



Dear Parents,

I am very excited to offer another year of high-quality camp to the children and families of AGAPE. Camp is one of the most exciting and memorable times in a child's life.

Ensuring that your child's experience is a positive one involves both preparation and planning. This handbook is designed as a guide to help parents make sure camp is an enjoyable and rewarding experience for your child.

Camp should be thought of as an amazing experience, full of memories for your son or daughter. Please help us impress upon your child that this is a special program designed to meet his/her needs and interests, where cooperation and teamwork with other children and counselors are vital for safety and fun.

Our staff is trained, dedicated, and excited to provide a camp that gives children the opportunity to learn, grow, and have fun in a safe, caring environment. We look forward to seeing you this summer!

If you have any questions, comments, or needs, please contact:

Julie Mantice at 847-849-7870 or agape@ssppglenvue.org.

With agape,

Julie Mantice, Director of AGAPE Summer Camp

2025 AGAPE Summer Camp Parent Handbook



AGE REQUIREMENTS:

Camp is open for children 2-8 years old (*Fishermen through Angels*).

Children, age 2 by June 2nd, must be fully potty-trained.

INCLUDED ACTIVITIES:

Indoor and outdoor activities and games are included daily. Daily activities may also include:

- Classroom games including arts and crafts, science activities, indoor games and “brain games”
- Water play, weekly
- Thematic themes, weekly (e.g., Nature, Space, Greek Scientists)
- Gym activities including kickball, scooter games and more.

WHAT TO WEAR:

- Gym shoes are required. **NO OPEN-TOED SHOES OR FLIP FLOPS!**
- Weather appropriate clothing: shorts, t-shirts, socks, sun hat
- **Sunscreen** – Please apply a long-lasting sunscreen at home in the morning before arriving to camp.

Camp staff will remind campers to apply sunscreen. Staff cannot apply sunscreen on children.

WHAT TO BRING:

- **LABEL ALL ITEMS with your child's FIRST AND LAST NAME.** We are not responsible for personal items or equipment brought to the program and strongly recommend participants leave valuable items at home.
- Two **NUT-FREE, NUTRITIOUS** snacks, a sack lunch and water bottle must be brought daily. Water bottles can be refilled as needed during the camp day.
Please put an ice pack in lunch, if needed. AGAPE has access to refrigerator in the Fellowship Hall.
- Campers should **NOT bring any outside toys**, such as trading cards, electronic game devices, wheeled shoes, etc., to camp. We are not responsible for any loss or damage to personal items.

LOST & FOUND:

We will collect lost and found items daily. It is the parent's responsibility to check with staff for lost or misplaced items. Unclaimed lost and found items will be donated to a local charity at the end of camp.

ENROLLMENT PROCEDURES:

Complete the registration packet and submit it **PRIOR TO THE FIRST DAY OF CAMP** to Seong Park McGarry (seong@ssppglenview.org) or drop off in the Church Office. All forms must be filled out before children can be dropped off at camp.

CAMP PAYMENTS:

Payment can be made with a check, credit card or cash. Camp payment is due by Monday, June 2, 2025. Installment billing can be set up with Diane Bravos, Parish Accountant at diane@ssppglenview.org.

The following forms MUST BE RECEIVED PRIOR TO THE FIRST DAY OF CAMP:

- Summer Camp Registration Form
- Emergency Form
- Medication Forms (if applicable)

Enrollment is available on a first-come, first-served basis and space is limited. **Deposit must be received for child's place in camp to be reserved.**

Enrollment is contingent on the child's ability to participate in the program offered by AGAPE Summer Camp without undue burden on the program or undue risk to the children and staff involved. All participants must be able to work within a group of 10 children.

TERMINATION AND DISENROLLMENT PROCEDURES:

AGAPE Summer Camp may terminate the enrollment of the child for any of the following:

- Three (3) late pickups.
- Non-compliance with policies and procedures; and/or

- Enrolled child or his/her parent present a danger to other children or staff in the program.

COST:

AGAPE Summer Camp fee is \$1,312 for the six-week program, Monday-Friday from 8:45a.m. to 1:30p.m.

Summer Enrichment Hours are 1:30pm to 3:00pm.

Programs	2-day option	3-day option	5-day option
	\$324/6 weeks	\$486/6 weeks	\$810/6 weeks
	\$27 per day	\$27 per day	\$27 per day

There will be **NO PRORATING, FEE REDUCTIONS OR MAKE-UP DAYS** for absence/illness.

There are no refunds or credits offered for Summer Camp. Please make sure that the days you will be requiring camp are finalized at the time of registration. Your registration cannot be transferred to another person. Days are not transferable. **REFUNDS OR CREDITS WILL NOT BE GIVEN FOR MISSED DAYS.**

LATE PICKUP FEE:

There is a \$5 late fee for every five (5) minutes late after the end of the program. **The fee will be charged and is due immediately.**

ABSENCES:

If your child will not be attending a camp for which you pre-enrolled, **PLEASE contact Julie Mantice 847-849-7870 or at agape@ssppglenview.org** so that we can inform the camp staff and can fill your child's spot with a camper on the waiting list.

