

# CAMP SANDY COVE

2012 PARENT HANDBOOK



Christian Camping at its best!  
Since 1950



## **Admission**

Camp Sandy Cove, provides summer camp programs for boys and girls ages 7 to 15. Children with special physical or emotional needs will be accepted if the camp program is determined to be in the child's best interest. Camp Sandy Cove accepts all campers regardless of race, religion, or national origin.

## **Accreditation**

Camp Sandy Cove is accredited annually by the American Camp Association (ACA). The ACA is comprised of camp professionals who have compiled a set of standards which are to be viewed as the basic standards by which a camp should operate, and is considered to be the leading accrediting organization in camping. ACA accreditation is voluntary. CSC chooses to be a part of this process because of our desire to offer safe, high quality programs for your children. Camp Sandy Cove is also a member of the Christian Camp and Conference Association.

## **Payment Information**

- Payments can be made by cash, check, money order, Visa, MasterCard or Discover. Please make checks/money orders payable to Camp Sandy Cove.
- **If you register before January 31, 2012 (base camp fee is \$515)**
  1. Pay an initial deposit of \$50. Your balance will be due on June 1. This deposit is non-refundable but fully-transferable up until June 1.
  2. Pay an initial deposit of \$50, and sign up for monthly payments of \$93, beginning February 1 and ending on June 1. Your balance and/or additional fees that you select (store money, horsemanship school, shuttle, etc) will be billed on June 1. This deposit is non-refundable, but if you are unable to attend camp we will refund any monthly payments that you have made.
- **If you register after February 1, 2012 but before May 31, 2012 (camp fee is \$565)**

Pay an initial deposit of \$50. Your balance will be due on June 1. This deposit is non-refundable but fully-transferable up until June 1.
- **If you register after June 1, 2012 (camp fee is \$665)**
- After June 1, you must pay in full when registering.

## **Enrollment Information**

No child will be permitted to attend Camp Sandy Cove with incomplete records. The following forms will be completed while registering on-line with Camp Sandy Cove:

- Confidential Form & Talent Release Form
- Day Trip Sign Up
- Activity Sign Up

A Health Form must also be on file for each camper. This must be completed by the parent or guardian and signed by a licensed physician. Your child will be required to have a physical if he/she has not had one in the last twelve months. The Health Form should be brought with you when you bring your child to camp.

Campers who register for the Leadership Training or the Tripping Program will be required to complete additional forms.

### **Contacting Camp Sandy Cove**

If you need to contact Camp Sandy Cove during our summer season (May through September), please call 304-856-2959. We attempt to answer our phone 24-hours a day. However, please be aware that CSC office personnel are available from 9 AM to 6 PM to take registrations and answer questions. You may fax documents to 304-856-1683. To contact Camp Sandy Cove during our off-season, please call 443-674-9454. You may email us at [campInfo@sandycove.org](mailto:campInfo@sandycove.org).

Campers are not permitted to make or receive phone calls unless prior arrangements are made through the camp office. (Multiple week campers are permitted to call home on Sundays. For International campers: please provide a pre-paid calling card or instruct your child to reverse the charges. Campers may also receive letters and packages at Camp Sandy Cove, Route 1 Box 471, High View, WV 26808. Campers may receive email through our ECAMP program- please see our website or call the camp office for more information.

### **Getting to Camp**

#### **Arriving by car:**

Directions from Winchester, Virginia – Take Route 50 West approximately 12 miles. Turn left on Route 259 and proceed for 5 miles. Turn right on Christian Church Road. Turn left on Hooks Mill Road. Follow the signs to Camp Sandy Cove

#### **Arriving by plane or train:**

Dulles International Airport is approximately two hours from Camp Sandy Cove and transportation is available to and from the airport for \$40 per child. Camp Sandy Cove is also able to provide transportation to and from a nearby train station for \$40 per child. Please contact our registrar if your child is arriving by plane or train.

#### **Arriving by Shuttle Bus:**

Round-trip transportation is provided between Camp Sandy Cove in West Virginia and Sandy Cove Ministries in North East, Maryland. Registration for campers who are going to Camp Sandy Cove is on Sunday, beginning at 1 PM. The shuttle departs at 2 PM. Parents may pick up their campers who are returning from Camp Sandy Cove between 12 PM and 1 PM. The fee for this service is \$40 per child for round trip transportation. Please note that campers who are not picked up within 30 minutes of the scheduled pick up time will be left under the supervision of the Sandy Cove Ministries Staff, and parents will be charged an additional \$5.00 fee per 30 minute increment. Space is limited and reservations are required.

