



Summer Camp Parent Information Guide

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1.1 Organizational Overview

What is Canaan? Canaan is a Christian Summer Camp and Retreat Center that provides specialized outdoor experiences that encourage Christ like growth and connection within the environments of summer camp, retreats and adventure programs. Canaan is recognized by the IRS as a 501(c)(3) non-profit entity and was incorporated in the state of South Carolina in April 2004. Canaan is governed by a Board of Trustees and managed by founder/ director, Nick & Tiffany Wimmer.

Our primary service to families is through our programs, which include: summer camps, retreats/day events and adventure programs. Our summer camp programs began in 2005 with a two-week day camp. In 2009 we expanded to a ten-week day camp at the completion of our Phase I facilities. In 2010 we continued our day program and made the addition of three-weeks of Resident Camp for ages (9-13). Each year our summer programs have grown and currently include day camps (ages 5-13), resident camps (ages 8-13), specialized track programs (ages 5-13) and teen leadership camps (ages 13-16).

Throughout the school year Canaan provides a variety of age-specific adventure and educational programs for area elementary, middle and high school groups and home school networks throughout York and Mecklenburg County.

We also facilitate day events and retreat programs throughout the year with complete meal and lodging options for area churches, scout groups, businesses and family reunions. We desire for people that cross the bridge onto the camp property to have an experience that makes a lasting impact in their life.

1.2 Mission & Values

Mission Statement:

We provide specialized outdoor experiences that encourage Christ like growth and connection through the environments of summer camp, retreats, and adventure programs.

Value Statements:

- To operate and steward every facet of the organization with integrity; upholding the mission at all times.
- To elect and maintain a committed and called Board of Trustees and executive staff.
- To create a safe environment for our participants on the premises and through our programs; always serving with love.
- To be a resource for the community, partnering with local organizations and efforts.
- To provide financial relief for families who cannot afford the tuition for programs.
- To care for the Earth and everything in it.
- To help each individual discover their purpose and grow in the destiny God has for them.

1.3 Philosophy of Service

Here at Canaan we believe that a week at summer camp can be one of the most influential experiences in a child's life. We seek to create a safe, positive environment where campers can grow, serve and develop incredible relational and life skills that will ultimately help shape who they are. Each person has been created by God for a unique and specific purpose. It is our desire for campers to discover their purpose, gifts and talents that they have been given and learn how to use those gifts to serve God and others.

Creating that positive environment for a child to be challenged, grow and have fun is a delicate process that we don't take lightly. We spend all year planning and preparing every facet of each summer so that campers are given the very best opportunity to have a memorable time while at camp. Our counselor to child ratio is 10:1 for non-specialized programs and 8:1 for adventure and water activities.

1.4 Directors & Counselors

The management team at Canaan consists of Nick Wimmer, Founder/ Director, Matt Harper, Business Director, Clay Neal, Operations Director, Drew Hart, Summer Camp Director, Robbie Conley, Marketing Manager, Griffen Williams, Adventure Manager, Tiffany Wimmer, Community Relations Coordinator and Audrey Adams, Administrative Assistant.

Our summer leadership team consists of Drew Hart, Summer Camp Director and Casey Turner, Assistant Summer Camp Director. Daily facilitation of each camp is lead by our Lead Counselors and Camp Worship Leader.

Summer Counselor positions are highly competitive at Canaan. We seek out individuals who are called, committed and demonstrate Godly character. Our return rate for the past three seasons has been over 50%! The minimum age for counselors is 16 and lead counselors are at least 20 years of age.

All staff are required to go through an multi-tiered application and interview process, where several reference and background checks are completed prior to hiring. Background checks are administered in accordance with SC employment procedures. Additionally, counselors go through an intensive week-long training program where they are certified in First-aid/ CPR, lifeguarding certification and specialized adventure programs.

