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# 2015 Parent Guide

## Camp Philosophy

Don Lee seeks to provide a vital experience of Christian community where all people are valued as creations of God. Don Lee seeks to provide experiences that help develop and nurture lifestyles of caring for the common good. Don Lee seeks to help campers grow in their relationship with God, with each other, with creation, and with themselves.

Don Lee is affiliated by tradition and faith to the tenets of the United Methodist Church.

*Camp Don Lee is an accredited camp with the American Camp Association. Camp Don Lee meets or exceeds standards set by the ACA to insure that excellence in program and safety are foremost in the Don Lee experience.*



## Meals

Appealing and nutritious meals are prepared under the careful supervision of our trained dietary staff and satisfy the hearty appetites of campers and staff. Fresh fruit, cereal, hot breakfasts, and vegetables are offered everyday. At mealtime, as well as all other camper activities, mature and knowledgeable counselors gently guide campers towards healthy and appropriate choices. Vegetarian options are always available. Other special dietary needs should be indicated on the camper Health form. Don Lee maintains a Grade “A” rating from the North Carolina Board of Health and prides itself in its great food reputation.

## Open to All

All camps operated by the North Carolina United Methodist Camp & Retreat Ministries, Inc. are open to everyone without regard to race, color, sex, national origin, religious preference or ability. Our outdoor ministry is committed to serving all persons in order to provide a meaningful camp experience.



## Cabin Assignments

Camp Don Lee intentionally sets out to help campers build new friendships and to work with different people. This is one of the goals of the camp experience. Campers are assigned to cabins by grade level and age just prior to arrival. **We try our best to accommodate sheltermate requests as long as they are made in advance, and are made mutually with one other camper and are the same grade/ age/gender.** Specific concerns about cabin assignments can be e-mailed to [info@donleecenter.org](mailto:info@donleecenter.org). Parents may also call 252-249-1106 ext 22 to discuss special situations at least three weeks before the session begins.



# Welcome Campers and Parents!

## Opening Day (Sunday 2:30 – 4:00 PM)

Opening Day is an exciting time for everyone!

When you arrive, you will be greeted by a staff member at the Don Lee front entrance. From there staff direct you through the registration process. Staff will be able to assist you moving into your assigned cabin. Check-in and registration on opening day is between 2:30 and 4:00 PM. Arriving between these designated hours will help our staff give you the attention you deserve without disrupting programs. If you need to schedule a late arrival, please contact us.

*An estimated 500 lost and found items are left behind by their owner each summer at Camp Don Lee. Don't let your luggage add to this avoidable number.*

## Sign Out (Saturday 9:30 – 10:30 AM)

Parents are required to sign-out their campers with the Cabin Counselor on closing day. Parents must give written permission for anyone else to pick up their child. **Photo identification will be required to pick up a camper.** Campers leaving on

public transportation will be signed out by the staff member taking them out of camp. This policy is for the protection of our campers! When you sign out with the cabin counselor, they will give you your camper's Group

Photo and a store balance. You will then head back to the fellowship hall to pick up camper medications, all of your luggage, visit the camp store one last time, say goodbye to the counselor, and receive information for next summer.

## Lost and Found

Lost and found items are returned to the camper whenever possible. **Please make sure that all of your camper's items are clearly marked with first and last names.** Lost and found is available for parents to look through on closing day. Any lost and found items that are unclaimed will be held for two weeks and then donated to charity. **If items are left please request their return. If they can be located they will be mailed back to the camper.**



## Transportation

Campers typically are transported to camp by their parents. Carpooling is the responsibility of the parents or guardians. Those who plan to come by other means and may need to be picked up at the New Bern Airport or bus station need to make those arrangements directly with Camp Don Lee at least two weeks prior to the session. There is a minimum \$25 transportation charge for each trip to and from camp.



## Cancellation/Refund Policy

Cancellations may be made at any time. Cancellations need to be in writing or by email from the person responsible for the account. Refunds will only be issued for cancellations made prior to May 1<sup>st</sup>. Requests for refunds must also be in writing or by email to Camp Don Lee. The \$50 processing fee that is part of the deposit is non-refundable.

All camp fees are due May 1<sup>st</sup>. All payments become non-refundable after May 1<sup>st</sup>. Fees not paid by May 1<sup>st</sup> open the camper slot for another person to use if available. We are no longer able to offer refunds for any reason after May 1<sup>st</sup>. If you believe that a cancellation may happen we do offer cancellation insurance through Travmark. You can purchase insurance to provide a refund for your fees if you must cancel after May 1<sup>st</sup> for sickness or any number of reasons. Travmark is a leader in the industry for supplying this type of event insurance.

