



## REZ Camp

### Program Letter and Parent/Caregiver Information 2022

#### Dear Parent or Caregiver,

Thank you for choosing Camp Manitouqua's Summer Programs. In sending your child to Manitouqua, he or she will be immersed in an environment that fosters the beginning and deepening of relationships, aids in spiritual and character growth, promotes the stewardship of God's creation, and connects to the message of salvation in Christ.

This program letter, in addition to your confirmation letter, provides all the information you will need prior to check-in. Please set aside some time to review this material and then discuss camp with your child in order to further prepare them for the experience. Feel free to continue this dialogue after the session concludes, to follow-up with your camper and share in their experience.

Thank you!

Manitouqua Staff

#### Cancellations/changes

Cancellations need to be done **10 business days prior** to the program start date and can be done by calling the office 815.469.2319. Please note, cancellations and changes to programs will be subject to a fee(s) listed below. Also, see our brochure or website for more details (visit [Manitouqua.org/brochure](http://Manitouqua.org/brochure)).

Day Camp:	\$10 Change \$25 Cancellation
Overnight Camp:	\$10 Change \$25 Cancellation

#### Monday Morning Check-in

- Drop off will be staggered by alpha order to avoid crowding.
  - First check in will be at 9:15am for the **LAST** half of the alphabet, second check in time will be at 9:45am for the **FIRST** half of the alphabet. Please come at your assigned time and not early.
  - Campers will need to stay in vehicles until their assigned time.
  - An email will be sent the Friday before your camp session with what cabin your camper will stay in as well as a reminder of your check in time.
  - All medications must be checked in with the camp nurse – there will be a table before the cabins.
  - Name tags and any pre purchased debit cards (punch cards) will be in the cabin.
  - No saving bunks for others.

#### During the week

**No packages will be allowed this year.** We strongly encourage showing your camper love by emailing them at [camper@manitouqua.org](mailto:camper@manitouqua.org) or packing items in their bags they can open daily. Campers will not be able to leave during the week. If they need to leave for any reason, they will not be able to return.

#### Friday pick up

- Check out will be between 12:00pm and 12:45pm on the at your camper's cabin, please bring photo id.
- Please note, refunds will not be given for unused monies on debit cards (punch cards). Any unused monies will be donated back to Camp.

# Information

## Camp Store & Pickle Shack

The *Camp Store & Pickle Shack* (our concessions stand for snacks & drinks) are two of the options available to campers. At these locations, campers can spend any money they have brought. The camp store will be available during Monday drop off, Wednesday free time, and Friday pick up. You can also purchase items anytime online - [Online camp store](#).

## Camper Conduct Policy

At all times campers are expected to respect others and respect camp. Abusive language, fighting, drug use, bullying, or inappropriate attire will not be tolerated. Behavior management responses will be initiated when behavior is outside of the expected guidelines (visit [Manitoqua.org](http://Manitoqua.org)).

*\*\*If a camper leaves for any reason including homesickness/behavior, they cannot return for the remainder of the camp week and no refund will be given.*

## Communicating with your child

A great way to communicate with your overnight camper is to send letters or emails. If you wish, you may send e-mails to [camper@manitoqua.org](mailto:camper@manitoqua.org) putting your camper's name in the subject line. Please limit e-mails to one family e-mail per day. Our staff will deliver any emails received at dinner on Tuesday, Wednesday, and Thursday. Emails received after **3:00pm will be delivered the next day**.

Visits to campers and phone calls from campers can increase homesickness and are therefore discouraged. Please do not send a cell phone with your child. If cell phones or electronic devices are brought to camp, they will be taken away from camper, locked in a secure location for the week, and returned at Friday pick-up.

## Lost & Found

Lost & Found is located across from the Game Room in the lower level of the Dining Hall. If you are missing items, call the office to arrange a time to check the lost and found. Camp Manitoqua is not liable for lost items.

## Pre-Purchased items (subprograms)

Cabin, Camp photos, and debit cards (punch cards) will be the only subprograms offered this year and will need to be purchased **by the Tuesday prior to** the start of the camp session. Please note, refunds will not be given for unused monies on debit cards (punch cards). Any unused monies will be donated back to Camp.

## Severe Weather Policy

On threatening days, camp closely monitors weather forecasts. When a warning is received, campers are moved into the basement of the main buildings and remain there until an "all clear" has been issued. If bad weather occurs during pick-up, parent/guardian will pick up their campers at their cabins.

