



# Camp Men-o-lan

PLAYBOOK



A wealth of knowledge to prepare campers and parents for Camp Men-O-Lan's summer camps



**2024**



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# WELCOME!

We are **DELIGHTED** to welcome you to our very special summer camp!

Many of our camp families have been part of Men-O-Lan for many generations, and every year we see lots of new families joining this community. It makes us so happy to welcome such an awesome group of campers!

## This is such a great place to be!

The purpose of this document is to show you how all of us together can have fun at Camp. You will find:

- Information on camp life;
- Suggestions for preparing for your camp session;
- Camp policies.

Some sections are color coded specifically for:

Overnight Campers

Day Campers

Please know that you are always welcome to reach out to us with any questions or concerns. We want your children to have a wonderful time at Camp!

~ *Camp Men-O-Lan Team*



# START HERE

For a child or teenager to come to Camp a couple of things need to happen:

- 1. Register online** (create an account through the link on [menolan.org](http://menolan.org))
- 2. Complete paperwork**
- 3. Make payment**

## Registering campers

Go to [menolan.org](http://menolan.org) > go under “Summer Camp” and select either Overnight or Day Camp > click on the green “Register Here” button.

Once an account has been created, every eligible session will show. If you believe that your child is eligible to attend a certain session, but you don’t see it among the available options, it may be because the camper’s grade is listed wrong in the system.

### After selecting the session(s), you must:

- Complete allergy information (can be edited later);
- Complete medication information (can be edited later);
- Read and sign the Disclaimer;
- Pay the tuition OR secure your camper’s spot by paying the \$50 deposit (per session).

### For your child to be able to attend Camp, you must also:

- Complete the Profile Form (online, accessible from your camper dashboard);
- Complete payments.



Scan to register

## Paper registration

### No screens? No problem.

We also have paper registrations forms for those of you who prefer to stay off-screen.

**Please call our office at 215-679-5144** to request these. The process is the same: you must provide contact and caregiver information for your camper, select their camp sessions, complete medical information, sign the disclaimer, and make payment.





# LET THE FUN BEGIN!

## Packing List

Here is a suggested packing list. Tweak it to your own needs, but remember we are at Camp, in the woods, playing games all day. **Things will get dirty, damaged and may be lost.**

### Most Common mistakes:

- 1) packing for two campers in one shared suitcase.** Your campers may not be in the same cabin. *Please pack separately for each camper.*
- 2) bringing WAY TOO MUCH stuff.** Campers have VERY LIMITED storage space. Only bring the important stuff.

### Bring These:

#### Everyone

- Comfortable clothes for rain or shine, hot and cold
- Closed toe shoes (for games & adventures)
- Swimsuit, flip flops, sunscreen
- Towel
- Water bottle
- Bug spray
- Bible, notebook, pen/pencil

#### Day Campers

- Peanut-free lunch (if not purchased from Camp)

#### Overnight Campers

- Bedding
- Clash and goofy and fancy dinner outfit
- Toiletries
- Feminine hygiene products for girls
- Mini fan (optional)
- Flashlight (optional)
- Peanut-free snacks (optional)

### Leave These at Home:

- Weapons of any kind (knives, firearms, lasers, etc.)
- Electronics (i.e. tablets, phones, cameras)
- Illegal drugs
- Anything containing peanuts
- Smoking devices and accessories of any kind (no smoking or vaping at Camp!)

### Medications

**ALL medications must be given to the Nurse (or Camp Manager at Day Camp) at check-in.**

Only asthma inhalers and epi-pens can stay with campers. Please make sure that each medication (prescribed and over-the-counter) is properly listed in the online registration system. This is part of the online registration process. If you need to add something last minute, please communicate it promptly to the **Camp Nurse** at the time of drop-off.

If you realize you forgot to hand them to the Nurse, please let us know immediately.

## Clothing (& dress code)

- Please make sure your clothes are comfortable to run around, sit on the ground, climb up the rock wall, or do a cartwheel. They must provide enough coverage for your body for every activity.
- No scary or non-camp-appropriate images or scripts.
- Shorts must come down to the middle of your thighs or lower.
- Shirt straps must be at least 2 fingers wide (no spaghetti straps) and must cover the midriff even when you raise your arms.
- Crop tops and sports bras can only be worn with a regular shirt on top.
- Boys Swimwear: Please wear swim trunks
- Girls Swimwear: Bring a modest one piece, or a tankini that keeps your belly completely covered, even when you raise your arms.

## Special Events

### In Day Camp, we have themed days throughout the summer:

We will let you know about these ahead of time so you can prepare for them. If you look at the weekly themes on the website, you will get an idea of what kinds of outfits your camper may need. Dressing up is not mandatory, but children always have so much fun with it!

### Overnight Campers have two theme nights for each session:

**Clash and Goofy Night:** Everyone (campers and counselors) dress up in fun(ny) outfits for dinner. Cabins dedicate someone from their group to represent them in a camp costume contest. *Please make sure the outfit your child brings is not scary or inappropriate in any way.*

**Fancy Dinner:** Our closing dinner on Friday night is an opportunity for everyone to take off the muddy sneakers and sweaty camp shirts and dress up a bit wearing something comfortably nice. Campers can have their pictures taken with their friends in our camp photobooth. Please make sure the outfits follow our dress code.

## Bedding

### Overnight Campers

Campers sleep on bunk beds with mattresses. Please bring a pillow and sleeping bag, or sheets and a warm blanket. Your cabin may participate in a sleep-out making a sleeping bag the best choice.

## Oh no! I forgot to pack \_\_\_\_\_!

If you or your child realizes that you left something at home, you are welcome to drop it off at the Office during regular business hours, and we will deliver it to your camper.

## Lost and Found

We HIGHLY recommend labeling every item with the camper's full name. Unlabeled lost and found items will be displayed at pick-up on Friday. At the end of August remaining items will be donated.

# Do Not Bring:

## Cell phones and electronics

We would like our campers to have a great time and make the most of their camp experience. Aside from the fact that electronics (i.e. cell phones) are expensive and can get lost, damaged, or stolen, there are three fundamental reasons why we do not allow campers to have cell phones or other electronics at camp.

- 1. Trust and independence.** When children come to camp, they are taking a leap of faith by transferring their primary care from their parents to us. This is one of the growth-producing aspects of camp. Sometimes kids bring their phones to reach out to their parents if they face a challenge during the day. As campers learn to trust other caring adults, and learn to solve some of their own challenges, they grow personally and become more independent and resilient.
- 2. Experience.** Being at camp is a chance to take a break from electronics, participate in "real life" activities, and be free from the pressure of "likes" on social media. It moves them out of their comfort zone and provides a wide range of opportunities to experience life in a different way, develop skills they didn't have before, and build strong and meaningful ("organic") friendships.
- 3. Safety.** Too often smart phones are used for bullying as people post unkind comments or even share unapproved photos of others. We want to minimize the risk of this happening at Camp.