Final Balance Due May 1!

## First Time Campers / Homesickness

First time campers are very common at all ages at Don Lee. Parents can help the adjustment of their campers by leaving them on a positive note. Make sure to set your camper up for success by letting them know you expect them to have fun. Help them set some goals for camp (meeting people, learning something new, etc.) before you leave.

“Child-sick” parents often lead to homesick campers. It don’t like camp. The Don Lee staff is well trained to them in goal setting, team building, and fun activities. piness of the child; *Don Lee has an extremely high success* will be contacted by camp staff if their child becomes are working through the problem. Encouraging com- fun” “it is ok to miss home, but we want you to have ments” “have fun at camp because you are not missing Though homesickness is common in first-time campers,



is best not to promise a camper they can come home if they help campers adjust to camp by immediately involving Parental support and encouragement are crucial to the hap- rate of working with campers when parents work with us. Parents homesick. We will keep the parent up to date on how we ments in letters (“we know you are working hard to have fun” “we look forward to hearing about your achieve- out on anything here”) are also helpful in this process. it is usually short-lived due to all the fun people and dynamic activities

## Visitation / Phone Calls

**There is no visitation for parents**, but e-mails and letters are welcomed and encouraged! Parents are also invited to inspect the facilities and meet the staff on Opening and Closing Days. We know that parents want to be able to hear from their camper. When campers are homesick, we have found that calls from home sometimes prolong the camper’s adjustment to camp life. If an emergency situation arises at home we ask that parents contact one of the camp directors. Directors will gladly assist you and your camper in every situation!

Cell phone use and texting have become standard communication for many families. At camp we want to help campers stay focused on the camp experience. This year we will have set

times that campers may use their phones and times they may not use them. We will have some guidelines for phone and cyber

*“Cabin counselors are trained to inspect campers daily for cleanliness, cuts, sunburn, insect bites, etc; but you teaching your child the importance and methods of prevention is extremely important”*

Campers check-in all medicines with our Health Center staff upon arrival into camp. **No medications are allowed in cabins (with the exceptions of inhalers for some campers with**

**asthma as well as epi-pens).** Camper medications are dispensed at med times by our Health Center staff. Campers who are not feeling well have the opportunity to visit the Health Center

after talking to their counselor. The Health Center is open and staffed 24 hours a day for urgent medical situations. In the event that a camper spends the night in the Health Center or there is a serious situation, parents will be called. Cabin counselors are trained to inspect campers daily for cleanliness, cuts, sunburn, insect bites, etc; but teaching your child the importance and methods of prevention is extremely important. If you are bringing medications please refer to the medication section on the health form. **At the end of the session, left-**

## Camper Mail

There is a large volume of mail at Camp Don Lee. We encourage families and friends to write and we ask that every mailed item be labeled with the camper’s name and group number.

Campers can also receive e-mails with **e-camp services**. E-mail is printed once daily and delivered with the regular mail, usually at dinnertime. All major package delivery companies (UPS – FEDX) service Don Lee. Packages are delivered each day. **We ask that packages not contain food.**

## Spending Money

Campers do not need spending money at Camp Don Lee. There is a camp store account that you may set up for purchases. Camp Store accounts can be set for any amount.



## Health Center Medications

**over prescription medications need to be picked up at the Fellowship Hall.** All unclaimed medications will be thrown away. General medications and first aid materials are provided. To ensure good health and ability to enter into normal camp activities, the enclosed health history form must be completed by parents. Accident/ sickness insurance is included in the camp fee. Camp is not responsible for eye glasses that are lost or broken at camp.

## Camper Insurance- NEW!

This summer, Camp Don Lee is offering Camper Accident and Sickness Insurance for **Free** for every camper! All Campers will complete a health screening during registration to ensure that they are healthy and not currently sick when they check in. This camper insurance will cover your camper if they get sick and need to go see a physician and get a prescription while they are at camp.



## What To Bring ???

All items brought to camp should be labeled with the camper's full name. It is a great idea to label small things like toothpaste and washcloths as well. Camp provides all the necessary equipment for all activities and camp trips. Please remember that camp is not responsible for personal recreation equipment.

