



## Camp Caraway Winter Camp for Children-Info Letter

Dear Group Leaders,

Thank you for choosing to attend Winter Camp at Caraway Conference Center & Camps! We are excited for you to be here as we use fun to become ONE.

**Payment:** For payment or balance info, group leaders contact Shelly Gandy: 336-521-9210 or [sgandy@caraway.org](mailto:sgandy@caraway.org). All balances are due before arrival.

**Program:** We are intentional to have fun through Growing Faith in Jesus, Developing Relationships, Building Skills, and Serving Others. This camp is for church or Christian school groups of boys and girls who are in 3<sup>rd</sup>-6<sup>th</sup> grade with adult chaperones. There must be one gender specific chaperone (at least age 18) for every 6 children.

Campers and chaperones will be encouraged to participate and do well in each activity. The level of participation is always the choice of the individual. We want you to be well informed. Please contact us with questions.

**Theme:** Our theme word is ONE. We will enjoy Winter Olympic style group competitions as we become ONE as a group.

Our theme verse is Ephesians 4:4- For there is one body and one Spirit, just as you have been called to one glorious hope for the future.

**To Do:** As the church group leader, it is your job to ensure everyone gets the information that they need. Please be sure that each parent receives these items: parent information letter, packing list, and that they have completed the online forms. While you are here it is your job to see that your group knows and follows our expectations and rules.

**Arrival & Departure:** Arrive as a group Saturday morning, January 14, 2023 at your assigned time between 10-11 (we will assign times closer to the date). Departure: Camp will finish around 2:00 pm-ish on Monday, January 16, 2023. Please communicate to your student's parents about estimated times of arrival, etc.

**Check-in:** Temporarily park in the camp gravel parking lot near the Rye Staff House. See our interactive map here: <https://campcaraway.org/interactive-map/>. When you arrive please wait for a staff member to give you instructions. Your group will go through a brief health screening and temperature check while the group leader checks the group and medications in.

Our medical staff will properly store and administer all medications so that the chaperones can focus on engaging with kids and relaxing. To help reduce check in time, all medications should be in original packaging in a zip bag labeled with the child's full name, age, and group name. Please place medication zip bags in a grocery bag separated by males and females.



**Expectations:** We care about the children you bring. We have rules, policies, and expectations in place to protect participants and all who come on our property. As the group leader, your chaperones and students need to know and follow these rules and other directions we give while at camp.

- Listen when someone else is talking
- Treat others the way you wish to be treated with respect
- Respect nature
- Always stay with your group unless you have permission from your leader
- Never be alone, rule of 3. There must be a minimum of 3 people present at all times.
- Adults are never alone with children, ever. The only exception is if the adult is a guardian of that child.
- No tobacco, alcohol, drugs, vapes, or electronics. Chaperones may have phones on silent, if they are not a distraction to the campers.
- No food in cabins (except water bottles). If they have a special food need, ask you or kitchen staff for help.

**Chaperones:** There must be one adult chaperone for every 6 students and they must be gender specific. They must be at least age 18. I encourage you to choose mature Christian adults who are already active in your children's ministry. Your church should have an intentional screening process to choose these volunteers.

These adult chaperones need to be healthy enough to be able to walk around the rolling hills of our several hundred-acre campus. The chaperones have 4 main roles. 1. To engage with students and set a Christ like example as they care for them throughout the day. 2. Help transitions flow smoothly (such as helping campers wake up on time, attend all functions on time, finding their recreation area, and going to sleep on time, etc.). 3. Lead the campers in a morning quiet time devotion (we will provide an optional devotional), and help debrief the day with you, the group leader by participating in a church group devotion/discussion each evening. 4. Help campers take care of their money, water bottle, coats, and other belongings. Many chaperones bring a small backpack to carry money, and other necessities. Remember that chaperones will have to fill out health history forms and waivers online also.

**Chaperone Back Ground Checks:** We must take every measure of precaution to protect our children. One of these measures is requiring a background check for every adult that attends as a chaperone or vehicle driver. All adults must have a background check completed by the church. Please see the included background check letter and be sure you communicate this with each adult that will attend. The group leader will bring the completed background check form to check in signed by an authorized church leader.

