

Killarney Lutheran Summer Camp
1200 Chisholm Rd
Onsted, MI 49265
517-467-7603

Registered for _____

Dear Parents of _____.

We are happy to welcome your child to the 2014 Summer Camp Program. This letter contains important information and instructions for you and your child, please read over it carefully.

Michigan State Law (Act #116) requires the parent/guardian to complete several documents to admit a child to a State Licensed Children's Summer Camp. You will find documents enclosed that must be fill out completely BEFORE your child can be admitted into our program. This year you will notice that we condensed the parent signature forms all into one consent/waiver form. We hope this makes filling out forms easier for you. Please bring ALL forms to registration on the day of your arrival.

Michigan Child Record:	Please fill in ALL the required items. Note: you must include arrival and departure dates, as well as, insurance information, employment, photo & alternate authorized pick up persons. .
Health History Form:	Physical exam is not required by a doctor. Please fill out ALL items, especially if medication will need to be administered while at camp. All medications and drugs must be turned into the Camp Health Officer at registration. Prescription medications must be in their current and in the <u>ORINGINAL CONTAINER with the child's own name, dosage, and frequency.</u> Killarney will NOT "routinely" dispense your non-prescription OTC meds.
Consent/Waiver Form	Read ALL sections carefully. Please sign all areas that apply. Please initial all activities in which you give your child permission to participate in. This does NOT require your child to participate; it simply allows them the ability to choose.

Please bring ALL signed documents with you when you bring your child to camp registration. A recent photograph, with your child's age and name on back, is required. If someone else is bringing your child a signed note is required.

Packing: Use our packing list as a checklist for when you and your child pack for camp. The list may also be helpful when packing items to come back home. We appreciate your support, at home, by teaching campers the importance of not bringing prohibited items to camp. If you have questions regarding any items, please contact us. Prohibited items will be confiscated and returned at the end of the session. PLEASE **LABEL** ALL items with your name and keep your list as a reference.

Killarney encourages the use of **large clear plastic totes** or camp trunks. Both are typically large enough to accommodate all camp supplies, stacks nicely at the end of bunks, are easy to pack, and are convenient for campers finding daily items. Toiletry bags or shower caddies are also helpful at camp. Totes such as Rubbermaid or Sterilite can be found just about everywhere. Trunks can be purchased at local discount retailers, outdoor supply stores, and online camping supply companies. If a trunk is not an option, suitcases, and duffels can also be appropriate (see packing list for details).

Camper Mail Please feel free to mail your child letters at camp. "Mail Call" is an exciting scheduled part of our day! We will also provide parents with daily mail box slots at check-in. We invite you to write letters, and discreetly deposit them into these mail slots for the day you wish your child to receive it. **NOTE: PLEASE, LIMIT MAIL TO LETTERS AND SMALL PACKAGES THAT FIT INTO OUR MAIL SLOTS/BOX.** If you wish to send larger items, please mail them via postal mail as we have limited storage capacity at camp for large care packages. Sometimes mailing a letter one-two days before camper arrival will ensure a timely delivery at camp. *NOTE: We will NO LONGER accept e-mail letters from home as our internet service is intermittent.*

Phone calls/e-mails/text messages Cell phones, text messaging, laptops, mobile communication devices are not allowed at camp. Camper phone calls are not routinely permitted. The Camp Director will notify parents directly if an issue needs parental attention. We welcome you to call the summer camp office and speak to the Director if you have concerns or want to know how your child is doing at camp. We ask that you support us in creating a positive camp environment that develops honesty, independence, creativity and trusting relationships. We believe camp should be free of the distractions and stressors that sometimes can be related to the need to use electronic devices. It is important to remember that mild homesickness is a natural part of parent/child home separation. We expect children to miss parts of being home...it means it's a great place! Please partner with us in encouraging your child and reminding them that they can trust that you will return to pick them up at the end of their camp session. Writing in a camp journal is a great way to share wonderful memories and new relationships with parents, siblings, and friends! Encourage your child to write down what they are doing so you can hear all about it at pick-up.

Emergencies at home

Please be advised that emergencies, such as death in the family or loss of a pet, should and will be handled in a delicate manner. Please refrain from writing letters to children with news of any emergency. This can cause stress on your child and the children around them. If the emergency requires camper pick-up, it is often appropriate for us to simply inform the child that something has occurred at home and that their parent/guardian will be arriving to pick them up. The parent/guardian may choose to discuss the issue with the child once s/he is picked up from camp

How to CONTACT the Summer Camp Office/Director Parents may call our direct line at **517-467-7603**. Due to the nature of our programs, the Director is in and out of the office throughout the camp day. A voice mail is available 24/7 for messages. This year, we will have a NEW office assistant who will be working in the camp office during various times of the day to assist you.

