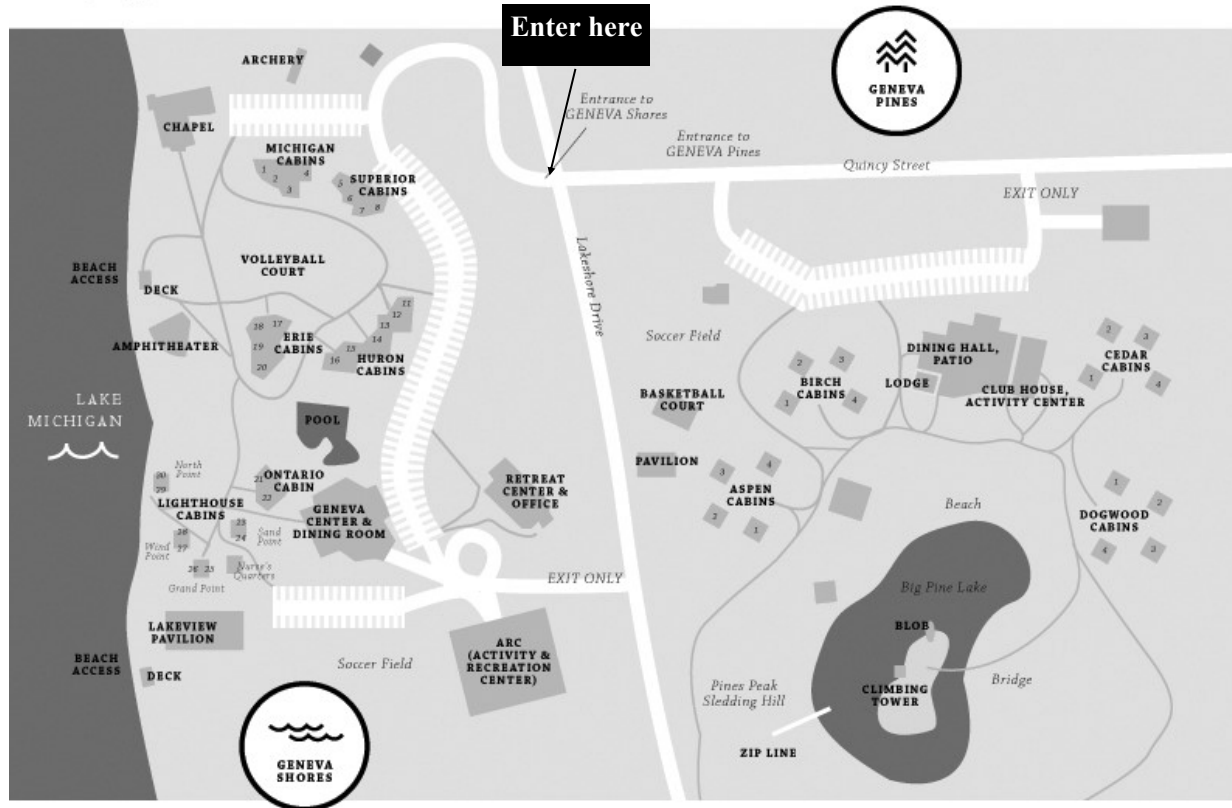


# GENEVA Down the Road Confirmation



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](mailto:geneva@campgeneva.org)  
website: [www.campgeneva.org](http://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.
- 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 [campgeneva.org/parent-faq/#late-arrival-absence-early-departure-cancellations](http://campgeneva.org/parent-faq/#late-arrival-absence-early-departure-cancellations)

## CANCELLATION/REFUND POLICY

- **All** refunds are subject to a \$50 cancellation fee.
- Refunds will be given if requested at least 9 days before your week of camp.
- If you cancel less than 9 days before your week of camp, refunds will be given only for medical reasons or a family emergency.

**Please read this confirmation carefully as many things have changed from previous years.**

## **ARRIVAL**

- Please see arrival times in attachment #2 of your confirmation email.
- **In order to assure that we are ready to properly greet you and check in your camper in the parking lot, please do not arrive early.**
- **Please call our office if you are not able to arrive on time.** We reserve the right to cancel the registrations of campers who do not show up and have not notified us by noon on Monday.
- **Place—Shores parking lot.** Please see link “**What to expect upon arrival at camp**” in confirmation email.
- **Medication Drop-Off**—if you need to drop off your camper’s medications, you will be directed to a certain area of the parking lot to see the camp health officer/nurse.

## **DEPARTURE**

- Pick-up will be done in the parking lot, similar to drop-off. **See attachment #2 of your email for the time.**
- **We strongly discourage early departures.** If you must pick up your child early, please contact the office ahead of time.

## **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) Note: **Down the Road campers will be sleeping in tents.**
- 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
- Swimsuit (**1-piece suits required** - see dress code)
- Towels (beach and bath)
- Toiletries: Toothbrush, soap, etc.
- Plastic bag for wet items
- Flashlight
- Backpack for carrying stuff back and forth from GENEVA to off-site camp where you will be sleeping. Just a regular school backpack is fine.

### **Optional items:**

- Spending money—but we prefer you purchase a punch card
- Stationery, postcards, stamps, etc. (to write home!)
- T-shirts or pillowcases with GENEVA logo can be purchased for \$5. If you prefer to bring your own, it must be 100% cotton.
- 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, tablets, or other technology devices
- Knives, weapons and like items
- For the safety of other campers who may have food allergies and to avoid attracting critters, **please do not bring any food items.**

## **DRESS CODE**

Due to the variety of water activities at camp, including splash pad and pool, zipline, blob, and tubing, we want campers to have swimsuits that are safe and practical. Therefore, we require one-piece swimsuits for campers; no tankinis please. Additionally, clothing with inappropriate images or slogans are not allowed.

## **LOST & FOUND POLICY**

**Due to limited space and the amount of time involved in handling hundreds of lost and found items:**

- Parents are encouraged to label everything with the camper’s full name. If the item has the camper’s name on it, we will contact you to pick it up.
- GENEVA is not responsible for items left behind, lost, or stolen.
- We are exclusively using this Lost & Found form [campgeneva.org/parent-faq/#other](http://campgeneva.org/parent-faq/#other) on the Parent FAQ page of our website so if your camper left something behind, please go and complete the form.
- Items will only be held for 14 days. Any items not claimed after 14 days will be given to a charitable organization.
- If you need an item mailed, we require a \$10 check to cover postage.

## **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.

## **CAMP STORE**

The store will be open for campers during their cabin activity rotation each afternoon. We have a unique assortment of GENEVA apparel, snacks and novelty items.

**The camp store accepts Punch Cards or cash from campers.**

# **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**

Emails and letter-size mail are encouraged (no food or other items inserted) but we ask that you limit the number of emails you send to one per day. 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.

Campers do not have access to a phone or a computer. In case of 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:** If you wish to drop off mail for your camper on Monday morning, please give it to the staff member who checks your camper in.

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

**email:** **go to our website at [www.campgeneva.org](http://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 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 must be turned in at check-in.** This includes prescriptions, over-the-counter medications, supplements (including gummies and melatonin), and essential oils.
- All medications must be in the **original container**, be prescribed to the camper, and have clear and current instructions.
- We stock many common over-the-counter medications so we discourage you from leaving these. If you have any questions about which medications we have, the camp health officer is available at check-in.

## ***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