

# **Summer Camp Policies 2017**

## **Arrival Instructions**

Check-in is from 4:30 – 6:30 PM on Sundays.

A snack will be served at night but please eat an early dinner with your camper prior to arrival at Camp Abbey.

Upon arrival, staff will direct you to a parking place, and then to the Stella Roman Pavilion to begin the check-in process.

Part of our check-in process includes checking all campers for lice in Benson Hall (our cafeteria). If campers are found to have lice or nits, they will not be admitted to the cabin until the situation is resolved. Parents may bring them off campus for treatment (most pharmacy kits are around \$20) or they may hire the professionals from “Nitpicking in NOLA” at Camp Abbey to provide a \$100 treatment.

Next, your camper will bring their luggage to their assigned cabin. Campers do not “settle in” at this point; this takes place later with the assistance of counselors. Therefore, parents should begin to take their leave once they drop their camper at their cabin. It will be easier for the children to adjust to camp if the transition is quick; the less you linger, the easier it will be. Secondly, we have very limited parking, and will need your car's space for another incoming family.

## **Balance Payment**

The balance for each camper is due 30 days before he or she arrives at Camp Abbey. You can make payments by logging into your account in the parent portal and paying by credit/debit card OR by mailing a check. Checks should be made payable to “Archdiocese of New Orleans.”

## **Camp T-Shirt**

Campers receive one camp T-shirt with their paid registration. Extra shirts may be purchased by parents at the Canteen during the check-in process on Sunday.

## **Cancellations/Refunds**

In general there are no refunds of camp registration fees. This is because counselors were hired, food and supplies ordered, and other preparations made based on the number of registered campers including your son or daughter. Specific examples where refunds are not made include late arrivals, early departures, dismissal for unsatisfactory conduct, or cancellation before a session begins. In the event of a hurricane-cancelled session, Camp Abbey may offer a partial refund if all session supplies and food have not been ordered. In the event of early departure due to a medical condition (with a doctor's note), the camp administration may offer a prorated refund at its discretion.

## **Cabinmate Requests**

### [Cabinmate Requests](#)

## **Canteen**

Snacks and refreshments are available for purchase at the Canteen using special “camp bucks” distributed to each camper. Cash is not accepted at the Canteen during the week; a quantity of camp bucks is included in the camp registration fee.

Parents may buy refreshments, sports bottles and supplemental camp T-Shirts for their campers or others on Check-In day. At the conclusion of the check-in process, cash is no longer accepted.

## **Clothing**

Carefully review the “Packing List” linked below.

## **Code of Conduct** (major items)

- Violations of any of the regulations below may result in the camper’s immediate dismissal from camp with no refund and an obligation of the parents to arrange for immediate pick-up.
- Disrespect toward camp staff and failure to follow instructions, especially when such failure creates a safety hazard or disrupts the camp program
- Possession or use of alcoholic beverages, tobacco products, illegal drugs, knives, and weapons
- Violating curfew
- Willfully leaving a designated/assigned activity area without permission
- Violating swimming regulations or directions of the lifeguards; diving, running, or pushing others into the pool are never allowed
- Intentional damage to property
- Theft of property from camp, staff, or another camper
- Use of electronics such as cell phones, digital cameras
- Bullying or harassment of any type
- Immoral conduct inconsistent with the teachings of the Roman Catholic Church

## **Communication**

Campers are not allowed to make or receive phone calls at camp. Due to scheduled activities, hikes, and the physical size of our facility it would be very difficult (or impossible) to reach a camper on the phone. Your options to send a message are:

- Write a note and send via U.S. Postal Service to Camp Abbey, 77002 KC Camp Road, Covington LA 70435,
- Fax your message to 985-809-3590,

- Send an email through the parent portal that you used to register your camper. Ten (10) emails per camper are included in the registration fee. Unlimited emails can be added for \$10 per camper through the parent portal.

We will print out all faxes and emails and deliver them at designated times each day.

## **Departure Instructions**

Check-out is on Saturdays between 8:30 AM and 9:30 AM. Please bring a photo ID to Benson Hall. Ensure that the adult picking up your camper is on your list of approved drivers. If a child is not picked up by 9:30 AM, there is a \$40 fee for after-camp child care payable that day. Saturdays are the off-day for camp staff. We appreciate your cooperation in this matter.

## **Directions**

GPS is usually able to correctly locate the camp with the address 77002 KC Camp Road, Covington, Louisiana, 70435.

From New Orleans, take the Lake Pontchartrain Causeway to the northshore, continuing north on Highway 190 through Mandeville and Covington, crossing the Bogue Falaya and continuing north as Hwy 190 becomes Hwy 25 (no turns.) After passing a Waffle House, you will have approximately 4 miles to Million Dollar Road. Take a right onto Million Dollar Road, then a right turn onto KC Camp Road, and another right to stay on KC Camp Road, which eventually ends at Camp Abbey.

## **Drugs, Alcohol, Tobacco**

We reserve the right to search and seize any illegal materials. Possession of any drugs, alcohol or tobacco products will result in immediate contact with camper's parents/guardians and dismissal with no refund.

## **Electronics**

Camp Abbey is an UNPLUGGED experience. Camp offers an opportunity for campers to experience day-to-day living free of electronics, which is vital for spiritual development. We are also committed to maintaining a safe environment. Digital cameras and wireless devices present an unacceptable risk for inappropriate photographs, internet content, etc. Campers should not bring any electronics such as: iPods, MP3 players, electronic readers, laptops, tablets, electronic games, televisions, video players, video recorders, cell phones, smart phones or any wireless devices.

