



# Parent Handbook

## CAMPERS & PARENTS...

It is almost time to head to Akita for another magical summer. We hope you are as excited as we are about summer 2011!

This mission of Camp Akita is clear. We strive to be the greatest summer camp experience for every person that comes to Akita and communicate God's unconditional love for all people. We realize our mission by:

- The compassion we share with everyone who passes through our gates as modeled by the way of Jesus,
- celebrating and growing in our relationships with God,
- the ability to laugh and play together,
- the desire to sit with those in need,
- and the authenticity with which we live our lives back home.

We have five goals that drive everything we do. We want each camper at Akita to:

- be **SAFE** - physically, emotionally & spiritually,
- have more **FUN** than imaginable,
- experience the **MESSAGE** of a loving God,
- feel **AFFIRMATION** about who they are in this world, and that God loves all of us no matter what,
- be inspired by an authentic **COMMUNITY** of caring people, and be encouraged to bring that community back home.

Please review the specific details in this packet regarding your camper's camp session. There have been some changes made this year that we believe will improve the overall camp experience.

### IMPORTANT REMINDERS...

- For Camp Registration questions, contact Bobbi at 614 488.0681 ext 101 or Bobbi@FCchurch.com
- For a specific camp program question, contact me at 740 385.3827 ext 227 or email me at SWalker@FCchurch.com

Get your bags packed and ready for a great session at Akita!



Sweet Home Camp Akita,

Scott D. Walker  
Director of Camp Akita Ministries

## TABLE OF CONTENTS

### CONTACT INFORMATION

Church & Camp Addresses.....	2
Summer Camp Contacts .....	2
Camp & Church Office Hours.....	2
Camp Location.....	2
Contacting Your Child During Camp.....	2
Visitors Policy.....	2

### GENERAL CAMP POLICIES

Updating Registration Information.....	3
Payments .....	3
Cancellation & Refund Policies .....	3
Session Transfer Requests.....	3
Cabin Mate Requests and Assignments.....	3
Late Arrivals/Early Departures .....	3
Lost and Found Policies .....	4
Smoking, Drug & Alcohol Policy.....	4
Bullying Prevention & Intervention.....	4

### PREPARING YOUR CHILD FOR CAMP AKITA

What to pack.....	4
Checklist of Suggested Packing Items.....	4
Dress Code.....	4
Personal Items .....	4
Spending Money.....	5
What not to pack .....	5
Miscellaneous Items .....	5
Cell Phones .....	5
Extra Food, Candy, Gum .....	5
Peanuts, Nuts and Nut Products.....	5
Conquering homesickness.....	5

### MEDICAL INFORMATION

Availability of Medical Professionals .....	5
How to Bring Medication to Camp Akita .....	5
Illness or Injuries at Camp.....	6
Allergies & Epi-Pens.....	6
Special Dietary Needs.....	6
Medical Emergencies.....	6
Special Needs Accommodations.....	6

### WHILE AT CAMP

Session Photos.....	6
Camp DVDs .....	6
Accessing Online Newsletter.....	6

### SESSION CHECK-IN & RETURNS

Check-In / Return Dates & Times.....	7
Check-In Procedures.....	7
Return Procedures .....	8
Retrieving Luggage .....	8
Safety/Release of Campers.....	8
Bus Return.....	8

## CONTACT INFORMATION

### First Community Church:

North Campus South Campus  
3777 Dublin Road 1320 Cambridge Blvd  
Columbus, OH 43221 Columbus, OH 43212  
614 488.0681 614 488.0681

### Camp Akita:

29746 Logan-Hornsmill Rd  
Logan, OH 43138  
740 385.3827

### Summer Camp Contacts:

Scott Walker  
*Director of Camp Akita Ministries*  
During the summer: 740 385.3827 ext 227  
SWalker@FCchurch.com

Bobbi Mueller  
*Summer Camp Registration Coordinator*  
614 488.0681 ext 101  
Bobbi@FCchurch.com

Danita Wolfe  
*Akita Facilities Director and Camp Administrator*  
740 385.3827 ext 221  
DanitaL@CampAkita.org

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Kate Shaner  
*Director of Youth Ministries*  
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Andy Frick  
*Assistant Camp Director,  
Middle School Program Coordinator*  
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AFrick@FCchurch.com

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*Assistant Camp Director,  
High School Program Coordinator*  
614 488.0681 ext 103  
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## OFFICE HOURS

### Camp Office:

The camp office is open Monday – Friday, 8 am to 4 pm. Our programming staff are generally on-site with the campers throughout the day but will return your call as soon as possible.

