



## **Camp Harmattan Parent/Guardian Handbook:**

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The purpose of the Parent/Guardian Handbook is to provide families with an overview of Camp Harmattan, and to help campers and parents/guardians to prepare for camp. Our hope is for all campers to have a safe, fun, and memorable camp experience. We look forward to welcoming your family to Camp Harmattan!

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## **Introduction and Welcome:**

### **Purpose of the Parent/Guardian Handbook:**

- We understand that sending your child to camp is a big decision. Camp Harmattan is entrusted by parents and guardians to care for their kids and youth, by fostering social, physical and spiritual growth in an atmosphere of fun, safety, and care. This handbook is intended to help parents learn more about Camp Harmattan, and includes information that most parents ask for, as well as some that parents may not have given thought to. Our objective is to make sure that parents are confident in Camp Harmattan's ability to care for and provide positive camp experiences for their child.
- If you would like more information after reading this handbook or if you'd just like to talk to a real person at Camp Harmattan, feel free to contact us by emailing [office@campharmattan.com](mailto:office@campharmattan.com) or calling 403-556-2854. Please note that during the off-season, main office hours may vary.

### **About Camp Harmattan:**

- Camp Harmattan has provided kids, youth, and summer camps experiences for over seventy years. Affiliated with the Nazarene church, Camp Harmattan was established under the authority of the Canada West District of the Nazarene faith community. Since 1955, Camp Harmattan has provided Christian ministry through its kids and youth camps, and is the home to many other faith-based family camps and other retreats for many organizations.
- Located in the valley of the Red Deer River at the gateway to the Rocky Mountains, Camp Harmattan provides a retreat, creation-centric environment for kids, youth, campers, and guests from across Alberta and western Canada.

### **Our Beliefs:**

#### **Statement of Beliefs:**

- Camp Harmattan is affiliated with and supports the Church of the Nazarene *Statement of Beliefs* which may be found at <https://nazarene.org/what-we-believe>.

## **Our Faith Practice:**

- We share our faith in the redemptive and saving grace of Jesus Christ in all of our camp programs. We aim to do this with humility, grace, and patience, knowing that all of us have fallen short but are still loved by the God who created each of us in His own image. We share who Christ is, our own faith experiences, and encourage campers to consider a relationship with Jesus.
- There are two formal chapel times during camp when Biblical teaching takes place; both are 15-30 minutes long and are based around a story from the Bible, which we try to relate to everyday life. Teaching is also employed in many of our activities, which help us show how God is real in our lives.
- Approximately half of our campers do not attend church, a fact that we take into consideration when we plan our programs and camps. We do not pressure anyone into belief, but simply trust that when people see the love of Christ in action, their hearts will be drawn toward Him. Our goal is that every camper leaves camp at the end of the week, knowing that God loves them, they have value, and are created for a purpose.

## **Registration Processes:**

### **Registration:**

- Registration opens on February 20 at [www.campharmattan.com](http://www.campharmattan.com) under “Summer Camp”, and closes on June 20.
- All registrations must be completed online, and families are responsible to make sure their child’s information is complete and accurate.

### **Registration Payment Options:**

- Registration fees may be paid in full at the time of online registration, or with the payment plan option outlined in the registration process. A deposit of a minimum of \$55.00 per person is required at the time of online registration in order to hold the camper's spot in his/her camp program.
- The balance of the fees must be paid in monthly installments, with final payment due by June 20. If payment is not received in full by June 20, the camper’s held spot may be released.
- Campers will not be registered onsite if complete payment is not received. We do not allow registrations to be paid for after camps.

**Registration Waitlist:**

- When any of our camps reach their capacity, we will create a waitlist. The waitlist is on a first-come, first-served basis. You will be contacted if and when a spot becomes available. There is often movement on the waitlist, so families are encouraged to register their camper even if there is a waitlist.
- If there are no remaining spots for your preferred camp, we encourage you to consider other camps and events that are offered by Camp Harmattan.
- Campers are encouraged to register early, as some of our camps sell out shortly after registration opens.

**Registration Refund Policy:**

- The following constitutes Camp Harmattan’s policy on refunds. Please determine which category your refund request is regarding and review the corresponding and relevant refund policy.

