

CAMPER HANDBOOK



CATHEDRAL OF THE PINES CAMP

A NOTE FROM THE CAMP COORDINATOR

Dear Parents,

Summer is almost upon us and we are looking forward to having your child at Cathedral of the Pines Camp! This handbook is designed to answer most of the questions you may have about Camp. There is a tremendous amount of valuable information in this handbook, so please take the time to read it thoroughly. You should read this handbook each year even if you are the parent of a "seasoned" Camper. Revisions in policy and procedures are made each year to better serve our campers.

When helping your child get ready for Camp, please keep in mind that we send our children to Cathedral of the Pines to learn and grow in their faith in Jesus, as well as to have a great time. Please do not allow your child to bring anything that would distract from our purpose.

We feel that a camping experience at Cathedral of the Pines will be one of the highlights of your child's summer. Good preparation for Camp (through thoroughly reading this handbook, discussion with your child and packing the necessary supplies) will enhance your child's experience. We are anxious to get to know your child during his or her stay. If you have further questions after reading this handbook, please contact me.

Sincerely,
Kris Ericksen
Camp Coordinator
Mpls: 612.767.2207 | COP: 218.663.7869 | krise@mtolivet.org

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GENERAL INFORMATION

THE MISSION OF CATHEDRAL OF THE PINES

Cathedral of the Pines Camp serves children and young people, by enhancing their spiritual and emotional development. The summer camping experience in the natural beauty of Lake Caribou at Lutsen, Minnesota helps the youth of Mount Olivet Lutheran Church and the community grow in their relationship with God. Cathedral of the Pines is the “heart and soul” of Mount Olivet Lutheran Church.

THE CAMPING EXPERIENCE

Cathedral of the Pines offers a secure and welcoming community where Campers can try new activities, broaden interests, make friends, express themselves, come closer to God and feel a sense of belonging. We promote an environment free of physical or emotional abusive/harassment/bullying behavior. This type of behavior is not tolerated, has strong consequences and if exhibited, arrangements may be made for the immediate return of the person to Minneapolis.

SAFETY AT CAMP

Safety is given top priority at Cathedral of the Pines. Facilities and policies have been constructed to provide a thorough and consistent program. During the Staff and Counselor trainings, all Camp Staff and Counselors are trained in safety rules and expectations for all aspects of Camp life. Safety regulations are discussed and practiced by all Campers, Counselors, Workstaff, and Staff. Please talk to your Camper about the importance of following all rules.

FORBIDDEN SUBSTANCES POLICY

Guns, knives, fireworks, other explosives, lighters, matches or anything harmful to your child or others are not allowed at Camp or on the bus. Alcohol, all forms of tobacco, all vape devices and illicit drugs are forbidden at Camp. Additionally, the use of prescription medications for purposes of (or by persons other than) medically prescribed is also forbidden at Camp. If any person violates these rules, parents will be called and arrangements will be made for parents to pick their child up.

ELECTRONICS POLICY

Camp is a place to celebrate and enjoy the great outdoors— to take a break from everyday life. For this reason, **electronics are not allowed at Camp or on the bus to and from Camp.** This includes: cell phones, stereos, boom boxes, MP3 players, Gameboys, TV's, DVD players, computers, iPods, iPads, tablets, etc. (The only exception to this policy is digital cameras). If any person brings any form of electronic device to Camp, parents will be called and arrangements will be made for parents to pick their child.

WHEEL POLICY

Skateboards, Rollerblades, Scooters, and Rollerskate Shoes are not allowed at camp.

OTHER ITEMS

The cabins are very small. Please do not bring excessive equipment such as sporting goods, musical instruments, coolers, etc.

DAMAGE CONTROL POLICY

Each time the Camp population changes, every cabin is inspected for graffiti and/or other damage, including tampering with fire extinguishers. Fines will be levied by informing the responsible Camper/Counselor/Workstaff and by sending a bill to the parents of that person. All bills must be paid before the Camper is allowed to register for a return to Camp. \$25 will be charged for any writing/carving; any other damage will be billed according to the cost of the repair.

CAMP HEALTH SERVICE

The Camp health center is overseen by a Health Center Coordinator and a volunteer Health Professional. All Camp Staff are trained in First Aid and CPR, and are available to assist with Camper needs. General care and first aid supplies are available at Camp. For some other medical services, Grand Marais Hospital and Clinic is located approximately 30 minutes from Cathedral of the Pines. The nearest surgical facility is located in Duluth approximately two hours away. Please understand that the Grand Marais Hospital and Clinic accepts only limited insurance coverage. Any expenses incurred off Camp property are the responsibility of the family.