### A suggested list of items:

Bible/ Journal	Sweat shirt / jacket	Stationery / stamps
Pillow w/ case	Sleeping bag	Single bunk sheets
Dirty clothes bag	Shirts	Insect repellent
Blanket	Shorts	Long pants
Towels/wash cloths	Socks and shoes	Clothes for sleeping
Water shoes/tennis shoes	Flip flops/sandals	Swim suits
Small flashlight	Camera/batteries	Sun glasses
Underclothing	Hat / visor	Sunscreen
Small clip on fan	Water bottle	Toiletries
Raincoat/foul weather gear	Trip bag	

If you are staying two or more weeks, please add  
Waterproof bag for sailing trips ..... Laundry Detergent



## What to leave at home

There are many items that have appropriate times to be used and times not to be used. Camp Don Lee encourages camper interaction and discourages distractions to being fully involved in the camp experience. There are some items that may be used at certain times and not at other times. The items below are not needed:

televisions	food items
computers	cash
knives	firearms
Drugs	tobacco products
fireworks	inappropriate clothing
alcohol	

**Please Note: Please examine your camper's selection of clothing which might carry offensive slogans or symbols.** In the camp community, these items can result in discord between campers. Our goal is to create community where all persons feel welcome and accepted.

### Camp Store

The camp store is open daily for campers. Bottled water, soft drinks, healthy snack choices, chips, pretzels, and candy are options for campers. Choices are limited.

Enclosed is the Camp Store Balance Form you will need to have at check-in. We Recommend \$25 a week. Please be advised: There are no store refunds. However, parents will have the opportunity to visit the store on pick up day. Any remaining balances are donated to our campership fund.

## As a Parent, What can you expect for your camper?

At Camp Don Lee we take very seriously our responsibilities to children and youth. We seek to build and maintain an environment of adventure and calculated risk to provide for our campers the greatest opportunities for personal growth of self confidence and living skill progressions possible. We seek to build a community of trust that operates in a framework of Christian practices. We seek to lift up virtues such as truth, honesty, dependability, cooperation, and care for others and the environment. We seek to provide an opportunity for campers to experience the presence of a creator God, to experience relationship with a wide range of other campers, a variety of ideas, and a cross section of activities designed for enjoyment and skill development. We seek to help nurture campers, motivated by love, into lifestyles of care for the common good.

Camp Don Lee seeks to provide an environment for children and youth where there is a sense of security, love, encouragement, and genuine concern for others. Camp Don Lee has accepted the accreditation standards of operations of the American Camping Association and the best practices standards of those professionals in the field of camping and those of United Methodist Church camping. Camp Don Lee has embraced the philosophy of rec-

ommended practices of the Safe Sanctuaries program for children and youth. Along these lines, as a parent you can expect:

- All staff are hired after careful recruitment, screening and complete reference and criminal and drug background checks. We are making every possible effort to screen those persons who will work directly with your child.
- We have established and trained our staff in practices of appropriate interpersonal boundaries. We want our staff to be clear about appropriate behaviors. Our staff must be attentive to appropriate dress codes, appropriate use of language, and appropriate demonstrations of affection and encouragement. Camp Don Lee staff is trained to remember they are the adult and it is their responsibility to behave professionally.
- We have reviewed and re-affirmed our policy that there will be at least two adult staff present at all times during any program event or activity. We are working hard to establish this practice at all times in the camp community.
- All staff members have been trained and certified in basic first aid and CPR annually.



*(Continued on page 5)*

(Continued from page 4)

## What would Camp Don Lee expect of your camper?

- All staff members have attended an orientation in which they were informed of policies for the prevention of the abuse of children and youth; appropriate steps to follow for the reporting an incident of abuse of any child (at camp or back home); and details of state law regarding the definitions of child/youth abuse and the requirements of reporting abuse when it is discovered.
- Camp Don Lee has a policy that all paid staff and volunteers who work with youth are at least three years older than the children and youth they are responsible to lead or care for. And we have a policy that we have no workers responsible in leading or caring for children/youth who are under the age of eighteen.
- Camp Don Lee has established a policy that all counseling sessions and any one-on-one “talks” with children or youth should be conducted with the “open door”. That means at camp an adult can go off to talk with a youth but should stay in sight of others the entire time.
- Camp Don Lee has established a policy of separate sleeping rooms for adults and campers. When that is not possible the two adult rule should apply.
- Camp Don Lee has established staff positions for extra supervision of staff 24 hours per day to insure compliance to these and other policies.

