



CAMP MONTGOMERY

Keystone Heights, FL

Overnight Camp Parent Handbook

Revised April 2026

Table of Contents

Check In and Check Out	2-4
Day at Camp	5
Important Information	6-8
Scholarships, Sponsorships.....	9
About Montgomery	10

*See the **Camp Packing List** document attached to the registration email for a printable packing list.

Check In: 4:00-4:30 pm

Check In: 4:00-4:30 pm on the first day of camp for overnight camp sessions.

Upon arrival at Montgomery, leave your luggage in the car, and bring any last-minute paperwork, campstore money, and medications to check in. You will be greeted by our friendly staff and they will get you started on the path to dropping your camper off for the best week of their summer! Please do not arrive earlier than 15 minutes before check in time. We will not be able to check your camper in early.

Step 1: Final Payments

Our staff will check in your camper, finalize any paperwork and outstanding payments.

*Note: If you forget to pack a water bottle for camp, Montgomery will provide one for your camper. This \$5 water bottle will be deducted from their camp store balance.

Step 2: Health Care & Medications

Your next stop will be to check in with our health care officer to make sure they have all the necessary medical paperwork. They will store ALL medications - both prescription and OTC - your camper will need to take while they are at camp. All prescribed medications must be presented in their original bottle.

Please put all medications into a ziplock bag with your camper's name marked clearly on the outside of the bag. This will help your check-in process move quickly. *Note: Our infirmary stocks basic OTC medications. You do not need to provide additional OTC medications that we keep stocked.*

Step 3: Say Cheese!

Your camper will have a headshot taken at the photo booth to include in their online profile. These pictures are stored securely in the account, which you have access to. Pictures promote safety at camp, ensuring dietary needs are followed, medication is provided to the correct camper, and in the unlikely event of any emergency.

Step 4: Lice Check

Your third stop will be a lice check. We will be conducting these for every camper. In the past, lice that is discovered at camp can present embarrassment for a camper. Please check your child for lice prior to coming to camp. Your camper will not be admitted to camp if there are live lice or nits evident, until they have been eradicated. This process includes eradicating the lice or nits and washing all clothes and linens in hot water and drying those items and pillows on high heat. Here is a video to help you know what to look for when checking your child's scalp: <https://www.youtube.com/watch?v=bwwNwzZuv-g> We recommend using a product with the active ingredient natrum muriaticum for best results.

Step 5: Cabin Assignment

The moment they've been waiting for! Next, your camper will receive his/her cabin assignment and find out who their counselors will be.

Step 6: Camp Store

Stock up on any camp needs like goggles, sunglasses, flashlights, or a water bottle before heading to the cabin. See what the camp store has to offer, and add funds to your camper's store balance to spend throughout the week. You will see each purchase they make in your Ultracamp account, and can top off their account as you see fit. The camp store will be open daily during Canteen time for additional snacks, souvenirs, and camp essentials. You will also have an opportunity to shop at closing ceremony.

Step 7: Getting Settled

Once you have completed check in, please retrieve luggage from the car and head to the cabin together. The counselor will be at the cabin to meet you and answer any questions you might have. Our counselors are trained to quickly integrate campers of all backgrounds into the group and to make the transition to camp life as comfortable as possible.

Homesickness: *Help your camper transition into their stay at camp by helping them make their bed, and giving a swift goodbye and letting them know when someone will be back to pick them up. Staying too long may lead to increased feelings of uneasiness for campers who may be feeling nervous. Summer counselors are trained to deal with homesickness as it may arise over the first night or two. Parents will be notified if their camper is having a severe time getting adjusted. Do **not** tell your camper that they can call home while they are at camp. A phone call home is chosen by a director in coordination with a parent as a last resort as it may intensify feelings of homesickness in some campers.*

Check Out: 3:00 pm

Closing Celebration: 3:00pm on the last day of your camper's session

Bring your photo ID for an easy check out.

Closing Celebration

Parents, grandparents, friends, and neighbors are welcome to join the celebration in our Dining Hall. The closing ceremony will last about 30 minutes, during which you will get a glimpse of what camp was like during the week. You will hear some of the songs that we sing, the energizers that we dance to, and the Bible lessons the campers learned.

Checking Out your Camper

After our closing celebration, you and your camper will pick up his/her belongings and sign out with the counselor. Please have your photo ID ready. We take the safety of your camper very seriously. Only an authorized person (designated and authorized in the registration) may sign out the camper they are picking up. If the person that is here to pick up your camper is not on the authorized list, we will ask that they return to the office so we can contact the camper's parent/guardian to verify the individual picking up the camper.

