

Parents Pack

**Information about holiday camps held at
Camp Columba.**

August 5, 2011



Camp Columba
doing learning growing

Table of Contents

<u>How to Register, Payment and Fees</u>	3
Registration	
Full Payment	
Early Bird Payment	
WINZ or Other Subsidy's	
Cancelation	
<u>Arriving and Leaving Camp</u>	4
'Sign In' and 'Sign Out' Policy	
Arriving at camp	
Closing Ceremony	
Leaving Camp	
Pick Up	
If Not Picked Up	
Leaving Camp during Camp	
<u>What to Bring and What Not to Bring</u>	4
What to Bring	
What Not to Bring	
Lost Property	
Camp Columba Clothing	
<u>While at Camp</u>	5
Outline	
Activities	
Accommodation	
Food	
<u>First Aid, Medication and the Nurse</u>	6
The Nurse	
Who knows what information about the kids?	
When are Parents/ Caregivers contacted?	
Hospital	
<u>After Camp Follow Up</u>	7
<u>Who We Are</u>	7
Camp Staff	
Camp Volunteers	
Mission Statement	
Values	
Complaints	
More Information	
Contact us	
Map	

How to Register, Payment and fees

Registration

1. Fill out a registration form:

- Online: Go to our website www.campcolumba.org.nz and follow the links from there.
- Or by paper registration which you will need to send back to us. We send out pamphlets to a number of schools, churches and organizations in the Otago/Southland area.

2. Pay the deposit of \$20 per child

- this can be done by

- a. Direct credit our account number is: 03 1355 0667865 00

Please put your camper's name in particulars, and the camp name in reference. If you can't fit that please put the campers last name if nothing else.

- b. Cheque made out to Camp Columba
- c. Or cash

Once the registration and deposit are received your child is registered!

Full Payment

You can send the full amount in with the deposit or send it in before camp. We require the final amount paid by or on the day the campers arrive.

Early Bird Discount

There is a discount for each camp if full registration (received registration form and deposit) is made by a certain date before the camp. These dates and discounted fees will be outlined in the registration form and on line.

WINZ or other Subsidy's

We are an OSCAR approved child care facility. Call WINZ on 0800 559 009 or go online at www.workandincome.govt.nz to see if you are eligible for a subsidy.

Cancelation

The \$20 deposit is non refundable. The rest of the camp fee is refundable if the camper does not come to camp.

Waitlist

If your child is put on the waiting list we will contact you as soon as there is an opening available.

Fees

Fees include food, activities, accommodation, adventures, a camp DVD and supervision.

The camp fees do not cover the actual cost of camp. We rely on many financial partners to help make camps possible and affordable for everyone. If you would like to help us out financially or with a food donation please feel free to contact us.

Arriving and Leaving Camp

'Sign In' and 'Sign Out' Policy

We require each child to be signed in to camp when they arrive and to be signed out from camp when they leave. This is so we know exactly who and how many people we have at camp for safety reasons.

Arriving at camp

Camp opens for campers at 10am. Campers are not encouraged to arrive earlier as leaders may not be ready for them. The Camp Administrator meets parents and campers at the front of camp. At this point, parents will be asked to sign their child in, pay any outstanding money owing for the camp, hand in any medicines or medication to the first aid person for the camp and sign the declaration form for this.

Closing Ceremony

There is often a closing ceremony at 10:30 am and followed by a BBQ lunch where a gold coin donation is welcomed.

The closing ceremony is a time where the children can share something of what has happened at camp. It is also a time where the leaders acknowledge each kid individually as being awesome and special in some way. It is great to be able to have parents and caregivers see this. Prizes and thank you's are also done during this time.

Leaving Camp

Pick up

Parents will once again be asked to sign their child(ren) out. Children will only be released to persons stated on the Campers registration form. Parents are free to take their children home anytime after the closing ceremony but it would be awesome if you could stay for lunch before leaving that would be great.

In not picked up

Pick up time is officially 1pm. If a child is not collected after 2pm (1 hour grace period) parents or alternative contacts will be contacted. Staff and or leaders will not be leaving the site at 2pm. If parents or alternatives can't be contacted within that time police will be alerted. An additional care charge may be raised.

