



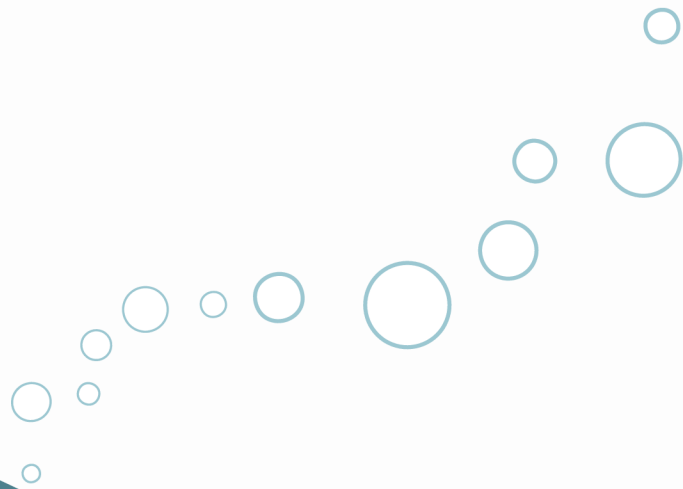
# KIMBALL CAMP

## OUTDOOR CENTER

# SUMMER 2025

## RESIDENT CAMP HANDBOOK

**KIMBALL CAMP**  
**OUTDOOR CENTER**  
4502 Berlin Dr.  
Reading, MI 49274



(517) 283-2168

[office@kimballcamp.com](mailto:office@kimballcamp.com)

[www.kimballcamp.com](http://www.kimballcamp.com)

## DIVE IN

Get ready to "Go Against the Flow!" With 10 thrilling themes, this summer is sure to make a splash. Inside you'll find everything you need to plan and prepare for fun in the sun (or rain).

"Go Against the Flow" means standing firm in our faith and friendships when faced with difficult decisions. Whether it's speaking up for what you know is right, or challenging yourself to face fears, sometimes you have to swim against the current.

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## SINCE 1938...

Kimball Camp has joyfully served the local community and beyond through a diverse range of programs designed to create lasting memories and build strong connections. From educational programs for schools and fun-filled day groups to intimate gatherings of family and friends, Kimball Camp provides an ideal setting for making cherished memories. With a variety of summer camp options for all ages, we cater to everyone's needs, offering both adventure and personal growth.

Our highly qualified and dedicated staff are the heart of Kimball Camp. They bring passion, energy, and expertise to everything they do, ensuring that each participant enjoys an exceptional and meaningful experience. Whether it's helping children develop new skills, encouraging teamwork, or guiding individuals on their own personal journey, our staff members go above and beyond to make every moment count.

Looking ahead to summer, we're excited to introduce our talented team of summer staff. Stay tuned to our website and social media for upcoming introductions and get to know the passionate individuals who make Kimball Camp an unforgettable place for all.

To learn more about our staff, visit: [www.kimballcamp.com/our-staff](http://www.kimballcamp.com/our-staff)

## WHO WE ARE

### PROGRAM STAFF



**Madelynn Whited**  
Executive Director



**Darrell Bryant**  
Program Director



**Amelia Oliver-Jackson**  
Administrative Director



**Alexandra Gamicchia**  
Assistant Program Director



**Shari Presnell**  
Executive Chef &  
Accountant



## VISION

To inspire personal growth, connection, and change.

## MISSION

Kimball Camp provides a safe and enriching environment for all ages by fostering a connection with faith, community, self and nature.

## VALUES

**FAITH:** Encourage character development through a Christian perspective while respecting people of all faiths.

**SAFETY:** Ensure ethical conduct and operational integrity through informed and transparent policy and procedures.

**OUTDOORS:** Embrace nature's classroom for life changing experiences, where the wilderness becomes a canvas for personal growth and connection.

**RECREATION:** Rediscover the joy of play and shared experiences, fostering vitality, camaraderie, and well-being through diverse recreational opportunities.

**ADVENTURE:** Answer the call to explore the unknown, challenge limits, and embrace the transformative power of every journey, big or small.

