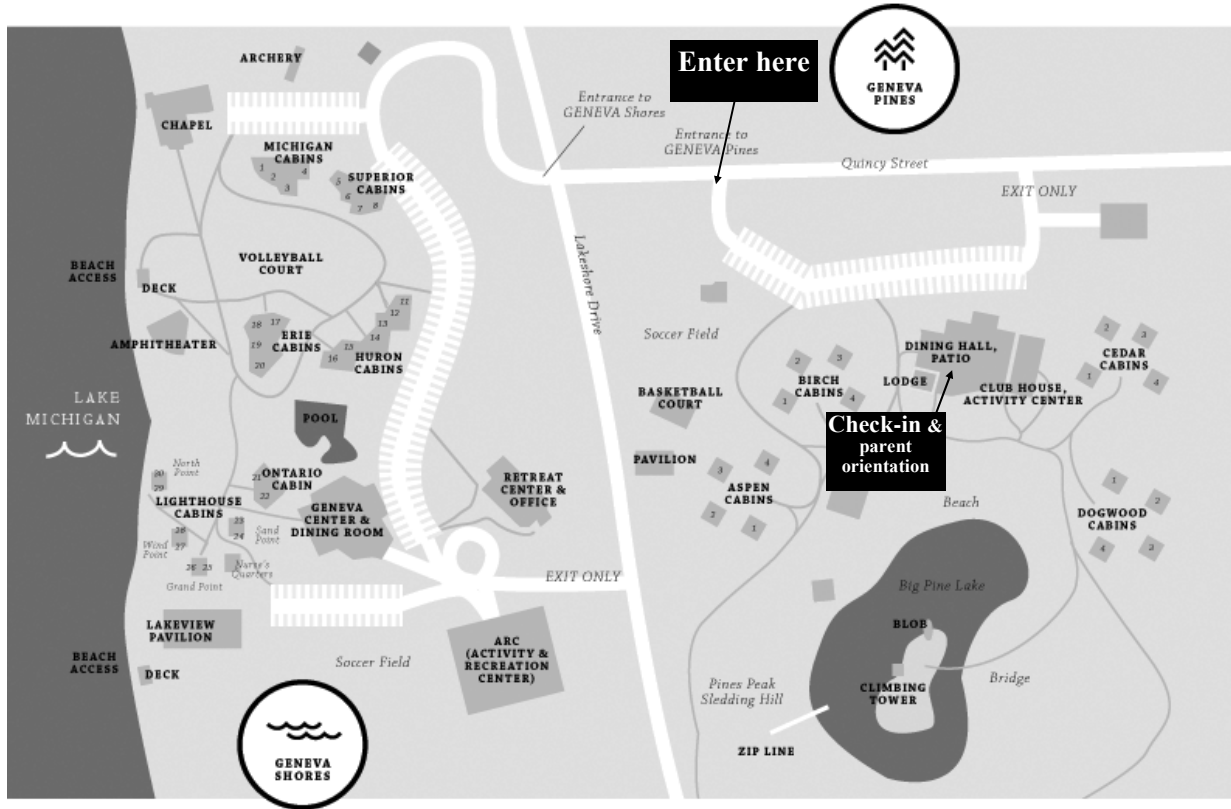


GENEVA Down the Road Confirmation



3995 LAKESHORE DR N, HOLLAND, MI 49424
616.399.3150 • WWW.CAMPGENEVA.ORG



DIRECTIONS TO GENEVA

Camp Geneva is located on Holland's north side on Lakeshore Drive at the end of Quincy Street.

- **From the East:** Take I-196 west to Exit 55 (Holland/Zeeland) which will put you on Business 196 heading west. Take Business 196 west to US-31 (approximately 5.5 miles). Take US-31 north to Quincy (approximately 3.5 miles). Take Quincy west to Camp Geneva (approximately 5.5 miles).
- **From the North:** Take US-31 south to Quincy. Take Quincy west to Camp Geneva (approximately 5.5 miles).
- **From the Southeast:** Take US-131 north to M6. Take M6 west to I-196. Take I-196 west to Exit 55 (Holland/Zeeland) which will put you on Business 196 heading west. Take Business 196 west to US-31 (approximately 5.5 miles). Take US-31 north to Quincy (approximately 3.5 miles). Take Quincy west to Camp Geneva (approximately 5.5 miles).
- **From the South:** Take US-31 north to Quincy (approximately 3.5 miles). Take Quincy west to Camp Geneva (approximately 5.5 miles).
- The main entrance to Camp Geneva is directly opposite the end of Quincy Street.

CONTACT INFORMATION



3995 Lakeshore Dr N, Holland, MI 49424
Phone: 616.399.3150 / Fax: 616.399.5180
email: geneva@campgeneva.org
website: www.campgeneva.org

Should you need to leave an emergency message for a camper, you may call the GENEVA office at 616.399.3150. If you call after hours, our voice mail will give you an emergency number to call.

