



Dear Traveling Day Camp Coordinator:

We are blessed that you chose to partner with Luther Park for your 2020 VBS Day Camp Program. In the time that was spent between 2019 programming, and the planning for summer 2021, we have made it a priority to review what programs we offer for summer campers of Luther Park Bible Camp. As we look forward to the 2021 summer camp season, many aspects of camp will have a new look, including what you have previously known as our VBS Day Camps. Let this guide be an introduction to our vision for what Traveling Day Camp will be, as this program replaces the VBS offering that was previously in place.

Included with this mailing is some general information and helpful tips for the Traveling Day Camp program, as well as specific details that pertain to the year 2021 and our response to creating programming during a time when plans have changed time and again to best practice loving our neighbor in the Covid-19 timeframe.

- Congregational Planning Guide
- Day Camp Scheduling Form – To be returned to Luther Park ten days before your event
- Reproducible promotional posters and bulletin inserts
- Sample Weekly Schedule
- Example of Sign-in/Sign-Out Roster

The theme this year for Luther Park's 2021 programming is ***Transformation***. Day Campers will have the opportunity to explore and expand their faith through music, worship, Bible studies, crafts, recreation, fun and fellowship with the Luther Park Staff and other campers.

As you prepare to host Day Camp please feel free to contact us if you have questions or need any assistance at 715-859-2215 or [rebekah@lutherpark.org](mailto:rebekah@lutherpark.org). We are looking forward to a week filled with opportunities to nurture and help some of your youngest church members grow in their faith.

Blessings,

Rebekah DaFoe  
Program Director  
715.859.2215  
[rebekah@lutherpark.org](mailto:rebekah@lutherpark.org)



## **MISSION STATEMENT:**

Luther Park Bible Camp, in partnership with Lutheran congregations, ministers in a natural setting as Jesus did reaching out and touching people of all ages with the good news of salvation. "PREPARE THE WAY OF THE LORD." Isaiah 40:3

## **TRAVELING DAY CAMP STATEMENT OF PURPOSE:**

Traveling Day Camp is a program offered by Luther Park Bible Camp. It is intended to enhance Christian Education programs for the young people of our congregations—those going into 1<sup>st</sup> - 6<sup>th</sup> grades—by providing them with Christ-centered day camp experiences as we bring camp into their own community.

### ➤ **WHAT IS TRAVELING DAY CAMP?**

#### *TRAVELING DAY CAMP...*

- ... is a Christ-centered camp experience for children going into grades 1-6.
- ... brings the programs of Luther Park Bible Camp to children in a familiar setting.
- ... is a renewing experience not only for the children involved, but also for the adult volunteers.
- ... is a unique blend of outdoor ministry and congregational ministry.
- ... is fueled by the Day Camp team—a group of caring, committed young adults who are trained to lead Bible Studies, worship, songs, crafts, and recreation.
- ... is flexible to meet the needs of each host site.
- ... is not free Vacation Bible School. There is a charge for campers to attend.

### ➤ **PROGRAM ESSENTIALS**

The program includes a variety of active and passive activities both indoors and outdoors that pertain to the theme. The following components will be included:

- Worship - Scripture, songs & skits each day
- Bible study - Bible stories, activities and experiential learning
- Recreation – Large group games and fun
- Arts & Crafts - Creativity and self-expression
- Lunch - Sack lunches are recommended, church provides beverage
- Snacks - Juice and something to nibble on (please no caffeinated beverages)

Congregation can provide or ask parents to pack a snack. Please make sure water is available.

### ➤ **SPECIAL EVENTS**

Special events can be used to enhance the Day Camp program as well as include youth of other ages and their families. The Luther Park Day Camp team can lead or support these events working with your church coordinator to facilitate a quality program. Any extra cost involved in a Special Event will be the responsibility of the congregation, including transportation.

- Sunday Night Kick-Off with BBQ, potluck or s'more buffet (with music around the "campfire").
- Middle School/Confirmation Night with team building activities, recreation or music and worship.

