



ALPHA HANDBOOK



Welcome to Camp

I am excited to welcome you and your family to Covenant Harbor this year. I am looking forward to having your camper(s) experience life transformation at summer camp. Through all our summer programs, we strive to make all campers feel safe, taken care of and encouraged in their individual faith journey all while having an exciting, fun time away from home.

Each of our summer programs are uniquely designed for your camper(s). Campers experience community, form friendships and build confidence as they try new skills and overcome fears in a safe and engaging environment.

It is our goal to encourage campers towards Jesus Christ by introducing them to Bible stories, spiritual practices and meaningful relationships with staff role models. Camp is a place for all campers to learn more about Jesus as their real friend, grow in their own relationship with him and take next steps in their personal faith journey.

At the end of the week, we want kids to go home encouraged and filled with joy. We also want the life transformation that is experienced at camp to continue at home and impact the whole family. I am filled with anticipation for what the Lord is going to do this summer and I can not wait to see you and your family here very soon!

Emma Mueller, Program Director



What's Inside This Handbook?

Get to Know Us:

Read more about who Covenant Harbor is, what our summer programs are like, and begin to get an idea of what your camper(s) will experience this summer!

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Helpful Information:

Any basic information about a session at camp like packing lists, check-in and out logistics, communicating with your camper(s) while they are here, meals and camper expectations.

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To Do:

- ☐ Check to ensure your Medical Forms are submitted through your online registration. Please be aware that all medications, including over the counter medications, must be turned into our medical team during check-in.
- ☐ Complete your Camper Information Form and Alpha Agreement through your online registration.
- ☐ Add money into your camper's spending account and purchase any merchandise you would like through your online registration.
- ☐ Be aware of final payments for camp
 - Summer Camp balance due by March 15 to receive the Early Payment Discount.
 - Any remaining Summer Camp balance due by May 15 for all camper families.

Alpha Reminders:

- Check-in is Sunday, 3:00-4:00 p.m.
- Check-out is Friday, 6:30-7:30 p.m.

Getting to Know Camp

Mission:

Covenant Harbor draws people from their routines into opportunities to enjoy creation, recreation and relationships, so that all will experience God through Jesus Christ.

Vision:

Create space for life change.

Our vision for all our summer camps is to **love kids and share Jesus**. Our programming revolves around that vision, and our goal for your camper is to provide space that allows them to grow in faith at camp. We want every camper to feel safe, have fun and see the beauty in Christ. Take a look at a brief overview of the four different summer programs we provide.

Day Camp

With a day packed full of unique experiences, your camper will have opportunities to try activities and explore different parts of camp. At the end of each day, campers return home ready to share what they learned and to respond to their faith journey individually and with your family.

Kishwauketoe

Kish is a community based, first time camping adventure. Together campers grow in confidence and independence. Kish campers learn about Jesus and his deep love for them as their friend. Their week holds hours of fun playing games, creating classic crafts, swimming and making s'mores.

Pier 30

Pier 30 is about personal and spiritual growth. Campers encounter opportunities to branch out and try something new, designed just for them. Campers are encouraged to journey deeper into their faith, learning about Jesus and what a relationship with him means to them in their own life.

Alpha

Alpha brings together a small community of campers to live, serve and grow together. They earn volunteer hours by serving with the summer staff. This experience gives them a taste of what it is like to form relationships in community, grow in their faith and engage in classic camp activities.



Covenant Harbor Vocabulary

Big Hill - The hill that runs from the parking lot to the Big Field

Big Field - Activity field at the top of the Big Hill where campers play games and overnight parents park their cars during check-in and check-out

Jackson Family Activity Center (JAC) - The gym, overnight check-in area for campers, and where some Pier 30 sessions take place

Boat House - The building closest to the water

Bath House - The building closest to the big tent that Day Campers use for changing and restrooms

The Big Tent - Open air tent where daily sessions are held for Day Camp and some Pier 30

Pier 30 - Camper program for grades 4-9

Day Camp - Camper program for grades 1-6

Alpha - Camper program for ages 15+, 10-12 grade

Maple Commons - Housing for Summer Staff

Geneva Bay Center (GBC) - The hotel style lodging option for group rentals

Kishwauketoe (Kish) - Cabins for our Kishwauketoe campers as well as the name of the program for our youngest campers grades 2-4