In the event of an emergency that necessitates a change in the transportation schedule, parents will be notified by the Camp Sandy Cove staff as early as possible via phone. If the parent cannot be reached, the individual listed as the emergency contact on the Health Form will be notified.

### **Arriving at Camp**

Please plan to arrive at Camp Sandy Cove in West Virginia between **4 PM and 5 PM** on the first Sunday of your child's scheduled week of camp. Your child will be required to visit the camp nurse prior to meeting their cabin counselor. After you have registered your child, you will have an opportunity to meet your child's assigned counselor and help him/her get settled into a cabin. Please try not to arrive early as this time is extremely important in preparing for your child's arrival.

## **Picking Up Your Child**

Campers are to be picked up at Camp Sandy Cove in West Virginia on the Sunday of their departure between 10 AM and 11 AM. Parents are welcome to arrive in time for the Awards Ceremony, which is scheduled to begin at 10 AM in the gymnasium. A parent or authorized person must sign children out when they depart.

**Custody Issues:** In cases where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in our file expressly forbidding such parent to pick up the child, or for picking up at times not allowed by the court decree.

**Early Pick Up:** In the event that you need to pick up your child before the scheduled pick up time, please contact the CSC Office as soon as possible so that we may make arrangements with your child's counselor.

## **Camper Units & Cabin Assignments**

Campers are grouped by age into three separate Units. Braves and Papooses (7-9 year old boys and girls), Scouts and Maidens (10-11 year old boys and girls), and Warriors and Squaws (12-15 year old boys and girls). Campers are then assigned a cabin group with other campers their same age and gender. Each cabin group consists of 8-10 campers, a head counselor, and a junior counselor or other support staff member. Roommate requests can be made when registering and are honored to the best of our ability.

## **Cabin Life**

Campers are housed in cabins with approximately 8-10 other campers in their same age group, and are under the supervision of a cabin counselor and junior counselor. Cabins have twin beds and bunk beds, electricity, lights, ceiling fans, and bathrooms with showers. Campers are expected to keep their bunk and their belongings neat and tidy, and are given time each day to organize their area.

Our counselors strive to make cabin life pleasant for all campers. The counselor serves as a "parent figure" during your child's stay. Please talk to your child about the importance of communicating with his or her counselor should issues arise that negatively impact his or her camp experience. It is our goal to first prevent and then correct any problems that occur at camp, however we cannot correct a situation we are not aware of.

## **General Camp Rules**

Please make sure your child is familiar with the following rules:

1. Make sure your counselor knows where you are at all times and do not go anywhere alone.
2. Respect others. Keep your hands to yourself.
3. Stay out of other people's belongings.
4. If you have a problem, please speak to a Chief about it as soon as possible.
5. Please take care of any equipment or supplies that you use at Camp Sandy Cove and remember that campers are expected to clean up after themselves.
6. Shoes must be worn at all times. Open-toed shoes are not permitted.
7. Respect the counselors. Follow their instructions.
8. Turn in any illegal substances.

## **Meals**

Campers are provided with three meals a day, beginning with dinner the day they arrive and ending with breakfast the day they depart. All menus are child-friendly, nutritionally approved and served fresh. Tossed salad is available at all lunch and dinner meals. Peanut butter and jelly are available at each meal for campers who would prefer a sandwich. Snacks are scheduled as deemed appropriate.

## **CSC Store**

Campers are permitted to purchase items from the Camp Store each day. A pre-paid camper account must be set up for each child when registering. Cash will not be accepted at the store. Campers are permitted to purchase 2 food items each day. CSC gear and clothing, all-camp photos and weekly videos are also available for purchase at the camp store. Monies left over at the end of the week will be returned to the camper in cash or the credit card used to purchase the credit.

## **Activities**

At the time of registration you will be able to choose your child's activities. To make changes, please call the camp office. Activities are assigned on a first-come, first-served basis. Every attempt is made to assign campers to the activities they have requested, due to numerous scheduling and staffing considerations, no one is guaranteed their activity choices. Campers will receive their final activity schedule when they check in at Camp Sandy Cove. A complete list and description of all of our activities is available on our website.

Other Items: Shoes or boots with a small heel and long pants are required for horseback riding. Mouth guard, helmet, knee and elbow pads and wrist guards are required for skating activities.

