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PARENT HANDBOOK

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CAMP CROSLEY

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Camp Crosley YMCA

Our Vision:

To develop, strengthen, and transform the youth, families, and communities we serve.

Our Mission:

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Our Values:

We strive to live out our four core values; Caring, Honesty, Respect, and Responsibility.

Camp Information

Camp Crosley is located in the northwest corner of the state of Indiana, in Kosciusko County, known as lake country. We are just over two hours north of Indianapolis and three hours east of Chicago.

Since 1915, Camp Crosley has positively impacted tens of thousands of campers. Campers and staff alike tell us that Crosley feels like another "home" and that the friendships and memories made here last a lifetime. We are a week-long, traditional, co-ed, overnight camp that serves campers ages 7 –17.

Our camp story is timeless. It's the story of the Ball family turning their personal tragedy into one of belonging for thousands of children for generations to come. The YMCA of Muncie, Indiana had been borrowing this land for years to host camping trips, but in the wake of Clinton Crosley Ball's death, the Ball family decided to set it apart. In their son's memory, they would create a sacred place where children of all ages could learn, grow, and thrive. Our story is one of the heart's awakening when connected to God, nature, and to others. It's the story we believe in telling and living: *Children belong at Camp Crosley*.

Accreditation

Safety is the cornerstone of what we do at Camp Crosley. Our safety standards are designed to meet or exceed the requirements set by the American Camp Association (ACA). Camp Crosley is accredited by the ACA and meet over 300 best practices and standards for health, safety, staff, and program quality to ensure the best outcomes for our campers.

Welcome to Camp Crosley YMCA! We are excited to have your camper/ campers join us this summer. We help campers grow in social skills through making new friends, learning about people from different backgrounds and countries, and bonding with their cabin mates. The information in this guide is *extremely* important. It is our hope this information will help you and your child/children to be prepared for an amazing experience this summer.

Parent Portal

You may log into your Parent Portal account any time of day to access all the services for camp on our website by clicking "Register for Camps." Clicking/touching three horizontal lines at the top of the page leads to a menu with all the services necessary for camp. Here is a screenshot of what you see in the Parent Portal:

DOCUMENT CENTER	Document Center: Health, Camper Confidential, and Camper Pick-Up forms
MESSAGE CENTER	Message Center: Purchase and send messages to be delivered to your camper/s
CAMP STORE +	Camp Store: Add deposits & monitor purchases
	Online Store: Order items to be delivered at camp
PHOTO GALLERY	Photo Gallery: View or purchase photos to download directly to your device
Forms	

All forms, but *especially* the <u>Camper Medical History</u> form need to be as accurate as possible so we have the most up-to-date information on your camper/campers. Please include any of your camper's health concerns, medications, or allergies on this form. The <u>Camper Confidential</u> Form gives us more information on who your camper is and what works best for them to feel comfortable while they are at camp. Forms are found in the Document Center and may be updated until online registration closes, one week prior to the start of the session.

Allergies

Please disclose your camper's allergies on the <u>Camper Medical History</u> form. In order to best care for campers with severe allergies, we ask you to not send snacks containing peanuts or tree nuts. To coordinate with camp staff about your camper's food allergies, contact our Food Services & Hospitality Director at: **renee@campcrosley.org**.

Checklist

After registering for camp:

- Read through this Parent Handbook to familiarize yourself with camp life.
- Double check your registration date/session (mistakes have happened).
- Make sure all parents/guardians are listed in the Parent Portal under "Account Members" along with their contact information.
- List two alternate contacts in "Non-Account Members" on the Camper Pick Up form in case of emergencies.

Two weeks before your session:

- If your camper/s will take medicines while at camp, make sure there are just enough doses for the session in the **original** container; do not send the entire container full of medications, and do not use a container other than the original one the medication was prescribed in.
- If your camper has food allergies, contact Renee Beaver, Food Service Director, at: renee@campcrosley.org.
- Complete any necessary changes on the forms *before online registration closes one* week prior to the start of your session.
- Review the packing list.

