# Camp Wieuca After School

# Parent Handbook

# 2026-2027

3626 Peachtree Road NE
Atlanta, GA 30326
404-467-4252
camp@wieuca.org
www.campwieuca.org

**Mission Statement:**
Camp Wieuca is a ministry branch of Church at Wieuca. Our purpose is to provide children with an engaging and nurturing Christian environment. We strive to show our campers a Christ-like example through growing relationships and fun, meaningful experiences.

**Dates/Hours of Operation:**
Monday - Friday, 2:00 - 6:00 PM; Monday, August 3, 2026 – Thursday, May 27, 2027. Please refer to the last page of this handbook for dates we will be closed. Parents will be notified via email of weather-related closings.

**Schools/Grades Served:**
Serving children in kindergarten through fifth grade. We do not accept Pre-K students.
Transportation provided from: Sarah Smith Primary Campus, Sarah Smith Intermediate Campus, Montgomery Elementary School, and Ashford Park Elementary School. Wieuca Day School Kindergarten students are walked over by their teacher.

**Facilities:**
We have full use of the Camp Wieuca facilities, including an outdoor playfield, blacktop, grassy area, classrooms, basketball court, rock climbing wall, roller skates, and a mezzanine overlook. We also have a game room and arts & crafts room.

**Daily Routine:**
Upon arrival, campers have a play time followed by a snack provided at camp. We also provide a short Bible lesson that focuses on Christian character and values. Homework time is followed by rotational periods of organized activities and games. On Fridays, we do not have homework time, so campers will participate in extended activity segments.

**What makes us different from other after school programs?**
The difference is our staff and style of supervision that separate us from other programs. Our counselors are college or graduate school students who supervise their assigned age group, lead Bible studies, help with homework, and plan activities and games. Getting to know the children and families personally is a top priority – your child will never be just another face at Camp Wieuca!

**Registration process:**
Registration is online at www.wieuca.org/afterschool. Families will choose a tuition plan and schedule. Please email a copy of your child's most current immunization record before school begins. If your child is transported on one of our vans/buses, you will need to complete the Vehicle Emergency Medical Form before school begins. If you no longer need your spot in the program, please email camp@wieuca.org to cancel your registration.

**For new families:** Returning families will have the opportunity to register before we open registration to the public. If very few spots are remaining after that time, we will open a lottery. If our After School groups meet capacity, your child will be placed on a waiting list. Families will be notified via email if space becomes available.

**Payment policies:**
A $50 registration fee per child is due during registration, these fees are non-refundable. Payments are made online by credit card or e-check. You will be charged weekly based on the schedule chosen during registration. **We <u>will not</u> prorate tuition for sick days or any other missed days(sports, clubs, etc.).** We <u>will</u> prorate tuition when Camp Wieuca is closed for holidays ($20 per day) and breaks. It is the parents' responsibility to keep their payment method current. If payment is two months behind without a payment plan in place, your registration will be canceled. Campers must attend at least two days per week to remain enrolled in Camp

Wieuca After School. If your child is absent without notice for two weeks, your registration will be canceled. Additionally, there will be a $50 supplies fee per family, charged at the beginning of each semester.

**Tuition Pricing Plans:**
Full Time Attendance (4-5 days per week) - $105 per week, siblings receive $5 discount
Part Time Attendance (2-3 days per week) - $75 per week, siblings receive $5 discount
We will no longer be offering daily price options. This will be your tuition price for the entire semester. If you wish to make a change to your tuition plan for the second semester, contact head staff at camp@wieuca.org. If you need to cancel your registration during the school year, head staff will need a two week notice before payments are stopped.

**Supervision and ratios:**
The legally mandated ratio for grade school age after school programs of our type is 1:25; our policy is 1:15.

**Check-in procedures:**
Our staff will sign in your child as they load the bus and again when they arrive at camp. If it is necessary for your child to be dropped off, please walk them into the Activities Center/Gym front desk. If your child will not be attending on any given day for which they are expected, it is **imperative** that you contact us at camp@wieuca.org or 404-467-4252 and **inform us of the absence by 1:00 PM**. We also ask that you inform the school of any schedule changes to avoid confusion at dismissal.

**Check-out procedures:**
Check out takes place at the front desk of the Activities Center. You may check out your child any time before 6:00 PM. New families will set up a PIN to access the building. Only people listed on the child's pick-up authorization form will be allowed to sign out. All persons besides the child's parents/guardians should be prepared to show ID upon request. Pick up is considered late after 6:00 PM. A charge of $5 per child for each five minutes, or fraction thereof, after 6:00 PM, will be charged to your account. We reserve the right to increase this fee for anyone who is consistently late. Always contact head staff if your child is going to be picked up late, 404-467-4252 or camp@wieuca.org. We reserve the right to contact the Division of Family and Children Services or the appropriate authorities if your child has not been picked up by 6:30 PM with no communication from parents/guardians.