IN CASE OF AN EMERGENCY, CAMPERS CAN BE REACHED VIA A PHONE CALL TO THE OFFICE.

## Contraband

Every year adventurous campers try to smuggle items not allowed on our camp grounds. Please make sure your camper(s) are not hiding things in their bags (or pockets, shoes, hollow Bible, etc.).

***Please note that Camp Men-O-Lan reserves the right to confiscate contraband items. These will be returned to parents/guardians only, at the time of pick-up. Campers possessing such items may be suspended from the camp program with no refund.***

## Camp Sections

Men-O-Lan's Summer Camp has an **overnight** and a **day camp** program which run parallel to each other the first five weeks of the summer. They share many of the locations, materials, and staff. Their mission is the same: **Life Change through Christ**. They are run by the same core values: nurturing, caring, respectful, united, excellent, and fun! The schedule, special events, games, and some of the traditions are different.

## Overnight Camp

Men-O-Lan started with an overnight program. It has changed over time but the core of it is the same as the very beginning: we want campers to have an encounter with the Creator of the universe. We want them to feel loved and cherished, and to be nurtured by caring and respectful staff.

We pack a lot into each day, so you can expect your child to return home exhausted but happy. The sessions go from Sunday afternoon to Friday evening, except for a select few shorter programs like Mini Camp.

Boys and girls are in different cabins. Each cabin can have up to 14 campers with two counselors in charge. (When possible, we prefer keeping the groups smaller as it promotes faster bonding, deeper conversations, and longer lasting friendships. It also reduces “frenemy drama” and behavioral challenges.) Counselors lead small group discussions, devotionals, and certain cabin activities.

Bible Time is led each week by a specific Bible Teacher who usually serves in some capacity at a local church. Evening campfires are a staple of Overnight Camp and many campers’ favorite time of the day. During the day various activities take place aiming to cater to every kind of camper: athletic, artistic, STEM-lover, etc. Campers are not required or forced to actively participate in any activity, only to be respectful of others while they are at Camp.

## Day Camp

Men-O-Lan added the Day Camp program in the late 1990’s. The past few years we have seen an increasing need for summer childcare that goes beyond the four walls of a building. Year after year we see children thrive in the “great outdoors”. We keep campers mostly outdoors, playing games, engaging in a variety of activities, going to the pool daily, and participating in Bible time and song time.

As Day Camp grows, we are moving toward single-grade groups. Each group has two counselors who are with them throughout the summer. They are leaders, guides, mentors, big brothers and sisters to the campers. They lead age-appropriate and engaging Bible time to their group every morning and guide them through the camp day as one activity follows another.

Our camper groups are co-ed, except for the oldest one: our 6-8th graders are separated into two groups. The boys are led by a guy counselor, and the girls are led by a girl counselor. We found that while campers at this age enjoy doing certain activities together, there are times when they prefer being separated to have more open and deeper conversations, for example, during Bible time.

## Themes

Each summer **Camp has an over-all theme** with a theme Bible verse. This theme is incorporated in both camp sections and counselors often point to it in conversations. These themes underline the core message of the summer.

In addition, **Day Camp has a weekly theme**. Since many campers attend Day Camp for multiple weeks we find it important to keep the program interesting and engaging. Each year we introduce new themes, and sometimes bring back old favorites. Activities, special events, and crafts incorporate the weekly theme. Please read the weekly Day Camp email to be up to date on these events.

# Ages

## Overnight Camp

Each session is specifically tailored to a certain age-range. We typically have two high school weeks, a lower and an upper middle school, and a short week for the younger campers. The way the grades overlap gives most campers two opportunities to attend Overnight Camp every summer.

## Day Camp

Serves campers from K to 8th grade (or 9th grade; this changes yearly based on interest). Our current groups are the Sparks (K), Sprouts (1st grade), Seekers (2nd grade), Trackers (3rd grade), Explorers (4th and 5th grade), Pathfinders (6th-8th grade).

Age-related **eligibility** for any session and group depends on the grade a camper is entering the Fall after summer camp. So, for example, in the summer of 2024, we sort campers into groups based on the grade they are starting in September, 2024 (NOT what they completed in June, 2024). If you are homeschooling, we recommend calculating the grade based on the typical age of children in that grade in public schools, so they will be with campers who are similar in age. During the day there are many times when multiple groups are together, so they will hang out with peers from a wide age range.

# Schedules

Please know schedules can change before or during the summer, permanently or temporarily. We regularly review our best practices based on regular feedback from campers and counselors.

## Overnight Camp

- 7:30am Wake up call
- 8:30am Breakfast
- 9:15am Worship and Bible time
- 10:30am Morning Rec (=recreational activity, a.k.a. game time)
- 11:20am U Pick It (campers choose from 3-4 activity options)
- 12:30pm Lunch
- 1:15pm FOB FOB (Flat on Back, Feet on Bunk) - AKA rest time.
- 2pm Afternoon Activity
- 3:15pm Cabin Choice/Pool Time
- 4:15pm Pool Time/Cabin Choice
- 5:30pm Dinner
- 6:30pm Evening Activity
- 7:30pm Snack Shop
- 8pm Campfire
- 9:15pm Cabin Devotions
- 10pm Lights Out

## Day Camp

- 7am: Early Care Starts
  - 8am: Breakfast for Early Care
  - 8:30-8:50am: Regular Check-In
  - 9am: Worship and Bible time
  - 10:25am: Morning Activity (campers choose from 3-4 options)
  - 11:30am: Lunch
  - 12:15pm: Free Time
  - 12:50pm: Nature & Adventure/Pool Time
  - 2pm: Pool Time/Nature & Adventure
  - 3:10pm: Snack Time
  - 3:20pm: Theme Time
  - 4:20pm: Group Time
  - 4:30pm: Regular Check-Out
  - 4:45pm-6pm: After Care with dinner at 5:20pm
- \*\*Late check-in:** The gate at the top of Camp is locked from 8:50am to 4:30pm for campers' safety. If you arrive after 8:50am please bring your child to the Main Office where a Men-O-Lan staff member will pick them up and take them to their group.



# Camper Groups

## Overnight Camp - Cabin Groups

In our overnight program, each week is for a certain age group. We design a separate program for high school students and middle school students, and we offer a special week for our elementary age campers. During their week campers stay in a cabin with others close in age and two counselors. (They may also have a student helper called LIT or CIT. More information on these programs later.)

Cabin groups are established by our summer and year-round camp leadership. They take into consideration the children's grade, personalities, previous matches and mismatches with other campers, and developmental needs and abilities (which is one of the reasons why it is very important that you complete the profile form at least a week in advance). Staying under the same roof for a week is a big deal, so we do our best to mesh campers very well.

