



# PARENT HANDBOOK | 2020

## Summer Camp Programs





# WELCOME TO CEDARKIRK

**Welcome to Cedarkirk Summer Camps.** We are very excited that your child is coming to camp this summer! We have a fantastic program planned that will provide your camper with an unforgettable camp experience.

This handbook is designed to orient you to Cedarkirk's summer programs, to address questions you may have, and to present some of the things your child will experience at Cedarkirk this summer.

Many people come together each year to make our programs happen. From year-round staff to volunteers, each of us loves outdoor ministry and brings a variety of experiences and expertise to make camp a special, safe, and meaningful place for every camper. Many more people uphold our ministry throughout the year with gifts of time, money, and prayer and help ensure that your child's time at camp is truly memorable!

If you have any questions about Cedarkirk or its residential camp programs after reading this handbook, please contact us. Additionally, if you would like to help serve with us this summer as a volunteer nurse or worship leader, we would love to speak with you.

We are looking forward to seeing you this summer!

Blessings and peace,

**REBECA FRANCA**  
PROGRAM DIRECTOR

**MARK ORENDORF**  
ASSISTANT DIRECTOR

**SCOTTY GILLINGHAM**  
ASST. PROGRAM DIRECTOR

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# WHO'S WHO AT CEDARKIRK?

# BEFORE YOU ARRIVE

## YEAR-ROUND STAFF

### ACTING EXECUTIVE DIRECTOR:

Matt Shick

### ASSISTANT DIRECTOR:

Mark Orendorf

### PROGRAM DIRECTOR:

Rebeca Franca

### ASSISTANT PROGRAM DIRECTOR:

Scotty Gillingham

### EVENT COORDINATOR & REGISTRAR:

Karin Dale

### FACILITIES DIRECTOR:

Kevin Taylor

### FOOD SERVICE DIRECTOR:

Jackie Butler

## SUMMER STAFF

We hire a team of about 40 energetic and dedicated young adults who are selected because they are committed to caring for your camper and shaping and upholding the values of Christian community that define a Cedarkirk summer program.

All counselors go through an extensive hiring process which includes personal interviews, a variety of background checks, and twelve days of intensive staff training.

Our staff are equipped with the skills necessary to create a physically and emotionally safe environment in which all campers can thrive, grow, and have fun.

**Each week** a few volunteers (pastors, youth directors, christian educators, and nurses) give their time to live and laugh alongside our campers and staff to lead Bible studies and worships based on the summer's theme.

## SUBMIT ALL FORMS:

Please submit all required documents to Cedarkirk at least 14 days prior to your child's arrival at camp. The *Get To Know Me Info sheet*, *current immunization record*, and a copy of the *camper's health insurance card* are required for attendance at Cedarkirk. Camp balances must be paid by May 27, 2020.

## HELP YOUR CHILD PACK:

Work with your child to select and pack the clothing and items on the packing list. Your child will be aware of what they have brought for the week and you can talk with them about what they can expect at camp and discuss any fears or concerns they may have about being away from home.

## SUMMER CAMP PACKING LIST

### CLOTHING

Shorts  
Shirts  
Long pants/jeans (*one pair*)  
Swimsuit (*one is fine, two is better!*)  
Socks & undergarments  
Sleepwear  
Rain coat/poncho  
Sneakers/comfortable athletic shoes  
River shoes/aqua socks (*need heel straps*)

### PERSONAL ITEMS

2 Towels (*one for shower/one for pool*)  
Toiletries (*soap, shampoo, deodorant, etc.*)  
Sunscreen  
Insect repellent

### BEDDING

Pillow & pillow case  
Sleeping bag **OR** sheets & blanket

### GENERAL ITEMS

Bible  
Notebook & pen/pencil  
Water bottle  
Bag for dirty clothes

### OPTIONAL ITEMS

Medications (*prescription only*)  
Flashlight  
Disposable camera  
Hat and/or Sunglasses  
Stamps & paper for writing letters  
White t-shirt (*middle and high school campers have the option to tie dye in arts and crafts*)

### DO NOT BRING

Cell phones  
Portable electronics (*iPads, computers, etc.*)  
Large knives or weapons  
Alcohol, drugs, or tobacco products  
Food/gum/snacks/drinks  
Money, jewelry or other valuables





# WHEN YOU ARRIVE

**CHECK-IN IS FROM 4:00-5:00 PM** for all camps *except* SHL and CLIP, whose Check-In is 3:00-3:30 pm. Please do not arrive prior to Check-In.

