



# Summer Camp 2012

---

## Parent Handbook



❖ **Contact Information:**

**Mailing address:** Camp Washington  
190 Kenyon Rd.  
Lakeside, CT 06758

**Office telephone #:** (860) 567-9623

**Office Fax #:** (860) 567-3037

**Office e-mail:** [camp@campwashington.org](mailto:camp@campwashington.org)

**Camp Website:** [www.campwashington.org](http://www.campwashington.org)

**Health Center:** (860) 567-8403 - SUMMER ONLY  
(Camp Nurse)

**Camper mail:** Camper Name  
Cabin \_\_\_\_\_  
Camp Washington  
190 Kenyon Rd.  
Lakeside, CT 06758

**Camper e-mail:** [www.campwashington.bunk1.com](http://www.campwashington.bunk1.com)  
(receive only)



**Welcome to Camp Washington and thank you for choosing to make us a part of your child's summer activities!**

The Parent Handbook is intended to bring together the practical information you will need before sending your child to camp and some general information which will help you understand the practices and procedures of the Camp Washington summer camp experience. If after reading the Parent Handbook you should have any further questions, please feel free to call the Camp Office - Monday to Friday 9:00 am to 5:00 pm. The answering machine is always on!

❖ **Contacting us while your child is at Camp:**

After 5 PM on weekdays and all day on weekends, please leave a message and a number where you can be reached on the answering machine and someone will return your call as soon as possible. The answering machine is checked regularly until approximately 10:00 pm. Non-emergency messages will be returned the next day.

**In case of emergency after the office is closed, please contact the Camp Health Center at (860) 567-8403, and the nurse will contact the Camp Director.**

❖ How Do I Get To Camp Washington?

If you are using a GPS unit, please use:

190 Kenyon Rd  
Morris, CT 06763

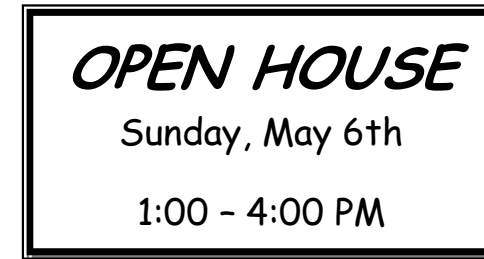
Directions are from **Waterbury**: (Take any convenient route to Waterbury).

- **In Waterbury take Rt. 8 North** (towards Torrington)
- Take **exit 38** (Rt. 6 West, 254, **109**)
- **To reach Rt. 109**, turn left at end of exit ramp; proceed under highway
- **Take a left** at lights and continue to stop sign.
- Go diagonally across intersection onto **Rt. 109** - Black Rock School is on your left
- **Continue on Rt. 109** about ten miles passing the intersections of Rt. 63 in East Morris and Rt. 61 in Morris, continue past Rt. 209
- **Kenyon Road is a left** approximately 1.7 miles from the intersection of Rt. 209 - look for the "Episcopal Church Welcomes You" sign
- Camp Washington is **about 1/2 mile up Kenyon Rd.** on the left.



❖ When Can We Come and Look At Camp?

The best time to come is:



Many staff will be on hand to give you a guided tour and to answer any questions you might have.

If Open House is not convenient, an appointment for a tour can be made by calling the Camp Office. Dates & times for these tours will be limited.



## ❖ Camp Washington Registration Fee Policy:

1. No registration for the summer camp program will be accepted without a \$100 **non-refundable** registration deposit for each session. The non-refundable nature of this deposit is noted on the registration form.
2. Persons placed on a waiting list will have their deposit returned. If a space becomes available, the full tuition will be due upon notification. \$100 of that will be considered non-refundable.
3. All camp fee balances are due at least one calendar month before the start of the camp session.
4. No camper will be allowed to attend camp if there is an outstanding balance on that camper's account on the day the session begins. This provision may be waived for extreme circumstances by the camp administration.
5. In the event that a camper cancels at least **fourteen days prior** to the start of their camp session, a refund of the amount paid will be issued for all but the \$100 deposit.
6. A camper who cancels **within fourteen days** of the start of a camp session, or who is not able to attend camp because of incomplete health and information forms, will be issued a refund of 50% of the amount paid, less the non-refundable \$100 registration deposit.
7. A camper who is not allowed to remain at camp on the opening day of a session for health reasons will be eligible for a full refund of the amount paid, less the \$100 deposit.
8. A camper who leaves camp for medical or homesickness reasons will be eligible for a refund of up to 50% of the amount paid, less the non-refundable registration deposit, prorated on a daily basis.
9. A camper whose stay is terminated for disciplinary reasons will not be eligible for a refund.

