



**2010**

**Day Camp**

**Camper/Parent**

**Manual**

Welcome to Camp Laurelwood!

As we embark on our 73<sup>rd</sup> season, we look forward to an exciting fun filled summer!

Please review the attached Camper/Parent manual in its entirety. Please complete and return all applicable forms no later than June 1<sup>st</sup> along with the balance of all payments.

Please feel free to contact us if you have any questions or concerns.

Thanks again and looking forward to a Terrific Camp Season!

Fondly,

*Ruth Ann Ouxtein*

Ruth Ann

Denise Ben Haim

New Day Camper Orientation will be June 13<sup>th</sup>, 2009 from 12-1 PM. We will have a question and answer period as well as camp tours. Please RSVP to 203-421-3736 or [info@campl laurelwood.org](mailto:info@campl laurelwood.org).

## Camp Laurelwood - 2010 Schedule

### Day Camp:

- Week 1     June 28<sup>th</sup> - July 2<sup>nd</sup>
- Week 2     July 5<sup>th</sup> - July 9<sup>th</sup>
- Week 3     July 12<sup>th</sup> - July 16<sup>th</sup>
- Week 4     July 19<sup>th</sup> - July 23<sup>rd</sup>
- Week 5     July 26<sup>th</sup> - July 30<sup>th</sup>
- Week 6     August 2<sup>nd</sup> - August 6<sup>th</sup>
- Week 7     August 9<sup>th</sup> - August 13<sup>th</sup>

### Taste of Laurelwood (TOL):

- TOL 1     July 9-11
- TOL 2     August 6-8

Please see the website at [www.campl laurelwood.org](http://www.campl laurelwood.org) or call the camp office at 203-421-3736 for more details

## Drop Off and Pick Up Policy

Day Camp begins at 9:00 AM and ends at 4:00 PM. Campers may not be dropped off at camp prior to 8:50 AM. When you arrive at camp, there will be staff members awaiting you to help your child out of the vehicle and get them safely to their group. Pick up will follow the same procedure. Safety is our #1 priority, so please be patient when dropping off or picking up your child. Please fill out the appropriate paperwork if your child will be picked up or dropped off by someone other than the parent or guardian. If for any reason your child will not be attending camp on a specific day of record, when possible please let us know in advance.

### Contact Details

#### **Address:**

463 Summer Hill Road

Madison, CT 06443

Tel: (203) 421-3736

Fax: (203) 421-3570

**Email:** [deniseclw@gmail.com](mailto:deniseclw@gmail.com) **Website:** [www.campl laurelwood.org](http://www.campl laurelwood.org)

Office Hours: 8:30am - 9:30pm

*The website is updated regularly. Be sure to check for photos and information about your children!*

## **Healthcare Policies and Procedures**

Please advise us of any special conditions of health, diet, or personal habits that affect your child. This includes current behavioral problems and any professional assistance you have sought for the treatment of such. Please be assured that all disclosures will be kept in professional confidence. This 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 and attached to the medical form. Please do not suspend medication for the summer.

### **Medication:**

If a camper must use medication during the camp day, please contact the office to discuss the best method for providing camp with the proper medication. (203)421-3736.

### **Medical Forms:**

All medical forms in the packet must be completed and returned. EVERY CAMPER must have these filled these out including returning campers. If you have had a physical within the last two years, you do not need a new physical but will need the physician to sign off on the medical forms.

### **Head Lice:**

Head lice infestation continues to be a problem at schools, communities and camps all over the country. Therefore, Laurelwood will be taking the following precautions to minimize the risk of lice among our campers, CITs and staff:

1. All campers and staff members will be CAREFULLY CHECKED upon their arrival each Monday of camp.
2. During pre-camp Orientation & Training, our staff members 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 during the session, individuals will immediately be instructed not to share belongings, and Laurelwood's standard response plan will be put in motion.

If a child is found to have head lice, parents will be contacted and asked to pick up the camper. Campers that are removed from camp for treatment will not be permitted to return to camp until after they have been checked by Laurelwood's medical staff.

## **Health Reminders**

Meeting the accreditation standards of the American Camping Association, our staff includes nurses and a camp physician throughout the camp season. Routine health care provided in the camp infirmary is covered under the 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 for payment.

We will contact with you regarding the health of your child, should the need arise. A simple guideline: "no news is good news!" We will not call you about minor bruises and scrapes. 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 or her physician with up-to-date immunizations and a full physical exam. We must have the completed physical (form provided) on hand in the Health Center at 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 30, PLEASE ADVISE US.**

**THERE IS A DESIGNATED AREA ON THE COVER OF YOUR MEDICAL FORM FOR A PHOTOCOPY OF YOUR INSURANCE CARD. PLEASE MAKE SURE YOUR INSURANCE CARD IS COPIED AND ATTACHED AND THAT ALL OF YOUR INSURANCE INFORMATION IS CURRENT AND CORRECT!**

## Camper Clothing

Please label all items!!!

Campers should come to camp in their bathing suits with sunscreen already applied. You may also send sunscreen with your child to leave in their cubby and encourage them to wear a hat during the day. Each camper should also bring a change of clothing to put on after swim periods. Please send your child to camp in socks and sneakers and they may bring sandals or flip-flops for the pool and lake.

Please provide your child with one extra complete set of clothing to be left in camp in case they need to change.