## WHAT WE DO

## SUMMER 2025 KEY VERSES

**1 John 2:16** "For everything in the world - the lust of the flesh, the lust of the eyes, and the pride of life - comes not from the Father but from the world. The world and its desires pass away, but whoever does the Will of God lives forever."

**Romans 12:2** "Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will."

**Jeremiah 29:11** "For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future."



## **"YOUR FEET MAY LEAVE, BUT YOUR HEART NEVER WILL"**

Kimball Camp Outdoor Center manages 101 acres of land that are prime for exploration and discovery! Our campus consists of conifer and hardwood forests, freshwater lake and stream, lawn, and old field ecosystems. We are also stewards of Kimball Pointe, a nearby nature preserve consisting of freshwater lake, hardwood forest, and wetland ecosystems.

## **WHERE WE ARE**

**4502 Berlin Drive Reading, MI 49274**



### **THE LODGE**

The camp office is located inside Herrick Lodge. Drop-off and pick-up will take place inside the Lodge. All visitors, including early pick-up or late-drop offs, must check in at the office. Please have your ID ready at pick-up.



### **VILLAGES & CABINS**

Overnight campers will reside in one of our two villages, each equipped with four electrified cabins and modern bathhouses.



## **SHOW SOME SPIRIT**

### **WEEK 1: JUNE 15-20**

Show your summer spirit each day!

Monday: PJ/Cozy clothes

Tuesday: School/Team

Wednesday: Backwards

Thursday: Holidays

Friday : Rainbow/Tie-Dye



# **CAMP THEMES**

## **HEROES & VILLAINS**

### **WEEK 2: JUNE 22-27**

Join the battle of "good" vs "evil!" Dress as your favorite heroes and villains to see who will rule the camp. Please no toy/prop weapons.

## **STARS, STRIPES & CELEBRATION**

### **WEEK 3: JUNE 30-JULY 2**

Get festive for the Fourth! Our mini-camp is jam-packed with classic camp activities and special celebrations.



## **GAME ON**

### **WEEK 4: JULY 6-11**

Whether it's field games or board games, challenge yourself through competitive play! Race to the top of Goliath, battle in the Gaga Ball pit, or become the card game champion.

## **WONDERS OF THE WILD**

### **WEEK 5: JULY 13-18**

Flora, fauna, and fossils - oh, my! Dig into our natural world through forest study, rockhounding and animal tracking.

## **ADVENTURE AROUND THE WORLD**

### **WEEK 6: JULY 28-AUGUST 1**

From the shores of Long Lake, to the peak of the Giant Swing, venture around camp while getting a taste of global cultures!



## **TRAVEL THROUGH TIME**

### **WEEK 7: AUGUST 3-8**

Discover decades past through games, crafts and culinary creations!



## HOW TO REGISTER

Sign up for camp by visiting our website:  
<https://kimballcamp.com/summer-camps>

Please confirm all your information and camp selection are correct. If you need to make a change or cancellation, contact our office. Spaces are not reserved until a \$50 non-refundable deposit is made for each week of camp.

## HOW TO PAY

Payments can be made online at:  
<https://kimballcamp.com/overnight-camps>

**Full payment is due by June 1st, 2025.**

If you register after June 1st, please pay in full to reserve your child's space. Cash or check payments may be delivered to the camp office.

### Week Rates:

Full-week camp: \$400

Mini camp: \$250

# REGISTRATION & PAYMENT

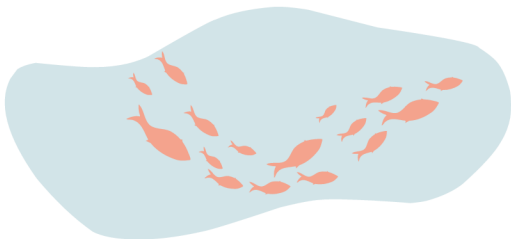


## FUNDRAISING

Register online:  
<https://form.jotform.com/242835156996976>

**Raising money for camp is easy with our fundraising options!**

Many campers fully-fund their own camp experience through our World's Finest Chocolate and Country Meat Snack sales. Generated funds may only be applied to Summer Camp 2025 programs and do not carry over to other programs or years. Unspent funds are non-refundable and will automatically be applied to our general camp scholarship fund.