**Chaperone Cell Phones:** Students may not have electronics. Chaperones may have cell phones as long as they do not distract from the program. Their cell phones are to be silenced or muted. The church group leaders should make the decision if a child is to be allowed to call home or not. In many cases, calling home increases their anxiety. If a chaperone needs to use their phone they need to ensure that they are not being a distraction and that they move to an area away from where campers are enjoying their experience. If a parent needs to be contacted for an emergent or urgent reason, please communicate this with the camp leadership so that we may assist as needed.



**Sleeping Arrangements:** Our cabins have twin sized bunk beds with heat/air conditioning. Most cabins will hold about 12-16 people. We will work with you to have your group in cabins near each other. If your group is small, it is likely that you will share a cabin with another small group.

**Special Food Needs:** If there is anyone in your group that has special diet requests or allergies to food, please let us know when you confirm your numbers. We will work with you to provide that person with the assistance they need with special food needs such as food allergies or special medical related diets. Food is not allowed in the cabins unless it is a medical need.

**Safety & First Aid:** Our staff are trained thoroughly to do their jobs well. Most staff are trained in First Aid and CPR. There are basic first aid kits in most buildings. We will have a Registered Nurse on call if needed. Our trained staff will be responsible for camper medication administration and will be available to assist during injuries or emergencies. We ask that you not give your campers medication. We provide at no cost most common over the counter medications and the Nurse or an administrator will follow our medical protocol about administering medications to campers. If a camper parent needs to be contacted, we will make sure the church leader is communicated to.

**Location & Address:** Caraway is located in Randolph County, North Carolina about 8 miles west of Asheboro in the community of Sophia. Caraway Conference Center and Camp address: 4756 Caraway Mountain Road Sophia, NC 27350.

**Questions:** We will communicate any changes to you. If you need anything, please ask. We are praying for God to use this program, our staff, and your chaperones to create a fun Kingdom focused camp as we learn Christ Followers are to function as ONE team.

Together is better,

Mark Moore  
Children's Program Director  
Caraway Conference Center and Camps  
mmoore@caraway.org  
336.521.9207



# Camp Caraway Olympic Challenge

Sample Schedule (Subject to Change)

Saturday:
10:00 – 10:45 AM Check-In
11:00 - Move into cabins & create team name
12:00 PM – Lunch in Davis Dining Hall
1:00 – Opening Ceremony at Jackson Hall
<b>2:00 – 5:00 – Olympic Games 1</b>
5:30- Dinner
6:30 – Worship in Jackson Hall
7:30 – Church debrief and Free Time
8:30 PM – Optional Evening Activity
9:30 - Get Ready for Bed
10:30 – LIGHTS OUT
Sunday
7:00 AM - Wake up and prepare for day
8:00 AM - Breakfast in Davis Dining Hall
8:40 AM – Team quiet time
9:00 AM – Worship in Jackson Hall
<b>10:00 – 12:00 PM- Olympic Games 2</b>
12:00 PM- Lunch
1:00 – 2:00 PM – Free/rest time
<b>2:00 – 5:00 PM – Olympic Games3</b>
5:30 PM - Dinner
6:30 PM – Worship in Jackson Hall
7:30 PM – Church group debrief, free time, & snack time!
9:30 - Prepare for bed



Monday:

7:00 AM - Wake up and Pack up Cabin

8:00 AM - Breakfast in Davis Dining Hall

8:40 AM – Team Quiet Time

9:00 AM - Worship in Jackson Hall

10:00 – 12:00 PM- Final Olympic Games

12:00 PM - Lunch

1:00 PM - Closing Program and Medal Ceremony

2:00 PM – Pack up. See you this summer!



## Camp Caraway Background Check Policy

*Please read the following background policy information below, issued by John M. Butler, Executive Leader of Business Services for the Baptist State Convention of North Carolina.*

To: Churches providing volunteers for events for children, youth or developmentally challenged adults  
From: Baptist State Convention of North Carolina (BSCNC)  
Date: All 2021 camps and conferences

Background checks on all adults – anyone under age 18 cannot be a volunteer from a church or chaperoning a group - who will be chaperoning, participating in group activities or accompanying children, youth or developmentally challenged adults from your church to BSCNC events are a necessary part of protecting them and your church. The Baptist State Convention believes that you, as a church, need to know that you are doing everything you can to protect the children, youth and developmentally challenged adults of your church and the assets of your church. It is our hope that you have already put in place a policy that requires background checks for anyone working with children from cradle roll up to those who have reached age 18 and developmentally challenged adults.

