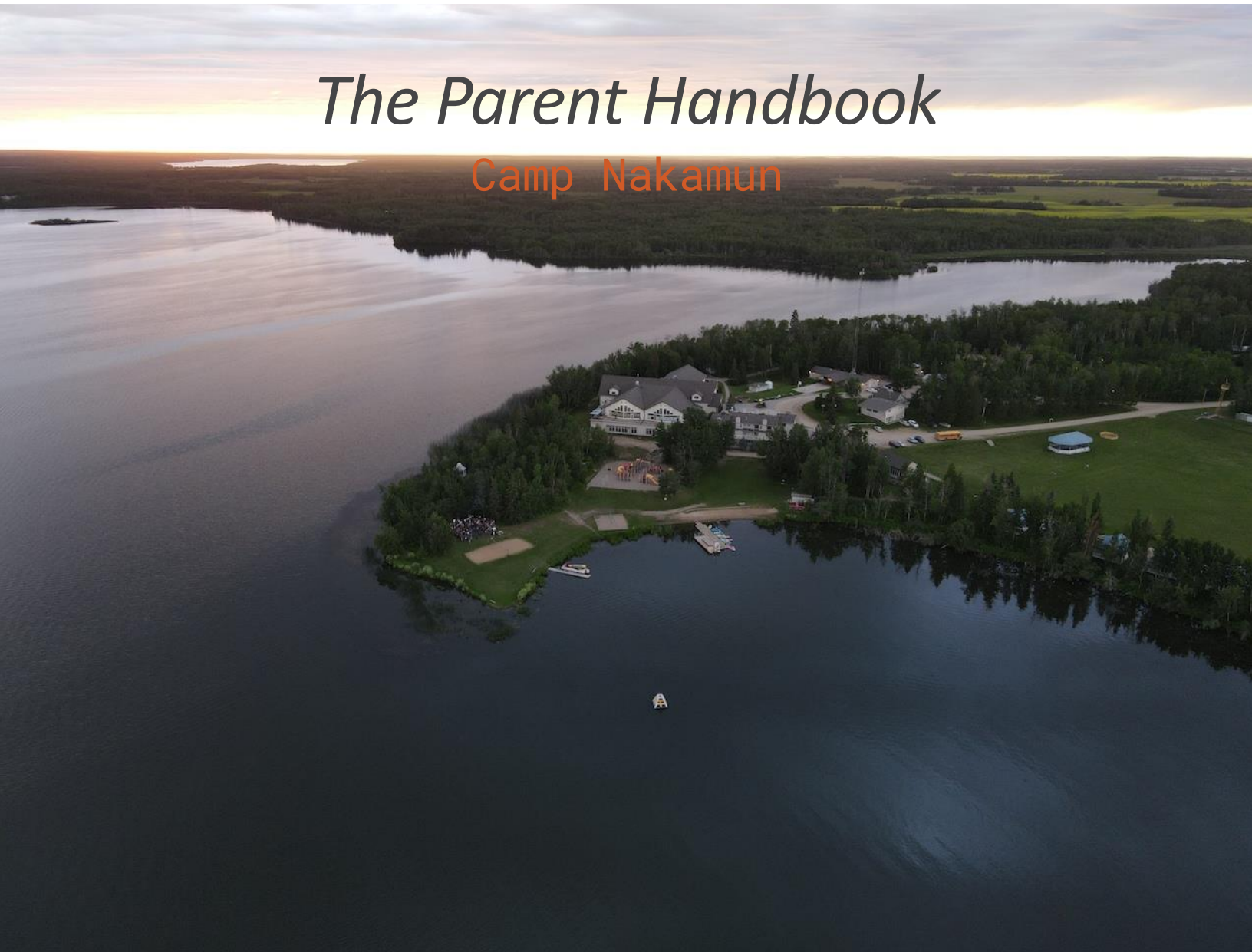




*Encounter God  
Enrich Relationships  
Experience Creation*

# *The Parent Handbook*

## **Camp Nakamun**



R.R.1, Busby, AB. T0G 0H0  
Ph:780-967-5585 Fax: 780-967-5505  
[www.campnakamun.com](http://www.campnakamun.com)  
[info@campnakamun.com](mailto:info@campnakamun.com)



# 1 The Parent Handbook

Since 1946 Camp Nakamun has been entrusted by many thousands of parents to take care of their children and foster their social, physical and spiritual growth in an atmosphere of fun, safety, acceptance and care. This handbook summarizes all the key information you need to know to prepare you and your camper for their week at camp

If you'd like more information after reading this booklet, or if you'd just like to talk to a real person, feel free to contact us.