<b>Category:</b>	<b>Refund Policy:</b>
<b><i>Camp Harmattan Kids and Youth Summer Camps:</i></b>	
Eight Weeks or More Before the First Day of the Camp Registered For:	<ul style="list-style-type: none"><li>● The registration deposit is non-refundable.</li><li>● A refund will be issued for the remainder of the registration fees.</li></ul>
Less Than Eight Weeks to One Week Before the First Day of the Camp Registered For:	<ul style="list-style-type: none"><li>● The registration deposit is non-refundable.</li><li>● A refund will be issued for 50% of the remaining registration fees (after the non-refundable deposit has been removed from the calculation).</li></ul>
Less Than One Week Before the First Day of the Camp Registered For:	<ul style="list-style-type: none"><li>● The registration deposit is non-refundable.</li><li>● A refund will be issued for 25% of the remaining registration fees (after the non-refundable deposit has been removed from the calculation).</li></ul>

Mid-Camp Departures:	<ul style="list-style-type: none"> <li>● No refunds will be issued for kids and youth once camp starts and/or who depart camp mid-week.</li> <li>● Camp registration fees will not be prorated for mid-week departures.</li> </ul>
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## **Accommodation Assignments and Requests:**

### **Cabin Assignments:**

- We sort our cabins by biological sex (male and female), by age, and then by cabinmate requests. After that we work to sort cabin assignments by home location/vicinity to possibly facilitate connections and friendships after camp.
- If alternate sleeping arrangements are needed and are requested before camp, we will do our best to accommodate requests, however, we cannot guarantee that all requests will be able to be accommodated.

### **Requesting a Cabinmate:**

- During the registration process, you will have the opportunity to request up to two cabinmates for your child's week of camp. We know campers want to be with their friends. We will try our absolute best to match any requested cabinmates (of same biological sex and similar age range) together in the same cabin.
- If you have already registered your child and have not yet requested a cabinmate and would like to, please log into your account and update your child's registration.
- Because our cabins are sorted electronically, you must request cabinmates through your child's registration profile. Unfortunately, we are unable to accommodate verbal or email requests for cabinmates.

### **Cabin "Switching":**

- We do not permit kids to "switch" cabins mid-week, as this is disruptive to campers and cabin cohesion. If there are conflicts or challenging dynamics within a cabin, we work through issues of concern with affected parties and/or the entire cabin, as required.
- There may be circumstances where campers are temporarily assigned to a "sick cabin" if required under the supervision of the Camp Medic.

## **Camp Harmattan Staff and Volunteers:**

### **General Staffing Information:**

- The staff and volunteers overseeing campers will generally fall into one of the following categories:
  - *Program Leader(s)*: Program leaders are typically young adults who specialize in leading activities and wide games throughout camp.
  - *Cabin Leader(s)*: Generally individuals who have completed grade twelve or are aged 18+ who are responsible for cabin oversight.
  - *Assistant/Student Cabin Leader(s)*: Generally high school students that volunteer to support the Cabin Leader with cabin oversight.
  - *Camp Pastor(s)/Ministry Leaders/Guest Speakers*: Generally pastors or other ministry leaders accredited by the Church of the Nazarene or other Christian faith organizations to help provide spiritual support, as well as lead Bible teachings and worship at camp.
  - *Managers/Director(s)*: Year-round adult leadership staff who have high-level authority and oversight at Camp Harmattan.

### **Hiring Policies and Procedures:**

- Camp Harmattan's candidate shortlisting, interview, referencing, and staff and volunteer selection policies and processes are set out to assist us in inviting the best people to serve on our staff and volunteer team, with factors such as character, commitment to and maturity of faith in Jesus, experience with and excitement for working with kids, and overall competencies and skill set considered.
- Our employee agreements and job descriptions set out high expectations for our employees to fulfill their roles and responsibilities, as well as compliance with legal and regulatory standards, Camp Harmattan policies and procedures, and "Naz Safe", among other child protection standards.
- All employees over the age of majority are required to successfully pass a criminal record check and vulnerable sector check as a condition of employment.

### **Staff and Volunteer Training:**

- For 2026, our staff and volunteers will review and participate in a series of training modules which they are required to read in advance and then participate in the corresponding online or in-person training session. Generally speaking, staff training will cover the following themes, in addition to other general operational

training:

*“Naz Safe”, Policy to Protect, and General Child Protection:*

- This training focuses on two aspects of child protection: prevention of abuse and how to report suspected abuse. Prevention of abuse at camp includes what is and is not appropriate interaction between staff, volunteers, and campers.

