



Camper Handbook
Summer 2020

PERMISSION FORM FOR WESTMINSTER ACADEMY SUMMER CAMP 2020

A permission form must be completed for each camper:

Camper name: _____

I, the parent or legal guardian of the above named camper, do attest that I:

- Have received the Camper Handbook; and will help my camper, named above, ascribe to it while he/she is participating in Westminster Academy Summer Camps, for activities both on and off campus.
- Grant my permission for my child to participate in all summer camp activities and that my child does not have any physical, mental health, or other condition that could affect his/her ability to safely participate. Parents are required to bring any such concern to the attention of the Director of Summer Camp.
- Grant permission for my child, in case of injury as a result of camp participation, to be given emergency attention/care by the coaching or counseling staff or any other physician present, and to be conveyed to an emergency medical facility, if needed. I understand that all medical costs that could occur from such conveyance and subsequent treatment are the sole responsibility of the parents/guardians, and I understand that Westminster Academy will assume no liability for the cost of said conveyance or treatment.
- Understand that injuries or illness could occur as a result of participation in camp activities. I understand that these injuries could include minor injuries such as bruises or abrasions, muscle strains, sprains, or broken limbs. I understand that it is possible that a catastrophic injury could occur rendering my son/daughter paralyzed, and that death could also occur as a result of a catastrophic injury.
- Have adequate insurance coverage on the above-named camper to cover medical expenses in the event of camp-related accident or injury
- Allow Westminster Academy to publish photos, artwork, videos, and any other materials created by my child or featuring my child, in both online and printed communication materials for Westminster Academy.
- Authorize Westminster Academy employees to sign my child in and out on my behalf.
- Authorize these additional adults to pick up my child (add as needed; include phone number):
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 -
- Authorize these additional adults to be emergency contacts (add as needed; include phone number):
 -
 -
- Will submit an immunization record to the Director of Summer Camps at least five business days before the start of camp (if you have one on file at Westminster Academy, that is sufficient for camp).

By signing this form I am attesting to the fact that I understand and agree to all conditions set forth on this form and that if I have not understood any information, I have sought and received an explanation, and I am fully aware that I am granting permission for the above-named camper to participate in the Westminster Academy Summer Camp Program.

Signature of Parent or Legal Guardian:

Date:

Signature of Parent or Legal Guardian:

Date:

This form must be signed and returned to the Director of Summer Camps before a camper will be permitted to participate in any summer camp.

Westminster Academy admits campers of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to campers at the school and does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

SUMMER 2020 – COVID19 POLICIES AND PROCEDURES

Please note that, if these policies and procedures conflict with anything found in the remainder of the handbook, the COVID19 Policies and Procedures will supersede the handbook policy for the duration of the pandemic.

Communication:

- Signage:
 - Front doors: COVID symptoms and travel questionnaire
 - Bathrooms: Handwashing and cough etiquette
 - Water fountains/bathrooms: six foot markers
- Training:
 - Require summer camp staff/coaches/teachers to read policy manual and watch COVID symptoms/prevention video
 - Train campers on first day of camp with handwashing, cough etiquette, and keeping distance

Screening:

- Families with high-risk or potentially high-risk campers should consult their child's medical provider to assess their risk and determine if attendance if appropriate
- Temperature checks for staff/coaches/teachers/campers upon arrival; pass/fail record kept
- Questionnaire about symptoms and travel posted for parents to view
 - Have you been in close contact (15 minutes within 6 feet without a mask) with a confirmed case of COVID-19?
 - Are you experiencing respiratory symptoms: cough, shortness of breath, or sore throat?
 - Are you experiencing flu symptoms: chills, body aches, fever (100.0° or higher in the past 72 hours)?
 - Have you had new loss of taste or smell?
 - Have you had vomiting or diarrhea in the last 24 hours?
 - Have you been to a COVID-19 hotspot in the last 14 days?
- Disinfect hands following temperature check
- Restrict access to building to staff/coaches/teachers/campers; no vendors or workers during camp hours

Cleaning:

- Hand sanitizer stations in entry, all classrooms, and in gym
- On top of typical daily cleaning, coaches/teachers to sanitize high-touch areas (door knobs, table tops, sinks)
- Sports equipment sanitized daily both before and after use

Distancing:

- Campers kept with their cohort to prevent mixing of groups
- Room occupancy set to allow for social distancing
- Reduced sharing of sports equipment

- Sports to be conducted outdoors as weather/sport permits
- Campers should bring and use their own water bottles; water fountain use will be restricted only to filling water bottles
- Locker rooms will not be available; campers should come dressed appropriately for their camps
- Campers should bring their own masks. Wear your masks into the temperature checkpoint. Wear a mask when you are in the common areas (front bathrooms, lobby, locker room bathrooms). Space in the gym and classrooms allows for social distancing, so campers are not required to wear masks once they are in their cohort spaces.
- Masks will be worn by staff, coaches, and teachers when social distancing is not possible. Masks will be provided.
- Campers must leave promptly at the conclusion of their camps.

Should someone in the gym become ill:

- Isolate to one room in the gym and make plans to leave/be picked up immediately.

Should someone in the gym be diagnosed with COVID-19:

- Diagnosed individual will not be permitted on campus again until 72 hours fever-free without the use of fever-reducing medications and at least ten days since onset of symptoms.
- Staff and families of all campers will be notified that there has been a positive case on campus and where that individual had been.
- Summer camp operations will be immediately suspended in order to cooperate with the Shelby County Health Department. Rosters of campers with contact information will be supplied to the SCHD upon request.