Every camper comes to camp with a different set of background experiences. Every camper comes with a set of unique expectations. Camp Don Lee operates a program centered on a small group experience. This small group becomes the primary place of trust and opportunity to demonstrate positive Christian community attributes. The camper group does not start out at a place of trust, or even a place function. The group must grow and move toward the goal of establishing a Christian community.

Therefore Camp Don Lee would hope and expect that campers will participate in the group process. Campers should be willing to follow the lead and direction of the counseling team. Campers will be patient as they build something of true value. Campers need to be willing to work through problems with the guidance

of the counseling team. Campers who disengage, band together in cliques that separate/divide the group, and campers who want to “bail out” contribute to the lack of success for the group. Groups will be different at the end of the week than they are on the first night. Groups who work through the process build powerful lifelong friendships and valuable skills in community living.

Adults working with campers need good information and feedback. They are trained to personally “check-in” on how campers are doing several times a day. Campers who, for whatever reason, do not reveal what is going on for them in their camp experience, delay the time it will take for a staff member to work on solving any problems that may exist. Yes, problems may exist, and yes, problems do take time to solve. We ask campers and parents give that process time to succeed.

### Discipline

Camp Don Lee desires that every campers have a successful camp experience. Campers need to be able to follow group living guidelines and respond appropriately to counselors and staff for their safety and the well being of the entire camp community.

Camp rules are designed to enhance the happiness and safety of all campers. Directors will contact parents to let them know if there is an ongoing behavior problem. Campers who do not demonstrate appropriate behavior, in the judgment of the directors, will be sent home from camp. Early dismissal from camp will not warrant the refund of fees.

*“Groups who work through the process build powerful lifelong friendships and valuable skills in community living.”*

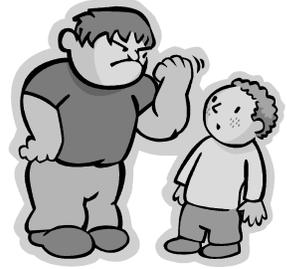
### Financial Assistance

Financial assistance may be available through your local United Methodist Church or church of your own denomination. Ask your pastor or a pastor of the United Methodist Church about possible resources. All campership funds are directed through your local United Methodist Church.



## What About Peer on Peer Abuse, Bullying?

No parent wants their child to be the victim of a bully. We hope that no parent wants their child to be the one doing the bullying. Camp Don Lee has definitely established practices to help identify, correct, and heal the practice of bullying when it exists in a cabin group, a camp group, or from one group to another. We have affirmed what the experts have said in that it is not limited to one socio-economic group or even to one family situation. We have found this behavior exhibited in a variety of children/youth for an extreme range of reasons or no reason at all.



We are committed to creating a safe environment at camp where no child should have to fear another child. We are building practices to heal attitudes that produce peer on peer abuse. We have established practices of greater attention to campers during “down time” like rest period, after lights are out, and between activities. This problem is not limited to camp and does not begin at camp. We will work with campers, parents, and staff to build practices that eliminate this behavior. We need parental partners. We encourage you, as parents, to please let us know about any particular bullying concerns you may have for your child or any off-season, camp-related emails, instant messages, or text-messages that may have led to exclusion or meanness towards your child by somebody else in camp. We want to ensure that this problem can be managed by a strong partnership between our camps and your family.

## Swimming and the Swim Check

Camp Don Lee’s programs include many water-based activities such as swimming, canoeing, kayaking, and sailing. Campers do not NEED to know how to swim to enjoy these activities.

On Sunday afternoon, once campers arrive, they will participate in a swim test to measure their swimming ability. They will swim one lap (approximately 25 yards) on their stomach, one lap on their back, and one lap of their choice (either on their stomach or back) totaling three laps in the shallow end of our swimming pool. They will then tread water under the close supervision and within reach of a lifeguard for two minutes.

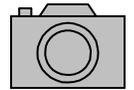
If a campers cannot swim nor successfully complete the entire swim test, they will not be required to do so. However, they will be required to wear a life jacket when they want to go swimming outside of the shallow end of the pool.



