

# PREPARING YOUR CHILD (and you) FOR THE BEST SUMMER CAMP EXPERIENCE EVER!



## A Parent Handbook to Day Camp at Kirkmont Center 2021

Dear Parents and Guardians,

Thank you for the opportunity to be a part of your family's life this summer! For the past 58 years, Kirkmont Center has given children the experience of a lifetime – a place where kids can make friends, explore, learn more about themselves and being in a community. Our goal is to create an environment that is safe, supportive and spiritually enriching. A strong partnership between parents, campers and staff strengthens the opportunity for a positive and fulfilling camp experience.

We hope this information will help you in preparing for your time at Kirkmont Center. Please bookmark our website ([kirkmontcenter.org](http://kirkmontcenter.org)). Call if you have any questions or concerns. Thank you for sharing your child with us this summer!

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## THE KIRKMONT CENTER EXPERIENCE

### Life Skills and Values

Through this experience, campers learn life skills and values that will serve them throughout their life. Our focus is that your child will learn more about themselves and faith. We will provide an age-appropriate, FUN camp experience for your child, developmentally specific to their needs with positive, peer connections that build respect and social skills in an outdoor setting.

### Benefits of Coming to Camp

During your camper's adventure at the Kirkmont Center, they will get to experience many new activities unique to our natural setting. During the week (or more!), activity groups will be able to explore our beautiful 278 acres, lake Reed, study pond, fen, waterfalls, participate in fun games like cageball, work together to solve challenges, or even solve a mystery! During their time here, campers, depending on age, get to participate in morning activities to help master skills, such as target sports, outdoor living skills, canoeing, or creative arts. Friendships grow deeper, children escape the frantic pace of life (especially without technology), and a sense of belonging is created between their groups. This can have a profound, forever memorable effect upon one's life. Our entire camp program is geared toward helping campers gain confidence, build friendships and develop a sense of community.

### Camper Ages and Programs

Although we believe it is important for older and younger children to learn together, our camps are divided into programs that help ensure your child's experience is age appropriate. During some evenings, we participate in big group games for all camp interaction. Our campers range age 7-13.

## REGISTRATION & FEES

Registering is easy! Simply register online and pay a \$25 non-refundable deposit to each session. You can call our Office at 937-593-2141 or log on to our Camp Brain Dashboard for assistance.

Fees for each program are listed in this packet or available online at [www.kirkmontcenter.org](http://www.kirkmontcenter.org)

### Ways to Pay Your Remaining Camp Balance

- Authorize us to automatically charge your credit card monthly to spread the cost of camp over several months.
- Mark your calendar, and mail or call in your final payment at least three weeks in advance of your camp session. If you wait too long, call or email us to confirm there is space.
- If you register for camp online through our online registration system, you can make additional payments online as often as you would like by logging in using the email and password used during registration.
- Make checks payable to Kirkmont Center.

Mail to:

<p>Kirkmont Center 6946 County Road 10 Zanesfield, OH 43360</p>
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## CAMP DISCRIPTIONS AND ACTIVITIES

Pre-Camp (8a-9a) – \$30  
Day Camp 9a-4p \$130  
Post Camp (4-6pm) \$50

### June 14-18

Bug -ology (ages 6-13)

Catch and identify insects in fields, woods, ponds and streams. Build a bug box, see six-legged critters up close, make bug-crafts and learn about these creepy-crawly friends.

### June 28 – July 2

Sticky, Slimy, Squishy (ages 6-13)

Explore the very grossest parts of nature. Play in the mud, learn about amphibians and make your own slime to take home! From pond scum to mossy trees, this camp is for anyone who likes to get messy.

### July 19 – 23

Nature Wizardry (ages 6-13)

In this enchanting camp, you'll study real life creatures and the habitats they love. Perfect your potions and study herbology in this wizardry camp. Create your own potions, learn from camp experts and craft your very own wizard crafts. And don't worry if you forget your wand-we'll make one to take home!

