



PROCTER DAY CAMP HANDBOOK

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This handbook is designed to provide basic information to families on camp life, our programs, and will help you prepare for your camp session. Additional information is available on our website at www.proctercenter.org.

Please contact us if you have questions not addressed in this handbook or on the website.
 For payments contact: Robin Kimbler, Guest Services Manager 740.206.2036 or camp@proctercenter.org.

For questions about our camp program, registration, camp staff or to discuss specifics of your camper or family, contact Heather Bangarter, Program Director at hbangerter@proctercenter.org.

Revised February 16, 2023

WELCOME TO DAY CAMP

Welcome to Procter Day Camp, we are excited that you will be joining us this year! A week (or more) at Procter is filled with camp traditions and new activities, building community with friends old and new, growing in faith, and exploring the wonders of God's creation. Our staff cannot wait to welcome you on site!

This handbook provides basic, valuable information about camp life, programs and how to prepare for the coming season. Additional information on specific sessions, along with answers to frequently asked questions are available on our website at www.proctercenter.org.

We will see you at camp!

Blessings and Peace
The Procter Center Staff

OUR MISSION

Procter Center provides a safe, inviting, and spacious rural setting that cultivates spiritual formation, models sustainable living, and celebrates God's love and reconciliation through hospitality, prayer, study, work, and play.

The goals for all participants at Procter Center are:

- Create a warm, welcoming inclusive environment for all
- Foster the development of skills and community relationships
- Practice being responsible stewards of creation
- Explore creatively and have fun!

Procter Center is owned by the Episcopal Diocese of Southern Ohio. Our day camp serves children from the local area.

Procter does not discriminate based on race, color, gender, gender identity or expression, sexual orientation, religion, national or ethnic origin, age, or disability. However, Procter is not staffed as a medical treatment center. Our staff is not trained to work with campers who have severe mental, physical, or emotional challenges. We do reserve the right to refuse admission to our programs in what we deem as appropriate cases.

Please schedule an interview with the camp director to discuss any accommodations your child may need and so we can meet you and your child.

ABOUT OUR PROGRAM

Procter Day Camp strives to be a place for all people to play, pray, learn, and grow. Procter is a ministry center of the Diocese of Southern Ohio, with camps for children, youth, and families. We are part of the Episcopal Church. Campers and staff members of all (or no) faith backgrounds are welcome.

A detailed daily camp schedule is included in the "Daily Schedule" section of this handbook.

More information about the Episcopal Church is available here: <http://diosohio.org/who-we-are/the-episcopal-church/>

DIRECTIONS TO CAMP

Procter Center is located at 11235 St. Rt. 38 SE, London, OH 43140. Procter is 5 miles from I-71 on Rt. 38, and 8.5 miles from the center of London OH. Input “Procter Camp and Conference Center” or “Procter Center” into your map app and we should come right up.

REGISTRATION

Registration for summer camp is online at <https://proctercenter.campbrainregistration.com>. If you have any trouble with registration, please call Robin Kimbler at 740-206-2036. All forms and documents are due two weeks prior to the start of your session. You will receive an email reminder.

Forms Checklist

CampBrain Forms

These forms are accessed within your CampBrain account

- Camper Info Form
- Waivers & Release
- Financial Agreement
- Camper Health History

Additional Documents

Upload these documents to CampBrain. Your

- Copy of medical insurance card
- Copy of immunization record
- Photo of your camper, optional but helpful for counselors to begin learning names.

Upload Documents to CampBrain

The “Upload Documents” section is accessed by clicking the green “View Registration Details” button on your Home page, after you have submitted your registration. If you cannot upload documents, call Robin Kimbler in the Procter office at 740-206-2036.

PAYMENT INFORMATION

Payments

A \$150 per camper non-refundable deposit is due at the time of registration. All camp fees must be paid in full the Friday before the next week of your session. You will receive an email reminder, credit cards on file in CampBrain will be automatically charged at that time.

