

INSTITUTE OF CHRIST THE KING
SOVEREIGN PRIEST



Institute Youth Camps
Parent
Handbook

[HTTPS://INSTITUTE-CHRIST-KING.ORG/](https://institute-christ-king.org/)

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INTRODUCTION

A Letter from the Director



Dear Parents,

Thank you for your interest in our Institute Youth Summer Camps. We look forward to having your children at our camp this summer.

It is our prayer that this summer camp will contribute to the Catholic formation of our youth. It has been our experience that the camps foster holy friendships among like-minded peers and encourage our youth to pursue a devout life with courage, according to the motto of the Institute of Christ the King: *Living the Truth in Charity (Ephesians 4:15)*.

Please read the following information carefully and reach out if you have any questions.

Looking forward to seeing you at camp, I ask God's blessing upon you.

Rev. Canon J.B Commins

A handwritten signature in cursive script, appearing to read "Commins".

Camps Director

INSTITUTE OF CHRIST THE KING SOVEREIGN PRIEST

Who We Are

Mission

The Institute of Christ the King is dedicated to promoting the benevolent reign of Our Lord Jesus Christ in all aspects of human life for the greater glory of God and the salvation of souls by restoring Catholic life and culture in the world today. The Institute celebrates the classical Roman Liturgy, the "Latin Mass," in its traditional form.

Read more about our mission statement here: <https://institute-christ-king.org/mission>



Apostolic Work

All youth summer camps are directed by the Canons and clergy of the Institute. In addition, the Sisters Adorers of the Royal Heart of Jesus Christ Sovereign Priest typically assist with the camps for girls and young ladies.

Read more about the clergy and sisters here: <https://institute-christ-king.org/#whoweare>

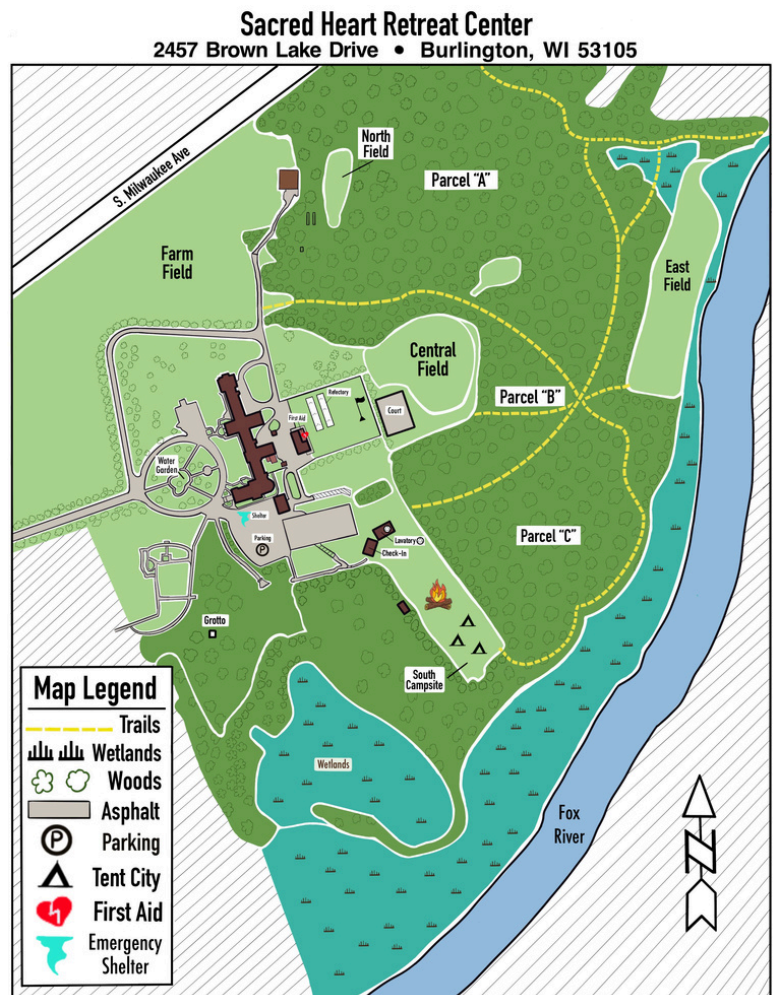
SACRED HEART RETREAT CENTER

Camp Accommodations

All youth summer camp activities take place on the beautiful grounds of the Sacred Heart Retreat Center in Burlington, WI. The property boasts 100 acres of land for sports and games, a path system for group hikes and rosary walks, and a large chapel.

