



Parent Information Kit

What you need to know for your camper's registration and camp.

Dear Parents and Campers,

Welcome to Camp Tekoa! We are excited that you have chosen us as your summer camp. We want to make your child's experience at Camp Tekoa truly outstanding and spirit-filled.

It is my hope that all of your campers have a wonderful time and that each camper has the opportunity to grow emotionally and spiritually during their time here. It is our goal to create a loving and caring community for all of the children who attend Camp Tekoa. To adhere to the mission of Tekoa, we work very hard to create a camp that is fun, welcoming and friendly. We affirm differences and we encourage spiritual growth. Our summer family group leaders are Christian role models who help young people understand the importance of having the courage, knowledge, faith and strength to live out their values in the world.

We are looking forward to a great summer with your child!

Sincerely,

Rev. James S. Johnson
Director

In order to have a smooth check-in all applicable waivers must be returned to camp within 3 weeks of the date that you register and all health information must be complete and updated in your Camp Tekoa online account when you register. All forms will be sent to you as an attachment to your confirmation email; they can be found online on the camp website under Resources, and then Forms & Discounts. Be sure to keep a copy of each completed form for your files.

These can be sent directly to Camp Tekoa via:

Mail: PO Box 160, Hendersonville, NC 28793—Physical Address: 211 Thomas Rd., Hendersonville, NC 28739

Fax: 828-697-3288 Phone: 828-692-6516

Email: mcoates@camptekoa.org

General Information

Registration Procedures:

Camp Tekoa only accepts online registrations. Registrations are accepted and camp sessions are filled in the order registrations are received. If your choice of camp is full, please see our waiting list policy below.

The following camps require waivers; these will be due within 3 weeks after you register for summer camp, unless you register after June 1.

High School Resident Camp-White Water Rafting Waiver
Breakout (rising 6th graders only)-White Water Rafting Waiver
Middle School All Boys Overboard—White Water Rafting Waiver
Middle School Breakout Camp-White Water Rafting Waiver
Middle School All Girls Traverse Adventure and All Girls Journey-Horseback Riding Waiver
Middle School All Girls Explorer-White Water Rafting Waiver
High School Water Adventure-Whitewater Rafting Waiver
High School Extreme Expedition-Horseback Riding Waiver, Scuba Diving Waiver
Barnabas and Special Needs Day Camp-Special Needs Questionnaire

Parent/Guardian must complete, sign and date the waivers and return to camp either by mail, email or fax.

Mail: PO Box 160, Hendersonville, NC 28793

Fax: 828-697-3288

Email: jtjohnson@camptekoa.org

A minimum \$50 non-refundable and non-transferable deposit by electronic check, Visa, Mastercard, Discover or American Express is required online to reserve a camp session. All reservations MUST be made online.

There is a \$20 fee for returned checks.

Discounts and Final Payment

If the full balance of camp is not paid by May 1st, the payment will be drafted from the original form of payment through Thriva Active Network. If you are waiting for a scholarship from your church make sure the payment is at Camp Tekoa prior to May 1st.

Early Registration, Full Payment, Prompt Paperwork Return Discount

All the following criteria must be met to qualify (read carefully).

*Register for a **week long overnight adventure or resident camp** on or before February 28, pay in full at the time of registration and return any applicable waivers within 3 weeks of the registration date and you will receive \$20.00 in your camper's store account.

*Register for an Elementary Day, Adventure Day and or Mini Camp on or before February 28, pay in full at the time of registration and you will receive \$10.00 in your camper's store account.

If you meet all the above criteria the discount will be added to your camper's store account.

Cancellation Policy

To cancel a registration, call our registration office at 828-692-6516 x 10. The following guidelines apply to refunds: In all cases, an attempt is made to reschedule the camper into another event.

For cancellations up to 21 days before camp, a refund will be the balance paid, minus the \$50 deposit.

There will be no refund for cancellation within 21 days of the camp event.

**The camp director reserves the right to dismiss any camper whose conduct becomes in any way detrimental to the best interests of other campers. No refunds will be given in these cases.*

Waiting List Policy

If your camp of choice is full, you may elect to place your child's name on a waiting list: Call the registration office and ask them to place your child on a waiting list. Tell them your child's name, birthdate, the week of camp, the camp name and a phone number where you can be reached and/or receive a message and get back to us within 24 hours.

