Ascension School

Camp and Conference Center

Parent/Guardian & Camper Handbook



1104 Church Street
P.O. Box 278
Cove, Oregon 97824
www.coveascensionschool.com

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Introduction to Ascension School

Mission Statement

The mission of Ascension School Camp and Conference Center is to provide *A Place Apart* for all of God's children to gather and to share, to be refreshed by the joy of God's creation, nurtured in the bounty of holy love, and challenged to the ministry of Christ's Gospel. As a ministry of the Episcopal Diocese of Eastern Oregon and followers of Jesus Christ, we are working toward the practice of unconditional love through the values of: Human Dignity, Creation Care, and Spiritual Formation. We believe in the call to strive for justice and peace among all people, and to respect the dignity of every human being. As an Episcopal camp, we are passionate about being a safe space for all campers. We celebrate a rich diversity of campers and staff including national origin, creed, religious belief, color, ethnicity, gender, gender identity, sexual orientation, family structure, and ability.

Welcome

We are deeply grateful that you are choosing Ascension School for your summer camp experience. The purpose of our camp is to embrace, engage, affirm, and mobilize campers to be everything that God has created them to be. We offer age-specific camps because we believe in age-appropriate spiritual formation.

Our camps are planned and carried out by a seasoned and enthusiastic counseling and volunteer team. They are trained and screened to provide safe and excellent programming and community for our campers and families.

An average day of camp is filled with a variety of engaging activities that vary for each age group. This manual will help inform you about what happens from day to day. If you have any questions, we are ready to serve you. You can contact our office and speak directly to us at any time – 541-568-5414. You can check out our website – www.coveascensionschool.com or email us – roman@coveascensionschool.com or katie@coveascensionschool.com.

We look forward to welcoming you and your camper to this beautiful Place Apart.

Sincerely,

Amy Jayne

Executive Director

Goals for Staff & Campers

We will:

- Provide a place of learning, open discussion, and acceptance.
- Provide positive guidance and support to every camper.
- Foster a sense of security in each camper.
- Embrace the difference of all individuals and encourage campers to do the same.
- Encourage and support creativity.
- Provide opportunities for the formation of interpersonal relationships and appropriate social skills.
- Introduce the summer theme through a variety of reflective, artistic, and experiential activities.
- Challenge campers to be receptive to new ideas and experiences.
- Provide a safe and healthy, environment to complete the goals we set forth to achieve.
- Provide accessibility for all members of the camp community to participate actively and meaningfully in program activities.
- Have fun and enjoy the Ascension Experience.

Campers will:

- Be introduced to ways they can grow in relationship with God and each other.
- Discover connectedness within camp and fellow campers.
- Explore ways they can care for creation.
- Explore how they make choices and how they affect others globally and locally.
- Identify gifts and talents and how they can be used to care for the environment and each other.
- Identify and challenge barriers to working cooperatively to care for creation.
- Invest in acts of stewardship that reflect creation care in community.

A Day at Camp

Our Staff

We hire staff and recruit experienced volunteers to provide leadership during our camping season. Here are the various roles at camp:

Executive Director: The ED is responsible for overseeing everything that happens at Ascension School and delegates the leadership of camp to the Program Director, Camp Director, and their team. The ED remains actively engaged in daily camp activities and is a great resource for parents.

Program Director: The PD manages our in-house programming, which includes camp scheduling, staffing, and camp program oversight. The PD is also heavily involved in daily camp activities and is a great first call for parents with questions and concerns regarding camp.

Operations Manager: The OM is our registrar and available for facility and operations needs during the camp season. When we talk about calling the "office", you will talk to the OM.

Habitats Manager: Bobby Fossek oversees and provides leadership to the vision of habitat restoration on our campus. He engages most with our 80-acre land conservation project. Campers get to work with Bobby and learn about environmental stewardship, native plants, and creation care.

Camp Director: Our Camp Director is hired seasonally at Ascension School. Karley Witten is our current director. She is responsible for all camp-related activities and staff.

Counseling Staff: This is the team of leaders who provide daily supervision (and lots of fun and formation) for our campers. They go through extensive training and onboarding before camp even begins.

Volunteer Support Staff: For each camp, we have trained volunteers onsite to support and encourage our counseling staff. They also take on key roles with campers – including leading family groups, facilitating interest blocks, and giving counselors much-needed breaks.

Chaplain: This individual is an Episcopal or vested priest or deacon and facilitates and leads our Chapel Time. This person is also available to staff and campers for pastoral care.

