



**2025-2026**

*\*Our Camp Year is June 1, 2025 -May 31, 2026\**

# **School Age Parent Handbook**

Location

First Baptist Landrum  
300 East Rutherford St.  
Landrum, SC 29356

[www.kidscamplandrum.com](http://www.kidscamplandrum.com)

*WELCOME to the Kids Camp Landrum FAMILY!*  
Christ-centered camp that is safe and secure.

*Thank you for choosing Kids Camp Landrum 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 Program. 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,*

Pastor Mark  
Pastor of First Baptist Landrum

Calysta Alsborg  
Camp Director  
[Director@kidscamplandrum.com](mailto:Director@kidscamplandrum.com)  
864-702-8018

## Kids Camp Landrum's TOP TEN THINGS YOU NEED TO KNOW!

1. Our website, [kidscamplandrum.com](http://kidscamplandrum.com) has a lot of useful information and forms. With just a few clicks you can find just about anything you need to know about camp!
2. Kids Camp Landrum uses **Brightwheel** for billing and communication. Parents are required to sign up with Brightwheel. An email invitation from Brightwheel is sent out to all parents at the time of registration. Please download the Phone App and check for messages from your site director often throughout the day. Please make sure your Brightwheel Notifications are turned on so important messages Pop Up on your phone!
3. Our Billing Department can be reached through the billing department email: [kidscamplandrum@campbilling.com](mailto:kidscamplandrum@campbilling.com). The Billing Department does not read or respond to Brightwheel Messages. Brightwheel Messages are from the site staff.
4. Our Hours of Operation:
  - Summer Camp- Monday- Friday 7:00am - 6:00pm
    - Morning drop off is between 7:00am-9:00am.
    - Afternoon pick up is between 4:00pm- 6:00pm.
  - After School Camp- Monday - Friday 2:30pm - 6:00pm
  - Holiday Camps or Teacher Workdays- 7:00am - 6:00pm
    - Morning drop off is between 7:00am-9:00am.
    - Afternoon pick up is between 4:00pm- 6:00pm.
  - Half Days- 11:00am-6:00pm
5. We are closed:
  - The Week of Spring Break- *Unless we have a minimum of 15 campers signed up*
  - Memorial Day: Monday, May 26th
  - The Week of July 4th
  - Labor Day: Monday, September 1
  - Thanksgiving Break: Wednesday- Friday
  - The Week of Christmas
  - New Years: Thursday, January 1st
  - The Week after Christmas - *Unless we have a minimum of 15 campers signed up*
6. Kids Camp Landrum requires all tuition contracts to sign up for auto-draft through our

billing and communication software, Brightwheel. 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 fee each Monday morning if your payment method is declined.

7. Our Billing Contracts allow for vacation weeks that you may choose to use if your child will not be attending. Please see the pricing sheet to see how many vacation weeks your billing plan allows for. Our vacation weeks are Monday - Friday. To use your vacation week you will need to email [kidscamplandrum@campbilling.com](mailto:kidscamplandrum@campbilling.com) at least 5 days prior to the payment date.
8. **Kids Camp Landrum does not offer hot lunch. In our all day programs, you will be required to send your child with a lunchbox.** In our all day programs a snack will be provide
9. Kids Camp Landrum requires a minimum of fifteen campers to be open for teacher's workdays or Holiday Camp programs during the after school program. Campers are required to sign up and pay in advance. Campers that sign up will be charged regardless of attendance. Campers who do not sign up are still welcome to attend with a \$10 price increase.
10. Camp Shirts must be worn anytime the camp will be going off site for a field trip. If your child does not have a camp shirt on a day in which it is required, a camp shirt will be given to them, and your account will be invoiced \$10. Our Camp Shirt policy is for the safety of your child. Camp shirts provide quick identification in group settings. The first Camp Shirt is included with your registration. Additional shirts are \$10 each.
11. For our all day programs - Closed toe and closed heel shoes must be worn every-day. Flip flops may be brought and worn for water days.
12. We close at 6:00pm. There will be a late fee due if a camper is picked up after 6:00pm at the rate of: -\$15.00 flat fee between 6:00 and 6:15, and \$1.00 per minute thereafter.

