

Day Camper Handbook

Thank you for registering for camp this summer! Please use the checklist below to make sure you're ready for registration and your camper is prepared to have the BEST WEEK EVER!

Checklist for the Parents/Guardians:

Two weeks prior to your camp week:

- Balance Payment** - In order to serve you better and speed up the registration process, please pay your balance in advance through your Ultra Camp account or call the office to make payment. For your convenience, we accept Cash, Check, Visa, Mastercard and Discover.
- Health History Forms** – Please complete the Health History Form online through your UltraCamp account (including electronic parental signature) two weeks prior to check-in. Please know that this form can be updated as the summer goes on if anything changes.

At Monday morning registration:

- Registration** begins at 8:00am on Monday of each camp week and parents should plan to enter the gym along with their camper for drop-off. Please do not plan on arriving early unless you are registered for Before Care which begins at 7:30 a.m.
- Check-In** - The camper and guardian must be present in line when checking in. Please do not allow your camper to join their group until you have checked them in.
- Apple Tree Money** – Our Snack Shop offers a variety of snacks, drinks and souvenirs. You can add money to your camper's snack shop account as well as see their balance online through your main UltraCamp account. You can also add money to their account in the office at any time. If you have a special note regarding snacks, souvenirs or the amount of money that is spent please stop in the office to fill out a slip. If you are sending money to camp with your child, please place it in an envelope marked with their name and hand it directly to a staff member.
- Camper Medications** – Please keep camper medications in their ORIGINAL containers with Doctor's Instructions in a ziplock bag and hand it in at registration. If you have specific concerns or care instructions, please send those in writing.

Drop-off and Pick-Up Procedures during the week:

- Car Line** - Parents should form a carline for afternoon pick-up (beginning at 3:35pm) and morning drop-off (beginning at 8:35am).
- Late Arrivals** – When it is necessary to arrive late to camp, please bring your child into the welcome center to sign-in. Our leadership staff will connect your camper with their group.
- Early Dismissals** – When it is necessary for your camper to leave early from camp, we ask that you notify our staff at morning check-in. If a need arises during the day, please contact the camp office at (570) 333-4098 prior to your arrival and we will do our best to accommodate in a timely fashion.

Friday afternoon departure:

- Good-Bye Party** – Parents are encouraged to attend the Good-Bye Party from 3:30pm-3:45pm each Friday. This program includes a video recapping the week!
- Friday early dismissal** – We will not be able to dismiss your child during the Goodbye Party. You may sign your child out before 3:15pm or after 3:45pm.

Guidelines for the Camper and Parents/Guardians:

- Campers must be signed in and out at drop-off and pick-up by a parent or other authorized person on the account. Parents must notify COH prior to picking up their child for early departure, doctors' visits, etc. Any other adult picking up campers must be verified in writing or through your online registration by the camper's parent/guardian and will need to provide ID at time of pick-up. Late arrivals, (after 9:30am) need to be dropped off and signed in at the Welcome Center.
- Campers are not permitted to bring drugs, tobacco, alcoholic beverages, fireworks, firearms, pocket knives, pornography, electronic devices or cell phones.
- Campers must remain with their group leaders throughout the day.
- Day Campers are to stay out of the residential cabin areas. The gym is the home base for all day campers.
- Campers are to keep all personal items in their backpack which will stay with the camper or be stored in the day camp area locker rooms.
- Please advise your camper to report any injury or illness to their group leader as well as our Camp Nurse.
- Courtesy is to be practiced at all times towards other campers and staff. In other words, campers are expected to treat others as they would like to be treated.
- Illness – Campers should NOT come to camp unless they have been without a fever, nausea or diarrhea for a full 24-hour period prior to coming to camp.
- Campers are not allowed to make or receive phone calls from the camp office unless permission is granted from the Program Manager.
- Camper Dress must be modest:
 - *One piece modest bathing suit for girls. A Full Tankini is allowed.
 - *Please do not wear halters, midriffs, tube tops or any short skirts or dresses.
 - *Shirts and shoes must be worn at all times except for swimming.
- Any form of bullying will not be tolerated. Bullying will be defined as physical, verbal or emotional abuse, hazing or threats. A pattern of continued behavior will result in dismissal.
- Camp Orchard Hill is committed to providing an environment that is free of discrimination and harassment. Actions, words, jokes, sexually graphic language or comments based on an individual's gender, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. A pattern of continual behavior will result in dismissal.

Standard Discipline Strategy

- 1.) *A 1st offense will result in a warning, explanation of undesired behavior, and reference to behavioral expectations.*
- 2.) *A 2nd offense will result in an immediate break from current or upcoming activity (duration of time will depend on the age: ages 4-7 will be 3-5 minutes, ages 8-11 will be 5-7 minutes, ages 12-17 will be 7-10 minutes.) The purpose of this break is to help diffuse the situation and allow for reflection immediately following the offense. A strategy emphasizing personal responsibility will be used (e.g. throwing rocks might result in picking up those rocks and returning them to the correct location).*
- 3.) *A 3rd or repeated offense will result in reporting to the Program Director or Day Camp Manager where a verbal or written contract will be made. Parents will also be notified.*
- 4.) *Continued infractions will result in dismissal from camp.*

Camper Goals and Objectives

Camp Orchard Hill will:

1. Provide opportunities that stimulate the development of each camper.

Campers will have the opportunity to choose their own activities, make friends and discuss the events of their day with their counselors. Counselors will provide positive reinforcement and encouragement to each and every camper.

2. Provide situations for each camper to set goals and challenge themselves while discovering their own abilities.

Campers will participate in a variety of activities that will challenge them and they will learn at least one new skill.

3. Provide opportunities for each child to work together with others in their group.

Campers move and eat together in groups and participate in group activities where they will have the opportunity to discuss their day together and make community building decisions.

4. Help each camper appreciate their natural surroundings and take an active role in the stewardship of our environment.

Campers will have the opportunity to recycle, keep the environment clean and respect the environment by staying on trails, not picking flowers, cleaning up, etc.

What to Bring: (REMEMBER TO LABEL ALL PERSONAL ITEMS!_

Suggested Items:

- A Backpack to keep personal items in
- Water Bottle
- Modest Bathing Suit, Sandals, and Towel. One Piece or Full Tankini for girls.
- Plastic Bag for wet items
- Rain gear if it's rainy
- A jacket or sweatshirt for chilly mornings
- Sunscreen and a hat for sun protection
- Money for their snack shop account.

Optional Items:

- Bible, Notebook and pen
- Insect Repellent
- Camera
- Optional Recreation equipment for special activity days.
 - Fishing Pole and Fishing Gear every day
 - Bikes, Boards & Blades with Helmet and Pads – Specific days to be announced!

In Case of Emergencies

Since the program has no way of determining what each person considers an emergency, the general camp practice is to contact parents when there is concern about a camper's health and/or when a situation is not progressing as expected.

If outside medical attention is necessary, every attempt will be made to notify the parent/guardian prior to treatment and immediately after conclusion of treatment. All contact, successful and unsuccessful, will be documented on the individual's health form.

Camp Orchard Hill Mission Statement:

Camp Orchard Hill exists to meet the physical, emotional, relational and spiritual needs of campers, families and our community through the love of Jesus Christ.