



**RIVERSIDE CHRISTIAN ACADEMY  
ADVENTURE CAMP  
2300 24th Ave. SW  
Norman, OK 73072  
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### **Adventure Camp Handbook**

Welcome to RCA Adventure Camp! This handbook includes the policies and procedures for our elementary summer program. We appreciate the opportunity to care for your child, and appreciate your cooperation with our policies, so that we may ensure a safe and nurturing environment for children, families, and staff.

## **Enrollment Procedures**

Enrollment opens March. 3, 2026.

The following is required at the time of enrollment:

- 1.RCA Summer Enrollment Form AND Summer Handbook Forms (back 2 pages)
- 2.Updated Immunization record
- 3.Summer enrollment fee of \$100 per child
4. RCA Adventure Camp will be separated into multiple classes by age & ratio.

**ENROLLMENT IS NOT COMPLETE UNTIL ALL ITEMS LISTED (NUMBERS 1-3 ARE FINISHED)**

## **Tuition & Payment Procedures**

Payment is required for each day that your child is enrolled, whether or not your child attends. We require a 2 weeks written notice if you wish to withdraw from our program. Please contact one of our camp directors with any questions regarding tuition or payment procedures. For full time students (Monday thru Friday), tuition is \$865 a month.

Tuition invoices will be sent home before the first week of each month for that month's charges. All tuition is due in full by the 15th of the month. A late fee of \$25.00 will apply on the 16th of each month. Failure to pay tuition will result in removal of your child from the program. If you enroll in the middle of the month, your account will be pro-rated accordingly, and tuition will be due on the child's first day in attendance. A \$25.00 fee will apply to all returned checks.

## **Drop-Ins**

We allow for drop-ins when space is available. The drop-in rate is \$45.00 per day. Please contact the center for drop-in requests.

## **Hours of Operation**

RCA Adventure Camp is open from 7:00 A.M. until 6:00 P.M. Monday through Friday.

**The 2026 program will run from June 1st through July 31st.**

Due to policy requirements it is essential that your child be picked up on time. A late fee of \$2.00 per minute will begin to incur at 6:01P.M. in order to pay staff for their extra time. Parents will receive a verbal warning on the second occurrence, and a third occurrence may result in removal from our program.

No child will be released to a person not listed on the enrollment form unless the parent provides permission. All new persons picking up children will be required to present identification. Please call the camp on days when your child will not be in attendance so we can plan accordingly.

## **What to Bring Each Day**

Please see the RCA ADVENTURE CAMP SUPPLIES LIST at the end of this packet. Please send these items with your child on his/her first week.

Each child will have a place to store his/her backpack during the day. Items to send **daily** in a backpack (**Please label all items with child's full name**):

- Lunch: We ask that your child's lunch is ready to eat, and easy to take on field trips or picnics.
- Tennis Shoes and socks (no open-toed or open-heel shoes)
- Sunscreen: Please put sunscreen on your child each day, and send a bottle with your child's name on it. (During the course of the day, we will reapply sunscreen, but we want to be sure no one burns in the meantime, so please apply sunscreen every morning.)
- Swimsuit and towel for water days
- Extra Snacks (if needed)
- Water bottle

Everything you send with your child should be labeled. Please do NOT send electronic devices (games, phones, etc.). If a child arrives with an electronic device, we will hold it for him/her until the end of the day. We cannot be held responsible for any lost items.

## **Curriculum**

Our goal for our RCA Adventure Camp is to help your children grow socially and intellectually while receiving the highest quality of care at a reasonable price. We will meet these goals through social interaction, creative modules, and educational field trips.

Children will also participate in service projects with the objective of learning about helping others. Each month parents will receive a calendar that highlights themes and activities.

## **Staff**

All RCA Adventure Camp employees must clear a background check before they are hired to work with the children.

All staff members are trained in basic first aid and CPR.

## **Clothing**

Please dress your children in play clothes when sending them to adventure camp. Our program includes activities which can be messy, including art and outdoor play.

## **Illness Policy**

In an effort to keep children and our staff healthy, please keep your child home if he or she has had any of the following within the last 24 hours or if they have any type of contagious illness:

- Fever over 100 degrees
- Eye Infection (red, crusty eyes)
- Vomiting

-Diarrhea, defined as runny or watery stools with increased frequency of loose stools.

If your child becomes ill at adventure camp, you will be notified, and your child will need to be picked up within the hour.

### **Transportation**

Children will be transported in church vehicles for field trips. All staff are trained in the proper use of these vehicles, which are inspected on a regular basis. Unless otherwise noted on weekly schedule, children will return from field trips by 3:30 P.M. If a child arrives after the group has departed for a field trip, the person dropping off the child may meet the group at the field trip site and inform staff of his/her arrival.

### **Medication Policy**

All medicine must be in the original bottle with your child's name and dosage on the label. For safety reasons, please give all medications to one of the camp directors upon arrival. All medicine administered will be documented and approved with a signature.

