



Touching hearts. Changing lives.  
Sharing the light of Christ.

## Parent Information Kit 2026

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

Dear Parents and Campers,

Camp Tekoa has been offering experiences in God's beautiful creation since 1949. We have taken the time to learn, prepare and support families as they look forward to their summer experience. This kit is designed to answer your questions and to help you prepare.

We believe in the Camp Tekoa experience. We have seen lives changed and campers grow in amazing ways. We are working to build an amazing staff, prepare our cabins and facilities and develop opportunities for you to experience Christ this summer. This camp community is a great opportunity for children and youth to experience personal and spiritual growth.

We humbly ask for you to partner with us. Please take time to learn about camp. Ask questions as needed. Pray for your camper, our staff and for the program. We are so grateful for you choosing Tekoa and for the trust that you have put in us. Thank you.

See you at the Lake soon!

Sharing the Light of Christ,

A handwritten signature in blue ink that reads "John".

Rev. John Isley  
Executive Director Camp  
Tekoa

## Tekoa Vision, Goals and Objectives

### **Vision and Goals:**

To share the Light of Christ

To help build a stronger generation of Christians in the world today

To understand and practice servant leadership

To provide a Christ-centered organization

To provide a fun and engaging environment for all ages

### **Objectives:**

#### **For Children and Youth:**

To be a Christian role model for every camper, allowing them to see Christ in us and through us. Through the camp experience and partnering with churches, we will help campers connect what they learn at camp and apply it to their personal walk with Christ.

To offer social opportunities and programs that challenge campers to recognize their spiritual gifts, to be in service to those in need, to build Christ centered friendships, to enjoy each day and look for the best in everyone, and to emulate Christ-like leadership.

#### **For Parents:**

By listening to the needs and feedback of parents, to develop the very best programs for kids that will foster physical, spiritual, and mental growth.

By recruiting and hiring extraordinary summer staff and holding them to high standards as they serve as mentors and leaders of the campers.

#### **How the objectives and goals will be met:**

- We will provide opportunities for campers to participate in faith building activities through opening and closing campfire services, morning devotion time, time with the pastor of the week, evening cabin devotions and sharing time, quiet time/personal reflection, blessings for meals, word of the day, etc.
- Campers will be challenged to examine their own Christian walk and how to put their faith into action through personal and group experiences. Recreational experiences include: camp traditions like our closing candlelight service where all campers are challenged to go out into the world and Share the Light of Christ, challenge course elements, swimming, boating, canoeing, hiking, nature students, community service, talent shows, campouts, arts and crafts, adventure activities and much more. Our staff members are taught to look for "God Moments" throughout the day and to encourage discussion about how the activities relate back to our walk with Christ.
- By recruiting, training, and supporting the best Christian college and high school students to serve on our summer staff team. In order to be a servant leader and watch over campers throughout the summer, staff are trained in the following areas: leading bible studies and devotions, group dynamics, age and faith development, CPR and First Aid, emergency response, age appropriate games, behavior management, proper social interaction, Safe Sanctuaries, team building and many other areas. Returning staff members serve as mentors, leaders, and encouragers to new staff members. Regardless of the number of summers a staff member has served, each new summer offers up the opportunity to be part of "NEW" team focused on the mission of Tekoa.

# REGISTRATION

## Eligibility:

Camp Tekoa works hard to build an environment that is safe, fun and welcoming. Our staffing and program model will accommodate some campers that need support with social and emotional needs. However, not all prospective campers have the ability to be successful at Tekoa. We do not have 1-on-1 adult support staff and do not have the ability to manage all behavioral and social/ emotional needs. Should it be needed, a director will reach out to review the support your camper needs and make a decision if we have the ability to provide a positive camp experience for them and for the other campers in their group. We reserve the right to refund registrations of campers that are not ready or able to attend Camp Tekoa.

**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.

**Deposit:** A minimum \$150 non-refundable and non-transferable deposit by electronic check, Visa, Mastercard, Discover or American Express is required online to reserve a camp session. There is a \$25 fee for returned checks.

**Payment Plans:** Payment plans are available during registration. Based on when you register you may be able to select installment payments and all balances must be made by May 1<sup>st</sup>.