Policies for individual camps

- **Musical Camp:**
 - Singing to be conducted outdoors with significant space (greater than 6 feet) between campers
 - Choreography designed for social distancing
 - No performance for parents; video of campers produced instead
- **Golf:**
 - Students may practice and play while maintaining at least 6 feet between players
 - Players provide their own clubs and may not share golf carts
- **Soccer:**
 - Group practices will conform to current size recommendations, using social distancing
 - All practice equipment will be sanitized after use
 - Strength and conditioning workouts will be appropriately spaced out
- **Volleyball and Basketball:**
 - Group practices will conform to current size recommendations, using social distancing

- All practice equipment will be sanitized after use
- Strength and conditioning workouts will be appropriately spaced out
- **Cross Country (early practices for Cross Country team):**
 - Individual workouts as much as possible in July
 - Group practices will conform to current size recommendations, running socially distanced
 - Strength and conditioning workouts will be appropriately spaced out

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OVERVIEW OF WESTMINSTER ACADEMY

DEFINITION OF CLASSICAL CHRISTIAN EDUCATION

Classical Christian education is the cultivation of virtue and wisdom by nourishing the soul on truth, goodness, and beauty according to God's Revelation using the classical liberal arts. Its purpose is to train the soul (which is the seat of the mind, will, and emotions) to love that which is worth loving.

MISSION STATEMENT

Westminster Academy offers parents a tool for teaching their children to reason, discern, and apply truth by way of Scripture and the classical liberal arts.

VISION

Our Vision for our Campers: Westminster Academy aims to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God. We desire that they see all learning as under the authority of Christ, seeking to integrate all subjects together in forming a comprehensive biblical worldview. We desire them to recognize cultural influences as distinct from biblical, and to be unwayed by the world, the flesh, and the devil. We aim to find them well-prepared in all situations, possessing truth and knowledge and the ability to decide and act confidently. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; developing a lifelong love of learning, and desiring to grow in wisdom. We desire that they know and love the Lord Jesus Christ and His church, having a heart for the unsaved and the courage to give a defense of the hope that is within them. All these we desire our campers to possess with humility, thankfulness, and gratitude to God.

Our Vision for our Faculty: We likewise aim to cultivate these same qualities in our faculty and to see them well paid so that they may make a career at Westminster Academy. We desire them to be professional and diligent in their work, gifted in teaching, loving their campers, loving their subjects, and most importantly, loving the Lord in front of their campers. We desire that they clearly understand classical education, how it is implemented in their classrooms, and how their work fits into the whole of the trivium; that they possess a lifelong hunger to learn and grow; and that they have opportunity to grow in their gifts and skills and to be refreshed and renewed. We desire to see them coach and mentor new staff. We desire faculty to serve as academic coaches to campers and to identify, nurture, and develop the intellectual, physical, and spiritual gifts of campers. We look to see them continue to mature in Christ, to participate joyfully in Christian community through the local church, and to grow in their knowledge of God and the Scriptures.

Our Vision for our Parents: Westminster Academy functions under the principle of *in loco parentis*, under the delegated authority of the parents. We believe that the parents are the primary educator and as a school, we partner with them in training up a child in the way he should go. Therefore, we aim to cultivate in our parents a sense of responsibility for Westminster Academy; to see them well informed about the goals and methods of classical Christian education. We desire our parents to grow with the school and to be involved in and excited about the educational journey of their children. We recognize our own rightful authority in curriculum, policy, and discipline as an independent classical Christian school while also recognizing and respecting the God-given authority of parents over their children, particularly in matters of secondary doctrine and issues pertaining to Christian liberty. Therefore, in the construction of our policies, we want to take care always to acknowledge rather than undermine parental authority. We desire to partner with parents to demonstrate to all our campers

the body of Christ living joyfully and graciously together in Christian community, and worshiping and serving together in local churches.

Our Vision for Memphis: Finally, in our relationship with our community, we aim to be witnesses for Christ by building caring and joyful relationships, being ready to give a defense of the hope that is within us. We desire to participate in and serve the Memphis area, showing the love of Christ in all our external dealings with outside organizations, businesses, and other schools. We seek to exemplify the unity of the body of Christ and to develop greater fellowship with churches across Memphis. We seek to communicate the vision of classical Christian education to the greater Memphis community and encourage believing parents to understand and pursue classical education for their children.

STATEMENT OF FAITH

The Statement of Faith adopted by Westminster Academy is a summary of classical reformed orthodoxy.

- **We believe** that the Bible in its entirety is divine revelation, and we submit to the authority of this Holy Scripture, acknowledging it to be inerrantly inspired by God and to carry the full weight of His authority.
- **We believe** in one God: Father, Son and Holy Spirit. He is Creator of all things, omnipotent, omniscient, and omnipresent.
- **We believe** in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. The Father and the risen and ascended Son have sent the Holy Spirit to dwell in the hearts of believers, effecting their regeneration and operating in their sanctification. The same Holy Spirit brings His people together to form a corporate community of believers.
- **We believe** in the spiritual unity of all believers in our Lord Jesus Christ.
- **We believe** that the triune God has established a visible church which is called to live in the power of the Holy Spirit under the authoritative regulation of Holy Scripture, exercising discipline, administering the sacraments, and preaching the gospel of Christ.
- **We believe** that salvation is by grace through faith alone in Christ alone. This faith without its accompanying works is dead.
- **We believe** in the resurrection of both the saved and the lost, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
- **We believe** in an orthodox Christian view of life, identity, marriage and sexual morality in full accord with the Scriptures of the Old and New Testament.
- **We believe** that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. (Ps. 139:13-16)
- **We believe** that our identity as male and female is ordained by God as part of His creation. God created each person male or female and these distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27)
- **We believe** that Adam and Eve were made to complement each other in a one-flesh union. This creation ordinance establishes marriage between one man and one woman as the only proper context for all sexual relations. The New Testament makes clear that this relationship ultimately serves as a picture of the union between Christ and his Church. (Mk. 10:6-9)