After hours messages for the summer staff should be left at extension 245, where your call will be returned as soon as possible. We thank you in advance for using this number only for emergencies.

### Church Offices:

The North Campus offices are open Monday – Friday, 9 am to 5 pm. Messages can be left after hours at 614 488.0681 ext 101.

## CAMP LOCATION

Camp Akita is located fifty-five miles southeast of Columbus. Maps and driving directions can be found on our website at [www.CampAkita.org](http://www.CampAkita.org) under the *About Us* tab.

## CONTACTING YOUR CHILD DURING CAMP

Make sure to pack some stamps and envelopes for your child to write to you about all the fun they are having!

**Mailing Instructions:** If you would like to communicate with your camper during their session, letters and care packages can be mailed in care of your camper's name to Camp Akita, 29746 Logan-Hornsmill Rd, Logan, OH 43138. Please allow sufficient time for letters and packages to reach your camper. It may take up to a week for a package to arrive at camp. **Important Note!** If you or other family members send care packages, **please do not include food.**

**Phone Calls:** We have a no cell-phone policy at Camp Akita for campers and staff. We ask that all campers honor this policy by not bringing their cell phones to check in or packing them in luggage. Feel free to speak to a member of the summer staff with any questions you may have about this policy.

**One-way Emails:** We have offered friends and family the ability to send one-way emails to their camper in the past. We have found that this has caused disruption to the program and is very often the cause of homesickness. In the best interests of our campers, this feature will no longer be available.

## VISITORS POLICY

Camp Akita has an open door policy regarding visitation however because of the volume of campers each session and our priority for their safety, we request advance notice of your visit. All visitors must check in at the camp office located in the lower level of the dining hall.

To visit the camp and provide advance notice, please contact the Camp Administrator at [DanitaL@CampAkita.org](mailto:DanitaL@CampAkita.org) or call 740 385.3827 ext 221.



# GENERAL CAMP POLICIES

## UPDATING REGISTRATION INFORMATION

If you need to update any registration information including cabin mate requests, t-shirt size, medical/dietary/allergy information, contact information, etc..., you may do that online at [www.CampAkita.org](http://www.CampAkita.org). Select the link on the Home Page to access your online account and login using your email address and password that was used when you registered your child. If you do not remember your password, enter your email address and select "I do not know my password" which will allow you to select a new password.

## PAYMENTS

All payments are due one month prior to the start of your child's camp session. Payments may be made online at [www.CampAkita.org](http://www.CampAkita.org) by credit card or e-check online. Refer to the instructions in "Updating Registration Information" regarding accessing your online account. Payments by check or money order should be mailed to First Community Church, Attn: Camp Akita, 3777 Dublin Rd., Columbus, OH 43221.

**Important Note!** All payment and registration information, including medical, insurance and health-related information, should be complete prior to coming to check-in. Please contact [Registration@CampAkita.org](mailto:Registration@CampAkita.org) or call 614 488.0681 ext 101 if you have any questions.

## CANCELLATION & REFUND POLICIES

The \$75 deposit paid at the time of registration is non-refundable. Other refunds are issued as listed below, based on the number of days the cancellation request is received prior to the start of the camp session.

### For a camp without a "wait list"

45 days or more = 100% fee minus the deposit  
30 – 45 days = 75% fee minus the deposit  
15 – 30 days = 50% fee minus the deposit  
Less than 15 days = 25% fee minus the deposit

### For a camp with a "wait list":

15 or more days = 100% fee minus the deposit  
Less than 15 days = 50% refund minus the deposit

## SESSION TRANSFER REQUESTS

Session transfer requests must be made by the parent/guardian of the camper. Please email your request to [Registration@CampAkita.org](mailto:Registration@CampAkita.org) or by fax to 614 777.4098.

