



# 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](mailto: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, and you have not communicated those Medically Necessary Dietary Restrictions through the registration process, please phone the office ASAP to make arrangements. The menu, with further food information, is included in the "Registration and Checkout Details" email the week before your 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 on Thursday
- 6th - 8th grades (Weeks 2, 4 & 5): 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.**

## NEW Daily Camper Release Procedure

Campers will be released at **4:00 PM every day except Friday** (See “Closing Ceremony” Section below). At release, campers will sit down at the Pavilion tables. Here is the procedure for picking up your camper:

- 1) The Primary Account Holder will receive an email with your **Authorized Pickup Code** the week before camp begins. **ANYONE who can provide this code can pickup your child.**
- 2) When you arrive, park in the main parking lot and go to the Pavilion. When campers arrive near the Pavilion, **the Authorized Pickup Person must provide the correct Authorized Pickup Code in order to release the camper.**
- 3) Upon receiving the Authorization Code, the name of the Pickup Person will be recorded and the camper will be released.

This procedure is different from Five Pines’ past procedure of signing out at the Pavilion counter and receiving a Checkout slip (with your camper’s name on it) to hand to their counselor.

## Closing Ceremony

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 by contacting the office. 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, by contacting the office, 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:** Hat Day

**Wednesday:** Wacky Wednesday (the goofier the better!)

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

**Friday:** Camp Shirts (or a favorite shirt will do)

## 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.