



# Summer camp

LET THE  
“SON”  
SHINE IN

A place where the SON  
always SHINES!

## Parent & Student Information 2025

**St. Mark's Lutheran  
Church & School**  
500 Meramec Blvd.  
Eureka, MO 63025



# St. Mark's Lutheran Church and School

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Welcome to St. Mark's Summer Camp! We are so excited to get to know your child and for all of the exciting activities we have planned. Before we can get to the fun, we need to make sure you have all of the important information to help us make this a safe and enjoyable summer. Please read the information in this booklet to ensure you are fully informed. This will provide your child with the best care from our summer camp staff. St. Mark's will have children driven choice activities. Campers placement will be dependent upon camper's choice of activity. Feel free to contact the Summer Camps Director or Assistant Director with any questions.

## Operating Hours Monday - Friday

Before Care: 7:00 a.m. - 9:00 a.m.

Drop off: 9:00 a.m.

Pick-up 3:00 p.m.

After Care: 3:00 p.m. - 6:00 p.m.

## Daily Schedule

7:00 a.m. - 9:00 a.m.	Free time (board games, coloring, drawing, and Legos)
9:00 a.m. - 9:15 a.m.	Clean up and wash hands
9:15 a.m. - 9:30 a.m.	Daily devotion
9:30 a.m. - 10:00 a.m.	Snack and restroom break (student lead snack prayer)
10:00 a.m. - 10:30 a.m.	Outdoor recess (rains or too hot in gym)
10:30 a.m. - 11:30 a.m.	Theme week activities
11:30 a.m. - 11:45 a.m.	Restroom break and wash hands
11:45 a.m. - 1:00 p.m.	Lunch and clean up from lunch
1:00 p.m. - 2:00 p.m.	Theme week activities
2:00 p.m. - 2:15 p.m.	Clean up and restroom break
2:15 p.m. - 2:45 p.m.	Outdoor recess
2:45 p.m. - 3:00 p.m.	Pack up campers for parent pick up at 3:00 p.m.
3:00 p.m. - 3:30 p.m.	Restroom break, wash hands, and afternoon snack
3:30 p.m. - 5:45 p.m.	Free time (board games, coloring, drawing, and Legos)
5:45 p.m. - 6:00 p.m.	Clean up and pack up for parent pick up by 6:00 p.m.

## **Sign-In/Sign-Out Procedure**

It is mandatory that all parents/guardians sign in/out with the camp teachers when their child arrives/leaves camp. This is required for safety and security.

## **Authorized/Unauthorized Pick-Up**

Written permission must be given from the parent for any person other than those authorized on the child's camp registration form to pick up the child from camp. Staff will request identification (driver's license) before releasing the child.

## **Late Pick-Ups**

Children are to be picked up at 3:00 p.m. at the end of each day, 6:00 p.m. if enrolled in after-care. Additional fees will be assessed for late pick-up.

## **Lost and Found**

Campers are responsible for their own belongings; jackets, shoes, lunch boxes, water bottles, anything brought to camp. Each item should be labeled with the child's name. A lost and found box is designated outside the classroom. On Friday of each week, please claim lost items before checkout. Unclaimed items will be disposed of, or donated at the end of summer.

## **What to Bring**

- Please label each item with campers name.
- Water Bottle
- Lunch
- Snacks: One snack for the morning, two snacks if you stay for aftercare.
- Tennis Shoes
- Sunscreen

## **What Not To Bring**

- Electronic Devices
- Money - (Only on days we have the Ice Cream Truck and Kona Ice.)
- Toys
- Anything of Value - (St. Mark's will not be responsible for the loss or destruction of any items brought to camp).

## **Communication**

Open communication between families and camp staff is very important. Always keep us informed of any changes in routines, family situations, or health issues that might affect behavior so that we can make positive modifications while in our care. You will be informed from St. Mark's teachers or staff of any observed changes so we can both meet the needs of the child.

# Student Health and Safety

## Injuries

Minor injuries, such as scratches, scrapes, insect bites, etc., will be treated by the camp staff. First aid steps for abrasions and scratches is to wash the area with soap and water, then cover it with a Band-Aid.

Any serious injury, including head injury, will be reported to the parents immediately so that appropriate action may be taken. If a major injury occurs, the staff will immediately call for professional help (911). Parents will be notified immediately. If an emergency is such that immediate transportation to a hospital is necessary, a staff member will accompany the child.

## Illnesses

Check your child's health before bringing them to camp. If your child has any symptoms of illness, keep them home. Notify us if your child is ill or has a communicable disease so other parents can be informed as necessary. If your child is observed at camp with any of the following symptoms, they will be sent home.

- Fever of 100.4
- More than 1 abnormally loose stool
- Red or blue in the face or making high-pitched croup or whooping sounds after coughing
- Difficult or rapid breathing
- Severe cold symptoms, including runny nose with thick, colored mucus
- Consistent cough
- Tears, redness, or eyelid lining or irritation, followed by swelling or discharge of pus
- Unusual spots or rashes
- Sore throat or swallowing difficulty
- Vomiting
- Severe itching of the body or scalp or scratching of the scalp, which may be symptoms of lice
- Lethargic
- At the discretion of the Director or Assistant Director who observed that the child was not behaving normally and might need to be at home and/or seen by a doctor.

