



# 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 of camp in a spiritually encouraging and safe environment.

**Please take time to read the following information carefully.** We will email more details the **Friday before** 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 from **8:00-8:30 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**
  - ⇒ Modest swimsuit required
  - ⇒ Bring t-shirt if modest swimsuit is not owned
- **Close-toed, hard-soled shoes**
- **Bug repellent**
- **Sunscreen (optional):** Sunscreen will not be applied before swim. If your camper is sensitive to sun, please send a t-shirt to wear during swim.
- **Water bottle (optional)**

### 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**
- **Toys or stuffed animals**
- **Anything extra (not on the "bring to camp" list) which becomes a burden to carry around camp.**

### Canoeing

Campers in 6th-8th grade canoe down the Saint Joseph River. They will be standing in the river and will not be allowed to participate without closed-toed, hard-soled shoes.

### Lost & Found

Remind campers to bring their belongings home daily. We hold lost items for 2 weeks after your camper's experience. **Five Pines is not responsible for lost or damaged personal items. Please put your camper's name on all items.**

### Health

Please only drop off healthy children not exhibiting signs or symptoms of illness. We will ask parents to pick up sick campers ASAP if they show signs of illness throughout the day.

### Medications

Your child's medication and health forms were part of the registration process and are **required to be completed 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 **will not eat or cannot have** what is on the menu, please let us know and be prepared to send their lunch if necessary. **Do not send snacks or lunch without pre-approval from the office.** If it is decided that sending their lunch is best, please have your camper deliver it to their counselor at the very beginning of each day. **Five Pines is a nut-free campus.** The menu, with further food information, is included in the email you will receive 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**

**Overnights are optional:** Notify the office to make arrangements by Thursday arrival for campers not spending the night. Recommended pickup times are 4:00pm like normal, 6:45pm after dinner, or 9:30pm after campfire. **Pickup after the campfire experience is ideal.**

### 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 be seated at the Pavilion. Here is the procedure for picking up your camper:

- 1) The Primary Account Holder created each camper’s **Authorized Pickup Code** during registration. Before arrival, know each campers’ code and group name.
- 2) When you arrive, park in the main parking lot and go to the Pavilion. Go to your camper(s) group table(s) and provide the code to the counselor with the clipboard.
- 3) **The Authorized Pickup Person must provide the correct Authorized Pickup Code in order to receive the camper each day.** If forgotten, Five Pines will only share this code with the Primary Account holder or Emergency/Alternate Contacts listed for the camper. **Not knowing this code WILL DELAY the pickup process.**
- 4) Upon receiving the Authorization Code, the name of the Pickup Person will be recorded and the camper will be released.

### 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.** **Pickup begins after the program about 2:15pm.**

### Special Camper Release

If your camper needs to leave and return outside normal check-out times, please **contact our office.** **Authorized Pickup Code** 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 \$17 per shirt.

**A Photo** of your child’s camp group is taken on Monday. The cost is \$7 per photo and can be ordered during registration or by contacting the office. Pre-ordered photos can be picked up on Friday at closing.

### Themed Clothing Days

**My Own Monday:** Wearing my own thing to camp

**Tacky Tuesday:** Dress as wacky weird and tacky as possible

**Way Back Wednesday:** Wearing clothes from a decade... way back in the day

**Threads Thursday:** Boost morale wearing your group’s color for competitions

**Friendship Friday:** If you have a camp shirt, wear it to demonstrate the friends you made at camp

### 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.