

Camp Omega Traveling Day Camp Summer Ministry Program



22750 Lind Ave
Waterville, MN 56096
(507) 685-4266
www.campomega.org
Email: info@campomega.org
Fax: (507) 685-4401



Traveling Day Camp Ministry 2019

Traveling Day Camp Mission

To partner with local congregations in leading a five-day Traveling Day Camp program for children that enables participants to experience **God's Grace, Love, and Guidance** through hands-on Bible Study, devotions, interaction with energetic camp staff, skits, games, arts & crafts, as well as other traditional camp-related activities.

Goals

The Traveling Day Camp Ministry encompasses congregational, community, and Christian goals. We aim to:

- Provide participants an opportunity to hear the Good News of Jesus, grow in Christian community, meet committed Christian role models, and participate in fun activities.
- Strengthen the congregation's Christian Education and Children's Ministry.
- Provide an opportunity for congregations to reach out and build relationships with families of the community.
- Build community among the congregation's adults and youth.
- Assist the congregation with their summer ministry programs.
- Introduce children and families Camp Omega.

Overview

Camp Omega's Traveling Day Camp Ministry provides a unique outreach opportunity to communities throughout Minnesota. Annually, Camp Omega serves over 20 congregations and 1,000 campers through Traveling Day Camp.

Schedule

Camp Omega Traveling Day Camp sessions traditionally run Monday through Thursday from 9:00 a.m. to 3:00 p.m. and Friday from 9:00 a.m. to 12:00 p.m. However, scheduling is based to best serve each individual congregation and as such is open to changes necessary (see attached schedule).

Staff

Camp Omega provides a three to four Traveling Day Camp Ministry team of college-aged young adults who have been trained to work with children **first through sixth grade**, lead the camp program and share the Christian faith. If you are intending to host a Pre-K program and will not be providing the staff to run the program please indicate this on the Reservation Request Form and discuss with the Program Director or Program Coordinator.

Activities

Our daily program includes daily devotions, music, Bible study, arts & crafts, missions and many different recreational activities. Whenever feasible the activities are held outside. The emphasis is on learning through doing and living.

- We believe learning occurs in both formal and informal settings.
- We believe learning can take place in all types of activities.
- We teach through the use of various activities, because learning takes place in all situations.

Age-Range

Camp Omega's Traveling Day Camp Ministry is designed for children who are **entering 1st through the 6th grade**. If you intend to run Pre-K programming and need Camp Omega staff support please indicate on the Reservation Request form and discuss with Program Director or Program Coordinator. Some congregations have decided to lead their own programs for children of these age levels. We welcome Kindergarten and younger students to participate in our opening and closing songs each day but the counselors are not trained to offer further programming. Any 7th and 8th graders are welcome and encouraged to participate as a student ministry leader; however, they do not count in the volunteer to participant ratios listed below.

Safety and First Aid

Camp Omega is committed to safety and quality programming, shown by its voluntary accreditation by the American Camping Association (ACA) and adherence to their standards. ACA regulations require all campers to have a Health History Form; this form kept on file by the Traveling Day Camp team throughout the week. All counselors are CPR and First Aid certified. We also require one adult volunteer for every ten campers for any Traveling Day Camps over 40 participants. Student ministry leaders, whether junior high and high school aged, are not included in his ratio.

Fees

The cost for a Camp Omega Day Camp team is \$1900. This price includes four counselors, arts & crafts supplies, and all program materials.

Responsibilities of the Congregation

The church congregation agrees to partner with Camp Omega for the benefit of the Traveling Day Camp Ministry team and the success of the Traveling Day Camp Ministry program. They are responsible for providing the following:

Congregational Contact Person – Congregational Coordinator

The Congregational Contact Person (CCP) is responsible for working with the Traveling Day Camp Ministry team in planning and implementing programs. The CCP may be a pastor, youth pastor, teacher, volunteer, or Director of Christian Education (DCE). The CCP should be present at the Traveling Day Camp site while the program is being implemented.

The Congregation Contact Person is responsible for:

- Serving as the contact person between Camp Omega and the congregation before, during, and after the event.
- Recruiting adult volunteers to assist the Ministry Team.
- Organizing the materials and site for the week's program.
- Promote the event through the congregation and community.
- Meet with Camp Omega counselors *and* volunteers daily to reflect on the day and plan for next day.