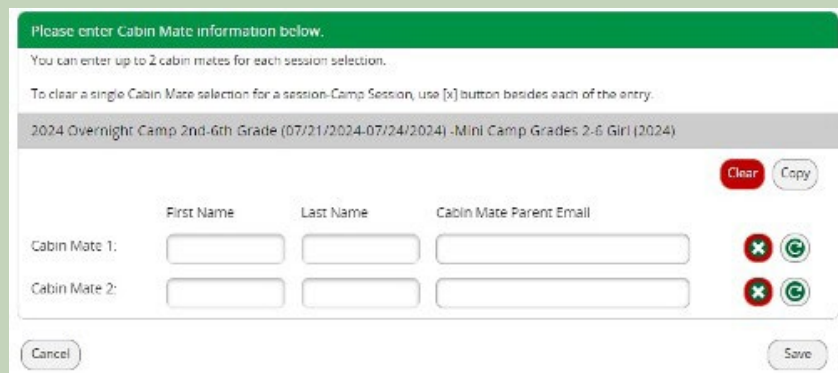
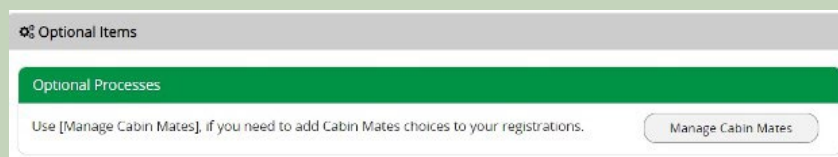
In addition to leadership observations, we also invite campers to have up to two (2) cabin mate requests. This often helps shy campers get comfortable faster because they have at least one or two familiar faces in the cabin. We found that having large groups of friends in the same group takes away from the experience for them and for the remaining children in the group,

especially those campers who arrive alone and take time to warm up to new environments. So, if you have a group of four or more friends coming together, we recommend that you have a good conversation about the best way to split them into two (or if needed, more) groups for the week. This will ensure that they have a friend with them right away, and allow the opportunity to meet new people. They will see their friends from the other cabin(s) throughout the day.

You may request two (2) cabin mates for your camper through our online registration page. We consider and usually grant these requests if the following criteria are met:

- Campers are no more than two grades apart (cannot have one in 2nd grade, one in 4th, and one in 6th, because the 2nd and the 6th graders are four grades apart)
- Requests are mutual (Kimmy and Jill must request each other, otherwise we don't know if they both actually want to be together)

To request a cabin mate, log into camp's registration page, select the camper, and click on "Optional Items". When the next page opens, click on "Manage Cabin Mates". Please make sure you click "Save" before you move on.



# Activities

Day and Overnight Campers can choose from a list of daily activities. These may include sports, artistic activities, team building, outdoor adventure, and more. We offer a wide variety of options week after week putting our counselors' special skills to use.

Our most popular activities include:

## Overnight Camp

**Bible time and devotion:** the Bible teacher leads daily Bible time on a topic that unfolds throughout the week. Counselors lead cabin devotions to their own campers every day.

## Day Camp

**Bible time:** counselors lead Bible time to their own group of campers based on a pre-written curriculum. These are engaging, relevant, and age appropriate lessons.

## Everyone

**Pool time:** we offer pool time daily to all our campers (weather permitting). Our Slippy Slide (water slide) is also available most weeks. Campers can also choose from other waterfront activities like using the paddle boats at the pond, fishing, or going to the creek (water shoes required). (Not each activity may be offered each day.)

# Our Staff

We have a rigorous and extensive process for finding and training the right people. Many of our staff members were previous campers. Every year we have new people who heard of Camp through friends or family, and are eager to join the Men-O-Lan community. We also hire counselors internationally to promote cultural diversity and help young people get to know and bond with other believers from around the world. These candidates are grateful for the opportunity to work here and are excited to serve the campers.

We hire people who **love Jesus, love children**, and are willing to put others before their own desires and convenience. Working at camp (and with children in general) is hard work that is both incredibly rewarding and an enormous responsibility. Almost every person on our year-round team has children (and some even grandchildren). We hire people with whom we would feel comfortable leaving our own children.

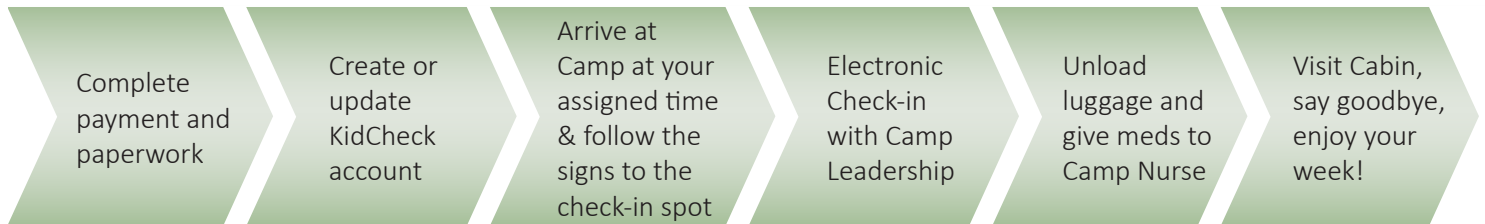
During the **hiring process** candidates fill out a detailed application, participate in an in-person or Zoom interview, and present multiple references. We also require staff to provide background checks (PA police check, child abuse history clearance, FBI fingerprinting, and national sex offender database check).

Once hired, our staff participates in a short online training course (sexual abuse awareness), and a week and a half long in-person training. Throughout the summer Leadership regularly checks in with counselors and program leaders.

***We love and greatly appreciate our staff and we are confident that you will love them too!***

# IMPORTANT INFORMATION

## Overnight Camper drop-off:



## Check-in Overview

- **Pay your balance** at least two weeks before the session
- **Complete profile form** at least a week prior to arrival
- **Prepare your KidCheck account** (see below)
- **Update meds** in your camper's account
- **Arrive** at your designated time
- **Check in** with Camp Leadership
- **Load luggage** on Camp's luggage cart
- **Give meds** to Camp Nurse
- **Walk your camper to the cabin**
- **Say goodbye and enjoy your week**

## Come Prepared

### Camp Fees

- Please remember the balance is due 2 weeks prior to the first day of each session. A late fee of \$20 may be applied to payments made after this date.
- If your balance is not paid by the start of the session your camper will not be able to stay at Camp. We are happy to work with you ahead of time if you need financial assistance or a payment plan. We can only help if we are aware of your needs.

### Camper Profile Form

- Complete the camper profile form by Monday, a week before your camper(s)' session starts. There will be no time or place at drop-off to do this. This form is available online on your child's registration dashboard under "Forms".

### Set up a free KidCheck account.

- Download the free app on your smart phone or scan the code. You will need to create an account BEFORE the first day of your child's session.