We embrace and adopt the essential truths of orthodox Christianity as articulated in the system of doctrine expressed in the creeds of the Protestant Reformation, including *The Westminster Confession of Faith*, *The*

Thirty-nine Articles of Religion, The Heidelberg Catechism, and The Second London Baptist Confession of 1689.

SECONDARY DOCTRINE POLICY

Primary doctrine is the substance of the statements expressed in the Westminster Academy Statement of Faith. Secondary doctrines are doctrinal issues which are not addressed in the Westminster Academy Statement of Faith. Secondary doctrines and issues pertaining to Christian liberty will not be presented as being fundamental to the Christian faith. When these types of issues arise, they will be discussed on an informative, non-partisan level and will be referred back to the family and local church for final authority. Teachers are expected to present all sides of an issue, yet are permitted to state personal beliefs without advocating them.

For instance, that God created the heavens and the earth *ex nihilo*, that He created Adam and Eve as human beings in His image, that they fell into an estate of sin and misery, and that God's promise of a Redeemer is sure fall under the statement of faith and are primary doctrine. Specific creation theories fall into secondary doctrine; these include both old-earth and young-earth theories. Following the guidance of the PCA's Report of the Creation Study Committee, as long as the full historicity of the creation account is accepted, a number of theories fall under the bounds of orthodoxy. Ultimately, campers will be referred back to the family and their local church for final authority.

CONTROVERSIAL SUBJECTS

A controversial subject is one which Christian families and churches commonly consider divisive, where the school has not taken an official position, whether or not the introduction of the topic was planned by the teacher or brought up by a camper.

1. If in the course of teaching a class, a teacher sees that a subject has arisen which he has good reason to believe is controversial, and discussion of that subject will not help him achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all;
2. If a subject arises which the teacher has reason to believe is controversial and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:
 - a. As necessary, instruct the class on the responsibility of Christians to be charitable in debate;
 - b. Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject and encourage further discussion with their parents and/or pastor;
 - c. As appropriate (that is, pertinent to the stated goals of the class), direct the campers' attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as a research paper, guest speakers, reading different authors, etc. The campers shall be strongly encouraged to become knowledgeable of the most widely held views on the topic;
 - d. Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling or poor teaching of controversial subjects;
3. The teacher is to remember that according to Scripture and the objectives of Westminster Academy, he is serving as a role model of a mature Christian adult to the campers and is teaching them how to apply scripture and take all thoughts captive to Christ. As such, teachers are never to enter into an adversarial debate with campers on controversial subjects within the classroom setting. Even though the teacher

may hold strong personal convictions regarding a subject, in light of this policy and sound teaching practices, he is to encourage a gracious and scholarly attitude in the campers;

4. Teachers may express their beliefs on controversial subjects. They must also, when expressing their beliefs, provide balance by presenting opposing views as accurately and fairly as possible, all in humble submission to our Lord.

CHALLENGED MATERIALS POLICY

As it is the goal of Westminster Academy to graduate young men and women who:

- Think clearly and listen carefully with discernment and understanding;
- Reason persuasively and articulate precisely;
- Are capable of evaluating their entire range of experience in the light of the Scriptures;
- Can recognize cultural influences as distinct from Biblical;

Westminster Academy selects written and visual materials that will, at an age-appropriate level, expose campers to the great ideas of Western Civilization, challenge campers' preconceptions, and prompt deep and meaningful discussions. At times, this will mean using the works of faithful Christians; at other times, this will mean using the works of those opposed to God. Challenges to curricular materials or materials stored in the school or classrooms libraries will be handled on an individual basis: contact the division heads for classroom materials or the school librarian for library materials.

PURPOSE AND PHILOSOPHY

Westminster Academy, established in 1995 as a private Christian school, is committed to providing a classical and biblically-based education to young people in primary and secondary grade levels. Education at Westminster Academy is intended to be Christian and classical in philosophy, content, and methodology. Westminster Academy strives to operate as an extension of the family under the assumption that the education of young people is solely the responsibility of parents and the immediate family. Westminster Academy provides a biblically-based curriculum and teaches all subjects as part of an integrated whole with the Scriptures at the center.

Classical Christian Education can be viewed as a series of three concentric circles. While each of the three parts is necessary to this model of education, there is also a hierarchy within it which shapes our priorities at Westminster Academy.

1. Faith

This central component to the model has two aspects. First, faith in the sense of piety is concerned with the proper fear and love of God and neighbor. The overall goal of cultivating virtue in our campers is for the purpose of strengthening their desire to be more like Jesus. All that we do at Westminster Academy is grounded in and motivated by this piety. Second, faith in the sense of what we believe is crucial to all of the disciplines taught. Confessional, orthodox, reformed theology governs and pervades every subject taught.

