



Parent Handbook

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WHAT IS THE PARENT HANDBOOK?

We understand that sending your child to camp is a big decision. For over 50 years, we've been entrusted by parents to take care of their kids and foster their social, physical and spiritual growth in an atmosphere of fun, safety, acceptance and care. This handbook is intended to help parents learn about and become comfortable with Camp Evergreen. We've compiled tons of camp procedure information into one convenient booklet. We've included information that many have specifically asked for, as well as some that you may have never thought to ask for. It's all about you, your kids, and your comfort. Our goal is to make sure you are confident in Camp Evergreen's ability to care for and nurture your child.

If you'd like more information after reading this booklet, or if you'd just like to talk to a real person at Camp Evergreen, feel free to contact us.

Office 403-638-4230 Email: main@camp-evergreen.com

WHO WE ARE

Camp Evergreen exists to share the Good News of Jesus Christ and to grow kids and youth – spiritually, mentally, socially, physically, wholly – cultivating confidence, facilitating courage, and equipping leaders among our campers, guests and staff, all while having a lot of fun and using God's creation as a key tool! Our goal is to give your child the best week of their summer.

The camp is owned by the Camp Evergreen Mennonite Brethren Ministries, Sundre Society: a non-profit and registered charity. We have our roots in the Alberta Conference of Mennonite Brethren Churches and still maintain close ties requiring over half the board to attend an MB Church.

The general camp theme we uphold is based on Christian teachings. This means we place high regard on equality, fairness, and maintaining a positive teaching environment for children to learn and grow in Christ. There are two formal times when teaching takes place; both are 15-30 minutes long and are based around a story from the Bible, which we try to relate to everyday life. Teaching is also employed in many of our activities, which help us show how God is real in our lives.

Approximately 40% of our campers do not attend church, a fact which we take into consideration when we plan our programs and camps. No camper will be forced or coerced into making any decision at camp. We try our best to ensure that no one will feel that their choices or their families' choices are bad; instead we teach what we believe and show the kids the love that Jesus has for them.

MISSION, VISION & VALUES

Mission - Camp Evergreen exists to share the good news of Jesus Christ and to grow kids and youth – spiritually, mentally, socially, physically, wholly – cultivating confidence, facilitating courage, and equipping leaders among our campers, guests and staff, all while having fun and using God's creation as a key tool!

Vision - Camp Evergreen has a vision to be a camping ministry that sees “individual lives

transformed through the power of Jesus.”

Values – Celebration, Dependency on Jesus, Love, Prayer, Relational Integrity.

- We desire life change for ourselves and others through God's message of love, forgiveness and hope.
- We are committed to serving children, youth and young people. We want to meet the diverse needs of all our guests.
- We are passionate about doing ministry in the context of personal, caring relationships and inclusive, close communities. As a result, we expend a great deal of time and energy finding, developing and retaining people who relate to others in such a manner.
- We are committed to delivering unique, exciting and inclusive experiences.
- We seek to be a listening, learning and leading organization that launches young people into a life of purpose and kingdom service.

Camp Evergreen has adopted the [Canadian Mennonite Brethren Conference confession of faith](#).

ACCREDITATION

We engage multiple licensing and accreditation agencies, consultants, partners and vendors in areas ranging from medical and emergency procedures to food service and staff training. Our Summer Camp is accredited by the Alberta Camping Association. ACA supports, advances, promotes and accredits camps throughout Alberta. We are members of Christian Camping International.

INVESTMENT IN CAMPERS

Everything we do is for the kids. And everything we do is intentional. We've purposely designed every aspect of camp to accommodate the varying needs of campers of different ages. All of these considerations create a customized experience for each Evergreen Camper. We value relationship and community building within our cabins which helps our Cabin Leaders identify their campers' developmental needs and challenge them in their growth.

INVESTMENT IN STAFF

Our cabin leading staff receive detailed and specific training to meet the diverse behavioural, spiritual and activity needs of our campers. The sole purpose of the cabin leader is to build relationships with campers and foster their spiritual growth. Cabin leaders emphasize the importance of teamwork, safety and respect, and build a strong culture of inclusion throughout the week. To accomplish these goals effectively, they are on duty and with their groups the entire time they are at camp. Our cabin leader to camper ratio is 1:5. Our activity staff receive special in-depth training in order to facilitate activities for children. All our staff, working directly with campers, have CPR/First Aid training.

SAFETY

EQUIPMENT AND ACTIVITY SAFETY

Each activity area at Camp has trained staff members who are responsible for leading the specific activity. Our Activities Director directly observes staff in their interaction with campers, their proficiency in running the activity, conducting debriefs, keeping track of equipment use and removing any worn equipment from services ensuring our equipment and facilities are above par. Trained staff inspect all elements and equipment, including ropes, carabiners, canoes and bow each time prior to use.

PERSONAL SAFETY

In order to protect children, our policy prohibits any staff person from being alone in a private location with a camper. If a one-on-one conversation is necessary between a staff member and a camper, it will always be in view of other people. Our staff are easily identifiable. All visitors are required to check-in with the office.

IN CASE OF AN EMERGENCY

A signal system allows communication with all campers and staff in the event of an emergency. Staff monitor weather radar and we move staff and campers to severe weather shelters when there is an immediate threat of severe weather.

All staff are trained in our Emergency Action Plan, which covers scenarios like severe weather, fire and medical emergencies. The focus is on accounting for and protecting campers in these situations. Our lead staff are connected via radios. Our Health Care Team is trained to respond to emergencies 24/7. Our staff have CPR/First Aid certification. The Sundre Hospital is 15 minutes away if further medical assistance is necessary.

BEHAVIOUR MANAGEMENT

All cabin leaders are trained in our behaviour management and anti-bullying policy. We partner with the camper to come up with a solution that works for everyone, grace is given and consequences are enforced, if necessary.

It is our goal to provide a positive experience for all our campers. As such, we believe part of this is creating a safe environment-- physically, emotionally and spiritually--for the campers to interact in. This means Camp Evergreen has behavioural expectations for campers and staff that allow us to function safely and fairly as a camp community. To facilitate this we have what's known as a "three-level" policy that applies to both campers and staff.

The First Level is simply to talk to the camper about the problem they are creating; the camper is pulled aside by their cabin leader and there is a very caring conversation about change in behaviour. In most cases, minor problems can be solved by this talk, and the issue in question won't come up again. We often ask the Head Counsellor to help out at this level.

If the situation continues, a camper is placed on the Second Level. Here the Head Counsellor will involve the Summer Director, who will have a talk with the child regarding the recurring problem. If a

second level is reached, the camper's parents may be contacted and informed of the problem the camper is creating asking for advice.

In the case of the Third Level, the camper's behavioural difficulties, disturbance of other campers or refusal to cooperate with leader reaches a point where our staff cannot manage it appropriately in the camp setting. If a camper reaches the third level, the parents are contacted and asked to come pick the camper up, at which point they will not be allowed to continue their summer at camp.

Please note that a camper sent home at the third level is not able to enrol in future camps of that summer, but is welcome to try again next year.

INCLUSION

We want every child who comes to camp to feel welcome. While your child is at camp, we make sure every camper is given individual attention and is included in the experience. We strive to meet the needs of every camper, whether it's physical, behavioural, dietary or medical.

If your child has special needs please detail them when prompted during registration (defined by what your child's school and teacher would consider special needs). This allows us to provide the best experience for your camper.

Children with Special Needs

We try to integrate children with mild delays into our camp setting; a child who functions well on their own in a school setting may function well at camp. We do not, however, accept applications for children functioning more than two years behind their peers emotionally or socially.

We have had positive experiences with children with ADD, ADHD, FAS/FASD and Asperger's Syndrome, but every child is unique and your child may not be suited for a camp environment.

If your child can have a greater chance of succeeding as a camper with an Aid, (ie: they currently need a full time aid in school), then we invite you to do so. Please let us know when you register your child as we do allow Aids to accompany children to our camp free of charge. We love to see children succeed as campers and it creates a safer environment for them.

We have found that even though a child may be independent at school, camp can be a much more intense environment. The days are longer, there is little opportunity for quiet or alone time, parents aren't around, it's not a familiar setting, etc. While our staff are trained to lead a cabin and to lead activities, they don't have the additional training needed to handle specific developmental challenges. So while its true just about every summer we have children with special needs come to Camp Evergreen, we do not consider ourselves a special needs camp.

Our camper/leader ratio for most cabins is 10:2. If your child requires assistance with self care, behaviour support, staying on task etc., we would ask that you provide an Aid, as the extra care needed can very quickly become over taxing on our staff and become a distraction to the other campers in the cabin. Our desire is to see all our campers succeed and enjoy their experience at camp.

As with all our campers, if your child is struggling with camp life and becomes a distraction to other campers and staff, our first step will be to give you a call to see if we could work things out. If we find that there are no great strides forward we will most likely ask you to pick your child up.

STAFF

SELECTION

We have located the most amazing and caring staff for your child! We strive to find staff members who are spiritually, mentally and emotionally mature to ensure that not only is your child in good hands, but in good hearts. Each staff member has been personally interviewed, reference checked and background checked before they even set foot on the property.

HIRING PROCEDURES & PROCESSES

We have a rigorous staff selection process that leads us to the best people. Our interview process covers where applicants are in their spiritual walk, maturity of faith, how to build relationships with the kids, experience working with kids, and overall competencies for the job.

STAFF TRAINING

Our staff and volunteers are trained in camper care and community building, safety protocols, child protection (Safe Place), spiritual foundations, customer service, and first aid awareness.

- Camper Care and Community Building - focuses on camper behaviour management, group dynamics, how to deal with bullying, how to help with homesickness, and making sure that every camper gets individual attention. Staff are taught to recognize that every camper learns differently and has his/her own set of needs. Our staff are equipped with tools to help build relationships between their campers throughout the week.
- Safety Protocols - covers our Crisis Management Plans for scenarios like severe weather, fire, medical emergencies, and unauthorized personnel on-site.
- Child Protection/Safe Place - focuses on two aspects of child protection: prevention and how to report suspected abuse. Prevention of abuse at camp includes what is and is not appropriate interaction between staff and campers.
- Spiritual Foundations - Cabin Leaders are trained to identify where each child is spiritually and will meet them where they're at while challenging them to grow. All staff are trained on how to effectively share the Gospel and Good News with campers of every age. We also train the staff to have effective discussions.
- Customer Service - teaches staff how to address and greet kids and parents, providing an exceptional camp experience for every guest. We train our staff to "make our camper's camp dreams come true".
- First Aid Awareness - Every staff member that works with campers has their Standard First Aid with CPR. We also address typical camp ailments like bee stings, stomach aches, and how to respond to bed-wetting in a discrete way. We also cover how to work with the camp medic for daily medications and any additional situations that may arrive.