**Phone:** 780-967-5585 **Email:** [info@campnakamun.com](mailto:info@campnakamun.com)

## 1.1 Our commitment to You

We know how important your children are to you. We commit to do our best to ensure your camper is safe, well cared for, and has positive experiences that will stay with them for a lifetime.

## 1.2 What we ask of you

To trust that we are working to make camp the best experience possible for your child. We ask that you communicate with us about your campers needs to help us accomplish this goal. One way to do this is taking the time to read this handbook thoroughly so that you:

- Know who we are and what we stand for
- Can coach your child on what to expect at camp
- Understand what our staff are capable of, and what they aren't

Finally, we ask you to have patience if things don't go as planned. Most campers have a great time, but occasionally, for different reasons, some don't. Your patience and understanding with our team will go a long way to ensure all parties can learn, grow and work towards success the next time around.

# 2 Origins and Faith

Camp Nakamun is a Christian camp. We were founded in 1946 by workers in the Christian and Missionary Alliance (C&MA) and remain apart of this denomination today, falling under the authority of the Western District of the Alliance Canada (WCD). You can find out more information on the C&MA, The Alliance Canada, and the WCD here:

<https://cmalliance.org/>

<https://thealliancecanada.ca/>

<https://thewcd.ca/>

Our desire is to connect with communities and partner with churches to reach children, youth, and adults with the message of Jesus Christ.



We share our faith in the redemptive and saving Grace of Jesus Christ in all of our Camp Programs. We aim to do this with humility, grace, and patience, knowing that all of us have fallen short but are still loved by the God who created each of us in his own image. We share who Christ is, our own experiences, and encourage campers to do the same. We don't pressure anyone into belief, but simply trust that when people see the love of Christ in action, their hearts will be drawn toward him.

## 2.1 Mission and Values

Our Mission is to ENCOUNTER GOD, ENRICH RELATIONSHIP, and EXPERINCE CREATION.

**Encounter God:** This is our "why". Each week we have a speaker come to camp to share age-appropriate teachings and stories twice each day (chapel service and campfire). Our Cabin Leaders lead devotions each night in the cabin where campers have the chance to reflect on what they heard from the speaker that day, ask questions, and pray. We have seen God transform lives here in both campers and in staff, and are so excited to see what He continues to do here.

**Enrich Relationships:** Campers are divided into cabins of 8 campers and 2 staff members (one senior and one junior Cabin Leader). They spend each day doing fun activities together, playing silly games, dressing up for themed meals, making crafts, challenging themselves, and having a lot of fun. Deep friendships are made at camp, and it's amazing to see how campers open up throughout the week.

**Experience Creation:** We are so blessed to be located on a beautiful lakeside property surrounded by God's creation. Here, campers get the chance to be outside more than they may be used to. They can walk on the trails through the forest, lay in the grass, swim in the lake, and be fully engulfed by the sights and sounds of nature.

## 3 Our Team

All staff and volunteers are hired based on character first and foremost. We look for staff that have a committed relationship with Christ, that are invested in the mission and vision of camp, and that love children!

The staff and volunteers overseeing your children will fall into one of the following categories:

- **Jr Cabin Leaders** – Typically high school students that volunteer for a few weeks in the summer.
- **Sr Cabin Leaders** – Typically individuals having completed grade 12 that hold a 2-month summer position.
- **Group leads** – Young adults (Typically completed grade 12 with prior camp experience) that hold a 4-month seasonal position.
- **Ministry Team** – Year-round and/or 4-month seasonal adult staff. They will have a variety of relevant education and experience.



- **Directors** – Full-time year-round adult staff having high-level authority and oversight over the camp.

