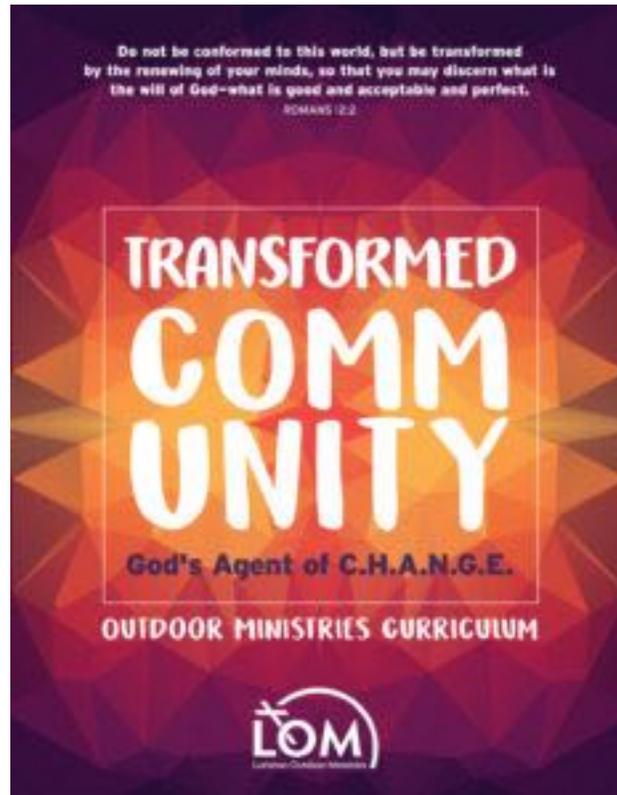


Day Camp 2019



www.CrossRoadsRetreat.com/Day_Camp

CROSS  ROADS
CAMP AND RETREAT CENTER

DAY CAMP 2019

Cross Roads Camp & Retreat Center

Day Camp is a unique blend of outdoor ministry and congregational ministry. In this joint effort between Cross Roads Camp & Retreat Center and your congregation, we will provide the program elements – counselors, Bible studies, worships, supplies, and curriculum – for a week of faith-focused, community-building activities. Basically, we bring our program to YOU! Through this quality outdoor ministry experience at your church, we hope to get young people involved in your congregational ministry. Day Camp is a great way to reach out to your local community.

To register for 2019 Summer Day Camp:

1. Read through this entire guide.
2. Fill out the Day Camp Contract completely, making sure you include your first and second choice of weeks.
3. Send the Contract and non-refundable deposit of \$500.
Checks should be made payable to “Cross Roads” with the memo “Day Camp”. Please send the check to Cross Roads Camp & Retreat Center at 29 Pleasant Grove Rd, Port Murray, NJ 07865.
4. Reservations will not be guaranteed until we have received the deposit.
5. When we receive both your deposit and contract, you will receive a letter or email (your preference) confirming your Day Camp week. We will also send you promotional materials.
6. If you have any questions before or during this process please don't hesitate to contact Cross Roads, at DayCamp@CrossRoadsRetreat.com or call (908) 832-7264.

What is Day Camp?

Day Camp is...

...equally Christian education, evangelism, and outdoor ministry.

...an amazing value in comparison to other daycare or day camp options. Plus, it's faith-based quality programming!

...a great way to reach new families in the community or to bring back families you haven't seen in a while

...partnership, relationship building, fun-filled quality educational programming that revitalizes church ministry and reaches the greater community

...staff well-trained in faith formation, leadership development, and age-appropriate recreation injecting fresh energy and new ideas into parish programming for children and youth.

Program Information

Cost: \$110 per camper. Cross Roads will provide quality staff as well as five days of programmed activities.

Days & Times: Monday through Friday. Campers arrive at Day Camp at 9:00 a.m. The program ends at 3:00 p.m.

Activities: Campers participate in daily Bible studies, worship, large and small group games, singing and crafts. Your congregation may choose to add a field trip or other special event during the week.

