



We're glad you plan to join us for a Camp Stevens Retreat!  
**The following information is intended to help you prepare for your time at Camp Stevens.**

*The **Mission of Camp Stevens** is to inspire, challenge, and empower personal, social, and environmental transformation.*

*Rooted in the Episcopal Church and our natural world, **Camp Stevens's Core Values** are:*

**Openness:** *We celebrate diversity and welcome all to our table to listen to and learn from one another.*

**Gratitude:** *We believe that gratitude toward one another, the natural world, and God is the foundation upon which humans build a healthier, more sustainable, and loving world.*

**Connection:** *We challenge all who experience this peaceful place apart to reconnect with themselves and connect meaningfully with one another, the natural world, and the Divine.*

**Wonder:** *We believe that a sense of wonder transforms adults and children alike, renewing joy, excitement, and mystery in the world we live in.*

The following information is intended to help you in the planning of an enjoyable stay at Camp Stevens. Please share this information with your group.

**PLANNING YOUR RETREAT:** We welcome you to participate in up to 1 ½ hours of free staff led activities per building contracted (excludes ropes course and climbing wall), in a 45 minute exploration of our diverse and beautiful organic gardens, an outdoor campfire with complimentary s'mores supplies, a homemade Eucharist loaf and the use of our chalices, and the chance to collect eggs from our hens and feed our pigs, all available upon request at no cost! For staff led activities beyond the initial 1 ½ hours, we charge by the hour. Staff led activities could include, but are certainly not limited to: archery, staff led hikes, cooking and baking, garden activities and workshops, community gathering and campfire songs, star gazing, Camp Stevens Tour, etc. Our ropes course, climbing wall programs are all available at additional costs. Activities that must be facilitated by a trained Camp Stevens staff member are archery, lifeguarding, ropes course, and farm & garden programs.

**THINGS TO BRING:** The weather in the mountains can change quickly, so come prepared for a range of temperatures, in both sunshine and rain, with a chance of snow between November and April. We recommend checking the weather beforehand, as temperatures in the mountains are often different than in lower elevations. In addition to appropriate clothing and walking shoes, you will need to bring your own pillow, towel, and either twin sheets and blankets or a sleeping bag. Bergstrom Lodge is the only one where linens are provided. A refillable water bottle, camera, flashlight, and binoculars are good to bring along as well. The lodges are heated and the bathrooms are located inside the buildings. In true Southern Californian style, most of our buildings do not have air conditioning, but fans may be available upon request. Please contact Camp Stevens if you have any questions about your accommodations. In order to maintain Camp Stevens as a 'peaceful place apart', please limit all cell phone use. Use of candles is permitted in common rooms and must be contained rather than free standing. Damage from wax drippings will result in an additional cleaning fee. Please do not bring pets/animals (except service animals or animals approved by camp in writing), illegal drugs, skateboards, scooters, bicycles, weapons or any potentially dangerous equipment. (ACA Standard)

**ARRIVAL:** On the day of your arrival, you will be emailed your host's phone number. Please call or text them when you arrive at the main parking lot and they will introduce themselves and get you checked in. You will also be able to call or text them with any questions you or your group members may have about group lodging or arrival times. We recommend designating someone from your group to arrive early to greet the others in the parking lot as they arrive and direct them to their proper lodging. A map of the facilities and group building assignments can be found on the information board located to the far right of the office for your convenience. Please ask everyone to try to arrive before 9:00 P.M. It is best to leave Los Angeles by noon on Friday. We strongly encourage carpooling, as our parking space is limited. For weekend retreat groups, arrival time is after 4:00pm on Friday. There is an early check-in fee of \$14 per person for those who arrive before 4:00pm.

**YOUR HOST:** A member of our staff will be designated as your host during your stay at Camp Stevens. On the day of your arrival, you will be emailed your host's phone number. You will also be able to call or text them with any questions you or your group members may have during your stay. They will assist you in hosting meals, provide any materials that you might need for your retreat, handle any problems, both program and maintenance related, and answer any questions that might arise during your stay. Your host will provide an orientation on camp procedures and safety including general safety regulations, communication in an emergency (e.g., weather, missing persons), security concerns, and warning systems.

