



# CAMP GRACE

**SUMMER CHILDCARE PROGRAM  
AGES 4 THROUGH 12**

**FAMILY HANDBOOK  
June 2 – August 22, 2025**

**Grace Lutheran School  
1025 14<sup>th</sup> Ave S  
Fargo, ND 58103  
701-232-7747**

**Camp Grace Cell Phone: 701-238-4975**

**[www.glsfargo.org](http://www.glsfargo.org)**

## **OUR PURPOSE**

It is the purpose of Grace Lutheran School and Camp Grace to provide a physically active, Christian learning atmosphere for children so they may grow physically, socially, and spiritually.

Camp Grace, Grace Lutheran School, and GLS are referred to throughout this handbook interchangeably and, for the purpose of this handbook, represent the same entity.

Grace Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its athletic and other school-administered programs.

Families wishing to find out more information about the excellent academics and Christian education available at Grace Lutheran School are encouraged to call Grace Lutheran School for more information or to set up a visit with the principal. We offer full-day Pre-Kindergarten and Kindergarten classes, and serve students age 4 through 8<sup>th</sup> grade.

## **GENERAL INFORMATION**

Camp Grace is open from June 2 – August 22, 2025. Camp Grace is closed on July 4. Camp Grace is located at Grace Lutheran School at 1025 14<sup>th</sup> Ave S, Fargo.

Doors open daily at 7:30 am and all children must be picked up by 6:00 pm. Children should **not** arrive at Camp Grace before 7:30 am and should not be left at Camp Grace after 6:00 pm. A fee of \$1 per minute will be assessed for children not picked up by 6 pm.

Camp Grace at St Andrew is classified as a licensed childcare facility by the State of North Dakota and the North Dakota Department of Health and Human Services. Camp Grace reports to Mrs. Ruby Kolpack at Cass County Social Services at 211 8<sup>th</sup> St. S. in Fargo, North Dakota (701-630-8912, [rkolpack@nd.gov](mailto:rkolpack@nd.gov)). If you suspect a licensing violation, contact our licenser or Early Childhood at 701-328-2115 or [dhsec@nd.gov](mailto:dhsec@nd.gov).

Licensing requires all staff are mandated reporters and will report any suspected child abuse or neglect as required by North Dakota Century Code 50-25.1-03.

### **Staff Hiring Procedure**

All childcare personnel are interviewed, fingerprinted, and administered a background check (with no crimes against children or felonies) before they are hired to work for Grace Lutheran School or Camp Grace. Further, all childcare staff must become CPR and First Aid certified and obtain yearly training through the North Dakota childcare education platform, Growing Futures.

### **Daily Reports**

Parents are welcome to request and receive a daily report from Camp Grace. Please ask the Director or Principal to arrange this.

### **Attendance**

When a child is absent, a parent or guardian must call or email Camp Grace – **NOT the school** - before 8:30 am to report the absence. It is important for parents to use the Camp Grace phone number (listed at the front and back of this handbook). When a child does not show up, a parent or guardian will be contacted.

### **Parents and guardians must come into the building to sign their child(ren) in and out each day.**

Outings generally take place between 9 and 11 am and 12:45 and 3 pm. Please be aware of the schedule of events to make sure your child can participate in outings and notify staff of any planned changes in your child's schedule.

When children have appointments and will be picked up during the day or dropped off late, parents must email or call. Verbal messages delivered by the child are not acceptable.

## **Dress Code**

The purpose of a dress code is to remind children that their body is the temple of the Holy Spirit. Children should be dressed appropriately to reflect good taste and Christian values. If a child's dress is not appropriate in the opinion of any staff member, the child will be asked to change.

- Clothing that has offensive or obscene advertising is not allowed (including alcohol/tobacco references).
- Outdoor clothing, such as jackets, should be available on cooler days.
- Shorts may be worn. Shorts and skirts must be mid-thigh length.
- Sleeveless shirts may be worn, but no undergarments may be showing.
- For the safety of our children, no flip-flops are allowed at any time unless there is a heel strap.
- Sandals with heel straps may be worn, BUT athletic shoes must be worn for all outdoor activities.
- Children must have appropriate swimwear and a towel for water activity days.