**SIGNS AND STAFF WILL BE POSTED** to direct you to the location of Check-In for your child's specific program.

**PLEASE LEAVE LUGGAGE IN YOUR CAR** until you have finished Check-In. You may be able to drive your child's luggage directly to their lodging.

## CHECK-IN PROCEDURE:

### STEP 1: WELCOME TABLE

You will be greeted by staff and receive your camper's check-in card as well as their name tag. You will head to the Registration Table to confirm check-in card information.

### STEP 2: REGISTRATION TABLE

Here you will submit your camper's check-in card and verify who may sign your camper out at the end of the week. Your child will be asked four health screening questions.

### STEP 3: HEALTHCARE TABLE

This is where our healthcare specialist will verify medical information with you and your child. If your child has any prescription or over-the-counter medications, they must be handed in at this table. If you have no medications to

submit, you will skip this table.

### STEP 4: ASSIGNMENT TABLE

Here you will find out your camper's lodging and who their counselors are.

### STEP 5: CAMP STORE

Here we will verify your camper's t-shirt size (they receive a camp shirt at the end of the week). You will also be able to purchase email/fax sheets (3 for \$1) so your camper can write notes and have them emailed/faxed to you.

### STEP 6: JOIN THE GROUP!

You may now take your camper and their luggage to the location designated. You can meet their counselor, say your goodbyes, wish them well, and leave them with their group as they begin a great week at camp!

# DEPARTURE DETAILS

## CLOSING PROGRAM & CAMPER PICK-UP

All programs end with a Closing Program at 3:00 pm on the last day of the camp session. Parents and family members are invited to attend the Closing Program and we encourage you to be present if you are able as it is an important time of closure for our campers. Campers may be picked up immediately following the Closing Program, which typically lasts about 20 minutes. Please do not pull your camper away from their group early since campers have a role in the Closing Program.

## PICK-UP PROCESS

At the conclusion of the Closing Program, you may find your child with their group. Your child's counselor will have a form for you to sign your camper out of our care. It is our policy that anyone signing out a camper must present a photo ID, so please remember to bring one with you. As you sign out your camper, your child's counselor will hand you a picture of your camper's group and other materials. You may also visit the medication table to pick up any medications.

## LUGGAGE PICK-UP

After signing your camper out, you may retrieve their luggage from the area designated for their group. Please make sure you have picked up all of your camper's luggage and double-check that you have picked up only their luggage; many bags look alike! Any remaining items will be held for two weeks in our lost and found closet and then disposed of or donated to a local charity.

## ON THE WAY HOME...

Listen to all of the stories your camper has to tell you about the new friends they made, the challenges they overcame, and the things they learned in worship and Bible study!





# A DAY IN THE LIFE... (OF A CEDARKIRK CAMPER)

## TYPICAL DAILY SCHEDULE

[FOR A MIDDLE OR HIGH SCHOOL CAMPER]

- 8:00** Wake up!
- 8:30** Breakfast
- 9:00** Morning Watch
- 9:15** Capers (each group completes a daily chore)
- 9:30** Activity Block 1\*
- 11:00** Activity Block 2\*
- 12:30** Lunch
- 1:00** Song Time
- 1:30** Rest Time
- 2:30** Activity Block 3\*
- 4:00** Activity Block 4\*
- 5:30** Dinner
- 6:15** Activity Block 5\*
- 7:15** Recreation
- 8:15** Worship
- 9:00** Night Activity
- 10:00** Snack
- 10:30** Shower/Get ready for bed
- 11:00** Lights Out

### \*GROUP ACTIVITY BLOCKS MAY INCLUDE:

archery, slingshots, canoeing, Bible study, shark's teeth hunting, arts & crafts, water games, climbing wall, zip lines, high ropes challenge course (campers 12 and older), low ropes initiatives course, kayaking, pool, and field games.