2.1 Camp Pack Lists

Packing List - Day & Track Camps

- ❖ **Lunch:** Please pack a lunch for your child every day, including a morning snack and plenty of healthy items. Please do not pack items that need refrigeration or heat-up. We will provide an afternoon snack for the campers. (**Track campers (Island Escape, Catawba Ventures, and Frontier Camp won't need a lunch Friday. We provide Dinner Thur and Breakfast and Lunch Friday for their program.)*)
- ❖ **Water:** the summer time is roasting hot and we make it a top priority to keep every camper hydrated throughout the day. **Campers will need to have a water bottle with them at all times;** please label the bottle with their name.
- ❖ **Clothes:** Please make sure that your child wears appropriate clothing for outdoor summer weather such as t-shirts, shorts, hats, etc. Tennis shoes need to be worn to camp everyday. **Note:** Extremely short shorts and "halter tops" for girls are not permitted.
- ❖ **Swimming:** Bring swimming attire EVERY DAY - a Swimsuit, Towel, Sunscreen and **Water Shoes**. Campers will need to come dressed in dry clothes each day and bring their swim attire to change into. **Note:** shoes for water activities should have heel straps (no flip flops) and be closed-toe to protect their feet. Common mesh water shoes are great and can be cheaply purchased at many supermarkets.
- ❖ **Medications:** please bring any required medications your camper may need (inhalers, EpiPen, etc.) in a clearly labeled bag and hand them to us at check-in.

Track Camps (overnight stay)

In addition to the items mentioned above, Track Campers (Catawba Ventures, Island Escape, and Frontier Camp) will need the following items for their one overnight stay Thursday:

- ❖ Clothes: Pajamas for Thursday night and clothes for Friday
- ❖ Sleeping Bag and Pillow
- ❖ Toothbrush, toothpaste, deodorant (if needed)
- ❖ Flashlight w/batteries
- ❖ Any required medications (labeled & in water-tight bag)

What **Not** To Bring

(Parents, please help us to better serve your child by adhering to the pack list. Counselors will help campers each day upon arrival and if any of these items below are found, they will be confiscated and returned to parent/guardian at the close of the day.)

- ❖ Knives, paintball guns or anything representing a weapon
- ❖ Money (*No money is needed during camp programs- Canteen can be added and apparel purchased at the start and end of each week*)
- ❖ Candy, gum, soda and energy drinks
- ❖ Electronic games, IPODs and MP3 players
- ❖ NO CELL PHONES, Laptops or I-Pads
- ❖ Tobacco products, alcohol or fireworks
- ❖ Toys, Pokemon cards and Beyblades
- ❖ Inappropriate clothing

Note: Please examine your camper's selection of clothing and determine if it has offensive symbols/ language OR if it is too revealing. If we decide that something worn or brought to the camp is not tasteful, we do require for it to be replaced with temporary clothing until the close of the day.

Packing list - *Resident Camp (Co-ed, Journey, and All Girls)*

- ❖ **Water:** the summer time is roasting hot and we make it a top priority to keep every camper hydrated throughout the day. **Campers will need to have a water bottle with them at all times;** please label the bottle with their name.
- ❖ **Clothes:** Please make sure that your child packs appropriate clothing for outdoor summer weather such as t-shirts, shorts, hats, etc. Tennis shoes will need to be worn everyday. **Note:** Extremely short shorts and "halter tops" for girls are not permitted.
 - o **Paintball registrants:** bring a pair of jeans and long sleeve t-shirt
 - o **Horseback riding registrants:** bring a pair of jeans
- ❖ **Swimming:** Pack swimming attire - Swimsuit, 2-3 Towels, Sunscreen and Water Shoes. **Note:** Shoes for water activities should have heel straps (no flip flops) and be closed-toe to protect their feet. Common mesh water shoes are great and can be cheaply purchased at many supermarkets.