Adult and Youth Volunteers

Congregations with more than 40 campers will need to recruit adult volunteers to assist with the Traveling Day Camp. Older youth members often have connections with the campers, but should demonstrate maturity. Please remember that any youth volunteers do not replace

adults in the 10:1 ratio for supervision. Camp Omega Traveling Day Camp Ministry team will orient volunteers in a meeting on Sunday night, prior to the start of the Traveling Day Camp Ministry program. Volunteers will be needed for registration, supervision, and preparing and handing out snacks during the program times. Volunteers are needed in three areas:

- **Registration Volunteers:**

These adult leaders are responsible for registration and check in/out at the beginning and conclusion of each day of programming. They will also collect health forms.

- **Snack Prep and Distribution Volunteers:**

These volunteers are in charge of making or preparing food for snack time. This may include food prep, distribution, and clean up. They will also organize lunch if provided.

- **Supervision/Program Aid Volunteers:**

These volunteers are readily available and integrate closely with the activities of the program. With larger Traveling Day Camps, they are essential to help in discipline, encouraging listening skills, and leading groups to and from activities. Depending on their comfort level, they also are encouraged to participate or facilitate Bible study with the Camp Omega Traveling Day Camp Ministry team.

Housing and Meals

The congregation is responsible for providing housing and meals for the Traveling Day Camp Ministry team. Depending on the housing availability, counselors may all stay in one location or be divided between two different houses according to gender. Host families are asked to provide dinner on Sunday, three meals from Monday-Thursday, and breakfast and lunch on Friday. Some congregations have shared this responsibility by having multiple members host the team for one evening meal.

Traveling Day Camp Ministry Site

The congregation is encouraged to provide an area outside of the church for activities and outdoor games which is either their own property or a public park within walking distance. Church-schools with playgrounds and gymnasiums work well with the program. Bathrooms and shelter need to be readily available if not within walking distance from the church. Immediate access to storm shelter, emergency phones, and drinking water are also necessary. The CCP should go over appropriate areas for the counselors use on Sunday night when they arrive.

Supplies

The congregation should be ready to supply additional arts & crafts materials such as crayons, scissors, glue, and work tables. They may also supply recreational items such as basketballs, jump ropes, or other items. If your congregation is unable to provide these materials, please contact camp prior to your session.

Registration

The congregation is responsible for registering each camper. The CCP is responsible for distributing and collecting the camper registration and Health History forms. Adult volunteers will be needed to register campers on the first day as well as implant the daily check-in. After campers register and check-in they will be able to join activities supervised by the Ministry team until the program begins for the day.

Publicize Traveling Day Camp

Make sure to get the word out in your bulletins and in the community through the newspapers, local radio, posters and other creative ways to encourage registration! What an amazing opportunity to witness our Lord and Savior! When your congregation registers for Traveling Day Camp you will be provided with some promotional materials to use as examples. Our hope is that God provides abundant opportunities for us to share in his Grace and love!

Planning Guidelines and Policies

Supervision

The Camp Omega Travelling Day Camp Teams provide program implementation and are responsible for the supervision of campers; however adult leaders are required for congregations to assist in this supervision at a 10:1 ration to meet safety requirements. This is a very important factor to ensure a successful Traveling Day Camp Ministry program. Four Ministry team counselors are unable to effectively supervise campers as well as implement the program. Adult volunteers are a blessing and offer assistance for efficiency and safety.

The congregation is responsible for providing supervision during field trip transportation. Any field trip involving swimming or waterfront activities must be cleared with the Camp Omega Program Director to ensure scheduling of a certified lifeguard.

Camper Pick-Up- Drop Off

Children are allowed to be picked up at the end of the daily session only by those authorized. On the day of registration, the parents will complete a camper pick-up form at the registration table. This form will contain the names of authorized person(s) to pick up the child(ren). If a child is walking home, they must sign themselves out prior to leaving at the registration table. While the counselors supervise children as they arrive, the congregation will need to provide adult volunteers to check in children at the registration table each day. At the end of each day, the counselors will continue leading activities until campers are picked up through the same process. This makes it possible for parents to efficiently check-in/check-out their children at one location.

Health Concerns

All health concerns and daily medications must be noted on the camper's Health History Form. According to ACA regulations, **all campers must have a Health History Form on file.** Medicines that need to be administered during the day need to be turned over to Day Camp staff. Medicines will be kept in a locked medicine box. Camp Omega will provide a First Aid kit but it is important for the congregation to have one readily available as well.

