



# **Summer Camp Parent Information Guide**

# **Table of Contents**

**1.1 Organizational Overview**

**1.2 Mission & Values**

**1.3 Philosophy of Service**

**1.4 Directors & Counselors**

---

**2.1 Packing Lists**

**2.2 Camp Store & Memorabilia**

**2.3 Swim Band Policy**

**2.4 Care Package Policy**

---

**3.1 Arrival & Pick-up Procedures**

**3.2 Early Pick-up Procedures**

**3.3 Visitation & Correspondence**

**3.4 Volunteering at Camp**

**3.5 Off Property Field Trips**

**3.6 Cabin Assignment Process (Resident)**

**3.7 Friend Group Requests (Day Camp)**

---

**4.1 Medication/ Allergies Policy**

**4.2 Behavior Policy**

**4.3 Emergency Action Plan (EAP)**

**4.4 Terms of Agreement**

**4.5 Parental Release**

**4.5 Directions & Contact Information**

## **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 Executive Director Matt Harper.

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 (8-13). Each year our summer programs have grown and currently include day camps (ages 5-14), resident camps (ages 8-13) and teen leadership camps (ages 14-16).

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:**

- **Character & Integrity-** we will operate and manage every facet of the organization with integrity; upholding the mission and vision at all times.
- **Volunteerism-** We will promote a spirit of volunteerism including a volunteer Board of Trustees and others that feel called to serve the mission and vision of the Camp.
- **Safety-** We will create and maintain a safe environment for our participants on the premises and through the programs we offer, always serving in love.
- **Collaboration-** We will seek opportunities to work with others in the community, partnering with local organizations and assisting with their efforts when consistent with our mission.
- **Grace & Generosity-** We will make every effort to provide financial relief for families who cannot afford the tuition for programs, and always seek to offer grace to others just as Christ has shown grace to us.

- **Stewardship-** We believe that God has made us accountable to care for the earth and everything in it.
- **Growth-** We believe that everyone should be growing, so we will 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**

Our year round management team consists of Matt Harper (*Executive Director*), Clay Neal (*Operations Director*), Matt Hunt (*Program Director*), Molly Garrison (*Assistant Director*), Beth Dalton (*Assistant Director*), Robbie Conley (*Business Development Director*), Jonathan Burkhead (*Program Manager*), and Audrey Adams (*Office Manager*), Katharine Bowen (*Operations Manager*).

Summer Staff positions are highly competitive at Canaan. We seek out individuals who are called, committed and demonstrate Godly character. Our average return rate of staff is over 50%! The minimum age for assistance counselors is 17, counselors and adventure guides is 18, and lead counselors are at least 20 years of age or possess proven leadership ability.

All staff are required to go through a 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, staff go through an intensive week-long training program where they are certified in First-aid/ CPR, lifeguarding certification and specialized adventure programs.

### **2.1 Packing Lists**

We have four summer camp programs at Camp Canaan: Junior Day Camp, Senior Day Camp, Resident Camp (Co-ed, Journey, All Girls, Legacy Camp), and Counselor In Training (CIT). We have a packing list for each of them including some items not to bring. An evergreen version is below; please be aware

packing lists are reviewed once a year and typically emailed out in the spring. This is just a reference in the meantime.

### Day Camps:

- Athletic clothes (shorts and t-shirt) and tennis shoes with socks
- Morning Snack and Lunch
- Water Bottle
- Change of clothes (recommend for ages 5-8)
- Swimsuit
- Pool Towel and Sunscreen
- Water shoes
- Optional: bug bands or insect spray
- Medications

### Resident Camps:

- Reusable water bottle (qty: 1-2, labeled with camper's name)
- Pillow & Sleeping Bag or Twin Sheets, Blanket and Pillow
- Body/face soap, shampoo, toothbrush, toothpaste, deodorant
- Clothes, underwear and socks for 6 days
  - Paintball registrants: bring a pair of jeans and long sleeve t-shirt
- Sneakers (required) and flip-flops (recommended for showers)
- Swim suit (1-2) and river shoes (heel strap required)
- Bath towel and two pool towels (recommended)
- Flashlight w/ batteries
- Bug Spray and Sunscreen
- Bible/ journal/ book/ Pen or pencil
- Medications

## **2.2 Camp Store & Memorabilia**

Memorabilia: Every camper receives one complementary camper t-shirt for the summer as a form of memorabilia from their time at camp. They only receive one shirt even if they attend multiple weeks. We order based on the size you indicate on their camper form.