When you arrive at Camp Crosley:

- Please do not arrive for Check-In before your assigned time slot.
- Follow parking lot attendant's direction during your assigned time slot.
- Deliver all medications to our nurses at the Infirmary (located by the Welcome Center)
- Drop off mail and/or packages to the camp Post Office.

Cancellation

If you need to cancel your registration at any time, you can do so through your Parent Portal. If it is due to an illness or injury, medical documentation needs to be provided in order to qualify for a pro-rated refund. However, the registration fees are not refunded as stated in the Cancellation Policy listed below and online:

- The \$100.00 registration fee is non refundable.
- Add-On Specialty Activity fees are non refundable.
- All cancellation requests must be sent in writing; email is acceptable.
- If you cancel more than 4 weeks before your session starts, all fees (except for non -refundable fees) will be refunded.
- Any cancelation less than 4 weeks prior to the beginning of your session will <u>not</u> <u>receive a refund</u>.
- If a camper is unable to complete the session due to a medical issue, a refund will be made on a pro-rated basis.

Camp Store

Camper store accounts are created in advance to cover both the Compass Store and Snack Shack. Parents can monitor store purchases and add funds as needed. <u>At the end of the summer</u>, unspent store balances of \$5.00 or less will be automatically donated to our camper scholarship fund, Crosley 4 Kids; balances greater than \$5.00 may be either donated or refunded to the payment method on file. <u>Please indicate your preference</u> during the registration process by toggling either "Refund" or "Donate" to expedite this process at the end of the Summer Camp season.

PLEASE NOTE:

- The Compass Store carries a variety of branded merchandise such as apparel, bracelets, hats and other novelty items with the Camp Crosley logo. Price of merchandise varies.
- Campers may ONLY use their store account to make purchases. Cashier is unable to accept cash or make change while Camp is in session. We may reach out to you to request an additional deposit if your child has run out of funds.
- The **only time** cash may be used is during Check-Out in the Compass Store. This is also a great time to use the rest of your store account funds in order to avoid having to wait to receive a refund at the end of the season.
- The Snack Shack is available daily, usually during swim time, for campers to purchase savory or sweet snacks and/or beverages. These items are available for purchase in addition to the regular snacks Camp provides.
- When making purchases at The Snack Shack, campers are limited to two food items and one drink per day.
- Items such as candy, ice cream, healthy snacks, pretzels, and sport drinks are available. Prices vary from \$1.00-\$3.00

Online Store:

Another option is the Online Store, which can be accessed through your Parent Portal account. Store bundles can be purchased anytime ahead of 12:00pm on the Friday of your camper's session for delivery directly to their cabin.

Cabin Mate Requests

You make cabin mate requests through your Parent Portal account. To do this, click on your camper's session, scroll down to the bottom to "Additional Information," and to "Cabin Mate Request" to add names. Camp honors up to two **mutually requested** names as long as they are similar in age/grade level. Campers 7-12 years live in Main Camp and campers 13-15 years live in the North Village.

	Pick-up Authorization
	Additional Information
(Cabin Mate Request:
	Edit Information

We only accept two requests as we want to be fair to other campers who may come alone. We do not take cabin or counselor requests.

Clothing

Clothing Guidelines:

We ask for your help in clothing choices brought to camp. This is a safe place, so no clothing with suggestive or political messages. Campers should bring old clothing that can get wet, dirty, or lost without concern.

Appropriate Clothing:

Ensure all clothes are durable and provide sun protection. We recommend tank tops with straps at least an inch thick and shorts that reach mid-thigh. Also, no clothing that has been cut (ex: extended arm holes, large rips in pants, etc.) nor shirts that expose the midriff or "crop tops." Sandals must have back straps for safety purposes. Flip flops are allowed only in the showers.

<u>Just a Note:</u> Many campers and staff choose to wear the following colors to represent each day's emphasized Core Value: red on Monday for Caring, blue on Tuesday for Honesty, yellow on Wednesday for Respect, and green on Thursday for Responsibility.

Swimwear

Our swim area and aquatic activities are very active and can have high impact with the water. As a result, we ask all swim-wear be sturdy to avoid any wardrobe issues, and conservative in nature. For boys, stick to boxer style suits and no brief style Speedo swimsuits. For girls, one-piece swim suits work best. If you choose to pack a two-piece swimsuit, please be sure it is a sturdy suit that will stay intact in water park style conditions. Camp reserves the right to ask campers to add a shirt to their swimsuit if it continues to have issues with staying on. Rash guards may be beneficial to wear underneath camp's required life jackets to prevent chafing.

