



*Christ-Centered Child Care that is Safe and Secure*

# 2025-2026

*\*Our calendar year runs from June 1st - May 31st\**

## School Age Parent Handbook

### Location

**Boiling Springs**

**Located at**

**View Church**

***5555 Parris Bridge***

***Boiling Springs, SC 29316***

**[www.ViewChurch.org/camp](http://www.ViewChurch.org/camp)**

With just a few clicks you can find just about anything you need to know about camp!

***WELCOME TO THE View Church Camp FAMILY!***

**Christ-centered childcare that is safe and secure.**

*Thank you for choosing View Church Camp for your childcare needs. We consider your decision a huge honor and a great responsibility. We pray for each family that is sent our way. You are no exception!*

*This parent handbook contains information regarding our After School and Summer Camps. It will explain the why and how of what we do. However, the most important thing that I would like to convey is this: **We exist very simply because we care about you and your family. If there is anything our staff can do to better serve you, please let us know.***

*God bless you,*

*Jen Waddell*

Program Director

[Jenwaddell@viewchurch.org](mailto:Jenwaddell@viewchurch.org)

## **View Church Camp's TOP ELEVEN THINGS YOU NEED TO KNOW!**

1. Our website! [www.ViewChurch.org/camp](http://www.ViewChurch.org/camp) – With just a few clicks you can find just about anything you need to know about camp.

2. Our Hours of Operation:

- After School Camp- Monday - Friday 2:00PM - 6:00PM
- Summer Camp- Monday - Friday 7:00AM - 6:00PM
  - Morning drop off is between 7:00AM - 9:00AM.
  - Afternoon pick up is between 4:00PM - 6:00PM.
- **Please note: No one will be at the desk between the hours of 9:15-3:45.**

3. We are closed:

- New Years: January 1st
- Good Friday: Friday, April 3rd
- Memorial Day: Monday, May 26th
- July 4th
- Labor Day: Monday, September 1st
- Thanksgiving Break: Wednesday, November 26<sup>th</sup> - Friday, November 28th
- Week of Christmas: Monday, December 22nd- Friday, December 26th

4. View Church Camp requires all tuition contracts to sign up for auto-draft through our software.

Payment is due the Friday prior to the week your child is attending, not at the end of the week. There will be a \$20.00 late fee on Monday morning if your card is declined.

5. All tuition contracts have a certain amount of vacation weeks that you may choose to use if your child does not attend. Annual contract students will receive one week of vacation during the summer months and one week of vacation during the after-school season. Summer contracts will receive one week of vacation and after-school only students will receive one week of vacation. To use your vacation week, you will need to email [childcare@viewchurch.org](mailto:childcare@viewchurch.org) at least 7 days prior to the payment date.

6. For all day programs – Morning Snack and Afternoon snack will be provided. Students will need to provide their own lunch.

7. View Camp T-Shirts must be worn anytime the camp will be going off site for a field trip. If your child does not have a camp shirt on a day on which it is required, a shirt will be given to them, and your account will be invoiced for \$20 and must be paid by the end of that day. Our T-shirt policy is for the safety of your child. Camp shirts provide quick identification in group settings.

8. Closed toe and closed-heeled shoes must be worn every-day. Flip flops may be brought and worn for water days.

**9. For any all-day camps: Morning drop off is between 7:00-9:00 AM. Afternoon pick-up is between 4:00-6:00 PM. Our front desk is not attended between 9:15 and 3:45.**

10. We close at 6:00pm. There will be a late fee due if a student is picked up after 6:00pm at the rate of: -\$20.00 flat fee between 6:00 and 6:10, an additional \$20 flat fee between 6:11-6:20, and an additional \$20 flat fee every 10 minutes thereafter. As an example, if you are thirty minutes late picking up your child it will be a \$60 late fee. The late fee must be paid that day.

11. During the After School Program, if your child will not need to be picked up from their school it is the parent's responsibility to inform us by sending a Brightwheel message by 12pm. This protocol is in place to ensure the safety of your children and the punctuality of our drivers to each school. Parents will be charged a \$20 fee if View Church Camp is not contacted according to our policy above.

