

## Camp Esquagama Parent Handbook 2024

*Thank you for choosing Camp Esquagama for your camper's summer experience. We believe that one week can leave an everlasting positive impact on a child's world. Generations of campers have created lifelong friendships, build self-confidence, develop new skills, and most importantly have fun just being a kid. Our staff provide a safe and supportive environment as your child shares in teambuilding experiences and individual growth through exciting activities new and old. The community that your camper will join cannot be matched anywhere else. Please read all of the following instructions and suggestions so that you and your camper are ready for a fun and safe summer camp experience. If at any time you have questions concerning your child, the camp, the program, etc., please feel free to contact us in the camp office.*

### **REGISTRATION QUESTIONS**

There are two ways to register for camp. Online or Over the Phone. We have partnered with UltraCamp to utilize their Electronic Health Record System and Online Registration System. If you need assistance, you may call us at **(218)-865-6589** or email us at [robert@campesquagama.com](mailto:robert@campesquagama.com) with any questions you may have. We can assist in registering and filling out information for your camper over the phone as well.

### **PAYMENTS & FEES**

All fees are to be paid by the first day of your child's selected camp week. If you have any questions about your account please contact us at **(218)-865-6589** or email us at [robert@campesquagama.com](mailto:robert@campesquagama.com) with any questions you may have.

Fees may be paid by mail to:

**Camp Esquagama**  
**4913 Pine Lane**  
**Gilbert, MN 55741**

Please make checks payable to Camp Esquagama.

Credit Cards can be accepted when you register online or over the phone by calling our Camp Director.

### **ATTENDING ANOTHER SESSION**

If your camper enjoyed their week of camp so much that they want to come back, don't worry, we generally still have limited availability for later sessions. Campers cannot stay over at camp between sessions. They would also need to take their items home with them as Camp Esquagama does not take responsibility for campers leaving items at camp.

### **MEDICATIONS**

Medications must be brought in their original bottles. Only send what is needed for the week. All medications, vitamins, and supplements, both prescription and over the counter will be collected by our Camp Nurse upon check-in. Please make sure these are easily accessible.

## **CANCELLATIONS**

Are asked to be made as soon as possible to make the space available for any campers on a waiting list. There is no fee for a cancellation or to transfer your camper's registration to a different week that has availability as long as we are notified before the start of camp. If camp does not receive any notification of a camper not able to make it, a 50% will still be distributed if camp is notified before the end of their camp session. After the end of their chosen session, there is no refund.

## **TELEPHONE CALLS**

When your child is at camp, you may contact our camp office with any questions and/or concerns you may have. We'll check on your child and get back to you. Camp is a busy place so we ask that you give us time to respond. Please do not suggest that your camper may call home during the week as this often leads to an increase in campers feeling homesick. **Please do not send your camper with a cell phone.** If spotted, we will lock it in the office for safe keeping and return it on check-out.

## **CAMP MAIL**

We strongly encourage our parents and campers to communicate through mail. We encourage your letters to reflect an interest in what is happening at camp and also some news from home. You may send you camper a letter or package in the mail. You can log into your UltraCamp account and write an email to your camper(s) and it will be handed out the following day. We typically print out all email letters before 8am each morning and hand them out in the afternoon. You may add family friends to your UltraCamp account and send a link to other relatives who can write email letters to their favorite camper(s) too! **Please Note**, it can take 3-5 business days for mail to arrive so make sure to mail stuff so that it arrives before the last day of the session.

Sometimes campers don't write home during their week at camp and that is neither a good thing or bad thing. That generally means that they are busy participating in many activities and are fully immersed in a positive camp environment. To make it easier for your camper to write home, please send them with pre-stamped envelopes with your home address on them. Even so, we often here campers telling their parents that they forgot all about the letters.

## **CAMP VISITS**

Because of the nature of the camp program, we prefer parents/guardians visit camp on the first and last day of camp. Meet their counselors and camp friends!

