



PARENT HANDBOOK

I will thank You, Lord, with all my heart; I will tell of all the marvelous things You have done.

Psalm 9:1

Please read this handbook in its entirety before filling out registration materials. You will be held responsible for all policies stated in this handbook.

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Dear Parents and Guardians,

Thank you for choosing The Wave Summer Daycamp! We are thrilled that you are planning to join us for an awesome summer. As the Directors of The Wave, we want you to know that we consider it a privilege to care for your children. We hope and pray that Christ will work through us to reveal to each of you His unfailing love.

Enclosed you will find many exciting details about The Wave. You will also find policies and procedures that are necessary for us to care for your children in a healthy and safe environment. We ask you to read ALL of the policies and information with your child so that everyone in your family is prepared to begin their experience here at The Wave!

BEFORE filling out the registration form, please read ALL of the information and sign the Policy Agreement Form that follows. Please include the signed form with your registration forms. You WILL be held responsible for ALL Wave Policies!

We appreciate your cooperation and we look forward to working with you this summer! Feel free to contact us if you have any questions!

In Him,

The Wave Directors

The Wave Contact Information

The Wave Office and Welcome Desk Locations:

First Baptist Church Family Ministry Center

The Wave Office Phone Number:

615-447-1397

E-mail Address:

daycamp@fbchtn.org

Address:

First Baptist Church
106 Bluegrass Commons Blvd.
Hendersonville, TN 37075
Attn: The Wave Daycamp

Fax Number:

615-824-7364

Attn: Daycamp

Family Ministry Center Phone Number:

615-824-6184

First Baptist Church Phone Number:

615-824-6154

Our Mission

We are dedicated to giving every camper an experience of the love of Christ by providing spiritual leadership, genuine discipleship, Christian fellowship and spiritual worship.

Our Vision

We desire to use this program as a tool to further God's Kingdom by unashamedly sharing His Truth and Love to our campers.

What does this mean?

All of our campers are VERY important and we pay special attention to safety and quality. We hire a staff that is trained to care for your children on a daily basis. All activities, excluding field trips and swimming, take place on the campus of First Baptist Church Hendersonville. You can take comfort in knowing your children are in a secure environment.

We are a Christian Daycamp providing children with a variety of recreational, educational, and spiritual activities, as well as entertainment. We desire for each child to feel loved and special during the time they spend with us.

The campers will learn Christian values through age-appropriate teaching and activities. We will not force or pressure a child to make a commitment to Christ; however we will speak of Him unashamedly. Our goal is to grow God's Kingdom by leading children to Him!

**Children are a gift from the Lord; they are a reward from Him.
Psalm 127:3**

What we believe...

We believe that there is ONE True God, who is the creator of Heaven and Earth. He is "I AM". Isaiah 43:10-11

We believe in God's Son, Jesus Christ. We believe that He was born to a virgin and lived a sinless life. We believe that He died as The Sacrifice for ALL sin, and was resurrected from the dead. 1 Peter 3:18

We believe the Holy Spirit dwells within us and convicts us of sin. The Holy Spirit is "God at work within us".
Romans 8:14

We believe in the trinity of the Godhead existing in three persons: The Father, the Son, and the Holy Spirit.
John 17:21

We believe that salvation is not a reward for works, but a free gift from God. Salvation comes from turning away from our own will and accepting Jesus Christ into our hearts as our personal Lord and Savior.
John 1:12; Ephesians 2:8-10

We believe the entirety of the Bible is the inerrant Holy Word of God and is inspired by Him. It fully equips us for every good thing God wants us to do.
2 Timothy 15-17

SAVE THE DATE

Open House

The Wave annual Open House will be held Sunday, May 23rd, 2:00-4:00pm in the Family Ministry Center Fellowship Hall A. This will give you and your child an opportunity to meet The Wave Staff and pick up any necessary materials. Snacks will be available and the fellowship will be great! DON'T miss out on this fun day!

Parent Night 2010

On Thursday, July 15th, we will have our 7th Annual Parent Night! This is a WONDERFUL night for the campers to show their parents what we've been doing all summer! This event has been a great success over the last few years...DO NOT MISS THIS AMAZING NIGHT!!! Mark your calendars! More details to come later in the summer!

Fees at a Glance

*Registration Fee (**non-refundable/non-transferable**).....Before April 16 - \$50.00 per family
After April 16 - \$65.00 per family

(Registration Fee is paid at time of registration)

*Deposits (**non-refundable after May 14**).....\$20.00 per week/per child
(Deposits are paid at time of registration, then credited to each weekly payment)

*Weekly Tuition.....\$130.00 per week/per
child (including \$20 deposit)

*Late Fee (if tuition is paid **after 9:00 a.m.** Tues. of week due)... \$10.00 added to payment

*Returned Check Fee.....\$30.00 per returned check

*Cancelled week without 1 full week noticeFULL BALANCE DUE
(Refer to Cancelling Weeks section for details)

*Early Drop-Off/Late Pick-Up Fee.....\$1.00 per extra minute

The Wave General Info

- The Wave is a summer program designed for children and students, **completed Kindergarten through completed 8th Grade**
Parents wishing to enroll their child in a Kindergarten group MUST provide proof of enrollment in an accredited Kindergarten program as of the current school year along with their Registration. This may be done by submitting a letter from the school on official letterhead.
- The Wave dates are Tuesday, June 1st – Friday, July 30th (**CLOSED Monday, July 5th**)
- The Wave hours of operation are Monday – Friday, 7:00am- 6:00pm (NO supervision available before 7:00am or after 6:00pm)

How to Register

1. Read **ALL** information in the Parent Handbook
2. Read and sign Policy Agreement Form stating you have read the info and you agree to The Wave Daycamp Policies
3. Fill out Registration Form for each child
4. Fill out and have NOTARIZED Medical Release Form for each child (notary publics available in the First Baptist Main Office...call 824-6154 for more info)
5. Pay Registration Fee
6. Pay deposits for each child, per week desired

7. Turn in Registration Form, Policy Agreement Form, NOTARIZED Medical Release Form, Registration Fee, Deposits, and proof of Kindergarten enrollment (if applicable) to the Family Ministry Center Welcome Desk
Your Registration Form will NOT be fully processed until ALL of the above items have been received
8. Once all registration items have been received, your Registration Form will be processed
9. A confirmation will be sent to you via email or mail

Registration Deadline

- All Registration Forms MUST be submitted no later than **ONE WEEK prior** to the desired start date. This includes Registration for the first week of camp. **NO EXCEPTIONS!**
- All completed registrations are processed on a first-come, first-served basis
- If you are submitting a Registration Form after the program is already in progress (between June 1 and July 30), be aware of the possibility that there may not be space available.

