



WESTVIEW  
*on the james*

# Summer CAMP 2026



PARENT HANDBOOK



# Welcome to



## Westview's Mission:

Creating a place apart to grow with God in every season.

## Westview's Vision:

Playing outdoors. Building community.  
Transforming lives.



Please make sure that  
all required forms are  
completed in  
UltraCamp 7 days  
before the start of  
your camper's session.





# Drop Off Times

By last name of transporting family

**2:00pm: A-E**

**2:30pm: F-L**

**3:00pm: M-S**

**3:30pm: T-Z**

**All Mini Camp Drop off is  
4:00pm on Tuesday**



## Check-In

You will be greeted at the front gate where a counselor will check-in your camper and inform you of which hogan your camper is staying.

Health staff will also check to make sure you completed your camper's health screening form. This is when you will drop off any camper medication to Health Staff.

After check in, you will move down into camp to drop off your camper at the hogan.

Please spend only about 15 minutes assisting your camper in setting up his or her bunk, take a quick picture and a hug goodbye and leave knowing your camper is about to have a fantastic week. We find this helps a camper begin to get acclimated with camp life.

**\*We understand Fido is a member of the family too, but Westview prefers that you do not bring your pet to camp.**

**If you must, please keep your pet leashed at all times.**

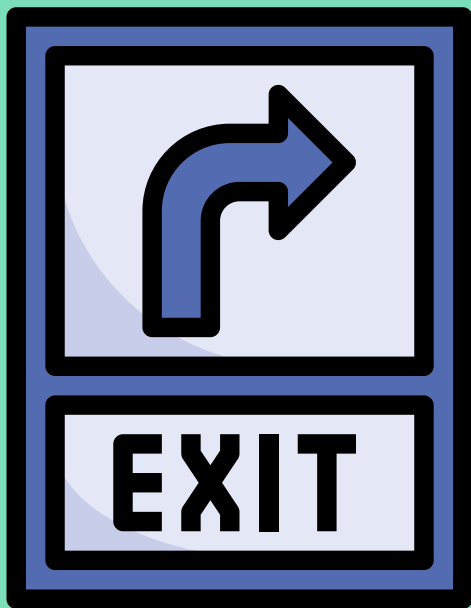
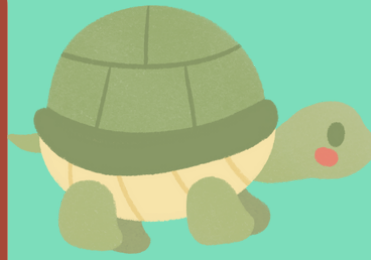
# Mini Camp

Mini **A** Camp Check-In runs congruent with the rest of camp.

the gate will open for Check-Out at 10:30am.

Mini **B** Camp Check-In will begin on Tuesdays at 4:00pm in front of the Dining Hall

Check-Out runs congruent with the rest of camp, please see “Friday Check-Out”



## Early Pick-Up

If your camper needs to leave before 1:30pm on Friday, for any reason (swim meet, baseball game, doctor's appointment, etc.) please complete the Early Pick-Up form available in your UltraCamp portal.





# WESTVIEW

*on the Games*

## Friday Closing Program

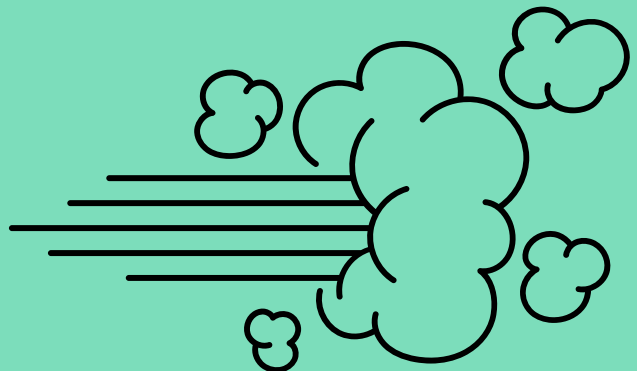
The Friday Closing is a brief program to wrap up a camper's session of camp. Starting at 2:00pm in the Hogan Hill Shelter, it will begin with a short introduction by the Director, followed by a word from the week's Minister in Residence. The program will conclude with a camp-wide song.