Leaving camp during camp

If for any reason a child needs to leave during camp this should be declared on the campers registration form or on the sign in sheet when signing them into camp or the Camp Director should be notified before pickup. Children will not be permitted to leave the camp unattended or with anybody other than those stated on the registration form. Again the child will need to be signed out and signed in again on return.

If there are any changes as far as transport it is best to contact us as soon as possible.

What to bring and not bring to camp

What to bring:

- Clothes to be warm in, clothes to get dirty in, a jacket (label everything PLEASE)
- Plastic bags to take wet clothing home (if any)
- Wet suit &/or togs
- Towel and Toiletries

- Torch, Hat and Sun Block
- Solid foot wear (two pairs if possible one to possibly get wet and another to stay dry)
- Bedding: Sleeping Bag & Pillow
- Bible, Notebook, and Pens
- Marshmallows, Juice & Baking for pantry
- Any medication including inhalers

Please label all clothing and items brought to camp e.g. sleeping bags

What not to bring

- Cellphones
- iPods, stereos etc
- Lollies, Energy Drinks etc.
- Cash
- Nice Clothes etc,
- Alcohol, Cigarettes, Drugs

Items like these (if found) will be held in the office until the end of camp. Parents/caregivers may be contacted depending on what the items are.

Lost property

All lost property items will be donated to charity four months after camp completes.

If you think your child has left something at camp contact us and we will be able to let you know if we have it or not. You will be able to pick the item/s from camp or we can post or courier it to you at your expense.

We will require that you send through money for postage before we send it.

Camp Columba clothing

- We sell Camp Columba t-shirts, hoodies and sleeveless hoodies which can be ordered before each camp.
- These will be available on the first day of each camp for the campers if payment has been received.
- Camp Columba clothing may only be taken if they have been paid for.
- T-shirts are \$20
- Hoodies are \$45

While at camp

Outline

Here is a sample outline for a day at camp:

- 7.30 Rise and Shine
- 7.45 Morning Aerobics
- 8.00 Breakfast
- 9.00 Cabin Clean Up
- 9.30 God Time
- 10.30 Leaders time & Snack
- 11.00 Adventures 1

12.00	Lunch
1.00	Rest time for 5-9 yr olds, free time for 10-13 yr olds
1.30	Adventure 2
2.30	Adventure 3
3.30	Snack
4.00	Adventure 4
5.00	Wide Game
6.00	Tea
7.30	God Time
8.00	Leader Time & Snack
	Surprise (examples could be a night game, bonfire or movie etc)
	Lights are OUT (earlier for the 5-9yr olds camp than the 10-13yr old camp)

Please note this is a sample and things are be changed around, added or subtracted but this is a general picture.

Adventures include games, crafts, activities, team exercises and more. Each camp is different.

Activities

These may include the speed slide, water slide, flying fox, Frisbee Golf, the climbing wall, raft building, kayaking, team building, low ropes course or high ropes course.

Accommodation

We have the girls sleep in one set of cabins (1-5) and the boys are in the other set of cabins (6-10) which are at opposite ends of the camp site. Each cabin has an en-suite consisting of a toilet or two and a shower or two depending on the cabin. The cabins have bunks with matrices but all other bedding must be brought to camp.

Cabin request- On the registration form there is a space for campers to request to be in the same cabin as someone else. We will try and make this happen but we cannot always do this, it is a request not a guarantee.

Food

We have great volunteer cooks and helpers for each camp and have a nutritional menu to keep the kids going at the fast paced, high fuel rate they do while at camp. If a child has food allergies or requirements these need to be put down on the registration form and we will try and accommodate as best we can. We will not always be able to accommodate everyone's needs but we try.

First aid, Medication and the Nurse

We have a "Camp Nurse" on site which may or may not be a nurse but has a current First Aid certificate. The employed staff at Camp Columba also hold current first aid certificates.

The Nurse

The camp nurse is in charge of holding and administrating all medication at the correct times, attending to cuts, bruises, and any other type of medical issue that may arise. There is a first Aid room adjacent to the camp office if a child needs to be have a lie down etc. This is also the place leaders bring children to if they need the nurse.

Who knows what information about the kids?