**Final Payment:** If the full balance of camp is not paid by May 1<sup>st</sup>, the payment will be drafted from the original form of payment through Active Network. If you are awaiting a scholarship from your church make sure the payment is received by Camp Tekoa prior to May 1<sup>st</sup>.

**Service Fee:** If your final payment fails for any reason, or if your payment is not received by May 1<sup>st</sup>, a \$50 service fee will be charged to your account on May 2<sup>nd</sup>.

## **Cabinmate Policy:**

Please indicate the full name of your child's ONE and ONLY ONE cabinmate 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 group 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.

## **Waiting List Policy**

If your camp of choice is full, you may elect to place your child's name on a waiting list through the registration system.

If you happen to find yourself on the waitlist for any of our camps, the process of contacting you for an opening has been automated. You will no longer receive phone calls announcing availability. When a spot becomes available the system will send you an email and you will have 24 hours to respond to the email. If you do not respond within that 24 hour time frame your camper will be removed from the

waitlist automatically. Please make sure that you have hlane@camptekoa.org in your address book, so that you do not miss any of these important messages. *\*If you no longer want your child on the waitlist, it is your responsibility to notify us.*

### **Cancellations and Refunds:**

#### **Cancellation Policy:**

1. For cancellations up to 21 days before camp, a refund will be given of the balance paid, minus the \$150 deposit.
2. There will be no refund for cancellation within 21 days of the camp event.
3. Once the camp session begins, there are no refunds. (*Campers who are sent home during camp due to illness, inappropriate behavior, or homesickness are not eligible for a refund.*)
4. 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.

#### **Options for Cancellation:**

**Self-Cancellation before April 25<sup>th</sup>:** Use the self-cancellation option in Active (Registration System). You can now cancel your own registration until April 25<sup>th</sup>.

**After April 25<sup>th</sup>:** all cancellations or changes must be made by contacting the office.

#### **Switching Weeks/Camps:**

If you would like to transfer/ switch into a different camp or week, please contact our office at 828-692-6516.

### **Financial Assistance:**

Camp Tekoa is dedicated to providing 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 May 1<sup>st</sup> 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 \$150 deposit fee. Please contact the Registration Office if you have questions regarding scholarship assistance.

## **Waivers for Adventure Camps:**

The following camps require waivers; these will be due by March 1<sup>st</sup>, unless you register after June 1 (in which case they are due immediately). All of these can be found on our website and are attached to your confirmation email after registration. The link to our website is:

<https://camptekoa.org/resources/forms>

**High School TKO: White Water Rafting**

**High School Water Adventure: Nantahala White Water Rafting**

**Expedition Extreme: Scuba Diving and Horseback Riding**

**Journey: Horseback Riding**

**Cascade: Horseback Riding**

**Breakout: White Water Rafting**

**Leap: The Gorge Zip-line**

**Barnabas: Special Needs Questionnaire**

These forms will be emailed to the primary parent on the registration in January. The forms and signatures are completed electronically directly on the form. Some third-party vendors, (for example Scuba Diving) may also require additional forms/documents to be completed prior to camp. If so, we will reach out to you directly if your camper falls into this category.

If you choose not to use the electronic signature, then you will be required to print, sign and return before March 1<sup>st</sup>.

Mail: PO Box 1793, Flat Rock, NC 28731

Fax: 828-697-3288

Email: [mcoates@camptekoa.org](mailto:mcoates@camptekoa.org) or [hlane@camptekoa.org](mailto:hlane@camptekoa.org)

## **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 so much. Day Campers and Mini 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 3 to 50 dollars. Items sold in the store include t-shirts, sweatshirts, shorts, hats, bandanas, blankets, water bottles, mugs, jewelry, toys, stuffed animals, bags, carabiners, flashlights, stickers, 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 or at check-in. Please ensure your camper has the funds you would like them to have, as we are unable to accept additions to their store account while they are at camp.

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 checkout. If they have less than \$1, we transfer the money to our scholarship fund.

Store purchases can be made during check-out, but payment must be made using cash, check or credit/debit card as the camper's store account is not available during that time. 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 or at check-in.

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, playing cards, car decals, car magnets, journals, pens, bandanas, toys, lip balm, dog tags, picture frames, drawstring backpacks, 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 will receive duplicate items if you purchase a gift bag for each camp.