## TYPICAL DAILY SCHEDULE

[FOR A JUNIOR CAMPER]

- 8:00** Wake up!
- 8:30** Breakfast
- 9:00** Morning Watch
- 9:15** Capers
- 9:30** Activity Block 1\*
- 11:00** Activity Block 2\*
- 12:30** Lunch
- 1:00** Song Time
- 1:30** Rest Time
- 2:30** Activity Block 3\*
- 4:00** Activity Block 4\*
- 5:30** Dinner
- 6:15** Recreation
- 7:15** Worship
- 7:45** Night Activity
- 8:30** Snack
- 9:15** Shower/Get ready for bed
- 10:00** Lights Out

# HELPFUL INFO & FAQs

## WHAT CAN MY CHILD EXPECT DURING HIS OR HER EXPERIENCE?

While at Cedarkirk, your child will be part of a "family group", typically comprised of a group of boys, with a male counselor, and a group of girls, with a female counselor. It is with this small group that your camper will experience Cedarkirk's activities (i.e. canoeing, Bible study, climbing the rock wall, swimming, etc.). In the evenings, these groups come together for worship, snacks, and an all-camp activity (such as a campfire, dusk swim, or line dancing). Within this small-group model your child can expect to: make new friends, try a new skill, work within a group to address challenges, grow physically, spiritually, and emotionally, serve others and the camp, actively participate in decision-making, and have an unbelievable amount of fun.

## WHAT ARE SOME WAYS I CAN PREPARE MY CHILD FOR CAMP THIS SUMMER?

- Help your child pack for camp (see page 5 for a more detailed description).
- Share anxieties you may have had as a child when spending time away from home. Respect your child's anxiety, but highlight the positive things that came from your experience.
- Discuss things your child may miss from home, but emphasize the new friendships and experiences they will gain at camp.
- Talk about the length of their stay at camp in perspective to other positive overnight experiences.
- Pray with and for your child and let them know you will be praying for them each day they're at camp.

## HOW DO YOU HANDLE HOMESICKNESS?

Homesickness is a natural feeling that many campers experience. Generally, the feeling passes quickly and the camper has a great week at camp! Staff and other campers are supportive and instrumental in helping a homesick camper feel better about being away from home. We invite parents and friends to write supportive letters and emails encouraging the camper to enjoy their time at camp. Since talking to parents on the phone nearly always makes homesickness worse, we typically do not allow campers to call home. If your camper experiences serious homesickness a staff member will contact you to see how we might better care for them. If you receive a homesick letter from your camper, please realize that the feelings your camper had when writing the letter have likely already passed.

## WHAT IS YOUR DISCIPLINE POLICY?

We work hard to ensure the physical and emotional safety of all campers. When a camper's behavior damages the dynamics of a group, staff will work with the camper to resolve the conflict in a healthy, positive way. If this does not encourage a shift in behavior, the camper may be asked to speak with a unit coordinator or director. If a camper remains non-compliant with the safe environment we have created, they may be sent home. It is our hope that we can intercede and work to resolve conflict in healthy ways that benefit the entire group. Violent behavior is never tolerated at Cedarkirk: campers who act violently towards themselves or others or who threaten others are removed from their group immediately and sent home.



# HELPFUL INFO & FAQS (CONT.)

## WHY CAN'T ALL MY CHILD'S FRIENDS BE IN THE SAME GROUP?

One of the greatest values of the camp experience is the community and camaraderie that develops within a group as the week progresses. We recognize that a week of camp could further strengthen the bonds of friendship and trust your child already has with his or her friends. However, when many campers in a group already know each other, the group-building process is hindered and the campers that aren't associated with that group of friends often feel marginalized. To ensure that all campers have the best possible experience, we spread out groups of friends across several camp groups when possible.

## WHAT DO YOU DO DURING SEVERE WEATHER?

Our counselors are trained in teaching and leading alternate indoor activities during periods of bad weather and, in spite of rainy days, campers have fun playing and laughing inside Cedarkirk's facilities. Counselors are also instructed on seeking the best shelter options present in case their group is located off-site or are unable to travel to a building. During a thunderstorm, campers move to secure, covered buildings like the Pavilion or a lodge to wait out the storm. In the event of a tornado warning, campers gather at Cedar Lodge, the lowest shelter point at camp. If an approaching hurricane threatens the surrounding area, parents of each camper are called and campers are picked up prior to the storm's arrival. We try our best to provide the opportunity for all campers to participate in every activity available for their age group by rescheduling activities as needed.