Additionally, staff are instructed on Camp Evergreen doctrine: who we are, why we teach what we teach, and how to share their spiritual journey in an appropriate way, and how to remain sensitive to many denominations without compromising our Statement of Faith.

Nearly 75% of our staff have been to Camp Evergreen before; many as campers in years previous, many as part of our discipleship programs, and many more as returning staff. For most of them, training is a long term immersion in Evergreen's values of being a place to belong; where God's love is shown through respect, caring, and providing a safe place of learning and growth.

Leadership Week is our pre-camp training for staff so that they can brush up on their cabin leading and teaching skills. It also ensures that everyone is working towards the same goals of supporting every child as a valued member of their cabin, and that they have a successful week at camp. Every staff member that works with campers have their current Standard First Aid, have gone through our thorough Safe Place Policy, and has an up-to-date Criminal Record Check with a Vulnerable Sector Search on file. Staff who are Alberta Residents also are required to provide a Child Intervention Check from the Alberta Government.

ACTIVITY TRAINING

Activity staff receive training specific to their activity area with an emphasis on safety, proper use of equipment, engaging all campers and effective debriefs. In some high-risk areas, certification by industry associations is required.

LEADERSHIP STAFF TRAINING

Leadership staff oversee cabin/group areas, activities, or have specialized functions at camp. Their main job is to oversee cabin leaders, support and activity staff, ensuring that those staff have all the resources they need to deliver an exceptional Camp Evergreen experience for all their campers. These individuals have exceptional leadership abilities.

REGISTRATION INFORMATION

HOW TO REGISTER

You can access our online registration at <https://www.camp-evergreen.com/summer-camps/register> Registration goes live in early January. Or if you prefer filling out a form, you can email our Registrar at main@camp-evergreen.com and we'll email or mail a copy to you.

REQUEST A CABIN MATE

During the registration process you will have the opportunity to request a cabin mate for your child's week of camp. We know campers want to be with their friends. We will try our utmost to get any requested cabin mates (same gender) together in the same cabin. If you haven't requested a cabin mate and would like to, please contact the Camp Office to make these arrangements.

HOW MANY KIDS IN A CABIN?

There are eight to ten campers in a cabin with two cabin leaders, the leader-to-camper ratio is 1:4 or 1:5.

PAYMENT OPTIONS

Registration fees can be paid by Visa or MasterCard in full at the time of online registration, or with a

Payment Plan. **A deposit of at least \$50.00 per person is required within 1 business day of online registration in order to hold the camper's spot in his/her camp program.** The balance of the fees are due no later than last business day of June. To secure the Early Bird Discount, fees must be paid in FULL by the early bird deadline.

If you wish to pay by cheque, money order or e-transfer, payment for the fees amount must be received **within 2 weeks of online registration.** Payment plans are available upon request. Please contact the Camp Office to make these arrangement within 1 business day of registering. Camp fees must be paid in full by the business day of June. Make cheques or money orders payable to Camp Evergreen.

CANCELLATION POLICY

Prior to arrival at camp

Refunds will be issued up to 30 days before your camp commences, less a \$50 administration fee. Cancellations under 30 days require a Physicians note to receive the full refund, less a \$50 administration fee.

During Camp

If we ask the camper to go home due to illness or injury, we will give a credit for next year's camp based on how many days the camper has been at camp. (we can see if there is room in another camp in the same summer). If the camper and/or parents decide to go/take the camper home, there is no refund or credit. *There is no refund/credit for homesickness even if we determine the camper should go home.*

Illness Policy

Due to the concern of transmitting communicable diseases to other campers or staff, we are asking parents that if your child is ill with a fever, vomiting, or diarrhea that they do not attend camp until they have been symptom-free for at least 48 hours. If your child develops any of these symptoms while at camp, parents will be contacted and they will be sent home until symptoms clear up.

We will make all possible efforts to move your child to a different week or refund your fees, according to our refund policy, if they are unable to attend camp due to illness. Therefore we please urge you to ensure you do not send your child to camp while ill for the safety of other campers and staff.

TRANSFERRING PROGRAMS

If a camper needs to transfer to a different week or program, we will be glad to move him/her at no charge as space allows.

WAIT LIST PROCEDURES

When any of the camps reach their capacity, we will create a wait list. The wait list is created on a first come, first serve basis. You will be contacted when a spot becomes available. If there are no remaining spots for that camp, we encourage you to look at the other sessions that are offered.

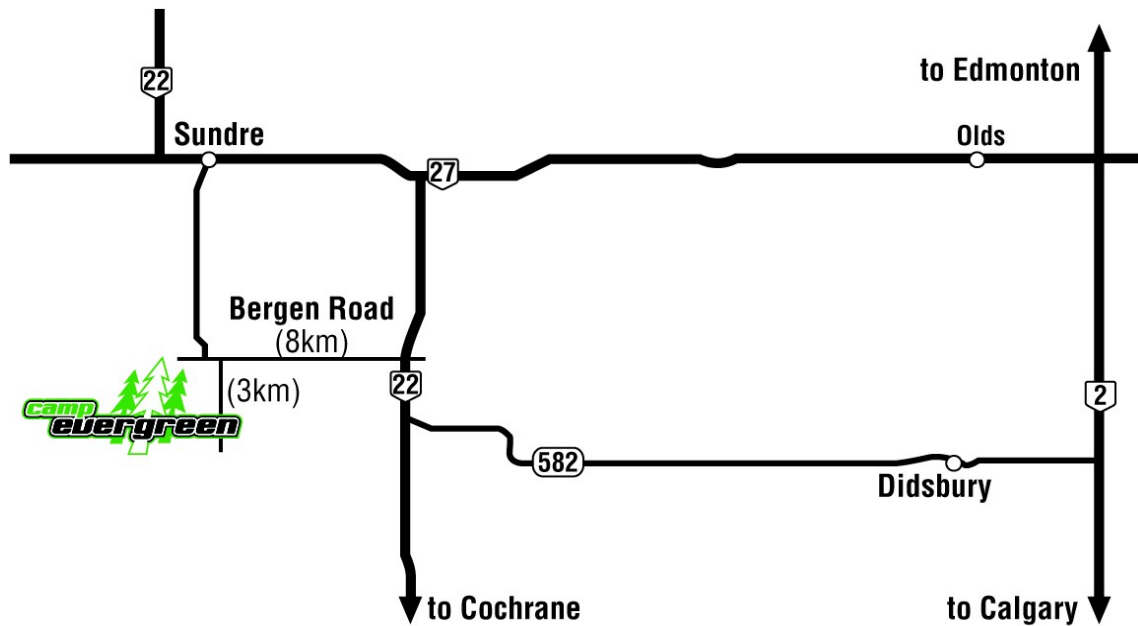
FAMILY DISCOUNT

A \$10 Family Discount is available for the 2nd, 3rd, 4th, etc campers from the same family household. Just include that on your registration form.

CAMPERSHIP AID

It is our philosophy that no camper should be refused access to camp because of the financial circumstances of their family, and we endeavour to honour each request. We do, however, ask for as much financial participation as possible from the family. Campership Aid cannot apply to the Memory DVD or the GST costs of the camp. Requests for Campership Aid can be made on our registration form. After you have submitted the registration, a link to the financial aid form will be emailed to you. Please complete the application form and then submit. We will contact you regarding your acceptance.

HOW TO FIND US:



SPARKS, JR. EXPLORERS, EXPLORERS, TRAIL BLAZERS, IGNITE & IMPACT CAMPS

CAMPER HEALTH

Our cabin leaders are trained to make sure your child is eating enough, staying hydrated and applying sunscreen. We ask that you send sunscreen with your child. Our staff will ensure it is applied regularly. We also encourage campers to bring a water bottle to camp to stay properly hydrated. There are water stations around the property. On especially hot days, we will take care to ensure kids stay hydrated.

MEDICAL CARE AT SUMMER CAMP

During the summer months we will have Designated Medical Personnel (DMP) on site at all times. You can meet the DMP when you check in your child on their first day of summer camp. The DMP is trained in First Aid and CPR.

Major responsibilities of the Designated Medical Personnel include the storing and administering of a camper's medications (prescription or otherwise); taking care of minor injuries, dealing with safety and health concerns which may arise during the week; administering First Aid or CPR when necessary; documenting each medical incident whether small or large.

The Sundre Hospital is 15 minutes away should we need further medical assistance.

All medications need to be turned in to the DMP during check-in. Please pack medications separately and label them with your child's full name. The parent/guardian will be consulted at check-in to determine if a camper's epi-pen or inhaler needs to remain with the camper or kept with the cabin leader or with the DMP. A short pre-camp medical form will be required to fill out to ensure camper is not ill.

The DMP compiles a list of camper medications and medication schedule along with the health information collected from the registration form. During the week, the campers will go with their leaders to the DMP to get their medication.

We contact parents/guardians when:

- a camper has significant bumps, bruises or cuts with the potential for scarring, especially on the face
- if there is some medication that we need to give that is not on the list completed at the time of registration
- there is something out of the ordinary (ie seizure/accident)

- a camper has had an exposure to a contagious disease, bug or parasite
- a camper is sent off-site for professional medical treatment
- any other concerning medical issue staff deem necessary to communicate with parents

If there are any special conditions specific to your child's health such as allergies, food restrictions, medication instructions, please provide these in writing to the camp well in advance of his or her week here.

DIETARY NEEDS

We offer a wide variety of well balanced meals which vary according to age groups. We usually have fruit or vegetables included with the night snack.

If your child has special dietary needs/food allergies just tell us ahead of time, and we will be sure to tell our kitchen staff. We are a busy summer camp and do have our limitations, but will do our best to make things work. In some cases, we may need to ask that you bring foods to help us meet your child's needs.

Camp Evergreen endeavours to provide a safe camping experience for any children who have nut allergies, and therefore have a Nut Aware policy. No nut products are served from the Kitchen, or sold in our Moose Junction General Store. However, while at camp your child may be exposed to these products when coming into contact with other campers, and so we suggest that caution is used for parents registering campers with extreme/life threatening nut allergies.

