



PROCTER FAMILY CAMP HANDBOOK

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Please Note: This handbook is designed to provide basic information to families on camper life and programs. We hope this handbook will help you prepare for your camp session. Additional information is available on our website at www.proctercenter.org.

Please reach out to us if you have questions not addressed in this handbook or on the website. For registration, campership, and payments contact: Robin Kimbler, Guest Services Manager 740.206.2036 or campregistration@proctercenter.org.

For questions about our camp program, camp staff or to discuss specifics of your family, contact Amy Boyd, Executive Director at aboyn@proctercenter.org.

WELCOME TO CAMP

Welcome to Procter Summer Camp! We are excited that your family will be joining us at camp. A session of Family Camp at Procter is filled with camp traditions and new activities, building community with friends old and new, growing in faith, and exploring the wonders of God's creation. Our staff looks forward to welcoming you on site!

This handbook provides basic, valuable information about camp life, programs and how to prepare for the coming season. Additional information on specific sessions, along with answers to frequently asked questions are available on our website at www.proctercenter.org.

We'll see you at camp!

Blessings and Peace

The Procter Center Staff

OUR MISSION

Procter Center provides a safe, inviting and spacious rural setting that cultivates spiritual formation, models sustainable living, and celebrates God's love and reconciliation through hospitality, prayer, study, work and play.

The goals for Family Campers at Procter Center are:

- Create an intentional community grounded in love and care of one and other
- Foster the development of skills and community relationships
- Practice being responsible stewards of creation
- Explore creatively and have fun!

Procter Center is owned by the Diocese of Southern Ohio, our summer family camp serves families from Episcopal parishes in our Diocese as well as **families from other denominations, other faiths and families not following a faith tradition**. Procter does not discriminate on the basis of race, color, gender, gender identity or expression, sexual orientation, religion, national or ethnic origin, age or disability. However, Procter is not staffed as a medical treatment center. Our staff are not trained to work with campers who have severe mental, physical or emotional challenges. We do reserve the right to refuse admission to our programs in what we deem as appropriate cases.

DIRECTIONS TO CAMP

Procter Center is located at 11235 St. Rt. 38 SE, London, OH 43140. Procter is 5 miles from I-71 on Rt. 38 and 8.5 miles from the center of London OH. Put Procter Center into your map app and we should come right up.

ABOUT OUR PROGRAM

Procter Family Camp strives to be a place for all people to play, pray, learn, and grow. Procter is a ministry of the Diocese of Southern Ohio, with camps for children, youth and families. We are part of the Episcopal church. Campers and staff members of all (or no) faith backgrounds are welcome.

Procter Family Camps are a yearly tradition for many, and some families have been attending for multiple generations! At the same time, we intentionally welcome first time families every year.

Everything is optional at Family Camp, to make the program fit your family's needs. Each day you can look forward to music and song, a daily story and formation program led by the Chaplain and counselors. And adult bible study is offered. The pool will be open at designated times for free swim, and families can sign up for a variety of activities such as canoeing, various sports activities, arts and crafts, music, tennis, nature study or fishing,

The farm is going to be an exciting addition to camp this summer and the farm camp director will lead the program. You can look forward to feeding the pigs and chicken, collecting eggs, sowing seeds and plants and harvesting. Ideally the harvest will turn into something yummy to eat!

Spend your time taking a walk, chatting with friends, visiting the labyrinth or reading a book in the rocking chairs or hammocks! Come to Family Camp for joyous community, to relax and recharge as a family.

This summer we are going to make quilts for the Conference Center and each family will make a block or two to be added to the quilt. We hope to finish the quilt prior to the end of your camp session.

Family Camp is the name for our intergenerational programs, but there is space for everyone at Family Camp: traditional nuclear families, grandparents and grandchildren, cousins and nieces and nephews, friend groups, couples, single folks and chosen family. Come join the community!