If any campers have conditions that all leaders should be aware of (e.g. asthma, allergies) then that information is given to leaders during their pre-camp training. If there is information about a camper's medical condition that does not need to be known by all leaders (e.g. bedwetting) then the Camp Director will only inform the appropriate leaders (usually the child's group leader). The first aid person, Camp Director and Camp Adjutant are aware of all medical conditions.

When are parents/ caregivers contacted?

The child's parents/caregivers will be contacted if the child's condition deteriorates or does not improve over the course of an hour or so. The parent then has the responsibility to decide what course of action should be taken. A child will not be held at camp if the Camp First Aid person deems it unsuitable or inappropriate – both for the child and the other campers.

Hospital

If the nurse deems necessary a child will be taken into the hospital or an ambulance called. As Camp Columba is geographically isolated, calling a parent to take a child to the hospital would be an unnecessary time waster. In this case, a Camp Columba staff member will take the child to the hospital. (As most of our leaders are teenagers they will not be asked to take a child to hospital.)

After Camp Follow up

After camp the child's leader will ring the camper to see how they are doing. After spending so much time together and building relationship through this we believe is to be a positive experience for the child to be called on the phone by their leaders. The leaders can become role models for the kids and by calling they can show that they still care for the child after camp and not just at camp.

If at camp your child expresses that they would like to start going to church or be involved in one of the Children's programs in the area we will have a person call them and you about this as well. We do not say they should go to church or even promote it but on an evaluation form among other things there is a box to tick if they would like to start going.

After camp we will also send out a little letter and a DVD from the camp. This will be sent in the few weeks after a camp finishes.

Who are We

Camp Staff

Camp Manager: Bruce O'Brien

Camp Coordinator/Director: Annie-Kate Williams

Camp Administrator: Treana Morton

Guest Services: John van Zoest

Top left clockwise- Treana Morton, Annie-Kate Williams, Bruce O'Brien, John van Zoest.



Camp Volunteers

- **Camp Adjunct or Program Director**- Is the spokes person that runs the program from one thing to the next.
- **Camp Nurse**- Outlined First Aid, Medication and the Nurse on page 6.
- **Camp Parents**- To be there for whatever needs done, giving extra attention to campers and leaders if they need it. Someone extra the campers can go to.
- **Camp Nana** (sometimes)- Same type role as camp parents.
- **Leaders** (16+ yr olds)- There is one leader for every 5 kids. We have groups of ten kids and two leaders (and one junior leader).
- **Junior Leaders** (14-15yr olds)- Are with a group of kids but are supporting and learning off the leaders. The junior leaders never have sole responsibility for a group of kids.
- **PA's** (14 mostly but 14+)- Do the hard yards in the kitchen, set up or put away games etc outside.
- **Technical person**- They run the power point, camera, video and will possibly be in charge of making the camp DVD.
- **Head girl leader**- They oversee the girl leaders and girl groups. They step into situations when needed e.g. very energetic group, or just lots of encouragement. They also report to camp director and program director things they should know (extra eyes, ears, and set of hands).
- **Head guy leader**- Same as Head girl but with the boys.

All staff, leaders etc go through a process of screening to see if they are suitable to be leaders etc at camp. If you want more on this process please feel free to contact Camp Columba.

Mission Statement

“The aim of Camp Columba is to provide a high standard of accommodation and adventure programmes to promote physical, emotional and spiritual development. In doing so to demonstrate God’s love to all who come into the Camp so that Christ might be revealed to them.”

Values

As a Christian camp, Camp Columba seeks to uphold the traditional values of family and places value upon individuals. Camp Columba always seeks to operate to the highest standards of integrity and honesty. Camp Columba believes in the value of mercy, justice and grace as these are defining characteristics of God and were principals that Jesus lived and ministered by.

Complaints

If you would like to express concern or lay a complaint please contact us by one of the following below.

More information

A copy of our Operations Manual (policies and procedures) is held at the main office and is available for inspection at any time. For more information please contact us.