**Table of Contents:**

**Registration and Tuition Pricing (p. 5)**

**General Information (p. 6)**

**Structure:**

- After School
  - Transportation
  - Homework Rooms
- Summer Camp
  - Field Trips
  - Options/Rotations
- Policies and Procedures
  - Electronics Policy
  - View Church Camp Disaster Plan
  - Inclement Weather
  - Health
  - Behavior and Correction

### **Registration and Tuition Pricing:**

- An Annual Registration Fee (\$75) and Weekly Tuition are required for your child to attend any View Church Camp program. **Registration fees are non-refundable.** Registration is not completed or accepted until the registration fee has been paid.
- Weekly tuition is due each Friday prior to your child's attendance. **View Church Camp does not offer daily rates.**
- We require ALL tuition payments to be auto drafted through our billing and communication software. **Cash and checks are not accepted for tuition payments.**
- A weekly late fee of \$20 will be charged if tuition is not paid by Friday.
- If a camper account is delinquent, **View Church Camp will suspend childcare and summer camp services until the account is brought up to date.**
  - If your card is declined on Friday, we will re-run your card the following Monday.
  - If the credit card on file is declined twice, we will require a new credit card to be entered into our billing software system before the next payment is due.
- Parents who have chosen a contract payment agreement will be charged regardless of attendance after the camper's allotted vacation weeks have been used.
  - *Payment contracts can be canceled at any time for a contract break fee of \$150.00*
- View Church Camp does not give refunds. A credit may be rolled over in certain circumstances.
- We close at 6:00pm. There will be a late fee due if a student is picked up after 6:00pm at the rate of:
  - \$20.00 flat fee between 6:00 and 6:10,
  - An additional \$20 flat fee between 6:11-6:20
  - And an additional \$20 flat fee every ten minutes thereafter.
- Copies of enrollment forms, attendance records, and tax statements can be found by the parents on their Brightwheel account. Billing will email information on how to gather your Brightwheel statement during tax season. If the parent would like the billing department to conduct this for him/her, a minimum \$25 fee will be charged per quarter of forms requested and may take up to 1 week to be processed.

**\*\*Any outstanding fees that have been incurred during a given program must be paid to a zero balance before enrollment and attendance into the following program. (I.E. Fees during summer camp must be paid before attending the following school year program.**

### **General Information:**

- After School Hours of Operation: Monday - Friday 2:00PM - 6:00PM (School Year)

- We close at 6:00pm. There will be a late fee due if a student is picked up after 6:00pm at the rate of: -\$20.00 flat fee between 6:00 and 6:10, an additional \$20 flat fee between 6:11-6:20, and an additional \$20 flat fee every 10 minutes thereafter. As an example, if you are thirty minutes late picking up your child it will be a \$60 late fee. The late fee must be paid that day.
- We are closed:
  - New Years: January 1st
  - Good Friday: Friday, April 3rd
  - Memorial Day: Monday, May 26th
  - July 4th
  - Labor Day: Monday, September 1st
  - Thanksgiving Break: Wednesday, November 26th- Friday, November 28th
  - Week of Christmas: Monday, December 22nd- Friday, December 26th
- If the school is closed for a teacher workday/holiday, View Church Camp will most likely be open for all day camp from 7:00am - 6pm (this does not include the View Church Camp holidays), with drop off from 7:00am- 9am and pick up from 4:00pm -6pm.  
 \*\*Remember no one will be at the front desk from 9:15 until 3:45.
  - The tuition cost for all day camp will be listed under your specific contract on the “Teacher Workday” section on the pricing sheet online.
  - On any all-day camp, morning snacks and afternoon snacks will be provided. Students will be required to bring their own lunch.
  - Camp shirts are required on field trips on all day camps for safety purposes. If your camper arrives without a View Church Camp shirt, one will be given to the camper and charged to your account for \$20. Any additional camp shirts can be purchased at the front desk for \$20.
- Important notices such as schedule changes and upcoming events will be posted at our front desk as well as communicated through our parent communication software. It is your responsibility to stay updated.
- It is a requirement that every child be checked in and out at the front desk by a parent/guardian/or an approved adult listed by the parent on the registration. If they do not have a code, identification may be utilized if the individual has been approved to pick up by the parent on the registration. Please be prepared to show your driver’s license or state approved ID for pickup.
- The staff to child ratio meets all state childcare licensing requirements for each of the programs we provide.

