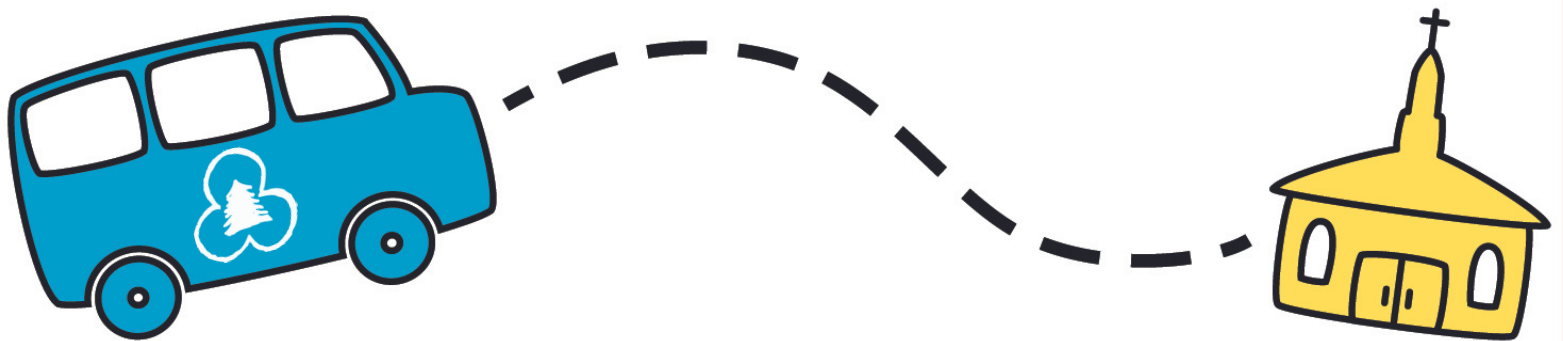


CEDARKIRK'S

# Traveling Day Camp Planning Guide



[www.cedarkirk.org](http://www.cedarkirk.org)



# In This Guide

## Introduction

- What is Day Camp?
- Why Day Camp?
- Behavioral Guidelines

## Week at a Glance

- Family Groups
- Activities
- Weekly Schedule

## What the Church Provides

- Contact Person
- Hosting
- Meals
- Volunteers
- Insurance

## What Cedarkirk Provides

- Staff
- Supplies
- Curriculum

## 2023 Cost

# Introduction

---

## WHAT IS DAY CAMP?

The day camp program is a weeklong unique blend of outdoor ministries and congregational ministry. It is a joint effort between the camp and congregation. It is 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 week. 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.



"We strive to provide a flexible program that will meet the needs of each church, as we know that each congregation has its own needs and wants."

## WHY DAY CAMP?

Day camp serves 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 be able to 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. This may include using it as an evangelism tool for young people in the community, choosing to replace their VBS program, or simply as an addition to their current ministry of the church.

# Introduction

## BEHAVIORAL GUIDELINES

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

### Encouraged Behavior

- Cooperation
- Sharing
- Listening
- Using kind words
- Respect of self, others, and the environment

### Unacceptable Behavior

- Physical altercations
- Inappropriate language
- Running from staff
- Disrespect of self, others, and the environment





# Week at a Glance

## FAMILY GROUP

Each family group consists of a Cedarkirk staff person, a congregational volunteer, and up to 12 Day Campers who are all similar in age. Each family group will have the opportunity to name themselves. These groups are the building blocks of the Day Camp experience. Family groups study, play, sing, work, and worship together as well as with other family groups throughout their week at camp.

We believe this small group model provides the best 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 group’s relation to the rest of camp is an important aspect of the Cedarkirk experience.