## **CHECK IN / ARRIVAL**

Please have all forms completed and returned to camp by March 1<sup>st</sup> (unless you register after June 1, as all forms will be due immediately). This will allow for the fastest possible check-in time and ensure your child keeps their spot in the camp.

### **Check-In Procedures:**

Check-in is a drive through experience. There will be several Camp Tekoa staff to welcome and direct you where to go once you arrive. Please be aware that traffic will sometimes back up on Thomas Road (the road leading up to the camp entrance). No parking is permitted on Thomas Road or on the shoulder of Thomas Road.

### **Safety Information:**

Speed Limit in Camp is 10 mph

There is one entrance and one exit, all traffic will flow in one direction

Camp Tekoa is Tobacco Free Site, No smoking is permitted

### **CHECK IN TIMES/DAYS:**

Arrival times are staggered to help reduce delays. We cannot accommodate early check-in for camp.

**For multiple campers, use the youngest camper's age to determine check in time.** Elementary TKO, Older Mini, MS Starter and Sunday 3:00 - 3:30 PM Mini-Camp (1<sup>st</sup> half):

Middle School TKO and MS Adventure: Sunday 3:30 - 4:00 PM

High School TKO and HS Adventure: Sunday 4:00 - 4:30 PM

Mini-Camp (2nd Half): Wednesday 4:00 – 4:30PM

Day Camp: Monday through Friday 8:00 AM

Barnabas Campers: Monday from 3:30 until 4:30 PM

## **LATE ARRIVALS:**

If you know in advance that your camper will be arriving later than the normal check-in time please email Holly Lane to let her know your camper's name and planned arrival time. If you find you will be late on the day of check in and or something comes up and you need to check-in later, please call Holly Lane at 828 692 6516 x 111 and leave a message with an estimated time of arrival and your Camper's name.

**\*\*Note regarding student drivers:**

Camper's aged 18 and younger who drive to camp must store their vehicle keys with the camp director during their stay. Camper's will not have access to their cars until after check-out.

## **Arriving By Plane:**

For camper's who are flying, we provide a shuttle service to and from Asheville, NC airport (AVL) for a fee\*. Arrangements for pick-up must be made in advance of the camper's arrival. Please contact the office at 828-692-6516 to discuss it prior to booking the flight. \*Subject to approval by Camp Director

Camper's 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 camp personnel who will meet your child at the airport.

### **Safety Information:**

There will always be 2 Camp Tekoa staff members who will greet camper(s) at the airport

The names of the Camp Tekoa staff will be provided to you within 24 hours of your arrival

Camp Tekoa staff will always be wearing a Camp Tekoa Staff shirt and a name badge

Your camper should carry a list of emergency phone numbers, including Camp Tekoa's number

Once your camper(s) arrives safely and is in the care of the Camp Tekoa staff, will contact you via phone/text

Please remind your camper of the following before riding in a camp vehicle:

1. Remain seated at all times.
2. Keep hands and arms inside the vehicle.
3. Wear seat belts at all times.
4. Keep noise level down.
5. Please don't throw any objects inside or outside the vehicle.
6. Passengers should load and exit the vehicle under the direction of a Tekoa Staff.
7. If the vehicle makes an emergency stop, passengers will follow directions of the staff member.
8. Keep exit doors clear of equipment and passengers.
9. Pick up all personal trash before exiting the vehicle

In the event there is an emergency which causes a delay in the pick-up/drop-off time by Camp Tekoa, you will be contacted by phone as soon as possible.

If you experience an emergency which alters the pick up time, please notify us at the camp office as soon as you are able: **828.692.6516** John Isley, Director, x 114

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.

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.

## **KEEPING IN TOUCH WITH YOUR CAMPER (what to do / what not to do)**

### **LETTERS AND PACKAGES FROM PARENTS:**

Rather than sending packages we encourage you and your family to write letters to your child. **PLEASE LIMIT PACKAGES TO ONE PER CAMP SESSION.** If you have more than one package, please save them for the camper's ride home.

Camper Mail will be collected at check in. NEW THIS YEAR: We will be delivering mail three times during the week to the campers. We are making the mail time an event each time the campers go to our new mail room with options to purchase some special treats and items.

At the check-in, please number your package and/or letter in the order you'd like them to be received (i.e. #1, 2, 3). You will also write on the item, your camper's name and group number (provided at check in).