Weekly Payments

- The weekly fee for The Wave is \$130 per child, per week registered
- Deposits paid at the time of registration are credited to each weekly payment
- Each weekly fee is due **NO LATER** than 9:00AM on Tuesday morning of the week registered, **REGARDLESS** of what time a child arrives that day! After 9:00AM, a \$10 Late Fee WILL be applied to your account.
- Each week, **ALL** payments must be submitted to The Wave Welcome Desk. The Wave Welcome Desk is located just inside of the Fellowship Hall entrance. Payments submitted in any other fashion will **NOT** be accepted.
- **WE DO NOT PRO-RATE DUE TO DAILY ABSENCES.** If your child is here for 3+ days per week, that is considered full-time. Death in the family, serious illness and other emergencies will be taken into consideration.

Late Fees/Non-Payment Policy

- **PLEASE do NOT** send the weekly payment by way of your child. It is **YOUR** responsibility to make sure that your payment is submitted **ON TIME!**
- If payment is not received by 6:00PM Friday of the week registered, your child's attendance at The Wave will be revoked until your outstanding balance is paid in full
- If no payment is received, your child's Registration for future attendance at The Wave will not be accepted until your outstanding balance is paid in full
- If you are having difficulty paying on time, or have any questions regarding payment, please contact the Director in order to discuss the matter.
- Anyone who has not paid by Tuesday morning at 9:00am of each week will be contacted by The Wave informing them of the Late Fee added to their payment.

EXCEPTION: The Wave will be closed on Monday, May 31st of Week 1 and Monday, July 5th of Week 6. In these cases ONLY, payment will be due by Wednesday at 9:00AM of each of these weeks. This is the ONLY exception.

Cancelling Weeks

To cancel a week for which you are registered, you **MUST** complete a Cancellation Form. Cancellation Forms are available in your Registration Packet or at The Wave Welcome Desk or at www.firstbaptisthendersonville.com. **NO** changes will be made to your account until this form has been properly completed and submitted to The Wave Office or The Wave Welcome Desk (**NO OTHER** Wave Staff member will accept these forms)!! Below are further instructions for cancelling weeks...

BEFORE MAY 14:

- BEFORE May 14, you may cancel a week by completing a Cancellation Form and submitting it to The Wave Office (**absolutely NO** cancellations will be processed until this form has been properly completed and submitted)!
- You may transfer the \$20 deposit for the cancelled week to register for another week. At this time only, you may also credit it toward payment for another week.
- Deposits **ARE** refundable **BEFORE MAY 14**.

AFTER MAY 14:

- AFTER May 14, The Wave must receive **ONE FULL WEEK NOTICE** for all cancellations.
- A Cancellation Form must be completed and submitted **NO LATER** than **6:00PM** on the **Monday** prior to the week cancelled (absolutely **NO** cancellations will be processed until the Cancellation Form has been properly completed and submitted).
- **If the Cancellation Form is not submitted by the deadline, you *WILL be required to pay the full balance for the cancelled week.*** This is due to the fact that by this time staff has been hired, trips have been scheduled, and supplies have been purchased in anticipation of your child's attendance.
- **ALL Deposits are NON-REFUNDABLE AFTER MAY 14.**
- You may transfer the \$20 deposit for the cancelled week to register your child for another available week (deposits will **NOT** be credited toward payment for any week). *If there are no available weeks to which you can transfer your deposit, and you have failed to give a full week notice, you will NOT be refunded the deposit, and you will be required to pay the full balance for the cancelled week*

Cancellations will only be made when a Cancellation Form has been properly completed and submitted to The Wave. Verbal cancellations, emails or complaints are NOT valid cancellations and will NOT be recognized by The Wave.

Adding Weeks

- In order to add a week, you must complete an Add Form and submit it to The Wave Welcome Desk no later than **ONE WEEK PRIOR** to the desired start date!
- Add Forms are available in your Registration Packet, or at The Wave Welcome Desk, or at www.firstbaptisthendersonville.com.
- Along with the Add Form, you must also submit a \$20 deposit, per child, per week desired
- The Wave will notify you if the desired week is available. If the week is unavailable, your deposit money will be returned.
- NO changes will be made until you have properly filled out and turned in the Add Form as well as paid the deposit(s) for the week(s) desired
- Spaces at The Wave are limited, HOWEVER, PLEASE do NOT register your child for a week that you are not certain he/she can attend

Make Checks payable to...First Baptist Church Hendersonville or FBCH

Waiting List

Registration for The Wave is processed on a “first-come-first-served” basis. Campers are placed into groups according to their grade completed. Because spaces at The Wave are limited, it is possible that a group’s attendance for specific weeks will reach its maximum. In the instance that spaces are filled and your child’s attendance is denied for a specific week or weeks, your child will be put on the waiting list and you will be notified if a space becomes available in your child’s group. In such a case, your deposit(s) for the unavailable week(s) will not be processed until it is necessary.

