



# 2024 DAY CAMPER HANDBOOK

Thank you for registering for camp this summer! Please use the checklist below to make sure you're ready for drop off each week and your camper is prepared for their BEST WEEK EVER!

**In regard to illness:** It is our priority to provide a healthy and safe experience for all of our campers and staff! We believe the best way to keep our camp community healthy is to focus on prevention. Camp Orchard Hill asks all campers to evaluate their health before arriving for their program and adhere to the following:

- If you have a fever of 100.4 or greater, or have 2 or more of the following symptoms of illness, please remain at home. Symptoms include fever, chills, sore throat, cough, common cold symptoms like runny nose and head congestion or nausea and diarrhea.
- If you experience these symptoms of illness as described above while you are a camper, please notify your counselor and the nurse right away.
- We continue to monitor CDC and PA Dept. of Health guidance for summer camps and will update accordingly.

## Checklist for Parents/Guardians:

### One week (7 days) prior to your camp session:

- Check Your Email!** We'll send an email each Sunday afternoon starting 7 days before camp with helpful reminders broken into two sections...
  - A section of reminders for campers who are arriving in 7 days
  - A section of reminders for campers who are arriving the next day
- Balance Payment** – Full payments will be due 7 days prior to the start of each camp session. Please plan to log in and pay your balance online through your Ultra Camp account. You can also mail a payment to 640 Orange Road Dallas, PA 18612 or call the office to arrange a cash payment. From the dropdown menu on your account, select MAKE PAYMENT and enter your payment info. *Feel free to call the office at any time with questions or to confirm your balance. (570)333-4098 x 100 or [office@camporchardhill.com](mailto:office@camporchardhill.com)*
- Health History Forms** – You likely completed your 2024 Health History update for your camper during registration and won't need to worry about it again. However, you can update this form with new information at any time during the summer. From your main account screen, click on your camper's name in blue. Then scroll down to MY FORMS and select the Health History Form. *If you have trouble accessing your form, please contact us at (570) 333-4098 x100 or [office@camporchardhill.com](mailto:office@camporchardhill.com)*
- Online Camper Medications** – If your camper will need medication during their camp day, please log the medication in your account prior to arrival. From your main account screen, click on your camper's name in blue. Then scroll down and click on MEDICATIONS and MANAGE MEDICATIONS to update medications for our camp nurse. **Please also remove outdated medications.** When you arrive, please give the medication to our check in team in the ORIGINAL container with doctor's instructions inside a Ziploc bag with your camper's name. You may also call the camp office at (570) 333-4098 to speak with our nurse during the day.
- Options Update** – We ask parents to make all updates to their reservations to ensure accuracy. You can make changes to your before care/after care, transportation or trip selections up until 7 days before the start of each session. Log in to your account, select MY RESERVATIONS and then click on the blue session title to see the options currently selected. Click EDIT on the right hand side of the screen in order to change your options, click NEXT until the new option is in your cart and then complete payment to lock in the change. **Trips option close 7 days before the start of each session so that we can book tickets, buses and plan staff ratios. We will not be able to add/remove campers for the trip or provide refunds after the deadline.**
- Snack Shop (Apple Tree) Money** – Our snack shop offers a variety of snacks, drinks and souvenirs and will be open for optional purchases during the afternoon free time. From the dropdown menu on your account, select CAMP STORE and then STORE DEPOSIT. You will be able to add money and view purchases on your camper's account. Please communicate purchase limits to your camper. If you need assistance from our Shop Manager, email [appletree@camporchardhill.com](mailto:appletree@camporchardhill.com) from June 1-August 16.

## Camper Drop-off:

- **Carline check-in** – Morning drop off is from 8:30-9am in a carline format. Campers and parents should remain in the carline and wait for a staff member to assist them with check-in procedures.

- **Bus stop check-in** – Please refer to our Bus Transportation sheet for your specific location and stop times. A Camp Orchard Hill counselor will greet your child and check them in for the day. If you need to send communication or payment to the office, please provide it to the bus check-in team in a sealed envelope with your child’s name on it.
- **Waiting for your BHT or support staff** – All campers and parents can remain in their car and proceed through carline check-in. Once your camper is checked in for the day, let our check in team know that you need to park in the designated spots to wait for your BHT for the day.
- **Communication with the office** – You can give payments or office information to our check-in team in carline or at your bus stop. Please use a sealed envelope marked clearly with your camper’s name. We are also available for questions or concerns via phone call to the office (570) 333-4098 x100 or email [office@camporchardhill.com](mailto:office@camporchardhill.com). We can also set an appointment time to meet with you in person.
- **T-shirts** - Each camper will receive a Best Week Ever t-shirt and can plan to wear their t-shirts for offsite trips!
- **Late Arrivals** – Please plan to arrive to camp by 8:55am to ensure a smooth check-in. Campers select their activities and lunch choices at their cohort meeting in the first 10 minutes of the day and then leave the gym area for their first activity – so it’s important for your camper to arrive on time! If you do arrive late, please pull up to the office door, and wait for a staff member.

