



**PROCTER FAMILY CAMP HANDBOOK**

**Table of Contents**

Welcome to Camp .....	2
Mission and Goals .....	2
Directions to Camp.....	2
About our Program.....	3
Participation and Supervision.....	3
Registration & Forms.....	4
Payment and Campership Information.....	4
Deposit and Refund Policy.....	5
Camper Arrival and Departure.....	5
Housing Requests & Family Camp Fees.....	6
Daily Schedule.....	7
About our Staff.....	7
Packing Suggestions.....	8
Alcohol and Tobacco Policy.....	9
Cell Coverage & WiFi.....	9
Health and Wellness.....	9
Medications.....	9
Community Covenant.....	11
COVID Protocols .....	12

**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](http://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](mailto: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](mailto:aboyn@proctercenter.org).

**Revised January 31, 2022**

## 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](http://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 and reflection is offered. The pool/lake 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, nature study or fishing,

The farm is an exciting area of camp 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 will have the sewing center open with a variety of things to make.

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
- Copy of COVID 19 vaccination record
- 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

Campership 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 and credit cards on file in CampBrain will be automatically charged at that time.

### **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'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 1/3<sup>rd</sup> of the camp fees, Procter contributes 1/3<sup>rd</sup> for Camperships and ideally a parish sponsors the camper with the last 1/3<sup>rd</sup>.

The 1/3<sup>rd</sup> 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 Robin Kimbler, Camp Registrar, at [campregistration@proctercenter.org](mailto:campregistration@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 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 Planning Form” to Procter ASAP.

## **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 4:00 pm 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 4:00 pm. If you know you will arrive after 4:00 pm please notify us by calling the office at 740-206-2036. If a family does not arrive at camp by 6:00 pm the Camp Director 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 dinner which will be served at 6 pm. We have rest period after lunch

until 2:00pm. We will gather as a group after dinner for singing, introductions and evening activity.

### **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 in ceiling fans (no air conditioning) and you are encouraged to bring a box fan. 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 per room is 4. There are 2 rooms with bunk beds which can sleep 6.

Visit [proctercenter.org](http://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 \$350 for the conference center or \$325 for a cabin. Each additional camper is \$100 (conference center) or \$90 (cabin). Single pricing is \$200 for conference center and \$175 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 Pages 4 and 5 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	Activity 1
10:30	Activity 2
Noon	Lunch
1pm	Rest Hour: Loved by many and affectionately called FOB (Flat on the Bed)
2pm	Pool/Lake 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	Activity 3
4:45pm	Activity 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 activities 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 Provider (HCP) join the staff to support the work of the counselors. Clergy help lead our 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**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Sturdy, reusable water bottle</li><li><input type="checkbox"/> Casual clothing</li><li><input type="checkbox"/> Clothes to sleep in</li><li><input type="checkbox"/> Shirts and Shorts</li><li><input type="checkbox"/> Jacket and/or sweatshirt</li><li><input type="checkbox"/> Swimsuit(s)</li><li><input type="checkbox"/> Socks – enough for clean pair each day</li><li><input type="checkbox"/> Underwear – enough for clean pair each day</li><li><input type="checkbox"/> Closed toed shoes- required!</li><li><input type="checkbox"/> Sandals or flip flops</li><li><input type="checkbox"/> Pool towels</li><li><input type="checkbox"/> Lightweight raincoat or poncho</li><li><input type="checkbox"/> Hat for sun protection</li><li><input type="checkbox"/> Sunscreen</li><li><input type="checkbox"/> Insect Repellant</li><li><input type="checkbox"/> White shirt(s) to tie-dye</li><li><input type="checkbox"/> Soap and shampoo</li><li><input type="checkbox"/> Toothbrush and toothpaste</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Other regularly used toiletries</li><li><input type="checkbox"/> Prescriptions medications</li><li><input type="checkbox"/> Flashlight with batteries</li></ul> <p>Optional Items:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Camera</li><li><input type="checkbox"/> Folding chairs for pool or lake</li><li><input type="checkbox"/> Instrument</li><li><input type="checkbox"/> Board game or cards to share</li><li><input type="checkbox"/> Book or reading material</li><li><input type="checkbox"/> Fan for cabin</li><li><input type="checkbox"/> Bedding (for twin bed), Towels and Pillows for Cabins</li><li><input type="checkbox"/> Extra Towels</li></ul> |
|---|--|

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

### **Tobacco Policy**

Smoking is permitted in the area to the left of the south end of the front porch of the Thompson Center. 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. We ask that only adults use cellphones, tablets, and computers.

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 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 Provider 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 with no refund given.

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 campers is of the utmost importance to us. As we bring 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 campers
- 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.

***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. Please contact us as soon as you know you will not be attending camp at 740.206.2036.***

### **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 masks, 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 campers
- Frequent handwashing and regular cleaning and disinfection

- Training employees on these and other elements of the COVID-19 prevention plan.

***Current COVID Protocols will be sent, via email,  
one week prior to the start of camp.***

### **Protocol for Family Arrival**

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