**Nazarene Family Camp Policy Manual**

It is expected that Camp Harmattan camping guidelines will be strictly adhered to by all campers. No abuse of Camp staff, board members or committee members will be tolerated. Non-compliance will result in campers being asked to leave or to have limited use of the Camp in the future and law enforcement may be contacted if necessary.

**Camp Community living guidelines**

1. Quiet time is 11 pm and all campers must be at a camp site at this time.
2. Curfew is 12 midnight and all campers must be at their own camp site at this time.
3. Campers must remain on the grounds between midnight and 6 am except in the case of emergencies.
4. Out of courtesy for others, we ask that people moderate the noise level at their camp sites.
5. There is no trespassing on private or public property and violation of this policy will result in immediate expulsion from Camp Harmattan.
6. Please be respectful of public roadways and use caution at all times; walk single file in the shoulder, facing traffic.
7. Camp Harmattan is a dry campground; no alcohol, marijuana and non-prescription drugs are permitted on the grounds.
8. Please keep your valuables secure in a locked location.
9. There is no smoking (including e-cigarettes) at Camp Harmattan other than in designated areas.
10. No pets are allowed on the grounds. ![C:\Users\Rose\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S3ZYG51V\MC900185730[1].wmf]()

**Children**

1. Parents: children must be supervised by an adult at all times. Camp Harmattan is open to the public. As in any public setting, children need to be supervised.
2. Other than at specific Children’s programming, parents or guardians must arrange for all children under the age of 12 to have adult supervision at all times.
3. All age level groups must maintain adherence to the age level qualifiers for the classes offered. (ie: despite maturity levels of a 4-year-old, the child cannot attend the 5-6 age class) If there is a special need, please contact nazarene@telus.net by July 1st. To attend Kids Connection, the child must be at least five years of age and must have completed kindergarten. A parent of a child who is 5 and has completed kindergarten may also choose to leave their child in Pre-school Palace for the year.
4. Grades 1-6: Parents of children enrolled in the program for the week for Grades 1-6 are required to assist in supervision for one a.m. and one p.m. session.
5. Teeny Tiny Camp (children under 2) and Preschool Palace (children 2 and up until entering grade one):
	1. Parents are required to volunteer once for each child in the programming.
	2. Parents are required to pick up children (or send a designate to pick up the child) immediately following the service.

**Meals**

1. Meal Tickets must be purchased in advance of each meal from the office. When possible, tickets should be purchased when registering on-line or in advance on-line. www.campharmattan.com

**Property**

1. Camp grounds upkeep: Everyone should assume responsibility to help with the cleanliness and appearance of the camp. Please notify the Camp office if you see something that needs attention.

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1. Do not cut down trees, dead or alive. Persons cutting down trees without permission will be assessed a replacement fee (up to $1000.00) (Only CHA is authorized to take care of the replacement) and/or will lose the privilege of having a long term site.
	1. If there is a dead tree on your lot, please contact the office and complete the required form before taking any action.
	2. If there is a live tree on the lot that is a concern, please contact the office and complete the required form. Do not take any actions without permission or you will be assessed the replacement fee and may lose your site privileges.
2. No landscaping is allowed without permission. (This includes digging of fire pits.) If you are a long-term lot holder and would like to do landscaping, please complete a permission form at least one month in advance of family camp and wait for approval before taking action.
3. Use the right side of the road when driving up or down the hill to the youth side. Driving in the center causes ruts to form on the sides and makes the road difficult to use.
4. RV’s and trailers are not permitted to hook directly into the water. Conserve water: 3 minute showers, use outhouses, consider filling your units with water before coming to Family Camp.

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**Registration**

1. Registrations will be done online beginning February 1. Sites will not be assigned until you are registered online.
	1. Long term sites are sites that are used annually by the same family. Long term site status in a privilege; assignments have no legal binding and are fully revocable. Long term sites must be confirmed and paid by May 1 or your site will not be available.
	2. Remaining non-long term sites will be divided into groups (Group 1 – to accommodate units under 17 feet, Group 2 – to accommodate medium size units, Group 3 – to accommodate larger units) When a non-long term person registers, they will be given 3 choices of lots from ONLY the lots that fit their camping unit category, unless all the lots in their category are full. Ie: someone with a tent trailer will not be allowed to register on a Category 3 lot unless all category 1 and 2 lots are booked.
2. If a camper feels that they have not been treated fairly when registering, he or she should first present their case to the registrar in writing at nazarene@telus.net and ask for reconsideration.
	1. If the camper still feels that he has not been treated fairly, he or she may appeal to the Camp Harmattan Family Camp Ministry Team in writing.

