

YOUTH CAMP

PARENT HANDBOOK





Table of Contents

• <u>CHECKLIST FOR PARENTS</u>	03
• <u>MEDICAL PAPERWORK</u>	04
• <u>ARRIVAL & DEPARTURE (OVERNIGHT)</u>	05
• <u>DAY CAMP CHECK IN/OUT</u>	06
• <u>LIFE AT CAMP</u>	07
• <u>CABIN LIFE</u>	07
• <u>CABIN ASSIGNMENTS</u>	07
• <u>DAILY SCHEDULE</u>	07
• <u>CAMPER BANK</u>	08
• <u>TECHNOLOGY</u>	08
• <u>CAMPER CONTACT POLICY</u>	09
• <u>PACKING LIST</u>	10
• <u>LOST & FOUND</u>	10
• <u>HEALTH & SAFETY</u>	11
• <u>CAMPER GUIDELINES</u>	11
• <u>MEDICAL CARE OVERVIEW</u>	11
• <u>MEDICATIONS</u>	12
• <u>HEAD LICE</u>	12
• <u>WATERFRONT GUIDELINES</u>	12
• <u>ABUSE PREVENTION</u>	13

Checklist for Parents

All forms are available in your Camp Spofford account in the Document Center

- ☒ **Medical Paperwork** - (list is on next page) We are required by NH State law to collect certain documents, all of which may or may not be required based on your child's needs. We are unable to accept campers without a signed doctor's physical and immunizations records or religious exemption form. This paperwork must be uploaded by June 1st.
- ☒ **Camper Forms** - These are included in the registration process, but if they are not completed for some reason, please go to the Document Center to do so. These forms must be completed by June 1st.
 - Waivers - YC
 - Youth Camp Medical Form (different from the medical paperwork)
 - Youth Camper Form
- ☒ **Full Payment** - Your remaining balance is due on June 1st. This can be paid online, over the phone, or by check through the mail.



Medical Paperwork

Please upload these forms in your Camp Spofford account in the Document Center



Doctor's Physical Form *(Required for all campers)*

May be signed by any licensed physician, physician assistant, or a nurse practitioner. You are not required to use our form, this is just for your convenience.



Immunization Records *(Required for all campers)*

This will often be included in the physical. However, if not, it must be provided. If your child is not immunized for religious reasons, please complete the **Religious Exemption Form**.



Medication Administration Form

If your child will be bringing any medications, please complete this form.



Inhaler/Epi-Pen Form

If your child will be bringing an Epi-Pen or an Inhaler, please complete this form.

Important Note: The best way to get your forms back to us and to help us run a quick and easy check-in day is to upload all required forms to your online account. You may access your account by following this link, where you should see an option to do this. Please call us if you have trouble accessing this, we would be happy to help.

Arrival & Departure

Overnight Campers

ARRIVING AT CAMP

Our check-in process begins at 4:00pm on Sunday at the gym and wraps up by 5:00pm. We'll be checking to make sure all paperwork has been submitted and that your account is fully paid. Campers will visit our nurse for a lice check and to review any allergies and medications (if applicable). Your camper will also set up their Camper Bank bracelet where you'll be able to give money towards that if you haven't already. You can leave any letters or packages for your camper with us at this time if you'd like.

DEPARTING CAMP

On Saturday, pick-up begins at 9:30am. You will gather with your child to watch the slideshow in the Chapel right at 9:30am. When you arrive, please head to our Chapel to wait for the service to begin. After our short goodbye ceremony, we will send you on your way, which will be no later than 10:00am.



Day Camp Check-In/Out

Not Voyagers

CHECK-IN PROCEDURE

Sunday Check-In: Our Day Camp check-in process is the same as the overnight camper check-in. It begins at **4:00pm on Sunday** at the gym and wraps up by **5:00pm**. We'll be checking to make sure all paperwork has been submitted and that your account is fully paid. Campers will visit our nurse for a lice check and to review any allergies and medications (if applicable). Your camper will also set up their Camper Bank bracelet where you will be able to give money towards that if you haven't already. You can take your camper home right after check-in, or you can leave them with us and come back at **9:00pm** to pick them up so they can participate in the evening activities.

Daily Check-In: Monday through Friday, day camper drop-off is **7:45-8:00am** outside of the main office/gym. If you arrive after 8:00am, please head into the office to check in. One of our team members will make their way over to bring your camper to their scheduled activity.

CHECK-OUT PROCEDURE

Daily Check-Out: On **Sunday and Monday**, you will pick up your day camper at **9:00pm** outside of the gym. **Tuesday through Friday** you will pick them up at **8:00pm**. Our early pick-up option is **3:00pm**, Monday through Friday. Pick-up times outside of our normal schedule need to be pre-approved in writing (info@campspofford.org). Please also let one of the Youth Camp staff know when you drop your child off if you know ahead of time. Campers will need to be picked up by a parent, guardian, or by someone on your emergency contact list.