Other Info

- We will only discuss account information and issues with parents or legal guardians of a child
- If you have any questions or concerns regarding these policies, please contact the Director
- The charge for returned checks is \$30.00 per returned check

The Wave is FULLY supported by the funds we receive each week and they make this program possible! We thank you in advance for your cooperation with ALL Wave policies!!

The Wave: The Complete Financial Package

It is a privilege each summer to get to know each and every one of our campers. We desire to pour our lives into them and teach them more about God's unending love and affection for us!

By enrolling your child in The Wave, you are making an investment in their future. Our tuition allows us to be one of the top daycamp programs around! The payment policies have been enforced in order to ensure that every camper is provided the best experience possible. We will not compromise on hiring the finest Christian staff and maintaining the highest quality activities, field trips, and environment. Also, careful accounting is put in place so that we can be sure we are asking parents to invest only what is absolutely necessary to maintain the caliber of daycamp to which so many families have become accustomed. The Wave is FULLY supported by the funds we receive each week and they make this program possible!

Your tuition helps to provide...

- Experienced Directors, Coordinators, Group Leaders and Instructors to love on, care for, and teach each camper
- High staff-to-camper ratio (1 staff member per 6-7 campers)
- Recreational, educational, and spiritual activities taught by highly qualified Instructors
- Exciting and fun weekly themes and theme-related events organized by skilled Directors and Coordinators
- Christ-centered activities and events
- And much, much more...

Also included in your tuition:

- A Wave T-shirt for your child
- A Wave drawstring backpack for your child (for use on Swim Days)
- Daily Snacks
- Necessary supplies in order for your child to participate in all Wave activities
- Materials for all theme-related events (i.e., dress-up days, weekly theme parties, etc.)
- Cost of your child's participation in weekly field trips or events (admission, transportation, food, rentals, etc.)
- A copy of The Wave Slide Show DVD featuring memories from the summer (slide shows distributed at the end of the summer)

We are grateful for the opportunities we've been given to minister to so many families! Thank you!

Important Info

What to Bring to The Wave:

- A CHEERFUL ATTITUDE!!
- Sack lunch or small, soft container, labeled with camper's name and group letter. **NO large or hard lunch containers (such as coolers)**. We do not have ample space and large containers will cause other camper's lunches to be crushed.
- Any items The Wave may have requested ahead of time. (ex. Props for skits, costumes, etc.)

Items Prohibited:

All activities at The Wave are focused on having fun while learning about God and His love for us. Anything that takes away from this focus is prohibited. The Wave will provide the necessary supplies for all activities. The following items are prohibited at The Wave:

- CELL PHONES...These have become an increasing problem. Not only are they distracting to the campers during activities, but they can also cause arguments and behavior problems. In the rare instance of an emergency, there are phones located throughout the church, should your child need to use one!! It is not necessary for a camper to make phone calls from his/her cell phone at any time during the day. The same rule applies to Field Trips.
- Digital or video cameras
- Toys, books, games, DVD's, CD's, videos
- Purses, bags, or backpacks. Campers will NOT be allowed to carry purses, bags, or backpacks during the day (this includes Field Trips)

*You will be notified in the event that your child is responsible for bringing any extra items to camp (i.e., props, games, costumes, etc.)

*The Wave is NOT responsible for any lost or stolen items.

*A camper who brings ANY of the above-listed items will be required to store the item in his/her cubby. If this becomes a persistent problem, the camper's parents will be contacted.

Any dangerous or illegal items or substances brought to camp will result in the camper's immediate dismissal from The Wave!

Camper Groups

The Three Surfs

- Wave campers are divided into three Surfs...
 - Surf 1 (Kindergarten-2nd grade)
 - Surf 2 (3rd-5th grade)
 - Surf 3 (6th-8th grade)
- Surf 1 and Surf 2 are divided into six groups each (2 groups for each grade)

The primary spiritual focus for Surf 1 and Surf 2 campers is to teach them more about a daily walk with the Lord and how to live a life pleasing to Him.
- Surf 3 campers are separated by gender for some activities, and joined together as one large group for other activities

The primary spiritual focus for Surf 3 is discipleship and service. We want to build strong relationships with them. We also desire to teach them how to be “servant-leaders” to the younger campers, as well as how to serve our community in the name of the Lord.
- Each Surf has an Assistant Director who oversees and manages its operations and activities
- Each Surf operates on its own schedule, separate from the other Surfs, however, all three Surfs combine for larger, camp-wide Wave activities (i.e., J.A.M., weekly parties, swimming, etc.)
- These divisions allow us to offer more focus on each individual group and to meet more specific behavior, emotional, and spiritual needs of each camper!

Group Names

- **Surf 1:**
 - Kindergarten
 - Hammerheads
 - Clownfish
 - 1st Grade
 - Bubblin’ Blowfish
 - Supa Starfish
 - 2nd Grade
 - Barracuda
 - Sea turtles
- **Surf 2:**
 - 3rd Grade
 - Electric Eelz
 - Killa Whalez
 - 4th Grade
 - Octopi
 - Tuna
 - 5th Grade
 - Seahorses
 - Sardines
- **Surf 3**
 - 6th-8th Grade

Kindergarten Campers

Parents wishing to enroll their child in a Kindergarten group MUST provide proof of enrollment in an accredited Kindergarten program as of the current school year along with their Registration. This may be done by submitting a letter from the school verifying the child’s enrollment on official letterhead.

Group Placement Requests

We DO NOT honor requests for a child to be placed in a specific camper Group. It is important that we encourage campers to focus on the activities, and learning about Jesus. We believe it is VITAL for all children to discover how to thrive in many different social settings, and this environment can assist them in doing so. Special circumstances MAY be taken into consideration by The Wave Director, however, the Director reserves the right to determine what is most beneficial for the child while he/she is at The Wave. The Director also reserves the right to move a camper to a different group at any time during the summer.