Snack: for our Junior Day Campers (ages 5-8), camp provides a basic snack each afternoon such as animal crackers, or popcorn. They will also have the opportunity each day to purchase a treat from our camp store during "Canteen" time. Every camper program, under normal circumstances, has a block in their schedule to allow them to visit "Canteen" (the snack bar side of our Camp Store) to purchase a treat. Campers may also use funds in their camper wallet to purchase merchandise from our camp store.

- **Examples of Canteen Items:** ice-cream, snow cones, candy (M&Ms, skittles, etc.), candy bars, chips, rehydration drinks, water, and lots more.

Camp Store: the merchandise side of our camp store has a variety of Camp Canaan apparel and items for sale such as hats, t-shirts, sweatshirts, cups, bracelets, plush toys, disc golf frisbees, etc.

You may recall seeing a section during registration that allowed you to add a camp store deposit for your child. With those funds campers can (1) purchase a snack/treat during canteen each day and/or (2) purchase merchandise from our camp store. You can add to or top-off your camper's wallet anytime from your household account...

- Login to your registration account: <https://campcanaan.campbrainregistration.com>
- Click **View Details** under your Summer 2025 registration. Look for the Camp Store heading on the bottom right hand corner of the screen. Click the button that says **Add Deposit**. There you can see the current funds in the wallet and add more.

**We do not accept cash for Camp Store deposits unfortunately;** please add funds to your camper's account prior to arrival or in the evening for the next day. These funds will stay in their wallet for the duration of summer. At the end of the summer (end of August), you may request to receive a refund for any leftover funds by contacting our camp office.

### **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 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 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).

**If A Camper Doesn't Have A Band:** From Wednesday-Friday, if a camper does not have a wristband (lost, cut-off, removed, etc.) that camper will automatically receive a red band indicating that the camper must swim with a lifejacket on.

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 camper.

### **2.4 Care Package Policy**

**All care packages need to be dropped off during your campers registration.** When you check-in at the Multi-Purpose Building, you will see three bins labeled Monday, Tuesday, and Wednesday. Simply place your care package in the bin that corresponds with the day you'd like your camper to receive their care package. For example, if you feel your camper gets homesick on Tuesday, place the care package in the Tuesday bin to make sure they receive it on that day.

With this policy in place, we will no longer accept mailed care packages except under special circumstances. If you feel this is the case for your family, please call Robbie at 803.327.6932 or email him at [robbie@campcanaan.org](mailto:robbie@campcanaan.org).

If you don't want to go through the work of building and bringing your own care package, let us do the work! These care packages were designed by us and will be delivered to your child during camp! These Care Packages will feature snacks and some of our most popular Canaan branded items. Simply visit the following website, and purchase one of our care package options:

<https://campcanaan.square.site/shop/care-package/7> . Please include your camper's name in the "add notes for the seller" section during checkout. You can also add a note to your camper, which will be printed and delivered with the care package. If you'd rather email the note, please email your order number, camper name, and note to [robbie@campcanaan.org](mailto:robbie@campcanaan.org).

We will accept care package orders through the Wednesday your child is at camp. Care packages purchased while your camper is here on the island will be delivered the same day if purchased before 10 am. Purchases after 10 am will be delivered the following day. These care packages are popular, and supplies are limited. If you purchase your camper's care package early, we will build it now and store it until your camper's week of camp.

## **2.5 Electronics Policy**

Canaan has a strict no electronics policy for several reason:

- Studies have shown that campers attending camps with no electronics have a better camp experience and are more willing to be involved in what camp has to offer, and more.
  - [You can read the article here.](#)
- Electronics distract from the experience you paid for
- Electronics pose a security risk to both campers and staff

All electronics are banned from camp with no exceptions. This includes but is not limited to:

- cell phones
- smart watches of any kind
- tablets
- cameras,
- In general, anything that has a screen, can connect to the internet, or send/receive messages and/or calls must be left at home.