Contact Us

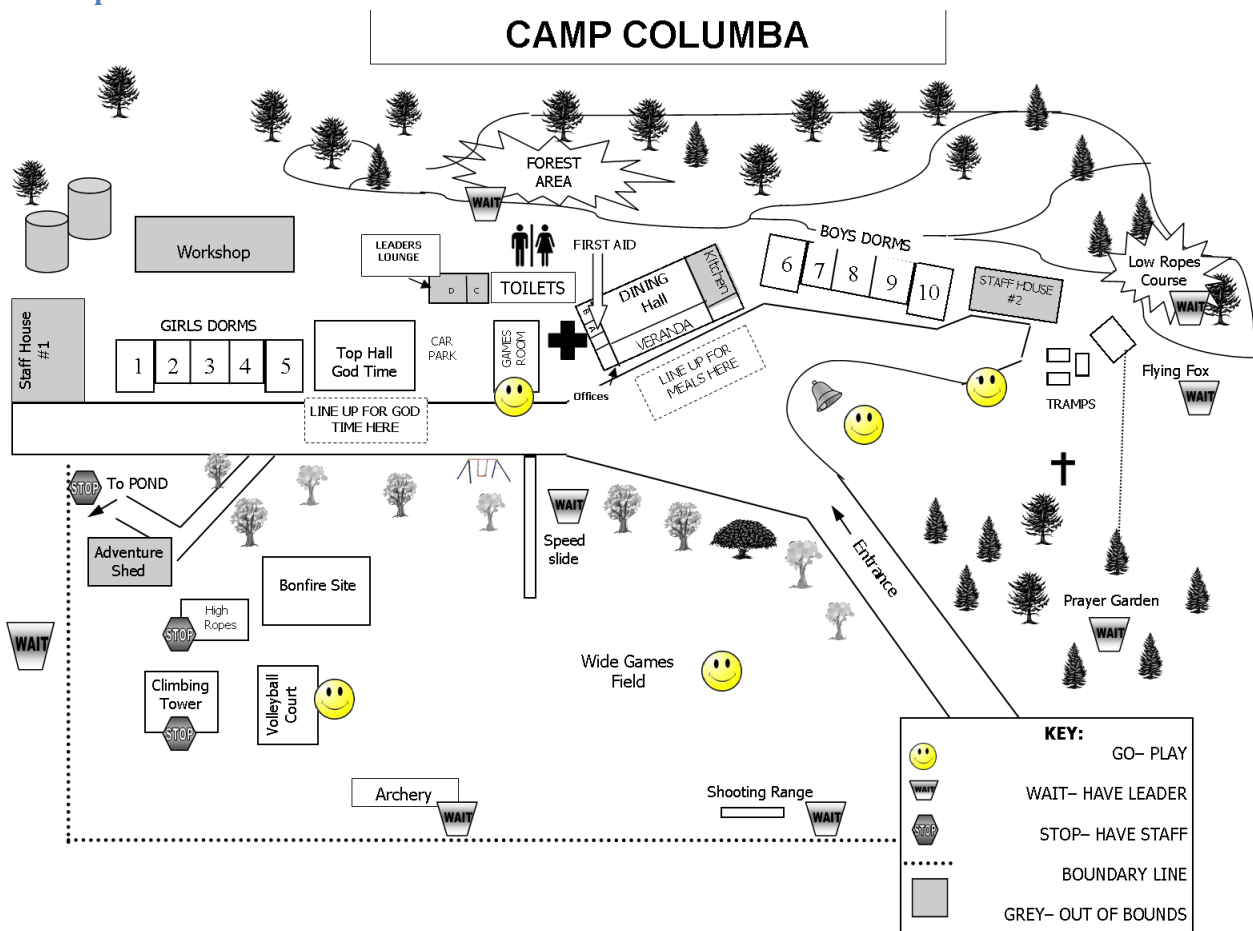
- Via the website 'contact us' www.campcolumba.org.nz
- Email the administration office info@campcolumba.org.nz
- Or email the Holiday Camp Coordinator holidaycamps@campcolumba.org.nz
- Send mail to Camp Columba, 89A Kaiwera Road, Pukerau, RD2 Gore 9772
- Phone Camp Columba: 03-205 3702
- Text the Holiday Camps Coordinator: 027 444 0568
- Fax: 03- 2053704



You can also find us on Facebook. This will have some photos and updates about what's happening at camp especially during camps.

Map

Of camp site



Where we are:

-See Google maps for more directions.

