

## *Greetings Parents and Campers!*

Thank you for considering sending your child, or yourself, to Horton Center this summer. This guide has been developed to help parents prepare for time at Horton Center; and to help you and your child know what to expect and prevent miscommunications on policies and procedures when camp time comes. Changes and new policies are marked by an asterisk (\*). We are always looking to improve our program and communication so if you have any suggestions please do not hesitate to contact us, or any member of the Outdoor Mission Group.

Faithfully,

**Leslie**

Rev. Leslie Chatfield, Acting Director of Outdoor Ministries, New Hampshire Conference, UCC



## *Summer 2017*

Welcome to Horton Center! Whether this is your first time at camp, or your twentieth, welcome. Horton Center is a ministry of the New Hampshire Conference, which is comprised of local churches. This profoundly beautiful place belongs to us all. We're partnering with pastors, lay leaders, and parents to reaffirm this ministry as an extension of your spiritual home. Horton Center's program and purpose is grounded in the mission of your local church. We are partners in ministry and no matter who you are, or where you are on life's journey, you are welcome here!

*The mission of the New Hampshire Conference of the United Church of Christ Outdoor Ministries is to invite all God's children to experience Christian community in the natural world.*

### Accreditation

Horton Center is accredited by the American Camp Association. Information on accreditation standards can be found at [www.acacamps.org](http://www.acacamps.org).



**Rev. Leslie Chatfield – Acting Director of Outdoor Ministries**

[lchatfield@nhcucc.org](mailto:lchatfield@nhcucc.org)

### **June – August Address**

PO Box J, Gorham, NH 03581

### **Conference Address**

140 Sheep Davis Rd., Pembroke, NH 03275

**Registration questions:** Karen Steelhammer—Administrator 207-724-3200 [karen@pilgrimlodge.org](mailto:karen@pilgrimlodge.org)  
[www.hortoncenter.org](http://www.hortoncenter.org)

**Horton Center – 603-545-9660**

## About Your Child's Time at Camp Leadership

**Camp Leadership - Deans:** Each session at Horton Center is organized by volunteer leaders called deans. Most sessions have two deans who are responsible for recruiting their volunteer counselors and organizing the program and schedule. Because the deans and counselors at HC are volunteers there for your event only, they bring a fresh and exciting feel to each session. Shortly before your session is to begin, you will receive a letter from your deans either by email, or U.S. postal mail. This letter will describe the theme, outline special events, tell you special things to bring, and let you know of any deviation from information in this guide (for example, pick-up time.) Deans' letters are also posted online so if your event is getting close and you haven't received it, check online first, then give us a call.

**Background checks:** Deans are responsible for recruiting counselors for their session. Counselors are then screened and trained by the Horton Center staff. Background checks are performed on all adult deans, counselors and staff members. Counselors meet daily with the deans and a member of the HC staff to discuss camper issues and gain support for particular behavioral issues.

**Counselorships:** A \$50 discount is offered to parents who serve as a counselor (\$25 for the half- week session.) This discount is to be used in the same year as the counseling session and is to be used for immediate family members only. To apply for a Counselorship simply mail in the form at the back of this guide (140 Sheep Davis Road, Pembroke, New Hampshire 03275-3711) or bring it with you.

**Supervision:** Campers are supervised at all times. At each interval campers know what their options are and where they are supposed to be. Sometimes the volunteer counseling staff is in charge and at other times (ie: 'option time') the summer staff are supervising. There are some periods of informal socializing in the lodge or in the compound, but with adults close by. Campers are not allowed to wander the camp alone or without supervision and can be sent home for defying this regulation. Set shower times are supervised by an adult of the appropriate gender sitting outside the shower house within earshot.

## Dropping off and Picking up

**Camp Road -** Please note that the camp road is steep and narrow in some places, but what awaits you at the top is well worth it! Take the road slow, 15mph or less, and make good use of the turn outs on the road. There will be a staff member at the bottom of the road to greet you and give you further instructions. **The camp road is open for two way traffic. Please drive slowly!**

**Drop Off and Pick Up:** Drop off and pick up times are posted in the camp brochure and online. Most sessions register between 2 and 4 pm of the first day and pick up is usually between 9:00am and 10 am on the last day. Any changes will be reported in a deans' letter. *Please drive carefully and slowly* on the Pinkham B and Horton Center road. Staff will assist the traffic flow.

