



225 Woodcrest Drive, Ephrata, PA 17522

Phone: 717.738.2233 Fax: 717.738.3128

[www.WoodcrestRetreat.org](http://www.WoodcrestRetreat.org)

[info@WoodcrestRetreat.org](mailto:info@WoodcrestRetreat.org)

**To: Parents/Guardians of campers registered  
for Discovery Day Camp 6, July 22-26, 2019**



**WELCOME:** Thank you for registering your child for Woodcrest Retreat's day camp! We look forward to providing a fun, faith-filled and enriching summer experience for your camper. Please read all information carefully as it will enable your child to prepare for this fun camping experience.

**RETURNING CAMPERS:** If your camper is signed up for multiple weeks of camp you may receive this information packet more than once, but you only need to resubmit forms if the information changes. However, you do need to stop at the Health table at Check-in each week even if you have already submitted a health form.

**MONDAY MORNING CHECK-IN: 8:15-8:45 AM** at the Indian Rock Center (the first building on the left as you enter camp). Look for the Day Camp sign. **Please be prompt!** Woodcrest Retreat T-shirts and camp photos will be available for purchase.

- PLEASE BRING:**
1. Final payment - cash or check only (sorry, no credit cards)
  2. Health history / release form (**Indicate date of last Tetanus Shot**)  
*(Campers registered for multiple weeks, need only to complete 1 form for the summer.)*
  3. Authorization for Medication Administration Form (if needed)  
*(Any Medications must be in original, labeled container)*
  4. Child Pick-Up Authorization Form
  5. Camp Memories Order Form (optional)

**DROP OFF:** Tuesday through Friday: Campers should arrive between 8:50 - 9:00 AM.

**PICK-UP:**

- Children should be picked up between 3:50 and 4:00 PM each day, campers will not be dismissed before 3:50
- Parents and guardians need to bring and present photo identification to sign out their camper.
- Additional parking is available in the campsites above and below the parking lot.
- **Please use the new walkway on the playground side of the parking lot as much as possible.**

**ACTIVITIES:** A variety of activities throughout the week include singing, crafts, Bible, nature activities, playground time, games, waterslide, swimming and a visit to the Gift Shop. Lunch is provided. We close each day with a snack and time to review the Bible theme for the day.

**PACKING FOR CAMP:** Your camper should wear modest, casual clothing suitable for outdoor play and doing crafts. Campers may be asked to change if their clothing does not adhere to the Dress Guidelines as indicated on the enclosed Summer Camp Information Sheet. Campers should also wear closed-toed footwear appropriate for running and hiking. Your child is encouraged to dress up on Thursdays to match the theme! Campers do not need to pack Bibles, they are provided at the daily Bible lesson.

**In a bag or backpack,** please label and send the following items with your camper each day:

**Water bottle, Sunscreen, Rain gear** (weather dependent) **Swimsuit** (see Dress Guidelines), **Towel**

If you have any questions please call the office at 717-738-2233. We look forward to seeing you this summer!

Adam Fox  
Summer Camp Director

Lydia Eberly  
Day Camp Director

## DAY CAMP INFORMATION SHEET 2019

**ARRIVAL/DEPARTURES** please be prompt

**Monday Check-in is 8:15 - 8:45am**

**Monday Check-in for campers enrolled in Early Care is 7:00 - 8:15am.**

**Drop-off on Tuesday through Friday is 8:50 - 9:00am**

**Early Care Drop-off Tuesday through Friday is 7:00 - 9:00am**

**Pick-up on Monday through Friday is 3:50 - 4:00pm**

**After Care Pick-up Monday through Friday is 3:50 - 5:30pm**

Please use the walkway on the playground side of the parking lot as much as possible during Pick-up and Drop-off.

Please let us know if your child will be absent any days during their camp week(s). If your child needs to leave early during the week please see the Day Camp Director at Check-in or Drop-off to sign the early dismissal form.

**BEFORE/AFTER CARE:** Available from 7:00am to 5:30pm for additional fee. Please call if it will be later than 5:30.

**PAYMENT OF CAMP** - Any remaining balance must be paid on Monday morning at the registration table. All payments must be made by check or cash (sorry no credit cards).