## CABIN MATE REQUESTS AND ASSIGNMENTS

Cabin assignments are formed by the on-site camp staff utilizing the cabin mate requests completed on the camper registration form. Cabin assignments are not available until check-in at the North Campus. Our staff does their best to accommodate as many requests as possible. You may make updates to your child's requests up to one week prior to check-in through your online account or by emailing [Registration@CampAkita.org](mailto:Registration@CampAkita.org).



## LATE ARRIVALS/EARLY DEPARTURES

We strongly discourage partial camp experiences due to late arrivals or early departures. The experience at Akita is designed with the assumption that all campers will be there for the entire camp. Any change to the camp community affects not only the absent camper, but all of those in camp.

If a late arrival or early departure becomes absolutely necessary, the details of the arrangements should be emailed to [Registration@CampAkita.org](mailto:Registration@CampAkita.org). Appropriate identification will be required before a child is permitted to leave the property with anyone.



## LOST AND FOUND

Lost and Found items will be brought back to the North Campus office with the return of the following session (i.e., Session 1 Lost and Found will be returned at the end of Session 2). Items will be kept for 10 days at the North Campus and then donated to a local charity. We do our best to locate all the items left behind at camp; however some items may get mistakenly packed in another camper's luggage while they are packing up.

Unfortunately, we do not have the staff resources at the North Campus to search for individual items that may have been lost; however, you are more than welcome to stop in at the North Campus during weekday business hours (9 am – 4 pm) or on Sunday mornings to go through the lost and found bins yourself. We strongly suggest labeling the personal possessions of your camper.

## SMOKING, DRUG & ALCOHOL POLICY

Akita is a smoke-free environment. There is no smoking in or around any of the buildings, or on the camp grounds. Consistent with state laws, no person under the age of 18 is permitted to possess or use tobacco at Akita. Drugs and alcohol are strictly prohibited. Violation of this drug and alcohol policy will mean immediate dismissal from the camp session and no refund will be issued.

## BULLYING PREVENTION AND INTERVENTION

Camp Akita has a mission to provide a physically, emotionally and spiritually safe place to have fun and experience the unconditional love of God. All campers have the right to be happy and safe and to be treated fairly with understanding and respect. Bullying in any form will not be tolerated at Camp Akita, as we recognize this behavior adversely affects all aspects of the camp community. Camp Akita teaches and expects that all staff and campers treat one another with dignity, respect, and compassion.

Should a concern regarding bullying be identified, camp directors will contact parents by phone to discuss the issue and formulate a behavior plan. If there are ongoing behavior issues, camp directors may use their discretion in the need to send a camper home. Early dismissal related to behavior will not warrant a refund of camp fees.

# PREPARING YOUR CHILD FOR CAMP AKITA

## DRESS CODE

Please make sure the clothing your child brings to camp has no reference to drugs, alcohol, sex, profanity or other slogans others may find offensive. As we say with drugs and alcohol, "We don't need it, and we don't want it." We wish to keep Camp Akita a place of respect.

## PERSONAL ITEMS

Counselors are not responsible for the care of a camper's personal items. Please label all clothing and personal items. Valued and treasured items should only be brought to camp with the realization that they may get lost, damaged, or dirty. Please help your child limit the personal items they bring to Camp Akita.

## WHAT TO PACK

*Please note:* Some of our activities at camp may involve getting dirty. We suggest that you do not send new or expensive items to camp.

Checklist of Suggested Packing Items:

- Clothing suitable for active outdoor programs
- Changes of socks & underwear
- Two pairs of shoes – one good for active group programs and one good for hiking
- A pair of flip flops for the lake and shower
- One sweater or long-sleeved sweatshirt
- Sleepwear
- Swimsuit – two recommended
- Rainproof lightweight jacket (with hood)
- Sleeping bag, or sheets and a blanket to fit a twin bed
- Pillow and pillowcase
- Towel and washcloth
- Beach Towel
- Toiletries
- Insect repellent (non-aerosol only)
- Flashlight or headlamp
- Pen/Pencil
- Personal items of your camper's choice (books, Bible, cards, journal, paper, etc.)
- Water Bottle
- Sunscreen
- (Optional) Spending money for the camp store or café

## SPENDING MONEY

Campers will have the option of visiting the Akita Café for a world-famous milkshake or to buy a souvenir from the Akita store. Prices range from \$1.00 - \$4.00 per item. In addition to the café, vending machines dispense bottled drinks for \$1.25 (sports drinks, fruit juices and soft drinks).