## REFUND POLICY

**Payments may be refunded in full if the participant cancels before arriving at camp, minus the \$50 non-refundable deposit.**

No full refunds will be provided after a camper arrives at the camp, except under extenuating circumstances as determined by a camp director. No full refunds will be provided if a camper goes home early due to homesickness or behavioral issues. If a camper goes home less than 24 hours after they arrive at camp, a 67% refund may be issued. If a camper goes home more than 24 but less than 48 hours after they arrive at camp, a 50% refund may be issued. If a camper goes home more than 48 hours after they arrive at camp, no refund will be issued.

**ADDITIONAL FINANCIAL ASSISTANCE MAY BE AVAILABLE. PLEASE REACH OUT FOR MORE INFORMATION.**



## CHECK-IN

We will have stations set up in the Lodge to facilitate a quick process:

- **Camper Check-in**
  - Verify camper information & payment
  - Add funds to camp store account
  - Receive cabin assignment
- **Health Officer Check**
  - Drop-off & discuss camper health and medication
  - Temperature & Lice check
  - Discuss allergies
- **Program Director FAQs**
  - Discuss any questions regarding the program
  - Learn more about our activities
  - Get excited about your week at camp
- **Camp Store**
  - Check out what we have in store
  - Purchase any forgotten essentials
  - Pick up a camp shirt or souvenir

## CHECK-IN & CHECK-OUT



**After completing the check-in process, our Counselors in Training (CIT) will escort you and your camper to their cabin to meet their counselor.**

## CHECK-OUT

**You must be listed on the camper's registration form as an individual authorized for pick-up and show valid photo ID to check-out a camper.**

After presenting your ID and picking up any medication at the check-out station, you will receive a check-out ticket signed by a staff member. This ticket must be given to your child's counselor before you can take their belongings and leave camp. Counselors will be stationed near the camper's belongings, which will be laid out on the basketball court or, in case of bad weather, inside the Lodge. At check-out, any remaining camp store funds will be refunded to you, or you can choose to donate the balance to our camp scholarship fund.



## OUR DAILY SCHEDULE MAY VARY DUE TO WEATHER OR SPECIAL EVENTS

# DAILY SCHEDULE

### ALL-CAMP ACTIVITIES:

Each evening the whole camp comes together for our traditional activities which include:

S/M: All-Camp Game - changes weekly

T: Staff Hunt - hide & seek, camp style

W: Bead Ceremony - celebrate your time at camp

Th: Kimball Capers - camp skit night, may be followed by a night hike

### CABIN ACTIVITIES:

Chosen by cabins & counselors, may include:

High Ropes, Giant Swing, Goliath (Rock Wall), Crafts, Archery Tag, Creek

Exploration, Sports, Swimming, Canoeing, Pontoon Boat Ride, Teambuilding & more!

TIME	SUNDAY	MON - THURS	FRIDAY
8:00AM	Early check-in is not permitted without approval from a camp director.	BREAKFAST	Camp Clean-up
9:00AM		AM Clinic	BREAKFAST
10:00AM		Chapel	All-Camp Swim
11:00AM		Free Time	
12:00PM		LUNCH	
1:00PM		God & I Time	All-Camp Activity
2:00PM		PM Clinic	Camp Store & Free Time
3:00PM	CHECK-IN		Chapel & Closing Campfire
4:00PM	Swim Test	Free Time	DINNER & CHECK-OUT
5:00PM	DINNER		Please have your ID ready at check-out.
6:00PM	Camp Tour & Cabin Bonding	Camp Store	
7:00PM	All-Camp Activity	Cabin Activity	
8:00PM	Opening Campfire	All-Camp Activiity	
9:00PM	Reflections & Devotions		
10:00PM	Get Ready for Bed		
	Lights Out		



# WHAT TO BRING

- ☐ Bible
- ☐ Backpack
- ☐ Reusable Water Bottle
- ☐ Bugspray & Sunscreen
- ☐ Closed-Toed Shoes
- ☐ Water Shoes or Flip Flops
- ☐ Raincoat/Poncho
- ☐ Sunglasses and/or hat
- ☐ Swim Gear, Cover-up & Towel
- ☐ Clothing for Each Day
- ☐ Weather-Appropriate Outerwear
- ☐ Pajamas
- ☐ Extra Socks & Undergarments
- ☐ Shower and Toiletry Items
- ☐ Towel & washcloth
- ☐ Fitted Twin-sized Sheet
- ☐ Pillow & Sleeping bag/Blankets
- ☐ Medication in Original Container



