



CAMP TWIN CREEKS

Camper & Parent Handbook

Mission Statement

With the guidance of our directors and leadership staff, our aim is to provide a complete sleepaway camp experience for the child and the family. This is done in a supportive environment with an emphasis on lasting relationships, personal growth and an appreciation for the nature that surrounds camp.

Iain and Amy McClements, Directors since 2001

This handbook is designed to be a reference guide for the upcoming summer. Keep it on hand when you have questions regarding any of the logistical aspects of Camp. Please reach out with any questions, anytime!

www.camptwincreeks.com

**9235 Huntersville Road
Minnehaha Springs, WV 24954
tel: 914 345 0707**



CAMP TWIN CREEKS

Summer Session Dates

(All sessions start on Sunday, end on Saturday)

Session 1: June 19th - July 2nd

Session 2: July 3rd - July 16th

Session 3: July 17th - July 30th

Session 4: July 31st - August 13th

Dear Parents!

Welcome to our 2022 Parent Handbook; a new design for a lot of the same information and some new important information as well.

If this summer is your first summer **or** you are a returning camper and family, please be sure to review everything fully to best prepare for the summer.

We're so excited to be at camp after a school year that has once again been tumultuous yet shows signs that life is returning to a pre-pandemic normal. Our ultimate goal this summer will be to once again offer your child the safest experience possible in all respects.

Our new camper code of conduct is featured and is also a required online form to read and acknowledge. We are also introducing a new procedure for packaging medications. Please be sure to read and plan accordingly. Finally, our COVID testing and contingency plans will be updated regularly on our website in the coming weeks.

Please reach out anytime with questions or concerns. We aim to support each parent and child to make the Camp Twin Creeks experience the best possible one!

Iain and Amy

NEW



CAMP TWIN CREEKS

Communication

Writing Into Camp

You are able to send email messages to your child every day through our mobile **Campanion** app or through the **Campminder** parent portal. All messages are printed and delivered to cabins after lunch each day.

Campers Writing Home

Campers can take advantage of our bunk notes system to handwrite letters that are then scanned and emailed home to you within a few hours. Please send your child with blank copies of this special stationary. This feature will be activated on our parent portal prior to the summer.

New campers are strongly encouraged by counselors to write several times during each session.

Daily Picture Updates

We share hundreds of photos each day through the **Campanion** app. You'll get notifications when your child is featured in a photo as well. We aim to feature every child on a regular basis. Highlight videos will also be featured several times during the camp session.

Fax Messages

If you need to send a fax message please use our e-fax number: 610 717 0388.

Phone Calls Home

We offer campers a single phone call home during their 2-week session. If you are unsure if a call with your child is a good idea, reach out to Amy and Iain to discuss further.

Director Updates

We aim to reach out to all new camper families within the first 72 hours of the camp session with a call, email or text update. We will also be in touch should we see your child struggling in any respect. Our aim is to help you, the parent, and your child to work through any struggles together.

If you anticipate homesickness, we strongly suggest that you do not tell your child that they can call or simply come home. This may only delay their adjustment to camp life and makes our job more challenging in helping them integrate into the camp community.





Communication (2)

Care Packages

We do not accept care packages at our camp office. The only exception would be for prearranged necessities that were not packed. Please contact the office to obtain permission.

By restricting packages sent into camp, our aim is to minimize the emphasis on material items, reduce trash and lost items whilst also taking into account our small admin space that is often overwhelmed with people, noise and more.

Any packages sent without prior permission will be returned to sender or donated to a local charity.

Food Packages

No food items are allowed to be sent with your child to camp or to your child once they arrive at camp.

Any food or beverage packages sent without prior permission will be returned to sender or donated to a local charity.

Camper Birthdays

If your child has a birthday at camp we will be happy to arrange an extra phone call home. If parents are apart on the day, multiple calls can be made.

A special birthday care package can also be sent ahead of time. We suggest items and games that can be shared with the entire cabin.

All campers receive a birthday t-shirt as well as our special 'kings and queens' song in the morning from the entire camp! They always feel the love from everyone :)

If you would like to send a cake or similar treats, please remember that we are a nut-free environment.