Medical Staff: We bring on certified medical staff for each camp to screen and treat campers and administer medication. This person either stays on campus or is on-call in Cove.

Food Service Manager & Head Chef: This is who you will talk with if your camper has specific food needs. Campers will see and interact with this person every day, many times.

Food Service Team: Usually made up of 3-5 staff members, this team prepares and cleans up our meals. Campers will interact with this team when they do Kitchen Patrol.

Maintenance Director: Our maintenance director works with our Operations Manager and manages the grounds and facilities.

Hospitality Staff: We have one housekeeper that helps throughout campus ensuring a safe and clean environment.

Grounds Crew: This team takes care of our irrigation, mowing and other landscaping needs around campus all summer.

Family Groups

Family Group activities vary according to the curricula and the strengths and interests of group leaders. Typically, one volunteer and one counselor are responsible for leading a small group of 6 - 10 campers for the entire camp session. Family Groups provide an opportunity for campers to get to know one another and reflect on camp themes in a safe, small group setting. Family Groups are also responsible for serving the larger group in several different ways during the camp session, including taking turns doing kitchen patrol, chapel planning, gardening, and harvesting, and other contributions to the wider camp community.

Chapel

Worship is the time during camp where we turn all our attention to God. We offer our hearts, minds and souls to God and learn who we are as God's good creation. We offer our prayers, we praise God, we celebrate, sing, maybe have a skit and sometimes we even dance. Worship can take many forms and happen in all kinds of places. Chapel is something inside and sometimes outside. Campers are invited to observe and contribute as they feel comfortable. Our camp has a Chaplain to help coordinate and lead these experiences.

Morning Activity

Morning activity is a time when the whole camp comes together and participates in a group activity. In years past these have included cooperative games; all-camp kickball; capture the chicken; Giants, Wizards, and Elves; giant slip and slide; tag games; Ancients and Horribles; costume kickball; shaving cream wiffle ball; and large group activities related to the day's theme.

Meals & Snacks

Campers eat 3 meals a day. They also have snack times and special treats in the evenings. Rest assured, no one goes hungry! Please see Section 5 for information about food allergies and Section 9 about food preferences.

Cabin Time

Cabin time is after lunch for reflection, rest, letter writing, and reading. Younger campers are expected to remain in their cabins during this time under the supervision of a staff member. At the discretion of the staff member, senior high campers may also relax on the lawn outside their cabins.

Interest Blocks

Two interest blocks are offered each afternoon (about 45 – 55 minutes each, depending on the age group). Counselors and Junior Counselors work together to plan and lead a variety of age-appropriate activities for small groups of campers. These may include hiking, outdoor sports, arts and crafts activities, baking, movie making, and so on. Campers sign up for interest groups

each day during cabin time. Each cabin will have a chance to be the first to sign up for interest blocks.

Swimming

Campers go swimming at the Cove Swimming Pool most afternoons at camp. All campers are expected to go to the pool, but they are not required to swim if they do not want to. Campers opting not to swim must remain next to the pool, under the supervision of a staff member. The Program Director and staff will determine at the outset of each camp whether to allow campers to purchase candy from the concession stand at the pool. Campers who have received this privilege will lose it if litter becomes a problem. A minimum of three staff people is required to supervise the trip to the pool and a certified lifeguard is always on duty.

Evening Programs

Whole group activities in the evening vary by age group but may include activities such as Counselor Hunt; talent shows; campfire; Counselor Clue; carnival; contra dancing; and Sunset Eucharist.

Circle

Circle is a tradition at Ascension School dating back to the 1920s. At the close of the day, all members of the camp community join hands and sing the Cove hymn. Each Camp Director will close the day in a different way but will generally encourage campers to think of Circle as a time to reflect on the day past.

Night Owl

This is an unstructured but closely supervised time between Circle and lights out for senior high campers to hang out in Remington Room, on the deck, or at the campfire. Junior high campers may have a shorter and more structured version of Night Owl, typically held in Founder's Hall or Coe-Kerr.

Contributing to Daily Life at Camp

Camp/Cabin Clean-Up

Every day, campers have space to tidy and clean their cabins and contribute to the overall care of our Ascension School Campus. We have fun with these activities and find that campers take pride in how their camp looks.

Kitchen Patrol

Before and after each meal, a family group is assigned to set tables, lead a prayer, and then clean up after. We find that this helps campers respect all the roles that people play at camp.