REFUND POLICY

- If you cancel your registration 2 weeks (14 days) prior to the start of your Day Camp week as 80% refund will be given or you may apply the money to another session of camp.
- If cancellation is within 2 weeks of the camp start date, no refund will be given.

CAMPER ARRIVAL AND DEPARTURE

You will receive an email a week before your session begins outlining arrival and camper check-in procedures. There will be staff and signage to guide you to parking and check-in. Due to other commitments, our staff are unable to accommodate early check-ins.

Check-In:

- Verify completed paperwork
- Review Camper Health History
 - Complete a lice check
 - Drop off prescription and over-the-counter medications, if applicable

Check-out:

- Only people listed on the registration form as authorized to pick up a camper can check it out. If the adult is not listed on the form, they will be allowed to take the children from camp.
- Photo ID's will be checked each day at check out. Please bring it with you when you get out of your car.

ABOUT OUR STAFF

Our counselors and leadership staff love summer camp, and all counselors are 16 years old or older. They are subject to a rigorous application process, which includes interviews, reference calls and background checks. As well as a weeklong training session prior to the beginning of the camp season.

Camp Staff Training lays the groundwork for the summer. Counselors are trained in communication skills, childhood developmental stages, establishing an inclusive culture, camp discipline procedures, abuse prevention and identification, anti-racism training.

Our leadership staff will be dispensing medication this summer should your camper need to take anything while they are at day camp. If possible, we ask that they take their meds before and after camp. If they need lunch time medication, we are happy to accommodate. All medications must be in the original bottle from the doctor's office. We ask you to send only the medication that they need for that day. If you ask the pharmacist, they will give you a new bottle with a label to send to camp.

DAILY SCHEDULE

8:00-8:30	Arrival and Breakfast Snack
8:45	Daily Awakening
9:30	Activity 1
10:30	Activity 2
11:45	Bathroom, handwashing, prep for lunch
12:00	Lunch
12:30	Wellness Time
1:30	Activity 3
2:30	Activity 4
3:30	Snack
3:45	Activity 5
4:30	Get ready for pick-up/recap of the day
4:45-5:15	On-site pick-up

The daily schedule provides opportunities for large and small group activities. Some examples of session choices are:

Free Swim	Tie-dye	Homegrown Procter games like
Canoeing	Nature exploration	Mansuedo Ball, Knab the Knoodle,
kayaking	Yoga & Meditation	Mat ball
Fishing	Friendship bracelets	Frisbee Golf
Creative arts	fiber arts	Gaga Ball
Basketball	Farm Chore	Hockey

The camp staff are intentional about scheduling a variety of options for each session (an active game, an artsy offering, and something more low energy, for example) so there is something for everyone. Program activities may vary based on age restrictions, weather conditions, and other factors.

WHAT SHOULD MY CAMPER BRING TO CAMP?

Please review the packing list below. At camp we are outside in the heat, play games in the grass, get dirty volunteering on the Farm, and swim in the lake. In general campers are most comfortable in casual clothes (athletic shorts and T shirts, for example).

Special Notes

- Tie Dye- **Bring a white shirt** if your camper would like to tie-dye.

Please mark clothes and possession with your camper's name!

What to Bring to Day Camp in a Day Pack

- | | |
|--|---|
| <input type="checkbox"/> <u>Sturdy, reusable water bottle - Must have every day.</u> | <input type="checkbox"/> Sandals or flip flops for lake only |
| <input type="checkbox"/> A Change of Clothing that can get messy and dirty | <input type="checkbox"/> Pool towels |
| <input type="checkbox"/> Jacket and/or sweatshirt | <input type="checkbox"/> Lightweight raincoat or poncho |
| <input type="checkbox"/> Swimsuit | <input type="checkbox"/> Hat for sun protection |
| <input type="checkbox"/> Closed toed shoes- required! | <input type="checkbox"/> Sunscreen |
| | <input type="checkbox"/> Insect Repellant |
| | <input type="checkbox"/> Prescription meds <u>or OTC meds</u> <u>in their original container with camper's name</u> |

Do not bring the following:

- Money
- **Any kind of electronic device. This includes cell phones, tablets, handheld game consoles, iPod, mp3 players, or any device that receives a Wi-Fi signal.**
- Pets
- Weapons, including knives
- Alcohol, tobacco, or illegal drugs
- Valuables of any kind – Procter is not responsible for lost or stolen items.