2. Skills

The goal of education, according to Dorothy Sayers, author of *The Lost Tools of Learning*, is to teach campers to learn for themselves, and this is accomplished by teaching them the tools of

learning – the liberal arts of grammar, logic, rhetoric, arithmetic, geometry, astronomy, and music. As skills, these arts teach the campers *how* to think and *how* to apply knowledge.

3. Content

The skills of learning cannot be taught without subject material, and the camper should be familiar with the best and most significant content available. As a classical school, we give priority to the Western tradition, using classical languages, literature, and history as the “grist for the mill” in teaching the skills of learning. Along with Scripture, we teach our campers Homer, Euclid, Plato, Aristotle and all of their worthy successors throughout history. With a firm foundation in the best subject matter from the past, our campers are better equipped to make sense of the present and make decisions that shape the future.

In addition to Scripture, some of the resources that help to shape Westminster Academy’s model of education are listed below:

- *The Lost Tools of Learning* by Dorothy Sayers
- *Recovering the Lost Tools of Learning* by Douglas Wilson
- *The Seven Laws of Teaching* by John Milton Gregory
- *Poetic Knowledge: The Recovery of Education* by James Taylor
- *The Well-Educated Mind: A Guide to the Classical Education You Never Had* by Susan Wise Bauer
- *Building the Christian Academy* by Arthur Holmes
- *The Idea of a Christian College* by Arthur Holmes
- *A Scandalous Freedom* by Steve Brown
- *Invisible Hand* by R. C. Sproul
- *Wisdom and Eloquence* by Robert Littlejohn and Charles T. Evans
- *The Liberal Arts Tradition: A Philosophy of Christian Classical Education* by Ravi Jain and Kevin Clark

OBJECTIVES

In the teaching at all levels, as well as in athletics, extracurricular activities, and the example set by faculty and staff, Westminster Academy strives to:

1. Encourage and mentor each camper to build a love for learning, provide each camper with the tools of learning, and help every camper achieve his maximum academic potential;
2. Encourage every camper to cultivate a personal relationship with God the Father through Jesus Christ (Matt 28:18-20);
3. Teach all subjects as parts of an integrated whole with the Bible at the center (II Tim. 3:16-17), employing exemplary teachers and utilizing only the highest quality curricula and materials;
4. Provide an environment in which all aspects of school life demonstrate Biblical principles. We desire to use all school-sponsored events to align with our vision and mission and build virtue and Christ-like character into our campers;
5. Teach by way of the seven liberal arts. The seven liberal arts are precisely what the name indicates – arts. These seven “arts”, which were used in Western Civilization for 1500 years from the ancients on, have two broad categories: (1) the Verbal Arts (the Trivium, or “three ways”) and (2) the Mathematical

Arts (the Quadrivium, or “four ways”). In this way classical education differentiates between the “art” (the skill) of a study and the “science” (or formal study) of a subject. In classical education the focus of the Trivium is first and foremost the development of the art of language through literature and grammar. With the focus on language development, the teachers employ a wide scope of great literature in various fields, including fables, the Bible, the stories of history, and other works in other subjects. The goal in these formative years is the development of those skills that aid in formulating and expressing meaningful thought. These skills are Grammar (linking concepts to symbols), Logic or Dialectic (reasoning correctly), and Rhetoric (communicating truth appropriately and persuasively). After training in these skills, the camper is able to apply these arts to all the disciplines, such as science, math, and history, in the pursuit of true understanding and purposeful knowledge. With these “tools of learning,” a camper is trained to pursue wisdom, virtue, meaning, and purpose in all subject areas with the ability to communicate these ideas to the community at large;

6. Provide an orderly, loving, and secure atmosphere of Christian community. In a very real way, when campers, parents, teachers, and staff enter the school, there should be a sense that they are entering a realm of the true, the good, and the beautiful. This must start first and foremost in how we treat and relate to one another. However it extends into what we study, the books we read, the discussions in history, the use of language, the amazing complexity and beauty of creation on both a microscopic level and in the cosmos, the order of nature and the formulas designed into it, and ultimately, man’s effort to recreate beauty in art and music in the image of our Creator God. How we handle these different but ultimately unifying concepts is how we cultivate, train, and order the affections of our campers. We want everyone to feel a sense of the divine at Westminster Academy, that they are living their lives *Coram Deo*, in the presence of a sacred, holy God. We want each camper to know and embrace that they are living in a world filled with divine meaning and purpose.

To accomplish this, truth, goodness, and beauty must be a part of every school day at Westminster Academy. This extends to the rooms and hallways we use throughout the day. Our rooms should not be cluttered or messy. What is on our walls, desks, bulletin boards, and whiteboards should call our campers to think about beauty and know that something that is beautiful, is also true and good. The great works of art and music from the time of the ancient Greeks, through the Renaissance, to the modern age, should adorn our walls and fill our rooms. By incorporating music, art, and a neat and orderly environment throughout the school, we are awakening and cultivating the beauty of Christian culture within our campers. This “hidden curriculum,” in concert with the Western Canon which we teach, cultivates virtue and a lifelong love for the true, the good, and the beautiful.

SUMMER CAMP PROGRAM

SUMMER CAMP MISSION STATEMENT

Westminster Academy offers summer programs for rising JK-12th grade boys and girls from across Memphis. Our mission: to use the summer months to nurture the hearts, minds, and bodies of campers so that they would know the Lord Jesus Christ and worship him with all of their being. Every camp features a devotional time for campers to explore what God says about himself, our world, and how we fit in it. Campers will see God's truth in action through all sorts of camps: sports, service and stewardship, the arts, and technology.