Please do not include any snacks in your packages as we are a nut-free campus, and any food attracts animals and insects to our cabins. Any food found will be disposed of.

We encourage you to have the mail within easy reach of the driver as the mail drop off will be a part of the drive-through process.

If you wish to mail letters by US Mail, please mail them at least two weeks in advance of their arrival. Please do not send money in mailings. We are unable to forward any mail that arrives after the camper's time here at Camp Tekoa. Send postal mail to the following address: Your camper's name c/o Camp Tekoa PO Box 1793 Flat Rock, NC 28731-1793

### **EMAIL:**

The information on how to send emails will be provided to you the week prior to your child's camp. **Due to the privacy policies, access codes cannot be given out over the phone.** Emails will be printed Monday-Friday at 8:15 AM and delivered at dinner. Remember the 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 the ability to send outgoing emails.

## LETTERS FROM CAMPERS:

If you wish for your campers to write home be sure to include a self-addressed stamped envelope with them. Each summer we receive letters back that are addressed incorrectly by our campers. These letters are precious but due to time, cost, and the inability to determine who to send them to we must throw them away. This can be avoided, and you can receive these letters by helping your campers out with stamps, self-addressed envelopes and stationery.

## PHOTOS:

The information on how to view the photos will be provided to you the week prior to your child's camp. 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.

**NEW THIS YEAR-** We will be posting photos three days during the week. Our focus is on your camper's experiences during their week, and we are grateful you have entrusted us with them for several days. Should there be a need, one of our directors will reach out by phone with any concerns we may have about your camper's well-being.

Photos of adventure campers typically will not be uploaded until late Friday since many of these camps are offsite for much of the week.

## PHONE POLICY:

Summer camp is a sacred space where campers can connect with God and other people. **We do not allow campers to have cell phones, smartwatches, or any other device that has communication functionality.** It is disruptive to the camp experience. If your camper has a need, they can express that to the staff and we have the ability to communicate with parents/guardians if necessary.

Camp is a great place for you to let your camper grow in independence and resilience. As a part of this, we do not have direct communication between campers and parents/guardians. If, however, there is a family emergency or an immediate need, you are able to call the camp office and we can communicate with you and your child in a way that is helpful to your situation.

## 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. You can tour camp prior to summer by contacting our office to schedule the tour. 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.

## Emergency/Sickness:

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. Only the Director, Assistant Director, Nurse on Duty, Program Intern, or Day Camp Director (for day campers), will make the phone call in the event of an emergency. 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.

## GETTING READY FOR CAMP (YEAH!!!!)

**"Tekoappropriate" Dress Code:** We have a dress code of modesty.

- Nothing with slogans promoting alcohol, sex, tobacco, drugs, profanity, or death themes.
- One-piece swimsuits for girls (tankinis are allowed if they cover the midsection), swim trunks instead of briefs for boys. You can wear a T-shirt over your swimsuit for swimming, if you wish.
- 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.

If your attire is not in keeping with this code a staff member will communicate these necessary changes to you, which must be corrected as soon as possible. Campers who fail to make corrections will be referred to a director for further consideration.

**What to Bring:** <https://camptekoa.org/resources/packing-lists>

*Note: there are very specific packing lists for adventure camps on our website. Please review these.*

### **Overnight Campers**

- Prescription Medications (pack separately and label to give to the nurse upon arrival).
- Clothing outfits for the same number of camp days (including underwear and socks). Labeled with your campers first and last name.
- One or Two pairs of long pants
- Jacket/Sweatshirts
- Pajamas
- 2 Pairs of shoes (Closed toed shoes for activities and water shoes)
- Swimsuit-Females must bring a one piece
- Rain gear
- School backpack (optional)

- Pillow, twin sheets and blanket
- Sleeping bag-if needed for camp bring this in addition to sheets
- Towels (bath and beach)
- Bible (label inside) and pen or pencil, composition book or journal
- All sanitary items such as Soap, Shampoo, Toothpaste, Toothbrush, Deodorant, etc
- Water Bottle (required)
- Flashlight with extra batteries
- Sunscreen
- Insect Repellent
- Plastic or Mesh Bag for dirty/wet items

### **Day Campers**

- School type Backpack
- Water Bottle (required)
- Change of clothes
- Sturdy shoes (closed toed required for most activities)
- Packed lunch (NUT FREE and with name on container)
- Bathing suit
- Towel
- Flip Flops to wear to the water and back
- Sunscreen
- Hooded rain jacket

### **What NOT to Bring:**

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

- Alcohol, tobacco, drugs, any type of smoking device
- Vehicles (exception for student drivers-see above)
- Skateboards
- Devices that play video
- Personal Sports Equipment (Fishing gear is the only exception for Overboard camp/ A staff person will assist in storing the gear)
- 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, smart watches
- 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.