On Saturday, you can return with your child to watch the slideshow in the Chapel together at 9:30am. There is no Day Camp drop-off this day.

Life at Camp

CABIN LIFE

Each cabin consists of 2 counselors (18+) and a maximum of 10 overnight campers. If there are day campers that week, they will also be assigned to a cabin group. There are 4 boys cabins and 4 girls cabins, each with their own bathhouse within a short walking distance. These cabin groups will play games together, eat meals together, share during daily cabin devotions, and generally support each other throughout their camp experience.

CABIN ASSIGNMENTS

We make cabin assignments based on age and grade. We know your camper wants to be with their friends, so please remember to type those requests into the Cabin Requests section of the Youth Camper Form. We will do our best to honor all requests.

DAILY SCHEDULE EXAMPLE

(Actual schedule varies week to week)

7:45-8am	Day Camp Drop-Off	5:00pm	Rest Hour
8:00am	Breakfast	6:00pm	Dinner
9:00am	Morning Sessions (Games, Rock Wall, Tubing, Kayaking, Low Ropes, etc.)	7:00pm	Evening Activity
10:00am	All-Camp Activity	8:00pm	Day Camp Pick-Up
11:00am	Camper Chapel	9:00pm	Late Night Event (Teen Week & Senior High Week)
12:15pm	Lunch	10:00pm	In Cabins/Devos
1:00pm	Mini Games & Cabin Activities	10:30pm	Lights Out
3:00pm	Beach		

CAMPER BANK

There are a few places where your camper will be able to spend money: beach snack shop (open afternoons), camper snack shop (open evenings), and the gift shop (only open Saturday morning for campers). Our Camper Bank system is run through FunFangle, where you are able to upload money to your child's account, and then they scan their bracelet to pay. You have the option to add money to your child's account when you register them online, but you can also add it later. You will be able to add it yourself online up until your child's week of Camp starts. If you need to add more during their stay here, you will need to contact the office. Everything at the snack shop costs \$1-2, so we recommend around \$20+ for the week.

It will save you time at check-in if you add the money ahead of time. Here are the steps to do so:

1. Log in to your [Camp Portal](#)
2. Click **My Reservations**
3. Click on your camper's session (e.g. Junior Week 1)
4. Scroll down to the **Store Deposit** line, and click **Edit** on the right hand side of your screen
5. Enter the amount you want to add to their account, and click **Add Store Deposit**
6. Click **Proceed to Payment** and finish the process

TECHNOLOGY

Our policies aren't meant to be restrictive, but they are there to allow our camp program to thrive with the highest quality experience for each camper.

We do not allow campers to bring the following items to Camp: cell phones, tablets, computers, smart watches, or gaming consoles.

One of the most beautiful and powerful parts of Camp can be summed up in the word *detach*. During a week of camp, campers leave whatever situation they are in back home and enter into a new one here, where they will meet new friends, try out new activities, gain new memories, and focus on the love of Jesus with their full attention. Without fail, and confirmed by studies at camps across the nation, we have seen that cell phones distract from this. They reattach to friends back home, reattach to old habits, reattach to normal activities, and more. The bottom line is: we believe that a week-long break from tech to fully immerse in Camp life is well worth it!

CAMPER CONTACT POLICY

With the exception of emergencies, we do not permit camper phone calls. You are welcome to give us a call and we'll connect you with a staff member who can assure you that your child is doing well. Thank you for your understanding and cooperation.

Send a letter to your camper:

You can drop off letters or packages for your child at check-in, or you can send them to this address:

Attn: "Camper's Name"
Camp Spofford
P.O. Box 162
Spofford, NH 03462

Email a note to your camper:

You can send notes to your child at youth@campspofford.org. Please put your camper's full name in the subject line of your email. We will print off emails daily to be handed out with the regular mail at lunchtime.

Note: We ask that you please don't send "we miss you so much" or "here's what you're missing" messages. This can sometimes trigger homesickness. All communications to your child at Camp should be upbeat and filled with news and encouragement.



PACKING LIST

CLOTHING & SHOES	NECESSITIES	MISC.
Warm days	Toiletries	Medications
Cool nights	Bath towels	Shower caddy
Athletic wear	Beach towel	Bible
Rain clothes / boots	Bedding (pillow + sleeping bag or twin sheets & blanket	Journal
Pajamas	Sunscreen	Pens/pencils
Swimsuit (one piece or tankini for girls, swim trunks for boys)	Bug spray	Small bag or backpack
Sandals & closed toe shoes	Water bottle	Swim goggles

LOST & FOUND

Camp will not accept responsibility for lost or stolen items. At the end of every week, all collected items will be put on the fence in front of the Dining Hall. Items may be mailed home when a parent calls or emails the office to identify the missing item and reimburses Camp for the mailing cost. Please understand that many items are left at Camp each summer, and we can't pay to mail everything or hold the items indefinitely. Unclaimed items will be donated by the middle of September.

