



2018

Parent/Guardian Summer Camp Guide



Pine Lake Camp is a ministry of The Salvation Army
Alberta & Northern Territories Division

Contact Information

Main Office

The Salvation Army Divisional Headquarters
9618-101A Ave
Edmonton AB T5H 0C7
Tel: (780) 423-2111
Fax: (780) 425-9081
Email: Megan_Clarke@can.salvationarmy.org

Office at Camp

The Salvation Army - Pine Lake Camp
25032 South Pine Lake Road
Red Deer County, AB T0M 1R0
Tel: (780) 412-2730
Fax: (403) 886-8648
Email: Megan_Clarke@can.salvationarmy.org

Pine Lake is 30 minutes south east of Red Deer (midway between Edmonton & Calgary).

Registration Deadline: one week before start of camp

Visit www.pinelakecamp.ca to register!



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Section 1— Pine Lake Camp

Mission Statement

The Salvation Army is an international Christian Church. Its message is based on the Bible; its mission is motivated by love for God and the needs of humanity.

As a ministry of the The Salvation Army we exist to share the love of Jesus, meet human needs and be a transforming influence in the communities of our world.

Camp Staff

Our staff is predominantly Christian youth & young adults (15+ years) who *choose* to spend their summer interacting with your child. They receive significant training and many have been on staff for multiple years.

For added security our staff are required to have the following completed:

- Criminal Record Check with Vulnerable Sector
- Screening through The Salvation Army's national Child Abuse Registry
- Praesidium Armatus Online Abuse Prevention Training
- Duty specific on-site training

Section 2 —Travel

Travel to Camp

Transportation:

Check with your local Salvation Army church or resource center to see if travel to camp is offered. <https://www.pinelakecamp.ca/camps/register/camp-subsidies-2/>

Check-in Time:

Holiday Camp 1, 2, & 3—3:00 pm
Teen Camp—10:00 am
Moms & Tots—2pm-4pm
Gospel Arts—11:00 am

NOTE: Drivers of campers are expected to stay at

Check-out Time:

Check out time at Pine Lake Camp is at 10:00 am on the last day of camp (except for Moms & Tots & Gospel Arts).

camp until campers have completed the registration process and are ready to check into their cabins.

Directions

From Edmonton:

- Follow AB-2 S to AB-42 E (south of Red Deer)
- Take exit 384 toward Penhold
- Continue on AB-42 E for 23kms
- Turn right onto AB-816 S. Continue for 4kms
- Turn left onto TWP 362. Continue for 1.5kms
- Turn right onto RR 251. Continue 400m.
- Turn left onto TWP 361A. Continue 600m.
- Take slight right turn onto RR 250A (pass RV park)
- Turn left at Pine Lake Camp main entrance

From Calgary:

- Follow Deerfoot Trail/AB-2 N to AB-590 E
- Take exit onto AB-590 E. Continue for 30.5kms
- Turn left onto AB-816 N. Continue for 6.5kms
- Turn left onto TWP 362. Continue for 1.5kms
- Turn right onto RR 251. Continue 400m.
- Turn left onto TWP 361A. Continue 600m.
- Take slight right turn onto RR 250A (pass RV park)
- Turn left at Pine Lake Camp main entrance

*see last page for a map & directions

Section 3 — What to Bring (and NOT Bring) to Camp

Clothing List

General Clothing

- 2 pairs pyjamas
- 5 pairs underwear
- 3 pairs jeans or sweats
- 1 pair shoes
- 1 pair sandals
- 1 raincoat with hood or rain hat
- 1 pair rain boots
- 3 pairs shorts
- 1 warm jacket (fleece is good)
- 1 bathing suit (one piece for girls)
- 2 sweatshirts or warm sweaters
- 5 t-shirts or shirts
- 1 sun hat
- 5 pair socks

Toiletries

- 2 large towels
- 1 toothbrush & toothpaste
- 1 hair brush & comb
- 1 shampoo
- 1 sunscreen SPF 30 or higher
- 2 soap
- 1 lip balm
- 1 bug repellent

Bedding

- 1 sleeping bag
- 1 pillow
- 1 pillow case
- 1 single mattress cover (optional)

Optional

- Bible (if you have one—provided at camp)
- pen & pencil
- writing paper/journal/notebook
- flashlight
- Batteries

DO NOT BRING

- Electronics (see right hand side of page)
- Knives/blades
- Over-the-counter medication (see pg. 12)
- Alcohol
- Illegal Drugs

BAGGAGE MAXIMUM: Maximum 2 large duffle bags per camper. Camper's cubbies will NOT accommodate more than 2 duffel bags of items.