Tents are set up on the grounds for overnight accommodations for campers. Near the campsite are newly renovated bath, shower, and kitchen facilities.

Campers will sleep in the provided tents which will be assigned according to teams. They will get their tent assignments upon check-in on the first day of camp. No switching of tents will be allowed.



**Tents will be provided.
Please do not bring your
own tent.**

The Sacred Heart Retreat Center is owned and operated by the Institute of Christ the King Sovereign Priest.

WHAT TO BRING & WHAT NOT TO BRING

Packing List & Guidelines

Important Reminders:

- Water bottles will not be provided. Campers must bring a reusable water bottle marked with first and last name.
- Cell phones are NOT permitted at camp. Parents should take their child's cell phone home with them after they drop off their child. If this is not possible, we will collect all cell phones and return them at the end of camp.
- Non-cell phone cameras are allowed.
- Returning campers, please bring your camp t-shirt with you. If you do not have a camp t-shirt, you may purchase one for \$10 during online registration.
- **Boys' dress code:** *At Mass and official ceremonies:* official camp shirt. *Play clothes:* shirts with a collar, sleeved T-shirts, loose-fitting pants below the knee.
- **Girls' dress code:** *At Mass and official ceremonies:* official camp shirt, skirts below the knee. The camp bandana may be worn as a chapel veil. *Play clothes:* shirts with a collar, sleeved T-shirts, skirts below the knee or loose-fitting capri pants below the knee. Shorts may only be worn under skirts. Make-up, piercings, nail polish and hair-dye are not permitted.
- Shoes or sandals must always be worn in the chapel. Sleeveless shirts are not permitted at any time.
- All medications should be in separate zip bags or boxes with name of the child.
- Tents will be provided. Please do not bring a tent.
- All musicians are invited to bring their instruments and display their talents at the camp talent show. Safe storage for instruments will be available.





CAMP SUPPLIES

CHECKLIST

ALL PERSONAL ITEMS MUST BE MARKED WITH THE CAMPER'S FIRST AND LAST NAME. STAFF IS NOT RESPONSIBLE FOR LOST ITEMS.

*ASTERISK DENOTES ITEM IS OPTIONAL

CLOTHING

- CLOTHING FOR 5-7 DAYS
- 2 PAIRS OF SHOES/BOOTS
- RAIN GEAR
- HAT OR VISOR
- *SUNGLASSES
- *DAY PACK/FANNY PACK

ESSENTIALS

- REUSABLE WATER BOTTLE**
- SLEEPING BAG & PILLOW
- LAUNDRY BAG
- TOWELS
- WASHCLOTHS
- BATHROOM CADDY (ICE CREAM PAIL WORKS WELL)

PERSONAL CARE

- SUNSCREEN
- SHAMPOO & SOAP
- HAIRBRUSH/COMB
- DEODORANT
- TOOTHBRUSH & PASTE
- INSECT REPELLENT
- MEDICATIONS

PERSONAL ITEMS

- FLASHLIGHT
- BASEBALL GLOVE/BAT
- ROSARY
- NOTEPAD & PEN
- *MUSICAL INSTRUMENT
- 5 STAMPED ENVELOPES & STATIONERY

PROHIBITED ITEMS

- ALCOHOL, TOBACCO PRODUCTS, & CONTROLLED SUBSTANCES
CAMPERS FOUND WITH THESE ITEMS WILL BE SENT HOME IMMEDIATELY!
- PORTABLE ELECTRONIC DEVICES (E.G., CELL PHONE, COMPUTER, MUSIC PLAYER, HANDHELD ELECTRONIC GAMES, TABLETS, EBOOKS)
- WEAPONS OR FIREARMS
KNIVES WITH BLADES LONGER THAN 2.5 INCHES
- LIGHTERS OR MATCHES
FIREWORKS

POLICIES

Registration & Eligibility

Registration for camps typically opens in February. All registrations must be submitted online and payments received using a credit card at time of registration (no cash/check accepted). Please visit <http://institute-christ-king.org/camps> to find the online registration form.