### 3.1 Staff Selection and Training

All staff are interviewed prior to selection and are required to provide references. Those 18+ undergo a criminal record check in the vulnerable sector. All staff and volunteers are required to attend a week-long training camp at the start of the summer. This training includes:

- Camp Nakamun Mission, Vision, and values
- Organization Structure, roles and responsibilities
- Child protection policies and procedures
- Managing behavioural challenges and escalation procedures
- Job specific operational and safety training
- Personal spiritual formation
- Sharing the gospel with children
- Working with diverse campers
- Team building

Our staff are enthusiastic, they love children, and want to provide Godly mentorship throughout the short time they will interact with your child. However, while we train them how to respond to various situations that arise at camp, they do not have the specialized training needed to deal with more serious issues (i.e., they are not ‘counselors’).

## 4 Camper Safety

### 4.1 Child Protection

Our child protection policies and procedures are extensive, but in summary – they are intended to keep your child safe from harm while in our care. Key pieces of this policy and procedure are:

- **Background Checks** – all adult staff, volunteers, and guests staying onsite for an extended period during summer camp are required to undergo a thorough criminal record check in the vulnerable sector.
- **Supervision** – All policies and procedures are design to ensure campers are appropriately supervised and prohibit an individual staff member from being alone with a camper.
- **Staff and Camper Visibility** – Staff, Campers, are clearly identifiable and guests personally escorted. Site security measures require visitors to check in when arriving.

### 4.2 Equipment and Activity Safety

Each activity area at Camp has trained staff members responsible for leading the specific activity. Our Operations Director oversees all staff training and ensures competency is clearly demonstrated before staff are given



approval to independently setup and operate activities. Areas of training include:

- Daily equipment checks and routine maintenance.
- Safe operation of the activity.
- Interacting with and supporting campers as they learn and experience new things.
- Incident response and reporting procedures.

The Operations Director also ensures that routine inspections and maintenance are completed and documented, and that worn, defective, or expired equipment is removed from service.

### **4.3 Emergencies**

We have a full Emergency Response plan to handle all reasonably foreseeable emergencies, for example: missing camper, injury or medical emergency, fire, severe weather, aggressive wildlife, chemical spill, or extended power outage.

## **5 Inclusion**

We want every child who comes to camp to feel welcome and part of the action. If your child has any specific needs, please detail them when prompted during registration. This allows us to provide the best experience for your camper. Please understand that while we strive to meet the needs of every camper, whether they be physical, behavioural, dietary, or medical, there are some needs our staff and facilities are not suited to accommodate.

### **5.1 Medical needs**

The majority of our full-time staff have standard first aid training, and we have two staff members that hold an 80hr advanced first aid certification.

During the summer months we also hire a camp 'Medic', which is supported by our full-time staff. In selecting our Medic each summer, we go beyond the standard first aid requirements and seek individuals having a minimum 40hr+ certification (e.g., Wilderness or Workplace Advanced First Aid, EMR, etc.). You can meet the Medic when you drop-off your child. Our Medic is responsible for:

- Storing and administering camper medications (prescription and over the counter) on a parent provided schedule.
- Dealing with health concerns & minor injuries that arise during the week
- Administering First Aid when necessary
- Determining when to escalate an incident to other medical professionals
- Documenting each medical incident whether small or large.



For the safety of all campers, all medications belonging to campers and staff staying in cabins with campers (prescription and over the counter) must be turned into the Medic for secure storage. Please leave medications in their original containers and pack separately from other items. Medication should come with a label having your child's full name and instructions for the medic. Epi-pen or inhalers are allowed to remain with campers if needed.

## 5.2 Dietary Needs

We offer a wide variety of filling and balanced meals that are served cafeteria style. Each meal your child will get to choose from several food options, and we always cook enough to make sure that there is an opportunity for seconds after everyone has been served (except for dessert).

Table 1 shows some of our classic menu items, but our kitchen staff are imaginative folk that enjoy thinking up new options that all kids will love! The actual meals your child has will vary from this list.

*Table 1. Examples of meal options*

<b>Meal</b>	<b>Example Main Dishes</b>	<b>Example Side Dishes</b>
Breakfast	Pancakes, sausages, eggs	Hashbrowns, toast, oranges, fruit salad cereal
Lunch	Sandwiches, chicken fingers, tacos, wraps	Fries, sliced veggies, salad
Supper	Spaghetti & meat sauce, burgers, baked chicken, meatballs	Potatoes, rice, steamed veggies, salad, buns

If your child has special dietary needs or food allergies and is unable to partake in all or a portion of our standard meals, please tell us ahead of time. Our kitchen staff work hard to make sure everyone has appropriate alternatives available to them (e.g. allergen free, gluten free, vegan, vegetarian). However, we are a busy summer camp and do have limitations. In some cases, we may ask that you send specialized foods to help us meet your child's needs.