➤ **SAMPLE WEEKLY SCHEDULE OUTLINE** *(can be tailored to individual congregational needs)*

SUNDAY

- Traveling Day Camp Team will arrive at a pre-arranged time after 5pm
- Evening “Kick-Off” Event for campers and their families (optional)
  - Invite families to attend.
  - Have refreshments or a pot-luck
  - Team will lead singing, devotions, and introduce the theme for the week.

MONDAY-THURSDAY

- 8:30—Team and volunteers meet for planning & devotions
- 9:00 – Opening Worship
- 9:30 – Activity Block 1
- 10:15 – Snack time (congregation provides snack)
- 10:30 – Activity Block 2
- 11:15 – Story time, Sing-a-long, Luther Park Theater
- 11:45 – Lunch
- 12:15 – Activity Block 3
- 1:00 – Large Group Game
- 1:30 – Special Large Group Activity (Field Trip, Tie-Dye, Water Day, Scavenger Hunt, Etc)
- 2:30 – Closing Worship
- 3:00 – Children are picked up
- 3:30—Team and volunteer evaluation meeting
- Thursday Closing Program (Optional)

FRIDAY

- 8:30—Final staff meeting
- 9:00-11:30—Day Camp Programming
- Closing Program (optional)
  - For parents, families, and friends
  - Thursday evening or Friday morning
  - Campers can share songs, projects, and skits they have learned.

➤ **RESPONSIBILITIES: Luther Park and the host Congregation**

LUTHER PARK

- Luther Park will provide a **Day Camp Team** of trained counselors (number dependent upon size of the Day Camp) and a complete program including Bible study, worship, specialty arts and crafts materials, songs, games, equipment, rainy day options, etc.
- The Day Camp Team will **lead all programs and give leadership** to the local volunteers as they assist with the activities. One member of the team will be the Day Camp Team Leader. This staff member will serve as the team leader in addition to participating in programming and be the liaison with the local committee during the week.
- Luther Park will **assist in the promotion** of your Day Camp by providing posters, sample letters, social media posts, and the necessary registration forms.
- Luther Park Staff will make sure that safety is a primary importance in activities.
- Luther Park Staff will be prepared to lead programming in a way that creates a camp like atmosphere, while being open to congregational input.
- **Materials-** Luther Park will provide program specific materials for the Bible Studies and specialty craft supplies for projects, (Host congregation provides basic craft supplies )

## CONGREGATION

- The **cost** of Day Camp to the host congregation is dependent upon the size of the Day Camp Team. Please remember the **staff-to-child ratio is to be no greater than 1:10**. Luther Park Staff as well as volunteers over 18 that will be present during programming can be used in determining your ratio.
- Appoint a Day Camp **Contact Person if you have not done so**. The Contact Person will serve as the liaison between Luther Park and the host congregation. The Contact person will receive all Day Camp communication sent out by Luther Park.
- A **volunteer staff** is needed to assist the Day Camp Team throughout the week. The volunteer staff must include at least one adult with enough other staff or volunteers to maintain necessary ratios. There is the option of using high school youth to round out the group (this is highly encouraged). Junior High helpers are welcome, but maturity and responsibility are critical.
- **Housing** for the Luther Park Team must be provided for the entire duration of their stay if the team is not traveling back to Luther Park each night. **Teams can be housed at one location, but we ask for 2021 that the team does not share this space with a host family, unless everyone in the host family has received the Covid-19 vaccine. We will contact your coordinator to confirm this possibility before sending a team to run Day Camp.**
- Provide **snacks** each day for all participants.
- All **meals** (including lunches) for the Day Camp Team Sunday night through Friday noon will be the responsibility of the congregation and/or host families. Friday lunches could be made to go.
- Day Camp **publicity** (see following pages)
- **Camper Age Range**
  - The Luther Park Traveling Day Camp Program is designed for campers who have complete grades K-5 this spring. We encourage congregations to use local volunteers to offer programming for the preschool age. Your preschool age participants and their leaders are welcome to join the large group team for opening and closing worship.
- **Materials**
  - Luther Park will supply any specialty items, but ask that you provide basic arts and crafts supplies to go along with arts and crafts we provide. If possible please allow the Luther Park team to have access to the following items: scissors, crayons, markers, string, beads, construction paper, glue, paint, etc.
  - The congregation should provide table coverings to protect table surfaces when necessary.
- **Insurance**
  - The family's insurance policy assumes primary coverage. The church's policy assumes secondary coverage. Luther Park provides workman's compensation coverage for Luther Park staff.