*Spiritual Foundations:*

- This training session covers what we believe, who we are, and how staff may share their spiritual journey in an appropriate way. This training is to help staff effectively share the Gospel with campers of every age, remaining sensitive to non-believers, and respecting where every child is spiritually while challenging them to grow.

*Camper Care and Community Building:*

- This training session focuses on general relationship building, engaging all campers, cabin management, camper behaviour, group dynamics, learning differences, helping with homesickness, and bullying identification and response.

*Activity Training:*

- This hands-on training covers activities such as climbing wall, archery, axe throwing, and hiking with an emphasis on safety, proper use of equipment, and engaging all campers.

*Safety and General Camp Policies and Procedures:*

- This session covers our policies and procedures for severe weather, fire, predator, medical or other emergencies, as well as safety related issues such as unauthorized personnel on-site.

*First Aid Awareness:*

- For 2026, most of our Program Leaders and Cabin Leaders will have completed training for Standard First Aid with CPR. We also address typical camp ailments like bee stings, stomach aches, responding to bed-wetting in a discrete way, and how to work with the Camp Medic for daily medications and any additional situations that may arise.

*Guest Service Ethic:*

- This session covers our camp ethic of service and to create a fun, exceptional, and meaningful camp experience for every child and youth.

### **Work Crew and Assistant Cabin Leaders:**

- Camp Harmattan is grateful to have the volunteer support of “Work Crew” and “Assistant Cabin Leaders” throughout our summer kids and youth camps and summer camp ministry in general.
- Work Crew and Assistant Cabin Leaders are generally minors in a volunteer (non-employee) capacity, and are therefore considered “campers” although they are providing volunteer assistance for camp ministry and operations.
- Work Crew and Assistant Cabin Leaders are therefore expected to conduct themselves in a manner that is consistent with all staff and volunteers representing Camp Harmattan. We are appreciative to have incredible Work Crew and Assistant Cabin Leaders as an important part of our summer team, however, they should be aware that serving on Work Crew and as Assistant Cabin Leaders is a privilege and not a “right”.
- Work Crew and Assistant Cabin Leaders will be held to the same “three strike” rule as outlined in this handbook that other minor campers are held to in managing behaviour and attitudes that are not consistent with Camp Harmattan’s standards and expectations.

### **Cabin Leader to Camper Ratio:**

- There are up to nine campers in a cabin with two leaders (one Cabin Leader and one Assistant/Student Cabin Leader). The Cabin Leader-to-camper ratio is generally a maximum of 1:9.

### **Getting Ready for Camp:**

#### **Pre-Camp Preparations:**

- Please pay any outstanding balance owing on your camper’s registration. Balances not paid by June 20th may result in the release of your camper’s reserved spot.
- Log into your registration account and report any changes in address, email or phone number for your family and/or your emergency contacts, as well as any changes in authorized persons to pick up your camper.
- Report on any changes in your camper’s health, if necessary.

### **General Packing Guidelines for Camp:**

- We recommend you pack with your camper. This allows your camper to know where everything is and that they have what they want at camp.
- When getting sleeping bags out of storage, we recommend you put them in a clothes dryer on high heat for 30 minutes to kill any bugs or eggs that may have made a home there over the winter months.
- Make sure your camper's name is on all items. While we lay out “lost and found” items at camper pick-up, unclaimed left behind items will be donated to local charities. Identification tags on your bags are also important.
- Place toiletries in a plastic bag or kit that makes it easy to travel to the showers. This also reduces the chance of spilling within your child’s suitcase or bag.
- Medications must be in their original packaging for camper check-in upon arrival. You will submit them to our Camp Medic at onsite registration. Please do not pack medications in your camper's luggage.
- It is recommended you make your camper’s bags visually distinctive. This makes it easier for you to spot them at pick up, and prevents other people from taking your bags by mistake. Distinctively marked suitcases and duffel bags are also easier to find if they are misplaced.
- At Camp Harmattan, we play hard, have fun, get dirty, and are outside a lot. Please avoid packing your very best or most favourite items, or items that would be upsetting if your camper accidentally breaks or misplaces them. The items in the “Camp Packing List” below are required for all campers to be well prepared for camp, unless otherwise stated.
- Camp Harmattan is not responsible for lost, damaged, or stolen items, so please leave valuables and special items at home.

### **Camp Packing List:**

- The camp packing list summarizes what your child will need to be comfortable while at camp.
- We do a lot of outdoor activities at camp, so please make sure your child has clothing options for variable weather conditions and high levels of activity.