Please note, upon registration, payments taken are considered final, and will not be refunded in the event you are unable to attend. If you must cancel please do so as soon as possible to allow the opportunity for other campers to participate.

Children ages 9 to 17 are eligible to attend. We strictly adhere to our age limits for the camps and, therefore, 8 year olds may not attend the younger camps. We have found that the schedule of our camps can be challenging for younger children. Due to Safe Environment and archdiocesan rules, no adults 18 and over may attend as campers. If your 18 year old would like to volunteer as a counselor, he or she may complete a volunteer application to be considered.

We reserve the exclusive right to decline any registration for any major health or dietary issues which would be incompatible with our camp diet and/or activities. All children are expected to be able to follow directions, wash, dress, and groom themselves. Children must be able to function independently during camp activities AND communicate effectively with adults and other campers.

For further information or questions contact:

General Inquiries

camps@institute-christ-king.org

St. Therese Girls Camp (ages 9-12)

camptherese@institute-christ-king.org

Immaculate Conception Young Ladies Camp (ages 13-17)

campimmaculate@institute-christ-king.org



St. Dominic Savio Boys Camp (ages 9-12)

campsavio@institute-christ-king.org

St. Michael Young Men Camp (ages 13-17)

campmichael@institute-christ-king.org

BEHAVIOR EXPECTATIONS

Camper Code of Conduct

We encourage parents to review and discuss the Code of Conduct together with their children before attending camp.



I will be kind to others.

Respect other people's personal space and safety. Listen when others talk. Speak charitably of others. Be helpful. Be friendly and inclusive toward other campers.



I will be kind to myself.

Maintain good personal hygiene. Have a good attitude. Stay in my assigned tent at night and on camp grounds at all times. Keep myself safe and hydrated. Ask an adult for help.



I will be kind to God's creation.

Respect the camp grounds and all wildlife and foliage. I will also respect other people's property and camp facilities.

Adhering to the Code of Conduct

If campers are unable to adhere to the Code of Conduct and have repeated or extreme infractions, the camp staff reserves the right to contact student's guardian/parent(s) and/or the authorities. The camp staff reserves the right to suspend or terminate camp privileges at the discretion of the camp staff.



EMERGENCY PLAN

Safety

Inclement Weather Emergency Plan

At the sound of the horn (3 long blows, repeated), campers will line up by team in the large parking lot adjacent to the Church for roll call and shelter in basement theater in main building under staff directions. If advised by authorities to evacuate the area and discontinue camp activities, we will do so immediately. Parents will be notified by phone and/or email to pick up their child.

Administering Medications

One staff member (e.g., camp nurse) is in charge of administering medications to campers. A signature is required from a parent at drop-off to approve of the administration of medication to their child during camp. All medications should be in separate zip bags or boxes marked with name of the child and will be kept in a separate building during camp.

Staff & Volunteers

Unauthorized visitors are not permitted on camp grounds. All adult staff, clergy, and volunteers are required to submit a volunteer application and undergo a background check and diocesan safe environment training. In addition, volunteers must agree to adhere to a code of conduct and meet prior to the start of camp for more training. The safety of our campers is our highest priority and our excellent team of volunteers help ensure a safe and fun experience for all.



YOU'VE GOT QUESTIONS, WE HAVE ANSWERS

FAQs

Where are the camps located?

All of the camps will be held at our new property in Burlington, Wisconsin. The address is: 2457 Browns Lake Dr, Burlington, WI 53105

How many campers will be in each camp?

Since we are going back to 1 week for each group (boys and girls) there will be a limit to the number of campers we can safely and effectively accommodate. Therefore, there will be a limit of 125 campers per camp.

Will there be a wait list?