## Typical Daily Schedule

- 7:15 am - Wake up, get ready for the day
- 7:40 am - Morning Watch at Vesper Dale (Morning Devotion)
- 8:00 am - Breakfast
- 8:35 am - Songs
- 9:00 am - Campers (group cleaning area of camp) and cabin clean up
- 9:30 - 12:30 - Rotate through 3 one hour long activities
- 12:30 pm - Lunch
- 1:30-2:15 PM Rest Period
- 2:15 - 5:15pm - Rotate through 3 more one hour activities
- 5:15 pm - Shower time
- 6:00 pm - Dinner time
- 6:35 pm - Songs
- 7:00 pm - Nighttime activities
- 7:30 pm - Store Time!
- 8:30 pm - Camp wide worship (Sunday, Monday, Wednesday, and Friday)
- 9:45 pm - Group Vespers (Nighttime devotional)
- 10:00 pm - Getting ready for bed
- 10:30 pm - Lights out (times vary depending on age)

## E-Camp Services



This summer we are offering the one-way emails and online photo gallery for **FREE** to all parents. Once you register, you will be signed up! Once your camper has checked in at camp, your account will be activated and you will be able to log-in (to where you registered) and send emails to your camper as well as see the photos that are uploaded daily. The photos are usually uploaded around 5pm each day.

## Risks at Camp



Camp Don Lee is set in a semi-rustic setting where campers get to experience creation in the out-of-doors through the majority of the activities we offer. There is inherent risk in participating in activities that may include but are not limited to kayaking, canoeing, sailing, fishing, swimming, archery, team building on the challenge course, cooking a meal in the woods, arts and crafts, playing games outside, digging for fossils, learning about herpetology, and outdoor field games. Our staff are trained to help your camper take safe risks like learning new skills, doing activities outside of their typical comfort zone, and thriving in a natural setting. Campers can expect to be in the sun, come in contact with insects, and be at camp during a variety of weather conditions.

Don Lee abides by standards set out by a national governing body, the American Camp Association, to adhere to standards of procedure for all of our activities. Marine science campers, adventure campers, two week campers, and three week campers will all spend at least one night off-site on a trip. On our website, [www.donleecenter.org](http://www.donleecenter.org), we have added program details to better inform you about what you can expect for your camper under each program name.

# The number 1 thing Parents should know about their experience with Camp Don Lee

Camp Don Lee has long established a policy of partnering with parents for a successful camp experience for their child. We want to work together to provide the most positive experience possible. We want to be able to call you to inform you about your camper. We want to ask you if you have any suggestions of how we can work with any situation or need. We want to establish together a plan of action that will lead to success for the camper and the camp.

We want you, as the parent, to call us and tell us if you believe your child is having trouble. We want you to allow us to investigate, correct, and solve problems wherever possible. We want to stay in touch with you. We find that letters home written the first night, phone calls made in the first 24 hours,

and situations described sometimes only need a little time to heal themselves. Sometimes they need help, support, correction and shared information between counselors, staff, and parents. Giving the Don Lee staff the information that is needed to help your child have a great camp experience can go a long way.

Many times we find the problems that surface at camp did not begin at camp. They were brought from home in some fashion. Share information on your health form, with your counselor, or call the Program Leadership Team to discuss your camper's information. Good information leads to a successful partnership on both sides.

Camp Don Lee for the last several years has had a position for "special needs" counselor. Campers who come and may have greater homesick issues than others; campers who have special needs for behavior or learning corrections; campers who have conditions that staff members need special information to work successfully with have been the areas of this person's time. These have been teachers, school counselors, parents, and even sport coaches. This extra "experienced" adult has given our college age staff support and resources to work with many special needs.



## Things to Bring to Registration

In order to complete the registration process you will need to bring the following items with you to the registration line:

- Copy of your invoice showing payment in full
- Your camper's Completed Health Form and medications: All prescriptions should be in the original container with proper pharmacy labels for each camper attending and accompanied by the signed form. **The health form only needs to be signed by a physician if the camper is on medication.**
- Personal money to be deposited into your camper's store Account. \$25 a week is usually ample for candy and soda purchases. If your camper would like to purchase one of our Larger cost items (hats, t-shirts, shorts, sweatshirts), we encourage you to do so when you drop off or pick up your camper. The camp store will be opening during those times. We encourage you to put money in the camper store accounts as opposed to letting campers carry around cash at camp. Cash is not accepted in the store.
- The Camp Store Balance form.
- Camper Release Form if your Camper is being picked up by anyone who is not a parent.

## Promotional Photos and Videos

Our camp takes photographs and videos of our programs in action. These are used for promotional purposes. If you object to having your child's picture used in promotional materials, email us at [info@donleecenter.org](mailto:info@donleecenter.org) indicating your preference.



