



COLUMBA

CAMPS • SOUTHLAND

Parents' Pack

Holiday Camps Information

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Registration, Payment and Fees

Registration

Go to our website: www.campcolumba.org.nz & register online

Cabin requests - On the registration form there is a space for campers to request to be in the same cabin as someone else. **We will do our best to accommodate these requests but cannot make any guarantees.**

You will receive a confirmation email once we have received the registration.

Payment (3 Options)

1. Direct credit, our account number is: 03 0915 0013926 000
Please put your Invoice Number in Reference, and the Camper's Name in Details. If the latter doesn't fit, please just put the Camper's Surname (eg. '1007621' & 'Smith')
2. Cash on arrival

WINZ or other Subsidies

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.

Cancellation

The camp fee is only refundable if cancellation is made no less than 3 working days prior to the start of camp.

Waitlist

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

Fees

Fees include food, activities, accommodation, adventures 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 with a donation, please feel free to contact us.

Arriving and Leaving

'Sign In' and 'Sign Out' Policy

We require each child to be signed into camp when they arrive and to be signed out from camp when they leave. We need to know exactly how many people are on site and who they are for health & safety reasons.

Arriving

Camp opens for campers at 10am. If you arrive early you will need to wait with your child until 10am. Campers are not encouraged to arrive earlier as leaders may not be ready for them. Camp Staff and Leaders will meet parents and campers as they arrive and assist the parents with signing in their camper, paying any outstanding money, handing medication in to the Nurse, and showing the camper their cabin.



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Closing Ceremony

There is a closing ceremony at 10:30 am on the last day. The closing ceremony is a time when the children can share what has happened at camp during the week, where prizes are awarded, and the staff/leaders/volunteers are thanked and we watch the camp highlight video together. It is always encouraging for the campers if they have someone there to watch them, so we encourage you to come along!

Pick Up

Parents will need to sign their children out. Children will only be released to persons stated on the camper's registration form. Parents are free to take their children home any time after the closing ceremony, but it would be awesome if you could stay for a BBQ lunch before leaving. Please remember to collect medication and check the lost property table.

Late Pick Up

Pick up time is officially 12pm at the latest. If a child is not collected before 1.30pm (1.5-hour grace period) parents or alternative contacts will be contacted. If they can't be contacted within that time police will be alerted, and 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 camper's registration form or on the sign in sheet when signing them into camp. Either way, the Camp Coordinator should be notified before pickup. Children will not be permitted to leave the camp unattended or with anyone other than those identified by the parents. The child will still need to be signed out and signed in again on return.

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

Gear List

What to Bring:

Please label EVERYTHING brought to camp!

- Warm clothes, cool clothes, & old clothes to get dirty in
- A costume – dress to the theme! (optional)
- Plastic bags for wet clothing
- Wet suit/togs, hat (during summer programmes)
- 2x Towels and toiletries (soap, shampoo, toothbrush, toothpaste etc.)
- Torch
- Solid footwear: Two pairs – one to get wet and one to keep dry (one pair must be closed toed for adventure activities) Gumboots are recommended for winter camps!
- Bedding: sleeping bag & pillow (if your sleeping bag isn't very warm bring a blanket too)
- Bible and pens (if you don't have a bible & want one, come & see us! We'll give you one for free!)
- Marshmallows for the bonfire & baking for the pantry
- Any medication (including inhalers)
- Any outstanding camp fees

Please Leave at Home

- Cell phones, iPods, iPads & any other electronics

- Cash
- Extra treats and lollies (there will be plenty of food and goodies!)
- Weapons (BB guns, pocket knives, etc.)
- Nice clothes and items (sometimes things get lost/damaged at camp)
- Alcohol, cigarettes, drugs

Items like these will be confiscated. Parents/Caregivers may be contacted depending on the type of item.

Lost Property

All lost property items will be donated to charity four months after Camp ends. If you think your child has left something at Camp, feel free to contact us and ask! You may collect the item from Camp or we can post or courier it to you at your expense.

Camp Columba Merchandise

We sell Camp Columba t-shirts and hoodies which can be ordered when you register for Camp. These will be available on the first day of each Camp for the campers if payment has been received.

