

# THE ABC'S OF PLANNING A CAMP TRIP

Please feel free to give us a call (765-564-2898) or email Lauren, [laurenm@camptecumseh.org](mailto:laurenm@camptecumseh.org) with any questions that may come up!

Thanks again for taking on this responsibility; we truly believe that each of your students will leave with a very positive, lifelong learning experience!

## **THE FOLLOWING ARE THINGS TO CONSIDER BEFORE YOUR ARRIVAL:**

### **ADULT TRAIL LEADERS:**

Parents and teachers are an integral part of the experience to provide safety and leadership. Your school is responsible for maintaining a 1:6 adult to student ratio throughout the trip. Your adult chaperones may also serve as your trail leaders. Adults that serve as instructors will need to attend one of the Workshop Trainings before the trip.

### **ARRIVAL AND DEPARTURE TIMES:**

Your arrival and departure times are taken from your contracts. If they are not accurate, please make camp aware of the necessary time changes. Your camp schedule is based on the times mentioned on your contract and the needs of other groups sharing your same dates. Meal times are the most difficult item on the schedule to change since they must be the same for other schools at camp on that date. Please give camp several weeks notice if you need a schedule change. **CAMP IS ON EASTERN TIME DURING THE ENTIRE YEAR**, so plan your bus schedules accordingly.

### **CABIN SUPERVISION:**

Your school is responsible for cabin supervision and should assign at least two adult chaperones per cabin unit (12-13 kids) of the same gender. Camp quiet hours are from 10pm to 6:30am.

### **DIETARY NEEDS: (Please submit all dietary needs/restriction through our website at least 2 weeks prior to your trip)**

If you have a student or parent with a severe food allergy, that information needs to be given to camp at least 2 weeks prior to your camp experience. Your school needs to designate an individual (i.e. teacher, parent, or another adult) to be the final check as to what the child is exposed to in the dining hall (as with any restaurant experience). If you have any questions about the food service, please contact our Food Service Director, Danielle Hornback, at (765) 564-2898.

### **HANDICAP ACCESSIBILITY:**

The sleeping facilities, Main Lodge, Scheumann Lodge and dining halls are all handicap accessible at Camp Tecumseh. We want all folks to have the best camp experience possible, so please let us know if you have any special needs that we can help with.

### **HOPPERS:**

These are the students that are responsible for setting tables in the dining hall under the supervision of a camp staff. You should try to assign two students per table for each meal. It works best if you assign different students for each meal. The students that are not hoppers at each meal will meet at the flag pole and do a flag raising or lowering ceremony, led by another camp staff member.

### **MEAL SUPERVISION:**

At least one adult leader will be needed to eat at each table of 8-9 students. Adults should listen closely to hopper and clean up procedures so they will be able to assure their table is doing it correctly. All students will remain in the dining hall until dismissed by the camp staff.

### MOVING IN AND OUT:

When you arrive at camp follow the directional signage to your appropriate village (Lake or River). Our staff will be out waiting to greet you and help move you into the cabin. If arriving on multiple busses, you may want to organize the students by cabin so the unloading of students and luggage can be done the most efficient way possible. Please make sure all luggage is labeled with the camper's name and cabin.

On the day you plan to leave camp, have the students pack up all their gear and move it to the cabin porch before breakfast. The housekeeping department must clean the cabins for the next group that will most likely be in before your lunch.

### NAME TAGS:

You can use buttons or laminated tags that hang by a piece of yarn or safety pin.

#### Nametags should answer the following questions:

-What is his/her name?

-Where does he sleep?

-Which trail group?

*(The tag can be the color of his trail group.)*

-At which table does he/she sit?

*(Please label the tables by numbers.)*

-At which meal should he be the "hopper"?