Electronics: All electronics (ex: cell phones, iPads, etc.) are NOT permitted at camp. In an effort to create an “un-plugged” culture at our camp we ask that you leave electronic items at home (there is more information about this in sections 4 & 5).

Our goal is to develop a positive connection with your child. Limiting the distractions during the week will assist our staff in giving your child an unforgettable experience at camp.

Please see sections 4-5 for more information about contact with campers for emergency situations.

Walkie Talkies: These may interfere with the camp's urgent communications. Please do not allow your child to bring “walkie talkies” or 2 way radios to camp.

Cameras: Campers may bring a camera device (disposable/digital) to camp. However, due to the nature of the shared accommodations at camp we do not allow cameras inside the living spaces (unless specifically authorized for a particular activity). Campers who arrive at camp with a camera will be required to submit the device for storage in the Program Office. Access to the camera can be provided when the camper is not in the lodge, but must be returned to storage each evening.

Please be advised that Pine Lake Camp is not responsible for items that are lost or damaged while at camp. Please do not send anything that will be a great loss if your child does not bring it home.

It is a good idea to label everything

Purchases at Camp

We do not recommend sending cash with your child; canteen is provided.

Section 4 — Keeping in Touch with Camp

Phone Call, Mail and Email Policy

Of course, many parents feel anxious to know how their child is fairing at camp. Since homesickness usually worsens if parents contact their child, we discourage phone calls, sending mail or emails. For security reasons, unplanned visits while your child is with us at camp are prohibited and you will be asked to leave the property.

If you have serious concerns about your child you may call the camp office to speak with a staff member. We ask that you postpone general “check ups” on your child until the end of camp. Please keep in mind that staff are very busy during the day and their full attention to the campers is required. If a staff member is not available at the time of your phone call we will be sure to respond within one half day.

The use of campers’ personal electronics (ex: cell phones, iPads, etc.) is restricted while at camp. Cell phones and other electronics are not permitted at camp and will be collected from campers’ and returned at the end of the camp.

If your child is has a serious illness/accident or is having significant difficulties while at camp we will contact you immediately.

Campers will have limited access to email or social media through the computer lab during canteen/ free time.

We are unable to accept packages through the mail for campers.

- If your child is having a birthday at camp, please send any gifts with them to camp to be given to the Program Director until their birthday.
- On the package please write:
 - 1) Your child’s name
 - 2) the date of his/her birthday

Contact Info

If there is any change to the camper’s contact and/ or emergency contact information submitted on the registration please log in online to submit any updates needed. If you experience any problems please contact us directly by phone or email to ensure that the information in our records is up to date.

Section 5 — General Information

Methods of Payment

Payments for camp are processed online at the time of registration.

Financial subsidies are available through The Salvation Army church/resource center nearest you. If you are applying for a subsidy, please contact the church/resource in your community for more information on subsidy applications.

Churches & Resource Centers

ARC Family Services

9611-102 Ave, Edmonton, AB
Ph: 780-429-4274

Castledowns Community Services

12404-140 Ave, Edmonton, AB
Ph: 780-457-0275

Canon Ridge, Salvation Army

1241 Hyndman Rd, Edmonton, AB
Ph: 780-472-6743

Crossroads Community Church (E3C)

11661-95 Street, Edmonton, AB
Ph: 780-474-4324

Edmonton Temple

9115-75 Street NW, Edmonton, AB
Ph: 780-469-6846

St. Albert Church & Community Centre

165 Liberton Drive, St. Albert, AB
Ph: 780-458-1937

Wetaskiwin Corps

5010-51 Ave, Wetaskiwin, AB
Ph: 780-352-2416

Fort McMurray Community Service Centre

9919 MacDonald Avenue, Fort McMurray, AB
Ph: 780-743-4135

Grande Prairie Community & Family Services

9615-102St, Grande Prairie, AB
Ph: 780-532-3720

Lloydminster Family Services

2302-53 Ave, Lloydminster, AB
Ph: 780-875-9166

Calgary Berkshire Citadel Community Church

222 Sandarac Drive NW, Calgary, AB
Ph: 403-275-1827

Calgary Glenmore Temple

921-68 Avenue SW, Calgary, AB
Ph: 403-253-1700

Community Services (Calgary)