**REFUND POLICY** - All deposits are non-refundable & non-transferable. No refunds will be given except for medical emergencies.

Children that are sent home for inappropriate behavior or homesickness are not eligible for a refund.

**CHILD PICKUP AUTHORIZATION** - Children will be released only to the persons listed on the enclosed Child Pick-up Authorization Form. Please be sure to bring photo identification when picking up a camper.

**TSS** – TSS support for your camper is allowed in the Discovery Day Camp program but must be arranged in advance. If your child has TSS services and you have not already spoken with us about them coming to camp please contact the office as soon as possible.

**CAMP VISITATION** - In order to provide a safe environment for our campers, visitors are discouraged and must be approved by the administration beforehand. All visitors and guests must check-in at the office and receive a visitor's badge before proceeding to any other area of camp. If a parent or guardian needs to drop off any items after drop-off they may do so at the office and camp staff will make sure the camper receives it.

**FIRST AID AND SAFETY** - We strive to keep camp a safe place for your child. In addition to following up on references for the staff, we obtain all background checks and clearances according to state and federal statutes. In addition, we have a person on staff to provide first aid.

Campers should avoid wearing hoop earrings or other dangling jewelry that can be a safety hazard.

Pocket knives are not allowed at camp.

**POOL** - All campers must pass a swimming test before entering the deep end. In addition to receiving counselor supervision, certified lifeguards are on duty.

**DRESS GUIDELINES** - All clothing should be modest and suitable for camp activities. Please avoid clothing with images or wording contrary to Christian principles.

**SHORTS:** Mid-thigh or longer and not form fitting (please no writing on backside).

**SHIRTS:** Please avoid form fitting or low cut shirts, midriff must be covered. Girls: Please no thin strap tank tops.

**SHOES:** Close-toed shoes only. (No sandals or flip-flops)

### **SWIMSUIT POLICY**

Girls - Modest one-piece swimsuit, or a tankini-only if the fabric overlaps and does not show ANY midriff (no bikinis).

Boys - Swimsuits should be mid-thigh or longer.

**GIFT SHOP** - Each camper will have the opportunity to visit the Gift Shop during the week. A variety of adult and children items that range from \$0.50 to \$23.00 are available. Such items include: sweatshirts, backpacks, American Girl doll clothes, flashlights, water bottles, stuffed animals, toys, jewelry, journals, mugs, toys, candy, ice cream novelties and more.

**SNACK BAR** - Open on Friday during pool time. Items available at the snack bar include: soft pretzels, hot pockets, popcorn, slushies, root beer floats, and ice cream, etc. Items range from \$0.25 - \$3.00

**BEHAVIOR EXPECTATIONS** - In the event that a camper's behavior is a hindrance to the safety and well-being of others, or the program, Woodcrest Retreat reserves the right to dismiss the camper upon consultation with the parent.

### **SPECIAL DIETS AT CAMP**

*Concerning peanut and tree nut products:* As a rule we do not use peanut or tree nut products in the meals and snacks we provide. (Although some prepackaged snacks we provide are often labeled as manufactured in facilities that handle peanuts and tree nuts.) However, snacks and candy with peanuts and tree nuts are in our Camp Store and Snack Bar for purchase.

*All other special diet concerns:* We are limited in our ability to accommodate special diets. If your camper needs a special diet while at camp please bring prepared food, labeled by meal, for them to check-in. We will make sure it is stored properly and is given to them at the appropriate time.

**ELECTRONICS AND OTHER ITEMS TO LEAVE AT HOME** - Summer camp provides children with a great opportunity to 'unplug' from their daily routine in a fun and exciting way. Woodcrest is also a place where we strive to put relationships with one another and God first. Electronic devices often hinder these goals and increase the likelihood of behavior problems. So, please make sure your camper leaves all electronics such as **cell phones, ipods, cd/mp3 players, apple watches** and similar devices at home because they are not permitted at camp. **Pocket knives** are also not permitted at camp. Staff reserves the right to confiscate any items that compromise the safety, goals and values of camp for the duration of the program until dismissal.

