

## MINNETONKA CHRISTIAN CAMP

### *Summer Camp Check-In Process*

<b>FORMS NEEDED:</b>	<b>WHEN:</b>
Camp Schedule (from Director)	30 days prior to scheduled week
Church Registration Form (one per church)	30 days prior to scheduled week
Signed Waivers (for each camper and counselor)	Due upon arrival
Liability Insurance (for each church group)	Due upon arrival (can also be emailed prior)
Payment (check or cash)	Due upon arrival
Church Roster (everyone in your group)	Due upon arrival
Signed Covid-19 Screening Form (for temp and symptom check- one for each church)	Due upon arrival
Proof of Background Checks (18+)	Due upon arrival (may be emailed prior)

### **Check In Process:**

- Before you leave, we ask that you do a quick temperature check of every person attending to ensure there are no fevers as well as a symptom check (list will be provided). We will ask you to confirm you have completed the Covid-19 screening process along with your signed form saying this has been completed.
- We ask that each counselor read our counselor training manual prior to summer camp.
- Once you have your final numbers please send them in (you can email your church roster, if possible). Please add the vehicle count as well so we can issue a parking pass. Text or email them to Susan Morgan so we can start to organize bunk assignments. I will confirm that I have received it. (*Phone: 214-532-3175; Email: Susan@MinnetonkaCamp.com*)
- When you arrive please stop at the front office first before letting students out. You will receive a parking pass for each vehicle, wristbands for each person in your group and your assigned cabins and/or motel room(s).
- Once you finish the check-in process you are free to unload at your assigned cabins.
- When you finish unloading, please park all vehicles in the designated parking areas. Be sure to hang your parking pass on your rear view mirror.
- When the nurse arrives with your group, please send to the front office for separate check in.
- Gift shop and concessions will be open the night of the first day. (Depending on your schedule)

## **CHURCH ROSTER SUMMARY**

Please use this to list and categorize anyone you will be paying for upfront including any guests or campers coming later in the week so we can make their camp payment the appropriate amount.

Girls Cabin Total Number: \_\_\_\_\_

Boys Cabin Total Number: \_\_\_\_\_

Motel Rooms: \_\_\_\_\_

Number of people in motel rooms: \_\_\_\_\_

0-3 Year Old: \_\_\_\_\_

4-7 Year Old: \_\_\_\_\_

Part-Time Campers/Visitors you are paying for upfront: \_\_\_\_\_

**Group Total:** \_\_\_\_\_



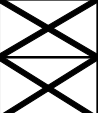

# CHURCH ROSTER

Due On Arrival

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PLEASE LIST EVERY PERSON IN YOUR GROUP**

Name	Camper	Counselor	Male	Female	Age	Dorm	Motel	Comment
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
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22.								
23.								
24.								
25.								
26.								
27.								
28.								
29.								
30.								
	Total campers	Total Counselors	Total Males	Total Females		Dorm Total	Motel Total	
<b>TOTALS</b>								



P.O BOX 267 CLAYTON, OK 74536

Phone: 918-569-7856

Email: minnetonkacamp@gmail.com

## Church Registration

This form must be turned in no later than 30 days prior to camp date

Camp Date: \_\_\_\_\_ Church Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Church Phone# \_\_\_\_\_ Church Fax # : \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

Contact Person Phone # : \_\_\_\_\_ Contact Person Email: \_\_\_\_\_

Estimated **Females** in Dorms: \_\_\_\_\_ Estimated **Males** in Dorms: \_\_\_\_\_ Estimated **Total** in Dorms: \_\_\_\_\_

*Hotel Reservations you will need to contact Minnetonka Christian Camp 918-569-7856* Estimated **Total** for Hotel Rooms: \_\_\_\_\_

**Prior to arrival, each participating group shall provide a current Certificate of Liability Insurance that names Minnetonka Christian Camp as an additional insured for the group's General Liability, Automobile Coverage for the Vehicles brought to camp and all other coverage necessary to cover against and claims of abuse, mistreatment or molestation.**

*EACH PARTICIPATING GROUP IS RESPONSIBLE FOR CONDUCTING A THOROUGH BACKGROUND CHECK FOR EACH PERSON 18 YRS AND OLDER. (Each group is solely responsible for the behavior of all the members of their group and their well being.)*

## Camp Policies

*Please go over the camp policies with each member of your group.*

### Arrival:

- \*At check-in please report to the host the number of people who are in your group (Leaders, campers, children, etc.)
- \*Turn in completed and signed forms: Camper/Counselor Registration, Health, and waiver form and Church Roster.