## HOW DO I COMMUNICATE WITH MY CHILD?

### -BY MAIL:

Receiving mail is one of the highlights of the week for many campers. Mail is distributed each day between lunch and rest time. Please address mail in the following way:

**[Camper Name and Group or Village\*]  
Cedarkirk  
1920 Streetman Drive  
Lithia, FL 33547**

*\* Group/Village info is provided at Check-In*

### -BY E-MAIL & FAX:

You may also fax or email messages to your child during their time at camp. Letters may be faxed to **813.689.9170** or emailed to **camper@cedarkirk.org**. Please limit the email or fax to one page in length. We do not process attached files. Include your camper's name and Group or Village in the subject line.

## PHONE CALLS/OUTSIDE EMERGENCIES:

Campers are not typically allowed to make or receive phone calls. If there is a problem or emergency concerning your child you will be contacted by a staff member immediately. If you have an emergency at home and need to contact us, please call **813.685.4224 x1** during normal business hours (9:00AM-2:30PM) to reach our office manager. Outside of ordinary business hours, you can call **813.681.1354** to reach an on-duty staff member. We will quickly relay any important messages to your camper.

# HELPFUL INFO & FAQS (CONT.)

## CARE PACKAGES:

If you wish to send a care package to your child, consider including puzzles, comic books, stuffed animals, note cards, etc. We ask that you do not send snacks or other food items as they tend to attract bugs and critters into our cabins and lodges.

## HEARING FROM YOUR CAMPER:

Parents always like to hear from their camper and are often disappointed if they don't receive a letter. To encourage letter writing, send a few self-addressed and stamped postcards or envelopes to camp with your child so they can tell you about all the fun things they've done. You also have the option of purchasing email/fax sheets at Check-In (3 for \$1). Campers can write or draw on these sheets, which are sent by our staff to the fax number or email address you provide.

## CELL PHONES:

In order to maintain a community-focused program and minimize distractions, we do not allow campers to keep cell phones at camp. If your camper brings a cell phone to camp, it will be confiscated, stored securely, and returned at the Closing Program.

## DO YOU HAVE MEDICAL STAFF AVAILABLE?

Yes. We have a health care specialist on site each week to assist your child with any medical needs. Our staff are certified in first aid, CPR, and the use of an AED. Emergency response personnel are located minutes from the camp gate and a regional hospital is just over 10 miles away.

## CAMP FOOD:

Meals at camp are nutritionally-balanced and prepared by qualified, experienced staff. Fresh fruit is available to campers throughout the day and a snack is provided each evening. We do accommodate a variety of special diets, including vegetarian and gluten-free, and we are peanut-free in the summer. Please make sure any requests or restrictions are noted on your child's Medical Form (completed online during registration). All campers participate in a few cookouts each week and will have a role in preparing the meal for their group.

## VISITORS:

We generally do not allow visits to camp by parents and friends. Your child is at camp for only a short time and most visits tend to disrupt the dynamics of your child's group and bring on feelings of homesickness. For the security of all campers, we do not allow anyone on site who has not been approved by a director. If you would like a tour of the site, please contact our office and we will be happy to arrange one prior to the start of camp.

## MY CHILD HAS SPECIAL NEEDS:

We strive to provide the best possible environment for your child. If there is any information that would help us care for your camper better, please indicate it on their Medical Form or notify a director prior to your child's arrival. If you are not sure whether Cedarkirk can accommodate your special needs camper, please feel free to contact a director, who will speak with you about whether or not we can provide a camp experience for your child.





# CONTACT INFORMATION

## **CEDARKIRK CAMP & CONFERENCE CENTER**

1920 Streetman Drive  
Lithia, FL 33547



**PHONE**

813.685.4224

**FAX**

813.689.9170

**WEB**

[www.cedarkirk.org](http://www.cedarkirk.org)

**FACEBOOK**

[www.facebook.com/cedarkirk](https://www.facebook.com/cedarkirk)

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