If your child is brought to an offsite facility, is prescribed medication, or should otherwise need any emergency care, the Health Professional or a Camp Staff member will contact you.

MEDICATIONS AND SUPPLEMENTS

If your child will be taking medication/supplements (ingested and topical), both prescription and non-prescription, must be clearly labeled in original containers and listed on the health form. Prescription medication will only be dispensed as indicated on the prescription bottle and on the health form. Please put the containers in a ziplock bag with the camper's name on it along with the dosage instructions. ALL medication must be given to the Bus Staff upon check-in at the parking lot in Minneapolis. The parent or guardian will sign a medication/supplement list at this time. Medications/supplements will be given to the Health Center Coordinator or the volunteer Camp Health Care Professional upon arrival at Camp. That person will dispense medications/supplements to Campers. However, it is the Camper's responsibility to ingest their medications/supplements. Cathedral of the Pines will not be liable for a Camper's failure to ingest the medications/supplements provided by a Staff member.

Medications/supplements must be clearly labeled and in the original containers.

We will not dispense prescriptions in someone else's name, or on a schedule other than indicated on the label, without a signed note from a parent or guardian indicating those changes. A note stating the conditions for their use must accompany non-prescription (over-the-counter) drugs or supplements. The Health Center Coordinator or the Volunteer Health Care Professional will call the parent or guardian if health/medication/supplement needs are not clear.

Medications/supplements will be returned to the Camper immediately prior to leaving Camp.

Medications/supplements which either

a) does not fit in Campers luggage, or b) requires refrigeration, should be claimed upon return to Minneapolis from the Bus staff.

BEHAVIORAL EXPECTATIONS

All participants in any Cathedral of the Pines camping program are expected to:

- Behave in an appropriate manner at all times during their attendance at Cathedral of the Pines
- Follow all age appropriate rules
- Follow all bus rules
- Obey all camp safety rules, including staying within camp boundaries
- Follow the "one bell" rule
- Use appropriate language
- Cooperate with other Campers and Staff without extraordinary Staff involvement
- Respect the rights and property of others
- Participate in all activities with their cabin group without individual supervision
- Attend Chapel twice daily; behave respectfully in Chapel
- Attend all meals
- Attend to their own personal care needs
- For campers who bring medications/supplements to camp— ingest all medications/supplements when dispensed.

All of the above behavioral expectations will be clearly explained at the beginning of each Camper session.

BEFORE YOU GO TO CAMP

CANCELLATION/REFUND

If you are unable to keep your camping reservation, please notify the Camp Coordinator as soon as possible, so that those on the waiting list have ample time to prepare for Camp.

Refunds:

If requested prior to May 1: full tuition paid will be refunded.

If after May 1: tuition paid minus \$150 cancellation fee will be refunded.

CHANGE OF TRANSPORTATION

If your transportation to or from Camp will be other than our chartered bus, the custodial parent or guardian should notify the Camp Coordinator, in writing, no later than one week prior to the camping period. There will be no discount if transportation is other than by chartered bus. **We are unable to stop at any point to pick up or drop off Campers on the way to or from Camp.**

PAYMENT OF CAMP FEES

Full payment is preferred at the time of registration. However, if you choose to spread payment out, the total tuition is due no later than 10 days prior to the camper's camping session. If payment has not been received by the due date, we reserve the right to cancel the camper's registration and replace it with one from the waiting list.

Credit card or debit card payments are accepted via your Campbrain account. Cash, checks, or money orders should be made payable to Cathedral of the Pines, Inc. and mailed or dropped off at Mount Olivet Lutheran Church, Attn: Cathedral of the Pines Camp, 5025 Knox Ave S, Minneapolis, MN 55419.

CAMP SPONSORSHIP POLICY

Our scholarship program offers scholarships to Mount Olivet Members in need. In order to fulfill this desire, we have established the following policy:

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- Any Mount Olivet Member requesting a scholarship must fill out a request form (available in the Camp office) and return it with a \$50.00 deposit.
- The request will be submitted to the scholarship committee for approval. You will be advised as to the outcome of your request.
- It is our hope that each family will thoughtfully and prayerfully consider what their financial commitment to their child's camp fee will be and pay accordingly.

