



## 2017 Camper/Parent Handbook

Dear Camper and Parent/Guardian,

Greetings from Lutherlyn! We have received your registration for summer camp and we are busy preparing for your arrival. We are so happy that you will be joining us this summer.

This handbook has a lot of helpful information for you to read as you prepare for your time at Lutherlyn. This will provide you with information on the registration and check-in process, drop-off and pick-up times, what to bring to camp, and the answers to many other common questions. After reading this, if you still have questions or concerns, please call the camp office at 724-865-2161 or [registrar@lutherlyn.com](mailto:registrar@lutherlyn.com).

We look forward to seeing you soon!

God's Peace,  
Deb Roberts, Associate Director

### **THE REGISTRATION PROCESS**

This mailing contains all of the information and paperwork that you will receive prior to coming to camp. In addition to this Handbook you should have an Invoice, Health History Form, Parent Profile (including dietary concerns and e-mail sign-up), and Camper Medication List. These forms are also available on the "downloads and publications" page of [www.lutherlyn.com](http://www.lutherlyn.com). The final payment and all of these forms (except for the camper medication list) MUST be submitted to Lutherlyn at least two (2) weeks prior to arriving at camp.

- **Invoice** – The final payment is due at least 2 weeks prior to arriving at camp. The invoice also includes the opportunity to pay for a store account.

- **Health History Form** – Every camper must have a completed Health History form to stay at camp. A copy of the front and back of the health insurance card should be attached to the Health History Form.
- **Parent Profile** – This will help your child’s counselor know a little bit about him/her prior to arriving at camp. This form also includes the opportunity to sign-up for daily e-mail updates during your camper’s week at camp and to notify our food service staff of dietary concerns. Please make sure that we are notified of all food allergies/intolerances/dietary restrictions at least 2 weeks prior to camp.
- **\*NEW\* Camper Medication List** – If your camper is bringing medication with him/her to camp, this form must be filled out. ***THIS IS THE ONLY FORM THAT YOU SHOULD NOT RETURN TO CAMP EARLY — BRING THIS WITH YOU TO SUNDAY CHECK-IN.*** Each camper with medication should arrive at Sunday check-in with their medications in the original bottle with the pharmacy label. These medication bottles should be in a zip-lock bag with the completed Camper Medication List. At Sunday check-in, parents will meet with the camp nurse to turn in medications and review instructions. If your camper has medications and is being dropped off by anyone other than parent/guardian, please make sure that this form is complete and that the person bringing your child to camp has it to bring to check-in.

Please note: The camp office is closed on Saturdays and Lutherlyn does not receive mail on Saturdays. Please do not mail your paperwork or payment the week before arriving at camp. Do not e-mail or fax paperwork to camp on the day of check-in. All of the paperwork for check-in is prepared on Friday and it will not be accounted for at check-in if it is sent on Saturday or Sunday. If we do not receive your paperwork prior to your arrival, it will need to be filled out again at check-in.

## **SUNDAY CHECK-IN**

**ARRIVAL TIME:** Check-in is from 2:30-4:00pm on Sunday. PLEASE NOTE THE TIME CHANGE FOR 2017. CHECK-IN STARTS AT 2:30. Check-in is on the Dining Hall porch. **Camper will not be permitted to check in before 2:30pm.** No need to carry your camper’s luggage to check-in; you will be able to drive closer to the cabin after you are checked in.

***WANNA SKIP THE CHECK-IN LINE??*** IF ALL OF YOUR PAPERWORK IS TURNED IN, YOUR BALANCE IS PAID, AND YOUR STORE ACCOUNT IS ALREADY PAID you will get your cabin assignment in front of the health hut near the parking lot and will not have to get in the check-in line at all!!

**NEW THIS YEAR:** If your campers has medications, please bring the medications in their original bottle in a zip-lock bag with the Camper Medication List to check-in. After getting your cabin assignment, campers and parents will check medications in with the camp nurse and review the instructions.