### **Discipline**

The RCA staff will encourage and model positive behavior with your children. When discipline is necessary, RCA staff uses re-direction and "take a break" (similar to time out).

### **Physical Roughness**

It is our experience that when children are engaged with an appropriate program, negative behavior is less likely to occur. In the event that your child is unusually rough with another child or staff member, our staff will make every effort to develop a plan to correct this behavior. In cases where such a plan is not successful, the following procedure will be enforced:

1. Your child's teacher and/or the camp director will speak with him or her, communicating to the child that this is inappropriate behavior. The teacher will speak to the parent or send a note home with your child so that you are aware of the incident and can talk to him or her at home.
2. You will be notified by phone and asked to pick up your child immediately. Repeat offenses will be reviewed with the parents by the director and may result in the removal of your child from our program.

Finally, if your child is injured on equipment or by another child while at RCA Adventure Camp, we will provide you an accident report, which will not include the other child's name. Any other injuries will also be recorded on an accident report, and if necessary, according to the camp director's discretion, you will be contacted by phone. Please read our discipline policy, included with this enrollment form; sign and return to the camp director as soon as possible.

We have provided this information in order to enable a pleasant experience for you with our Adventure Camp. Please contact one of our camp directors with any issues you feel need to be addressed, and we will work with the staff in order to help improve any situation. Your children are the reason we are here. Our goal is for them to feel safe and

secure while they are with us, and for you as a parent to know they are receiving loving care.

### **RCA Adventure Camp Supplies List**

Please send the following supplies during the first week of summer:

24 Pack of bottled water (in addition to their **DAILY** water bottle)

4 rolls of paper towels

3 packages Clorox wipes

4 refill packages of baby wipes

Snacks to feed 50 **X2**

### **Please remember to send each day:**

Items to send daily in a backpack (Please label all items with child's name)

-Lunch: We ask that your child's lunch is ready to eat.

-Tennis Shoes and socks (no open-toed or open-heel shoes)

-Sunscreen & Bug Spray: Please put sunscreen & Bug Spray on your child each day.

During the course of the day, we will reapply sunscreen, but we want to be sure no one burns in the meantime, so please apply sunscreen every morning.

-Swimsuit (on water days)

-Towel (on water days)

-Extra snacks

-Water bottle

## 2026 RCA Adventure Camp Handbook

**Please complete the following and turn in with your enrollment form and immunization record.**

Please indicate which day(s) your child will attend.

Options for attendance: M-F **or** M,W,F **or** T,Th

SUMMER 2026 (June 1st through July 31st.)

M T W TH F

### **Discipline Policy Agreement**

Our goal at RCA Adventure Camp is to provide a welcoming, safe, age-appropriate, positive experience for children.

Below is our updated discipline policy for teachers:

If an inappropriate behavior occurs, verbally correct the child and give age-appropriate instruction of the proper behavior.

1. If the inappropriate behavior continues, give a verbal reminder.
2. If it still continues, take the child aside for one on one conversation and reminder of expectations.
3. If it still continues, remove child to camp director. The child's parent will be contacted by teacher or camp director regarding the importance of the behavior modification necessary.

If the teacher or camp director has spoken to a parent three times within 30 days regarding repeated inappropriate behavior(s), it may result in temporarily removing the child from the program, especially if it involves behavior that causes injury to others or oneself.

Intentional injuries may be handled more severely by the camp director with a call to the parent and the child being sent home immediately.

I have read and understood the above discipline policy. By signing below, I consent to my child's participation in this program, and he/she will adhere to all the policies therein.

\_\_\_\_\_ Parent Name PRINTED

\_\_\_\_\_ Parent Signature

\_\_\_\_\_ Child's Name PRINTED

\_\_\_\_\_ Date

**RCA Adventure Camp Permission Slip**

Field Trips:

I give permission to RCA Adventure Camp to transport my child, \_\_\_\_\_ (child’s first and last name) to all field trips that occur during the summer 2026 session. I also give permission for my child to participate in water activities (on the campus of RCA, at local swimming pools, and water parks). In addition, I give permission for my child to participate in activities or field trips involving moon bounces and/or trampoline parks.

Parent Signature \_\_\_\_\_

**Non-refundable tuition:** I agree that all tuitions paid (including enrollment fee) are non-refundable, even in the event of an absence. I also commit to sign up my child for the entire 2026 program. If I choose to remove my child early, I will give a two-week written notice, or will pay a total of two weeks’ tuition from the date of notification.

Parent Signature \_\_\_\_\_

**I agree to all the policies listed in the RCA Adventure Camp Handbook and on these enrollment forms.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE**

Summer Registration Fee (\$100) \_\_\_\_\_ check # \_\_\_\_\_

Updated Immunization Records: \_\_\_\_\_

Enrollment Form: \_\_\_\_\_