

# The Parent Handbook

Camp Kulaqua  
High Springs, FL



## Camp Kulaqua's Program & Goals

Camp Kulaqua's unique program allows camps ages 7 to 17 to come to camp at the same time while providing each camper their own individualized experience.

Each age group is divided into tracks: Cub Camp Track (ages 7-9), Junior Camp Track (ages 10-12), & Teen Camp Track (ages 13-16). We have found that providing a camper with a program that is specifically designed for them, they are happier and more engaged.

Our goals for your camper at Summer Camp are:

1. Meeting and knowing Christ as a personal Friend and Savior.
2. Learning that by taking your friend JESUS with them in everything they do they're guaranteed the most exciting and joy filled life possible.
3. Building memories through safe and enjoyable activities and relationships.
4. Promoting self-esteem by providing activities that progressively build skill



*Ray Queen,*

*Summer Camp Director*



## Camper Health & Parent Notification

Camp Kulaqua provides a full-time Camp Health Supervisor during our Summer Camp program as well as additional nursing staff for each age group (Registered Nurse, Nurse Practitioner, Doctor, Paramedic, or an EMT) that lives on site while camp is in session. The Camp Health Supervisor and camp nurses administer all medications to campers and assess/monitor any health concerns that arise during a camp session. Although it is highly unlikely that your camper will ever leave camp property while at summer camp (unless they are a part of an offsite extreme camp such as "Teen Mountain Adventure")

if a camper leaves camp, they are accompanied by a staff who is CPR certified. Any emergency medications prescribed to a camper will accompany the camper as well as any scheduled medications etc. There will also be additional emergency medications and first aid supplies for use by the trip coordinator. On occasion, during a camp session, campers can become ill or injured during their stay at Camp Kulaqua.

In the occurrence of this unfortunate event, the following steps are taken to ensure the health of the camper and keep parents notified of their camper's current condition. It is our process to contact parent(s), or emergency contact(s) if parent can not be reached:

1. If a camper is seen for the same complaint twice and there has not been any resolution (i.e. stomach aches, headaches, minor rashes, slight abrasions or cuts, minor dehydration, splinters, bruises and other minor health concerns are dealt with directly by the nurse)
2. If a camper has to stay in the clinic for more than 4 hours (Fever over 100.0 will be isolated until fever free for 24 hours without medication)
3. Any concern that may require further medical treatment such as an injury needing an x-ray, a possible infection, need for stitches or other medical issues that haven't been resolved after two visits to the nurse.



In the event of an emergency, the closest 911 emergency response team is less than 5 miles of camp and is usually on camp within 3-5 minutes.



## Before Bringing Your Camper

- If your camper has a low grade fever 100.0 or above keep them home until they are fever free (without medication) for 24 hours, for their sake and the sake of others. We can make arrangements for them to check in on an alternate day or another week of camp.
- If your camper has a “productive cough” Keep them home. Let us re-register them for another week of camp.
- If your camper has diabetes or other chronic/long term disease requiring frequent medical care they will need to be approved by the Camp Health Supervisor prior to coming to camp.
- Your camper will need to be lice free to attend camp.



## Health Forms

- Camper’s Health History - Must be completed upon registration of camp, and must include immunization history, medications (both prescription and over the counter), allergies, diet restrictions, chronic/long term health conditions, any activity restrictions, and signed permission to treat.
- Camper’s Health History will be reviewed at time of check in. If something has changed since you submitted your camper’s health history form, please update us. You may also log into your account at any time and update this form on your own. Please include any new medication and any health information that has come to light since you filled out your health form.

**NOTE: If your camper is exempt from immunizations you will be asked to sign a waiver upon check-in to Camp Kulaqua.**

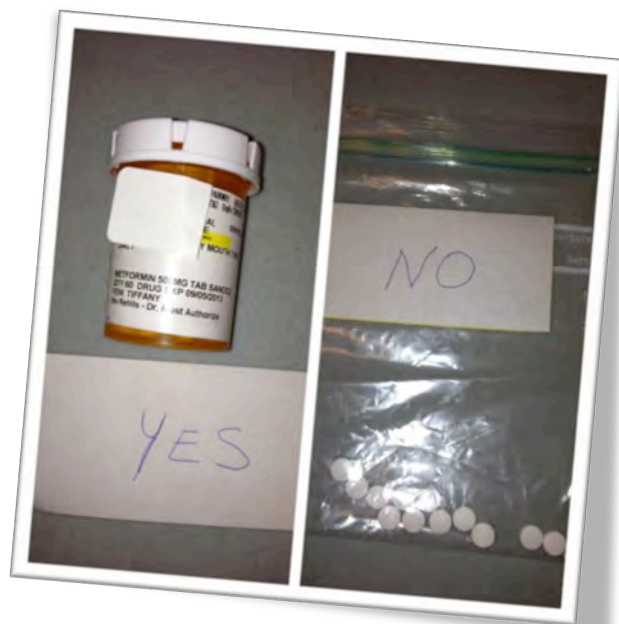
**PLEASE REVIEW YOUR ONLINE HEALTH FORMS PRIOR TO CAMP CHECK IN DATE TO AVOID ANY COMPLICATIONS.**