Lodge - Dining Hall and cabins for our Alpha campers

Guest House - Pier 30 Cabins

Hilltop - Pier 30 Cabins

Engbretson - Pier 30 Cabins

Twins - Pier 30 Cabins

Session - Campers have 1 or 2 times in their day, typically in the morning and evening, where they gather together with all the campers in their specific program for worship. A session involves singing songs, playing silly games and listening to a Bible story about the theme of the day

Program - Camp's different summer 'programs'; Day Camp, Pier 30, Kishwauketoe, and Alpha

Alpha Programming

Dear Alpha Camper,

Summer 2024 will be here in no time, and we are excited to have you here during your Alpha session! These two weeks will be unlike anything else. You have a huge role in making it a success for yourself and others. That is why we put together this Alpha manual for campers and their parent/guardian(s). In the following pages, you will find valuable information that is important for both you as an Alpha camper and your parent/guardians to know. The Alpha program gives campers an opportunity to take steps of independence so this is directed to them. However, we ask that parent/guardians also know and sign off on it in its entirety as well.

The Alpha program revolves around three main points: community, service and discipleship. Everything that is programmed into the two weeks has a part in that.

Alpha is an intentionally small community of high school students. You'll have the unique opportunity to make new friends, be together and dive deep into relationships with one another. Although your time as an Alpha camper will include plenty of time to play and enjoy the classic elements of camp you may know and love, it will also be challenging and hard work. This program is designed to reflect the life of Jesus. He came to not be served, but to serve others. Most importantly, our prayer is that you deepen your relationships with Christ and learn what true discipleship with Jesus and a life filled with the Holy Spirit looks like for you individually.

Being part of the Alpha program is unique. You will have a lot more freedom than other campers, but along with that you will also have responsibilities and expectations unlike other campers. Your behavior, attitude and work ethic will be held to a high standard. The Alpha Staff will be right with you the whole time. They will teach, support and encourage you while also holding you accountable in order to help you grow during your time with us at Covenant Harbor.

Knowing this manual and preparing yourself well will equip you to have the most successful and meaningful session possible.

The Alpha Agreement is a part of the registration process. After you and your parent/guardian(s) have read this, your parent/guardian(s) must log into your online registration account. You, the Alpha camper, and your parent/guardian(s) will need to sign the Alpha Agreement digitally and submit it within 2 weeks of receipt of this Alpha Manual.

Know that we are praying for you as you prepare for your time with Alpha. You are valued, cared for, and have an integral part in the mission at Covenant Harbor.

Alpha Packing list

Clothes:

- Underwear/Socks
- Shorts
- T-shirts/Tops
- Pants/J Jeans
- Swimsuit
- Closed Toed Shoes & Gym Shoes
- Flip Flops/Sandals
- Jackets/Sweatshirts
- Raincoat/Poncho
- Pajamas
- Appropriate clothing to participate in projects:
 - Loose fitting pants and shirts
 - Closed toed work shoes or boots

Bedding:

- Blankets and sheets (standard twin size) or sleeping bag
- Pillow and pillow case

Optional

- Camera
- Small fan (battery operated)
- Water shoes for waterfront time
- Snacks (must be in sealed containers; no nut products)
- Wash cloths
- Laundry bag
- Sunscreen and insect repellent

Other

- Bible
- Pen/Pencil
- Paper/Notebook
- Flashlight (with extra batteries)
- Toiletry items (soap, shampoo, deodorant, toothpaste, toothbrush, etc.)
- Towels (bath and swimming)
- Medications (given to nurse at check-in including over the counter medications)
- Water bottle
- Small backpack

What not to bring

- ✗ Personal sports equipment (scooters, bikes, etc.)
- ✗ Cell phones, electronic devices and smartwatches
- ✗ Cash (deposit in their spending account)
- ✗ Pets
- ✗ Weapons of any kind
- ✗ Fireworks
- ✗ Tobacco, alcohol and drugs
- ✗ Nut products of any kind

Clothing at Camp

- Clothing choices should not make anyone else feel excluded or uncomfortable. With the desire for all campers to feel comfortable, a camper whose attire does not follow these parameters will be asked to change. Please monitor your camper's packing to align with the following:
 - No clothing with logos that reference violence, sex, drugs, tobacco or alcohol. Logos, slogans and statements should not be divisive.
 - We recommend athletic shorts, t-shirts and gym shoes as perfect camp wear! Clothing should be comfortable and allow campers to run and play in. Clothing should always cover private areas and undergarments.
 - Appropriate swimsuits, that cover all private areas, must be worn at camp. Due to the high energy activities at the waterfront (i.e. tubing, banana boating, water trampolines) one piece swimsuits are recommended for girls and swim trunks for boys.
- No extreme changes in physical appearance during the course of your Alpha session (no new hair colors, body piercing, drastic haircuts, tattooing or body art). Inappropriate body art should be covered at all times.