Our electronics policy applies to devices turned off and left in bags. If a camper is found with any of these items, they will be confiscated and stored in the office until the camper is picked up. We will notify you that we have the device and where you can pick it up. Campers who bring devices more than once are subject to dismissal from camp.

## **3.1 Arrival & Pick-up Procedures**

To prevent having the same information listed twice, we are going to list the high level check-in and pick-up times here per program. Based on the camp you're registered for you can then click the information sheet below to see a traffic flow map, check-in/pick-up locations, and other relevant

information such as where to check-in camper medication.

- **Junior and Senior Day Camp:** Monday-Friday morning drop-off is between 7:30-8:15 am. Monday-Friday afternoon pickup is between 4:30-5:30 pm. **About 9 am, after morning check-in, the gate to the property is closed until 4:20 pm for pick-up;** should you arrive when it's closed, you'll need to call our office for the gate code to enter.
- **Resident Camps (Co-ed, Journey, All Girls, Legacy):** Check-in is between 3:00-4:00 pm on Sundays. Pick-up is between 3:30-4:30 pm on Fridays. There's a closing ceremony Friday from 4:30-5:00 pm for camper awards. No rsvp is required. The gate to the property won't open until 3:30 pm on Fridays. If you arrive early, you will need to wait in your car until it's opened.
- **Counselor in Training (CIT):** Check-in at 2:00 pm on Sundays. On Fridays pick-up is at 4:00 pm (for the first two sessions; on their 3rd and final session, pick-up will be at 6:00 pm).

Pick-up Process: Pick-up procedures are very important. Every camper has an **Authorized Pick-up List that the parent/legal guardian fills out during registration.** That list is used to vet anyone who arrives to pick up your child. We will ask to see the ID of anyone who picks-up your child until we learn your face. 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. This list can be updated online by the parent prior to the start of the week. Day Camp parents will also be given a window sheet to aid with making pick-up more efficient. A staff member will stop day camp parents at the bridge to radio ahead for your child. Resident Camp parents won't need that feature.

Lost & Found: Lost and found is located outside our Welcome Center on the back left. As part of closing each day we sweep the island for left belongings and put them in lost and found. If a camper misplaces an item during the week, the counselors will help them look for it. If you're in day camp you can also check lost and found each evening during pick-up. If you have to leave Friday without something that's significant to you, please email us that weekend. With over 200 campers each week we don't have storage for forgotten belongings for long. Items that aren't identified/claimed after your week ends are typically donated to a second hand store by the Wednesday after the week ends. **Please write your campers' name on every item they bring to camp.** This helps us to get lost items back to your camper while they are at camp.

Late Pick-up Policy: We ask parents to pick-up campers promptly by 5:30 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 \$25 fee will be issued for the week and must be paid before the camp week is complete.** Consideration will be made for extraneous circumstances. Communication with camp staff is greatly appreciated.

### **3.2 Early Pick-up Procedures**

Requests for early pick-ups should be reserved for doctor's appointments, athletic and academic commitments, and family emergencies. Leaving early requires a staff member to leave their post to retrieve and wait with your child until you arrive, which isn't always possible based on what's happening in the daily schedule.



Please also consider letting your child be fully present in their week of camp. Pulling them for numerous other extra curricular activities means they miss the full camp experience and it can lead to exhaustion and poor behavior. We play hard at camp and many children fall asleep on the way home or eat dinner and go straight to bed according to parents.

We're also frequently asked the best times to pick up early so campers miss the least amount of activities. Pulling a camper from a program is also generally hard because they don't want to leave. Anyone who has tried to hurry their child out of a pool can relate to how long it takes. Then imagine if you're trying to collect them and their belongings from an acre lake or high ropes course.

With all that in mind, we have set standard times that based on our programs' schedules make for the least disruptive departures and fewer meltdowns.