- T-shirts: \$24
- Hoodies: \$45

Camp Structure

Outline

Here is a sample outline for a day at Camp:

7.30	Rise and Shine
8.00	Morning Challenge
8.30	Breakfast
9.30	Cabin Clean Up
10.00	God Time
10.30	Cabin Time & Snack
11.00	Adventure 1
12.30	Lunch & Duties
1.30	Adventure 2
3.00	Snack
3.30	Adventure 4
5.30	Dinner
6.45	God Time
7.15	Cabin Time & Snack
7:30	Surprise (examples could be a night game, bonfire or movie etc.)
	Lights are OUT (earlier for the 5-9 year-olds' camp than the 10-13 year-olds' camp)

Note: This is a sample schedule. Activities and times are subject to change.

Adventures & Activities

These may include and of Camp's adventure activities including but not limited to the speed slide, water slide, flying fox, frisbee golf, the climbing wall, raft building, kayaking, team building, low ropes, High Ropes, abseiling, flying kiwi etc.

Accommodation

Girls and boys sleep in bunk rooms at opposite ends of camp. Each cabin has an en-suite. The cabins have bunks with mattresses, but all other bedding must be brought to camp.



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Food

We have great volunteer cooks and helpers for each camp and have a nutritional menu to keep the kids going. ***If a child has food allergies or requirements these need to be put down on the registration form and we will try and accommodate these as best we can.***

First Aid & Medication

Camp Nurse

The Camp Nurse, who is First Aid Certified, is responsible for holding and administering all medication at the correct times. They also attend to cuts, bruises, and any other type of medical issue that may arise. There is a dedicated First Aid space where the kids can go to visit the Nurse if they need to. All Camp Columba staff are also First Aid Certified in case of an emergency.

Confidentiality

If any campers have any medical conditions, only the following people are informed of these conditions:

- Their Cabin Leaders
- The Nurse
- The Camp Coordinator & Manager
- The Cooks (if it is a dietary condition)
- The P.D (if relevant)

When are Parents/Caregivers Contacted?

The child's Parents/Caregivers will be contacted for three reasons:

1. Behaviour – We have a 3-strike disciplinary procedure that is followed for every camper. If the camper is unwilling to listen to and cooperate with 1) their Leaders, 2) the Head Boy/Girl, or 3) the Camp Parents then the Camp Coordinator or Manager may contact the Parents/Caregivers to come and pick up their child.
2. Health – If the child isn't well and their condition is either deteriorating or not improving, the Parents/Caregivers will be contacted. They will also be contacted if the Nurse deems it unsuitable for the camper to stay, for their health and for the health of the other campers.
3. Homesickness – Home-sick children may ring their Parents/Caregivers for re-assurance & support.

Medical Emergencies

If the Nurse deems it necessary, a child will be taken to the hospital by a staff member or an Ambulance called. The Parents/Caregivers will be notified and updated regularly.

Post-Camp Follow Up

At the end of Camp, the campers fill out an evaluation form. Among other things, there is a box they can tick if they would like to start going to church or be involved in one of the Children's Programs in your area. If this the case we will contact you with contact and service information for churches in your local area

About Us

Camp Staff

Columba operates with a full complement of competent staff including, Camp Manager, Operations Manager, Caretaker/Maintenance and House Keeping Staff. Our Ministry Coordinator heads up all our inhouse camps and programmes and is supported by our instructor team and a variety of excellent volunteers.

Camp Volunteers

- **Program Director (P.D.)** - The spokesperson that runs the program
- **Camp Nurse** – Refer to previous page
- **Camp Parents** - Support the campers & leaders, help where needed, & with discipline when necessary
- **Leaders** - (16+ year-olds) There is one leader for every 5 kids. We have groups of 10 kids and 2 leaders (plus 1 junior leader).
- **Junior Leaders** - (14-15 year-olds) With a group of kids but are supporting and learning from the leaders
- **Program Assistant (P.A.)** - (13-15 year-olds) Work in the kitchen helping the cooks, serve the food, & set up or put away games outside
- **P.A.-Leader** – Go-to person for the P.A.s, facilitates their jobs and gets to input the basics of leadership into them
- **Cook & Assistant Cook** – Run & supervise the kitchen, feed the masses with tasty food.
- **Head Boy/Girl** - They oversee the boy/girl leaders and boy/girl groups. They step into situations when needed with support, encouragement, or discipline. They report to the Camp Coordinator.