It is important that all campers arrive by 4:00 on Sunday so that each cabin group can start their week at camp together. If you are running late, please call the camp office at 724-865-2161 and let us know what time you anticipate arriving. Cabin groups will not wait at the cabins beyond 4:00; if you arrive after 4:00 your camper will miss the first camp activities. If you know that you will be bringing your camper to camp late, please fill out the LATE ARRIVAL form and send it to camp with your other paperwork.

## **FRIDAY PICK-UP**

All camp weeks/programs (except for Family Camp) end on Friday evening. Parents/Families are invited to closing worship at 6:30. Campers will meet their parents at the cabin after worship and will be ready to leave by 8:00pm. The camp store will be open from 5:45-8:30pm on Friday evenings. Campers will sit with their cabin group at worship and parents will sit together. The closing worship service with affirmations is a very meaningful experience for campers. We strongly discourage campers from leaving early on Friday.

Horse camp will have a horse show at the Lutherlyn Equestrian Center at 5:45 on Friday evening, Arts Camp will have an Art Extravaganza at 5:45 on Friday evening, and Musical Theater Camp will perform the Musical at

5:45 on Friday evening. Parents/Families of Horse Campers, Arts Camper, and Musical Theater campers are invited to these performances before worship.

### **YOUNG FOLKS & CLASSIC SAMPLER**

Those registered for **Sunday – Wednesday:**  
Sunday Check-in: 2:30-4pm on Dining Hall Porch  
Wednesday Departure: 9am at cabin

Those registered for **Wednesday - Friday:**  
Wednesday Check-in: 3-4pm on Dining Hall Porch  
Friday Departure: Same as “Friday Pick-Up”

### **CANCELLATION/REFUND POLICY**

The \$100 deposit is refundable until June 1<sup>st</sup>. After June 1<sup>st</sup> the \$100 deposit is non-refundable and non-transferable. The final payment is due two weeks before coming to camp. Camp fees are not refundable or transferable for cancellations made within two weeks of the scheduled session except for medical reasons. The fee for campers leaving camp for medical reasons or family emergencies may be refunded on a pro-rated basis. *If the final payment is not received two weeks prior to arriving at camp and there is someone on the waiting list for the program that your camper is registered for, you will be notified that your spot will be offered to the camper on the waiting list.*

### **EARLY PICK-UPS AND LATE ARRIVALS**

If it is necessary for your campers to arrive late, leave early, or leave during the week and return to camp; please fill out the “Early Pick-Up/Late Arrival” form that can be found on the “downloads and publications” page at [www.lutherlyn.com](http://www.lutherlyn.com). This form will also be available at Sunday check-in.

### **WHAT TO BRING**

Camp is surrounded by nature, which includes water, mud, sticks, rocks, and roots. As you pack for camp, please keep this in mind as you decide what to wear and bring to camp. Please label items with your name.

- |  |  |
|--|--|
| <input type="checkbox"/> Sets of cool clothes - T-shirts, shorts   | <input type="checkbox"/> 1 Pair of tennis shoes  |
| <input type="checkbox"/> Toothbrush/paste  | <input type="checkbox"/> 1 Pair of shoes for hiking  |
| <input type="checkbox"/> Pen/pencil/notebook   | <input type="checkbox"/> 1 Pair of closed-toe creek walking shoes  |
| <input type="checkbox"/> Brush/comb  | <input type="checkbox"/> Raincoat or poncho  |
| <input type="checkbox"/> Pajamas   | <input type="checkbox"/> Sets of warm clothes-long pants, jacket, sweatshirts, several pairs of socks  |
| <input type="checkbox"/> Drinking cup (for cabin use)  | <input type="checkbox"/> Sleeping bag & Pillow (twin size sheets optional)   |
| <input type="checkbox"/> Handkerchiefs or tissues  | <input type="checkbox"/> Underwear   |
| <input type="checkbox"/> Towels and wash cloths  | <input type="checkbox"/> Sunscreen (SPF 15 or higher) & Bug Repellant (if desired)   |
| <input type="checkbox"/> Soap/shampoo  | <input type="checkbox"/> Swim suit & pool towel  |
| <input type="checkbox"/> Flashlight/headlamp   | <input type="checkbox"/> Water Bottle (we have water-filling stations around camp for water bottles. We also have water bottles for sale in the camp store). |
| <input type="checkbox"/> Laundry bag   | <input type="checkbox"/> Rain Boots (optional)   |
| <input type="checkbox"/> Bible (optional – we have extra)  | <input type="checkbox"/> Hat (optional)  |
| <input type="checkbox"/> Camera (optional)   |  |
| <input type="checkbox"/> Sunglasses (optional)   |  |
| <input type="checkbox"/> Envelopes and stamps (optional)   |  |
| <input type="checkbox"/> 100% cotton shirt or bandanna to tie-dye (optional – also available to purchase at camp)  |  |
| <input type="checkbox"/> Prescription Medications (ANY MEDICATIONS BROUGHT TO CAMP NEED TO BE IN THE ORIGINAL PACKAGING FROM THE PHARMACY IN A GALLON ZIPLOCK BAG WITH THE MEDICATION LOG SHEET COMPLETED. SEE THE MEDICATION LOG FORM.) |  |

**A Note about Clothing:** In consideration of the types and levels of activities involved in camp life, we find it important to make the following suggestions for appropriate camp wear:

- We recommend that you pack clothing that is loose fitting and allows for freedom of movement. We encourage T-shirts, sweatshirts, shorts, and jeans.

- We discourage restrictive and "fashion" clothing such as tops with spaghetti straps, tube tops, backless shirts, short shorts, and ragged shorts.
- Slip-on shoes, flip flops, and shoes that easily fall off are not permitted.

## **ADDITIONAL ITEMS FOR SPECIFIC PROGRAMS**

### **HORSE CAMP:**

- Several pairs of jeans in addition to camp clothes
- Riding boots (if you don't have them, they will be provided at the stables)

### **LIFE IN THE WILD CAMP:**

- Clothes and shoes that can (and will!) get dirty
- Fishing Majors – see additional note for Fishing Camp

### **MUSICAL THEATER CAMP:**

- See additional note for Musical Theater Campers

### **ADVENTURERS (LEVEL 1 AND LEVEL 2):**

- An extra pair of tennis shoes that can get wet
- A durable water bottle (e.g. Nalgene)
- Sleeping bag and sleeping pad for camping out
- Sunglasses
- An extra towel or beach towel
- Backpack or Drawstring bag for daily gear and lunches
- Extra socks
- A hat for sun protection

Remember that any sandals must have backs on them and will not be suitable for most activities so make sure you have close-toed shoes for all climbing and biking activities.

## **WHAT NOT TO BRING**

### ***Cellular Phones***

Fireworks

Alcohol

Cigarettes

Illegal drugs

**Food...we have plenty**

Firearms

MP3/CD player

Chewing gum

Martial Arts weapons

Radio/Stereo

Laptop Computers

Television

Comic books

Hunting knives

Pets (Electronic or Otherwise)

Over-the-counter Medications (we have them)

Jewelry

We reserve the right to withhold all tools, equipment, or other items that we may deem dangerous or unnecessary. Lutherlyn cannot be held responsible for any personal property that is lost or stolen during your week at camp. Cellular phones WILL be confiscated. Please leave cell phones at home.

## **SAFETY**

We know that you are putting a lot of trust in us by bringing your child to stay at camp. Our staff are well trained and prepared to act "in loco parentis" (in place of a reasonable parent) while your child is in our care. Some of the precautions that we take to assure that your child is safe at Lutherlyn are:

- All of the staff go through a thorough application and interview process. Only the best are chosen... only staff that we would trust with our own children.
- We do a criminal background check, an FBI clearance, a check of the national registry of sex offenders, and check 3 references for every potential employee.
- Each staff person signs Lutherlyn's staff policies and violation means termination.