The Akita store offers a variety of unique Akita-branded items ranging in price from \$1.00 for a bracelet to \$35.00 for a hooded sweatshirt.

## WHAT NOT TO BRING

Please do **NOT** bring: Drugs, alcohol, fireworks, firearms, pocket knives, portable speakers, electric blankets, hair dryers or cell phones. Also, please leave all laptop computers or other expensive electronic equipment at home.

### CELL PHONES

We are trying our best to keep Akita a sacred “camp space” that is away from the many distractions we experience at home. Camp is a cell phone free zone! Cell phones brought to camp will be “commandeered” by camp staff and returned to your camper at the end of their camp session.

### EXTRA FOOD, CANDY, GUM, ETC.

Please do not send any food, candy or gum with your camper. Food kept in the cabins can attract undesirable rodents and other animals. The kitchen staff at Akita is a dedicated group who make every effort to ensure meals are nutritious and appealing. Three meals and an evening snack are provided daily.

### PEANUTS, NUTS AND NUT PRODUCTS

For the safety of all our campers and staff, PEANUTS, NUTS AND ALL OTHER NUT PRODUCTS ARE PROHIBITED FROM CAMP AKITA. We have many campers and staff throughout the summer who have allergies of varying degrees of severity to nuts and nut products. Many of these children and staff face the very real possibility of suffering a fatal allergic reaction to even the tiniest trace amount of nuts. In extreme cases, the scent of someone eating a nut product (e.g. peanut butter sandwich) in the same room may be enough to trigger such an allergic response.

While we cannot guarantee a nut-free facility, we will do everything possible to ensure the safety and inclusion of all campers and staff. We thank you for your cooperation and understanding in helping to make our program safe and accessible for all children.



## CONQUERING HOMESICKNESS

Homesickness is a normal issue for anyone going away from home, adult or child. Please know that if your child struggles with homesickness they will be cared for in a loving and supportive manner by camp staff who have been specially trained in this area.

We invite you to visit [www.SummerCampHandbook.com](http://www.SummerCampHandbook.com) and read the information on homesickness and how you can best prepare your child for a successful session. There are lots of good tips for preparing for camp, as well as strategies children can practice during a camp session. Also included are words/strategies that are *not* helpful for children and routinely impact their ability to have a successful experience.

## MEDICAL INFORMATION

### AVAILABILITY OF MEDICAL PROFESSIONALS

Each camp session is staffed with a medical professional to handle emergencies and medication administration. In addition, all camp staff are certified in CPR and have been trained in Epi-Pen administration. If you would like to leave a message for the medical staff on duty, please call 740 385.3827 ext 233, and leave a message. They will return your call as soon as possible.

### HOW TO BRING MEDICATION TO AKITA

Medication to be administered by the camp medical staff **MUST** be in an original container with a label and dispensing information. The Akita medical staff will not dispense medication on a schedule that is not on the label and cannot accept medication in a weekly container from home.

## ILLNESS OR INJURIES AT CAMP

Inevitably, some campers get sick at camp. The medical professional on duty will contact parents/caregivers to formulate the best plan for any sick camper. Should a doctor visit be warranted, Camp Akita is fortunate to have our medical director (and prior camper) Dr. Hayward in Logan, Ohio. Dr. Hayward makes his practice available for same day visits to our campers for simple concerns, such as ear infections, sore throats, etc. Please be advised, however, that if your child develops a fever during their camp session, they will be asked to return home until they are fever-free for 24 hours. Many children recover quickly at home with some rest and return to complete their camp session!