Questionable dress not covered by the stated dress code will be dealt with individually. Camp Grace asks parents to supervise and monitor their child's appearance in dress. Our main concern is extremes in dress styles, which are not compatible with moderation and good taste.

## **Electronic Equipment**

No electronic devices should be brought to Camp Grace, i.e. electronic games, cell phones, music players, communication watches (smart watches).<sup>\*</sup> If an electronic item is brought to Camp Grace, staff will collect these items. Camp Grace is not responsible for lost or stolen property.

<sup>\*</sup>Camp Grace occasionally has special electronics days. Families will be notified of the date in advance. Please review the "Acceptable Use of Technology" section of this handbook for more information.

## **Weather Emergencies**

In severe weather emergencies, children will be kept at the school until picked up by an authorized adult.

## **Field Trips**

Throughout the summer field trips are taken to broaden the children's knowledge and childhood experience. The GLS 15-passenger van will be used for field trips. Notification of upcoming field trips will be communicated in advance. Parent chaperones are encouraged and welcome to accompany their child on field trips after passing a background check. **A parent or guardian must authorize field trip participation.**

## **Swimming/Water Policy**

Camp Grace utilizes the neighborhood pools throughout the summer months. Children and staff participating will follow the pool facility's rules as well as Camp Grace's rules. Staff-to-child ratios will be maintained for the age and swimming ability of the children. **Camp Grace will not permit children to swim without written parental permission, which includes parental disclosure of the child's swimming ability.**

## **Lockers**

Children will be assigned a locker for their personal belongings. All personal items need to be kept in the locker. Perishable foods must be removed from the locker each day. Children are not allowed to go into another child's locker.

## **Mealtime Procedures**

- Breakfast is included in the weekly fee for full-time and morning-only children, and is available until 8:15 am
- Lunch is included in the weekly fee for full-time and morning-only children and is served at approximately 11:30 am
- Children receive a light snack in the morning and the afternoon.
- Children may bring a cold lunch from home; however, no reduction in the weekly fee will be made.
- Pop is not allowed in cold lunch.

- A refrigerator is provided for cold lunches, if needed.
- Once seated for meals, children will remain seated until staff gives permission to dump trays.
- Throwing or playing with food is not acceptable.
- Children are responsible for cleaning up their area and removing all items from the table.
- Children who choose to disregard procedures and expectations will eat apart from the group and parents may be informed.

### **Movies**

Any movies shown at Camp Grace will be rated G or PG.

### **Notification System**

Parent and guardian phone numbers and email addresses are provided to our staff. Notifications are sent to families a variety of ways, including email, paper, or through an app (such as SeeSaw).

### **Parent Center**

A special area is designated as the “Parent Center” at Camp Grace. Please check this area each day when you sign your child in and out. Newsletters, weekly schedules, and menus may also be posted in this area.

Each child has a designated mailbox. Please check your child’s mailbox regularly for newsletters, notes, and projects to take home. A newsletter prepared by staff is sent home every Friday. Please look for these to see what is coming up for the next week’s activities and field trips.

### **Part-Time Children**

Part-time children attend Camp Grace from 7:30 am - 12:45 pm (mornings) OR 12:45 pm - 6:00 pm (afternoons). Morning-only children eat lunch at Camp Grace. Afternoon-only children should be fed prior to arrival. Morning-only children need to be at school by 9 am to go on morning field trips. Afternoon-only children need to be at the school by 12:45 pm to go on afternoon field trips. Children arriving after a field trip has departed will need to be transported to the field trip destination by a parent or guardian.

### **Outdoor Play Procedures**

- Play only in supervised areas.
- Pushing or tackling games are not permitted.
- Kindness in words and action is expected.
- Tennis shoes must be worn while playing outside – no sandals allowed for outside play. Flip flops are not allowed at any time.

### **Phone Use**

Children may not use the phone unless a staff member grants permission. Children should not have personal cell phones with them during the day. The staff’s primary purpose is to supervise children; therefore, the staff has been instructed to only use cell phones for parent communication and communication with each other, but not for personal use during the workday.