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### **Registration and Tuition Pricing:**

- A Registration Fee of \$75 per camper, and a Weekly Tuition payment is required for your child to attend the Kids Camp Landrum program. Registration fees are non-refundable.
- Weekly tuition is due each Friday previous to your child's attendance. ***Kids Camp Landrum does not offer daily rates.***
- We require ALL tuition payments to be auto drafted through our billing and communication software, Brightwheel. *Cash and checks are not accepted for tuition payments.*
- A weekly late fee of \$10 will be charged if tuition has not been paid by Monday Morning.
- If a camper account is delinquent for more than two weeks **Kids Camp Landrum may suspend childcare services 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 contract payment agreements will be charged regardless of attendance with the exception of a valid vacation week.
- Payment contracts can be canceled at any time for a contract break fee of \$130.
- Teacher workdays, half days, and holiday camps are considered "Opt In Days". If you sign your child up to attend, your account will be charged in advance with your weekly tuition payment regardless of attendance. Any camper that has not signed up is still welcome to attend with an extra \$10 fee.
- Kids Camp Landrum does not give refunds. A credit may be rolled over in certain circumstances.
- Camp closes promptly at 6:00pm and children picked up after closing will be assessed a late pickup fee of \$15 for the first 15 minutes (6pm to 6:15pm) and \$1 for each minute thereafter. 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. The Billing Department will email information on how to gather your Brightwheel statement during tax season.

\*\*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.)

### General Information:

- After School Hours of Operation: Monday - Friday 2:30pm - 6:00pm (School Year)
- We close at 6:00pm. There will be a late fee if a student is picked up after 6:00pm at the rate of \$15.00 flat fee between 6:00pm and 6:15pm and \$1.00 per minute thereafter.
- We are closed:
  - The Week of Spring Break- *Unless we have a minimum of 15 campers signed up*
  - Memorial Day: Monday, May 26th
  - The Week of July 4th
  - Labor Day: Monday, September 1
  - Thanksgiving Break: Wednesday- Friday
  - The Week of Christmas
  - New Years: Thursday, January 1st
  - The Week after Christmas - *Unless we have a minimum of 15 campers signed up*
- If school is closed for a teacher workday/holiday, Kids Camp Landrum will most likely be open for all day camp from 7:00am - 6:00pm (this does not include the Kids Camp Landrum holidays), with drop off from 7:00am- 9:00am and pick up from 4:00pm -6:00pm.
  - The tuition cost for teacher workdays or holiday camp weeks will be listed under your specific contract on the pricing sheet online.
  - Camp shirts are required on field trips on all day camps for safety purposes. If your camper arrives without a Kids Camp Landrum shirt, one will be given to the camper and charged to your account for \$10.
- Important notices such as schedule changes and upcoming events will be posted at our front desks and will be communicated through our parent communication software, Brightwheel. It is your responsibility to stay updated. **PLEASE DOWNLOAD THE BRIGHTWHEEL APP ON YOUR PHONE AND TURN ON YOUR MESSAGE ALERTS SO YOU DO NOT MISS IMPORTANT INFORMATION FROM CAMP.**
- 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 they do not know their Brightwheel code, A Driver's License may be used for Identification if they are listed as an approved pick up on the registration form.
- The staff to child ratio meets all state childcare licensing requirements.
- Kids Camp Landrum prohibits the use of tobacco, alcohol or nonprescription drugs on our camp premises. Kids Camp Landrum reserves the right not to release children to adults that are under the influence of drugs or alcohol.
- Please label all of your children's personal belongings with their names. Kids Camp Landrum is not responsible for any lost or stolen items. We will announce and donate lost and found items periodically throughout the year

# After School Program

## **Structure: AFTER SCHOOL PROGRAM**

The afterschool program at Kids Camp Landrum was designed to keep your children engaged and having fun, while also giving them time to focus on their studies and grow deeper spiritually.

