

# Episcopal Conference Center's *Summer Camp Handbook*



ECC

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*We are* **SO EXCITED**  
*to spend the summer with you!*

Thank you for choosing to spend part of your summer at the Episcopal Conference Center. This handbook is your guide to all things camp—from daily schedules and what to bring, to important policies and contact information. We understand how important it is to feel confident and prepared as a family, and this handbook has everything you need to feel ready and excited for the summer ahead. We encourage you to read through it carefully, and feel free to reach out if you have any questions or need assistance. We can't wait to see the smiles, hear the stories, and celebrate the moments that will make this summer special. We look forward to a summer full of adventure, learning, and, most importantly, fun!

Warm regards, ECC Senior Staff

*Sara Clarke, Executive Director*

*Ally Reardon, Camp and Program Director*

*Kaitlyn Costa, Staff and Culture Director*

*The Rev. Drake Douglas, Pastoral Director*

*Joyce Roberts, Resident Manager*

*Lance Roberts, Director of Property Operations*

*Craig Halvarson, Property Assistant Manager*

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**ECC's Mission:** We nurture authentic connections with God, one another, and ourselves that transform lives. We provide a safe community to explore, cultivate, and strengthen faith.

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# Logistics

**Forms:** Prior to arriving at camp, please make sure all forms are completed and up-to-date in your UltraCamp account. If you need to change any information, you can login to your account and update the forms accordingly.

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**Payments:** Unless other arrangements are made, all camp fees must be paid, or scheduled to be paid, prior to arrival at camp.

**Scholarships:** Need-based scholarships are available, and the application can be accessed through the reservation process. Once the scholarship committee has reviewed your application- usually within two weeks of registration- you will be contacted by email.

*If you need assistance or need to apply after registration, please email Sara at [sara@eccri.org](mailto:sara@eccri.org).*

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**Cancellation Policy:** Registration fees are refundable up to thirty (30) days before the start of the program.

No reduction, refund or allowance will be made for late arrival, dismissal or withdrawal of a camper.

If there are special circumstances surrounding your cancellation, please contact Sara at [sara@eccri.org](mailto:sara@eccri.org).

# Health, Food, and Safety

**Health Center:** The Health Center is located at the back of the main house on the first floor of the wing. A Nurse is on staff each week to support our campers and staff. Families have the opportunity to meet the Nurse during registration.

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**Medications:** Please be sure all medications are up-to-date in your UltraCamp account prior to registration day. We do ask that you continue your campers regular medication schedule as prescribed by a physician while at camp. All medication must be in its original container and handed to the Nurse upon arrival, with clear instructions from either a physician (prescriptions) or from the parent/guardian (over-the counter) on use.

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**Illness:** If a camper is sick, their counselor will bring the camper to the Health Center for the Nurse to determine next steps. If the Nurse determines the camper needs to go home or be treated by a doctor, either the Nurse or Camp Director will call contact you. We make our best effort to keep campers at camp, as long as their illness/injury is treatable in a 24-hour period.

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**Food Allergies/Dietary Restrictions:** If your camper has allergies or dietary needs, our Resident Manager, Joyce, provides allergy and/or dietary-friendly options.

*For more information about meals, please call the office at 401-568-4055.*

# Housing



**Cabins:** Campers stay in red, yellow, or green cabins around our property. Cabins house 8 - 10 campers with 2 to 3 counselors in each. Campers are housed by age groups.

**The Wing:** We accommodate up to 28 guests in single, double, and triple occupancy rooms of the Main House. These rooms house our adult summer staff, visiting staff, and are used during Family Camps.

**Friend Requests:** If your camper is coming with a friend, you may request, as part of the registration process, to be housed in the same cabin. Both campers must request one another in order to be housed together. While we do our best to honor friend requests, they are not guaranteed. We may not be able to honor friend requests if there is a significant age gap, as campers are generally housed by age. We are unable to accommodate more than 3 friends in the same friend request. Requests must be made at least 7 days prior to the start of the session.

**ECC Inclusion Policy:** Individuals who identify as transgender are allowed to sleep, use the restroom, shower, and participate in alignment with their defined gender identity. In each housing area, private, single use bathrooms are available. We appreciate that every person has unique needs and levels of comfort, and we work with each individual to honor their requests. We protect the privacy of all campers, staff, and volunteers, and therefore, there is no notification to the community about the presence of a transgender camper, staff member or volunteer.