If there is an urgent matter that needs IMMEDIATE attention by our camp personnel and you feel that you cannot leave a message, you may call the Camp Property/Campground Office at 517-467-4511 and request a return call by the Camp Director. You may also email the Camp Director anytime at julie.campkillarney@gmail.com Emails and phone messages are checked daily.

CHECK-IN: 3:00-5:30pm Sunday*

*Genesis Day Camp: Monday-Wed 8:30-9:00am

*Family Camp Friday 6pm

Signs will be posted to assist you in your arrival and registration. To help make the process run smoothly and efficiently, we ask that you follow these registration procedures:

1. **PARKING:** For the safety of campers and staff, please park ONLY in the designated parking lot on Chisholm road. No parking or driving up to cabins or other buildings. Drop off is a busy time with many people walking around. Our staff will be available to assist you in transporting your luggage from the parking lot to the cabins. Once parked, a staff member will give each camper a name tag, and direct/assist you to check-in at our Dining Hall area.
2. **CHECK-IN:** Stop at the pre-check in table to pick up your payment card. At check in, you will need to turn in all paperwork and submit payment card with any registration balance, t-shirt purchase, and camp store credit. Killarney accepts cash, check, or money order. You may also pay your balance before check-in via mail. Please feel free to speak with our Director or Assistant Director about any check-out changes, or other issues.
3. **CABIN/TENT ASSIGNMENT:** Once checked-in campers may move their belongings into their cabin or tent. Staff will only be able to allow campers who have checked-in to move into the cabins/tent and choose their bunk. Staff are always available to help. Once your child is checked-in with his/her counselor, we ask that they remain with the group.
4. **HEALTH** ALL campers MUST have a health assessment and completed Health Form upon the first 24hours of entering camp. ALL CAMPERS, including those who have medications, open wounds, dietary/food allergies, or any special health instructions/concerns you MUST see the camp health officer before leaving your child. *Please note, for the safety of the camp community, children must not have a fever or anything communicable. You may be called back to camp if any of these are found (see attached).* After check-in, **please take your child and health form to the health office between 3:30-5:30pm. Our Health Officers would love to meet you!**
INFORM CAMP DIRECTOR PRIOR TO CAMP OF ANY FOOD ALLERGIES & MEDICAL CONCERNS. Omitting health or behavior information can lead to distress for your child and those around him/her. We will speak with our Health Supervisor to ensure we can meet your child's needs while at camp.
5. **SWIM LEVEL ASSESSMENT:** Swim assessments will be held following check-in and the next day. PLEASE check-in first, and then move into the cabin. Staff will ensure that campers get their assessment.

NOTE: To maintain a secure camp environment, we ask that ALL/ONLY registered campers remain in the cabin after counselor check-in. Opening DINNER will be served for campers and staff at 6:00pm. Check-out details below.

T-shirts, Camp Canteen/Store

Your camp T-shirt will be available for purchase at check-in for \$8.00 (sizes will vary). A limited supply of other items may also be available for purchase. Camp Shirts are typically worn for our closing ceremony and field trips.

Parents can choose to leave a camp store canteen credit. Items available at the canteen may be soda pop, water, candy, ice cream, stickers, etc. Canteen will be offered at a designated time during most days. Most items cost between 25¢ - \$1.00. Purchases are monitored and have a daily limit. Campers will receive a "credit card" with a dollar amount of your choosing. These laminated cards can be used and punched at the camp store. No refunds on store credit.

(Nutritious snacks and treats are provided twice daily. Fluids are available anytime)

OPTIONAL CRAFT and FIELD TRIPS:

Please have your child bring an "optional" white t-shirt for a Tye Dye craft. Optional Field Trips for Adventure Camp are chosen by the camper during camp. One trip per camper. Choice may include: low Adventure Course, Horseback riding, Geocaching/State Park Nature Excursion, Hidden Lake Gardens Conservatory, exhibits, golf, & gardens, or other. Trip choices may vary between sessions and are always subject to change. Transportation provided by our Lutheran HS bus and driver. (or authorized drivers)

Check-out Times/ Closing Ceremony

Thank you for your cooperation in the check-in process and pick-up time procedures. It is our priority to be thorough and efficient. If you must arrive or depart before/after designated times, please notify the Camp Director to make arrangements.

Closing Ceremony

Closing Ceremonies and check out will be in the pavilion (weather permitting). Please park in the parking lot and wait for your children to arrive at the pavilion area. Children will be brought down by staff in a processional. The program will continue with an opening devotion followed by skits, songs and awards. The closing will last approximately 1 hour. We know you are eager to see your child, however, for safety, please meet your children at the pavilion, NOT at the cabin. If weather is severe, closing will be held at the Dining Hall.

