PARENT HANDBOOK
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Calleva's mission is to get people of all ages outdoors, promoting personal growth, group cooperation, and environmental stewardship. For over 25 years, Calleva has built a reputation for excellence and innovation in outdoor education and outdoor adventure programming. Calleva's unique blend of fun, learning, and challenge helps people take risks, develop confidence, learn new skills, and excel in a team environment. In short, Calleva is helping our community raise a new generation of leaders who will protect the best of our history and be catalysts for excellence in the future.

We are committed to continuing this tradition, building on the values that make us who we are:

- **Community & Teamwork**
- **Personal Responsibility & Empowerment**
- **Stewardship**
- **Tradition**
- **Loyalty & Commitment**
- **Integrity**
- **Curiosity**

**OUR PHILOSOPHY AND VALUES**

“Adventure is not in the guidebooks and beauty is not on the maps”
In order to achieve the goals we set for our staff and campers, we recognize that we need to unplug! Too often our devices can distract us, taking us away from the activity and the group. Campers should not bring phones to camp! Every group at Calleva is led by a highly trained instructor who has a phone that can be used to contact the office, emergency services, and campers' families if needed.

Please protect your camper from the risk of breaking or losing their device, or not getting the most out of their week, by sending them to camp phone-free!!
Calleva has been so successful in creating amazing outdoor experiences because of our dedicated and enthusiastic staff! Whether it’s their unique ability to create spaces for kids to push themselves, their commitment to getting to know EVERY kid in their group, or their detailed understanding of what it takes to run fun, engaging, and empowering programs, our staff are the best part of Calleva!

Most directors are full time, year round Calleva staff and have been with us for more than 5 years. Many of our instructors are regular seasonal staff who return year after year due to their passion for introducing young people to the great outdoors.

All of our staff...

1. Go through a rigorous interview process with Calleva Directors
2. Are thoroughly background checked, including fingerprinting
3. Participate in AT LEAST FIVE DAYS OF STAFF TRAINING, including a two-day, pre-summer orientation
4. Participate in WEEKLY staff meetings
5. Are CPR and First-Aid trained through the Red Cross
6. Are certified by outside entities, or certified and trained in-house by our experienced Director team, when tasked with instructing activities
7. Can attend additional weekly trainings to increase their knowledge and comfortability in the outdoors
8. Read and are quizzed on our staff handbook (Take a look if you’d like!)
Our campers are what make camp special! They bring their amazing energy, ideas, and curiosity to camp, and we love getting to know them each year. We expect our campers to behave in ways that are inclusive of, and respectful to, the people around them. Our staff are trained to help facilitate inclusive and supportive groups. Seeing 12 campers who don’t know each other on Monday leave as 12 friends on Friday is one of the most rewarding parts of the summer! Our staff do not tolerate behaviors that jeopardize the physical and emotional safety of group members, and will work with campers and families if they see these behaviors arise. Our goal is to ensure that everyone enjoys their week in the outdoors!
Calleva strives to provide positive camp experiences for children with various needs wherever possible. However, we do not specialize in serving children with special needs, including children with significant physical, emotional, social, or behavioral difficulties. Please talk to us if your camper has extra or special/specific needs at camp. We can always provide a better and safer experience for your child if we know about potential challenges ahead of time and can be prepared to fully assist and support each individual camper. Please call the Calleva office on 301-216-1248 or email lucy@calleva.org.

In some cases, after talking with families, our camp directors may feel it is necessary for an individual camper to have 1 to 1 support for behavioral or medical needs. If this is decided, then the family will be asked to pay extra for an additional member of Calleva staff.*

**Diabetic Campers**

We can accommodate diabetic campers in our Explorer camp. Our camp nurse is available to be on site at both our Riley's' Lock and Farm location for daily ‘checks ins’. Depending on the camper’s needs, the child may not be able to go to Adventure Island with their group, but instead will do an extra day at either of the other locations. Diabetic campers who are able to self carry and self administer may be able to join our traveling adventure camps or Island Day Camp after talking through their needs with camp directors and medical staff.