LATE ARRIVAL/ABSENCE POLICY

- GENEVA will only accommodate late arrivals or camper absences which are health related or family emergencies. If families anticipate arrival conflicts or conflicts due to sports or otherwise during the camp session, they will be encouraged to register for a different session.
- We reserve the right to cancel the registrations of children who do not show up and have not notified us by noon on Monday.
- We reserve the right to cancel the registrations of children needing absences during the week for reasons other than health or family emergencies.
- Cancellations will be subject to GENEVA's cancellation/refund policy.
- Additional information on our policy can be found on our website <http://www.campgeneva.org/summer-camps/late-arrival-absence-policy>

CANCELLATION/REFUND POLICY

- **All** refunds are subject to a \$50 cancellation fee.
- Refunds will be given if requested at least 14 days before your week of camp.
- If you cancel less than 14 days before your week of camp, refunds will be given only for medical reasons or a family emergency.

ARRIVAL

There are several important steps to checking your child in:

- **Time—8:08am** on Monday morning. **Please call if you are not able to arrive by 8:40am.** We reserve the right to cancel the registrations of campers who do not show up and have not notified us by noon on Monday.
- Campers should bring their luggage to check-in and we will direct you where to place it until you are ready to head to your cabin. Be sure to have any medications accessible to give to the health officer/camp nurse.
- **Place—GENEVA Pines Patio** (behind the dining hall).
- **Medication Drop-off**—if you need to drop off your camper's medications or talk to the health officer/camp nurse about any health concerns, please stop in the lobby of the dining hall.
- **Check-in**—next you will proceed to the high school line **on the patio** where cabin assignments and nametags will be handed out.
- **Sign-in**—finally, you will accompany your camper to the cabin to meet the counselor and sign the camper in. Please be sure that whoever is picking up the camper at the end of the week is on the list of people authorized to pick him/her up.

The camp store will be open during check-in., approximately 8:00-8:45am.

No pets—GENEVA has a no pets policy, so please do not bring your pet when dropping off and picking up your camper.

Campers who drive themselves may be asked to turn in their keys upon arrival.

PACKING LIST

All items should be labeled with camper's first and last name!

Must Have Items:

- Bible & Pen
- Bedding and pillow (maybe a twin size sheet for hot weather)
- Sunscreen & Bug Spray
- Pajamas
- Comfortable clothes geared for activity (dress clothes are not needed). Be prepared for chilly evenings.
- Both tennis shoes and sandals with back straps; no flip-flops, please
- Reusable water bottle—have your full name on it, please!
- Swimsuit (**1-piece suits required** - see dress code)
- Towels (beach and bath)
- Toiletries: Toothbrush, soap, etc.
- Plastic bag for wet items

Optional items:

- Spending money—but we prefer you purchase a punch card
- Stationery, postcards, stamps, etc. (to write home!)
- T-shirts or pillow cases with GENEVA logo can be purchased for \$5. If you prefer to bring your own, it must be 100% cotton. Note: Campers coming July 1-4 will not have the opportunity to tie-dye due to time limitations.
- Flashlight
- Frisbee

WHAT NOT TO BRING

These items are not permitted and will be held by the counselor and returned at the end of the week.

- Cell phones
- ipods, tables, or other technology devices
- Knives, weapons and like items

DRESS CODE

In an attempt to create a positive environment where all children can participate in every camp activity, we require clothing that is functional for the varying activities of camp. The dress code will be enforced by our summer staff, and campers wearing clothing or swimwear deemed inappropriate will be asked to change.

We require one-piece swimsuits (no tankini's please) for the functionality of camp. Our various water activities such as the splash pad and pool, zip line, blob, tubing, and other activities make it essential to abide by this requirement. Cut-off shirts or short shorts are not conducive for the activities of the camp environment. Clothing with inappropriate images or slogans are not allowed.

DEPARTURE

Parents are welcome and encouraged to attend the closing program **in the Activity Center** on the last day of camp. Campers may be picked up at their cabins following the closing program, which lasts approximately 30 minutes.

- **You will be required to sign your child out with the counselor.**
- We will not release a camper to anyone other than:
 - the person(s) designated at the beginning of the week or
 - anyone you listed as authorized to pick up your camper on your original registration form

We strongly discourage early departures. The end of the camp session is designed to wrap up the week and transition campers back into their daily routines. It is filled with debriefing conversations, picture signing, and other closing activities that are significant in the child's experience. If you must pick up your child early, please contact the office to discuss the most opportune time.

The camp store will be open following the closing celebration.

Campers who drive themselves will be released once closing has concluded unless other arrangements have been made with the parents or guardians.