**Snack:**
Camp Wieuca After School provides a daily afternoon snack for the children. Our snacks meet USDA guidelines in accordance with state law. Please note any dietary restrictions during registration. A weekly menu will be posted. Children are welcome to bring their own snacks, all snacks must be nut free.

**Outdoor activities:**
Weather permitting, we will spend at least one activity period each day outside. If your child needs to be excused from these activities, please speak with head staff.

**Bible study content:**
Camp Wieuca After School is a ministry first and foremost. All campers will participate in lessons and discussions focusing on Christian character and values. All lessons are child and family friendly. Parents are welcome to look at our curriculum – ask head staff for more information.

**Proper attire:**
Head staff reserves the right to determine the appropriateness of slogans and pictures appearing on clothing. Please send your children to camp in closed-toed, athletic shoes. Additionally, there are some activities that require socks, such as roller skating and rock climbing. It is recommended that campers wear play clothing – campers will be playing outside. Please pay attention to the weather – campers will be required to wear jackets on colder days. We ask that younger children bring a change of clothes in case of accidents.

**Outside equipment/personal items:**
Campers may bring their own sports equipment (baseball glove, football, etc), but the staff assumes no responsibility for keeping up with these items. Staff reserves the right to determine the appropriateness of any such items for the camp setting. If your child brings toys, stuffed animals, or any other personal items to camp, staff are not responsible for keeping up with these items. We ask that you keep these items at home, so they do not get lost or cause distractions. Electronics, trading cards, or weapons of any kind are not allowed at camp. Cell phones and smart watches cannot be used while at Camp Wieuca. If you wish to communicate with your child, please call the front desk at 404-467-4252 or email camp@wieuca.org.

**Proper channels to staff:**
Parents are encouraged to get to know the counselors who will be working with your child's group. It is our goal to establish a strong bond between your family and our staff. If the need should arise for you to address a concern that involves a counselor, please be sure to go through our head staff. Please do not directly confront a counselor in the unlikely event that a grievance arises.

**Proper channels to campers/other parents:**
It is necessary to go through head staff to address any concern you have about a camper who is not your child, or if you have a dispute with another camp parent. Please do not confront campers or camp parents with a grievance. Doing so is considered grounds for immediate, nonrefundable nullification of your registration. This policy exists for your own protection, so that we may ensure that disputes are witnessed and properly documented.

**Parental access:**
Parents have access, upon request, to a copy of the state rules for childcare services. Parents have access to the entire Camp Wieuca After School facility at any time during operating hours, always check in first at the front desk.

**Counselor qualifications:**
Senior Counselors must be 18 or older, most are college or graduate school students. Junior Counselors are high school students. They must be motivated to teach Bible lessons and possess the ability to plan fun activities for children. Employment records and references must show an exceptionally strong sense of responsibility and self-direction. All counselors must pass a background check, complete fingerprinting, and participate in ongoing training throughout the year.

**Child welfare:**
You may request a copy of the regulations to which we abide regarding child welfare. We define child abuse as any word or action that is deemed detrimental to a child. This includes, but is not limited to, physical blows; excessively rough handling, physical restraint that is not used to avert emergencies or accidents, berating or demeaning language, and exposure to undue risk.
We take these policies very seriously, because we believe in the right of children to have both learning and play as their primary life concerns.

**Transportation:**
We provide transportation from each elementary school by school bus or 15-passenger vans owned by Wieuca Road Baptist Church. The 15-passenger van is operated by drivers over the age of 21, with specific training and clean driving records. The school bus is operated by drivers over the age of 21 with a valid Commercial Driver's License.

**Bus Behavior:**
We expect all children riding our buses and vans to follow the directions of the driver and bus monitor. All children should remain seated during the duration of the ride. All children should use seat belts when available. All children should talk softly to not distract the driver. All children should keep their hands and feet to themselves. If your child cannot follow these directions, families will need to arrange other transportation.

