



MENTORING ALLIANCE

SUMMER CAMPS

PARENT HANDBOOK

SUMMER 2024



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WELCOME TO CAMP!

Thank you for registering your child for Mentoring Alliance Summer Camps! We are eager to serve your family this summer and we hope that this packet equips you with all the information you need for a fun and smooth experience.

If you have any questions or concerns, please do not hesitate to reach out!

Prior to the first week of camp, please direct all communication to our main office:

Mentoring Alliance

903-593-9211

info@thementoringalliance.com

Once camp has begun, please direct communication as follows:

**Payment or registration
related questions:**

Mentoring Alliance

903-593-9211

info@thementoringalliance.com

**All non-payment, non-
registration questions:**

Please contact the specific camp location your child is enrolled at. This contact information is available online, or in-person at each site.

PAYMENT INFORMATION

Paying for Camp

There are 3 ways to pay for camp:

- Set up automatic drafts using a debit card or checking account (Best option)
- Pay online through your parent portal
- Pay in person at our office with a card or money order

Upon enrollment, there is a non-refundable registration fee.

Financial Aid & Discounts

Mentoring Alliance offers income-based financial aid. The easiest way to apply is to select the financial aid option during the enrollment process. You will be asked to upload a recent copy of your 1040 tax return. Our team will review your application and reach out. Mentoring Alliance also offers other discounts for multiple children enrolled, teachers and more.

Late Payments

If a payment is not received by the due date, we will attempt to contact you via phone and email.

If payment has not been received by 2 P.M. on the Wednesday after the due date, your child will be un-enrolled for that week of camp, as well as any future weeks.

If you have a unique circumstance or need, please contact us as early as possible.

A payment schedule is on the next page.

PAYMENT INFORMATION

Payment Due Dates

Payments are due two Fridays before the enrolled week of camp. You will receive an invoice one week prior to each payment due date.

Please refer to the payment chart on this page, or log in to your parent portal to see when your payment(s) will be due.

Week of Camp:	Payment due on or before:
Week 1: May 27 - 31	5/10/24
Week 2: June 3 - 7	5/17/24
Week 3: June 10 - 14	5/24/24
Week 4: June 17 - 21	5/31/24
Week 5: June 24 - 28	6/7/24
Week 6: July 1 - 5	6/14/24
Week 7: July 8 - 12	6/21/24
Week 8: July 15 - 19	6/28/24
Week 9: July 22 - 26	7/5/24

Note: Number of weeks may vary by camp location.

ENROLLMENT INFORMATION

Waitlist

If the specific camp weeks or location you want are full, you can be put on a waitlist. If a spot opens up, we will contact waitlisted parents in order.

These openings are time-sensitive; if you are contacted about an available spot, you have a limited amount of time to respond. Please respond promptly.

Absences

Our summer camps operate on a weekly cycle. For the best experience, we recommend your child attend all 5 days in each week they are enrolled. If your child needs to miss part or all of a day of camp, please contact us.

Repeated absences without prior communication may result in unenrollment from the program. Please only register for weeks that you plan to send your child.

Enrollment Changes or Cancellations

Any enrollment changes or cancellations must be communicated at least two weeks in advance in order to receive a refund. This allows us time to contact families from the waitlist.

Transportation

In most cases, you will drop off and pick up your child at the camp site they are attending. However, some sites may offer additional options, either in the form of a centralized drop-off and pick-up location, or through door-to-door transportation.

If your specific camp site offers transportation, you will be given the option to select it as part of the registration process. Any changes to a students' method of transportation must be communicated to the site in advance.

WHAT YOU NEED TO KNOW FOR A DAY AT CAMP

What does a day at camp look like?

The daily schedule will differ depending on your location, week of camp and other factors such as age of your child. But generally, here is what you can expect:

- Breakfast, lunch and an afternoon snack
- A wide variety of exciting indoor and outdoor activities
- Fun and engaging reading and math instruction provided by district teachers
- Worship and small group Bible study time (if opted in during enrollment)
- A mid-day quiet rest time

Theme Days

Each week of camp has its own unique theme, which gives a special twist to the activities, music, decorations and lunch skits for that week. On Fridays, staff dress up in costume - and campers are encouraged to dress up too!

Drop-off & Pick-up Information

At camp, even drop-off and pick-up is fun! Every day, our staff will greet you at your car and walk your child down the red carpet as they arrive and depart. Here's what you need to know:

Morning Drop-off

- 7:30 to 8:30 A.M.
 - Transportation: 7:30 to 8:00 A.M.

The first time you drop off your child may take a little longer as we learn your child's name and find where they belong.

Afternoon Pick-up

- 4:30 to 5:30 P.M.
 - Transportation: 5:00 to 5:30 P.M.