The Wave Dress Code

- The Wave is focused on honoring Christ, therefore, ALL clothing worn by campers and staff should NOT contradict that focus.
- Campers should wear modest shorts or pants, T-shirts or other loose fitting, comfortable shirts.
- Campers should wear tennis shoes and socks.
- **ABSOLUTELY NO HEELIES or FIIP FLOPS!** Campers are involved in many activities at The Wave and their shoes should NOT prohibit them from participating in any of them!
Flip flops may be worn on the morning of swim days, however a pair of tennis shoes MUST be available to put on after swimming!
- NO Short shorts or skirts
- NO Shirts with inappropriate slogans or questionable advertising
- NO Spaghetti strap or low-cut shirts – Shirts must completely cover stomach and chest
- SWIMSUITS:
 - Boys – NO Speedos or short swim trunks!
 - Girls – NO Bikinis! Please wear a modest one-piece or tankini!
- If a camper arrives inappropriately dressed, the parents will be contacted to bring a change of clothing or shoes.

NOTE: Please label ALL belongings with your child's name!

Swim Days

- Campers swim at the YMCA outdoor pool each Friday from approximately 9:00am – 11:00am.
- *We will NOT swim on the Friday of VBS week, due to scheduling conflicts*
- **PLEASE bring your child NO LATER THAN 8:30am!** We will depart for the YMCA at exactly 8:45am.
- If you arrive later than 8:45am, you **MUST** accompany your child inside and report to The Wave Welcome Desk. Place their change of clothes and lunch in the proper area, then *personally* bring them to the YMCA outdoor pool and check them in with a Wave Staff member there.
- Campers must arrive with their swimsuit ON under their clothing
- Send a towel and change of clothes in The Wave **drawstring backpack** (provided with the cost of Registration).

- Before departing for the YMCA, campers will remove all swimsuit cover-ups, T-shirts, shorts, etc. and will walk to the YMCA in their swimsuit and shoes, while carrying their towel.
- NO pool toys!! Neither The Wave, nor the YMCA is responsible for ANY lost items.
- **SWIM TESTS:**

Once at the YMCA each week, all campers desiring to have full access to the pool (shallow and deep end) must take a swim test. The test requires the campers to swim from one side of the pool to the other without stopping or needing assistance. There are lifeguards strategically placed throughout the pool in the instance that a camper requires help. Campers who pass the test will receive a GREEN arm band showing that they are allowed to swim in all areas of the pool. Campers who do not pass, or who refuse to take the test will receive a RED band showing that they have access to only the shallow end of the pool. This allows The Wave staff, as well as the YMCA staff to determine if the campers are in the correct areas. **Every Friday, The Wave staff will remain in the water or at the water's edge for the entire swimming period.**
- We ask that each camper arrive with sunscreen already applied. Spray-on sunscreen is available at The Wave and, if necessary, the staff will spray the campers before departing for the YMCA.

NOTE: The campers will be responsible for rubbing the sunscreen on themselves. At NO time will The Wave Staff come in contact with the campers in a way that could be viewed as inappropriate.

NOTE: Please label ALL belongings with your child's name!

Lunch

- Unless notified otherwise, each child must bring his/her lunch EVERYDAY. In some cases, campers' lunches are included, but you will be notified of this beforehand.
- In the instance that your child does not have a lunch and we are unable to contact you in order to bring one, we will provide one for them, and a charge of **\$5.00** will be added to your next payment. Please do NOT abuse this. We will not supply lunch to your child on a regular basis.
- Please send lunch in a paper or plastic sack or a small, soft container, labeled with your child's name and his/her group name. **PLEASE NO large or hard lunch containers (i.e., coolers)**. We do not have ample space and large containers will cause other lunches to be crushed.
- Each group has a "lunch bin" located in the Drop Off area. Upon arrival each morning, campers are responsible for placing their lunch in the appropriate group's bin.
- If your child does not have a beverage with his/her lunch, tap water will be provided.
- If your child has any food allergies which will prohibit him/her from dining in close proximity to a specific type of food, PLEASE include that information on your child's Registration Form, as well as notify the Director via email.

Snack

- Campers are provided a snack and a drink between the times of 2:00 and 3:00 each day
- It is not necessary for you to send a snack for your child, unless he/she has specific food allergies which may prohibit him/her from eating the provided snack. If this is the case, PLEASE include that information on your child's Registration Form, as well as notify the Director via email.

Food Allergies

The Wave staff is very sensitive to the reality that there are many types of food allergies prevalent among our campers. As a result, we refrain from providing foods that contain common allergens (i.e., peanut oil, peanut butter, shellfish, etc.). However, we are unable to ensure that every allergen is avoided in the foods we provide. Therefore, we ask that you include any food allergy-related information on your child's Registration Form, as well as notify the Director via email. In some cases, it may be necessary for you to send your child their own snack.

Camper Cubbies

- Each camper will be assigned a cubby in which to store all belongings and/or materials acquired during activities at The Wave (such as art projects, prizes, etc.)
- Campers will be *required* to leave all items brought from home in their cubby...PLEASE do not allow your child to bring any prohibited items to The Wave (refer to Items Prohibited for details).
- Campers will be required to keep their cubby clean and trash-free!
- Every Friday, campers **MUST** completely empty their cubbies!
- All items left unclaimed in the cubby area each day will be placed in The Wave Lost and Found or will be discarded
- The Wave is not responsible for any lost, stolen, or left-behind items!
- **PLEASE label ALL belongings with your child's name!**

Lost & Found

- Any unclaimed items remaining in The Wave activity or cubby areas will be placed in Lost and Found at the end of each day.
- Please inquire at The Wave Welcome Desk and someone will direct you to the Lost and Found location.
- Items not retrieved will be donated at the end of the summer.