- Our two-week staff training program includes First Aid & CPR training, emergency procedures, homesickness training, safety protocol for all camp activities; all the elements prescribed by the American Camp Association (ACA) – and more!
- There is at least one nurse living on-site each week. All medications and health forms are kept locked in the health hut to prohibit unauthorized access to camper’s personal information and medications. The nurse is accessible 24/7 when campers are at Lutherlyn.
- Lutherlyn has specific emergency procedures in place for severe weather, fires, water emergencies, unauthorized visitors, armed intruders, missing persons, and run-aways. While it is our hope that we will never need to use these emergency procedures, the staff are all trained and rehearsed in implementing them.
- Lutherlyn’s Director lives on-site and is available to the Summer Staff 24/7 for any sort of incident or emergency throughout the summer.
- Lutherlyn is accredited by the American Camp Association. The ACA sets specific standards related to camper safety, site and facilities, human relations, staff policies, health and wellness, aquatics, program development, and program implementation.

There are many more but these are some of the measures that we take to ensure your child’s safety.

## **HEALTH CARE INFORMATION**

The health and safety of each camper is of the utmost importance. Campers will receive a health screening from a camp nurse shortly after their arrival. A camp nurse is on duty 24-hours/day, counselors are trained and certified in First Aid and CPR, the “Health Hut” is equipped to care for the medical needs of campers and staff, and the local hospital and ambulance service are quickly available. All campers, volunteers, and staff **MUST** have a current health history form on file at the Health Hut prior to staying at camp.

Lutherlyn will notify parent/guardian of a camper injury or illness when a fever lasts longer than 24 hours, immediately if a fever is over 101, nausea/vomiting or diarrhea lasts longer than 24 hours, there is an illness or injury that requires additional medical treatment, or there is a reoccurring medical condition. When a camper has a fever, vomiting, or diarrhea he/she will stay in the health hut until their symptoms are gone.

For the health of all of our campers and staff we ask that you do not bring your child to camp if he/she is sick. If your camper has any of the following conditions, please call the camp office to reschedule or cancel their week at camp.

- Fever, vomiting or diarrhea within 24 hours of coming to camp.
- Head lice or scabies within 1 week of coming to camp.
- A contagious condition that has been treated by an antibiotic for less than 24 hours.

## **MEDICATION POLICY**

State Law requires that all medications be given to the camp nurse upon arrival (prescription and over-the-counter). No medications will be administered at camp without a complete Health History form. All medications must be in the original container. The only medications that can be kept with the camper are inhalers and Epi-pens – all other medications must be stored at the health hut under the supervision of the camp nurse. Every campers with medication must have a “Camper Medication List” filled out and stored in a bag with the medications. This will be turned into the camp nurse during check-in. Medications will be returned to campers prior to departure on Friday evening.

## **SUPPORT PRIOR TO ARRIVAL**

There are things that you can do to help ensure that your child’s week at camp is successful. Please share with them how excited you are for the AWESOME experience they are going to have! Tell them that you will miss them, but please do not dwell on how hard it will be for you to send them to camp. (Believe it or not, we have had several homesick campers who really wanted to have fun but were worried that someone at home was missing them too much!) It is generally not helpful to share stories about cabin raids, hazing, or scary

experiences you may have had, seen in a movie, or heard about... none of that happens at Lutherlyn! Reassure your child that Lutherlyn is a safe place where they will HAVE FUN, be cared for, experience new things, get to be themselves, and grow in their faith!