### **Telephone Messages**

The Director(s) or Lead Teacher(s) of Camp Grace carries a cell phone at all times. Do not call the school office to leave messages.

### **Toys**

**Toys must stay at home** except on specific “Show & Share” days. The staff will collect any toys brought to Camp Grace and return them at the end of the day. Camp Grace is not responsible for lost or damaged toys.

### **Technology Acceptable Use Policy**

Camp Grace occasionally sponsors an electronic device day. On these days, children are allowed to bring a device from home to be used during designated times. Children are monitored and expected to view age-appropriate material. Wi-Fi and/or internet access is not available. Accessing social networking sites is not allowed. Children misusing a device or viewing inappropriate content will forfeit their device for the day.

A second offense will result in the loss of privileges for the rest of the summer. Camp Grace is not responsible for lost or damaged devices or device accessories.

## **EXPECTATIONS FOR BEHAVIOR**

### **Behavior Policy**

It is our mission to maintain and nurture a committed, caring community of Christians. Therefore, children at Camp Grace are expected to ...

- **Respect God:**  
"You shall love the Lord your God with all your heart, and with all your soul, and with all your mind."  
Matthew 22:37
  - Show your love for God by imitating God's love to Him and others.
  - Only use God's name to praise or honor Him.
- **Respect the principal, teachers, and other staff members:**  
"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God." Romans 13:1
  - Treat those in authority as God's helpers.
  - Do what they tell you without complaining.
  - Pray for those that care for you.
- **Respect school property:**  
"Now it is required that those who have been given a trust must prove faithful."  
1 Corinthians 4:2
  - Show your love and care for what God has given us by respecting all property.
  - Be good stewards of equipment and supplies by not wasting them and by returning items to their proper place.
- **Respect the rights and property of others:**  
"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."  
Ephesians 4:32
  - Do not take anything that is not yours.
  - Refrain from spreading rumors, gossiping, or telling secrets.
  - Show respect for others by not pushing, shoving, kicking, or inappropriately touching others.
- **Respect yourself as a child of God:**  
"I praise you because I am fearfully and wonderfully made: your works are wonderful, I know that full well." Psalm 139:14
  - Your identity is first and foremost as a child of God, created in His image.
  - Since God created you, honor his workmanship by not talking negatively about yourself.
  - Present yourself in a way that honors God with regard to dress and personal hygiene.

### **Anti-Bullying/Harassment Policy**

All individuals and guests at Camp Grace are treated with respect and dignity. Camp Grace must be an environment that is free from bullying, harassment, and violence. It is a violation of Camp Grace's standards for children to bully or harass a person through conduct or communication that is demeaning or physically harmful.

Bullying is defined as any physical, written, or verbal expressions (including the use of electronic technologies), or pattern that is intended to cause or does cause distress to one or more students, or interferes with another student's educational benefits, opportunities, or performance.

Harassment is any words and/or actions directed toward an individual or group of individuals, which intimidates, degrades, and/or fails to respect another person's dignity. Harassment includes, but is not

limited to, references made to a person or group based upon a person's age, sex, race, religion, or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs, and spreading sexual rumors directed toward an individual or group are also considered to be harassment. Consequences for harassing another person may range from an informal talk to suspension or expulsion from Camp Grace and/or referral to a law enforcement agency.

### **Consequences**

As representatives placed in authority by God, teachers and staff are expected to maintain a loving and positive environment for all children. In order to maintain this loving Christian community, teachers and staff will determine appropriate consequences that may include, but are not limited to, the following:

- Writing a letter of apology
- Calling parents or guardians to explain misbehavior
- Losing snack break or lunchroom privileges
- Having time out
- Meeting with parent or guardian, student, and/or teacher(s)
- Removal from environment
- Child sent home

### **Parent-Teacher Communication**

Camp Grace staff will do their best to communicate any persistent behavior concerns to parents. All concerns regarding your child should be brought to the attention of the Lead Teacher or Director through a face-to-face interaction or a phone call so they can be addressed. Concerns and issues should not be handled through email or electronic media (Facebook, Twitter, etc.).