SUMMER CAMP PROGRAM

Program capacity is limited. All programs are filled on a first-come, first-served basis.

PAYMENT AND CANCELLATION POLICIES

Program fees must be paid in full for your child to be considered registered. Payment may be made by credit card. Families registered for the 2020-2021 school year at Westminster Academy may elect to charge their FACTS accounts.

No program will be pro-rated for days missed.

Cancellations must be made via email to Annie Kistenmacher, Director of Aftercare and Summer Programs, five business days prior to the start date in order to receive a refund (less a \$25 cancellation fee). If not cancelled by this deadline, no refund will be given.

Westminster Academy retains the right to modify, suspend, or cancel all elements of the camp program as it deems necessary to respond to acts of God outside its reasonable control, including, but not limited to, natural disasters (e.g. flood, earthquake, storm, lightning, fire, epidemic, infestation); loss or malfunction of utilities, communications, or computer services; governmental regulation or order; civil disturbance or disobedience; terrorism; or threat of terrorism. Such modification or suspension does not release the obligation the individual has to fulfill the payment of registration. Refunds will be issued for camps that are cancelled by Westminster Academy.

COMMUNICATION

Open communication between all individuals is a central tenet of Westminster Academy's culture and values. It is crucial for a small community like ours to be engaged in profitable conversation. We understand the need to be clear in communicating our expectations to parents and campers. When expectations are not communicated clearly, it becomes easier for parties on both sides to become frustrated. Therefore, if parents are unclear or unhappy about anything in the camp community, conversations should be handled in a way that brings dignity to all parties and glory to God.

Whenever an issue arises that causes strife between a parent and camp staff, please refrain from discussing it outside of the parties involved. Gossip is never appropriate nor helpful in Christian community. If a satisfactory resolution does not occur, please see the Grievance Policy for further resolution.

GRIEVANCE POLICY

Camper/Parents to Staff:

1. All concerns about the camp must first be presented to the coach/counselor by the parents, or if the camper is mature enough, by the camper himself. A respectful demeanor is required of both parties at all times.
2. If the problem is not resolved, the parents or camper may bring the concern to the Director of Aftercare and Summer Camps. If the camper brings the concern, it is often appropriate for a parent to be present.
3. If the problem is still not resolved, parents may bring the concern to the Headmaster.
4. If the problem is still not resolved, the parents may appeal the decision to the Westminster Academy Board, through the Headmaster.

Parents to Administration:

1. If parents have a grievance or dispute about the general operation or policy of the camp, they should bring their concerns to the Director of Aftercare and Summer Camps.
2. If there is not resolution, they should bring the concern to the Headmaster.
3. If there is no resolution, they should request a hearing from the Westminster Academy Board.
4. This procedure applies to Board members who are acting in their capacity as parents and not as representatives of the Board.

Volunteers to Administration:

1. If any volunteer has a concern about the volunteer work, he will present that concern to the administrator responsible for his oversight.
2. If the problem is not resolved, then the concern should be presented to the Headmaster, followed by a meeting with him to discuss the concern.
3. If the problem is still not resolved, the volunteer may request in writing a hearing from the Board. The request will be made through the Headmaster.

General: It is understood that if any disputes arise which are not covered by this policy, the Board will decide what procedures to follow.

HEALTH, SAFETY, AND SECURITY PROCEDURES

CAMPUS SECURITY

Doors to the school and gym are kept locked during summer camp hours, except during the high traffic times of drop off and dismissal when they are open and monitored by staff. Campers are instructed not to open security doors.

Parents and visitors will check in and out at the summer camp front desk every time they come to visit. They will receive a parent name tag so that staff will know they are checked in.

FIRE AND TORNADO DRILL GUIDELINES

Fire and tornado drill guidelines and other emergency procedure guidelines are published in a red folder and located in each room close to the door. Emergency procedures are practiced within the first two days of a camp. Campers will not be allowed to use their cell phone or leave campus during a tornado warning.

EMERGENCY CLOSING OF THE SCHOOL

In case of severe weather, Westminster Academy will announce an emergency school closing on the website and to families by their home and cell phones by the automated Parent Alert system. Westminster Academy will not necessarily follow the Shelby County or the Memphis City Schools regarding closings. Families should assume that school will be open unless otherwise notified.

CAMPUS BOUNDARIES

Since we only rent a portion of the Ridgeway Baptist Church campus, we must limit ourselves to specific areas of the buildings. During the summer camp day (8:00-4:00, weekdays during the summer), only campers enrolled in Westminster Academy summer camps may be in the CLC or fields. Campers are restricted to the CLC, playground, and fields where their coaches and counselors instruct them to go. Use of the small playground near the main entrance is prohibited, unless permission is granted by Ridgeway Baptist Church. The purple and gold playground and fields may be used by Westminster Academy families, provided a parent or authorized guardian is supervising. The purple and gold playground and fields are locked at 4:00 p.m. in the summer.

PLAYGROUND WEATHER POLICY

Campers may play outside unless the fields are too wet, the wind chill drops below 32°, or the heat index exceeds 95°.

LOST AND FOUND

A bin is located in the Gym for lost items to be placed. Campers and parents should check the Lost and Found frequently. All clothing items, books, and bags should be clearly labeled with the name of the camper. Items that cannot be identified will be given to charity or disposed.

PETS POLICY

For the safety and health (i.e., allergies) of Westminster Academy staff, campers, and visitors, no dogs or visitor pets are allowed on the Westminster Academy campus without express permission of an administrator. Class

pets in classrooms are not allowed. Service animals are allowed, but administration should be advised ahead of time.

