

Episcopal Conference Center's *Summer Camp Handbook*



ECC

We are **SO EXCITED**
to spend the summer with you!

Thank you for choosing to spend part of your summer at the Episcopal Conference Center. This handbook is your guide to all things camp—from daily schedules and what to bring, to important policies and contact information. We understand how important it is to feel confident and prepared as a family, and this handbook has everything you need to feel ready and excited for the summer ahead. We encourage you to read through it carefully, and feel free to reach out if you have any questions or need assistance. We can't wait to see the smiles, hear the stories, and celebrate the moments that will make this summer special. We look forward to a summer full of adventure, learning, and, most importantly, fun!

Warm regards, ECC Senior Staff

Sara Clarke, Executive Director

Ally Reardon, Camp and Program Director

Kaitlyn Costa, Staff and Culture Director

The Rev. Drake Douglas, Pastoral Director

Joyce Roberts, Resident Manager

Lance Roberts, Director of Property Operations

Craig Halvarson, Property Assistant Manager

ECC's Mission: We nurture authentic connections with God, one another, and ourselves that transform lives. We provide a safe community to explore, cultivate, and strengthen faith.

Logistics

Forms: Prior to arriving at camp, please make sure all forms are completed and up-to-date in your UltraCamp account. If you need to change any information, you can login to your account and update the forms accordingly.

Payments: Unless other arrangements are made, all camp fees must be paid, or scheduled to be paid, prior to arrival at camp.

Scholarships: Need-based scholarships are available, and the application can be accessed through the reservation process. Once the scholarship committee has reviewed your application- usually within two weeks of registration- you will be contacted by email.

If you need assistance or need to apply after registration, please email Sara at sara@eccri.org.

Cancellation Policy: Registration fees are refundable up to thirty (30) days before the start of the program.

No reduction, refund or allowance will be made for late arrival, dismissal or withdrawal of a camper.

If there are special circumstances surrounding your cancellation, please contact Sara at sara@eccri.org.

Health, Food, and Safety

Health Center: The Health Center is located at the back of the main house on the first floor of the wing. A Nurse is on staff each week to support our campers and staff. Families have the opportunity to meet the Nurse during registration.

Medications: All medication must be handed to the Nurse upon arrival. Prescription medication must be in original container with clear instructions from a physician. Any over-the-counter medications are also collected and have clear instructions from parent/guardian on use. We do ask that you continue your campers regular medication schedule *as prescribed by a physician* while at camp.

Illness: If a camper is sick, their counselor will bring the camper to the Health Center for the Nurse to determine next steps. If the Nurse determines the camper needs to go home, either the Nurse or Camp Director will call contact you. We make our best effort to keep campers at camp, as long as their illness/injury is treatable in a 24-hour period.

Food Allergies/Dietary Restrictions: If your camper has allergies or dietary needs, our Resident Manager, Joyce, provides allergy and/or dietary-friendly options.

For more information about meals, please call the office at 401-568-4055.

Housing



Cabins: Campers stay in red, yellow, or green cabins around our property. Cabins house 8 - 10 campers with 2 to 3 counselors in each. Campers are housed by age groups.

The Wing: We accommodate up to 28 guests in single, double, and triple occupancy rooms of the Main House. These rooms house our adult summer staff, visiting staff, and are used during Family Camps.

Friend Requests: If your camper is coming with a friend, you may request, as part of the registration process, to be housed in the same cabin. Both campers must request one another in order to be housed together. Campers are generally housed by age, and while we do our best to honor friend requests, they are not guaranteed. We are unable to accommodate more than 3 friends in the same friend request.

ECC Inclusion Policy: Individuals who identify as transgender are allowed to sleep, use the restroom, shower, and participate in alignment with their defined gender identity. In each housing area, private, single use bathrooms are available. We appreciate that every person has unique needs and levels of comfort, and we work with each individual to honor their requests. We protect the privacy of all campers, staff, and volunteers, and therefore, there is no notification to the community about the presence of a transgender camper, staff member or volunteer.