In summary, Resident Campers will need the following items for their week stay at Canaan:

- ❖ Reuseable water bottle (labeled with camper's name)
- ❖ Sleeping Bag or Twin Sheets and Blanket
- ❖ Pillow
- ❖ Soap, shampoo, toothbrush, toothpaste, deodorant (if needed)
- ❖ Clothes, underwear and socks for 6 days
- ❖ Tennis shoes/sneakers (required) and flip-flops (recommended for showers)

- ❖ Swim suit and river shoes (closed toe required)
- ❖ Bath towel and two pool towels (recommended)
- ❖ Flashlight w/ batteries
- ❖ Bugged spray and sunscreen
- ❖ Bible/ journal/ book/ Pen or pencil

Care packages: If you'd like to send letters, please address them to Canaan to the attention of your child. We ask that any other care packages be kept to a minimum so as not to create feelings of exclusion for campers that may not receive anything at all that week. Packages must also adhere to the guidelines on "what not to bring."

What Not To Bring

(Parents, please help us to better serve your child by adhering to the pack list. Counselors will help campers each day upon arrival and if any of these items below are found, they will be confiscated and returned to parent/guardian at the close of the day.)

- ❖ Knives, paintball guns or anything representing a weapon
- ❖ Money (*No money is needed during camp programs- Canteen items and apparel can be purchased at the start and end of each week*)
- ❖ Candy, gum, soda and energy drinks
- ❖ Electronic games, IPODs and MP3 players
- ❖ NO CELL PHONES, Laptops or I-Pads
- ❖ Tobacco products, alcohol or fireworks
- ❖ Toys, Pokemon cards and Beyblades
- ❖ Inappropriate clothing

Note: Please examine your camper's selection of clothing and determine if it has offensive symbols/ language OR if it is too revealing. If we decide that something worn or brought to the camp is not tasteful, we do require for it to be replaced with temporary clothing until the close of the day.

** A Pack List for Teen Leadership Camp (TLC) is only available through registration.*

2.2 Camp Gear & Canteen

We have a variety of Canaan Gear and apparel for you to sport throughout the year. Each camper will receive one Summer Camp T-shirt that is included with registration. All other clothing and miscellaneous items are available for purchase at our camp store during office hours.

Canteen is a snack bar that is open to campers each afternoon at snack time. Each camper receives a basic snack provided by the camp, but additional snacks are made available for a modest fee through Canteen. If you'd like your camper to have canteen, you can prepay during registration for a set amount (\$5 or \$10) or bring cash to check-in to be applied to their account. Parents can even specify the amount that the camper can use each day at Canteen. We will keep track of their debit amount. Snacks range from 25 cents to \$2 so typically, \$1-2 a day is plenty.

- ❖ **Canteen Items:** candy (M&Ms, skittles, etc.), candy bars, granola bars, cookies, chips, pretzels, drinks, ring pops, ice-cream, popcorn and much more!

2.3 Swim Band Policy

Initial Band: Every Monday each camper will complete a swim test administered by the Camp Canaan lifeguards. Upon completion of the test, each camper will receive a vinyl wristband (which will be green, yellow, or red). This band will indicate the area of the pool that the camper may swim in. **We ask that campers keep their wristband on throughout the week.**

Repeat Band: We understand that the campers may not be accustomed to wearing the wristbands throughout the week, so we will extend grace on Tuesday if the camper cut or broke their band the night before. The camper will be required to re-test in order to receive a new band (even if the camper has the detached band with him/her).

Tuesday: At the end of the day Tuesday, the pool bands will be brought to the office in the MP to be kept for the remainder of the week and no additional bands will be given after close of day Tuesday.

If A Camper Doesn't Have A Band: From Wednesday-Friday, if a camper does not have a vinyl band (lost, cut-off, removed, etc.) that camper will automatically receive a red band indicating that the camper must swim with a lifejacket on, and remain in the shallow end of the pool at all times.

This policy is in place for a few reasons. First off, we want to ensure that every camper is easily identifiable by his/her swimming ability in the pool area. Secondly, if we gave each camper a new band every day, we would use over 500 bands each week. Third, we want to teach and encourage personal responsibility in each of our campers.