CAMP TWIN CREEKS

Clothing and Packing

We have no uniform or clothing requirements for Camp but we do strongly recommend each camper having a green TC shirt for our final banquet meal of each session. Most families do like to purchase a couple of items ahead of the summer. We're using a new local vendor this year with all orders being delivered directly to your home address. Here's the website address:

<https://twinkleink.com/collections/camp-twin-creeks>

NEW

Overall, our camp culture ensures that a preoccupation with clothing, makeup and expensive items is not a part of life at Camp Twin Creeks. Makeup and nail polish are not allowed and no fancy or dress clothes are needed.

Laundry

We provide onsite laundry service a minimum of one time per session and we ask that you send color fast items only that are clearly labelled. Our packing list can be found on our website. To further help you with your packing, please also note the following:

1. All campers should bring at least 2 water bottles with a name on it.
2. We recommend the use of large sports equipment bags or soft trunks. For storage, durability and ease of handling we feel they are superior to the standard camp trunk.
3. All girls' swimsuits should be one-piece, tankini or athletic style 2-piece. This is for their comfort and ability to transition from activity to activity with ease.
4. We cannot be responsible for any damage or loss of expensive items. such as jewelry and expensive watches.
5. Please enclose an accurate list of what your child has packed inside his or her luggage.
6. We request that you mark every packed item with your camper's last name to omit any confusion over lost property. Please also mark the outside of luggage with a camper or family name.

NEW





CAMP TWIN CREEKS

Transportation

Transportation and Departure

Normal service with our complimentary, luxury buses to and from Camp is resumed! Limited spots are available and we ask for all transportation information to be submitted by **June 1st**.

This information must be provided online at our Parent Dashboard.

For metro DC area families taking the bus, we leave and depart at the following address:

**Dulles North Transit Center
22599 Lockridge Rd, Sterling VA 20166**

Buses leave at 9:30am on the **Sunday** at the start of the session. We ask families to be present by 9am at the latest to check in to ensure a smooth and timely departure.

Buses typically return at 2pm on **Saturday** at the end of a session. We send email updates enroute with revised timing if applicable.

Driving to Camp

We do strongly recommend driving to Camp if this is your first summer at Camp Twin Creeks. Use the driving directions on our website - or simply input Minnehaha Springs, WV as the destination in apps such as WAZE - this option is highly recommended. **Arrive between 10am and 2pm.**

Flying to Camp

Book flights into Washington DC Dulles Airport (IAD) to arrive between 10am and 2pm if you are flying from overseas or within the US. Departure flights at the end of the session should depart after 4pm. If you are booking flights and are unsure of suitability simply call our office to confirm beforehand, 914 345 0707.





CAMP TWIN CREEKS

Camp Guidelines

We aim to make Camp Twin Creeks as wonderful an experience for your child as possible. In a group living environment, cooperation is essential and we find that campers are most comfortable when they know what is expected of them. We ask that you and your child keep some important guidelines in mind:

1. We have a zero tolerance policy towards bullying, be it physical, social or mental. This is further detailed in our **Camper Code of Conduct**.
2. Campers who choose to leave their cabin after lights out will be asked to leave camp directly. Our primary concern is always camper safety and well being.
3. Electronics Policy: iPhones and gaming devices are not allowed in camp. Any device with video brought for the journey to camp will be kept in the office and returned at the end of Camp. E-book devices such as Kindle or Nook are allowed for reading only.
4. Gratuities: There is NO TIPPING at Camp Twin Creeks.
5. Food: Please do not send candy, gum, bottled water or foodstuffs to camp. Campers are not allowed to keep any such items at camp. Food attracts small animals to the bunk, whilst gum is very difficult to remove from the surface of camp athletic facilities, equipment and furniture.
6. Pocket Money and Valuables: There is no need for money at camp. We do not assume responsibility for any money or valuables kept by a camper in his or her bunk.
7. Appliances: Electrical power is very limited at camp and we cannot handle the strain caused by appliances. All such equipment, including stereos and electric fans, are not permitted in camp. We cannot be responsible for any broken or misplaced small electrical items.
8. Prohibited: No firearms, crossbows, knives, slingshots, personal domestic pets or weapons of any type are permitted at camp.
9. Drugs/Alcohol/Tobacco: No smoking or possession of any tobacco or alcohol products or any controlled substance will be tolerated at anytime by any camper or staff member. We are a non-smoking, alcohol and drug free environment. Camp Twin Creeks staff are also subject to random drug testing throughout the summer. Any camper or staff member violating any of the above policies is subject to immediate dismissal from Camp Twin Creeks.