Lifeguards

Any field trip involving swimming or waterfront activities must be approved by Camp Omega's Program Director. One certified lifeguard is required for every 20 participants swimming at one time. Please coordinate with Camp Omega staff to provide appropriately.

Severe Weather Plans

A severe weather, storm, and fire emergency plans must be in writing for each Day Camp site. The plan should be distributed to the Day Camp team and adult volunteers before the start of camp.

Weekly Schedule Summary

Sunday

The Camp Omega Traveling Day Camp Ministry team will arrive at the church at a pre-determined time. It is the responsibility of the congregation to provide dinner for the ministry team. At this time, the team meets with the CCP and the volunteers. The congregation can hold an informal gathering of the volunteers to discuss any final details of the event. The Ministry team also meets their host families.

Monday - Thursday

Traveling Day Camp runs from 9:00 a.m. until 3:00 p.m. Daily activities include music, Bible Study, arts & crafts, missions and group games. Each day has a theme that revolves around a central theme of the week. Counselors sometimes hold water days, dress-up days, or other special themed days. **A daily take-home sheet will be passed out with the days learning and the theme days for the rest of the week.** At the end of the day, campers must be signed out by a designated parent or guardian. Campers will not be released without a signature.

Tuesday Evening

Tuesday night is set aside as the “night out” for the Traveling Day Camp Ministry team. This gives the team an opportunity to relax, see the sights, and spend time together. The team should not be expected for dinner at host homes Tuesday night. Ministry teams will be expected to return to host homes by 10:00 p.m.

Friday

The Day Camp program will run from 9:00 a.m. - 12:00 p.m. (noon) on Friday. This will be a time to wrap up the week, share a last Bible study time and have a final celebration. Some congregations have invited parents and had a family closing celebration in place of Thursday night’s program. The Day Camp Staff will then be returning to Camp Omega Friday afternoon. The CCP or host families will need to plan on providing the Traveling Day Camp Ministry team with lunch.

Optional Programs

Camp Omega tailors each Day Camp specifically to the congregation with several additional optional programs

- **Field Trip to Camp Omega**— A day trip to camp typically includes swimming, games, pontoon rides, archery, picnic lunches and lots more. Camp Omega offers year round retreats and full week summer camp programs. This is a great opportunity for you to introduce on-site opportunities for growth. Parents are welcome to participate with their child. Transportation arrangements for all field trips are the responsibility of the congregation. (See Field Trip Procedures)
- **Youth Night**— Camp Omega is able to assist in any youth group opportunities or events for the junior and/or senior high youth of the congregation on one of the evenings of the week (typically Wednesday).
- **Program Night**—Campers get a chance to show parents, guardians, and members of the congregation what they have learned throughout the week. Campers usually sing songs and counselors may perform a skit with a message. Program Nights can include potlucks, ice cream socials, and includes activities geared for the whole family for a great way to spend a summer evening. This program works wonderfully on Thursday night but can be flexible to the needs of the congregation.

Field Trip Procedures

Should you choose to go on a field trip, whether to Camp Omega or elsewhere, extra preparations must be made in order to ensure camper safety.

Transportation

Whether by bus or carpool, the congregation is responsible for arranging all transportation for campers and the Traveling Day Camp Ministry team to and from Camp Omega. The Ministry team may not transport any campers or volunteers in the Traveling Day Camp Van. Written consent forms/permission slips must be on file for each camper to attend.

Chaperones

Camp Omega recommends additional adult supervision during field trips at a ratio of one adult for every five campers. More supervision may be needed if the Traveling Day Camp has a large number of younger campers (grades 1-3). We recommend a meeting between the CCP, adult chaperones, and Traveling Day Camp Ministry team prior to the field trip to touch base and discuss expectations and responsibly.

Health and Safety

Camper Health History Forms and signed permission slips need to be accessible at all times during the field trip. The Traveling Day Camp Ministry team will put these forms in the respective vehicle of the campers in the case of emergency during transportation. The Traveling Day Camp Ministry team will have a First Aid kit; we recommend that each vehicle transporting campers carries a First Aid kit as well.

Any field trip involving swimming or waterfront activities must be cleared with the Program Director and one certified lifeguard is required for every 20 participants.

Supervision

Camper supervision is the shared responsibility of the Traveling Day Camp Ministry team and the adult chaperones. A buddy system, headcount, or other means of keeping track of campers should be used.