CHECK OUT TIMES (See pick-up policy below)

Teen Camp, June 15-20: Check-out Friday at 5:30pm.

Family Camps, June 27-29: Closing 9:00am Sunday, Campground check-out no later than 3:00pm Sunday

Genesis Camp, June 29-July 2: Check-out/closing is Wednesday July 2 at 5:30pm

Adventure Camps, July 6-12; July 20-26: Check-out/closing is Saturday at 10:00am

Explorer Boys Mini, July 13-16: Wednesday 10:00am **Girls Rock Mini**, July 27-30: Wednesday 10:00am

CHECK OUT PROCEDURES

SAFE PICK-UP PROCEDURES: Before, during and after the ceremony, all campers will remain with their counselors. Following the closing ceremony, campers can be picked up at designated group tables. Please wave, clap & video your child during the ceremony, but do NOT take your child before the check out process begins. At this point, parents/authorized persons will be able to sign their child out from the group counselor and can be released. You may be asked to present your ID.

Please follow these few steps before taking your child home: Sign-out with your child's counselor (*children who are not signed out may be reported as "missing" to the County*), remove all belongings from the cabins, pick up any crafts, see the Health Officer for remaining meds (*all meds left will be discarded after camp ends*), and check the lost and found.

Attention Parent/Guardians: If your child/ward is staying over for two or more consecutive sessions, you must pick them up between sessions. Our camp will be closed immediately following the closing ceremony (see times on pg 2). Michigan State Law requires that you, the parent/guardian, must take responsibility for your child/ward when camp is closed. Camp Killarney and its personnel will NOT release your child to anyone other than you or a person that you have listed as an authorized person.

In extreme cases, if you are unable to pick up your child/ward, you may call AND write a permission slip for a designee to take over responsibility for you. **At NO time will Camp Killarney take the responsibility for your child/ward when camp is closed.** Fees may be incurred at a rate of \$10.00 per ½ hour for any late pick-ups after 12 noon. Michigan State Law also REQUIRES the Camp Director to report abandonment to the Lenawee County Department of Social Services and Child Welfare.

The Adventure Camp “Formal”

This summer campers in **Adventure Camp** will enjoy a camp tradition of participating in our all camp “Formal” and special dinner. Normally, we suggest campers bring along clothes that are ok to get dirty. However, during this special meal, camp staff will be getting dressed up to host a special FORMAL meal for all of the campers. If you choose, you may send along ONE special outfit (this can be a nice shirt, pair of shorts, sundress, or similar). This outfit can be designated as their formal outfit and WILL only be worn during the formal. This is still camp, so please keep that in mind when choosing that “special” outfit. Our staff is very excited to host this special camp event. It has always been a great meal with lots of fun!

Summer Camp Tent Village/Cabin Tents

Tent Village is available for our older campers during various camps. Upper grade campers may have the option of choosing Tent Village for their camp stay. Tents will have bunk beds and mattresses similar to that in our regular cabins or cots. Campers will still have counselor groups and a cabin tent counselor. We are excited for our older campers to live in their very own unique Tent Village Camp with just campers their own age. All other camp activities stay the same.

HOW TO SUPPORT YOUR CAMP

Killarney also participates in Goodsearch.com. Use this as your NEW search engine. Enter [Camp Killarney](#) as your charity and earn cash for camp. Enroll your RED Card at Meijer and Camp Killarney receives community rewards checks to support our programs. Donate your car or RV to Charity and designate Camp Killarney as recipient or designate your Thrivent Choice Dollars to go to Camp Killarney. Do you know someone who wants to go to camp, but financially cannot afford it? USE our ONLINE DONATE form to donate funds to send a child to camp or support a current camp project!

ON THE WEB

We are on the web at www.killarneycamp.org Also, stay connected with Camp by “Liking” us on Facebook. We hope to share news and events with you throughout the summer and year. Coming soon a Camp Killarney BLOG!

We look forward to having your child in our summer camp this year. We thank you for choosing Killarney, your support, and participation. Through playing, exploring, making new friends, and trying new things, your child will create memories that will last a lifetime. Camp is a place to play, learn, and inspire! If you, or your child, have any questions or concerns, please feel free to contact me by e-mail at julie.campkillarney@gmail.com or at 517-467-7603. Visit our FAQ section on our website at www.killarneycamp.org

Sincerely,

Julie Dostal
Camp Director, BS, ACACD*
517-467-7603
julie.campkillarney@gmail.com

“Where YOU Belong” Summer Camp 2014

*Killarney Lutheran Camp 1200 Chisholm Rd Onsted MI 49265
517-467-7603 517-467-4511*

www.killarneycamp.org

Summer Camp Board Chairman. John Barber barber5365@gmail.com

Copies of these forms are also available online at www.killarneycamp.org Click summer camp, forms

**American Camp Association Certified Director*