3.1 Arrival & Pick-up Procedures

Jr/Sr Day Camp & Track Camp:

Arrival Process:

Attendance checklists are kept each day to maintain a current record for each camper. **We ask that day and track campers arrive between 7:30 am and 8:15 am each day.** If you and your child are prevented from coming to camp on time, are planning on meeting up with us later in the day, or if you need to pick-up early, please notify us in advance by calling the main office or sending an e-mail to info@campcanaan.org.

Junior & Senior Day Camp: For campers attending Junior and Senior Day Camp weeks, you will cross the bridge and make a right, drive past the pool complex and drop-off at the Multi-purpose Building (#173). On Monday's, all campers need to be escorted to the front porch where parents will be greeted by one of our counselors and they can sign-in and then proceed to meet their counselors at their designated camp area. Tuesday-Friday a drive-through sign-in option is available for parents during drop-off. For those who want to walk their camper in, they may do so each day.

Track Camp: For Campers attending Island Escape, Catawba Ventures and Frontier Camp please park in the pool parking area which is the first parking area on the left once you cross the bridge and turn onto Deep River Road. On Monday you will be directed by our track lead counselor to escort your camper to your designated track area where a counselor will be to meet you for check-in. Tuesday-

Friday, a drive-through sign-in option is available for parents during drop-off. For those who want to walk their camper in they may do so each day.

CIT Day Camps: Please plan to **arrive each morning at 7:30 a.m.**, unless you will be arriving with a sibling between 7:30-8:15 a.m. Upon arrival, please come to the front porch of the Multi-purpose Building (#173) to check-in with us and receive direction and assignment for the day.

Pick-up Process:

Pick-up procedures are very important. **You will be required to fill-out a Pick-Up Permission Form for your camper during registration.** We reserve the right to deny access to a camper to anyone who is not listed on the Pick-Up Permission Form or someone who has not been approved by the parent/guardian. We also reserve the right to ID anyone who is picking up a child, even if that individual is listed on the form. To make check-out as efficient as possible, we ask that you have your ID ready. If someone requests to pick your child up who is not listed on the Pick-up Permission Form, we will call the parent/guardian listed in your registration account to seek verification over the phone. Please contact the main office prior to pick-up if a new person will be picking your camper up.

Track campers are scheduled to be picked up between 4-4:30 pm at the pool complex each day. Parents will meet a counselor at the pool complex and sign their camper out. We ask that you check the lost & found area on the fence to ensure you have all of your belongings. If you have signed up for late stay your Track camper will head down to the Multi-purpose Building and you can follow the Day Camp pick-up procedure below.

Jr. and Sr. Day Camp pick up is between 5-6:00pm at the Multi-purpose Building each day. Parents need to sign their camper out on the front porch where you will meet a counselor who will radio for your camper to join you for departure. You will be asked for a photo ID so please have this with you every day. We ask that you check the lost & found area on the back porch to ensure you have all of your belongings.

CIT Day Camp: pick-up for Jr and Sr Day Camp is between 5-6:00pm, which means your day will wrap up between 4-6:00 pm. (the later you can stay the better). On Friday afternoons, please plan to stay closer to 5 pm to allow for your brief weekly evaluation.

Late Pick-up Policy:

We ask parents to pick-up campers promptly by 4:30 pm for Track Camp and by 6 pm for Day Camp. It is an additional expense to the camp when staff are required to stay later than their scheduled work day. **After an initial 10-minute grace period a \$5 per 10-minute fee will be issued and must be paid before the camp week is complete.** Consideration will be made for extraneous circumstances. Communication with camp staff is greatly appreciated.