CONTAGIOUS AND SERIOUS DISEASES POLICY

- Campers must be free of fever ($\geq 100.4^\circ$), vomiting, or diarrhea *apart from medication* for 24 hours before returning to school.
- In cases of contagious diseases, especially cases of lice, the camp will notify the parents of the campers in the same camp as the affected camper.
- In case of an unidentified skin rash, the camp may require a doctor's note indicating that the rash is not contagious before allowing the camper to attend camp.
- Westminster Academy defines serious diseases as those diseases which are potentially life-threatening, or which can cause permanent bodily damage, and can be communicated from one person to another (other than genetically). Meningitis, HIV infections, pneumonia, measles, chicken pox or other contagious rashes, tuberculosis, and hepatitis are examples.
- The Headmaster will take every appropriate precaution to reduce the risk of infection of any camper, volunteer, or staff by any known contagious or serious diseases. This may include isolating the camper(s) who may have the disease or have been exposed to it by asking the camper to remain home for a specific, or undetermined, length of time.
- Westminster Academy cannot be held responsible for the communication of any contagious or serious disease.
- Upon receiving reliable information that a camper, volunteer worker, or employee of Westminster Academy has contracted, or has been in contact with, a serious disease, the Headmaster will immediately contact the parents of the affected campers if a camper is involved, and reserves the right to contact local health officials. He may contact the Center for Disease Control in Atlanta, Georgia to obtain more information. Closure of the school may be necessary in extreme cases.

POTTY TRAINING POLICY

All campers must be potty-trained to participate in Westminster Academy summer camps.

ADMINISTRATION OF MEDICATION

Due to the various risks of campers sharing or improperly administering medications, **campers may not keep either prescription or non-prescription medications on their persons or in their backpacks or lockers.** Campers may not self-administer any medication during camp hours or camp activities. All medications, either prescription or non-prescription, will be kept in the office.

Prescription medication will not be dispensed without specific written permission by the parent, accompanied by a doctor's note if the medication is necessary for more than 10 days. All medications will be kept in the summer camp office. If a child must take a prescription medication during camp hours, the parents must administer an initial dose of medication with sufficient time for observation for any adverse reaction prior to the school's dispensing of the medication. A parent or guardian must bring the medication to the camp office in the original container to be administered as ordered, accompanied by the following information:

- Signed, written permission authorizing Westminster Academy to administer the medication to the camper.
- Instructions that include:
 - Camper Name

- Name of Medication
- Date(s) to be given
- Time(s) to be given, or how often
- Dosage (how much), which must include a physician's written direction if different than the recommended dosage
- Date of the request

The parent or legal guardian must also pick up any unused medication. The unused medication will be returned only to the parent or guardian or discarded appropriately by the school in a manner such that no other camper will have access to the medication. The manner of disposal and the person involved will be documented.

Asthma and Severe Food Allergies: Parents should have asthma inhalers or nebulizer medication on hand in the camp office in case their camper has a flare up at camp. Parents should complete the allergy section of the Emergency Treatment form if applicable for their child, and provide a signed form from their doctor if it is necessary for the camper to keep an **epi-pen** on his person rather than the summer camp office. In extreme cases only, campers may be allowed to self-administer **inhalers** if Westminster Academy has been provided with a directive from the physician indicating that if the camper is not allowed to self-medicate, that irreparable harm may be the result. Additionally, a signed waiver releasing Westminster Academy from obligation to monitor the camper's health condition during the school day while self-medicating will be required.

MANDATORY REPORTING

Westminster Academy is committed to preventing harm to children and responding to allegations of harm to children. Everyone in Tennessee is a mandated reporter under state law. Any person with reasonable cause to believe a child is being abused or neglected must, under the law, immediately report to the Tennessee Department of Children's Services or to local law enforcement.

WESTMINSTER ACADEMY HANDGUN POLICY

Westminster Academy strictly adheres to Tennessee and federal law concerning the possession and/or carrying of weapons on campus or at any school-sanctioned event. In compliance with Tennessee Code Annotated Code 49-50-803 the board of Westminster Academy has adopted a handgun carry policy to regulate the carriage of handguns on that portion of the Ridgeway Baptist Church property designated for use by the School and that portion of the property which is actually used and operated by the School (the "School Property").

All persons on the School Property are prohibited from carrying weapons, as defined by T.C.A. §39-17-1309 (including any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes), whether openly or concealed, at any time the Property is being actively used or operated by the School for School purposes or school-sanctioned events, with the following exceptions:

1. Certain employees of Ridgeway Baptist Church approved by the board of Westminster Academy who work in the Church office may carry a concealed handgun, provided they have a valid Tennessee handgun carry permit, the handgun is concealed while carrying, and the handgun is locked in a safe or secured in his/her vehicle when not carrying;
2. Law enforcement officers; and
3. Private security officers employed by the School or Ridgeway Baptist Church.

CARPOOL GUIDELINES AND CAMP TIMES

Potentially the most dangerous times of the camp day are carpool drop-off and pick-up. All campers and parents must comply with written instruction from the school and verbal direction from camp staff who are running drop-off and pick-up to ensure the safety of campers. To minimize the safety threat:

- Be aware of your surroundings. Stay off phones and tablets while the car is in motion.
- Reduce conversation with those running carpool to a minimum.
- Make certain campers are secured in seat belts or completely clear of the vehicle before driving away.
- Do not improvise: These guidelines are written to guard the safety of all campers, families, and Westminster Academy personnel. Follow the procedures as prescribed.
- Report any safety concerns to the summer camp front desk.