Add-On Attire

Horseback Riding or Mini Bikes:

Please pack long pants/jeans and closed toed, hard soled shoes. Both of these activities take place in fields or through wooded trails. Western boots are not required for horseback riding, but a pair of **boots with a 1 inch heel is re-quired**. Helmets and other safety gear is provided by camp. Flip flops or Crocs are not acceptable.

Sailing:

Because campers participating in sailing will be spending time in the shallow sections of James Lake, please pack water shoes to protect their feet. Sturdy sandals with backstraps, Crocs, and traditional closed-toe water shoes work well.

Bedding & Linens

You will need to pack a pillow with a pillow case and your choice of a sleeping bag or twin-sized sheets and blankets. You may want to send extra bedding, if you think your camper may have an accident. Limited bedding items are available in each cabin to offer a discreet change of bedding. Two beach towels are nice to have so one towel can be drying on the clothesline while the other is being used.

What to Leave at Home

Cell phones, laptops, digital cameras, tablets, and smart watches are not allowed at Camp to help maintain protection of camper privacy. No alcohol, recreational drugs, tobacco products, vaping devices, chewing gum, or weapons of any kind are permitted.

If it is discovered your camper has any of these items after you leave, the items will be locked up in the office until Check-Out. Please DO NOT send these or other similar items in the mail to your camper.

Scholarships

Qualifying families unable to afford the full cost of Camp may apply for financial assistance made available through generous contributions and ongoing fund raising throughout the year. Please contact the Camp Office for more information and eligibility requirements.

Special Needs

If your camper has special needs, contact our Senior Program Director, Grant Jasper at: **grant@campcrosley.org** prior to registration to evaluate the camper needs. Counselors are encouraging with campers who may need help as long as they are aware of the need. Our programs are not designed for campers who may need significant attention or require one-on-one support.

PARENT CONNECTIONS

Emails

You can purchase a block of 5 emails for \$5.00. These are one-way email messages sent to campers daily (Monday—Friday). These are found in the Message Center. Emails are a way for you to connect with your campers with any updates on pets, siblings, or anything else going on at home. Campers are not able to respond to the emails but they can write letters home. Make sure to pack self-addressed envelopes and writing materials. Remember, postal rates have changed and any mail too thick is charged a higher fee. Paying for Priority Mail doesn't always guarantee quick delivery.

Mail and Packages

Campers love to receive letters! Camp distributes letters, packages, and email printouts after lunch each day. **Friday is the last day** mail and email messages are distributed. Send your mail a week or more prior to the start of camp. Better yet, bring your mail with you along with up to two packages to drop off at the Post Office during Check-In. Make sure the camper's name and cabin is clearly labeled on all mail, like this:

Camp Crosley YMCA

(Camper's Name and Cabin Name)

165 EMS T2 Lane

North Webster, IN 46555

Photos

Our media staff are dedicated and do their best to cover over two hundred campers throughout Camp Crosley each week. Photos are taken daily and uploaded in the evenings. From your Photo Gallery, photos can be viewed or downloaded directly to your device for a fee. The first photos are posted on Monday evenings. Share photos safely with families by sending them a password. Please note that fewer photos are taken during inclement weather.

Online Bundles

Online store bundles are another way to let your camper/campers know you are thinking of them. You can find the Online Store in your Parent Portal account under Camp Store. You can choose a bundle for your camper/ campers, make a purchase, and have the items delivered directly to their cabins the next day. **Friday, after lunch, is the last time** the store bundles are distributed to the campers.

PARENT CONNECTIONS

Emergencies

Camp is prepared for emergencies and our staff rigorously train for them. NOAA weather radios are in all leadership staff residences and staff carry two-way radios. Depending on the situation and in the unlikely event of an emergency, you will be contacted and provided with the latest updated information available. Every session is staffed by licensed, on-site medical professionals who are available 24 hours a day at our Infirmary. Parents/guardians are contacted when there is a temperature of 99.7 degrees or higher, or if a situation is not progressing as expected. If campers become ill, they will be taken to the Infirmary.

