



# MASTER BUILDER CAMP

**Summer 2021  
Family Handbook**

<b>Table Of Contents</b>	<b>Page #</b>
From The Camp Director.....	3
How To Find Us.....	3
Registration/Payments.....	3
Cancelation/Refunds.....	3
What To Bring.....	4
What Not To Bring.....	4
Children with Special Needs.....	4
Food & Water.....	5
Supervision & Staff.....	5
A Typical Day.....	5
Check In Procedures.....	6
Check Out Procedures.....	7
Camper Pick Up List.....	7
Extended Care Campers.....	8
Lost & Found.....	8
Sunscreen & Bug Spray.....	8
Water Day.....	9
Visitors.....	9
Volunteers.....	9
Medications.....	9
Covid-19 And Summer Camp.....	10
Illness.....	10
Accidents/Incidents.....	11
Medical Emergencies.....	11
Rainy Days.....	12
Expectations Of Campers.....	12
Bullying Policy.....	12
Parent Communication.....	13
End of Year Tax Filing.....	13
Contact Information.....	13

## From the Camp Director:

*Hello Master Builder Family,  
It is my honor as always to be hosting your creative kiddo at our camp this summer. MBC was created to feel like family for our campers and we want you to feel the same. In this very unique time in our world, where life can feel uncertain and the world a bit scary for our kids, we are here to give them a safe, respectful, and loving environment to grow and explore their creativity and imaginations together. This summer includes specific protocols that we have incorporated into our program to make it the most safe and supportive place we can create for your child. I welcome feedback and questions at any time. Please let me know how I can better serve you as your child's summer camp experience. Please read through this handbook carefully. Even if you have read it before. There is a lot of new information that I need you to know before coming to camp, so you and your camper can feel prepared. Thank you for putting your trust in us this summer to care for your most precious people.*

Warmly, Harmony Lenasbunt  
(MBC Camp Director/Founder)

## HOW TO FIND US

Master Builder Camp rents space from GAINESVILLE CHRISTIAN COMMUNITY SCHOOL @ 3536 NW 8th Ave (next to Littlewood Elementary School). (Just FYI: We are not affiliated with the school, we just use their space.) To find our Entrance, you will park in the back lot and walk by the playground towards the school's front office. Follow the signs and you will see our check in area outside our door next to the School's Office Building. (By the mulched picnic area)

## Registration/Payments

Camper Registration Fees must be paid in FULL by the start of their first camp week. If you signed up for a payment schedule, the remainder is due on the camper's first day of camp. Typically this happens automatically unless you had different arrangements with the Director and didn't register through the automated system. Fees for extended care or after camp classes can be taken care of on site at camp either day of or at the end of each week.

## Cancelations/Refunds

- Our refund policy this summer has been replaced by a COVID-19 response refund policy. Cancelations prior to 4 weeks before camp are refunded 100%.

ALL cancelations within 4 weeks of camp start will receive a 75% refund and 25% camp credit for a future camp.

- If you need to keep a child home due to illness during their scheduled camp, we will prorate the fee for the days they will miss and turn it into a camp credit on your account for you to use in a future camp when they are well.

### What To Bring

To be prepared for camp, campers should bring:

- A Packed Lunch with extra snacks /no food can be provided by camp
- A Water Bottle
- A change of clothes (you never know what will happen at camp – mandatory for campers ages 4–6)
- Towel & Swim Suit (for Water Day)
- Sunscreen &/or Bugspray (if preferred)
- Campers need to bring/wear a mask or (mouth/nose) covering to use at times through the day when they are inside with their small group.

### What Not To Bring

Personal items can easily get lost or damaged. MBC can not guarantee their safety and will not be responsible for any items brought from home that are misplaced or damaged. We prefer that they are left at home. These include but are not limited to:

- Electronic Devices (handheld games, cell phones, mp3 players, cameras, tablets, etc) \*\*\*any devices brought for our after camp classes should be turned over in the morning to camp staff to hold till the class time.
- Toys/stuffed animals or other personal items from home
- LEGOS (our LEGO's and your LEGOs are identical, please do not bring any to camp, this includes mini-figures, pre-built projects, etc)

### Children with Special Needs

Master Builder Camp strives to be an inclusive camp for kids of all abilities. If your camper has special needs, please contact the Camp Director to discuss how we can best accommodate for them to have an awesome week with us.