#### Early Pickup Requirements:

- **Limited to:** early pickups are reserved for doctor's appointments, athletic and academic commitments, and family emergencies
- **Notification:** early pickup requests must be emailed 24 hours prior to [info@campcanaan.org](mailto:info@campcanaan.org) (exceptions obviously for emergencies)
- **Times:** random times are not allowed; you must pick from the times listed below for your program (exceptions obviously for emergencies)

#### Day Camp Standard Times:

- **Monday-Thursday:** 12:30, 1:45 and 3:15 pm
- **Fridays:** 12:00, 1:45, 2:30 pm

**\*FRIDAYS\* - On Friday's the latest early pick-up time is 2:30 pm for Day Camps.** If you have an appointment or are going out of town, you must pick-up by or before 2:30 pm. Because ALL our programs check-out on Fridays, we have to be very strategic about when the gate to the property is opened. If someone enters or exits at the wrong time, there could be 50 parents lined up who then enter before we're ready to receive them, creating chaos and frustrated parents.

#### Resident Camp Standard Times:

- **Monday-Thursday:** 7:30 am, 2:00 pm, or 5:00 pm
- **Fridays:** 7:30 am, 12:00 noon
- **Return by:** 8:00 pm Mon-Thur or you'll have to drop-off the following morning between 7:30-8:15 am when day camps check-in.

If there's a mandatory sports try-out or other reason that you must pick your resident camper up during the week, we've selected the best times for an early pick-up during the week. **Due to night activities and director's hours, all campers must be back on campus by 8 pm.** If this cannot be arranged, the camper will need to stay at home that night and return in the morning during day camp check-in (7:30-8:15 am).

**\*FRIDAYS\* - On Friday's the latest early pick-up time is 12 noon for Resident Camps.** If you have an appointment or are going out of town, you must pick-up by or before 12 noon. Because ALL our programs check-out on Fridays, we have to be very strategic about when the gate to the property is opened. There are also closing activities and a ceremony that your camper won't want to miss. **(If you**

**have both a Resident and Day Camper and need to pick-up early, you'll need to pick-up both at 12:00 pm.)**

### **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 not permitted except in emergency situations or extenuating circumstances. In such an event, please contact Canaan immediately at 803-327-6932.

***Camp Canaan does not permit campers to make or receive phone calls.*** Especially when campers are homesick, calls 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 Off Property Field Trips**

Though most of our weekly activities occur on site at the camp, a few choice programs occasionally travel off-site for a field trip. Each camper will be notified of bus rules and regulations before departure from camp. All of our drivers that drive the large bus are licensed CDL- commercial drivers, drivers who drive the mini-bus have passed their DOT physical and done in house training on bus operation.

**Field Trips:** Field trips typically occur in a public place (i.e. a state park, lake, 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 40 minutes of camp.

- **Trips for Senior Day & Resident Camp (optional elective):** a guided kayaking trip down the Catawba River with our staff from Camp to River Walk (3 miles roughly) and riding back on our bus to Camp.
- **Trips for Resident Camp may include:** tubing on Lake Wylie and Rock Climbing at Crowders 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.*

### **3.6 Cabin Assignment Process (Resident Camps)**

Camp Canaan has three cabins: Longleaf Pine, Tulip Poplar, and the A&J Lodge. It is our intention to create an environment that's inclusive and for all campers to feel comfortable and welcome among their bunkmates.

**Campers will be assigned to rooms by their age and the gender they were assigned at birth.** Along with gender and bunkmate requests, we also consider age as we are assigning cabins.

Journey campers will be with kids who are 8-9 years old. On All Girls and Co-ed weeks, we make every effort to group kids with similar ages together: 10-11 and 12-13 years old. Legacy campers will be with teens ages 14-15.

On weeks where we have both boys and girls, there are 3 bunk rooms per gender. On All Girls week there are 5 bunk rooms for all the campers. **Legacy camp will have 1 bunk room per gender so there's no need for bunk mate requests for them.**

Bunkmate Policy: Our policy is to allow bunk requests for groups of up to 3 campers. That means a camper can be paired with 2 buddies, creating the maximum size group of 3.