- View Church Camp prohibits the use of tobacco, alcohol or nonprescription drugs on our camp premises. View Church Camp reserves the right not to release children to those with alcohol on their breath or under the influence of drugs or suspicion thereof.
- Please label all your children's personal belongings with their names. View Church Camp is not responsible for any lost or stolen items. We will announce and donate lost and found items periodically throughout the year.
- Parents are not permitted past the front desk/lobby. If your child forgets something or needs assistance, a View Church Camp Staff member can assist them. Because our staff has been background checked, we ask that parents follow this policy so that we know who is with/around our campers.
- View Church Camp generally schedules "G" or "PG" rated movies for our field trips and/or onsite events, however, if a "PG-13" movie of appropriate matter is available, it may be included at the director's discretion.
- View Church Camp cannot be held responsible for lost or stolen phones, electronic devices, toys, DVD's, etc.... brought to camp.
- View Church Camp Counselors and Directors reserve the right to ask a camper to place their phone, tablet, etc. in their backpacks, or at the front desk if it is being a distraction to the camp program. We ask that these items be left at home unless being used for the purpose of school. (Cell phones are not permissible at camp unless being used for homework.)
- Closed toed and closed heel shoes must be worn every day.
- View Church Camp provides no accident/medical protection.
- Parents must provide a signed document and have it approved for a camper to receive special therapy treatment while at camp. The therapist will meet with the child in a designated area away from other campers, but in a place where your child is still supervised by camp directors.
- Summer Camp: All field trips are included in the cost of your weekly tuition.

*\*Please do not send extra money for your child to use on field trips unless the front desk sends a message approving the use of extra money. View Church Camp is not responsible for this money. Counselors cannot hold money for campers. Campers must be responsible for their own money.*

- Camp T-shirts must be worn on all off-site field trip days. If a camper arrives at camp without a camp shirt, one will be provided, and the parent will be charged \$20.00.
- Please remember the importance of labeling clothing with the child's name, especially camp t-shirts.
- Closed toe and closed heel shoes must be worn every day. Flip flops may be brought and worn at the water park, or for water days.

- On water days, please send your child with their bathing suit underneath their clothes. They should pack a towel and dry clothes. Modest bathing suits should be worn by males and females. If you have a question, ask the front desk or your site director.
- Morning snacks and afternoon snacks will be provided to your camper on any all-day camps. Students are responsible for bringing their own lunch. VCC does not provide lunches.

### **Structure: [AFTER SCHOOL PROGRAM](#)**

The afterschool program at View Church Camp was designed to keep your children engaged and having fun, while also giving them time to focus on their studies and grow deeper spiritually. From approximately 2:30 - 3:30, we will be safely transporting your child from school to our childcare facility. Once back at our facility, children will have snack time and participate in homework rooms, devotions, and afternoon rotations. Each week campers will have a new weekly theme that inspires their crafts and activities. The devotion each week covers a main point that is built upon each day. Pick up by parents from after school occurs from 4:00pm – 6:00pm. Parents must have the check in/check out code for their child to pick up from our facility.

### **Transportation:**

- ***Parents should contact the front desk by 12:00 p.m. through Brightwheel if your child is not going to be picked up after school by View Church Camp. This protocol is in place to ensure the safety of your children and the punctuality of our drivers to each school. Parents will be charged a \$20 fee if View Church Camp is not contacted.***
- If you communicate that a camper should be “absent,” but the school brings them out to our View Church Camp bus, it is our policy to pick the camper up if they are listed on our route. We will not risk the campers’ safety by leaving them at school. If this occurs, the camper can be picked up from our location.

**Please Review These Transportation Guidelines with Your Child. If these transportation guidelines are not followed, campers will face consequences to include bus suspension. This is for the safety of all campers on the View Church Camp vehicle(s).**

- ❖ *Campers are to report to the camp vehicle after the bell rings or when dismissed from class as quickly as possible.*
- ❖ *Once children board the camp vehicle, children may not leave the vehicle for any reason.*
- ❖ *Campers must stay seated at all times while in the vehicle.*
- ❖ *Campers may not unbuckle their seatbelt once they enter the vehicle.*

- ❖ *Avoid loud talking, or anything else that might distract the driver. Keep quiet near railroad tracks so that the driver can listen for trains.*
- ❖ *Keep head, arms, and body inside the vehicle. Keep your hands and feet to yourself.*
- ❖ *Do not throw objects inside or out of the vehicle.*
- ❖ *No eating or drinking in the vehicle.*
- ❖ *Do not damage the bus and always assist in keeping it clean. If any child destroys property within the vehicle, the parent(s) will be held liable to replace the item(s) broken.*
- ❖ *Take a seat and remain seated, facing forward, while the vehicle is moving. Keep your feet on the floor in front of the seat, not in the aisle.*
- ❖ *Keep the aisle and the exits clear.*
- ❖ *Use of abusive or vulgar language or directing such language toward other students or adults is prohibited.*
- ❖ *The emergency door and exit controls may only be used during supervised drills or actual emergencies.*