*Overnights for campers with specific medical or behavioral special needs may not be possible. Please contact lucy@calleva.org so we can discuss individual camper’s needs.

**Additional paperwork signed by the campers’ physician is required for insulin dependent diabetic campers.
Our buses and drivers help us get to all of our amazing activities!

**Camp Pick up and drop off**

Feel free to check these links for a list of bus stops and pick up/drop off times

- [Maryland Camp Transportation](#)
- [Virginia Camp Transportation](#)

Please know that pick up/drop off times are subject to change. If there is a change you will be notified in the e-mail you receive the week before your camper attends camp.

**Our Bus Drivers**

To ensure that we get all of our campers and staff to their destination safely, our drivers...

- Are properly licensed for the vehicle they drive
- Undergo Calleva driver training before camp each summer

**Our Bus Rides**

Bus rides are a part of camp, and because of that we aim to make them fun! Our buses have bus counselors who play games, sing songs, and make sure that everyone’s ride is enjoyable and safe. We ensure that our younger campers (4-5 year olds) sit at the front of the bus, and are near a bus counselor so they can be quickly helped if needed.
Each day, it is expected that your camper will come ready for a day of adventures! With that, we ask that they bring a few essentials, with their name clearly written on each item.

- **Attire - swim shorts, a water shirt, & closed-toe water shoes** - We ask that campers come ready to get wet, no matter the activity, as they will likely jump in the water at some point during the day. Water shirts or quick dry t-shirts (not cotton) allow campers to be protected from the sun throughout the day, whether on the water or the land, with the ability to dry out once they are out of the water. We ask that campers wear closed-toe water shoes that will easily stay on their feet in and out of the water - flip flops and crocs are not suitable! If you would like to send your camper with sneakers, you are more than welcome to do so, but please make sure they have a pair of water shoes with them.

- **Water Bottle**

- **Sunscreen & Bug Spray** - State law requires campers to bring their own sunscreen and bug spray to camp each day WITH THEIR NAME CLEARLY WRITTEN ON THE BOTTLES. *We are also required to have PARENT PERMISSION (provided on camper Health Form) for Calleva staff to provide and apply sunscreen for your child.

- **Lunch** - There is NOT a facility to keep lunches cool throughout the day; please plan accordingly and pack a non-perishable lunch. Lunch is available for purchase for our Maryland camps and can be added to your order post registration.

- **Towel** - This is OPTIONAL, but can be nice if your camper would like it.

- **Rain gear** - Be ready for rain, if predicted!

- **Backpack** - Please make sure that all of your camper's items fit in one bag

We promote packing as simply as possible; the less your camper has to keep track of, the better!
While Calleva will provide all technical gear, a few programs have some specific items that should be brought from home in addition to the other daily needs:

- **Caving**: solid shoes that you don’t mind getting muddy
- **Fishing**: we supply all of the rods and tackle, but invite kids to bring their own if they want!
- **Growing Green**: a wide-brimmed shade hat is suggested
- **Horseback Riding**: riding boots or closed-toe shoe with a heel & long pants
- **Mountain Biking**: we supply bikes & helmets, but campers are welcome to bring their own! (Please contact office@calleva.org to arrange for bike drop off and pick up.)
- **Rock Climbing**: hiking shoes for approaching crags & stretchy shorts
- **Sailing**: sunglasses with a strap

**What Not to Bring**

There are a few things that we would prefer be left at home. We are not liable for ANY lost or broken item that a camper brings to camp.