When a space becomes available, you will receive a phone call and you will have 24 hours to let us know if you want the spot or not. If so we will open the spot online for you, so you can register.

**If you no longer want your child on the waitlist, it is your responsibility to notify us.*

Cabin Mate Policy



Your Child's Cabin Mate Preference, if any:

Please indicate the full name of your child's ONE and ONLY ONE bunkmate preference. The child must be registered for the same camp and camp week. The request must be reciprocal (in other words the other camper must request your camper too). Camp Tekoa will not honor multiple requests. Confusion and disappointment at check-in can be avoided if parents help choose their child's one cabin mate and make sure it is reciprocal. Please call if you do not clearly understand this policy. There will be no changes to cabin mate assignments at the time of Check-In.

What to Bring (This can be found under Summer Camps and near the camp description for your campers camp)

Overnight Campers

- Prescription Medications (pack separately and label to give to the nurse upon arrival).
- 6 clothing outfits (include underwear and socks). Labeled with your campers first and last name.
- One pair of long pants
- Jacket/Sweatshirts
- Pajamas
- 2 Pairs of shoes (Tennis shoes/water shoes)
- Swimsuit-(Girls one piece only)
- Rain gear
- School backpack (optional)
- Pillow and Sleeping Bag
- Twin sheets and blanket (optional)
- Towel (bath and beach)
- Bible (label inside) and pen or pencil, composition book or journal
- Soap, Shampoo, Toothpaste, Toothbrush
- Deodorant
- Water Bottle (required)
- Flashlight with extra batteries
- Sunscreen
- Insect Repellent
- Plastic or Mesh Bag for dirty/wet items

Elementary Day Campers

- School type Backpack
- Water Bottle (required)
- Change of clothes
- Sturdy shoes
- Packed lunch (with name on container)
- Bathing suit(daily swim time)
(Girls one piece only)
- Towel
- Flip Flops to wear to the water and back
- Sunscreen
- Hooded rain jacket

Adventure Day Campers

- School type Backpack
- Water Bottle (required)
- Change of clothes
- Sturdy Shoes
- Bathing Suit-(Girls one piece only)
- Towel
- Sunscreen
- Flip Flops to wear to the water and back
- Hooded rain jacket

Personal Property and What NOT to Bring:

Camp Tekoa prohibits the use of the following and is not responsible loss, damage, or theft, if any of the following items are brought to camp:

- Vehicles
 - Skateboards/hoverboards
 - Devices that play video
 - Devices that connect to the internet
 - Televisions or DVD players
 - Fans that plug into an outlet
 - No clothing with slogans promoting alcohol,
Sex, tobacco, drugs, profanity or death
Themes
 - Video cameras, Video games (including handheld)
 - Cell Phones
 - Computers, Ipads, Ipods, Tablets, e-readers
 - Knives, Firearms, or other weapons
 - Pets of any kind
 - Matches or Lighters
 - Aerosol Cans
 - Walkie Talkies
 - Food, Candy or Gum
 - Expensive Cameras, jewelry and /or watches
- **Campers traveling to camp by plane are welcome to have cell phones while traveling. Please label and turn the cell phone in at the Camp office for safekeeping, upon arrival.

Arrival/Transportation

Please have all forms completed and returned to camp within 3 weeks of the date you register (unless you register after June 1, and the office will give you a due date at that time). This will allow for the fastest possible check-in time and assure your child keeps their spot in camp. Check-in will begin with our welcoming you in your vehicle.

By Plane:

For campers who are flying, we provide a shuttle service to and from the Asheville, NC airport (AVL). Campers ages 7-12 must travel with an Unaccompanied Minor Form purchased at the time reservations are made. Please prepay for this service. Before completing the Unaccompanied Minor Form, please contact our office for the name and address of the person who will meet your child at the airport. Your camper will be met at the airport at the security gate or baggage claim area by camp personnel wearing Camp Tekoa Staff apparel and then escorted to the camp vehicle. Your camper should carry a list of phone numbers, including Camp Tekoa's number. We will telephone you when your camper arrives.