## **Wednesday Trips & Field Day**

When registering campers who are 10 and older you will be able to select a day trip for them to participate in on Wednesday. Day Trips are assigned on a first come – first served basis. Though every attempt is made to assign campers to the Day Trip of their choice, due to numerous transportation and staffing considerations, no one is guaranteed their Day Trip choice. Campers will receive their finalized Day Trip assignment when they check in at Camp Sandy Cove. A complete list and description of all of our Wednesday Trips is available on our website.

Campers who are 7-9 years old will not go on a Wednesday Trip. A separate Field Day program will be provided for these campers, including games, activities, a special lunch and extra swim time.

## **What to Wear**

Please send your child to camp with comfortable, modest, weather-appropriate clothing. Please be aware that he/she will be participating in outdoor activities, arts and crafts, and other activities that may soil clothing. Open toed shoes are not permitted at camp. Please bear in mind that Camp Sandy Cove is a Christian camp and we seek to uphold Christian values and standards of dress. One piece bathing suits are required for girls. Tank-tops are not permitted, however modest sleeveless shirts are acceptable. Shirts and pants bearing messages or promoting products, music, etc. that may be considered inappropriate will not be permitted.

## **What to Bring to Camp**

Necessities: Bible, sheets & blankets or a sleeping bag, pillow, 2 towels, toiletries, bathing suit (one-piece for girls), lots of modest length shorts, lots of t-shirts (no tank tops, please), lots of

socks & undergarments, 2 pair of sneakers (in case one pair gets wet), long pants, sweatshirt or jacket (it can be cold at night), sunblock, water bottle, rain wear, flashlight, laundry bag. Optional Items: Camera, musical instruments, bug spray, stamps/self-addressed stamped envelopes, paper & pen. Please Do Not Bring: iPod, or any type of radio, video games, televisions, computers, magazines, cell phones, food or candy, pets or weapons. Please note that any material which we perceive as inappropriate for camp will be held in the office until the end of the week. Camp Sandy Cove is not responsible for lost or stolen items.

### **Lost & Found**

Camp Sandy Cove does not accept responsibility for lost and stolen items. Please do not send your child with items of great value. Please label all clothing, disposable cameras and other items with your child's first and last name. Lost & found items will be collected on a daily basis. It is the camper's responsibility to check the lost and found for misplaced items. Items will be kept until the end of the summer season and then will be donated to a charitable organization.

### **Discipline & Behavior Expectations**

Camp Sandy Cove has established rules which communicate our expectation that each and every camper strive to be caring, honest, respectful and responsible. We will treat all campers with love and respect. We will also work diligently with campers and parents to avoid conflicts in camp. However, there are some offenses that may warrant dismissal from camp. (If your child is sent home due to disciplinary problems a refund of the camp tuition will not be given.) These offenses include:

1. The use or possession of cigarettes, alcohol, drugs, knives, guns, or other weapons.
2. Fighting or continual verbal assaults directed at campers or staff.
3. Blatant disregard for the authority of the camp staff and policies (i.e. the continued use of profanity, stealing, graffiti, and vandalism, which if possible, will be punishable by financial compensation).
4. Consistently disruptive behavior that interferes with the flow of the program, physically or emotionally harms others, or otherwise conflicts with the program rules and guidelines at Camp Sandy Cove.

In the event that your child is guilty of any of these offenses, the director will contact you and you will be asked to come immediately to camp to pick up your child. Your cooperation will be most appreciated.

If your child is sent home, he/she will not be eligible to return that summer. However, they will be welcomed back the following summer. We hope to model God's forgiveness of our sins by forgiving campers after they have been disciplined in love. Questions or comments concerning this may be directed to Tim Nielsen, the camp director, at 443-674-9454 or [t.nielsen@sandycove.org](mailto:t.nielsen@sandycove.org).

### **Health Issues – Medication & Inhalers**

- A Registered Nurse is on duty at all times.
- If a child arrives at the camp site ill, or becomes ill at camp, the parent or another authorized individual will be notified by the Camp Nurse and a course of action will be determined.
- Sick children will be monitored and isolated in the CSC Infirmary under the supervision of the Camp Nurse. You will be notified if your child requires outside medical treatment or if he/she spends more than 12 hours in the infirmary.
- Please notify Camp Sandy Cove immediately should your child contract a communicable disease after his or her stay at camp.

All medications must be turned in to the Camp Nurse during the Camper Check In process. Prescription medications must be provided in the original container that identifies the prescribing physician, the name of the medication, the dosage, and the frequency of administration. All medications, including over the counter items, must be in the original container and clearly marked with the child's first and last name, and must be given directly to the Camp Nurse. Inhalers may be kept with the child as long as a parent makes such a request in writing. Otherwise, inhalers will be kept in the Infirmary until needed.