Scan to go to  
KidCheck

### Medical Form and Medications

- Update your camper's allergy and medication information by Monday, a week before your child's session starts.
- Make sure ALL prescription AND over the counter medications you drop off are listed in your camper's online registration account. That is what gives us permission to administer these meds.
- All Medications must be in their original container, labeled with the camper's name, including the dosage. Do not pack pills in luggage or bags.
- If you need to drop off medication for your camper the Nurse will be available at the check in area.



## Arriving at Camp

- When you arrive at Camp, we will help you with the **KidCheck** electronic check-in. If your child is attending multiple sessions, checking in the second time will be faster and can be done on your smart phone if you download the free **KidCheck** app.
- We will do fast check-in. You will be assigned a specific time to arrive between 3:15pm and 4:15pm. Simply drive up to the check-in spot following the signs and staff members' directions.
- You will be asked to answer a couple of **Health Questions** to make sure your child does not have any contagious conditions that might affect other campers or staff. (Fever, tummy bug, covid, etc.)
- After completing the electronic check-in, you can unload luggage and place it on the camp carts. We will transport the luggage to your child's cabin.
- You will be able to walk your camper to their cabin.
- After visiting the cabin, please wish your child a quick and affectionate "see-you-later" and leave. The counselors will take really good care of them!

### **Multiple check-in or check-out people**

- Others allowed to check in or out your camper(s), must have their **names and phone numbers** included in your KidCheck account.
- Phone numbers are used to access a camper's information, view options for checking them in or out, and track who has checked a camper in or out. Do not have anyone other than yourself use your personal number. Each authorized person allowed to pick up and drop off your camper must use their own phone number added to your KidCheck account.

## Camp Store

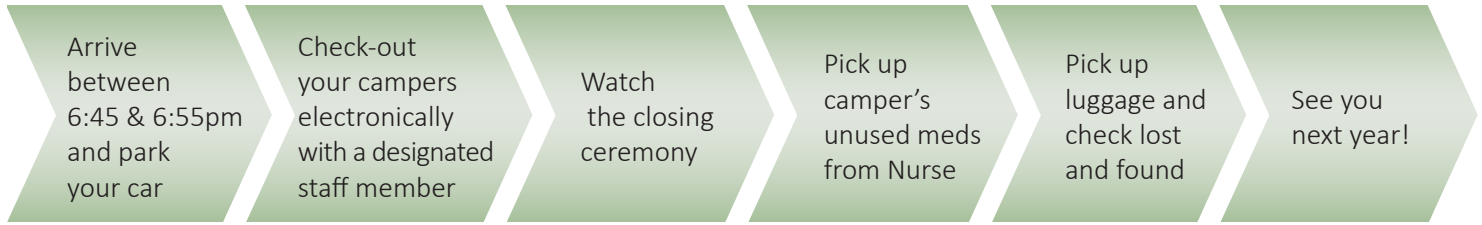
You may put money into your camper's store account online or over the phone before their session starts.

We suggest \$25.

Visitors may visit the Camp Store at the end of the camper's stay during camper pick-up.



# Overnight Camper pick-up



## Check-out Overview

- **Arrive at Camp between 6:45 and 6:55pm** (please double check the arrival time in the weekly email)
- **Park** your car and see Camp Leadership to check out your camper(s) electronically
- **Watch** closing ceremony and Closing Circle
- **Pick up luggage** from the designated location (typically, girls' on the Auditorium porch, boys' on the Dining Hall porch) and check lost and found.
- **Pick up meds** from Camp Nurse
- **Visit** the Camp Store
- **See you next year!**

## Camper Check-out Details

We will complete the **check-out procedure using KidCheck**.

(See **Set up a free KidCheck account** on page 9)

- Make sure your **authorized pick-up** list is up to date including phone numbers of those picking up your camper.
- **Please inform us** if there is a complex custody situation. We want to make sure we release the child(ren) to the guardian who has custody.
- **To check-out your camper(s)**: park your car in the main parking lot. Walk into the **center of Camp passing the cross**. Leadership Team members will wait for you with authorized pick-up lists and will check out your camper(s). You will be asked to state your name and relation to the child. You may be asked to show your ID or give the confirmation code received at check-in.

### Our Closing Circle ceremony starts at 7pm.

- Parents are invited to watch the ceremony. Please allow your children to say goodbye to their counselors and friends after the ceremony.

### Please do not leave unused medication at Camp.

- The Camp Nurse will be at check-out. Please pick up your child's meds even if you no longer need them.

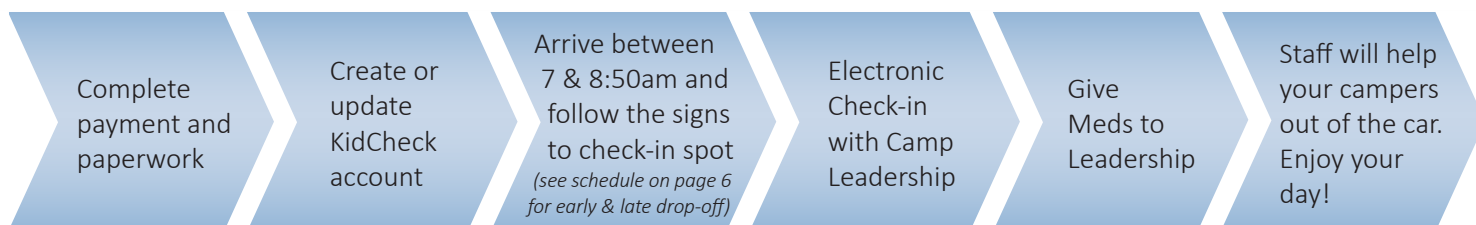
### Check the lost and not-yet-found table on your way out.

- Left behind items will be donated at the end of the camp season. If you notice at home that you forgot something at Camp, please call the Office at 215-679-5144 to arrange for pick up.

### Staff contact after camp

Please know that we have very strict staff-camper contact policies. Counselors and campers are not allowed to exchange contact information UNLESS the camper's parents give expressed permission. This must happen with the knowledge of the Program Director. Please email us so we can document these permissions. You can also speak to the Program Director at check-out.

## Day Camper drop-off



### Check-in Overview

- **Pay your balance** at least two weeks before the session
- **Complete profile form** at least a week prior to arrival
- **Prepare your KidCheck** account see below
- **Update meds** in your camper's account
- **Arrive between 8:30–8:50am** (if enrolled in Early Care, arrive between 7–8:50am, additional registration required)
- **Stay in the car line** and follow the signs. Rainy Days - The car line will loop around at Landis Hall. Follow signs and staff members' directions
- **Check in** with Camp Leadership or a designated Men-O-Lan staff member
- **Give meds** to Camp Leadership
- **Staff will help your campers** out of the car
- **Say goodbye and enjoy your day!**

## Come Prepared

### Camp Fees

- Please remember the balance is due 2 weeks prior to the first day of each session. A late fee of \$20 may be applied to payments made after this date.
- If your balance is not paid by the start of the session, your camper will not be able to stay at Camp. We are happy to work with you ahead of time if you need financial assistance or a payment plan.