Camper Participation

- Participation encourages good morale and unity within the group and allows campers and staff to grow together in a fun and exciting way.
- Participation in all activities at The Wave is **EXPECTED** of all campers and staff. Due to the amount of campers attending we cannot allow anyone to choose whether or not they will participate.
- Campers who do not participate cannot be actively supervised, which is unsafe, as well as a distraction to other campers.
- If your child has a physical limitation that prohibits him/her from participating on a certain day, we must receive a note from a parent or guardian explaining the situation.
- If a camper's refusal to participate in certain activities becomes a problem, a parent/guardian will be notified in order to address the issue.
- We ask that you enforce these rules with your children!

When your camper should NOT come to camp...

- If your child has lice, pink eye, chicken pox, flu, staff infection, fever or other contagious illness or virus, **DO NOT** send them to The Wave. **NO EXCEPTIONS!**
- In the instance that your child should become sick and presumed contagious while at The Wave (this includes fever, rash, vomiting, etc.) you will be contacted and **REQUIRED** to pick up your child as soon as possible. Your child will be contained to an area away from other campers until you arrive to pick them up.
 - Once it has been determined **by a physician** that he/she is no longer contagious, a doctor's note **MUST** be submitted to The Wave and approved by the Director in order to re-admit your child to The Wave
- Should your child's illness cause frequent absences, please discuss payment issues with the Director.

Medication

- If your child **must** receive medication (this includes prescription *and* over-the-counter medication) during the hours of The Wave, please request a Medication Form, complete it, and submit it to The Wave Welcome Desk.
- All medication must be sent in the original container.
 - Medication will **NOT** be administered without a completed Medication Form and the original container.
- A Wave staff member will administer the medication as instructed on the Medication Form
- Medication will be stored at The Wave Welcome Desk and remain there until it is retrieved by a parent or guardian. The parent/guardian will be required to produce photo identification, as well as the camper's Security Number in order to retrieve the medication.

The health of all campers is very important to us! The Wave Staff is certified in CPR and First Aid and trained to care for the campers in the best ways possible. We will do our best to ensure the safety of your child at all times!

Security Number and Check-Out Info

Each camper will receive a SECURITY NUMBER which will be used to keep every child secure while he/she is at The Wave. This four-digit number will be included with your confirmation. **Please make note of your child's Security Number as you will use it on a regular basis!!**

This number will be used:

- When signing out campers before 4:00PM
- When coming to The Wave to visit a camper (please read Visitors section for more details)
- When someone other than a legal guardian picks up a camper

Security Number Info:

- Each camper's Security Number will be included with the confirmation you will receive after his/her Registration Form has been fully processed.
- Every child will receive his/her OWN personal Security Number.
- This number will be your key to retrieving your child from The Wave!!
- **NO child will be released to ANYONE unless the correct Security Number is given!!!**
- We will ONLY release Security Numbers to a camper's parents or legal guardians.
- ALL Security Numbers WILL be kept confidential and WILL NOT be given out over the phone.
- You may give your child's Security Number to anyone you wish with the understanding that if they produce this number to us, your child will be released to them. Therefore, be VERY selective with whom you give this number to!
- We **require legal documentation** for cases in which a parent/legal guardian is not allowed to pick up their child.
- You may also be required to produce your child's Security Number for other office procedures.

Using the Security Number to check-out:

- If you arrive BEFORE 4:00PM, you MUST report to The Wave Welcome Desk to check out your child. (NO other Wave staff member will assist you in the checking-out process)!!
- The Wave will confirm your child's Security Number with you, and then radio your child's name. Your child will be released from his/her activity and sent to The Wave Welcome Desk.
- If you do not wish to give your child's Security Number to anyone else, but you would like to give permission for someone to pick up your child on a certain day, you may come to The Wave Office and fill-out a Pick-Up Permission Form verifying the person responsible for picking up your child. When that person arrives he/she will be required to produce photo identification in order to pick up your child.
- If you are unable to fill-out a Pick-Up Permission Form, you may call The Wave and give the name of the person responsible for picking up your child. In this case, you will be required to verify your child's Security Number and other information regarding your child. When that person arrives he/she will be required to produce photo identification in order to pick up your child.
- We will **NEVER** release a child to **ANYONE** who has not properly followed **ALL** Security Procedures.

What to do if you forget your child's Security Number:

Report to The Wave Welcome Desk (you will be required to produce photo identification and confirm a few details).

What to do if your child's Security Number must be changed:

If, for any reason, you feel that your child's Security Number needs to be changed, report to The Wave Welcome Desk as soon as possible. We will take the necessary steps in order to change the number.

Drop-Off Procedure

On the first day of camp, PLEASE accompany your child inside to check-in. This is to alleviate any questions you may have, as well as familiarize you and your child with the drop-off/check-in process! The check-in process **WILL take more time** on the first day than on any other day of camp, so please plan your morning accordingly. Also, **PLEASE** park your car in a valid parking space before coming inside, so as not to block the sidewalk area! THANKS!

- Drop-Off will take place at the doors of the Fellowship Hall entrance
- Drop-Off is 7:00-8:50 each morning. *DO NOT drop your child off before 7:00am.* There is NO supervision for the campers before this time and you will be penalized (please read the Early Drop Off/Late Pick-Up Fees section for more info)!!
- After the first day of camp, you are not required to walk in with your child.
- Each morning, there will be a Wave staff member waiting inside the doors to ensure your child is checked-in and escorted to the correct area
- Activities begin sharply at 9:00AM and we ask that you drop your camper off by 8:50AM so that he/she does not miss important information or activities!
- **If you arrive after 8:50am, you MUST accompany your child inside and report to The Wave Welcome Desk.** After checking-in, a Wave staff member will escort your child to the correct area.

Pick-Up Procedures

Before 4:00PM:

- **Anyone who picks up their camper(s) before 4:00pm** must report directly to The Wave Welcome Desk and follow the procedures listed in the Security Policies section.
- Activities do not end until 4:00PM and we encourage you to allow your child to stay until activities have ended so that he/she does not miss any fun or important events!!