## Camper Medications

- **ALL** medications including prescription medication, over the counter medications, AND any vitamins or herbal supplements must be turned over to Registration Personnel upon check-in at the bus or to the Camp Nurse upon arrival during registration. Campers also need to turn over inhalers and EPI-pens.
- If your camper has a condition that requires she/he to have an inhaler/EPI-pen immediately on hand (e.g. severe anaphylactic reaction or difficult-to-control asthma), we **REQUIRE** parents to provide an additional inhaler/EPI-pen that can be turned in to the nurse in case the camper loses theirs while at camp.



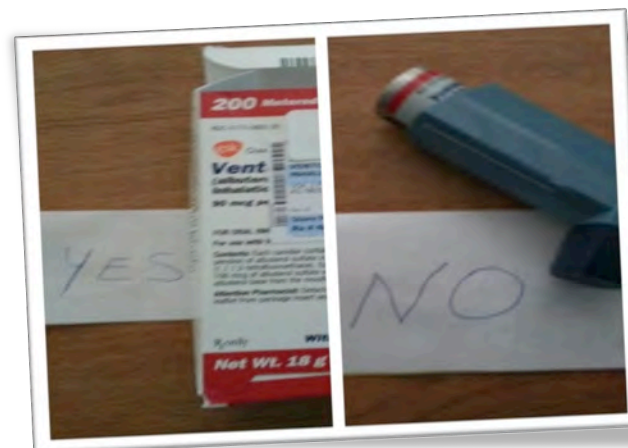
## Turning In Medications

- All prescriptions must be in original medication container (anything less will be refused)
- All medications must be in original medication container (anything less will be refused)
- All vitamins must be in original container (anything less will be refused)
- All herbal supplements must be in original container (anything less will be refused)

- When turning in medications, please place all containers in a “Zip-lock” bag with the camper’s first and last name clearly written on it. If there are special instructions, please include that in your camper’s account in the medications portion of the Health Form and the Medications section.
- If you are concerned about sending your child’s entire supply of medication, please send enough medication for their stay, plus two or three extra (in case one falls on the ground, etc.)
- Camp Kulaqua stocks most over-the-counter medications needed at camp so it is NOT necessary that you include these items in your camper’s packing. Please make sure camper’s name is on all items.

## Picking Up Medications

- Your camper’s medication will be returned with them at the end of their session(s).
- There will be a medication table in the pick up line for you to get the campers medication to take home.





## Camper Diet

We can work effectively with most medically prescribed diets, but cannot cater to individual food preferences. Campers must be able to eat a regular and varied diet. If your camper has special dietary needs, our food service director is available for consultation and in providing for your camper's needs. We must know the special diet needs 30 days prior to camp.

All of our meals are vegetarian, and include an

### Example Breakfasts:

-Biscuits, gravy, eggs, pancakes, hash browns, oatmeal, variety of fruit, jams, bagels-Biscuits, gravy, omelet, hash browns, waffles, grits, variety of fruit, jams, bagels

### Example Lunches:

-Pizza, baked potatoes, steamed broccoli, salad bar with variety of toppings and dressings  
-Vegetarian Chicken Nuggets, Corn, Green Beans, Rolls, salad bar with variety of toppings and dressings

### Example Dinner:

-Spaghetti, steamed carrots, sautéed veggies, veggie meat balls, rolls, salad bar with variety of toppings and dressings, and ice cream sandwich for dessert  
-Quesadillas - cheese, bean, salsa, sour cream, corn, sautéed veggies, salad bar with variety of toppings and dressings, and brownie for dessert

Salad bar, peanut butter & jelly sandwiches, and fruit are always available.



## Mental & Emotional Health

The Camp Kulaqua program and counseling philosophy provide a good deal of freedom and variety. It has been our experience that campers with special needs find these elements difficult to deal with, and are very challenged to be successful. Camp Kulaqua, the family, and the camper want to have successful experiences.