## ➤ HOW DO I PLAN FOR HOSTING DAY CAMP?

Make out a planning calendar to organize your thinking and preparation for Day Camp. Keep your list up to date as circumstance and plans may change. If you will follow a plan similar to the one below, you will be ready when the first day of Day Camp arrives.

### 3 MONTHS PRIOR TO TRAVELING DAY CAMP

- Appoint an onsite coordinator for week of Day Camp. (This may be you).
- Recruit adult volunteers to provide snacks for each day of day camp.
- Recruit mature high schoolers to help supervise kids during snack time each day for day camp.
- Organize a kickoff event for Day Camp for Sunday night of your week of day camp. Luther Park can provide counselors beginning at 5pm on Sunday. Counselors can come prepared to introduce the week, the overall theme and sing songs.

- Begin publicity (see following pages).

#### *2 MONTHS PRIOR TO TRAVELING DAY CAMP*

- Assist parents with registration.
- Plan for a follow up program with Education Director.
- Plan transportation (if needed) for field trips.
- Order craft materials.
- Continue publicity.

#### *1 MONTH PRIOR TO TRAVELING DAY CAMP*

- Continue publicity
- Recheck with volunteers and materials
- Confirm a date for a closing program for Thursday night or Friday morning. The Day Camp Team can facilitate the program. They will recap the week & will have the campers share songs.
- Conduct Pre-registration. Registration will be completed online going forward.

#### *2 WEEKS PRIOR TO TRAVELING DAY CAMP*

- Confirm the number of youth signed up for Day Camp with Luther Park Program Director. Contact Luther Park at 715-859-2215 with final numbers, and we will share our numbers as well. Provide the information on the **Day Camp Scheduling Sheet**.

#### *1 WEEK PRIOR TO TRAVELING DAY CAMP*

- Recheck all details.
- Set up decorations.
- Arrange classrooms.

#### *DURING DAY CAMP*

- Pray with and for your volunteers and the Luther Park counselors
- Maintain a spirit of enthusiasm and encourage volunteers and Luther Park counselors
- Secure additional supplies as needed. Check in with Luther Park Team Leader. They will bring extra supplies as well when possible.
- Have any emergency phone numbers readily accessible to the Luther Park staff. Give this information to Luther Park Day Camp Team Leader.
- Make sure attendance records are being kept properly. Please have authorized pickups initial the sign out sheets.
- Touch base with Preschool Day Camp program and volunteers.
- Touch base with Luther Park Team Leader daily. (It works out well to touch base with the Luther Park team and volunteers at the end of each day to discuss what is going well and where we can improve).
- Provide a full list of campers and parents/guardians including names, addresses, phone numbers, birth date, age, and grade if they missed the online registration.

#### *AFTER DAY CAMP*

- Thank the Lord for God's blessings
- Express appreciation to all workers.
- File names and addresses of volunteers to be contacted next year.
- Make written notes of all good ideas for Day Camp next year. Note how problems were solved and how to avoid similar problems in the future. Note possible field trips or special events.
- Fill out and send in Luther Park Evaluation.

- Expect to receive an invoice from Luther Park the week following your Day Camp if the balance is not paid beforehand.
- Send in final payment to Luther Park.
- Make your own notes of necessary adjustments in schedules, additional supplies needed, etc.