Calls are made to Primary Contact first. If there is no response, another attempt will be made to those on the Emergency Contact list. That is why it is best practice to list other names besides the parents names. If it is serious, emergency medical personal will be contacted immediately. If a trip to the hospital or medical clinic becomes necessary, two staff members will accompany your child.

It is the responsibility of parents/guardians for all charges incurred for offsite medical treatments or prescription medications as needed.

For emergencies after 5:30 p.m., parents may call our office and follow the emergency prompts for the Manager On Duty's (MOD) phone number. If there is an emergency at home, parents may call the office at (574)834-2331 to make arrangements with Grant Jasper, Senior Program Director.

Medications

All medications must be turned into the nurses at Check-In; vitamins and any over-the-counter medications included. All medications must be in the original packaging with the camper's name clearly labeled. Campers may carry Epi-Pens or rescue inhalers, but these must be documented and disclosed to our medical staff. **Never** send any unlabeled medications.

Visits

Parent/grown-up visits to camp can be disruptive, especially for campers who are prone to homesickness. For safety reasons, parents are asked not to walk around Camp once Check-In ends. **Never** pick up camper/campers without first checking in at the office. If a visit is needed, please follow these safety protocols.

- Advance notification is required.
- Make sure you are listed on the Pick Up list before arriving.
- Come to the office and sign in the Visitor Log Book.
- Bring picture I.D. into the office.
- When returning a camper, come to the office and sign in the date and time of returning camper.

Check-In

Check-In is Sunday between 2:00–4:15 p.m. Eastern Standard Time. **Approximately 5-6 days before the start of your session**, you will receive an email with your assigned Check-In time slot. It is a drive through process that moves safely and efficiently. Leave luggage in your vehicle until you arrive at the cabin. **Early Check-ins are not permitted**.

Check-In Process:

- <u>First station:</u> confirm campers' names and receive passports. Check availability for any Add-On Activities at Welcome Center.
- <u>Second station</u>: medical check for all campers, regardless of whether they will take medications while they are at camp. Medications include any over-the-counter and/or prescription medications. Nurses review medical history and staff perform lice checks.
- <u>Third station:</u> camp Post Office to drop off mail and up to two packages.
- No pets allowed, unless they are certified service animals.

Add-On Optional Activities:

Add-On Activities (details on page 12) are very limited in availability and fill quickly during the registration process. However, during Check-in, you may register your camper for Add-On activities, if available, at the Welcome Center. It will be added to your account and payment will be required. There are no refunds for any Add-On cancellations and there is no wait list available. When you register, you see the number of spots available and if you don't see the activity it means it is already full.

In the Cabin:

During Check-In, bunks are chosen upon arrival in the cabin. Counselors will greet campers and host get-to-know you games and activities. Campers will unpack and make their own bunks. They will also begin to sign up for their morning activities. Swim tests are not given as camp provides all campers life jackets which are required for entry in the water. After campers have arrived, cabin photos will be taken as a group.

Early Check-Out

If you are planning to pick your camper up early, please write the date and time of the early Check-Out on your passport during Check-In. Hand it to your cabin counselor and let them know before you leave camp. Early Check-Outs may be scheduled **no later than 5:30pm on Friday night**; any later interrupts our Closing Ceremony, which is very important to our campers. **There is no early Check-Out on Saturday morning**.

Morning Activities

Activities are programmed every day for campers in each age group. Campers participate in three, hour-long activity periods each morning. Some of the activities change daily, while others are designed to be weeklong clinics. Campers receive a list of possible activities to choose from and pick their top five activities. Based on rankings, campers will be assigned activities, with no guarantee of all their first choices (the exception is for any paid Add -On Activities). Here is a sample of what type of activities might be available.

Arts & Crafts:

- Camp crafts (beadwork, friendship bracelets, ceramics, etc.)
- Classic arts (drawing, painting, photography, etc.)
- Performance arts (drama, dance, Music Fusion, etc.)