If your camper has an IEP/IPP, or other significant concern, it would be appreciated for us to be informed 30 days prior to camp in order to prepare counselors or other staff for optimal care and interaction.

## Bed Wetting

- Our staff are trained to deal with bed wetting discreetly and to work with your child one-on-one.
- Bring pull ups for night time which can be worn under clothing discreetly.
- Discretely inform the counselor upon dropping your camper off in their cabin so they can be on the lookout.
- Every effort will be made on our part to prevent accidents. Bedding is handled discreetly and is washed by our camp staff and returned to camper's bed quietly and clean to protect the camper's privacy. Please send extra bedding if you think they will be needed.



## What to Expect

Attending summer camp is a very exciting experience for campers and parents! It's very natural for both to be a bit anxious about the camper leaving the comforts of home, adopting new routines of daily activities, and meeting new friends. We want to familiarize you and your camper with our procedures to minimize "first-day anxiety." We want to take time to explain things and to share information with campers and parents. Also, take comfort that Camp Kulaqua has a well-trained staff, and will do our best to making campers feel welcome and at home.

Suggestions from "experienced" parents:

- Utilize the "One Way Camper Email" in your camper's account and send emails to your camper for them to enjoy and read.
- Send old clothes they recognize as their own, not lots of new ones they don't remember as theirs. Don't send any valuable clothing or other valuable items.
- Label everything and pack light!
- Make sure your account information, medical forms, and authorized pick up list in your online account are up to date to help expedite the check in process
- There are dozens of activities and games at camp. Encourage your camper to participate in these activities at their comfort level and perhaps even try something new.
- Schedules and activities vary each day and campers may be unsure of what they are going to get to experience. Counselors will review the list of their plans that day, and encourage your campers to ask their campers if they are unsure of the day's plans and the activities. Counselors will help campers prepare for the day but never be afraid to ask.
- Your camper will probably come home tired, and may need additional rest after a week or two of high-energy activity.





## Lost & Found

We will make every effort to return lost and found items while your camper is at camp, but your camper can do more than anyone to insure that nothing is lost. Please mark all items with a permanent marker or laundry label for easy identification. Remind your camper to check our laid out, dedicated lost and found area. Items found after your child's camp session may be claimed at the Check Out Location so please be sure to check this area and identify your camper's items. If you discover something is missing upon your return home, please contact us immediately. The more time that passes, the less likely it can be found. After September 1st, all remaining items will be donated. Camp Kulaqua is not responsible for lost, stolen, or damaged clothing



## Mail & One-Way Email

(Please allow four business days for "snail mail" to arrive at camp)

Campers love to receive mail! No, really, they LOVE, LOVE, LOVE to receive mail - even cool teenagers. Please write to your child at least once before camp begins. This will guarantee that your camper will receive at least one letter from home while he/she is at camp. They love opening them, and seeing your handwriting, a special card, or stationary. Receiving posted mail usually garners a bigger smile. At a rustic camp, receiving a penned letter has a special and fitting charm.

Please address mail this way:

Camper's Name  
Lodging Name  
Camp Kulaqua  
23400 NW 212 Ave  
High Springs, FL 32643



One-Way Email is another way for you to write your camper. Email can only be sent to your camper through their online account during the time they are at summer camp. Simply log into your account, click one-way email, and write your camper a special note. Emails are printed out daily in our office and delivered to your camper's cabin that evening. Campers cannot write back to emails, but LOVE to read notes from home!

## Mail & One-Way Email Cont.

### Dos

- Send frequent letters/emails; they don't have to be long. Postcards are good too.
- Send photos of family and/or pets.
- Have a grandparent write a letter.
- Have pets send messages (paw prints).
- Send favorite comic strips, stickers, jokes, etc...
- Ask a few questions and allow your camper the opportunity for "self evaluation" through your letter
- Send a letter before your camper leaves for camp to make sure it arrives for the first day. Allow 4 to 5 days for mail (we'll save it for them if it gets here before their session starts). Provide your child with self-addressed, pre-stamped envelopes for sending letters home.



### Don'ts

- Don't encourage homesickness by emphasizing how much you miss your child.
- Don't write how much fun you are having on vacation while your child is at camp.
- Don't dwell on negative happenings. You can discuss real problems with your camper when he/she returns home.
- Don't send any references to outside media (magazines, electronics, etc.). Allow them the opportunity to disengage from media for this short period of time.