NEW**CAMP TWIN CREEKS**

Camper Code of Conduct

Each summer, we are so proud of the positive behavior and fun spirit that pervades throughout Camp. Amy and Iain lead all counselor staff by example with encouraging language and actions and we expect our staff to do the same for campers. This code of conduct is being introduced to ensure everyone present this summer is fully aware of this expectation; each summer a very small fraction of our children might appreciate this reminder.

Whilst at Camp Twin Creeks, each camper and counselor should expect to be respected for who and what they are; tall or short, young or old, skinny or heavy, athletic or non-athletic, quiet or boisterous. Whatever campers look like or like to do, wherever they come from, however they identify, how they worship, all children at Camp have the right to be themselves and have others accept them.

It's our ultimate goal for every camper to feel safe during their time at Camp; mentally, physically, emotionally. Safe in every conceivable respect. If an individual camper is making that challenging for others then it may be in the best interest of all concerned that that camper is no longer at Camp.

The following behaviors or actions would necessitate at best a formal discussion between camper, parents and directors, and at worst a decision for a camper to head home.

Unacceptable behaviors include but not limited to:

- bullying (including cyberbullying outside of camp)
- physical or verbal abuse
- repeated profanity or harsh language and actions
- disrespect of fellow campers, staff, or camp property
- bigotry
- racist comments
- homophobic comments
- inappropriate sexual behavior
- intentional exclusion of others
- use of or possession of drugs, alcohol, or tobacco products (including vaping or "juuling")
- use or possession of any type of weapons, look-alike weapons or objects that may be used to threaten, intimidate, or harm others
- hurtful Internet, cell phone, messaging, or social media use outside of camp

...or any other harmful behaviors to others and self.

Whenever possible we aim to offer an understanding environment in which second chances can be granted and emotional growth can be achieved through learning and understanding. Each situation we encounter during the summer can offer many different perspectives and factors. As a result it is not practical to guarantee an outcome from an action but we can guarantee that we will always make the best decision for the collective community of Camp Twin Creeks.

Campers and their families must understand that a consequence of unacceptable behavior can mean immediate removal from Camp Twin Creeks with no financial compensation.

By reading this code of conduct and acknowledging as such, your camper agrees to contribute positively towards the environment of Camp Twin Creeks before, during and after their time at Camp. As a family you agree to stress the importance of positive behavior, empathy, compassion and understanding to your child or children.

This form must be read, signed and acknowledged prior to the summer. You can find this form online at our Parent Dashboard.



CAMP TWIN CREEKS

NEW

Camper Medication

As a new measure this summer, taking into account our desire to work with best industry practice and to be in full compliance with the ACA standards for medication dispensing, we are requiring that regular, daily medications are brought to camp in separate dosing packets/bags for each dose, with the camper's name, date, time of day, and medications listed on the packet.

There are multiple ways to achieve this:

- Amazon Prime offers a free service called Amazon PillPack.
<https://www.pillpack.com/>
- Many pharmacies also offer a similar service such as CVS' SimpleDose and Walgreen's Alliance RX.
- You can use blister packs (search 'blister pack' on amazon) that you assemble on your own, making sure to fully and clearly label these. If you choose this option, include the original package that the medication came in so our medical staff can view the dosage and other important information.
- Alternatively, you can do the work yourself by using mini bags and typing or writing on mailing labels with all the information on them.

While we understand this will take more work ahead of your camp session, our health center and nursing staff will be able to operate more efficiently and responsibly at the start of each session. We thank you in advance for your cooperation and understanding.

As a reminder, all camper and counselor medications are stored in the health center for everyone's safety - not in cabins, luggage etc. The only exceptions to this rule would be rescue inhalers and epi pens.