1826-36 Street SE, Calgary, AB
Ph: 403-220-0432

Red Deer Church & Community Services

4837-54 St, Red Deer AB
Ph: 403-346-2251

Drumheller Family Services

242-1 Street, Drumheller, AB
(PO Box 3097, Drumheller, AB, T0J 0Y0)
Ph: 403-823-2215
Website: www.drumsa.org

Foothills Community Services

119 Centre Street S, High River, AB
Ph: 403-652-2195 ext. 2

Lethbridge Family Services

1811-2 Avenue S, Lethbridge, AB
Ph: 403-328-8611

Medicine Hat Family Services

457-4 Street SE, Medicine Hat, AB (*back alley entrance*)
Ph: 403-548-3247

Peace River Family Services

9613-90 Ave, Peace River, AB
Ph: 780-624-5980

Section 5 — General Information

Activities

At Pine Lake Camp campers may participate in many different activities. These activities can include of the following:

- Various sports
- Mini golf
- Low ropes course
- Climbing Wall
- BMX biking
- Trail biking
- Gardening
- Tetherball
- Bible learning
- Canoeing
- Pottery
- Tye-Dye
- Archery
- Tenting
- Cooking
- Photography
- Swimming
- Campfire

Rules for Campers

Pine Lake Camp is a community built on respect for every person, for our Pine Lake Camp property & facilities and for the rules that keep it a safe place (both physically and emotionally) for everyone.

We expect all our campers to respect the rules laid out at the beginning of the week and parents should make these clear to children before the arriving at camp.

Bullying:

If a camper jeopardizes the emotional and/or physical safety of any camper or staff we will contact parents. Continued bullying may result in dismissal from camp.

Drugs and Alcohol:

Campers are not permitted to possess and/or consume alcohol or illegal drugs at camp. This will result in dismissal from camp.

Smoking:

Campers may not smoke cigarettes. Doing so may result in dismissal from camp

Meals:

For health reasons campers are required to eat breakfast, lunch and supper everyday. Menu exceptions will be made for allergies/medical conditions only. Camp staff will monitor campers to ensure that they are eating regularly. Parents will be contacted if any serious health concerns are reported.

Accommodation:

Campers are not permitted in the sleeping quarters of any other cabin/lodge. Access to sleeping quarters is restricted to the camper's own cabin/lodge only.

Lights Out:

Campers are required to stay in their cabins after lights out. This ensures the safety of camper's during the night. Any camper caught "sneaking out" may be dismissed from camp.

Pranks:

There will be zero tolerance for pranks during camp. Although camp traditions often include pranking other campers this can result in serious physical or emotional/psychological damage.

Discipline Policy

If a camper is found breaking any rules or behaving inappropriately camp staff will use the following discipline policy:

Step 1 - Identify the behaviour and ask the camper to stop.

Step 2 - If the behaviour continues: identify the behaviour, ask the camper to stop, and outline a possible consequence if it continues (ex: *loss of activity privilege, meeting with Head Cabin Leader, etc*).

Step 3 - If the behaviour still continues: carry out the consequence and follow up with a coaching conversation about behaviour expectations.

Step 4 - Step 3 may lead to a conversation with the Program Coordinator/Program Director/Camp Director and/or dismissal from camp.

Note: incidents may be immediately escalated to step 3 or 4 if the physical safety of *any* camper (including self) or staff is jeopardized.

Camp fees will not be refunded for dismissal from camp. The parent/legal guardian will be responsible for picking up their child from camp.

Section 5 — General Information

Cabin Placement

We understand that being in a cabin with friends is important to campers. We respect that desire for companionship. However, for various reasons, we are not always able to meet a campers request.

With this in mind we do not guarantee cabin placement. Cabin placements will be revealed when the camper arrives for registration. Please be advised that siblings/friends are often separated due to age differences.