Early Pick-Up

We do not encourage campers to leave camp before the closing celebration. The last few hours in their small groups are spent doing closing activities that will end their experience as well as it started. However, if you feel that your camper needs to leave early from camp, please contact the office as soon as you know the date and time of the pick-up. We will plan to have your camper and their belongings at the office when you arrive.

A Day at Camp

A typical day at camp might look like this:

8:00 Rise and Shine
8:30 Breakfast
9:15 Cabin Clean Up
9:45 Morning Celebration
10:15 Activity Block 1
11:30 Activity Block 2
12:45 Lunch
1:30 Lunchtime Singing
2:00 F.O.B. (Flat On Bed)
3:15 Canteen & Camp Store
3:45 Bible Study
4:30 Activity Block 4
5:45 Get Ready for Dinner
6:00 Dinner
7:00 Evening Worship
7:45 Night Block
8:45 Back to Cabins
10:00 Lights Out! Good Night!

Activities may include: Behind the Boat, Canoeing, Swimming, Archery, Rockwall, Challenge Course, Hiking, Arts and Crafts, Team Building Activities, Field Games, Campfires, Eating S'mores, Rec Time, Labyrinth, Prayer/Meditation Trail, Kayaking, Bouldering, Energizers, and Stargazing.

Important Information

Parent Communication

Email will be our primary form of communication with important information as camp approaches and throughout the week with any camp-wide updates. Parents will be contacted by phone on a case-by-case basis while your camper is with us.

Phone Calls, Cell Phones, & Homesickness

Homesickness will be cared for in coordination with the parent if a child is having a particularly difficult time. A director will always call home before allowing a camper to call. Encourage your camper to talk with their camp counselor about any concerns that arise while they are at camp so that all needs can be addressed on site.

Cell phones and smartphones are on our “Do Not Pack” list.

Please help protect your camper and others by keeping their phones at home. Any phones brought to camp will be stored in the office until you pick up your camper on the last day of camp.

Camp Montgomery’s no cell phone policy is in place for the following reasons:

- Camper safety: Cell phones can be a liability to camper safety, and research shows that cell phone use can lead to bullying and unsafe environments.
- Camper relationships: Campers may avoid getting to know their cabin-mates, or may rely on their parents too much by using electronics.
- Camper focus: Campers may focus on their friends at home instead of friends and activities at camp.
- Camper health: Campers may call parents when they are sick or don't feel well instead of alerting camp staff who may be able to help on site.

Summer Camp Store

Your child will be able to browse Montgomery’s Camp Store with camp supplies and souvenirs, and extra snacks and drinks. We suggest beginning with a camp store credit of \$5-\$50. Your camper will have an opportunity to bring you to the camp store at the end of their camp stay. Any remaining credits at the end of the summer will be considered a donation to our camper scholarship fund. Check out some of our camp store selections at <https://montgomery-center.square.site/>

Sending Mail/Email

It is great for campers to receive letters from home. We highly recommend that parents write and send mail early in the week or the week prior to the camper's arrival. You can bring mail to check-in and leave it with a staff member. These messages will be given out on designated days. If mail arrives before a camper, we will hold it for the week your camper will be here. If a letter arrives after the closing day of camp, it will be returned to the sender. Please do not send any food for your camper.

Address mail to Montgomery's address with:

Camper Name - Cabin #
C/O Montgomery Center
88 SE 75th St.
Starke, FL 32091

You can email your camper through Program@MontgomeryCenter.org.

Emails will be printed each morning. Campers will not be able to view HTML greeting cards or email responses to you. Mail and e-mail are delivered each day at lunch.

Subject line: Camper Name - Cabin #

Campers sending mail: Help your camper affix stamps on their envelopes prior to coming to camp with their return address on the top left. Postcards and stamps are available in the camp store. Please ensure they have complete mailing addresses for delivery.

The office cannot mail out anything not properly addressed/stamped.

Roommate Request

An intentional part of programs at Camp Montgomery is to provide opportunities for campers to develop relationships with people from other areas and backgrounds. However, we understand that campers may want to experience camp with a friend or family member. Therefore, roommate requests can be made no later than 2 weeks prior to the start of the camp session. *No more than two roommate requests may be made.* **Roommate requests are not guaranteed,** particularly if there is an age gap. Please email program@montgomerycenter.org if you have any major concerns. Cabin assignments are made the week prior to each camp session.