- To avoid alienation, **we do not accommodate** large group requests or attempts to have a whole cabin to a group. If such an attempt is seen, we will not assign you to the same cabin.
- The request must be mutual amongst all parties to be honored.
- Please remember that these groupings are just for bedtime. Your camper can choose to hangout with whoever they like for activities and throughout the whole rest of the day.
- **All requests must be made before 5 pm on the Monday prior to the session you're requesting the assignment for.**

Many kids who come to camp do not already know a fellow camper. We actually believe this can really enhance their camp experience and promote new friendships! We make an effort to place campers without bunkmate requests in the same cabin with each other so they can make new friends.

In May when you receive your parent email with your Final Program Reminders, there will be a link to the bunkmate request form. That is how you make a request. We don't accept requests prior to that because the likelihood of registration changes before then is much greater. **All requests must be made before 5 pm on the Monday prior to the session you're registered for.**

At check-in your camper will receive their room assignment and be directed on where to go.

### **3.7 Friend Group Requests (Day Camp)**

Our desire is for summer camp to be an inclusive welcoming environment where campers have the opportunity to meet new kids and build new friendships. We also recognize that some campers register

with a friend who they hoped to be grouped with. Each week we have 64 Junior and 64 Senior Day Campers. Internally, those campers are broken up into groups of 8 campers (eight groups of eight per/program) before the week begins. Two groups of 8 (16 total) and their counselors go around to the different activities scheduled for their day.

Friend Request Policy: **Our policy is to allow friend requests for groups of up to 4 campers.** That means a camper can be paired with 3 buddies, creating the maximum group size of 4. Please do not try to work around the policy by circularly requesting more than 4 campers together. They will not be grouped all together. **In May, when you receive your parent email with your Final Program Reminders, there will be a link to the bunkmate request form.** That is how you make a request. We don't accept requests prior to that because the likelihood of registration changes before then is much greater.

**All requests must be made before 5 pm on the Monday prior to the session you're registered for.** If your party is larger than four kids, you will need to split them into two groups before you submit your request. You may not overlap children in these groups to create a group of more than four. As a disclaimer, we will do the best we can to grant all requests; however, we have to stay within our camper to counselor ratio. Other limitations may be reached that prevent us from accommodating all requests.

#### **4.1 Medication/Allergy Policy**

##### **Medication Policy**

Every medication (prescription or over the counter) a camper is to take while at Camp Canaan must be listed on the Camper Medical Form that parents filled out during the registration process. Parents are required to review this form no later than the week prior to their camper's session to ensure that this is up to date and accurate. ALL medications (prescription or over the counter) must be submitted to the nurse on the day of arrival.

All medicines must be sent in the original prescription bottle or inside the over-the-counter box they came in (including vitamins). They cannot be free in Ziploc bags or pill organizers. **All medications that are not in the ORIGINAL CONTAINER with the camper's printed name on the bottle/box WILL NOT BE ACCEPTED.** Prescription bottles must be labeled correctly. List the exact name of the medication along with the prescribed dosage. (Example: generic Zyrtec needs to be listed as: Cetirizine 10 mg). We ask that parents not bring the following over-the-counter (OTC): Tylenol, Advil, Benadryl, Pepto Bismol, Calamine Lotion, and Neosporin. We have most commonly used OTC medicines in stock. The dosage instructions listed on the bottle must be followed unless there is a written note from the prescribing doctor outlining different indications. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**

##### **Camp Nurse Routine**

Canaan relies on volunteer camp nurses. We aim to have a nurse every week but are not always able to do so. All of our staff are trained in First Aid and CPR/AED. If the Camp Nurse leaves the main camp property, the Executive Director will be notified and a first responder will be available during the absence. The Nurse's radio will be with them at all times. The Nurse will be accessible by radio and alert for any problems occurring while away from the Health Center. The Camp Nurse is at camp for all campers.

However, Camp Canaan has the luxury of being located within 6 miles of Piedmont Hospital and multiple Urgent Care centers.

### **Opening Day**

It is the nurse's responsibility to review all camper health forms (max 176) to check for significant medical conditions, medication allergies and individual dietary needs. The nurse should re-familiarize themselves and look out for any last minute registrations, the information for which may not have been reviewed yet.

