

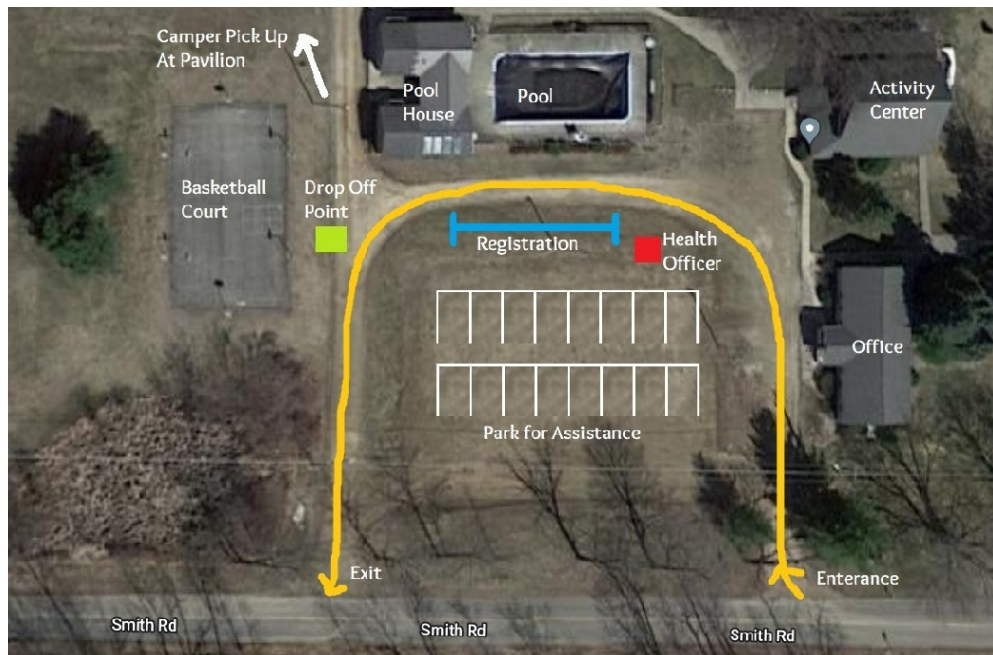


Five Pines Ministries
6597 Smith Rd
Berrien Center, MI 49102
Phone: (269) 815-5527

Hello Camper Parent!

Greetings from Five Pines! We are looking forward to serving you and your child on camp next week and here are a few things you should know.

We have attached introductions of our SONIC counselors for your camper's age group. Your camper will have 1 of these SONIC counselors assigned to their group.



Monday Morning Registration:

1. **Monday morning registration drop off is from 8:00-8:30am. Camp starts at 8:30am. If there is not a staff member at the drop-off point, please check in your camper(s) at the office.**
2. Pull into the entrance closest to the office.
3. At the registration station, you'll find out which group and counselor your child will have and receive their name tag.
4. After your child leaves the vehicle, you can then exit or park in the parking lot for the following reasons:
 - o You have medications to register.
 - o You would like to meet our staff. There will also be an opportunity to meet the staff at the end of each day during pick-up.
 - o You need to talk to the Office.

Note your camper(s) group name and color for a more seamless pick-up experience.

Daily Drop-Off:

- Daily drop off will look very similar to registration. You will come in at the same place and let your child out of the vehicle at the same spot.
- Daily drop off is also from 8:00-8:30am.
- If there is not a staff member at the drop-off point, please check in your camper(s) at the office.

Below are important points that are included in the Parent Handbook which is attached to this email and can be found [here](#):

Camper Release Procedure:

- Staff can ONLY release campers to people who provide the Authorized Pickup Code.
- Be sure the person picking up your camper knows this code. If not, expect a delay.

Daily Closing Times

- Monday – Wednesday: 4:00 PM
- Thursday: 4:00 PM for K-3rd Grades and anyone not spending the overnight for Grades 4th and up.
- Friday Closing:
 - A short program summarizing the campers' week is held in the pavilion for parents and guests on the last day of camp. This will begin at **1:30 PM on Friday** and will be about 45 minutes.
 - **Pickup begins after the program around 2:15 PM.**

Food Service: Do not send snacks or meals without approval from the office. This is important to protect all campers from allergic reactions.

Thank you for being a part of Five Pines' 2024 Summer Camp!

Sincerely,

Five Pines Ministries Summer Camp Team