From approximately 2:30pm - 3:30pm, we will be safely transporting your child from school to the church. Once back at our facility, children will have snack time and participate in homework rooms, devotions, and afternoon rotations.

Each week campers will have a new weekly theme that inspires their crafts, games, and activities. The devotion each week covers a Main Biblical Point or a Bible Story that is built upon each day.

Pick up by parents from after school occurs from 4:00pm – 6:00pm. Parents must have their Brightwheel check in/check out code for their child in order to pick up from our facility.

## **Transportation:**

- **Parents should contact the Kids Camp Landrum front desk by 12:00 pm through Brightwheel or by phone if your child will not be picked up after school by Kids Camp Landrum.** This protocol is in place to ensure the safety of your children and the punctuality of our drivers to each school.
- If you communicate to Kids Camp Landrum that your camper should be “absent,” but the school brings them out to our Kids Camp Landrum bus, it is our policy to pick the camper up if they are listed on our route. We will not risk the camper’s safety by leaving them at school. If this occurs, the camper can be picked up from our location.
- If your camper requires a car seat, one must be provided by you to Kids Camp Landrum prior to picking your camper up from school.



### **Kids Camp Landrum Transportation Rules and Guidelines**

Please Review These Transportation Guidelines with Your Child. If these transportation guidelines are not followed, campers will face consequences to include bus suspension. This is for the safety of all campers on the Kids Camp Landrum vehicle(s).

- ❖ 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 stay seated at all times while in the vehicle.
- ❖ Campers may not unbuckle their seatbelt once they enter the vehicle.
- ❖ Avoid loud talking, or anything else that might distract the driver. Keep quiet near railroad tracks so that the driver can listen for trains.
- ❖ Keep head, arms, and body inside the vehicle. Keep your hands and feet to yourself.
- ❖ Do not throw objects inside or out of the vehicle.
- ❖ No eating or drinking in the vehicle.
- ❖ Do not damage the bus and always assist in keeping it clean. If any child destroys property within the vehicle, the parent(s) will be held liable to replace the item(s) broken.
- ❖ Take a seat and remain seated, facing forward, while the vehicle is moving. Keep your feet on the floor in front of the seat, not in the aisle.
- ❖ Keep the aisle and the exits clear.
- ❖ Use of abusive or vulgar language or directing such language toward other students or adults is prohibited.
- ❖ The emergency door and exit controls may only be used during supervised drills or actual emergencies.

### **Homework Rooms:**

- We do have structured homework rooms during after school. Please make sure your child understands that homework is done during this time.
- Campers are expected to complete their homework at camp during this time. If a camper is picked up earlier than 4:45PM, their homework may not be completed.
- The counselors will check the camper's daily agenda for homework.
- If your child does not have homework on a given day, please make sure they come to camp with a book or quiet activity that they can quietly work on while the other campers are doing their homework.
- We will assist children with homework as much as time and other needs allow. At this time, we do not offer one-on-one tutoring.
- During homework time, campers should remain in their seats and quiet.
- We will verify that all homework is done neatly and will spot check for correctness. Though we hope to have all homework completed at Kids Camp Landrum, we ask parents to review their child's homework at home as counselors will not be checking every answer.
- The only help we cannot accommodate is one on one time with each child such as: individual reading aloud or flash cards. Children will have to complete this at home with their parents.
- As a courtesy, we will contact parents if we see campers are not completing an agenda, or stating they do not have homework for several days, etc. We also ask that you kindly let the front desk know if assignments are being missed.
- Please let your camp director know if you would prefer for your child to complete their homework at home.
- Please See our Electronics Policy on Page 14.

### **Structure: School Year Holiday All Day Camps and School Year All Day Programs**

*All Kids Camp Landrum All Day Programs are subject to be CLOSED if we do not have a minimum of 15 Camper Signups.*

Holiday Camp Weeks and Teacher Workdays at Kids Camp Landrum are designed to give your children a fun-filled experience at camp that also keeps them safe and growing spiritually. Our site contains a craft room, center room, playground, board game room, and a bounce house. Each week campers will have a new weekly theme that inspires their crafts, games, and activities within these rooms.

