



# OVERNIGHT CAMPER HANDBOOK

## Summer 2025

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 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.

### Registration Checklist for Parents/Guardians: Please complete registration tasks online by July 1

- Check Your Email!** This is our main form of communication and we expect to send you a detail email prior to July 1!
- Health History Form** – You likely completed your 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)*
- Balance Payment** – Full payment for your session is due on July 1. Please plan to log in and pay your balance online through your Ultra Camp account. You can also mail a check to 640 Orange Road Dallas, PA 18612. 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 about your balance. (570)333-4098 x 100 or [office@camporchardhill.com](mailto:office@camporchardhill.com)*
- 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)
- Online Camper Medications** – If your camper will need medication during their camp week, please log the medication in your account prior to arrival. Then bring the medication to camp in the ORIGINAL container with doctor's instructions inside a Ziploc bag with your camper's name. Have medication available to hand in during the Sunday registration line. To log medication online, start on your main account screen, then click on your camper's name in blue. Scroll down and click on MEDICATIONS and MANAGE MEDICATIONS to provide the details for our camp nurse.

### Check-In and Check-Out Details:

- Sunday Check In Procedures** Our registration line will be in the *Lakeview Terrace* beginning at 3pm and unfortunately we can't accommodate early check ins. Each camper should be present in line and must be seen by our Health Screeners. (Expect a temp check and basic health questions.) **Please evaluate your health before leaving home. Anyone who has a temperature or other symptoms of illness should not attend camp programs.**
- Cabin Check-In** – Parents/guardians should sign their camper in to the cabin using the counselor clipboard and can help settle their camper in the cabin. Parents will likely be ready to leave camp at 4:30pm.
- Visiting the Nurse** – Medication should be logged online prior to arrival at camp and should be brought to camp in the original packaging. Medication will be turned in during the drive through check in. Parent's can request to speak to the nurse if they need to clarify any medical needs.

**Saturday Check-Out Procedures** – Parent/guardians can arrive at 10am on Saturday morning and should sign their camper out using the counselor clipboard in the cabin. Help your camper pack the car and plan to attend our Closing Camp party for campers and parents. Families will likely be ready to leave camp by 11am.

**Changes for pick up** – Please notify the camp office directly ([office@camporchardhill.com](mailto:office@camporchardhill.com)) or (570)333-4098x100) in the event that you need to pick up your camper for an early departure, doctor visit, etc. Any adult picking up a camper must be listed as an approved pick-up on Ultra Camp or be verified in writing by the camper's parent/guardian. All adults besides the parent/guardian will need to provide ID at time of pick-up.

### Communication While At Camp

**Camper Mail** – You can mail letters or packages to your child with the following address:  
Camper Name | Session | Camp Orchard Hill | 640 Orange Road | Dallas, PA 18612

**Two Way Emails** – Once your camper's session has started, you will be able to purchase a block of 5 emails through your online account. We will print and deliver your emails each night at dinner and scan in your camper's response in their own handwriting the next morning. Instructions on how to do this will be included in your welcome pack at Sunday check-in. **Please note: your camper will receive their first email at Monday dinner and your will receive your first reply on Tuesday morning.**

**Camp Office** – You will be able to reach someone in our camp office during the hours of 8am-5pm daily. Please use the main office phone number at (570) 333-4098 x100 or our main email [office@camporchardhill.com](mailto:office@camporchardhill.com) You can notify us of any changes to your pick up plan or any concerns you may have during the week.

### Camper Guidelines:

Campers should evaluate their health before leaving home and should not attend camp programs if they have a fever of 100.4 or greater or 2 or more of the following symptoms of illness: sore throat, cough, runny nose, achiness, diarrhea, vomiting or shortness of breath.

Campers are not permitted to bring drugs, tobacco, alcoholic beverages, fireworks, firearms, pocket knives, sharp objects or other items deemed dangerous by our staff, pornography or text/internet enabled devices including tablets, games, watches and cell phones.

Campers are expected to follow the camp schedule.

Campers are to be in their cabins from the designated lights-out time until 6:30am except for emergencies.

Male campers will not enter female cabins and restroom area and female campers will not enter male cabins and restroom area.

Cabins are to be kept clean and will be checked daily.

Please advise your camper to report injury or illness to their counselor and to the camp nurse right away.

Courtesy is to be practiced at all times towards other campers and staff.

Campers are not allowed to make or receive phone calls from the camp office unless permission is granted from the Program Manager, Program Director or Executive Director.

Camper Dress should be modest and appropriate for the 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.

## What to Bring: **(REMEMBER TO LABEL ALL ITEMS!)**

### Suggested Packing List:

- Twin Bedding and Pillow (We recommend a fitted sheet plus a sleeping bag or warm blanket)
- Toiletry bag, bin or tote to carry to the Bathhouse (soap, shampoo, toothbrush/paste, etc.)
- Bible, notebook and pen
- Bathing Suit (One-piece suit or full coverage tankini for girls. Trunks for boys.)
- Comfortable clothes for high activity (see above for additional guidelines)
- Sneakers and extra socks
- Poncho or raincoat
- Crocs/Flip Flops for water activities
- Warm sweatshirt or jacket for chilly mornings and nights
- Flashlight
- Bath Towel and Beach Towel
- Sunscreen
- Laundry bag
- Refillable Water Bottle
- Spending Money added to camper's Ultra Camp Store Account

### Optional Items:

- Insect repellent
- Baseball glove, cleats (no metal spikes), Roller blades/Skateboard/Bike w/ helmet & pads, Fishing Pole
- Watch or alarm clock (please no radio alarm clocks or internet/text enabled watches)
- Camera (Not text or internet enabled)
- Stationary and stamps

**Lost and Found Request Form** – Please label items with your camper's name (especially commonly lost items like towels, sweatshirts and water bottles). We will do our very best to return items to your camper before the week is over! If you realize you lost a high value item, you can ask for assistance through our new [Lost and Found Request Form](#).

## Standard Discipline Strategy

- 1.) A 1<sup>st</sup> offense will result in a warning, explanation of undesired behavior, and review of behavioral expectations.
- 2.) A 2<sup>nd</sup> offense will result in a break from current or upcoming activity (duration of time will depend on the age: (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 3<sup>rd</sup> or repeated offense will result in reporting to the Program Director or Program 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 activities, make friends and discuss the events of their day with their counselors. Counselors will work to create a physically, emotionally, relationally and spiritually safe place.

*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. Allow each child to experience group living.*

Campers will live 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 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 a concern about the 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.*