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Camp Laurelwood Summer 2012
Camper/Parent Manual



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Camp Laurelwood

463 Summer Hill Road, Madison, CT 06443
(203) 421-3736 Phone

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Director's Letter

Dear Families:

We are about to embark on our 75th sensational camp season and all of us here at Camp Laurelwood are very excited!

Soon we will begin our spring cleanup and start preparing for your child(ren)'s arrival. We will keep you posted through email and on our website as to what is going on.

Please take a few minutes to review the following manual. It has lots of key information that you will need in advance of the summer. As always, if you have any questions or comments, feel free to call the office or email me at director@camplaurelwood.org or Carrie at carrie@camplaurelwood.org.

Please note important dates to remember:

May 1st, 2012 – Tuition is due in full

June 1st, 2012 – Completed Camp Forms are due in the Office

June 10th, 2012 – Medicals via CampDoc must be complete

Thanks again and looking forward to a terrific camp season!

Fondly,

Ruth Ann Ornstein, Executive Director



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Camp Laurelwood 2012 Schedule

Session	Drop Off	Time	Pick Up	Time
Session 1	June 24th	A-H 8-9 AM I-Z 9-10 AM	July 22nd	8 – 10 AM
Mini 1	June 24th	A-H 8-9 AM I-Z 9-10 AM	July 8th	9:30 – 10:30 AM
Session 2	July 22nd	A-H 4-5 PM I-Z 5-6 PM	August 12th	8 – 10 AM
Mini 2	July 22nd	A-H 4-5 PM I-Z 5-6 PM	August 5th	9:30 – 10:30 AM
Full Season	June 24th	A-H 8-9 AM I-Z 9-10 AM	August 12th	8 – 10 AM

Directions to Camp Laurelwood

From New York Area:

I-95 North to Exit 61.

At the end of the exit, turn left onto Route 79N. Go to the traffic circle (approximately 7 miles). Bear right onto Route 80E. Go one mile. Take a right onto Summer Hill Road. Camp is on the right side of the road.

From Hartford Area:

Take I-95 South to Route 9S (Exit 22). Continue to Exit 9. Turn right at the end of the exit onto 81S. Continue on 81S to Junction of 81 & 80. Camp is on Summer Hill Road, which is a left turn off Route 80.



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Contact Details

Address:

463 Summer Hill Road

Madison, CT 06443

Tel: (203) 421-3736

Fax: (203) 421-3570

Email: info@campl laurelwood.org

Website: www.campl laurelwood.org

The website is updated regularly. Be sure to check for up to date information.

Winter Office Hours:

10 AM – 4 PM Monday-Friday

Summer Office Hours:

8:30 AM – 9:30 PM Sunday-Friday (Closed from 12:30 PM – 1:30 PM & 6 PM – 7 PM)

9 AM – 9:30 PM Saturday (Closed from 1 PM – 2 PM & 6 PM – 7 PM)

Telephone calls to campers are not permitted, except for emergencies. Our phones are checked after hours. It is our goal to return your calls as quickly as possible.



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Mail/Email/Packages

Mail to Home: Campers will be required to write home twice per week. It is a good idea to pre-address & stamp envelopes for younger children. Be sure to send an adequate supply of stationary, postcards, pens, & stamps.

Mail from Home: Campers LOVE to receive mail. Please write as frequently as possible. You may send mail prior to your child(ren)'s departure from home so that he/she receives it shortly after their arrival.

Address all mail to:

Your Child's Name

Bunk Number (you will receive this information on opening day)

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Email/Faxes to Campers: We are pleased to provide an email/fax service from Bunk One. Please see the attached form for details and instructions. There is a fee to use this program since Bunk One is a third-party vendor. However, Camp Laurelwood receives a donation based on the summer usage of this service from Bunk One towards our Scholarship Fund.

Packages: Care packages are welcome! They may contain little gifts, notes, MadLibs, etc. **Food and/or perishable items are not allowed** – no exceptions! Please be advised that due to health, safety, allergies and cleanliness issues we will confiscate and dispose of any food your camper receives. Campers have Canteen five days a week so treats will be available then (see Canteen for details).



