Dear Kenbrook Camper,

We are so excited that you are coming to Kenbrook Bible Camp this summer for **Combo Week**, Sunday July 2nd – Wednesday July 5th! Our staff have been busy preparing for your arrival. This Camper Packet contains the information that will help prepare you for your Kenbrook experience. Our theme for 2017 is “Go!” and is centered around Hebrews 12:1.

Check-In for **all campers** is held in the Dining Hall (Basement of Fairland) between 3:00 pm and 5:00 pm on Sunday. Due to staff time-off and in-service training, we cannot register anyone before 3:00 pm*.* Pick Up is on Friday at 6:30 pm, following our 6:00 pm Closing Program.

The remaining balance of the camp session fee, completed Health History Form, and signed Disclaimer & Acknowledgement Form are all due by the start date of the camp you are registered to attend. Please sign into your Kenbrook account online at kenbrook.org, email info@kenbrook.org, or call 717-865-4547 to ensure that your balance is paid and your forms are up to date. Completing this prior to check-in day will greatly speed up your registration process and help prevent surprises upon arrival.

Please remember that Kenbrook T-Shirts are only available if purchased. If you purchase them online or over the phone before two weeks prior to your camp session they are $8. After the two week deadline they will be $10 at our Camp Store.

We are looking forward to having you at Kenbrook this summer!

**Camp Day at a Glance**

*This is a general schedule of events that happen at camp. Every day is different and are subject to slight changes each week to accommodate different age groups.*

7:15am Campers Rise

8:00am Breakfast & Activity Selection

9:00am TAG Time (Time Alone with God)

9:15am Truth Talk

10:15am Cabin Clean Up

10:30am How-to

12:00pm Lunch

1:00pm Rest Hour

2:00pm Selected Activities

3:00pm Flex Time, Camp Store, Pool & Sports Plaza

4:40pm Flex Ends

5:00pm Dinner

6:00pm Cabin Time

7:00pm Evening Program

9:00pm Get Ready for Bed

9:30pm Cabin Devotions

9:45pm Lights Out

Sincerely,

The Kenbrook Bible Camp Staff

***“Therefore, since we are surrounded by such a great cloud***

***of witnesses, let us throw off everything that hinders and the***

***sin that so easily entangles. And***

***let us run with perseverance the race marked out for us.”***

***Hebrews 12:1***

***New International Version (NIV)***

**Check-In / Pick Up Information**

**Before you Come:**

The remaining balance, Health History Form, and Disclaimer & Acknowledgement Form are all **due at Check-in**. If you are unsure if your forms or payment are complete, please log in to your Kenbrook account or contact us via phone or email.

**Check-In:**

Registration for **all campers** is held in the Dining Hall (Basement of Fairland) between 3:00 pm and 5:00 pm on the first day of the session. Due to staff time-off and in-service training, **we cannot register anyone before 3:00 pm***.* If an emergency situation requires you register early or late, you must call ahead to make special arrangements. Please allow 30-45 minutes for check-in.

**Luggage:**

On arrival, please leave your luggage in your vehicle and bring any medications you may have into the Dining Hall (Basement of Fairland). After completing registration you will be directed to your counselor and cabin. Staff and Krew will be designated to show you to your cabin and assist with luggage. To make this process easier, please put your bedding in a trash bag with your name clearly written on the outside and limit your luggage to one soft sided suitcase or duffel bag.

**Pick Up/Check Out:**

The camper week ends after the closing program on the last day of the session. Closing program will be held in the Dining Hall (Basement of Fairland) from 6:00 pm to 6:30 pm and will highlight some of the week’s events. Parents are invited to attend the closing program. If you cannot attend the closing program, **be sure to** **pick up your camper at 6:30 pm***.* When you sign out your camper, we will return any unused medication. We will only release campers to those individuals listed as designated to pick up campers by the parent/guardian during the registration process or at check-in.

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| Week/Session: | **Week 1: June 11th-16th** | **Week 2: June 18th-23rd** | **Week 3: June 25th-30th** |
| **Check-In** | June 11th, 2017 Between 3-5 pm | June 18th, 2017 Between 3-5 pm | June 25th, 2017 Between 3-5 pm |
| **Pick Up** | June 16th, 2017 Closing Program 6 pm  Pick up at 6:30 pm | June 23rd, 2017 Closing Program 6 pm  Pick up at 6:30 pm | June 30th, 2017 Closing Program 6pm Pick up at 6:30 pm |