### Set up a free KidCheck account.

You will need to create an account BEFORE the first day of your child's session. Download the free app on your smart phone or scan the code.

- When you arrive at Camp, we will help you with the KidCheck electronic check-in.
- If you already have a KidCheck account from a previous camp or session, you can continue to use that account and it will make check-in even faster.
- You will be asked to answer a couple of standard Health Questions to determine if your child has a contagious condition that may affect other campers or staff. (Fever, tummy bug, covid, etc.) Starting the second time you check in, these health questions can be answered even before you arrive at Camp. This is called "fast check-in".
- Once your camper is checked in, they will be helped out of the car and walked to their group. You can also park and walk your child to the counselors. In fact, we encourage you to do this on their very first day at Men-O-Lan.



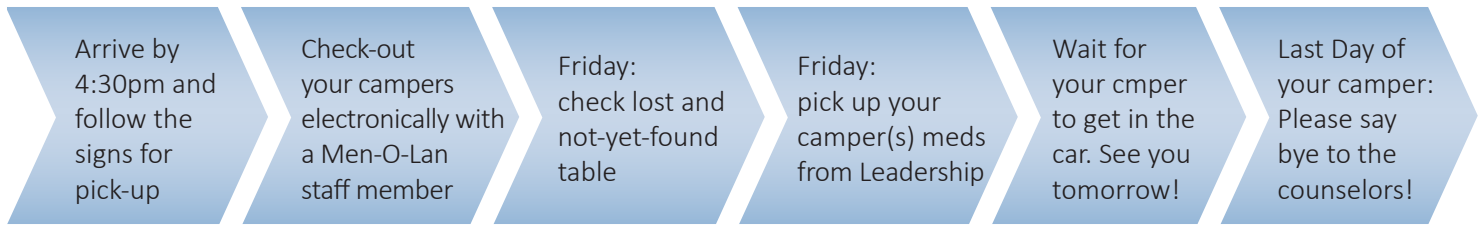
Scan to go to  
KidCheck

### Camper Belongings

- Please make sure your camper's belongings are packed into one, easy-to-carry bag. (See the packing list suggestions on what to bring.) Keep their lunch box separate, as this will be taken to the fridge immediately upon arrival.
- Please be sure to give meds your child will need while at Camp to Camp Leadership upon arrival.



## Day Camper pick-up:



### Check-out Overview

- **Arrive** at Camp by 4:30pm
- **Follow the signs** to the check-out spot
- **Check out** your camper electronically with a Leadership team member or designated staff member
- **Wait** for your camper to get in the car
- **See you** tomorrow!

#### Rainy day pick-up

- **The car line will loop around at Landis Hall.** Please follow the signs and staff members' directions.

#### Friday pick-up

Just like any other day, PLUS:

- **Check the lost and not-yet-found table** in case you see something familiar
- **Pick up your camper's meds** from Leadership
- **If this is your camper's last day** at Men-O-Lan for the summer, please make sure you say bye to their counselors!

## Camper Pick-up Details

We will complete the **check-out procedure using KidCheck**. (See Set up a free KidCheck account on page 12)

- Make sure your **authorized pick-up** list is up to date including phone numbers of those picking up your camper.
- **Please inform us** if someone is absolutely not allowed to pick up your child for any reason. This may be due to a custody issue or a restraining order. For your child's safety it is extremely important that we are aware of these.
- **Please follow the signs** and staff members' instructions as they direct the car line. You do not need to park your car, but you are always welcome to.
- **Leadership Team** members will wait for you with authorized pick-up lists, and they will check out your camper(s). You will have to say your name and relation to the child. They may ask you to show your ID or the confirmation code you received at check-in.
- **Campers will be ready** and waiting for pick-up at **4:30pm** every day. When a Leadership Team member confirms your check-out, your camper(s) will be called, and a staff member will help them into the car.
- **Please drive away carefully** as we have a lot of children at Camp during the summer sessions.

**After Care: 4:45–6pm:** *Please remember that participating in After Care requires additional registration through our registration website.*

**Dinner:** Campers registered for After Care will walk to the Dining Hall with their counselors and eat together at 5:25pm. If you don't see anyone near the regular pick-up line, please park your car and walk to the **Dining Hall** to check out your camper.

**Early pick-up:** If you have to pick up your camper before 4:30pm, please do so **by 4pm**. Let us know in advance, so your camper is prepared to leave early. (Their belongings may need to be collected.) Come to the **Main Office**. Our staff will contact Summer Camp Leadership, who will bring your camper to the Office.

#### **Fridays:**

Please make sure you check the lost and not-yet-found table and pick up your camper's meds from Leadership.

# ELEMENTS OF CAMP

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## Physical health

### Pre-camp health

Before you bring your child to Camp, please consider their overall health, and how being here may affect them and others around them.

We want everyone to have a great time, so it is important that campers are able to comfortably participate in every aspect of camp. We also need to make sure that communicable diseases (tummy bugs, pink eye, covid, RSV, etc.) don't go around our camp community, potentially knocking out our staff too. We live in close proximity to each other, so it doesn't take long before we have several people out.

At the time of check-in a few common health questions will be asked. Please let us know if your child is dealing with a communicable or unidentified illness. We are happy to accommodate a later start of the program if that can prevent the spread of a virus and still lets the camper participate in the fun, only a couple days later. We also recommend staying away from sick people (when possible) in the days leading up to the start of the camp session.

### Medication at Camp

Our Camp Nurse or a designated Leadership Team member will administer medication to campers. They are only permitted to give out medication that was previously authorized in writing by parents. This applies to both prescription and over-the-counter meds, including vitamins, sleep help, etc. ALL medications must be given to the Nurse (or Camp Manager in Day Camp) at the time of check-in. Only asthma inhalers and epi-pens can stay with campers, and even these must be noted on the Medication Administration form.

If your child has a special condition that requires regular monitoring, we encourage you to reach out to us before Camp, so we can connect you with our Camp Nurse ahead of time.

### Unwell at Camp

Despite everyone's best efforts, sometimes campers feel unwell at camp. We will do our best to remedy the issue. Our Camp Nurse is on site day and night during overnight sessions and is available on call during day camp-only weeks. If a thorough assessment suggests that a camper may have a communicable disease, or they don't feel better after we tried to help their symptoms, we will ask the parents/guardians to pick them up.

### Injuries

There is a certain risk associated with playing outside and participating in outdoor adventure activities. We do our best to keep everyone safe, yet sometimes injuries occur in the midst of having fun.