DROP-OFF PROCEDURES

Breezeway drop-off

Enter campus by the northernmost entrance. Drive around the back of the church in the lane closest to the fence. Pull under the breezeway closest to the CLC. Camp staff will assist campers to disembark cars and get into the school building safely.

Once campers are clear of the vehicle, drive straight to the exit onto Ridgeway Road. Turning left out of campus is very difficult; consider a route home that will allow you to turn right onto Ridgeway.

Camper drivers

Camper drivers must park in the back parking lot. Enter the northernmost entrance to campus and drive around the back of the church. Camper drivers assume full responsibility for those younger riders in their care and must walk with them into the school building.

PICK-UP PROCEDURES

Enter campus by the northernmost entrance. Drive around the back of the church in the lane closest to the fence. Pull under the breezeway by the CLC and wait for campers to be called. Ensure that campers fasten seatbelts before pulling out straight to the exit onto Ridgeway Road. Consider a route home that will allow you to turn right onto Ridgeway Road.

Campers will not be released to unauthorized adults. If the carpool driver becomes unavailable to drive, the driver must call the summer camp front desk to tell who is the new authorized adult. Parents should communicate with the camp any time someone other than a parent picks up a camper.

CAMP TIMES

Campers may arrive no more than 15 minutes before their camp is scheduled to begin. Campers should be picked up within 15 minutes of the scheduled end time of their camps. There is no provided before or after care supervision of campers. Campers who remain on campus more than 15 minutes after the end of their camps will be charged a \$2.00 per minute late fee.

BEHAVIOR REQUIREMENTS

All Westminster Academy campers are expected to behave graciously, act kindly, seek and grant forgiveness, and serve one another. Living *Coram Deo*, literally before the face of God, is a high standard that must be taught and practiced in all classrooms, activities, athletics, and all school-related events. To this end, campers should be respectful in their interactions and relationships and learn to recognize how their actions, including their speech, affect and impact others. This is not limited to face-to-face or classroom communication, but includes all electronic and social media communication as well. The Lord cares about what pours out of our hearts regardless of the medium. The standard is not whether you think your communications are acceptable, constructive, or positive, but whether the other person is encouraged, built-up, and feels cared for, and most importantly, whether Christ is honored. Westminster Academy campers are to be courteous, kind, and inclusive, and accept constructive feedback and criticism as being essential parts of learning and membership within the Christian community at school. Anything that is communicated that is demeaning, degrading, insensitive, or rude is inappropriate and contrary to what Scripture teaches.

As an educational community, Westminster Academy recognizes that social-emotional development and Christian maturity, as any other subject, takes time to master, and involves mistakes and missteps. As such, parents and camp staff are charged to help campers reflect upon their behavioral choices, especially when these choices hurt, demean, or exclude others, which are all sinful behaviors. That reflection must in turn lead to the Biblical process of forgiveness, repentance, and restoration. In cases of severe or repeated negative behavior that falls short of expected conduct, disciplinary action may be taken. This code of conduct is much broader than a “bullying policy” in that we seek and strive every day for our campers to grow in, and at all times, demonstrate Christ-like behavior. Campers and teachers are to be of one mind and one accord as we endeavor together to live out each day and each relationship to the Glory of God.

PRINCIPLES OF BEHAVIOR (Based on Romans 13:8-14)

Westminster Academy summer camps embrace Biblical principles for living the good life, and coaches and teachers will encourage campers to live in the fullness of gospel truth. Campers will be encouraged to follow these Christian principles with regard to:

God Almighty

- I acknowledge that there is always One who knows and sees all that I think, say, and do (Ps.139:1-4).
- I will strive to live joyfully to His glory (Psalm 118:24).

My Parents

- I will attempt to honor my parents in everything I say and do (Ex. 20:12).
- I will seek to learn all that I can from them (Eph. 6:1-3).
- I acknowledge that I cannot receive what I need in life or godliness without them (Ps. 78:1-8)

My Teachers

- I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers (Rom. 13:1)
- I will seek to do all the work I have been assigned with diligence and integrity (Eph. 5:8-17).
- I will do my utmost to learn as much and achieve as much as I possibly can (Phil. 4:8-9).

My Friends

- I will honor and respect the time, work, and feelings of my fellow campers (Rom. 12:9-18).

- I will model honesty, integrity, kindness, and modesty in my relationships (Phil. 2:3-7).
- I will adhere to Christian standards of behavior in all camp endeavors.
- I realize that disturbances affect everyone at school, and will thus strive for peace (Eph. 4:1-6).

I therefore affirm my personal commitment to uphold these Christian standards, realizing that I will be able to enjoy the privileges of Westminster Academy only so long as I strive to maintain this commitment.

REVERENCE POLICY

In all areas of instruction and related activities, proper respect and consideration of God’s character and Word will be given. Specifically, class songs, skits, stories, and discussions that include references to the name and attributes of the Lord must be consistent with biblical principles. Things to be avoided include:

1. Foolish or trite references to Jesus Christ and His work on the cross;
2. Implying, directly or indirectly, that all the campers are Christians;
3. Emphasis on good feelings or works, versus humble obedience and grace.

For the sake of the campers’ spiritual training and the work of Westminster Academy, joyful encouragement and instruction in reverential knowledge of the Lord is necessary, honored, and respected at Westminster Academy.

