



## Parent Information

*The purpose of Camp Westminster is to promote both the Gospel and the personal growth of the individual Christian, emphasizing youth in a fun outdoor environment.*

**phone: 770-483-2225**  
**www.campwestminster.org**  
**administrator@campwestminster.org**

**Camp Address:**  
**2412 Lake Rockaway Road, NW**  
**Conyers, GA 30012**  
**fax: 770-760-0676**

Fill in and keep this sheet as a handy reference for your child's camp information:

My Child's Session(s): \_\_\_\_\_

You'll receive the following information at checkin:

Session Dates: \_\_\_\_\_

Cabin: \_\_\_\_\_

Counselor: \_\_\_\_\_

Cabin Buddy(s): \_\_\_\_\_

To mail letters or packages to your child:

*Camper Name (Cabin Name)*

Camp Westminster

2412 Lake Rockaway Rd.

Conyers, GA 30012

To email your child, follow instructions on the following page.



## KEEP UP WITH CAMP ALL SUMMER LONG!

See what's happening this summer with the **Camp Westminster** private photo gallery, then send messages using Bunk Notes. Your note will be delivered to the camp within 24 hours. No need to wait for snail mail: Bunk1 makes it easy to communicate with your child. Follow Bunk1 on [Facebook](#) and [Twitter](#) for the latest updates and deals!

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### GET STARTED TODAY!

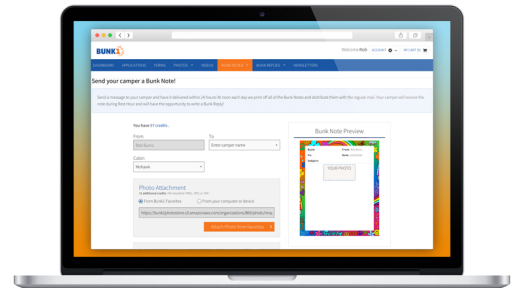
- Go to [www.campwestminster.org](http://www.campwestminster.org) and click the gray button for camp photos & emails OR go to [www.bunk1.com](http://www.bunk1.com)
  - **PARENTS** will login using their email address and password.
  - **NEW PARENTS** will click "[Need an account or have an invitation code?](#)" and complete the basic form. The Invitation Code for **Camp Westminster** is: **CW30012**
- You will be prompted to select a bundle for access to your Parent Portal. Bundles include credits for you to send Bunk Notes and enhance your notes with borders, photos, sports scores, and puzzles.

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### SENDING BUNK NOTES

**Send Bunk Notes** day or night! Your camp receives a pdf at **12pm EST** each day containing all Bunk Notes received in the last 24 hours.

**On the go?** Purchase **Bunk Notes Express** and receive a unique email address for your camper. Simply send your camper an email and have it delivered as a Bunk Note.



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### SECURE SUMMER PHOTO GALLERY

**Save Favorite Photos** for easy access to pictures of your camper all year-round.

**Share Photos** to social media or email a photo to family & friends.

**Customize Unique Photo Gifts** such as photo books, mugs, calendars, phone cases and more.

**Order** high resolution digital downloads or prints.



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### FREQUENTLY ASKED QUESTIONS:

**Can other relatives use these services?** Absolutely! In your **Quick Links** you'll select **Invite Family Members**, enter their details and they will be sent an email. **PLEASE NOTE** this will prompt them to set up their own account. It does not provide them access to your account OR your Bunk Note Credits.

**Questions or Problems?** The Bunk1 team is available to support you 7 days a week during peak season. They guarantee a response within 24 hours and it's usually much quicker than that. Please call Bunk1 at 1-888-465-2267 or email [support@bunk1.com](mailto:support@bunk1.com).

**The Bunk1 app** is available on iPhone and puts summer camp at your finger tips. Download today at the Apple Store to keep in touch with camp!



## GENERAL INFORMATION:

### Before You Arrive

All families are required to make payment and complete all required forms (health and general releases)—two weeks before arrival. We hope that our system will be a convenience to you and welcome your suggestions for further improvement.

**What to pack:** For your convenience, a packing list is provided on the next page. Not all items will be needed by every camper. Please mark or label all items, clothing and bedding. The camp is not responsible for items left behind or lost. A lost and found area is available on pickup day for your convenience.

Campers are reminded that only modest dress is acceptable. Halter tops, tank tops, bikinis, short shorts, and midriff-baring shirts are not acceptable. We require everyone to wear closed-toe shoes such as sneakers or boots. Sandals are allowed for the shower and the pool.

