



Safe and Excellent Childcare That Makes A Difference

Parent Handbook

2026-2027

Our calendar year runs from June 1st - May 31st

Located at
The Garden Church
444 Second Loop Rd.
Florence, SC 29505

www.CampSpark.com [pending]

With just a few clicks you can find just about anything you need to know about camp!

WELCOME TO THE GARDEN CHURCH FAMILY!

Thank you for choosing Camp Spark for your childcare needs. We consider your decision a huge honor and a great responsibility. We pray for each family that is sent our way. You are no exception!

*This parent handbook contains information regarding our After School and Summer Camps . It will explain the why and how of what we do. However, the most important thing that I would like to convey is this: **We exist very simply because we care about you and your family. If there is anything our staff can do to better serve you, please let us know.***

God bless you,

Travis Boardwine

Our Directors

Program Directors:	Travis Boardwine	(email pending)
	Amy Boardwine	(email pending)

MISSION

Safe and excellent childcare that makes a difference.

What does that mean?

Safe - We recognize that the **safety** of your child is the most important thing in child care. We will constantly implement procedures that will protect the environment for your child. Some examples are: staff screening and background checks, staff training, staff ratios, environmental safety, planned and prepared activities.

Excellent - We don't believe in putting kids in a room with a staff person sitting in the corner. We train our staff to lead and be engaged in the games and activities that we plan. We plan every minute of every day. We theme every week so that each week is a new experience for the children. We are constantly looking for new games, field trips, ideas and crafts to provide an **excellent** program.

Difference -

- We are a Christian organization. We want to introduce your child to the foundations of the Christian faith, including a relationship with Christ. We have daily devotions, memory verses, and prayer time with the children. In everything we do, we want to point back to Christ and glorify Him.
- We believe positive social development and self esteem are critical to learning positive behavior. It is our goal to create an environment where children are treated with respect and in turn are expected to treat others with respect.
- We believe that academic success is critical to a child's future. We place a huge emphasis on our homework rooms. We recognize that we are heavily invested with you in helping your child achieve success at school.
- We believe in serving others. We regularly schedule service projects for your child. We hope to develop an attitude of serving others as a characteristic of our campers.

If we are successful in these areas, we will have succeeded in making a difference in the life of

your child!

CAMP SPARK'S TOP 11 THINGS YOU NEED TO KNOW!

1. Our website! [pending] – With just a few clicks you can find just about anything you need to know about camp.

2. Our Hours of Operation:

- We will be offering Day Camps during the 2026-27 school year intercessory weeks and limited holidays. Please check the website (pending) for specific dates and more information.
 - Intercessory Camp- Monday - Friday 7:45AM - 6:00PM
 - Morning drop off is between **7:45-9am**. No Drop off except during these hours.
 - Pick up is between **3-6pm**. No pick up except during these hours.
 - Summer Camp- Monday - Friday 7:45AM - 6:00PM
 - Morning drop off is between 7:45-9am. No Drop off except during these hours.
 - Pick up is between **4-6pm**. No pick up except during these hours.

3. We are closed:

- Memorial Day
- 4th of July
- Thanksgiving and Black Friday
- Christmas Eve/Day
- New Year's Day

Camp closures are always subject to change and will be communicated via brightwheel

4. Camp Spark requires all tuition contracts to sign up for auto-draft through our software. Payment is due the Friday prior to the week your child is attending, not at the end of the week attended. There will be a \$10.00 late payment fee on Monday morning if your card was declined.

5. Our tuition contracts have a certain amount of vacation weeks that you may choose to use if your child will not be attending during summer camp. The number of vacation weeks for your contract is listed on the Camp Spark pricing sheet online. To use your vacation week you will need to email [pending] at least 5 days prior to the payment date.

6. For all day programs – campers **MUST** bring a lunch. If your child does not bring a lunch, one must be dropped off or they will be given contents from our snack bar with a charge of \$15.00.