- **Cell Phones**: Please make sure that your camper **DOES NOT BRING A CELL PHONE** to camp. There is a high probability for loss and damage with these devices and they also take away from the social experience of camp. Calleva does not take responsibility for water damage, impact damage or loss of cell phones or other electronics. We want to encourage our campers to unplug while they are out with us to truly embrace the outdoors. Our instructors and counselors will carry cell phones, but as stated in our staff handbook [link handbook, pg 10], they will only be used in case of emergency.
- **Other Electronics**: All other electronics should be left at home as well.
- **Items of Value**: Please ensure that your campers are not wearing their best clothes to camp or bringing anything that may be sorely missed if it were lost or broken.
**Emergency Medication**

If your camper requires emergency medication (i.e., Epi-Pens, inhalers, diabetic medication) please make sure that you send your child with those medications. Due to the age and maturity of campers in different programs, our policies regarding 'self carry and self administer' are a little different.

For campers in Adventure Camps, VA Sampler, High Adventure and LIT

Emergency medications will be carried by the camper and administered by Calleva Head Counselors if needed in an emergency. Inhalers can be self administered if parent permission is given in Medical notes.

Parental permission must be provided via authorization form and this form MUST be enclosed with medication. The medication should be clearly labeled in the original pharmacy container with the prescription name, prescribing physician's name, name of medication, directions for taking the medication, and the camper's name, as noted in the staff handbook [pg 33].

When in the water, waterproof protection (such as this) must be provided by the camper for the medication. If no suitable case/container is sent from home, then the group counselor will carry the emergency medication.

For campers in Cubs, Explorers, EXPX Sampler and IDC

Counselors for campers in these programs can hold emergency medications on their behalf and will ensure they are kept close to the individual.

**Other Medication**

If your camper will be bringing any other medications to camp, whether prescription or nonprescription, the medication must be enclosed with a medical authorization form that is signed by a doctor. Any prescription medication should be sent to camp the same way that emergency medications are sent, as noted above. Non-emergency medications will be carried by the head counselor, who will then document in the medical notebook; the date, amount, and time the medication is taken.

The exception is in the case of a suspected anaphylactic shock when Diphenhydramine (Benadryl) may be given under guidance of health professional as an emergency medication.
Campers must provide their own food and snacks for camp everyday. Food brought to camp should be non-perishable, as refrigeration is not available for camper lunches. **We are NOT a nut free camp.** We do allow campers to bring nuts and nut products to camp and our staff are aware of campers with allergies and are sure to keep those with allergies away from any potential allergens.

For Maryland campers, parents may purchase Calleva catered lunch for $35. Lunch must be ordered no later than the Monday before your child is enrolled in camp. It includes a Deli-style sandwich, chips, & snack. If your camper has any dietary or allergy restrictions, we suggest they bring a lunch from home. We do not offer a vegetarian lunch option. Lunch is not available at our Virginia campus.

On overnights, dinner and breakfast will be provided by Calleva. All perishable food will be kept in coolers at or below 41°F until use, as noted in the staff handbook. Campers must provide lunch for themselves for Thursday and Friday. Both lunches should be non-perishable, as there will be no way to provide refrigeration for camper lunches on the overnight.
Safety is our number one priority at Calleva. We provide all necessary safety equipment for all activities that we offer and our staff ensure that all campers are using that equipment properly. For a complete list of our safety policies, please consult our Staff Handbook.

Our philosophy is prevention, through organizing and planning strong programs. Although the nature of our activities have the potential for risk, we strive to provide our staff with the knowledge, tools, and resources to run empowering camps.

Swimming in the Potomac River and other natural waterways

We do swim in the Potomac river and other natural waterways and as much as we can, wherever we safely can! Parents should expect that their campers will be in river and creek water with any water related program or activity. All Campers wear PFD’s (Personal Flotation Devices) whenever they are in moving water above knee level. These are properly sized and fitted by our staff. Helmets are also worn in rapids.

As with all watercraft, campers can fall or come out of their boat and be in the water, and will be taught how to safely handle themselves in moving water.

Emergency Action Plans (EAPs)

Each Calleva instructor prepares an Emergency Action Plan for each location that they go to throughout the week. These include evacuation plans, nearest hospitals, and phone numbers for camp doctors, nurses, and directors.