LOST & FOUND POLICY

- GENEVA is not responsible for items left behind, lost, or stolen.
- **Parents are encouraged to label everything with the camper's full name.**
- Items found will be displayed at the closing program.
- Please call our office as soon as you realize your camper is missing an item.
- Items with names will be held for 14 days and we will contact you to pick them up. Any items not claimed after 14 days will be given to charitable organizations. Parents will be responsible for the cost (shipping and handling) of mailing any items.
- **Items without names will be donated to a charitable organization at the end of each session.**

VISITATION POLICY

Camp does not have visiting periods for friends and relatives since the sessions are short and we cannot have people wandering the grounds during camp sessions for security reasons.

COMMUNITY OPEN HOUSE

Sunday May 19, 2019 - 2-4 pm

Mark your calendar! The Community Open house is a great opportunity, especially for new campers, to explore the facilities before camp starts. For new campers, knowing what the cabins will be like, and knowing your way around can make the first day much less frightening. It's great to arrive at camp the first morning and not feel totally lost. We'll even have the heated pool open for you to enjoy!

Maps for self-guided tours will be available and there will be lots of staff around to answer questions. Come join us!

CAMP STORE

The store is open during check-in and following check-out, as well as daily during free-time. We have a really unique assortment of GENEVA apparel, snacks and novelty items. High School campers will **not** be able to pre-purchase punch cards however may purchase a non-refundable one in the camp store in addition to being responsible for their own spending money.

The camp store accepts cash from campers. Credit/Debit cards can be used at check-in and closing.

Each camper will receive a theme t-shirt and a group picture at no charge.

CAMP STORE PUNCH CARDS

Camp store punch cards, as an alternative to cash for the camp store, are offered for overnight campers. Pre-ordered punch cards in the amount of \$10 or \$20 must be pre-ordered at the time of online registration.

The camp store is open during check-in and check-out so parents may accompany campers for larger purchases such as t-shirts and sweatshirts. If there is a balance remaining on the punch card at the end of the camp session, you may stop at the camp store for a refund after signing your camper out with the counselor.

Camp store punch cards may be used to purchase a t-shirt with GENEVA's logo on to tie-dye (\$5). Campers may also get cash from their punch card for the pop machine or to donate to the camp scholarship fund so it is not necessary to bring cash.

MAIL CALL!

No Packages

Packages for campers will not be accepted. The only exception will be for a camper who is at camp during his/her birthday. We will accept small packages for birthday campers but they may not contain any food items.

Letters & email

We will continue to accept emails and letter-size mail for campers (no food or other items inserted) but we ask that you limit the number of emails campers receive to no more than one per day. As you write, please focus on your child's camp experience instead of what is happening at home in order to help avoid creating homesickness.

Cabin numbers must be included on the letters/emails in order to ensure delivery. Everything received by 3:00pm will be delivered at suppertime the same day. No mail will be delivered on the day the campers go home so the latest time to send emails is 3:00pm on the day before they depart.

We do not provide campers with access to a phone or a computer. Should you need to contact a camper for an emergency, you may call the GENEVA office at 616.399.3150. If you call after hours, our voice mail will give you an emergency number to call.

To ensure timely delivery of mail, please address mail as follows:

dropoff: Save postage! We will have a box at check-in where you can drop off letter-size mail. Please indicate which day you would like it delivered. **OR** drop your letters off at the office in the Retreat Center **on the Shores side of camp** anytime between 8:00am and 5:00pm Monday-Friday.

snail mail: *Camper's Name*
c/o Camp Geneva, Pines Cabin # _____
3995 Lakeshore Drive N
Holland, MI 49424

email: go to our website at www.campgeneva.org and click on "email a camper"
Campers will NOT have access to a computer, so they will not be able to email you back!

fax: 616.399.5180
Camper's first and last name and Pines Cabin # _____ MUST appear on fax!

*The form below must accompany any medications/supplements/essential oils the camper brings along.
Please cut on the dotted line and bring with you to check-in.*

MEDICATIONS/ SUPPLEMENTS/ ESSENTIAL OILS

All medications/supplements/essential oils brought by the camper (prescription and over-the-counter) must be turned in at check-in.

Any of these items you bring MUST be in the original container, be prescribed for the camper, and include clear and current directions.

The health officer/camp nurse will be available at check-in for those who have questions or health concerns.

We stock over-the-counter medications such as acetaminophen, ibuprofen, and cold remedies, so it is not necessary to bring them.

Instructions for Dispensing Medications/ Supplements/Essential Oils

Camper's Name _____ Cabin # _____

**All medications/supplements/essential oils
MUST be in the original container and have the camper's name on it.**

Name of medication	Dosage	To be given at (circle)				
_____	_____	B	L	D	Bed	Only if needed
_____	_____	B	L	D	Bed	Only if needed
_____	_____	B	L	D	Bed	Only if needed
_____	_____	B	L	D	Bed	Only if needed