### July 26 – 30

Wilderness Survival (ages 6-13)

Living in the wilderness? In this hands-on camp, cover the basics of what it takes to survive in nature. Practice mental preparedness and learn how to use a compass and other tools essential for survival, then test your skills in an outdoor adventure.

### August 2 – 6

Ultimate Wilderness Academy (ages 6-13)

In this wilderness survival camp, build on the basics of outdoor survival with lessons in fishing, shelter building and navigation. Sharpen your skills for a final outdoor challenge that will put your knowledge and abilities to the ultimate test.

## Other Activities at Camp

The following list includes common activities that occur at camp throughout the summer. Activities may take place daily, weekly or periodically during the summer. While this is a comprehensive list, some activities may take place that are not listed.

**Active Play:** 4 square, basketball, dancing, dodgeball, football, hula hooping, jump rope, jumping, kickball, running games, running races, scooter games, skipping, soccer, softball, swimming, ultimate Frisbee, walking.

**Arts & Crafts:** Clay/ceramics, cutting with scissors, drawing, fuse beads, oil pastels, painting, paper Mache, paper making, textiles, tie-dye, use of glitter/sequins/feathers, use of glue/adhesives, use of various tapes.

**Miscellaneous:** Carnival games, guest speakers, plays/skits, potluck lunches (ingredients provided), reading, singing, talent show, water balloons, water play (sprinklers/hoses/baby pools/water guns).

**Outdoor/Science:** Animal identification, basic physics, basic survival skills, chemical reactions, fishing, gardening, hiking in wooded areas, insect identification, plant identification, rope making, scat identification, shelter building, solar ovens.

**Character Education:** Teamwork activities, community service opportunities, skits, conflict resolution scenarios.

**Christian Education:** Theme for 2021 Summer: Creation Speaks! Are we listening?

Campers are invited to look to God's Creation, including each other, as we listen for God's voice in the world today. By looking anew at the Creation story, campers will imagine what each part might teach us about God and our place in the world. Light, water, earth, seasons, animals, humans, and even a day of rest will invite campers to listen for God, still speaking to them today. Through our new understanding of the interdependence of all creatures and responding to our call as caretakers of Creation, we are moved to awe and wonder at the gift of Creation and the Creator. If the people of God stop and listen to Creation, what might we hear? Shhhh, listen. Creation Speaks!

## ATTENDANCE / PICK UP AND DROP OFF

For your child's safety, each child must be signed in at camp each morning and signed out every evening by an authorized adult. Children may not sign themselves into or out of camp. There are NO EXCEPTIONS to this policy. Persons authorized to sign a camp participant in and out of camp must be 18 years of age or older and named as a parent/guardian on our online registration form or as an authorized pick-up.

Camp staff reserve the right to call another authorized pick-up or the Logan County Sheriff's Department, if staff believe a camper could be in danger. Examples of this may include alleged abuse, a parent showing any signs or symptoms of extreme illness, intoxication, etc.

## Drop Off

We are asking families to only have one parent drop off and pick up campers and not to bring siblings that are not attending camp.

Parents will remain in the vehicle at all times.

At a designated check point, staff will check the camper's temperature to make sure it is under 100, perform a lice check, and distribute/collect paperwork. Your camper must have the following completed;

- Pre-Camp Health Screening Form.
- Completed Registration, including the Medical Form any additional permission forms.
- Payment in full. (see Ways to Pay above.)

Campers will remain in the vehicle until it has been determined the camper's temperature is normal, lice check is clear, and all forms and payments have been received.

If the temperature is over 100 the camper will not be allowed to stay at camp.

To return to camp, campers must have been fever-free for at least 24 hours AND HAVE A DOCTORS NOTE CLEARING THEM TO BE AT CAMP.

### Pick Up

At a designated location, parents will sign out campers and staff will check picture id's.

All campers are to be signed out by authorized parents, guardians, or adults with a picture ID.

### Absences

Refunds or credits cannot be granted for missing camp due to illness, lice, behavioral concerns, or other unforeseen emergencies or situations. Camp staff will NOT call parents/guardians if a child does not attend camp as registered. Parents may call and inform Kirkmont Center of their child's inability to attend, but it is not required of the parent.