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Garden Duties

We have an abundant garden and greenhouse that supplements our dining hall meals each day. Campers will be invited to harvest and wash vegetables to contribute to the kitchen.

Example Daily Camp Schedule

7:00AM Wake-up bell rings

7:30AM Campers may leave their cabins

8:00AM Breakfast

8:30AM Cabin Clean-Up

9:15AM Chapel

9:45AM Family Groups

11:00AM Large Group Activity

12:00PM Lunch

12:45PM Cabin time/Staff Meeting

1:30PM Interest Block 1

2:30PM Interest Block 2

3:30PM Swimming

5:30PM Free time

6:00PM Dinner

6:30PM Chapel Planning

7:00PM Large Group Activity

8:00PM Campfire

9:00PM Circle

9:30PM Lights out

Community Life

Culture is made up of the values in a community and is often communicated in unspoken ways. Campers bring who they are to our camp culture and experience our values and are invited into our camp guidelines.

The Way of Love

As a community committed to The Way of Love, we will lean into practices for a Jesus-Centered life. Here are some ways you will see this in our community and staff team.

Turn – We will intentionally reorient ourselves when we gather by unplugging, stowing away cell phones and opening with silence and gratitude.

Learn – We will offer scripture reading and contemplative and meditative practices to help us center around Jesus.

Worship – We will incorporate prayer and liturgies into our gatherings and ministry.

Pray – We will offer practices of prayer – silent and spoken.

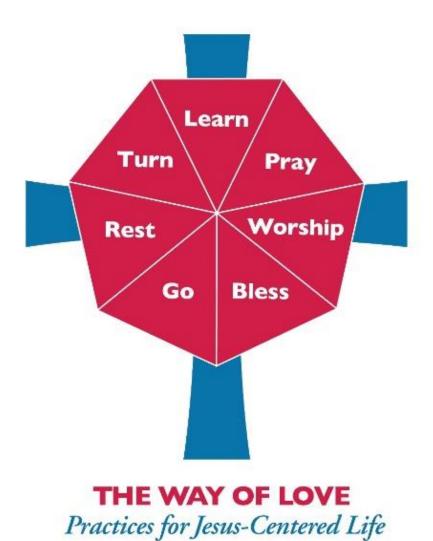
Bless – We will share stories of seeing or experiencing God at work – in your life, those around you, here at Ascension and throughout the world.

Go – We understand that the camp experience goes beyond Ascension and we commit to serving beyond this space.

Rest – We will build in moments to play and relax as a group.

The Way of Love is a critical component of our spiritual formation and curriculum at camp. We invite you to check out resources at https://www.episcopalchurch.org/way-of-love/. With *The Way of Love* as a foundation for spiritual formation at Ascension School, we are committed to engaging kids OUTSIDE.

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ASCENSION SCHOOL

Community Guidelines

When people come together and live in community with one another, it is essential that there are clear community guidelines in place. Adherence to these guidelines will help ensure a safe and positive experience for all involved.

All members of the camp community are expected to follow three basic expectations: **Be Safe, Respect Yourself and Others,** and **Take Care of Our Camp.**

Specifics that correspond to these three expectations:

Be Safe

- Campers and staff are expected to display safe and appropriate behavior toward all other campers and staff. No hitting, tackling, or other potentially hazardous behaviors are allowed. Avoid physical contact all together!
- There is to be no running on the porch, on the deck, or inside any camp buildings.
- Shoes must be always worn when outside the cabins.
- No drugs, alcohol, tobacco products, weapons, firecrackers, or other contraband are allowed on campus. Possession of any of these items is grounds for being sent home.
- No one may leave camp without the permission of the Program Director. Senior high campers and Junior Counselors who drive to camp must turn in their car keys upon arrival.
- Campers and staff are expected to stay with the group during all off-campus trips, including the walk to and from the pool.
- Campers are not allowed in the kitchen, in staff living quarters, or other areas
 designated as off limits. No campers are allowed in any cabin other than the cabin they
 were assigned and the attached neighboring cabin.
- Campers are expected to remain in their cabins after lights out and until the bell rings in the morning.

Respect Yourself and Others

- Be kind to one another and be tolerant of one another's views. No name-calling or other hurtful language.
- Respect others' privacy, property, and living space. This includes asking permission to use things that belong to others.
- Campers and staff are expected to share their time and attention with the community of people they are part of here at camp. For this reason, camper cell phones and electronics are to be turned in upon registration.
- No inappropriate displays of romantic or sexual behavior.
- Take care of yourself both physically and mentally while at camp: get enough sleep, drink water, use sunscreen, and tell the medical staff or a staff person if you are ill or otherwise not doing well.