# Behavior & Expectations

**Contacting Parents/Guardians:** The Camp Director determines if a parent/guardian is called. Calls to parents/guardians may be made under the following circumstances:

1. In consultation with the camp nurse, if repeated medical issues or illness arise outside the realm of general camp care indicated at camper registration.
2. In consultation with the counselors, if persistent homesickness is preventing the camper from having the full camp experience.
3. In consultation with the counselors, if behavioral issues are such that the camper or other campers are not enjoying the camp experience.
4. Other calls as deemed necessary by the director.
5. For reasons parents/guardians list in the parent notification section of the campers current health form.

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**If a camper is found to have participated in any of the following activities, they will be IMMEDIATELY sent home: smoking, vaping, drugs, alcohol, possession of any substances or weapons, stealing, violent or dangerous behavior, or bullying.**

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**Electronics Policy:** Cell phones/smart watches/smart glasses/electronics are not allowed at camp. If your child relies on music or a podcast to sleep at night, you may send an old phone/ipod that is not connected to cell service. If a camper is found with a cell phone, it will be brought to the office, and returned to the parent/guardian at pick-up. We appreciate your support and partnership on this electronics policy.

# Packing List

## For ALL Campers:

- Tee Shirts, Shorts, Pants, Sweatshirts, Underwear, Socks, Sleepwear (*Campers often change multiple times a day, so extra clothing is encouraged.*)
- Bathing Suit (2-3)
- Raincoat or Poncho
- Closed-Toe Shoes for the beach path, Sneakers/Sandals for daily wear, Shower shoes (*Crocs are a camp-favorite option!*)
- Bath Towels
- Beach Towels
- Sleeping Bag/Twin Bedding, Pillow
- Toiletries: Soap, Shampoo, Conditioner, Toothbrush, Toothpaste, Deodorant, Hairbrush, Etc.
- Bug Spray and Sunscreen
- Laundry Bag for dirty laundry
- Reusable Water Bottle
- Flashlight
- Camera
- Pre-addressed stamped envelopes
- Battery operated personal fan
- Instrument or prop for talent show (if desired)

## For TEEN Campers:

- Long Pants and Closed-Toe Shoes for ECCU (sneakers or work boots)
- Outfit for camp dance (if desired)

## Please Do NOT Bring:

- Cell phones, smart watches, smart glasses, or other electronics
- Food/snacks/drinks

*\*\*For the safety of all campers, outside food/snacks/drinks are not allowed. ECC provides visits to the camp store free of charge.\*\**

## Please:

- Label all camper belongings to ensure their safe return.
- Pack in suitcases and/or duffle bags.

*\*\*Drawer units are not allowed.\*\**

# Arrival and Departure

**Arrival:** Camper drop-off is from 3:30pm-5:00pm. Upon arrival, you will be greeted by our staff in the parking lot and directed to the check-in table. Each camper receives a name tag, weekly schedule, and cabin assignment. Campers then participate in a health screening and lice check, and leave any medication with the Nurse. After checking in, campers can be driven to their cabin to drop off their belongings.

*\*\*Bridge Camp drop-off is at 11:00am\*\**

**Departure:** Camper pick-up is from 4:30pm-5:30pm. Please be prepared to show a photo ID at pick-up. If you arrive early, we ask that you park in the lot and stay in your car until the gates open. The Nurse and Camp Director will greet you at the gate with any medications and/or electronics that have been held in the office. Authorized pick-ups can then drive to their camper's cabin and sign them out at the designated gate. Please be sure all authorized pick-ups are up-to-date in UltraCamp prior to the last day of the session.

*\*\*Music & Creative Arts Camp departs after Music Camp Madness. Family Camp departs at 11:00am.\*\**

**A Note About Overnight Camp:** Sleeping away from home can be a difficult for a camper at ANY age! Here are some helpful tips before arriving at camp:

- Practice staying overnight - have your camper stay with a trusted friend or family member for a night to prepare.
- Talk about homesickness - name that it's okay to miss home, and brainstorm strategies to help with homesickness.
- Encourage your camper to talk with their counselor about how they are feeling - the more open campers are with their counselors the easier it is for counselors to help them feel better. Let your camper know their counselor is there to help!
- Connect with your camper while they're at camp - Campers love to get mail and letters from home!

*If homesickness occurs for over 24 hours, the camp director will reach out to discuss a plan.*

# The Waterfront at Echo Lake

We are blessed to have an incredible waterfront on Echo Lake!

Campers have the opportunity to swim daily, weather and schedule permitting. The Waterfront Director and a team of lifeguards participate in weekly swim and safety trainings. Our “beach” is licensed yearly by the State of RI, and water quality is tested consistently throughout the summer.



**Swim Test:** During Children and Family Camps, all campers who want to swim in the deep end must pass a swim test led by the Waterfront Director. At our Teen Camps, all campers are allowed to swim in the deep end. However, if a camper demonstrates swimming inability they will be required to remain in the shallow end.

