

## SAMBICA Parent's Guide to Summer Camp

...Everything you need to know...

### Payment & Cancellations

**Payment is due in full by May 1st.** When registering after May 1st payment is due in full at the time of registration. Cancellations up to 14 business days prior to the start date of the camp session will receive a refund for the total amount paid less the \$100 non-refundable deposit per child.

No refunds are available when canceling within 14 business days prior to each camp start date. No refunds are available for "no-shows". No refunds are available for campers who must leave camp for disciplinary reasons. Transfers may be allowed based on availability.

### Spending Money and the Camp Store

Sam's Place is our camp store where campers can purchase snacks, candy, soda and fruit drinks as well as SAMBICA merchandise. For a sample list of products in our camp store, please visit our website ([www.sambica.com](http://www.sambica.com)). **Our store works strictly on a debit system; there is no cash allowed at camp.**

**Money may be deposited into campers' store accounts at the time of registration or at Check-In.** An average amount given for store accounts is \$20 - \$30 per week. During the week store balances may be checked by calling our main office. Additional money may be added to store accounts at drop off or by contacting our main office at (425) 746-9110.

Please do not send cash with your child as the store will not accept any cash from campers. If campers attend multiple sessions their store money will be available to them during each of their camp sessions. All money deposited into their store account will be available for immediate use and can no longer be allocated to a particular camp session. At the end of each camp session you can choose to have any remaining store money donated to our scholarship fund or refunded to you. Any money left in store accounts at the end of the summer will automatically be donated to our Scholarship Fund.

### Buddy Requests

Cabin buddy requests may be made on the registration form. Only mutual requests will be honored. Buddies must be of the same gender and no more than one grade apart. Consideration will be made for buddy requests that are close in age. Only two requests will be honored. We encourage campers to make new friends and do not want any camper feeling left out because all the other kids in their group already know one another. We understand that buddy request are important to each camper and we try our best to fulfill each request as it fits into our gender and age guidelines. If you have questions about a buddy request, please call our main office at 425-746-9110.

### Counselors and Summer Staff

At SAMBICA all of our counselors have completed an extensive application, references and interview process. We run background checks on all employees. Staff members are chosen for their skills, faith in Christ, and leadership qualities. Majority of our staff are 18 years of age or high school graduates. They are generally college age young adults who are hired for the summer. We take all of our positions very seriously and only hire those that we feel are the best fit to take care of children.

High School students enrolled in our Leadership Program work in various roles around the camp and will assist counselors in various capacities. High School students are always supervised by staff members.

### Swim Test and Water Safety

Water safety is taken very seriously at SAMBICA. SAMBICA has a roped off swim area with a shallow end and a deep end. Each camper must pass a SAMBICA swim test to swim in the deep end and to be allowed to swim without a PFD (personal flotation device). The test consists of going under water, a 40 foot swim, stop, and change of direction. Campers that do not pass or do not wish to take the swim test may swim in the shallower end of the lake and are required to wear a PDF at all times when in the water. Campers may retake the test each day until they pass. SAMBICA does not offer swim lessons.

All campers and staff are required to wear PFDs when on our water inflatables, boats, kayaks, canoes and stand up paddle boards

Qualified waterfront personnel are hired including: boat drivers and lifeguards. Certified lifeguards are on duty during all waterfront activities. Counselors are also in the water with their campers during all swim times. Our boat drivers are trained and have a clean driving record. Along with wearing the PFD, helmets are required and provided when riding on water tubes.

### Challenge Course

SAMBICA's ropes course was designed and built by Adventure Associates where safety comes first. SAMBICA partners with Northwest Teambuilding in providing a lead Challenge Course Facilitator that has a higher certification and a minimum number of years of experience. SAMBICA Challenge Course Facilitators complete an extensive training program. With the safety systems in place, participants can fully enjoy the experience. Our harnesses are fabricated out of the same material that seat belts are created from and are inspected before use at the start of every program. SAMBICA's course is inspected annually by an authorized Ropes Course Building company. All policies and procedures follow the national ACCT standard.

**High Ropes:** A series of obstacles based 26 feet off the ground, making use of an overhead static belay to protect participants. Course includes: Cargo Net, Organ Pipes, Islands in the Sky, Dragons Tail, Swinging Planks, Chaplin Walk, Hourglass, X Factor, Multi-Line, Mini Zip, Railroad Crossing, Floating Stumps, and the Jungle Swing.