The Friday Closing Program is a great time to get to meet your camper's counselors, hear about the exciting activities that occurred during camp, take some pictures of your camper with their new camp friends, exchange contact information, and enjoy listening to everyone share one of Westview's beloved camp songs.

# Check-Out

**Campers will be released from the Dining Hall at 1:30pm.**

The front gate will open automatically at 1:00pm. You and your camper will need to check-out with a staff member at any of the Check-Out tables in the back of the shelter. You must present your photo ID and have your camper with you to check out. Your camper's hand will be marked with a "W" to indicate that they have been officially Checked-Out. Your camper will need to display their marked hand to another staff person in the road on the way out of camp. The person picking up each camper must be listed in UltraCamp as an **Authorized Pick-up** for that camper to be released out of Westview's custody. This is also where you will pick up any camper medications. There will be a Westview Staff member along the road out of camp to check for marks on the back of camper's hands.





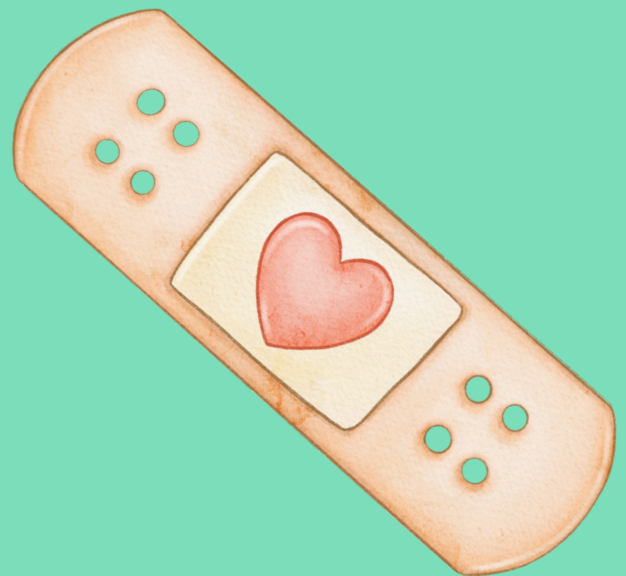
# Camper Health Info

24 hours before the start of your camper's session, you will receive an email linking to the Pre-Camp Health Screening form. Please complete this form before arrival to camp. Campers may not keep any prescription or over the counter medication with them. All medication must be turned over to health staff during check-in. All medication must be in the original container and placed inside a clear plastic bag, labeled with your camper's name. Emergency medication is carried by the group's counselor.

If your camper has special dietary needs, you may receive a call or email for clarification.

Westview is a peanut-free facility

You will be contacted by camp leadership as soon as possible if your camper receives an injury beyond the needs of basic First-Aid. You will be asked to pick up your camper if they have a temperature over 100, recurrent vomiting, or if their illness or injury presents concerns for their ability to have a positive experience at camp



Please keep children home if they show signs of illness, including vomiting, diarrhea, rashes or a temperature over 100 degrees. Please notify the camp within 24 hours if any member of the households develops a communicable disease.

# Camp Photos

Camp photos will be available on Monday the week after your camper's session through your UltraCamp portal, as well as daily social media posts.



# Phone Calls

Westview does not have the infrastructure for campers to make or receive phone calls. In the case of emergencies, you can call the office.

**(804) 457-4210**

While we try to staff the office during business hours, the nature of camp sometimes does not allow that. Please leave a message or email the Assistant Camp Director.