If a camper suffers a minor injury that can be simply treated at Camp, our Nurse or qualified staff members will take care of it. If an injury needs further monitoring or treatment, the Nurse or Camp Leadership will reach out to the parents/guardians. If an injury needs treatment beyond Camp's capacities, we will reach out to the parents/guardians and with them decide if the child needs to be picked up, or medical assistance must be brought to site.

Many of our camp counselors and our leadership are trained in first aid and CPR.

### Food

An important contribution to mental and physical well-being is to eat healthy. We will encourage (not force) campers to eat appropriate portions (so they can have enough energy for the fun) and eat healthy (visiting the salad bar and enjoying fruits a couple times a day).

Overnight campers and day campers who eat lunch provided by Camp will receive wholesome meals made on site. We usually have a salad bar, two protein options, a starch and a veggie side. We offer dessert at least once a day.

We put lunch boxes brought by our day campers in the fridge after arrival, and hand them out at lunch time. Day campers receive an afternoon snack regardless of their lunch option (bought or brought). These are classic individually packaged snacks like granola bar, cookies, goldfish, etc.

Please remember that at the moment Camp is a peanut-free facility. Please do not pack lunches or snacks that contain peanuts. Your cooperation can save a life! If you pack lunch for your camper(s) (Day Camp), and you send an almond or nut butter sandwich, please mark it or let someone on staff know, so we won't assume it is a PBJ.

If you accidentally send something containing peanuts/peanut butter (snacks in Overnight Camp or lunch or snacks in Day Camp), we will remove it from our peanut free environment and will make sure your child gets the Camp lunch/snacks.

We can accommodate certain special dietary needs, as long as these are clearly communicated in writing at the time of registration (see camper's profile form). We HIGHLY recommend reaching out to our Food Services Director to discuss the details of a

camper's needs and how we can serve them well.

## Hydration

Most days are very hot at Camp. We provide both time and means to refill water bottles. Please make sure your child has one, with their name on it for easy identification (as these often get lost). We will encourage campers to drink water regularly. On especially hot days we require them to drink a cup of water before they can drink a cup of juice or lemonade – for maximum hydration. Please wash their water bottles daily.

## Snack Shop

In Overnight Camp campers get to visit the Snack Shop every day. They get to choose a food item and a drink. There is no additional charge for this. The selection typically includes candy bars, crackers, cookies, sodas or fruit juice.

In Day Camp campers get to visit the Snack Shop once a week. They get to choose a food item. There is no additional charge for this. The selection typically includes candy bars, crackers, or cookies.

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## Emotional and physical safety

We want every camper and staff member to have a safe, enjoyable, and fulfilling time at Camp. We do our best to train our staff, establish healthy boundaries and guidelines for everyone, and to respond to challenging situations appropriately.

We train our staff and teach our campers the **3 T's**:

- **Safe Touch**
- **Safe Talk**
- **Safe Territory** (personal and camp property, as well as personal space)

It is impossible even for the most attuned and dedicated counselors to hear and see every camper's every word and act. However, when a situation is brought into their attention, they are trained to deal with it with love, grace, and truth.

We realize that children and teens have different developmental needs, as well as very unique

abilities, dispositions, personal experiences (often including trauma), and cultural and family backgrounds. Our goal is to create an environment where each camper can thrive and enjoy their time, with and alongside one another. When we learn about a behavior that is not camp appropriate, we work with the camper(s) to help them change the behavior while still feeling loved and cherished. This will be shared with their parents. At times, we may involve the parents and caregivers in the plan of progress if a negative behavior persists. We truly hope that we can count on your support, and together we can help your child grow. Suspending a camper is the very last resort.

There are certain behaviors that absolutely cannot be present at Camp: bullying (targeting a specific camper or staff member just to get enjoyment out of their suffering) and any form of sexual harassment.

*continued...*



## Campers with unique developmental needs

Part of our thriving and diverse camp community are children with unique developmental needs.

Over the years we have been able to integrate several campers with ADD and ADHD, and many children who were on the highly functioning end of the Autism spectrum. If you have a camper who needs to be visited and observed by a behavioral therapist or other professional, please reach out to us. We have a protocol to accommodate this need and we are happy to work with you.

Please note that we are not a special needs camp, and our staff is not trained to work with neurodivergent campers who need one-on-one support or constant supervision from an adult.

If a camper is a flight risk (might run off into the woods at any given time), or needs constant one-on-one attention to be safe, cope, or function in a big group setting, this might not be the best place for them. If you have any questions or concerns, we would be happy to talk to you about determining the best option for your child.

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## Communication

Camp administration will send **weekly emails** during the summer to keep families informed on the most important details and events at Camp. Please read these, even if you are here for many weeks. There is always some new information in them.

In Day Camp we encourage **counselors** to share a word or two every day with the parents of their campers. You are also always welcome to park and walk up to them to talk about your child's experience in their group.

Please remember that **cell phones and other electronic devices are not allowed at Camp**. If you need to reach your child, please **call the Main Office**, and we will be happy to deliver your message or have the camper give you a call back.

If your child is in Overnight Camp, we strongly encourage you to send them messages. Here are some of your options:

- o Post mail or package (please make sure you send them in advance, so they arrive while your camper is still at Camp);
- o One-way email through the registration website (free and convenient, you can do it every day);
- o Bring along pre-labeled packages at the time of drop-off. We will portion these out according to your instructions.

**Post mail or package:** send it to Camp's address (1415 Doerr Road, Quakertown, PA), with your child's name. Please make sure packages don't contain any products with peanuts. Family members are also welcome to send cards via post mail.

**One-way email:** easy and free. You can turn on this feature within the registration page. You can invite multiple family members or friends as well. We print these every morning at 10am, so anything that was sent in the past 24 hours will get delivered that day. Please note that we pre-read these for safety purposes, as in the past we had friends send very disturbing messages to campers.

**Pre-labeled packages:** you are welcome to prepare care packages and bring them along to drop-off. Please put your camper's name, cabin (which you will find out at the time of check-in), and the day you would like it to be delivered. You are welcome to do this with letters too. We will keep these in the office and distribute them with the daily mail.

The **last delivery** is on Friday at lunch. Please remember that one-way emails are printed in the morning (10am), and anything sent after Friday 10am will not get delivered.

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## Camp Store

Every year we offer several kinds of camp merchandise, as well as Bibles, devotionals, and seasonal items in our pop-up camp store. The store is open at Friday check-out (both Day and Overnight Camp), and on select evenings for Overnight Camp. During Friday check-out we

accept cash, major credit cards, and store account (Overnight Camp only). During the week overnight campers can use money put in their store account. This is available through the registration page.



Scan to go to registration page

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## Photos and videos

Our Men-O-Lan photographer and a select few designated staff members take photos and videos of events at camp during the week. (You can read about this in the Disclaimer at the time of registration.) The photos will be uploaded to a protected online gallery in Google Photos. You will receive the link for your camper's session in the weekly email. We also use these photos on our camp postcards, website, social media account, and printed camp materials. If your child is absolutely not allowed to appear in photos, please clearly communicate this with

our year-round leadership in writing.