CAMPER BEHAVIOR

1. Campers are expected to understand, embrace, and comply with basic Christian standards of behavior and conversation.
2. Campers are expected to respond to directions from teachers with prompt, respectful, and cheerful obedience. Requests from teachers should not have to be repeated.
3. Each camper shall keep his own hands, feet, and objects to himself.
4. Campers are expected to be aware of and avoid the off-limits areas of the building and grounds.
5. Campers are expected to treat all of the school’s materials and facilities with respect and care. This includes all textbooks and library books distributed to the campers. Campers will be charged for lost or damaged textbooks.
6. Campers are to remember that we are guests of Ridgeway Baptist Church and should maintain a respectful and grateful attitude toward church personnel and property.
7. Campers may not chew gum on campus.
8. Campers are to refrain from public displays of affection with other campers.
9. Cell phones and other internet-capable devices are not permitted during the camp day or on field trips without express permission from a counselor or coach.
10. Cameras may only be used with direct permission of a teacher. Pictures taken during camp should not be posted on Facebook or other public sites without permission of those in the photos.

UPPER SCHOOL CAMPER LIFE

Westminster Academy
Camper and Parent Handbook
2019-2020

FIELD TRIPS

Field trips provide an excellent learning opportunity to see real life applications. They are an integral part of many of Westminster Academy summer camps.

By registering for the camp, parents are giving permission for the child to ride in school-provided transportation. This also authorizes medical treatment to be given to the camper in case of injury.

All campers must comply with the July 1, 2004 Tennessee Child Restraint Law when attending a field trip. For all ages a seat belt is required for every passenger.

The behavioral standards that apply to campers on campus also apply to participants in field trips.

STAFF AND CAMPER RELATIONS

Staff members serve as professional, adult Christian role-models before the campers (Titus 2: 7-8). Importantly, coaches and teachers are modelling Christian community to campers. Relationships between staff members and campers are to be friendly and courteous, not familial and intimate. Staff members will be careful that any physical contacts and verbal interchanges with each other and with campers avoid even the appearance of impropriety (1 Peter 2:12).

1. Flirtation, innuendoes, casual disrespect toward authority, excessive familiarity are examples of behavior that will not be tolerated. Necessary and cautionary measures required to limit these behaviors will be taken.
2. Campers should respond appropriately when spoken to by any staff member by answering the staff member respectfully and looking them in the eye when speaking.
3. If it is necessary for a staff member to spend time alone with an opposite-sex camper, it will be arranged that they are easily visible to the public, for example, via an open door, windowed room, etc.
4. Staff members shall not travel alone in a car with one camper.
5. Under no circumstances will a staff member withhold, or promise a camper that he/she will withhold information from the camper's parents. The staff member will do everything within his/her power to encourage open communication between parents and their children. If a camper shares information indicating that his/her well-being or safety may be threatened, the staff member must inform the Headmaster at once and the Headmaster will take appropriate action, keeping parents informed.

WESTMINSTER ACADEMY PRINCIPLES OF DRESS

We live in a culture where personal expression is exalted, beauty is held in question, the good of our neighbor is subordinated to the desires of the individual, and freedom of choice is exalted over virtue and community. It is the desire of Westminster Academy to glorify God in both the character of our campers and the culture of the school. We live in Christian community at Westminster Academy. As ambassadors for Christ to each other and to a watching world, the following principles should guide our thinking about and choice of attire:

1. Our actions, words, and attire should point to the Lord that we serve.
2. Our actions, words, and attire should display a heart of both modesty and humility.

3. Our actions, words, and attire should seek to reflect respectful conformity to our biological gender.
4. Our actions, words, and attire should not seek to exalt the outward beauty of the individual camper, but rather seek to invest in building relationships with all other campers and show them the love of Christ.
5. The actions, words, and attire of older campers should set an example for younger campers of what it means to love the standard and live in community.
6. Our actions, words, and attire should reflect respect toward each other and those in authority over us.
7. As we seek to invest in each other, our actions, words, and attire should support a school culture that requires a decreasing level of oversight as we grow older. This prevents a culture of transactional individualism that requires increased regulation, rules, and oversight and also results in loss of the freedom that we have in Christ. Freedom to do what we “ought” to do to His glory in a grace-filled transformational culture.

In light of the above, we ask that the parents and campers support a manner of dress that is neat, clean, and modest and reflects the classical, Christian, and scholarly image of Westminster Academy.

EATING IN THE CLC

No food is permitted in the gym proper. Campers may eat in the lobby or the snack room. Food may be allowed in classrooms by individual coaches or counselors. Campers are responsible to clean up after themselves.

The vending machines in the CLC are maintained by Ridgeway Baptist Church and are not the responsibility of Westminster Academy Summer Camp staff. Campers are discouraged from using these machines as they are frequently broken. Summer Camp staff will not make change nor refund monies lost in these machines.

CONSEQUENCES

Westminster Academy Summer Camp reserves the right to dismiss (without refund) any camper who poses a significant discipline problem or who is disruptive to the program.

Each coach or counselor will clearly communicate camp expectations with which campers will be expected to comply. Discipline will be administered in light of the individual camper’s problem and attitude. Discipline will include a warning and/or clear instruction before consequences are given. Any offense of a more serious nature merits an automatic visit to the office of the Director of Summer Camps. Such offenses include:

- Blatant disrespect shown to any staff member
- Stealing, cheating, lying
- Rebellion, outright disobedience
- Fighting
- Profane gestures or language
- Vandalism

Repeated office visits or serious infractions may result in dismissal (without refund).