**PARKING:** In order to ensure safe emergency exit on our roads, all cars must be parked in the main parking area by the office or at the lower parking lot, located on the left as you drive back down the driveway. We welcome you to drive to your lodge to unload your luggage, but please return your car to the parking lot when finished. There are signs on the road that will direct you to the various lodges. Please drive at the posted speed limit, 5mph at all times, as pedestrians are often hidden in the curves of the roads.

**MEALS:** Mealtimes are typically at 8 am, 12 pm, and 5:30 pm.

Meals are served family style in the dining hall. Each table fits 10 people and your group will have your own designated tables during your stay. Each group will be responsible for sending a couple people 10-15 mins early to host their own tables each meal, which includes setting up the tables, serving the food, planning a short blessing or word of thanks, and cleaning up afterwards. We ask all guests to clear their own plates, silverware, and cups by following the signs to the 'IN' door. Please notify your host of any food allergies and dietary restrictions and if your group size will change each meal so we can make sure to have the right amount of food. We ask that the Dining Hall remain a technology free zone during mealtimes, but welcome you to use the Wi-Fi in the Dining Hall once a meal has ended.

**HEALTH & WELLNESS:** Camp Stevens strongly recommends that group leaders check for proof of a negative Covid rapid test that was taken, at max, 24 hours before their event.

Persons showing symptoms of any communicable illness and persons who have been in close contact with confirmed or suspected Coronavirus in the last 5 days are not permitted at Camp Stevens. If guests start showing symptoms while on site, they will be asked to leave. Camp Stevens' staff only work when they are feeling well and are Covid tested weekly.

**COMMON ROOM AREAS:** Please be sure that the last person leaving your common rooms turns off the lights. Thermostats are adjusted automatically, so please do not change the settings. Please notify your host if you are uncomfortable. A coffee & tea bar, microwave, and mini fridge are available in meeting areas for your use. Extra chairs and tables can be found in the common room's closet.

**ALCOHOL:** Responsible use of alcohol in your lodges is acceptable for person's 21 or older—beer and wine only. Illegal drugs and liquor are not allowed. Please have a conversation with your host before bringing any beer or wine to meals or shared spaces around camp. (ACA Standard)

**FIREPLACES:** Fireplaces in the lodges are for your enjoyment. Wood is located in a cabinet near each fireplace or just outside the buildings. Your host will be happy to help you with any questions you may have, including restocking the firewood.

**FIRE REGULATIONS:** Smoking is allowed only on paved areas around the buildings. No smoking is permitted inside the buildings or on the trails. The fire season in Julian extends throughout most of the year due to our extremely dry weather conditions. Please do not ash or dispose of cigarettes or matches in our woods or other non-paved areas. Please dispose of cigarettes properly in ash cans. There are several campfire areas on the grounds which are available for your use upon request. Please extinguish campfires thoroughly when finished, as explained by your host. Building a fire outside of the designated campfire rings is not allowed.

**POOL:** The pool may be used, as available, between May and October. It is required that there be Camp Stevens' certified lifeguards with current first aid and CPR certification guarding for every 25 persons in the pool. There must be an adult watching the swimmers to act as a lookout with the ratio of 1 lookout for every 10 persons in the pool. Please contact us prior to your retreat to reserve the pool.

**THE WOODS, PONDS, ANIMALS AND PLANTS:** Please enjoy the natural features of Camp Stevens and help us to maintain a beautiful environment. Hiking maps are available in the Dining Hall for your use. We ask that you don't walk, wade, or throw things into the ponds, and that you leave any treasures you may find for others to enjoy. If you have any questions about the plants or animals, feel free to ask the staff or refer to our bookshelves in the Dining Hall.

**RECREATION:** Sports equipment is located in the green sports equipment box located behind the basketball court. Feel free to use any of the equipment, but please return it when you are finished. Personal sports equipment is the responsibility of the individual owner. For safety reasons, use of bicycles, skateboards or scooters in camp is not permitted.