### Camp Hours

Our camps follow the strict hours of operation as listed below. Children are not permitted to be dropped off prior to the start time and children must be picked up when the program ends. It is the responsibility of the parent to make every effort to pick up their child before closing time. Facility space may be needed for other activities and our camp staff has other commitments, so we appreciate your support in making sure these times are upheld.

- Pre Camp 8:00 am-9:00am
- Day Camp 9:00 am-4:00 pm
- Post Camp 4:00 pm -6:00 pm

### Late Pick-Up Fees

A flat fee of \$10.00 will be assessed to any individual picking up a camper later than five minutes after the program end time. In addition to the flat \$10.00 fee, a fee of \$1.00 per minute will be assessed. For example, a child picked up at 6:15pm from Post Camp (6pm end time) will be assessed the flat \$10.00 fee plus an additional \$10.00 for the 10 minutes between 6:05pm and 6:15pm (bringing the total to \$20.00).

### Payment of Late Pick-Up Fees

Payment of all fees in the form of cash or check is expected at the time of drop-off or pick-up. Checks can be made payable Kirkmont Center Inc. Staff will provide a written receipt for all fees paid. Camp participants will not be permitted to attend camp until all fees are paid.

## MEDICAL AND MEDICATION PROCEDURES

### Medical Procedures

All regularly scheduled Kirkmont Center staff must have a valid CPR/First Aid/AED certification for adults, children, and infants in order to be employed by Kirkmont Center. Camp staff are prepared to use basic first aid skills on a daily basis to address common camp injuries such as: scraped knees, insect bites, bee stings, bloody noses, and other small injuries that occur during active outdoor play. For specific Medical Standing Orders, please contact Kirkmont Center administration at 937-593-2141 or at [info@kirkmontcenter.org](mailto:info@kirkmontcenter.org)

Camp Staff is expected to manage injuries and accidents as follows:

1. Camp Staff is authorized to perform the following: flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply Band-Aids when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on Medical Forms, provide more advanced first aid (within the scope of training) as requested by parent/guardian when accompanied by physician's instructions (assist with epi pen, etc).
2. Camp Staff is expected to call either a child's parent/guardian or 911, depending on the severity of the injury/illness, for any medical situation that requires treatment other than those listed above.
3. Camp Staff is expected to follow best practices to prevent disease transmission (use of gloves, hand washing, etc.) at all times when dealing with ANY medical situation.
4. Accident/incident Forms will be completed after any treatment is provided and notes will then be recorded in the medical log.

### Medication Policies

All medications (including over-the-counter or nonprescription drugs) taken routinely MUST BE LISTED ON A CAMPER'S CAMPSITE HEALTHCARE FORM AND SUBMITTED TO CAMP STAFF, to be dispensed at any Kirkmont Center program. Parents also must check in all medication with camp staff. Parents/guardians are requested to bring enough medication to last the entire time at camp. Medications MUST be kept in the original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of use. None of our camps will not accept or dispense any medications not in the original packaging/bottle.

Medications that meet the above guidelines will be dispensed in the following way:

- All medications received by Kirkmont Center will be stored in a locked container (refrigeration available upon request) and dispensed by the Day Camp Supervisor or an Assistant Day Camp Supervisor according to the Medical Form and physician's instructions
- The Camp Staff member dispensing the medication will document the date/time that the medication was given on the Medication Log.
- Parents/guardians may come to camp, sign-out their camper, give any medication they feel is appropriate, and then sign their camper back into the program.
- If a camper brings medication to camp that: is not listed on their Health Care Form, and/or does not meet the above guidelines, and/or is not submitted to our camp staff (i.e. child keeps in backpack or lunch bag), that medication will be confiscated and stored in the locked medication container until a parent/guardian is able to retrieve it. It will not be dispensed at camp until parent/guardian permission is granted.
- In the case an undocumented medication is necessary for the health and well-being of the camper, the parent/guardian will be contacted to come and dispense said medications. At this time the child's Medical Form must be updated online or the camper will not be permitted to remain at our camps.

