



2017 Registration Handbook

Email: admin@captivenia.com

Admin Office: 780.987.2332

Camp Phone: 403.671.8299*

**Active July 5-24, 2017*

1. Important Dates and Times
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1. Important Dates and Times

July 12th 2:00pm Start Bellesera Training
Bellesera ONLY Arrival (Ages 13-17)
Do not arrive before 2:00pm & please eat lunch prior to arrival

July 17th 2:00pm Start Captivenia
Maidens (Ages 9-13*) Note: Mom, or other female adult, required for 9-year-olds.
Do not arrive before 2:00pm & please eat lunch prior to arrival

July 22nd 2:00pm Captivenia and Bellesera Training Ends

**Girls age 13 may register for the Maiden event or choose to apply for Bellesera Training.*

2. Mass, Final Ceremony and Lunch – Saturday July 22nd

11:00AM - Mass. Families & friends welcome.

12:15PM - Captivenian Farewell Ceremony in Castle Courtyard

1:30PM - Lunch. RSVP to registrar@captivenia.com if you wish to join us for lunch.
(\$10/person, \$40/family suggested minimum donation).

2:00PM - Camper Check-Out. Parents/guardians-are required to sign-out minors with Staff before departing property.

3. Directions to Camp

The camp is located close to Turner Valley, which is approximately 45 minutes SW of Calgary.

- From Turner Valley travel West on Hwy 546 for about 6 kilo-meters
- Turn left (South) on to (dirt road). Note that the Bar-N Ranch on north side of the Hwy is immediately across from the turn. Captivenia signage will be off the highway
- Travel for 1 KM (East), then turn right (South) onto the Britton Ranch.

4. Mandatory Camp Uniform & Logowear Size Chart

Official Captivenia t-shirts, hoodies and caps are available for all campers, team and volunteers and we request that these be worn at all times to ensure a good sense of team unity.

We can only able to guarantee quantities and sizes for orders placed by May 1, 2016. Please ensure you register and order early to avoid disappointment.

- 1) **Official Captivenia T-shirts:** (1 t-shirt included with registration). We recommend a *minimum* of three t-shirts for Maidens (9-12 years old) and five for Bellesera (13-16 years old).
- 2) **Official Captivenia Cap:** (provided)
- 3) **Official Captivenia Hoodie:** For cooler weather we strongly encourage every camper have an Official Captivenia Hoodie. If possible, two hoodies would be great in case one gets wet. **Please note our Captivenia Hoodies are highly popular and will likely not be available for “last minute purchases” at camp, to avoid disappointment order at time of registration.**
- 4) **Pants:** Blue jeans, or blue jean shorts/capri’s recommended if possible. (Please do not bring short shorts.)
- 5) **Navy Rain-gear and jackets** are recommended *if possible*.

Logowear Size Chart

LADIES GENERAL SIZING GUIDE

	S	M	L	XL	2XL
Numeric Size	4-6	8-10	12-14	16	18-20
Bust	35"-36"	37"-38"	39"-41"	42"-44"	45"-47"
Waist	26"-27"	28"-30"	30"-32"	33"-35"	36"-38"
Hip	35"-37"	37"-39"	39"-41"	42"-44"	45"-47"
Sleeve Length—CB	30.5-31"	31.5-32"	32.5-33"	33.5-34"	34-34.5"

YOUTH GENERAL SIZING GUIDE

	M	L
Numeric Size	10-12	14-16
Bust	28-30"	30-32"
Waist	24.5-25.5"	25.5-27"
Sleeve Length—CB	26-27.5"	27.5-29"

5. Tips for Good Sleep

We find the nights are a particular challenge for camp participants. Temperatures can dip quite low and often girls are not able to sleep as they are cold. One challenge is the girls sleep on elevated cots and the cold air does come up through the bottom of the cot and can chill right through air mattresses and sleeping bags. We highly recommend the following items to keep your daughter(s) warm and ensure a good rest.

1. Cell foam between the cot and the sleeping bag (closed cell foam is best). It can be found for about \$15 Campers Village. Many campers find an excise (yoga) mat works well to block the cold.
2. Single width foamy, air mattress or similar (to make cot more comfortable).
3. Warm sleeping bag (the higher the rating the better).
4. Warm clothing for sleeping. Girls who wear 'onesies,' sweats or leggings, socks and hoodies (or toques) get the best rest. Encourage your daughter to dress in layers for bed.
5. Please Note: You can purchase your Official Captivenia Toque & 'Blankie' to use as a sleeping bag liner and for extra warmth!!