Behavior & Expectations

Electronics Policy: Cell phones/electronics are not allowed at camp. If your child relies on music or a podcast to sleep at night, you may send an old phone/ipod that is not connected to cell service. We encourage bringing a camera if your camper wants to document their camp experience with photos. If a camper is found with a cell phone, it will be brought to the office, and returned to the parent/guardian at pick-up. We appreciate your support and partnership on this electronics policy.

Contacting Parents/Guardians: The Camp Director determines if a parent/guardian is called. Calls to parents/guardians may be made under the following circumstances:

1. In consultation with the camp nurse, if repeated medical issues or illness arise outside the realm of general camp care indicated at camper registration.
 2. In consultation with the counselors, if persistent homesickness is preventing the camper from having the full camp experience.
 3. In consultation with the counselors, if behavioral issues are such that the camper or other campers are not enjoying the camp experience.
 4. Other calls as deemed necessary by the director.
 5. For reasons parents/guardians list in the parent notification section of the campers current health form.
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If a camper is found to have participated in any of the following activities, they will be immediately sent home: smoking, vaping, drugs, alcohol, possession of any substances, stealing, or bullying.

Packing List

For ALL Campers:

- Bug Spray and Sunscreen
- Reusable Water Bottle
- Sleeping Bag/Bedding, Pillow
- Shorts, Tee Shirts, Pants, Underwear, Sweatshirts, Sleepwear
- Closed-Toe Shoes for the beach path, Sneakers/Sandals for daily wear. *Crocs are a camp-favorite option!*
- Bathing Suit
- Beach Towels
- Toiletries: Soap, Shampoo, Conditioner, Toothbrush, Toothpaste, Deodorant, Etc.
- Bath Towels
- Flashlight
- Laundry Bag for dirty laundry
- Raincoat or Poncho
- Camera

For TEEN Campers:

- Long Pants and Closed-Toe Shoes
- Outfit for camp dance (if desired)
- Instrument or prop for talent show (if desired)

Please Do NOT Bring:

- Cell phones or other electronics
- Food/snacks/drinks

For the safety of all campers, outside food/snacks/drinks are not allowed. ECC provides visits to the camp store free of charge.

Please:

- Label all camper belongings to ensure their safe return.
- Pack in suitcases and/or duffle bags.

Drawer units are not allowed.

Arrival and Departure

Arrival: Camper drop-off is from 3:30pm-5:00pm. Upon arrival, you are greeted by our staff and given a handout outlining the check-in process for that day. Each camper receives a name tag, weekly schedule, and cabin assignment. Campers then participate in a health screening and lice check, and leave any medication with the Nurse. After checking in, campers can be driven to their cabin to drop off their belongings.

Bridge Camp drop-off is at 11:00am

Departure: Camper pick-up is from 4:30pm-5:30pm. Authorized pick-ups are asked to stay in their car until the gates open. The Nurse and Camp Director will greet them at the gate with any medications and/or electronics that have been held in the office. Authorized pick-ups can then drive to their camper's cabin and must sign them out at the designated gate.

Music & Creative Arts Camp departs after Music Camp Madness. Family Camp departs at 11:00am.

A Note About Overnight Camp: Sleeping away from home can be a difficult for a camper at ANY age! Here are some helpful tips before arriving at camp:

- Practice staying overnight - have your camper stay with a trusted friend or family member for a night to prepare.
- Talk about homesickness - name that it's okay to miss home, and brainstorm strategies to help with homesickness.
- Encourage your camper to talk with their counselor about how they are feeling - the more open campers are with their counselors the easier it is for counselors to help them feel better. Let your camper know their counselor is there to help!
- Connect with your camper while they're at camp - Campers love to get mail and letters from home!

If homesickness occurs for over 24 hours, the camp director will reach out to discuss a plan.

The Waterfront at Echo Lake

We are blessed to have an incredible waterfront on Echo Lake!

Campers have the opportunity to swim daily, weather and schedule permitting. The Waterfront Director and a team of lifeguards participate in weekly swim and safety trainings. Our “beach” is licensed yearly by the State of RI, and water quality is tested consistently throughout the summer.



Swim Test: During Children and Family Camps, all campers who want to swim in the deep end must pass a swim test led by the Waterfront Director. At our Teen Camps, all campers are allowed to swim in the deep end. However, if a camper demonstrates swimming inability they will be required to remain in the shallow end.