### Control of Communicable Diseases and Pests

When a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the Day Camp Supervisor or Assistant Day Camp Supervisor has the authority to exclude or isolate the camper within sight from the group. Campers with the following symptoms must be sent home and remain at home until they are symptom-free for 24 hours without the benefit of over the counter medications. For more severe illnesses, the readmission criteria may be longer and require a physician note to return to camp.

- Fever 100 degrees or higher
- Vomiting
- Diarrhea
- Difficulty breathing
- Severe cough
- Purulent (pus) eye discharge, pain or swelling
- Evidence of lice, scabies or other parasitic infections
- Evidence of a rash, red streaks or discharge from a bug or tick bite
- Skin problems such as rashes, boils, fungal or other infections
- Severe lethargy

Campers with evidence of lice are not permitted to return to camp until they are determined to be free of lice and nits. Upon completion of treatment, parents must submit appropriate documentation (pediatrician note or receipt of remedy) in order for their child to return to camp or program. Treatment of the home environment is also recommended. Children with scabies are also not permitted to come to camp until treated and re-checked.

If the camper has developed a suspected communicable disease or any member of the immediate household has a communicable disease, we ask that the parents or guardians notify camp supervision.

If a family has travelled outside of Ohio and has experienced symptoms of illness or communicable disease prior to the beginning of camp, we ask to be notified of the illness.

Communicable disease management at the camps will include hand washing and sanitation procedures as well as a sign posted at the camp site of any identified communicable disease. For more information on communicable diseases and the guidelines for treatment and exclusion from camps, please see the Ohio Department of Health's Communicable Disease Guidelines.

### Contacting a Parents for Medical Concerns

Camp staff are expected to call a child's parent/guardian for any medical situation that requires treatment other than basic first-aid (flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply Band-Aids when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on Health Care Form). Parents can decide at this time to both pick up their child and seek medical care of their choice, or ask the camp staff to call 911 for treatment.

Camp staff is required to call a child's parent/guardian any time Camp Staff call 911 for a camp participant.

Please note that Camp Staff is expected to call 911 first in cases of immediate, traumatic or life-threatening conditions (broken bone that punctures skin, severe bleeding, unconsciousness, etc.)

## Recognition and Prevention of Child Abuse

Ohio Revised Code 2151.421 – Reporting Child Abuse or Neglect By state law, all agencies that provide children’s programming are required to report questionable bruises or marks that are repetitious and obvious to the staff. Likewise, should a child indicate to a staff member that abuse, either physical or sexual, is happening to them, it is our obligation to report the discussion to Logan County Children Services. After evaluation by the Recreation Supervisor, Program Administrator, or Executive Director a call is made to the Logan County Sheriff’s Department who will then investigate and report any claims of abuse.

## Sunscreen Application

Please help or encourage your child to apply sunscreen prior to coming to camp as we go outdoors early in the morning. Camp Staff are required to apply or assist in the application of sunscreen for each camp participant (unless the participant’s legal guardian has indicated on the online Health Care Form otherwise) at various increments between the hours of 9am-4pm. Based upon research and recommendations from the American Cancer Society, Camp Staff follow strict guidelines as to when children apply sunscreen regularly throughout the day.

## BEHAVIOR MANAGEMENT POLICIES

### Behavior Management

The behavior management policy was established with the knowledge that children need clear limits, set in ways that do not negatively influence their self-esteem. Limits are set to protect each child from hurting himself/herself, others, the equipment or facilities. The camp staff set guidelines and the goal is for each child to become a problem-solver and conflict-resolver. Kirkmont Center Camp staff approach behavior management with a positive message reinforcing acceptable behavior and learning as a natural part of a child’s growth and development.

The camp environment is designed to promote success, allowing for much freedom within the limits. Children need to explore the limits of each setting. Just as your children test you, they will probably test the Camp Staff sometime during the summer to define our personal and camp site limits. When children do test the limits we allow the child several chances to change the behavior.