### **CELL PHONE POLICY**

We understand that it can be difficult to go a whole week without talking to your child but Lutherlyn adheres to a strict “no cell phone” policy. Here is why:

- Camp is an opportunity for campers to “live in the moment” in an intentional Christian community in a “place apart.” The distraction of phone contact dilutes the experience rather than enhancing it.
- Along with growth in faith, the camp experience is intended to help kids become independent, build social skills, emotional resilience, and, in a place committed to their success and well-being, to stand on their own. They simply do better and grow more, when they are allowed to do that on their own.
- The safety of your child is our first concern. When campers are able to make phone calls from camp, it creates a potential for “unexpected visitors.” The ACA reports that they can also create alarm among parents and in the media in the event of an emergency at camp by spreading partial or inaccurate information.

**Please help us enforce this policy. Do not allow your camper to bring a cell phone to camp. Any cell phones that are found during the week will be confiscated and kept in the office until the camper is picked up.**

### **PHONE CALLS, VISITS, CAMPER MAIL AND E-MAIL**

Our policy on phone calls has been made in the best interest of our campers. We generally do not allow campers to make or receive phone calls. It simply makes the adjustment more difficult and may lead to homesickness. If anything comes up during the week concerning your child, we will call you. For many of the same reasons, there is no visiting of campers during their time at Lutherlyn.

You can send an online message by visiting [www.lutherlyn.com/message](http://www.lutherlyn.com/message). Campers will not be able to reply but your message will be printed and distributed with the mail at lunch.

You can write letters and mail them to: Camper Name & Cabin, Lutherlyn, PO Box 355, Prospect, PA 16052. Campers have the opportunity to write letters after lunch each day. Stamps are available from the camp store.

### **PHOTOS AND DAILY E-MAIL UPDATE**

Photos will be added to our password protected photo site throughout the week so you can see how much fun we are having at camp! Photo Site: [www.lutherlyn.shutterfly.com](http://www.lutherlyn.shutterfly.com) Password: adventure

A daily e-mail is sent out through Constant Contact with updates about our week at camp. Please see details on the enclosed Parent Profile form.

### **BIBLE STUDY THEME**

This summer, our Bible Study curriculum entitled, “The Jesus Way,” will open discussions into developing and living into our identities as followers of Jesus. When the world operates on the principle that the strongest and the fittest survive, Jesus shows us a way of living in which the weakest in this world may not just survive, but thrive as beloved children of God. Through service, Christians are called to love all who are in need.

### **CAMP STORE**

Lutherlyn has a camp store that is open daily during the camp week. Items available include: clothing, water bottles, snacks, drinks, post cards, etc. The recommended amount for all programs is \$25-\$35 which usually covers all store and craft purchased. Rocketry campers can put more on their store account for additional rocket purchases. All store and craft purchases will be done electronically, so no camper is permitted to carry

cash. In addition, Lutherlyn campers will have the opportunity to donate money toward Lutherlyn's "Under the Radar" summer offering project from their store account.

Store Deposits should be made with the final payment at least 2 weeks prior to camp. Store deposits will also be accepted at Sunday check-in. The store will be open for cash/check/credit card purchases during Sunday arrival and Friday departure. Any money that is left on a campers store account at the end of the week will be refunded prior to their departure from camp.

## **CAMPERSHIPS**

Financial Assistance is available for those who cannot afford the camp fee. Please contact Lutherlyn for a Campership Application.

## **GRATUITIES**

All campers are treated fairly and equally. Lutherlyn staff will not accept gratuities or tips of any kind. If you wish to recognize a specific staff person or volunteer, a donation can be made to Lutherlyn in their honor.

## **CAMPER GUIDELINES**

On Sunday, each counselor will review the camper guidelines with their cabin group.