Kayaking: The Waterfront Director offers kayaking during most camp weeks and tries to accommodate all campers interested in participating. Kayaking availability changes week to week.

If you have any questions about the Waterfront, please contact the Camp Director at ally@eccri.org

Camp Staff

The ECC Senior Staff work year-round, and consist of the Executive Director, Camp and Program Director, Staff and Culture Director, Resident Manager, Pastoral Director, and Property Team. During the summer, a group of enthusiastic teens, young adults and volunteers come together to provide an incredible camp program!

Assistant Counselors: First-year counselors and our newest staff members. They participate in extra training during the summer and have constant support from Head Counselors and Senior Staff.

Junior Counselors: Second-year counselors assist in the cabin. They also staff our City Camp program as a way to increase their training.

Full Counselors: Third-year counselors! They have gone through two summers of extensive training and are ready to lead the cabin.

YAS: Young Adult Staff hold a range of jobs such as head counselor, program assistant, and camper care assistant. They are usually former counseling staff and are a necessary part of our program.

Kitchen Staff: A dedicated team of cooks, stewards, and support staff make up the dedicated team who provide meals and snacks all summer long.

Visiting Staff: Each week, a group of 7-10 adult volunteers come to assist in planning and implementing the program.

We asked our staff: What inspired you to join the ECC team?

“I've been loved and accepted by the ECC community so much, so I wanted to give that love and acceptance back.”

-Emerson, YAS

“I knew I wanted to be a counselor at ECC when I was 6, simply because nowhere else brings me the same joy.”

-Conner, Full Counselor

Daily Schedule

Each session of camp at ECC has a slightly different daily schedule. Here are some of the things that you can expect, no matter which week you attend.

Worship:

We start each day with Morning Prayer or Eucharist, and end each day with a short evening prayer called Compline. While Morning Prayer and Compline are led by a member of staff, Eucharist is led by the visiting clergy member of the week. In addition to Eucharist, visiting clergy lead Chaplain's Time, where we reflect on the lesson read during the morning service or the summer theme.

Body Shop:

We take about 15 minutes each day to stretch and move our bodies to fun, upbeat music.

Free-Time/Camper's Choice:

Each afternoon, campers get to choose how they want to spend their time, whether it be at the waterfront, making a craft in the pavilion, or bonding with their fellow cabin-mates.

Evening Program:

Each night, campers enjoy a fun program planned by our YAS or visiting staff, such as a carnival, scavenger hunt, movie, dance, or talent show.

Entire Camp Clean-Up: *For Teen Camps Only*****

A unique part of our program, cabin groups work together to beautify and care for the community we live in.

You can find a more detailed daily schedule for each week of camp on our website. Visit the "Summer Camp" page, and click on the name of the week your camper is attending.

FAQ's

HOW DO I GET MAIL TO MY CAMPER?

Bins at registration: We have mail bins available at drop-off where you can leave mail for your camper.

Mail to Camp: Please include the campers name and cabin:

Camper Name
c/o Cabin Name
Episcopal Conference Center
872 Reservoir Rd
Pascoag, RI 02859

If mail arrives after your camper has gone home, we will forward to the home address listed on the camper's UltraCamp account. To avoid this, please mail no later than the Monday of the camp week.

CAN MY CAMPER WRITE ME A LETTER?

Yes! We encourage parents/guardians to send their campers with pre-addressed stamped envelopes. This greatly increases the chance of the letter making it to its intended destination!

HOW DOES THE CAMP STORE WORK?

The ECC Store opens at least once a day for snacks. Please do not send money with your camper as the store is included in your camp fee.*

The store is open during drop-off and pick-up days! ECC merch and snacks are available. We accept cash and credit cards.

**During Family Camp, we keep a running list of purchases and charge your UltraCamp account at the end of the session.*

WHAT IS CITY CAMP?

Since 1982, ECC has provided a free day camp to families in the Olneyville section of Providence. ECC Staff travel to Providence and go on daily field trips, including two weekly visits to ECC. City Camp currently operates for three one-week sessions. Each summer, we look forward to seeing ECC and City Camp enjoy the camp magic together!