

# Group Leader's Guide

## Eagle Sky of the Ozarks Summer Camp 2017

### Reserve Your Spaces

Read through all of the information in this Group Leader Guide before reserving your spaces. To reserve your spaces, submit a Group Reservation online. You will be required to submit a \$50 deposit for each space that you would like to reserve.

The \$50 deposit is non-refundable/non-transferable. All reservations and payments must be made on our website and need to be made by the Group Leader. We will not accept payments or reservation changes from individuals in your group.

When you register your group on our website you will be able to download a link. You will need to copy the link and email or post on Facebook for all the people in your group to access. They will need to follow this link to register under your group. If they do not follow this link, they will be registered as an individual camper and will not get your group discount and may not be in the same cabin as the rest of your group.

Neighboring churches may wish to save on transportation expenses and travel together. Please designate one main contact between your group and the camp.

### Promote to Your Church

Promotional materials are available on our website. Visit our website to download our promotional material. You are welcome to use any of the formats available to promote within your church. In addition, you are able to print promotional flyers from a downloadable PDF.

### Submit Camper Applications

Parents can fill out the application online by using your group link. Please note that applications must be filled out by the Legal Guardian of each camper.

All applications must have Secondary Emergency Contact persons listed. These people should be someone not living in the same household as the camper. In

the case of an emergency, Eagle Sky will contact the parent or legal guardian immediately. If a parent or legal guardian is unable to be reached, Eagle Sky will contact the secondary emergency contact person listed. If both contacts are unavailable, the Group Leader will automatically be the designated emergency contact person.

## **☐ Verify Your Campers' Information**

Through the Group Leader Portal, you can view the status of each camper and what information is pending. Be sure to verify the correct spelling of the campers' names. It is also important to check that they are listed under the correct gender for bunking assignments. Please make sure they fill out their t-shirt size as well. That is very helpful to us when we are ordering the theme shirts for the week.

## **☐ Add to Your Reservation**

You can add to your reservation if your numbers increase, as long as space is still available. Using the Group Leader Portal, request extra spaces in your desired session, and the \$50 non-refundable/non-transferable deposit for each additional space. If the session you are requesting shows to be full, contact the Registration Office, and we will assist you.

Once sessions have reached full capacity, prospective campers can be added to the waiting list. In order to be on the waiting list, we must receive a \$50 deposit per person and a completed application. Space may become available on short notice. If you are contacted less than one month prior to the session start date, be prepared to pay the remaining balance due within 24 hours. If a space does not become available, the \$50 deposit will be refunded.

## **☐ Background Checks Are Required On All of Your Leaders**

Here at Eagle Sky, we see background checks as another step that we and other camps should take in protecting campers. We want to offer the greatest possible protection to your campers and the other campers we serve, as well as, provide parents, pastors, and leaders with maximum peace of mind.

All Adult Leaders must be 18 years of age or older and a resident and citizen of the U.S. with a valid Social Security number. Every Adult Leader must have a background check application completed online authorizing Eagle Sky to request background information. This fee is included in the Adult Leader camp fee.

Background Checks for Waiting Adult Leaders

Eagle Sky will not process a background check for Adult Leaders who are on the waiting list. We suggest that you go ahead and run your own background check for your waiting list Adult Leaders. This way, if space becomes available, your Adult Leaders registration can be processed immediately.

## **☐ Substitutions or Cancellations**

If you have any substitutions or cancellations, use the Group Leader Portal to make these changes.

### Substitutions

Using the Group Leader Portal, submit a Substitutions and the \$50 non-refundable/non-transferable deposit for each new camper/sponsor. Deposits are non-refundable and non-transferable.

Substitutions made later than two weeks prior to the camp session must be “boy for boy” and “girl for girl” due to the fact that the bunking arrangements will already be assigned. Substitutions cannot be made within 48 hours of the session start date.

### Cancellations

Using the Group Leader Portal, submit a Cancellation for any camper/sponsor or unused spaces. For refund information, refer to the Refund Policy on page 5.

### Denials

Eagle Sky reserves the right to refuse admittance to any camper/adult leader. In the case that a camper/adult leader is denied, their deposit will be returned in full.

## **❑ Pay The Balance Due**

Your group's remaining balance must be paid in full no later than one month prior to the start date of your camp session. The Group Leader should collect all individual payments from parents and pay the balance due to Eagle Sky with one church check or credit card. Use the Group Leader Portal, to make payments.

### Obligation for Payment of Reserved Spaces

Groups reserving a given number of spaces will be obligated to pay camp fees in full for those unfilled spaces unless cancellations are made at least one month prior to the start of the session. Please keep this in mind when reserving spaces.

## **❑ Requesting Refunds**

### Eligible Refunds

In order to be eligible for a refund, not including the \$50 non-refundable deposit,

Cancellations must be made at least four weeks prior to the camp session. All refund requests must be submitted in writing within 30 days of your cancellation.

If a camper is sent home during the week due to illness as determined by the camp nurse, the camp fee will be refunded on a per-day basis (days camper is not physically at the camp.)

### Ineligible Refunds

The Camp Director reserves the right to dismiss any camper whose conduct becomes in any way detrimental to the best interests of the other campers. No refund will be given in this case or for any reason other than illness as determined by the camp nurse.

Campers who become homesick and leave their camp session early are not eligible for refunds.

Campers who arrive with head lice will be immediately turned away and will not be eligible for any refunds.