Camp staff are trained at learning to manage behavior problems through conflict resolution techniques, such as Camp Counselor/Child discussion, redirection, choices, removal from the situation, loss of privileges, and in severe situations, dismissal from camp.

Behavior will be managed according to the following steps:

1. Remind: The camper is reminded of the rules when acting inappropriately.
2. Redirect: The camper is reminded again and offered choices and solutions to their behavior.
3. Remove: The camper may be removed from the situation if the behavior does not improve.

If the behavior is consistent, habitual, or a severely inappropriate action:

1. There will be a Day Camp Supervisor/Parent Conference
2. There will be a Camp Supervisor/Parent/Executive Director

A child at the final step may have appropriate consequences established such as a written behavior contract, loss of privileges, suspension or dismissal from camp. Severe behavior problems could result in immediate dismissal from camp. If a child cannot adjust to the camp setting and behave

appropriately, the parent or guardian may be asked to find alternate arrangements for care.

In order for camp staff to effectively manage a child's behavior and be proactive about preventing behavior issues and bullying, we want to teach the children to learn to respect themselves and others at camp by implementing the following Camp Rules:

- Listen and follow directions given by all Camp Staff
- Keep your hands, feet and body to yourself
- Stay within a Camp Staff's eyesight
- Participate, do your best and show a positive attitude
- Work together and be kind
- Make safe choices and HAVE FUN!

Behavior management is the slow process of helping a child see the sense and experience the success of acting a certain way. Behavior management helps children develop self-control and respect for themselves, other people and the community. Managing behavior should never harm, shame or frighten a child. All camp staff are required to treat children with respect and use discipline as a learning opportunity.

Physical Altercation and Anti-Bullying Policy: If a child intentionally causes physical harm to another child, Camp Staff, or facility he/she may be dismissed from Kirkmont Center, for a minimum of the remainder of the camp day. A parent may be called immediately to remove the child from the program. Before the child is readmitted to the program, a meeting between the camp family, Camp Supervisor and Executive Director may be requested. It is Kirkmont Center's policy to remove ALL participants involved in physical altercations regardless of who started the altercation.

If a child is dismissed due to a physical altercation or behavioral issue, refunds, credits and transfers are not provided due to the investment in camp staff and supplies that have already been planned for and purchased.

Bullying is considered a serious infraction and not permitted at camp. Bullying cases will be managed on an individual basis, and a decision about future participation will be determined after a meeting occurs between the camp family, Day Camp Supervisor and the Executive Director.

## CAMP STAFF REQUIREMENTS AND STAFF/PARTICIPANT

### Camp Staff Requirements

Each of our Camp Staff members are required to submit an online application and resume and attend an interview with our Executive Director. Staff are selected based on their ability to show us they can provide our campers with a safe, fun, and engaging environment for the duration of the camp season. All camp staff must meet the following minimum requirements to be employed by Kirkmont Center:

- At least 18 years of age
- Interview
- Three positive reference checks – not including family members (first year only)
- No record in the National Sex Offender Database (annually)
- No criminal record on BCII background check (annually)
- Current CPR/First Aid/AED Certifications for Adults, Children & Infants
- Completion of staff orientation which focuses on Risk Management, Safety, Behavior Management, Group Management, Child Development, Best Practices

### Camp Staff/Participant Ratios

Staff/participant ratios are based on the recommended ratios set by the American Camp Association. The ratios must be followed during all programs operated by Kirkmont Center's summer camps. The ratios are 1:9.

There should always be two staff members with a group of camp participants, unless they are in an area near other groups and have easy accessibility to get help in the event of an emergency. Camp Staff may never be one-on-one with camp participants when not in sight of others. The following are the only exceptions:

- At the pool, Camp Staff are responsible for monitoring camp participants in their designated area and should request help if their area becomes overcrowded.
- During pre/after care hours, Camp Staff are responsible for monitoring the children in their assigned area and should request help if their area becomes overcrowded.

Staff vehicles are not to be used to transport campers. Campers are prohibited from entering a staff member's vehicle for any reason.