- Any misuse or misplacement of the inhaler by the camper will be cause for the inhaler to be kept by the Camp Nurse.
- Your child will not be permitted to stay at Camp Sandy Cove if he/she has: a fever of 100 degrees, an unexplained skin eruption or rash, pink eye (conjunctivitis), vomiting or diarrhea, head lice or a communicable disease.

### **Emergency Procedures**

- Emergency Procedures for fire, forest fire, disaster, severe weather, lost camper, medical emergency, intruders, transportation and evacuation are established in writing and are available for review upon request.
- Fire drills are practiced weekly throughout the summer.
- The following procedures will be followed in an emergency medical situation:
  1. A staff member will carry out immediate first aid and notify the Camp Nurse and Director
  2. The Camp Nurse or Director will notify the parent/guardian
  3. If parent/guardian cannot be reached, or situation warrants immediate emergency assistance, a staff member will notify the designated physician and/or call the local emergency unit for treatment, accompany the child to the nearest hospital, (Winchester Medical Center) and stay with the child at all times.
  4. An accident report will be completed and kept on file at Camp Sandy Cove.

### **Other Camp Sandy Cove Programs**

In addition to our traditional summer camp program, Camp Sandy Cove offers a number of special programs that allow campers to experience a variety of activities. Please refer to our brochure or website for specific dates and fees.

#### **Horsemanship School:**

Horsemanship school is offered for girls who are 10 and older during a variety of weeks throughout the summer. Campers spend three of their four activity periods at our stables, where they receive instruction in proper care and grooming, lessons in the ring, and have opportunities to participate in trail rides.

#### **Circus School:**

This summer Camp Sandy Cove is also offering specialty camps for children who are interested in circus performance. These campers will spend three periods a day in their concentration and have one elective activity. At the end of the week, the Circus School students will be presenting a Circus Show demonstrating their new skills.

#### **Leaders in Training and Counselors in Training:**

Our LIT and CIT programs are designed to facilitate individual growth in the areas of leadership, maturity, and overall Christian character. More information on these programs is available on our website. 15-16 year old campers who wish to participate in the LIT program must apply for a

space by completing an application (available on our website). Successful completion of the LIT program is a requirement, but not a guarantee, of acceptance into the CIT program.

### **Parent Involvement & Responsibility**

- **Parent Communication:** Parent feedback is welcome and desired by Camp Sandy Cove. If you would like to address an issue or problem your child had while at Camp Sandy Cove, please contact the director as soon as possible by phone (304-856-2959) or email (t.nielsen@sandycove.org). We are committed to solving problems, but cannot solve a problem we are not aware of.

**Visit:** You are welcome and encouraged to visit Camp Sandy Cove during our Open House on May 20th from 1 PM to 4 PM. To schedule a private pre-season visit, please contact the director at 304-856-2959. Visits during the camp season can be arranged by calling the camp office at 304-856-2959. All visitors must check in at the camp office. While we encourage those considering sending their child to Camp Sandy Cove to visit us, we discourage parental visits while your child is attending camp. One of the goals of our program is to promote camper development and independence outside of his/her normal comfort zones. Within the confines of our program, the presence of a parent sometimes inhibits that growth. Please note also, that the presence of a parent at Camp Sandy Cove supersedes the authority of the child(ren)'s assigned camp leader (i.e., if you are at Camp Sandy Cove, you are fully responsible for the care and supervision of your child(ren)).

- **Evaluations:** We need your comments, input and ideas on how to make Camp Sandy Cove better serve you and your child(ren). We will be e-mailing parents after their child's time at camp to direct them to evaluation forms. Please take time to fill out this form. This allows us to make necessary changes in the program and to recognize staff that have provided outstanding service to you and your family. Please note that if you want a response, you must include your child's name on the evaluation.

### **Transportation Guidelines**

There are occasions that could require your child to be transported by our staff during his/her stay at camp (i.e., shuttle service, day trips, emergency situations). Please make sure that you and your child are familiar with following policies:

1. Vehicles must not exceed legal passenger capacity, including driver.
2. When available, seat belts must be worn at all times by all passengers.
3. Campers may not sit in the front seat of the vehicle.
4. Passengers must remain seated while vehicle is in motion, and all hands, heads, feet, etc. must be in the vehicle.
5. A Health Form must be on file for each passenger.
6. There must be one staff member for every seven campers.
7. All loose baggage, gear, and equipment must be securely stowed out of the way of campers.
8. No eating or drinking in vehicles (driver is exempt from this rule).