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Healthcare Policies & Procedures

Please advise us of any special conditions regarding the health, diet, or personal habits that affect your child. We do our best to make camp accessible for everyone; however, there are times we may not be able to meet your child's particular needs. Since safety is our utmost concern, it is critical you inform us of any allergy and/or issue as soon as possible so we can determine if we can accommodate your child. This includes current behavioral problems and any professional assistance you have sought for the treatment of such problems. All disclosures are kept in professional confidence. Such information is crucial to enable our senior staff to assign, train, and supervise our counselors to best serve the needs of your child. All health information must be in writing through CampDoc. Please do not suspend medication for the summer.

Medication: If your child is on medication and will be taking medication while at camp (i.e. daily vitamins, allergy medication, OTC and/or prescriptions) – they must be sent to camp prior to your child's start. For your convenience, a First Aid provider or nurse will be at Camp June 18th – June 22nd from 9 AM – 5 PM to collect and log medication. You may either mail in medication directly to our office or drop off medication the week of June 18th – June 22nd. The Health Center Staff must dispense all medication. **No medication may be kept in the bunks.** Do not send first aid supplies with your camper. We have all of the necessary medications at the Health Center. We will confiscate any medication found in the bunks.

Medical Forms: This year we are partnering with a secure online vendor, CampDoc, for all medical forms. Every camper and staff member must have a complete medical form via CampDoc on file. If your child had a physical within the last two years, you do not need a new physical, but the physician must sign off on the medical form through CampDoc. CampDoc will automatically email you a link to complete the online form. Please check your spam file to make certain this important link is not lost.



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Head Lice: Camp Laurelwood takes the following precautions to minimize the risk of lice among our campers and staff:

- 1) All campers and staff will be carefully checked upon their arrival to camp, weekly throughout the camp season, and at the end of visiting day (for full season campers).
- 2) During pre-camp Orientation & Training our staff will be taught how to detect symptoms of head lice and how to deal with children's feelings regarding this issue.
- 3) In the event that head lice is detected, individuals will immediately be instructed not to share belongings and Laurelwood's standard response plan will be put in motion.
- 4) If a child is found to have head lice, parents will be contacted and asked whether they would like to remove and treat their child at home or have the camp treat. Any cost for treatment carried out by camp will be billed directly to the parents. Campers removed from camp for treatment will be permitted to return to camp after they have been cleared by Laurelwood's medical staff.

Dental Health: If your child needs urgent dental treatment, we will take him/her to a nearby clinic and we will bill you for the costs.

Eyeglasses: If your child wears glasses, please supply an extra pair clearly labeled with their full name on the frames. Please include a copy of your child's eyeglass prescription with his/her medical form via CampDoc. If your child needs urgent eyeglasses or optometrist services, we will contact the parent/guardian to determine if we should take them to a nearby optometrist. If that determination is made and the child is treated by the optometrist, we will bill you for the cost.



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Health Reminders: Meeting the accreditation standards of the American Camping Association, our staff includes nurses and camp physician visits throughout the camp season. Routine health care provided in the camp infirmary is covered under camp tuition. When a medical problem arises that requires attention in a local pediatrician's office or Yale New Haven Hospital, a bill will be sent directly to the parents.

We will contact you regarding the health of your child should the need arise. A simple guideline is "no news is good news!" We will not call you about minor bruises and scrapes. We will call you if your child has to spend the night in the Infirmary or has a serious medical problem. We will contact you if your child requires the attention of any outside medical personnel.

A child cannot be admitted to camp without first having been examined by his/her physician with up-to-date immunizations and a full physical exam. We must have the completed physical via CampDoc by the start of camp.

By Connecticut state law, "a child arriving at camp without complete medical records will be asked to leave." If your child has been exposed to any communicable disease after May 30th, please advise us.

There is a designated area on CampDoc where your insurance information must be included. Please make sure your insurance information is up to date and complete.

If you have any health related questions, do not hesitate to contact our office.



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Camper Clothing/Packing

Please refer to these lists as you prepare your child for camp. **Make sure that every item you send is clearly labeled with your child's name.** Please pre-wash all new clothing prior to sending to camp. Please note this is just a guideline to help you pack for the summer (you may cut the list in half for those attending mini camp sessions):

Sports Equipment: Items such as baseball gloves, tennis rackets, fishing poles, bicycles & helmets (bicycles will be locked up and campers will only be permitted to use them at designated biking periods) are welcome at camp. Do not send skateboards, rollerblades, or wheelies.

Musical Instruments: Guitars, harmonicas, etc., are among musical instruments that campers frequently bring to camp in order to practice or perform with. Please feel free to send them with your child. We encourage you to check whether or not your insurance plan covers any potential damage or loss to these items.