If the child becomes ill at camp, the parents will be notified and expected to pick up the child within 1 hour. Before returning to camp after an illness, symptoms should be gone for at least 24 hours without medication.

## Medications

If a child needs to take oral medications, including over-the-counter drugs, the following procedure must be followed:

- The medication shall be in the original container labeled with the child's name.
- Prescription medication may only be dispensed by the Director, Assistant Director, or Office Secretary upon written request my parents. Parents will need to complete a "Camp Medication Authorization Form." This should include both the parent's and the physician's signature.
- Parents must deliver all medications directly to a staff member and pick up all medications when no longer needed at camp, or when a refill is required. Medications are not to be transported in backpack.
- Medications will be stored in the Assistant Director's office. The only exception to this will be epi pens/inhalers that may be needed in an emergency. These items will be kept in the camp backpack and will be kept with the camp room at all times.

# **Recess Expectations**

## **General Guidelines**

- Students should respect each other and the property and equipment of St. Mark's at all times.
- All students should be able to see and hear the teacher at all times.
- Arguing, pushing, shoving, fighting, and related behaviors are unacceptable at any time.
- Any game/activity that is not appropriately played or becomes dangerous will be stopped and prohibited by supervising staff.
- Students may not return to the building after they have been taken outside for recess.
- Gravel, mulch, sticks, and rocks should not be thrown at any time.
- Equipment should be used for the purpose for which it was intended.

## **General Use**

- No jumping off equipment.
- Tag games are not to be played on the equipment.
- No climbing on surfaces which are not intended for that purpose

## **Swings**

- One person per swing - face main playground area.
- Only one person pushing at a time.
- No jumping from swings.
- No motion other than forward and back while on swings (no side to side or twisting).
- No standing or running in path of swing.

## **Slides**

- No climbing up slides.
- One student at a time.
- Sit on bottom, feet first, to go down slide.

## **Monkey Bars/Parallel Bars**

- Hang with two hands.
- No unsafe hanging or swinging.
- Students may not climb on top of bars.

## **In The Classroom**

- Be kind to each other: Teasing, bragging, and pushing are just a few of the ways we can hurt each other. Please respect each other at all times. Share, support, and encourage!
- No rough play, fighting, wrestling, running around the room and climbing on chairs or tables is not allowed at any time.
- Keep the room clean. We need to be respectful of the teachers' rooms we are using during summer camp. All toys, games, puzzles, and craft supplies need to be put back in the correct places. Please pick up trash and throw it away, wipe down tables, and sweep the floor.
- Campers are not allowed in the teacher's desk or cabinets where the classroom's supplies are kept.

## **In The Gym**

- No kicking balls at any time in the gym during recess.
- Students may NOT sit or play on the risers. This area is to be used for time out.
- No student will go into the equipment closet without supervision.
- Students will put all equipment away when recess is over.
- No playing in the kitchen or restrooms.

# **Discipline**

## **Philosophy**

A primary task of St. Mark's Camp is to create and provide a stimulating, safe, and nurturing environment for all campers. Throughout the activities each day, camp staff will constantly attempt to reinforce positive behavior. There will be age-appropriate consequences for campers who choose to disregard the summer camp's expectations and rules. The goal of the disciplinary procedures is to help children have courage to accept responsibility, to accept forgiveness, and to restore damaged relationships. Discipline procedures and penalties depend on the seriousness of the behavior to three categories:

- Misbehavior
- Misconduct
- Serious Infraction

## **Discipline Options**

The Director and Assistant Director reserves the right to bypass or repeat any of these steps as the situation warrants. Each manner or disciplinary action will be taken on a case-by-case basis.

## **Verbal Warning**

The camper will be given a verbal warning. The camp staff will discuss with them what she/he did wrong and what can be done to improve the behavior. Redirection techniques will be used.

## **Written Warning Sent Home To Parent**

Camper will sit out of a particular activity for about 10 minutes (this is just a base number; the staff will make their judgment depending on the severity of the offense). Staff will report to the parent immediately. Any questions can be directed to the Director or Assistant Director of Summer Camps. If the behavior continues, the parent, camp staff, and the Director of St. Mark's Summer Camps will hold a conference.

## **Suspension (unpaid)**

## **Termination**

After all options have been exhausted, termination from camp may be considered.

*Parents,*

*it is very important that you please sit down with your child to read and explain the camp expectations, rules, and consequences, so that your child understands what is expected of them as a camper at St. Mark's summer camp.*

*The staff understands that this is a summer camp and not a regular school time; however, there are still expectations, rules, and consequences that need to be followed to ensure the safety of each camper and for the enjoyment of camp. Many areas of the St. Mark's campus are used during summer camp; they needed to respect and take care of.*

*After discussing the camp expectations, rules, and consequences with your child, please sign and date the sheet labeled "Understanding Camp Expectations, Rules, and Consequences". Also, please have your child sign the sheet, too. That way the staff knows that everyone understands what is expected during summer camp.*

*Thank you for your help to make camp a successful experience for your child and the other campers.*

## **Understanding Camp Expectations, Rules, and Consequences**

*Return to camp staff on the first day of camp.*

I have read and discussed St. Mark's Summer Camp's guidelines for campers with my child.

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**(Parents' Signature and Date)**

I understand what is expected of me when I am attending St. Mark's Summer Camp.

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**(Camper's Signature and Date)**