After 4:00PM:

- **Curbside pick-up is 4:00pm – 6:00pm sharp each day.**
- Pick-Up will take place at the doors of the Fellowship Hall entrance
- Each family will receive **2 (and ONLY 2)** official Wave car tags with the names of their camper(s) on them to use for curbside pick up.
- Beginning at 4:00PM each day, a Wave Staff member will be stationed just outside the Fellowship Hall doors
- Your car tag must be displayed on the **passenger side window** so that it is visible to the Staff member
- The Wave Staff member will then radio your child's name and your child will be sent out to you as quickly as possible (please allow time for your child to retrieve all items from the lunch bin and cubby area).
- If you do not have your car tag, you **MUST** park your car in a valid parking space and report to The Wave Welcome Desk to check-out your child using his/her Security Number. *Having your car tag will allow the pick-up line to move faster!!*
- Car tags from previous years are NOT valid.
- ***No child will be released to anyone who refuses to follow the correct Pick-Up procedures!!!***
- You may give your car tag to anyone you wish with the understanding that if they produce the car tag during curbside pick-up time, your child will be released to them.
- If you do not wish to give your car tag to anyone else, but you would like for someone to pick your child up on a certain day, you may fill-out a Pick-Up Permission Form. That person will be required to park their car in a valid parking space and report to The Wave Welcome Desk to check-out your child (please see the Security Policies section for more info).

Early Drop-Off/Late Pick-Up Fees

Supervision for your child is only provided from 7:00am to 6:00pm each day. In the event that you should drop your child off before 7:00am, or arrive after 6:00pm you will be charged **\$1.00 per minute** of extra time your child is at The Wave. Please contact us as soon as possible if there is an emergency or an extreme situation that will cause you to be late. These situations will be taken into consideration.

VISITORS AT THE WAVE

Any person who desires to visit a camper at The Wave will be required to abide by the following policies and procedures:

- Report to The Wave Welcome Desk with **PHOTO IDENTIFICATION**. You will NOT be permitted to visit a camper at The Wave without a valid Photo ID.
- Produce your camper's Security Number and leave Photo ID at The Wave Welcome Desk.
- Receive a Wave Visitor Pass from The Wave. The Visitor Pass will list your name, and the time of your arrival.
- A Wave staff member will direct you to your camper's activity.
- Once you enter the activity...
 - Please do not distract the campers, Instructors, or Group Leaders.
 - Please sit in an area away from the campers (if you are visiting during lunch, you may sit with your camper).
 - If the Instructors or Group Leaders invite you to join the activity, you may do so. However, please encourage your camper to remain with the group and to continue participating in the activity.
 - Please allow the Instructors and the Group Leaders to maintain control within the group. Please do NOT undermine their authority by allowing or encouraging your camper to defy what the Instructors or Group Leaders have asked them to do. While your camper is at The Wave he/she is under the responsibility of The Wave Staff. We appreciate your cooperation in this matter!
- You will be allotted 30 minutes to visit with your camper. After the 30 minute period, you will be required to leave. Any visit lasting longer than 30 minutes will only cause a distraction.
- If at any time during your visit, The Wave feels you are causing a threat or serious distraction to any campers or staff, The Wave reserves the right to ask you to leave the First Baptist campus immediately.
- At the end of your visit, please return to The Wave Welcome Desk to return the Visitor Pass and retrieve your Photo ID.

The purpose of all of our policies and procedures is to ensure that the campers have a fun AND safe environment! We will NOT compromise our policies when it comes to the safety, security, or well-being of our campers and staff! We *THANK YOU in advance* for your cooperation as we care for your child this summer! Parents who will not comply with The Wave Security Policies and Procedures will be asked to remove their child from the program.

Discipline Policies and Procedures

PLEASE read these policies with your child(ren) so that everyone can have a fun and enjoyable experience at The Wave.

The Wave Staff expects campers to abide by ALL Wave policies each day. We will strive to motivate each camper to behave by consistently providing encouragement, leadership, and positive reinforcement.

The Wave asks campers to observe 3 basic rules:

- 1. Respect others**
- 2. Respect yourself**
- 3. Respect property**

- Respect others* – This includes God, The Wave Staff, and fellow campers. 1 Peter 2:17 says: “Show respect for everyone. Love your Christian brothers and sisters.” Respecting others means encouraging and loving others, and putting others before oneself. This means no gossiping, no hitting, no spitting on anyone, no punching, no yelling or cursing at anyone, no cutting anyone in line, etc. Respecting others also means listening to The Wave Staff and following all directions! Respecting others at The Wave is very important!
- Respect yourself* – When you don’t respect yourself, it’s hard to respect anyone or anything else. The Wave will NEVER tolerate any camper being disrespectful toward themselves. This includes saying things like, “I’m stupid,” or “I hate myself,” or “I can’t do that.” Respecting yourself will make the experience at The Wave much more enjoyable.
- Respect property* – First Baptist Church is a facility that is used to glorify God and we must respect everything in it. We must treat every room, every chair, every table, every floor, and every wall with highest respect!

When campers abide by these 3 basic rules, they will have a successful and rewarding experience at The Wave. We have found that when one of these rules is violated, it usually results in at least one of the other 2 rules being violated as well. If, at any time, a camper is defying any of these rules, The Wave Staff reserves the right to discipline that camper.

Discipline will NOT be humiliating or frightening in any way. The Wave Staff will use Christian principles to lead campers to an understanding of appropriate behavior. The Wave Staff desires to show God's grace and forgiveness to every camper. When having difficulty with a camper's behavior, The Wave Staff will take the following steps:

1. Remove camper from activity or situation
2. Express care and concern for the camper
3. Lovingly describe the misbehavior to the camper
4. Communicate lack of tolerance for misbehavior
5. Work with the camper to identify the cause of the misbehavior and what steps can be taken to avoid future misbehavior
6. Administer fair and appropriate consequences (with permission and assistance from the Director), such as time out of a favorite activity.
7. All behavior problems will be recorded and kept in the camper's file.