Camp Laurelwood Gear: Camp Laurelwood provides campers with one t-shirt at the beginning of their stay. Additional fun, high quality Camp Laurelwood apparel is available for purchase through our dedicated Land's End catalogue. If interested, please visit our website for the link that will take you directly to Land's End.

Rainy Day Gear: In case of rainy weather, please send your child with waterproof outerwear including rain boots.

Shabbat Attire: In honor of Shabbat, the campers and staff dress nicely on Friday nights. According to Laurelwood tradition, all campers and staff must wear white shirts and nice pants, shorts, or skirts (bottoms do not need to be white).

Important Clothing Note: Please do not include any clothing with language or art that demeans the camper or the values that the camp promotes. Should a camper be found wearing such articles, the staff will escort them back to their cabins to change clothes and the item deemed inappropriate will be taken to the office. **Camp is not responsible for the loss or damage of items you send to camp with your child.**



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Suggested Packing List

We recommend you include 2 copies of this list in your luggage when packing your camper. One copy is for your child to remind them of what they brought to camp. One copy should be handed to your child's counselor on drop off day. This will help our staff when your camper is packing to go home.

Bedding

- Sleeping bag for overnight trips
- 2 Heavy blankets or a comforter
- 2 Fitted twin size sheets
- 2 Flat twin size sheets
- 3 Pillowcases
- 1-2 Pillows
- Mattress Cover
- Egg Crate/Mattress Pad (optional)

Shoes

- 1 Pair flip-flops/rubber sandals – Shower
- 1 Pair slippers/flip-flops – Bunk
- 1 Pair waterproof boots or shoes
- 1 Pair hiking boots/closed shoes
- 1 Pair sneakers
- 1 Pair sandals/shoes – Shabbat
- 1 Pair cleats (optional)

General Clothing

- 10-12 T-Shirts/jerseys
- 4 Bathing suits
- 8 Pairs of shorts
- 2-4 Pairs of long pants
- 4 Sweatshirts/Hoodies
- 1 Raincoat
- 12 Pairs of socks
- 12 Pairs of underwear
- 4 Pairs of pajamas

Shabbat

- 1 Skirt or Dress (white)
- 2 Nice pants
- 2 White blouses or collared shirts
- Yarmulke

Bath & Toiletries

- 8-10 Bath towels
- 4-6 Face towels
- 1 Robe
- Comb and/or brush
- Toothbrush
- Drinking Cup – Rinsing
- Deodorant
- Shampoo/Conditioner/Soap/Feminine Products/Etc.

Other Items

- Laundry Bag
- Stationary/Post Cards
- Pens/Pencils
- Stamps
- Lingerie Bag
- Water Bottle

Optional Items

- Sports Equipment
- Costume/dress up materials for special activities
- Hangers
- Games
- Shoe Bag
- Books
- Camera
- Batteries
- Flashlight
- Portable Radio

Do Not Bring!!!

- Food/Hot Plates*
- Cell Phones/Computers/Electronic Game Systems*
- DVD Players/TV or iPads*



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Stereos, hot pots, refrigerators, televisions, cell phones, game systems, iPads, and laptop computers are NOT PERMITTED on camp property. If a camper is found using any of the above items, the item will be taken by the staff and locked in the camp office to return to the parent/guardian..

iPods and/or MP3 Players are welcome at camp under the following circumstances:

1) The camp is not responsible for anything lost, stolen or broken. 2) None of the aforementioned items are to be brought to meals and/or activity periods. Any time these items are used inappropriately or at inappropriate times they will be confiscated and returned to the parent/guardian.

Cell Phones: Under NO circumstance is a cell phone allowed at camp. Any cell phone found at camp will be confiscated immediately and stored securely in the office until the camper's departure from camp. Please do not mail a cell phone to your child, as our campers' packages are also checked for contraband.

If you need to reach your child in an emergency, please call the camp office.

Lost & Found: Each year we donate hundreds of dollars worth of unclaimed clothing to local charities. Unmarked belongings are placed in the Lost & Found bins. Lost items are regularly displayed and available for campers to access at all times. Please help us reduce the quantity of Lost & Found by ensuring that everything your child brings to camp is clearly labeled. The Lost & Found will be displayed at the end of each session for parents to look through. Any items found after your child leaves camp may be shipped home at the cost of the parent/guardian. After camp ends, Lost & Found will be held onsite for one week ONLY.



