



Traveling Day Camp

Program Planning Guide

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Introduction

What is Day Camp?

The day camp program is a weeklong unique blend of outdoor and congregational ministries. It is a joint effort between the camp and congregation, designed for campers who have **completed** grades K-5.

Cedarkirk will provide trained, background-checked staff, activity supplies, game equipment, Bible study curriculum, schedule for the week, registration/sign-up materials, and an on-site coordinator to run the program. The congregation will provide meeting space for the week, meals and snacks, volunteers, housing for our staff, and a contact person from the congregation to gather registration forms and communicate with Cedarkirk.

Why Day Camp?

Day camp exists to assist congregations in providing a quality Christian outdoor ministry experience (at their site). We hope to get young people excited about Christian community, and to help them find a place at Cedarkirk and at their community church. Each congregation has their own vision for this program and different reasons why they have chosen to partner with us. We strive to provide a flexible program that will meet the needs of each church.

With relationship building being at the core of the program, our small group model helps campers feel seen, loved, and safe to explore what it means to be a Christian in the world.

Behavioral Guidelines

As with all Cedarkirk programs, we use positive reinforcement and a caring environment to foster positive behavior. All Cedarkirk staff receive behavior management training.

Encouraged Behavior	Unacceptable Behavior
Cooperation Sharing Listening Using Kind words Respect of self, others, and the environment	Physical altercations Inappropriate language Running from staff Disrespect of self, others, or the environment

Week at a Glance

Family Groups

Similar to our residential program, campers are put into small groups during their week at day camp. Each family group consists of a Cedarkirk staff person, a congregational volunteer, and up to 12 Day Campers who are all similar in age. These groups are the building blocks of the Day Camp experience. Family groups study, play, sing, work, and worship together and with other family groups throughout their week at camp.

We believe this small group model provides the most nurturing and safe environment, and helps foster meaningful relationships among campers and between campers and counselors. The community that forms within the “family group” and that is an important aspect of the Cedarkirk experience.

Activities

<p><i>Adventure</i></p> <p>Activities and games designed to build confidence and skills, focusing on team work and creative problem solving.</p>	<p><i>Nature</i></p> <p>Activities and explorations designed to teach campers about the natural world and ways we can answer God’s call to care for our world.</p>	<p><i>Quest</i></p> <p>Activities built to foster group dynamics and engagement with the given theme</p>	<p><i>Arts</i></p> <p>A chance for campers to foster their creative side through activities with crafts.</p>	<p><i>Morning Meditation</i></p> <p>Each day will begin with a gathering of all campers for introduction of the day’s theme and key lessons.</p>
<p><i>Bible Study</i></p> <p>Counselor-led discussion and games, and a chance for campers to delve into the passage, ask questions, and explore the theme.</p>	<p><i>Worship</i></p> <p>Each day will end with a gathering of all campers for singing, prayer, discussion, and a wrap-up of the day.</p>	<p><i>Chill Time</i></p> <p>A short period of quiet and reflection each day. An unstructured time where campers get to choose a quiet activity.</p>	<p><i>Water Day</i></p> <p>Two afternoons focused on relay races, water balloons, games, and a chance to cool off during the summer heat.</p>	<p><i>Free Time</i></p> <p>This unstructured time provides campers a period to play and digest their lesson of the day.</p>

Weekly Schedule

We offer a basic schedule that goes from 8:30-5:30, Monday through Friday, and Friday 8:30-3. The day camp program is designed to accommodate your congregation, therefore we are flexible if you wish to change those times. Please inform the Day Camp Director before the summer of your preferred hours.

	MON	TUE	WED	THU	FRI
8:30-9:00 AM	DROP - OFF				
9:00 AM	MORNING MEDITATION				
9:20 AM	BIBLE STUDY				
10:00 AM	Snack · Snack · Snack · Snack · Snack ·				
10:15 AM	Adventure 	Games 	Nature 	Games 	Adventure
11:10 AM	Games 	Adventure 	Quest 	Adventure 	Gaga
12:00 PM	Lunch · Lunch · Lunch · Lunch · Lunch ·				
12:30 PM	CHILL time				
1:00 PM	Nature 	Water Day 	Games 	Water Day 	CEDARKIRK Block
1:50 PM	Arts 	Water Day 	Adventure 	Water Day 	Campfire
2:40 PM	Quest 	Water Day 	Arts 	Water Day 	
3:30 PM	Snack · Snack · Snack · Snack				
3:45 PM	WORSHIP				
4:15 PM	FREE TIME				
PICK UP IS FROM 4:45-5:30 PM					FRIDAY PICK-UP IS FROM 2:30-3 PM

What the Church Provides

Contact Person

In order for effective communication between Cedarkirk and your church we ask that you provide us with a contact person. This person will work closely with volunteers and Cedarkirk staff as the liaison.

