



Parent Handbook

WELCOME TO THE CAMP RAVEN FAMILY!

We are so glad to welcome your child whether it is their first year at camp, or if they have been coming since they were seven. The staff at Camp Raven has been preparing for your child since early January. We are excited to see what God has planned for this year at camp.

HOW TO REACH US:

Email: info@campraven.com

Website: www.campraven.com

Off Season Address: 7091 Paxton Cir., Hixson, TN 37343

DIRECTIONS TO CAMP RAVEN:

From HWY 123:

Turn onto Hwy 76/28 East towards Anderson. Follow Hwy 76/28 for 4 miles. Turn right onto West Queen Street (this is also the turn for the T. Ed Garrison Arena). Follow West Queen Street for 2.5 miles. The Outdoor Lab entrance is on the left.

From I-85 North or South: Take Exit 19-B

(Highway 76/28) towards Clemson. Follow Hwy 76/28 for 7.5 miles. After you pass

Tri-County Technical College located on your right, take your first left onto West Queen Street (this is also the turn for the T. Ed Garrison Arena). Follow West Queen Street for 2.5 miles. The Outdoor Lab entrance is on the left.

Camp's Physical Address:

Clemson Outdoor Lab - 415 Charlie White Trail, Pendleton, SC 29670

ADDITIONAL INFORMATION

ACA: Camp Raven is proud to be accredited by the American Camp Association (ACA) a nonprofit organization with over 6000 members in all 50 states & internationally. Camping professionals rate the camp by asking over 300 questions in the areas of administration, transportation, personnel, program, health care, activities, site & facilities. An ACA-accredited camp shows voluntary commitment to quality camping.

CAMP FEES AND SPENDING MONEY

BALANCE DUE: Fees are payable in full by Check-In Day. Target Sports, Adventure Ropes, Water-Skiing, Wakeboarding and Horsemanship have additional charges.

EXTRA SPENDING MONEY: Campers will have the opportunity daily to attend the Tuck Shop and purchase drinks, water, snacks, fruit, ice cream and snow cones. We recommend about \$20 for the week. Campers will need to turn all monies into the Tuck Shop on Sunday to Camp Treasurer.

MEDICAL FEES: You are responsible for any health expenses above what our infirmary provides. You'll be billed for doctor visits and prescriptions.

IMPORTANT POLICIES AND PROCEDURES

BEDWETTERS: Please indicate this on health form. Your child's counselors are well trained to deal with accidents in a discreet way.

PETS: Please note that pets are not allowed on Opening & Closing Days both for camper and pet safety.

MISC POLICY INFORMATION:

FOOD: We have a no food in the cabin policy. Your camper will have the opportunity to eat three balanced meals every day along with purchasing snacks from the Tuck Shop. Campers do not need to bring food from home. If you send goodies, they will be kept in the Tuck Shop for distribution only during free time. Please do NOT send gum as it sticks to everything from shoes to trees.

SATISFACTION SURVEYS: Campers will receive a survey that they will complete before camp ends. This survey helps us learn about the experience your camper had during the week. Parents will also be sent a survey at the end of the week.



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OTHER POLICIES:

- Camp Raven reserves the right to use photographs, videos, writings, quotes, etc. of campers, staff & parents to promote Camp Raven of the Carolinas.
- Camp Raven is not responsible for personal belongings and money while in transit or in camp or if lost or damaged by fire, theft, etc.
- Camp Raven reserves the right to search personal belongings if the health or safety of the camp community indicates the need.
- Camp Raven Staff encourages the staff to only contact their campers via snail mail with parent's permission. Please notify ChaCha at director@carolinacherith.com if you have questions regarding this policy.
- Camp Raven in the Carolinas affords my child the opportunity to participate in activities, including, but not limited to: archery, overnight camping, swimming, group activities and games, canoeing, ropes course, lake activities and crafts. There are inherent risks involved with these activities, including but not limited to property damage or loss, illness, disease, head injuries, cuts, infections, broken bones, sprains, wounds, burns, bites, falls from a height, drowning, or death.

SAFETY: We pray for camper and staff safety daily, but risks exist at camp and among children. If we ran a no-risk program, we'd have to eliminate slip-n-slide kickball, swimming, waterskiing, wakeboarding, horsemanship, wood crafts. We run thorough staff safety training and take camper safety seriously. We will look out for your campers just as if they were our own children.

ABUSE: We check references on our staff and do criminal background checks before we allow them to volunteer. We also do extensive staff training about all types of abuse, how to teach and relate to various behaviors, heat and hydration safety, water safety, etc.

APPROPRIATE TOUCH: Our staff members are trained to ask the child's permission before helping them with activities that require physical contact. (i.e. Ropes Course, Horsemanship, Water Skiing, etc.)

LAKE: Campers are NOT allowed by the lake or on the docks unless they are wearing a lifejacket and are accompanied by a camp lifeguard.

WEATHER: Typical summer temperatures are low to mid 90s. We can get in the upper 90s.

COMMUNICATING WITH YOUR CAMPER

TELEPHONE: Campers cannot receive calls. If there is a family emergency, you can contact the camp infirmary at 864-646-7502 or the Camp Director at 770-880-2355..

MAIL: Postal service is slow. You may want to send letters in advance or bring a bundle of letters to the Tuck Shop when you drop off your camper. Our Administrative Assistant will be able to take these and will distribute them daily to your camper. Kids LOVE mail, so do write often!