**Discipline:**
We rely upon parents to follow up with the child at home. We consider the process of camper discipline to be a partnership between the parents and our staff, and we appreciate parents who communicate to their children that the camp staffers are the authority figures in their absence. Making this point in advance is often very helpful in preventing discipline issues before they happen.
Our approach is to use redirection or other methods that include, but are not limited to counseling, time out, writing assignments, and chores. Parents are kept informed of all but the most trivial infractions.
Habitual infractions that present a hazard to other children or have the potential to create a breakdown in program operation, present a more serious concern. We reserve the right to determine the suitability of the child for our environment. In such cases, this is not an act of judgment, but a determination that Camp Wieuca is not the appropriate program for that child. The criteria, in the rare event that we must consider disallowing further admittance to Camp Wieuca After School, are as follows:
1. If a child habitually refuses to acknowledge the authority of Camp Wieuca staff.
2. If the actions of the child present a hazard to others or significantly disrupt program operations.
3. If the parents of the child refuse to acknowledge a pattern of documented serious problems or refuse to partner with Camp Wieuca staff in administering discipline.

In a case where the child in question has subjected others to hazard through their actions, Camp Wieuca staff may disallow the child from the premises after the first infraction. Camp Wieuca staff reserves the right to make determinations regarding the seriousness of any infraction and the level of threat it presents to Camp Wieuca. Camp Wieuca staff accept the responsibility to sufficiently document such infractions. Please know that we make every conceivable effort to work with all campers entrusted to us.

**Explanation of unacceptable behavior:**
All children, parents, and staff at Camp Wieuca After School are expected to refrain from foul language, physical violence, or force or any threat thereof, smoking, consumption of alcohol, use of illegal drugs, inappropriate displays of affection, carrying firearms or other weapons, wearing clothing or slogans on clothing that are considered lewd or distasteful.

**Medication:**
Camp Wieuca staff does not administer medication of any kind to campers without written permission from parents/guardians and doctor's instructions. Campers who require inhalers, insulin, or Epi Pens must keep those medications at the front desk. Those medications must be in the original packaging with the doctor's instructions.

**Exclusion of sick children:**
Camp Wieuca After School complies with state law that requires children who have a temperature of one hundred and one (101) degrees or higher, along with any other possibly contagious symptoms (rash, sore throat, vomiting, etc.) to be sent home. If your child has these symptoms, please do not send him or her to Camp Wieuca After School. Inform head staff if your child has any contagious illness so that we may notify other parents.

**Incidents involving campers:**
Our priority is to avoid incidents and accidents through supervision and organized activity. If a camper is involved in a serious incident or accident outside the realm of what could happen in normal activity, the counselor in charge is required to document what he or she witnessed and turns this in to camp head staff.

Parents will be notified immediately if this is warranted by the seriousness of the situation, otherwise a copy of the report will be given to you when you arrive to pick up your child.
If a child is injured or becomes ill, we will treat him/her with appropriate first aid. If necessary, the child will be transported to the nearest hospital (Children's Healthcare of Atlanta at Scottish Rite). We will notify parents immediately if this occurs.

**Keeping records current:**
We ask for your assistance in keeping your child's record up to date by informing us of any major changes, such as schedule, address, phone numbers, email addresses, people authorized for pick-up, or medical records.

**Special Events:**
Throughout the year, Camp Wieuca will host holiday camps and events. It is our hope that you will take advantage of these events and become an active part of our ministry.
Our facilities are also available for rental for birthday parties or special events.

**Church at Wieuca Activities:**
Stay informed about Sunday morning services and Wednesday evening activities, www.wieuca.org.

**Summer Camp:**
Summer Camp registration begins the first week in February. Children completing Kindergarten through seventh grade are eligible for registration. Summer Camp is full day during the summer. Campers participate in field trips, pool trips, worship, Bible study, team sports, service projects and more!

**Important Dates for After School 2026-2027**

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| Monday, August 3, 2026 | First Day of After School |
| Monday, September 7, 2026 | After School closed for Labor Day |
| Mon-Fri, October 5-9, 2026 | After School closed for Fall Break |
| Tuesday, November 3, 2026 | After School closed for Election Day |
| Mon-Fri, Nov. 23-27, 2026 | After School closed for Thanksgiving Break |
| Friday, December 18, 2026 | Last Day of After School before Winter Break |
| Tuesday, January 5, 2027 | After School reopens after Winter Break |
| Monday, January 18, 2027 | After School closed for MLK, Jr. Day |
| Mon-Fri, February 15-19, 2027 | After School closed for February Break |
| Monday, March 15, 2027 | After School closed for Teacher Work Day |
| Mon-Fri, Apr. 5-9, 2027 | After School closed for Spring Break |
| Thursday, May 27, 2027 | Last Day of After School |

We consider Camp Wieuca After School a partnership with you, and we strive to help your child learn and grow. Please let us know if you have any questions or concerns. We are excited about getting to know you and your child during this school year!

Please reach out to head staff anytime if you have questions or concerns!

Camp Wieuca After School Head Staff:

Joel Mills, Director
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Colleen Beall, Assistant Director
404-467-4252
camp@wieuca.org