Parents and/or Adult leaders are responsible for providing transportation if a camper is sent home for any reason. The camp will not be held responsible for travel expenses incurred in picking up the child.

## **❑ Make Transportation Arrangements**

For groups planning to charter a bus, we recommend that you also make arrangements to have a personal vehicle with you during your stay at camp.

## **❑ Check All Campers for Head Lice**

o Have parents check their campers for head lice two weeks before departure. This is very important to find any campers who are infested, so they can be treated in time for camp.

o Do a head lice check of your group on the day of departure to make sure no one in your group is infested. Campers who arrive with nits or lice will be turned away with no refunds. Please save the camper from the embarrassment of being turned away by getting rid of lice before arrival.

Please refer to our Head Lice Policy for procedures in treating infestation. (this can be found under the additional information tab on eaglesky.camp)

## **❑ Bring All Campers' Prescription Medication**

Prescription medications must be in the original bottle, with only the amount needed for the camper's stay at Eagle Sky. All inhalers, nasal sprays, and epi pens must be in the prescription box with label and must NOT be expired. All prescription bottles must have the camper/leaders name on it, and prescribing information. Medication should come in a Ziploc bag, with the name, bunk and session number written on the outside of the bag. All medications (including inhalers and epi pens) must be turned into the Health Center.

Medical staff have common OTC medication available at the Health Center to dispense as needed. If an exception needs to be made for a camper taking Claritin, Zyrtec, Miralax, etc., the type and amount needed should be listed in the Medications section of the Medical History.

Adult Leaders are not allowed to dispense any medication.

Campers will be required to turn in their medication with the Health Center staff at registration. Medications must be properly labeled and must NOT be packed in campers' suitcases. If medications are in separate vehicles, campers will not be admitted until the medications arrive.

## **☐ Go to Eagle Sky for Summer Camp 2017! Check-In**

All luggage must have a luggage tag that has been issued from Eagle Sky. Parents should write camper's name, address, and phone number on the back of luggage tags. Color-coded luggage tags will be mailed to you for your group 4 weeks prior to your session start date. Every suitcase/duffle bag should be labeled. Consider rolling pillows inside the sleeping bags for easier transport.

Your campers' medication should be turned in at check-in upon arrival at Eagle Sky. All medications should be clearly labeled, separated by boys and girls, and not packed in campers' luggage.

At check in each camper will receive an identification bracelet that will be used for medication delivery and General store purchases.

### **Store Money**

Before arriving to camp: if you have campers whose store money was not included during their registration process, those campers' spending money should be separated into envelopes with each child's first and last name on the envelope. Turn in your campers' spending money at check-in. Please note: Spending money brought by campers will be used for their purchases in the General Store (souvenirs, candy, t- shirts, etc.) evening snacks are included in the camp fee (not deducted from campers' spending money).

If you are leaving the property, you will need to check out at the office and the security gate. The designated On-Site Leader must be available on the camp grounds at all times.

### **☐ Bunking Arrangements**

While at Eagle Sky, we ask that you let the counselors have every opportunity to minister to your campers. Only males are allowed in the boys' cabins and females in the girls' cabins. We ask that you do not go into the campers' bunkhouses after lights out each night or before they get up in the mornings.

All sponsors are bunked in adult male or female cabins which consists of bunk beds and bunk-style bathrooms. Leaders will need to bring a sleeping bag or blanket & sheets for a twin-size bed.

## **❑ Adult Leader Information**

An adult leader meeting will be held immediately following the first evening's chapel service.

Adult Leaders can participate in activities with the campers, but are not required to do so. Campers are supervised at all activities and in the bunkhouses by our trained Eagle Sky Staff. The only help we will request from you is at meals.

### **Adult Leader Amenities**

Meal time is something you will look forward to at Eagle Sky. Adult leaders are provided with wholesome food and an amazing salad bar.

Phone messages, email and mail will be delivered daily (at approximately 5:00 p.m.). Check with the office during the day if you are expecting messages.

## **Feel free to Contact Us If You Have Any Questions**

Eagle Sky of the Ozarks Registration Office hours are:

Monday – Friday 7:30 a.m. to 4:30 p.m. (Central Time Zone)

Call us at:

573 287 3288

Fax us at:

573 287 3223

Send forms to:

1 Eagle Sky Drive, Patterson, MO 63957

Website address is:

[www.eaglesky.camp](http://www.eaglesky.camp)

Email questions to:

[esoinfo@eaglesky.camp](mailto:esoinfo@eaglesky.camp)



## Statement of Faith

The Eagle Sky Foundation holds Five Fundamental Truths that are Pillars of the faith.

1. **ONE GOD:** We believe in the Godhead, consisting of the Father, Son and Holy Spirit.
2. **JESUS CHRIST:** We believe Jesus Christ is the Son of God, born of a Virgin, conceived by the Holy Spirit.
3. **SAVIOR AND REDEEMER:** We believe Jesus Christ died to save us from our sin, that He was resurrected from the dead and as our Lord and Savior is the way to Heaven and Eternal Life.
4. **SECOND COMING:** We believed Jesus Christ will come again, in glory and honor, to judge the living and the dead.
5. **BIBLE:** We believe the Bible is the inspired, living Word of God and is the only reference for Christian Faith, Doctrine and Conduct.

The Eagle Sky Foundation's focus will be upon Jesus as Lord and Savior as well as on education, recreation, and the spiritual growth and development of the whole person.