Round trip tickets, passports, money, and Unaccompanied Minor forms will be collected and placed in the camp safe until departure.

International campers should be sure to contact us to make special arrangements. All campers will receive further written information prior to their camp session.

Departure: On Closing Day, all campers check out of camp between the hours of 9:00 a.m., until 10:30 a.m. Please schedule your departure flight between the hours of 8:00 a.m. and 1:00 p.m. Please purchase a return unaccompanied minor form if required by your airline. If your camper is an unaccompanied minor, please contact the camp office prior to departure to obtain the name of the person taking your child to the airport.

Check-in times are as follows:

Week-Long Resident and Mini-Camp 1st Half

Sunday 3:00 PM -4:30 PM

Mini-Camp 2nd Half

Wednesday 4:00-4:30 PM

Day Camp

Monday through Friday 8:30 AM

Barnabas Campers: Check in On Monday from 4 until 4:30 PM.

If your camper is going to arrive after 4:30 PM, please call 828-692-6516 x10 and let camp know as soon as you are aware of the late arrival. We cannot accommodate early check-in for camp. Campers aged 18 and younger who drive to camp must store their vehicle keys with the camp director during their stay.

Departure

We do not have extra staff to attend to campers whose departure is delayed. There may be an additional charge for late departures.

Check-out times are as follows:

Mini-Camp 1st Half

Wednesday 9:30-10:00 AM

Week-long and Mini-Camp 2nd Half

Saturday 9:00-10:30 AM

Day Camp

Monday through Friday 4:30 pm

Important Pick-Up Information

*Those picking up campers will also be required to present photo identification at the time of pick-up.

If someone other than the parent or guardian will be picking up the camper, they must be listed on the Camper Release Form. If they are not, they will not be allowed to pick-up the camper. You may complete the Camper Release Form, included in this kit, if you want others to be able to pick-up your camper.

If your camper will be picked up early please complete the Camper Early Release Form that is attached to this kit. Please drop either of both of these forms off at your check-in table.

Mail

Mail is very important to your camper. Write soon, often and cheerfully. You may also bring letters with you to drop off when you check in your camper. Simply write their name, their group number (from off their check-in sticker) and the date/day you want it delivered on the front of the envelope and drop in the appropriate day, mail containers, to the right of the check-in tables. It is helpful if you send addressed, stamped envelopes with note-paper or pre-addressed postcards with your campers.

If you or other relatives send care packages, PLEASE DO NOT SEND FOOD TO THE CAMPER. This attracts rodents and other animals to our cabins. We rely on the postal service to receive letters for your camper, and are located outside of urban areas. For that reason, we cannot guarantee timely delivery of your mail, however we will do our best to see that your camper receives mail as it arrives on site. If mail arrives after camper has departed, we WILL NOT forward on. It will be shredded. Send postal mail to the following address:

Your camper's name

c/o Camp Tekoa

PO Box 160

Hendersonville, NC 28793-0160

Please do not fax camper messages. Faxed messages will not be delivered.

Email/Pictures

Camper emails may be sent by a service available online through the information given to you on the day of check-in. **Due to the privacy policies, access codes cannot be given out over the phone.** Emails

will be printed off Monday-Friday at 8:15 AM and delivered at lunch time. Remember cut-off is 8:15 AM. Make sure to send in time for it to be delivered on the day you want it delivered. Campers do not have email access, they cannot send outgoing emails. We will also provide pictures online, however, due to the number of campers and activities that we have, your child may or may not be photographed. Unfortunately, the photo software does not allow us to create photo groups for easier searching. By the end of the week we strive to have at least one photo of each camper. The information on how to view the photos will be sent in an email the week prior to your child's camp.

Visiting/Telephone

We discourage visits during the week your child is attending camp. This is to allow your child to build self-esteem and independence. We can make arrangements for you to tour camp prior to the summer. Just call to arrange a visit. If you have any questions about your camper or the camp experience while your child is at camp, please feel free to call Camp Tekoa. Your child is not accessible by phone unless it is an emergency. Please do not promise your child that he/she can call home as campers do not have access to the telephone. If you have additional questions not covered in this kit, please do not hesitate to contact us at 828-692-6516.