**Flying Squirrel:** A team building activity where teammates on the ground participate in the belay for the participant, lifting them from the ground and letting them fly through the air with the greatest of ease.

**Tree Climb:** See how high you can climb (up to 40 feet) up one of the tallest trees at camp while on safety belay.

**Low Ropes:** Work individually or as a team to get across our low challenges for the extreme adventure without the height.

### Health

The health and safety of your child is very important to us. During the summer we employ 2 Camp Medics who oversees the distribution of medications and provides first aid treatments for campers. Our Camp Medics are generally a certified EMT or nursing students. Counselors receive first aid training and all counseling staff has access to first aid kits to treat minor injuries. To help ensure a healthy environment here at camp, lice checks are performed on all campers the first day of their camp session. Should your child become ill or injured we will notify you by phone.

### Medications

SAMBICA has a procedure for all intake and dispensing of medication. If you camper needs to take medication while attending camp, please be sure that all medications, including herbs, vitamins and minerals, are brought to camp in pharmacy labeled containers. **Medication is NOT to be sent in plastic bags or pill containers.** Please be prepared at Check-In to share updated information with the Camp Medic. DO NOT bring medication labeled for another person. If you are dropping off medication at check-in please have our Medication Administration form filled out before you come. The camp stocks over-the-counter medication such as Tylenol, Ibuprofen, etc. if needed for your child. If any questions arise, our Camp Medic will contact you. Medications must be picked up from the Camp Medic at the end of the session.

### Meals

Meals are provided in the Dining Hall. Our menu consists of crowd pleasing options such as tacos, egg rolls, and BBQ sandwiches in addition to kid-food staples such as chicken nuggets and burgers. A salad bar with a variety of fruits, vegetables, and vegetarian proteins is also available for campers. Overnight campers may bring non-perishable food items to supplement daily meals. SAMBICA is able to work with many typical food restrictions such as Gluten Free, Vegan/ Vegetarian, and Dairy Free. For specific concerns, please contact our Food Services Manager by calling the main office (425) 746-9110. Day campers with special dietary needs are also welcome to bring a sack lunch and/or snacks from home.

### **Peanut Allergies**

We are not a nut free facility, but we strive to clearly communicate with campers, counselors, and parents what items contain nuts. Our kitchen strives to be nut free although some of our ingredients are packaged in a facility that may contain traces of nuts. The camp store also sells products such as Reese's and Peanut M&M's which contain nuts and are clearly labeled. If you have any concerns regarding food allergies, please contact our Food Services Manager by calling the main office (425) 746-9110.

### **Special Needs**

Dietary, medical, personal, behavioral and/or physical special needs must be reported on the health portion of the registration form. Verbal follow-up with your child's counselor and the Camp Medic is necessary. Our staff will make every effort to accommodate these needs.

### **Information Release**

No information regarding any camper will be released to any outside agency without the permission of both SAMBICA and the parent/legal guardian of the camper. This includes both verbal communication as well as written records. Interviews, photographs and video images of campers taken during camp sessions may be used by the camp for publicity purposes unless expressly forbidden in writing by the parent/legal guardian at or before Check-In.

### **Bible Studies**

SAMBICA is a non-denominational Christian camp. In accordance with SAMBICA's mission, camp counselors teach Bible studies daily to all campers. Bible studies are age appropriate and consist of basic Bible stories and Biblical truths.

### **Carpool Information**

It is critical for us to know who can pick up your child at the end of the day. Only you and those you have listed on your authorized carpool list will be allowed to pick up your child. Carpool authorization may be given at the time of registration, added during Check-In, added through the parent portal or by calling our main office at (425) 746-9110. A cell phone number is required when adding additional carpool names. Parents who travel while their child is at camp should leave a copy of their itinerary and emergency contact numbers with the camp office.

### **Sign In and Sign Out**

Each time your child is dropped off at SAMBICA's grounds or picked up they must be signed in/out by a parent or adult guardian with carpool authorization. Children are not permitted to sign themselves in or out. If you need to add someone to the carpool list at any time, call the main office at (425) 746-9110.