### Payment:

- \*Payment is due upon arrival.
- \*Cash and checks are the only accepted methods of payment.

### Parking:

- \*After unloading, all vehicles are to be parked in designated parking areas southeast of girl's dorms.
- \*Please do not block roadways, entrances, or park in front of the motel.

### Bedding:

- \*Campers staying in dorms, must furnish their own bedding and toiletries.
- \*Linens are not provided if staying in dorms. Linens & towels are provided in motel and cottage.

### Leadership:

- \*Sponsors must maintain supervision of all members of their group.
- \*There is a suggested minimum camper to chaperone ratio of 8:1 for teenagers and 6:1 for children.
- \*Chaperones need to be at least 18 years of age and two years older than campers.

### Meals:

- \*Adult sponsor supervision is mandatory
- \*Each week has set meal times. The "seconds" bell rings when the service line ends.
- \*Minnetonka Christian Camp can not be responsible for special dietary requirements or food allergies. It is the responsibility of your church group, or individual, to provide for any such requirements. We will however, make every effort to assist with storage and provide equipment, if available, for you to prepare special foods. It will be your responsibility to make arrangements with kitchen supervisor for the above special services in advance.

### Security:

- \*Minnetonka Christian Camp does not provide security. This is the responsibility of your camp, group conference or retreat sponsor.

### Medications:

- \*Neither "over-the-counter" nor prescriptions medications are allowed in the dorms at MCC. **ALL** medications must be taken to the First Aid Station for safe keeping or stored where they can be accessed only by personnel authorized to dispense the medication. MCC does not provide Medical Personnel. This is the responsibility of the event director.

### Activities:

- \*For all specialized activities (waterslide, paint ball, zip line, etc.) MCC will provide supervision, in addition to group supervision at an agreed time.
- \*All other activities need to be supervised by the sponsor.

### Waterfront/Swimming:

- \*No one is allowed to be in Peal Creek except during scheduled swimming periods and when a lifeguard is on duty and then only in designated areas.
- \*Adult sponsors must be present at the waterfront when any of their group is fishing.

### Lifeguards:

- \*MCC will provide adequate personnel to supervise each water front swimming activity during the scheduled times, however group leaders must be present to assist when their group is participating in water activities.

### First Aid:

- \*The group shall be responsible for first aid, emergency care and emergency transportation.
- \*MCC has no supply of first aid supplies and equipment available to groups.
- \*The group is responsible for any supplies or equipment.
- \*Groups are responsible for providing an adult who is certified in American Red Cross Standard First Aid and CPR or the equivalent.

### Prohibitions:

- \*No games or activities shall be conducted at MCC which could damage MCC property, facilities or playing fields.
- \*All profanity, immoral conduct of any nature and immodest dress are forbidden at MCC.
- \*No Tobacco, alcoholic beverages or illegal drugs shall be permitted on the premises, nor shall anyone who is under the influence of either be allowed on the premises.
- \*Males and Females may not visit each other's dorms and there is to be NO raiding of dorms.
- \*Because of the fire hazard, NO campfires or fires of any nature are permitted at MCC, except scheduled fires in areas designated by MCC staff.
- \*Because of the fire hazard, smoking is NOT permitted in any buildings or on the grounds of MCC.
- \*Beds and bedding may not be relocated in or removed from buildings.
- \*Any activities which could cause injury to the camper or fellow campers or damage property at MCC is prohibited.
- \*NO hazing or bullying will be tolerated by any group or individual.
- \***The distribution of drinks, snacks or other food items will not be allowed, plain bottled water will be permitted.**
- \***PLEASE-NO PETS ALLOWED\***

➤ **Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## **Covid-19 Group Screening Form (Day of departure)**

Minnetonka Christian Camp is asking each group to administer temperature checks as well as ask each guest if they have had any of the following symptoms prior to their departure. To this extent, all individuals (campers, counselors, children, staff and visitors) entering the camp grounds must be asked the following questions:

I confirm that no one in my group is presenting any of these COVID-19 symptoms:

- Fever
- Shortness of breath
- Dry cough
- Runny nose
- Sore throat

• I confirm that no one in my group has been in contact with a person who has been diagnosed with COVID-19 within the past 14 days.

• I confirm that no one in my group has a temperature above 100.4 degrees. (A normal temperature ranges from 97 degrees Fahrenheit (F) to 100.4 degrees F. A fever is a temperature of 100.4 degrees F or higher on a digital thermometer.)

Church Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_