**What not to bring:** Please do not bring dogs or other pets to camp during check-in. Firearms, knives, radios, ipods or other portable media players, electronic tablets, electronic toys, smart watches and cell phones are not allowed at camp. Such items will be confiscated and held until the end of the session.

### Directions (Camp Westminster is only 20 miles SE of Atlanta.)

**From Atlanta:** Take I-20 east to Exit 75 onto Turner Hill Road, turn left and go over the bridge. Turn right onto Covington Hwy for 1½ miles. Turn left onto Lake Rockaway Road for another 1½ miles. At the 4-way stop, go straight for 300 yds. Camp Westminster is the first drive on your left. **Caution:** *Exit 75/Turner Hill Rd. also serves Stonecrest Mall and becomes very congested during rush hours.* A good alternate is to continue on I-20 to exit 78/Sigman Road. Turn left, cross the bridge and turn left at the first light onto Covington Hwy. Go 1 mile to Lake Rockaway Road and turn right. Continue 1½ miles to Camp as above.

**From Athens:** Take US 78 toward Atlanta (approximately 16 miles starting from 78 & 316). In Monroe, take GA 138 toward Conyers for 18 miles. Turn right at the intersection of 138 and Sigman Road. Proceed 3.2 miles down Sigman Road and turn right at the 5th traffic light onto Rockbridge Road for 1.8 miles. Turn right at the first stop sign onto Lake Rockaway Road. Camp Westminster is the first driveway on the left.

**From Conyers, Covington, Augusta:** Take I-20 West to Sigman Road (exit 78). Turn right onto Sigman Road. Turn left at the first light onto Covington Highway. Go 1 mile to Lake Rockaway Rd and turn right. Go 1½ miles on Lake Rockaway Road. At the 4-way stop, go straight for 300 yards. Camp Westminster is the first driveway on the left.

### Camp Policies & Procedures

**Safety and Health Concerns:** A completed Health Form is required from each camper. This form also serves as a medical authorization in case of emergency and gives us permission to treat your camper in our Health Center. It must be signed by the camper's parent or guardian.

Staff members are trained in basic first aid and CPR. The Health Center is staffed by a nurse 24 hours a day, with beds available for in-house patient care and a semi-private waiting room. Emergency medical care is less than 10 minutes away at the Rockdale County Hospital Emergency Room in Conyers, 24 hours a day. If a camper needs to stay in the Health Center for longer than 24 hours, his/her parent or guardian will be contacted for consultation.

Water activities are supervised by certified Red Cross lifeguards. All counselors are trained and certified by American Heart Association in first aid and CPR and all activities are supervised by trained staff.

**Misconduct Policy:** Damage done to Camp Westminster property by misuse, neglect, or misconduct (pranks, practical jokes) will be paid for by the parties involved. Penalty may include termination of session with no refund. This penalty may also apply to any serious misconduct such as assault, inappropriate sexual activity, hazing, bullying, theft, etc.

No smoking or drinking is ever allowed; offenders will be sent home immediately at parent's expense.

**Horseback Riding Policy:** Our horseback riding policy requires all riders to wear long pants (pant legs to the ankle), closed-toe shoes, and ASTM/SEI approved helmets (provided by Camp Westminster). We strongly suggest that all riders wear hard-soled flat shoes with a heel (such as riding boots) and that they avoid loose-fitting clothing and jewelry.

Our horses are suitable for beginners. We make every effort to match your child with a horse appropriate for his or her skill and comfort level. Every trail ride is preceded by at least two days of instruction in an enclosed riding arena.

**Medication:** Absolutely no medications are to be kept in the cabin except asthma inhalers or epipens. Over the counter ointments for rashes, poison ivy, etc., may be kept in the cabin with the knowledge of the counselor. Please see the camp nurse if your child will need any medication while in our care. Parents, please abide by these rules. Keep in mind that even though your child may be able to judge when and how to take prescription and over the counter medications, other campers in their cabin may not. These policies are for the safety and health of everyone!

**Doctor Visits:** Camp Westminster cannot transport campers to or from doctor visits. Parents or guardians are responsible for taking their children to or from the doctor.

**Emergency Contacts:** The camp telephone (770-483-2225) is for Camp Westminster office/emergency use only. We ask that your calls during your child's session be for emergencies only.

**Emergency Procedures:** We have a comprehensive written action plan for extreme weather and emergency situations. Staff and activity heads are in constant communication through walkie-talkies.

**Rainy Days:** During rainy days, most activities will take place as scheduled in an indoor setting. These occasions are used to teach activity skills, deepen relationships, or just to have fun!