PREPARING FOR SUMMER CAMP

PRIOR TO CHECK IN

- Your balance must be paid in full by the last business of June.
- Report any changes in address, email or phone number for your family or your emergency contacts.
- Report any changes in your camper's health
- You will receive an email about 2 weeks before camp starts

PACKING GUIDELINES FOR SUMMER CAMP

- When getting sleeping bags out of storage, if you put them in a clothes dryer on high heat for 30 minutes, it will kill any bugs or eggs that may have made a home there over the winter months.
- Place toiletries in a plastic bag or kit that makes it easy to travel to the showers. This also reduces the chance of spilling.
- Make sure your camper's name is on all items. Unclaimed left behind items will be donated to charity after summer.
- Pack together with your camper. This allows your camper to know where everything is and to develop a sense of responsibility.
- We recommend packing some plastic bags for dirty/wet laundry.

- Please bring any medications in their original packaging to check-in and submit them to our Designated Medical Personnel. Please do not pack medications in your camper's luggage.
- Make your bags visually distinctive. Add something brightly coloured to your bags. This makes it easier for you to spot them at pick up, and prevents other people from taking your bags by mistake. Distinctively marked suitcases and duffel bags are easier to find if they are misplaced
- Identification tags on your bags are important (inside too is helpful)

PAJAMA POLICY

For the safety and comfort of all our campers and staff, Camp Evergreen has implemented a Pajama Policy for our overnight campers and staff. We would ask that all campers and staff wear either pajama tops and bottoms, pajama bottoms and a T-shirt or shorts and a T-shirt.

WHAT TO PACK FOR CAMP

- sleeping bag & pillow
- pajamas **see PJ Policy above
- socks & underclothing for each day of camp
- running shoes (closed toed) & sandals
- hat
- water bottle with your name on it
- sunscreen
- bug spray
- lightweight jacket
- clothes for all types of weather – pants, shorts, hoodie, t-shirts, etc.
- rain coat, rain pants, umbrella
- rubber boots
- Bible (if you have one), notebook & pen
- flash light
- toothbrush, toothpaste
- brush/comb
- soap & shampoo/conditioner
- towel & face cloth
- modest bathing suit – bikinis are not permitted
- optional: camera, stuffed animal, etc.
- You will need long pants & closed toed shoes **if you go on a pony ride, trail ride or have signed up for horsemanship in Trail Blazers, Ignite or Impact.** Sparks, Jr Explorers & Explorers will rotate through all our activities.
- **If you have signed up for Paint Ball** please bring loose fitting clothing/camo (paint balls hurt more in tight fitting clothing), 2 pairs hikers/sturdy runners (may get wet), leather gloves & personal protective gear (ie. jock strap, etc)
 - Camp Evergreen provides the markers, paint balls, neck guards & masks (protect ears, face & eyes), but we don't provide protective clothing, such as coveralls.*

****Please remember when packing: this is camp.**

You are going to play hard, have fun and get dirty, so pack appropriate clothes**

WHAT NOT TO PACK

- electronic toys or hand held electronic games
- cell phones
- portable music devices
- jewellery
- money
- pocket knives
- peanut or nut products (please be sensitive other campers with serious food allergies)
- alcohol, tobacco, marijuana (all forms) and illegal drugs are NOT permitted at camp.
- please do not bring your pets to camp when you drop off and pick up your camper.

****Camp Evergreen is not responsible for lost, stolen or damaged, or left behind items****

SENDING MAIL TO YOUR CAMPER

If you would like to send messages to your camper while they are here for their week, you can send notes via email to: camper@camp-evergreen.com Just enter the camper's first & last names as well as the name of the week of camp on the subject line. You can also find the email address on the website under FAQ's – Homesickness & Parent Visits. This is a one way camper email (campers don't email back) that comes directly to us and there is no cost to you. If you have photos or other fun things (such as crossword puzzles, sudoku, etc) that you would like to send, just attach them to the email. Easy as that! No access code necessary.

Connecting with your Child

Homesickness is a real concern at camp, and we have found that visits can actually increase this homesickness. Also, the children who would like to have a visit from parents, but are unable to because of family situation can feel left hurt or left out when they do not receive visits.

Parents are welcome to call the main office at any time 403-638-4230 to see how their child is doing, and children are welcome to call home at any time (we do, however, try to discourage them from calling home at bedtime, as they tend to be more emotionally fragile then). Please note, office hours are 8:30am-5pm; you are welcome to leave a voice message.

For a quicker response after hours, you can send a private message to our Camp Evergreen FaceBook page, or email director@camp-evergreen.com.

TUCK

Tuck is an old English word meaning yummy food or treat. It's been a part of the camping community for as long as there has been camps! Our tuck shop, which is called Moose Junction, is stocked with candy, chips, chocolate, t-shirts, hoodies, water bottles, and frozen treats. The cost of tuck (two food or drink items per day) is included with your camp fee. Please don't send money to camp with your child.

CHECKING IN AT SUMMER CAMP

Check in begins at **4:30pm on the first day of camp**. Supper for campers will be served at 5:30 pm. If you are **unable to arrive at camp between 4:30-5:30pm** on the first day of camp for drop off,

please **contact the Office** prior to that day and make arrangements so that someone can be at the Welcome Centre to greet you and help your camper get settled.

Upon arrival on the first day of camp, you and your camper will check in at the **Welcome Centre**, get your cabin assignment, fill out a Pre-Camp Medical form, meet the Camp Nurse if the camper has medications, and then sign in your child at their cabin. Please note when you sign your camper in at the cabin, you will be given a Pick Up Code for when you pick them up on the last day. This will ensure every camper will be re-connected with the correct adult. If the person who dropped off the child is not the same as the person picking up, please let us know when signing in and, if possible, give the Pick Up Code to the person who will be picking up.

MOOSE JUNCTION GENERAL STORE

Moose Junction will be open during check in and after the Parents Program, if you'd like to buy treats, tee-shirts, hoodies or other super cool souvenirs! **The camper t-shirts will be handed out on the last day of camp, prior to check out.**

CHECK OUT TIME

There will be a **Parents Program** in the Activity Centre at **3 pm** on the last day of each camp. Please come and join us to get a glimpse into what your camper was up to all week. There will be a free-will offering taken during the Parent Program for our Campership Aid Program.

EARLY PICK UP

If you are needing to pick up your camper before the Parent's Program, please contact the office so we can have your child ready for you to sign out. Don't forget the Pick Up Code that was given to you at check-in.

SOMEONE DIFFERENT PICKING UP THAN WHO DROPPED OFF

If the person who dropped off the child is not the same as the person picking up, please let us know when signing in and, if possible, give the Pick Up Code to the person who will be picking up.

TYPICAL DAY AT CAMP EVERGREEN

Main Site overnight campers can expect to have three amazing meals (a snack is provided at night time), set activity times where campers participate in camp activities (archery, horseback riding, wall climbing, etc.), free time and tuck from Moose Junction (General Store), a cabin activity, two formal teaching/worship times, a camp-wide outdoor game, and a whole lot of fun.

ROUGHIN' IT CAMPS

CAMPER HEALTH

Our Roughin' It Leaders are trained to make sure your child is eating enough, staying hydrated and applying sunscreen. We ask that you send sunscreen with your child. Our staff will ensure it is applied regularly. We also encourage campers to bring a water bottle to camp to stay properly hydrated. There are water stations around the property. On especially hot days, we will take care to ensure kids stay hydrated.

MEDICAL CARE AT SUMMER CAMP

At Roughin' It Camps, one of the leaders will serve as the Lead First Aider available to respond to emergencies, distribute medications and provide basic first aid care for our campers & staff.

All medications need to be turned in to the Designated Medical Personnel during check-in. Please pack medications separately and label them with your child's full name. The parent/guardian will be consulted at check-in to determine if a camper's epi-pen or inhaler needs to remain with the camper or kept with the cabin leader or with the Lead First Aider at Roughin' It. A short pre-camp medical form will be required to fill out to ensure camper is not ill.

The Lead First Aider is given a list of camper medications and medication schedule along with the health information collected from the registration form. During the week, the campers check in with the Lead First Aider to get their medication.

We contact parents/guardians when:

- a camper has significant bumps, bruises or cuts with the potential for scarring, especially on the face
- if there is some medication that we need to give that is not on the list completed at the time of registration
- there is something out of the ordinary (ie seizure/accident)
- a camper has had an exposure to a contagious disease, bug or parasite
- a camper is sent off-site for professional medical treatment
- any other concerning medical issue staff deem necessary to communicate with parents

The Sundre Hospital is 15 minutes away should we need further medical assistance.

If there are any special conditions specific to your child's health such as allergies, food restrictions, medication instructions, please provide these in writing to the camp well in advance of his or her week here.

DIETARY NEEDS

We offer a wide variety of well balanced meals which vary according to age groups. We usually have fruit or vegetables included with the night snack.

If your child has special dietary needs/food allergies just tell us ahead of time, and we will be sure to tell our kitchen staff. We are a busy summer camp and do have our limitations, but will do our best to make things work. In some cases, we may need to ask that you bring foods to help us meet your child's needs.

Camp Evergreen endeavours to provide a safe camping experience for any children who have nut allergies, and therefore have a Nut Aware policy. No nut products are served from the Kitchen, or sold in our Moose Junction General Store. However, while at camp your child may be exposed to these products when coming into contact with other campers, and so we suggest that caution is used for parents registering campers with extreme/life threatening nut allergies.

PREPARING FOR SUMMER CAMP

PRIOR TO CHECK IN

- Your balance must be paid in full by the last business of June.
- Report any changes in address, email or phone number for your family or your emergency contacts.
- Report any changes in your camper's health
- You will receive an email about 2 weeks before camp starts

PACKING GUIDELINES FOR SUMMER CAMP

- When getting sleeping bags out of storage, if you put them in a clothes dryer on high heat for 30 minutes, it will kill any bugs or eggs that may have made a home there over the winter months.
- Place toiletries in a plastic bag or kit that makes it easy to travel to the showers. This also reduces the chance of spilling.
- Make sure your camper's name is on all items. Unclaimed left behind items will be donated to charity after summer.
- Pack together with your camper. This allows your camper to know where everything is and to develop a sense of responsibility.
- We recommend packing some plastic bags for dirty/wet laundry.
- Please bring any medications in their original packaging to check-in and submit them to our Designated Medical Personnel. Please do not pack medications in your camper's luggage.
- Make your bags visually distinctive. Add something brightly coloured to your bags. This makes it easier for you to spot them at pick up, and prevents other people from taking your bags by mistake. Distinctively marked suitcases and duffel bags are easier to find if they are misplaced
- Identification tags on your bags are important (inside too is helpful)

PAJAMA POLICY

For the safety and comfort of all our campers and staff, Camp Evergreen has implemented a Pajama Policy for our overnight campers and staff. We would ask that all campers and staff wear either pajama tops and bottoms, pajama bottoms and a T-shirt or shorts and a T-shirt.