Additional Policies

1. Should there be reasonable or probable cause, for the health and safety of all campers and staff, your camper may be asked to inventory his/her belongings in the presence of administrative staff.
2. **Visitors** are permitted in camp ONLY WITH THE APPROVAL OF THE DIRECTOR. For the security of your child and others, we request advance notice for visits. All visitors are REQUIRED to check-in/out at the camp office and must wear a visitor's pass while on site. Costs for guest meal: \$5.00 for breakfast, \$6.00 for lunch and \$7.00 for dinner. Please give a 48 hour notice for meals and pay the Business Manager upon arrival.
3. **Regarding friendships:** Camp Tekoa emphasizes friendships at camp rather than "relationships" and we do not allow PDA (public/private displays of affection) that go beyond friendship. Campers will be dismissed for inappropriate sexual behavior.
4. **Dress Code:** Nothing with slogans promoting alcohol, sex, tobacco, drugs, profanity, or death themes. One-piece swimsuits for girls (tankinis are two-pieces and are not allowed); swim trunks instead of briefs for boys. You may wear a t-shirt over your swimsuit for swimming, if you wish. We have a dress code of modesty. Girls should not wear sports bras alone, tops too short to tuck in, short-shorts, or tight clothes. Tank tops are ok, but should not be underwear style, or show belly or bra. Guys do not go shirtless except at appropriate sports, nor should their underwear ever show. No underwear style tank tops. Shoes, shirts, and pants/shorts are to be worn in the dining hall, as required by the Health Department. Sandals are permitted. Closed-toed shoes are needed for some activities.
5. **Graffiti:** We reserve the right to charge a fine or request actual clean-up for violation.
6. **Discharging fire extinguishers** unnecessarily is very dangerous. A fine is charged for this act.

Financial Assistance

Camp Tekoa is dedicated to providing a youth with a meaningful camp experience—the "Tekoa Experience." No child should be excluded from this experience due to financial concerns.

Camper families who cannot afford the full fee should first contact their church about financial support. If the camper's family and local church cannot cover the event fee, partial scholarships are available from the Tekoa Scholarship Fund. You may also make payments up until the April 30th deadline, when full payment is required on all registrations.

Families/Individuals requesting a scholarship MUST complete a Scholarship Request Form. This form must be completed in full and must be signed by parent/guardian AND your minister or sponsoring agency representative. Submit prior to or after you register and pay the \$50 deposit fee. Please contact the Registration Office if you have questions regarding scholarship assistance.

Camp Tekoa Store

The camp store is a fun part of every camper's Tekoa experience! Week-long overnight campers usually visit the store 2 (two) times, although some adventure campers come less often because they are off site. Adventure Day campers, Mini-campers & Elementary Day campers visit once. Store times are scheduled activities. Your camper will visit the store with his/her family group.

The Camp Tekoa store has items ranging from 25 cents to 35 dollars. Items sold in the store include: t-shirts, sweatshirts, shorts, hats, bandanas, blankets, water bottles, jewelry, toys, carabiners, flashlights, sunglasses, postcards, toiletries, snacks, candy, drinks, etc. We restrict each camper to 1 drink, 1 candy & 1 snack during each scheduled visit.

Camp Tekoa requests that overnight campers prepay into their store accounts. You can prepay when you register, by phone at least one week prior to your arrival or at check-in. If you need to add money to your camper's account by phone, please contact **Karen Rohrer at 828.692.6516 x12**. The average camper store account is \$30, although there is a wide variation among campers. If your camper has \$1 or more in his/her account at the end of their camp, we will refund it to them at check-out. If they have less than \$1, we transfer the money to our scholarship fund.

Store purchases can be made during check-in and check-out, but payment must be made using cash, check or credit/debit card as the camper's store account is not available during those times. We accept Visa, Mastercard, Discover and American Express.

Camp Tekoa Gift Bags

Camp Tekoa offers gift bags so your campers know you are thinking about them. Gift bags cost \$25 and have a retail value of \$25-\$35. Gift bags can be purchased when you register, by contacting our business manager, Karen Rohrer, at least one week prior to your camper's arrival, or at check-in. Karen's phone number is 828-692-6516 x 12.