## Woodcrest Retreat - Health and Release Form

Participant Name:	Age:	Date of Birth:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
-------------------	------	----------------	--

Name of Parent/Guardian (if under 18)

Address:	1st Phone:
----------	------------

City, St, Zip:	2nd Phone:
----------------	------------

Emergency contact:	Relationship:
--------------------	---------------

Phone:	2nd Phone:
--------	------------

Name of Family Doctor or Practice	Phone:
-----------------------------------	--------

Medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Policy or Group #:
---	--------------------

Insurance Co. Name:	Phone:
---------------------	--------

**\*IMPORTANT!! PLEASE COMPLETE!!\*** Tetanus (Date of Shot or Last Booster) \_\_\_/\_\_\_/\_\_\_  
 A current 10 year booster will be accepted.

I grant permission to Woodcrest Retreat to administer these over the counter medications to my child as needed.  
 Ibuprofen  Benadryl  Cough drops  Antacid  Antibiotic ointment  Sunscreen  Acetaminophen

Please list any known allergies. (Medication, food, etc.)

List any restrictions on physical activity, major illnesses, or injuries; and list and explain any other problems we should be aware of: (Attach additional paper if needed)

### Camping Program Authorization and Release

- To my knowledge the above information I have provided is correct and the named participant ("Camper") has permission and is authorized to participate in the camping program of Woodcrest Retreat ("Camping Program") except as noted.
- I understand and agree that as part of the Camping Program, the Camper may be transported in motor vehicles both on and off of the grounds of Woodcrest Retreat for camp approved transportation and activities.
- I grant permission for the Camper to be included in camp photo's, audio, and/or video which may be used for promotional purposes.
- I acknowledge and understand that the Camping Program involves a wide variety of formal and informal indoor and outdoor recreational and learning activities and that participation in the Camping Program could result in personal injury or illness to the Camper. With full knowledge of the risks associated with the Camper participation in the Camping Program, I hereby absolve, release and forever discharge and hold harmless Woodcrest Retreat, its officers, directors, members, employees and agents, and any individual directly or indirectly involved with the Camping Program from any and all liability, for injury or illness suffered by the Camper while participating in or as a result of the Camping Program.
- In the event the Camper should suffer an injury or illness while participating in or as a result of the Camping Program, I hereby authorize and consent to any and all medical treatment which may be determined by a physician, other qualified medical personnel or the officials of the Camping Program to be necessary or desirable for the Camper and hereby authorize the officials of the Camping Program to use their discretion to have the Camper transported to a medical facility for such treatment.
- I understand that if during the Camping Program the Camper has a sickness or injury requiring offsite medical attention it will be the Camper or Parent/Guardians responsibility to pay any and all charges.
- By signing below, the Camper, and if applicable the parent/guardian, acknowledge they have read and understood this Camping Program Authorization and Release.

Signature of Participant (or #1 Parent/Guardian if participant is under 18 years of age):

\_\_\_\_\_ Print Name: \_\_\_\_\_ Date \_\_\_\_\_

#2 Parent/Guardian signature if participant is under 18 years of age:

\_\_\_\_\_ Print Name: \_\_\_\_\_ Date \_\_\_\_\_

## CAMPER MEDICATION PRESCRIBER/PARENT AUTHORIZATION

If a camper must receive medication during his/her time at camp, please bring this completed form, along with the medication to camp registration. Present this completed form and medication to the Health Care Staff member at registration. Medication must be in the original, unopened, sealed container and be properly labeled with the campers name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the date of drug expiration when appropriate.

### CAMPER INFORMATION

Campers Name \_\_\_\_\_ Todays Date: \_\_\_\_\_

### MEDICATION #1

Name of Medication \_\_\_\_\_ Reason for Taking \_\_\_\_\_

Time of Day: \_\_\_\_\_ : \_\_\_\_\_ am / pm      Dosage: \_\_\_\_\_      Notes: \_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_ am / pm      Dosage: \_\_\_\_\_      Notes: \_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_ am / pm      Dosage: \_\_\_\_\_      Notes: \_\_\_\_\_

