



# 2022 Camper/Parent Handbook

Dear Camper and Parent/Guardian,

Greetings from Lutherlyn! We are so happy that you will be joining us this summer.

This handbook has a lot of helpful information for you to read as you prepare for your time at Lutherlyn. This will provide you with information on the registration and check-in process, drop-off and pick-up times, what to bring to camp, and the answers to many other common questions. After reading this, if you still have questions or concerns, please contact the camp office at 724-865-2161 or [registrar@lutherlyn.com](mailto:registrar@lutherlyn.com).

**This handbook does not include Lutherlyn's COVID-19 Plan. That is a separate document that each parent/guardian will sign prior to camp.**

We look forward to seeing you soon!

God's Peace,

Deacon Deb Roberts, Executive Director

Rev. Ryan Fitch, Assistant Director

## **THE REGISTRATION PROCESS**

All of the information and forms that must be completed prior to check-in are a part of your online account (that you used to register). Every section of the mandatory online forms must be completed at least two weeks prior to the start of your child's camp week. This includes your final payment, a store account deposit, Health History Form, and Parent Profile/Dietary Concerns/Consent Form. Additionally, if applicable, complete the Cabin Buddy Request Form.

If your child does not have any medications, then you do not need to bring any paperwork with you to Sunday check-in.

If your camper is bringing medications to camp (prescription or over-the-counter medications), the CAMPER MEDICATION FORM (included in your confirmation e-mail) must be printed, filled out, and brought to camp with you for Sunday check-in. Each camper with medication should arrive at Sunday check-in with their medications in the original container with the pharmacy label. These medication bottles should be in a zip-lock bag with the completed Camper Medication List. **If your camper requires over-the-counter medications that are not included in Lutherlyn's standing orders (including vitamins or supplements) they must come in a labeled prescription bottle or with a written and signed order from a licensed physician, dentist, nurse practitioner, physician's assistant, or prescribing pharmacist. We cannot accept prescriptions from chiropractors, nutritionists, homeopathic practitioners, or anyone not included in the Nurse Practice Act regulations. We need a labeled prescription bottle or a written, signed order for every medication that comes to camp, including over-the-counter medications that are not included in the standing orders listed on the CAMPER MEDICATION FORM.** At Sunday check-in, parents will meet with the camp nurse to turn in medications and review instructions. If your camper has medications and is being dropped off by anyone other than parent/guardian, please make sure that this form is complete and that the person bringing your child to camp has it to bring to check-in. **PLEASE DO NOT MAIL THIS FORM TO LUTHERLYN IN ADVANCE.**

Please note: For the efficiency of the check-in process it is VERY important that you complete everything in your online account at least two weeks before arriving at camp. It is also VERY important that you bring the Camper Medication Form (if your camper has medications) **ALREADY FILLED OUT** with you to check-in. The camp office is closed on Saturdays and all of the paperwork for check-in is prepared on Thursday; if you wait until the day or two before your camper checks in to complete your online forms, they will not be properly accounted for at Sunday check-in.

### **SUNDAY CHECK-IN**

**ARRIVAL TIME:** Check-in is from 2:30-4:00pm on Sunday. To reduce lines, each family will receive a 30 minutes check-in time (2:30-3:00, 3:00-3:30, or 3:30-4:00). Check-in times will be sent approx. 2 weeks prior to arrival at camp. **Campers will not be permitted to check in before 2:30pm.** If your camper has medications, please bring the medications in their original bottle in a zip-lock bag with the Camper Medication List to check-in. **Lutherlyn has a "no pet" policy; please do not bring pets to check-in.**

It is important that all campers arrive by 4:00pm on Sunday so that each cabin group can start their week at camp together. If you are running late, please call the camp office at 724-865-2161 and let us know what time you anticipate arriving. Cabin groups will not wait at the cabins beyond 4:00pm; if you arrive after 4:00pm your camper will miss the first camp activities. If you know that you will be bringing your child to camp late, please complete the LATE ARRIVAL/EARLY PICK-UP section of your online account.