#### *Cabin and Bunk Items:*

- Sleeping bag
- Pillow
- Extra blanket (optional)
- Bible (if you have one)
- Notebook, pen, and highlighter

*Clothing and Attire:*

- Clothes for three seasons such as pants, shorts, hoodie, t-shirts, lots of socks (pack clothes you do not mind getting dirty)
- Pajamas (please refer to the *Pyjama Policy*)
- Running shoes
- Sandals
- Rubber boots
- Close-toed shoes for climbing
- Flip flops for shower (optional)
- Lightweight jacket
- Hat
- Raincoat/rainpants
- Bathing suit/UV shirt and t-shirt for river and water activities (please refer to our *Swimsuit Policy*)

*Personal Hygiene and Other Personal Items:*

- Toothbrush & toothpaste
- Soap, shampoo, & conditioner
- Brush or comb
- Shower kit to easily bring items to and from the washroom
- Towel
- Face cloth
- Required medications (must be in original packaging with camper's name)
- Other personal items

*Comfort Items:*

- Water bottle
- Umbrella
- Sunscreen
- Bug spray and afterbite
- Flashlight
- Disposable camera (optional)
- Stuffed animal (optional and we recommend leaving your most precious stuffies at home)
- Extra plastic or other bags for dirty or wet laundry

**Prohibited (Non) Packing List:**

- The following items are prohibited for campers. Our goal is to create a fun and safe environment that is focused on building friendships and outdoor adventures, so the following items are not permitted. Your child may be sent home if they bring or utilize some of the items on the prohibited list, or items may be locked away for the duration of camp.
- Cell Phones, iPods, iPads or tablets, or other electronics
  - Gaming equipment
  - Earbuds & portable music devices
  - Jewellery
  - Pocket knives or other weapons
  - Peanut or nut products (for the safety of campers with serious food allergies)
  - Alcohol, tobacco, marijuana (all forms), vapes, and illegal drugs
  - Pets

**Camp Arrival Day:****Directions to Camp Harmattan:**

- From the QEII, take the main Olds exit and head west through Olds on Highway 27. Camp Harmattan is located about 15 minutes west of Olds on Range Road 40 (right turn/north turn).
- The first sign for Camp Harmattan (on the left/west side) will be for the South Camp. Most of our kids and youth camps are on South Camp. Proceed through the main gates, drive down the South Camp hill, and park in designated areas adjacent to camper registration.
- For campers proceeding to North Camp, continue north on Range Road 40. At the bottom of the Range Road 40 hill, turn left/south when you see the North Camp sign.
- For campers proceeding to West Camp, continue north on Range Road 40. Drive past the North Camp sign, proceed across the river bridge. The gate to West Camp will be shortly after the bridge on your left hand side.

**Camper Check-In and Drop-Off:**

- Please check your individual camp for camper drop-off times. Please note that due to congestion at the South Camp entrance, camper drop-off times must be

respected. As a new initiative for 2026, we will be staggering check-in times to reduce congestion and wait times.

- Early drop-off cannot be accommodated, and the gate to South Camp may restrict access prior to the opening of camper check-in.
- Upon arrival, you and your campers will check in at the Welcome Centre for the following:
  - Determine if you have any outstanding payments owing;
  - Find out your cabin assignment;
  - Fill out a pre-camp medical form;
  - Complete any outstanding forms;
  - Meet the Camp Medic if your child has medications or other medical considerations; and
  - To sign in your camper at their cabin.
- If you are unable to arrive at camp on time for camper check-in and drop-off, please email the main office at [office@campharmattan.com](mailto:office@campharmattan.com) a minimum of a day before drop-off so that alternate arrangements can be made for a later check-in process for your camper.
- Please do not bring pets when you drop-off and pick-up your camper.

### **Camper Needs and Considerations:**

#### **Camper Dietary Needs:**

- We offer a wide variety of well balanced meals which vary according to age groups. We endeavour to provide flavourful, healthy, and fun meals and snacks throughout camp.
- If your child has special dietary needs/food allergies please inform Camp Harmattan ahead of time when you are registering online, and we will work with our Food Services staff to accommodate your child's needs. We are a busy summer camp and have limitations to special requests, but we will do our best to make things work. In some cases, we may need to ask that you bring food to help us meet your child's needs. Please note that campers with dietary requests are charged an additional fee to cover costs incurred for the Food Services team to accommodate dietary requests.
- Camp Harmattan endeavours to provide a safe camping experience for any children who have nut allergies, and therefore we have a "Nut Aware Policy" in effect. No nut products are served from the kitchen or sold onsite, however, while at camp there is risk that your child may be exposed to these products when coming into contact with others on the site. We advise that caution is exercised for parents registering campers with extreme/life-threatening nut allergies.