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General Camp Information

Food: Campers requesting a vegetarian diet must note this on their medical forms via CampDoc. Because these meals are made especially for your child, it must be understood that the request is for the entire season and not an individual meal. Please make sure that any food allergy is cited and documented by your child's physician. We will gladly arrange a consultation with our chef regarding your child's dietary needs and/or restrictions. If the camp's chef is unable to meet the needs and your child cannot attend camp, full tuition will be refunded.

Canteen: Camp Laurelwood's Canteen is open five days a week. Included in each child's tuition is a snack. Canteen also carries shampoo, conditioner, soap, stamps, envelopes, etc. A Canteen account is set up for each camper upon registration. If your child needs any items listed above, the purchase amount will be deducted from this account. The account will also be used to give your child a small spending allowance during Field Trips.

Laundry: Laundry is picked up once per week and returned within two days. Please help us by clearly labeling clothes. Please note the washing instructions when purchasing camp clothes. Delicate clothing cannot be guaranteed in our camp laundry. Mini Camp participants will have laundry once during their stay. Please pack accordingly.

Birthdays: We celebrate birthdays with an announcement in the Mess Hall. The entire camp sings Happy Birthday and a cake is made for the celebratory child's bunk. If you wish to have an additional party, please use the Birthday Party order form found in the Forms Package and/or online. Please send in the form three business days ahead.



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Bar/Bat Mitzvahs: Carrie Singer and Riva Schanker will be available for tutoring at an additional charge. Please indicate your interest by completing the request form found in the Forms Package and/or online. Carrie or Riva will contact you to make arrangements.

Academic Tutoring: Academic tutoring will be available at an additional charge. Please indicate your interest by completing the request form found in the Forms Package and/or online. We will have the Academic tutor contact you to make arrangements.

Bunk Requests: We will do our best to make sure your child is housed with at least one of their choices of bunkmates. Please fill out the bunk bed form found in the Forms Package and/or online. Please note if there is a medical or physical reason for your child not to be placed on the top bunk.

Tipping: Tipping is permitted. The Camp Laurelwood staff believes it is up to each family to thank their camper's staff in whatever way is most comfortable. Remember, our counselors are professionals who are dedicated to serving every camper with equal enthusiasm and care. Many families call to inquire about standard tipping protocol. Industry standards indicate tips range from \$10-\$20 per week for General Counselors and \$5-\$10 per week for Junior Counselors or Specialists.

Trips: Based on the age of your camper, there are various trips throughout the summer. The camp takes care of all entrance fees and transportation. Your Canteen account will provide a small allowance for your child to purchase a treat or something special while on a field trip.

Biking: This is an optional program. For those campers who wish to participate in biking, they must bring their own bikes and helmets. Bicycles/helmets are locked up onsite at camp until used. Bicycle trips are supervised by an expert adult staff member. All bikes and helmets must be clearly labeled.



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Policies & Procedures

The Camp Laurelwood Board of Directors has approved the following policies and has instructed the staff accordingly. Please review these policies with your child before coming to camp.

Drugs, Alcohol & Weapons: Any camper involved with alcohol, cigarettes, drugs, weapons, or firearms of any kind will be sent home immediately with no tuition refund.

Vandalism: Every member of our camp is responsible for the cleanliness and maintenance of themselves and of the entire camp property. Any camper who defaces camp property or the personal property of another camper or staff will be expected to repair that damage fully. If such intentional defacement or graffiti requires professional efforts to heal the physical damage to camp, the camper's parents will be charged for the repairs. Immediate payment will be required and the child will be sent home with no tuition refunded.

Insubordination: The camp reserves the right to send home any camper whose actions we determine to be detrimental, harmful or disrespectful to themselves or to any member of the camp community. This includes campers who leave the campground without staff supervision. At Camp Laurelwood, we strive to adhere to high standards of respect, appropriate language and positive attitude. These behaviors are reinforced by our staff who serve as role models for our campers. Camp Laurelwood reserves the right to remove any child from camp whose behavior does not meet these standards.



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Camp Visitation

Visiting Day: Camp Laurelwood has one visiting day per season for full session campers only. Visiting day will be on July 22nd, 2012 and parents are encouraged to take their camper(s) off campus for the afternoon. Parents are welcome to stay on camp property and have lunch in our mess hall. Please contact the office if a parent/guardian is not able to attend visiting day so that arrangements can be made.