**Canteen:** The Canteen has been included in your tuition for your convenience. The Canteen is open twice a day during each session, afternoon and evening. Campers can choose one food item and one drink, or two drinks.

**Camp Store:** On the first and last days of camp, parents and campers will be able to buy camp t-shirts & other apparel, souvenirs, and convenience items such as flashlights and cameras in our Camp Store.

**Care Packages & Mail:** Care packages are allowed at Camp Westminster, with some limitations (please note that our care package policy has changed):

- Campers may receive no more than 2 care packages per session, and the package size should be no larger than 14 inches square.
- No food or beverages will be allowed in care packages.
- Letters are unlimited, and all mail and packages should be sent to:

Camper Name, Cabin Name  
Camp Westminster  
2412 Lake Rockaway Road, NW  
Conyers, GA 30012

**Daily Camper Pictures:** We will be taking pictures of our campers throughout each day and posting them to our web page, [www.campwestminster.org](http://www.campwestminster.org). To access them, click on the grey "Camp Photos/Camper Email" button. Don't forget to look for your child!

**Camper Email:** You can send email (bunk notes) to your camper through our website, [www.campwestminster.org](http://www.campwestminster.org). Each summer, we partner with [Bunk1.com](http://Bunk1.com) for our photo and email services. A letter, detailing this process, is included in this document, and will also be given to you at check-in.

**Phone and Visitation:** Campers are not allowed to call home or to receive phone calls, except in case of emergency. Campers are not allowed to have guests or friends visit during the session. Visitation interferes with the camp program and the smooth operation of camp.

**Check-in and Pick-up times:** Camper check-in for all overnight sessions, *except First Timers 2 & First Timers 4*, is from 3:00-5:00PM on Sunday. *First Timers 2 & First Timers 4 check-in is at 3:00PM on Wednesday*. For more information on arrival day, see the next page.

Departure time for all overnight sessions *except First Timers 1 & First Timers 3* is 9:00AM on Saturday. *First Timers 1 & First Timers 3 end at 9:15AM Wednesday*. If you will not be picking up your child on departure day, we will need written documentation that allows us to release your child to someone other than yourself. Make sure that whoever brings your child to check-in also knows who will be picking your child up on Departure Day so that we may record this information. We ask that you give your child's counselor this information as well. For more information on departure day, see the next page.

## OVERNIGHT CAMP INFORMATION:

- Sleeping bag or sheets and blanket; pillow
- Towels (pool and bath) and washcloths
- Pajamas
- Personal toiletries, including soap, shampoo, toothbrush, toothpaste, in a plastic bucket (optional)
- Clothes (please send extra change of clothes)
- Rainwear
- Swimsuit (one-piece for girls)

### Packing List

- Laundry bag
- Suitcase, duffel bag or trunk
- Flashlight and batteries
- Bible and notebook
- Closed-toe Shoes (please send extra pair)
- Shoes with heels if horseback riding
- Jeans (to the ankle for riding)
- Insect repellent

- Sunscreen
- Water bottle
- Camera (optional; disposable recommended)
- Prescription or over-the-counter medication (please pack this separately. See Health & Wellness below)

***Make sure to label everything!***

### Arrival Day

**\* Please note that check-in is in the Dining Hall. When you arrive at camp, you will be directed where to park and register. ALL CAMPERS MUST BE CHECKED IN BEFORE PROCEEDING TO CABINS.**

**\*\* Please make sure your child remains with you during the check-in process. You should stay with your child until you have checked them in with their cabin counselor.**

#### Step 1: Check-In

Check-In will begin at 3:00 pm and last until 5:00 pm. When you arrive at camp, you will be stopped at the luggage drop-off for staff to unload your luggage. Keep your camper's bedding and swim gear with you to take to the cabin, as well as any medications and paperwork you need to turn in. Proceed to the check-in table in the Dining Hall where we will confirm the receipt of payment and your completed health and release forms. We will give you your cabin assignment, activity schedule, and any further instructions.

If you will not be picking up your child on departure day, we will need written documentation that allows us to release your child to someone other than yourself. Make sure that whomever brings your child to check-in also knows who will be picking your child up on departure day, so that we may record this information. We ask that you give your child's counselor this information as well. See below for further information on departure day.