Clothing should not display images or messages that are derogatory, violent in nature, or disrespectful of others. The Camp Director will ask campers to change if their clothing has

offensive imagery. Clothes should allow campers to be active and fully participate in the program. Closed toed shoes are required for many activities.

COMMUNICATION

Office Communication

The Procter office is staffed during normal business hours throughout the summer.

Robin Kimbler
rkimbler@proctercenter.org
740-206-2036

Heather Bangerter
Hbangerter@proctercenter.org
For afterhours emergencies
740-490-2206

HEALTH AND WELLNESS

The Leadership Staff will oversee Camper Health History as part of the check-in process at Procter. The staff will review with medical form with the parent during the first day drop off point.

Medications

Prescription medications will not be given without the explicit direction of a physician. All prescription medication must be checked in with the Leadership Staff on the first day of the session. Please do not bring day of the week pill containers. ***All prescription medications, with camper's name, must be in their original containers defining dosage and frequency.***

Over the Counter Medications

Over the counter medications brought to camp must also be checked in with the Leadership staff. We keep a variety of OTC medications in the Healthcare Center that can be dispensed to a camper if needed.

Parent/Guardian Notifications

Parents or guardians will be notified if a child spends more than 1 hr. in the Health Center or in the event of a change in wellness status (e.g. vomiting, temperature over 100.4F, head injury, breathing difficulty, loss of consciousness, and change in ability to fully participate).

Medical Treatment

If a camper needs medical attention beyond the scope of our Leadership Staff, the parent or guardian will be notified immediately and asked to come and pick up their camper. If it is a life-threatening medical emergency, 911 will be called. The camper's emergency contacts will be notified if a camper needs transport for medical treatment.

Madison Health
210 North Main Street
London, Ohio 43140
740-845-7000

Madison Health Urgent Care
371 Lafayette Street
London, Ohio 43140
740-845-7134

COMMUNITY COVENANT

Please review the Community Covenant with your camper. Each group signs a Community Covenant together on the first day of camp, and we explain behavior expectations as a large group. These norms are non-negotiable. If your camper cannot follow these norms they will be dismissed from the program, and you will be asked to pick them up immediately. There will be no refund for children that are dismissed due to a behavior issue.

Procter Day Camp Community Covenant

Camp is a community governed by respect for the **people, program, and place**.

I agree to respect the **people** at camp by:

- Respecting the dignity of every person at camp, that we might be leaders in showing Christ's love to each other.
- Refraining from fighting, aggression, dangerous physical or violent behavior that may endanger me, and/or others
- Refraining from lewd, crude, or socially unacceptable behavior (verbal/physical)

I agree to respect the **program** at camp by:

- Participating in the camp program and schedule, to the best of my ability
- Engaging with fellow campers and being an active part of the community.
- Being welcoming to campers and counselors from all backgrounds and faith traditions.
- Understanding it is my counselors' job to keep me safe and following their direction.

I will respect the **place** of Procter Camp and Conference Center by:

- Adhering to boundaries communicated by the staff, not entering "off limits areas"
- Understanding that smoking is not permitted at any diocesan sponsored youth program.
- Refraining from consuming, bringing or carrying any alcohol, non-prescription drugs, firearms, knives, fireworks, or weapons at any time during camp and on camp property.

Should it become necessary to send my child home for breaking of any of these community standards, I/we agree to come pick them up immediately upon notification from the Camp Director. We understand and accept the **non-negotiable** community regulations and no refund will be given.

Camper Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____