



# Parent Information Guide





Dear Parent/ Guardian,

We would like to thank you for choosing to send your child to Tonto Creek Camp for a few days this summer to experience our Fresh Air Camp. Our hope throughout the summer is to help build life-long memories and friendships for children. We believe in what we do, and we will do our best to provide this for your child.

Enclosed in this packet are the forms required for your child's attendance at camp. We ask that you please take the time to fill out the necessary forms completely. You will also find information regarding Health and Wellness, our Fresh Air Camp Policies, a Packing List, and a list of Frequently Asked Questions. The FAQ should answer most general questions, but if you have any further questions about paperwork, please contact us at 844-411-2267 and we will be happy to help. Reviewing this information with your child prior to their arrival can better prepare him/her for camp (please note, there is also a letter for your child in this packet).

My staff and I look forward to providing a safe and memorable camp for your child. If at any time you have any questions or concerns, please don't hesitate to contact us. Again, we want to thank you for trusting us to provide an amazing camp experience.

If you have any questions regarding your child's trip to Tonto Creek Camp, feel free to call us at 844-411-CAMP (2267) or directly to: Jamie Aiken (480) 442-7031

Thank you!

*Tom Fraker  
Founder & Executive Director  
and the entire Tonto Creek Camp Staff*



Dear Camper,

We hope that you're as excited as we are for Fresh Air Camp! I can guarantee a fun and memorable experience. Hopefully you will learn something new – maybe about yourself, maybe about someone else, or maybe even about the world around you!

In order to be ready for camp, there are a few things you will need to do:

Read and sign the behavior agreement form. Signing this form means that you understand to be respectful to everyone while at camp (including yourself). At Tonto Creek Camp, we make sure that everyone is treated equally, and there are no bullies allowed. If you think this might be hard for you to do for a few days then come talk to me on the 1st day and we will see how to make it work.

Help your parent/guardian with the packing list (sometimes they forget things).

Be ready to try new things! There are lots of new things to try here at camp – from new activities to really good camp food! Open your mind to trying something...anything...that you may not get to try again. We will be there to help, and you won't regret it.

Come to have fun! This means leaving all the negativity off camp. You don't need to worry about anything but smiling and laughing. Camp is great because you just get to be yourself – and that's exactly who we want you to be! This will probably be the most amazing camp ever. We hope that you are ready to make new friends, create some great memories, and HAVE FUN – I know that we are! We can't wait to meet you! (You are marking the days off on the calendar until you get here, right?)

See you soon!



## IMPORTANT INFORMATION & FORMS

### NUMBERS TO KNOW

TONTO CREEK CAMP

844-411-2267

Tonto Creek Camp after hour phone number is (928) 970-2261

### TRAVEL

Your child will travel to Tonto Creek Camp, seventeen miles outside of Payson city limits, by chartered bus.

Specific drop off and pick up location and time will be announced two weeks prior to camp.

### PREPARING FOR CAMP

#### Appropriate Camp Shoes

Campers should wear closed toed, shoes and socks every day. In addition, campers can bring flip flops (or similar) if they have them for wearing in the shower, during evening in the cabin, et cetera but they are not essential.

#### Hair

Campers with medium to long hair should always have something to tie their hair back with, as they are outdoors.

#### Backpacks

Backpacks are great for keeping the campers belongings together. Campers are welcome and encouraged to bring them. Backpacks should be clearly labeled with your child's name. Additionally, Tonto Creek Camp will provide each camper with a drawstring backpack as well.

#### Sunscreen and Lotion

Almost all activities at camp will be outside. We request that sunscreen be worn as a sunburn can occur as easily in the mountains as it can in the valley.

## **Camp Days**

Expect your camper to come home a little dirty, tired and rumpled after a few days of camp fun!

## **Lost & Found**

Campers are responsible for their belongings. Our Camp Counselors will do their best to ensure that campers keep up with gear. All lost & found items will be donated to local charities after one week.

## **Packing for Camp**

Please take the time to thoroughly review the included packing list. Your camper's experience, in many ways, hinges on the equipment they bring to camp. Please be sure to include all of the necessities on the packing list. Additionally, many parents / guardians find it helpful to label everything their camper brings. All of our activities require closed toe shoes.