#### Step 2: Health & Wellness

Proceed to the Health & Wellness table in the check-in area to confirm that the nurse has a current health form on file for your child. Please note that all medications must be turned in at this time. Our medication policy requires that absolutely no medications are to be kept in the cabin except asthma inhalers or epipens. Please notify the camp nurse if your child will need any medication while in our care. Special dietary or other needs should also be discussed at this time. All campers must go through a lice check as part of the check-in process. If your child is found to have lice, you'll be offered the option to either pay for the service to treat your child there, or you will need to take them home for treatment.

#### Step 3: Cabins

You should now accompany your camper to their cabin to meet their counselor. You should carry your camper's bedding, bathing suit and towel with you, so you can select and make up their bunk, and they'll go to the pool after you depart. Please note you'll be traveling on foot, so dress comfortably.

#### Step 4: Camp Store

While you are at check-in, visit our camp store. We offer camp apparel & souvenirs, as well as items you may have forgotten to pack, such as cameras & flashlights. You may purchase items for your child to have during their camp session, and we'll deliver them as a care package. *The camp store is also open on departure day, so that you may visit it with your child.*

### Departure Day

**Pickup times:** Departure time for all sessions, except First Timers 1 & 3, is 9:00AM on Saturday. First Timers 1 & 3 end at 9:15AM Wednesday. For Adventure, Senior Blast and Trail Blazer sessions, parents are invited to attend the camp closing ceremonies in the Tabernacle Saturday 8:30-9AM.

**Check-out:** Campers should be picked up immediately following the ceremony. Before leaving, campers **MUST** be checked out by their Senior Counselor and picked up **ONLY** by their parents or other authorized persons. Luggage for each cabin will be in a central area, grouped by cabin. Before leaving, be sure you have all of your child's luggage.

**Lost & Found:** Items left behind after campers leave the cabin on departure day will be collected in a bin and placed in the luggage area. Please check lost & found for any of your child's belongings before your departure from camp! Lost & found will be kept for one week and then all unclaimed items will be given to charity.

**Photo pickup:** Upon checking out, campers will be given their session group photograph.

**Camp Store:** You and/or your child may visit the camp store the last morning of camp to purchase camp apparel and souvenirs. *The camp store is also open on check-in day, and you may visit it after you check in your camper.*

**Medication pickup:** Be sure to see the nurse at the Health Center to retrieve your camper's medication.

## DAY TREK INFORMATION:

**Schedule:** Day Trek sessions are Monday-Friday, 8:30am-5pm. *Early drop-off or late pick-up is not available.* Breakfast, lunch and an afternoon snack are provided for Day Trek campers.

**Day Trek Pickup Policy:** Day Trek campers must be picked up promptly at 5pm each day. A late fee of \$15 will be assessed for each 15 minutes after 5pm. Late fees are due the day they are incurred.

- Beach Towel
- Swimsuit (One-piece for girls)
- Bible and notebook
- Closed-toe Shoes (please send extra pair)

### Packing List

- Shoes with heels for riding (optional)
- Jeans (to the ankle for riding)
- Insect repellent / Sunscreen
- Rainwear (if applicable)

- Water bottle (optional)
- Camera (optional; disposable recommended)
- Prescription or over-the-counter medication

***Make sure to label everything!***

### Drop-Off/Pick-Up Procedures

**First day drop-off:** On Monday, you will be directed to park and bring your child to the check-in table. At Check-In, we will confirm receipt of payment and your completed health and release forms. If anyone else will be dropping off or picking up your child during the week, we will need written documentation that allows us to release your child to someone other than yourself.

If applicable, you will then speak with the nurse, and discuss any health or dietary issues. If your child takes any medications during the camp day, you must turn these in to the nurse, along with dosing instructions.

You will then leave your child with his/her counselors. On the first day, the counselors will go through a brief orientation, and give the campers their activity schedules for the week.

**Remaining days drop-off:** On Tuesday through Friday, you will be directed to drop off your child at the drop-off/pick-up area without exiting your car. A staff member will meet him/her at your car, and have you sign a drop-off/pick-up form.

**Pick-Up:** Upon arrival, please drive up to the drop-off/pick-up with picture identification ready. Once our staff has verified your identity, your child will be free to leave with you. *If you'd like to help your child gather his/her belongings, or speak with one of our staff, please feel free to park and exit your vehicle.*

**Last day pick-up:** On Friday, you will receive a group picture of your child's session, as well as a Camp Westminster t-shirt. If you dropped off any medication, please be sure to pick it up by visiting our nurse before departing.

Unclaimed items will be assembled in a Lost & Found box in the drop-off/pick-up area. Please check lost & found for any of your child's belongings before your departure from camp. Lost & found will be kept for one week and then all remaining items will be given to charity.