CAMPER HEALTH FORM

The Camper Health Form has been designed to give the Camp Staff the information they need to take care of the physical and emotional needs of all of our Campers. We pledge open and honest communication while your child is with us. We ask that you do the same in disclosures before Camp and have a willingness to work with our Staff to make your child's experience a success.

The Health Form must be completed and submitted online through your Campbrain account at the time of registration. Your child cannot attend Camp unless the form is completed and submitted.

Our Campbrain system allows us to enable information from the previous years Health Form be pre-filled in the 2025 Health Form. Please read through the information to ensure that it is still accurate and update as needed.

If you have any questions or concerns, please contact the Camp Coordinator.

PACKING FOR CAMP

MARKING YOUR BELONGINGS

Please mark each piece of equipment and clothing sent with your child. At Camp, some clothing/items may be misplaced, left at Camp, or packed into another child's bag. Thus, proper "ID" on equipment and clothing will greatly assist in the return of articles to their proper owner.

BEDDING

Campers are allowed one sleeping bag or bedroll and one pillow. (Bedroll should include two warm blankets or the equivalent and single sheets.)

WHAT TO PACK IN

Campers are allowed one suitcase or duffel bag and one carry on.

CLOTHES TO HAVE FUN IN

Please, send clothing items that Campers can really play in. Campers will get involved in a "hands-on" way and their clothing may show the wear and tear. **Camp will NOT be responsible for lost or damaged articles.**

CAMP LIFE

FOOTWEAR

Camp terrain is rocky and uneven. Campers are requested to wear proper shoes (not flip-flops) at all times, particularly for athletics and hiking. Sandals are only appropriate for going to the beach or shower.

LAUNDRY

Laundry facilities are not available to Campers. Please send sufficient clothing for the entire camping period.

SUGGESTED ITEMS TO BRING

Suitcase/Duffel should contain:

<u>Clothing:</u>	<u>Other Items:</u>
Daily changes of underwear and socks	Towel and washcloth
Long and short sleeved shirts	Soap and shampoo
Sweatshirt(s)	Toothbrush and toothpaste
Jeans	Individual toiletry articles
Shorts	Laundry bag
Nightwear	Plastic bag (for packing wet suit and towels)
Somewhat nicer clothes for Sunday Church	Flashlight
Warm Jacket	Stationery, pens, pencils (optional)
Rainwear	
Swimsuit and beach towel	
Extra pair of tennis shoes	
Sandals for beach/shower	

Suggestion: You may want to make a list of all items brought to Camp and include a copy of that list in your Camper's suitcase to assist the Camper when packing for home. When unpacking, if something is missing, check the lost and found in the Minneapolis Campus main office.

MONEY

Each Camper is responsible for his or her own spending money. Please be reasonable about the amount of money you send with your Camper. In the excitement of Camp, Campers often forget where their money is located. Please discuss with your Camper the amount of money sent with him/her, the proposed use of the money, and the location of the money. Please tell your Camper to inform his/her Counselor if they cannot locate their money.

Money is needed for:

Crafts: Items range from \$.50 to \$5.00. The Camper may go to the Craft Center from one to five times during the week.

Canteen: Open twice a day. Limit of two refreshment items per time.

Candy	\$.50-\$1.50
Beverages	\$1.50-\$2.00
Stamps	\$.50
Misc. Camp Souvenirs	\$1.00-\$40.00

Offerings: One offering will be collected each week.

DAILY CAMP SCHEDULE

- Rising time
- Morning Chapel
- Flag Ceremony
- Breakfast
- Cabin Clean up
- Bible centered Christian living classes
- 11 o'clock Activity: crafts, nature, swimming, sports fundamentals (baseball, softball, soccer, basketball), canoeing and archery may be offered for Campers 7th grade and up
- Lunch
- Rest period
- Sports and recreation — swimming, softball, soccer, kickball
- Canteen
- Large group activity
- Large group story time
- Dinner
- Planned group recreation
- Evening Chapel
- Canteen
- Cabin Devotions
- Camper Cabin Time (Cabin Area Patrolled) Lights out

CABIN ASSIGNMENTS

Cabins assignments are determined, upon arrival at Camp, with a maximum of six Campers per cabin. One or two high school age volunteer Counselors are assigned to each cabin. Every effort will be made to put each child with his or her desired group of friends. Your child will be allowed to cabin with at least one of their friends. Please talk to your child about the benefits of making new friends while at Camp.