Every item in the gift bag has Tekoa's name or logo on it, but contents vary somewhat by age and gender. Gift bag items change each year, but have included water bottles, mugs, tumblers, stickers, tattoos, note pads, note cards, lanyards, carabiners, pillow cases, car decals, car magnets, journals, pens, bandanas, toys, lip balm, dog tags, picture frames, flashlights, etc.

If your camper is coming to multiple camps, we recommend that you purchase a gift bag for only one camp. We repeat items in the gift bag and they would receive some duplicate items if you purchase a gift bag for each camp.

Sick Policy

Camp Tekoa's Infirmary is open and staffed 24 hours a day for medical situations. Our practice is to contact parents when there is concern about a camper's health and/or when a situation is not progressing as expected. In the event of an emergency and/or accident, parents or guardians will be contacted immediately. If your child is taken to a medical facility, your family's accident/health medical insurance will be billed, and you will be advised of and billed for any other medical expenses such as special medication and/or supplies advised by the physician. IF it is determined that a camper is to be sick for more than 24 hours, parents/guardians will be asked to pick their child up from camp.

Refund: No refund will be given if a child leaves a session early due to homesickness, inappropriate behavior, or sickness.

Homesickness:

It is natural for your camper to feel a longing for home, especially in young or first time campers. With many campers homesickness is preventable. Good preparation by caregivers can help give a camper the confidence he or she needs to enjoy a camp experience. Every effort is made to help campers feel safe and welcomed at camp. Staff receives training on techniques to prevent and respond to homesickness. Very few campers actually need to leave camp due to this. However, if a camper is inconsolable parents/guardians will be notified and consulted about how they would like to proceed. Camp is unable to keep children who are unwilling to stay. Please be advised that you may need to come to camp to pick up your child in these rare circumstances.

Frequently Asked Questions

Is Camp Tekoa an accredited camp? Camp Tekoa is accredited by the American Camp Association (ACA). This means that Camp Tekoa submitted to a thorough (250 standards) review of its operation by the ACA, from staff qualifications and training to emergency management. The ACA collaborates with experts from the American Academy of Pediatrics, the American Red Cross, and other youth-serving agencies to ensure that current practices at Camp Tekoa reflect the most up-to-date, research-based standards in camp operation. At Camp Tekoa, we are committed to maintaining the highest levels of safety.

What medical information is REQUIRED? All families are required to complete the Health History Form that is a part of the registration when they register. IF there are any changes to immunization records, it is the parent's responsibility to update the online records at least one week prior to the child's arrival at camp. **We will not keep any paper copies of immunizations that are mailed in, they must be entered online.**

Can my child leave with someone other than myself? ALL families are required to complete a camper release form. A camper WILL NOT, UNDER ANY CIRCUMSTANCES, be released to any person other than the child's parent/guardian without any express written consent to do so by one of the camper's parent/guardians. Verbal permission will not be accepted. The Camper Release Form has a section to authorize who may take your child out of camp.

Does my child need medical insurance? You or medical insurance are responsible for all expenses for medical care for your child. Doctor visits, x-rays, other medical treatment, and hospitalization will be billed directly to you or your medical insurance company. Medication will be charged to your account. You will reimburse Camp Tekoa for any medical expenses it incurs on behalf of your child.

What is the food like? Our delicious meals are served buffet style and we eat them in a large dining hall. In addition to the main meal, there is fruit and cereal bar for breakfast and a salad bar for lunch and dinner. There is also a vegetarian option at every meal. By offering a variety of choices and providing healthy, quality food, we keep everyone happy.

What are the cabins like? All cabins have bunk beds, screens, and fans. Most have their own bathrooms. Our smaller cabins house 1 counselor and 3-5 campers. Our larger cabins have 2-3 counselors 8-12 campers. For those cabins without bathrooms, there are several central bath-houses with hot and cold running water, sinks, toilets, and individual shower stalls.

What safety measures do you take at the waterfront? We have over 15 lifeguards at Camp Tekoa. One or more lifeguard monitors every waterfront activity. During designated swim times, we use a combination of the buddy system and the buddy board. During staff orientation, lifeguards are trained in a variety of swimming and boating rescue skills. Campers must wear lifejackets when participating in boating activities.