- We will treat each other (and everyone at camp) with kindness and respect. Bullying or harassment of any kind will not be tolerated.
- You will be with a staff person at all times. Camp is a safe place but if there happens to be an emergency it is important that you listen to and follow the instructions that are given to you by the staff. Your safety is our top priority!
- For your health and for the cleanliness of our cabin, it is important that we all take care of ourselves this week. That includes brushing teeth, showering, wearing clean clothes daily, cleaning up after ourselves, and keeping our cabin clean (everyone will have 1 daily chore each day). If you forgot something that you need (toothbrush, towel, brush, underwear, etc), please let your counselor know. We will get that for you or contact your parent/guardian to make arrangements to get it.
- Review Dining Hall procedures: no food fights, limit food waste, table manners.
- Do not abuse camp property (\$25 fine per letter for graffiti).
- Respect each person's personal property. Please do not go into anyone else's suitcase or bags.
- Campers are not to be in the following areas: store, staff lounge, boat house, pool room, resource center.
- Please do not litter and pick up litter that you see.
- No cell phones. If you have one, please give it to your counselor.
- When we need your attention or need it to be quiet, a staff person will put their hand up. Please put your hand up, stop talking, and listen for announcements or instructions.
- Shoes must be worn everywhere (except in the cabin and swimming areas).
- Lifeguards must be on duty before anyone can enter the swimming areas.
- No alcohol, drugs, hunting knives, firearms, fireworks, or martial arts weapons.
- Tobacco products and smoking are not permitted (including chew).
- Campers should not pick wildflowers or try to tame wildlife.
- No chewing gum.
- The whole camp will observe designated quiet time.
- No cabin raids or pranks.
- Campers should not have food in the cabin – it welcomes critters.
- If at any time you feel like you need to talk or you are concerned about something please talk with your counselor. That's what we are here for!
- Campers must smile at their counselor at least once a day! 😊

## **NON-VIOLENCE POLICY**

Lutherlyn is a welcoming community where all of God's children can gather. No camper, staff, volunteer, or visitor will be made to feel unwelcome based on age, gender, race, color, sexual orientation, national origin, or ability. Harassment or bullying of any kind will not be tolerated.

## **CAMP DISMISSALS**

If a camper will not follow Lutherlyn's policies and guidelines or if a camper is bullying or harassing others, that camper will be dismissed from camp with no refund and the parent/guardian will be responsible for the immediate transportation of the camper from camp.

## **CABIN BUDDY REQUESTS**

One cabin buddy request can be honored for campers that are in the same program. Each camper must list the cabin buddy on their registration.

## **LOST AND FOUND**

Campers are responsible for everything that they bring to camp. We will make every effort to ensure that campers collect all of their belongings at the end of the week. We recommend that parents and campers pack together so that campers know where things are in their suitcase and what they have with them. Please label your camper's belongings. Lutherlyn cannot mail Lost and Found items. If you believe that your child left something at camp, please call the camp office and we will try to find it and arrange for a time for you to pick it up. Lost items are kept until Labor Day, after which they are donated to GoodWill. There is a lost and found box in the Dining Hall Lobby for the week. If your camper loses something, their counselor will help them look in the lost and found box.

## **DIRECTIONS**

The physical address for GPS and map programs is 500 Lutherlyn Lane, Butler 16001.

Lutherlyn is located 40 miles north of Pittsburgh off of Route 422 between Butler and Prospect. The best routes to Route 422 are Interstate 79 or Route 8.

**From the West:** Take Interstate 79 to Route 422 (the Butler/New Castle exit) and head east 8.2 miles. Make a right hand turn at the 84 Lumber onto Dick Road. The main entrance to the camp is 1.5 miles down the road. The camp driveway will take you directly to the main parking lot and the camp office.

**From the East:** Take Route 8 to Route 422 and head west (towards New Castle) 7 miles to the 84 Lumber. Make a left hand turn on to Dick Road. The main entrance is 1.5 miles down the road. The camp driveway will take you directly to the main parking lot and the camp office.

## **ADDITIONAL CONCERNS**

Please contact us if you have questions or concerns that we can address prior to your camper's arrival. Thank you for trusting us with your child and for providing them with, what many have described as, the BEST week EVER! See you soon!

**Lutherlyn, P.O. Box 355, Prospect, PA 16052**  
**724-865-2161 registrar@lutherlyn.com www.lutherlyn.com**