WHAT TO PACK FOR CAMP

- warm pajamas (it can get cold over night) **see PJ Policy above
- wool socks, toque, mitts for night (gets cold)
- sleeping bag (-10 degree weather rating)
- pillow
- insulator pad (foam sleeping mat)
- sweater/hoodie
- warm spring/fall jacket
- pants, shorts, t-shirts
- socks & underclothing
- hat
- rain jacket, rain pants
- towel & face cloth
- soap, shampoo, conditioner
- brush/comb, toothbrush, toothpaste
- sunscreen & insect repellent
- modest bathing suit & t-shirt to prevent sunburns
- shoes (closed toed), sandals, rubber boots
- water bottle with your name on it
- flash light
- Bible (if you have one), pen & notebook
- optional – camera

****Please remember when packing: this is camp.
You are going to play hard, have fun and get dirty, so pack appropriate clothes. ****

WHAT NOT TO PACK

Please do not bring the following items to Camp:

- electronic toys or hand held electronic games
- portable music devices
- cell phones
- jewellery
- hair dryers
- pocket knives
- money
- peanut or nut products (please be sensitive other campers with serious food allergies)
- alcohol, tobacco, marijuana (all forms) and illegal drugs are NOT permitted at camp.
- please do not bring your pets to camp when you are dropping off or picking up your camper.

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as the name of the week of camp on the subject line. You can also find the email address on the website under FAQ's – Homesickness & Parent Visits. This is a one way camper email (campers don't email back) that comes directly to us and there is no cost to you. If you have photos or other fun things (such as crossword puzzles, sudoku, etc) that you would like to send, just attach them to the email. Easy as that! No access code necessary.

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Parents are welcome to call the main office at any time 403-638-4230 to see how their child is doing, and children are welcome to call home at any time (we do, however, try to discourage them from calling home at bedtime, as they tend to be more emotionally fragile then). Please note, office hours are 8:30am-5pm; you are welcome to leave a voice message.

For a quicker response after hours, you can send a private message to our Camp Evergreen FaceBook page, or email director@camp-evergreen.com.

TUCK

Tuck is an old English word meaning yummy food or treat. It's been a part of the camping community for as long as there has been camps! Our tuck shop, which is called Moose Junction, is stocked with candy, chips, chocolate, t-shirts, hoodies, water bottles, and frozen treats. The cost of tuck (two food or drink items per day) is included with your camp fee. Please don't send money to camp with your child.

CHECKING IN AT SUMMER CAMP

Check in begins at **4:30pm on the first day of camp**. Supper for campers will be served at 5:30 pm. After supper the leaders and campers will hike down to the Teepee Site, but their gear will be transported by truck. If you are **unable to arrive at camp between 4:30-5:30pm** on the first day of camp for drop off, please **contact the Office** prior to that day and make arrangements so that someone can be at the Welcome Centre to greet you and help your camper get connected with the group.

Upon arrival on the first day of camp, you and your camper will check in at the **Roughin' It Tent**, fill out a Pre-Camp Medical form, meet the Designated Medical Personnel if the camper has medications, and then sign in your child with the leaders. Please note when you sign your camper in, you will be given a Pick Up Code for when you pick them up on the last day. This will ensure every camper will be re-connected with the correct adult. If the person who dropped off the child is not the same as the person picking up, please let us know when signing in and, if possible, give the Pick Up Code to the person who will be picking up.

MOOSE JUNCTION GENERAL STORE

Moose Junction will be open during check in and after the Parents Program, if you'd like to buy treats, tee-shirts, hoodies or other super cool souvenirs! **The camper t-shirts will be handed out on the last day of camp, prior to check out.**

CHECK OUT TIME

There will be an informal wrap up time for all parents at **3pm on Friday at the Tent**. This will be a great time to hear what your camper has been up to all week and to chat with the leaders.

EARLY PICK UP

If you are needing to pick up your camper before the Parent's Program, please contact the office so we can have your child ready for you to sign out. Please remember to bring your Pick Up Code that was given to you at check-in.

SOMEONE DIFFERENT PICKING UP THAN WHO DROPPED OFF

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TYPICAL DAY AT ROUGHIN' IT

Wake up, Breakfast, Dishes
Devotional time
Activity time (ie. archery, trail ride, canoeing, etc)
Lunch, Dishes
Quiet time
Activity Time (ie. zipline, climbing wall, survival skills, etc)
Hang out time/Creek time
Supper, Dishes
Devotional time
Bedtime

TRAILS AWAY CAMP

CAMPER HEALTH

Our Trails Away Leaders are trained to make sure your child is eating enough, staying hydrated and applying sunscreen. We ask that you send sunscreen with your child. Our staff will ensure it is applied regularly. We also encourage campers to bring a water bottle to camp to stay properly hydrated. There are water stations around the property. On especially hot days, we will take care to ensure kids stay hydrated.

MEDICAL CARE AT SUMMER CAMP

At Trails Away Camps, one of the leaders will serve as the Lead First Aider available to respond to emergencies, distribute medications and provide basic first aid care for our campers & staff.

All medications need to be turned in to the Designated Medical Personnel during check-in. Please pack medications separately and label them with your child's full name. The parent/guardian will be consulted at check-in to determine if a camper's epi-pen or inhaler needs to remain with the camper or kept with the cabin leader or with the Lead First Aider at Trails Away. A short pre-camp medical form will be required to fill out to ensure camper is not ill.

The Lead First Aider is given a list of camper medications and medication schedule along with the health information collected from the registration form. During the week, the campers check in with the Lead First Aider to get their medication.

We contact parents/guardians when:

- a camper has significant bumps, bruises or cuts with the potential for scarring, especially on the face
- if there is some medication that we need to give that is not on the list completed at the time of registration
- there is something out of the ordinary (ie seizure/accident)
- a camper has had an exposure to a contagious disease, bug or parasite
- a camper is sent off-site for professional medical treatment
- any other concerning medical issue staff deem necessary to communicate with parents

The Sundre Hospital is 15 minutes away should we need further medical assistance.

If there are any special conditions specific to your child's health such as allergies, food restrictions, medication instructions, please provide these in writing to the camp well in advance of his or her week here.

DIETARY NEEDS

We offer a wide variety of well balanced meals which vary according to age groups. We usually have fruit or vegetables included with the night snack.

If your child has special dietary needs/food allergies just tell us ahead of time, and we will be sure to tell our kitchen staff. We are a busy summer camp and do have our limitations, but will do our best to make things work. In some cases, we may need to ask that you bring foods to help us meet your child's needs.

Camp Evergreen endeavours to provide a safe camping experience for any children who have nut allergies, and therefore have a Nut Aware policy. No nut products are served from the Kitchen, or sold in our Moose Junction General Store. However, while at camp your child may be exposed to these products when coming into contact with other campers, and so we suggest that caution is used for parents registering campers with extreme/life threatening nut allergies.

PREPARING FOR SUMMER CAMP

PRIOR TO CHECK IN

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- Report any changes in your camper's health
- You will receive an email about 2 weeks before camp starts

PACKING GUIDELINES FOR SUMMER CAMP

- When getting sleeping bags out of storage, if you put them in a clothes dryer on high heat for 30 minutes, it will kill any bugs or eggs that may have made a home there over the winter months.
- Place toiletries in a plastic bag or kit that makes it easy to travel to the showers. This also reduces the chance of spilling.
- Make sure your camper's name is on all items. Unclaimed left behind items will be donated to charity after summer.
- Pack together with your camper. This allows your camper to know where everything is and to develop a sense of responsibility.
- We recommend packing some plastic bags for dirty/wet laundry.
- Please bring any medications in their original packaging to check-in and submit them to our Designated Medical Personnel. Please do not pack medications in your camper's luggage.
- Make your bags visually distinctive. Add something brightly coloured to your bags. This makes it easier for you to spot them at pick up, and prevents other people from taking your bags by mistake. Distinctively marked suitcases and duffel bags are easier to find if they are misplaced
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PAJAMA POLICY

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WHAT TO PACK FOR CAMP

- warm pajamas (it can get cold over night) **see PJ Policy above
- wool socks, toque, mitts for night (gets cold)
- sleeping bag (-10 degree weather rating)
- you do not need to bring a sleeping mat as they sleep on bunkbeds in a wall tent
- pillow
- sweater/hoodie
- warm spring/fall jacket
- thick pants for riding (jeans are appropriate, 2 pairs are best)
- shorts, t-shirts
- socks & underclothing
- closed toed shoes for riding
- shoes for around camp site
- rain gear – jacket, pants, rubber boots
- towel & face cloth
- soap, shampoo, conditioner
- brush/comb, toothbrush, toothpaste
- sunscreen & insect repellent
- modest bathing suit & t-shirt to prevent sunburns
- hat
- day pack (small back pack)
- shoes & sandals (good for wading thru water)
- water bottle with your name on it
- flash light
- Bible (if you have one), pen & notebook
- optional – horn bag or saddle bag (if you have one)
- optional - chaps
- optional - camera

We provide helmets for the campers to wear while they ride. If your child has their own certified helmet for riding and would like to bring it, that is acceptable.

****Please remember when packing: this is camp.**

You are going to play hard, have fun and get dirty, so pack appropriate clothes. **

WHAT NOT TO PACK

Please do not bring the following items to Camp:

- electronic toys or hand held electronic games
- portable music devices
- cell phones
- jewellery
- money
- hair dryers
- pocket knives
- peanut or nut products (please be sensitive other campers with serious food allergies)
- alcohol, tobacco, marijuana (all forms) and illegal drugs are NOT permitted at camp.

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CHECKING IN AT SUMMER CAMP

Check in begins at **4:30pm on the first day of camp**. Supper for campers will be served at 5:30 pm. After supper the leaders and campers will ride over to the Foothills Outfitters Camp (on site), but their gear will be transported by truck. If you are **unable to arrive at camp between 4:30-5:30pm** on the first day of camp for drop off, please **contact the Office** prior to that day and make arrangements so that someone can be at the Welcome Centre to greet you and help your camper get connected with the group.

Upon arrival on the first day of camp, you and your camper will check in at the **Trails Away Tent**, fill out a Pre-Camp Medical form, meet the Designated Medical Personnel if you have medications, and then sign in your child with the leaders. Please note when you sign your camper in, you will be given a Pick Up Code for when you pick them up on the last day. This will ensure every camper will be re-

connected with the correct adult. If the person who dropped off the child is not the same as the person picking up, please let us know when signing in and, if possible, give the Pick Up Code to the person who will be picking up.