**Dropping off late/picking up early:** Horton Center desires to create a community with all of its participants. Arriving late and leaving early creates gaps in that community that affect all participants. Therefore we expect campers to arrive at the designated time and to stay for the duration of the program. If you cannot make this commitment because of sporting events, vacations or other reasons, please cancel or reschedule your camp experience by calling us. Deposits are non-refundable. (Please note, a few parents with last minute issues like traffic have been concerned that their child would not be accepted if they were a bit late. This is not the case: This policy is about pre-planned missing of a portion of camp.) A camper will be released for his or her own medical health or on the death of a family member.

**Visitation:** Parents, family members and friends of campers are cordially invited to visit during registration and departure only. At other times campers will be fully occupied and family and friends are asked to please refrain from visiting or calling by telephone.

## At Camp

**A Typical Day at HC:** No two days are exactly alike and no two weeks have the exact same schedule. There are, however, rhythms to the day around which most sessions drape their program. Generally the framework of the program looks like this:

7:00 Wakeup bell and compound time

8:00 Breakfast

8:30 Cabin cleanup and chores

8:45 Worship in the outdoor chapel

9:15 Morning watch (5 minutes for young children, 10-15 for older) quiet reflection

9:30 Faith Discovery Groups (small group) curriculum based, group building challenges, worship planning

11:00 All camp games or compound/commons time

12:15 Lunch, singing & camp store open

1:00 Bunk Time (state mandated) nap or lay on the bed reading or writing; Mail delivery

2:00 Option Time (games, rock climbing, swimming, caving, archery, arts and crafts)

3:15 Ice Cream time

3:45 Option time (more activities led by counselors and staff)

5:15 Compound/Commons time (supervised unstructured play/hang out time)

6:00 Dinner and singing

6:30 Vespers

7:15 Evening Program

9:00-10:30 Shalom circle and bed time (earlier for younger campers)

**Camp Store, Ice Cream, and Store Accounts:** The camp store sells postcards and stamps, Horton Center T-shirts, hats, flashlights, memorabilia, and necessary items such as toothbrushes and combs. Started in 2013, all new Horton Center clothing is certified sweat-shop and child labor free! All proceeds from the Horton Center store go directly to support the ministry of Horton Center. No cash is accepted at the store during the week. Parents set up camper store accounts upon arrival. The account is drawn down during the week. On Saturday you will receive any change due. Campers will also have the opportunity to buy an ice cream (a small cone) each afternoon for \$1. **Credit Cards will be accepted in 2017.**

**Mission Project:** Horton Center will participate in a summer long, camp wide mission project. Campers will take part in the mission project through hands-on engagement and learning, with an opportunity to give an offering. Information regarding the mission project can be found on [www.hortoncenter.org](http://www.hortoncenter.org) Your dean's letter will include more information as well.

**U.S. Mail to campers:** Letters from home are encouraged. Please keep letters upbeat and do not focus on how much you miss your camper. **Do not mail candy or food.** Do not send any mail after Thursday's pickup. Address letters this way:

Camper's Name, Name of session (ie: "Middler II"), Horton Center, PO Box J, Gorham NH, 03581

**Email to campers:** Email to campers is available through our online registration system, UltraCamp. Simply click on the "Email" icon on the UltraCamp page, on the upper left side to email your camper.

**Phone Calls and Off-Hour Emergencies:** Phones are available for use by campers only in case of emergency. The camp office number is 603-545-9660. Please do not call the emergency line for administrative or non-emergency reasons. Please do not ask to speak to your camper for non-emergency issues. The camp director and staff are happy to check in with deans and counselors and give you a full report on how your camper is doing. Call the office during business hours for a check in.

**Cabin Request Policy:** One of Horton Center's core purposes is to build community. For this reason, we arrange cabins in a way so that campers from different towns all across New Hampshire will get to know one another. We also recognize coming to camp for the first time can be full of uncertainty. Therefore, elementary (entering grades 3-6) and middle (entering grades 7-9) campers can request to be in the same cabin as one and only one friend on the registration form. The friend you request must also request you. Requesting bunkmates is not available for Senior High (entering 10-post grad) campers.