Resident Camp, Teen Leadership Camp (TLC), and CIT program:

Arrival Process:

Co-ed, Journey, and All Girls Resident Camps: check-in is between **3-4 pm on Sundays**. A director will be on site to greet you and counselors will help you check-in and assist your camper with getting unpacked. Parents please come to the Multi-purpose Building (#173) to sign-in your camper. Please

have any medications in a clearly labeled bag (with your camper's name visible) and be ready to hand them to us at the check-in table.

CIT Resident Sessions: check-in for your counselor in training for resident sessions is at **1 pm on Sundays**. Upon arrival, please come to the front porch of the Multi-purpose Building (#173) to check-in with us and receive direction on where to go next.

Teen Leadership Camps (TLC): check-in for all TLC sessions is between **3-4 pm on Saturdays** at our Multi-purpose Building (#173). When you check-in, please send a copy of your medical **insurance card** with your camper. If you need to make copies at camp, that will be fine.

Pick-up Process:

Co-ed, Journey, and All Girls Resident Camps: pick-up is between 5:30-6 p.m. on Fridays. A check-out table will be set-up outside the main Multi-purpose Building. Your campers bags will be packed and on the front porch of their cabin. Please take one final sweep of the cabin and porch for any of your child's belongings. Lost & Found is on the back porch of the MP Building. Don't forget to take home any medications you turned in (we'll have them at the checkout table) and leftover Canteen money--or leave it as a donation. Then put a great bookend on the week by joining us for a **Closing Ceremony (these programs only)** from 6:00-6:45 p.m. inside the Multi-purpose Building. There will be refreshments, a few awards given, and a slide-show from the week. RSVP Sunday at check-in for the hors d'oeuvres.

CIT Resident Sessions: pick-up is also on Fridays between 5:30-6 p.m., but if they can we would love for them to stay for the campers Closing Ceremony as well.

Teen Leadership Camp (TLC): campers will be traveling back from their trips on Fridays. Their pick-up time is between 5:30-6 p.m. They will be right outside the Multi-purpose Building. Please encourage your camper to take one last sweep of the vans and trailer to make sure they got all of their belongings.

Lost and Found is kept on the back porch of the MP Building and is dropped off at Goodwill twice a summer (July 4th week and Last Day of Camp).

3.2 Directions and Contact Information

Camp Canaan is located at 3111 Sand Island Rd. in Rock Hill, SC 29732 just 25 minutes outside Charlotte, NC. You can find an accurate map on Google maps or on our website: www.campcanaan.org.

- **From Columbia**: Take I-77 north towards Charlotte and exit off at 82 C (161 towards York). Proceed down 161 until you get to the fourth stop light (just after Sonics on the right) this road is called Mt. Gallant Rd. Make a right on Mt. Gallant and proceed towards the next stop light (about 4.5 miles) and you will come to India Hook Road. Look for Camp Canaan signs at this intersection. Make a right onto India Hook Rd. and proceed to the very end and we are the last driveway on the right side- Welcome to Camp Canaan!!!
- **From Charlotte**: Take I-77 south towards Rock Hill and exit off at 82 C (161 towards York). Bear right off the exit ramp and proceed down 161 until you get to the third stop light (just after Sonics on the right) this road is called Mt. Gallant Rd. Make a right on Mt. Gallant and proceed

towards the next stop light (about 4.5 miles) and you will come to India Hook Road. Look for Camp Canaan signs at this intersection. Make a right onto India Hook Rd. and proceed to the very end and we are the last driveway on the right side- Welcome to Camp Canaan!!!

CAMP CANAAN | 3111 SAND ISLAND ROAD| ROCK HILL, SC 29732
MAIN OFFICE: 803-327-6932 (P) 803-327-6934 (F)
MAIN E-MAIL: INFO@CAMPCANAAN.ORG

3.3 Visitation & Correspondence

We believe that a critical part of the growing experience for a camper is to develop a healthy independence from their parents and also that this would be reciprocated so the parents would develop a healthy independence from their child. Plus, you wouldn't want to ruin the amazing stories that they will share at dinner-time! With that said, visitation is permitted but strongly discouraged (especially during resident camp weeks).