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Take Care of Our Camp

• Respect camp buildings, equipment, and other property. Writing on bunks, walls, or other camp property is not allowed.

- Help clean up after activities, put things away where they belong, and pick-up trash inside and outside of buildings.
- Turn off lights when not in use.
- All participants are expected to conduct themselves appropriately around camp visitors and during off-campus trips. Ascension School is part of the community of Cove, and it is important that townspeople have a positive impression of our camp.

Packing List

- **Summer AND Cool Weather Clothing** please bring enough for EVERY day. We will not be doing laundry unless there is an emergency!
- Warm Jacket
- Swimsuit
- **Sunscreen** especially if you have skin sensitivities
- **Swim Towel** for the pool
- Water Shoes for the creek and/or lake, slip n' slide
- Tennis Shoes something you can run in!
- Sleeping Bag
- Twin Fitted Sheet This goes over your bunk mattress, so you do not slide around.
- Pillow
- Flashlight
- Camera cell phones cameras will not be available
- **Towel** for showers
- Toiletries toothbrush/toothpaste, shampoo/conditioner, deodorant etc.
- White Clothing t-shirt, socks, or other clothing for tie-dying projects
- A Good Book or Favorite Game for Cabin Time
- A Friend!

What if my camper forgets something?

We have plenty of extras (and Walmart nearby). Do your best and do not be anxious when you realize your camper left their toothbrush on the bathroom counter! Remind your camper to let their counselor know if something is missing.

Do NOT Pack List

- Fire Items -- matches, lighters, blowtorches, candles, kerosene lanterns
- **Fireworks/crackers** including sparklers.
- Weapons guns, knives (even pocketknives), swords, num-chuks.
- Drugs & Alcohol cigarettes, vapes, marijuana etc.
- Clothing with inappropriate branding or messaging promotion of drug/alcohol use, profanity, etc.
- Devices Gaming Systems, Tablets, Laptops, etc.

Cell Phone Policy

- Upon arrival at camp, all cell phones, smart watches, wearable tech., and other communication devices will go directly into "The Basket".
- We recommend just keeping these devices at home especially for older kids.
- Our Camp Director will safely store these items.
- Each day, campers will be given space to make phone calls, check social media, make sure someone is keeping up their snapchat streaks, etc.
- This policy is purposed to help campers be fully present at camp and make new friends and engage with old friends.
- It also helps contain the social dynamics that counselors and staff are faced with from day to day.
- At first, this is very difficult for campers (and parents/guardians). They adjust quickly and we find they are grateful to experience the break. The pressure of constantly being available is significant in their lives. We are confident that this practice is beneficial to the camp experience.

Mental & Physical Health

Medical Staff & Standing Orders

We have a Medical Staff at camp each summer. This person is a certified medical professional in the State of Oregon. Ascension School has Medical Standing Orders that act as a guide for our health care at camp. They have been guided by the Association of Camp Nursing and the American Camping Association (ACA). We are accredited with the ACA. Our Standing Orders are available to parents/guardians upon request.

General Health Consideration

Please review a typical day at Ascension School and notify us of any limitations that your camper might face in participating. This helps us plan accommodations and alternatives in advance. When you fill out the registration, include as much information as possible so we can best care for your camper in the case of an illness or injury.

ADA-Compliancy

Many of our main buildings are ADA compliant while others are not. Please contact our office – 541-568-4514, and we will talk through whether we can accommodate the needs of your camper.

Health Screening

Each camper (with parent/guardian if present) is interviewed upon arrival at Ascension School. This screening is to ascertain the status of chronic health problems or current health concerns that may need attention at camp. The Medical Staff conducts this interview and compares the information with the registration forms. Any information gathered is strictly confidential. If there are further screenings necessary (such as temperature checks), we will include an addendum to this manual. *

*Health Screening Addendum: All campers will have their temperature checked during the health screening upon arrival as part of our COVID-19 protocols.

Medications at Camp

All medications (prescription and over the counter) are given to the Medical Staff upon arrival at camp. These are to be kept in their original container. These medications are kept in a locked cabinet and are only accessed by the Medical Staff. This is for the safety of all campers. Medications must never be kept in the dorms with other campers. The medications are

administered by the Medical Staff each day, as prescribed. The Medical Staff will use absolute discretion.