PLEASE PRINT OFF THE PACKING LIST BELOW AND CHECK OFF EACH ITEM

6. Packing Lists

- ✓ Money (optional, if you wish to purchase a keep-sake Captivenia Blanket, toque, additional t-shirts or hoodies)
- ✓ Warm Jacket
- ✓ Warm Sweater
- ✓ Toque (you can purchase the official Captivenia toque online) and Gloves (for mornings and/or night)
- ✓ Socks (bring an several pairs to ensure you always have dry, warm feet). Lots of socks!
- ✓ Warm Pyjamas (consider onesie or long underwear in case of a cold night)
- ✓ Journal or notebook and pens
- ✓ Bible & Rosary
- ✓ Dress for the Medieval Banquet (dressing for the theme is optional, though the majority of girls and moms love this experience). Please keep modesty in mind!
- ✓ Hand/foot warmers! (Hotties)
- ✓ Underwear (one for every day at camp plus couple extra)
- ✓ Rain Gear (jacket, pants and rubber boots - very important!)
- ✓ High quality Rain Poncho with Hood (cheaper version will be torn in bush, so if choosing these items please purchase multiples.
- ✓ Extra Shoes (We will spend time in the forest and at the river, please pack accordingly)
- ✓ Toiletries: Toothbrush, Toothpaste, Dental floss, Brush and Hair Accessories, Small Mirror (optional), Deodorant (if needed), Bath Towel and Facecloth x 2, Ziplocks for Toiletries
- ✓ Feminine Hygiene products (just in case)
- ✓ Flip Flops for showers
- ✓ Swimming Suit
- ✓ Sunglasses
- ✓ Camera (Please note that cell phone camera's will not be permitted)
- ✓ Flashlight with Batteries
- ✓ Bug Spray, After-bite and Sun Screen
- ✓ WATCH - Bellesera need one
- ✓ 2-4 Garbage Bags (for wet clothes and dirty laundry)
- ✓ Warm Sleeping Bag (see Tips for Good Sleep)
- ✓ Closed cell foam sleeping mat (exercise/yoga mat will also work)

MERESERA PACKING LIST

- ✓ Heavy Duty Leather Work Gloves
- ✓ Sturdy hiking boots (water-proof is best)
- ✓ Work socks
- ✓ Rubber boots & Rain-gear
- ✓ Earplugs ☺ & Sleeping Eye Mask
- ✓ Backpack or fanny pack &/or leather belt to carry water bottle, radio and other essential items
- ✓ Shovels, pitch forks, and other gardening implements for scene construction (please label)
- ✓ Tools if you are into construction **Please make sure everything is labeled.
- ✓ Flashlight &/or Headlamp for night-time work
- ✓ Insulated Coffee Mug (this will conserve on usage of paper products)
- ✓ Refillable water bottle or canteen

7. Forbidden Items -- These items will be confiscated at start of camp.

- ◆ **DO NOT BRING** personal snack food or drinks (arrangements can be made for medical reasons, but these will be stored for you)
- ◆ **DO NOT BRING** cellular phones (we have a camp phone for emergencies only)
- ◆ **DO NOT BRING** any electronic entertainment devices (ie. IPODS, PSP, etc...)
- ◆ **DO NOT BRING** matches or other fire starting materials
- ◆ **DO NOT BRING** knives or other blades

8. Mandatory Attendance Policy

Captivenia is situated in a rugged landscape as a means for girls to draw on the talents and strengths they have. To ensure safe and equal experience, girls are not permitted to leave the property at any time during the camp, unless for medical emergencies.

Parents should be advised that some of the scenes are potentially frightening and could affect highly sensitive girls. The storyline is a major part of what makes our camp unlike any other. It is written in such a way that 'good' always conquers evil, paralleling the gospel message. We do not take evil out of the story because it can be scary at times, but give opportunity for the maidens to use virtue in a time of trial, and see that with Christ we can overcome evil.

If you do not believe that your daughter is able to sleep in a tent, watch frightening dramatic scenes, overcome homesickness, or to handle the challenges of inclement weather, please consider waiting a year for her to mature.

9. Cancellation/Refund Policy

If camper cancels prior to June 1st, a 50% refund will be issued. After June 15th, or in event that camper leaves program early, no refund will be issued. All cancellation refunds to be requested via email to Captivenia Camp Administrator: admin@captivenia.com

10. Payment

All Maidens, Bellesera, Team & Adult Volunteers attending Captivenia must complete online registration to secure their spot.

Currently registration fees can be paid online with credit card or by cheque. Cheques are to be made payable to “Captivenia” and mailed to:

Captivenia
C/O Kathy Wang
63 Discovery Ridge Cres. SW.
Calgary, AB T3H 4R4

11. Team and Adult Volunteers - Screening & Training Policy

Captivenia, a program of Catholic Kids Net, Inc., in collaboration with the Calgary Catholic Diocese, is committed to providing an appropriate, helpful and safe program, which supports us in proclaiming the Catholic faith with integrity, and to protect, strengthen and support our community through the work of our team and volunteers.