Camp Laurelwood will provide each camper with a t-shirt at the beginning of each session. Other apparel will be available for sale.

### Rainy Day Gear:

In case of rainy weather, please send your child with waterproof outerwear.

### Important Clothing Note:

Please do not include any clothing with any inappropriate language or art. Should a camper be found wearing such articles, the staff will assist the child in finding something more appropriate to wear.

**Worthwhile items to be brought to camp: Please label all clothing and items**

- Water bottle
- Full change of clothing to leave in cabin
- Sunscreen
- Hat
- Bug spray

## Lost and Found:

Each year we donate hundreds of dollars worth of clothing to local charities. Unmarked belongings are placed in the Lost and Found Bins. The items are displayed regularly and are available for campers to access at all times. Please help us to return your child's clothing by making sure everything is clearly marked. **All Lost and Found will be held for up to one week after the camp season ONLY!!**

## **Policies and Procedures**

### **Discipline:**

Campers are expected to behave in an age appropriate manner.

CL Day Camp has a no tolerance policy towards bullying. If bullying occurs, the camper will be removed from the situation and the parent(s) will be contacted. If this becomes a persistent problem, they may be asked to leave the program.

### **Food:**

Campers requesting a vegetarian diet must note this on their medical form. Because these meals are made especially for your child, it must be understood that the request is for the entire session and not an individual meal. Please make sure if there is a food allergy, that the specific allergy is sited and documented by your child's physician. We will also be happy to set up a consultation with our chef's re: dietary restrictions.

### **Birthdays:**

We celebrate birthdays with an announcement in the Mess Hall. The entire camp participates in singing Happy Birthday and a birthday cake is made for the bunk. If you would like to do something additional please contact the camp office to make those arrangements.

### **Tipping the Staff:**

Tipping is optional and it is up to each family to thank their camper's staff in whatever way they choose.

## **Removal of a Camper :**

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

### **Drugs, Alcohol, and Weapons**

**Any camper involved with alcohol, cigarettes, drugs, weapons or firearms of any kind whatsoever, will be sent home immediately with no tuition refund.**

### ***Vandalism***

The camp reserves the right to send home any campers 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. Camp Laurelwood strives to uphold standards of respect, appropriate language and positive attitude. These behaviors are reinforced by our staff by serving as role models for our campers. Camp Laurelwood reserves the right to remove any camper from camp whose behavior does not meet these standards.

Any camper who defaces camp property or the personal property of another camper or staff member will be expected to repair that damage fully.

All costs associated with the repair of said damage will be incurred by the parents of the camper responsible and will be due immediately. In addition, the camper will be sent home with no tuition refund.

## A Typical Day at Camp Laurelwood

9:00 AM	Arrival
9:30AM-10:20AM	Instructional Swim
10:30AM-11:25AM	Arts and Crafts
11:30AM-12:10PM	Kickball
12:15PM-2:15PM	Lunch, Rest Hour, Bunk Activity
2:15PM-3:00PM	Tennis
3:10PM-3:45PM	Free Swim
3:45PM-4:00PM	Snack and pick-up

## **Photo Permission Slip**

I give my permission for photos of my child \_\_\_\_\_  
taken during the 2010 camp season to be used by Camp  
Laurelwood Inc. for publicity, web site, and or publications.

**For security purposes I have also enclosed a wallet size or  
passport size picture of my child.**

\_\_\_\_\_

Parent Signature and Date

## WITHDRAWAL & REFUND POLICY

We ask that you review the following policies with your camper and fill out the bottom of this form and return it to the summer office no later than June 1st, 2010.

The camp policies have been designed to promote good citizenship, positive interpersonal relationships, and to provide all of our campers and staff with an atmosphere of mutual respect, understanding, and kindness. We expect these behaviors to be displayed both on and off the campsite.

- \* Any camper involved with alcohol, cigarettes, drugs, weapons or firearms of any kind whatsoever, will be sent home immediately with no tuition refund.
- \* Campers are expected to use appropriate language at all times.
- \* Campers shall treat fellow campers and staff with respect.
- \* Any camper involved with alcohol, cigarettes, drugs, weapons or firearms of any kind whatsoever, will be sent home immediately with no tuition refund. The camp reserves the right to send home any campers 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. Camp Laurelwood strives to uphold standards of respect, appropriate language and positive attitude. These behaviors are reinforced by our staff by serving as role models for our campers. Camp Laurelwood reserves the right to remove any camper from camp whose behavior does not meet these standards.
- \* The camp reserves the right to send any camper home that is determined by the camp to be detrimental to themselves or to the camp community.
- \* Campers are expected to remain on the campgrounds unless they are supervised by appropriate camp staff.
- \* No refunds will be made after June 1st, 2010

Please mail this form by June 1st, 2010 to Camp Laurelwood, 463 Summer Hill Rd. Madison Ct. 06443

## WITHDRAWAL & REFUND POLICY

I have reviewed the following policies with my child.

Parent/Guardian Signature/ Date \_\_\_\_\_

Camper Signature/Date \_\_\_\_\_

**Day Camp Emergency Contact Form**

Child's Name: \_\_\_\_\_

1. Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

3. Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_

I give permission for the following people to pick up my child from camp. Any person picking up your child will be expected to show a staff person a photo ID. The ID will be photo copied and put into your child's file.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date