Is my child required to have a certain swimming ability? Each camper's swimming ability will be evaluated prior to the first swim session. Any camper can participate in the "shallow water swim." To participate in the "deep water swim" a camper must swim from one end of the dock to the other without stopping and then tread water for 1 minute.

What sort of medical facilities do you have? Our infirmary is staffed 24 hours a day by one of our registered nurses. They give prescribed medications and provide routine medical care. A local doctor is available for consultation and to provide additional treatment. If needed, an ambulance and paramedics are just a few miles away. The local hospital is Pardee Hospital. This is located within 15 minutes of camp.

Where do campers come from? Many are from the East Coast, but we have campers from all over the US and several foreign countries.

How are campers assigned to cabins? Children are grouped in cabins by school grade, gender and camp. There is an appropriate mix of both new and former campers in each cabin. Campers may request to be in the same cabin with a friend. **ONLY 1 CABINMATE REQUEST PER CHILD WILL BE HONORED AND IT MUST BE MUTUAL.**

What camp rules should I review with my child before camp? Camp Tekoa is a camp with few rules. Campers have a great deal of freedom and many opportunities to make their own decisions. We only require that they meet the follow three expectations:

- *Have Fun (get the most out of your camp experience.)
- *Have Respect (For yourself, others, and their property.)
- *Be Safe (in all you do at camp)

In summary, we expect our campers to treat others and their property as they would like to be treated. We have wonderful children and staff at Camp Tekoa. By sharing these expectations with your child before they arrive at camp, they will be assured of a great camp experience.

If there is an emergency at camp or home, how do I get in touch with my child?

- Personal emergencies: If any family needs to contact camp or their child because of a personal emergency, we can be reached 24 hours a day, 7 days a week at 828-692-6516 x 14.
- Emergency at Camp-In the unlikely event an emergency occurs that affects all of camp, we will make every effort to provide information as soon as possible.
- Our initial contact will be by email. Please make sure we have your current email address. You update your email address by logging into your account or by calling our office. 828-692-6516 x 10.
- Any urgent email messages will come from jjohnson@camptekoa.org. Be sure your spam filter is not blocking this address. (Add it to your address book.)
- Information may also be posted on our website. Go to www.camptekoa.org, look for any emergency information that will be posted on our homepage.
- Finally, we may also contact you by phone, either by voice or text message. Please check your email, your cell phone, and our website before you call us.
- National or Regional Emergency-The same as an Emergency at Camp.

Do I really have to label ALL of my child's belongings? Each summer we donate numerous lost and found items to charitable organizations. Although this is a great use for these items, we really want your child's belongings to return home with them. PLEASE LABEL EVERYTHING with permanent markers or name labels. Make a list of what your child packed and give it to them to check off when they pack to go home. Please check the lost and found before departing to avoid arriving home and finding something has been left behind. We DO NOT AUTOMATICALLY SHIP lost and found items home. Email a description of ALL the items left behind to jjohnson@camptekoa.org. If items are found, it will be sent COD+\$5.00. The fee is usually between \$15 and \$25, but that is subject to change depending upon the US Postal Service Rates.

Drugs, Alcohol, Tobacco, and Fireworks Camper use of illegal drugs, alcohol, tobacco, or fireworks of any kind is strictly prohibited and grounds for immediate dismissal without a refund. This includes the use of matches or lighters in a dangerous manner.

What are the grounds for dismissal from camp? Any camper who poses a danger to themselves or others will be asked to leave camp. Additionally, any camper who interferes with the enjoyment of camp by others will also be asked to leave. In these situations, no refund will be issued.

Does my child have access to computers or T.V.? Because there is so much to do at Camp Tekoa, computers, TV, and video games are not a part of our program.

Can I bring my pet to camp? No pets are allowed with campers during their stay at camp, except those assisting persons with special needs. Pets brought on site during registration and pick-up must be contained and on a leash.

How can I help eliminate erosion at Camp Tekoa? Gravel and large rocks are placed for erosion control. Please refrain from throwing rocks, large or small.