## Medications & Nurse Policy

All medication is distributed, handled and stored by the camp nurse. Any meds brought to camp should be kept in a Ziploc bag, labeled with the camper's name, address, medication name, and daily dosage and then turned in for the nurse on the Monday morning of check-in. **New for 2022 – Please enter all medications on your child's account before they arrive at camp.**

A registered nurse and student nurse are on call at all times to respond to camper needs. In addition, each group has counseling staff certified in first aid. Campers who require care beyond basic first aid will be cared for by the nurses. Examples of these needs include headaches, some cases of homesickness, nausea etc.

When your child visits the nurse, a nurse's note will be sent home. **Phone calls will be made in response to the following situations:** permission to administer medication other than that given by parents/caregivers, head related injuries, fever or stomach illness, severe cases of homesickness, and emergencies. There may be other situations that warrant a phone call home.

## Free time

Campers have the option to visit: the pool, game room, pond, basketball courts, or art hut. All areas are supervised with Manitouqua summer staff or lifeguards.

## Other information

### Summer Office Hours – Office Communication

Summer Office Hours:

8:30am-6:00pm • Monday-Friday • 815.469.2319

If you do not hear from us you can assume that your child is doing well. If we have a concern about your child, we will call you immediately. When you leave a message, please include your camper's name and group.

### Absenteeism – Overnight Camp

If your camper needs to leave grounds during their stay at camp, they will not be permitted to return to camp for the remainder of the week.

### Refunds

Full refund is given for documented medical emergency only and must be done before the camper's session begins. Campers who leave for any reason during their camp session will not receive a refund.

## Packing Checklist

- |   |  |
|---|--|
| <input type="checkbox"/> Bible, notebook & pen                          | <input type="checkbox"/> Sunscreen & bug repellent |
| <input type="checkbox"/> One-piece swimsuit                             | <input type="checkbox"/> Rain gear                 |
| <input type="checkbox"/> Towel  | <input type="checkbox"/> Water bottle(s)           |
| <input type="checkbox"/> Gym shoes                                      | <input type="checkbox"/> Optional spending money   |
| <input type="checkbox"/> Extra or old/casual clothes that can get messy | <input type="checkbox"/> we recommend \$20-30      |
| <input type="checkbox"/> Clothes & pjs for 5 days of camp               |  |
| <input type="checkbox"/> Toiletries                                     |  |
| <input type="checkbox"/> Pillow and sleeping bag or twin sheets         |  |

#### What ***Not*** To Bring

- Cellular phones\*
- Electronic devices\*
- Sandals
- Valuables

*\*No electronic or cellular devices are allowed at camp including cell phones, smart watches, tablets or computers. If cell phones, data capable electronic devices are brought to camp, they will be taken away from camper and locked in a secure location for the week.*

## Pre-Camp To-Do List

**Pay your balance.** Please ensure that any outstanding balance on your camper's account is paid **before** their week of camp. Balances, due at registration, may be paid on-line using your camper's account. If you have any balance-related questions, please call the office at 815.469.2319.

**Manitoqua.org/summer.** Has valuable general information under Parent Information.





**Password: 20cornerstone22**

**Ensure that your child is ready for this experience.** Talk to your child about overnight camp and answer any possible questions. Encourage a dialogue that will continue when the session concludes.

**Dress Code** Camp Manitoqua & Retreat Center strives for a modest standard of dress. Campers should never be wearing clothing that exposes undergarments, or with graphics depicting or endorsing illicit acts. Please also avoid spaghetti-strap tank tops (*straps should be 2-finger widths wide*) or short shorts (*shorts must be fingertip length*).

**Are you ready for check-in?** Please review your information letter, packing checklist, etc., and ensure that you are ready to arrive on the **Monday morning of Rez Camp at 9:15am or 9:45am.** If you have any remaining questions, please call the office at 815.469.2319.

## Program Leadership Staff

	<p><b>Laura Vroom</b> Executive Director</p>	<p>Laura is in charge of leading the ministry in a forward-thinking direction and trying to discern what's next for the organization. She oversees fundraising for the ministry as well as leading the staff in its organizational goals.</p>
	<p><b>Nathan Phillips</b> Program Director</p>	<p>Nathan has served on Manitoqua's full-time staff for over fifteen years and is responsible for overseeing all year-round programming at camp, including outdoor education and the Adventure Zone, retreats, and summer programs.</p>
	<p><b>Collin Puckett</b> Program Coordinator</p>	<p>Collin is responsible for the direction of summer programs in addition to overseeing the summer staff and day-to-day operations of summer camp. Year-round he plans and implements child and family programs.</p>
	<p><b>Ashley Mansell</b> Pool Coordinator</p>	<p>Ashley supervises the lifeguarding staff, as well as oversees and other activities at the Aquatic Center during the summer. She also serves as the year-round Guest Services Coordinator.</p>