MOOSE JUNCTION GENERAL STORE

Moose Junction will be open during check in and after the Parents Program, if you'd like to buy treats, tee-shirts, hoodies or other super cool souvenirs! **The camper t-shirts will be handed out on the last day of camp, prior to check out.**

CHECK OUT TIME

There will be an informal wrap up time for all parents at **2:30pm on the last day at the Barn**. This will be a great time to hear what your camper has been up to all week and to chat with the leaders.

EARLY PICK UP

If you are needing to pick up your camper before the Parent's Program, please contact the office so we can have your child ready for you to sign out. Don't forget your Pick Up Code that was given to you at check-in.

SOMEONE DIFFERENT PICKING UP THAN WHO DROPPED OFF

If the person who dropped off the child is not the same as the person picking up, please let us know when signing in and, if possible, give the Pick Up Code to the person who will be picking up.

TYPICAL DAY AT TRAILS AWAY

Wake up, Breakfast, Dishes
Get horses ready for the day
Training & Trail Ride
Lunch, Dishes
Devotional Challenge
Long Trail Ride & Tuck
Untack horses
Supper, Dishes
Devotional Time
Evening session – round penning
Devotional Time & Snack
Bed Time

CHARGE PAINTBALL CAMP

CAMPER HEALTH

Our Charge Leaders are trained to make sure your child is eating enough, staying hydrated and applying sunscreen. We ask that you send sunscreen with your child. Our staff will ensure it is applied regularly. We also encourage campers to bring a water bottle to camp to stay properly hydrated. There are water stations around the property. On especially hot days, we will take care to ensure kids stay hydrated.

MEDICAL CARE AT SUMMER CAMP

At Charge Camps, one of the leaders will serve as the Lead First Aider available to respond to emergencies, distribute medications and provide basic first aid care for our campers & staff.

All medications need to be turned in to the Designated Medical Personnel during check-in. Please pack medications separately and label them with your child's full name. The parent/guardian will be consulted at check-in to determine if a camper's epi-pen or inhaler needs to remain with the camper or kept with the cabin leader or with the Lead First Aider at Charge. A short pre-camp medical form will be required to fill out to ensure camper is not ill.

The Lead First Aider is given a list of camper medications and medication schedule along with the health information collected from the registration form. During the week, the campers check in with the Lead First Aider to get their medication.

We contact parents/guardians when:

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- there is something out of the ordinary (ie seizure/accident)
- a camper has had an exposure to a contagious disease, bug or parasite
- a camper is sent off-site for professional medical treatment
- any other concerning medical issue staff deem necessary to communicate with parents

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DIETARY NEEDS

We offer a wide variety of well balanced meals which vary according to age groups. We usually have fruit or vegetables included with the night snack.

If your child has special dietary needs/food allergies just tell us ahead of time, and we will be sure to tell our kitchen staff. We are a busy summer camp and do have our limitations, but will do our best to make things work. In some cases, we may need to ask that you bring foods to help us meet your child's needs.

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- Place toiletries in a plastic bag or kit that makes it easy to travel to the showers. This also reduces the chance of spilling.
- Make sure your camper's name is on all items. Unclaimed left behind items will be donated to charity after summer.
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- wool socks, toque, mitts for night (gets cold)
- sleeping bag (-10 degree weather rating)
- you do not need to bring a sleeping mat as they sleep on bunkbeds in a wall tent
- pillow
- sweater/hoodie
- warm spring/fall jacket
- pants, shorts, t-shirts
- hat
- socks & underclothing
- rain gear – jacket, pants, rubber boots
- towel & face cloth
- soap, shampoo, conditioner (daily showers)
- brush/comb, toothbrush, toothpaste
- sunscreen & insect repellent
- modest bathing suit & t-shirt to prevent sunburns
- shoes & sandals (good for wading thru water)
- water bottle with your name on it
- flash light
- Bible (if you have one), pen & notebook
- optional – camera
- loose fitting clothing/camo (paint balls hurt more in tight fitting clothing)
- protective gear for playing paint ball ie. jock strap, etc
- hikers/sturdy runner – 2 pairs (may get wet)
- optional- leather gloves

Camp Evergreen provides the markers, paint balls, neck guards & masks (protect ears, face & eyes), but we don't provide protective clothing, such as coveralls.

****Please remember when packing: this is camp.**

You are going to play hard, have fun and get dirty, so pack appropriate clothes. **

WHAT NOT TO PACK

Please do not bring the following items to Camp:

- electronic toys or hand held electronic games
- portable music devices
- cell phones
- money
- your personal paint ball markers – you'll be using Camp Evergreen's equipment
- jewellery
- hair dryers
- pocket knives
- peanut or nut products (please be sensitive other campers with serious food allergies)
- alcohol, tobacco, marijuana (all forms) and illegal drugs are NOT permitted at camp.
- please do not bring your pets to camp when you are dropping off or picking up your camper

****Camp Evergreen is not responsible for lost, stolen or damaged, or left behind items.****

SENDING MAIL TO YOUR CAMPER

If you would like to send messages to your camper while they are here for their week, you can send notes via email to: camper@camp-evergreen.com Just enter the camper's first & last names as well as the name of the week of camp on the subject line. You can also find the email address on the website under FAQ's – Homesickness & Parent Visits. This is a one way camper email (campers don't email back) that comes directly to us and there is no cost to you. If you have photos or other fun things (such as crossword puzzles, sudoku, etc) that you would like to send, just attach them to the email. Easy as that! No access code necessary.

Connecting with your Child

Homesickness is a real concern at camp, and we have found that visits can actually increase this homesickness. Also, the children who would like to have a visit from parents, but are unable to because of family situation can feel left hurt or left out when they do not receive visits.

Parents are welcome to call the main office at any time 403-638-4230 to see how their child is doing, and children are welcome to call home at any time (we do, however, try to discourage them from calling home at bedtime, as they tend to be more emotionally fragile then). Please note, office hours are 8:30am-5pm; you are welcome to leave a voice message.

For a quicker response after hours, you can send a private message to our Camp Evergreen FaceBook page, or email director@camp-evergreen.com.

TUCK

Tuck is an old English word meaning yummy food or treat. It's been a part of the camping community for as long as there has been camps! Our tuck shop, which is called Moose Junction, is stocked with candy, chips, chocolate, t-shirts, hoodies, water bottles, and frozen treats. The cost of tuck (two food or drink items per day) is included with your camp fee. Please don't send money to camp with your child.

CHECKING IN AT SUMMER CAMP

Check in begins at **4:30pm on the first day of camp**. Supper for campers will be served at 5:30 pm. After supper the leaders and campers will hike over to the Foothills Outfitters Camp (on site), but their gear will be transported by truck. If you are **unable to arrive at camp between 4:30-5:30pm** on the first day of camp for drop off, please **contact the Office** prior to that day and make arrangements so that someone can be at the Welcome Centre to greet you and help your camper get connected with the group.

Upon arrival on the first day of camp, you and your camper will check in at the **Charge Paint Ball Tent**, fill out a Pre-Camp Medical form, meet the Designated Medical Personnel if the camper has medications, and then sign in your child with the leaders. Please note when you sign your camper in, you will be given a Pick Up Code for when you pick them up on the last day. This will ensure every camper will be re-connected with the correct adult. If the person who dropped off the child is not the same as the person picking up, please let us know when signing in and, if possible, give the Pick Up

Code to the person who will be picking up.

MOOSE JUNCTION GENERAL STORE

Moose Junction will be open during check in and after the Parents Program, if you'd like to buy treats, tee-shirts, hoodies or other super cool souvenirs! **The camper t-shirts will be handed out on the last day of camp, prior to check out.**

CHECK OUT TIME

There will be an informal wrap up time for all parents at **3pm on Friday at the Tent**. This will be a great time to hear what your camper has been up to all week and to chat with the leaders.

EARLY PICK UP

If you are needing to pick up your camper before the Parent's Program, please contact the office so we can have your child ready for you to sign out. Please remember to bring your Pick Up Code that was given to you at check-in.

SOMEONE DIFFERENT PICKING UP THAN WHO DROPPED OFF

If the person who dropped off the child is not the same as the person picking up, please let us know when signing in and, if possible, give the Pick Up Code to the person who will be picking up.

TYPICAL DAY AT CHARGE

Wake up, Breakfast, Dishes
Paint ball
Lunch, Dishes
Creek time
Paint ball
Tuck
Supper, Dishes
Devotional Time
Shower
Willson Ball
Campfire
Bed Time

ADVENTURE CAMP

CAMPER HEALTH

Our Adventure Leaders are trained to make sure your child is eating enough, staying hydrated and applying sunscreen. We ask that you send sunscreen with your child. Our staff will ensure it is applied regularly. We also encourage campers to bring a water bottle to camp to stay properly hydrated. There are water stations around the property. On especially hot days, we will take care to ensure kids stay hydrated.

MEDICAL CARE AT SUMMER CAMP

At Adventure Camps, one of the leaders will serve as the Lead First Aider available to respond to emergencies, distribute medications and provide basic first aid care for our campers & staff.

All medications need to be turned in to the Designated Medical Personnel during check-in. Please pack medications separately and label them with your child's full name. The parent/guardian will be consulted at check-in to determine if a camper's epi-pen or inhaler needs to remain with the camper or kept with the cabin leader or with the Lead First Aider at Adventure. A short pre-camp medical form will be required to fill out to ensure camper is not ill.

The Lead First Aider is given a list of camper medications and medication schedule along with the health information collected from the registration form. During the week, the campers check in with the Lead First Aider to get their medication.

We contact parents/guardians when:

- a camper has significant bumps, bruises or cuts with the potential for scarring, especially on the face
- if there is some medication that we need to give that is not on the list completed at the time of registration
- there is something out of the ordinary (ie seizure/accident)
- a camper has had an exposure to a contagious disease, bug or parasite
- a camper is sent off-site for professional medical treatment
- any other concerning medical issue staff deem necessary to communicate with parents

The Sundre Hospital is 15 minutes away should we need further medical assistance.

If there are any special conditions specific to your child's health such as allergies, food restrictions, medication instructions, please provide these in writing to the camp well in advance of his or her week here.

DIETARY NEEDS

We offer a wide variety of well balanced meals which vary according to age groups. We usually have fruit or vegetables included with the night snack.

If your child has special dietary needs/food allergies just tell us ahead of time, and we will be sure to tell our kitchen staff. We are a busy summer camp and do have our limitations, but will do our best to make things work. In some cases, we may need to ask that you bring foods to help us meet your child's needs.