Disruptive behavior will not be tolerated. The driver will stop the vehicle to correct any problems.

## **Parental Consent and Understanding**

*By registering your child at Camp Sandy Cove, it is assumed that you have read and agree to the following.*

### **I UNDERSTAND AND AGREE TO THE FOLLOWING:**

- A deposit is required for each week of camp I wish to enroll my child in. I understand this deposit is non-refundable but fully transferable until June 1. After that time, I forfeit the deposit should I need to cancel or change my child's week of camp.
- The balance of the camp fee is due June 1.
- I authorize the camp nurse to administer over-the-counter medications to my child if it is deemed in the best medical interest of my child. Such medications include, but are not limited to: Benadryl in case of an emergency allergic reaction, Tylenol for pain or fever, Robitussin for sore throat or cough. I understand that certain topical over-the-counter medicines such as Bactine, Caladryl, and Benzocaine are used for bee stings, poison ivy, bug bites, abrasions, and other minor skin irritations. I give permission to use these as necessary. If any medicines are unacceptable I will notify Camp Sandy Cove in writing.
- I also give permission for Camp Sandy Cove to apply sunscreen to my child as needed throughout the camp day. If any sunscreen is unacceptable, I will notify Camp Sandy Cove in writing.
- I further understand that Camp Sandy Cove cannot administer prescription drugs to my child, even with written parental consent, unless the medication is sent in a properly labeled container provided by a pharmacy and accompanied by a specific written authorization from the prescribing physician.
- I also understand that Camp Sandy Cove reserves the right to dismiss any camper when it is deemed necessary by the director to be in the best interest of the child or the camp. There will be no refunds for campers dismissed for disciplinary reasons.
- In the event that I cannot be reached in an emergency, I hereby give permission to the physician or dentist selected by the camp to hospitalize, secure proper treatment for and order injections, anesthesia, or surgery for my child. My child's physician or his/her office should be contacted if possible.
- I understand that I, or another individual who is approved to pick up my child from camp, may be asked to show photo ID in order to secure the release of my child from Camp Sandy Cove.
- I understand that Camp Sandy Cove is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- My child has permission, without restriction, to participate in all meals, snacks, regular and special programming, including out of camp trips, transportation, and overnights, unless I notify the camp otherwise in writing. I understand and realize Camp Sandy Cove will follow safety procedures, but that all physical activities include a certain risk and that Camp Sandy Cove assumes no liability for injury or damage arising from or as a result of participation. I affirm that I have been advised that field sports, challenge courses, camp craft, canoes, paddle boats, other water craft, indoor and outdoor games, hiking, rock climbing, swimming, zip line and other camp activities include certain risks and dangers. These risks include, but are not limited to loss of or damage to personal property, injury or fatality. In consideration of, and as part payment for, the right to participate in all of Camp Sandy Cove's activities and the services and food arranged for my child by Camp Sandy Cove, and its agents, servants, and employees, I have assumed all of the above risks and intending to be legally bound hereby, will hold Camp Sandy Cove and its agents, servants, and employees harmless from any liability which may arise out of or in connection with any trips and related participation in any other activities arranged for by Camp Sandy Cove, its agents, servants, and employees. The terms hereof shall serve as a RELEASE AND ASSUMPTION OF RISK for any minors.

I authorize Camp Sandy Cove and the Camp Sandy Cove staff to transport my child in a Camp Sandy Cove van, car, bus, mini-bus, or other vehicle to/from Camp Sandy Cove for activities, day trips, emergency care, etc.

I have read the enclosed Parent Handbook and understand all policies and procedures set for Camp Sandy Cove. I will abide by these policies and procedures and will review them with my child(ren). I support Camp Sandy Cove in its enforcement of these policies and procedures.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Camp Sandy Cove**

## **Mailing Address**

60 Sandy Cove Road  
North East, MD 21901

After May 1:

Route 1 Box 471  
High View, WV 26808

## **Director**

Tim Nielsen

## **Email**

[t.nielsen@sandycove.org](mailto:t.nielsen@sandycove.org)

## **Phone**

443-674-9454

1-800-234-2683, ext 454

After May 1:

304-856-2959

## **Fax**

410-287-3196

After May 1:

304-856-1683

## **Website**

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