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| --- | --- | --- | --- | --- |
| Week/Session: | **Week 4: July 2nd-5th** | **Week 5: July 9th-14th** | **Week 6: July 16th-21st** | **Week 7: July 23rd-28th** |
| **Check-In** | July 2nd, 2017 Between 3-5 pm | July 9th, 2017 Between 3-5 pm | July 16th, 2017 Between 3-5 pm | July 23rd, 2017 Between 3-5 pm |
| **Pick Up** | July 5th, 2017 Closing Program 6 pm  Pick up at 6:30 pm | July 14th, 2017 Closing Program 6 pm  Pick up at 6:30 pm | July 21st, 2017 Closing Program 6pm Pick up at 6:30 pm | July 28th, 2017 Closing Program 6pm Pick up at 6:30 pm |

**Camper Policies & Procedures**

**Camp Store:**

 If you chose to open a Camp Store account, we ask that you deposit into the account before arriving at check-in. To deposit money into the Camp Store, go to [Kenbrook.org](http://www.kenbrook.org/summer-2014/), log in to your account, and proceed to the financial page where you can deposit money online. You can also mail Kenbrook a check or call and pay over the phone. We suggest $10-$20; please do not exceed more than $35. If your camper has money left in their account at the end of the session, we will provide you with a refund when you come to pick up your child. The Camp Store is open at check-in and will accept cash and checks.

**Medications / Health Screen:**

 Campers with medications will be instructed at check-in to visit the nurses table. **All medications must be in their original bottle with the Rx label.** All medications will be kept under lock by the nurse at all times and will be distributed as per the doctor’s orders on the Rx label. Campers will be asked various questions by the camp nurse about their medications. ALL campers will be asked general questions about their overall health at the time of check-in. If it is determined that the camper’s health will put other campers at risk, they may not be allowed to stay at camp until their condition improves.

**Camp Mail:**

 Camper mail may be placed in the mailbox located in front of Fairland upon arrival to camp. Please address mail as follows: Kenbrook Bible Camp

Name of Camper / Cabin Number

190 Pine Meadow Rd.

Lebanon, PA 17046

 Letters mailed on Wednesday or later may not reach your camper due to postal service delivery time. You can also bring letters to check-in with the day of the week you would like it delivered written on the envelope. Emails to campers can be sent tokenbrook2017@gmail.com. Please list the camper’s name and cabin number in the subject line. To ensure that we are able to deliver these to your camper efficiently, we ask that you **limit your emails to one email per camper per day**. Mail and emails will be distributed after lunch. Campers are welcome to mail letters home, but will not be able to send emails.

**Visiting:**

 We want to ensure that all of our campers can enjoy Kenbrook to the fullest extent. In order to do this, we discourage parents from coming to visit. Visits during a camp session can be disruptive to the camp experience for not only the camper you are coming to see, but to all campers and staff at Kenbrook. We also understand that there can be situation where parents want to spend time with their child. All visits need to be scheduled with the Director of Youth Ministry prior to them occurring and on the day of the visit parents must come to the office in Fairland to check-in. Please call 717-865-4547 Ext. 109 or email matt@kenbrook.org to schedule visits.

**Emergencies:**

 In the case of a family emergency while your camper is at camp, please call Kenbrook at **717-865-4547** during the business hours Monday – Friday, 9:00am – 5:00pm. If an emergency occurs outside of the business hours and you need to reach a Kenbrook staff member, please call **717-450-7385**.

**Refunds:**

 Kenbrook reserves the right to make changes or exceptions to this policy at any time.

* 1. The initial registration deposit of $60 ($30 for Combo Week) is nonrefundable and nontransferable.
	2. If a registration is canceled two weeks **prior** to the session, any amount paid beyond the minimum deposit will be refunded.
	3. Cancellations **after** the session due date of two weeks will not be issued a refunded or transferred.
	4. Campers who leave a session early or arrive late will not be issued a refund for the time they missed.
	5. Campers who are sent home for disciplinary reasons, illness, or injury will not be issued a refund.

**Camper Policies & Procedures**

**General Rules:**

Campers found in violation of camp policies and procedures may, at the discretion of the Director of Youth Minsitry, be dismissed from camp. In the event that this occurs, campers will not receive a refund.