If a visit is required, we ask for a phone call before arrival and that you would minimize your stay to 30 minutes or less.

Resident Campers can receive mail during their camp week and they love to open letters and care packages. Because we keep manageable numbers, it's easy to correspond- simply mail to our main address above and put C/O and your child's name and we'll take it from there.

Camp Canaan does not permit campers to make or receive phone calls. Especially when campers are homesick, we have found that calls from home prolong the camper's adjustment to camp life. If an emergency situation arises at home we ask that parents contact the main office. One of our directors will gladly assist you and your camper in every situation!

3.4 Volunteering at Camp

Camp Canaan is an organization powered by the time, resources and expertise given by our volunteers. All of our volunteers go through an application and interview process before being able to work within our programs. They seek to uphold the mission of Camp Canaan and the values we are defined by. If you or someone you know is interested in volunteering with our summer programs or throughout the year, please contact us and we will send them the appropriate information.

3.5 Transportation/ Shuttle Procedures

Though most of our weekly activities occur on site at the camp, we do occasionally travel off-site for various field trips. Each camper will be notified of bus rules and regulations before departure from camp. All of our drivers are licensed CDL- commercial drivers.

Field Trips

Field trips typically occur in a public place (i.e. a park, restaurant, skating rink, etc.). We take extra precaution in keeping regular head counts on all campers and enforce a strict "Buddy System" whenever we are out.

Our trip outings are age-specific and allow the campers to experience a variety of activities in the area. All trips are located within 30 minutes of camp with the exception of the TLC and TEEN trips, which are located 2-4 hours away.

Trips for Ages 5-8 may include: Cherry Park, Blueberry picking, Children's Museum, Chick-Fil-A
Trips for Ages 9-16 may include: Kayaking, Zipline Canopy Tour, High Ropes Course, boating on Lake Wylie and Rock Climbing at Crowder's Mountain.

Note: Money is never needed for any of the field trips that we take. Please do not send your child to camp with additional spending money on trip days or any other camp day. If they have cash of their own, our staff members will hold onto it until the close of the day.

Charlotte Shuttle

We provide a daily shuttle to and from South Charlotte each day of camp. The shuttle fee is \$30 per child per week additional to the weekly tuition. There is a 5 camper minimum to operate the shuttle, maximum capacity is 45 passengers. If the minimum is not met, a refund will be given and you will need to make alternative arrangements for travel to camp each day. If the bus capacity is reached, please call the camp office to be placed on a waiting list for that week.

Our shuttle location is in the Harris Teeter parking lot, located at the corner of 521 (Johnston Rd.) and Ardrey Kell (in front of the Big View Diner). **Shuttle pick-up is at 7:30am and drop-off at 6:00pm.** If you are running late for drop-off in the morning or afternoon pick-up please contact the main office and a dispatch will be made to the bus driver while en route. If no one arrives to pick-up your child, we will call the emergency contacts listed and our late pick-up fee policy will apply.

4.1 Medication/Allergy Policy

Parents, please check-in all medicines with the directors upon arrival into camp. ***No medications are allowed on a camper's personal belongings (with the exception of inhalers).*** Camper medications will be dispensed at the indicated times or at designated meal times (as indicated in your camper's detailed Medical Form-completed during registration) by directors or accompanying staff (unless otherwise noted). You may view your camper's medical form at any time through your registration account, but will need to contact our office to make changes once it's submitted. **At the end of the session, leftover prescription medications must be picked-up by the parent/guardian in the main office.** All unclaimed medications will be thrown away.