Camp Evergreen endeavours to provide a safe camping experience for any children who have nut allergies, and therefore have a Nut Aware policy. No nut products are served from the Kitchen, or sold in our Moose Junction General Store. However, while at camp your child may be exposed to these products when coming into contact with other campers, and so we suggest that caution is used for parents registering campers with extreme/life threatening nut allergies.

PREPARING FOR SUMMER CAMP

PRIOR TO CHECK IN

- Your balance must be paid in full by the last business of June.
- Report any changes in address, email or phone number for your family or your emergency contacts.
- Report any changes in your camper's health
- You will receive an email about 2 weeks before camp starts

PACKING GUIDELINES FOR SUMMER CAMP

- When getting sleeping bags out of storage, if you put them in a clothes dryer on high heat for 30 minutes, it will kill any bugs or eggs that may have made a home there over the winter months.
- Place toiletries in a plastic bag or kit that makes it easy to travel to the showers. This also reduces the chance of spilling.
- Make sure your camper's name is on all items. Unclaimed left behind items will be donated to charity after summer.
- Pack together with your camper. This allows your camper to know where everything is and to develop a sense of responsibility.
- We recommend packing some plastic bags for dirty/wet laundry.
- Please bring any medications in their original packaging to check-in and submit them to our Designated Medical Personnel. Please do not pack medications in your camper's luggage.
- Make your bags visually distinctive. Add something brightly coloured to your bags. This makes it easier for you to spot them at pick up, and prevents other people from taking your bags by mistake. Distinctively marked suitcases and duffel bags are easier to find if they are misplaced
- Identification tags on your bags are important (inside too is helpful)

PAJAMA POLICY

For the safety and comfort of all our campers and staff, Camp Evergreen has implemented a Pajama Policy for our overnight campers and staff. We would ask that all campers and staff wear either pajama tops and bottoms, pajama bottoms and a T-shirt or shorts and a T-shirt.

WHAT TO PACK FOR CAMP

- warm pajamas (it can get cold over night) **see PJ Policy above
- wool socks, toque, mitts for night (gets cold)
- sleeping bag (-10 degree weather rating)
- you do not need to bring a sleeping mat as they sleep on bunkbeds in a wall tent
- pillow
- sweater/hoodie
- warm spring/fall jacket
- pants, shorts, t-shirts
- hat
- socks & underclothing
- rain gear – jacket, pants, rubber boots
- towel & face cloth
- soap, shampoo, conditioner (daily showers)
- brush/comb, toothbrush, toothpaste
- sunscreen & insect repellent
- modest bathing suit & t-shirt to prevent sunburns
- shoes & sandals (good for wading thru water)
- water bottle with your name on it
- flash light
- Bible (if you have one), pen & notebook
- optional – camera
- for playing Paint Ball, bring loose fitting clothing/camo (paint balls hurt more in tight fitting clothing)
- protective gear for playing paint ball ie. jock strap, etc
- good hikers/sturdy runner for hiking off site (2 pair as they may get wet)
- optional- leather gloves

Camp Evergreen provides the markers, paint balls, neck guards & masks (protect ears, face & eyes), but we don't provide protective clothing, such as coveralls.

****Please remember when packing: this is camp.
You are going to play hard, have fun and get dirty, so pack appropriate clothes. ****

WHAT NOT TO PACK

Please do not bring the following items to Camp:

- electronic toys or hand held electronic games
- portable music devices
- cell phones
- money
- your personal paint ball markers – you'll be using Camp Evergreen's equipment
- jewellery
- hair dryers
- pocket knives
- peanut or nut products (please be sensitive other campers with serious food allergies)

- alcohol, tobacco, marijuana (all forms) and illegal drugs are NOT permitted at camp.
 - please do not bring your pets to camp when you are dropping off or picking up your camper
- **Camp Evergreen is not responsible for lost, stolen or damaged, or left behind items.****

SENDING MAIL TO YOUR CAMPER

If you would like to send messages to your camper while they are here for their week, you can send notes via email to: camper@camp-evergreen.com Just enter the camper's first & last names as well as the name of the week of camp on the subject line. You can also find the email address on the website under FAQ's – Homesickness & Parent Visits. This is a one way camper email (campers don't email back) that comes directly to us and there is no cost to you. If you have photos or other fun things (such as crossword puzzles, sudoku, etc) that you would like to send, just attach them to the email. Easy as that! No access code necessary.

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Parents are welcome to call the main office at any time 403-638-4230 to see how their child is doing, and children are welcome to call home at any time (we do, however, try to discourage them from calling home at bedtime, as they tend to be more emotionally fragile then). Please note, office hours are 8:30am-5pm; you are welcome to leave a voice message.

For a quicker response after hours, you can send a private message to our Camp Evergreen FaceBook page, or email director@camp-evergreen.com.

TUCK

Tuck is an old English word meaning yummy food or treat. It's been a part of the camping community for as long as there has been camps! Our tuck shop, which is called Moose Junction, is stocked with candy, chips, chocolate, t-shirts, hoodies, water bottles, and frozen treats. The cost of tuck (two food or drink items per day) is included with your camp fee. Please don't send money to camp with your child.

CHECKING IN AT SUMMER CAMP

Check in begins at **4:30pm on the first day of camp**. Supper for campers will be served at 5:30 pm. After supper the leaders and campers will hike over to the Foothills Outfitters Camp (on site), but their gear will be transported by truck. If you are **unable to arrive at camp between 4:30-5:30pm** on the first day of camp for drop off, please **contact the Office** prior to that day and make arrangements so that someone can be at the Welcome Centre to greet you and help your camper get connected with the group.

Upon arrival on the first day of camp, you and your camper will check in at the **Adventure Camp Tent**, fill out a Pre-Camp Medical form, meet the Designated Medical Personnel if the camper has medications, and then sign in your child with the leaders. Please note when you sign your camper in, you will be given a Pick Up Code for when you pick them up on the last day. This will ensure every camper will be re-connected with the correct adult. If the person who dropped off the child is not the

same as the person picking up, please let us know when signing in and, if possible, give the Pick Up Code to the person who will be picking up.

MOOSE JUNCTION GENERAL STORE

Moose Junction will be open during check in and after the Parents Program, if you'd like to buy treats, tee-shirts, hoodies or other super cool souvenirs! **The camper t-shirts will be handed out on the last day of camp, prior to check out.**

CHECK OUT TIME

There will be an informal wrap up time for all parents at **3pm on Friday at the Tent**. This will be a great time to hear what your camper has been up to all week and to chat with the leaders.

EARLY PICK UP

If you are needing to pick up your camper before the Parent's Program, please contact the office so we can have your child ready for you to sign out. Please remember to bring your Pick Up Code that was given to you at check-in.

SOMEONE DIFFERENT PICKING UP THAN WHO DROPPED OFF

If the person who dropped off the child is not the same as the person picking up, please let us know when signing in and, if possible, give the Pick Up Code to the person who will be picking up.

TYPICAL DAY AT ADVENTURE

Wake up, Breakfast, Dishes
Paint ball or Trail Ride
Lunch, Dishes
Creek time
Tuck
On site activities such as Challenge Course, Archery, etc
Supper, Dishes
Devotional Time
Shower
Willson Ball
Campfire
Bed Time

*please note: 1 day we will be heading off site for a hike for the week long camps – a permission slip will be emailed to you prior to the beginning of the week of camp

WRANGLER UP

CAMPER HEALTH

Our Wrangler Up Leaders are trained to make sure your child is eating enough, staying hydrated and applying sunscreen. We ask that you send sunscreen with your child. Our staff will ensure it is applied regularly. We also encourage campers to bring a water bottle to camp to stay properly hydrated. There are water stations around the property. On especially hot days, we will take care to ensure kids stay hydrated.

MEDICAL CARE AT SUMMER CAMP

During the summer months we will have Designated Medical Personnel (DMP) on site at all times. You can meet the DMP when you check in your child on their first day of summer camp. The DMP is trained in First Aid and CPR.

Major responsibilities of the Designated Medical Personnel include the storing and administering of a camper's medications (prescription or otherwise); taking care of minor injuries, dealing with safety and health concerns which may arise during the week; administering First Aid or CPR when necessary; documenting each medical incident whether small or large.

The Sindre Hospital is 15 minutes away should we need further medical assistance.

All medications need to be turned in to the DMP during check-in. Please pack medications separately and label them with your child's full name. The parent/guardian will be consulted at check-in to determine if a camper's epi-pen or inhaler needs to remain with the camper or kept with the cabin leader or with the DMP. A short pre-camp medical form will be required to fill out to ensure camper is not ill.

The DMP compiles a list of camper medications and medication schedule along with the health information collected from the registration form. During the week, the campers will go with their leaders to the DMP to get their medication.

We contact parents/guardians when:

- a camper has significant bumps, bruises or cuts with the potential for scarring, especially on the face
- if there is some medication that we need to give that is not on the list completed at the time of registration
- there is something out of the ordinary (ie seizure/accident)
- a camper has had an exposure to a contagious disease, bug or parasite
- a camper is sent off-site for professional medical treatment
- any other concerning medical issue staff deem necessary to communicate with parents

If there are any special conditions specific to your child's health such as allergies, food restrictions, medication instructions, please provide these in writing to the camp well in advance of his or her week here.

DIETARY NEEDS

We offer a wide variety of well balanced meals which vary according to age groups. We usually have fruit or vegetables included with the night snack.

If your child has special dietary needs/food allergies just tell us ahead of time, and we will be sure to tell our kitchen staff. We are a busy summer camp and do have our limitations, but will do our best to make things work. In some cases, we may need to ask that you bring foods to help us meet your child's needs.

Camp Evergreen endeavours to provide a safe camping experience for any children who have nut allergies, and therefore have a Nut Aware policy. No nut products are served from the Kitchen, or sold in our Moose Junction General Store. However, while at camp your child may be exposed to these products when coming into contact with other campers, and so we suggest that caution is used for parents registering campers with extreme/life threatening nut allergies.