## 2015 Parent Guide



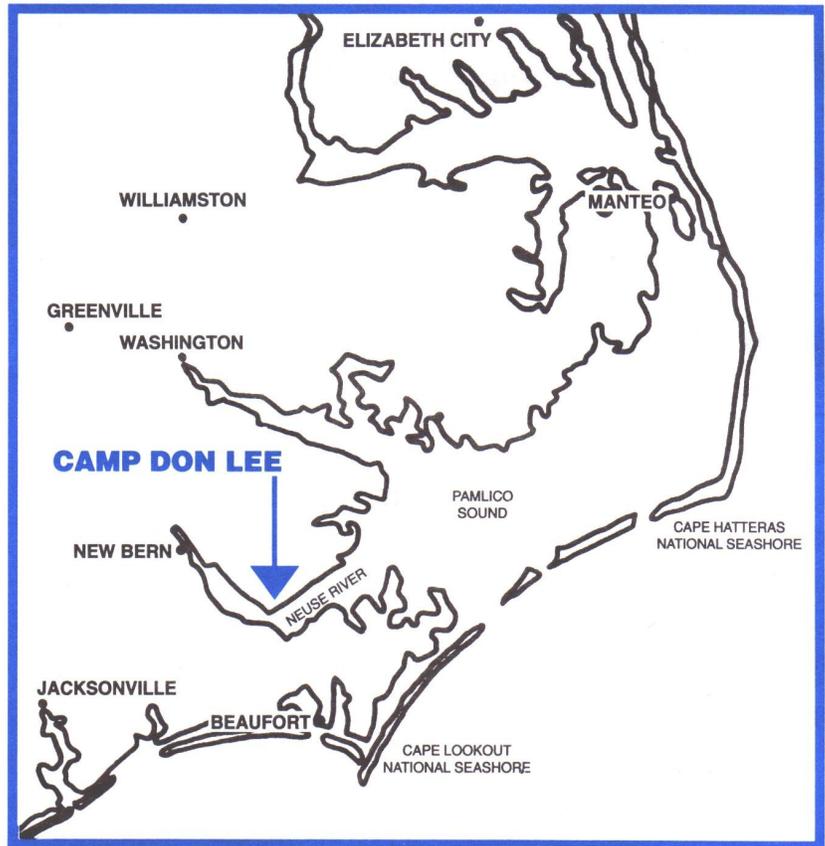
*"A place that God has Blessed"*

Don Lee Center  
315 Camp Don Lee Rd  
Arapahoe, NC, 28510

Phone: 1-252-249-1106 ext 22  
E-mail: [info@donleecenter.org](mailto:info@donleecenter.org)

252-249-1106

We're on the Web!  
[www.donleecenter.org](http://www.donleecenter.org)



## Final Payment Due May 1, 2015!

### Travel Directions to Camp Don Lee

Don Lee is located about 25 miles east of New Bern, North Carolina. It is 5 miles south of the small town of Arapahoe and about 3 miles from Minnesott Beach. Below are directions from local cities to New Bern with detailed directions to the camp from New Bern.

#### From Raleigh Area

Take US 70 East to New Bern via Goldsboro. Stay on US 70 until exiting onto NC 55 East as you cross the Neuse River Bridge. Take exit 417.

#### From Greenville Area

Follow roads to Chocowinity where you will take NC 33 East towards Aurora. Go approximately 20 miles east and turn right onto Highway 306 South towards Grantsboro. Go straight through the stoplight at Grantsboro continuing on Highway 306 South and proceed to Arapahoe. Follow the directions below from Arapahoe.

#### From Wilmington/Jacksonville Area

Follow US 17 North to New Bern. Intersect with US 70 East (near Wal-Mart) and follow to the Neuse River Bridge. Stay on US 70 East until exiting onto NC 55 East as you cross the bridge.

#### From New Bern

Take the US 70 East Bridge over the Trent River and the Neuse River, staying in the right hand lane. Off the bridge, you will exit onto NC 55 East (towards Bayboro). You will go approximately ten miles to the second stoplight and turn right onto Highway 306 South. Head south towards Arapahoe. Go approximately 11 miles, and through Arapahoe and turn left on Buckland Road. Go 1 mile to an intersection and turn right onto Don Lee Road. Go 2 miles and turn right onto Camp Don Lee Road and follow the signs into camp. (*Signs are located at the intersections from Buckland Road to camp.*)