**[Matt@westviewonthejames.org](mailto:Matt@westviewonthejames.org)**



# Camp Store

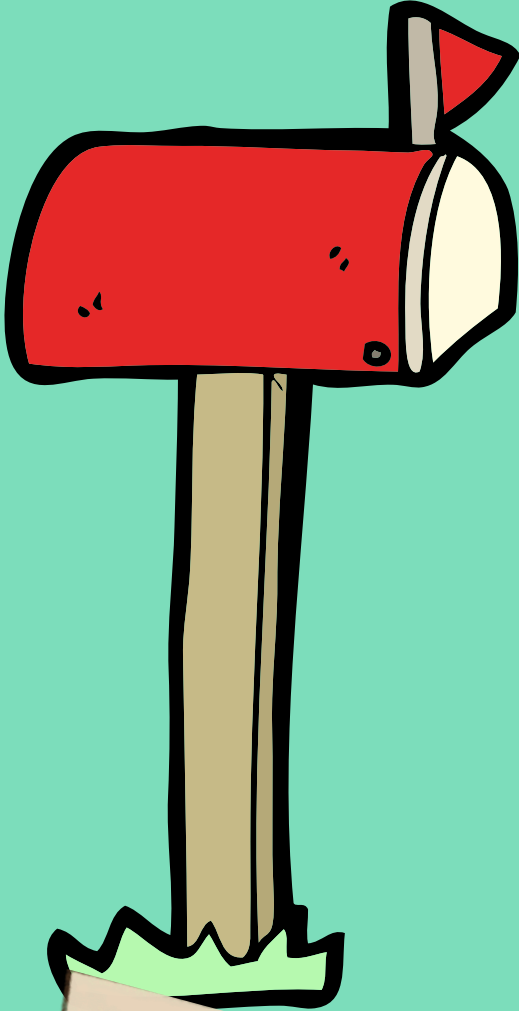
The Camp Store will open at 1:00pm on Fridays for Check-Out.

The store will NOT be open during Check-In. Each camper will get to visit the Camp Store at least once during the week. You can add money to your camper's store account through your UltraCamp portal.

Jr. Camper cash will be held in the store.







# Camper Mail

Campers love getting mail! While you can mail camper's letters. We suggest dropping off your letters at the Front Office on your way out of camp.

Please include the camper's name, hogan #, and the day of the week for delivery.

## DON'T FORGET EMAIL

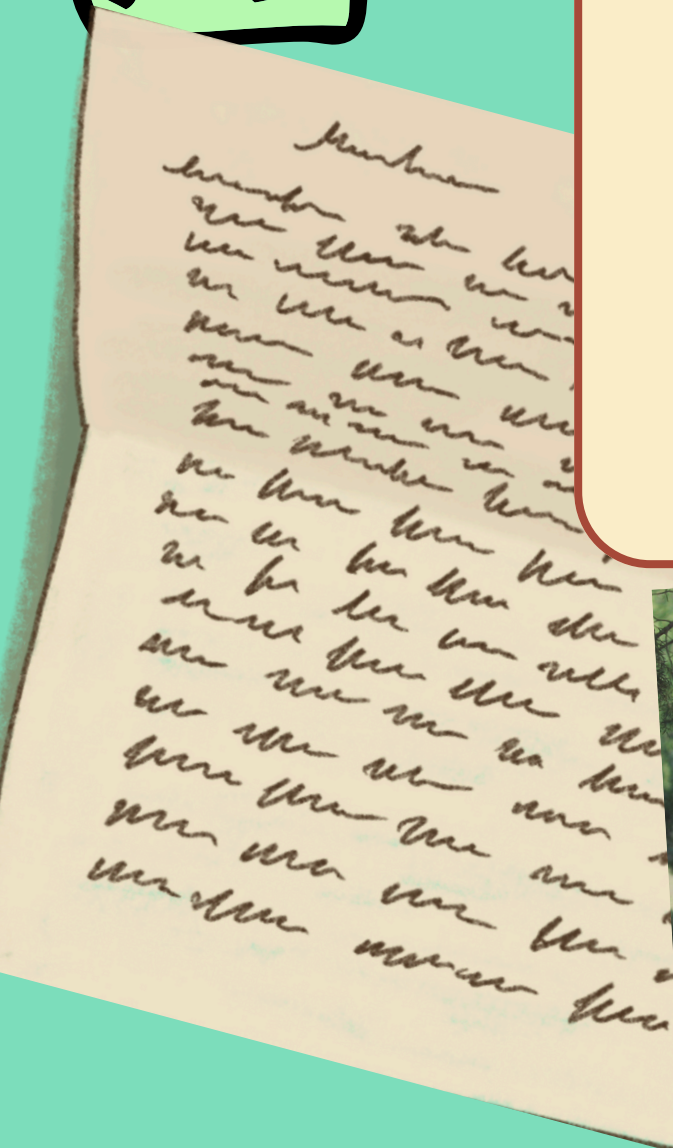
You may also send your camper an email, for a small fee, in the Message Center of your UltraCamp portal

