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MT LEBANON
PRETEEN CAMP
GUIDE

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PREPARING FOR CAMP

PUBLICIZE

- The Theme
- On- Line registration - CampDoc
- Camp Costs
- Registration and payment deadlines
- Plan fundraisers (if needed)

ENLIST LEADERS

- Must be 18 years or older (no exceptions)
- One male leader for every 10 boys
- One female leader for every 10 girls

THESE ARE STATE REQUIREMENTS

MAKE TRANSPORTATION PLANS



PREPARE FOR BIBLE STUDY

- Download and print curriculum and visuals from:
www.mtlebanoncamp.com
- Enlist teachers for all sessions
- Gather supplies
- If you do not plan on using the Bible study and Quiet Time book, please let us know so that we do not order them for you.

MEETING FOR LEADERS

- Conduct Child Protection Training **BEFORE** coming to camp (group materials can be found on the camp website)
- Discuss "How to Lead a Child to Christ".
- Discuss their responsibilities.
- Give out camp schedule.

HAVE A PARENT MEETING

- Packing list and what NOT TO BRING.
- Contact information
- How to handle money
- Departure and return times
- Behavior expectations
- Camp Security - We are a closed camp. No family members may visit the camp at any time. .

IMPORTANT DEADLINES

FIRST DEPOSIT DUE

A \$250 church deposit is required at the time of registration. Payments can be made online or by sending a check to the camp.

FINAL NUMBERS ARE DUE ONE MONTH IN ADVANCE

Camp Date

Due Date

June 14-18, 2021

May 17, 2021 (Monday)

June 21-25, 2021

May 24, 2021 (Monday)

June 28 - July 2, 2021

May 31, 2021 (Monday)





KEY ITEMS

CAMP DEAN

The Camp Dean is a representative from the Preteen Camp Committee who serves as the liason between the lead shepherds and the Mt. Lebanon staff. The camp dean conducts daily leader meetings and provides direction for the celebration and worship services.

LEAD SHEPHERD

The Lead Shepherd is responsible for their individual church group and serves as the church's primary contact while at camp.

SHEPHERD

A shepherd is an adult leader assigned to be with their group of campers at all times. Texas Department of State Health regulations require one adult shepherd for every 10 campers. ***Campers must be supervised at all times and never left alone.***



SECURITY

Mt. Lebanon Preteen Camp is a **closed camp**. **Family members are not allowed to visit campers.** There is an automated gate system at the camp entrance in operation 24 hours a day. No one is allowed into the camp unless they have a gate access code. Gate access codes are issued to each church before arriving at camp.

Unauthorized visitors will not be admitted. The church will need to give the code to the visitor or drive to the front gate to give approval.

DISCIPLINE

- The Camp Dean is responsible for overall camp discipline.
- Lead Shepherds will be held responsible for the enforcement of all rules and the conduct of their church group.
- Sometimes a camper's behavior requires that they be sent home. The Lead Shepherd will call the parent immediately and the child must be checked out of camp at the Health Center.

MONEY

Children are solely responsible for the money they bring to camp.

Suggestions

Since camp is often the first experience for children to be responsible for money, many churches choose to help children learn this responsibility in different ways.

- Shepherds keep the money for the campers they are responsible for.
- Shepherds keep a "bank account" for campers. At a designated time each day, children may "withdraw" a desired amount of their money.

DINING

It is our desire to provide quality and balanced meals, served in a safe environment. With that in mind, Mt. Lebanon has limited dietary and nutrition assessment services. Because of the high volume of children served each day, food service personnel may not be able to provide individual, customized meal plans for special nutritional needs.

Managing food allergies at a large camp can be very challenging. In any camp setting, the risk of accidental exposure to a food allergen may be present. Camp staff, parents and campers should work cooperatively to minimize the risk.

Parents should communicate with their Lead Shepherd about their child's food allergies.



HEALTH CENTER

- The Health Center is located across from Patton Chapel, and next to swimming pool #2.

All medications must be turned in at the time of registration. Mt. Lebanon staff will take it to the camp Health Center. All medication for minors (prescription and OTC) must be kept and dispensed at the Health Center, unless the church plans to bring their own licensed medical professional (see requirements below).

- *Be sure to keep a list of your campers and when they need to take their medicine.*

- All campers with illness or injury must be taken to the health center, regardless of whether or not the church has its own medical personnel at camp.

- In case of serious injury or illness, the health supervisor will call the parent to determine if the camper should be taken off campus to a doctor or hospital. Parents will be asked to meet the church leader and camper, if necessary, at the doctor's office or hospital.