**CHAPEL:** There are outdoor and indoor chapel facilities. Episcopal prayer books, vestments, chalices, etc. are available for your use. Please contact your host if you would like to reserve the Chapel during your retreat. Bread is available with advanced notice; please bring your own wine.

**OTHER GROUPS:** Unless the weekend has been booked for exclusive use, there is a chance that other groups will be having their retreat on site during your stay. Quiet hours are between 10:00 pm and 7:00 am. Recreational areas such as the lawn, basketball and volleyball courts, swimming pool (in season), chapel, labyrinth, treehouse, and trails are shared spaces. Please contact us prior to your retreat to reserve any of these spaces so we can coordinate times with other groups. Hosting responsibilities at meal times will also be shared with the other groups, where we encourage everyone to mingle, especially with the camp staff!

**FIRST AID:** Groups are responsible for providing their own first aid and are welcome to use the first aid kits located in the common rooms of each lodge. Please alert the host if you use supplies so they can be restocked. We advise that you provide at least one designated person with age-appropriate CPR/AED and first-aid certification for all groups from a nationally recognized provider. Please report to the host any injuries or illnesses that may occur during your stay at camp, so that we can better assist you.

Emergency transportation is available by calling 911. In the event of an emergency, trained camp staff are available for assistance by contacting the host. We advise groups to prepare an emergency information roster (names and address of participants, emergency contact numbers, allergies and health conditions, and consent to treatment for minors) for their group members in case of an emergency. Sample forms are available from Camp Stevens upon request.

The closest urgent care is located in Ramona, but has limited hours. The closest hospital is Pomerado in Poway. Injuries, illness, and medical emergencies should be reported to the host.

We advise that all medication (both prescription and over-the-counter) be stored under lock except when in the controlled possession of the person responsible for administering them. Please talk with the host if you need assistance. (ACA)

**EMERGENCY PROCEDURES:** In case of an Emergency, call 911 and then contact the host. In case of fire or all other camp emergencies, the camp staff will activate the onsite fire alarm siren. There are fire extinguishers on each floor of each building. If you hear a siren, gather all group members on the Emergency Gathering Site at the basketball court, and if readily available, gather car keys as they may be needed for evacuation. Never risk your life for personal belongings. Group leaders are responsible for gathering and accounting for their group. Please listen and cooperate with the Camp Staff as they lead you through the evacuation or other safety procedures.

**SUPERVISION:** Each group is responsible for the supervision of its members. Family groups must supervise their children at all times. Youth groups must provide enough trained chaperones for the proper supervision of their group and chaperones must sleep in the same building as the youth group members. Training should include restroom and shower protocols, health care plan, child abuse and sexual harassment education and prevention, rule of 3 (an adult should never be alone with a child), and training around staff/camper 1:1 conversations (to be avoided in private areas). The recommended supervision ratio for youth groups is 1:6. Special needs camper groups may need modified supervision ratios.

All Camp Stevens staff has been background checked, and we advise that any chaperones supervising youth are also background checked. Camp staff may be available for an additional fee for supervision of specific camp activities or additional assistance. Quiet hours are between 10:00 pm and 7:00 am.

**CLEANING THE CAMP & DEPARTURE:** We are able to keep our rates lower by having guests help with the cleaning. Please schedule some time before departure to clean up your meeting and sleeping areas in your lodges. Please bring all trash and recycling behind the dining hall and put them in the proper receptacles located near the garden wall. Your host can assist you in this and answer any questions you might have. Before you leave, please check around for any lost or forgotten articles. Please report any damage to facilities or equipment. Groups will be held responsible for damage to property other than that which results from normal and considerate usage. For weekend retreat groups, departure is expected before 12:00pm on Sunday, unless otherwise specified. There is a late check-out fee of \$14 per person for those who stay after 12:00 pm.

Thank you for following these guidelines! The staff wishes you a wonderful stay at Camp Stevens!