When A Camper Gets Sick:

Campers who are not feeling well during the camp day will be brought to the main office for immediate attention. In the event that a serious injury or sickness affects a camper, immediate parental contact will be made and further medical attention will be decided from this point. **All prescription medications and/or hospital care during camp are billed to parents at the close of the camp session.** General medications and first-aid materials are provided at no cost. To ensure good health and ability to enter into normal camp activities, parents must sign the Release of Liability and Assumption of Risk Agreement (during registration). Accident insurance is not included in the camp fee. Camp Canaan is not responsible for any personal medical equipment, devices and/or products that are lost or broken at camp; such as: braces, slings, wraps, crutches, inhalers, diffusers, eyeglasses, sunglasses, contacts or anything similar to these.

Allergies:

A detailed section on each camper's medical form is devoted to allergens: food, drug, environmental, etc. where parents list all known allergens, level of severity, known reactions, and action plan. For any severe allergies indicated, a director will call the parent before their week of camp to review their medical form and plan of action. If the allergen requires an EpiPen, the parent can specify where it should be kept-- where they eat, on hand in the counselor's backpack, etc.

Snacks & Canteen:

During snacks we take extra precautions that your child's food allergies are prominent for the staff facilitating Canteen. A Canteen report--listing each camper's name--is used to track their spending money. If the camper has a food related allergy, a red medical cross populates beside their name and further explanation of their allergy is provided (from their medical form). For bold visual reminders, ice-cream is separated in our freezers as "with peanut" and "without peanut."

Meals (Resident & TLC):

We've partnered with a third party caterer to provide meals for our Resident, Track, and TLC campers. We have set menus for the summer. Parents whose children have food allergies may contact us for a menu for their camper's session and to discuss any possible accommodations that can be made with our hospitality staff. In some cases, parents of children with severe food allergies send supplemental snacks or alternatives for their camper.

We have a **No-Peanut Policy** during camp sessions. This means that in the meals prepared by our caterer we will not serve peanuts or peanut-based products. **We are NOT a peanut-free facility.** Please note: We ask that all parents limit the amount of peanut based foods or products that may come in contact with peanuts or tree nuts in your child's lunch each day. If you bring in a special snack for your child's birthday or special occasion, we ask that you bring something that is peanut-free. We will not have any meals or art activities that contain peanuts or peanut butter.

4.2 Behavior Policy

Your camper's safety is our highest priority. During their time at camp we strive to create a safe and encouraging atmosphere for every camper. Our counselors and directors are trained to be aware of sensitive emotional, physical and spiritual elements that can adversely affect the camper environment. We do not allow bullying of any kind, discriminatory talk, music, quotes, games or gestures that are offensive or un-Christlike. Our staff does not force any camper into an uncomfortable situation nor criticize them for their decision. We simply encourage campers to grow at their pace and practice Challenge by Choice and positive reinforcement.

We have created a list of Island Rules which we have in our registration process and explain to campers at the start of each session. We set a high standard for every camper to follow these rules, treat others with respect and listen to their counselors at all times. When a rule is broken, we have a detailed process of discipline consisting of the following steps:

1. At the first offense a verbal warning is given to the camper
2. If the problem continues, a 10-minute time-out from an activity is given
3. If the behavior continues, that camper will be exempt from at least one, not to exceed three activities that day. A work detail might also be given to the camper at the director's discretion. Notification of bad behavior and the action to resolve will be recorded on an Incident/Accident Report and a copy will be given to the parent.

If the problem continues, a parent/ camper conference will be scheduled with one of directors to resolve the problem. Children who do not demonstrate appropriate behavior, in the judgment of the directors, will be sent home from camp. If parental contact is made two times within a session, that child will be removed from camp. Early dismissal from camp will not warrant a refund of fees.

4.3 Emergency Action Plan (EAP)

Because of the unique nature of the camp property being an island in the Catawba River Basin, we have designed an All-Hazards Emergency Action Plan (EAP) that has been approved by the York County Planning & Development Office and Duke Energy Corporation. All directors and staff are trained and knowledgeable of the specifics of the plan, which identifies proper communication steps and protocol for emergency situations including accidents, loss of life, evacuation and terrorist threats.