Food Allergies

Your camper may have food allergies that require accommodations. Our food service staff are always willing to work through these challenges together so that your camper can feel included and get fed. Please carefully fill out your registration form and contact our office so we can get you in touch with our chef if necessary. We can work together and determine a meal plan.

Serious Illness or Communicable Disease

In the event of severe illness or communicable disease, the Executive Director or Program Director will notify parents/guardians individually by phone. We appreciate your understanding as we call the parents/guardians of ill campers first and alphabetical after. A notice will also be sent home with all campers explaining the occurrence of any communicable disease and all health department advisories will be included. The camp office will follow-up with campers and families as more information is made available. Please see any attached addendums pertaining to relevant viruses and diseases for any summer (i.e., norovirus, coronavirus).

Mental Health & Camp

Our Counseling and Staff team are trained to care for campers with a variety of mental health challenges. Campers come to us facing depression, anxiety, eating disorders, behavioral, mood disorders, etc. As parents/guardians, you have freedom to disclose or keep private these challenges. All situations will be kept in confidence among our need-to-know staff (those directly supervising your camper - like a family group leader or the Camp Director).

Parent/Guardian Contact

Parents/Guardians are contacted by phone by the Medical Staff or the Program Director if:

- More information is needed concerning the health status of the camper.
- A health situation needs parental involvement for decision-making.
- A physician or hospital needs to be contacted for medical care.
- A child asks for parent/guardian contact.

Situations requiring that a camper return home:

- Development of serious contagious disease.
- Illness that becomes progressively serious.
- Fever over 101.
- · Vomiting.
- Mental Health Conditions that need immediate attention.
- When campers present a risk to themselves or others.
- If the camper is unable to function in a group living situation after all the resources and

strategies available to Ascension School have been exhausted.

Section 7

General Policies

Personal Property

Ascension School is not responsible for the theft, loss of, or damage to personal equipment or belongings. Any personal equipment brought to be used for program activities must be approved by the Program Director and tested for safety by staff – including sporting and crafting equipment. Please label all belongings (sleeping bags, pillows, bags, suitcases etc.)

Smoking, Drugs, Alcohol

The possession or consumption of tobacco, alcoholic beverages or marijuana is not permitted during summer camp. Smoking, vaping, and chewing tobacco are not permitted. Any illegal drug activity is prohibited.

Safety, Security & Risk Management

The possession and/or use of firearms, ammunition, fireworks, or explosives is prohibited. The use of candles or open flames is prohibited. Safety, security, and maintenance concerns should be reported to the Program Director or Operations Manager immediately. Our staff undergoes extensive training to mitigate risks. They are screened extensively as part of their hiring process. The training and screening materials are available to you upon request.

Visitors

All visitors to camp (including parents/guardians) will report to the Executive Director in Morris Hall or the Program Director in Founders Hall. After a visitor has been checked in, they will receive a visitor's badge and must wear this. Under no circumstances is a visitor to enter the campus without permission. No one not listed on the registration form will be allowed to interact with or pick up a camper.

Care Packages and Mail

If you would like to send your camper something to share, please do! Keep in mind that some campers have severe allergies, and we are cautious about what is allowed. Letters of praise and encouragement are nice ways to support your child while they are at Ascension School. Plan and send early! They can be held in the camp office until your camper arrives.

Mail

Camper Name c/o Ascension School Camp P.O. Box 278 Cove, OR 97824 FedEx/UPS

Camper Name c/o Ascension School Camp Ascension School

1104 Church St. Cove, OR 97824

Section 8

Transportation

Arrival and Departure

When bringing your camper to camp please plan to arrive at Ascension School no earlier than 3:00 p.m. and no later than 5:00 p.m. on the first day of camp. There will not be staff available to supervise your camper before 3:00 p.m.

When arriving at camp please park in the designated parking area in front of Founder's Hall. Founder's Hall is where you will check your child in for camp. You will be greeted by the Ascension School staff on the front porch of Founder's Hall. This is a good time to gather any electronics from your camper.

Ascension School Camp and Conference Center will assume responsibility for a camper when they are dropped off during a camp session registration time until the last morning of camp. Camp concludes after breakfast on the last day of a session. Campers must be picked up during the published pick-up time unless other arrangement have been made with and approved by the Program Director. If a camper is not picked up during the designated time and other arrangements have not been made, a designated program staff will call the contact person on the camper's registration form.