Does medication require refrigeration? Yes  No

### MEDICATION #2

Name of Medication \_\_\_\_\_ Reason for Taking \_\_\_\_\_

Time of Day: \_\_\_\_\_ : \_\_\_\_\_ am / pm      Dosage: \_\_\_\_\_      Notes: \_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_ am / pm      Dosage: \_\_\_\_\_      Notes: \_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_ am / pm      Dosage: \_\_\_\_\_      Notes: \_\_\_\_\_

Does medication require refrigeration? Yes  No

### MEDICATION #3

Name of Medication \_\_\_\_\_ Reason for Taking \_\_\_\_\_

Time of Day: \_\_\_\_\_ : \_\_\_\_\_ am / pm      Dosage: \_\_\_\_\_      Notes: \_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_ am / pm      Dosage: \_\_\_\_\_      Notes: \_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_ am / pm      Dosage: \_\_\_\_\_      Notes: \_\_\_\_\_

Does medication require refrigeration? Yes  No

### PARENT AUTHORIZATION

I authorize the Summer Camp Health Director of Woodcrest Retreat the task of assisting my child in taking the above medication(s).

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

*WOODCREST RETREAT*  
*CHILD PICK-UP AUTHORIZATION FORM*

An authorization form must be completed for each camper attending. Campers attending multiple weeks only need to complete one authorization form. Please give to child's counselor at Monday morning registration

**Note:** Please be sure to bring identification when picking up a camper.

The following person(s) **ARE AUTHORIZED TO PICK-UP:** \_\_\_\_\_

(Child's Name)

Please print, and include yourself:


**If applicable:** The following person is **not** permitted to pick up my child:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

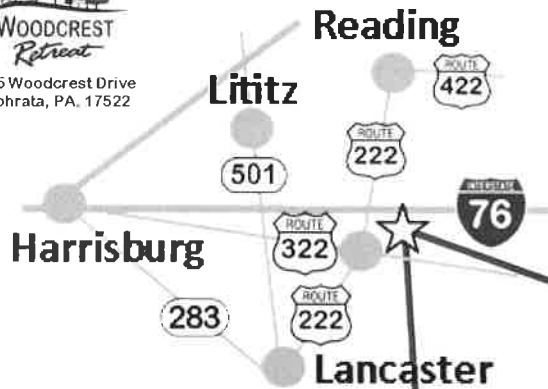
Relationship: \_\_\_\_\_ City, St. Zip \_\_\_\_\_

*If the above named person is the child's parent, we need legal documentation in order  
to not release the child to this person.*

**Parent/Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

# DAY CAMP CHECK-IN INFORMATION

**WOODCREST  
Retreat**  
225 Woodcrest Drive  
Ephrata, PA. 17522



**From PA Turnpike Exit 286 or Reading:**

Take 222 south. Exit at Ephrata/322. Turn east (left) onto 322. At next stop light turn left onto Hahnstown Road. Take second road left onto Glenwood Drive. Go ¼ mile, turn right onto Woodcrest Drive. Proceed one mile to Woodcrest Retreat.

**From: Lancaster**

Take 222 North. Exit at Ephrata/322. At stoplight at end of exit ramp go straight ahead onto Hahnstown Road. Take the second left onto Glenwood Drive. Go ¼ mile, turn right onto Woodcrest Drive. Proceed one mile to Woodcrest Retreat.

**From Lebanon**

Take 72 South to 322 East. Take 322 east to intersection of 222 exit ramp and Hahnstown Road. Turn left onto Hahnstown Rd. Take the second left onto Glenwood Drive. Go ¼ mile and turn right onto Woodcrest Drive. Proceed one mile.

If using a GPS, make sure it instructs you to turn onto Woodcrest Drive from Glenwood Drive. If it does not, try changing the address to 225 Woodcrest Road

1

Once you have entered the Woodcrest Retreat property you will take the second left into the Indian Rock Center Parking Lot. **PLEASE DRIVE CAREFULLY & WATCH FOR CHILDREN.**

2

After parking your vehicle escort your camper to the front of the Indian Rock Center building via the walkway bordering the playground. **WATCH FOR VEHICLES.**