Yes, any campers registering after we have reached our limit will be put on a wait list. The registration form will indicate if registration is full.

What is the deadline for payment?

Payment must be made online at time of registration. We will no longer accept mail or in person payments.

What is included in the registration fee?

The payment due at registration includes accommodations on the campsite, meals, and all the activities proposed to our campers. Camp shirts are \$10 and can be purchased online at time of registration.

Is there a deadline for cancellation?

In order to accommodate campers who might be on a wait list we kindly ask that you let us know if your camper cannot attend as soon as possible, but no later than two weeks before the start of camp. Registration fees are non-refundable at any time, so please be sure you can attend when registering.

We live in a different state, can our child still attend camp?

Children from across the USA (and Europe) attend every year. All are welcome!

Is transportation provided?

Please note that transportation before and after camp is not provided. Many families arrange carpools.

YOU'VE GOT QUESTIONS, WE HAVE ANSWERS

FAQs (cont.)

What are the accommodations like?

All of the camps are entirely outdoors. Covered handwashing stations are available as well as a newly updated shower building equipped with toilets, sinks, and showers. Tents will be provided. Please DO NOT bring a tent.

Can I request my child's tent?

Campers will sleep in the provided tents which will be assigned according to teams. They will get their tent assignments upon check-in on the first day of camp. No switching of tents will be allowed. Please DO NOT bring a tent.

My son/daughter is 8 years old. Can he/she attend?

We strictly adhere to our age limits for the camps and, therefore, 8 year olds may not attend the younger camps. We have found that the schedule of our camps can be challenging for younger children.

Is my child ready to attend camp?

Only you can decide if your child is ready to attend camp but here are a few basic things to consider. Although the children will definitely be supervised, they are all expected to be able to follow directions, wash, dress, and groom themselves, and independently participate in all activities.

Can my 18 year old attend camp?

Due to Safe Environment and archdiocesan rules, no adults 18 and over may attend as campers. If your 18 year old would like to volunteer as a counselor, please complete the volunteer application here: <https://institute-christ-king.org/camps>

What should a camper pack?

A packing list and guidelines will be emailed to registrants before camp. Water bottles will not be provided, please bring your own and mark the camper's name on it. All items should have the camper's name on them (tags or sharpie marker).

When are the drop of and pick up times?

For both camps: usually between 11am and 1pm on the first day of camp and by noon on the last day of camp. Details are in the welcome letter upon registration.

YOU'VE GOT QUESTIONS, WE HAVE ANSWERS

FAQs (cont.)

Can parents stay on the grounds?

Only the trained volunteer staff members are allowed to stay on the grounds: all male staff during boys camps, all female staff during girls camps.

Who are the chaperones/counselors?

Chaperones and counselors consist of those parents and young adults (18 and up) who take the Safe Environment training and go through a bi-annual background check. Those who wish to volunteer at the camps must complete their volunteer application here: <https://institute-christ-king.org/camps>

Where do the staff members sleep?

The young adult counselors do not sleep in the same tents as the campers. The counselors' tents are in the same area with the campers.

What are the activities at camp?

Activities include daily Mass, confessions, spiritual talks, flag raising and lowering, and rosary walks. The days are filled with tons of team oriented games on the field, activities under the main tents, nightly campfires, skits, songs, a talent show, and when possible, a swimming day and a bowling day.

My child is not Catholic, has never seen a priest, and/or is not familiar with the Traditional Latin Mass. Will this be a problem?

All children of all faiths are welcome! Kids adapt and learn quickly and most come away from camp with a growing respect of the Catholic faith and Traditional Latin Mass.

How can I support the Institute Youth Camps?

Your tax-deductible donation helps cover travel expenses for priests, sisters, seminarians, and oblates participating in our camps, who ensure the success of the camps every year. Mass will be offered for our benefactors. Thank you!

Donate online: <https://institute-christ-king.org/camps>

Make checks payable to Institute of Christ the King
Memo: Institute Youth Education
Summer Camps - Provincial Headquarters
6415 S. Woodlawn Ave., Chicago, IL 60637



Thank You