**Pre-camp Visits:** Parents concerned that their child is nervous or may become homesick can do some things to help the child prepare for camp. A visit to camp ahead of time is the best way for a child to know what to expect. **Please call before you visit.** Coming to camp with a friend is another good idea (although we do not house friends in the same cabin).

**Cell Phones Policy:** Disconnecting from the world of electronics is a necessary part of camp community building. Campers can leave their phones at home, or can ask the office to hold them for the week. **Youth campers are not allowed to possess cell phones or other forms of electronic communication at camp and may be sent home if found possessing a cell phone.** Parents have access to an emergency number (603-545-9660); we will call you if your child is experiencing a challenge in their adjustment to camp. Using cell phones as a watch or a camera is not an acceptable excuse for possession of cell phones at camp. One of Horton Center's main goals is to build community in the presence of one another. Among other issues, cell phones detract from truly being present to one another in the camp community. Camp is also an opportunity for your children and you as a parent to foster growth and resilience by trusting their primary care to the camp staff and counselor. *Please don't give your child permission to break this rule: it is a confusing message and a precedent about how other rules apply to them.*

**Behavior:** Certain behaviors deemed inappropriate, may result in a camper being sent home and the camper's minister being notified. These behaviors include, but are not limited to, fighting; hitting; biting; stealing; destruction of, or intrusion into, another's property; threatening another; defying a counselor or dean; refusal to eat; wandering from established program areas; sexual activity; possession or use of cell phones, possession or use of weapons, alcohol, or illegal drugs; misuse, distribution or concealing prescription or non-prescription medication. Any camper sent home will be reaccepted for an Outdoor Ministries event only after consultation with the Outdoor Mission Group and the Director of Outdoor Ministries.

**Photographs and Publicity:** By registering for camp, campers and parents agree that photographs taken of campers may be used for promotion by the New Hampshire Conference, United Church of Christ including, but not limited to: camp brochures, promotional slide shows, video presentations, CD-Roms sold to campers, the Horton Center website and other Horton Center internet sites.

**Tiered Pricing Information:** Realizing that families have different abilities to pay, Horton Center has instituted a voluntary three-tier fee program.

- Tier 1 is our historically subsidized range and does not reflect all costs of operating our summer camp programs and site.
- Tier 2 more closely accounts for the costs of camp including wear and tear of building and grounds.
- Tier 3 more closely reflects the value of attending camp without subsidies.

Please choose the tier that is most suitable for your family. **All campers receive the same Horton Center experience regardless of what tier is chosen.** For those families that cannot afford Tier 1 additional financial assistance is available to ensure that everyone has the wonderful opportunity to attend camp

**Scholarships:** Many local churches have their own camp scholarship program. Please ask your pastor if such a program is available in your church. Additionally, partial scholarships are also available from the New Hampshire Conference UCC for members of United Church of Christ churches. Application for scholarships are in the back of this guide. **Applications are due by May 15.** Applications received after May 15 will be considered only if funds remain after on-time applications have been disbursed.

**Theme and Curriculum:** Horton Center will draw much of its program from the InsideOut Christian Resources for Outdoor Ministries. Some sessions rely more heavily on this curriculum than others depending on the volunteer leaders (or *deans*). This year the theme, “**Branching Out, Connecting through Christ**” focuses on the work of God within us as communities. The curriculum takes each theme and develops program ideas for age appropriate activities. Usually these themes and Bible verses are used during worship planning and “Faith Discovery Groups”. Some deans weave the themes throughout the day or may not follow this structure closely.

## Medical Forms & Policies

**\*\*Physical Exam and Health Form Requirements:** Please mail the original to camp, and bring copy with you. Send the original to Horton Center Health Form, PO Box J Gorham NH, 03581 at least two weeks prior to arrival. Health forms are available on-line, or will be mailed by request. Please bring a copy with you to Horton Center.

**\*\*EXAM:** A physical examination is required by a licensed physician within the previous TWO years from the start of the camp session.