* 1. Counselors are the authority in each cabin unit and campers must obey all counselors.
	2. Campers are to follow all written, posted, and verbalized rules for dining and living quarters, program areas, health and safety, emergency procedures, and common courtesies to fellow campers and staff.
	3. Campers are to refrain from vulgar language, alcoholic beverages, use of drugs (except prescription drugs which must be dispensed by the camp nurse), and use of any form of tobacco.
	4. Campers are not permitted to have in their possession: cell phones, electronic devices (iPods, MP3 players, CD players, game systems, laptops, etc), fireworks, firearms, knives, illegal drugs, alcoholic beverages, tobacco, pornographic material, or pets. Possession of any of these artifacts may lead to their confiscation and will be returned at pick up OR may lead to dismissal from camp.
	5. Campers may not use the phone unless given permission by the Director of Youth Ministry or Executive Director.
	6. Campers are expected to dress modestly and in good taste. Camp reserves the right to ask campers to change clothing that is deemed inappropriate. See the “What Not to Bring”list for specific guidelines.
	7. Campers must respect the rights of fellow campers and staff. Bullying of any kind will not be tolerated. Bullying may lead to dismissal from camp and may lead to reports filed with parents and proper governmental authorities. Stealing, fighting, or deliberate damages to personal or camp property may lead to dismissal from camp. Campers (or their parents/guardians) will be responsible for making financial or material reimbursement for damages or theft.
	8. Campers are to refrain from entering buildings and program areas that are not open to campers (i.e. kitchen, cleaning closets, staff lounge, Koinonia Program Room, and the Director’s Office)
	9. Campers may participate in specialized program activity areas (i.e. ropes course, climbing wall, paintball, archery, swimming pool) only when qualified activity leaders are present and supervising the activity.
	10. Campers who drive to camp must park their cars in the staff parking lot and turn their keys in to the camp office. Keys will be returned to the camper at the conclusion of the session.
	11. Campers are not permitted to bring pets to camp, nor are they allowed to take wildlife home from camp.
	12. Campers who experience illness or injury must report the issue to their counselor and nurse.
	13. Campers must wear shoes at all times except in living quarters, bathing areas, and pool area. Flip flops are not allowed except in the bathhouse and pool area.
	14. Campers are not permitted to leave the campgrounds unless written permission is given by parents/guardians for legitimate camp activity.
	15. Campers who leave camp property for legitimate camp activities are required to comply with all trip/overnight policies and procedures.

**Packing List**

**Please Keep in Mind,**

Camp is full of fun activities, the majority of which take place outside. Please anticipate anything and everything getting dirty. Bring clothes and shoes you do not mind being ruined. Bring a plastic bag for wet or dirty cloths. In order to be efficient with space in your cabin or tent, it is recommended that you bring only one soft sided suitcase or duffel. Bring bedding in a trash bag with your name clearly written on the outside.

Kenbrook is not responsible for lost or stolen items. **Please put your name on everything!** It is almost guaranteed that something will be misplaced at camp. Lost and found will be displayed throughout the week. We are unable to return clothing left at camp; clothing that is left will be donated to a local charity. In the rare event that we can locate a valuable item such as a camera, you may be asked to pay the shipping costs to have the item mailed to you. We are unable to store any valuable items and ask that you do not bring any.

**What to Bring:**

* Bible, Notebook, Pens/Pencils
* 1 Bedding Set: Sheets, Blankets, & Pillow
* 1 Sleeping Bag
* 1 Water Bottle
* 1 Bath Towel, 2 Washcloths & 1 Beach Towel
* 7 T-shirts
* 7 Shorts
* 1 pair of Pants
* 1 Sweater or Sweatshirt for cool nights
* 7 days’ worth Socks & Undergarments
* 1 set of Pajamas
* 1 Jacket or Windbreaker
* 1 Raincoat or Poncho with hood
* 1 Laundry Bag or Trash Bag
* 2 Swimsuits (modest, one piece for ladies)
* 1 pair Tennis Shoes (closed toed shoes)
* 1 pair Water Shoes and/or Sport Sandals
	+ (heel strap required; flip flops accepted only at pool and shower)
* Toiletries (hairbrush, soap, toothbrush, feminine products, etc.)
* Sunscreen & Insect Repellent
* 1 pair Shower Shoes (flip flops, crocs, or similar) & Shower Caddy
* 1 Flashlight with extra batteries

**Optional:**

* Books
* Camera (camera only; no phone cameras)
* Sunglasses and Hat
* Fishing Pole

**What *Not* to Bring**

* Skintight Clothing or Clothing where Undergarments are Visible (including cut T-shirts that reveal side)
* Shorts with less than a 3” inseam, Leggings or Tights (unless covered by shorts or pants), Yoga Attire
* Crop Tops, Spaghetti String Shirts, Halters, Tube Tops, Bikinis or Speedos
* Cell Phone, Radios, iPods, TV’s, portable DVD players, Electronic Games, Electronics, etc.
* Cigarettes, Alcohol, Drugs or Inappropriate Books/Magazines
* Clothing with inappropriate slogans/pictures
* Pets
* Candles
* Fireworks, Weapons or Firearms
* Aerosol Cans
* Snacks or Drinks
* Knives
* Cash, Cards, etc.