3

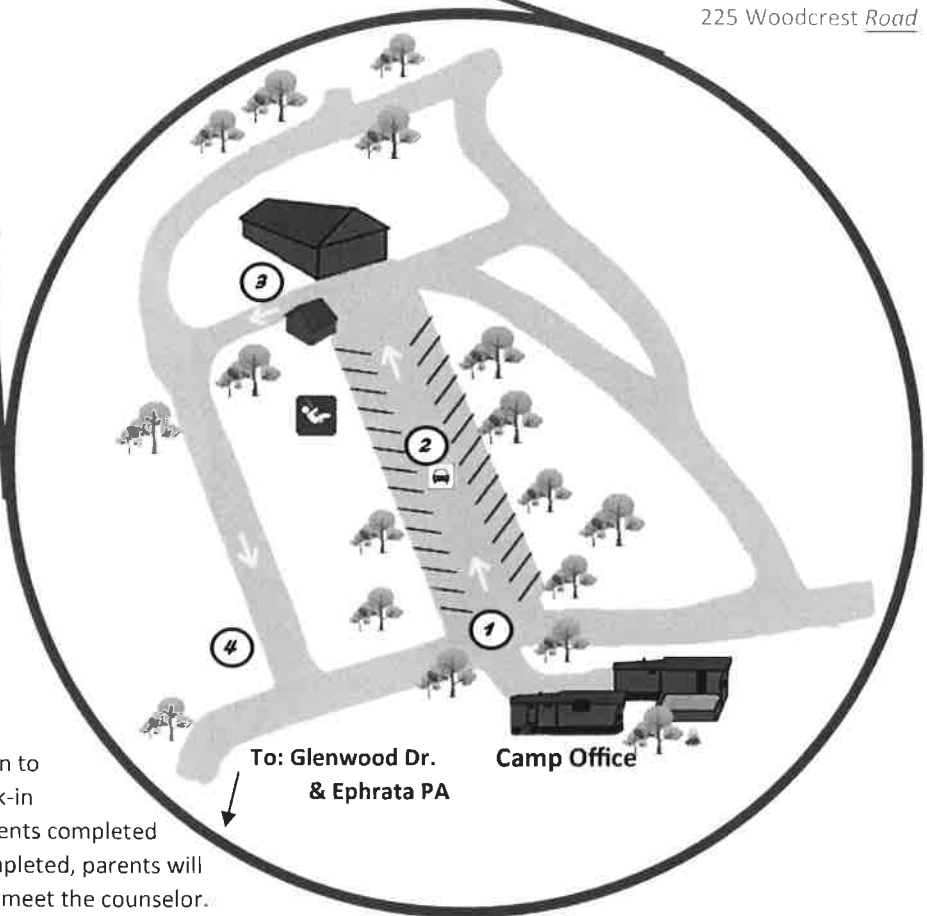
Check-In will take place on the patio of the Indian Rock Center in the following order:

1. Healthcare Station
2. Camp Merchandise Station
3. Final Registration & Payment

Each camper will need to visit each station to complete check-in. To speed up the check-in process please be sure to have all documents completed and payment ready. Once check-in is completed, parents will escort their camper to his/her group and meet the counselor.

4

To exit the camp follow the road down past the front of the Indian Rock Center and through the campground. Turn right at the main drive. **WATCH FOR TRAFFIC.**



**PLEASE COMPLETE THE FOLLOWING DOCUMENTS BEFORE ARRIVING FOR MONDAY REGISTRATION!!!**



- Authorization for Medication Form
- Child Pick Up Authorization Form
- Health Care Release Form



# Day Camp Memories Order Form

## Camp T-Shirt

- New design!
- Available for purchase at Check-in.
- \$10

## Camp Group Photo

- Photo stock w/ signable back
- Distributed on Friday afternoon
- \$6

## Order Form

To order, complete this portion and submit at Check-in.

Please enter quantity desired: \_\_\_\_ Photo(s)

Camper Name: \_\_\_\_\_

Week of Camp: \_\_\_\_\_

### Office Use Only

Camp Shirt Total: \_\_\_\_\_

Camp Photo Total: \_\_\_\_\_

Camp DVD Total: \_\_\_\_\_

Total: \_\_\_\_\_

Paid at Check-in: \_\_\_\_\_

Due at camp end: \_\_\_\_\_

Paid at camp end: \_\_\_\_\_