## ❖ Arrival & Departure Times:

- ☑ **ARRIVALS** - Please do not arrive early, as the staff will be in their weekly staff meeting and will not be available to greet you.
- ☑ **PICK-UP** - Please do not plan on arriving early (unless prior arrangements have been made) as both campers and staff will be finishing up with scheduled closing day activities. All families **are asked to leave no later than ½ hour after the end of pick-up. This will allow staff to prepare for the next session and have some well deserved time off.**

	<u>ARRIVAL</u>	<u>PICK-UP</u>
MINI Week	Sun, July 1 : 2-4 PM	Tues, July 3 : 4 PM
Children's Camp 1	Sun, July 8 : 2-4 PM	Fri, July 13 : 4 PM
Children's Camp 2	Sun, July 15 : 2-4 PM	Fri, July 20 : 4 PM
Children's Camping Skills:	Sun, July 22 : 2-4 PM	Fri, July 27 : 4 PM
Performing Arts Program:	Sun, July 22 : 2-4 PM	Fri, July 27 **
Teen Camping Skills	Sun, July 22 : 2-4 PM	Fri, July 27 : 4 PM
Teen Camp 1	Sun, July 29 : 2-4 PM	Fri, Aug 3 : 4 PM
Teen Camp 2	Sun, Aug 5: 2-4 PM	Fri, Aug 10 : 4 PM
Outreach Leadership Camp:	Sun, Aug 12 : 2-4 PM	Fri, Aug 17 : 4 PM
Children's Camp 3	Sun, Aug 12 : 2-4 PM	Fri, Aug 17 : 4 PM

\*\* Performance time to be announced

❖ Sample Daily Schedule:



7:00 a.m. Rise and Shine  
 8:00 a.m. Breakfast  
 9:00 a.m. Activity #1  
 10:00 a.m. Activity #2  
 11:00 a.m. Activity #3

12:30 p.m. Lunch followed by Cabin Hour  
 2:30 p.m. Activity #4  
 3:30 p.m. Activity #5  
 4:30 p.m. Free Time/Choice Hour/Free Swim  
 6:00 p.m. Dinner  
 7:15 p.m. Evening Program  
 8:30 p.m. Snack  
 8:45 p.m. Evening Worship  
 9:30 p.m. Lights Out - *time varies*



*based on camper age and session*

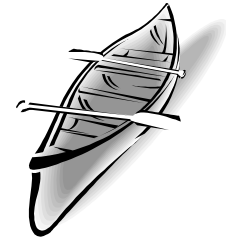


**Schedules for specialty camp sessions will vary in times, program & content**

❖ What Will My Child Do Each Day?

A day at Camp Washington includes:

- ⊙ Three delicious & nutritious meals & an evening snack
- ⊙ Five, one-hour activity blocks
- ⊙ Daily cabin & community responsibilities
- ⊙ Cabin hour
- ⊙ Free time / choice hour
- ⊙ Evening program - varies from games to campfires, talent shows, story and song nights and much more.
- ⊙ Evening Worship



Each camper has the opportunity to choose from a variety of offerings each session. The major activity areas are:

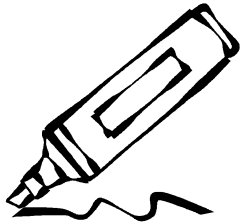


- ◆ Archery ◆ Arts & crafts ◆ Drama
- ◆ Canoeing ◆ Christian exploration
- ◆ Low ropes/challenge activities
- ◆ Mountain biking ◆ Nature ◆ Dance
- ◆ Outdoor living skills ◆ Photography
- ◆ Music ◆ Sports ◆ Swimming
- ◆ Horseback riding lessons  
(for additional fee during a select session)

We offer a wide range of activities and encourage campers to make their choices with the guidance of the camp staff. We believe this helps campers gain a sense of independence and satisfaction, boosts self-esteem, and gives campers an investment in their own experience. Each session also includes special events designed to add variety, whole camp involvement and fun!