More information about the Episcopal Church is available here: <http://diosohio.org/who-we-are/the-episcopal-church/>

PARTICIPATION AND SUPERVISION

At Family Camp all activities are optional, so you can plan your camp day around your family's needs. However, **you are responsible for supervising your children, or any minors in attendance with your family.** Counselors will offer active games or crafts for school age children. "Tot Time" is a supervised time for children 5 and under. Adult Bible Study is offered during this time, or you may use it however it best serves you. Procter Cinema is a period following Campfire when a G or PG movie is screened. Adults are welcome, but counselors are on hand to supervise children. Please pick your child up from Procter Cinema at the end of the movie. You may arrange with other adults to take turns watching each other's children

throughout the camp day. Each minor camper must have a designated adult in attendance with them while at the pool or lake.

REGISTRATION

Registration for summer camp is online at <https://proctercenter.campbrainregistration.com>. If you have any trouble with registration, please call Robin Kimbler at 740-206-2036. The Campership Planning Form is available on the Procter website. All forms and documents are due two weeks prior to the start of your session. You will receive an email reminder.

FORMS CHECKLIST

CampBrain Forms

These forms are accessed within your CampBrain account

- Family Info Form
- Waivers and Release
- Financial Agreement
- Camper Medical Form

Additional Documents

Upload these documents to CampBrain.

- Copy of medical insurance card
- Photos of your family members camper, optional but helpful for counselors to begin learning names. School photos work great. (optional)
- Campership Planning Form, if applicable

These forms are available on the Procter website at: <http://proctercenter.org/forms/>.

Upload Documents in CampBrain

The "Upload Documents" section is accessed by clicking the green "View Registration Details" button on your Home page, after you have submitted your registration. If you are unable to upload documents please call Robin Kimbler in the Procter office at 740-206-2036, Monday – Friday 8:00am – 4:00pm.

PAYMENT AND CAMBERSHIP INFORMATION

Payments

A \$100 per family, per session non-refundable deposit is due at the time of registration. If you pay in full or installments, a non-refundable deposit must accompany all registrations. All camp fees must be paid in full two weeks before the start of your session. You will receive an email reminder.

Camperships

Campership - a scholarship for camp- is available for families unable to pay the Subsidized Rate. Procter will **always** work with families and churches to provide Campership funds to make

camp available to all, regardless of financial ability to pay. Campership is supported by private donations and the Bishop Price's plate collection at parish visits. Your donations can help send a child or family to camp.

Campership functions on the honor system, we do not ask for personal financial information. Initially, families are asked to contribute 1/3rd of the camp fees, Procter contributes 1/3rd for Camperships and ideally a parish sponsors the camper with the last 1/3rd.

The 1/3rd family contribution is negotiable; **however, each family is required to make some amount of financial investment.** The non-refundable deposit for campership requests is \$50. If this a barrier please contact the Executive Director, Amy Boyd aboyn@proctercenter.org.

Steps to the Campership process for Family Camps

1. Register for camp online and indicate you are applying for Campership Assistance
2. Pay the \$50 deposit online.
3. Download the "Campership 2021 Planning Form" from the Procter website. Have a conversation with your clergy or parish administrator about parish financial support, if applicable.
4. Submit the "Campership 2021 Planning Form" to Procter ASAP.
5. Procter will contact you with a code to enter in your CampBrain account, to complete registration

DEPOSIT AND REFUND POLICY

- A non-refundable deposit of \$100 is due upon registration to reserve your space at camp.
- Your balance will be due two weeks prior to the start of your session. If you have a credit card on file it will be charged two weeks prior to the start of your session. You will receive an email reminding you of that date.
- If you cancel your reservation 2 weeks (14 days) prior to the start of your session, you will receive an 80% refund, less your deposit.
- If you must cancel your reservation within the two weeks prior to camp you may apply that money to another session or event at Procter within the calendar year only.

FAMILY CAMP ARRIVAL AND DEPARTURE

Your family may check in beginning at 10:00am on the first day of the session. There will be staff and signage to guide you to parking and check-in. Please do not arrive before 10am. If you know you will arrive after 12:00pm please notify us by calling the office at 740-206-2036. If a family does not arrive at camp by 2:00pm the Camp Director or Guest Services Manager will call that household to check in.