MEALS

Mealtimes are one of the highlights of our Camp days. Meals are a time for songs, stunts, laughter, and of course — food! Some meals may have a special theme. Three meals are served each day. Cabin groups sit together and share the responsibilities of clearing their table.

SPECIAL DIET

Cathedral of the Pines Camp is able to operate cost effectively through the use of volunteer Cooks. We can only provide special meals with advance planning. If a special diet is needed, an additional fee will be applied at time of registration. Accommodations will be made only if it has been indicated at time of registration and explained on the medical form. If you did not indicate a need for Special Diet at time of registration, contact the Camp Coordinator ASAP. If you have questions, contact the Camp Coordinator **prior to the camping period.**

CAMPER CABIN TIME

Following devotions each evening, Counselors are excused for free time away from the cabin area. During this time Campers remain in their cabins and are supervised by several adult Staff members and various Counselors who patrol the cabin area. The patrol staff responds to Camper needs and concerns, as well as making spot checks from time to time. Campers are advised on the first evening as to the procedure to notify patrol staff when necessary. Cathedral of the Pines believes that this 1 to 2 hour time period each night enhances cabin community and offers cabinmates a chance to better bond within a safe environment as well as offering the Counselors a short break.

BEDWETTING

Bedwetting happens most often among the younger Campers, both boys and girls, but does happen at all ages. A note from the parents in advance with helpful advice gives us a chance to notify the Counselor who then will follow parent's recommendations. This may include limiting evening fluid intake, late night bathroom visit, checking for wet sleeping bag in the morning, etc. We ask the Counselor to be very discreet and to handle bedwetting very matter-of-factly, especially if other Campers become aware of what has happened. We have laundry facilities and Staff available to take care of wet or soiled clothing and bedding. Please call the Camp Coordinator with any specific questions.

BIRTHDAYS AT CAMP

For every birthday that occurs during the camping period, there is a birthday treat served for sharing with cabinmates as well as lots of recognition from the Camp community. We encourage you to send birthday cards to your child. You will not be able to speak with your child on their special day so plan ahead with your birthday correspondence.

MAIL

"Mail Call" is held each day during lunch. It is a highlight for your Camper, so please write or send cards often! One can never tell about the mail delivery, so you may even want to get a postcard on its way before your Camper leaves for Camp! All Camper correspondence should be sent by U.S. Mail. Please check to ensure proper postage has been applied. Email correspondences will not be distributed to Campers.

Address all mail to:

Camper Name and Camping Dates
Cathedral of the Pines
PO Box 159
Lutsen, MN 55612-0159

NO Care Packages are allowed for all Campers, Workstaff and Counselors. A "Care Package" is defined as anything larger than a letter or card envelope. Unfortunately, the receiving of care packages at Cathedral of the Pines has turned into an issue. Care packages – who gets them and who doesn't – often becomes a hurtful time for many Campers. Parents often comment on the pressure that they feel to "send the best care package". This is one thing that we feel we can easily rectify by eliminating care packages from the camping experience. Letters and postcards are always welcomed and encouraged. Any care package that arrives at Camp will not be distributed to the Camper, Workstaffer or Counselor and will be sent back on the return bus. Please check the Minneapolis campus Church office for all returned care packages.

Please discuss this Care Package Policy with your Camper as well as their friends and other relatives prior to Camp.

WATERFRONT

Cathedral of the Pines Camp takes waterfront safety very seriously. The waterfront is under strict supervision. Lifeguards are always on duty during swimming periods. Campers are only allowed in the water with a buddy.

PHONE CALLS

Cathedral of the Pines has only one incoming phone line. Campers are not allowed to use the phone. Please do not call your Camper. Please do not promise your Camper that he or she can call you from Camp or that you will call him or her. Your cooperation in explaining our policy to your child is appreciated. If you have a family emergency, you may contact the Camp at 218.663.7255. We will relay a message to your Camper. The Camp Coordinator can be reached at 218.663.7869 (COP) or 612.767.2207 (Mpls) for any other questions or concerns.

HOMESICKNESS

Missing home and family (even pets) is natural for children. Our Staff and Counselors are trained in working with children and helping them to deal with missing their home life.