Campers are not allowed to take photos but are welcome to ask the photographer to capture fun moments with their friends. The reason for this is to prevent cyber bullying or harassment that often uses pictures that were taken without a person's knowledge and/or permission. Please make sure your child understands this policy.

We also create camp videos from the footage collected during the week(s). These will be uploaded to our YouTube channel.

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## Birthdays at Camp

If your camper has a birthday while at Camp, we will be happy to celebrate them! You are welcome to bring a dessert to share with their group. Families have brought cupcakes and cakes before, but other creative ideas are

welcome too, as long as they are peanut-free. We can keep the birthday sweets in our camp fridge and deliver them to the group at the appropriate time.

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## LIT/CIT

We recognize that many of our campers would like to participate in Camp even after they get older and age out of Day Camp. Some of our teen campers desire to be a part of camp for longer than just a week of Overnight Camp. We also often hear campers say that they would like to work here one day.

Our LIT (Leader in Training, 15 years and up) program gives teens an insight into camp ministry. During the four-week commitment

they assist counselors, mentor campers, and help in the kitchen.

Our CIT (Counselor in Training, 16 years and up) program is for those who know that they would like to grow into camp counselor roles. Their six-week commitment allows them to work with multiple counselors and groups, learning and refining important interpersonal skills.

For more information on these programs please visit our website at [menolan.org](http://menolan.org).

# POLICIES TO REMEMBER

## Financial policies

Please review the following information.

### Deposit

**A non-refundable deposit of \$50.00 is required to process all registrations.** The deposit must be paid for every session a camper would like to attend. This deposit saves a camper's spot in the group and must be paid within 14 days of enrolling in a session. If a deposit is not paid within this time frame, the registration software automatically unenrolls the camper.

Please note that if the deposit is not paid for a session, and other campers enroll who do pay the deposit, your child may be moved to a **waitlist**.

If your child/children are attending more than one week of camp, separate payments may be made. However, deposits are required for each week to hold your spot.

For information on financial assistance please read Discounts and Scholarships on page 19.

### Full payment

**Full payment must be received two weeks prior to the registered week of camp** and can be paid via check, money order, major credit card, online, over the phone, or in person at the Main Office. Please make all checks payable to Camp Men-O-Lan. Please note that returned checks will be charged a \$25 processing fee.

We understand that there are situations where people need a little flexibility, so **payment plans** are available. For more information on this, **please contact the Camp Office.**

***A \$20 late fee may be charged for payment received within one week of the start of your camp session.***

***If full payment has not been made the camper will not be able to participate in the program unless scholarships or a payment plan has been confirmed in advance.***

### Refund

We realize that plans can change. Below are the general cancellation policies.

#### **Deposits are non-refundable.**

**Prior to April 1:** refund of registration fee minus the deposit.

**April 1–June 1:** refund of half of the registration fee minus the deposit.

**After June 1:** no refunds.

**No-shows, campers sent home** for behavior issues, flight risk, or homesickness is a forfeiture of the entire camp fee. Since **medical emergencies including COVID-19** are unforeseen, there may be accommodation of such requests to partial refunds, providing Camp receives written notice from a physician verifying the illness or injury for the week registered.

***Men-O-Lan reserves the right to make changes to its financial policies.***

### Camp Store Account

Money can be added to overnight campers' **Camp Store account**. Unspent store money will become a camp donation at the end of the season. Campers are not allowed to carry cash at Camp.





## Discounts and scholarships

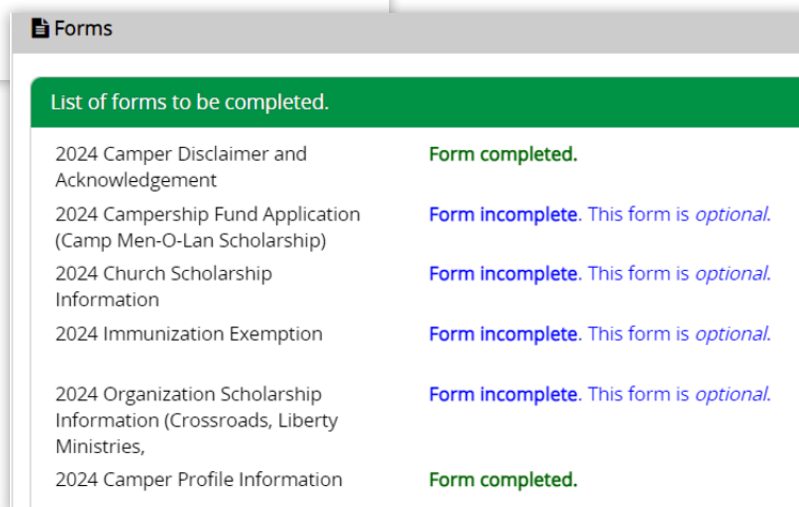
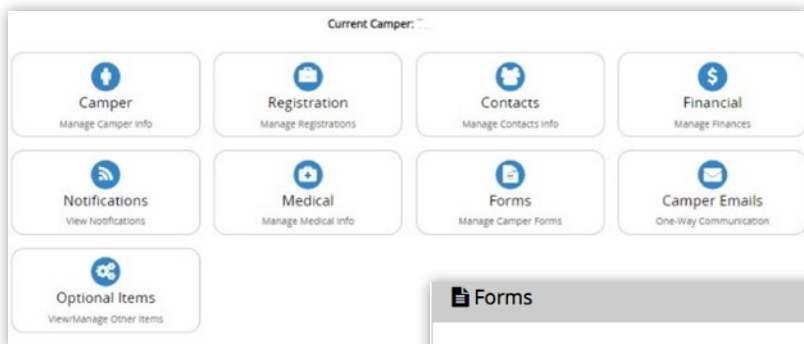
**Sibling Discount:** \$15/session may be taken for registering two or more campers from the same household. This discount can be requested for the number of sessions both siblings attend. (For example, if one child attends for 4 weeks, the other for three weeks, then the sibling discount can be requested for three weeks, as that is the number of sessions they both attend.) Siblings do not have to attend the same sessions to receive this discount.

**Multi Week Discount:** when campers attend camp for 5 or 6 sessions, the fifth and sixth weeks are 25% off of the tuition (does not apply to add-ons). The seventh and/or eighth week offers a 50% discount off of the tuition (does not apply to add-ons). Weeks can be in both Overnight and Day Camp.

Discounts may be requested during the online registration process. The requested amount will deduct from the balance due but must be approved by Camp. The balance remaining after eligible discounts are approved are the responsibility of the parent/guardian. To speed up the process please only request discounts that you are eligible to receive. (For example, please do not request multi-week discounts for the first four sessions of the summer.)