### 5.2.1 Nuts

Camp Nakamun is a 'Nut Aware' facility. This means that nut products are prohibited from being included in any source we directly control (i.e., cafeteria, tuck, vending machines, coffee shop). We also strongly discourage campers and guests from bringing nuts on site.



However, we cannot fully control what others choose to bring to the site. Therefore, we cannot guarantee your child will not be exposed to a nut product while onsite.

When needed, campers are allowed to carry an epi-pen with them.

### 5.3 Special Needs

We do our best to integrate children with mild developmental delays into our camp setting and have had positive experiences with children having a wide variety of needs (e.g., ADHD, FASD, ASD). However, our staff do not have the specialized training or experience needed to accommodate children with higher needs or significant developmental delay. Therefore, we do not consider ourselves a special needs camp.

If a child functions well and are, generally, independent in school then they should do well in our regular program, which has a nominal camper/leader ratio of 8:2. Please keep in mind that camp can be a more intense environment than school: the setting may be unfamiliar, the days are longer, there is less opportunity for quiet or alone time, and parents aren't around in the evenings.

A camper may be sent home early if a Director determines that our staffing model and/or training and program structure is not meeting a child's needs. We would prefer to avoid this, so if your child has special needs, it is best if you contact us before registering to discuss if our camp setting is the right fit.

#### 5.3.1 Aides

If an aide or respite worker is needed to ensure the camper has a successful week then we invite you to arrange for one to join your camper. Having an aide onsite requires pre-planning to ensure compliance with our child protection plan. Therefore, we ask that you contact us at the time of registration to discuss the arrangements. Provided the aide satisfies some basic requirements, they can join your camper free of charge.

## 6 Camper Challenges

### 6.1 Homesickness

Homesickness is common and does not need to be a negative experience for your child. Generally, we find that the best way to prevent homesickness from happening or to mitigate its impact is to keep the child focused on the exciting activities they are participating in and the friendships they are making.

#### 6.1.1 Phone Calls

We know you may be curious how your camper is doing, but because of the size of our program it is administratively difficult for our staff to facilitate



calls between campers and home. Further, we find that such phone calls can make homesickness worse rather than better. For these reasons, we strongly discourage phone calls except under special circumstances. If there are any challenges with or concerns about your camper, we will contact you.

With that said, we will never prevent a child from calling home or a parent from speaking with a child. We will, however, often ask them to wait for a more convenient time to make that call. Often, as time passes, and the camper becomes engaged with the camp program, the anxiousness fades and the desire to talk to a parent subsides. If not, we will happily facilitate a call.

### 6.1.2 Parent Visits

For security reasons, parent visits are only permitted under special circumstances and when prearranged with our leadership team. Please do not 'drop by' – you will be turned away.

## 6.2 Behaviour

We want Camp to be a safe space where children are free from emotional, verbal, or physical attacks, harassment of any kind, and where all treat each other with respect.

We train our cabin leaders to manage minor disputes and conflicts between campers. As much as possible we extend grace and provide opportunities for campers to adjust their behaviour before a greater level of intervention is applied. Typically, this occurs in three stages, but depending on the situation, we may, at our own discretion, escalate directly to Stage 2 or 3:

1. **Conversations** – our Cabin leaders and Group leads will talk with the camper about the negative behaviours and the impact those behaviours are having. They will set expectations as to what is and is not appropriate.
2. **Involvement of Leadership Team** – If the campers challenging behaviour continues, we will then involve a member of our ministry team. They will further talk with the child regarding the challenge or undesired behaviour and outline the consequences of continued non-compliance (e.g.: phoning parents, leaving camp). At this stage:
  - The camper's parents may be contacted and informed of the situation and asked for advice or more information; and
  - Our Directors will be made aware of the situation.
3. **Going home** – If negative behaviour continues a Director may determine that the camper's behaviour, disturbance of other campers, or refusal to cooperate with camp staff is no longer manageable by our team or is creating an unsafe environment. If this happens, we will contact a parent/guardian and request they come and pick up their child early. Decisions to send a camper home are final and need to be respected by parents.





Please note that a camper sent home due to behavioural issues cannot enrol in future camps in the same summer season but is welcome to come again the following summer. If a camper is sent home due to behavioural challenges, no refund or credit is granted.