Responsibilities Include:

1. Communicating with the Day Camp Director throughout the year
2. Distributing, collecting, and forwarding all registration forms to the Day Camp Director
3. Recruiting and contacting volunteers
4. Communicating with parents and guardians

Hosting

Our staff will be spending all week at your site, so we ask that you provide housing. Staff can be housed at individual's homes, or at the church (as long as there is enough space to sleep and showers are available). Hosting day camp staff may be a great way for a member of your congregation to volunteer.

Meals

Campers –

Your church will provide two snacks per day for campers. We leave the decision for your congregation to either offer a lunch, or ask campers to bring their own. Please let the Day Camp Director know your choice.

Cedarkirk Staff –

Your church is responsible for providing lunch and snacks for Cedarkirk staff. Your church is not responsible for providing breakfast or dinner for Cedarkirk staff.

Volunteers

This is a partnership between Cedarkirk and your congregation, and we ask that you provide volunteers in different roles. If you have a music program, or a mission component that you would like to provide for the campers, we welcome volunteers with those talents.

Family group assistant (this is a required role): This position is for volunteers who will be playing, teaching, and directly involved with the kids. Each family group will need to have at least one volunteer with the Cedarkirk counselor. That does not need to be one person, the role can be divided up into shifts. The assistants need to be at least 14 years old, and if between the ages of 14-18 need to fill out an application.

Meals and snacks volunteers (this is a required role): This role is for volunteers who would like to help make meals (if your church is providing a meal) and distributing snacks. They make sure there is enough water, snacks, napkins, etc. available. They are also in charge of cleaning the meal space.

Check-In/Check-Out volunteers (optional): We will have a table with paperwork for parents to sign in/out their campers daily. The Day Camp Director will be at that table, we recommend having someone who knows the congregation to be part of that process.

Program volunteer (optional): If you have someone who likes to teach kids music, someone who has a specific craft expertise, or someone who likes the outdoors, this is a role for them. As a flexible program we are able to incorporate people from your congregation who are passionate about a specific topic. Talk to the Day Camp Director as to what that may look like.

Health/First Aid Provider (optional): All Cedarkirk staff are First Aid/CPR certified in case of emergencies. Our staff are not allowed to give medications to campers or transport them. This is a role for someone who would be available throughout day camp hours to be around and help in case of emergencies.

What Cedarkirk Provides

Staff

We provide quality, well-trained staff who have been interviewed, carefully selected, and trained extensively to ensure an exciting and meaningful camp experience for every camper. All summer staff members are at least 18 years of age, certified in CPR and first aid, and undergo multiple background checks (including a fingerprint analysis).

The entire staff receives twelve days of intensive training at the beginning of the summer, with ongoing instruction and skill checks throughout the camp season. Training covers a diverse and exhaustive range of topics, including outdoor living skills, effective management of a small group and how to relate to the needs of individuals within that group, facilitation of all of our activities, positive discipline techniques, and bullying prevention. Our training equips our staff with skills that enable them to create a physically and emotionally safe environment for all campers.

The number of Cedarkirk staff that will be at your site depends on the level your church has chosen.

Each site will have a Site Coordinator. This person is responsible for overseeing staff, running the program, and communicating with your church throughout the week.

Expectation of Cedarkirk Staff

- To have a good understanding of the activities and curriculum and be capable of leading all activities listed on the schedule.
 - To be present at all planning and activities during the week, and stay for their entirety.
 - To be open to all ideas and suggestions to change the program to best serve the local church.
 - To ensure that safety is of primary importance and be familiar with emergency procedures.
- Every Cedarkirk staff member will be certified in First Aid and CPR.

Supplies

Cedarkirk will be bringing all supplies for the crafts and activities we will be doing throughout the week. Your church is responsible for supplies for any program that you will be adding on top of our regular programming.

If a congregation has resources that would make the program better and they are willing to share, the Day Camp staff would be glad to use them with permission.

Bible Study Curriculum

Our theme and curriculum change each year! The Day Camp Director will be sending you the day camp curriculum as soon as it is available.

Insurance

Cedarkirk's Day Camp programs should be insured under your church's liability policy. Cedarkirk staff are insured through Cedarkirk.