## Camper Medical Needs:

- During summer camp we will have a designated Camp Medic on site. You can meet the Camp Medic when you check in your child on their first day of summer camp. The Camp Medic is trained in First Aid and CPR.
- Major responsibilities of the Camp Medic include the storing and administering of camper medications (prescription or otherwise); taking care of minor injuries, dealing with safety and health concerns which may arise during the week; administering First Aid or CPR when necessary; and documenting all medical incidents, whether small or large.
- All medications need to be turned in to the Camp Medic during check-in. Please pack medications separately, labelling them with your child's full name & include their photo. The parent/guardian will be consulted at check-in to determine if a camper's epi-pen or inhaler needs to remain with the camper, kept with the Cabin Leader, or with the Camp Medic. When possible, we strongly advise and request that both the camper and the Camp Medic each have an epi-pen and inhaler for campers that need them (due to Camp Harmattan's topography and limited cell phone reception).
- A pre-camp medical form will be required to fill out to ensure the camper is not ill at drop-off.
- The Camp Medic compiles a list of camper medications and medication schedules along with the health information collected from the registration form. During the week, the campers will go to the Camp Medic to get their medication.
- Camp Harmattan will contact parents/guardians under the following circumstances:
  - A camper has significant bumps, bruises or cuts with the potential for scarring, especially on the face;
  - If there is medication that we need to give that is not on the list completed at the time of registration;
  - There is something out of the ordinary (for example, seizure/accident);
  - A camper has an exposure to a contagious disease, bug or parasite;
  - A camper is sent off-site for professional medical treatment; and/or
  - Any other concerning medical issue staff deem necessary to communicate with parents/guardians regarding.
- If there are any special conditions specific to your child's health such as allergies, food restrictions, and medication instructions, please provide these in writing to Camp Harmattan well in advance of your camper's week here.
- If necessary, we will call for an ambulance or drive your child to the Sundre or Olds hospital if an emergency or medical circumstance warrants. Please note that ambulance response times are variable. The Sundre hospital is approximately fifteen minutes from Camp Harmattan and the Olds hospital is approximately twenty minutes from Camp Harmattan.

### **General Health and Wellness:**

- Our Program Leaders and Cabin Leaders are trained to make sure your child is:
  - Eating enough;
  - Staying hydrated;
  - Dressing for the weather;
  - Getting sufficient sleep;
  - Engaging in personal hygiene; and
  - Wearing sunscreen and bug spray.
- It is important that your child bring a refillable water bottle to camp (as listed in the packing list). We take extra precautions on hot days to ensure that kids remain hydrated.

### **Sickness Policy:**

- Due to the concern of transmitting communicable diseases to other campers, staff, and volunteers, we ask that if your child is ill with a fever, vomiting, diarrhea, cough, or sinus symptoms that they do not attend camp until they have been symptom-free for a minimum of forty-eight hours.
- If your child develops any of these symptoms while at camp, parents will be contacted and your child will be sent home until symptoms clear up.

### **Homesickness; Parent Visits and Phone Calls:**

- Homesickness is always a concern at camp, and we have found that parent visits can actually increase homesickness, and it is disruptive to other campers when some campers receive parent visits and others do not.
- Parents are welcome to call the main office at any time 403-556-2854 or email [office@campharmattan.com](mailto:office@campharmattan.com) to see how their child is doing. When they request it, children are welcome to call home at any time (we do, however, try to discourage nighttime phone calls to avoid triggering separation anxiety).
- Please note that Camp Harmattan's main office hours are 9 a.m. to 5 p.m. You are welcome to call and leave a voice message outside of these hours as well, or you can message us at [office@campharmattan.com](mailto:office@campharmattan.com).

### **Inclusion Policy:**

- We want every child who comes to camp to feel welcome. We make every effort to ensure every camper is given individual attention and is included in the experience. We strive to meet the needs of every camper, whether they be

physical, social, behavioural, learning, dietary, or medical.

- If your child has special needs (defined by what your child's school and teacher would consider special needs), please detail them when prompted during the registration process.