### **FRIDAY PICK-UP**

All residential camp weeks/programs (except for Young Folks and week #2 Remnant Confirmation Camp) end on Friday evening. Pick-up will be from 6:00-7:00pm on Friday evening. Each family will receive a 30 minutes pick-up time (6:00-6:30 or 6:30-7:00). Pick-up times will be sent approx. 2 weeks prior to arrival at camp. A photo ID is required at pick-up. Young Folks will be picked up at 9:00am on Wednesday morning. Remnant Confirmation camp (week #2) will be picked up at 1:00pm on Friday afternoon. The camp store will be open during pick-up.

### **CANCELLATION/REFUND POLICY**

\$20 of each registration is non-refundable (due to processing fees and other expenses incurred by Lutherlyn). \$80 of the deposit is refundable until June 1st. After June 1st the \$100 deposit is non-refundable and non-transferable. The final payment is due two weeks before coming to camp. Camp fees are not refundable or transferable for cancellations made within two weeks of the scheduled session except for medical reasons. The fee for campers leaving camp for medical reasons or family emergencies may be refunded on a pro-rated basis.

*If the final payment is not received two weeks prior to arriving at camp and there is someone on the waiting list for the program that your camper is registered for, you will be notified that your spot will be offered to the camper on the waiting list.*

## **EARLY PICK-UPS AND LATE ARRIVALS**

If it is necessary for your campers to arrive late or leave early, please fill out the “Early Pick-Up/Late Arrival” form of your online account. If you are picking up a camper early, you will need to provide proof of identification when you pick the camper up. For the summer of 2022, campers will not be allowed to leave their session and return to camp during the week (for sports, appointments, lessons, etc.).

## **WHAT TO BRING**

Camp is surrounded by nature, which includes water, mud, sticks, rocks, and roots. As you pack for camp, please keep this in mind as you decide what to pack for camp. Please label items with your camper’s name.

- |   |   |
|---|---|
| <input type="checkbox"/> <b>AT LEAST 10 FACE MASKS (2 PER DAY)</b>  |   |
| <input type="checkbox"/> Sets of cool clothes - T-shirts, shorts  | <input type="checkbox"/> Sleeping bag & Pillow (twin size sheets optional)                            |
| <input type="checkbox"/> Underwear  | <input type="checkbox"/> 1 Pair of tennis shoes   |
| <input type="checkbox"/> Sets of warm clothes-long pants, sweatshirts, several pairs of socks   | <input type="checkbox"/> 1 Pair of shoes for hiking   |
| <input type="checkbox"/> Pajamas  | <input type="checkbox"/> 1 Pair of closed-toe creek walking shoes                                     |
| <input type="checkbox"/> Raincoat or poncho   | <input type="checkbox"/> Flashlight/headlamp  |
| <input type="checkbox"/> Swimsuit and pool towel  | <input type="checkbox"/> Sunscreen (SPF 15 or higher) & Bug Repellent (if desired)                    |
| <input type="checkbox"/> Towels and wash cloths   | <input type="checkbox"/> Pen/pencil/notebook  |
| <input type="checkbox"/> Soap/shampoo   | <input type="checkbox"/> Drinking cup (for cabin use)   |
| <input type="checkbox"/> Toothbrush/toothpaste  | <input type="checkbox"/> Water Bottle (we have water-filling stations around camp for water bottles.) |
| <input type="checkbox"/> Laundry bag  | <input type="checkbox"/> Handkerchiefs or tissues   |
| <input type="checkbox"/> Camera (optional)  | <input type="checkbox"/> Bible (optional – we have extra)   |
| <input type="checkbox"/> Sunglasses (optional)  | <input type="checkbox"/> Rain Boots (optional)  |
| <input type="checkbox"/> Envelopes and stamps (optional)  | <input type="checkbox"/> Hat (optional)   |
| <input type="checkbox"/> 100% cotton shirt or bandanna to tie-dye (optional – also available to purchase at camp)   |   |
| <input type="checkbox"/> Prescription Medications (ANY MEDICATIONS BROUGHT TO CAMP NEED TO BE IN THE ORIGINAL PACKAGING FROM THE PHARMACY IN A ZIPLOCK BAG WITH THE MEDICATION LOG SHEET COMPLETED. SEE THE MEDICATION LOG FORM.) |   |