PREPARING FOR SUMMER CAMP

PRIOR TO CHECK IN

- Your balance must be paid in full by the last business of June.
- Report any changes in address, email or phone number for your family or your emergency contacts.
- Report any changes in your camper's health
- You will receive an email about 2 weeks before camp starts
- For the Wrangler Up Sr 2 week session, if you are interested in earning High School Credits, have your forms signed & a copy of birth certificate or passport

PACKING GUIDELINES FOR SUMMER CAMP

- When getting sleeping bags out of storage, if you put them in a clothes dryer on high heat for 30 minutes, it will kill any bugs or eggs that may have made a home there over the winter months.
- Place toiletries in a plastic bag or kit that makes it easy to travel to the showers. This also reduces the chance of spilling.
- Make sure your camper's name is on all items. Unclaimed left behind items will be donated to charity after summer.
- Pack together with your camper. This allows your camper to know where everything is and to develop a sense of responsibility.
- We recommend packing some plastic bags for dirty/wet laundry.
- Please bring any medications in their original packaging to check-in and submit them to our Designated Medical Personnel. Please do not pack medications in your camper's luggage.
- Make your bags visually distinctive. Add something brightly coloured to your bags. This makes it easier for you to spot them at pick up, and prevents other people from taking your bags by mistake. Distinctively marked suitcases and duffel bags are easier to find if they are misplaced
- Identification tags on your bags are important (inside too is helpful)

PAJAMA POLICY

For the safety and comfort of all our campers and staff, Camp Evergreen has implemented a Pajama Policy for our overnight campers and staff. We would ask that all campers and staff wear either pajama tops and bottoms, pajama bottoms and a T-shirt or shorts and a T-shirt.

WHAT TO PACK FOR CAMP

- pajamas **see PJ Policy above
- sleeping bag
- pillow
- sweater/hoodie
- light weight jacket
- clothes for all types of weather -t-shirts, pants, shorts,etc.
- socks & underclothing
- work clothes – long pants, closed toes shoes, things that will get dirty
- rain gear & rubber boots
- towel & face cloth
- soap, shampoo, conditioner
- brush/comb, toothbrush, toothpaste
- sunscreen & insect repellent
- modest bathing suit (bikinis are not permitted)
- hat
- boots with a heel (rubber boot, riding boot)
- running shoes & sandals
- water bottle with your name on it
- flash light
- Bible, pen & notebook
- optional – camera

****Please remember when packing: this is camp.**

You are going to play hard, have fun and get dirty, so pack appropriate clothes.**

*When participating in **work at the Barn** we ask that you bring clothing that will be appropriate for these activities. Please do not wear tank tops with spaghetti straps, short or sandals.

We will have special dress up themes throughout the summer. We will email a list of the themes to campers in June, so you can come prepared.

WHAT NOT TO PACK

Please do not bring the following items to Camp:

- electronic toys or hand held electronic games
- portable music devices
- jewellery
- cell phones
- pocket knives

- peanut or nut products (please be sensitive other campers with serious food allergies)
- alcohol, tobacco, marijuana (all forms) and illegal drugs are NOT permitted at camp.
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The cost of tuck (two food or drink items per day) is included with your camp fee. Please don't send money to camp with your child.

CHECKING IN AT SUMMER CAMP

Check in begins at **4:30pm on the first day of camp**. Supper for campers will be served at 5:30 pm. If you are **unable to arrive at camp between 4:30-5:30pm** on the first day of camp for drop off, please **contact the Office** prior to that day and make arrangements so that someone can be at the Welcome Centre to greet you and help your camper get settled.

Upon arrival on the first day of camp, you and your camper will check in at the **Wrangler Up Tent**, get your cabin assignment, fill out a Pre-Camp Medical form, meet the Camp Nurse if the camper has medications and then sign in your child with the leader. Please note when you sign your camper in,

you will be given a Pick Up Code for when you pick them up on the last day. This will ensure every camper will be re-connected with the correct adult. If the person who dropped off the child is not the same as the person picking up, please let us know when signing in and, if possible, give the Pick Up Code to the person who will be picking up.

MOOSE JUNCTION GENERAL STORE

Moose Junction will be open during check in and after the Parents Program, if you'd like to buy treats, tee-shirts, hoodies or other super cool souvenirs! **The camper t-shirts will be handed out on the last day of camp, prior to check out.**

CHECK OUT

At the end of the first week, Wrangle Up Sr. campers can be **signed out & picked up by 3:30pm**. Please return campers the **following Sunday by 3:30pm** and sign in at the Wrangler Up Tent.

For Wrangler Up Jr & Wrangler Up Sr, on the final day there will be a **Parents Program in the Activity Centre at 3pm**. Please come and join us to get a glimpse into what your camper was up to for the past couple of weeks. There will be a free-will offering taken during the Parent Program for our Campership Aid Program.

EARLY PICK UP

If you are needing to pick up your camper before the designated time, please contact the office so we can have your child ready for you to sign out. Please remember to bring your Pick Up Code that was given to you at check-in.

SOMEONE DIFFERENT PICKING UP THAN WHO DROPPED OFF

If the person who dropped off the child is not the same as the person picking up, please let us know when signing in and, if possible, give the Pick Up Code to the person who will be picking up.

TYPICAL DAY AT WRANGLER UP

Breakfast
Horse care & lessons at Barn
Lunch
Tuck/Break
Trail Ride/Lessons
Supper
More Fun down at the Barn
Chapel
Snack
Devotional Time/Hang out
Bed time

PIT CREW CAMPS

CAMPER HEALTH

Our Pit Crew Leaders are trained to make sure your child is eating enough, staying hydrated and applying sunscreen. We ask that you send sunscreen with your child. Our staff will ensure it is applied regularly. We also encourage campers to bring a water bottle to camp to stay properly hydrated. There are water stations around the property. On especially hot days, we will take care to ensure kids stay hydrated.

MEDICAL CARE AT SUMMER CAMP

During the summer months we will have Designated Medical Personnel (DMP) on site at all times. You can meet the DMP when you check in your child on their first day of summer camp. The DMP is trained in First Aid and CPR.

Major responsibilities of the Designated Medical Personnel include the storing and administering of a camper's medications (prescription or otherwise); taking care of minor injuries, dealing with safety and health concerns which may arise during the week; administering First Aid or CPR when necessary; documenting each medical incident whether small or large.

The Sundre Hospital is 15 minutes away should we need further medical assistance.

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The DMP compiles a list of camper medications and medication schedule along with the health information collected from the registration form. During the week, the campers will go with their leaders to the DMP to get their medication.

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- a camper has significant bumps, bruises or cuts with the potential for scarring, especially on the face
- if there is some medication that we need to give that is not on the list completed at the time of registration
- there is something out of the ordinary (ie seizure/accident)
- a camper has had an exposure to a contagious disease, bug or parasite
- a camper is sent off-site for professional medical treatment
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If there are any special conditions specific to your child's health such as allergies, food restrictions,

medication instructions, please provide these in writing to the camp well in advance of his or her week here.

DIETARY NEEDS

We offer a wide variety of well balanced meals which vary according to age groups. We usually have fruit or vegetables included with the night snack.

If your child has special dietary needs/food allergies just tell us ahead of time, and we will be sure to tell our kitchen staff. We are a busy summer camp and do have our limitations, but will do our best to make things work. In some cases, we may need to ask that you bring foods to help us meet your child's needs.

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PREPARING FOR SUMMER CAMP

PRIOR TO CHECK IN

- Your balance must be paid in full by the last business of June.
- Report any changes in address, email or phone number for your family or your emergency contacts.
- Report any changes in your camper's health
- You will receive an email about 2 weeks before camp starts
- Have your Paint Ball waiver signed
- If you are interested in earning High School Credits, have your forms signed & a copy of birth certificate or passport

PACKING GUIDELINES FOR SUMMER CAMP

- When getting sleeping bags out of storage, if you put them in a clothes dryer on high heat for 30 minutes, it will kill any bugs or eggs that may have made a home there over the winter months.
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- Make sure your camper's name is on all items. Unclaimed left behind items will be donated to charity after summer.
- Pack together with your camper. This allows your camper to know where everything is and to develop a sense of responsibility.
- We recommend packing some plastic bags for dirty/wet laundry.
- Please bring any medications in their original packaging to check-in and submit them to our Designated Medical Personnel. Please do not pack medications in your camper's luggage.

- Make your bags visually distinctive. Add something brightly coloured to your bags. This makes it easier for you to spot them at pick up, and prevents other people from taking your bags by mistake. Distinctively marked suitcases and duffel bags are easier to find if they are misplaced
- Identification tags on your bags are important (inside too is helpful)

PAJAMA POLICY

For the safety and comfort of all our campers and staff, Camp Evergreen has implemented a Pajama Policy for our overnight campers and staff. We would ask that all campers and staff wear either pajama tops and bottoms, pajama bottoms and a T-shirt or shorts and a T-shirt.

WHAT TO PACK FOR CAMP

- pajamas **see PJ Policy above
- sleeping bag
- pillow
- sweater/hoodie
- light weight jacket
- clothes for all types of weather -t-shirts, pants, shorts,etc.
- socks & underclothing
- work clothes – kitchen, dish pit, maintenance* (see below)
- rain gear & rubber boots
- towel & face cloth
- loose fitting clothing for Paint Ball** (see below)
- soap, shampoo, conditioner
- brush/comb, toothbrush, toothpaste
- sunscreen & insect repellent
- modest bathing suit (bikinis are not permitted)
- hat
- running shoes & sandals
- water bottle with your name on it
- flash light
- Bible, pen & notebook
- optional – camera

****Please remember when packing: this is camp.**

You are going to play hard, have fun and get dirty, so pack appropriate clothes.**

*When participating in **work projects** we ask that you bring clothing that will be appropriate for these activities. For Health & Safety reason, shorts must be around knee length & tank tops are not permitted in the Kitchen/Dish Pit area.

You will have a chance to play **Paint Ball with the other Pit Crew campers and your leaders. Please bring loose fitting clothing that may get stained (it is water soluble paint but stains can happen and paint balls hurt less with loose fitting clothing) and protective gear ie. jock strap, etc

Camp Evergreen provides the markers, paint balls, neck guards & masks (protect ears,

face & eyes), but we don't provide protective clothing, such as coveralls.

We will have special dress up themes throughout the summer. We will email a list of the themes to campers in June, so you can come prepared.

WHAT NOT TO PACK

Please do not bring the following items to Camp:

- electronic toys or hand held electronic games
- portable music devices
- jewellery
- cell phones
- pocket knives
- peanut or nut products (please be sensitive other campers with serious food allergies)
- alcohol, tobacco, marijuana (all forms) and illegal drugs are NOT permitted at camp.
- please do not bring your pets to camp when you are dropping off or picking up your camper.

****Camp Evergreen is not responsible for lost, stolen or damaged, or left behind items.****

SENDING MAIL TO YOUR CAMPER

If you would like to send messages to your camper while they are here for their week, you can send notes via email to: camper@camp-evergreen.com Just enter the camper's first & last names as well as the name of the week of camp on the subject line. You can also find the email address on the website under FAQ's – Homesickness & Parent Visits. This is a one way camper email (campers don't email back) that comes directly to us and there is no cost to you. If you have photos or other fun things (such as crossword puzzles, sudoku, etc) that you would like to send, just attach them to the email. Easy as that! No access code necessary.