During Check-In your family will:

- Receive their housing assignment and verify completed paperwork
- Check in at the Health Center to
 - Meet our Health Care Provider and review any health needs
- Move into your cabin or room(s)

After check-in you are welcome to get settled in your room or cabin. We will meet at the picnic tables for Grace before lunch which will be served at noon. We have rest period after lunch until 2:00pm. We will gather as a group after rest period for introductions and instructions. The afternoon is yours to relax and enjoy the Procter property. The pool may be open for swimming, counselors will be stationed in the Red Barn and at the pond for fishing.

Check-out

Each session concludes with a Closing Eucharist, open to all! These services are joyous and fun, full of music and sharing the week's events.

HOUSING REQUESTS

Housing assignments are based on **date of registration**, requests, accessibility needs and family size. You will need to indicate during registration if you prefer to stay in the conference center or in the cabins. Please share your family's housing needs during registration or in an email to Procter staff after reading this handbook. Some needs can be easily accommodated (sharing a cabin with a specific family, ADA accessible room, room in a certain location for an infant), others may require you to register for a different session of camp.

- Blanchard Commons - Cabins 1, 2 & 3 with a central meeting room and Cabins 4 & 5, referred to collectively as the cabins. Each cabin has 2 shared bathrooms, a common rooms to gather and 6 private bedrooms. Bedrooms in the cabins have a mix of bunkbeds and twin beds. Each cabin can sleep 10-16 people. Depending on family size, multiple families are typically assigned to or request to share a cabin. Cabins have fans (no air conditioning), and families supply their own towels and bedding.
- Hotel rooms in the conference center have two double beds, a private bathroom, and air conditioning. Towels and bedding are provided. Maximum number in a room is 4. There are 2 rooms with bunk beds which can sleep 6.

Visit proctercenter.org for photos and more information about Procter's accommodations.

FAMILY CAMP FEES

The first two people in your party to register, regardless of age, pay a set amount of \$325 for the conference center or \$300 for a cabin. Each additional camper is \$90 (conference center) or \$80 (cabin). Single pricing is \$175 for conference center and \$160 a cabin room.

If your family is unable to pay Family Camp Fees, please apply for Campership. The Diocese and Procter are committed to making camp accessible for all. See the Campership section on Page 4 for full details.

DAILY SCHEDULE

The daily schedule provides opportunities for large and small group activities, family time and free choice. Workshop options include swimming, canoeing/kayaking, fishing, homegrown Procter games (mansuedo ball, matball, chalk art), ga-ga pit, creative arts, tie-dye, sports (hockey, basketball, Frisbee golf, ultimate frisbee) nature exploration and many other options. Program activities may vary based on age restrictions, weather conditions, and other factors. An example of camp’s daily schedule is listed below.

7am	Wake up Bell
8am	Breakfast
8:45am	Cabin Clean-up/Family time
9:15am	Workshop 1
10:30	Workshop 2
Noon	Lunch
1pm	Rest Hour: Loved by many and affectionately called FOB (Flat on the Bed)
2pm	Pool is open 2-5
3pm	Snack: The pool closes when we break for a snack, to hydrate and reapply sunscreen. Snacks might be popsicles, cold watermelon, cheese and crackers, granola bars, etc
3:30pm	Workshop 3
4:45pm	Workshop 4
5:45pm	Get ready for dinner
6pm	Dinner
7:30pm	Sing Song: Large group music and games
8pm	Evening Activity: Some examples are shaving cream whiffle ball, variety show
8:45pm	Campfire
9:15	Procter Cinema, Adult Hangout, Family Time

ABOUT OUR STAFF

Our counselors and leadership staff love summer camp! Many of them grew up at Procter, and some come to us from other strong camp programs. All counselors are 18 years old or older. They are subject to a rigorous application process, which includes interviews, reference calls and background checks. Procter holds a ten-day training for camp staff prior to the beginning of the camp season. This training lays the groundwork for the summer as a whole. At staff training we begin the process of group bonding and establish norms of the community. Counselors are trained in communication skills, childhood developmental stages, establishing an inclusive cabin culture, our camp discipline procedures, abuse prevention and identification, and cultural competency. Additionally, they map out the workshops for the summer, practice our Emergency Action Plan, and are CPR/First Aid certified. We also (try to!) sing all the songs in the songbook and practice having a lot of fun!