***A Note about Clothing:*** In consideration of the types and levels of activities involved in camp life, we find it important to make the following guidelines for appropriate camp wear:

- We recommend that you pack clothing that is loose fitting and allows for freedom of movement. We encourage T-shirts, sweatshirts, shorts, and jeans.
- We prohibit restrictive and "fashion" clothing such as tops with spaghetti straps, tube tops, backless shirts, short shorts, and ragged shorts.
- Slip-on shoes, flip flops, and shoes that easily fall off are not permitted.
- Clothing/apparel/jewelry that advocates or promotes sexual activity, violence, death, suicide, alcohol, drugs, tobacco, or demeans, degrades, or intimidates another person is not permitted.

## **ADDITIONAL ITEMS FOR SPECIFIC PROGRAMS**

### **HORSE CAMP:**

- ☐ Several pairs of jeans or riding breeches in addition to camp clothes (must wear jeans or breeches when riding)
- ☐ Riding boots (if you don’t have them, they will be provided at the Equestrian Center)

### **ADVENTURERS:**

- ☐ An extra pair of tennis shoes that can get wet
- ☐ A durable water bottle that is large enough for a long hike

- ☐ Sleeping bag and sleeping pad for camping out
- ☐ Sunglasses
- ☐ An extra towel or beach towel
- ☐ Backpack or Drawstring bag for daily gear and lunches
- ☐ Extra socks

## **WHAT NOT TO BRING**

<b>Cellular Phones</b>	Fireworks	Television
<b>Food...</b> we have plenty	iPod/CD player	Jewelry
Alcohol	Chewing gum	Hunting knives
Cigarettes	Martial Arts weapons	Pets (Electronic or Otherwise)
Illegal drugs	Radio/Stereo	Over-the-counter Medications (we have them)
Firearms	Laptop/tablet/ipad/etc.	Cash

We reserve the right to withhold all tools, equipment, or other items that we may deem dangerous or unnecessary. Lutherlyn cannot be held responsible for any personal property that is lost or stolen during your week at camp. Cellular phones WILL be confiscated. Please leave cell phones at home.

## **SAFETY**

We know that you are putting a lot of trust in us by bringing your child to stay at camp. Our staff are well trained and prepared to act “in loco parentis” (in place of a reasonable parent) while your child is in our care. Some of the precautions that we take to assure that your child is safe at Lutherlyn are:

- All of the staff members go through a thorough application and interview process. Only the best are chosen... only people that we would trust with our own children.
- We complete a criminal & child abuse background check, an FBI clearance, a check of the national registry of sex offenders, and check 3 references for every potential employee.
- Each staff person signs Lutherlyn’s staff policies and violation results in termination.
- Our two-week staff training program includes First Aid & CPR training, emergency procedures, homesickness training, safety protocol for all camp activities; all of the elements prescribed by the American Camp Association (ACA) – and more.
- There is at least one nurse living on-site each week. All medications and health forms are kept locked in the health hut to prohibit unauthorized access to camper’s personal information and medications. The nurse is accessible 24/7 while campers are at Lutherlyn.
- Lutherlyn has specific emergency procedures in place for severe weather, fires, water emergencies, unauthorized visitors, armed intruders, missing persons, and run-aways. While it is our hope that we will never need to use these emergency procedures, the staff are all trained and rehearsed in implementing them.
- Lutherlyn’s Directors live on-site and are available to the Summer Staff 24/7 for any sort of incident or emergency throughout the summer.
- Lutherlyn is accredited by the American Camp Association. The ACA sets specific standards related to camper safety, site and facilities, human relations, staff policies, health and wellness, aquatics, program development, and program implementation.