## HEALTHCARE AND FOOD ALLERGIES



### Medications (Critical Information)

**Camp Tekoa cannot accept ANY medication that is not in the original container.** If this happens at check-in parents will be asked to bring back the correct medication in the original container again that day. Please properly handle medications and be prepared to check them in with our nurses.

### Measles Procedures for 2026:

In light of the recent increase in measles cases in the US, we want to communicate about our summer policies and procedures regarding health and safety. Camp Tekoa strongly recommends all campers receive the measles vaccine. If, however, your camper is not vaccinated and attends camp, we want to be clear about our response. Current CDC guidelines and recommendations from our local health department require a 21 day isolation if there is no proof of immunity with a suspected case or exposure. **If a child presents measles symptoms to our nursing staff they will be asked to leave the property for their well-being and recovery. Any unvaccinated campers that are in attendance that week will also be asked to end their week at that point as well regardless of the camper's exposure.** Due to the nature of this highly contagious virus and its airborne transmission, we are unable to ensure unvaccinated campers cannot contract this virus in our communal living. We share housing, common activity spaces and dining. This policy is in place to protect the safety and well-being of all campers and our entire community. Thank you in advance for your understanding.

#### Further Information Regarding Measles:

<https://www.cdc.gov/measles/data-research/index.html>

<https://www.hendersoncountync.gov/health/page/measles>

<https://www.healthychildren.org/english/health-issues/vaccine-preventable-diseases/pages/measles.aspx>

## Food Allergies: Camp Tekoa Policies and Procedures



Our kitchen is **tree nut free!**

Camp Tekoa is committed to giving each camper a positive and enriching camp experience. The dietary needs related to food allergies of any camper should not in any way take away from that experience.

Attending a summer camp program at Camp Tekoa establishes a partnership between Parents, their child, and Camp Tekoa. All will have a rewarding and successful experience by the establishment of a circle of protection in which all parties have a clear understanding of their roles and responsibilities. Please understand that no outside food is allowed to be brought to camp unless it's specifically related to a food allergy.

Should you have any questions about this information, or the specific needs of your child, please do not hesitate to contact our food service director at [etrollinger@camptekoa.org](mailto:etrollinger@camptekoa.org).

### THE ROLE OF THE PARENTS

As a vital partner in the circle of protection the parents will;

1. Clearly, describe the camper's food allergy on the Medical History Form and review this information.
  - a. If necessary, attach a detailed explanation of the type of symptoms. List foods to which the camper is allergic, and the specific symptoms typically experienced during an allergic reaction.
  - b. Parents are also encouraged to contact the Food Service Director directly with any concerns: Eleanor Trollinger. [etrollinger@camptekoa.org](mailto:etrollinger@camptekoa.org)
  - c. Make sure your child knows his/her food allergies, the symptoms, and signs of a possible allergic or anaphylactic reaction, as well as the emergency procedure.
2. Educate and review often with the camper the self-management of his or her food allergy. Camper should know:
  - a. Safe and unsafe foods;
  - b. Strategies for avoiding exposure to dangerous foods;
  - c. Symptoms of allergic reactions;
  - d. How and when to tell an adult about a possible allergic response;
  - e. How to read a food label, especially those at the camp store.
  - f. How to use an epinephrine auto-injector (such as EpiPen®) if applicable.

### THE ROLE OF THE CAMPER

As a vital partner in the circle of protection the camper will: ●

Thoroughly wash his or her hands before and after meals ● NEVER trade food with other campers.

- Not eat anything with unknown ingredients.
- Read every label and check with a counselor when purchasing food at the camp store.
- Be proactive in the management of mild reactions, such as seeking help if an allergic reaction is suspected
- Tell their counselor, or the closest staff member, if an allergy reaction seems to be starting, even if there is no visible appearance of allergic response. ● NOT go off alone if symptoms are beginning.