7. You may pack a snack for your child or your child can purchase a snack from our snack bar. A snack payment account is available and can be set up with our staff.

8. T-Shirts must be worn anytime the camp will be going off site for a field trip on an all day program. For summer camp, this generally means Tuesday -Friday. If your child does not have a camp shirt on a day in which it is required, a shirt will be given to them, and your account will be invoiced \$10 and must be paid by the end of that week. Our T-shirt policy is for the safety of your child. Camp shirts provide quick identification in group settings.

9. Closed toe and closed heel shoes must be worn everyday Except water park days. On water days, please send your child in crocs or flip flops. Please do not send your child in shoes and socks on water days.

10. For any all day camps: Morning drop off is between 7:45-9am. Afternoon pick up is between 4-6pm during our summer camp and 3-6 during intercessory camps. Camp drop-off and pick-up is only open during these hours. The doors will be locked the rest of the day for safety. We ask that you pick up and drop off during these hours. If you have an emergency and need to pick up your child outside of the pick up times you will need to send a Brightwheel Message and/or call the camp phone. **Camp does not allow late drop offs** during all day programs except in special circumstances. (Any concerns please address with Camp Director ahead of time)

11. We close at 6pm. There will be a late fee(s) due if a student is picked up after 6pm at the rate of:

Anytime between 6:01-6:10 A flat rate \$20 late fee.

Anytime between 6:11-6:20 an additional flat rate \$20 late fee.

\$1 per minute afterwards.

Our Check in/Check out software will be the determinant of the pick up time.

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General Information:

- Summer Camp/Holiday Camp Hours of Operation: Monday - Friday 7:45AM - 6:00PM
 - Drop Off is between 7:45am - 9:00am
 - Pick Up is between 4:00pm - 6:00pm for summer camp
 - Pick Up is between 3:00pm - 6:00pm for holiday/intercessory camp
- Please note that during our all day camps your camper may not be able to attend if they need to be picked up or dropped off outside of the normal drop off/pick up times. We do not allow drop off or pick up from field trip locations unless a child needs to be picked up due to illness or behavior.
- Our Camp is only open for drop off and pick up during the hours listed above. Our doors are locked for safety at all other times.
- We close at 6pm. There will be a late fee(s) due if a student is picked up after 6pm at the rate of:
 - Anytime between 6:01-6:10 A flat rate \$20 late fee.
 - Anytime between 6:11-6:20 an additional flat rate \$20 late fee.
 - \$1 per minute afterwards.
 - Our Check in/Check out software will be the determinant of the pick up time.

We are closed:

- Memorial Day
- Thanksgiving and Black Friday
- Christmas Eve/Day
- New Year's Day

Camp closures are always subject to change and will be communicated via brightwheel

- Important notices such as schedule changes and upcoming events will be posted at our front desks, Brightwheel Messages, and an email from Billing. It is your responsibility to stay updated.
- Children must be in at least Kindergarten (5K) for Intercessory Weeks/Holiday Camps and have completed 5K for Summer Camp. (Any exceptions will be made by our Camp Director)

● **Pick up:**

- It is a requirement that every child be checked in and out at the front desk by a parent/guardian/or an approved adult listed by the parent on the registration.
 - If the parent/guardian/ or approved adult does not have their BW (Bright Wheel) Code, We will require a Driver's License to make sure they are an approved pick up.
 - If someone shows up to pick up that is not listed on the camper's registration we will not be able to let them pick up without speaking to the parent.
 - Parents can add approved pick ups through their BW Account at any time in real time, or parents can email billing to edit their approved pick ups. Allow at least 24 hours if using Billing to update. [email pending]
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- The staff to child ratio meets all state childcare licensing requirements for each of the programs we provide.
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- Campers are not allowed to use Cell phones or digital watches for any reason unless permission is given by a director.
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- Camp Spark prohibits the use of tobacco, alcohol or non-prescription drugs on our camp premises. Camp Spark reserves the right not to release children to those with alcohol on their breath or under the influence of drugs or suspicion thereof.
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- Please label all of your children's personal belongings with their names. Camp Spark is not responsible for any lost or stolen items. We will announce and donate lost and found items periodically throughout the year.
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- Parents are not permitted past the front desk/lobby. If your child forgets something or needs assistance, a Camp Spark Staff member can assist them. Because our staff has been run through background checks, we ask that parents follow this policy so that we know who is with/around our campers.
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- Camp Spark generally schedules "G" or "PG" rated movies for our field trips and/or onsite events, however, if a "PG 13" movie of appropriate matter is available, it may be included with parent permission.
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- Camp Spark can not be held responsible for lost or stolen personal items/toys brought to camp.