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

Mission Statement

Create and facilitate a unique space where new adventures, experiences, and connections, empower the next generations to find their identity, purpose and value in Jesus Christ and His church.

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 principles that Jesus lived and ministered by.

Complaints Procedure

If you would like to express a concern or lay a complaint, please contact us (see below). We encourage feedback so that we can keep improving our camps and the way we do things!

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.

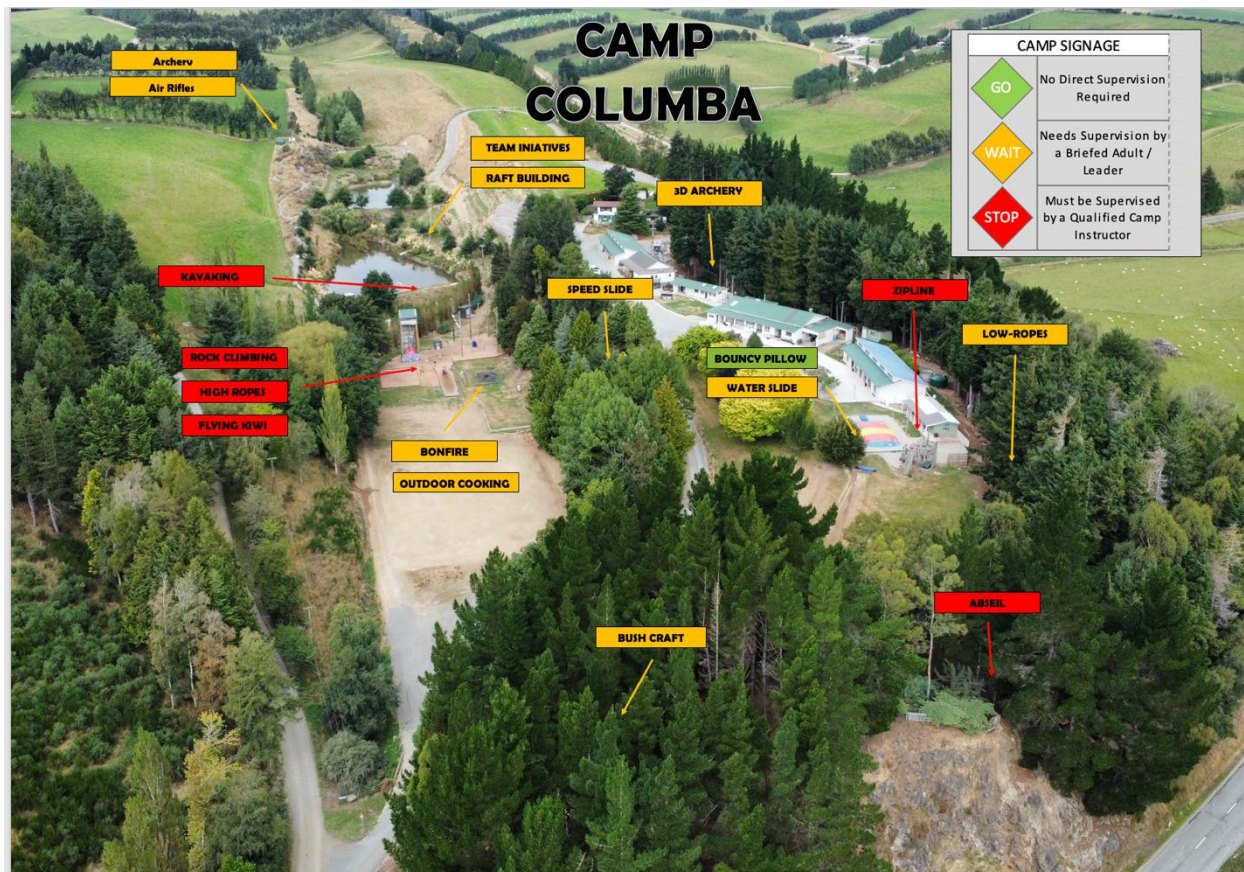
- Phone Camp Columba: 03 205 3702



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Map of Camp Site



Where we are:

