



Sunday Check-in Process & Reminders:

Check In: Drive through check-in time starts at 4:00 p.m. Please do not arrive before 3:50 p.m. This helps our deans & faculty to meet @ 3:00 p.m. before campers arrive and be ready to supervise campers as you leave. Parents will arrive and check in from their car at their designated time. Our staff will greet you and place you in line at your assigned time depending when you registered your camper. One parent may help their child into the dorms if they need assistance, but we ask you to not linger so the line can continue to move. Camper medicine should be checked in with our camp nurse at the Dining Hall after you drop off your child at their dorm.

Camp Nurse: Our camp nurse will be at the Dining Hall porch once you drop off your child. All meds must be in their original containers, in a Zip lock bag with their name on it, checked in with the nurse, and signed off by a parent or guardian.

Early Express Line 4:00 – 4:20 p.m. (Registered between Feb. 1 – April 22nd & **Save \$40**): Express Line for you to zip through line, get the right size T-shirt and get first choice of bunk beds for your camper. In the future, take advantage of this and register early.

Regular Rate Check in 4:20-4:40 p.m. (Registered between April 23rd – May 31 & **Save \$20**): Arrive after 4:20 p.m. These Campers will be in our 2nd line and checked in after early express line.

Late Registrations 4:40-5:00 p.m. (after June 1st) Campers who signed up after June 1st will be checked in starting at 4:40 as space is available. Please arrive no earlier than 4:30 so we have time to check others in and your wait will be less. Many weeks are normally sold out and no walks will be permitted unless we space available or sometimes we have cancelations.

Camp Dean & Faculty: Meet the camp dean, ask the dean questions, faculty is in the dorms helping campers move in. After you get your bunk, head to the camp store to get your shirt.

Camp Store & Mail: After you check-in and get your bunk, pick up your Camp T-shirt in the Camp Store by the gym in the A.R.K. Camper mail can be left in the camp store MAIL CRATE or with the office staff.

Camper Pickup Up Times: Pickup time is Friday @ 12:00 noon for full week sessions and Tuesday at 6:45-7:00 p.m. for First Chance Camp. Parents of teenagers, please stay in your cars and kids will be dismissed to you. Elementary parents bring your parent tag to the gym porch.

Howell's Mill Christian Assembly Policies

Missionary offering: Our camp has a mission they support each week. We encourage you to send offering money with your student and any used camper canteen credits are added to the offering check at the end of the week.

Child Protection Policy: We take the safety of your children very seriously. Here are some ways we take precautions to protect your campers and our ministry.

- All our staff, faculty, and adults authorize a national criminal background check before working with children and submits to a home church minister reference check.
- Campers are expected to stay in larger groups of at least 3 or more at all times. Even private conversations can still be done in a very public area.
- Our entrance gate is locked after camper check-in and remains locked while campers are onsite until 30 minutes before parent pick-up time. This reduces unknown visitors and safety concerns for our guests and facility. Security cameras are located around of campus and are constantly recording and monitoring behavior.
- We also lock our dorms at night when campers and adults are in for the night.
- No camper under 6th grade will be released to parents without matching parent tags from the wristbands or written consent from the legal guardian or parent.

Visitor's Policy: We encourage visitors to be the exception rather than the rule. It disrupts programming, causes safety concerns, and causes homesickness. If you do visit, you will need an access code to open the gate and when you enter camp you MUST sign in at the office sign in sheet. 304-743-4332. Make sure the dean and office staff sign you out before you take your camper.

Refund & Transfer Policy: I'm sorry, but we do not offer refunds for leaving camp early once you have checked in. If you cancel your registration or do not show up on Sunday, \$50 registration deposit is nonrefundable and nontransferable. Any unused canteen credits are added to missions offering for the week. If space is available and you need to transfer weeks, we can switch them before your week of camp, but you will not be moved ahead in line of other campers who signed up for that program earlier.

Our Camper Big 5 Rules We Expect them to Follow at camp

1. **Respect the Place –** help take care of the facility and clean up after yourself
2. **Respect the People -** Don't do anything that would ruin someone's week: This includes no messing with others stuff, hazing, pranks, bullying.
3. **Be where you are supposed to be: follow the schedule and be with your group.**
 - (Rule of 3.) Campers and faculty should never be in groups of 2, always 3 or more.
 - **These areas are off limits without HMCA Staff:** low ropes course, pool, giant swing, paintball course, waterslides, and the kayak dock on the river. Also, no boys in girls dorm, no girls in boys dorm.
4. **Dress Modestly –** no underwear can be showing, no short shorts, revealing shirts, and modest bathing suits that cover your body well.
5. **Don't Allow technology to be a distraction –** no pictures in dorms or bathrooms, and if phones are a distraction, faculty will take them until Friday check out time. We discourage phones being brought to camp by campers under age 12. No electronic video games at all at camp.

HMCA HOUSE RULES

Respect – although the staff at Howell’s Mill Christian Assembly is here to serve you and meet your needs, we expect your courtesy and respect. Treat the staff the way Christ would treat them. Treat the buildings and grounds in a similar manner. We desire to cultivate and maintain a Christian environment that enables our guests and our staff to glorify the Lord.

No food or drinks in the dorms. Food & drinks are to be stored in the faculty lounge or Dining Hall. This helps keep dorms allergy free and cut down on critters in dorms & cleaning bills.

No 1 on 1 counseling or being in any room or building in groups smaller than 3. We ask for adult supervision to be at least 1 adult to 8 students; and adults to always be with students.

No videos or pictures in the dorms or bathroom areas. Violators may be held liable for any state or federal laws violated for taking or posting unlawful pictures or videos of guests.

Decent and modest clothing is required **AT ALL TIMES**. No bikinis, short shorts, slit shorts, muscle shirts, spaghetti strap shirts and see-through tops are not permitted. Pajamas or lounge sleepwear are not to be worn in public areas. Footwear is to be worn at all times.

Only “G” or “PG” movies are to be shown on grounds. In an attempt to foster a Christian environment, we encourage you to use discretion in your music/radio selections. HMCA has the final authority on all matters pertaining to movies and music.

No alcoholic beverages/tobacco products/drugs/vaping are allowed anywhere or anytime on the premises. Drug use includes any injected, ingested or inhaled substance that is deemed harmful and intended to induce a “high”. Howell’s Mill Christian Assembly is also a nonsmoking campus

Guests are NOT allowed to have ***any guns/knives/weapons*** of any kind on the grounds.

No fireworks of any kind are permitted without permission from the director.

Personal pets and animals are not allowed on the grounds or inside any buildings.

No swimming will be permitted without the supervision of staff lifeguards.

The Giant Swing, Waterslide, the Pool, Ropes Course, Kayak Dock, & Paintball Course are off limits without supervision of Howell’s Mill staff.

Four-wheel all terrain vehicles are not permitted at any time without permission from the director. Only camp staff will operate camp vehicles and carts.

Guests are expected to leave the buildings and grounds in the same good condition in which they found them. Prior to departure, trash should be picked up and all areas returned to their **original condition** (*tables and chairs on racks, floors swept, etc.*)