## **CANTEEN**

Starting in 2018, canteen is now included in the camp tuition! There is no longer any need to make a canteen deposit or for campers to worry about their canteen balance. Each camper will be limited to a max of 3 snack items a day. The canteen will still have camper favorite ice creams and candy bars, but will also start carrying healthier snack and drink options. This year, Camp is not opening its camp store on Friday, so there will not be any additional memorabilia or camp swag outside of our summer camp t-shirt this year.

## **PLEASE DO NOT SEND!!!**

Radios, CD/MP3 players, iPods, Tablets, Lap Tops, Cell Phones, Electronica Gaming Devices, Snacks, Beverages, Knives, Weapons, Sports Equipment, or any other personal valuable items. If found, items will be held in the Camp Office until pick-up day. If knives, weapons, drugs, or alcohol are brought to camp parents will be called immediately. Camp Esquagama is not responsible for any damages, lost, or stolen items.

## **LOST & FOUND**

To assist in seeing that your camper brings back all of the items brought to camp, please mark everything with the camp's name. Lost and Found Items will be on display at the end of camp that parents are recommended to view before departing. Camp Esquagama retains all items through October before donating any remaining items to the Good Will or Salvation Army. It is the responsibility of the parents/guardians to arrange pick-up or shipping of any items at camp.

## **EMERGENCY NOTIFICATION**

In the event of an illness, accident, or injury, camp administration or the director will notify parents/guardians as soon as the camper's safety or care is assured. Please make sure we have home, cell, work, and emergency contact numbers in the event that you cannot be reached.

## **PARENT/GUARDIAN DROP-OFF/PICK-UP INFORMATION**

Only names provided upon registration will be allowed to check-in/check-out a camper and may be asked to provide a valid ID for proof. Information of other individuals with permission must be provided to the Camp Office before a camper will be allowed to leave camp. UltraCamp provides the opportunity to add additional names for authorized pick-up. We highly recommend including a few additional people other than yourself.

*Overnight Camp Programs:* <https://calendly.com/campesquagama-1935>

- Please select a scheduled drop-off time for our overnight campers to reduce the total number of people arriving at a single time, as well as to prevent families from needing to wait in line for an extensive amount of time.
- Arrival times are set every 3 minutes with the average length of the check-in to take about 2-6 minutes. Check-in will take place at our NEW PAVILLION through the front gate in between all our cabins. If you have multiple campers you are checking in, please select one-time slot for each camper. If there are time slots not next to each other, you may check multiple campers in at the same time.
- Check-in scheduling for overnight campers will be available the Monday before the start of their session.
- Check-Out on Friday will be between 2:00pm and 3:00pm. No scheduling is required for check-out. We are bringing back our closing ceremony! At 3:00pm all families and campers will be guided to the waterfront (weather permitting) for a few final camp songs.

*Day Camp Program (onsite pick-up/drop-off)*

You should arrive each day of the camp session between 7:15am and 8:00am to check-in. Check-in will be at the NEW PAVILION. Check-out each day is between 4:15pm and 5:00pm. You will check your child out before picking them up from their counselors. On the last day of camp, check-out will begin at 2:00pm and end at 3:00pm with the closing ceremony following at 3:00pm. Only individuals authorized on the camper's UltraCamp account for check-out will be able to sign out and leave with the camper. If you have a family friend or another camper's parents checking out your camper, you will need to add them as an authorized individual

## **BEHAVIOR**

Camp Esquagama expects that campers act with the utmost respect and behavior toward all others at camp. Camp Esquagama reserves the right to send a camper home at his/her parent's/guardian/s expense. If a camper is sent home due to behavioral issues, total Camp Fee is NOT refundable. Campers may be charged for damages to camp or personal property for which they are responsible. Examples of negative behavior include but not limited to emotional/physical abuse, inappropriate language, property damage, etc.

***If you have any additional questions or concerns, please contact our Office at (218)-865-6589 or [robert@campesquagama.com](mailto:robert@campesquagama.com). We hope you have a wonderful day!***