If a particular behavior problem persists:

- The camper's parents will be notified in order to schedule a meeting with the Director and the camper's Group Leader. In the meeting, the Director, along with the parents and the camper's Group Leader will discuss creative ways to approach the camper's behavior problem.
- After the meeting, if the camper's behavior problem continues, the camper may be suspended from The Wave for a period of 1 day.
- After a camper is suspended, if the behavior problem continues, the camper's attendance at The Wave may be revoked.

PHYSICAL VIOLENCE:

All physical violence and inappropriate physical or verbal contact is UNACCEPTABLE! Physical violence includes punching, kicking, spitting on or at, choking, scratching, biting, hitting, or pushing any camper or Wave Staff member. Other inappropriate physical or verbal contact includes touching or hitting another person's genitalia, or making any rude or degrading comments toward anyone of the same or opposite sex (such as sexual innuendos, racial slurs, curse words, etc.). The Wave takes physical and verbal misconduct VERY seriously and it will NOT be tolerated from any camper.

- If a camper is involved in any physical or verbal misconduct, he/she will be immediately removed from the activity. The camper's parents will be contacted and the camper will be suspended from The Wave for the remainder of the day.
- If the physical or verbal misconduct occurs a second time, the camper will be removed from the activity and the camper will be suspended from The Wave for the remainder of the day. The camper may also be suspended an additional 1-2 days. The camper's parents will be notified in order to schedule a meeting with the Director and the camper's Group Leader. In the meeting, the Director, along with the parents and the camper's Group Leader will discuss creative ways to approach the camper's behavior problem.
- After the meeting, if the physical or verbal misconduct occurs a third time, the camper's attendance at The Wave will be revoked.

****NOTE:** Parents/Legal Guardians are required to disclose any physical, emotional, or behavioral limitations, needs or concerns about their child in writing prior to registration. The Wave reserves the right to deny your registration if it is determined that The Wave Staff is not qualified to meet your child's specific needs. Unfortunately, we are not equipped to provide one-on-one care for children with certain needs. **In addition, we reserve the right to withdraw any camper at any time if behavior and/or emotional problems concerning that camper disrupt the camp's operation, if another person's safety is jeopardized, or if we determine that the child makes it unreasonably difficult for us to meet the needs of other campers.** Thank you for your understanding!

****IMPORTANT DISCIPLINE POLICIES FOR PARENTS****

Parents may NOT administer any physical punishment to ANY child anywhere on the First Baptist Church grounds

Full support from the parents regarding our discipline policies and procedures with their children is essential. If you have a concern or question regarding ANY matter, we ask that you address it RESPECTFULLY and CALMLY with the Director and NOT in front of your child, other children, other parents, or other Wave Staff members. We feel this may potentially undermine the authority of both the parent and the Director.

Discipline issues will only be discussed with a camper's legal guardians.

In the event that you wish to speak to a staff person (other than the Director) regarding your child or any other child you may **not** do so without the Director present.

If at any time, a parent disrupts or disturbs camp operation by arguing, yelling, using inappropriate language, or exhibiting aggressive behavior toward a camper, Wave Staff member, or anyone else on the First Baptist Church campus, he/she will be asked to leave the grounds immediately as this is extremely inappropriate and can be frightening for many children.

Parents who do not comply with the above procedures will be asked to withdraw their child from The Wave Daycamp.

We desire to provide a safe and enjoyable environment for all of our campers. If you have a concern regarding any of the above Discipline procedures, please feel free to contact the Director in order to discuss your concern.

Weekly Camper Awards

During Closing Assembly each Friday, the Group Leaders will select one camper from their Group to receive the **SURFER** award. The **SURFER** will be given to the camper who best exhibits the following qualities:

Selfless

Understanding

Respectful

Friendly

Encouraging

Radiant

Let's break it down...

- A **SELFLESS** camper always puts others first!
- An **UNDERSTANDING** camper is thoughtful and considerate!
- A **RESPECTFUL** camper follows all directions and treats everyone kindly!
- A **FRIENDLY** camper is nice and welcoming to everyone!
- An **ENCOURAGING** camper compliments others and pushes them to succeed at everything!
- A **RADIANT** camper is cheerful and radiates the Love of Christ!

Daily Activities

Our goal is to keep campers active in a loosely structured environment promoting fun and excitement. Each day, campers will rotate approximately every 40 minutes throughout the following activities...

Indoor Rec – Organized recreational activities, led by an Instructor in the Gym

Outdoor Rec – Organized recreational activities, led by an Instructor on the Front Fields

Word – Learning about God’s Word, led by an Instructor

Game On! – Board games, table games, card games, puzzles, etc., monitored by an Instructor

1-2-3- Draw! – Various creative art activities, led by an Instructor

Sound Waves – Musical activities and songs, led by an Instructor

Beantown – Campers play video games, sing karaoke, and dress-up, monitored by an Instructor

Hang Time – Time for groups to “hang out” with their Group Leaders by playing games, chatting, getting to know one another, etc.

Wavelicious – Delicious cooking activities led by an Instructor that correspond with the theme of the week

LifeSavers – Instructed activities in which the campers learn more about serving others in the Name of Jesus

‘R’ and ‘R’ – Quiet time each day in which groups take a few moments to “rest and relax”

*****Surf 1 and Surf 2 campers will participate in all of the activities above-listed activities. Surf 3 campers will participate in a modified, age-appropriate version of most of the above-listed activities.***

Special Activities

Opening Assembly – Large group time every Monday where we watch/perform skits, sing songs, and kick off the weekly theme!

Closing Assembly – Large group time every Friday where we play games, give out awards, and watch a movie!

Swimming – Every Friday at the YMCA, 9:00am-11:00am!

J.A.M. (Jesus And Me) - Large group time on Wednesday mornings to learn about the Lord as we sing with the J.A.M. Band and listen to a speaker!