Health Information

The safety and welfare of your camper is the highest priority at Montgomery Center. A completed Medical Form must be on file for each camper through the online registration portal. Your camper cannot be checked into camp without one. Please refer back to Step 2 in the check in process regarding medication at camp. **All forms must be turned in at least two weeks prior** to the first day of camp, when possible.

Our health officer or the Director will contact you by phone if your child becomes ill or is injured while at camp. Reasons for a call home may include fever, vomiting or diarrhea, respiratory illness, injuries such as a sprain, break or wounds requiring medical attention, or mental health needs. Arrangements will be made on a case-by-case basis if your camper needs to leave camp for any amount of time.

Emergencies

We will contact you if there are any concerns while your child is at camp. If there is an emergency, please call our office. If your call is not answered right away, please leave a voicemail or send a text. We are likely spending time with campers. Our office is open from 9 to 4, Monday through Friday. For non-emergent all-hours communication, feel free to send an email to office@montgomerycenter.org

Montgomery's Phone number: (352) 473-4516

Lost and Found

Please mark all items brought to camp with your campers name including sunscreen, water bottles, bug spray, clothes, shoes, etc. When you arrive to pick up your camper, please locate the lost and found table in the dining hall to claim items your camper may have lost during the week. All items left at camp will be donated or thrown away after two weeks. Items claimed can be picked up at camp no later than two weeks after the final session or you can request an item be mailed. You will be responsible for postage to mail an item home. *To help prevent lost items, pack for camp with you camper so that they know what they are bringing with them, and what should go home with them.*

Scholarships & Sponsorships

Scholarships

We believe that every child should have the opportunity to attend camp, and our scholarships help make that possible! Camp Montgomery, the Presbyterian Women of St. Augustine, churches within the Presbytery of St. Augustine, and individuals, contribute to these scholarships funds for camp families.

Scholarship Policies & Applications

Applications for our Scholarship Program are available on the Parent's Page of our camp website. Applications are being reviewed in stages. The first scholarship awards will be applied on March 1, then April 15, and finally on May 15 (these dates have been updated from original publication). Applications received after these deadlines will be reviewed on a rolling basis as funds are available.

AN INDIVIDUAL APPLICATION SHOULD BE SUBMITTED FOR EACH CAMPER. Please do *not* put multiple campers on the same application. If you are submitting applications for more than one camper, once you have submitted the first form there will be an option to "submit another response."

Sponsorships

Churches often times offer sponsorships to help families in their congregation or community send their children to camp. These sponsorships are arranged directly through your church and are separate from our camp scholarship program. Each church decides how much support they can provide—some may cover the full camp fee, while others may offer partial help.

For example, a church might choose to fully sponsor children from their congregation and partially sponsor others from the community until their available funds run out.

If your church has agreed to sponsor your child, please select "A church is sponsoring my camper" on the registration form and include the church's name. Be sure to confirm with your church how much they are covering, so you know what portion, if any, you're responsible for. The church is invoiced through the unique sponsorship code entered at registration.

About Montgomery

The staff at Montgomery is dedicated to serving our families with opportunities to experience a Christian camping program centered on the love of Jesus Christ. With over 65 years of summer camp ministry, we are committed to continuing the legacy that Dr. E. F. Montgomery Sr. began years ago. In 1926, he wrote, *"A week at camp is not time to be thrown away. There is room for physical training - the making of a better body. There is room for character building - the making of a better person. But there is more still. There is an opportunity to develop those best and deepest instincts of the soul. A child's soul is most responsive at camp. There he hears the call of the Infinite, and his heart answers back to the Great Spirit of the out-of-doors."*

At Montgomery we will focus on building lasting friendships, providing a wide selection of activities on the 167 acres of beauty, and kindling the fire in each person's soul through intentional outdoor worship.

Physical & Mailing Address:

Montgomery Center

88 SE 75th St.

Starke, FL 32091

Website: www.montgomerycenter.org

Facebook: Montgomery Center (Business Page - MontCenter)

Instagram: [camp_montgomery](https://www.instagram.com/camp_montgomery)

Youtube: [CampMontgomery](https://www.youtube.com/CampMontgomery)

"Welcoming all people to experience God and creation in ways that deepen faith and strengthen relationships; to build up the body of Christ; and to serve the community at large."



**MONTGOMERY
CENTER**

EST. 1957