Ages: Students entering Kindergarten through 6th grade in the fall of 2019. Older campers are encouraged to attend camp at Cross Roads (http://www.crossroadsretreat.com/summer_camp) or to serve as volunteers during your Day Camp week.

Attendance: 20 or more campers. Cross Roads requires payment for a minimum of 20 campers in order to schedule a Day Camp. If you expect more than 40 campers, you must make special arrangements with Cross Roads (DayCamp@CrossRoadsRetreat.com) or (908) 832-7264 to reserve two Day Camp teams.

Reservations: Churches can reserve a Day Camp date by mailing a signed contract and a \$500 non-refundable deposit and guarantee of a minimum of 20 campers to Cross Roads Camp and Retreat Center at 29 Pleasant Grove Rd, Port Murray, NJ 07865.

Questions: The Cross Roads office handles registration, scheduling and payment. The office can be reached most easily by email at DayCamp@CrossRoadsRetreat.com or at (908) 832-7264.

Cross Roads's Responsibilities

Cross Roads will ...

- A. Provide a Day Camp team of professional, trained staff.
- B. Support your congregation in publicity by creating a customizable flyer and bulletin insert for your use in promoting Day Camp.
- C. Provide five days of activity-filled program, including age-appropriate Bible studies, worships, games, and recreation.
- D. Provide craft and recreation materials for the program.
- E. Provide leadership for planning and training of congregational volunteers on Sunday afternoon.
- F. Have Day Camp staff arrive at your church and be available to attend a Sunday morning service. This may require a Saturday night arrival depending on the site location.
- G. Day Camp staff will provide their own transportation between their host homes and the church.
- H. Hold a closing program for parents and members of the congregation and community on Thursday night or Friday afternoon, if your congregation wishes.



DAY CAMP 2019

Cross Roads Camp & Retreat Center

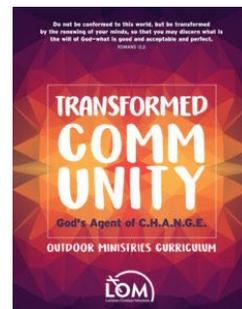
Hosting Cross Roads Day Camp Staff

Housing: The Cross Roads Day Camp staff will need a host family that will provide housing Saturday or Sunday night through Thursday night. We prefer that all staff stay in one location to allow for planning and community building within the team, but other arrangements can be made to share host responsibilities among multiple families if necessary. Host families must be comfortable with sharing their home with young adults. Although the host families are responsible for staff meals, other members of the Congregation are welcome to invite the staff for a meal.

Food: We ask that the host family provide breakfast and dinner for the staff during the week. If the church does not provide lunch for campers and staff, we ask that the host family provide a sack lunch or ingredients for staff to make their own sack lunch.

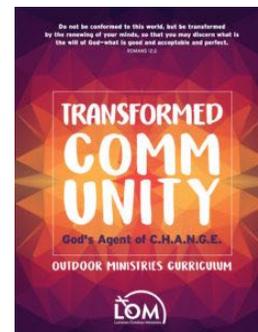
Church's Responsibilities

- A. Appoint a contact person from the congregation to work with Cross Roads staff in making arrangements for the Day Camp.
- B. Handle all publicity for the Day Camp (may include church announcements, bulletin inserts, fliers, etc.) to secure the minimum of 20 camper registrations.
- C. Make arrangements for hosting Cross Roads staff, including housing and meals during the week.
- D. Provide one or two adults to be on site each day to coordinate snacks, meals (if applicable), and handle emergencies.
- E. Provide lunch for campers and staff or have campers and staff bring a sack lunch.
- F. *Optional (but highly recommended):* Provide a snack and beverage each day for each child, either in the morning or the afternoon, depending on the schedule.
- G. During the Day Camp week, assist with camper registration, including check-in/check-out and daily attendance.
- H. Assist with the distribution and collection of camper health forms.
- I. If going on a field trip or to an off-site activity, provide all necessary transportation for campers. The Church also needs to distribute and collect permission slips. *(Please note that for insurance reasons Cross Roads staff are not permitted to transport campers in any situation).*
- J. *Optional:* Host a closing program for campers and parents Thursday evening or Friday afternoon.
- K. Provide an evaluation after the week of Day Camp to Cross Roads so we can improve our program.