Each week Chaplains, clergy from the Diocese of Southern Ohio, and a Health Care Professional (HCP) join the staff to support the work of the counselors. Clergy help lead our morning program and facilitate camp worship. The HCP, typically a nurse, dispenses medication and

monitors staff and camper health. These adult staff members are dedicated to our program and have a passion for camp ministry.

More information about our staff, including job descriptions is available on our website. Staff will be introduced on social media in the spring.

What should my family bring to camp?

Please review the packing list below. At camp we are outside in the heat, play games in the grass, get dirty volunteering on the Farm, and swim in a lake. In general campers are most comfortable in casual, athletic clothes. Cabins have fans but many families also choose to bring small fans for their room.

PACKING SUGGESTIONS FOR ALL SESSIONS

- | | |
|---|---|
| <input type="checkbox"/> Sturdy, reusable water bottle | <input type="checkbox"/> Toothbrush and toothpaste |
| <input type="checkbox"/> Casual clothing | <input type="checkbox"/> Other regularly used toiletries |
| <input type="checkbox"/> Clothes to sleep in | <input type="checkbox"/> Prescriptions medications |
| <input type="checkbox"/> Shirts and Shorts | <input type="checkbox"/> Flashlight with batteries |
| <input type="checkbox"/> Jacket and/or sweatshirt | |
| <input type="checkbox"/> Swimsuit(s) | |
| <input type="checkbox"/> Socks – enough for clean pair each day | Optional Items: |
| <input type="checkbox"/> Underwear – enough for clean pair each day | <input type="checkbox"/> Camera |
| <input type="checkbox"/> Closed toed shoes- required! | <input type="checkbox"/> Folding chairs for pool or lake |
| <input type="checkbox"/> Sandals or flip flops | <input type="checkbox"/> Instrument |
| <input type="checkbox"/> Pool towels | <input type="checkbox"/> Board game or cards to share |
| <input type="checkbox"/> Lightweight raincoat or poncho | <input type="checkbox"/> Book or reading material |
| <input type="checkbox"/> Hat for sun protection | <input type="checkbox"/> Fan for cabin |
| <input type="checkbox"/> Sunscreen | <input type="checkbox"/> Towels, Sheets and blanket for twin bed |
| <input type="checkbox"/> Insect Repellant | <input type="checkbox"/> Bedding, Towels and Pillows for the cabins |
| <input type="checkbox"/> White shirt(s) to tie-dye | |
| <input type="checkbox"/> Soap and shampoo | |

Clothing should not display images or messages that are derogatory, violent in nature, political or disrespectful of others; the Camp Director will ask campers to change if their clothing has offensive imagery. Clothes should allow campers to be active and fully participate in the program. Closed toed shoes are required for many activities.

Please do not bring the following to camp

- Pets
- Weapons
- Any illegal drugs or prescriptions not prescribed to you
- Valuables of any kind – Procter is not responsible for lost or stolen items.

ALCOHOL & TOBACCO POLICY

Alcohol is permitted at Procter Center in social settings. Family Campers are welcome to bring alcoholic drinks with them to camp if they agree to the following:

- Alcohol must not be accessible or offered to minors
- Alcohol consumption occurs during non-programmed times, please do not bring alcohol to camp activities like campfire, or evening activity, for example. You are welcome to have a drink after Campfire while children are at Procter Cinema, hanging out in conference center alcoves or lobby after hours or in your cabin.

Procter reserves the right dismiss a family from the camp program if their alcohol consumption and/or behavior violates the Community Covenant.

Tobacco Policy

Smoking is permitted on the front porch of the Thompson Center and the porch area outside of Hobson Hall. Please be mindful that youth are present.