Health & Safety

CAMPER GUIDELINES

- Show love and respect to your fellow campers and counselors
- Campers should never be alone; keep to groups of 3 or more at all times
- Wear shoes around Camp at all times (not required at the beach)
- No swearing, sexual jokes, racism, or crude behavior
- Weapons, alcohol, marijuana, tobacco, vape products, & unprescribed drugs are not permitted (grounds for immediate dismissal from Camp)

MEDICAL CARE OVERVIEW

- We have two licensed health care staff on site every week. There is at least one staff member on duty at all times.
- Non-emergency injuries/illness will be treated according to Camp Spofford's standing orders from the Medical Supervisor and documented appropriately. A parent/legal guardian will not be contacted.
- If a camper's non-emergent injury/illness lasts for greater than 24 hours, has a persistent fever greater than 100°F, or displays significant behavior changes, a parent/legal guardian will be notified.
- Parent/Legal Guardians will be contacted and an action plan discussed if a camper becomes seriously ill, or has health concerns requiring 24 hours or more of attention.
- Transportation is not provided for non-emergent health concerns.
- In the event of a serious illness, injury, or incident, a parent/legal guardian will be contacted immediately by the Camp Administrator or nurse. A parent/legal guardian signature on the Medical Form allows us to initiate prompt treatment for emergencies.
- Severe allergic reactions with symptoms of anaphylaxis will be treated according to the orders received from Camp Spofford's Medical Supervisor. Unless an EpiPen is provided to Camp prescribed to the camper, in this case the EpiPen will be the first line of treatment.
- The Cheshire Medical Center ER is 20 minutes away and EMS services typically respond within minutes to an emergency.
- Camp Spofford reserves the right not to admit a camper who poses a communicable illness threat.
- Campers with chronic health concerns should be capable self-managers.

MEDICATIONS

- Medications including over the counter medications, vitamins and supplements must be brought in the original containers (no loose pills or daily dispensers).
- Medications including over the counter meds, vitamins, and supplements must be accompanied by the **Medication Administration Authorization** form.
- Place medications in a ziplock bag clearly labeled with full name and date of birth written in permanent marker on the outside.
- Medications will be kept in lockers in the Nurse's Station and administered by our staff.

HEAD LICE

- We have a strict "no-nit policy". Campers are checked for head lice during check-in and if head lice or nits are found, campers will not be allowed admission to Camp. The camper must leave Camp and be treated for lice removal in addition to proper treatment of bedding, clothing, and personal items.
- The camper may return to Camp on Tuesday morning providing that the health staff does not find any nits remaining in the hair.
- The best way to avoid being sent home is to check your child for head lice 1-2 days prior to Camp and treat if needed.
- <https://www.cdc.gov/parasites/lice/head/parents.html>

WATERFRONT GUIDELINES

- Swimming is only permitted on the Beach within the area designated by the floating buoys. This area is monitored by lifeguards during scheduled hours.
- At the start of each week, campers are given a swim test to determine their ability level. Those who pass this test are given a special wristband that identifies them as a high-level swimmer. They are able to swim into our deepest swim area, across the middle line. Those without a bracelet must not swim past the center swim buoy line.
- Prior to entering the water, each camper will choose a swim buddy. At all times, each camper is to stay within close range of their buddy. Every 15 minutes, a buddy check will be conducted to ensure all pairs of buddies listed on the buddy board are accounted for.
- All individuals must wear a life vest while participating in any boating activity.
- Respect the lifeguards - when the whistle blows, stop and listen.

ABUSE PREVENTION

At Camp Spofford, our goal is to ensure that every camper experiences a safe and secure environment while they are here. We have several policies in place designed to protect your child and every person at Camp. Below you will find the key elements of these policies.

- Every staff member and volunteer is required to complete a background check.
- Every staff member and volunteer is required to complete a sexual abuse prevention and awareness training program which covers topics such as:
 - Types of abuse and how to spot it
 - Guidelines for appropriate touch and behaviors with children
 - Mandatory reporting requirements
- Campers are never left unsupervised.
- Staff members and campers must always be in groups of three or more when not in public view.
- Every person on Camp property is required to wear a wristband. These help us to ensure the safety of everyone by easily identifying all permissible Camp occupants and guests.



Thank you for taking the time to read this handbook. We are excited to welcome your child to Camp! We hope we have answered any questions you might have had, but please feel free to contact us if needed.