### Food & Water

Campers must bring a water bottle with their name on it and a bagged lunch with extra snacks packed. This helps ensure that they have good energy for all the fun.

- There is no access to a refrigerator or microwave for campers, so please plan accordingly.

- A juice box is not a replacement for a water bottle. A refillable bottle is required.
- Campers are also allowed to get snacks from their lunch boxes during designated snack times, so adding a few extra healthy snacks is helpful.
- Please note: **CAMPERS CAN BE DENIED CHECK IN IF THEY DO NOT HAVE FOOD AND A WATER BOTTLE WITH THEM EACH DAY (OR AT LEAST A GUARDIAN WHO WILL BRING THEM UP IF THEY WERE FORGOTTEN).**

### Supervision and Staff

Campers are supervised by staff at all times. They are assigned into teams according to age and have counselors assigned to each group at a ratio of 5/1 to 10/1 depending on the age of the camper group. This summer our camper teams will be assigned a group room to use throughout the day. The groups will not mix for the most part this summer. The only exceptions are campers who use AM or PM extended care and our outdoor playground time where sometimes 2 teams will use the space at once.

We are very proud of our incredible team of staff this year! We have spent months carefully interviewing, screening, and training a stellar crew of people who are beyond excited to play with your camper this summer. Our counselors have extensive childcare, teaching, and summer camp experience and are at least 20 years of age. All are CPR and First Aid trained and have passed a Level 2 State of FL Background Screening. Our staff training program is extensive, over 80 hours, and we follow a specific model of staff behavior that gives our campers the safety, respect, and inclusivity they need at camp to feel empowered to try new things and grow in character. MBC also holds membership and follows the ethical guidelines and training modules created by the American Camping Association.

### A Typical Day

Here's an example of our typical daily camp routine will look like with our new 2020 COVID-19 protocols in place:

7:45-8:45a - Early Drop Off available (\$25/week or \$8/day)

8:45-9:15a- Staggered Times: Camper Check In

9:30a- Morning Warm Ups / group game

10:00a- Activity Time: Big Project of the Week

11:15a - Lunch/Playground (2 Groups)

11:45 - Lunch/Playground (2 Groups)

12:30 - Continue Project of the Day

1:45p - Afternoon Free Choice Activity Stations

2:30p – Camper Kindness Shout Outs/Wrap up of day in crews

2:45–3:15p – Staggered Times: Camper Check Out for End of Regular Camp Day

**OTHER OPTIONS AVAILABLE:**

3p–5:15P – Extended Day (more activities/projects/outside play (\$65/week or \$15/day)

5:15p – ALL campers must be picked up by this time.

### **CHECK IN PROCEDURES**

- \* ALL Campers can arrive anytime between 8:45–9:15 to reduce the number of families waiting to check in at once. Please observe social distancing from each other while waiting.
- \* Please help us prescreen your camper for illness. No children may stay at camp if they are experiencing any symptoms of illness or had been directly exposed to COVID-19 within 14 days of camp start.
- \* You will sign your camper in on our digital kiosk. An MBC staff will help you as needed. You can also give the check in staff any instructions to be added to your campers account (IE: new pick up authorization)
- \* Your camper will be asked to sanitize their hands before proceeding to their designated camp room. Parents are encouraged to say good-bye outside of the room as much as possible.
- \* If a parent would like to enter the classroom with their camper, they should wear a mask and sanitize their hands first.
- \* If you arrives after regular check in time, and there is not a staff member present outside, please knock on one of the camp room doors and a staff will come and assist. at the sign in area.

### **CHECK OUT PROCEDURES**

Camper pick up times will also be staggered, anytime between 2:45–3:15 to help spread out the number of people waiting.