Aquatics:

- Canoeing
- Kayaking
- Stand-up paddleboarding
- Log rolling

Nature:

- Outdoor cooking
- Fishing
- Nature Studies

Sports:

- Target sports (archery, slingshots, hatchet throwing)
- Climbing activities
- Global sports (basketball, ultimate frisbee, disc golf, soccer, etc.)

Add-On Activities

Add-On Activities require pre-registration along with payment. Campers meet in the morning, five days a week, to develop their skills in the activity. Activities are weather permitting. Space is limited and we do not provide refunds for cancellations.

- Horseback Riding: Ages 9+
- Mini Bikes: Ages 10+, need to know how to ride a bike
- Sailing: Ages 10+, need to know how to swim
- "I Tried Scuba:" Ages 10+, need to know how to swim
- Snorkeling: Ages 7+, need to know how to swim
- Waterskiing/Wakeboarding: Ages 9+, need to know how to swim

Cabins

- There are 19 cabins at Main Camp with air conditioning/heating and carpet throughout.
- All Main Camp cabins have bathrooms attached, or within a 30-second walk, with flush toilets, sinks, and showers.
- The North Village has 9 yurts with air conditioning/heating and carpet throughout; bathrooms are located a short walk away.
- Sets of twin sized bunks surround the perimeter of each cabin.
- Space is limited underneath bunkbeds to store luggage. Do not send plastic drawer sets as there is no room in the cabins.
- Cabins have at least 2 cabin counselors per 10-12 campers.
- All staff and campers follow our Rule Of 3. Campers are never alone with staff nor are they ever alone with other campers.

Dining Hall

- Campers on main Camp eat meals in the Dining Hall and, on special occasions, meals are served outside.
- Campers in the North Village eat most meals in the Kiva, but a handful of meals are served outside or in the Dining Hall .
- Meals along with snacks provided are served "family style." These snacks are in addition to the Snack Shack at no extra fee.
- Nutritious food is served and options are offered for those with dietary restrictions.
- Make sure any dietary restrictions are listed on the Camper Medical and Camper Confidential forms.
- Milk, juice, and water are provided at meal times.
- Campers are strongly encouraged to bring refillable water bottles to refill at our water stations.

Camp Life

Once at camp, campers spend more time with their cabin mates than with any other group. They are grouped by gender, age and/or grade level.

Camp is fully programmed all day with the exception of a rest period after lunch time. A sample schedule is available on our website. Rest hour is an opportunity for campers to be on their bunks resting, reading, writing, etc. Campers are encouraged to bring materials for this time, especially paper and <u>self-stamped</u> envelopes for writing home.

Check-Out

Check-Out is on Saturday between 9:00–10:30 a.m. Eastern Standard Time. You will find your Check-Out time slot in the same email that told you your Check-In time slot, sent 5-6 days prior to your session. It is the same drive through process, only in reverse direction.

No early check-outs are available on Saturday.

- First Station: confirm campers' names and medication pick up.
- <u>Second Station</u>: in gravel parking lot for confirmation of name on Camper Pick Up form and match photo I.D.
- Third Station: at cabin to pick up campers along with belongings.
- Final Station: Compass Store for any last minute purchases.

Anyone without proper authorization or identification will not be allowed to check out a camper. The process will come to a stop until a parent can be reached for authorization.

Stay Overs

Campers staying multiple weeks, back-to-back, have the option to add a Weekend Stay Over.

- Only available between weeks 3-4, 4-5, and 8-9.
- Cost \$135.00 and can be added in your account under "Options."
- Includes meals, snacks, laundry services, staffing, and overnight cabin.

Lost & Found

If, during Check-Out, you discover you are missing items, look for the red Lost and Found wagon by the Dining Hall. Another place to look is up at the pavilion where unclaimed items have collected throughout the week.

If you find your camper has forgotten items after arriving home, please notify us as soon as possible, or within 7 days. It is easier to locate the items after cabins have been cleaned before the start of the new session. You may email our Housekeeping Director at: **heather@campcrosley.org** or call the office.

Parent Evaluations

At the end of each week, you will receive an email containing a link to an online survey. This will give you an opportunity to offer feedback that will help us maintain or improve the camp experience.