**Kayaking:** The Waterfront Director offers kayaking during most camp weeks and tries to accommodate all campers interested in participating. Kayaking availability changes week to week.

*If you have any questions about the Waterfront, please contact the Camp Director at [ally@eccri.org](mailto:ally@eccri.org)*

# Camp Staff

The ECC Senior Staff work year-round, and consist of the Executive Director, Camp and Program Director, Staff and Culture Director, Resident Manager, Pastoral Director, and Property Team. During the summer, a group of enthusiastic teens, young adults and volunteers come together to provide an incredible camp program!

**Assistant Counselors:** First-year counselors and our newest staff members. They participate in extra training during the summer and have constant support from Head Counselors and Senior Staff.

**Junior Counselors:** Second-year counselors assist in the cabin. They also staff our City Camp program as a way to increase their training.

**Full Counselors:** Third-year counselors! They have gone through two summers of extensive training and are ready to lead the cabin.

**YAS:** Young Adult Staff hold a range of jobs such as head counselor, program assistant, and camper care assistant. They are usually former counseling staff and are a necessary part of our program.

**Kitchen Staff:** A dedicated team of cooks, stewards, and support staff make up the dedicated team who provide meals and snacks all summer long.

**Visiting Staff:** Each week, a group of 7-10 adult volunteers come to assist in planning and implementing the program.

## We asked our staff: What inspired you to join the ECC team?

“ECC has been an integral part of my personal growth, always there for me through the decisions I make and life paths I choose, so I want to give back as much of the constant support I receive to the staff and campers who attend.”

*-Emily, Head Counselor*

“The constant love that resulted in my growth as a person is what strives for me to want to come back. And to continue to give back to a community that has given so much to me.”

*-Nathan, Junior Counselor*

# Daily Schedule

Each session of camp at ECC has a slightly different daily schedule. Here are some of the things that you can expect, no matter which week you attend.

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## **Worship:**

We start each day with Morning Prayer or Eucharist, and end each day with a short evening prayer called Compline. While Morning Prayer and Compline are led by a member of staff, Eucharist is led by the visiting clergy member of the week. In addition to Eucharist, visiting clergy lead Chaplain's Time, where we reflect on the lesson read during the morning service or the summer theme.

## **Body Shop:**

We take about 15 minutes each day to stretch and move our bodies to fun, upbeat music.

## **Free-Time/Camper's Choice:**

Each afternoon, campers get to choose how they want to spend their time, whether it be at the waterfront, making a craft in the pavilion, or bonding with their fellow cabin-mates.

## **Evening Program:**

Each night, campers enjoy a fun program planned by our YAS or visiting staff, such as a carnival, scavenger hunt, movie, dance, or talent show.

## **Entire Camp Clean-Up: *\*\*For Teen Camps Only\*\****

A unique part of our program, cabin groups work together to beautify and care for the community we live in.

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*You can find a more detailed daily schedule for each week of camp on our website. Visit the "Summer Camp" page, and click on the name of the week your camper is attending.*

# FAQ's

## HOW DO I GET MAIL TO MY CAMPER?

**Bins at registration:** We have mail bins available at drop-off where you can leave mail for your camper.

**Mail to Camp:** Please include the campers name and cabin:

Camper Name  
c/o Cabin Name  
Episcopal Conference Center  
872 Reservoir Rd  
Pascoag, RI 02859

**\*\*Please do not mail food to your camper!\*\***

*If mail arrives after your camper has gone home, we will forward to the home address listed on the camper's UltraCamp account. To avoid this, please mail no later than the Monday of the camp week.*

**Email:** New this summer! You can now email letters for your camper to [eccriprogram@gmail.com](mailto:eccriprogram@gmail.com). Please put your Camper's name and cabin in the subject line. We will print the letters and deliver them to your camper. *Please do not send emails prior to the week your camper is attending.*

## CAN MY CAMPER WRITE ME A LETTER?

Yes! We encourage parents/guardians to send their campers with pre-addressed stamped envelopes. This greatly increases the chance of the letter making it to its intended destination!

## HOW DOES THE CAMP STORE WORK?

The ECC Store opens at least once a day for snacks. Please do not send money with your camper as the store is included in your camp fee.\* The store is open during drop-off and pick-up days! ECC merch and snacks are available. We accept cash and credit cards.

*\*During Family Camp, we keep a running list of purchases and charge your UltraCamp account at the end of the session.*

## WHAT IS CITY CAMP?

Since 1982, ECC has provided a free day camp to families in the Olneyville section of Providence. ECC Staff travel to Providence and go on daily field trips, including two weekly visits to ECC. City Camp currently operates for three one-week sessions. Each summer, we look forward to seeing ECC and City Camp enjoy the camp magic together!