- \* You will arrive at the same outdoor check in table as the morning and a staff member will greet you there. If you are waiting in line to check a camper out, please social distance from other families.
- \* You will sign your camper out on the digital kiosk and a staff will call for your camper on the walkie talkie. Campers will be sent out of their camp room to you.
- \* Campers will ONLY be released to authorized persons listed on their pick up list. the system uses phone numbers to verify identity, with each guardian required to enter the phone number assigned to their name by the person who registered the camper. A photo ID may be requested at any point for verification.

- \* If you would like to talk to your camper's counselor or the Camp Director, just let the check out staff know and they will arrange it.
- \* If you are running late, (past 3:15), please call/text the Camp Director &/or Program Manager to let them know when to expect you. If a camper is not picked up by 3:15p, they will be added to the extended care program at a rate of \$15/day. If a camper is not picked up by 6pm, and we have not been able to reach a guardian after all emergency numbers have been called, child services will be contacted.

### Camper Pick Up List

When you filled out your camper's registration form, you also were asked to create their pick up list. Please include any/all persons you want to be able to pick them up from camp. If you want to make changes or add someone later, you can do so by logging into your CONNECT account that you created upon registration and adjusting their registration information. You may also do so in person by writing the changes desired on our clipboard at the front. Messages by phone or email are also fine.

### Extended Care

MBC provides extended care programming for families who need a later pick up time. This runs from 3:15 PM–5:15 PM. During extended care kids will be able to choose from a rotation of extra activities and projects as well as outdoor play time. This option works well for kids who may need more physical activity at the end of the day and or freedom to work on individual projects. Kids who stay for extended care will need extra snacks sent from home, snacks are not provided.

Extended care can be arranged in advance through your CONNECT registration account or by contacting us at [masterbuildercamp@gmail.com](mailto:masterbuildercamp@gmail.com). You can also add extended care as needed at anytime in the week, just let your camper's counselor know at drop off or call the Camp Director 352-339-5102.

### Lost & Found

Please LABEL ALL ITEMS brought to camp by your child, including clothes, towel, and water bottles. Often kids leave things behind, forget where they set them, or forget what their item looks like (this one is always entertaining). Labels help us get campers items back into the correct cubbies. Our goal is to not let any items be left behind at camp, but inevitably something always does. We will set out items found throughout the week on a table during check in/check out times for you to see. After the week, LOST & FOUND items are boxed and kept until the end of the summer then typically discarded or donated.



## Sunscreen & Bug Spray

Master Builder Camp DOES NOT provide sunscreen or bug spray for campers. These are items that you will need to send with them if you want them to use it. We spend an hour every day on our partially tree shaded playground, and will sometimes do building projects outdoors during our week. We also have a Water Day one afternoon each week. If you want your child to have sunscreen and/or bug spray protection on them for camp, you will need to apply it at home first, and instruct your child that they will need to reapply when instructed by staff. We will give them a time before going out to lunch and play time each day to reapply as instructed by their parents. Please let their Counselor know if you want them to reapply either of these items at that time. (We have found that bug spray is only needed for the kids that are prone to bugs, most kids have no issue as it's a clear/cleaned out playground with basically few critters. So if your child is always getting bit when no one else is, or has strong reactions to bites, please send bug spray with them).

## Water Day

We typically have a WEDNESDAY Water Day every week, but sometimes it is moved to THURSDAY or even FRIDAY depending on the schedule of the week and the weather. Please check with staff to be sure. We play water games and use inflatable water slides on property for this event. Please send your camper to camp wearing their water clothes under their day clothes if possible. Campers should bring the following: Swimsuit (or wear swim suit and bring change of clothes), Towel, and if preferred: sunscreen and shoes that can get wet. If a camper doesn't have water clothes with them, they can participate in their day clothes and we will call a family to bring them a change of clothes. We will have a few extra towels on hand for those cases.

## Visitors

We LOVE to have parents and family drop by to visit and check out the camp space. We request any visitors to let us know if you're stopping by and wear a mask and sanitize hands before entering the camper space. ALL visitors must stay within staff supervision at all times while camp is operating.

## Volunteers

Volunteers are awesome!! However, this summer we are unable to accommodate for incorporating volunteers into the program. Hopefully soon.



## **Medications**

ALL medications that come with a camper should be given to your child's Color Crew Leader/Counselor at morning Check In time. We ask that all medication be pre-dosed by the guardian in marked ziplock baggies (1 for each dose to be given while at camp, with name of camper/time and date labeled on each one). ALL camper medications will be kept secured in our medications box located in our Staff Area until they are needed unless instructed otherwise by the parent. A Camper Medication Form must be filled out to authorize MBC staff to administer the medication as well as all dosing instructions. Staff will log medication administration in our medical log available for parent review each day.

## **COVID-19 AND SUMMER CAMP**

To keep our camp as healthy and virus free as possible, these are some things you should review with your camper before coming to camp. esp if they have been to our camp before.

- We will need to work as a team to keep all our friends healthy and safe at camp this summer
- They will have their temperature taken at camp (by forehead).
- They will be asked to wash their hands and/or use sanitizer more than ever before.
- Review how to properly wash their hands, sneeze and cough when in a group, and that any symptoms of sickness they should immediately report to their counselor.
- They will have a team of friends their age that they play/build with through the week, and they won't be able to play with the other camp groups like usual. (PLEASE LET CAMP KNOW IF YOU HAVE GROUPING PREFERENCES)
- We will not be using our big camp room for the whole camp this year, they will have team rooms that that's just for their team.
- They will need to wear a mask at camp anytime they are inside, and outside if they can't social distance from their friends. They can ask staff for a mask break at any point in the day, and we will help them out. Our playground time is a mask optional time, according to parent preference. (If you want your camper to wear their mask at playground time, please let them know beforehand and let their counselor know so they can remind them.
- Their counselors will also be wearing masks to protect the group from spreading the virus.

**PLEASE NOTE: WE CANNOT GUARANTEE THAT YOUR CHILD WONT BE EXPOSED TO THE COVID-19 VIRUS WHILE AT MBC. THAT IS A RISK YOU ARE TAKING BY SENDING THEM TO THIS PROGRAM THIS SUMMER. We will do everything possible to limit that risk. We are following all recommendations of CDC for childcare programs and have adjusted our program to incorporate these extensive procedures. These procedures are outlined in a separate document available for you to review. This is available on our website on the COVID-19 UPDATES tab. Please direct all questions and concerns to the Camp Director.**

### **ILLness \*\*\*\*PLEASE READ CAREFULLY**

**IT IS MORE IMPORTANT THAN EVER THAT ANY CHILD EXPERIENCING ANY SIGNS OF ANY ILLNESS REMAIN AT HOME. – For this effort we have created a SICK LEAVE credit. Any camper that stays home due to sickness during their scheduled camp week will receive a camp credit for the prorated registration fee amount for those days. If your camper has any of the following symptoms at the start of camp, they should not attend until symptoms resolve. Some of these symptoms require a 14 day quarantine before they can return or a negative COVID-19 test. Also, any Campers showing any of these symptoms during camp will be sent home:**

- Temperature of 100 degrees Fahrenheit or higher.
- Diarrhea (2 or more abnormally loose stools within a 24 hour period)
- Prolonged Indigestion Issues
- Coughing of any level of severity
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning or itching
- Untreated, infected skin patches or unusual spots or rashes
- Unusually dark urine and/ or grey or white stool
- Stiff neck with elevated temperature
- Evidence of lice, scabies, or other parasitic infestation
- Sore throat or difficulty in swallowing
- Vomiting within a 24 hour period
- Abnormally tired and/or lethargic

**Campers will be moved away from the group immediately if they are found to have any of these listed symptoms while at camp, and their family contacted to pick up. We do this out of abundance of caution for the safety of our camp community and that individual child's health.**

## Accidents/Incidents

Even with great staff supervision and all the safety precautions in place, sometimes accidents happen at camp. Any accident requiring medical care will be treated to the extent of the MBC Staff's First Aid training scope, and the child's guardians will be notified by the Camp Director. The parents can then decide with the Camp Director whether the camper should be picked up at that time to receive further care or if they are fine to continue the day at camp.