There are many more, but these are some of the measures that we take to ensure your child’s safety.

## **HEALTH CARE INFORMATION**

The health and safety of each camper is of the utmost importance. Campers will receive a brief health screening at check-in. A camp nurse/health care provider is on duty 24-hours/day, counselors are trained and certified in First Aid and CPR, the “Health Hut” is equipped to care for the medical needs of campers and staff, and the local hospital and ambulance service are quickly available. All campers, volunteers, and staff MUST have a current health record on file at the Health Hut prior to staying at camp.

Lutherlyn will notify the parent/guardian of a camper injury or illness when a fever lasts longer than 24 hours, immediately if a fever is over 101, nausea/vomiting or diarrhea lasts longer than 24 hours, there is an illness or injury that requires additional medical treatment, or there is a reoccurring medical condition. When a camper

has a fever, vomiting, or diarrhea he/she will stay in the health hut or a supervised “quarantine cabin” until their symptoms are gone.

For the health of all of our campers and staff we ask that you do not bring your child to camp if they are sick. If your camper has any of the following conditions, please call the camp office to reschedule or cancel their week at camp.

- Fever, vomiting, or diarrhea within 24 hours of coming to camp.
- Head lice or scabies within 1 week of coming to camp.
- A contagious condition that has been treated by an antibiotic for less than 24 hours.
- See Lutherlyn’s COVID-19 Plan for details specific to the summer of 2022.

Lutherlyn requires the same immunizations that are required for public school in Pennsylvania. Medical exemptions are the only accepted exemptions and must be documented.

**All Campers:**

- Four doses of tetanus, diphtheria and acellular pertussis (one dose on or after the fourth birthday) \*
- Four doses of polio (fourth dose on or after fourth birthday and at least six months after previous dose given) \*\*
- Two doses of measles, mumps, rubella (MMR)
- Three doses of hepatitis B
- Two doses of varicella (chickenpox) or evidence of immunity

\*usually given as DTP or DTaP or DT or Td

\*\*A fourth dose not necessary if the third dose was administered at age 4 years or older and at least six months after the previous dose.

**Campers going into 8<sup>th</sup> grade and older (in addition to the immunizations listed above):**

- One dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of seventh grade
- One dose of meningococcal conjugate vaccine (MCV) on the first day of seventh grade

**Campers/Staff/Volunteers age 18 or older (in addition to the immunizations listed above):**

- Must be fully vaccinated for Covid-19

## **MEDICATION POLICY**

State Law requires that all medications be given to the camp nurse upon arrival (prescription and over-the-counter). All medications must be in the original container. The only medications that can be kept with the camper are inhalers and Epi-pens – all other medications must be stored at the Health Hut under the supervision of the camp nurse/health care provider. Every camper with medication must have a “Camper Medication List” filled out and stored in a bag with the medications. This will be turned into the camp nurse during check-in. Medications will be returned to campers prior to departure on Friday evening.

## **SUPPORT PRIOR TO ARRIVAL**

There are things that you can do to help make your child’s week at camp successful. Share with them how excited you are for the AWESOME experience they are going to have! Tell them that you will miss them, but please do not dwell on how hard it will be for you to send them to camp. (We have had homesick campers who really wanted to have fun but were worried that someone at home was missing them too much!) It is not helpful to share stories about cabin raids, hazing, or scary experiences you may have had, seen in a movie, or heard about... none of that happens at Lutherlyn! Reassure your child that Lutherlyn is a safe place where they will HAVE FUN, be cared for, experience new things, get to be themselves, and grow in their faith!

## **CELL PHONE POLICY**

We understand that it can be difficult to go a whole week without talking to your child but Lutherlyn adheres to a strict “no cell phone” policy. Here is why:

- Camp is an opportunity for campers to “live in the moment” in an intentional Christian community in a “place apart.” The distraction of phone contact dilutes the experience rather than enhancing it.
- Along with growth in faith, the camp experience is intended to help kids become independent, build social skills, emotional resilience, and, in a place committed to their success and well-being, to stand on their own. They simply do better and grow more, when they are allowed to do that on their own.

