

# Kids Camp Church Instructions

## *Please complete this list prior to camp arrival*

\* The price of camp is determined when the application and the deposit have both been received. If we have only received the deposit, the final price will not be determined until we receive the application. \*No exceptions\*

### **Before You Leave:**

- Send all applications to 11102 East Freeway Houston, TX 77029
- Keep a copy of all forms and bring them to camp with you
- Send in Group Registration Form
- Submit any changes using the Transfer/Changes Form
- Check each person's temperature. If child has temperature over 99 degrees, please don't bring them.
- Check for lice, rash, and any other communicable disease. If campers are ill they will be sent home to protect the other children.
- Gather all medications from both adults and children. Place each individual's medication into a Ziploc bag. Medications must be in their original container. Medication form must be included in the bag. Medications will not be administered without a Medication Form and if they are not in the original container.
- Gather all money for money cards for children and adults. Please make a master list of how much each person has for Snack Shack. No cash is accepted at our snack shack. Emailing master list to Church Ministries Department (churchministries@stxag.org).
- Collect final registration payments from church and/or the individual. Balance due must be paid up camp arrival. Credit Card Payments are not accepted.

### **When You Arrive:**

- Registration begins at noon.
- ONE ADULT brings balance due, money for money cards, and all medications to the registration building.
- 4 Check-In Stations: Registration, Medications, Staff Check-In, Money Cards.
  - Registration
    - Pay Balance Due
    - Confirm Campers and Volunteers
  - Medications
    - Turn in medications and medication forms for all campers and adults
  - Staff Check-In
    - All volunteers check in with Camp Manager and receive itineraries, name badges, dorm leader manuals, etc.
  - Money Cards
    - Turn in money for money cards for all individuals.
    - Money cards will be distributed, by room, at the 2pm Orientation.
- Unload in dorms and get ready for the swim test and afternoon activities. Swim testing is open at the pool from 12:30pm-1:45pm and will resume after orientation.
- Orientation in the Tab at 2pm.