



# MASTER BUILDER CAMP

**Summer 2024  
Family Handbook**

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## 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. 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 year we are celebrating our 10th summer of running MBC. Its been an amazing journey and I can't wait to welcome your master builder into our growing community. As always, I welcome feedback and questions at any time. Please let me know how I can better serve 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/Owner)

## 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. Extra Fees such as extended care or food services will be added to the original payment method throughout the week as they are incurred unless instructed otherwise by the family and alternate payment has been established.

## Cancelations/Refunds

Our refund policy is as follows:

- 4 weeks prior to camp: 100% refund with a \$25 cancelation fee per week.
- 2 to 4 weeks prior to camp: 50% of cost available as a refund.
- Less than 2 weeks prior to camp: No refund, but 50% of your fee can be turned into a credit on your account for a future camp (this includes cancelations due to sickness)
- There is no prorated credit/refund/exchange for individual days missed. Sick credit is only given for full week of camp missed.

## What To Bring

To be prepared for camp, campers should bring:

- A Water Bottle
- A change of clothes (you never know what will happen at camp – mandatory for campers ages 5–6)
- Towel & Swim Suit (on Water Day)
- Sunscreen &/or Bugspray (if preferred)
- NEW 2024! For Food: Lunch and extra snacks can be brought from home or campers can opt in for the daily Camp Lunch Program and/or purchase snacks as needed for an added fee. (See section on FOOD and WATER below for more information).

## 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 ask that they are left at home. These include but are not limited to:

- Electronic Devices (handheld games, cell phones, mp3 players, cameras, tablets, etc) \*\*\*(campers with cell phones/watch phones will need to refrain from using them while at camp and may be asked to leave in their cubby if it becomes a major distraction).
- Toys/stuffed animals or other personal items from home
- LEGOS! (our LEGO's and your LEGOs are identical and they get mixed up, 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**

- **WE HAVE A LUNCH AND SNACK PROGRAM NOW!!** Lunches can be ordered in advance through MBC or campers may bring their own packed lunch. Lunches ordered come from local food services (Publix, PDQ, Dominos, etc), not prepped on site, and we can not accommodate for food allergies.
- If your child has any food allergies to the menu posted on Lunch Order Form, please do not order and send them with a packed lunch.
- You will receive an email the week prior to your child's registered week with the options to add lunch/snacks for your child while at camp. We need the lunch orders made in advance (**THE FRIDAY BEFORE YOUR CHILD'S WEEK START**) or we can not guarantee that lunch can be provided and they will need to bring a lunch from home. Snacks can be purchased at anytime in the week, no prior ordering needed.
- There is no access to a refrigerator or microwave for campers, so please plan accordingly for lunches brought from home.
- Campers must bring a water bottle with their name on it. A refillable bottle is required. Disposable bottles of water can also be purchased at camp if a child comes to camp without a reusable water bottle.
- Campers have 2 designated snack times (3 if attending PM Extended Care) and campers will either need to bring extra snacks from home for these times or can purchase them from MBC on site (this will be charged to your account, no cash needed).
- **NEW THIS YEAR:** We will have healthy snacks available for purchase at camp, if a camper doesn't bring them or they run out before their camp day is done. **PLEASE KNOW: WE DO NOT SELL SUGARED DRINKS OR CANDY.** Examples of the snacks we will have to offer are: (Lunchables, yogurt tubes, popcorn, granola or energy bars, crackers, chips, apple sauce packs, fruit juice), and the costs will range from \$0.50-\$3.00
- If a camper purchases a snack while at camp the cost will be charged to the original registration payment method. **THEY DO NOT NEED TO BRING MONEY** to purchase snacks, it will be charged at the end of the day/week.
- For campers who bring snacks from home, they will be encouraged to eat those snacks first before they will be able to purchase extra snacks from camp.

## **Supervision and Staff**

Campers are supervised by MBC staff at all times. They are assigned into teams according to age and have counselors assigned to each group at a ratio of 8/1 to 10/1 depending on the age of the camper group. During project builds the ratio is 5/1 with activity staff.

We have an incredible team of counselors ready to have a blast with your kiddo! We spend 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 18 years of age. Most are between 22-28. 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**

7:45-8:45a – Early Drop Off available (\$30/week or \$10/day)

8:45-9:15a- 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 – Camper Check Out for End of Regular Camp Day

**OTHER OPTIONS AVAILABLE:**

3p-5:15P – Extended Day (more activities/projects/outside play (\$75/week or \$20/day)

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

## **CHECK IN PROCEDURES**

- \* Regular day Campers can arrive any time between 8:50a-9:15a to reduce the number of families waiting to check in at once.
- \* Monday check-in can take longer, so please plan accordingly. We are settling lots of new kids in, getting them to their assigned teams, and gathering any additional information we need to help them have a great time at camp. We

ask families to arrive and line up outside our camp door (early drop off campers can skip this line and be walked straight in the main camp building)

- \* Please help us prescreen your camper for illness. No children may stay at camp if they are experiencing any symptoms of illness.
- \* 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: a new pick up or medication 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, but you are welcome to come in if it would help your camper transition.
- \* If a parent would like to enter the camp room with their camper please sanitize your hands first.
- \* If you arrive 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 you.

### CHECK OUT PROCEDURES

Camper pick up time is between 2:50p-3:15p.

- \* You will arrive at the same outdoor check in table as the morning and a staff member will greet you there.
- \* 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 \$5/15 min or \$20 for the full extended care time (ends at 5:15p. If the full camp day has ended and a camper is not picked up 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.

Extended care can be arranged in advance when you register for the camp week, 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/text 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. 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 (you can also tell their counselor at drop off to remind them). 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) and a Towel. We also recommend sunscreen and water shoes. 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

Parents and family are welcome to drop by to visit or check out the camp space with prior arrangement. We request any visitors to let us know that you'd like to stop by so we can help you find the best time frame. ALL visitors must stay within staff supervision at all times while camp is operating and wear a name tag. You will be asked for your Driver's License and car keys to be held by MBC until the end of your visit.

### Volunteers

Volunteers are awesome!! If you would like to volunteer at camp, contact the Camp Director to discuss the opportunities. ALL volunteers on campus for 10+ hours in the week will need to undergo a background check at your cost.

### Medications

ALL medications that come with a camper should be given to your child's 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 if preferred.

### **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 credit. Any camper that misses their scheduled week of camp can receive a 50% credit on their account to apply to a future camp. A doctor's note will be required and request made in writing. Partially missed weeks can not be credited.

If your camper has any of the following symptoms at the start of camp, they should not attend until symptoms resolve. 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
- Moderate to severe Coughing (if your child has a lingering mild cough, they may stay at camp but be asked to wear a face mask when indoors.)
- 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 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.

**PLEASE NOTE: WE CANNOT GUARANTEE THAT YOUR CHILD WON'T BE EXPOSED TO A VIRUS WHILE AT MBC. THAT IS A RISK YOU ARE TAKING BY SENDING THEM TO THIS PROGRAM THIS SUMMER. We will do everything feasible to limit that risk. Please direct all questions and concerns to the Camp Director.**

## 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. Please make sure all their allergies are listed on their registrations for this purpose. 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 have some very important "Building Materials" that come from inside of us all that we must use at camp so that everyone has the very best week ever! These are our camp rules and a camper must agree to follow them.

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 child at that time. Please note that in cases where a child displays physically/verbally violent and/or abusive behaviors, this process will be escalated quickly and the child may be asked to leave camp immediately. In the event that a camp is not the right fit for a child and the decision has been made either by the Director, the parents, or mutually, there is no prorated refund or credit for that current week of camp. There is no guarantee of refund of registration fees for 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 BY CARE** 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 Assistant Director 626-394-7814