-Churches may opt to bring their own licensed medical professional IF the following requirements are met:

1- The church must provide the current license (RN, LVN, EMT, or paramedic) of the individual(s) prior to the start of camp.

2- Church must rent a motel room to store and distribute the medications from. **ONLY** the licensed professional(s) can distribute the medications here.

3- Church must provide a letter from the head pastor, authorizing this individual to administer the medications to the group.



GOLF CART RULES

Golf carts are available to rent during your stay at camp, but they are not required. Requests for carts may be turned in with your "final numbers" one month prior to camp. See below for rules/policies for golf cart use:



1. Only adults (18 and older) may operate a golf cart, and all drivers must sign/turn in a golf cart agreement at registration. Children are prohibited from operating a golf cart.
2. The golf cart capacity may not exceed 4 people.
3. The driver and passengers are to be seated at all times.
4. If carrying a cooler or igloo on the golf cart, it must be strapped in the backseat. This will take the place of a person.
5. Campers are not allowed to play in or around unattended golf carts.
6. Drivers must remove key from golf cart when not in operation.
7. Golf carts can only be operated on paved or established roads.
8. Golf carts must be returned to the Rec Pavilion at 8 AM on Friday for check-out. All items and decorations should be removed.
9. There will be a \$50 charge, if the golf cart has been tampered with, or the speed has been adjusted.
10. Use of cell phones and electronic devices are prohibited while operating a golf cart.
11. Replacement fee for lost golf cart keys is \$10.
12. Failure to observe golf cart rules can result in the loss of the golf cart. IF the golf cart is taken by the camp staff or Camp Dean, no refund will be given.

BIBLE STUDY

Mt. Lebanon Preteen Camp provides a Bible study curriculum that has been written specifically for this year's camp theme. The Bible study is a guide for you to use to teach the campers from your church. We pray that it will be a tremendous help to you and will inspire your preteens on their spiritual journey, at whatever point that may be.

Your Lead Shepherd will be responsible for:

- Downloading and printing the teaching curriculum from the website (student books will be provided by the camp).
- Gathering and preparing the materials suggested in the teaching guide.
- Teaching or enlisting someone from your church to teach each Bible study session to your church group.

If you choose not to use the camp's Bible study and quiet time materials, please contact the camp so that we do not include your group in the number of books we order.

You will be assigned a **Bible Study Area** for your church group to study in each day. It could be either in or around your bunkhouse or lodge, or at a designated location around the camp. This assignment will be made to accommodate the size of your group. You will receive this information prior to camp or during registration.



LODGING

Assignments

The Mt. Lebanon staff will make the lodging assignments based on the numbers in each church group. Your group could be assigned to a lodge, bunkhouse or a combination of both. You may also be assigned to share lodging with another church. The camp office will email or call with your church's lodging assignment one week before your scheduled camp.

Final Numbers

The camp office will email a form to the church leader requesting final camper and leader numbers one month before the start of your scheduled camp. The church leader must complete and return by the due date listed on the form. If campers are added after you have sent in your final numbers, please call or email your changes immediately to the camp office. Because of the limited number of beds, portable sleeping cots may have to be used by campers who are added later.

Check Out on Friday

Before you leave the camp, you will be required to check out with the Mt. Lebanon staff. Your cabin should be broom swept, cleaned, and all trash removed. Check out procedures will be explained at the final shepherd's meeting.





SHEPHERD'S MEETINGS

At least one shepherd, usually the Lead Shepherd, should represent the church at the daily Shepherd's meeting. The Monday Shepherd's meeting is at 11:30 AM in the Patton Chapel. Lunch will be provided.

The meetings on Tuesday through Thursday are held in Dining Hall C at 7 AM. This is a time for the Mt. Lebanon staff and the camp dean to give you pertinent information regarding camp. It's also a time for your comments and questions. Feel free to go through the breakfast line and bring your meal to the meeting. This is a **MANDATORY** meeting.

SIXTH GRADERS

We love our 6th graders at Mt. Lebanon! Because it is their last year for Preteen camp, they are VIPs with special treatment.

- They will receive a VIP bracelet.
- They get to eat first at dinner.
- They can lead in prayer and scripture reading during evening worship.
- They get to attend a special event on Wednesday night after worship.

We realize that many churches bring 5th graders as their oldest group to camp. If your oldest group is 5th grade, they will enjoy these privileges. Please count them as "6th graders" on all your communication with the camp.

CAMP ACTIVITIES

Color Schedule

All churches are assigned a color and letter. The church will receive their color schedule and letter by email. On your color schedule, some events are divided into A, B, C and D groups. If your church is YELLOW D, your church will receive the yellow schedule and you will follow the D group schedule.

A **sample** schedule can be requested from the camp to aid in your planning. Other churches are affected if you do not follow your schedule properly. **Please make every effort to be on time.**

Meals

- Rotate by color group.
- Meals will be served in the Dining Hall, Texas Hall/ Lone Star Room, and Rec Pavilion. Please note your dining location on your schedule.
- Do not cut or reserve places in line.
- Please do not save tables. Please be considerate of others waiting to sit and eat. Try not to loiter.
- Please take all leftover food and trash to the disposal area.
- Sixth graders eat first. (5th grade if they are your oldest group.)

Camp Chuala

Tuesday through Thursday each group is assigned a time for Camp Chuala. Your group can participate in archery, BB guns, Gaga ball and other activities.

There are concessions and crafts available for purchase. This is a "hang out" time for churches.





Rainy Days

Due to safety reasons, some activities may be cancelled due to poor weather. Lightning will cancel all outdoor activities and rain will cancel activities at the Towers. You should plan alternate activities in case of rain. The Mt. Lebanon Rec crew may be available to come to your lodging to lead games. Please contact the Camp Office if you would like a staff member to come to your lodge.

Celebration

Each morning there will be a Celebration time led by the Camp Speaker and Worship Leader. This is held in the Worship Center. Seating in the Worship Center is by color group. There will be a seating chart on the screens. Each day the colors will rotate so that you will sit in each section throughout the week. The Celebration is upbeat with fun music and a short message.

Evening Worship

Seating is by color group. The evening worship time is designed to be more reflective and includes music and a message specifically geared for preteens. It may include drama, illusions or other object lessons. In order to help the campers focus on the message, we ask that no children younger than camp age attend the evening worship.



Quiet Room

We recognize that some children may have sensory issues involving lights and loud noise. We provide a quiet room in the back of the Worship Center where campers with sensory issues can still observe the worship but in a quiet environment.

Campers in the Quiet room must be accompanied by an adult shepherd. *No children younger than camp age are permitted in the quiet room.*

Worship Center Rules

- Bibles should be brought to evening worship.
- All children should use the restroom before worship. *(In case of an emergency, an adult shepherd must accompany campers to the restroom area in the back of the Worship Center)*
- To help monitor behavior, shepherds should sit among the campers and not just on the aisles.
- Flashlights are **NOT PERMITTED** to be used during the service and should be kept on the floor.
- **NO STANDING ON THE CHAIRS.**
- After the morning celebration, campers will be dismissed to lunch by Color Group.
- Shepherds should be ready to counsel during the invitation times on Wednesday and Thursday nights. The invitation will be discussed during the morning Shepherd meetings.
- Please be respectful of campers and shepherds who are counseling after the invitation. Please leave the Worship Center quietly.



EVENING ACTIVITIES

You are responsible for planning the activities for your group from the end of worship until lights out. Some evenings, the camp has planned activities that you can choose to participate in. **Each night the canteen will be open. You are able to sign up for a campfire site at the Monday Shepherd's meeting or in the camp office.**

Monday

The canteen will be open. Feel free to plan something for your church.

Tuesday

The camp will provide a camp wide party at the Rec Pavilion. There will be multiple inflatables, some of which will be water inflatables. The canteen will be open.

Wednesday

6th grade event - The 6th graders (or 5th grade, if that is your oldest group) will be invited to use the Slip N Slide at Splash. There will be music and a snack, as well.

The canteen is open for all other ages.

Thursday

We encourage you to plan a wrap up party for your church. The canteen will be open.

IDEAS FOR CHURCH PLANNED ACTIVITIES

We recommend that you plan some special activities throughout the week for your church. Here are some ideas:

- schedule in the office for a Mt. Leb staffer to lead a devotional.
- Movie night
- Talent show or skit night
- Scavenger Hunt
- Theme Night - Super hero, luau, western, . .
- Watermelon party
- Sports night
- Provide special snacks
- Campfire (sign up Monday morning at the leader meeting or in the office)



REQUIREMENTS FOR ADULTS

Adult Registration

Adults are required to have a completed registration form, due at Monday check-in.

Church Requirements for Adult Shepherds

Background Check Letter: A letter from the church must be turned in at registration, stating that all adults listed are authorized to work with minors. The letter will list the names of all adult shepherds attending camp and be signed by the senior pastor ensuring that all adults have passed a background check. A sample letter can be sent to you upon request. **Churches must perform background checks on adults that are attending camp.**

Child Protection Training: The Texas Department of State Health Services requires every adult working with minors at camp to take an authorized **Child Protection Training** course. You will be required to bring the certificate of completion for each adult (must score a 70% or above to pass). The required **CPT course can be administered by your church with materials provided by Mt. Lebanon at no charge** (contact the camp if you need the password to access the materials). You can also use **ministriesafe.com** for individuals to take the course on their own. There is a charge to use this site. Any adult that comes to camp without a certificate will be required to take the course through MinistrySafe.com, at their own expense.





REQUIREMENTS FOR MINORS

Camper Registration

All children are required to have a completed registration form due at Monday check-in.

Included on the registration site is a medical form, including medication to be administered at camp. All medications will be maintained and administered by the Health Center. Each child receiving medication must have a large Ziploc bag containing their medication in the original dosing container from the pharmacy. Health Center personnel will follow the dosage instructions as noted on the original container. All medications will be turned at registration when the group arrives at camp.

Health Insurance

Please record current Health Insurance information on the CampDoc registration site. A camper does not need to have health insurance to attend camp.

WHAT TO BRING TO CAMP

Bible

Please send a Bible that does not have sentimental value. Bibles are often lost or damaged at camp.

Shoes

Athletic shoes with closed toes are required during all recreation times. Shoes must be worn to and from the pool areas.

Clothing

Clothing must be modest. T-shirts and shorts can be worn to all activities. Boys should wear shirts at all times except when in the pool. Swim suits should be covered going to and from the pools.

Swimwear

- For girls: no bikinis or revealing swimwear. The midriff must be covered. One piece or tankinis are permitted.

- For boys: no cut-offs or revealing swimwear.

Bedding

Bedding for a twin-sized bed, pillow, and blanket or sleeping bag.

Personal Items

One shower towel, one pool towel, shampoo, soap, toothbrush, toothpaste, feminine products, sunscreen, bug spray and any other toiletries.

Reusable water bottle

WHAT NOT TO BRING TO CAMP

Electronics

Including but not limited to: cell phone, MP3 player, TV, Handheld video games, etc.

Weapons

Guns, knives, etc

Miscellaneous

No fireworks, shaving cream, skate boards, roller blades or scooter

MONEY

The Gift Shop - located in the Dining Hall

Prices range from 25 cents to \$20

Camp Personalities - located in the Dining Hall

The Camp Speaker and Worship Leaders will have items for sale (CDs, t-shirts, etc). Prices range from \$5 to \$20.

Photos and Camp video

Each church will receive 1 group photo via e-mail and a flash drive with a copy of the daily videos. Churches can distribute the church photo to parents as desired.

Crafts - Camp Chuala Shack

Crafts cost between 50 cents and \$5.

The Canteen - by the pools

Snacks and drinks costing from \$1.00- \$5.00

Vending Machine - located throughout the camp

Prices range from \$1 - \$5

Water fountains are located throughout the camp to refill water bottles.

Small bills and change are best to bring to camp.

INFORMATION FOR PARENTS

Your Church Leader:

Name:

Cell:

Email:

Emergency Camp Contact Only:

Daytime - 8:00 AM - 5 PM

Phone: 972-291-7156

Night - 5:00 PM - 8:00 AM

Phone: 972-489-0325

Heath Center (24 hours)

Phone: 972-291-6045

Camper Mail

We recommend that parents send packages or notes with the church leaders to camp instead of mailing it directly to the camp. Many churches have parents write notes before camp and hand them out during the week, to avoid items getting lost in the mail or not arriving on time.

Camper messages

If there is an emergency, the office or health center will call the lead shepherd. Camp staff will not relay messages directly to campers.

Postal address:

Camper Name

Church's Full Name (example: not just First Baptist)

Mt. Lebanon Baptist Camp

PO Box 427

Cedar Hill, TX 75106-0427

HELPFUL ITEMS AT CAMP

Veteran leaders at Mt. Lebanon Camp recommend the following:

- Water cooler for your group. Ice may be purchased at the camp office.
- Bungee cords to hold your cooler on the back seat of a golf cart.
- Decorations for your golf cart and lodging. This can be based on the theme, your color group or whatever your heart desires. Bring zip ties, bungee cords, duct tape and sticky tack for decor. Please no thumb tacks or nails.
- Special snacks for your campers.
- Activity schedules and name tags for your leaders and campers (may be laminated and put on a lanyard). The camp does not provide lanyards or nametags for campers.
- Camera or video camera.
- Cabin kit for each of your lodging - some suggestions - band-aids, feminine products, extra toiletries, hand sanitizer, paper towels for the bathrooms, flash light, night light, clock, fan for white noise, hair bands, toothbrushes, tape, scissors, comb, brush, pencils, pens, name tags for bunks, box of Kleenex, disposable rain ponchos for the leaders, frisbee, deck of cards, etc.
- Board games or other rainy day activities
- Alarm clock
- Ziploc bags for camper money