CELL COVERAGE AND WIFI

We get that you need to be connected sometimes. Procter has cell phone reception for most major carriers. Wireless Internet is available in the conference center, dining hall and office areas. Passwords are posted on the glass office door in the lobby.

Our mailing address is:

Address mail (USPS, UPS and FedEx) as:

Your name and session

c/o Procter Camp

11235 State Route 38 SE

London, OH 43140

HEALTH AND WELLNESS

All sessions have a licensed medical professional, Health Care Provider (HCP) on site as part of the staff. Each family will meet them and briefly review their health forms as part of the check-in process. The HCP does not monitor camper's prescriptions at Family Camp, but is on site to provide first aid, and dispense over the counter medications, as needed.

Over the Counter Medications:

We keep a variety of OTC medications in the Healthcare Center that the Health Care Professional can be dispensed to a camper if needed.

Medical Treatment:

In the event that a camper needs medical attentions beyond the scope of the Health Care Professional and our Health Center, campers may be transported or escorted by Procter staff

members to Madison Health in London OH, or urgent care in London. Other facilities may be utilized if necessary.

Madison Health

210 North Main Street
London, Ohio 43140
740-845-7000

Madison Health Urgent Care

371 Lafayette St
London, Ohio 43140
740-845-7134

PROCTER FAMILY CAMP COMMUNITY COVENANT

Please review the Community Covenant with your family. Each family will be asked to sign the Community Covenant at check in. These norms are non-negotiable. If any member of your family cannot follow these norms your family will be dismissed from the program, and you will be asked to leave immediately

Camp is a community governed by respect of the **people, program and place**.

I/we agree to respect the **people** at camp by:

- Respecting the dignity of every person at camp, that we might be leaders in showing Christ’s love to each other.
- Refraining from fighting, aggression, dangerous physical or violent behavior that may endanger me, and/or others
- Refraining from lewd, crude, or socially unacceptable behavior (verbal/physical)

I agree to respect the **program** at camp by:

- Engaging with fellow campers and being an active part of the community.
- Understanding that I am responsible for the safety of the children I bring to camp, when I chose not to participate in the program, I will ensure my children are supervised by me or another adult.
- Being welcoming to campers and counselors from all backgrounds and faith traditions.
- Understanding it is the counselors’ job to keep me/our family safe, and I agree to follow their direction, including wearing a lifejacket in the lake at all times.

Procter is holy ground. I will respect the **place** of Procter Camp and Conference Center by:

- Adhering to boundaries communicated by the staff, not entering “off limits areas”
- Smoking in designated smoking areas.
- Refraining from bringing firearms, knives, fireworks or weapons on camp property at any time during family camp.
- Taking responsibility for any alcohol my family brings to camp, that it is consumed with respect for other participants in the camp program and ensuring that it is not in the possession of minor campers at any time.

I understand and accept the **non-negotiable** community regulations.

Signature of all campers: _____ Date: _____



Procter Center COVID Policies and Protocols

The safety and wellbeing of our guests is of the utmost importance to us. As we enter this new phase of bringing people together again, we will all have to adjust to the new normal. We appreciate your cooperation and patience as work together to make sure everyone is comfortable and safe.

Key prevention practices include:

- Physical distancing to the maximum extent possible
- Use of face coverings by employees and customers/clients
- Frequent handwashing and regular cleaning and disinfection
- Training employees on these and other elements of the COVID-19 prevention plan.

Procter Center employees are adhering to all guidelines present by the Diocese of Southern Ohio, ACA and CDC guidelines. These guidelines are available upon request.

INFECTION PREVENTION: Cleaning, Disinfection and Hygiene

GENERAL GUIDELINES

- Procter Center will follow local public health recommendations related to local infection activity and need for isolation and closing.
- Reinforce personal hygiene (hand hygiene and cough etiquette) throughout the center.
- Provide hygiene materials such as tissues, hand soap and hand sanitizer stations.
- Stock applicable disinfectant products.
- Closely monitor employee health.

