



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.

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)

Canoeing

Camper's 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:

- **The menu will be included in the email you will receive the week before your camp.**
- Do NOT send food to camp without pre-approval from the office.
- Five Pines Summer Camp is nut-free.
- If your child **will not eat or cannot have** what is on the menu, please call the Office at (269) 815-5527.
- If it is decided by the office that sending food is best, please have your camper deliver it to their counselor at the start of each day.

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 by contacting the office or on Monday morning. 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.

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 - 3rd grades: No Overnight
- 4th - 5th grades: 1 Overnight on Thursday
- 6th - 8th grades: 1 Overnight on Thursday

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). 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 your camper’s code.
- 2) **Here is how you find your code:**
 - Log into your UltraCamp account
 - Go to "My Reservations"
 - Look under "Current Reservations" in "Reservation History" section
 - Click on a specific camper's registration
 - Scroll down and expand the "Additional Information" section
 - Authorization Pickup Code: XXXX
- 3) **When you arrive, park in the main parking lot and go to the Pavilion.**
- 4) **After the campers are seated in the Pavilion, the Pickup Person must provide the correct **Authorized Pickup Code** to your camper’s SONIC (Lead) counselor each day.**
 - a. The Primary Account Holder created each camper’s Authorized Pickup Code during registration.
 - b. **Not knowing this code WILL DELAY the pickup process.**
 - c. It is important to be available to whoever is picking up your camper(s) if they don’t know the code.
 - d. Five Pines can only provide the code to "Emergency/Alternate Contacts" listed in your account.
 - e. For multiple registrations: check each camper’s Authorized Pickup Code in case you created multiple codes.
- 5) **Upon receiving the Authorization Code, the Pickup Person’s name will be recorded & 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.

Group Color Wednesday: Boost morale wearing your group’s color for competitions

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.