### **Campers with Differences:**

- We desire to see all our campers succeed and enjoy their experience at camp. We do our best to integrate children with mild delays into our camp setting; a child who functions well on their own in a school setting may function well at camp. Due to the experience level and lack of specialized training of our staff, we are unable to accept applications for children functioning more than two years behind their peers emotionally or socially without the assistance of an onsite Aid.
- If your child will have a greater chance of succeeding as a camper with an Aid (if they currently need a full-time aid in school), we invite you to do so. Please let us know when you register your child, as we allow Aids to accompany children to our camp free of charge. We love to see children succeed as campers, and it creates a safer environment for them. External aids will be required to submit copies of a valid RCMP criminal records check/police security clearance and vulnerable sector check to be permitted onsite. External aids may not be able to sleep in the same cabin as your child.
- We have found that even though a child may be independent at school, camp can be a much more intense environment. The days are longer, there is little opportunity for quiet or alone time, parents aren't around, it's not a familiar setting, and electronic and communication devices are not permitted. While our staff are trained to lead a cabin and to lead activities, they do not have the additional training needed to handle specific developmental challenges. So while it is true that every summer we have children with special needs come to Camp Harmattan, we do not consider ourselves a special needs camp.
- Our camper/leader ratio for most cabins is 9:1. If your child requires assistance with self-care, behaviour support, staying on task, or for any other function, you are requested to provide an Aid.
- We quickly connect with parents if a camper struggles with anything at camp. We aim to help every camper have the best week of their summer. Conversations with home often give us the information we need to help campers be successful at camp.

### **General Policies:**

### **Changing Policy:**

- Camp Harmattan's "Policy to Protect" is an abuse prevention policy which prioritizes the safety and privacy of our campers and staff.
- To ensure privacy for all campers, we require campers and staff to change in private (for example, in a private washroom stall, changing area in a cabin, or in a sleeping bag etc.).

### **Pajama Policy:**

- Camp Harmattan's "Policy to Protect" is an abuse prevention policy which prioritizes the safety and privacy of our campers and staff.
- For the safety, privacy, and comfort of all our campers, staff, and volunteers, we have a pajama requirement in effect for our overnight campers, volunteers, and staff.
- All campers and staff are required to wear either pajama tops and bottoms, pajama bottoms and a T-shirt, or shorts and a T-shirt when staying at an overnight camp.

### **Swimsuit Policy:**

- Camp Harmattan's "Policy to Protect" is an abuse prevention policy which prioritizes the safety and privacy of our campers, staff, and volunteers.
- For the safety, privacy, and comfort of all our campers, staff, and volunteers, we have a swimsuit policy in effect for all people participating in water sports while at camp.
- All campers, staff, and volunteers are required to wear appropriate or modest swimsuits as well as a t-shirt while participating in water activities.

### **Behaviour Management:**

- Program Leaders and Cabin Leaders are trained to work through minor conflicts that arise between campers. Camp Harmattan has an anti-bullying policy for working through disagreements and issues between campers. We partner with affected campers to come up with a solution that works for everyone, grace is given, and consequences are enforced, if necessary.
- Camp Harmattan has a zero-tolerance policy for slurs, malicious comments intended to harm an individual, inappropriate physical engagement, and/or physical attacks on another person. If any camper engages in any of the aforementioned behaviours, parents will be contacted and the camper must be

picked up immediately. No refund is given for dismissals due to behavioural challenges.

- It is our goal to provide a positive experience for all our campers. As such, we believe part of this is creating a physically, emotionally, and spiritually secure environment for campers to interact in. This means Camp Harmattan has behavioural expectations for campers and staff that allow us to function securely and fairly as a camp community. When behavioural expectations are not met, we follow a "three-stage intervention" that applies to both campers and staff.
- Parents and campers are advised that, if circumstances warrant, Camp Harmattan reserves the right to bypass stage one and stage two and immediately proceed to the third stage of intervention.
  - First Stage Intervention: At this stage, our staff have a conversation with the camper or campers about the situation/challenge that is of concern; each camper is pulled aside by their Cabin Leader to identify what is expected behaviour and what is not expected behaviour to create positive change for everyone involved. In most cases, minor challenges and frustrations are resolved at this stage.
  - Second Stage Intervention: At this stage, a more senior member of our program and/or management team will be involved to discuss the issues of concern/recurring challenge/unexpected behaviour. Expectations and consequences (such as, but not limited to, calling parents and/or leaving camp) are discussed with the camper. If a second stage is reached, the camper's parents may be contacted to inform them of the situation and possibly to seek advice or more information regarding their child.
  - Third Stage Intervention: This final stage of intervention is invoked when the camper's behavioural challenges, disturbance of other campers, or refusal to cooperate with leaders reaches a point where we believe that our camp setting is not the right fit for the camper. If a camper reaches the third stage, the parents are contacted and asked to come pick the camper up from camp and the camper will not be allowed to continue their summer at camp. Please note that a camper sent home at this stage may not enrol in future camps in the same summer season, but is welcome to register for camp again the following summer unless expressly prohibited from returning to Camp Harmattan.