If your child is injured at camp, you will be notified by a camp staff member and talk with the medical professional to formulate the best plan for your child. Please note: In the event of a **true** emergency, every attempt will be made to contact you prior to transporting your camper to the hospital. However, camp staff will not delay the transport of a camper if we cannot reach the emergency contacts. Please make sure we can reach at least one of the contacts listed for your camper **at all times**.

## ALLERGIES & EPI-PENS

In the best interest of all campers: **PLEASE DO NOT SEND SNACKS OR ANY PRODUCTS CONTAINING NUTS WITH YOUR CAMPER.**

Camp Akita is very sensitive to the needs of children with food and environmental allergies and makes every attempt to ensure a safe and healthy camp experience for all campers, regardless of medical needs. If your child carries an Epi-Pen, we ask they carry it with them at camp in a pack for quick access. For extra coverage, Akita has Epi-Pens and Benadryl located in multiple areas of camp for quick access.

It is **imperative** that we have accurate information regarding allergies, significant reactions and **any** new developments for campers. If medical information has changed since you originally registered your child, please update this information online through your account link at [www.CampAkita.org](http://www.CampAkita.org).

## SPECIAL DIETARY NEEDS

Our dedicated food service staff does their best to accommodate individuals with special dietary needs. If your child requires a special diet (e.g. gluten free, dairy free, etc.), please contact the Akita Facilities Director and Camp Administrator, Danita Wolfe, at 740 385.3827 ext 221 to discuss those individual needs. If the dietary requirements exceed our capabilities, campers may bring their own food. Please notify Danita if a camper is bringing their own food to meet a special dietary need.

## MEDICAL EMERGENCIES

In the event that your child requires a trip to our camp physician or local hospital, you will be immediately notified. Our medical staff will discuss treatment options and together you can make the decision as to whether or not your child needs to return home.

## SPECIAL NEEDS ACCOMMODATIONS

If your child requires any special accommodations or additional attention due to physical or cognitive conditions, please communicate these needs in advance of your child's camp session so that we may provide the best care possible. Contact the Director of Camp Akita Ministries at [SWalker@FCchurch.com](mailto:SWalker@FCchurch.com).

## WHILE AT CAMP

### SESSION PHOTOS

Photos will be taken throughout the day during each camp session and uploaded daily as internet services allow.\* Photos shown on the website may be purchased through your online account, including the cabin photo. Each registered camper receives a \$10 photo credit which can be applied toward the subtotal of any photo purchase you choose to make. Session photos will be available online indefinitely. We encourage you to forward the photo link to family and friends so that they may also share in your child's experience at camp.

*\*Internet service at camp is satellite based and is sometimes unreliable. We will do our best to post photos daily but this process may become interrupted due to these difficulties.*

### CAMP DVDs

Preserve the memories of your camp session at Akita by purchasing an official video produced by our creative Camp Akita Media Team. The camp DVD is a powerful way to relive the memories from your week at camp and share those memories with family and friends. DVD's are available for grades 4-12 camp sessions for \$20 per DVD. You may order these through your online account, during check-in or at the end of each session. The DVD order form is also available online at [www.CampAkita.org](http://www.CampAkita.org). Due to the editing and duplication processes, DVDs may take 4-6 weeks to arrive in your home.

### ACCESSING YOUR ONLINE NEWSLETTER

Parents may read about their campers activities through the online Akita Newsletter, which can be accessed through your online account from [www.CampAkita.org](http://www.CampAkita.org). Select the link on the Home Page to access your online account, and login using your email address and password that was used when you registered your child. If you do not remember your password, enter your email address and select "I do not know my password" which will allow you to select a new password.

# SESSION CHECK-IN & RETURNS

Campers will check-in on their first day and return on their last day at the North Campus of First Community Church, 3777 Dublin Road, Columbus, OH 43221. All campers will be transported to and from Camp Akita on a school bus, with adult supervision, by professional licensed bus drivers. Luggage is tagged by cabin number and transported in a separate luggage truck.

**New this year!** As a part of the process of enhancing our safety procedures, campers will be assigned to a specific bus based on cabin number so that we may better track how your child is being transported to and from camp. This will also allow you to locate your camper much quicker when they return from camp on their last day. Our release of campers procedure has also changed, so please read the information in this section carefully.