All adults (18 and over) are required to complete the following protocols prior to attending camp. Please [visit our website](#) for more information and to link to documents below.

Contact Tammy Subasic, Volunteer Coordinator at volunteers@captivenia.com for assistance.

VOLUNTEER SCREENING - XXXXXXXXXXX Requirements

Overnight Volunteer Protocols

(Required for all adults overnighing on property or working in high risk situations with minors. i.e. Facilitating craft or giving talk, etc.)

Step 1*:

NEED TO COMPLETE

NEED TO COMPLETE

NEED TO COMPLETE

NEED TO COMPLETE

NEED TO COMPLETE

1. Complete **Volunteer Application** (*attached*).
2. **Phone Interview** with Valerie Doran [Formation Team] director@captivenia.com or Nadia Rhodes [Moms & other Back-Up Team] meresera@captivenia.com.
3. **Register online** and remit payment.
4. Apply for Level 2 **Criminal Record Check for Vulnerable Sector (CRC)**** (Local detachment - see below for details).
5. Apply for **Intervention Record (IRC)**** or equivalent (child service record check - see below for details).

Step 2*: (**NEED TO COMPLETE - Once Step 1 is completed**)

1. Read Catholic Kids Net, Inc. Abuse Prevention **Policies & Procedure Manual** (*attached*).
2. Complete **Volunteer Service Agreement for 2017** (*attached*).

Step 3*: (**NEED TO COMPLETE - Once Step 2 is completed**)

Complete online abuse prevention training. Once you have completed steps 1 and 2, you will receive a username and password for **Armatus Camp Care**. Camp Care is an online training program which is available 24/7 for your convenience. Camp Care is the only abuse prevention solution designed specifically to keep camps safe. The complete line of training and services are designed to educate camp volunteers—making camper safety everyone’s priority. ***All volunteer leaders and volunteers must complete required courses prior to program commencement.*** These courses take approximately an hour to complete.

Day Volunteer Protocols

(Required for all adults volunteering on an hourly basis.)

Step 1*:

NEED TO COMPLETE

1. Complete **Volunteer Application** (*attached*).

NEED TO COMPLETE

2. **Phone Interview** with Valerie Doran [Formation Team] director@captivenia.com, Karen Doran, Theatrical Director theatrics@captivenia.com or Nadia Rhodes [Moms & other Back-Up Team] meresera@captivenia.com.

NEED TO COMPLETE

3. **Register online. No fees for day volunteers.**

NEED TO COMPLETE

4. Apply for Level 2 **Criminal Record Check for Vulnerable Sector (CRC)**** (Local detachment - see below for details).

Step 2*: (**NEED TO COMPLETE - Once Step 1 is completed**)

1. Read Catholic Kids Net, Inc. Abuse Prevention **Policies & Procedure Manual** (*attached*).

2. Complete **Volunteer Service Agreement for 2017** (*attached*).

Step 3*: (**NEED TO COMPLETE - Once Step 2 is completed**)

Complete online abuse prevention training. Once you have completed steps 1 and 2, you will receive a username and password for **Armatus Camp Care**. Camp Care is an online training program which is available 24/7 for your convenience. Camp Care is the only abuse prevention solution designed specifically to keep camps safe. The complete line of training and services are designed to educate camp volunteers—making camper safety everyone's priority. **All volunteer leaders and volunteers must complete required courses prior to program commencement**. These courses take approximately an hour to complete.

* Please be sure to **scan ALL documents** and email them to the volunteer coordinator (From Step 1 and 2). The sooner this is done, the sooner we can complete your registration.

The CRC-VS and IRC are both government documents and **can take up to 6 weeks to obtain. **Please apply for them ASAP** in order to allow time for them to arrive prior to camp. Apply for the Criminal Records Check - Vulnerable Sector (CRC-VS) at your local Police/RCMP Detachment (application letter attached). Apply for the Child Intervention Record Check (IRC) with Alberta Human Services. See <http://www.humanservices.alberta.ca/services-near-you/edmonton-and-area-child-and-family-services-contact-us.html#regional> for a list of locations. If in Calgary or surrounding area, call 403-297-8080 for location nearest to you.

Originals need to be mailed to me prior to camp. Address is found below. These two documents are kept on record and only need to be applied for every three years.

Thank you in advance for your cooperation in assisting us in ensuring a safe environment for all campers and volunteers.

Please feel free to contact any of our Executive Team with additional questions:

[Valerie Doran](#), Captivenia Director

[Nadia Rhodes](#), Assistant Director (Administration, Operations & Adult Volunteer Liaison)

[Kathy Wang](#), Financial

[Tammy Subasic](#), Volunteer Screening & Training Coordinator