Examples of behaviour that will begin or escalate this process are:

- Name-calling, threats, or other abusive language.
- Crude or inappropriate jokes or comments (e.g., sexual, racial, derogatory, etc.), whether they are directed at an individual or not.
- Pervasive swearing.
- Intimidating physical posturing or gestures.
- Initiating unwanted physical contact.
- Failure to follow staff instructions
- Refusal to take responsibility for actions or adjust behaviour when asked.

### 6.3 Injury

Despite our many safety protocols, injuries can sometimes occur at camp. The most common are: bumps, bruises, minor cuts or abrasions, and strains or sprains. Most of these minor injuries can be dealt with onsite and campers can resume participation. If our staff determine that an injury is more serious, they may:

- Contact parents to provide information about the injury and/or ask for guidance.
- Take the camper to a suitable medical facility - The closest and most convenient is the Hospital in Barrhead which is approximately 30 min away.
- Contact emergency medical services.

Parents will be notified as soon as possible if travel to a medical facility is required, or emergency services are contacted.

### 6.4 Illness

Camp is a close social environment, most of the time this is what makes camp so special and fun. We do regularly clean and sanitize our facilities and do our best to make sure all campers are routinely washing their hands. However, this closeness can mean your child may be exposed to a cold or flu. If your child does get sick, we will do our best to care for their needs, within reason. We will send a child home if their symptoms include:

1. Fever
2. Vomiting
3. Diarrhea
4. Any combination of symptoms – even if non-serious – that exceed what our staff can care for or that prevent their continued participation.



Please do not bring your child to camp if they are ill or if they have sustained a physical injury before camp that would make it difficult for them to participate. If you're unsure, call us and we'll work to find the best solution. If they can't come – we will transfer your registration to another week of camp when they are feeling better.

We are unable to provide refunds when a camper goes home early due to injury or illness.

## **7 What to Expect at Camp**

### **7.1 Accommodations**

Each child is placed into a 'cabin' having 8 or 9 children, one senior cabin leader, and one junior cabin leader. Each cabin is placed in one of our accommodations:

- Adjoining motel rooms (with adjoining door locked open)
- Dorm style room
- Individual cabin.

These accommodations vary in style and physical location around the site. Some have attached individual washrooms and some have access to larger shared washhouses. We assign campers to cabins based on their indicated gender, age, and the program they've enrolled in and for operational convenience. We do not allow accommodation 'requests', except where a clearly defined need exists (e.g. wheelchair accessibility).

Beds in all cabins are bunk style and are selected by campers on a first come, first served basis. Our staff will navigate changes if needed to satisfy camper needs.

### **7.2 Requesting Cabinmates**

When registering, you have the option of requesting a cabinmate for your camper. A friend can help make the start of camp easier and less intimidating. However, a large group of friends coming together can make that start more socially challenging for the other campers in the cabin. To minimize this, our practise is to only put two friends together in a cabin.

Please do not put more than one name on your cabinmate request as this makes it difficult for our team when they are making up cabins and more likely that your request does not turn out the way you expect. To ensure that your cabinmate request is honored, please ask the parent/guardian of the other child to also request your child as their cabinmate.

If you want to make a change (i.e. add or change a cabinmate request), just call our office and we can adjust your registration for you.



### **7.3 Color Groups**

Each cabin is assigned to a 'color group' that is supervised by a group lead. Each color group has four or five cabins that will attend activities together. Color groups include a mixture of boys and girls cabins.

### **7.4 Camp Program and Activities**

To ensure proper supervision of all campers, your child is required to be present for all aspects of the camp program, however, their level of participation can be adjusted based on their needs/preferences. We won't force someone to participate in an activity if they don't want to, but they do need to remain at the activity/program location with their cabin/color group.

### **7.5 Privacy**

To ensure privacy for all campers we require campers and staff to change in private (e.g. in private washroom stall, inside sleeping bag, etc.). We also require that all campers wear tops and bottoms to bed.

### **7.6 Fairness**

We want each child to have a consistent experience regardless of their family's financial situation. Therefore, all campers are provided opportunities to select items from our 'tuck' shop and are given a camp t-shirt at the end of the week. These things are included in the price of camp. Please do not send any money with your camper, they will not need it.