### WHICH HEALTH FORMS?

- *Parents fill out FORM 1 (3 pages), can be filled out online in UltraCamp. Update YEARLY*
- A doctor’s signature is needed on FORM 2 (within the last two years)
- Only those with inhalers, epi-pens, or other medications that must be kept on their person must fill out **FORM 3**, signed by both a doctor and a parent (New Hampshire State Law)

**DOES MY CHILD’S SPORTS EXAM SUFFICE?** A physical form *signed by a doctor* within the last TWO years that clears the camper for school sports may be substituted **for form 2 only. Parents still must complete FORM 1.**

**Medications:** All medications (including non-prescription medicines) must be turned over to the camp nurse or designated trip leader at registration. Failure to surrender medications to the nurse will result in a camper being sent home without refund. Do not bring common over-the-counter medications such as Tylenol; these are available from the camp nurse. Medications should be in their original container and clearly marked with the camper’s name, the name of the medication, and usage instructions. Unused medications are to be picked up at the end of the week. We recommend you *speak with your doctor* about your child remaining on medications prescribed during the school year while at camp.

**Disclosure of Medical Conditions:** In order for us to help your child have the best experience possible, the Camp Director needs to be aware in advance of any physical, emotional or behavioral needs a child may have. Special arrangements can be made. This information is shared only with those responsible for the care of your child.

**Health Screening:** A camp nurse or doctor will train staff members to perform a brief health screening upon arrival. This includes a few questions, and a check for evidence of head lice.

**Health Care:** A nurse is on duty during all youth camps, with standing orders from a doctor on call. We will attempt to reach parents if an illness or injury requires a visit to our on-call doctor's office or the emergency room. If we cannot reach parents, we will take the camper for treatment and continue to try to reach parents. Parents or guardians are responsible for health care costs should a camper need to be brought to our on-call doctor's office, pharmacy, or the emergency room. Invoices for such visits will be given to parents when they pick up their camper. Parents are responsible for payment directly to the health care provider. At the time the camper is picked up, parents will reimburse the New Hampshire Conference for prescription medication purchased on a camper's behalf.

**Insect Repellent and Sunscreen:** Lyme Disease and other insect-borne illnesses are a risk in any outdoor activity in the state of New Hampshire. Campers need to bring and apply appropriate, non-aerosol insect repellent. Exposure to the sun also carries risk. Campers need to bring and apply sunscreen with an SPF factor of at least 30 before outdoor activities. Please send only sunscreens and insect repellents in non- aerosol containers

**(We know this isn't much fun to read, but my oh my it makes everyone's life easier!)**

### **Policies and Procedures**

**Open Registration Policy:** Anyone may attend Horton Center. Campers do not need to be a member the New Hampshire Conference, United Church of Christ. Rules concerning acceptance and participation in all New Hampshire Conference Outdoor Ministry events are the same for everyone without regard to race, color, sexual orientation, gender, or national origin.

**Payment & Refunds:** There is no refund for campers sent home for illness, homesickness, or discipline. A non-refundable deposit of \$100 for week-long sessions and \$50 for shorter events is required with the initial registration. The balance is due June 10, 2017. We do not accept payment at camp. If payment is not received on time, campers may forfeit their spot to others on the waiting list. If a camper withdraws more than two weeks before the start of a session the deposit will be forfeited, while any additional payments that have been made will be refunded. If a camper withdraws two weeks or less before the start of a session the parent (or adult camper) will be responsible for the full camp fee; no refunds will be made. Please note there is a \$25 fee to switch camp sessions.

**Open Invoices:** Individuals with an unpaid balance from previous years will not be allowed to register until past balances are paid. Payments received will be used to pay open invoices from previous years and not toward registering for new events.

**Event Cancellation:** All events are subject to cancellation due to insufficient registration. If an event is cancelled, full refund of payments (including registration deposit) will be made. Confirmation notices will be sent after a registration is received and accepted. Online confirmation is by way of email.

**Clothing:** Clothing is a form of self-expression that the Outdoor Ministry Board affirms. We are happy with a variety of individual choices, but, for the sake of community and mutual comfort, we have guidelines to assist in choices. Age appropriate undergarments should be worn without being visible. Generally accepted levels of coverage are safe for outdoor activities and the range of temperatures. We do not allow the following on clothing: profanity; images or messages of a sexual nature; pictures of weapons or violent behavior; drug, alcohol or tobacco related material; or any item that degrades others. We may ask campers to change T-shirts that are offensive and explain the reasons behind such a request. It is our hope that everyone will understand the philosophy of mutual respect that inspires this policy and find it easy to comply.