- The safety of your child is our first concern. When campers are able to make phone calls from camp, it creates a potential for “unexpected visitors.” The ACA reports that they can also create alarm among parents and in the media in the event of an emergency at camp by spreading partial or inaccurate information.

**Please help us enforce this policy. Do not allow your camper to bring a cell phone to camp. Any cell phones that are found during the week will be confiscated and kept in the office until the camper is picked up.**

## **PHONE CALLS, VISITS, CAMPER MAIL AND E-MAIL**

We generally do not allow campers to make or receive phone calls. It simply makes the adjustment more difficult and may lead to homesickness. If anything comes up during the week concerning your child, we will call you. For many of the same reasons, there is no visiting of campers during their time at Lutherlyn.

You can send an online message by visiting [www.lutherlyn.com/message](http://www.lutherlyn.com/message). Campers will not be able to reply but your message will be printed and distributed with the mail at lunch.

You can write letters and mail them to: Camper Name & Cabin, Lutherlyn, P.O. Box 355, Prospect, PA 16052. Campers have the opportunity to write letters after lunch each day. Stamps are available from the camp store.

## **PHOTOS AND DAILY E-MAIL UPDATE**

Photos will be added to our password protected photo site throughout the week so you can see how much fun we are having at camp! Photo Site: [www.lutherlyn.shutterfly.com](http://www.lutherlyn.shutterfly.com) Password: adventure

A daily e-mail is sent out with updates about our week at camp. This will be sent to the e-mail address that is associated with your online registration account.

## **CAMP STORE**

Every residential camper will receive a drink and snack each day from the camp store (this is the \$15 “store time snack fee” paid during registration). Campers will have the option to shop at the camp store for additional items (clothing, water bottles, hats, postcards, etc) throughout the week. Purchases can also be made at the craft cabin. The recommended amount for most programs is \$10-\$20 (in addition to the \$15 snack charge). This should cover all store and craft purchases. Rocketry campers can put more on their store account for additional rocket purchases (each rocketry camper starts with a \$25 rocket credit). All store and craft purchases will be done electronically so no camper is permitted to carry cash. In addition, Lutherlyn campers will have the opportunity to donate money toward Lutherlyn’s “Under the Radar” summer offering project from their store account. Store Deposits should be made with the final payment at least 2 weeks prior to camp. Money that is left on a store account will be refunded to the camper at Friday dinner. The camp store will be open for cash/check/credit card purchases during Sunday drop-off and Friday pick-up.

## **CAMPERSHIPS**

Financial assistance is available for those who cannot afford the camp fee. Please contact Lutherlyn for a campership application.

## **GRATUITIES**

All campers are treated fairly and equally. Lutherlyn staff will not accept gratuities or tips of any kind. If you wish to recognize a specific staff person or volunteer, a donation can be made to Lutherlyn in their honor.

## **CAMPER GUIDELINES**

On Sunday, each counselor will review the camper guidelines with their cabin group. This will include the COVID-19 specific details for the summer of 2022 and:

- We will treat everyone with kindness and respect. Bullying or harassment of any kind will not be tolerated.
- You will be with a staff person at all times. Camp is a safe place but if there is an emergency it is important that you listen to and follow the instructions that are given to you by the staff. Your safety is our top priority!
- Be kind and thoughtful in the way that you speak to each other. No swearing, name calling, or putting others down.