## ➤ **PUBLICITY GUIDELINES**

We do know that some of you have already developed a strong Day Camp tradition in your congregations, while for others it may be a fairly new experience. Day Camp should be promoted often in church bulletins, newsletters, and even public announcements. Publicity is very important for the success of Traveling Day Camp. Keep your entire congregation, as well as your greater community informed and excited about hosting Traveling Day Camp. We encourage you to use this day camp experience as an outreach ministry.

## ➤ **CONGREGATIONAL PUBLICITY**

- List the Day Camp on the church schedule and calendar.
- Day Camp publicity should be geared to both parents and children.
- Put in a brief announcement in church bulletins and newsletters.
- A brief, but informative flyer should be distributed prior to the last Sunday of Sunday School to every child enrolled. You may choose to use the one enclosed or create your own.
- Have one or two temple talks as part of Sunday Worship. They need only be about three minutes long. The first talk should explain Day Camp and the second could maybe kick-off registrations.
- Have a registration station set up in between or after service(s) to help people sign up.
- Put up posters around the church in busy areas highlighting the Traveling Day Camp, including the dates and key activities. You may choose to duplicate the one enclosed, or create your own. Be sure to have the name of the contact person listed on the poster.
- Send a letter to the parents of every child going into grades 1-6. Follow up the letter with phone calls.

## ➤ **COMMUNITY RELATIONS**

- You may want to put notes in the community calendar, or spots on the radio public announcements.
- If you want to reach out to the community to encourage unchurched youth to attend, put up posters around the neighborhood.
- Find a spot to put a banner at the Day Camp site to promote the dates and key activities. Keep it up throughout the Day Camp week, but we will bring one to add to it!
- Send a confirmation letter to parents one week before the event:
- **BE SURE THAT YOUR SITE AND LUTHER PARK ARE IN AGREEMENT TO ANY COVID-19 PREPARATIONS AND PRECAUTIONS. WE WILL NOT HOLD PROGRAMMING UNLESS IT CAN BE DONE SAFELY. THIS WILL BE AN ONGOING CONVERSATION AS WE MOVE FORWARD.**

## SAMPLE CONFIRMATION LETTER TO PARENTS

(on church letterhead)

Dear Day Camp Parent,

Greetings! Thank you for sharing your child(ren) with the Luther Park/ \_\_\_\_\_ Lutheran Church Day Camp.

We've got an exciting week of Day Camp planned and are delighted that you can be a part of it. This is to confirm your child(ren)'s registration and review details for the week:

- The Luther Park counselors will present a program to kick-off Day Camp on  
Sunday evening \_\_\_\_\_ at \_\_\_\_\_.  
(date) (time)
- We need a signed registration-medical release form on file for every child enrolled. This should have been completed during your online registration process.
- Send a sack lunch along each day. The church will provide a cold drink and morning snack.
- Day Camp will conclude at 3:00 from Monday through Thursday, and 12:00 on Friday.
- A closing program will be held \_\_\_\_\_ at \_\_\_\_\_ for parents, family and friends.  
(date) (time)
- Please note that shirts with the summer theme will be available and optional. If you did not order one during registration, a limited number of extra sizes will be available to purchase in person throughout the week.

The Luther Park Traveling Day Camp is a unique experience. Day Camp is a time for young people to learn, grow, and discover more of God's love and what it means to be part of the family of God.

Please contact the church office or the camp (715-859-2215) if you have any questions, or if we can help further in your planning and preparations.