PICKING UP YOUR CHILD:

A legal parent/guardian and/or authorized pickup person must sign them out when they depart. AGAPE Camp Directors must be notified in via email, text or by verbal message in the event of an emergency or in any case that the legal parent/guardian will not be signing out a camper.

No one under the age of 18 yrs. will be permitted to sign a child in/out. **Chronic LATE PICKUP** is grounds for dismissal from our camp program.

BEHAVIOR EXPECTATIONS:

Camp has rules that are reviewed every day with the campers in attendance. These rules communicate the expectation that each camper strives to be **Caring, Respectful, Responsible and a Participant.**

- **Be Caring:** Being caring means that you will be kind to others, be a good friend, and use supplies and other materials wisely.
- **Respect Others:** To show respect you must be kind and polite to others. You should also pay attention to others as well as yourself.
- **Take Responsibility:** Taking responsibility means that you do what you are supposed to do, when you are supposed to do it, the way you are supposed to do it, and if you do something wrong you try to make it right.
- **Participate and Try New Things:** Participating means you will take part in all activities even if it might not be something you want to do.

AGAPE Camp Directors reserve the right to suspend and/or dismiss any child who cannot adhere to the rules. When rules are broken, it is essential to provide some form of consequence and understanding to prevent future problems.

The overall safety and well-being of all participants is always our highest concern.

The following process will be used to resolve conflicts as they arrive:

- Warning/reasoning/redirection
- Time out from activity; when appropriate, the supervisor will assign special responsibilities to help the child redirect
- Child/supervisor conference
- Parent/supervisor conference
- Removal from the program
- Dismissal/suspension from the camp program

Any camper who vandalizes, damages, or destroys the facility, equipment and/or supplies **WILL BE HELD RESPONSIBLE** for making the appropriate repairs and amends.

Chronic behavior problems will lead to dismissal from the camp program at the parent/guardian's expense. These behaviors include, but are not limited to:

- Destroying or taking property of other children, staff, or the facility.
- Rudeness or discourteous behavior to other children or staff; or
- Causing physical and/or emotional harm to other children or staff.

SICK CHILD/MEDICATION:

All children become ill from time-to-time. It is important for parents to understand that one child's health affects the health of the other children in the summer camp program.

Children who have signs and symptoms of illness (swollen glands, head or stomachache, vomiting, productive cough, etc.) or who have had a **fever in the last 24 hours should not attend.**

Always call the AGAPE Director to let them know your child is ill. If the child is diagnosed with a communicable disease, communicate the name of the illness and what it may mean for the other children.

If a child becomes sick during the program, staff will contact the parent or other authorized party to pick the child up from the program. **It is expected that the child will be picked up immediately.** The child will be supervised in an isolated area until a parent arrives.

Consistently bringing a child to the program ill and/or not picking the child up immediately when called will result in termination of the program.

According to the Illinois Department of Health Services, children and staff CANNOT administer or store medication. Please plan to give your child any medications he/she may need before coming to the program. For prescription medication to be given while in the program, a **signed medication form is required.** All prescription medication must be brought to site in the original container by the parent or guardian with a photocopy of the prescription. Medication must be given to the staff at the site for storage.

OVER-THE COUNTER MEDICATIONS ARE NOT ACCEPTED unless accompanied by a doctor's prescription with dosage and times to be administered clearly stated.

ACCIDENT AND EMERGENCY MEDICAL PROCEDURES:

All staff are trained in First Aid/CPR and AED. Classrooms are equipped with the required First Aid materials. In case of injury/accident, the following emergency procedures will be followed:

1. Staff will assess child and injury and the necessary first aid will be administered.
2. Parent will be notified of injury/accident.
3. If it is a serious accident or there is doubt to severity, 911 will be called immediately.
4. An incident report will be filled out with information pertaining to the accident and procedures taken.
5. If a child must be taken to a hospital or medical facility, an AGAPE staff member will accompany the child if a parent cannot make it to the site. A parent will be notified as to where the child is transferred.

FACILITY ACCESS:

Parents DO NOT have access to the facility. Upon entering the Community Center, please ring for assistance and then proceed to the Church Office to sign in and receive a badge.

STAFF TRAINING AND REQUIREMENTS:

AGAPE takes seriously the importance of the safety and protection of campers in our program. Our camp staff and volunteers have policies, procedures and guidelines that are

strictly enforced when working with children. The following is a list of proven safety practices:

- Comprehensive pre-employment screening for all staff members, including screenings, interviews and background checks.
- Attendance is taken at each activity, and staff is trained to always maintain visual contact with children.
- All staff are trained to be aware of intruders, hazardous situations or areas, and unsafe practices.