### **Special Schedules**

**If your child needs to miss any portion of their camp session, please notify the main office of your schedule conflicts as soon as possible.** All late arrivals and early departures will take place in the main office. Notifying your child's counselor of early pick up times will not ensure your child will be ready when you arrive; please call the main office at (425) 746-9110. Campers that arrive late or depart early will miss a portion of the camp program and will not be able to make up missed activities. Campers who arrive late Monday morning will miss being in the camp picture. Should you schedule a pick up for your child in the middle of an activity, they may need to miss the entire activity. In fairness to other campers, boats will not

be brought back before the scheduled end time of each activity block. Please check with our main office concerning the best time to pick up your child if they must leave early.

### Visitation

Since we are developing a community atmosphere among campers and staff at SAMBICA, **there are no visiting times for family and friends except for the Sunday BBQ.** Exceptions may be made for emergencies or major unforeseen circumstances but must be cleared through our main office. All visitors must check in at the main office to maintain security on the grounds.

### Communication with your Camper

#### ► Mail

We invite you to write to your camper at the following address:

Camper's Name  
Counselor and/or Cabin Name  
c/o SAMBICA  
4114 W Lk Sammamish Pkwy SE  
Bellevue, WA 98008

Letters may also be dropped off in the main office. Mail is delivered daily during camper's scheduled quiet time. Any mail dropped off after 12:00 pm will be delivered the following day.

#### ► Care Packages

Care packages may be mailed to the address above or dropped off in the main office to be delivered to your child daily. Any care packages dropped off after 12:00 pm will be delivered the following day. Some suggested items for care packages include pre-packaged/non-perishable food items (please avoid sending items containing nuts), books, puzzle books, magazines, or small stuffed animals. Pre-made care packages are also available for purchase at the time of registration, during Check-In or by calling our main office at (425) 746-9110. Purchased care packages are delivered on Tuesday for overnight campers and Thursday for day campers.

#### ► Email

We invite you to email your camper at the following email address: [letters@sambica.com](mailto:letters@sambica.com).

Please include the following information in the subject line of your email:

Camper's Name  
Counselor's Name  
Camp Session Attending (Day or Overnight Camp)

**Campers will not be able to reply to your email.** Emails are printed daily and delivered during camper's scheduled quiet time. Any emails arriving after 12:00 PM will be delivered the following day.

#### ► Telephone

SAMBICA will contact you if we have any questions or concerns regarding your camper or in the event of an emergency. Your camper and their counselor will not be near a phone during the day. Campers will be taken to the office to call home in the case of homesickness or other concerns. **No cell phones are allowed at camp.**

### Cabin Picture and Photo CD

Cabin pictures are available for a fee and may be purchased prior to camp or during Check-In. The cabin picture is of your camper's cabin group and taken first thing each Monday morning.

### Camp Videos

A video is produced for each camp session (with the exception of Wake-Up Camp). Videos are uploaded to Vimeo and are available for download and sharing to the various social media (Facebook, Google +, etc.).

### **Camp Expectations and Guidelines**

Please share the following information with your children as they will be held accountable to these guidelines. These expectations help our staff to assure safety and enjoyment for all campers while at SAMBICA.

- Campers are required to stay with their cabin or activity group at all times. They may not leave the camp activity boundaries.
- Campers are expected to be present at all meals and activities.
- Shoes and shirts are required at all times unless engaged in a waterfront activity.
- Flip-Flops are allowed but campers must also provide a closed-toed athletic shoe for Challenge Course elements and camp games.
- One-piece bathing suits are best, but modest tankini suits are allowed. Bikinis are not allowed unless covered with an opaque (non-transparent) swim shirt.
- In regards to dress, there should be no visible cleavage, underwear or midriff. Skirts and shorts must be at least halfway to the knee in length.
- Water safety rules must be respected and observed at all times.
- All medications must be given to the Camp Medic during Check-In. Refer to medication policy.
- No smoking, alcoholic beverages, drugs or gambling are allowed on camp property. No form of weaponry is allowed.
- IPODs, radios, televisions, cell phones, pagers, computers or electronic games are not allowed.
- No camper will be allowed to chew gum.
- Each camper will share responsibility in keeping the camp clean. This includes cabin clean-up, activity area clean-up and throwing trash away in trash receptacles.
- SAMBICA programs are run for the benefit of all of our campers and repeated disruptions from any one camper may result in dismissal. Campers will be sent home for inappropriate behavior and will not receive a refund.