CAMP ADDRESS FOR SNAIL MAIL:

Camp Raven of the Carolinas
Camper Name: _____
P.O. Box 183
Pendleton, SC 29670

PACKAGES: Packages are welcome, but please remember the policy on food. Food is not allowed in the Clemson Cabins.

SENDING EMAIL TO YOUR CAMPER:

1. Login to your UltraCamp account.
2. Select the three lines on the top left side of the screen and go to Message Center.
3. Select "Email a Camper" and follow the instructions provided.
4. Be sure to check your email for a response!
Camper emails are delivered at least once a day. Responses are usually sent back in the evening. To ensure delivery, please send all messages to your campers prior to lunch on Friday.

ADDING A FRIEND ACCOUNT:

Friend accounts are specific individuals that you



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grant permission to email your camper while at camp. Follow these steps to setup a Friend Account. Please note, no one outside of those designated by you will be able to contact your camper. Everyone who emails a camper or views the camp pictures will be required to have an account with us.

1. Login to your UltraCamp account
2. Select the three lines on the top left side of the screen and go to Message Center
3. Select "Friend Accounts" and follow the instructions on the screen

If you wish to change what your friend accounts can do, please contact our

Webmaster (webmaster@campraven.com)

Note that changes requested during the camp week may be delayed, but will be processed as soon as possible.

CAMP RAVEN CHECK-IN PROCEDURE

Arrival Times: Please arrive between 2 and 4 PM on Check-in Day.

Check-In Process:

1. GET IN DRIVE-THRU LINE (across from pool) AND STAY IN VEHICLE.
2. MOVE THROUGH THE LINE AS DIRECTED BY CAMP STAFF.
3. DROP CAMPERS' BELONGINGS AND SAY GOODBYE.

REMEMBER TO BRING THE ITEMS LISTED BELOW FOR REGISTRATION:

- ✓ Medication (in the original bottle with name and instructions)
- ✓ Immunization Records
- ✓ Insurance Card or Copy of card
- ✓ Outstanding Camp Fee Balance
- ✓ Tuck Shop Money

CAMP RAVEN CHECK-OUT PROCEDURE

Check Out-Saturday 9:30 AM

Parents will arrive between 9:30 AM and 10:30 AM on Saturday. We ask that you keep in mind that there will be 50+ other cars picking up their campers. You may not all want to arrive at 9:30 AM when we open the check-out booth.

9:30 AM- 10:30 AM

Campers will be located at the Pavilion.

1. You will park in the parking lot next to the pool.
2. You will check out with Staff at the table..
3. You will walk to the Pavilion and claim your camper.
4. Grab their belongings and be on your way! You may also decide you want to walk around camp with your child. You are free to do that at this time.

HEALTH HISTORY/ IMMUNIZATION FORMS:

Each camper is required yearly to supply a current health history form in our Registration Platform, (UltraCamp) and immunization record including current contact numbers, social security number (in case child has to have emergency care at local hospital), parent/guardian signature for "permission to treat", list of all current medications, as well as current immunization record. The nurses will review and may contact you if any questions.

CHRONIC MENTAL HEALTH/HEALTH

ISSUES: Camp Raven does NOT primarily serve persons with special medical needs, including those with mental health issues. Each camper's health history is reviewed carefully to make sure that the camp has appropriate licensed medical persons to meet their needs. If the camper has stable, chronic health condition such as hypertension, insulin-dependent diabetes, depression, ADHD - extensive evaluation is taken to make sure the person can meet up to



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the expectations and activities of camp and have proper medications available for their care. The camp nurse may require the person to have a recent physical by their home health care provider with written permission/judgment from the health care provider that the camper is deemed able to participate in camp activities. If your child has these needs, please have a copy of the child's current physical and written statement by their health care provider and give to the nurse upon check in OR contact the registrar before camp if questions.

NOTIFICATION OF PARENTS OR GUARDIAN IF MEDICAL CONCERN/EMERGENCY:

The camp nurse will notify the parent/guardian by phone for any of the following:

- Any questions/concerns about the camper's health form, health condition, medication, etc.
- If camper is kept in the infirmary for >1 hour for observation or sooner, if necessary. Follow up contact will be continued until camper is released to activities and/or released to outside medical care and/or home.
- If camper needs to go to Redfern Infirmary or outside medical facility for care such as for a suspected ear infection
- If a camper has to obtain emergency medical services and/or hospital care
- Follow up phone calls will be made by the nurse when camper returns from an outside facility, so parent/guardian will know status and any treatment needed.
- Any instructions that the parent may need for continued care for camper when returns home.
- Parents are usually NOT notified for minor injuries/illness that is covered in the Camp Raven Health protocol such as uncomplicated scratch/scrape, minor headaches, uncomplicated bee sting, etc. Any question concerning this, please notify the camp nurses to discuss.

MEDICATIONS AT CAMP:

- Campers who need medications at camp, **MUST** bring them to the infirmary at camp during check-in. Prescription medications need to be in their original bottles with instructions clearly on the label. The infirmary has a varied supply of over-the counter medications, if needed. The infirmary also has a refrigerator for refrigerated medications. Medications are dispensed by the camp nurse at mealtimes and bedtime unless camper requires additional times.
- The infirmary is manned by medical personnel, 24/7 during camp and is equipped for minor/major medical issues.
- Campers/staff are not to have any medications in the cabin. Exceptions are reviewed by the nurse and may include inhalers or facial creams. The nurse must approve these exceptions **BEFORE** these medications can enter the camper/staff cabin.

Thank you for sharing your child with us this summer! We look forward to getting to know them and sharing the appreciation for God's creation and His love for us.

- Camp Raven Staff

