



# GENEVA Pines Confirmation

## ARRIVAL

- Arrival times are in attachment #2 of your confirmation email.
- In order to assure that we are ready to properly greet you and check in your camper, **please do not arrive early.**
- **Place: Pines parking lot.**
- **Medication Drop-Off:** if you need to drop off your camper's medications, you will be directed to the nurse's station.
- **Please call our office if you are not able to arrive on time.**

## 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.

## 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 campers who plan to have an absence during their week of camp not related to health or a family emergency.
- Cancellations will be subject to GENEVA's cancellation/refund policy. Additional information on our policy can be found on our website's FAQ section.

## CANCELLATION/REFUND POLICY

- Refunds are subject to a \$50 cancellation fee.
- Refunds will be given if requested at least 14 days prior to the start 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.

## PACKING LIST

\* 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 & sandals with back straps; no flip-flops
- Reusable water bottle
- Swimsuit (**1-piece suits required** - see dress code)
- Towels (beach and bath)
- Toiletries: toothbrush, toothpaste, soap, etc.
- Spare sock or for Capture the Flag and other games
- 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 pillowcases with GENEVA logo can be purchased for tie-dye for \$7. You may bring your own (must be 100% cotton).
- Camera
- Book to read during quiet time
- Fan and extension cord
- 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.

- Phones, tablets, kindles, or other technology devices
- Knives, weapons and like items
- For the safety of 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, 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**

- 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.
- If an item is lost, please fill out the Lost and Found form on our website.
- 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.

### **NO VISITOR POLICY**

Camp does not have visiting periods for family or friends. We cannot have people on 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.**

### **ARTS & CRAFTS**

We offer a variety of items in arts & crafts.

- Each camper will be able to do arts & crafts projects throughout the week.
- Each camper will also have the opportunity to tie-dye a t-shirt or pillowcase during the week. Campers who wish to tie-dye and don't bring their own item, may purchase a white t-shirt or pillowcase with the GENEVA logo in Arts & Crafts for \$7.00.
- Punch cards may be used to purchase a t-shirt or pillowcase to tie-dye.
- Tie-dying is free if you supply the t-shirt or pillowcase which we recommend be 100% cotton, washed and pre-shrunk with no fabric softener.

### **MAIL and EMAIL**

#### **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.

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

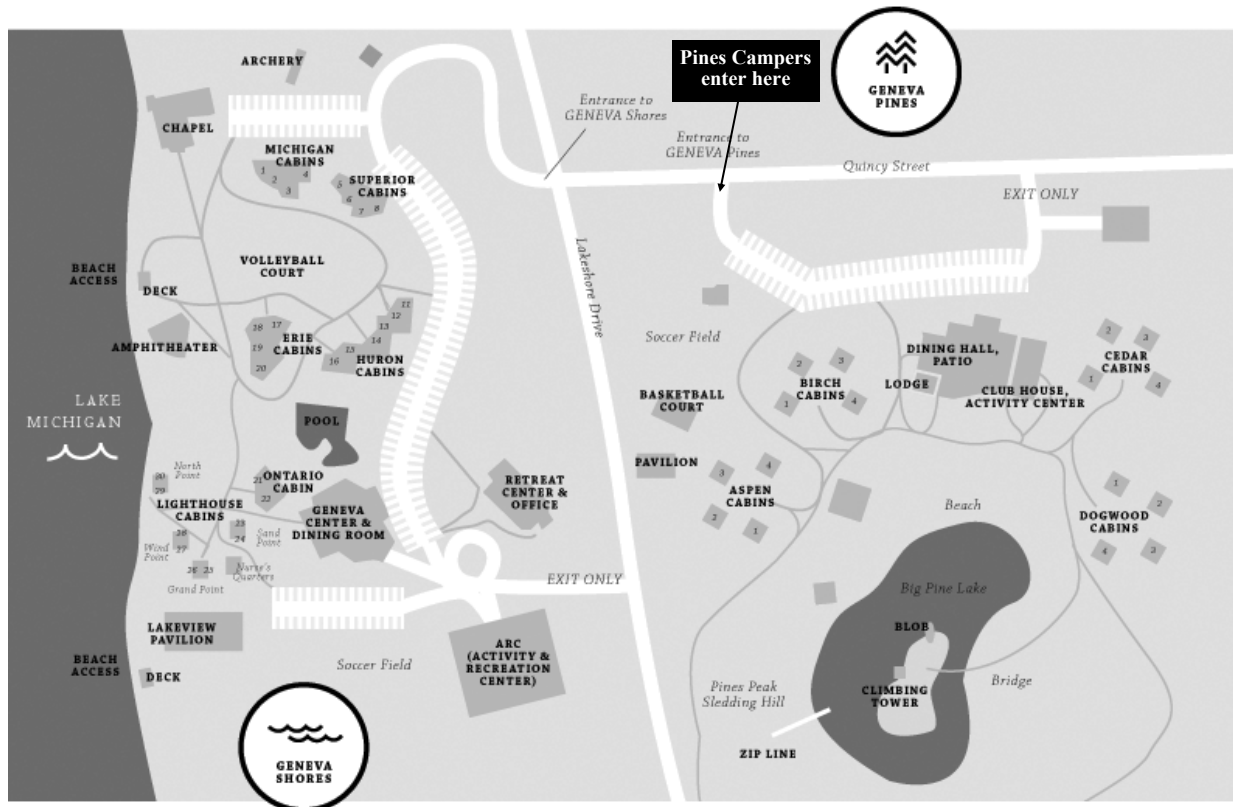
**dropoff:** If you wish to drop off mail for your camper on Monday morning, please give it to the staff member who checks your camper in.

**snail mail:** *Camper's Name (Cabin & Cabin #)*  
*c/o Camp Geneva, Cabin # \_\_\_\_\_*  
*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!**



3995 Lakeshore Dr N, Holland, MI 49424  
Phone: 616.399.3150 / Fax: 616.399.5180  
email: [geneva@campgeneva.org](mailto:geneva@campgeneva.org)

In case of emergency, you may call the GENEVA office at 616.399.3150. If you call after hours, our voice mail will provide the on call number.

## Medications, Supplements, and Essential Oils

The form below must accompany any medications/supplements/essential oils the camper brings

- **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.

### Medication / Supplement / Essential Oil Instructions

Camper's Name \_\_\_\_\_ Group # \_\_\_\_\_

**All medications/supplements/essential oils  
MUST be in the original container with 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