Please tell your children all of this before arriving. Also, reassure your child that it is our desire that they would feel safe and happy at camp. If they are experiencing any problems while at camp encourage your child to talk to their Cabin Leader, or another staff member they feel comfortable with.

Pine Lake Camp Privacy Policy

Pine Lake Camp is a year round camp and retreat centre that collects personal information on campers, their families and other participants in our programs. We recognize the importance of privacy and the sensitivity of this personal information and are committed to protecting the privacy of the personal information of our customers.

It is our intention to comply with all aspects of the Personal Information Protection and Electronic Documents Act (PIPEDA), Freedom of Information & Protection of Privacy Act (FOIPP) and the Health Information Act (HIA).

If you have any questions regarding the privacy of your personal information held by Pine Lake Camp, or complaints about how your personal information has been used, you can contact our main office at (403) 423-2111.

Homesickness - Prevention & Cure

It is very common for children go through a period of homesickness when they first arrive at camp. This is very natural. It happens to children of all ages and not only to first-time campers. It is important that we acknowledge the reality of those feelings and take positive steps to help children get through that stage. Cabin leaders are trained to deal with homesickness by giving children close personal attention, helping them make new friends and become engaged in new and fun activities.

What Can You Do To Help Before Camp?

- Speak openly about homesickness and reassure your child that it can happen to anyone. If your child knows that they are less likely to experience anxiety.
- **Don't say:** "If you don't like camp you can come home." Children who are having difficulty adjusting to camp will then compound the problem by not giving it a fair chance. They may close their minds to adapting to camp and focus instead on going home.
- **Do say:** "If you feel homesick, tell your cabin leader - don't hide it." Help your child to know that we want to support him/her, but can only do that if we know he/she is having a difficult time.
- Reassure your child that camp is a safe place and the staff are there to help him/her. Encourage your child to feel comfortable approaching a staff member for help with anything. This enforces to your child that the staff are people that you trust instead of "strangers" to be avoided. Your child's anxiety will be greatly eased when they can see your trust in the Pine Lake Camp staff team.
- **AVOID** statements like: "I'm going to miss you terribly." You don't want to make your children feel "bad" about leaving you. They need to feel loved, but not to fear that you will be lonely or disappointed in their absence.

Continued on next page...

Section 5 — General Information

Homesickness - Prevention & Cure— continued

- While talking about all of the exciting things your child will experience at camp, it is also a good idea to prepare them for the “not so exciting” things they will encounter. Talk about things like mosquitoes and keeping the cabin clean-up to help prepare your child in advance.
 - **Most importantly, give you child a lot of information.** This helps to prepare them for a week without you. By knowing what to expect they will feel more equipped and confident to handle the challenges that arise during the week. Here are some common questions children ask:
 - Q. Are the bathrooms outside?
A. There are indoor bathrooms in all of our buildings
 - Q. Are there bugs?
A. There are a few, mostly at night, but you can use bug spray during the day.
 - Q. What are the cabin leaders like?
A. Really friendly, lots of fun, and caring
 - Q. Will I make new friends?
A. Yes, and it will happen fast!
 - Q. Do other kids bring stuffed animals?
A. You bet! Bring your favourite stuffy to keep you company at night.
 - Explain the phone and electronics policy to your child. Boost your camper’s “emotional readiness” for camp by making it clear that the strategy for getting help is to turn to those new friends and the Cabin Leaders instead of their devices. Encourage your child about the benefits of not using electronics during the week.
 - Leave encouraging notes in your child’s luggage. But remember to avoid saying things like “I miss you.” Instead try saying things like “You’re doing great!” or “I’m so proud of you!” Keep in mind that you only want to encourage your child, not induce homesickness. You know your child best so use your discretion for this.
- Involve your child in getting ready to go (the planning and the packing).
 - Remind your camper that there will be at least eight kids in your sleeping area so it is not like your bedroom at home. Work together with your new cabin mates to have a good time.
 - It helps to practice skills they’ll need at camp (tidying up their bed, putting clothes away, showering, brushing teeth, putting on clean underwear and socks).
 - Practice problem solving: “What if...you lose your baseball glove, don’t feel well, or are scared of canoeing on the lake...”

Section 5 — General Information

Frequently Asked Questions

1) Can I talk to my child at camp?