### **Medication Collection**

All medication will be collected from parents on the first day of their camp session by a nurse or staff at camp. The nurse will compare the medication that is being dropped off to the medication that is on the Medication Administration Record (MAR). The dosage instructions listed on the bottle must be followed unless there is a written note from the prescribing doctor outlining different indications. If the camper arrives without such a note outlining the different indications, it is the parent's responsibility to call their physician and have new orders emailed to the camp at [info@campcanaan.org](mailto:info@campcanaan.org).

1. Collect only original medication bottles and place them in a gallon size zip-lock bag.
2. Neatly label zip-lock bag directly under closure with Last Name, First Name.
3. Label bag with when the camper takes their meds= Breakfast, Lunch, Dinner, Bedtime, or PRN.
4. Both the parent and the nurse must sign the Medication Administration Record

**WHAT IF A CAMPER ARRIVES WITHOUT MEDS, BUT REQUIRES SUCH?** -- If a camper arrives without his/her prescription meds, but indicates such a need, nurses or camp staff will contact parents and require parents to log into their registration account and edit the Camper Medical Form. If a camper needs an OTC med stocked by Camp Canaan, this medication can be given on a PRN schedule as noted on the medication bottle. If it appears the camper should be taking the medication on a daily basis or a frequency that isn't PRN, one of the onsite nurses will contact the camper's parents, explaining the need to contact the camper's doctor to receive an email order for medication disbursement on a scheduled basis.

Parents, please check-in all medicines with the nurse upon arrival into camp. ***No medications, prescription or over the counter, are allowed on/in 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 the nurse or director (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 at either the Welcome Center(day camp) or the tent in front of the MP(resident camp).** 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, please discuss the allergy with the nurse or staff member. 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."

**Resident Camp Meals:** We've partnered with a third party caterer to provide meals for our Resident and 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 nut-free. We will not have any meals or art activities that contain peanuts or tree nuts.

## **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 considered offensive. 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 the 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 lifeguarding. To review a detailed copy of the EAP please contact the main office.

### **4.4 Terms of Agreement**

**Introduction:** It is important that all campers, parent/s or legal guardian/s (collectively "parent/s") and staff members have a full understanding of, and be in agreement with, the overall Camp Canaan, Inc. ("Canaan") philosophy, ideals, goals, and policies. The Camp Canaan program is a positive and constructive outdoor, active, group living experience. Campers are expected to participate enthusiastically in all camp activities. Canaan is not a treatment center, and Canaan staff are not trained to deal with campers who have severe mental, physical or emotional difficulties. We reserve the right to refuse admission to our programs, in appropriate cases.

**Waitlist Procedure:** When a session or option reaches capacity, an online registrant will see that the session is full and they will have the option of adding themselves to the waitlist. The waitlist keeps a list of campers ordered by the date and time they were added. To be waitlisted you don't have to make any payments, but you'll need to fill out your Household Form. Should a spot become available and you accept the opening, you will be required to complete the remaining mandatory forms and payment in accordance with our Terms of Agreement. Wait-listed sessions should be considered as "in addition" to any current registrations for the camper. They cannot be exchanged for a current registration.

**Tuition and Terms of Payment:** To complete registration you will be required to pay a non-refundable deposit for each session: \$50 for Day Camps, \$100 for CIT programs and \$100 for Resident Camps. Tuition includes your deposit with all balances due May 6, 2025, per our current rate schedule. Registrations May 7 forward require payment in full. Payment options by date include:

- Payment in full (required May 6 forward).
- Deposit(s) plus remaining balance by **one** installment on May 6, 2025.
- Deposit(s) plus equal installments on the first Tuesday of every month after registration: **draft dates are January 7, February 4, March 4, April 1, and May 6.**
- Drafts are automatic and unless updated are processed on the same card used to complete registration.