DAY CAMP 2019

Cross Roads Camp & Retreat Center



Transformed Community, God's Agent of C.H.A.N.G.E

"Do not be conformed to this world, but be transformed by the renewing of your minds, so that you may discern what is the will of God—what is good and acceptable and perfect"—Romans 12:2

Bible study, worship and other daily activities will introduce and reinforce the daily themes. Cross Roads staff is trained to make Bible studies and worships age-appropriate, so your children will come away from Day Camp with a better understanding of the ways that God talks and listens to us.

Attendance and Camp Fees

Cross Roads realizes that it can be difficult to predict attendance at your Day Camp, and we ask that you keep Cross Roads informed of registration numbers as your Day Camp approaches. The church will be required to pay for the minimum number of campers should enrollment be lower than expected. **\$2300** (based on 20 campers) is due thirty days prior to the start of Day Camp.

Special Arrangements for Large Groups

If you know that your Day Camp will exceed 40 campers, please make special arrangements with Cross Roads. Cross Roads will then send an additional staff to your church. If you have more than 40 campers Cross Roads will ask for a non-refundable deposit of \$1000 within 30 days of receiving your contract. An additional \$3400 will be due thirty days prior to the start of the Day Camp to cover the minimum of 40 campers. The fee for any additional campers will be collected on Friday of the Day Camp week.

Sample Schedule

The following schedule is typical for a Day Camp week. We will be flexible in scheduling so that larger blocks of time can be available for field trips and other special events.



- 8:45 Registration/Group Games
- 9:10 Opening Celebration
- 9:40 Bible Story Time
- 10:20 Snack Time
- 10:40 Games/Recreational Time
- 11:30 Art Projects
- 12:30 Lunch
- 1:00 Rest & Relaxation
- 1:30 All Camp Activity
- 2:30 Closing Celebration

DAY CAMP 2019

Cross Roads Camp & Retreat Center

Special Events (We encourage any of the following activities, if available.)

- **Area parks** –A pleasant learning and recreational area for all or part of a program day.
- **Recreational trips** – If there is a nearby guarded pool or beach, this is a fun afternoon activity.
- **Field trips** – For an extra opportunity to learn, trips to a nature center, library, fire station or local historical site can be informative and interesting to campers.
- **Servant event** – Visits to help at a local soup kitchen or to sing at a retirement center give children first-hand experience in helping others.
- **Special guests** – You may invite community people to speak with the campers. An area naturalist, fire chief or congregational member could be a great visitor.
- **Other activities specific to your area** – be creative!

Note: The Church needs to arrange transportation and collect permission slips for any off-site activities. Unfortunately, Cross Roads staff cannot transport campers.

Checklist

- Read the 2019 Day Camp Info Packet.
- Pick ONE main contact from your church to work with Cross Roads on coordinating and planning.
- Contact Cross Roads, Day Camp Director, with any questions or to check on open weeks to reserve.
- Send the Day Camp Contract requesting dates with your non-refundable \$500 deposit (checks payable to Cross Roads) to:
Cross Roads Camp & Retreat Center 29 Pleasant Grove Rd, Port Murray, NJ 07865
 - Please make special arrangements with Cross Roads (DayCamp@CrossRoadsRetreat.com or 908-832-7264) if your Day Camp will exceed 40 campers.*
- Distribute registration materials (which will be mailed / emailed to your church once you have completed a contract).
- Coordinate all publicity within your congregation and community. We will provide a customizable flyer and bulletin insert. Contact Cross Roads if you have any other publicity needs.
- Arrange for adults to be on site to assist with meals, snacks and emergencies during Day Camp.
- Arrange any field trips or special events as desired, including transportation and permission slips.
- Arrange for hosting Cross Roads Day Camp staff lodging and meals.
- Handle all registrations and group campers by age, so you can provide Cross Roads staff with a list of camper names and ages upon their arrival on Sunday.
- Have current health forms on all campers on site during Day Camp.
- Continue to keep Cross Roads informed of registration numbers or if any problems arise.