**Personal items:** Campers are free to bring personal items such as musical instruments, (larger instruments usually are left in the lodge), compact discs, and sporting equipment, provided their name is written on the item. The New Hampshire Conference, United Church of Christ is not responsible for lost, stolen or broken items. We recommend writing your name on all items, including clothing.

**Alcohol and Drugs:** Alcohol and other drugs are not permitted at Horton Center or Outdoor Ministries events. Drugs include inhalants such as gas or glue and the misuse of over the counter or prescription medicine. Anyone using or possessing alcohol or illegal drugs or misusing prescription drugs will be sent home immediately and the camper's minister will be notified.

**Fireworks:** Fireworks are not permitted at Horton Center or at New Hampshire Conference Outdoor Ministries sponsored events. Anyone using or possessing fireworks will be sent home immediately and their minister will be notified.

**Smoking:** All camps and events sponsored by the Outdoor Mission Group are tobacco-free.

# IT'S ALMOST TIME FOR CAMP!

## A Quick Review for **Children and Youth** Sessions

<p><b>WHAT TO BRING:</b></p> <ul style="list-style-type: none"> <li>▪ Casual relaxing clothes</li> <li>▪ Warm clothes for cold days and nights</li> <li>▪ Warm sleeping clothes</li> <li>▪ Rain gear</li> <li>▪ Shorts</li> <li>▪ Jeans/pants</li> <li>▪ Sweatshirts</li> <li>▪ Bible</li> <li>▪ Notebook or stationary and pen</li> <li>▪ Bathing suit, a towel &amp; shoes that can get wet</li> <li>▪ Shower shoes</li> <li>▪ Musical instruments</li> <li>▪ 1 nice outfit (not <i>too</i> formal)</li> <li>▪ Bathroom items in an easy to carry bag or Bucket (towels, washcloth, soap, Toothbrush, floss, comb/brush etc.)</li> <li>▪ Sleeping bag and a sleeping pad (like a Thermarest)</li> <li>▪ Pillow</li> <li>▪ Comfortable sneakers/hikers, <b>please NO FLIP FLOPS</b> for safety</li> <li>▪ Flashlight</li> <li>▪ Insect repellent (non-aerosol please!)</li> <li>▪ Sunscreen (SPF 30 or more)</li> <li>▪ 2 Water bottle with camper's name written on them</li> <li>▪ Items listed in your Deans' letter</li> <li>▪ Money for store and mission (look to the right)</li> <li>▪ White T-shirt for tie-dye or other art project.</li> </ul>	<p><b>Personal items policy:</b> Campers are free to bring personal items such as musical instruments, (larger instruments usually are left in the lodge), compact discs, and sporting equipment provided their name is written on the item. The New Hampshire Conference, United Church of Christ is not responsible for lost, stolen or broken items.</p>
	<p><b>The Camp Store</b> Upon arrival there will be a table where you can set up an account for the store. Cash is only accepted at the store during drop off and pick up, not during the week. <b>Mission Project</b> – We encourage campers to bring an offering for our mission project.</p>
	<p><b>For Hike Day:</b></p> <ul style="list-style-type: none"> <li>● <b>Two water bottles – that's right, TWO!</b></li> <li>● Small backpack</li> <li>● Comfortable hikers/sneakers</li> </ul>
	<p><b>Mail:</b> (Please do not send food or candy) Camper's Name, camper's cabin # Horton Center, PO Box J Gorham, NH 03581</p>

**Epi-pens or inhalers:** In order to keep an epi-pen or inhaler with your camper, new state regulations require special forms (in addition to the health form) signed by both parents and physicians. The form is available at: [www.hortoncenter.org](http://www.hortoncenter.org)

**Health Forms:** Your physician signed health forms should be mailed in to: Horton Center Health Form, PO Box J Gorham, NH 03581.

**Head Check:** A health screening including a head check is being performed upon arrival. Thanks for your patience and understanding.