**Camper Name & hogan #**

**1231 West View Rd.**

**Goochland, VA 23063**

**Please no food or candy**



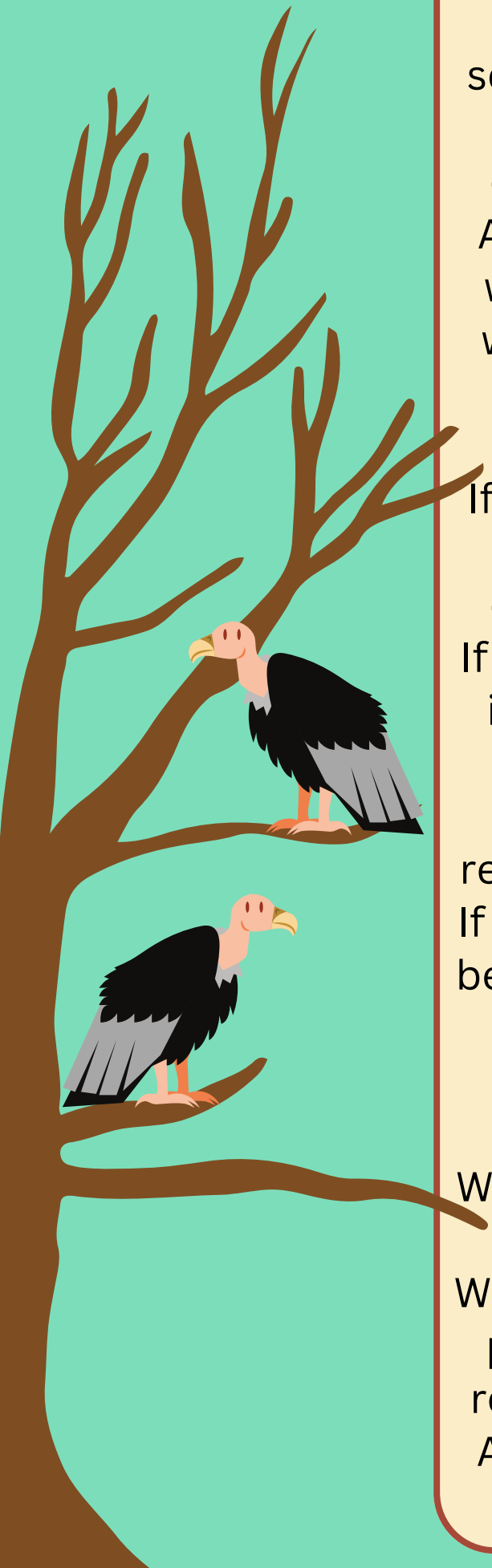
# Refunds

If you withdrawal your camper from a session by May 1st, you will be refunded your total payment, minus the \$125 deposit and the \$3.75 registration fee. After May 1st, no refunds will be issued with the exception of medical reasons, with a physicians note on official letter head, minus the \$125 deposit and the \$3.75 registration fee.

