



2026 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!*

Regarding 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.

Checklist for Parents/Guardians: **please review checklist before June 1.**

- ☐ **Check Your Email!** We'll send a welcome email to all camp families with details for the summer. And then an email each Sunday afternoon before your week of camp with activity highlights and a lunch menu for the week!
- ☐ **Balance Payment** – Full payments for camp sessions will be due monthly. June Weeks 1-4 will be due June 1. July Weeks 5-8 will be due July 1. August Weeks 9 and 10 will be due August 1.. Your full session balance will become non-refundable on those dates and will be forfeited if the week is canceled. Please log in to 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. *Call the office at any time with questions! (570) 333-4098 x 100 or office@camporchardhill.com*
- ☐ **Health History Forms** – You completed your camper's Health History update during registration. Please revisit the form to share updates regarding illness, injury or medication. From your main account screen, click on your camper's name in blue. Scroll down to MY FORMS and select the Health History Form. *If you have trouble accessing your form, or need to alert us to a change, please contact us at (570) 333-4098 x100 or office@camporchardhill.com*
- ☐ **Online Camper Medications** – If your camper will need medication (including supplements, vitamins and over the counter) during Day Camp hours, please log the details on your account before June 1. Bring the medication to camp in the ORIGINAL pharmacy container that shows your camper's name and dosing instruction and hand to the carline or bus check-in team. To revisit your list to make updates: From your main account screen, click on your camper's name in blue. Scroll down and click on MEDICATIONS and MANAGE MEDICATIONS to update medications for our camp nurse.

Medication Note For 2026: In order to gather an accurate list of camper medications needed during Day Camp hours, we request that you **log ONLY the medication that our nurse will administer while your child is at camp.** Please remove breakfast, dinner and bedtime meds.

- ☐ **Options Update** – We ask parents to make all updates to their reservations to ensure accuracy. You can make changes to before care/after care, transportation or trip selections until the monthly payment deadline (June 1, July 1 or August 1). 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 side of the screen to change your options, click NEXT until the new option is in your cart and then complete payment to lock in the change.

Options Note for 2026: Trip options will close on the monthly balance deadline 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 this deadline. Please **book early as trips sell out!**

- ☐ **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 from June 1-August 15.

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, payment or medication to the office, please hand it to the bus check-in team 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 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 written info to our check-in team in carline or at your bus stop. Please use a sealed envelope or ziplok bag marked clearly with your camper's name. We are available for questions or concerns via phone call to the office (570) 333-4098 x100 or email office@camporchardhill.com. Our leadership team will always respond promptly and can meet in person when necessary.
- **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. Groups leave the gym area for their first activity – so it's important for your camper to arrive on time to join their group! 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 – Please label items with your camper's first and last name (especially commonly lost items like towels, sweatshirts and water bottles). Lost and found items will be available on a rack inside the gym so that campers can check independently or ask their counselor for help. Parents may also email office@camporchardhill.com for assistance.

Picking Up Your Camper:

- **Car Line Pick-up** – Please arrive for carline between 3:30pm and 4:00pm. For safety and organization, parents should remain in their car, follow the flow of the carline and display the provided name card in their front window. Carline will begin promptly at 3:30 and 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 to schedule a 12:30 or 2:30 early pick-up. 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 photos** – We will share photo highlights of the week directly through email each Friday.

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, alcohol, fireworks, firearms, weapons, pocketknives, 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 personal trading items like Pokemon cards, stuffies, Nerf guns, water guns and other valuables at home so that they don't get lost or unfairly traded. Backpacks can be carried throughout the day.
- Please advise your camper to report any injury or illness to their group leader as well as our 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: (570) 333-4098 x100 or office@camporchardhill.com.
- 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.