Please consider the following . . . campers are very busy at camp. When they do have a little time during rest hour, they are encouraged to rest, write letters home, read, or some other quiet activity. Sometimes campers will sit outside the cabin and quietly talk to one another. All their needs are met at camp, including care, plenty of fun and engaging activities.

### Care Packages

Postal packages are VERY expensive to send these days, although we do not discourage them, the Camp Kulaqua General store has special (birthday) and pre-made (general) care packages that can be purchased. These packages have a variety of options and sizes available. After dropping your child off at the cabin, visit the camp store to purchase your camper's care package and delivery date.

Birthdays are very special at camp, and the camp store offers options for you to choose from as well. This can include balloons, cupcakes, and treats for the cabin.





## Visitors & Phone Calls – Contacting Your Camper at Camp

At Camp Kulaqua, we strive for campers to develop independence. An integral part of the growing process is the extended experiences away from home. Although cell phones are not permitted at camp, we welcome you to call but please be aware that for some campers, this can cause homesickness. The main office number is (386) 454-1351. The Summer Camp office number is (386) 454-7957 and operates from May 24 to June 27, 7:30am to 10:00pm.

Parents will be contacted immediately by staff in the case of an emergency.



Please understand that campers may only receive phone calls and make calls to the numbers listed on their online camp account. This prevents your camper from contacting / being contacted by unauthorized parties outside of the account holder. If you wish to add additional people to your account so that access is granted to your camper, you may do so by calling our office and verifying the changes.

Your child is welcome to call home. But please understand that your camper may not desire to call home because they are having so much fun and simply forget to call you, it's NOT uncommon. When this happens, feel free to call our Summer Camp office and remind your camper you wish to hear from them.

Visitors on camp are limited to those listed on the camper's online account and no child will be released to any individuals not listed on the authorized pickup list. Visitors must check in at the Summer Camp Office, and are only permitted in the main areas of camp (cafeteria, office, and baptisms at spring).

## Cell Phone Policy

Because cell phones offer a distraction for the campers, it is our policy that summer camp is a cell phone free zone, not only for campers but for many of our staff as well. We know that technology is very important to society and communication with your child is important. At the same time we want your child to enjoy their week at camp and experience God's outdoors, and not be receiving texts from their boyfriend/girlfriends or texting other campers in the middle of the night. The camper can come to the Summer Camp office at any time and call home, and there are also telephones available throughout the campus.



## Parents' Evaluation

We appreciate your immediate comments and feedback about our staff and program. If you see or hear of a problem with any part of our program or staff, please contact the Camp Kulaqua office ([summercamp@campkulaqua.com](mailto:summercamp@campkulaqua.com)) immediately so corrections can be made. Also, shortly after the camping session, you will receive an email with a link to the Parents' Evaluation Form. Your sincere response is requested and appreciated. Additionally, comments can be e-mailed to the director at any time - [rayq@campkulaqua.com](mailto:rayq@campkulaqua.com)

## Cabin/Lodging Assignments

Our registration process allows you to select your camper's housing. Therefore, it is your opportunity to place them with his/her friends. We do ask that you try and limit your group to four. This will prevent one or two campers from feeling left out of the group. To ensure being in the same cabin with your friends, registering together and arriving early is suggested. To ensure the best selection for cabin assignments, early registration is suggested.



## Camper to Staff Ratios

- Inside of the cabin our camper to staff ratio is 1:6 for Cub campers, and 1:8 for Junior and Teen Campers.
- As a whole, camp's ratio provides approximately 1 staff to every 3 campers
- Individual class sizes may vary



## Employee Selection, Background Checking, & Training

Each potential staff member is individually interviewed by the Summer Camp Director or delegate and is prayerfully considered. Once the selections have been made, staff members are required to successfully pass a Level 2 FBI-U.S. Department of Justice

## Camp Accreditations & Certifications

- **ACA Accreditation** - Camp Kulaqua is certified through the American Camp Association (ACA). "The American Camp Association (formerly known as the American Camping Association) is a community of camp professionals who, for 100 years, have joined together to share our knowledge and experience and to ensure the quality of camp programs" (ACA, 2011 <http://www.acacamps.org/about/who-we-are>). For further information about ACA, please [click here](#). Camp Kulaqua became a member of ACA in the 1970s, and has been an accredited member for the last 20 years. To maintain accreditation, Camp Kulaqua annually reaffirms its continued appliance with applicable ACA standards, code of ethics, and state and federal law and revisited once every three years
- **Adventist Association of Camp Professionals (AACP)** - Camp Kulaqua has been a founding member of the Adventist Association of Camp Professionals (AACP) since its inception in 1997. AACP is a network of Adventist camp professionals that works together to train camping professionals, set standards, and achieve the goals of the North American Division of Seventh Day Adventist churches ([www.adventistcamps.org](http://www.adventistcamps.org)).