## ACTIVITIES

<b>ADVENTURE</b> Activities and games designed to build confidence and skills, focusing on team work and creative problem solving.	<b>NATURE</b> Activities and explorations designed to teach campers about the natural world and ways we can answer God's call to care for our world.	<b>QUEST</b> Activities built to foster group dynamics and engagement with the theme.	<b>ARTS</b> A chance for campers to foster their creative side through activities and crafts.	<b>MORNING MEDITATION</b> Each day will begin with a gathering of all campers for introduction of the day's theme and key lessons.
<b>BIBLE STUDY</b> Counselor-led discussion, games, and a chance for campers to delve into the passage, ask questions, and explore the theme.	<b>WORSHIP</b> Each day will end with a gathering of all campers for singing, prayer, discussion, and to wrap-up the day.	<b>CHILL TIME</b> A short period of quiet and reflection each day. An unstructured time where campers get to choose a quiet activity.	<b>WATER DAY</b> Two afternoons focused on relay races, water balloons, games, and a chance to cool off during the summer heat.	<b>FREE TIME</b> This unstructured time provides campers a period to play and navigate social skills.

# Week at a Glance

## WEEKLY SCHEDULE

We offer a basic schedule that goes from 8:30–5:30, Monday through Friday. The day camp program is designed to accommodate your congregation, therefore we are flexible if you wish to change those times. Please inform the Program 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				
10:15 AM	ADVENTURE	QUEST	NATURE	GAMES	ADVENTURE
11:10 AM	GAMES	ADVENTURE	QUEST	ADVENTURE	GAGA
12:00 PM	LUNCH				
12:30 PM	CHILL TIME				
1:00 PM	NATURE	WATER DAY	GAMES	WATER DAY	CAMPFIRE
1:50 PM	ARTS		ADVENTURE		FRIDAY PICK-UP IS 1:30-2:00 PM
2:40 PM	QUEST		ARTS		
3:30 PM	SNACK				
3:45 PM	WORSHIP				
4:15 PM	FREE TIME				
PICK-UP IS FROM 4:45-5:30 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.

- Communicating with the Program Director throughout the year
- Working with the Program Director to ensure all online registrations are turned in
- Recruiting and contacting volunteers
- 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 who would not be able to volunteer during the day.

## MEALS

**Campers** – Congregations provide 2 snacks a day for campers and staff; one in the morning and one in the afternoon. We leave the decision for your congregation to provide a lunch for campers or ask them to bring their own lunches. However, congregations are still expected to provide a lunch for Cedarkirk staff.

**Cedarkirk Staff** – Your church is not responsible for providing breakfasts and dinners for our staff, however we have found that members of congregations who want to volunteer but are not able physically be with the kids like to volunteer with meals.

## INSURANCE

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

# What The Church Provides

## VOLUNTEERS

As this is a partnership between Cedarkirk and your congregation, 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 those 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. This role can be divided up into shifts with more than one volunteer. The assistants need to be at least 14 years old.

### **Meals and Snacks Volunteers** (this is a required role):

This role is for those 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 also recommend having someone who knows the congregation and is a contact for participants who have never been to your church.

### **Program Volunteer** (optional):

If you have someone who likes to teach kids music, someone who has a specific craft expertise, 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 into our program. 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.



# 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 three 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, recognizing and responding to homesickness, 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 amount of Cedarkirk staff that will be at your site depends on the level that your church has chosen.

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

## EXPECTATIONS 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.

# What Cedarkirk Provides

## SUPPLIES



Cedarkirk will be bringing supplies for all 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 changes each year. The Program Director will send your church the information on the theme as soon as it is available.



## 2023 TRAVELING DAY CAMP COST

	# OF CAMPERS	TOTAL COST	# OF COUNSELORS
LEVEL 1	13-20 CAMPERS	\$2,255	1 COORDINATOR, 2 COUNSELORS
LEVEL 2	21-30 CAMPERS	\$3,310	1 COORDINATOR, 3 COUNSELORS
LEVEL 3	31-40 CAMPERS	\$4,315	1 COORDINATOR, 4 COUNSELORS
LEVEL 4	41-50 CAMPERS	\$5,270	1 COORDINATOR, 5 COUNSELORS
LEVEL 5	51-60 CAMPERS	\$6,175	1 COORDINATOR, 6 COUNSELORS