Our Coffee Bar and Merch station is open during camper drop-off and pick-up.

### **7.7 Packing Appropriately**

Table 2 provides a list of things to pack and Table 3 common items that should not be sent with campers.

Though technology is an important tool in everyday life, it is a major distraction in the camp environment. Any item on our 'do not bring' list or any other item that is or becomes a distraction or a possible safety hazard will be confiscated by our staff and returned to the parent at pick-up time.



Table 2. Packing List

What to Bring 😊	
<p><b>Bedding</b>  <i>Fitted Single (twin) sheet</i>  <i>Sleeping bag</i>  <i>Pillow</i></p> <p><b>Clothing</b>  <i>PJ's</i>  <i>Rain Gear</i>  <i>Shirts &amp; Sweaters</i>  <i>Pants &amp; shorts</i>  <i>Socks &amp; underwear</i>  <i>Hat</i>  <i>Swimsuit</i></p> <p><b>Footwear</b>  <i>Rubber Boots</i>  <i>Running Shoes</i>  <i>Sandals</i></p> <p><b>Toiletries</b>  <i>Toothbrush</i>  <i>Toothpaste</i>  <i>Towel(s)</i>  <i>Soap, Shampoo &amp; Conditioner</i></p>	<p><b>Personal Items</b>  <i>Water Bottle</i>  <i>Pen/Pencil</i>  <i>Notebook</i>  <i>Bible</i>  <i>Flashlight/headlamp</i>  <i>Sunscreen</i>  <i>Bug Spray</i></p> <p><b>Other Camp Specific Items</b>  <b>Grades 7-12</b>  <i>Speciality Option Item<sup>1</sup></i>  <i>Formal Banquet Outfit</i></p> <p><b>Outdoor</b>  <i>Hiking Shoes/boots</i>  <i>Waterproof Jacket and Pants</i>  <i>Long Underwear</i>  <i>Wool Socks</i>  <i>Toque</i></p> <p><b>Paintball</b>  <i>Extra clothes/coveralls that can get dirty</i></p>

Table 3. Common items that should not be sent to camp

What Not to Bring 😞	
<p><b>Electronics</b>  <i>Cell Phone</i>  <i>Smart Watch</i>  <i>Game systems</i>  <i>Music players &amp; headphones</i></p> <p><b>Valuables</b>  <i>Money</i>  <i>Expensive jewelry</i>  <i>Anything that you don't want dirtied, lost or broken.</i></p>	<p><b>Potentially Dangerous items</b>  <i>Lighters</i>  <i>Knives or sharp tools<sup>2</sup></i>  <i>Nut products</i></p>

<sup>1</sup> For example: an instrument or piece of sports equipment needed for the selected specialty option

<sup>2</sup> A multitool or similar may be permitted for outdoor trips.



## 8 Cancellation, Transfers and Refunds

We understand that things can change after you have registered for camp and want to make it as easy as possible for you to make a change.

### 8.1 Transfers

We are happy to transfer your registration at no cost to any other week of camp within the same summer, subject to availability. Camp will refund the difference if the new camp selected is less expensive; however, parents must pay the difference if the new week of camp is more expensive. If a suitable alternate date cannot be found cancellation is subject to the terms below.

### 8.2 Cancellations

#### 8.2.1 With 2 weeks or more Notice

We can cancel your registration and provide a refund, minus a \$40 administration fee with at least 2 weeks notice prior to the start of your child's camp.

#### 8.2.2 Less than 2 weeks notice

Because the bulk of our costs to host your child at camp are incurred **before** the start of their week at camp we are unable to provide a refund if a cancellation is received within 2 weeks of the start of your child's camp.

### 8.3 Refunds

Except for circumstances that are within the camps direct control, we do not provide refunds (full or partial) if a camper leaves or is sent home early. This includes for injury/illness, poor behaviour, or parent/camper choice.

## 9 Financial Aid

Our deep desire is for all children to get to experience camp, regardless of their family's financial situation. If you do not think you are able to afford the full cost of camp, we have generous donors that give each year to ensure financial support is available. The camp also sets aside a portion of its operating budget to provide additional financial assistance. We do ask families receiving support to contribute what they reasonably can. This helps ensure that our available sponsorship funds support as many campers as possible.

If you need financial assistance, please contact us during the registration process and one of our staff will provide a sponsorship application.