

Camp Esquagama Parent Handbook

Thank you for choosing Camp Esquagama for your camper's summer experience. We believe that one week can leave an everlasting positive impact on a child's world. Generations of campers have created lifelong friendships, build self-confidence, develop new skills, and most importantly have fun just being a kid. Our staff provide a safe and supportive environment as your child shares in teambuilding experiences and individual growth through exciting activities new and old. The community that your camper will join cannot be matched anywhere else. Please read all of the following instructions and suggestions so that you and your camper are ready for a fun and safe summer camp experience. If at any time you have questions concerning your child, the camp, the program, etc., please feel free to contact us in the camp office.

REGISTRATION QUESTIONS

There are two ways to register for camp. Online or Over The Phone. We have partnered with CampDoc's to utilize their Electronic Health Record System and Online Registration System. If you need assistance, you may call us at **(218)-865-6589** or email our Camp Director at robert@campesquagama.com with any questions you may have. We can assist in registering and filling out information for your camper over the phone as well.

PAYMENTS & FEES

All fees are to be paid by the first day of your child's selected camp week. If you have any questions about your account please contact us at **(218)-865-6589** or email our Camp Director at robert@campesquagama.com with any questions you may have.

Fees may be paid by mail to:

Camp Esquagama
4913 Pine Lane
Gilbert, MN 55741

Please make checks payable to Camp Esquagama.

Credit Cards can be accepted when you register online or over the phone by calling our Camp Director.

REFER-A-FRIEND

We believe that the summer camp experience is enhanced when it is shared with friends and siblings. If a brand new camper to Camp Esquagama registers states that you referred them, then both you and the other camper will receive a \$50 discount for overnight camps and \$20 discount for day camp. You may refer multiple campers and receive the discount for each camper who registers!

ATTENDING ANOTHER SESSION

If your camper enjoyed their week of camp so much that they want to come back, don't worry, we generally still have limited availability for later sessions. Campers cannot stay over at camp between sessions except for our Leadership Development Camp which runs for two full weeks.

CANCELLATIONS

Are asked to be made as soon as possible to make the space available for any campers on a waiting list. There is no fee for a cancellation or to transfer your camper's registration to a different week that has availability.

TELEPHONE CALLS

When your child is at camp, you may contact our camp office with any questions and/or concerns you may have. We'll check on your child and get back to you. Camp is a busy place so we ask that you give us time to respond. Please do not suggest that your camper may call home during the week as this often leads to an increase in campers feeling homesick. **Please do not send your camper with a cell phone.** If spotted, we will lock it in the office for safe keeping.

CAMP MAIL

We strongly encourage our parents and campers to communicate through mail. We encourage your letters to reflect an interest in what is happening at camp and also some news from home. You may either send you camper a letter or package in the mail to the camp address with your camper's name as the recipient or write an email to **robert@campesquagama** and it will be handed out the following day. **Please Note**, it can take 2-3 business days for mail to arrive so make sure to mail stuff so that it arrives before the last day of the session.

Sometimes campers don't write home during their week at camp and that is often a good thing. That generally means that they are busy participating in many activities and are fully immersed in a positive camp environment. To make it easier for your camper to write home, please send them with pre-stamped envelopes with your home address on them.

CAMP VISITS

Because of the nature of the camp program, we prefer parents/guardians visit camp on the first and last day of camp. During day of registration you will have the chance to bring your camper to their cabin and meet their counselor's for the week. We recommend leaving shortly after so that your child may immerse themselves in their camp experience as soon as possible by getting to know the rest of their cabin and touring the camp ground. Parents/Guardians are welcome to tour the camp after the closing ceremony when your child can show you around and share in the stories and memories they have made while at camp. Visits to camp during the week can interrupt regular camp programs and activities that are going on and are not recommended. If you do visit camp or your camper has a previously scheduled appointment and will need to leave for a time period, please contact the camp office beforehand and check-in with the camp office upon arrival to camp.

CANTEEN

New this year canteen is included in the camp tuition. There is no longer any need to make a canteen deposit or for camper's to worry about their canteen balance. Each camper will be limited to a max of 3 snack items a day. The canteen will still have camper favorite ice creams and candy bars, but will also start carrying healthier snack and drink options. Any additional Camp Apparel or Memorabilia will be available on the day of check-out. Cash or check will be needed to purchase any items. This is when any Camp Store Gift Certificates can be redeemed as well. All sales revenue on the final day of camp goes to our Camper Scholarship Fund so that we may continue to share the camp experience with those who are less fortunate.

PLEASE DO NOT SEND!!!

Radios, CD/MP3 players, iPods, Tablets, Lap Tops, Cell Phones, Electronical Gaming Devices, Snacks, Beverages, Knives, Weapons, Sports Equipment, or any other personal valuable items. If found, items will be held in the Camp Office until pick-up day. If knives, weapons, drugs, or alcohol are brought to camp parents will be called immediately. Camp Esquagama is not responsible for any damages, lost, or stolen items.

LOST & FOUND

To assist in seeing that your camper brings back all of the items brought to camp, please mark everything with the camp's name. Lost and Found Items will be on display at the end of camp that parents are recommended to view before departing. Camp Esquagama retains all items through October before donating any remaining items to the Good Will or Salvation Army. It is the responsibility of the parents/guardians to arrange pick-up or shipping of any items at camp.

EMERGENCY NOTIFICATION

In the event of an illness, accident, or injury, camp administration or the director will notify parents/guardians as soon as the camper's safety or care is assured. Please make sure we have home, cell, work, and emergency contact numbers in the event that you cannot be reached.

PARENT/GUARDIAN DROP-OFF/PICK-UP INFORMATION

Only names provided upon registration will be allowed to check-in/check-out a camper and must provide a valid ID for proof. Information of other individuals with permission must be provided to the Camp Office before a camper will be allowed to leave camp or exit the bus.

Overnight Camp Programs

Campers should arrive between 2:00pm and 4:00pm during the first day of camp and enter the main lodge to check-in. Here they will learn their waterfront buddy number as well as the cabin they are in for the week. All sessions start on Sunday except session 2 which starts Wednesday. On the last day of camp check-out begins at 3:00pm with the closing ceremony starting at 4:00pm. After the closing ceremony parents and campers are welcome to walk around camp, learn about the week of camp from our staff, stop by the camp store, and pick up your camper belongings.

Day Camp Program (onsite pick-up/drop-off)

If you choose to pick up and drop off your day camper at camp, you should arrive each day of the camp session between 7:30am and 8:00am to check-in. Enter the main lodge to check-in and drop your day camper off with their counselors. Check-out each day is between 4:30pm and 5:00pm in the main lodge except the last day of the camp session. You will check your child out in the main lodge before picking them up from their counselors. On the last day of camp, check-out will begin at 3:00pm as the closing ceremony begins at 4:00pm.

BEHAVIOR

Camp Esquagama expects that campers act with the utmost respect and behavior toward all others at camp. Camp Esquagama reserves the right to send a camper home at his/her parent's/guardian/s expense. If a camper is sent home, total Camp Fee is NOT refundable. Campers may be charged for damages to camp or personal property for which they are responsible.

If you have any additional questions, please contact our Camp Director at (218)-865-6589 or robert@campesquagama.com. We hope you have a wonderful day!