# PACKING & PREPARING

## A GREAT WEEK AT CAMP BEGINS AT HOME

Set your camper up for success by bringing what they'll need and leaving behind what they won't. Since most of our day will be spent outdoors, unless there is severe weather, appropriate clothing is required. Closed-toed athletic shoes are preferred in all areas of camp aside from the Waterfront and are **required** for some activities.

## DO NOT BRING

- ☐ ANY Electronic Devices  
(disposable cameras are allowed)
- ☐ Trading Cards, Toys, etc.
- ☐ Weapons or Flammable Items
- ☐ Money\* or Valuables  
\*Camp Store money should be deposited at check-in

## LOST & FOUND

Please make sure that your camper's items are labeled with their first & last name. If you discover your camper has lost an item, reach out to the main office. We are not responsible for lost, stolen or damaged items. Unclaimed items may be donated after 30 days.



## **REST AND HYGIENE ARE ESSENTIAL FOR AN ENJOYABLE CAMP EXPERIENCE**

Each camper is assigned their own bunk, providing them with a space for rest and relaxation. We ask that campers respect each other's need for quiet time and privacy, ensuring that the cabin environment remains peaceful and conducive to rest. Campers are not permitted to enter or occupy the counselor's bunk area. This space is reserved for staff only to maintain privacy and ensure that counselors are available to supervise the campers.

We encourage all campers to shower daily and change into clean clothes to maintain good hygiene and feel refreshed. Campers will have designated shower times based on their cabin's schedule. Staff will assist in ensuring that everyone follows their assigned times and that the shower facilities remain safe and clean. To respect the campers' schedules, counselors will have their own designated shower times, separate from those of the campers. This ensures that supervision is always in place and that campers have the support they need when using the shower facilities. Overall, we aim to create a comfortable and respectful environment where every camper can focus on enjoying their camp experience while maintaining personal privacy and hygiene.

# **SLEEPING & SHOWERING**

**At Kimball Camp Outdoor Center, we prioritize the safety and well-being of every camper. Our staff is trained to provide proper supervision at all times.**

### **CABIN SUPERVISION AND STAFF RATIOS:**

Our employee-to-camper ratio for cabin areas is 1 staff member for every 14 campers. At least one adult staff member will be present throughout the night to supervise the campers.

### **DAYTIME CABIN MONITORING:**

Even when campers are participating in other activities, cabin villages are supervised whenever campers are present. Campers must travel in buddy pairs and remain within sight of staff. If staff members need to accompany campers to their cabins during the day, they will follow the "Rule of 3" (at least two staff members and one camper, or one staff member and two campers) to ensure safe and appropriate supervision.

### **RESTROOM USE DURING THE DAY:**

Campers will primarily use The Lodge bathrooms, which are private, single-person, and gender-neutral. Campers must always travel in buddy pairs and stay within sight of staff when traveling to a restroom. When staff members need to accompany campers to the restroom, they will follow the "Rule of 3," and staff will remain outside the restroom.

### **SHOWER SUPERVISION:**

Campers will be assigned either morning or evening shower times based on their cabin. Campers will travel in buddy pairs while adult counselors supervise both the cabins and bathhouses. A staff member will be in the cabin, and another will be outside, listening and observing campers as they move between the bathhouse and cabins. Staff will primarily supervise using auditory cues, and will only enter the bathhouse if necessary, with a second staff member present. Campers who are not showering will be supervised in the cabins.



**PLEASE CONTACT US IF YOU HAVE ANY CONCERNS REGARDING YOUR CAMPER'S PHYSICAL OR MENTAL HEALTH AT CAMP.**

## **MEDICATION**

- **All medications will be checked in with our Health Officer during the drop-off and registration process.**
- Prescription medications must be in the original bottle with the name of the individual and directions for administration.
- Medications will be kept in a locked, secure area unless otherwise specified.
- Medications will be distributed as directed by the Health Officer.
- Campers are not allowed to keep any medication, prescription or over the counter, on their person, except for authorized emergency self-carry medication as prescribed by a physician.