If a concern has been taken to the Director and a peaceful resolution has not been met, any parent or staff member may contact the principal to schedule a meeting with the staff member, parent, and principal.

### **Three Strike Rule**

Appropriate behavior is expected from all children for a positive experience at Camp Grace. Because staff are responsible for the safety and well-being of many children, positive behaviors are taught and encouraged. In the event of serious or repetitive misbehaviors, Disciplinary Strike slips will be sent home. After the second Disciplinary Strike slip is sent home, the parent(s) and child will be called in to meet with the Director. If behavior continues to be a problem, and a third Disciplinary Strike slip is given, the child will be removed from the program permanently.

## **HEALTH & SAFETY POLICIES**

### **Child Care Exclusion Guidelines**

#### **General Exclusions**

A child should be excluded from childcare if they meet **any** of the following criteria:

1. A child has a fever at or above 101 degrees.
2. A child experiences vomiting two or more times in the preceding 24 hours.
3. A child has diarrhea and cannot self-contain stool.
4. A child has persistent abdominal pain or intermittent abdominal pain associated with fever, dehydration, or other systemic signs and symptoms.
5. A child has oral lesions, especially if the child is unable to contain oral secretions.
6. A child has skin lesions that are weeping, draining, and/or oozing and are unable to be covered.

The following is a **partial list** of diseases and their exclusion requirements. Please refer to the [North Dakota Childcare and School Infectious Disease Exclusion Guidance](#) document for more information. The school reserves the right to make final decisions on exclusion.

<b>DISEASE</b>	<b>EXCLUDE?</b>	<b>RETURN</b>
Chicken Pox	Yes	Children should be excluded until all blisters have dried scabs and no new blisters have started for 24 hours, or in immunized individuals without scabs, until the blisters are resolving, about 5-6 days.
COVID-19	Yes	Children without symptoms can return after five days. Children with symptoms can return after five days if they are fever-free for 24 hours without fever-reducing medication and symptoms are improving.
Fungal Infections (Ringworm, Athlete's Foot, Etc.)	Yes, but not until the end of the day.	A child with a fungal infection can return to school as long as treatment has started and the affected area is covered.
Hand, Foot and Mouth Disease	No, unless general exclusions (above) apply.	Children can return when symptoms in the general exclusion list resolve.
Impetigo	Yes, but not until the end of the day.	Children may return after starting treatment as long as the lesions are covered.
Influenza	Yes	Children may return when they are fever free for 24 hours without fever-reducing medicine.
Measles	Yes	Vaccinated children may return after the rash has been present for four days. Unvaccinated children should be excluded until the Department of Health and Human Services determines it is safe for them to return to school.
Pertussis (Whooping Cough)	Yes	Children may return after they have completed five days of antibiotics or if they have been coughing for more than 21 days.
Pink Eye	No, unless general exclusions (above) apply.	Children may return when general exclusion symptoms have resolved.
RSV	No, unless general exclusions (above) apply, or the child has rapid or labored breathing.	Children may return when they are fever free for 24 hours without the use of fever-reducing medication.

Strep Throat	Yes	Children may return after they have been on antibiotics for 12 hours.
Vomiting	Yes	Children can return to school after a full 24 hours without vomiting.

### **Health Records**

Parents are required to complete the Camp Grace Emergency Contact Form and the Parent's Statement of Health of Child. A copy of each child's immunization record and a copy of a certified birth certificate must also be on file.

The State of North Dakota requires immunization for attendance.

### **Medication**

Camp Grace does not supply any over-the-counter medication. Camp Grace personnel are only allowed to dispense medication to a child if an authorization form has been filled out by a parent or guardian. All medication must be supplied by the parent. All medication must be labeled and in its original container. Forms are available in the Parent Center.