Connecting with your Child

Homesickness is a real concern at camp, and we have found that visits can actually increase this homesickness. Also, the children who would like to have a visit from parents, but are unable to because of family situation can feel left hurt or left out when they do not receive visits.

Parents are welcome to call the main office at any time 403-638-4230 to see how their child is doing, and children are welcome to call home at any time (we do, however, try to discourage them from calling home at bedtime, as they tend to be more emotionally fragile then). Please note, office hours are 8:30am-5pm; you are welcome to leave a voice message.

For a quicker response after hours, you can send a private message to our Camp Evergreen FaceBook page, or email director@camp-evergreen.com.

TUCK

Tuck is an old English word meaning yummy food or treat. It's been a part of the camping community for as long as there has been camps! Our tuck shop, which is called Moose Junction, is stocked with candy, chips, chocolate, t-shirts, hoodies, water bottles, and frozen treats.

The cost of tuck (two food or drink items per day) is **included with your camp fee**. Please don't send money to camp with your child.

CHECKING IN AT SUMMER CAMP

Check in begins at **4:30pm on the first day of camp**. Supper for campers will be served at 5:30 pm. If you are **unable to arrive at camp between 4:30-5:30pm** on the first day of camp for drop off, please **contact the Office** prior to that day and make arrangements so that someone can be at the Welcome Centre to greet you and help your camper get settled.

Upon arrival on the first day of camp, you and your camper will check in at the **Pit Crew Tent**, get your cabin assignment, fill out a Pre-Camp Medical form, meet the Camp Nurse if the camper has medications, and then sign in your child with the leader. Please note when you sign your camper in, you will be given a Pick Up Code for when you pick them up on the last day. This will ensure every camper will be re-connected with the correct adult. If the person who dropped off the child is not the same as the person picking up, please let us know when signing in and, if possible, give the Pick Up Code to the person who will be picking up.

If your camper is interested in earning High School credits for participating in Pit Crew, please have your paperwork to hand in to the leaders.

MOOSE JUNCTION GENERAL STORE

Moose Junction will be open during check in and after the Parents Program, if you'd like to buy treats, tee-shirts, hoodies or other super cool souvenirs! **The camper t-shirts will be handed out on the last day of camp, prior to check out.**

CHECK OUT

At the end of the first week, Pit Crew campers can be **signed out & picked up by 3:30pm**. Please return campers the **following Sunday by 3:30pm** and sign in at the Pit Crew Tent. On the final day there will be a **Parents Program in the Activity Centre at 3pm**. Please come and join us to get a glimpse into what your camper was up to for the past couple of weeks. There will be a free-will offering taken during the Parent Program for our Campership Aid Program.

EARLY PICK UP

If you are needing to pick up your camper before the designated time, please contact the office so we can have your child ready for you to sign out. Please remember to bring your Pick Up Code that was given to you at check-in.

SOMEONE DIFFERENT PICKING UP THAN WHO DROPPED OFF

If the person who dropped off the child is not the same as the person picking up, please let us know when signing in and, if possible, give the Pick Up Code to the person who will be picking up.

TYPICAL DAY AT PIT CREW

Pit Crew Meeting
Breakfast
Cleaning – Dish Pit, Bathrooms, Mopping/Vacuuming
Pit Time
Devotional/Personal Time
Lunch
Tuck/Break
Work Project
Supper
Cleaning – Dish Pit, Bathrooms, Mopping/Vacuuming
Full Camp Game
Chapel
Snack
Devotional Time/Hang out
Bed time

INTERNSHIPS

CAMPER HEALTH

Our Intern Leaders are trained to make sure your child is eating enough, staying hydrated and applying sunscreen. We ask that you send sunscreen with your child. Our staff will ensure it is applied regularly. We also encourage campers to bring a water bottle to camp to stay properly hydrated. There are water stations around the property. On especially hot days, we will take care to ensure kids stay hydrated.

MEDICAL CARE AT SUMMER CAMP

During the summer months we will have Designated Medical Personnel (DMP) on site at all times. You can meet the DMP when you check in your child on their first day of summer camp. The DMP is trained in First Aid and CPR.

Major responsibilities of the Designated Medical Personnel include the storing and administering of a camper's medications (prescription or otherwise); taking care of minor injuries, dealing with safety and health concerns which may arise during the week; administering First Aid or CPR when necessary; documenting each medical incident whether small or large.

The Sundre Hospital is 15 minutes away should we need further medical assistance.

All medications need to be turned in to the DMP during check-in. Please pack medications separately and label them with your child's full name. The parent/guardian will be consulted at check-in to determine if a camper's epi-pen or inhaler needs to remain with the camper or kept with the cabin leader or with the DMP. A short pre-camp medical form will be required to fill out to ensure camper is not ill.

The DMP compiles a list of camper medications and medication schedule along with the health information collected from the registration form. During the week, the campers will go with their leaders to the DMP to get their medication.

We contact parents/guardians when:

- a camper has significant bumps, bruises or cuts with the potential for scarring, especially on the face
- if there is some medication that we need to give that is not on the list completed at the time of registration
- there is something out of the ordinary (ie seizure/accident)
- a camper has had an exposure to a contagious disease, bug or parasite
- a camper is sent off-site for professional medical treatment
- any other concerning medical issue staff deem necessary to communicate with parents

If there are any special conditions specific to your child's health such as allergies, food restrictions, medication instructions, please provide these in writing to the camp well in advance of his or her week here.

DIETARY NEEDS

We offer a wide variety of well balanced meals which vary according to age groups. We usually have fruit or vegetables included with the night snack.

If your child has special dietary needs/food allergies just tell us ahead of time, and we will be sure to tell our kitchen staff. We are a busy summer camp and do have our limitations, but will do our best to make things work. In some cases, we may need to ask that you bring foods to help us meet your child's needs.

Camp Evergreen endeavours to provide a safe camping experience for any children who have nut allergies, and therefore have a Nut Aware policy. No nut products are served from the Kitchen, or sold in our Moose Junction General Store. However, while at camp your child may be exposed to these products when coming into contact with other campers, and so we suggest that caution is used for parents registering campers with extreme/life threatening nut allergies.

PREPARING FOR SUMMER CAMP

PRIOR TO CHECK IN

- Your balance must be paid in full by the last business of June.
- Report any changes in address, email or phone number for your family or your emergency contacts.
- Report any changes in your camper's health
- You will receive an email about 2 weeks before camp starts
- Have your Paint Ball waiver signed
- If you are interested in earning High School Credits, have your forms signed & a copy of birth certificate or passport

PACKING GUIDELINES FOR SUMMER CAMP

- When getting sleeping bags out of storage, if you put them in a clothes dryer on high heat for 30 minutes, it will kill any bugs or eggs that may have made a home there over the winter months.
- Place toiletries in a plastic bag or kit that makes it easy to travel to the showers. This also reduces the chance of spilling.
- Make sure your camper's name is on all items. Unclaimed left behind items will be donated to charity after summer.
- Pack together with your camper. This allows your camper to know where everything is and to develop a sense of responsibility.
- We recommend packing some plastic bags for dirty/wet laundry.
- Please bring any medications in their original packaging to check-in and submit them to our Designated Medical Personnel. Please do not pack medications in your camper's luggage.
- Make your bags visually distinctive. Add something brightly coloured to your bags. This makes

- it easier for you to spot them at pick up, and prevents other people from taking your bags by mistake. Distinctively marked suitcases and duffel bags are easier to find if they are misplaced
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- soap, shampoo, conditioner
- brush/comb, toothbrush, toothpaste
- sunscreen & insect repellent
- modest bathing suit (bikinis are not permitted)
- hat
- running shoes & sandals
- water bottle with your name on it
- flash light
- Bible, pen & notebook
- optional – camera
- optional – laundry soap
- Tuck Money

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Tuck is **NOT** included in your camp fees. Food items (pop, candy, chips, etc) are \$1-\$1.25 each for you, so you can plan accordingly. So you don't need to carry money around, we suggest that you set up your pre-paid account in Moose Junction. We accept cash, debit or credit cards.

CHECKING IN AT SUMMER CAMP

Check in begins at **4:30pm on the first day of camp**. Supper for campers will be served at 5:30 pm. If you are **unable to arrive at camp between 4:30-5:30pm** on the first day of camp for drop off, please **contact the Office** prior to that day and make arrangements so that someone can be at the Welcome Centre to greet you and help your camper get settled.

Upon arrival on the first day of camp, you and your camper will check in at the **Interns Tent**, get your cabin assignment, fill out a Pre-Camp Medical form, meet the Camp Nurse if the camper has medications, and then sign in your child with the leader. Please note when you sign your camper in, you will be given a Pick Up Code for when you pick them up on the last day. This will ensure every camper will be re-connected with the correct adult. If the person who dropped off the child is not the same as the person picking up, please let us know when signing in and, if possible, give the Pick Up Code to the person who will be picking up.

If your camper is interested in earning High School credits for participating in our Internship program, please have your paperwork to hand in to the leaders.

MOOSE JUNCTION GENERAL STORE

Moose Junction will be open during check in and after the Parents Program, if you'd like to buy treats, tee-shirts, hoodies or other super cool souvenirs! **The camper t-shirts will be handed out on the last day of camp, prior to check out.**

Interns will have first aid during their first week and will go home every weekend.

CHECK OUT

At the end of every week, the Interns can be signed out & picked up by on Friday afternoon at **5:30pm**. Please return campers the following Sunday by **2:00pm** and check in at the Welcome Centre.

There will be a **Parents Program** in the Activity Centre at **3pm** on the last day of the session. Please come and join us to get a glimpse into what your camper was up to. There will be a free-will offering taken during the Parent Program for our Campership Aid Program.

EARLY PICK UP

If you are needing to pick up your camper before the designated time, please contact the office so we can have your child ready for you to sign out. Please remember to bring your Pick Up Code that was given to you at check-in.

SOMEONE DIFFERENT PICKING UP THAN WHO DROPPED OFF

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TYPICAL DAY FOR INTERNS

Week 1 Training

Breakfast
Personal Devotional Time
Group Devotional Time
Training Session
Lunch – serving & dishes
Tuck Time/Break
Training Sessions
Supper
Full Camp Game
Chapel
Snack
Devotional Time/Hang out
Bed time

Ministry Area Weeks (weeks 2 & 3)

Staff Meeting
Breakfast
Focus Area – Cabin leading, at the Barn, etc
Lunch
Focus Area – activities, tuck, etc
Supper
Focus Area – game
Chapel
Snack & Devotional Time
Back together with Interns for hang out time
Bed time