- Camp Spark Counselors and Directors reserve the right to ask a camper to place their phone, tablet, smart watches, etc. in their backpacks, or at the front desk if they have it out as devices are against camp policy.
- Closed toed and closed heel shoes must be worn every day. Except Water Days where we ask campers to be sent with flip flops or crocs.
- Camp Spark provides no accident/medical protection.
- Camp Spark reserves the right to change our policies and/or procedures at any time with a written notification.
- You may pack a snack for your child or your child can purchase a snack from our snack bar. Cash can be sent with your camper for a snack from Snackbar, or you can request that money be drafted from your card on file through opening an account. We have snack time twice during all day camp. Snack prices range from .50 - \$1.
- Camp shirts are required on field trips on all day camps for safety purposes. If your child arrives without a Camp Spark camp shirt, one will be given to the camper and charged to your account for \$10. Any additional camp shirts can be purchased at the front desk.

Summer and Intercessory Camps:

- In an effort to provide accurate field trip numbers AND to ensure we can offer spots to families on our lengthy waitlist, we require that notice is given when children will be absent. Please let us know any weeks your child will be missing during summer camp - both allowed vacation weeks and any additional weeks as well.

*During any field trips, you may send additional spending money with your child, but there is no guarantee that campers will have the opportunity to spend it. Camp Spark is not responsible for this money. Counselors cannot hold money for campers. Campers must be responsible for their own money.

- Please remember the importance of labeling clothing with your camper's name, especially camp t-shirts!
- On water days, please send your child with their bathing suit under their clothes and sunscreen already applied. They should pack a towel and dry clothes. Modest bathing suits should be worn by males and females. If you have a question, ask your front desk or your site director. Sunscreen is provided for reapplying during water days. However, if you have a specific brand, please provide that at the front desk with your child's name on it.

Registration and Tuition Pricing:

For Day Camps, Holiday, and Intercessory Weeks, please refer to the website for fees.

Annual Registration and Summer Camp Registration Is Available.

- An Annual Registration or Re-enrollment Fee and Weekly Tuition is required for your child to attend any Camp Spark program.
- Tuition is due each Friday previous to your child's attendance.
- Camp Spark does not offer daily rates.
- We require ALL tuition payments to be auto-drafted through our billing and communication software. *Cash and checks are not accepted for tuition payments.*
- A weekly late fee of \$10 will be charged each Monday if tuition is not paid by Friday.
- If a camper account is delinquent for more than one week **Camp Spark will suspend childcare until the account is brought up to date.**
 - If the payment method on file is declined twice we will require a new payment method to be entered into our billing software system before the next payment is due.
- All billing contracts will be charged regardless of attendance.
 - *Payment contracts can be canceled at any time for a \$200 Break Contract Fee.*
- Camp Spark does not give refunds. A credit may be rolled over in certain circumstances.
- *We close at 6pm. There will be a late fee(s) due if a student is picked up after 6pm at the rate of:
 - Anytime between 6:01-6:10 A flat rate \$20 late fee.
 - Anytime between 6:11-6:20 an additional flat rate \$20 late fee.
 - \$1 per minute afterwards.
 - Our Check in/Check out software will be the determinant of the pick up time.