Cross Roads Camp & Retreat Center
(908) 832-7264 or Kathryn@CrossRoadsRetreat.com

Cross Roads Camp & Retreat Center
Day Camp Summer 2019: CONTRACT

Church Name _____

Church Address _____ Synod/Diocese _____

City, State & Zip _____ Phone _____

Pastor(s) and Youth Worker(S) of church _____

Summer Sunday Worship time(s) _____ Day Camp Closing Program: ___ Thurs. evening or ___ Friday

Day Camp MAIN Contact Person _____

Phone _____ website _____

Email _____ Preferred method of communication: Email ___ or Mail ___

Day Camp Date: _____ Estimated number of campers _____

20 is the minimum number of campers. Contact Cross Roads (see contact info. below) to make arrangements if you expect your Day Camp to exceed 40 campers. If you contract for two Day Camp teams, the deposit required is \$1000, with an additional \$3,400 thirty days prior to the start of the Day Camp to cover the minimum of 40 campers.

- We agree to send a **\$500 non-refundable deposit** (checks made out to Cross Roads) with this Contract to secure our requested date for Day Camp. Deposit must be received within 30 days. We agree to send an additional \$1,800 thirty days prior to the start of our Day Camp. This amount will cover our minimum number of 20 campers. The fee for any additional children will be collected prior to the end of the program on Friday.
- We agree to **provide two adult volunteers for the first twenty campers to be on site for the duration of the program** to help Cross Roads staff with medical emergencies, area attractions, church layout, and snacks. Additional adults will be needed for 30 or more campers.
- We agree to **provide lunch for the children, Cross Roads staff and volunteers**, or we agree to ask children to bring sack lunches and host families to provide sack lunches or ingredients for the Cross Roads staff.
- We agree to **provide the Cross Roads staff with lodging and meals** during the week.
- Cross Roads agrees to provide trained staff beginning with a parent and camper orientation on Sunday and ending by 3:00 p.m. on Friday. Monday through Friday, Cross Roads will provide supervised programming from 9 a.m. to 3 p.m. daily.
- Cross Roads Day Camp Staff are able to participate in worship the Sunday before your Day Camp. They are open to doing the children's sermon and/or leading some music time in worship.
- Cross Roads will provide an optional closing program on Thursday evening or Friday afternoon. Please select the option above.
- Cross Roads will provide recreation, Bible study and craft materials for the program.
- Depending on area activities, there may be a small admission charge (for a field trip such as going to a pool or zoo in the afternoon). This will be the responsibility of the host site.
- Liability and insurance is the responsibility of the church.
- Cross Roads has permission to take pictures of our Day Camp program to use for promotional material. No names will be used.
- Cancellation policy: If host site cancels for any reason within 6 weeks of contracted start date, they are responsible for the minimum balance for 20 campers. If the contract is for 40 or more, they will be responsible for the minimum balance for 40.

In good faith, we agree to the above-mentioned items.

Host Site Signature _____ Date _____

Camp Signature _____ Date _____

Please return this contract with your \$500 non-refundable deposit to:
Cross Roads Camp & Retreat Center 29 Pleasant Grove Rd Port Murray, NJ 07865

Day Camp Church Resources

(due with Contract and Deposit)

Church Name and City: _____

Please check any facilities or attractions you have at your Church or in your area. This will help us to tailor an afternoon recreation program to your particular site.

- | | |
|---|--|
| <input type="checkbox"/> Volleyball court | <input type="checkbox"/> Basketball court |
| <input type="checkbox"/> Church yard | <input type="checkbox"/> Secure parking lot |
| <input type="checkbox"/> Gymnasium or large hall | <input type="checkbox"/> Sprinklers |
| <input type="checkbox"/> Piano | <input type="checkbox"/> Showers |
| <input type="checkbox"/> Local Zoo | <input type="checkbox"/> Local Pool |
| <input type="checkbox"/> Local Park | <input type="checkbox"/> Local Playground |
| <input type="checkbox"/> Local Beach | <input type="checkbox"/> Local Retirement home |
| <input type="checkbox"/> Other resources, destinations or events we might find helpful: | |