## CAMPER AND PARENT CODE OF CONDUCT

### Camper Code of Conduct

In order for all recreation program participants to have a safe and enjoyable experience, all participants must demonstrate good behavior and respect for themselves as well as others. Please review these expectations with your child before his/her first day at camp:

As a Kirkmont Center Summer Camp Participant, I agree to abide by the following camp rules:

1. Respect the other campers and never bully another camper.
2. Respect the property of others.
3. Not bring to the camp, nor have in my possession, any object that would be harmful to others.
4. Keep my hands to myself: no pushing, hitting, or inappropriately touching a fellow participant.
5. Respect and follow the instructions of all camp staff and volunteers.
6. Stay with my group or in my designated play area at all times.
7. Play games in a fair manner by demonstrating sportsmanship and encouraging fair play.
8. Be honest with myself and others.
9. Wear closed-toe shoes and proper clothing for scheduled activities.
10. Respect the buildings, parks and equipment. I will take care of the buildings, equipment, and outside areas where we do our activities.

I understand that if I do not follow these rules, my parent/guardian will be notified. Serious behavior problems or repeatedly breaking the rules will result in disciplinary action and may result in expulsion from this program.

Campers are required to agree to this Code of Conduct as listed above.

### Parent/Guardian Code of Conduct – At Camp

Parents/guardians and camp participants should thoroughly read and abide by the Parent & Camper Code of Conduct. The Parent/Guardian Code of Conduct establishes clear guidelines for parents/guardians regarding interactions with children (other than their own), other parents and camp staff. The Parent Code of Conduct explains the expectations we have for our parents and we ask that you become familiar with the following guidelines:

1. Parents/guardians shall read and be responsible for all sections of the Parent Handbook located at [www.kirkmontcenter.org](http://www.kirkmontcenter.org) & submit the required online Medical Form.
2. Parents/guardians shall refrain from touching or physically contacting any child in the camp program other than their own.
3. Parents/guardians are not permitted to verbally insult, harass, or interrogate any child, parent or staff in the camp program.
4. Parents/guardians should always approach a staff member when they have a concern regarding another camper's behavior and/or interactions at camp.

Failure to abide by any of the guidelines listed above will result in a meeting with the Camp Supervisor and/or Executive Director and possible removal from the camp program (parent/guardian and/or campers).

## EMERGENCY PROCEDURES/INCLEMENT WEATHER

### Emergency Procedures

Kirkmont Center staff are charged with responding to emergencies. The general principles that govern all emergency situations apply:

1. Evaluate the situation completely and as quickly as possible (call 911 if appropriate).
2. Do the simplest thing consistent with good care.
3. Take care of the most important conditions first – maintain open airway, control severe bleeding, and prevent shock.
4. Engage campers not involved in the emergency in low-impact activities until the emergency has passed or a debriefing takes place (with assigned mental health care professionals if necessary).
5. If 911 is called, the camp staff person who made the call should immediately call the Recreation Supervisor responsible for Kirkmont Center camps (or continue up the organizational chart) to inform the Executive Director of the accident/incident. All further communication with parents/media will be handled by our Executive Director.

### Inclement Weather

In the case of severe weather, camp participants will be sheltered inside the facility deemed safest. In the event of light rain, campers may continue with scheduled activities or similar activities outside. While swimming, pool staff will determine the safety of pool conditions and campers will return to their base site for shelter if necessary. In the event of lightning or thunder, campers shall remain inside for 30 minutes from the time of the last lightning seen or thunder heard.