Healthcare

Each camper's medical history is reviewed carefully by our Medical Staff prior to camp's opening. Please keep in mind that the more we know about the health habits and history of your child, the better care we can take of him or her.

All medical information must be filled out completely and submitted online by June 1st. We advise that you make your appointments now in order that you may complete your medical form by June 1st. This physical exam must be performed within the past 12 months. Campers who do not have a completed medical form at camp will not be permitted to participate in camp activities.

Our COVID plans for the summer will be adjusted to reflect the general health environment in our community at that time. We will share the specific plan with you by June 1 to include any testing requirements and our response plan for a positive COVID case. While the COVID vaccine is not mandated but strongly recommended, please keep in mind that up to date campers will have less potential disruption to their camp schedule.

Any and all information pertaining to your child's psychological development, including any ongoing or past counseling, is enormously helpful as we work to maximize your child's experience at Camp Twin Creeks. **Please be assured this information is treated in a totally confidential manner.**

As part of our regular communications plan, you will be contacted by the health center should your child a) suffer a significant injury OR b) spend a night in the health center OR c) require a visit to the local hospital OR d) exhibit consistent behavior that concerns us OR e) have confirmed exposure to COVID OR f) have a confirmed positive COVID test.





Healthcare (2)

To further help us in this area, we ask you to adhere to the following guidelines:

1. Please enter accurate and up to date medication information in the online portal prior to your child arriving at camp. Do not send any over-the-counter medications or vitamins. **All medications** are stored in the health center for everyone's safety - not in cabins, luggage etc.
2. **Sports physical and school physical forms signed by your physician may be submitted in place of our own required form.**
3. West Virginia makes mandatory the listing by physicians of immunization dates for diphtheria, measles, mumps, polio and rubella. Anti-tetanus injections must be given where needed. The COVID vaccine and booster is strongly recommended but not required for camper attendance this summer. **All immunizations must be entered manually in the Health History form by a parent/guardian.**
4. Dental and orthodontic work must be completed before camp. Please send special instructions from your orthodontist should adjustment or treatment be necessary.
5. Camp Twin Creeks requires that each camper provide written proof of insurance. All insurance information can be submitted on each camper's health form.
6. For those campers that wear glasses, please send a second pair of glasses.
7. Please note any special diet instructions on the medical form.
8. Advise camp of any contact your child has had with any contagious disease after June 1st.
9. To minimize the chance of an outbreak of head lice, we suggest your child's hair be treated with the appropriate medicated shampoo immediately before departure for camp. Some people like to use tea tree oil as it may help prevent lice. We check all campers for lice upon arrival and midway through the camp session.



EMERGENCY ACTION PLAN

Here's our Emergency Action Plan - designed to let you know how camp would operate should severe weather hit us.

Please call or email if you have any questions or concerns at all.

Camp Twin Creeks Emergency Action Plan Revised March, 2015

Camper and counselor safety, wellbeing and security are our highest priorities and in 13 years of camping at Camp Twin Creeks no one has been seriously injured in any weather related event. However, the events of last summer have prompted a thorough review of our Emergency Action Plan and an upgrading of communication and alternative power sources that are now in place. Review and revision of this action plan will take place annually.

Plan Implementation

This Emergency Action Plan (EAP) is to be used before and after severe weather and storms threatens Camp Twin Creeks and the surrounding area. A generator powered AM/FM/ NOAA radios are available in the main office area of camp and also the Health Center. When severe weather is approaching the radio alerts our Program Director, Office Manager or Camp Nurse. These radios will be monitored 24/7. The Camp Director will then be alerted, who will determine the next course of action.

TOTAL \$1390.00

Emergency Signal

In the case of severe weather approaching camp quickly, a signal of 5 long blasts on the air horn will be sounded from the Health Center and the Stables to ensure everybody on camp can clearly hear the signal. Upon hearing the horn, counselors will direct campers towards the closest designated indoor area.

All head staff equipped with walkie-talkies will also communicate this protocol throughout Camp. All campers on camp or on overnight trips will be reached with these 2 methods of communication.