**Change-of-Date Requests:** Change of date requests are a formal way for you to request to switch your registration from one given week to another; such requests may only be made while availability lasts. Requests must be made in written form via email to [info@campcanaan.org](mailto:info@campcanaan.org) to be valid (not over the phone). Pending that your inquiry is made while there's availability in your current and preferred session, we will accept and process the changes. **Once a session is fully booked, it's not eligible to be switched.** Prior to camp starting, our office hours are Monday-Friday. We're generally able to review and process account changes within two business days. **If a change of date is not possible and you're not able to attend your currently registered session, the session would need to be canceled and is subject to the cancellation policy.**

**Cancellation and Withdrawals:** All cancellations must be submitted in written form via email to be valid (not over the phone). Nothing is final until an email has been received. Cancellations for medical reasons must be accompanied by a letter from the attending physician. In the case of medical cancellations prior to May 6, Canaan will refund tuition minus the non-refundable deposit; however, after May 6 medically related cancellations will be refunded half the tuition. Cancellations for any other reason will result in the loss of each session's non-refundable deposit based upon the date of cancellation as follows: December 7, 2024 through May 6, 2025 is the loss of each session's deposit. While May 6, 2025 forward, cancellations result in the loss of the full tuition of each canceled session.

- Canaan reserves the right to dismiss any camper from the program that staff believes, in their discretion, presents a safety concern or medical risk, is disruptive, or otherwise conducts him or herself in a manner detrimental to the camp community.
- I acknowledge that if I or my child is dismissed or departs from camp for any reason, no refunds can be granted. Parents are responsible for all costs of early departure whether for medical reasons, dismissal, personal emergencies, or otherwise. These costs include, but are not limited to medical and/or airlift evacuation and costs.

**Medical Treatment and Consent:** I authorize Canaan staff, representatives, contractors or other medical personnel to obtain or provide medical care for me or my child, to transport me or my child to a medical facility and to provide treatment (including hospitalization, medications, anesthesia, surgery) they consider necessary for my or my child's health. I agree to the release (to or by Canaan) of any records necessary for treatment, referral, billing or insurance purposes. I agree to pay all costs associated with any medical care and/or transportation, including medical and/or airlift evacuation and related expenses.

**Lost, Stolen or Damaged Property:** Canaan is not responsible for a camper's lost, stolen, or damaged personal belongings. In addition, campers and their parents will be held responsible for damage to or loss of Camp Canaan property or equipment.

**Photo and Promotional Release:** Camper (and parent/s of minors) authorize Canaan or its designees to photograph, film, record and/or otherwise capture the name, image, voice, written or spoken statement



(including quotations from conversations or correspondence) photograph and/or visual likeness of me or my child (collectively “images”), for use in any media throughout the world, in perpetuity, including for sale, reproduction or display on the world wide web (including websites or YouTube), and in catalogs, displays, motion pictures, audio and/or video recordings or other form for any informational or promotional purpose for Canaan or the American Camp Association, without compensation to me or my child. Canaan owns all ownership/copyright rights in the images and I waive any privacy, inspection or approval rights.

**Parental Authority:** If my child is a minor camper, I certify and represent that I am the child’s legally authorized parent, and that I have the legal authority to permit my child to participate in all Canaan activities, and to execute this and all other required documents for myself and for and on behalf of my participating child. To the extent necessary, I agree that I have obtained any and all other pertinent consents or authorities (including any required by a court decree or order; for example, a divorce decree, custody order or joint parenting plan). **I fully understand and agree that if my child’s other parent (or anyone else) challenges my authority: a) the child will be dismissed from Canaan or any Canaan activities, without a refund, if the parents or other parties involved cannot reach agreement, and, b) I will fully defend and indemnify Canaan per the terms of the Canaan Release of Liability and Assumption of Risk Agreement or otherwise, with respect to any claims made by the other parent or any person, including payment of any costs or attorneys’ fees expended by Canaan to resolve the dispute.**

**For campers and parent/s:** I agree to review all program materials sent and to complete all required forms. I have accurately completed this Application and have read, understand and agree to the Terms outlined above, as acknowledged here, and as acknowledged in the Camp Canaan.: Release of Liability and Assumption of Risk Agreement. The parent of a minor camper gives his/her child permission to participate in all Canaan activities and programs whether those take place on or off Canaan premises. I agree that all aspects of campers’ or parent/s’ relationship with Canaan will be governed by South Carolina State law.

#### **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.

#### **4.5 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](http://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 Sonic 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) MAIN E-MAIL: INFO@CAMPCANAAN.ORG**