#### **Homework Rooms:**

- We do have structured homework rooms during after school. Please make sure your child understands that homework is done during this time.
- Campers are expected to complete their homework at camp during this time. If a camper is picked up earlier than 4:00PM, their homework may not be completed.
- The counselors will check the camper's daily agenda for homework.
- If your child does not have homework on a given day, please make sure they come to camp with a book or quiet activity that they can quietly work on while the other campers are doing their homework.
- We will assist children with homework as much as time and other needs allow. Currently, we do not offer one-on-one tutoring.
- During homework time, campers should remain in their seats and quiet.
- We will verify that all homework is done neatly and will spot check for correctness. Though we hope to have all homework completed at View Church Camp, we ask parents to review their child's homework at home as counselors will not be checking every answer.
- The only help we cannot accommodate is one on one time with each child such as: individual reading aloud or flash cards. Children will have to complete this at home with their parents.
- As a courtesy, we will contact parents if we see campers are not completing an agenda, or stating they do not have homework for several days, etc. We also ask that you kindly let the front desk know if assignments are missed.

- Please let your camp director know if you would prefer for your child to complete their homework at home.

**Structure: [SUMMER CAMP AND HOLIDAY CAMP PROGRAM](#)**

The summer camp and holiday camp programs at View Church Camp are designed to give your children a fun-filled week of camp that also keeps them safe and growing spiritually. Our site contains a craft room, praise and worship room, gym, playground, drama room, arcade room, board game room, and bounce house. Each week campers will have a new weekly theme that inspires their crafts and activities within these rooms.

After drop off is completed, campers will have an opportunity to get a snack and participate in a devotion with their age group. The devotion each week covers a main point that is built upon each day. Depending upon the field trip for the day, campers will then eat lunch on-site or off-site and participate in their field trip. Field trips typically return by 4pm and campers then have another snack time and can choose their room option until they are called to go home. Pick up by parents from summer or holiday camp occurs from 4:00pm-6pm. Parents must have the check in/check out code for their child to pick up from our facility.

**Field Trips:**

During summer camp, View Church Camp typically offers a field trip 1 day a week. The field trip schedule can be found on View Church Camp.com and on your Brightwheel app. ***Camp shirts are required for all off-site field trips for safety.***

- We have on site days. During those days, campers will do rotations with their age group and participate in games and crafts that coincide with the weekly theme. These are the only days during summer camp or holiday camp that camp shirts are not required.
- We will have water days! These typically consist of doing water activities on site or going to a water park. Campers should come dressed in their bathing suits for water day under their clothes/camp shirts. Campers typically have an opportunity to change after water day. The water parks that we attend have lifeguards, and staff are stationed to monitor swimming campers. Please inform the front desk if your child requires a life jacket.
- We will visit the Big E! Please do not send additional money with your camper.

**Rotations:**

- Our site contains a gym, bounce house, craft room, praise and worship, outside playground, board games room, arcade room and centers room rotations.

- During rotations, campers are split up by age groups and rotate through each one of our rooms in 45 minute increments. The activities and crafts done in each room are inspired by the theme for the week.
- Devotion is done daily by age groups.

### **Policies and Procedures:**

#### **Electronics Policy:**

With the rise in E-learning, we understand the importance and value of technology.

Nevertheless, we also understand the dangers that can come with technology.

For all campers in kindergarten through fifth grade, technological devices (tablets and computers) can only be used during homework time/virtual learning. If a technological device is being used during the approved time, the counselor must be able to see the screen. Campers are only allowed to use devices to do homework. Technological devices are not allowed to be used while being transported on View Church Camp vehicles. **VCC does not allow cell phone usage at camp.**

Thank you for joining us in encouraging and enforcing these policies with your campers for the safety of all. If campers are caught in the wrong area on their device or at the wrong time, their device will be taken and remain at the front desk until pick up time if the guidelines are not followed by the camper. We want to remind all parents that we are available to you during the time your camper is at our site! If you need to speak to your child, please send us a Brightwheel message or give us a call at (864) 764-4344, and we will be happy to coordinate that conversation! We hope these policies will help encourage more FUN and more SAFETY here at View Church Camp!

#### **View Church Camp Disaster Plan**

In the case of an emergency or disaster, the following procedures will be implemented:

**Fire:** Campers will remain with their counselors in a pre-designated spot that they have already been drilled on.

**Tornado-After School:** If a Tornado warning is issued while After School routes are being driven, then all drivers and the campers that are with them will shelter at the closest school available, or at a retail store. After school routes will come to a standstill until the warning is lifted. School will not dismiss any students during a Tornado Warning. All routes will resume as soon as the warning has been lifted.

