

Food Allergies

Please provide information about any allergies or special food considerations a camper may have during registration before LukeCamp starts.

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 and / or text. It is the parent's responsibility to make sure a valid email address and phone number have been provided at registration and is on file with LukeCamp. Please update us on any changes as they occur.

Opting out of LukeCamp communication platforms is not advised and creates a challenge to relay important information.

Inclement Weather Procedures

LukeCamp utilizes lightning detection devices, local weather broadcasts, the internet, weather radios, and / or 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 unsafe conditions.

In the event of inclement weather, the Camp Director will decide

and provide notification as 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 and / or text, 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, requests 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 your child without supervision. Local authorities will be notified as required.

Walk your camper into the drop-off location during the set drop-off time and make sure a staff member sees you.

Transportation

LukeCamp will provide transportation for participants to LukeCamp activity locations once campers have been dropped off.

Late Arrival Policy

LukeCamp is very sensitive to the demands placed on parents as it relates to transportation. A camper must be 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 before the start of the 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 staff or director to express any concerns during pick-up. If concerns persist, email info@thelukeproject.org to schedule a face-to-face parent meeting.

Late Pickup Policy:

Parents have a grace period of 20 minutes to pick-up their child each afternoon after the posted / texted pick-up time. Any parent or designated pick-up representative that is 1-5 minutes late will be charged \$5 and every minute late from 6 minutes+ will be charged at \$1 per minute, per child, for campers that are picked up late.

Example: Posted pick-up time for the day is 5:00 pm. Parent arrives at 5:22 p.m. Late Pick-up Fee is \$5.00

Example: Posted pick-up time for the day is 5:00 pm. Parent arrives at 5:40 p.m. Late Pick-up Fee is \$20.00

When possible, it requires a minimum combination of at least three staff, interns, etc. to stay with the children, and whether it is hot or cold, at least one of the vans needs to be running to provide a safe and comfortable temperature for everyone.

Failure to pay will result in your child missing the next field trip and the reward points affiliated with each trip until payment is received.