Key prevention practices include:

- Physical distancing to the maximum extent possible
- Use of face coverings by employees and customers/clients
- Frequent handwashing and regular cleaning and disinfection
- Training employees on these and other elements of the COVID-19 prevention plan.

If you are experiencing a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if someone you live with has been diagnosed with COVID-19, please stay home and seek medical attention.

Protocol for Guest Arrival

- Guests will be greeted at a staffed welcome table
- Guest will be required to wear masks when they are in common areas
- Staff will take the temperatures of each guest upon arrival and record on a sign in sheet
- Each guest will sign in with their phone number and email address, record their initial temperature record and received their room assignment. Pens will be sanitized between use.
- Guest will be given an instruction sheet for lobby, meeting room and dining hall social distancing guidelines

EMPLOYEES

- It is important that employees wash your hands frequently with soap and water for 20 – 30 seconds. If you cannot get to a sink, please use a hand sanitizer with at least 60% alcohol, per CDC guidelines.
- Please observe social distancing practices which is a minimum of 6 ft.
- Employees are required to wear facial covering unless they are in their own private office or are outside with ample social distancing.
- Wash or sanitize hands before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.
- Face coverings should be washed after each shift.
- Self-screening at home, including temperature and/or symptoms check using CDC guidelines.
- Employees who are sick or exhibiting symptoms of COVID-19 must stay home.
- Maintain good hygiene at all times.
- Employees will be supplied with cleaning supplies and asked to clean/disinfect their own spaces (phones, doorknobs, computers, desks, etc.) each day

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GENERAL GUIDELINES

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- Reinforce personal hygiene (hand hygiene and cough etiquette) throughout the center.
- Provide hygiene materials such as tissues, hand soap and hand sanitizer stations.

- Stock applicable disinfectant products.
- Closely monitor employee health.

SPECIFIC GUIDELINES FOR CLEANING AND DISINFECTING

Guest Rooms

- Thoroughly clean and disinfect all hard surfaces prior to and upon guest departure

Public Areas

- Daily cleaning and disinfecting on high-touched surfaces
 1. Door handles, push plates, thresholds, and hand railings
 2. Tables and chairs
 3. Reception desk
 4. Light switches
 5. Thermostats
 6. Handles

Lobby Restrooms

- Daily clean and disinfect lobby restrooms
 1. Door handles
 2. Sink faucet and toilet handles
 3. Soap dispenser push plates
 4. Light switches
- Provide alcohol-based hand sanitizer stations just outside lobby restrooms

Dining Room

- Provide alcohol-based hand sanitizer stations
- Daily cleaning and disinfecting on high-touched surfaces
 1. Door handles, thresholds, and hand railings
 2. Tables and chairs
 3. Highchairs and booster seats
 4. Microwave
 5. Elevator control
 6. Light switches
- Suspend self-serve buffet style foodservice and replace with employee served foodservice
- Coffee will be served from the buffet line and bottled water will be available
- Kitchen staff will wear gloves and facial coverings and follow all health department guidelines
- Silverware will be wrapped in napkins and secured with a band

Kitchen and Back of House

- Increase cleaning and disinfecting frequency for high-touched surfaces

Meeting Rooms

- Increase cleaning and disinfecting frequency for high-touched surfaces
 1. Light switches
 2. Door handles

3. Tables and chairs
4. A/V equipment or switches
5. Coffee Bar
6. Kitchenettes will be closed

Offices

- Employees occupying office space will be responsible for the cleaning and disinfecting of their area
- Housekeeping will clean and disinfect common office areas such as the copy room and storage areas

Dining Hall Protocol for Guests

- Social Distancing will be required in the dining hall
- Seating will be allowed at 11 of the 22 tables.
- Only 4 people may sit at a table or one family unit
- Picnic tables are available outside if guests want to use them

Meeting Room Protocol for Guests

- Meeting rooms will be set up to accommodate social distancing and maximum number of people per room will be posted
- This will include spacing tables 6 ft apart and limiting the number of people seated at each table
- Extra chairs will be removed or cordoned off.
- Guests will be encouraged to wear masks while in their meetings