#### **Parent/Guardian Notifications:**

- Camp Harmattan wants parents/guardians to be well informed about their child's camp experience. To this end, parents/guardians may receive communication from our staff team if we have concerns about your child, if they are exhibiting behavioural issues, and/or if there is an incident of concern.
- If warranted, you may receive a phone call, email, letter, or be asked to participate in an in-person meeting, if necessary.

## **Sensitive Topics:**

- Camp Harmattan adheres to a “no fly” practice toward sensitive or polarizing topics. While we want kids to be themselves and to feel free to ask questions in a safe space, camp is intended to be a fun and supportive environment for all kids and youth and our staff are not equipped to take on sensitive or polarizing topics.
- Some examples of the “no fly” list that we will discourage engagement on while kids are at camp include:
  - Politics;
  - Doctrinal issues within the Christian faith;
  - Other faith beliefs and practices;
  - Topics of a sexual nature; and
  - Topics that a reasonable person would consider inappropriate for discussion with minors, especially for children and youth in a Christian camp context.

## **General Camp Life:**

### **Typical Day at Camp Harmattan:**

- We understand that first-time campers may want to know what a typical day at camp will be like, so the following is a general outline of what camp life will be like.
- While the schedule may vary for various age groups and to respond to weather conditions, the following is a typical day at camp:

#### *Morning Block:*

Wake up  
Prayer room  
Breakfast  
Cabin activity and clean up  
Chapel  
Wide games

#### *Afternoon Block:*

Lunch  
Activities (climbing wall, axe throwing, archery, etc.)  
Tuck and free time  
Wide games  
Prayer room

#### *Evening Block:*

Dinner  
Chapel  
Wide game  
Snack  
Prayer room

*Night Block:*  
Bedtime

### **Tuck Shop:**

- The Tuck Shop is stocked with candy, chips, chocolate, drinks, and frozen treats.
- Campers generally receive two pieces of tuck per day, the cost of which is included in camp registration fees. Please do not send money to camp with your child as they will not be able to make additional purchases.
- The Tuck Shop will be open at camper pick-up to allow camper families to purchase affordable drinks and snacks for the trip home, as well as any camp merchandise your camper may be interested in.

### **Camp Departure Day:**

#### **Approved Persons to Pick-Up Camper:**

- Campers will only be released to persons listed in their registration profile, without exception.
- If you make arrangements to have someone pick-up your child other than the registered parent, it must be identified in your camper's registration profile. Other legal parent(s) and/or guardian(s) authorized to pick-up the camper must also be listed in the registration profile.
- Please add persons authorized to pick-up in the event of an emergency in case you are not in a position to communicate with Camp Harmattan staff.
- We will not release campers to someone who is not on the pick-up list without prior notification by the registered parent/guardian.

#### **Early Camper Pick-Up Time:**

- Parents/guardians wanting their child picked up early must make prior arrangements by email in advance of the standard camper pick-up time.

- Only the approved names of the parents/guardians on the camper registration form may make requests for early camper pick-up. Campers will not be released unless these requirements have been met.

**Standard Camper Pick-Up Time:**

- Camper pick-up time is 1:30 p.m. on the last day of your child's camp. Please check your individual camp to determine your camper pick-up dates.
- Camp Harmattan cannot accommodate late pick-ups.
- Camper t-shirts will be handed out on the last day of camp before pick-up to allow your child time to get signatures of their t-shirt if they would like.
- The Tuck Shop will be open at camper pick-up to allow camper families to purchase affordable drinks and snacks for the trip home, as well as any camp merchandise your camper may be interested in.

**Thank You:**

- We hope this handbook helps answer your questions and prepares your child for camp. We look forward to welcoming your child to Camp Harmattan, and creating a fun, safe, and memorable summer 2026!