How To Register

1. Review the material in this packet.
2. Contact camp, by phone with your desired date.
3. Mail in the Traveling Day Camp Reservation along with the \$500 required deposit. *If you must cancel, the deposit is non-refundable after March 31.
4. Begin recruiting volunteers and encouraging attendance!

After your reservation request and deposit is received at Camp Omega, a confirmation letter and agreement will be sent. You may then visit the Camp Omega website, www.campomega.org/summer-camp/traveling-day-camp:
 ▪ Camper Health Information Form
 ▪ Camper Registration form (Registration form with Field Trip)
 ▪ Camper Pick Up form
 ▪ Traveling Day Camp Roster
 ▪ Traveling Day Camp Informational Form
 ▪ Time line for Planning

Sample Schedule

Schedule 1 – Smaller Day Camps (<40)

| | Group 1 | Group 2 |
|-------------|----------------------------------|---------|
| 9:00-9:15 | Opening | |
| 9:15-9:30 | | |
| 9:30-9:45 | Bible Study | |
| 9:45-10:00 | | |
| 10:00-10:15 | Verse of Day / Small Group Games | |
| 10:15-10:30 | Snack | |
| 10:30-10:45 | Games | Crafts |
| 10:45-11:00 | | |
| 11:00-11:15 | Crafts | Games |
| 11:15-11:30 | | |
| 11:30-11:45 | Music | |
| 11:45-12:00 | | |
| 12:00-12:15 | Lunch | |
| 12:15-12:30 | | |
| 12:30-12:45 | Recess / Structured Rec | |
| 12:45-1:00 | | |
| 1:00-1:20 | Inside Games Rotation #1 | |
| 1:20-1:40 | Inside Games Rotation #2 | |
| 1:40-2:00 | Inside Games Rotation #3 | |
| 2:00-2:15 | Large Group Game! | |
| 2:15-2:30 | | |
| 2:30-2:45 | Closing | |
| 2:45-3:00 | | |

Friday Schedule

| | Friday - Everybody |
|-------------|--------------------------------|
| 9:00-9:15 | Opening |
| 9:15-9:30 | |
| 9:30-9:45 | Bible Study |
| 9:45-10:00 | |
| 10:00-10:15 | Verse of Day / Small Gr. Games |
| 10:15-10:30 | Snack |
| 10:30-10:45 | Large Group Game Rotation #1 |
| 10:45-11:00 | |
| 11:00-11:15 | Large Group Game Rotation #2 |
| 11:15-11:30 | |
| 11:30-11:45 | Closing |
| 11:45-12:00 | |

Schedule 2 – Larger Day Camps (>40)

| | Group 1 | Group 2 | Group 3 |
|-------------|--------------------------------------|-------------|-------------|
| 9:00-9:15 | Opening | | |
| 9:15-9:30 | | | |
| 9:30-9:45 | Bible Study | Bible Study | Bible Study |
| 9:45-10:00 | | | |
| 10:00-10:15 | Verse Of The Day / Small Group Games | | |
| 10:15-10:30 | Snack | | |
| 10:30-10:45 | Craft | Music | Games |
| 10:45-11:00 | | | |
| 11:00-11:15 | Games | Craft | Music |
| 11:15-11:30 | | | |
| 11:30-11:45 | Music | Games | Craft |
| 11:45-12:00 | | | |
| 12:00-12:15 | Lunch | | |
| 12:15-12:30 | | | |
| 12:30-12:45 | Recess / Structured Rec | | |
| 12:45-1:00 | | | |
| 1:00-1:20 | Inside Games Rotation #1 | | |
| 1:20-1:40 | Inside Games Rotation #2 | | |
| 1:40-2:00 | Inside Games Rotation #3 | | |
| 2:00-2:15 | Large Group Game | | |
| 2:15-2:30 | | | |
| 2:30-2:45 | Closing | | |
| 2:45-3:00 | | | |

Friday Schedule

| | Friday - Everybody |
|-------------|--------------------------------|
| 9:00-9:15 | Opening |
| 9:15-9:30 | |
| 9:30-9:45 | Bible Study |
| 9:45-10:00 | |
| 10:00-10:15 | Verse of Day / Small Gr. Games |
| 10:15-10:30 | Snack |
| 10:30-10:45 | Large Group Game Rotation #1 |
| 10:45-11:00 | |
| 11:00-11:15 | Large Group Game Rotation #2 |
| 11:15-11:30 | |
| 11:30-11:45 | Closing |