Packing Tips

- Label your items. Please write your camper's first and last name where possible.
- Only send things to camp that you do not mind getting dirty, stained or possibly lost.
- Adventure activities (such as climbing tower, zip line, giant swing, indoor wall, big games, work projects, etc.) require gym shoes that are closed-toed and longer shorts or pants. Crocs are not appropriate closed-toed shoes for adventure activities.
- All cabins have twin bunk beds. If you are planning to send a fitted sheet with your camper, please make sure it is a standard twin sheet.

Alpha

Check-in

Checklist for Alpha Check-in

- ☐ Check-In at the Lodge
- ☐ Bring mail and medications into the Lodge
- ☐ Bring luggage with you
- ☐ Verify purchases of e-scans and care packages

Check-in

First Day of Camp, 3 - 4 PM

Details

At Check-in, you will receive your camper's housing assignment, give all medications to the camp medical staff, and be able to drop off any camper mail. You will also have the option to put spending money in your camper's account and purchase a care package and/or e-scan(s) (or you can save time by purchasing items in advance through the online registration).



After checking in your Alpha camper...

- You will move into the cabin and meet the counselor in the Lodge.
- Camper families are welcome to go into the cabin to help make their bed and set up their area.
- When you are ready to depart from camp, hand the departure slip to your camper's counselor. Once you have received the departure slip, Covenant Harbor assumes responsibility for your camper. **We do not take responsibility for campers until that trade off.**
- Once your camper has been fully checked in and is with their counselor, you can say your good-byes! Please depart from the grounds by 4:30 p.m.

Camp Life

Camper Expectations

Covenant Harbor's hope is that every camper has a life-changing experience at camp. While campers are having fun, growing in self-confidence and building friendships, they will be learning more about Jesus. The first evening of each session of camp, rules and expectations will be reviewed with campers. Campers will be given more specific direction, but here is a brief summary of camper expectations at Covenant Harbor:

01 **Respect Each Other**

Make friends at camp by saying and doing kind things and by standing up for each other.

Respect the privacy of other people. Follow the code of conduct which includes no hitting or kicking, no bullying, no threats, no bad words, etc. Campers who choose to bully others, fight with or physically attack another person, or use hate speech that attacks another person with words, especially pertaining to their race or background, will have serious consequences.

02 **Respect Camp**

Keep camp clean and leave things the way you found them.

03 **Respect the Staff**

All staff are here because they care about you. Make sure to listen to the staff and stick by your counselor.

04 **Respect God**

God created everything and every single person at camp. Respect God by respecting his creation!



Disciplinary Actions

In all situations, it is our hope that we can work with the camper to take responsibility for their conduct and identify a plan to move forward that allows for them to grow, adapt and restore community with others. Violation of Covenant Harbor's policies, refusal to participate in the program or follow instructions from our staff, or other gross misconduct may result in disciplinary action such as restorative practices up to and including being sent home. In the case of serious discipline, issues will be addressed by the full time Program Team and, when necessary, the Program Director and/or Executive Director.

Any camper who feels unsafe, threatened or uncomfortable at any time should talk to their counselor or another staff member, so that the situation can be dealt with in a timely manner.

Alpha Expectations



Community

Healthy, positive relationships with other Alpha campers, Covenant Harbor staff, and campers will create a healthy, positive experience for you. Covenant Harbor is a community that values respectful, honest, and direct communication. Interpersonal conflicts, misunderstandings and frustrations must be handled timely and respectfully. Complaining and gossiping erodes healthy communities and will not be tolerated.

Dating or any kind of romantic relationship or action is not allowed between Alpha campers, Covenant Harbor staff or other campers.