-If a Tornado warning is issued while the students are on site, they will shelter in the safe spot that the site has already been drilled on.

\*View Church Camp will communicate with parents with a BrightWheel message if any type of emergency or disaster occurs while your child is under our care. The safety of your child is of utmost importance to us.

- Emergency Phone Numbers:
  - View Church Camp (864) 764-4344

### **Inclement Weather**

**View Church Camp will base their decision regarding opening during inclement weather with the safety of your campers and the camp staff in mind.**

- There are no refunds if View Church Camp is closed due to Inclement Weather
- Announcements will be made through BrightWheel if camp will be closed.

### **Health**

- **If a child shows signs of illness while at camp, he/she may not be admitted or may be sent home. If sent home, a parent or an authorized person will be required to pick up the child within one hour. Please seek a physician's help when necessary. Children with fevers and other contagious illnesses must be excluded from camp for at least 24 hours after the temperature returns to normal. Any child diagnosed with a streptococcal infection must be excluded for 48 hours after the initial dose of physician prescribed medication. A temperature of over 100+ or a camper that has thrown up 2 or more times in the previous 24 hours, requires an immediate pick up.**
- View Church Camp directors are trained annually in First Aid and CPR.
- If a physician's care is needed, parents will be contacted immediately, and emergency procedures will be followed.
- View Church Camp employees will administer medication to children only when a parent has completed a medication form. Each medication bottle must have a current prescription label with the child's name, the dosage, and the physician's name on it. All medications must be checked at the front desk. No medication can be onsite unless it has been properly signed in and is stored at the front desk.
- View Church Camp **does not** employ medical personnel, and all medications will be administered to children by camp employees that are not trained or certified in any medical field.
- Please notify us if your child has a communicable disease/condition (lice, chickenpox, fifth disease etc.), as it is our responsibility to notify other families of the risk. We follow DHEC's exclusion list for communicable diseases.

- We are committed to doing all we can to keep lice out of our community. We encourage you to have your child checked for head lice by a school nurse or pediatrician prior to attending View Church Camp programs.
- View Church Camp has a no Nit policy as it pertains to Lice. In accordance with that policy, we will not allow campers to attend View Church Camp if our staff finds live lice or a nit in your child's hair. This is for the safety and consideration of all campers and staff. If our staff does find lice or a nit in your child's hair, they will be sent home immediately with instructions to treat them. Your camper is welcome to return the day following treatment, permitting them to be lice and nit free. We ask that you alert the camp when your child has lice so that we can alert our camp to be alert to checking their children. They'll be rechecked upon arrival.
- No refunds will be issued for canceled registrations or missed days due to lice or any other type of communicable disease/sickness, including COVID.
- If your child has been placed in quarantine by another entity, he/she may not attend View Church Camp until that quarantine period has been lifted.
- If your child tests positive for Covid-19, he/she may not attend View Church Camp for the current CDC quarantine period.

#### **Behavior and Correction:**

- The View Church Camp discipline policy is designed to promote the development of self-direction, self-control and socially acceptable behavior. This is accomplished through: sensitivity, consistency, firmness, fairness and follow through. We strive to maintain a loving and positive atmosphere and reinforce the structural boundaries required.
- View Church Camp is designed for children who want to cooperate and participate in activities. If your child is having behavioral issues at camp, please handle them accordingly because each child's good behavior is imperative to the success of our camps. **Children who are physically aggressive, defiant to authority etc. may be allowed to attend on a trial basis. However, we reserve the right to dismiss any child whose behavior hinders the camp experience for others with no refund.**
- View Church Camp does not use corporal punishment.
- **View Church Camp reserves the right for its directors to suspend a child from their camps at any time for any length of time with no refund.**
- If deemed necessary by the Director, a parent will be notified to come and must pick up their child within one hour.
- If a behavior is significant or has become a consistent problem, a Parent Conference Record (PCR) will be conducted. A PCR is paperwork and a conference with the parent outlines the incident, the steps the child, parent, and director will take to help keep this

behavior from occurring, as well as the consequences if the behavior continues. This paperwork must be signed by the director and the parent and kept on file.

- Depending upon the behavior, the consequence may be lifted to the previous consequence every two months that a child goes without displaying the problem behavior.

**Thank you for enrolling in View  
Church Camp and reading  
through the View Church Camp  
Handbook!**

**We look forward to serving  
your family this year!**