As an added choice this year, you may take your camper off site for a 24-hour visit starting at 10 AM July 22nd and returning NO LATER THAN 10 AM July 23rd. The option to take your child overnight is a personal preference. If this is an option you would like to take advantage of, please let our office know in advance.

Onsite Visits: There may be other days when family members may visit the camp only with the approval of the Camp Director. If a parent/guardian is approved to pick up a camper, drop off a package, etc., they may only stop at the office. No visitors are permitted to enter a bunk at any time. At no time can a parent, alumni, family member, friend, or past staff member enter the camp property without prior permission from the Camp Director and without first stopping in the camp office to sign in, receive a guest pass, and be escorted through camp. Anyone who violates the above policies will be immediately escorted off camp property and, if necessary, authorities will be contacted.



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www.laurelwood.org

CampDoc.com

CampDoc LLC
111 N Ashley Street Suite 401
Ann Arbor, Michigan 48104

Phone 248.667.8687
Fax 888.777.6176

Dear Parents,

Beginning this summer, in our continuous efforts to provide the best possible care to our campers and staff, Camp Laurelwood is partnering with CampDoc.com.

Specifically designed for camps, CampDoc is a comprehensive web-based health management system that improves efficiency and maximizes camper safety. CampDoc consolidates and integrates camper health information into a centralized and secure location. Their systems give our doctors and nurses instant access to camper health information, a key component in providing quality patient care. Only Camp Laurelwood's health staff will have access to camper medical information and the security, confidentiality and privacy of your child's health information will always be protected. As well, data transmitted through CampDoc is secured and encrypted using industry-standard SSL.

Later this month, you will receive an email from CampDoc with a secure username as well as instructions on how to access their system and complete your child's health and medication information. Please set register@campdoc.com as a 'safe sender,' to avoid accidental delivery to junk and spam folders.

We are excited to continually evolve – building safer, more productive and more efficient systems to create the best experience for you and your family.

We can't wait to see you this summer,

Ruth Ann Ornstein, Exec. Dir.
Camp Laurelwood





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Stay in touch this summer with Online Photos, News, & Camper Email!

We are excited to tell you about our partnership with Bunk1.com! Bunk1's secure, easy to use, summer website services let you stay in touch with your camper all summer!

RETURNING PARENTS: If you had an account at this camp last summer, you can continue to use your old username and password. Simply sign in at the link below. The first time you visit the site you will be prompted to update your contact information and re-activate your account.

GET STARTED TODAY

To set up a new account and visit our Online Community:

1. Go to our website at **www.laurelwood.org**
2. Click the "Just for Parents" link located in the left column*
3. Click the Bunk1 Link (View Our Community Site)*
4. Click the "Register Now" button
5. Enter your Pre-Approved Registration Code: **127034LA**
6. Fill out all the required information
7. Purchase Bunk Note credits (you will need a credit card)
8. View camper pictures and send an email to your camper!

*If you cannot find this button, go to <http://camplaurelwood.bunk1.com> and continue on to the next step

** For your camper's safety, please do not share the Pre-Approved Registration code above.

FREQUENTLY ASKED QUESTIONS

How do I view pictures?

Follow the instructions above except, after registering, simply sign in and click on the Photo Gallery button. Photos are kept in folders found on the left side of the page below the words "Image Folders". Click on any folder to see the pictures within that folder. You can even purchase prints or other photo gifts (e.g., t-shirts, mugs) of your favorite pictures! **There is no cost to view pictures.**

How do I send a Bunk Note (one-way email) to my camper?

Follow the instructions above except, after registering, simply sign in and click on the Bunk Notes button. Enter your camper's name, select the correct cabin, type your message, and hit the "Send" button.

Can other relatives use these services?

Certainly. Once you have set up your account, you will be able to invite other people to access these services.

Why do I have to pay to send Bunk Notes (one-way email)?

Each morning, the Bunk Notes system bundles and sorts the messages for us to print out and distribute to campers. It also protects us from computer viruses and allows us to easily manage these emails. Your payment helps us cover the cost of the system, paper, ink, and labor and, more importantly, frees us to do what we do best – be with your kids! Bunk Note credits cost \$1 each and are purchased in packs of various sizes.

Can Campers Reply to my email?