Adjusting to camp is a hard job for some children and talking to parents often makes homesickness worse. There are two exceptions to this rule. One is if a camper has a birthday while at camp. The second exception would be in the case of an emergency.

2) How can I find out how my child is doing? (adjusting to camp, health-wise etc.)

We will take a message and the Program Director will return the call. We promise to return all calls within 24 hours.

3) How will I know if my child is not doing all right at camp?

If your child is having significant difficulties of any kind, we will contact you to discuss solutions and problem solve together.

4) Can I send my child candy?

Please do not send candy. We do not want to create friction between campers by some kids having special treats and others not having treats. We also do not want to attract animals and insects to camper cabins. Additionally, we have children with life-threatening food allergies and we do not want to risk a child having an reaction to a treat brought into a cabin.

5) Does the medical form need to be filled out by a Doctor?

No. Parents can do it.

6) My child has special dietary requirements, such as diabetic or gluten free. Will there be ample food for them to eat?

Yes, we provide options for special dietary requirements. Please make sure you indicate the requirement on the medical form when you register online.

7) Can my child bring a Gameboy, cell phone and DVD player to camp.

The use of electronics is prohibited at camp. If campers are found with electronics they will be collected and returned to the camper upon departure from camp. Cameras are permissible but will not be allowed in camper rooms.

8) Why do we ask for a swimming competency level?

Campers have free time to swim in the pool at Pine Lake Camp. It is important for safety reasons to know how competent each camper is in the water.

Section 6 — Medical Information

Sun Smarts

We constantly tell campers that being sun-safe is a healthy necessity. We remind campers to apply sunscreen and to wear hats. Please help out by sending hats and lots of sunscreen!

Medical Form

According to Alberta legislation we are not allowed to provide any medical treatment for your child without a completed and signed medical form (part of registration).

We cannot take responsibility for a child unless we have a signed medical form **before** he/she arrives at camp. Online registration cannot be submitted without completing the medical form and no camper will be allowed to check in at camp unless we have received this form in advance.

Please ensure that you accurately complete the online medical form to ensure your child's health and safety. Camp staff cannot accept verbal medical information.

Lice

We hate lice and so do you. Unfortunately they rear their nasty little heads whether we like them or not.

- We expect parents/guardians to inspect their children for head lice & nits and treat any infestations **before** camp.
- Prior to leaving for Pine Lake Camp all campers will be checked for head lice & nits by designated personnel at The Salvation Army unit where they have registered. Campers found to be infested must be treated by parents/guardians before attending camp.
- All campers will be checked for head lice & nits upon arrival at Pine Lake Camp. Anyone found with head lice and/or nits will be isolated and treated. Parents/guardians will be informed.
- Following successful treatments campers will be permitted to return to the camp program.
- Parents/guardians will be charged an additional fee for lice treatments performed at the camp by the Ministry Unit they have registered through.

Medications at Camp

We do not allow campers to keep any medications in their cabins. Please explain to your child that the only medication he/she may keep in the cabin and self-administer is an inhaler for asthma or an auto-injector. If your child needs an inhaler, please send at least two. One stays with the child, the other (labeled) goes to the Camp Nurse.

All medications must be stored and administered by the Camp Nurse. If your child is coming to camp with medications they must be clearly marked by the pharmacy. We will not administer medication with another person's name on it, or if it is outside of the prescribed medication container.

Please ensure that you send enough of the prescribed medication that your child will require for the week for any medical or physical conditions.

DO NOT send over-the-counter medications "just in case". We stock plenty of Tylenol, Ibuprofen, cough syrup etc.

Dietary Restrictions

We have an excellent menu to accommodate food allergies and dietary restrictions. Just be sure to mark allergies & reactions and dietary requirements on the medical form. Please keep in mind that food preference is not a dietary restriction.