## **Meals**

The food at Tonto Creek Camp is delicious! All of our meals are nutritious and well-balanced. Each week a unique menu is designed by our chef. During Fresh Air Camp, campers will eat "family style" which means food is brought to each table and campers serve themselves. If campers have any food allergies or dietary restrictions then we will have tasteful alternative foods prepared for them. However, if you didn't denote this on your child's registration information please contact us immediately so that we're aware of it. Additionally, there's always a fruit bowl out at all times in the event someone needs a snack.

## **HEALTH AND WELLNESS**

The health and safety of your child is our number one priority! Because campers are in a residential situation – learning, living, playing and dining together – the focus on healthy habits and illness prevention are critical to us.

A trained health staff (EMT or higher level-of-training) is on-call 24 hours a day. Health staff will address first-aid and illness, as well as distribute all camper medications. If your child requires any kind of specialized medical care, please contact us at, [info@tontocreekcamp.org](mailto:info@tontocreekcamp.org), immediately. The Safety Information Form, in the accompanying packet, must be completed and signed, for all campers! It is required in order for your child to attend.

All campers are required to be checked for head lice and nits prior to drop off. If your child appears to be infested with lice (reddish-brown wingless insects), nits (grayish-white, oval shaped and are attached at an angle to the side of the hair shaft) then you must provide the lice treatment of your choice in a timely manner to ensure your child is nit free for minimally 24 hours prior to boarding the bus for camp.

During camp, if a camper reports illness he/she will be evaluated by health staff. Any illness or injury which involves a sustained fever, repeated vomiting, severe injury, etc. will be reported by phone immediately to the parent/guardian. If it is determined that a camper must leave camp, a parent or guardian will be notified and asked to transport their child home. For your benefit (and ours), do not send sick children to camp.

## INJURIES

In addition to our staff being CPR/1<sup>ST</sup> Aid trained, a CRP/First Aid certified Cabin Counselors are present on campus and in the cabins in case of an emergency. Campers need to notify the Camp Leader of any injuries they sustain while attending camp.

We reserve the right to delay or cancel any activity to maintain the safety of our campers and staff. The Emergency Contact number at Tonto Creek Camp is (928) 970-2261.

## MEDICATION

If your child will need to take any medication, a Medication Form must be filled out by a parent or guardian. We must know the prescription, dose, time, and instructions for administration of medication. This includes over the counter medication. No medications will be given without this release. Only medications provided by parent or guardian will be given. Medications will be dispensed to your child by TCC's trained health staff only. Medications must be in their original containers with prescription information included, this is also in effect for any inhalers, nasal sprays, and epi pens.

## CAMPER PARTICIPATION / EXCLUSION FROM ACTIVITY

Tonto Creek Camp strives to include all campers in all camp activities. However, in certain instances we do reserve the right to deny participation. These instances include but are in no way limited to: a child who does not have proper attire, refuses to follow directions and/or refuses to follow the camp rules, is not medically cleared to participate, has an untreated medical condition, does not have proper medication, parent/guardian limits participation, is a danger to his/herself or others. If you wish to limit the activities in which your child will participate, please include a note in the space provided on the Participant Information Form, included with this package, detailing the requested limitations.

Tonto Creek Camp makes every effort to follow our three strike compliance process. However, certain circumstances may arise that require a camper's expulsion from camp without prior notification of the parent/ guardian. To this point, Tonto Creek Camp reserves the right to send a camper home at our own discretion. In the event that a camper's departure is recommended for behavioral reasons, depending on the severity the parent/ guardian may be requested to pick-up a camper, as determined by Tonto Creek Camp.

## CAMP BEHAVIOR EXPECTATIONS

Our behavior compliance policy was developed to ensure your child has a safe and positive camp experience. Below is Tonto Creek Camp's **THREE STEP METHOD** for dealing with inappropriate behaviors:

**STEP ONE:** Verbal notice will be given to the camper informing them that a rule has been broken and that they are acting inappropriately. The camper will be asked to explain the behavior and be warned not to continue. With each step, a camp counselor will address any problems with the camper that could be causing undesirable behavior. The camper and the counselor will look for a solution to correct the problem.

**STEP TWO:** If a camper's behavior remains unsatisfactory after verbal notice, they will be asked to take a time out. Once in time out, a camper will sit out the activity for up to ten minutes depending on their age.

**STEP THREE:** The final step is the discipline report. If a camper continues to demonstrate a behavior that is harmful to themselves or others, the parent/guardian/caretaker will be called/notified of their camper's behavior. An incident report will be filled out by the camper and camp counselor specifically stating what the camper did, what they should have done, and comments by the Fresh Air camp leader. A camper can go directly to an incident report if the behavior warrants immediate attention by the camp leader and parent/guardian/caretakers. If a camper receives three or more incident reports during the camp, the camper will be excluded from further participation at camp and the parent/guardian/caretaker will be called and asked to pick up their camper.