Packing List

□ Toothbrush & toothpaste (1)

Below is a checklist that can be used to pack your campers' belongings.

- Returning campers may want to bring their bead necklaces and rag if they have one.
- □ T-shirts (6-8) Soap with case and shampoo (1) Shorts (6-8) \square Comb or brush (1) Long pants (2) \Box Shower flip flops (1) \Box Insect repellent (1) □ Jacket (1) Sunblock (1) Rain coat/poncho (1) Sweatshirt (1-2) **OPTIONAL** Bathing suit (2) □ Underclothes (6-8) Back pack (1) \square Socks (6-8) Small clip-on fan (1) Pajamas (1-2) Laundry Bag (1) □ Closed-toe shoes & sandals Stationery w/addressed & stamped envelopes Beach towels (2) \Box White T shirt for tie dying (1) Bath towels & wash cloth (2) Paperback books or puzzle books WATERSKIING, SAILING, SCUBA OR □ Pillow & pillow case (1) SNORKELING □ Sheets & blankets or sleeping bag (1) □ Water shoes (including sturdy sandals, Crocs, etc.) Extra set of bedding if you have a bed Extra bathing suit wetter □ Flashlight w/extra batteries (1) Extra beach towel **HORSEBACK RIDING & MINI BIKES** □ Water bottle (1) □ Sunglasses or hat (1) Extra long pants
- 15

Boots or hard soled shoes with 1" heel

INTENTIONAL PROGRAMMING: CHALLENGERS

Vision:

To develop, Strengthen, and transform the youth, families, and communities we serve.

Mission:

To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

Guiding Principles, Goals and Objectives:

- 1. Exploring Their Role In The Community
 - a. Raggers
 - b. Meals
 - c. Evening Programs
 - d. Crossfires
 - e. Orientation Rotation
- 2. Take Ownership Of Actions
 - a. Raggers
 - b. Orientation Rotation
 - c. Cabin Chats
 - d. Crossfires

3. Have A Positive Influence On Others

- a. Crossfires
- b. Raggers
- c. Graduation
- d. Skill Clinics
- e. Lunch

INTENTIONAL PROGRAMMING: TRAILBLAZERS

Vision:

To develop, Strengthen, and transform the youth, families, and communities we serve.

Mission:

To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

Guiding Principles, Goals and Objectives:

- 1. Strengthen Sense Of Community
 - a. Raggers
 - b. Orientation Rotation
 - c. Lunch
 - d. Chapel
 - e. Cabin Chats
- 2. See Their Intrinsic Value
 - a. Raggers
 - b. Orientation Rotation
 - c. Skill Clinics
 - d. Cabin Chats
- 3. Grow In Confidence Through Teamwork
 - a. Skill Clinics
 - b. Raggers
 - c. Chapel
 - d. Evening Program
 - e. Cabin Activities

INTENTIONAL PROGRAMMING: EXPLORERS

Vision:

To develop, Strengthen, and transform the youth, families, and communities we serve.

Mission:

To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

Guiding Principles, Goals and Objectives:

- 1. Grow In Self Development
 - a. Chapel
 - b. Leathers
 - c. Cabin Chats
 - d. Skill Clinics
- 2. Develop New Skills
 - a. Skill Clinics
 - b. Leathers
 - c. Cabin Activities
 - d. Activity Periods
- 3. Explore Meaningful Friendships
 - a. Cabin Activities
 - b. Leathers
 - c. Lunch/Dinner
 - d. Skill Clinics
 - e. Cabin Chats

INTENTIONAL PROGRAMMING: PATHFINDERS

Vision:

To develop, Strengthen, and transform the youth, families, and communities we serve.

Mission:

To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

Guiding Principles, Goals and Objectives:

- 1. Explore New Interests
 - a. Daily Activities (Activity Periods)
 - b. Leathers
 - c. Cabin Activities
 - d. Evening Programs
- 2. Grow In Independence & Responsibility
 - a. Leathers
 - b. Open Swim
 - c. Meals
 - d. Orientation Rotation
- 3. Make New Friends
 - a. Skill Clinics
 - b. Cabin Activities
 - c. Orientation Rotation
 - d. Leathers
 - e. Cabin Chats