**Scholarships** are offered by various churches and organizations to help children get to summer camps. Please make sure you complete the **Church** or the **Organization Scholarship Information** Form so that we can know of other assistance you will be receiving. These two forms are available online from your registration dashboard.

**Camperships (Men-O-Lan scholarships)** are available on a limited basis. Applications can be completed during online registration, one per camper per year. Once approved by camp leadership, any remaining balance is the sole responsibility of the camper's parent/guardian.



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## Sick policies

Please note that the spread of communicable diseases can cause a temporary loss of staff, resulting in staffing issues and potential closure of the session. Many families in Day Camp need childcare during the week, so if we cannot operate due to lack of staff, they will be in a difficult situation. Sick campers have the potential to pass on their illness to family members, which in certain cases can be dangerous for those with a weakened immune system.

**Therefore, please keep your child at home if they are sick.**

We encourage you to exercise extra caution as you prepare for camp, by avoiding meeting sick people and practicing good personal hygiene (wash hands regularly).

- To help maintain the health of our camp community we established the following policies for unwell campers.
- Children must be fever free without using medication for 24 hours before they can attend or return to Camp.

- If an upset stomach is likely the result of a virus (not anxiety or heat exhaustion), the camper may not attend Camp until they are vomit- and diarrhea-free for 24 hours without taking any medication.
- If the Camp Nurse or leadership suspects that your camper may have COVID-19, RSV, strep, flu, or other highly contagious illness, we may request that you take them to your doctor and have them tested.
- Pink eye is highly contagious. Please see a doctor to determine the cause, and apply the appropriate treatment before your child returns to Camp. For bacterial conjunctivitis this means 24 hours after the first set of antibiotic eye drops.
- Lice is NOT a disease, but it spreads very easily. If there is a chance that your child might have lice, please have them checked and apply appropriate treatment. They may return to Camp the day after the treatment, and our Camp Nurse will re-examine them at the time of drop-off.

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## Behavioral policies

We want each one of our campers and staff members to have a great time at camp and feel safe, loved, and cherished here. We have a few boundaries that help all of us to be on the same page. We explain to campers the **3 T's: safe Touch, safe Talk, safe Territory**. We realize the differences between various levels of development as well as personal maturity, abilities, and habits brought from outside of camp. We work with campers who experience difficulties staying within these boundaries.

Please know that our staff is working hard to create an enjoyable environment for everyone. This does not mean that campers will never act in ways that are inappropriate. Children and teens are in the process of learning what is right and what is wrong, and are figuring out how to function well in a social environment of great diversity. Our staff members are working

to make Camp a place where campers' needs are met, there is a chance to grow, and asking for and extending forgiveness is modeled and taught.

If despite everyone's efforts it seems like Camp is not the best fit for a camper, we may ask you to consider a different place for your child. Please know that this is not something we do lightly or often. If this were to happen, we hope that after a year of growth and maturing we can meet again. We've had campers in the past who just weren't quite ready for this environment, but a year later they returned and thrived.

Certain behaviors have the potential to cause great harm to others or to the camper themselves. If such behavior is displayed, Men-O-Lan reserves the right to immediately suspend the camper.

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## Mandated reporting

Camp Men-O-Lan, as an organization working with children and youth, is a mandated reporter for suspected abuse per Pennsylvania law.

While we train our staff on what to do in a situation where a camper discloses sensitive information, we are neither trained nor have the right to determine whether the reported issue was indeed abuse or not. This is why we follow guidelines given by Child Protective Services Laws

that require us to report a situation if there is reasonable cause to suspect abuse.

We know that you love your children very much. We hope you will understand that we also care about our campers and want no harm to come to them or your family. When we must report a case, we pray for the entire family and hope that every situation will be solved in a way that is best for the children and youth.

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## Contact policies

Camp Men-O-Lan has thorough policies on staff-camper contact. The purpose of these policies is to keep both campers and staff safe. Our staff receives these policies at the time of hiring and they sign off on them.

One element of these rules concerns exchanging contact information between staff and campers. We explicitly state that **campers and staff are not allowed to exchange contact information unless we have written permission from the camper's parents.** This rule protects both the

camper and the counselor. Please keep this in mind when you chat with your children's counselor. If you would like them to stay in touch, please let the Program Director know in writing. The Director will help you get the appropriate information.

**LIT's and CIT's are considered staff from this perspective. They are not allowed to exchange contact information with campers without the explicit permission of the parents.**

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## Photo and video policies

Camp Men-O-Lan has **designated staff members who take photos and video footage** of summer camp events, activities, camper groups, and action shots. Campers may appear in pictures or videos by themselves, with a friend, or as part of a group of children. We store the photos in an online photo gallery when parents and guardians with a specific link can have access to them.

Select photos are used for **promotional and informational purposes** (marketing camp to families), and to share camp life on our website and social media sites. We also use video footage and photos to create camp videos and short videos for promotional purposes. These videos are often featured on Men-O-Lan's social media accounts.

If your camper is absolutely not allowed to appear in camp photos or videos (i.e. campers in foster care), you must **communicate this in writing**, including the extent of this exemption.

For the safety of our campers and staff, campers and non-designated staff members are **not allowed** to take photos during active camp sessions. Please do not allow your child to bring a photo device (camera, smart phone, GoPro, etc.) to Camp.

Campers who attend Camp with **Angel Tree** scholarship must sign the disclaimer set by Prison Fellowship Ministries. This is part of the Organization Scholarship Form which you have to complete in order to receive the scholarship.

## CONTACT INFORMATION

If you have any further questions or concerns after going through this booklet, please reach out to us, we are happy to help you! If you can't catch us in the office, we may be out in the field (sometimes literally), at a meeting, or working from home. Please leave us a voicemail or send an email and we will get back to you as soon as possible.

During active camp sessions we have staff in the office from 9am to 5pm, and someone is on call at night during overnight sessions.

### Donations, volunteer work at Camp

**Executive Director: Brian Barr**, [Brian@menolan.org](mailto:Brian@menolan.org), 215-679-5144 ext. 325

### Camp program, daily life of campers, summer staff, LIT/CIT program

**Program Director: Szonja Sattel**, [Szonja@menolan.org](mailto:Szonja@menolan.org), 215-679-5144 ext. 323

### Camper registration, registration account, changes, campership status, discounts

**Camp Registrar: Beth Friesen**, [Beth@menolan.org](mailto:Beth@menolan.org), 215-679-5144 ext. 321

### Camper finances, account balance, payments

**Bookkeeper: Diane Provost**, [Diane@menolan.org](mailto:Diane@menolan.org), 215-679-5144 ext. 324

### Guest groups, facility rentals

**Guest Services Director: Kim Lesh**, [Kim@menolan.org](mailto:Kim@menolan.org), 215-679-5144 ext. 320



**Camp  
Men-o-lan**