● Copies of enrollment forms, attendance records, and tax statements can be found by the parents on their Brightwheel account. Billing will email information on how to gather your Brightwheel statement during tax season. If the parent would like billing to conduct this for him/her, a minimum \$25 fee will be charged. Please allow 2 days for this to be completed.

****Any outstanding fees that have been incurred during a given program must be paid to a zero balance before enrollment and attendance into the following program. (I.E. Fees during summer camp must be paid before attending the following school year program.**

Structure:

SUMMER CAMP AND HOLIDAY CAMP PROGRAM

The summer camp and holiday camp programs at Camp Spark are designed to give your children a fun-filled week of camp that also keeps them safe and growing spiritually. Our camp contains a craft room, a video game room, a board game room, a movie room, and other fun activities.

During our drop off and pick up times, campers have the *option* of choosing which room he/she would like to attend. This is typically the only time during the day that age groups are mixed.

Each week campers will have a new weekly theme that inspires their crafts and activities within these rooms.

After drop off is completed, campers will have an opportunity to get a snack and participate in a devotion with their age group.

The devotion each week covers a main point and scripture that is built upon each day.

Depending upon the field trip for the day, campers will then each lunch on-site or off-site and participate in their field trip. Field trips typically return by 3 or 4pm and campers then have another snack time and can choose their room option until they are called to go home.

Pick up by parents from summer or holiday camp occurs during designated times as listed previously. Parents must have their Brightwheel check in/check out code for their child in order to pick up from our facility.

Field Trips:

- During summer and holiday camps, Camp Spark typically offers a field trip four days a week. The field trip schedule can be found on [website pending], on your Brightwheel calendar, and through Brightwheel Messages. ***Camp shirts are required for all off-site field trips for safety.***
- One day a week is an onsite day! During this day, campers will do rotations with their age group and participate in games and crafts that coincide with the weekly theme. This is the only day during summer camp or holiday camp that camp shirts are not required.
- Water Day Policy: These typically consist of going to the beach or lake, going to water parks, or playing water activities on site. Campers should come dressed in their bathing suits for water day under their clothes/camp shirts. Campers typically have an opportunity to change after water day. The water parks that we attend have lifeguards, and staff is stationed to monitor swimming campers. Please inform the front desk if your camper requires a life jacket.

Transportation: Please Review These Transportation Guidelines With Your Child.

In the case where students are not following these safety rules and are creating an unsafe environment while riding in designated camp vehicles, camp will require a parent conference

before the camper can ride again. In extreme cases of unsafe behavior campers will be suspended.

- Campers are to report to the camp vehicle after the bell rings or when dismissed from class as quickly as possible.
- Once children board the camp vehicle, children may not leave the vehicle for any reason.
- Campers must keep their belongings on or under their seat and keep the aisles clear.
- Campers are to take a seat and remain seated, facing forward, while the vehicle is moving. They should keep their feet on the floor in front of the seat, not in the aisle.
- Campers should talk in a normal “inside voice” while riding. Loud talking or yelling is not allowed as it is a distraction to the driver.
- Campers must keep their hands to themselves.
- Campers may not throw objects inside or out of the vehicle.
- No eating or drinking in the vehicle.
- Campers may not damage the vehicle. If any child destroys property within the vehicle, the parent(s) will be held liable to replace the item(s) broken.
- The emergency door and exit controls may only be used during supervised drills or actual emergencies.

Rotations and Options:

- During “**Rotations**,” campers are split up by age groups and rotate through each one of our counselor led themed activities, games, or crafts in 20 - 30 minute increments.
- All rotations are based on our weekly themed curriculum. The activities and crafts done in each room are inspired by the theme for the week.
- For “**Options**,” our site contains a craft room, video game room, board game room, etc.
- During options, campers have the opportunity to choose which room he/she would like to play in.
- We have devotions and worship times daily

Behavior and Correction:

- Camp Spark’s discipline policy is designed to promote the development of self-direction, self-control and socially acceptable behavior. This is accomplished through: sensitivity, consistency, firmness, fairness and follow through. We strive to maintain a loving and positive atmosphere and reinforce the structural boundaries required.
- Camp Spark is designed for children who want to cooperate and participate in activities. If your child is having behavioral issues at camp, please handle accordingly because each child’s good behavior is imperative to the success of our camps. We reserve the right to dismiss any child whose behavior hinders the camp experience for others with no refund and no notice.
- Camp Spark does not use corporal punishment.
- Camp Spark reserves the right for its Directors to suspend a child from their camps at any time for any length of time.
- If deemed necessary by the Director, a parent will be notified to come and must pick up their

child within one hour.