## **FOOD & DRINK**

**Campers must consume food and stay hydrated while at camp.** Limited alternatives are available at meal times. Please consider providing lunch and snacks for your child if they are a picky eater. Children who refuse to eat or drink will sent home for their wellbeing.

## **WE WILL CONTACT YOU IF YOUR CAMPER...**

- Refuses to eat or drink
- Has a fever of 100.4 or higher
- Has diarrhea
- Has been vomiting
- Has symptoms of any communicable disease
- Has an oozing wound or sore
- Is unable to actively participate in camp activities due to feeling unwell

**CAMPERS MAY RETURN WHEN THEY HAVE BEEN SYMPTOM FREE FOR 24 HOURS, HAVE BEEN ON AN ANTIBIOTIC FOR 24 HOURS, OR HAVE BEEN RELEASED BY A PHYSICIAN.**

# **HEALTH & WELLNESS**



## **ALLERGIES**

- **Food allergies must be identified via the camper health form during registration;** our Food Services Director will work with families to ensure safety in the dining hall and, with advanced notice, provide allergy-safe meals.
- Campers requiring an EpiPen for anaphylactic reactions to insect stings, foods, etc. must follow the above instructions.
- Skin sensitivity and environmental allergies must be documented via the health form.

## **ILLNESS**

**In the event that your camper becomes ill at camp, we will contact you to pick them up within the hour.** If you are unable to arrive within an hour, we ask that you have another emergency contact pick them up. We appreciate your understanding in providing a comfortable place for your child to recover.

## **EMERGENCIES**

**In the event of a medical emergency, we will call 911 to have your camper transported to the closest facility for care.** Two of our employees will accommodate your camper and we will call you to meet us at the emergency facility.



## PROGRESSIVE DISCIPLINE POLICY

Kimball Camp is committed to each camper's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our team works to ensure that all campers have the opportunity and support to develop to their fullest potential and gain the skills to create personal and meaningful bonds with people in camp and the community. Intentional, data-driven instruction and approaches are used to create an environment that fosters curiosity and social-emotional wellness. Communicating consistent, clear expectations and using appropriate guidance lays a foundation for campers to build positive life-long relationship, decision making, and resiliency skills. We strive for our program to create caring individuals who are kind to others as well as themselves. Our team ensure safety and empower our campers to take responsibility in their wellbeing; because of this, we can supply quality opportunities for exploration that strengthen our camper's sense of self and confidence.

## CAMPER BEHAVIOR

**In order to maintain a safe and welcoming environment, campers are expected to:**

- Encourage and uplift fellow campers in all camp activities
- Respect the physical boundaries of other individuals
- Respect camp property by using facilities, spaces and objects appropriately
- Speak to fellow campers and adults with appropriate words and tone
- Only enter and occupy spaces which they are permitted
- Remain in designated, supervised program spaces
- Regulate emotions as developmentally appropriate
- Independently use the restroom and changing facilities
- Communicate needs and concerns to camp staff

**CAMPERS WHO EXHIBIT PHYSICAL OR VERBAL AGGRESSION, STEAL OR DESTROY PROPERTY, BULLY, OR CAUSE FREQUENT DISRUPTIONS MAY BE REMOVED FROM THE CAMP PROGRAM PER OUR SUSPENSION & EXPULSION POLICY.**

**IF YOUR CHILD REQUIRES ADDITIONAL SUPPORT TO MEET THESE EXPECTATIONS, PLEASE CONTACT US.**

## EXPECTATIONS & DISCIPLINE

**AT KIMBALL CAMP  
WE ENCOURAGE,  
NOT DISCOURAGE!**

## SUSPENSION & EXPULSION POLICY

If the camper and family are unresponsive to implemented supports and interventions, It may become necessary to temporarily (suspend) or indefinitely (expel) remove the camper from the program. At times it may be necessary to suspend a camper from the program for their safety and/or the safety of others. Suspensions will be immediately communicated to the family. After careful consideration by the support team and with administrative approval, the decision to expel will be communicated to the family. **Campers who have been expelled or suspended must be picked up within one hour of family contact.**



## CHILD SAFETY AT CAMP

We believe that every child deserves a safe environment to grow, and feel an immense collective responsibility in providing our campers with safe adults at Kimball Camp.