2010 Weekly Themes

Summer Theme – Daycamp Goes Global!

Throughout the summer, we will talk about different countries and cultures all around the globe. We will learn how God makes everyone and makes us all different and unique. We will also get to meet missionaries who have traveled around the country or the world to tell people about Jesus!

We will also have a special theme for each week, including assemblies and activities that revolve around that specific theme. We will have dress-up days, parties and/or other special events for each week and we ask every parent to encourage their child to fully participate in those activities (you will be notified in advance regarding such events)!

Week One/June 1-4: Under the Big Top

“Ladies and gentlemen...children of all ages: Welcome to the 2010 edition of The Wave Circus!!!” Join us as we kick off the summer with a circus featuring our own staff members and campers performing amazing feats!

Week Two/June 7-11: Vacation Bible School/Silly Sports Week

Each day, 9am-12pm, Surf 1 and Surf 2 campers participate in FBC’s VBS program, “Saddle Ridge Ranch,” while Surf 3 campers participate in FBC’s Middle School VBS program. Afterwards, they’ll return to The Wave for lunch and some silly, sporty activities!

Week Three/June 14-18: The Two Trails: A Treasure Tree Adventure

This week is based on the book The Two Trails: A Treasure Tree Adventure, by Dr. John Trent and Judy Love. Last year we followed the adventures of Lance the Lion, Giggles the Otter, Honey the Golden Retriever, and Chewy the Beaver as they went on a treasure hunt and discovered that their different personalities are one of the best treasures they have! This year, the characters will follow two new trails where they will learn that love, courage, prayer, and caring acts can build a bridge across their differences and help them love each other like best friends, as God's friends should.

Week Four/June 21-25: Lights...Camera...Action!

Hooray for Hollywood! The stars are out this week at “The Wave”! Each group will make their own movie and we’ll watch them at our RED CARPET PREMIERE!

Week Five/June 28-July 2: Up, Up & Away!

Superheroes are here to save the day! The kids will have a chance to dress up as their favorite Superhero, and each group will create their own special Superhero! We’ll also learn about how God can be our very own Superhero all the time!

Week Six/July 6-9: Underwater Extravaganza

Swim this way for a great week! We'll dress up as our favorite underwater creatures and we'll show off our synchronized swimming moves at our underwater party!

Week Seven/July 12-16: Bon Appetit

Think you've got what it takes to be a great chef? Well show us your stuff as we host our very own version of Iron Chef! Each group will have a chance to make up their own recipe! We may even get to see a cooking demonstration...the week will be full of surprises!

* Our 7th Annual Parent Night will be held on Thursday, July 15th!

Week Eight/July 19-23: Surprise!!!

This theme is TBA...but you won't want to miss it because it will be a blast!

Week Nine/July 26-30: Daycamp Goes Global!

We will wrap up the summer this week by recapping all we've learned about countries and cultures that are different than us! We will taste new foods, see pictures from around the world, and even get to meet some missionaries who have been all over the globe to tell people about Jesus!

First Baptist Church...

Connecting people to God, to others, and to service

First Baptist Church invites you to visit our other activities and services at any time. If your family has not selected a church home, we want you to know that you are welcome here! FBC has a place for each member of the family. Read below for details regarding our weekly activities...

Sunday Worship Services

*8:00, 9:15, and 10:45 a.m. – Blended style worship services are held in the Worship Center at 8:00, 9:15 and 10:45 a.m. The choir and orchestra are led by Minister of Worship, Troy Freeman, and the message will be given by Senior Pastor, Dr. Bruce Chesser.

*9:15 – The Living Room is a connection service. Contemporary worship is led by a praise band, and there is a video feed featuring the message from Dr. Chesser in the Worship Center. This service meets in Wilson Fellowship Hall at 9:15 a.m.

Sunday School Classes

*8:00, 9:15, and 10:45 a.m. – Sunday School classes for ALL ages are available at 8:00, 9:15, and 10:45 a.m.

*5:00 p.m. – Some evening Sunday School classes are available (call 447-1307 for more info)

Wednesday Evening Activities

*6:00 p.m. – Children's Choir

*7:00 p.m. – Children's Mission Activities

*6:00 p.m. – Adult Choir

*7:00 p.m. – Prayer Meeting

*6:00-8:00 p.m. – Various Adult Bible Studies (call 447-1307 for more info)

For more information about any of our activities, please call 824-6154 or visit our website at www.firstbaptisthendersonville.com.

We hope and pray that God will bless your family with a wonderful church home!

Policy Agreement Form

Please read each of the following statements and initial in the space provided stating that you have read and agree to the policies.

___ I understand that the Registration Fee is NON-REFUNDABLE.

___ I understand that Deposits are non-refundable after May 14, but may be transferred at any time; however, they will NOT be credited toward payment for other weeks.

___ I understand that the payment for each week my child is registered is due NO LATER THAN 9:00AM TUESDAY of that week, regardless of what time I choose to bring my child, and that after 9:00 am a \$10 Late Fee will be charged to my account.

___ I understand that if payment is not received by 6:00PM Friday of the week my child is registered, my child will not be allowed to attend until the balance has been paid in full (including late fee).

___ I understand that once my Registration Form is processed my child(ren) WILL be put on the role and expected to attend the weeks for which I have registered them and AFTER May 14, I must give at least 1 full week notice to cancel a week, or I will be required to pay the full balance for that week.

___ I have read the SECURITY POLICIES and I understand and agree to abide by ALL Wave Security Policies and Procedures.

___ I understand and agree to abide by ALL Wave Discipline Policies and Procedures.

___ I understand that my Registration Form will NOT be processed until The Wave has received all completed registration materials.

I understand all of the information included in The Wave Parent Handbook, and understand that I will be held responsible for everything I sign regarding The Wave Policies.

Signature: _____

Date: _____

Please detach and submit this form with your Registration materials.