## Camp Accreditations & Certifications Cont.

- **Lifeguard Certification** - Lifeguards are certified through American Red Cross in Life-Saving techniques, first-aid, CPR, and AED operation
  - Swim instructors are certified WSI- Water Safety Instructors
- **EMW Certification** - Barn staff are certified through Equestrian Management Workshop
- **Dietary Certification** - Food service employees are certified in food-safe handling
- **Kulaqua Zoo** - Our zoo is licensed by the Fish & Game Conservation Commission, licensed by United States Department of Agriculture, and a member of the Association of Zoo Keepers.



## Bus Transportation

Two locations are available for bus transportation to and from the Miami area and is only available during specific weeks of camp. There will be a bus permission form required to be filled out and signed by the parent, and submitted to the Registration Personnel upon check to the bus. The departure times and locations are listed online and Camp Kulaqua is unable to refund fees due to lateness or missing the bus times. Please contact the camp if you wish to find out details about the bus transportation.

## Homesickness

The vast majority of campers studied report homesickness on at least one day of camp. Our staff makes a concerted effort to help campers overcome homesickness by helping them learn to accept the natural

feeling of missing family and friends. We welcome this opportunity to help youngsters grow in this area and we train our staff to handle homesickness in constructive and loving ways. With proper handling by the staff, campers, and parents, it can be overcome, and the camper can make a big stride in growing up.

See the following page for some tools to help you and your camper.







## Homesickness Cont.

Here are some things you can do to lessen homesickness:

- Keep frequent letters/emails cheery and newsy in such a way that they will not make your camper homesick. Don't say you can't get along without them, or ask about homesickness.
  - Try having your child do overnights at friends' houses before coming to camp. Do they have a friend who is interested in coming to camp?
    - Pack a personal item from home.
    - Don't tell your child that you will come and pick him/her up or you will talk to them on the phone if he/she doesn't like it. This often sets nervous children up for failure, as they'll focus on any reason not to like camp in order to go home, as per the deal.
      - Don't bribe your child by promising something valuable if he/she makes it through camp. It sends the wrong message. The benefit is your child's new confidence and independence. Going to camp can be an important developmental milestone.
- Have a conversation about the many activities there are at camp, and that she/he probably won't like all of them, or be as good at some activities as some of the other children, but that is okay.
- Help your child think of things they can do to cope with feelings of missing home.
- Tell your child that their counselor is there to help them. If the child doesn't feel comfortable telling their counselor something specific for some reason, tell your child that s/he can go to the Boy's/Girl's Director or the Track Camp Director.

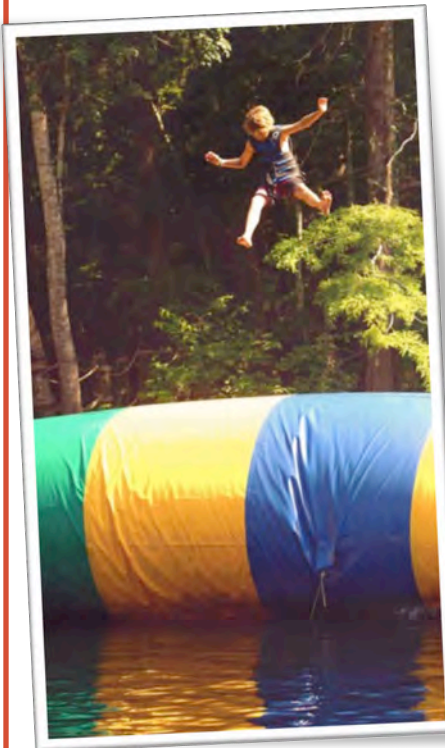
In the event of severe homesickness, parents will be notified. This is not a medical concern, but it can have a large impact on the camper's experience.

## Campers Staying Multiple Weeks

Many of our campers stay multiple weeks of camp and we provide supervision and meals during Sunday's check out and check in procedure so that parents do not have to travel back to camp again. We ask that parents send enough medicine and camp store funds for the duration of your camper's stay.

Laundry service is generously provided by the camp - free of charge - to ensure clean clothes for the following week(s).