## What to Bring: **(WE RECOMMEND THAT YOU LABEL ITEMS WITH FIRST AND LAST NAME)**

- Arrive in play clothes with closed-toed sneakers or crocs and a first application of sunscreen.
- A backpack to carry throughout the day
- A refillable water bottle (Refill stations will be available around camp.)
- Bathing suit, flip flops/water shoes, and towel. One piece or full tankini for girls. Trunks for boys.
- Plastic bag to store wet items
- A jacket or sweatshirt for chilly mornings
- Sunscreen or a hat for sun protection

### Optional Items:

- Bible, notebook and pen
- Insect repellent
- Rain gear if needed
- Camera (not a cell phone or internet enabled)
- Optional Recreation equipment for special activity days.
  - Fishing Pole and Fishing Gear – Specific days to be announced!
  - Bikes, Boards & Blades with Helmet and Pads – Specific days to be announced!

**Lost and Found Request Form** – Please label items with your camper’s first and last name (especially commonly lost items like towels, sweatshirts and water bottles). We will do our very best to return items to your camper! If you do lose an item, you can ask for assistance through our new Lost and Found Request Form (link published in your weekly emails).

## Picking Up Your Camper:

- **Car Line Pick-up** – Please arrive for carline between 3:30pm and 4:00pm. Parents should remain in their car and display the provided name card in their front window. (Cards distributed for new campers each Monday). A staff member will bring your camper to your car.
- **Early Dismissals** – Due to the size of our facility and the number of campers, regular early dismissals cannot be accommodated. On the rare occasion that a camper needs to leave early for a scheduled appointment, please contact the office at [office@camporchardhill.com](mailto:office@camporchardhill.com) to request a pick up time of either 12:30 or 2:30. Early pickups cannot be accommodated after 2:30 because they interfere with our parent carline and bus line up. If you’re arriving for a scheduled early pick-up, pull up to the office and a staff member will bring your camper to the car!
- **Friday closing** – A photo slideshow link will be emailed on Friday afternoons for you to enjoy with your camper! Photos of the week will also be posted to your Ultra Camp account and can be purchased for download. From the dropdown menu on your account, select PHOTO GALLERY and then the appropriate session. Once you have purchased a photo, return to the dropdown menu >> photo gallery to download purchased photos.

## Guidelines and Expectations for the Campers and Parents/Guardians:

- Our check-in and check-out team will verify camper attendance. Parents can make changes to their approved pick-up list via Ultra Camp or request help from the office.

- Campers are not permitted to bring drugs, tobacco, alcoholic beverages, fireworks, firearms, weapons, pocket knives, sharp objects or anything that our staff deems unsafe, pornography, electronic devices or cell phones.
- Campers will be assigned to a group based on the grade they will enter in the fall and should remain with their group for activities and headcounts.
- Campers should keep all personal items in their backpack. Please leave all personal trading items like Pokemon cards, Pop-Its, stuffies and valuables at home so that they don't get lost or unfairly traded. Backpacks can be carried throughout the day or stored in the assigned cohort location.
- Please advise your camper to report any injury or symptoms of illness to their group leader as well as our Camp Nurse right away.
- Please advise your camper to discuss any personal concerns or conflicts with their Cohort Leader or the Day Camp Program Manager right away. Parents may reach out to office directly for help resolving concerns: [office@camporchardhill.com](mailto:office@camporchardhill.com)
- Parents should evaluate camper health and NOT send to camp with fever, coughing, sore throat, runny/stuffy nose, shortness of breath, nausea or diarrhea.
- Camper Dress should be modest and appropriate for each activity:
  - Bathing suits should be one piece or full coverage tankini for girls and trunks for boys.
  - Clothes should be comfortable for high activity, provide full coverage from the shoulder to mid-thigh and be free of graphic images or language. All undergarments should be covered.
  - Closed-toed shoes will be required in certain activities. 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

- *A 1st offense will result in a warning, explanation of undesired behavior, and reference to behavioral expectations.*
- *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 discipline strategy emphasizing personal responsibility will be used (e.g. throwing rocks may result in picking up those rocks and returning them to the correct location).*
- *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.*
- *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 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 teach new skills.*
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.*

## **In Case of Emergency**

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.