It is not uncommon that the first letter home or the first recollections off of the bus indicate a trace of sadness. For some reason homesickness surfaces most often among our 5th and 6th grade Campers, both boys and girls. It is most likely to develop at night, early in the week. Sometimes it seems as if it is contagious, moving through a whole cabin in empathy to one cabin members bout with tears and fears. It usually burns itself out fairly quickly, as the Campers become involved in the excitement of new friends, activities and camping adventures. Most often, Campers feel better by the end of the week, and develop a real sense of pride in having accomplished something special.

We ask the Counselors to first try to handle homesickness on their own by keeping their Campers active, by helping the Campers develop a bond with their cabin mates and by listening, encouraging and empathizing. Usually within twenty-four hours, this works. If it doesn't, the Camp Staff becomes involved with more encouragement and substitute parenting. We encourage the Camper to verbalize his or her fears of what they are missing out on at home, or their fears of "something happening" while they are gone.

Please do not tell your Camper in advance that they may call home.

How can you help your child adjust to being away from home?

- Start while your Camper is still at home and help them to be proud of being independent and ready for camp.
- Expect that your Camper stay the whole session.
Please do not tell your child that they can come home or that you will pick them up if they are homesick — it sets them up for failure instead of success.
- Practice overnights with family/friends to help Campers get used to being away.
- At Camp, send upbeat, cheerful letters that focus on how much fun he or she is having and less on what they are missing at home.

WHAT ABOUT WHEN YOU MISS YOUR CHILD?

We know it is difficult for parents to be away from their child during Camp — this is normal. We want to work together to make the experience positive for both you and your child!

Some tips, from other Camp parents, on what you can do include:

- Before your Camper leaves, make a list of things you are going to accomplish while they are enjoying their Camp experience (things you may not have gotten around to before now!)
- Write your child a letter or send a card!
- Remind yourself about why you chose our Camp.
- Talk with another parent who has experienced the same feelings when their child left for the first time.
- Take time for yourself! Just like your Camper is trying new things and experiencing personal growth, be sure you do the same so you can be re-energized when they arrive home with all of their stories!

DEPARTURE AND RETURN

GENERAL TRANSPORTATION INFORMATION

We have contracted with Northfield Bus Lines for roundtrip transportation this summer.

Each bus will have two high school age Counselors/Workstaffers designated as bus supervisors, with authorization to ensure a safe and pleasant journey for all. All Counselors/Workstaffers will wear a special "Counselor" or "Workstaff" T-shirt, so that the Campers can identify them more readily.

Lunch is served upon arrival at Camp.

Restrooms are available on each bus.

FIND A FRIEND

If your Camper is entering 3rd - 8th grade and is attending Camp without a special friend, make sure to inform us at check-in. A Find a Friend staff member will then match your Camper with another.

DEPARTURE

Chartered buses leave from Mount Olivet Church Minneapolis Campus (5025 Knox Ave S, Minneapolis, MN) parking lot each scheduled morning. *You will receive a reminder email with your Camper's departure and arrival times approximately 10 days prior to your child's camping session.* Campers should check in no later than 7:30am. All Camp participants must be in good health on the day of departure. Do not send a child to Camp that is ill or injured in any manner. If a Camper will not be attending Camp or will be delayed on the morning of departure, please call the Camp Coordinator at 218.663.7869 to report the Camper's absence. Buses will leave on schedule at 8am.

We will be unable to stop at any point to pick up or drop off travelers on the way to or from Camp.

RETURN

Arrival time on the day of return will be approximately 6:30pm in the Mount Olivet Church Minneapolis Campus parking lot. **The COP Bus Hotline is 612.767.2304** and will be updated approximately 2 hours before the scheduled arrival time. You should be in the parking lot by the time stated to pick up your Camper. **Please be prompt when picking up your Camper!** A great week at Camp can turn into a very big letdown if no one is there to meet the bus when they come home! If you have an emergency and absolutely must be late to pick up your Camper, please call the Camp Coordinator at 218.663.7869 and leave a message so that we can reassure your Camper that you are on your way.

In the excitement of welcoming your Camper, items are often left or taken mistakenly. Please be sure to account for all of your Campers' belongings.

We will be unable to stop at any point to pick up or drop off travelers on the way to or from Camp.

LOST AND FOUND

Items left behind at camp or in the Minneapolis Campus parking lot are returned to the Minneapolis campus Church office each week throughout the camping season. Please check at the Church office for any items that may have been left at Camp. Those items not claimed by September 15 are given to charity.