## Medical Emergencies

If there is a severe medical emergency with a camper, 911 will be immediately called, and staff will then work to notify the guardians as quickly as possible. An MBC staff member will accompany the camper to the hospital and remain with them until authorized guardians arrive.

## Rainy Days

Florida in the summer can bring some big storms. For the most part, it doesn't effect our camp program, as we can adjust to bring outside activities inside. If a storm cancels our Water Day, we will try to reschedule for the next day. \*\*\*If there is a major storm with active lightning happening during camper pick up time, we would prefer you stay safe and wait in your car until the lightning has passed, then to have you try to pick up your camper on time. Just send a message to the Camp Director to inform her of the situation.

## Expectations Of Campers

Campers should expect a fun and safe environment while at camp. To ensure this, we ask our campers to use some very specific "Building Materials" that come from inside of us all, so that everyone has the very best week of camp ever!

These "Building Materials" are:

1. **KINDNESS** – in the way that we speak and act with our friends.
2. **RESPECT** – the counselors, as well as the campsite and camp equipment
3. **TEAMWORK** – finding ways to be a good teammate and leader, and also staying with our crew and asking a counselor before you go
4. **HEART!** – working hard to make camp special for everyone!

We know that everyone is not always going to get along or agree about everything. However, we expect that these disagreements will be handled in a kind and respectful way. Staff will work with campers who are having an issue with each other to mediate a solution that creates a safe environment where everyone feels they are valued. If there is a camper behavior that is frequently

effecting their or other's physical or emotional camp experience negatively, then mediation will be escalated to the Camp Director, and the camper's parents will be contacted and involved in a behavior plan for that camper to help support them to correct it. If despite these efforts, staff continue to have to de-escalate the same issue with the same camper(s), the Camp Director will then decide whether or not camp is the best place for that camper. Please note that in cases where a child displays physically violent/abusive behaviors, this process will be escalated quickly and the child may be asked to leave camp. There is no guarantee of refund of registration fees for that week or any other subsequent weeks they were registered for in any of these cases that require dismissal from camp.

### Bullying Policy

Master Builder Camp does not tolerate bullying nor any type of intimidation or isolation behaviors from our campers. It is one of our main goals to increase self-confidence in our campers, and that they make lots of new friends and take great memories home at the end of the week. We ask that parents give us any information they receive at home that indicates this sort of situation occurring at camp, as there are times that things happen between campers in ways that staff don't end up seeing or hearing. Any situation that involves bullying type behaviors will be immediately addressed by leadership, and staff work closely with our campers to help them gain positive communication tools for solving problems and finding common ground. We work hard to keep our camp a physically and emotionally safe environment for all our campers, and we appreciate all parent feedback in this area, so we can continue that promise.

### Parent Communication

We always welcome feedback from our Master Builder Families! Furthermore, we want to help your camper have the best experience they can at camp. If there is any extra information we should know about your camper, please tell us. Did they have a late night and might be tired? Or an issue with their sibling earlier and they are both at camp together? Maybe they had a problem the day before at camp that needs to be resolved? Please let their counselor know of anything pertinent for the day at morning Camper Check In. It helps us be better at our job! Conversely, as best we can at Camper Pick Up time, we will let you know how their day went and if anything significant occurred for them. The Camp Director is also available on Campsite or by phone/text/email throughout the day for any questions or concerns.

### **End of Year Tax Filing**

We do not provide end of year receipts or totals of fees paid for tax purposes. If you plan to claim your child's camp fees on your taxes, you need to save your receipts now. The confirmation email that you received after registering will serve as proof of payment. If you no longer have this email, you can log into your CONNECT account and print your invoices from there. Our Tax ID is 47-1299997.

### **LEADERSHIP CONTACT INFORMATION**

Harmony Lenasbunt / Camp Director 352-339-5102

Liz Rosema / Camp Program Manager 626-394-7814