### **Medical Emergencies**

In medical emergencies, parents will be notified as soon as possible. Prior to the beginning of the summer program, parents will be given an emergency contact form to fill out and sign concerning medical emergencies. If a child is injured while at Camp Grace or any Camp Grace-sponsored activity, the child should report the injury to a staff member so that an accident report can be completed. If the situation warrants, the child will be taken by a childcare staff member or by paramedics to the emergency room of the nearest hospital. The staff member will remain with the child until the parent or other responsible party arrives at the hospital. Hospital personnel will not treat the child unless they have parental permission, or the situation is life threatening.

### **Sickness During Camp Hours**

In the event a child becomes ill during camp hours, parents will be called to come pick up their child. If a parent cannot be reached, a secondary emergency contact will be called.

### **Sunscreen/Bug spray**

**Written permission for teachers to administer and apply sunscreen and bug spray must be signed and brought in on the first day.** Sunscreen and/or bug spray is applied before trips to the pool or extended outside periods. Sunscreen and bug spray are provided by Camp Grace and are kept out of reach of children.

### **Rest Break**

All children at Camp Grace take a short rest after lunch. Young children may bring a mat and a blanket.

## **FINANCIAL POLICIES**

### **Financial Obligation**

Payment of the weekly fee will be on Friday of each week.

### **Late Pick-Up Fee**

A fee of \$1 per minute is assessed for any child not picked up by 6 pm.

### **Registration Fees**

The registration fee will be applied to the fee for the **first** week of camp. Registration fees are refundable only if a family moves away from the area before the first day of Camp Grace.

### **Returned Check/Failed Payment Charge**

A \$15.00 fee will be charged for returned checks. FACTS also charges a fee for rejected payments.



## **Vacation**

The weekly fee is due even if a child is absent.

## **Parents and/or guardians agree to the following:**

1. Automatic weekly fees will be paid through our online payment portal, FACTS. **The payment plan must be set up before the first day of camp in order for a child to attend.** The weekly fee will be withdrawn every Friday starting June 6 and ending August 15.
2. Enrollment in Camp Grace is for the entire summer.
3. Parents are required to complete the Camp Grace Emergency contact form and the Parent's Statement of Health. A copy of each camper's immunization record and copy of a certified birth certificate must also be on file.
4. Reimbursement is expected for any damages to property caused by your child(ren) in excess of ten dollars.
5. Parents authorize their child(ren) to be transported by the Grace Lutheran School van. The van is in safe operating condition and in compliance with state and local laws. Staffing requirements will be met to assure the safety of children while being transported. **No child will be left unattended in the vehicle.** The children will be instructed on safe transportation conduct appropriate to their age and stage of development.

## **CAMP GRACE STAFF CONTACT INFORMATION:**

**\*Do not call the school office to get messages to Camp Grace. Summer office hours are abbreviated. Please call the Camp Grace phone or contact the staff by email.**

**CAMP GRACE**

**701-238-4975**

**[camp.grace@glsfargo.org](mailto:camp.grace@glsfargo.org)**

**Lead Teacher**

**Ms. Hannah Novarro**

**Principal and Director**

**Mrs. Susan Jahnke**

**701-232-7747**

**[principal@glsfargo.org](mailto:principal@glsfargo.org)**

# CAMP GRACE HANDBOOK AND PERMISSIONS

**\*\* After you have read the Camp Grace Handbook, please sign and date this form, and turn it in to the Camp Grace Lead Teacher.**

This Camp Grace Handbook has been prepared solely to provide information about policies and procedures. Your signature below indicates that you have read and understand the materials put forth in the manual.

Signed \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

We give permission to the Lead Teachers and Assistant Teachers of Camp Grace for the summer 2025 camp season to apply sunscreen and insect repellent to our child(ren).

Father or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Mother or Guardian \_\_\_\_\_ Date \_\_\_\_\_

We give permission for our child(ren) to swim and participate in water activities at Camp Grace, either at a public pool or splash pad or Grace Lutheran School.

Father or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Mother or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Child's Swimming Ability (Circle One):

Non-Swimmer      Beginner      Emerging Swimmer      Advanced

Our child(ren) is/are authorized to attend any field trips scheduled for the Camp Grace 2025. We will notify you if we do not want our child(ren) to attend a particular field trip.

Father or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Mother or Guardian \_\_\_\_\_ Date \_\_\_\_\_