After morning 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 that is built upon each day.

Please remember that campers are required to pack lunch each day.

On days that we have field trips, we will typically return by 4pm and campers will then have another snack time and can choose their room option until they are called to go home.

Pick up by parents from holiday camp occurs from 4:00pm-6pm. Parents, or approved pickups that you listed on your registration form, must have their Brightwheel check in/check out code for their child in order to pick up from our facility.

#### **Daily Rotations:**

- During rotations, campers are split up by age groups and rotate through each one of our programmed rooms in 30 to 40-minute increments. The programmed activities and crafts done in each room are inspired by the camp theme for the week.
- Age Groups have Devotions Daily.

#### **Field Trips:**

Unless otherwise instructed, Field Trip Fees are included in your tuition.

During holiday camps, Kids Camp Landrum typically offers field trips each week. The field trip will be sent in a Brightwheel Message. ***Camp shirts are required for all off-site field trips for safety.*** The first Camp Shirt is included with your registration fee. All additional camp shirts are \$10 each at the front desk.

# Summer Camp Program

June 2-August 1

Camp is closed the full week of July 4th

## **Structure:** [SUMMER CAMP PROGRAM](#)

The summer camp program at Kids Camp Landrum is designed to give your children a fun-filled week of camp that also keeps them safe and growing spiritually. Each week, campers will have a new weekly themed curriculum that inspires their crafts, activities, games, and daily devotions.

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 that is built upon each day.

Depending upon the field trip for the day, campers will then eat lunch on-site or off-site and participate in their field trip. Field trips typically return by 4pm.

Afterwards, 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 camp occurs from 4:00pm-6pm. Parents must have the check in/check out code for their child in order to pick up from our facility.

## **Field Trips:**

During summer camp, Kids Camp Landrum typically offers a field trip two days a week. The field trip schedule can be found on KidsCampLandrum.com and they will also be sent out through Brightwheel Messages.

- Camp shirts are required for all off-site field trips for safety.
- One day a week is an onsite day! During that day, campers will participate in rotations with their age group. These will consist of games, activities, and crafts that coincide with the weekly theme. These are the only days during summer camp that camp shirts are not required because we are not leaving the site.
- Each week we will have a water day! These typically consist of going to splash pads, or playing water activities on site. Campers should come dressed in their bathing suits for water day under their clothes/camp shirts (if going off site).

- We plan for two field trips each week of summer camp!

**Rotations:**

Rotations are organized activities, games, or activities that are based on our week's theme. Campers are broken into age groups and travel around to each room for 30-40 minutes to participate in that day's "rotations".

- Our site contains a gym, playground, craft room, board games room, arcade room and centers room. We set these rooms up as rotations rooms with each day's new rotation.
- Devotions are done daily by age groups in rotations, and we have chapel as a large group once a week.

**Option Rooms:**

Option rooms are offered as a free choice time for campers during pick up and drop off. Although supervised by staff, it is not a programmed, counselor-led activity time.

- We have a craft room, center room, playground, and a board game room.

## **Policies and Procedures:**

### **Electronics Policy:**

With the rise in E-learning, we understand the importance and value of technology during the school year. Nevertheless, we also understand the dangers that can come with technology.

For all campers in kindergarten through fifth grade, technological devices (tablets, cell phones, computers) can only be used during homework time. If an electronics device is being used during the approved time, the counselor must be able to see the screen. Campers are only allowed to use devices to do homework. Technological devices are not allowed to be used while being transported on Kids Camp Landrum vehicles.

We have a **NO DEVICE** policy for the Summer. If devices need to be brought for after camp purposes, they 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.

Thank you for joining us in encouraging and enforcing these policies with your campers for the safety of all. If campers are caught in the wrong area on their device or at the wrong time, their device will be taken and remain at the front desk until pick up time if the guidelines are not followed by the camper.