Yes. See attached flyer for details for NEW SERVICE

What do I do if I lost my username and password?

You can get it online by going to www.Bunk1.com and clicking on the link "Lost Your Password?" (to the left of the page below the sign in button). You will receive an email with your username and password within a few minutes.

QUESTIONS OR PROBLEMS?

Please call Bunk1 at 1-800-216-9472 or go to www.bunk1.com/contact.asp





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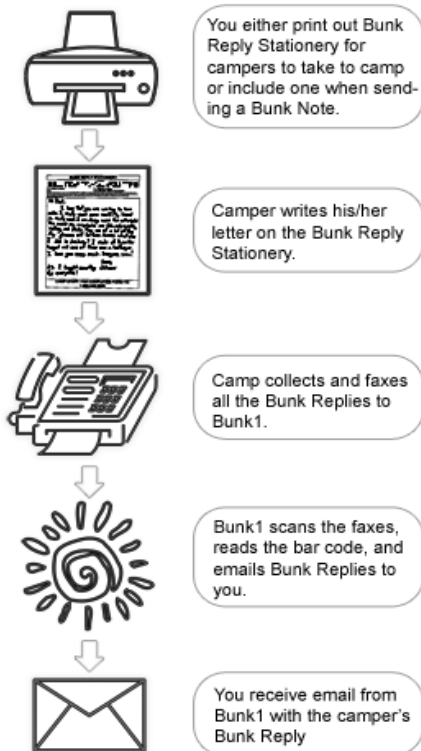
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Introducing...BUNK REPLIES

Handwritten notes from your camper, sent to your computer!

HOW IT WORKS



TO GET STARTED

You will need to set up an account with Bunk1 before you can take advantage of Bunk Replies. If you have already set up an account, skip this box. If you have not set up an account...

1. Go to our website at www.laurelwood.org
2. Click the "Just for Parents Link"
3. Click "The Bunk1 Link" (View our Community Site)
4. Click "Register Now"
5. Enter your Pre-Approved Registration Code: **127034LA**
6. Fill out all the required information
7. Purchase Bunk Note credits (you will need a credit card)

TO RECEIVE BUNK REPLIES

You must provide your camper with Bunk Reply Stationery to receive Bunk Replies. There are two options:

1. Purchase & print Bunk Reply Stationery when you set up (or renew) your account
2. Attach Bunk Reply Stationery when you send Bunk Notes to your camper

Once your camper receives the stationery, it is up to him/her to write the letter and hand it in to the camp.

FREQUENTLY ASKED QUESTIONS

What does this cost?

It costs a total of 2 credits for you to send Bunk Reply Stationery to your camper and receive a Bunk Reply in return. Alternatively, you can pay a flat fee to pre-print an unlimited amount of Bunk Reply Stationery (before camp starts).

Why do I have to pay for Bunk Replies?

Your payment helps us cover technology costs, paper, ink, and labor and, more importantly, frees us to do what we do best – be with your kids!

When will I get a Reply from my camper?

You will only receive a Reply from your child once he/she writes the note, turns it in to the camp office, and it is faxed into the system. Some campers will not write a response immediately and some may not write at all. Please be patient.

QUESTIONS OR PROBLEMS?

Please call Bunk1 at 1-800-216-9472 or go to www.bunk1.com/contact.asp



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Outfit your kids for summer 2012 at Lands' End Camp

Here are just a few of the reasons they're our chosen source for all your camp gear:

Award-winning customer service. Their dedicated customer service representatives will be able to help you with any questions and will place your order over the phone if you prefer.

Enjoy fast shipping, too – all orders are delivered within 12 to 15 business days using standard shipping.

A custom website for easy ordering. Shopping is easy. You'll find exactly what you need quickly and all in one place.

Unsurpassed quality and value. That's what Lands' End is known for the world over, and you can be assured that everything in our camp collection is made to their exacting standards.

Guaranteed. Period.[®] The ultimate peace of mind for parents: Lands' End's rock-solid promise that if you're not satisfied with anything they sell, you can return it at any time for a replacement or refund. And that includes camp logo'd apparel items as well.

Order online anytime or call Monday – Friday, 7am to 5pm CT. - Hours extended April - July, 7am to 7pm.

ces.landsend.com/camplaurelwood

1-800-995-8711



Summer Better Than Others™



www.laurelwood.org

Camp Laurelwood

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Camp Laurelwood Yearbooks On Sale Now!

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