If illness occurs during camp, a prorated refund will be issued minus the \$125 deposit and the \$3.75 registration fee. If your camper is unable to attend due to information provided in the Pre-Camp Health Screening, Westview will first attempt to move your camper's registration to the next available session. If no session is available, a full refund will be issued minus the \$125 deposit and the \$3.75 registraion fee.

No refunds will be issued if a camper leaves due to a behavioral issue. Westview reserves the right to refuse any refund.

Westview reserves the right to cancel any program for which there is insufficient registration for a successful experience. All refund decisions will be made at the discretion of the Camp Director.







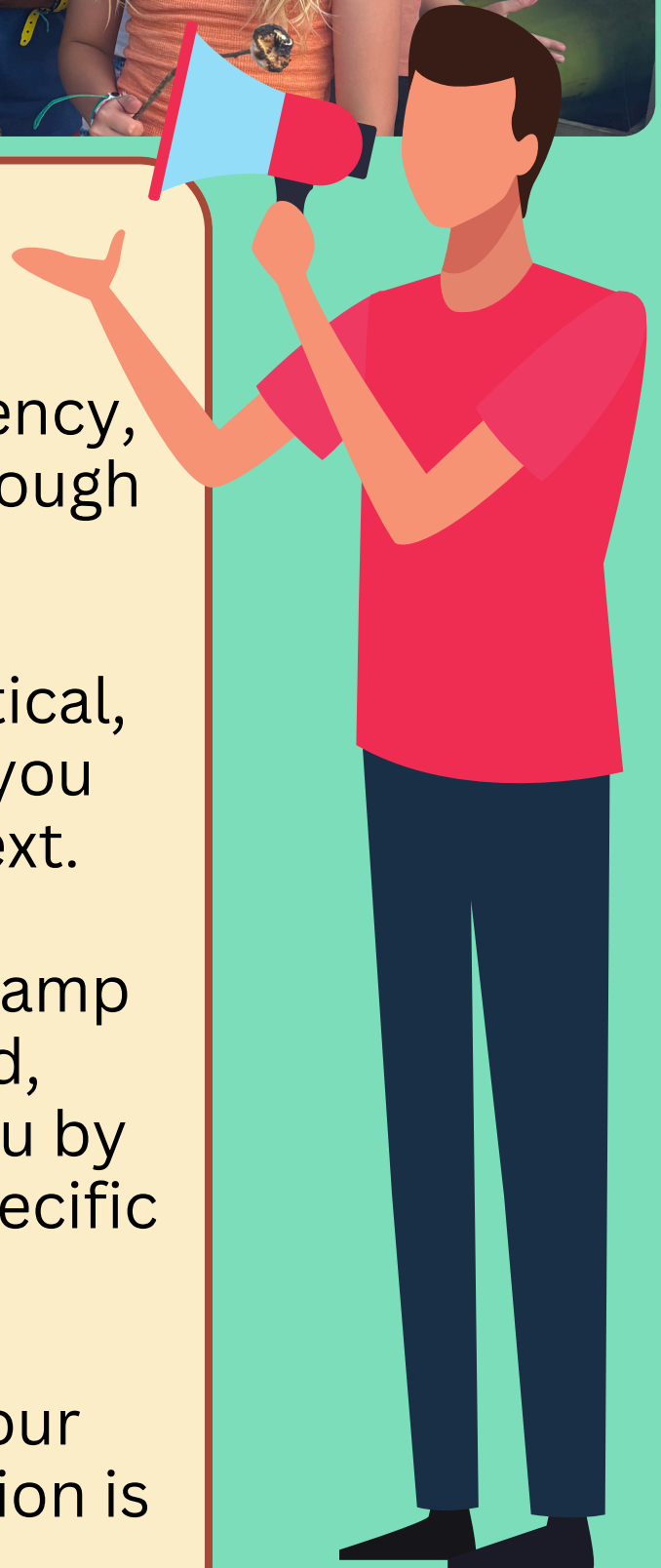
# Emergency Procedures

In the event of an emergency, you will be contacted through one of several ways.