Electronics Policy:

We have a **NO DEVICE** policy at camp. We understand that parents might want a camper to have a device so that they can be used after camp. But the device must remain in the camper's bag at all times. If we see them out, we will keep them until the end of the day.

If you need to speak to your child, please send us a Brightwheel message or give us a call at [phone number pending], and we will be happy to coordinate that conversation! Campers are not allowed to use their Phones or Smart Watches at camp. We hope these policies will help encourage more FUN and more SAFETY here at Camp Spark!

Policies and Procedures:

Camp Spark Disaster Plan

*Camp Spark will communicate with parents via Brightwheel Message and BW Alerts (these will come as Text Messages through Brightwheel) if any type of emergency or disaster occurs while your child is under our care. The safety of your child is of utmost importance to us.

PLEASE download Brightwheel and check your messages!

In the case of an emergency or disaster, the following procedures will be implemented:

Fire: Campers will remain with their counselors on our property in the case that there is a fire at camp.

Inclement Weather

We will make a decision regarding opening during inclement weather with the safety of your campers in mind. Announcements will be made through email and Bright Wheel in the event that camp will be closed.

- There are no refunds if Camp Spark is closed due to Inclement Weather.

Health

- If a child shows signs of illness while at camp, he/she may not be admitted or may be sent home. If sent home, a parent or an authorized person will be required to pick up the child within one hour. Please seek a physician's help when necessary. Children with fevers and other contagious illnesses must be excluded from camp for at least 24 hours after the temperature returns to normal.

- Any child diagnosed with a streptococcal infection must be excluded from camp for 48 hours after the initial dose of physician prescribed medication.
- Camp Spark directors are trained annually in First Aid and CPR.
- If a physician's care is needed, parents will be contacted immediately and emergency

procedures will be followed.

- Camp Spark employees will administer medication to children only when a parent has completed a medication form. Each medication bottle must have a current prescription label with the child's name, the dosage, and the physician's name on it. All medications must be checked in. No medication can be onsite unless it has been properly signed in and is stored.

- Camp Spark **does not** employ medical personnel and all medications will be administered to children by camp employees that are not trained or certified in any medical field.

- Please notify us if your child has a communicable disease/condition (lice, chickenpox, fifth disease etc.), as it is our responsibility to notify other families of the risk. We follow DHEC's exclusion list for communicable diseases.

- We are committed to doing all we can to keep lice out of our community. We encourage you to have your child checked for head lice by a school nurse or pediatrician prior to attending Camp Spark programs.

- Camp Spark has a no Nit policy as it pertains to Lice. In accordance with that policy we will not allow campers to attend Camp Spark if our staff finds live lice or a nit in your child's hair. This is for the safety and consideration of all campers and staff. If our staff does find lice or a nit in your child's hair, they will be sent home immediately with instructions to treat them. Your camper is welcome to return the day following treatment, permitting they are lice and nit free. We ask that you alert the camp when your child has lice so that we can alert our camp for them to be alert to checking their children. They'll be rechecked upon arrival.

- No refunds will be issued for canceled registrations or missed days due to lice or any other type of communicable disease/sickness.

- If your child has been placed in quarantine by another entity, he/she may not attend Camp Spark until that quarantine period has been lifted.

**Thank you for enrolling in
Camp Spark and reading
through the Camp Spark
Handbook!**

**We look forward to serving
your family this year!**



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