Until we get to know you, please have your ID ready during pick-up.

Campers will only be released to authorized pick-ups. You can add or remove authorized pick-ups through your parent portal.

If you need to drop off or pick up outside of these hours, please notify the site in advance.

WHAT TO BRING & WHAT NOT TO BRING

What to send with your child every day:

Please label all items with your child's name.

What to Bring	Description
Backpack	Make sure to have somewhere to keep belongings.
Comfortable, closed-toe shoes	There will be lots of activities that involve running around, so we want campers to wear appropriate footwear.
Water bottle	It's hot outside! We have frequent water breaks where staff will encourage campers to drink water to keep them hydrated and healthy.
Towel & swimsuit (one-piece for girls)	Weather permitting, each cabin will have 1-2 water activities each week.
Sunscreen	Since many activities take place outside, it is encouraged that you send sunscreen for your child.
Pillow & blanket (optional)	Each cabin will have a quiet rest time.
Bible (optional)	If opted in during enrollment, each camper will participate in worship and a small group Bible study.

If you have any medication to drop off with our Health office, please let our staff know directly. Please do not send medication in your child's backpack.

Items not allowed at camp:

- Cash
- Cell phones, iPads or other electronic devices
- Pocket knives or other sharp objects
- Toys
- Heelys, skateboards, etc

MEDICAL INFORMATION

Nut-Free Program

To protect campers with severe nut allergies, Mentoring Alliance Summer Camps are nut-free. This includes anything made from or containing peanuts or tree nuts, such as peanut butter or almond butter.

Medical Care

If your camper is injured or becomes ill at camp, each camp location has a part-time nurse and a full-time health assistant who will tend to their needs. Additionally, all leadership staff are first-aid and CPR certified. In the event of a medical emergency, we will call 911.

Medication

MA Summer Camps are only permitted to administer necessary prescription medications that are scheduled to be taken during camp hours. All medications must be checked in to the Health Assistant at camp; campers may not carry their own medication.

Medication must be in the original container and clearly labeled with the child's name, the medication name, dosage and instructions, and the name of the prescribing physician. We cannot accept or administer loose pills or expired medications.

Sick Campers

For the health and safety of all campers and staff, we ask that you do not send your child to camp if they have the following symptoms:

- A fever of 100 F or higher
- Vomiting
- Diarrhea

If a camper becomes sick during the camp day, they will need to be picked up. Sick campers may return to camp when they have been symptom-free for 24 hours, without the use of medication.

Lice

MA Summer Camps has a no lice/nit policy. If your child is found to have lice or nits, they will need to be picked up and treated for lice. Upon returning to camp, the Health Assistant will check to confirm that no traces of lice or nits remain.

ADDITIONAL INFORMATION

Mandated Reporting

State law requires anyone who suspects child abuse or neglect to report their concerns to the Department of Family and Protective Services or a local law enforcement agency. Mentoring Alliance adheres to state law and will promptly report any suspected abuse or neglect.

Severe Weather & Extreme Heat

In the event of severe weather or extreme heat, MA Summer Camps will take all necessary steps to ensure students are kept safe and healthy, such as providing more frequent water breaks and changing activity schedules to limit time outside.

Right to Dismiss

Mentoring Alliance reserves the right to dismiss a student from any of our programs for any reason. Please see the behavior and action overview and the camper code of conduct on the next page.



CAMPER CONDUCT POLICY

Camper Code of Conduct

The following behavior expectations will be shared with campers every Monday. Following these expectations will allow for all campers to have a safe, fun time at camp.

- I will follow instructions
- I will keep my hands and body to myself
- I will stay with my cabin and counselor
- I will not bring toys or electronics to camp
- I will wear my shoes at all times, except when in water activities or FOB
- I will keep my clothes on at all times
- I will not share blankets, pillows or hair products

Any behavior which disrupts the camp program and/or threatens the safety and well-being of a camper or staff member could result in disciplinary action as outlined below.

BEHAVIOR REPORTING AND ACTION OVERVIEW			
Type of Report or Action	Official Write-Up	Suspension	Expulsion
Who oversees and approves the action?	Program Director or Site Coordinator	Director	Executive Director
	3 Write-ups* <small>*Discretion not to suspend</small>	Suspension for 1-3 days <small>(or up to no more than 5 days with approval)</small>	
	4 Write-ups	Discussion of second suspension	
	5+ Write-ups	Automatic Suspension for 1-3 days <small>(or up to no more than 5 days with approval)</small>	Discussion of expulsion
When is automatic action merited?	Uncontrollable violent behavior, harm to another child or staff, significant property damage, bringing drugs, alcohol, or weapons to program, discretionary issues		Any attempted or actual sexual activity, violence, or abuse

If you have any questions, please reach out to the leadership team at your child's camp location.



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