If this situation is not critical, Westview may contact you through email and or text.

If, for whatever reason, camp needs to be evacuated, Westview will contact you by telephone and provide specific instructions.

Please insure that all your primary contact information is up to date.



# Behavior Policy

At Westview, we strive to provide a fun, safe, and healthy environment for all campers. Westview respects the rights of all campers to be treated with dignity and respect. It is the expectation that campers will do that same for other campers and staff. Camp Staff will promote appropriate behavior through positive reinforcement, firm statements, and redirection. All campers must understand and follow the guidelines set forth. Westview reserves the right to search a camper, and their belongings, if suspected of possessing prohibited items. Please review these with your camper.

## Campers Should:

- Treat others in a respectful manner
- Follow camp, pool, and hogan rules
- Follow camp staff instructions
- Treat equipment and supplies with care and respect
- Make an effort to participate in the camp program



## The following behaviors my result in expulsion from the camp program:

- Refusing to follow camp rules
- Using profanity, vulgarity, or obscenities
- Stealing or damaging camp and personal property
- Leaving a program area without permission
- Teasing or bullying
- Fighting of any kind
- The bringing of drugs or alcohol and paraphernalia
- The bringing of weapons

# The 7 Rules of Camp Life

1. HAVE FUN!
2. The Hands Up Rule
3. No Running (except when counselors say it's OK)
4. No Littering (the Westview Trash Rule)
5. Lifejackets must be worn on/in the lake and the river
6. No throwing of sticks and rocks
7. Do not leave an area without staff knowing

## hogan Rules

Campers and staff are encouraged to develop their own hogan rules each session. Here are just some examples of the kind of rules each hogan will create.

- Shut the door quietly
- Spray bug spray/sunscreen outside
- No hopping from bunk to bunk
- Eat snacks and candy outside
- Keep bunk area tidy
- REST TIME IS HORIZONTAL TIME



## Pool Rules

- No running on the deck
- No diving except in the well
- One person on the climbing wall at a time
- Follow Lifeguard instructions





# Resident Camp Packing List

including Moonshadows and CIT

This list is designed for a week long stay, please adjust for Mini Camp

**Westview suggests that campers bring their gear in a hard sided container**

- Sleeping bag and/or sheets & blankets (twin bed size)
- Pillow
- Toothbrush and Toothpaste
- PJs
- Long Pants (1 pair)
- Shorts (at least 5 pair)
- Shirts (at least 5 short sleeve, 1 long sleeve)
- Socks (at least 1 pair per day)
- Underwear (at least 6 pair)
- Swimsuit (appropriate for physical activities)
- **Water Bottle (bringing an extra is encouraged)**
- Rain gear (jacket or poncho)
- Beach Towel
- Closed-toe athletic shoes
- Shower shoes
- Sunscreen
- Flashlight or head lamp
- Bug Repellent
- Sandals are optional, but they must have heel strap
- Bag for dirty clothes
- Tote bag/backpack for pool and shower items
- Stamps and post cards/stationery items
- Bible (first time campers will receive a Bible)



Westview is not responsible for loss or damage to any camper's personal belongings, please label all your camper's items

The goal of Westview's Summer Camp Program is to provide each camper with an opportunity to experience outdoor recreation, participate in hogan and daytime group communities, and learn about God through Christian worship and Bible study.

If you have any questions or concerns you may contact the Assistant Camp Director  
Matt Hoover  
(804)650-1958

[Matt@westviewonthejames.org](mailto:Matt@westviewonthejames.org)

**We look forward to seeing your camper very soon!**