## Camp Appropriate – What does that mean?

Children in America have a lot of ideas put into their head about how they need to look to be cool, be liked, be accepted, etc. They tend to have a very strong focus on their body image as a major determinant of their worth as a human being, and they often wear ideas/philosophies for which they have little true appreciation. Campers get these ideas from current friends, from older children, magazines, television and movies. Television shows are often focused on relationships (especially ones filled with drama) and sex or sexualized images. We would rather children spend a week or two simply being kids and reclaiming some of the joy and innocence of childhood than focusing on these things. To consider as well, while your 15 year old child may be able to critically think about these issues, the 10 year old camper that looks up to your child may not be.

When sending your camper to camp, please consider the intention of camp to give campers a chance to be away from media influence, and encourage them to bring clothes with minimal brand labeling and that are fairly sturdy and provide adequate support and skin coverage. Camp is a very active environment and running around in low cut, minimal tops or short shorts can be a cause for embarrassment (if they slide at the wrong moment) or injury (falling during games, high ropes elements in short shorts, etc). Clothing promoting alcohol companies or with suggestive comments is not appropriate and we will ask campers wearing these items to change. Again, we have a range of children at camp and we ask that all clothing be appropriate for all ages.

**For a complete list of dress code items, please see the following documents:**

[http://www.ultracamp.com/assets/9/documents/dress\\_code.pdf](http://www.ultracamp.com/assets/9/documents/dress_code.pdf)

<http://www.ultracamp.com/assets/9/documents/Packing List.pdf>

## Camp Store Money

The store offers many staple items should campers need them - toothbrush, toothpaste, combs, soap, shampoo, and similar items at our cost. Those items are available at any time. Prices listed below are estimates based on previous years. Exact costs will be determined once we know how much we will be charged this year. It is suggested to bring a water bottle.

- Camp t-shirt (\$10-20)
- Hooded camp sweatshirt (\$20-25)
- Carabineer (\$3)
- Camp water bottle (\$5-10)
- Non-Caffeinated drinks (\$1.25-\$3.00)
- Candy and snacks (\$0.75-\$1.50)

Parents may establish credit for their campers by visiting the camp store after dropping their camper off at the cabin or by calling the Camp Kulaqua ABC store at 386-454-7956. We suggest \$10-\$20 per week of camp. Of course, the Camp Store is an option for you as a parent and is not required to leave money.

Unspent money may be picked up by the parent upon check-out of camper and ALL unclaimed funds are donated to our camp zoo.

## Bug Repellant



DEET is effective against mosquitoes, but it is also a toxin. A low (4-7%) concentration of DEET will last for a couple of hours, which is about how long mosquitoes are sometimes (depending on the year) a problem in the evenings. More than 30% is not advised for use with children. Also, we prefer you to not send aerosol repellant (pump and lotion kind instead).

According to the Center for Disease Control, repellant with lemon eucalyptus is as effective as DEET at the lower doses.

This is what our staff usually use, and we have it readily available for campers' free use as well. If DEET is chosen, Please let your campers know how to safely apply it (e.g. don't spray on face, do not apply to hands, do not apply under clothes, do not apply while in the cabin, or around any other person).

## The Perfect Camp Experience

When people ask, "What's your favorite place in the world?" Two places come to mind, Disney World, and summer camp. The first needs no explanation—it's the Happiest Place on Earth!™ As for the second one, the only people who'd need an explanation are people who've never gone to camp. And it's hard to put into words the experience is at camp. There's just *something* about it that defies reason, and transcends geography and bends time.

Many times, families look for their camper's experience to be absolutely perfect, and we hope for that also. Parents want their child to love everything about camp; having no real struggles or challenges, and for their week to be nothing but smiles and giggles all the time. Sometimes this does happen but from the perspective of Camp Kulaqua, we understand that there are challenges and struggles that are included in the "perfect" camp experience.

We understand that campers not only have wonderful life changing experiences, but also learn about situations and how to overcome them. Camp life offers challenges like overcoming social awkwardness, sharing a room with others, time management, following rules from others, dealing with adverse situations and many others. By being exposed to these things, campers learn good social skills, public behavior, building confidence, and begin to learn their role in life. Our staff members hope to guide campers through their challenges as we observe, or are made aware of them and able to do so. We hope the campers will find success in their failures and leave camp with new friends, an appreciation for the outdoors, and a deeper love for Jesus. Camp isn't really a *place* at all—it's a feeling, a spirit. No matter where you went to summer camp or when, you know what I'm talking about. You feel it in your heart.