Inclement Weather

In any case of inclement weather, our instructors are trained to evaluate the situation and terminate activities if necessary. No activity will continue in the presence of lightning and groups will wait 30 minutes after the last lightning strike before continuing their activity.

All explorers programs have a permanent structure to take shelter in if necessary. Campers at our Riley’s Lock location and our Adventure Island will take shelter in a pavilion, as there is one at each location. Campers at the Farm will be able to take shelter in our activity barn. Each adventure camp and high adventure activity will have a bus to take shelter in if necessary.

First Aid

All instructors and head counselors are First Aid & CPR certified, and Calleva has a camp nurse in the office at Riley’s Lock all summer long. Instructors and counselors will ensure that first aid kits are available during all activities throughout the day and will have them ready in case of injury. Should your camper need any first aid, staff will record whatever care that is given in a medical log at the time that care is given. Should your camper need any first aid, staff will record whatever care that is given in a medical log at the time that care is given. In the case of an accident or injury that requires more than standard first aid, or at any time there is a question about the extent of an injury, staff will advise a camp director, the office, or the camp nurse immediately.

State law states that camp staff are not able to apply antibiotic creams, lotions or other topical ointments to wounds and rashes, unless parent permission is previously given for this on Health Form during Registration.
THURSDAY OVERNIGHT – THE HIGHLIGHT OF OUR ADVENTURE CAMP WEEK!

All Adventure Camps have an overnight camp out on Thursday night. The overnight is the culmination of each activity’s fun-filled week, the final element of Calleva’s 5-day curriculum. All week long, instructors execute activities designed to prepare your camper for Thursday’s extended day and night. Overnights happen rain or shine. Instructors track weather forecasts closely, and all groups may implement their Plan B to ready themselves for inclement weather.

All campers who sign up for Adventure Camp are expected to participate in the Thursday overnight. Transportation between home & camp is NOT PROVIDED for Adventure campers on Thursday night or Friday morning.

Campers prepare and head out to their destinations on Thursday morning, not returning back to our home base at Riley’s Lock until Friday afternoon around 2:30pm. Early parent pick-up or late drop-off on Thursday or Friday is not possible on most programs due to distances involved and overnight camping logistics.

Overnights vary according to activity, and as with our weekly itineraries, the overnight activities and locations are subject to change due to instructor decisions. Each week, instructors select overnight locations based upon their group’s interests, skill level, team dynamics and weather. Parents are notified by Wednesday about where their child will be overnighting.

Calleva has an Emergency Action Plan for every area we visit. Instructors carry cell phones and will contact directors and parents in the event of an emergency. As with all Calleva camps, Campers are not permitted to bring their own cellphones or any type of electronics on the overnight!

Basic overnight needs for all activities:

Sleeping pad, sleeping bag, change of clothes, flashlight/headlamp, cup, bowl & spoon, toiletries, warm jacket & rain gear. Lunch for Thursday and non-perishable lunch for Friday (unless you have purchased a Calleva lunch).

NEW in 2019:

For convenience, Calleva is offering OVERNIGHT GEAR BAGS for sale to our Adventure Camp and High Adventure campers.

Tips to avoid mosquito bites (suggested for any water based programs): Very lightweight pants, long-sleeved shirt, socks and a hat that can be sprayed with bug spray.
Our mobile camp philosophy enables awesome adventure for our participants at a different location every day! It also requires us to be creative about communication, planning logistics and other aspects of camp.

Calleva’s Summer Camp day begins & ends at our ‘hub’ at Seneca Creek Landing, Riley’s Lock. Our main office is a small building located in the C&O National Historic Park. It is a short walk from the grassy area where we hold morning & afternoon Council – where Seneca Creek meets the Potomac River.

We do not have any indoor facilities for summer camp and we rely on porta-potties for bathroom facilities both at Riley’s Lock and Calleva Farm. When in the field, campers learn & practice Leave No Trace principles for every aspect of life in the outdoors!