**The Baptist State Convention must have a form from your church on adults who are attending or working at such events.** We have formatted a sheet on which you can list people who have had background checks and are cleared to work or chaperone. It will be the responsibility of your church to get the background checks completed on all adults going with your group at least one week prior to departure. Any adult from your church working or chaperoning children, youth or developmentally challenged adults whose name is missing from this sheet will not be allowed to stay on the premises where the event is held or to work with the event in any capacity. This must be done for the protection of all attendees, your church and the BSCNC!! Your church can choose any background company that you like. The BSCNC realizes that if you have not done background checks in the past, you may need to get in touch with a reputable company. At the BSCNC, we have used FirstPoint Resources in Greensboro, N.C.

Scott Hall, manager of FirstPoint Resources, is a Baptist and he attended North Carolina Baptist Assembly as a youth. Scott has told the BSCNC that he will give churches a special rate of **\$10 per person** for a criminal background check and a sexual misconduct check. That is a real bargain!! FirstPoint does charge a **one-time \$25 set up fee** and FirstPoint requires an **on-site inspection** to be sure that the information you receive is safe-guarded both for the potential volunteers and for your church's security. FirstPoint will arrange with your church for the on-site inspection. Questions should be directed to Scott Hall – not the Baptist State Convention.

Scott has asked the BSCNC to emphasize that FirstPoint needs time to set up your account and complete the background screening reports. You cannot call them on Wednesday or Thursday to set up a new account before volunteers are leaving on Sunday or Monday to go to camp or a Deep Impact event and expect to have the reports back. Please contact them to set up your new account a minimum of 30 days before your volunteers leave for camp. Then, FirstPoint should be able to process the background checks within a six to ten day time frame.

For those who routinely drive to such events, you may want to also include a driving record – that would be an additional expense. If you would like to use FirstPoint, you must call Scott Hall directly at (800) 288-7408 ext. 3037 or email at shall@firstpointresources.com to set up an account for your church. Please identify yourself as a church that received the letter from the BSCNC regarding adults helping at events for children, youth or developmentally challenged adults.

For your convenience, I am attaching a FirstPoint form (use this form only for FirstPoint Resources) that every candidate will have to complete VERY LEGIBLY. If it is not highly readable (all numbers and letters must be clear and readable because FirstPoint does not know your name, address, etc.) when faxed to FirstPoint, your staff will be called to clarify information or you will have to ask the adult to resubmit the form to you. You will need to maintain a file with copies of all forms and a copy of the report on each person cleared in the background check. This will be valuable information in a court of law should your church ever be sued for the actions of any adult working with children, youth or developmentally challenged adults.

Thank you for your cooperation. Again, I remind you that you can choose any company you wish to do the background checks; however, the names of all adults attending these events must appear on the form to be presented to Registration when your group arrives at the site of the event. **Otherwise, the adults who accompany your church group will not be allowed to remain on campus!**





## Letter for Parents/Guardians

Dear Parents,

Thank You for choosing Camp Caraway! We have an awesome weekend planned for your children on Jan. 14-16, 2023. Please take time to thoroughly read the below information so that you and your child will have the best experience possible.

**Program:** We are intentional to use fun in growing faith, developing relationships, building skills, and serving others. Our camp staff are carefully screened and trained. We as a staff will do everything that we can to help make this weekend the best experience possible. During the weekend campers will be encouraged to participate and do their best in each activity. The level of participation is always the choice of the camper. We want you to be as well informed as possible. Please contact us with questions.

**Medical & Release Forms:** Your group leader will email you a link to go online and complete health history and sign forms for your child. Campers will not be allowed to come to camp without properly completed forms online. Please place all medication in a zip bag in the original packaging with your child's full name, age, and group name written on the bag. Give these medications to your group leader.

**Pictures:** We will post pictures daily on our Facebook page: [www.facebook.com/campcaraway](http://www.facebook.com/campcaraway), and Instagram: carawayandcamps.

**Emergency Contact:** Campers MAY NOT have cell phones or call home on their own. Their group leader or camp administrator can help them call home if needed. We will keep you well informed if needed and can deliver any important messages to your camper if necessary. We will call you using the numbers you provided in the health form any time we have concerns about your child's health or behavior. Chaperones are allowed to have cell phones on silent and can deliver messages if needed. Thank you for not sending cell phones or electronics with your camper.

