



Summer Camp Parent Handbook



Thank you for registering your child for camp!

As we look forward to summer, our staff are working hard to ensure that your child enjoys their week and camp in a spiritually encouraging and safe environment.

Please take time to read the following information carefully. We will also email more details by the **Friday** prior to your camper's arrival. Contact us with any further questions, either by phone at (269) 815-5527 or by e-mail at fivepines@fivepines.org.

Registration is 7:45-8:30 a.m. on **Monday** of your camp week. **Before arriving**, please be sure you have completed all **necessary forms** in our online registration system.

Bring to camp:

- **Swimsuit & towel**
 - ⇒ For Girls: Modest, One-Piece
 - ⇒ For Boys: No Speedos
- **Sunscreen**
- **Bug repellent**
- **Water bottle** (optional but encouraged for older age groups)
- **Close-toed shoes**

Please do NOT bring:

- **Electronics** of any kind. We are seeking to create a relational, tech-free environment. If you have concerns about contacting your child while they are away, please call our office.
- **Flip-flops** or **sandals**

Remind campers to bring their belongings home daily. We will hold lost items for 2 weeks after your camper's experience. **Five Pines is not responsible for lost or damaged clothing. Please put your camper's name on all items.**

Medications & Health

Your child's completed medication and health forms are **required one week prior to arrival**. Turn in your child's medications or supplements to the Health Officer at registration for the week or daily. Per state law, all medication must be in the **ORIGINAL** container and your child cannot carry medications or supplements with them at camp.

Food Service:

If your child **cannot have** what is on the menu, please make arrangements with the office to **send their lunch with them**. The menu, with further food information, will be included in the email sent just prior to your camper's week of camp.

For overnights bring:

- **Bedding** (pillow and sleeping bag or sheets and blanket)
- **Pajamas**
- **Change of clothes for the next day**
- **Toothbrush & toothpaste**
- **Light jacket or sweatshirt**

Overnight Schedule:

- Kinder Camp: No Overnight
- 1st - 2nd grades: No Overnight
- 3rd - 5th grades: 1 Overnight
 - ⇒ Weeks 1, 3, & 5: Thursday
 - ⇒ Weeks 2 & 4: Wednesday
- 6th - 8th grades (Weeks 2 & 4): 1 Overnight on Thursday

Overnights are optional: For campers who either choose not to stay or who need to leave and return, please contact the office to make arrangements. **Pickup for campers not spending the night will be after campfire at 9:30pm. Other pickup times must be arranged with the office prior to 4:30pm that day.**

Daily Camper Release

Check-out will start at **4:00PM every day except Friday**. Your camper will only be released to “Authorized Pickup Members” designated on the Authorized Pickup Form in the online registration system, and must comply with the following:

- The Authorized Pickup Member must present their **PHOTO ID** every day
- The name of the Authorized Pickup Member **must match** their **PHOTO ID**
- When you arrive, park in the main parking lot and go to the pavilion. Upon signing out the camper, you will receive a tag with the child’s name on it. When it is time to pick up the child, hand that tag to their counselor, and they will release the child to you.
- If you are concerned about an unauthorized person who might try to pick up your child, please contact the office.

Closing Ceremonies

A short program summarizing the campers’ week is held in the pavilion for parents and guests on the last day of camp. This will begin at **1:30pm on Friday and will be about 45 minutes**.

Special Camper Release

If your camper needs to leave and return outside normal check-out times, please **contact our office**. **Photo ID** will still be required for check-out. Returning campers should be brought to the office to be signed back in.

Camp T-Shirts and Group Photos are available as a memento of your camper’s week of camp.

Shirts: Pre-ordering at least **3 weeks prior to camp** is the best way to guarantee a shirt in the size you desire. If stock is available, shirts can be purchased on Monday morning at the registration table or each day at checkout in the pavilion. The cost is \$15 per shirt.

A **Photo** of your child’s camp group is taken on Monday. The cost is \$5 per photo and can be ordered online or at registration. Pre-ordered photos can be picked up on Friday at closing.

Themed Clothing Days

Monday: No Theme (many campers change into their camp shirts for group picture)

Tuesday: Camp Theme (dress according to this year’s theme)

Wednesday: Wacky Wednesday (the goofier the better!)

Thursday: Group Colors (dress in the color of your child’s nametag)

Friday: Camp Shirts

Evaluations

We need your feedback! We will email a link to a brief online survey regarding your child’s camp experience. Thank you in advance for making Five Pines better this way.