Life Threatening Allergies

Food

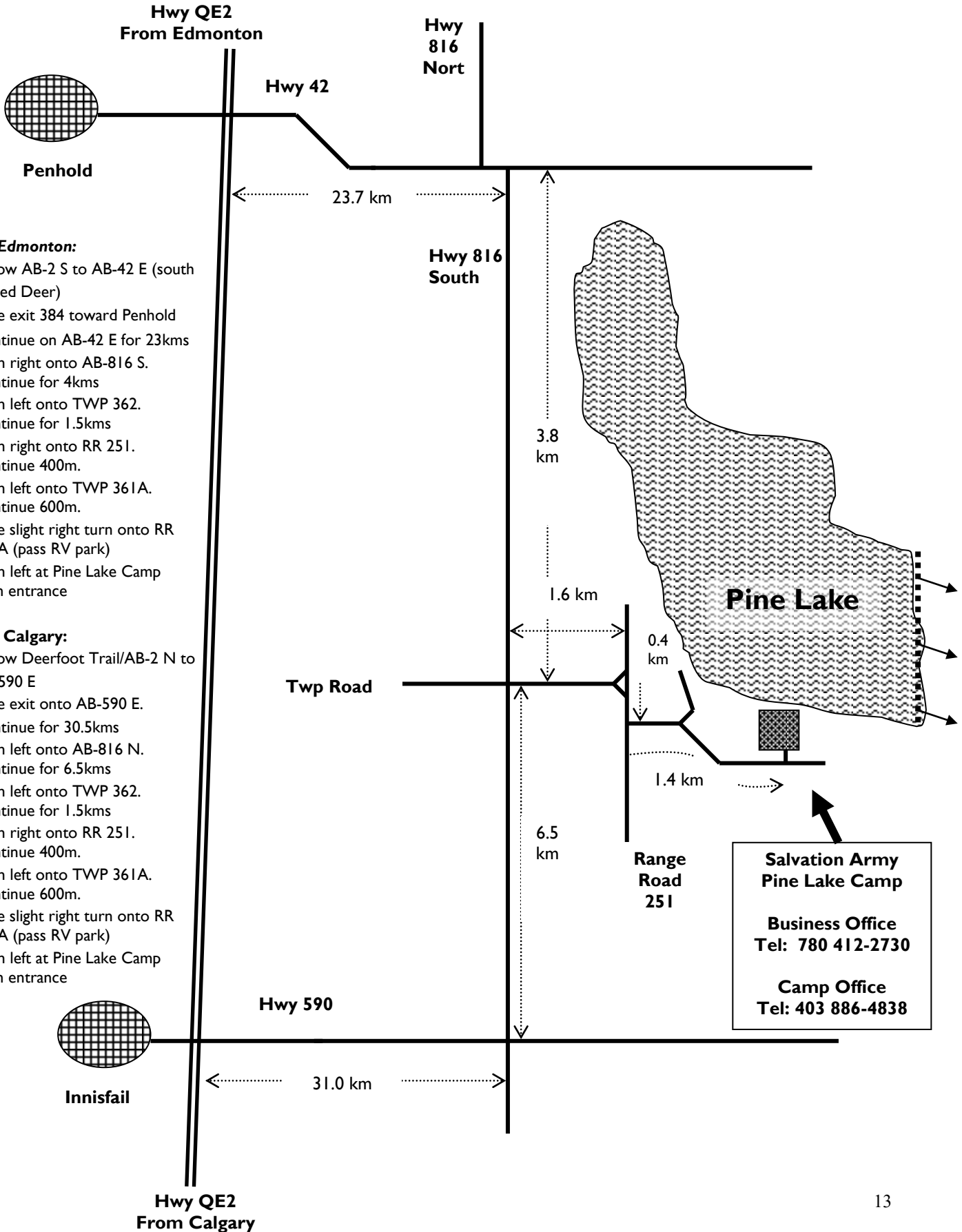
There are children at camp with life threatening nut allergies. Please help us keep them safe. **DO NOT send your child to camp or on the bus with any foods containing nuts or peanuts.** Due to severe allergies our dining hall does not serve peanut, nut or sesame products.

Ensure that the allergy information is included on your child's online medical form. If it is needed, you can email or phone the main office before camp to make a safety plan for your child.

Insects

If your child has a life-threatening allergy to stinging insects, we REQUIRE that he/she come to camp with 2 auto-injectors. One is kept with the camper/Cabin Leader and one kept with the Camp Nurse.

Section 7—Miscellaneous—Map to Camp



**Salvation Army
Pine Lake Camp**

Business Office
Tel: 780 412-2730

Camp Office
Tel: 403 886-4838