In Christ's Service,

Luther Park Programming Staff

\_\_\_\_\_  
Local Coordinator



**TO: Congregational Day Camp Coordinators**  
**FROM: Luther Park Program Staff**

---

A few things that may help you in your planning:

- 1) The staff can arrive at the church on Sunday anytime after 5pm. Let our program director know what time you would like the staff to arrive Sunday night by contacting camp at 715-859-2215 or emailing the program director directly. When the staff arrives please be sure that someone is there to greet them. They will need some time to tour the building and grounds and make plans for certain activities.
- 2) A Sunday evening program can be a great way to start your week. Some churches plan potluck meals, others just coffee and cookies. The Sunday schedule is up to you. The Day Camp Team Leader will need to know the Sunday schedule before they arrive. A Luther Park Staff member will call you the week before coming to ensure that everyone is on the same page concerning introductions, scheduling and programmatic expectations.
- 3) The number of campers that you were expecting when you signed the Traveling Day Camp Agreement is considered tentative. Your Local Coordinator will need to confirm the number **5-6 days** before the event. After your week is completed please supply a complete list of names of children & parents/guardians, ages (birth date) and addresses for us if they did not complete online registration.
- 4) Your bill will be sent the week **after** the Traveling Day Camp week has concluded.
- 5) Campers will be charged **\$25** per individual on top of the charge the congregation receives from hosting. If you would like to set up a sponsorship code to cover some or all of this cost, please contact our office to do so.
- 6) A special activity or field trip that is planned by the host congregation is highly encouraged. Examples include singing for a nursing home, visiting a petting zoo, or having the fire department bring a fire truck and give a presentation for water day.
- 7) Luther Park will provide specialty supplies for the planned arts and crafts activities. Again, we appreciate having access to basic supplies to use for supplemental arts and crafts as needed. Your Luther Park team may also need to make copies on your copy machine.
- 8) You may want to invite the team to be active in the life of the congregation on other evenings during the week if there are events planned, but we ask "host families" not actually host teams in their own personal homes for 2021. We will confirm with you if the team needs a place to stay, or if they will travel back and forth from Luther Park each day.
- 9) Each day will begin and end with large group worship. This will be similar to a campfire program. All children, including preschool, as well as staff are invited to this all camp activity. Please have your local

staff help manage discipline while the counselors are up front leading. If preschool kids join the older kids for opening and closing programs, please make sure preschool staff is with them.

- 10) Bible study will always be included in the small group events of the day. The Bible story will be presented in a variety of ways: sometimes read, sometimes told, and sometimes dramatized. The rest of the day will include crafts, nature study, organized recreation, music, field trips, story time, etc.
- 11) Your local staff should provide a snack or beverage break each day.
- 12) You may want to recruit "Jr. Counselors" to serve as helpers in each camper group. There are often middle or high school youth eager to help. Age of helpers is not as important as maturity. Please recruit the best help rather than accepting all volunteers.
- 13) A LPBC Day Camp Health Form to be completed by all campers. If they did not register online, help them register them online! If that is not possible, we will provide a paper copy for medical health forms. Allergies and/or medical conditions that the staff needs to be aware of for the safety of the campers are to be shared by both the coordinator and the Luther Park team for both parties to be working with the same information.
- 14) Theme shirts will be available for purchase. T-shirts are \$10.00 for 2021. They can be pre-ordered during online registration, or they can be purchased in person during the week from a select supply the staff will bring.
- 15) We ask that Congregational Coordinators and/or another designated volunteer be present along with a Luther Park staff member when children are being signed into the program and signed out. For the safety of the campers it is a Luther Park policy that **they must be signed out from the Day Camp program by an appropriate guardian**. If campers are walking/biking to and from church the Congregational Coordinator having prior written permission from parents can sign out these children.
- 16) We require all of our staff to go through background checks and we encourage you to make sure all volunteers 18 and older have had background checks.
- 17) Staff do need to depart by noon on Friday to be able to take part in a weekly staff meeting back on site at Luther Park.

Feel free to call whenever you need to. I look forward to being in further collaboration as summer approaches.

God's Peace,

Luther Park Program Staff  
Luther Park Bible Camp  
944 24 1/4 Street  
Chetek, WI 54728  
Office: 715-859-2215  
[www.lutherpark.org](http://www.lutherpark.org)