## THE ROLE OF FOOD SERVICE

- A list of allergens is posted near the serving line at each meal. To discuss specific concerns please contact of Food Service Manager: Eleanor at [etrollinger@camptekoa.org](mailto:etrollinger@camptekoa.org).
- Campers are called by their group numbers to go to the serving line. Once at the serving line, campers are given choices as to what they do and do not want on their plates.
- During the summer season, the Camp Tekoa kitchen has a full range of allergen friendly options. For example, a full salad bar is available for both lunch and dinner. Again, please contact the kitchen manager for more details.

## EMERGENCY ACTION PLAN:

If a camper is accidentally exposed and experiences a reaction, the camper will receive treatment by the Nurse on duty. The nurse will administer any drug or substance prescribed by a doctor to relieve the effects of the allergen. In the event of a life-threatening food allergy emergency, Camp Tekoa's emergency action plan immediately starts, which includes a call to 911.

You, the parents, will be notified by phone of the incident and the care provided.

## CHECK OUT/DEPARTURE:

**PHOTO ID is required and MUST MATCH those listed on the registration as the primary and secondary parent or the names provided on the Authorized Pick Up list.**

*If picking up multiple campers, use the youngest camper's age to determine pick up time.*

<b>Elementary Mini, Older or Starter (1st half):</b>	<b>Wednesday 9- 9:30AM</b>
<b>Elementary TKO and Mini, Older and Starter (2<sup>nd</sup> half):</b>	<b>Saturday 9:00-9:30 AM</b>
<b>Middle School TKO and Adventure:</b>	<b>Saturday 9:30 - 10:00AM</b>
<b>High School TKO and Adventure:</b>	<b>Saturday 10 - 10:30AM</b>
<b>Day Camp:</b>	<b>Monday-Friday 4:00PM</b>

1. If someone other than the parent or guardian, not listed on the registration, will pick up the camper, **a signed Camper Release Form must be completed for authorization.** We will NOT release a camper to anyone who is not authorized by the parent/guardian on the registration. You may complete the Camper Release Form on this link <https://camptekoa.org/resources/forms>
2. In the event a camper(s) is not picked up at the end of the designated check-out time for minicamp, day camp and or 1 week camps, a Camp Tekoa staff person will call the parent/guardian to verify pick-up status. The parent/guardian will be contacted first and if not reached, we will begin calling emergency numbers listed on the camper registration form.

3. If your camper will be picked up early (the last early check out is by 7pm on Friday – early check out is not available on Saturdays) please complete the Camper Early Release Form that can be found at this link: <https://camptekoa.org/resources/forms>

## LOST & FOUND

- CAMP TEKOA is not responsible for items left behind, lost, or stolen.
- Parents are urged to label all clothing and personal items with a permanent marker and talk with your camper about making sure they collect all their belongings when packing up.
- Items found during each week of camp are displayed at check out.
- Items not claimed by check out will be donated to a local charitable organization at the end of each week.

## Additional Policies/Information:

- 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.
- **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.
- **Graffiti:** We reserve the right to charge a fine or request actual clean up for violation.
- **Discharging fire extinguishers** unnecessarily is very dangerous. A fine is charged for this act.
- For more policies please visit this link: <https://camptekoa.org/resources/general-policies>

## 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 two weeks 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?** Yes. As part of the registration process, we will need the name of your insurance company, member i.d., # group #, and telephone #. You and your 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. If there are any copays for treatment and/or medications or other out-of-pocket expenses, please be prepared to reimburse Camp Tekoa.

**What is the food like?** Our delicious meals are served in a buffet, 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 for 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. Many have their own bathrooms. Our smaller cabins house 1 Family Group Leader and 3-7 campers. Our larger cabins have 23 Family Group Leaders and 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 many 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 life jackets 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.

**How are campers assigned to cabins?** Children are grouped in cabins by age and gender. In our TKO camps we strive to make sure no one is ever alone in a cabin with others who bring a friend, but occasionally we may not have a choice depending upon the population for that week and that camp. 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. We will not group beyond 1 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 following 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 114.
- 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 111. -Any urgent email messages will come from [jisley@camptekoa.org](mailto:jisley@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](http://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 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 when they pack to go home. Please check the lost and found before departing to avoid arriving home and finding something that has been left behind.

**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 check in and check out must be contained and on a leash.