Unacceptable Behavior

The use of alcohol, tobacco, marijuana and other legal or illegal drugs is prohibited both on site and off. Use of pornography or other inappropriate material is prohibited. Inappropriate internet usage will be taken very seriously. Violators will be subject to disciplinary action up to and including immediate dismissal.

Sexual harassment (including but not limited to unwelcome sexual pressure, advances, invitation, gestures or innuendo) is prohibited. Covenant Harbor will not tolerate sexual harassment to any employee, camper, or guest.

Safety

Alpha campers are not permitted to operate any machinery, boats or vehicles. Tools may be used only with specific permission and under supervision of Covenant Harbor staff. Required safety equipment will be provided for any task necessary. Alpha campers are required to properly use any safety equipment they are instructed to use. Any behavior that could jeopardize your safety or the safety of others is prohibited.

Alpha Expectations



Service Hours

Upon the successful completion of your Alpha experience we will email your parent/guardian(s) a formal letter stating that you have completed community service. Alpha sessions will complete 50 hours of community service.

Cell Phones and Electronic Devices

Camp offers a unique opportunity to connect face-to-face in relationships and shared experiences. **Cell phones, smartwatches and other electronic devices are not allowed at camp.** Campers will have one opportunity to turn in their devices (for safe-keeping in the camp safe) on the first day of camp. Any devices discovered after that point will be understood to indicate a camper's choice not to participate fully in the program and result in serious consequences.

Calling Camp: Covenant Harbor's phone number is (262) 248-3600. If there is an emergency, your family can call this number. After business hours it will direct callers to the night emergency contact. The after-hours emergency message service is only for emergencies.

Hours of Work & Time Off

Though individual tasks vary based on Covenant Harbor's needs, work hours and time off are carefully scheduled each day. Included in that schedule is time to enjoy activities like the waterfront, adventure activities and time to hang out with friends. Alpha campers are not allowed to leave Covenant Harbor without Alpha Staff.

Laundry

Washing machines and dryers are not to be used by Alpha campers. Alpha campers should plan to bring enough clothes for the entire session.

Alpha Expectations



Living Area Guidelines

Alpha campers are not permitted to enter the living areas of the opposite sex. Staff members are also not permitted to enter the living areas of the opposite sex. Quiet hours start at 11:00 p.m. The care and cleanliness of your cabin is your responsibility and is vitally important to the health and safety of all staff and campers.

Spending Money

Alpha campers are not required to set up camp store spending accounts. Because Alpha campers may go on a few outings off-site and have the option to purchase things like snacks, ice cream or small souvenirs in Lake Geneva, spending money may want to be kept within the camper's control. Covenant Harbor will provide a lockable, safe space to store money while not using it if required. \$10 to \$60 is recommended for the duration of the program. Cash can also be used at the camp store for Alpha campers.

Visitors and Guests

Covenant Harbor is a closed camp for reasons of safety and security. Visitors, including parents, family and friends, are not permitted on grounds during the Alpha session including the weekend. However, families and friends are welcome to attend Summer Sunday Services in the worship tent each weekend.

Communicating with Your Camper



Email

You can email your camper while they are at camp. Emails can be sent to camper@covenantharbor.org with subject: Counselor Name, Camper Name. Remember, campers can not respond via email. Emails must be text-only (emojis, symbols, and other characters will not translate through the system) and are limited to no more than six per session.

E-scans

E-scans are letters that your camper writes to you. Covenant Harbor scans and sends their letter to you via email. E-scans can be purchased through your camper's registration account, with a max of 6 per session. Campers can also purchase e-scans at the camp store. After check-in parents cannot purchase additional scans through their portal. If you would like to purchase an e-scan while your camper is here, please contact camp by phone to arrange that.

Packages and Mail

Letters

Mail, including letters, envelopes and emails, may be dropped off at check-in to be delivered to your camper throughout the session or can be mailed to Covenant Harbor. All paper mail (including email) is delivered before or at lunch each day. Anything that arrives after 11:00 a.m. will be delivered the next day. Emails or letters received after 11:00 a.m. on the last full day of camp may not be delivered so be sure to send before 11:00 a.m. on Fridays.

Packages from Home

Care packages are a special touch point for your camper throughout the week. **New this year, care packages will only be delivered on Tuesday and Thursday each week.** We encourage sending only one or two care packages to your camper for their time at camp. If you would like to provide your camper with more care packages, we suggest sending them with one on Sunday night. As a reminder, Covenant Harbor is nut free - Please be sure that no nut products are included in your camper's packages.