Late Arrivals and Cancellations

Parents will be notified by the Program Director or other designee if a registered camper does not show up during registration time, 3-5 p.m. Staff will inquire whether the camper will be arriving later of if they are no longer interested in attending that camp session. The staff person will notify the Ascension School camp staff and office of the status of the camper's registration. If a parent notifies the Ascension School office of camper's possible late arrival, the office will notify the camp staff immediately of the details.

Release Guidelines

Ascension School will only release campers to their legal guardians unless otherwise noted on their registration forms. If alternate travel plans need to be made during a camp session, the camper's guardian must call Ascension School and speak with the Program Director or the Executive Director to make appropriate plans. The person picking up the camper must present the program staff and/or the Director with a photo ID. If the pick-up site is a bus stop, the administrative staff will call the bus company with the name and number of the individual picking up the camper. If the camper is being picked up at a bus stop, the individual picking the camper up must present the bus driver or accompanying Ascension staff with a photo ID.

Emergencies

If there is an emergency and the child must be transported home by a volunteer of the camp, a transportation permission slip must be signed by the guardian of the camper and emailed to the camp. The volunteers transporting the child will be approved drivers who are 25 years or older.

Signing Up for Transportation

If your child is riding the bus/shuttle, please indicate the appropriate trip on your registration form. Our office will contact you with details as the time draws near. Please be sure to note the time and location that you will need to drop your child off and pick them up. Not all the drop-off locations have supervision, so please do not leave your child until they have boarded the camp transportation. Please be sure to be there to pick your child up at the time indicated. Ascension School will have a counselor on the bus for the supervision of your child until they reach Ascension School grounds and the pick-up/drop-off locations.

The camp shuttle/bus service is out of Bend, Oregon. In case of an emergency, Ascension School does have contact with the shuttle's driver and main office during operating times and our counselor will communicate with the driver as needed.

Bus/Shuttle Conduct:

Campers are expected to conduct themselves in a safe and orderly manner while riding the camp bus. Campers being transported are under the authority of the bus driver and supervising counselors. Here are some guidelines for bus conduct:

- Campers need to be on time for the bus.
- Campers should pack a lunch and snacks for the trip to camp. Lunch will be provided on the return trip.
- When necessary to cross the road, campers shall cross in front of the bus or as instructed by the bus driver.
- Emergency doors on the bus should be used only in case of an emergency.
- Campers shall not bring animals, firearms, weapons, or other potentially hazardous materials on the bus.
- Campers need to remain seated while the bus is in motion.
- Campers shall not open or close windows without permission. They may not extend their hands, arms, or heads through the bus window.
- Loud or vulgar language is prohibited.
- Campers shall keep the bus clean and must refrain from causing damage.
- Campers need to be courteous to the driver, to fellow riders and passersby.
- Fighting, wrestling or boisterous activity is prohibited on the bus.

Common Questions

My child does not have food allergies but is particular about certain foods. How does your kitchen staff handle this?

We understand that kids come to camp with a range of food preferences. Our food service team puts together a wide variety of food at every meal. For example, in addition to the hot breakfast, there is always oatmeal, fresh fruit, toast, and a yogurt bar. We serve buffet style so campers can choose which items they prefer. No one is forced to eat anything. If your child struggles with an eating disorder, this is helpful to know in advance. This might require additional discretion on the part of staff.

My child has issues with wetting the bed. How do you handle these situations?

Our counseling staff are trained to handle these circumstances with care, gentleness, and discretion. Campers are told that if they have any issues like this, they can come to their counselor, and it will be taken care of privately. We have extra bedding and laundry facilities. Campers will never be intentionally exposed or shamed. We do not tolerate bullying either.

What do you do if a camper is homesick?

Our camp counselors are trained on how to care for campers when they express homesickness. In training, counselors learn when to reach out to parents/guardians. We take this seriously and never brush off the feelings of a camper. We find that as we affirm and provide coping skills, campers push through – and sometimes we need the help of parents/guardians in that process!

Can we come see the camp in advance?

Yes, we will happily schedule a tour before camp starts. Just call our main office – 541-568-5414.

Can a parent/guardian stay at camp for the first evening or day?

Ascension School does not allow adults who have not passed our background check and application process to participate in camp or work with children. We have a window of time during drop-off where parents/guardians are invited to help their camper get settled in the dorms. Our counseling staff is ready to welcome your camper and ensure that the drop-off process goes as smooth as possible.