- For your health and for the cleanliness of our cabin, it is important that we all take care of ourselves this week. That includes brushing teeth, showering, wearing clean clothes daily, cleaning up after ourselves, and keeping our cabin clean (everyone will have 1 chore each day). If you forgot something that you need (toothbrush, towel, brush, underwear, etc), please let your counselor know. We will get that for you or contact your parent/guardian to make arrangements to get it.
- Review Dinning Hall procedures: no food fights, limit food waste, table manners.
- Do not abuse camp property (\$25 fine per letter for graffiti).
- Respect each person's personal property. Please do not go into anyone else's suitcase or bags.
- Campers are not to be in the following areas: store, staff lounge, boat house, pool room, resource center.
- Please do not litter and pick up litter that you see.
- No cell phones. If you have one, please give it to your counselor.
- When we need your attention or need it to be quiet, a staff person will put their hand up. Please put your hand up, stop talking, and listen for announcements or instructions.
- Shoes must be worn everywhere (except in the cabin and swimming areas).
- Lifeguards must be on duty before anyone can enter the swimming areas.
- No alcohol, drugs, hunting knives, firearms, fireworks, or martial arts weapons.
- Tobacco products and smoking are not permitted (including vaping and chew).
- Campers should not pick wildflowers or try to tame or harass wildlife.
- No chewing gum.
- The whole camp will observe designated quiet time.
- No cabin raids or pranks.
- Campers should not have food in the cabin – it welcomes critters.
- If at any time you feel like you need to talk or you are concerned about something please talk with your counselor. That's what we are here for!
- Campers must smile at their counselor at least once a day! ☺

## **NON-VIOLENCE POLICY**

Lutherlyn is a welcoming community where all of God's children can gather. No camper, staff member, volunteer, or visitor will be made to feel unwelcome. Harassment or bullying of any kind will not be tolerated.

## **CAMP DISMISSALS**

Guidelines and expectations will be clearly communicated to campers on the first day of camp. Staff will monitor behavior and talk individually with any campers that are not following the guidelines. If, after staff have talked with the camper and the camper has been given the opportunity to correct their behavior, a camper still will not follow Lutherlyn's policies and guidelines or if a camper is bullying or harassing others, that camper will be dismissed from camp with no refund and the parent/guardian will be responsible for the immediate transportation of the camper from camp.

## **CABIN BUDDY REQUESTS**

One cabin buddy request can be honored for campers that are in the same program. Each camper must list the cabin buddy on the "Cabin Buddy Request Form" in the online portal.

## **LOST AND FOUND**

Campers are responsible for everything that they bring to camp. We will make every effort to ensure that campers collect all of their belongings at the end of the week. We recommend that parents and campers pack together so that campers know where things are in their suitcase and what they have with them. Please label your camper's belongings. Lutherlyn does not mail Lost and Found items. If you believe that your child left something at camp, please call the camp office and we will try to find it and arrange for a time for you to pick it up. Lost items are kept until Labor Day, after which they are disposed of or donated. There is a lost and found box in the Dining Hall Lobby for the week. If your camper loses something, their counselor will help them look in the lost and found box.

## **DIRECTIONS**

The physical address for GPS and map programs is 500 Lutherlyn Lane, Butler 16001 (please do not just type in “Lutherlyn”, this will potentially take you to a different entrance that is not convenient for check-in).

Lutherlyn is located 40 miles north of Pittsburgh off of Route 422 between Butler and Prospect. The best routes to Route 422 are Interstate 79 or Route 8.

**From the West:** Take Interstate 79 to Route 422 (the Butler/New Castle exit) and head east 8.2 miles. Make a right hand turn at the 84 Lumber onto Dick Road. The main entrance to the camp is 1.5 miles down Dick Road on the right. The camp driveway will take you directly to the main parking lot and the camp office.

**From the East:** Take Route 8 to Route 422 and head west (towards New Castle) 7 miles to the 84 Lumber. Make a left hand turn on to Dick Road. The main entrance is 1.5 miles down Dick Road on the right. The camp driveway will take you directly to the main parking lot and the camp office.

## **ADDITIONAL CONCERNS**

Please contact us if you have questions or concerns that we can address prior to your camper’s arrival. Thank you for trusting us with your child and for providing them with, what many have described as, the BEST week EVER! See you soon!



**P.O. Box 355, Prospect, PA 16052**

**724-865-2161**

**registrar@lutherlyn.com**

**www.lutherlyn.com**