Additionally, all directors, staff and personnel are CPR- first-aid certified. Adventure program facilitators are trained and certified in their specific adventure sports and all lifeguards have achieved their certification for pool and river-front life-guarding. To review a detailed copy of the EAP please contact the main office.

4.4 Financial Agreement Policy

A Parent or Guardian must sign to be Financially Responsible when registering your child(ren) for camp. This person commits to fulfilling all payment requirements during the summer season. Please review your payment options and our Cancellation / Change-of-Date agreement (form completed during registration).

Tuition Payment Options:

All tuition balances for all sessions (June - August) are due by **June 1, 2017**. Registrations after June 1 will require payment in full. A \$25 non-refundable deposit for day/ track camps and a \$50 non-refundable deposit for resident/TLC camps is required to confirm your registration spot. *During our Cramazing Winter Discount, Dec 16-31, 2016, payment in full is required.* The following payment options are available to you by date:

PLEASE NOTE: Unless you've already paid-in-full for your camp session(s), your final payment for the summer will be processed (on the card registered with) on the first business day in **June**. At that point your balance for the summer will be paid-in-full. If you would like to change your method of payment before the final auto-draft (update credit card information, pay with check or cash, etc.) please contact our office at **(803) 327-6932** two weeks prior to June 1. From June 1 on, payment in full will be required to register for a session.

Payment options Dec 16-31, 2016 with the Cramazing Winter Discount

1. Payment in full

Payment options January 1-June 1, 2017:

1. Pay Balance in Full
2. Pay deposit now and then equal payments by auto-draft (on card registered with) on the first business day of each month until June 1, 2017 (Feb 1, Mar 1, Apr 3, May 1, and Jun 1).
3. Pay deposit now and then pay remaining balance by **ONE** auto-draft on June 1, 2017 (on card registered with). ***Scholarship Recipients (choose this option)**

***Scholarship Recipients:** this is the payment option you need to select during checkout in accordance with the acceptance process outlined in your email. It is your responsibility to check the amount you'll be drafted prior to your June 1 auto-draft and contact us if you have any questions.

Payment options June 1-Aug 7, 2017:

1. Payment in full

Deposits

A \$25 non-refundable deposit for day/track camps and a \$50 deposit for resident/TLC camps is required to confirm your registration spot. The remaining balance for all sessions is due on or before June 1, 2017. Registrations after June 1, 2017 will require payment in full.

Cancellations & Change-of-Date

The cancellation of a session that is requested and approved prior to June 1, 2017 will result in a full refund of any paid tuition minus the non-refundable deposit amount. Requests for cancellations made after June 1, 2017 will not be accepted and will result in the forfeit of all camp fees.*

Requests for change-of-date and cancellations will not be accepted over the phone. To request a change of date or cancellation: navigate to our website (campcanaan.org), click Camps, under For Parents click Change-of-date/ Cancellations to complete and submit the appropriate form. Based on the session date, booked status of the session, and availability of the preferred session, your request will be considered and answered within 24 hours.

Refunds

Deposits are non-refundable. Any requested cancellations that are received and approved prior to June 1, 2017 will be refunded back to the credit card that was used during the transaction within 5 business days. There are no refunds made during the summer camp season of June 5- August 11, 2017.

*Emergencies within the immediate family and/or serious injury and/or sickness of the camper that would prevent them from participating in normal camp activities will be considered for session cancellation without penalty. A request needs to be made immediately upon receiving news by contacting the main office- info@campcanaan.org. Sickness and/or injury will require proof from a doctor's note or hospital for approval.

4.5 Parental Release

The safety, protection and well being of your child are our greatest concerns and our highest priority while they are here at camp. Understanding that the nature of outdoor activities and adventure sports assumes a high-risk for accident and injury, we have developed the most comprehensive and efficient policies and procedures for preventing these incidents from happening and responding to them quickly when they do happen. Please review a complete release which is available online and in our Registration Form.