Covenant Harbor Care Packages

Covenant Harbor Care Packages are available for purchase. These specific packages will be delivered on Wednesday of the first week.

Alpha

Check-out

Checklist for Alpha Check-out

Timely departure is essential, so please arrive promptly.

- Check-out begins as a drive thru process. Sign your camper out and receive a release card - Pick-up person must be authorized and show a photo ID.
- Let our staff at the money table know if you want a refund of leftover spending money or want to donate it to Covenant Harbor Camper Activity Fund.
- Receive remaining prescription medications, including inhalers and epinephrine delivery systems from our nursing staff.
- Hand release card to counselor and pick up your camper and luggage.

Check-out

Last Day of Camp, 6:30 - 7:30 PM



Early Check-out

Early pickups are strongly discouraged and should be considered only in the most extreme circumstances. If it is necessary and you are looking to pick up your camper early, arrangements must be made in advance with our staff at the time of check-in at camp. Please do not contact us on the last day of camp and ask to pick your camper up early. We will not be able to accommodate a request with that late notice.*

**We will work with families should there be a reasonable emergency that requires a last minute call for an early pick up.*

Check-out Additional Information

Camper Family Surveys

Before your camper leaves camp or when you return home, we ask you to fill out a survey. These surveys are important as they help us learn how to better serve campers and their families.

Lost and Found

Covenant Harbor is not responsible for lost or stolen belongings. At check-out, lost and found items are brought to a designated area. If one of your items is missing, please fill out the Summer Lost and Found form. Once that is submitted, Covenant Harbor staff will get in contact with you.

If the items are found, they can be returned via mail (shipping reimbursement is required). At the end of the summer season, unclaimed items are donated to charity. For health reasons, socks, underwear, toothbrushes, used soap, etc., will be thrown out.

Setting Camper Up Well

In order to give your child the most successful week at camp possible, any special accommodations must be requested prior to your child's arrival at camp. The Covenant Harbor team can, with limits, provide additional staff support to specific campers in order to set them up for success. This is available on a first-come, first-served basis. In all cases involving special accommodation, please contact Covenant Harbor as early as possible (and at least three weeks in advance of your child's anticipated arrival at camp) so that the Covenant Harbor team may gain a complete understanding of your child's unique circumstances, and with your input, assess if your child's needs can be met. The Covenant Harbor office number is (262) 248-3600.

Parents must inform Covenant Harbor of any medical, physical or behavioral conditions that may require special or beyond usual assistance from staff. This includes, but is not limited to the following:

- Any condition for which the camper receives special assistance from an aid at school, such as:
 - ADHD
 - Autism
 - Any need for a companion/comfort animal
 - Diagnosed intellectual disability
- Any physical limitations for which special accommodations are required.
- Any pre-existing medical issues that require special observation or intervention.
- Any behavioral or social issues that require special interventions or accommodation.
 - Any noteworthy behavioral challenges that may affect cabin dynamics or social interactions with others.
 - Any "triggers" for "behavioral issues" (e.g. PTSD, etc.) including positive ways to help them regulate themselves.

Please be aware that Covenant Harbor has the following parameters for summer campers:

- Covenant Harbor cannot accommodate campers that require a one-on-one buddy/supervision all of the time while at camp.
- Child should be able to follow directions and schedule without displaying aggressive behaviors.
- Child cannot be verbally or physically abusive toward other children.
- Child must be able to be redirected without the use of restraint.
- Child must be able to receive medicine and food orally or by injection (e.g. no G-Tubes).
- If a child has a history of seizures, they must be controlled (inquire with camp Health Director to determine if Covenant Harbor can serve the camper).
- Child needs to be able to self-ambulate around the property (use of an assistive device such as a wheel chair is okay; however, Covenant Harbor has significant hills and not all cabins are ADA accessible).
- Child must not be a flight risk.
- Occasionally, bedwetting happens with campers. This can be managed. However, all campers are required to be able to independently use the bathroom facilities.

If you have any questions about the above guidelines or if you would like to discuss whether your child is ready for camp, please call Covenant Harbor at (262) 248-3600 and ask to speak with the Program Director, Emma Mueller.