Indoor Holding Areas

The safest indoor holding areas for sheltering in place during a severe weather event are Worth Hall and the Stables. Worth Hall is a stable, brick foundation building and the Stables is a modern, large structure in the center of Camp. Counselors will direct campers to the nearest holding area in a safe and orderly fashion. Each building will have access to an Emergency Kit containing flashlight, first aid kit and water.



EMERGENCY ACTION PLAN

Internal Communication

Counselors will pass on any pertinent information to their Group Leader or Head Counselor. They will then communicate this information to the Camp Director or Associate Director as soon as possible. Medical staff will be instructed to head from the Health Center to the indoor holding areas.

Group Leaders will conduct head counts for their respective cabins at each indoor area. If a camper is missing they will alert Camp Director by radio or any means necessary. A search for the missing camper will then be activated. Tripping staff on Camp will use the same radio frequency as all other staff. In the event of severe weather they will be alerted and will head to the closest, designated indoor space.

Food & Water

Camp Twin Creeks is fortunate to have its own water supply. Camp is equipped with a number of generators that will be activated in the event of electrical outage and can support the functioning of water for drinking, cooking and normal functioning of toilet and shower facilities. There is enough food on camp to feed a typical population of 300 people for 5 days. Food will be prepared and served in order of perishable date.

TOTAL \$ 1390.00

Power and Fuel

A number of gas powered generators are prepared and ready to be implemented in the following areas in the event of power loss:

- Water Pump – for drinking water, sanitation and showers
- Kitchen Refrigeration and Freezers
- Health Center
- Office
- Swimming Pool – to keep water clean and circulating

The wattage of these generators varies with a 7500W, 5250W, 2 x 5000W and 2250W all available. A 250-gallon reserve of fuel will always be on hand to ensure generators run for a period of 96 hours. This fuel can also be used for camp vehicles. These generators will be prepared by our certified electrician and be stored with the appropriate cords and hardware. They will also be tested prior to the start of each camp session.

Our kitchen range is permanently propane powered, allowing us to cook and prepare warm foods.



EMERGENCY ACTION PLAN

Hot water on camp will also be available due to propane heaters.

In the event of emergency power outage, campers will be instructed to maintain routine hygiene through use of indoor toilets, showers etc.

Family Communications

A satellite data system will be in place at Camp in the event that landlines and Internet services are not available. Families will receive an email within 4-6 hours of any severe weather incident. Posts will also be made on our website and Facebook group regarding our status at Camp. We will offer only a limited email and communication system with the satellite data system in place. If a camper is injured due to weather emergency, parents will be contacted as quickly as possible. A copy of all pertinent camper family and medical information will be held in the Office in an accessible, hard copy, paper format.

Medical Staff on Camp

Camp Twin Creeks have 2 full-time licensed nurses on staff at the camp Health Center in addition to medical physician on call 24/7 with admitting privileges at the local hospital in Marlinton, WV. The nurses on camp will communicate by radio with all Heads of Department, Head Counselors and Camp Director to ascertain the status of camper's wellbeing. Medical staff will be assigned to each holding area to conduct individual medical assessments for campers and to confer with counselors about handling emotional concerns.

Evacuation Procedure

It is within the purview of the Camp Director to evaluate if an emergency weather incident or other health and safety emergency is severe enough to warrant the closure of camp. In the event of emergency requiring camp to close, or if 48 hours have passed and communication between camp and families has not been possible, all campers will be evacuated to the following location and will remain here until retrieved by parents or separate collection arrangements have been made.

Carilion Roanoke Memorial Hospital

1906 Bellevue Avenue,

Roanoke, VA. 24014

tel: 540-981-7000



EMERGENCY ACTION PLAN

This location has been chosen because of the proximity to camp, major highways and metropolitan areas. We will remain at this location with campers until they have been collected or alternative plans have been made with the respective family.

Emergency Kit in Cabins

Each cabin on camp is equipped with an Emergency Kit to be used only in case of a severe storm situation. Contents include:

- Flashlight
- Water
- First Aid Kit

Emergency Phone Numbers

- **Main Camp: 1-800-451-8806 or 914-345-0707**
- **Pocahontas County Hospital, Marlinton: 304-799-7400**
- **Marlinton Police Department: 304-799-4315**

TOTAL \$ 1390.00