**Important note!** During both check-in and returns from camp, we ask that you supervise all family members both inside the church and outside in the parking lot, especially including younger children that may have accompanied you. This is particularly important in the parking areas with moving vehicles and buses driving through.

## CHECK-IN PROCEDURES

- Enter the North Campus parking lot from the entrance on Dublin Road and park in the designated areas as directed by check-in volunteers.
- Check your child's luggage at the luggage tables in the parking lot (unless in inclement weather). Please make sure all luggage, including sleeping bags, are tagged with your child's cabin number. Do not bring luggage inside of the church.
- Enter the church through the doors leading to Grace Hall for camper check-in, which will begin at the check-in time listed in the chart below.
- At the check-in time, enter Grace Hall through the appropriate door (Girls or Boys).
- Our check-in volunteers will provide your camper's 2011 Camp Akita t-shirt, their cabin number and their assigned bus number.
- If you have any medications that need to be turned in to the Camp Nurse or health-related situations that are important to discuss in person, please wait in the designated Nurse line.
- After checking in, you may watch the past summer's camp video being shown, order a camp DVD, purchase items from the Akita Store or visit with other families.
- We will announce when your campers may board the buses, approximately 30 - 45 minutes after the start of check-in. We suggest you have your campers visit the rest rooms prior to this time.

## CHECK-IN/RETURN DATES & TIMES

Session #	Grade Levels	Camp Dates	Check-in Time on First Day	Return Time on Last Day
Session 1	10th - 12th	June 10-16	6 pm	12 pm
Session 2	8th & 9th	June 17 - 22	6 pm	12 pm
Session 3	6th & 7th	June 23 - 27	1 pm	12 pm
Session 4	4th & 5th	June 28 - July 1	1 pm	12 pm
Session 5	8th & 9th	July 5 - 10	6 pm	12 pm
Session 6	6th & 7th	July 12 - 16	1 pm	12 pm
Session 7	9th - 12th	July 17 - 22	6 pm	12 pm
Session 8	3rd, 4th & 5th	July 23 - 25	1 pm	12 pm
Session 9	4th & 5th	July 26 - 29	1 pm	12 pm
Session 10	6th & 7th	July 30 - August 3	1 pm	12 pm
Session 11	3rd & 4th	August 8 - 9	10 am	5 pm
Session 12	6th & 7th	August 10 - 14	1 pm	12 pm

## RETURN PROCEDURES

Buses will arrive at approximately the times listed in the Check-in/Return Dates & Times chart for your camper's session, depending on traffic. The luggage truck will arrive prior to the buses.



## RETRIEVING LUGGAGE

Our high school L.I.F.E. Guard campers and assigned adult volunteers will unload the luggage truck, sorting luggage by gender. So that this can be done in the most timely and organized manner, we ask that you remain behind the taped off area until all luggage has been unloaded. The tape will be removed as soon as everything is off the truck.

## SAFETY/RELEASE OF CAMPERS

**Important!** If your camper should NOT be released to a particular person, we must have a release form signed by the custodial parent/guardian indicating the name of the specific person who is NOT allowed to pick up your child. In this situation, your child will only be released to the custodial parent/guardian or to another designated adult, as indicated on the form. A photo ID will be requested in this case before your child is released.

Please forward the camper release form to the Camp Akita registration office at the North Campus of First Community Church no later than 24 hours prior to the camper's return from camp.

Copies of the form are available at [www.CampAkita.org](http://www.CampAkita.org) or you can email [Registration@CampAkita.org](mailto:Registration@CampAkita.org) for a copy. Please call 614 488.0681 ext 101 if you have any questions regarding this new procedure.

## BUS RETURN

Please wait until all of the buses have entered their designated parking area and come to a complete stop. Your child will return on the same bus number that they were assigned to during check-in. If you have turned in a camper release form with specific instructions regarding the release of your child, the person picking up the child will be asked to provide photo identification before the camper is released to their care.

**Thank you for your support of Camp Akita and of these policies contained in the Parent Handbook!**