Tonto Creek Camp reserves the right to remove any camper from camp for inappropriate or unsafe behavior at any time.

## CAMP RULES

### **PARENTS/GUARDIANS/CARETAKERS, PLEASE DISCUSS THE RULES WITH YOUR CAMPER BEFORE THE BEGINNING OF CAMP!**

1. Please Know Tonto Creek Camp's rules and follow them at all times!
2. Stay with your group at all times, unless you have permission from your camp counselor.
3. Respect all fellow campers, counselors and other TCC staff.
4. Be courteous with the words you use. Inappropriate language will not be allowed.
5. Keep your hands & feet to yourself at all times. You are not allowed to touch another camper/staff member in a negative way.
6. Be respectful of others' belongings. Do not take anything that is not yours.
7. Respect your environment and the Tonto Creek Camp facility by throwing away all trash and returning equipment to the proper place after use.
8. 8. Should you choose to bring expensive items to camp (i.e. iPods & game boys, et cetera) we are not responsible for items that are lost or broken.
9. 9. Campers may bring cell phones, but they are responsible for keeping up with them and keeping it with their belongings. Tonto Creek Camp is not responsible if they are lost or broken.
10. 10. Always follow the Golden Rule by treating others as you wish to be treated.



## CAMPER CODE OF CONDUCT AGREEMENT

Parent(s)/Guardian(s)/Caretakers: Please read this list with your camper. A camper signature and a parent/guardian/caretaker signature are at the bottom.

Camper's Name: \_\_\_\_\_ Organization (If applicable): \_\_\_\_\_

### WHILE AT TONTO CREEK CAMP:

I will be honest and respectful (of my peers, my camp staff, and myself). I will follow directions and rules at camp. I will not act violently toward any camper or staff member. I will not steal or destroy property belonging to Tonto Creek Camp, other campers, or staff members. I will not use/practice inappropriate conduct and language. I will stay within camp boundaries. I will do my best to HAVE FUN!!!

### INAPPROPRIATE BEHAVIOR WILL BE HANDLED IN THE FOLLOWING MANNER

STRIKE 1 – Camp Counselor involvement with camper.

STRIKE 2 – Camper will speak with Camp Counselor and Camp Leader and Camper's parent/guardian/caretaker will be notified. The parent/guardian/caretaker will have an opportunity to speak to the camper.

STRIKE 3– Parent/guardian is notified and camper is dismissed from camp.\*

Verbal, emotional, and/or physically abusive behavior (bullying) will be dealt with on an individual basis and will likely result in dismissal from camp. Additionally, any camper found to be in possession of alcohol, drugs, or weapons will be immediately expelled from camp. \*Should a camper be dismissed from camp, pick-up and transportation from camp is solely the responsibility of the parent/guardian/caretaker.

### **Camper:**

By signing this form, I am agreeing to follow the above guidelines. I understand that the rules will again be explained to me when I arrive at Tonto Creek Camp. I understand that failing to follow these guidelines will result in the above action by the staff of Tonto Creek Camp, and may include removal from Fresh Air Camp.

Camper's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent(s)/Guardian(s)/Caretaker(s):**

I have read, understand, and agree to the information and terms presented in this information packet. I understand that should my child require transportation from camp due to illness, behavior problems or other reasons, it will be necessary for me to provide his/her transportation in a timely manner. If attending through an organization, failure or refusal to transport your child within the designated time frame will result in involvement of the organization.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# MEDICATION LOG FORM

NAME	
DATE OF BIRTH	
ALLERGIES	
MAJOR MEDICAL CONDITIONS	

EXAMPLE		SAT	#	SUN	#	MON	#	TUES	#	WED	#	THUR	#	FRI	#
MEDICATION	Zrytec	Example: Our health care staff will fill in the daily amount and time the medication was administered.													
DOSE	1 Pill														
ROUTE	Orally														
COMMENTS	Daily AM														

		SAT	#	SUN	#	MON	#	TUE	#	WED	#	THUR	#	FRI	#
MEDICATION															
DOSE															
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COMMENTS															

PARENT PRINTED NAME	PARENT'S SIGNATURE	DATE
HEALTH CARE STAFF PRINTED NAME	HEALTH CARE STAFF	DATE