If campers bring these items, camp administrators will take them, lock them in the office, and return them to parents at the time of pick-up on departure day at the end of the session. Therefore, campers will have no access to texting, Twitter, Instagram, Facebook or e-mail for the week. If a camper has an emergency, he/she may have access to the official camp office phone. If a parent needs to reach a camper in the event of an emergency, call the camp office at 985-327-7240 or e-mail [campabbey@arch-no.org](mailto:campabbey@arch-no.org).

## **Hurricanes**

In the event of a named tropical storm or hurricane in the Gulf of Mexico during a camp session, camp administrators will closely monitor weather reports, government directives, and guidance from archdiocesan officials. If such a storm threatens Greater New Orleans during a summer camp session, the priority will be the safety of the children and staff. Administrators will determine whether to shelter in place at Camp Abbey or evacuate to a safer location any campers not being picked up by parents. Camp Abbey lies well north of I-12, generally the boundary for mandatory evacuations. Both the camp office and the cafeteria building are equipped with generators to allow for food preparation and storage, lights, Internet, and phone service. Updates would be posted on [www.campabbey.org](http://www.campabbey.org).

## **Lice**

We must take extra precaution to limit the transmission of lice at our camp. Though bothersome, head lice will not harm children and adults, nor cause illness. Having head lice does not mean a person is unclean or the environment is dirty. Head lice are almost always transmitted from one person to another by head-to-head contact.

Prior to arriving at camp, please examine your child's head and everyone else in the household for lice and nits. Start examining the head by beginning around the ears and at the nape of the neck and then the rest of the head. If your child does have lice, begin treatment. We will check every camper for lice before they are allowed into their cabin. If campers are found to have lice or nits, they will not be admitted to the cabin until the situation is resolved. No refunds will be given if a camper is found to have lice or nits and parents/guardians choose to bring their child off campus for treatment.

## **Medical Information**

Our infirmary is staffed by our camp nurse who is on call 24 hours a day. The camp does not provide health insurance. It is the parent's responsibility to pay for all medical treatment, which is beyond the scope of our infirmary (emergency room fees, doctor's fees, X-rays, prescription drugs, and special medications). Each camper should have had a medical examination within a few months before arrival at camp and be up to date on all immunizations, especially a tetanus shot. A copy of the parents' health insurance card must be sent to Camp Abbey if not already done.

All campers are welcome to check-in with the camp nurse during the check-in process. At this time all medications, prescriptions, and non-prescription drugs in the original container must be given to the camp nurse. Pills in "Pill Organizers" will not be accepted. Medications will normally be distributed at meal time and before lights out, unless the prescription requires otherwise. Over the counter pain relievers, as well as, cold and allergy medicines are available from the camp nurse, if needed, if permission has been given in the camper application.

## **Packages**

We feel that packages sent from home to campers interfere with the camp experience and that the focus on them leads to unintentional competition within the cabin groups and sometimes even hurt feelings. Therefore, “care packages” are only accepted in the event of a camper birthday. Any packages sent to camp will be held in the camp office until the conclusion of the session. Please tell family and friends!

## **Packing List**

[Packing List](#)

## **Parent Portal**

The website that you used to register your camper will also come in handy while your camper is at Camp Abbey. On this website, you can view pictures, send emails to your camper, and update information. Through this portal, you can also give permission for other family members to view pictures and send emails to your camper. The portal can be accessed [here](#). You will need the email address and password that you used to register your camper. Please contact the Camp Abbey office if you need to reset your password or need assistance navigating the parent portal.

## **Photography**

Because campers may not use cameras, an official camp photographer will take pictures of various activities during the week, and make an effort to include each camper. Photos of the week will be posted in the parent portal that you used to register your camper. Although we will try our best, we cannot guarantee photos of every camper. ***Photos will be uploaded frequently, although not necessarily daily.***

## **Snacks, Food**

See the above section regarding the canteen. Please do not send your camper with candy, chewing gum, cookies or other snacks. Besides food not being allowed in the cabins, this works against the healthy environment we are trying to maintain, and these items will be confiscated and discarded.

## **Spending Money**

Campers should NOT bring additional spending money. Part of the registration fee is dedicated to “camp bucks” for each camper to use at the canteen. Limited items are available for cash sale only during the check-in process. See the section above for “Canteen”.

## **Staff**

Camp staff consists of junior counselors (high school students) who assist with camp activities and tasks, senior counselors (college students and older) who are responsible for camper supervision, administration (adults) overseeing parts of camp programming, and the camp

director. The Camp Director (Brendan Britt for Boys' Camp and Terri Trahan for Girls' Camp) answers to the Camp Abbey Summer Program Coordinator, Billy O'Regan, a year-round staff member at the Camp Abbey Retreat Center. Camp Abbey Retreat Center is a ministry of the CYO/Youth & Young Adult Ministry Office of the Roman Catholic Archdiocese of New Orleans.

### **Valuables**

Camp Abbey will not be held responsible for the loss of personal property. Please do not bring/send expensive clothes, jewelry, etc. Electronics are forbidden per camp policy.

### **Visiting Camp**

One of Camp Abbey's greatest benefits is that it offers campers a wonderful opportunity to develop independence and increase self-confidence. We are also committed to maintaining the safe environment standards of the Archdiocese of New Orleans, which includes the training and screening of all adults having contact with campers and the camp program. Therefore, we ask that parents and family limit visits to the arrival and departure times.