## WHAT TO BRING TO CAMP/LOST AND FOUND

### What to Bring

- **BACKPACK/BAG** – Pack and label one bag for your child with all items labeled (water bottle, hat, sunscreen, extra socks, sweatshirt, etc). Please ensure all items are clearly marked with your child's first and last name.
- **SUNSCREEN** – Make sure your child has sunscreen already applied before coming to camp. Pack an additional bottle in their bag for application during camp. Make sure it is labeled with your camper's name.
- **CLOSED-TOE ATHLETIC SHOES** – Send your camper in closed-toe shoes appropriate for active outdoor play. Old tennis shoes are best because they are already broken in and will get very dirty. Sandals, flip flops, and Crocs make everyday activities difficult and put your child at a greater risk to trip, fall, or sustain foot and ankle injuries.
- **WATER BOTTLE** – Send a refillable, plastic water bottle with your child. It is important to keep your camper hydrated throughout the entire day. We discourage drinks with high sugar and/or caffeine content as they do not hydrate your child as well as water.
- **SWIMSUIT/TOWEL** – Dress your child in swimsuit underneath and pack undergarments for after the pool. There will be time for campers to change before and after the pool, but having them dressed beforehand decreases the amount of time needed for this.

### What Not To Bring

The following regulations apply to all camp staff, campers, parents, visitors and contracted instructors at Kirkmont Center.

We respectfully request that the following items remain at home:

- |                             |                                |
|-----------------------------|--------------------------------|
| • Personal Sports Equipment | • Phones                       |
| • Animals                   | • Cameras                      |
| • Hand Held Video Games     | • Money                        |
| • Music Players             | • Trading Cards & Collectibles |

Kirkmont Center and its staff is not responsible for any items or money that are lost or damaged at camp. Any items brought to camp are the sole responsibility of the camper, and parents and campers should understand this policy and accept any risk before sending items to camp. If a parent requests their child bring a cellular device for emergency purposes, the cellphone must remain in the child's book bag at all times.

Alcohol, drugs and weapons are strictly forbidden at all camps and programs. Should any of these things be found at one of our programs the Logan County Sheriff's Department will be contacted immediately to remove the items and address the person who brought the items to camp.

### Lost and Found Items

The Kirkmont Center staff and administration cannot be responsible for lost and found items at the end of the camp season. We keep an area designated for lost and found items. At the end of each week and on the last day of camp, the camp participants are required to look through items and claim any missing personal items. At the end of each week, Camp Staff are required to bag all lost and found items to donate in order to best prepare the space for the upcoming camp

week. ALL unclaimed items will be donated immediately upon the last day of camp. It is impossible for Camp Staff to transport or store items left behind and we cannot leave items at the camp site.

## VISITORS & COMMUNICATION

### Parent Access and Participation

Parents/guardians of children enrolled in Kirkmont Center Camps have unlimited access to our programs during operational hours for the purpose of contacting their child and/or evaluating the premises and/or the care provided. Upon entering the site, parents must sign-in as a visitor and notify the camp staff of his/her presence.

Parents are free to contact the Executive Director to discuss any concerns or offer suggestions about our programs. Your input is encouraged and greatly appreciated.

### See Photos of the Fun your Camper is Having

Facebook has become a valuable tool in allowing you to stay connected to your child while at camp. Pictures, videos and updates will be posted daily. All updates can be found at [facebook.com/KirkmontCenter](https://facebook.com/KirkmontCenter). A Facebook account is not required to view the pictures. Be sure to tag your photos so you can share them with your camper when they arrive home.

### Social Media: A More Connected Camp Experience

Facebook    [facebook.com/Kirkmont Center](https://facebook.com/KirkmontCenter)

Twitter    [@kirkmont](https://twitter.com/kirkmont)

Pinterest    [pinterest.com/Kirkmont Center](https://pinterest.com/KirkmontCenter)

YouTube    [youtube.com/KirkmontCenter](https://youtube.com/KirkmontCenter)

### Staff-To-Camper Communication Policy

As part of our child abuse prevention policy, camp counselors are not permitted to communicate (email, social networking or telephone) or interact with campers after the camper departs. Our staff is asked to mark their social networking (Facebook, etc.) websites for private invitation only, preventing campers from viewing staff members' personal websites. We appreciate your cooperation in reinforcing this policy with your camper(s).

I hope that you are feeling comfortable with Kirkmont Center after reading the Parent Handbook. We want you and your camper to feel prepared and safe coming to a week of adventure, growth, and building confidence.

However, if you do have any questions or concerns, please contact us.

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