We want to remind all parents that we are available to you during the time your camper is at our site! If you need to speak to your child, please send us a Brightwheel message or give us a call at 864-457-4118, and we will be happy to coordinate that conversation! We hope these policies will help encourage more FUN and more SAFETY here at Kids Camp Landrum!

### **Kids Camp Landrum Disaster Plan:**

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

**Fire:** Campers will remain with their counselors in a pre-designated spot in our playground that they have already been drilled on.

**Tornado-After School:** If a Tornado warning is issued while After School routes are being driven, then all drivers and the campers that are with them, will shelter at the closest school available, or at a retail store. After school routes will come to a standstill until the warning is lifted. School will not dismiss any students during a Tornado Warning. All routes will resume as soon as the warning has been lifted. If a Tornado warning is issued when all campers are on site, they will shelter in the safe spot that the site has already been drilled on.

-If a Tornado warning is issued while the students are on site, they will shelter in the safe spot

that the site has already been drilled on in the hallway outside of the student restrooms.

\*Kids Camp Landrum will communicate with parents by an alert on our parent communication software, Brightwheel, and text 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.

- **Emergency Phone Numbers:**

- **Kids Camp Landrum Phone Number: 864-457-4118**

**Inclement Weather** – Kids Camp Landrum follows Spartanburg District 1 for all inclement weather school closings. Kids Camp Landrum will make all decisions regarding being open during inclement weather with the safety of your campers and our staff in mind.

- There are no refunds if Kids Camp Landrum is closed due to Inclement Weather
- Announcements will be made through email, social media, and Brightwheel Messages in the event that camp will be closed.

**Health Policies:**

- If a child shows signs of illness while at camp, he/she may not be admitted or may be sent home. The director will notify parents through a BW Message and/or a phone call. Please make sure you are checking your BW Messages throughout the day and the phone number you have on file with KCL is current.

If a camper is 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 for 48 hours after the initial dose of physician prescribed medication. A temperature of over 100+, a camper that has thrown up, or a child that has diarrhea will require an immediate pick up.

- Kids Camp Landrum 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.
- Kids Camp Landrum employees will administer medication to children only when a parent has completed a **KCL Medication Form**. In addition; 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 into the front desk. **No medication can be onsite unless it has been properly signed in and is stored at the front desk.**

- Kids Camp Landrum **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, pink eye, fifth disease etc.), as it is our responsibility to notify other families of the risk. We follow DHEC's exclusion list and re-entry time for communicable diseases and sicknesses.
- 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 Kids Camp Landrum programs.
- Kids Camp Landrum has a no Nit policy as it pertains to Lice. In accordance with that policy we will not allow campers to attend Kids Club Landrum if our staff finds live lice or nits (eggs) 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, you will be called to pick up your child 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 other camp families. Campers will 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, including COVID.
- If your child has been placed in quarantine by another entity, he/she may not attend Kids Camp Landrum until that quarantine period has been lifted.

#### **Behavior and Correction Policies:**

- The Kids Camp Landrum'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.
- Kids Camp Landrum 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. Children who are physically aggressive, defiant to authority etc. may be allowed to attend on a trial basis. However, we reserve the right to dismiss any child whose behavior hinders the camp experience for others with no refund.



- Kids Camp Landrum does not use corporal punishment.
- Kids Camp Landrum reserves the right for its Directors to suspend a child from their camps at any time for any length of time with no refund.
- If deemed necessary by the Director, a parent will be notified to come and must pick up their child within one hour.
- If a behavior is significant or has become a consistent problem, a Parent Conference will be needed for the camper to continue attending the program. In the Parent Conference we will outline the incident, the steps the child, the parent, and the director will take to help keep this behavior from occurring, as well as the consequences if the behavior continues. This will be documented in our PCR Form. The PCR must be signed by the director and the parent and kept on file.
- Depending upon the behavior, the consequence may be lifted to the previous consequence every two months that a child goes without displaying the problem behavior.



**Thank you for enrolling in Kids  
Camp Landrum and reading  
through our Handbook!**

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