Employment at camp is contingent upon receiving a clear background check and positive reference calls. Every adult staff member is background checked through the Central Registry Clearance (CRC) system. Additionally, all staff, guests and volunteers 18+ must consent to iChat checks through the Michigan State Police.

**As mandated reporters, we take child abuse seriously.** Our counselors are trained in child abuse recognition and are required to report any incident that may intentionally, recklessly and/or knowingly cause harm to a child. We have a stringent Code of Conduct that all employees are required to abide by. Additionally, we have guidelines for appropriate interactions with, and among, youth in our programs.

### APPROPRIATE PHYSICAL INTERACTIONS

- Side hugs
- Shoulder-to-shoulder hugs
- Pats on the shoulder or back
- Handshakes
- High fives
- Pats on the head when culturally appropriate
- Arm around another person's shoulders
- Holding hands (with younger children in escorting situations)

### INAPPROPRIATE PHYSICAL INTERACTIONS

- Full-frontal hugs
- Kisses of any kind
- Showing affection in isolated areas
- Lap-sitting
- Wrestling
- Piggy-back rides
- Tickling
- Clinging to an adult's leg/body
- Touching bottom, chest, or genital areas
- ANY form of unwanted affection

## ABUSE PREVENTION

**RULE OF THREE:  
NO MINOR SHALL  
BE ALONE WITH AN ADULT UNDER  
ANY CIRCUMSTANCES; ANOTHER  
ADULT OR MINOR MUST BE PRESENT**



### APPROPRIATE VERBAL INTERACTIONS

- Positive reinforcement:
  - That was a good choice, I'm proud of you!
- Appropriate jokes:
  - How do you know a dad joke is a dad joke?...it will be apparent!
- Encouragement and praise:
  - Great job! Keep it up!

### INAPPROPRIATE VERBAL INTERACTIONS

- Name-calling
- Secrets
- Cursing or derogatory remarks
- Off-color or sexual jokes
- Shaming, belittling
- Oversharing personal history
- Compliments relating to physique or body development
- Discussing sexual encounters or in any way involving campers in the personal problems or issues of employees, minor staff, or volunteers



## CAMP OFFICE

**HOURS:** Monday - Friday: 9am-4pm

### Executive Director

**Madelynn Whited**

[director@kimballcamp.com](mailto:director@kimballcamp.com)

(517) 283-2168 ext. 4

### Program Director

**Darrell Bryant**

[program@kimballcamp.com](mailto:program@kimballcamp.com)

(517) 283-2168 ext. 2

### Administrative Director

**Amelia "Mia" Oliver-Jackson**

[amelia.mia.kimballcamp@gmail.com](mailto:amelia.mia.kimballcamp@gmail.com)

(517) 283-2168 ext. 3

### Executive Chef & Accountant

**Shari Presnell**

[foodservice.kimballcamp@gmail.com](mailto:foodservice.kimballcamp@gmail.com)

(517) 283-2168 ext.

### Assistant Program Director

**Alexandra Gamicchia**

[outreach.kimballcamp@gmail.com](mailto:outreach.kimballcamp@gmail.com)



## REACH OUT

### CONTACTING YOUR CAMPER

You can contact your camper throughout the week via email, mail or packages. Phone calls are discouraged.

#### Camper Email:

[office@kimballcamp.com](mailto:office@kimballcamp.com)

Our office manager checks email every morning and delivers messages during lunch.

#### Camper Mail:

[Camper's Name]  
Kimball Camp Outdoor Center  
4502 Berlin Dr.  
Reading, MI  
49274

Mail arrives mid-morning and will be delivered during lunch. Packages vary on arrival time.

### CONNECT WITH US ON SOCIAL MEDIA

 [FACEBOOK.COM/KIMBALLCAMP](https://www.facebook.com/kimballcamp)

 [@KIMBALLCAMP](https://www.instagram.com/kimballcamp)