**Registration – Lots ![C:\Users\Rose\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S3ZYG51V\MC900251417[1].wmf]()**

1. Persons wishing to retain a long-term site must prepay the site by May 1st or the lot will be reassigned to someone else for that year. Unless there are extenuating circumstances, not using the site will be allowed for one year only. Long term sites were assigned for those that want to attend Nazarene Family camp every year, therefore, you must attend annually to retain long term sites status. “Sub-letting” is allowed for one year only.
2. Cancellation policy for Long term site holders: Persons registered on a long-term site are requested to notify the registrar if they are not able to attend at least one month in advance.  Except in emergencies, if one month’s notice is not given, no refund will be given to the long-term registrant for their prepaid registration fee and the cost will not be applied to the next year.
	1. For those who cancel for two years in a row without at least one month’s notice, long term status will be revoked.
	2. In the case of an emergency occurring after July 1 that prevents you from attending camp, please let the registrar know as soon as possible.
	3. Long term site holders who do not check in or phone in prior to 6 pm on the first Sunday of Family Camp, will lose their site for that year. The lot will be reassigned for that year only, keeping in mind the above polices are still in effect.
3. Long term sites can be transferred to members of the immediate family (children, brothers, sisters, parents, grandparents) following completion of the appropriate form and approval of the Registrar. Other than to immediate family members, campers may not re-assign the use of their site to someone else, as there is a waiting list.
4. When assigning a temporary camper to the prepaid, long term camp site where the long-term camper could not attend, the temporary camper will be informed that the site is registered long term by someone else and may not be available for the following year.  They will also be given a list of sites that are not presently assigned as a long-term site so that they can choose one of those sites should they wish to register for a site long term.
5. Long term sites are for Family Camp only. It should be noted that the Camp is rented out to groups throughout the year and these groups require large sections of the grounds. Thus, the camp manager reserves the right to assign camping sites to best accommodate groups.
6. A waiting list has been established by the Canada West District Church of the Nazarene for those wanting a long-term site. There is one list for long term site holders that want to move to a more desired location (List A) and a separate list for those who do not currently have a long-term site (List B). When a site becomes available list A will be called first, as if they move, another site will be freed up. Then, List B will be called. If a person who is number one on a list is called and chooses not to take a lot that has come up, they maintain their spot on the list. Should they accept another site – they can resubmit to be on the relocation list but will not retain their previous status. In order to ensure timely communication, the offer of a site may be time dated.
	1. Camp Harmattan Ministry team may assign a long-term site out of order based on compassionate need.
	2. Persons not attending Camp for two years, will be removed from the waitlist.
7. Trailers can be dropped off at a reserved site no earlier than Thursday of the first weekend of family camp and must be removed by the Monday following the last weekend of Family Camp. Exceptions to this policy need to be cleared by the Camp management at least two weeks in advance. In order to help defray costs associated with facility usage, Campers and trailers utilizing the Camp Harmattan facilities in advance or following the above stated times, will pay the overnight camping rate.

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* 1. Those renting a unit that will be dropped off by a rental company can have the rental company call Camp Harmattan office to arrange a drop off time.
1. All campers, including visitors and sub-letters, must stop and register at the camp office upon their arrival at Family camp.
2. If you have more than one unit on a lot (including tents), please inform the camp office. It is appreciated if those with more than one unit on a lot, make a donation equivalent to the camping fee for the additional unit(s).
3. Campers will only camp on registered lots that have been assigned to them by the registrar.

**Registration – Cabins or lodge rooms ![C:\Users\Rose\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\4N7GR7Z2\MC900023585[1].wmf]()**

1. Some cabins or lodge rooms are considered “long term sites” and will be subject to the same protocols as long-term sites.
2. A minimum of five people in your family/group will be needed to register for a Long house room. Those who currently have a long house room as a long-term site but do not have five people in their group, will be allowed to continue using the room, however, upon their releasing of the space, another registration will not be accepted by anyone with under 5 in their group.
3. Aspen Lodge is for seniors only.

**Safety**

1. Each camping unit is responsible for their own medical needs and supervision. First aid kits are available at the office, dining room and nursery. Hospitals are located in Olds and Sundre.
2. Please observe the speed limits on all roadways. Do not exceed 10 km/hr. Watch for children.
3. Bikes may be used on the roads only. Do not ride bikes on the pathways around the meeting space or Youth side long house. Please ensure your children moderate their speed when biking. ![C:\Users\Rose\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PB3UPJQU\MC900251339[1].wmf]()
4. There is no pathway along with river from the Family side to the youth side. If walking from one side to the other, please use the pathway mowed into the ditch. Do not walk on the side of the road.
5. No skateboards or rollerblades.
6. Camp fires must be small; be careful of overhanging branches and never leave a fire unattended.
7. The Buffalo jump area is extremely unstable with a high risk of landslide and falling rocks. Hiking in this area is not permitted.
8. Fireworks are not allowed on the grounds.

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1. There is no lifeguard at the pool or river area; children must be supervised.

Swim at your own risk.

**Waste management**

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1. Please dispose of RV waste offsite. Do not dispose of RV waste in the outhouses.
2. Limit disposal of garbage.
3. Use the outhouses located throughout the camp. There is no effect on the water usage or sewer system when outhouses are used.

**Youth**

1. Youth under the age of 18 are not permitted on the camp ground without an onsite supervising adult who is 25 years of age or over. Under aged youth who are on site without a supervising adult will be returned home immediately.
2. Youth under the age of 18 staying with families other than their own need to be registered at the Camp office with contact information for their family members.

As a courtesy and for the sake of better communication, any address, phone or email changes should be communicated as soon as possible to nazarene@telus.net.

If you have a concern or need more information about these policies please contact Rose Graham at nazarene@telus.net.