**Money:** Your child, with the close assistance of their chaperone, will be responsible for his or her money. This money needs to be in a zip bag labeled with his or her full name and church name. They will have the opportunity to visit The Post Camp Store daily to purchase optional Caraway gifts and snacks. We will also receive a missions offering to teach the importance of giving.

**Special Concerns:** The church leaders and adult chaperones that brought your child are responsible for them. Our staff are trained to approach special concerns with campers such as medical conditions, bed-wetting, or home sickness with the utmost respect and confidentiality and will gladly assist the group leaders as requested. We will also seek the advice and assistance of the adult chaperones from your church that will attend with your child. You can help us prepare your child for success with these needs.

*Medical Conditions:* Please document all medical conditions, needed medications, and other pertinent information on the health history form. If needed, please have a church leader share any clarifications or special concerns with us at the medication check in table on Saturday. If your child has any special food needs, please contact me the week before his or her camp arrival so we can make arrangements to serve him or her best.

*Bedwetting:* document this on the health history form so the camp chaperone will be prepared for the possibility to assist your child. We suggest you consider pull up absorbent overnight undergarments or disposable bed linen covers. Both of these can be discreetly used. If a child does soil his or her bed our staff will discreetly assist the chaperone and camper by washing the linens and in giving the child reassurance and support when needed.





**Homesickness:** Homesickness is normal and many campers may experience a little homesickness at some point during their camp session. Parents can help with homesickness with patience and preparation. Please consider some of these tips to help your camper deal with homesickness in a healthy way at camp: Encourage your child's independence throughout the year. Your child's confidence and independence will be a great reward for completing a weekend at camp; During the weekend, if you are worried about how your child is adjusting please call us and speak to us about your child. We will gladly check on your child for you; don't feel guilty about encouraging your child to stay at camp. Camp can be a great first step towards independence and can play an important role in the growth and development of your child.

**Behavior & Bullying:** Campers and adults are given clear expectations and rules for the weekend when they arrive. We expect campers to follow these expectations and to treat each other as they want to be treated. Our staff is trained well in motivating and disciplining campers appropriately and will assist the church chaperones when needed. Bullying or picking of any kind is inexcusable and not tolerated here. If your child does not follow our expectations and rules after disciplinary action, we will call you to make a plan of action.

**Monday:** Camp will be complete around 2:30-ish p.m. The church group leader will give you an estimated time of arrival. Please contact your group leader with questions about transportation.

I am looking forward to your child's arrival at camp. I, as well as our entire staff, am praying that your child will have many enjoyable, growing and rewarding experiences this winter at Camp Caraway.

Sincerely,

*Mark Moore*

Mark Moore

Camp Caraway Children's Program Director

336.521.9207

[mmoore@caraway.org](mailto:mmoore@caraway.org)



## Packing List

Please Label all items with the camper's name

- Bible, pen, paper
- 1 rain coat or poncho
- Warm Coat
- Winter Hat
- Winter Gloves
- Scarves (optional)
- Warm Socks
- Clothes (comfortable; bring enough to layer clothing if needed; weather appropriate clothes that can get dirty)
- 2 tennis shoes (one pair should be shoes that can get dirty)
- underclothes
- twin sheets & blanket or a sleeping bag
- pillow
- towels
- toiletry articles (toothpaste, toothbrush, shampoo, soap, etc.)
- shower shoes or flip flops (not to be worn during recreation times)
- large dirty clothes bag
- pajamas or sleep wear
- flashlight with good batteries
- Water bottle (we will have Caraway bottles for sale at The Post Store)
- Store and missions offering money in a plastic zip bag labeled with their name, and church
- Small lightweight back pack to carry water bottle, Bible, poncho, etc.
- See the what not to bring list



## What Not to Bring

- ❖ Cellular phones, tablets, any electronics
- ❖ Any animals or pets
- ❖ Fireworks of any kind
- ❖ Firearms or weapons
- ❖ Any type of illegal drugs, tobacco, electronic cigarettes, mayonnaise, or alcohol
- ❖ Thank you for not sending any food to camp with your child. If special arrangements for snacks need to be made for medical reasons, please make this known at check in and we will gladly accommodate the request.
- ❖ Caraway is not responsible for any personal belongings.

**Thank you for following these and all camp guidelines!**