**Please do not Bring:** Cell Phones or other electronic communication devices (campers who bring cell phones may be sent home) alcohol or illegal drugs; weapons (including pocket knives); personal listening devices; electronic handheld games, pets; valuables; jewelry; beepers; computers; fireworks, SCUBA equipment, "healies" skate boards or in-line skates



# Horton Center Scholarship Application

**Due: May 15**

Please check with your local church pastor to see if a HC scholarship is available from the church.

All applications must be **signed by a United Church of Christ minister** (unsigned or incomplete applications will be returned without being processed. If the application is re-submitted and received after May 15 it will be considered a late application.) Scholarships received after May 15 will be considered only if any funds remain after all on-time applications have been processed. *All applications are confidential.*

There are a limited amount of funds for distribution. Please apply only if you are truly in need in order to attend camp. The amount of scholarship offered will be dependent on the number of applications received by May 15. Scholarships do not exceed one third of the camp fee.

Camper Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent/Guardian email: \_\_\_\_\_

Church (include town name) \_\_\_\_\_

Session and Date of session \_\_\_\_\_

Signature of United Church of Christ Pastor (required) \_\_\_\_\_

Name of Pastor & Church \_\_\_\_\_

Number of members in household: \_\_\_\_\_ Annual Household Income: \_\_\_\_\_

Other Scholarships granted (local church, community, etc): \_\_\_\_\_

Amount Requested from NH Conference Scholarship Fund \_\_\_\_\_

Parent/Guardian, or Adult camper signature (required) \_\_\_\_\_

Send this completed form to: Horton Center Scholarship Request,  
140 Sheep Davis Rd. Pembroke, NH 03275

**Due May 15**



# Request for a Horton Center Counselorship

**Thank you!** Our program would not exist if not for the incredible gift of time offered by our counselors. Thank you for valuing the ministry at Horton Center enough to offer your time.

**About Counseling:** If you would like to counsel but are not sure how to begin, start by contacting us at camp. ([lchatfield@nhcucc.org](mailto:lchatfield@nhcucc.org) or [karen@pilgrimlodge.org](mailto:karen@pilgrimlodge.org) or 207-724-3200) We'll ask you if you have particular weeks in mind. So what is it like these days to be a volunteer counselor at Horton Center? First and foremost, it's about making sure that each camper is safe, welcomed, and having the best week of their summer. From the start, you'll be supported by the Deans (volunteer leaders, 2 per session), and the staff. You'll go through a training session before camp. **You'll arrive the day before the campers at Horton Center**, to connect with your co-counselors, Deans, and go through additional camp led training. When the campers arrive Sunday, the fun begins! Two counselors stay in each cabin. Counselors go through the day with their campers, sometimes co-leading activities. We make sure you get a rest in the afternoon, after a daily meeting where you check-in with the Deans and counselors. Afternoon and evening program is a blend of counselor led and staff led activities. Being a volunteer counselor at Horton Center is fun, tiring yet energizing, and can have a deep impact on the life of a camper. You'll be asked to read a short book on counseling and take an on-line exam and print out the certification of completion (only the first time you counsel.) You'll also need reference forms and a background check authorization.

**Counseling when your child is at HC:** Some parents hope to counsel when their child is at camp. You know your child, and whether or not this is a good idea for them. We find that for some younger children it works out fine. Middler and Senior High campers usually tend to do better given their own time and space at HC. Unless there are extraordinary circumstances, we will not place your child in your cabin. It is difficult to step out of the role of parent and trying to be a camp counselor to your own child.

**Counselorships:** Counselors do not pay to come to camp! If you have an immediate family member attending camp this summer, you can receive a \$50 Counselorship (\$25 for the half-week long session) toward his or her camp fee. Please, immediate family only. Counselorships are not offered to CIT's and are not to be used for oneself. Counselorships must be applied in the same year that you counsel.

Date: \_\_\_\_\_

Counselor Name: \_\_\_\_\_ Phone \_\_\_\_\_

I am counseling for this session: \_\_\_\_\_

Please apply my Counselorship to (camper's name) \_\_\_\_\_

Attending this session: \_\_\_\_\_

This camper is my: (son, sister etc.) \_\_\_\_\_

Counselor's signature: \_\_\_\_\_

You can mail this form (140 Sheep Davis Rd. Pembroke, NH 03275) or bring it with you to camp. If you're counseling after you camper's session, it is helpful to us to have this form *before* the camper's session begins.