A rectangular box representing a name tag. Inside the box, the following text is written in bold: **Brittany Cruz**, **Cabin: R12**, **Yellow Group**, and **Table #5 (Breakfast hopper)**. Arrows from the questions on the left point to these specific pieces of information: the first arrow points to the name, the second to the cabin, the third to the trail group, the fourth to the table number, and the fifth to the meal type.

**IMPORTANT NOTE:** The name tags will help students and adults know exactly where they are supposed to be and help things run a lot smoother while at camp.

### ORGANIZED RECREATION:

Many schools ask about including **canoeing** in their schedule. **Earthship Journey** is the only program that includes canoeing. The "**Black Hole**" or "**The Bullet**" are slides and can be opened by camp staff for those groups that have time to enjoy it. The Nature Center can also be included in a schedule provided there is availability and time in your school's schedule. There are no additional fees for these activities. Please reach out to the OE Director, Lauren at least two weeks prior to your trip if you are interested in making any additions or changes to your schedule.

### PARTIAL VISITS:

If there are people that are interested in stopping by to see just a small portion of your camp trip, here is the breakdown of charges.

Overnight Fee	\$15.00
Day Only Program	\$18.00
Breakfast	\$7.00
Lunch	\$7.00
Dinner	\$7.00

### PAYMENT:

Your final balance due will be determined by the rate policy on your contract and the number of people that actually attended camp. It works best if camp bills your school after you leave. If it is more convenient for your school, camp can carry your deposit instead of applying it to your balance.

### RAIN:

In the event of rain, your trails will continue as long as there is not any lightning or heavy rain. Most severe weather situations only last for a little while. Please have your students bring rain gear and warm clothing.

**SACK LUNCHES:**

Please check your school's schedule; typically, on the first day all students eat a sack lunch they have brought from home. **Don't forget to pack your sack lunches!**

**TRADING POST:**

Camp's Trading Post will only be opened for your group if there is a scheduled time slot on your trip schedule. Please reach out if you are interested in accessing the Trading Post during your stay. Typical items available include snacks, drinks, t-shirts, sweatshirts, postcards, and assorted fun items. Guests can use both cards and cash.

**WORKSHOP TRAINING:**

The best way to enhance your camp experience is to send people to one of our Workshop Trainings before your actual trip. This training supplies your school with trained leaders and chaperones that feel more at home while at camp. Workshops are usually offered on four Saturdays at the beginning of each season. It works best if you assign adults to be trained in the areas that you need people. It works well if they are trained on at least two areas from your program and learn to teach them well. Workshop training are an integral part of helping us keep the cost of camp affordable.

**THE FOLLOWING INFORMATION WILL BE COVERED IN AN ORIENTATION WITH ALL THE ADULTS WHEN YOU ARRIVE, BUT IS USEFUL TO KNOW BEFORE HAND:****ACCIDENTS:**

All accidents should be reported to a camp staff on duty so that they can assist as needed. They should also be notified so that we can document the incident.

**AFTER HOUR NEEDS:**

The camp staff will work in close contact with you throughout your stay, but will not stay in a cabin with your group at night. There will however, always be a Camp Staff member that lives on site assigned to be "on call" for any after hour needs. This staff member will always be reachable by phone or radio.

**CAMP RULES:**

1. No running after dark.
2. No bare feet in camp.
3. Children are not allowed unsupervised.
4. Please throw all trash in trash cans and recyclables in recycle bins.
5. No fires in camp except as allowed by camp director in designated areas.
6. 10 M.P.H. speed limit (idle speed)
7. No alcoholic beverages allowed
8. No smoking in any building

**EMERGENCY PROCEDURES:**

The siren will sound when there is a camp wide emergency. Your trail groups should go to the nearest storm shelter and wait for further direction from camp staff. There are several storm shelters on camp property that you will be made aware of during the orientation.

**Please do not allow anyone to walk across the main field or open areas if lightning is occurring.**

**INTERNET OPTIONS:**

Camp Tecumseh has wireless internet available in the dining halls and main lodges for those adults that may need connection (it is an open network; no password is required).