☑ What should I bring to Camp?

This is a *suggested* clothing/equipment list for your child's stay at camp. We recommend packing a duffle type bag.



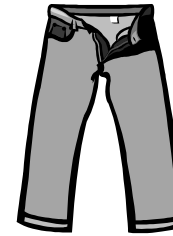
**Please mark all items with your child's name using a name tag or permanent marker.**

Although we do our best to help each camper be responsible for his/her own belongings, it is impossible to make sure every child goes home with everything he/she brought. Please be sure you have prepared your child to take care of his/her clothing before coming to camp and please check for "lost & found" items on closing day. There is no store or canteen at Camp Washington, so campers should bring miscellaneous items with them such as stamps, envelopes, pens, toothpaste, batteries etc.

☑ Please pack an appropriate amount of clothing for your camper's entire length of stay. There are **NO** laundry facilities for campers during their stay.

☑ Packing Checklist:

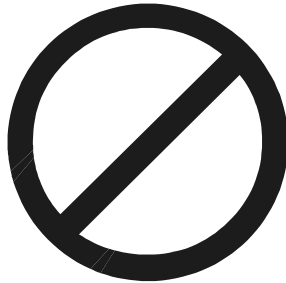
- Sheets & Blankets  
OR
- Sleeping Bag\*\*  
\*\* REQUIRED for Camping Skills
- Pillow, Pillow Case
- Sweatshirt / fleece top
- Heavy Sweater / fleece
- Shirts (+ 1 extra for tye-dying)
- Shorts
- Long Pants
- Bathing suit
- Jacket
- Socks
- Hat / Visor
- A good book
- Flashlight/Batteries
- Stationary/postcards
- Sneakers
- Bandana
- Sunscreen
- Insect repellent (lotion/wipes preferred)
- Toiletries
- Prescription medications



- Towels & washcloth
- Underwear
- Pajamas
- Water bottle
- Deck of cards
- Disposable Camera
- Stamps
- Sandals/Texas
- Raincoat/poncho
- Laundry bag



## ❖ What NOT to bring to Camp:



- ⊗ Electronic games
- ⊗ Digital Cameras
- ⊗ Radios
- ⊗ CD players
- ⊗ I-pods or MP3 players
- ⊗ Valuable jewelry
- ⊗ Laptop computers
- ⊗ Food & candy
- ⊗ Roller blades, skateboards & "Heeleys"
- ⊗ Knives of any kind

- ⊗ **Cell phones** - Cell phones are not allowed at Camp Washington and if discovered will be kept in the camp office until the end of the session.



- ⊗ **Money** - Your camper will not need money while at Camp Washington. Camp does not run a canteen during the sessions but will sell camp clothing and camp items during opening and closing days. It is best to leave all money at home.



**Camp Washington accepts no responsibility for lost, stolen or damaged personal property.**

## ❖ Worship life at Camp:



The Worship life of Camp Washington is a very important element of our community.

Based in the Episcopal tradition, campers explore their faith in an open and caring environment through morning worship, evening devotions, theme

based activities and a closing day Eucharist.

We encourage children and staff to participate fully in the worship and we structure our worship in such a way as to



respect the various traditions from which our campers come. All campers are expected to join the community at worship.

## ❖ Behavior Management Policy:

At Camp Washington, we believe that all campers deserve a chance to change problematic behaviors with guidance. We utilize a number of behavior management techniques such as:

1. Time outs
2. Conflict resolution
3. Behavioral contracting
4. Community service

**Camp Washington does not use any methods of physical or humiliating discipline.**

The Camp Director or Head Counselor will be in contact with parents for cases of extreme problematic behavior. Decisions on continued stay at camp will be made based on the best interest of the child and the camp community. Occasionally campers are sent home. Parents are responsible for providing transportation in these cases.

## ❖ Closing Days - photo I.D. & camper pick-up:

© For the protection and safety of both the parent/guardian and child, all adults will be asked to show a photo identification and then sign a "release form" before taking their child off Camp Washington property.

© On opening day parents will be asked the names of the adults who will (or may) be picking up their child. Only those persons whose names are given on opening day will be permitted to pick up the camper after a photo ID and signature is provided.



© If you need to change or add name(s) to the list once your child is in camp you must call the Camp Office and give the new information to the Camp Director. We will call the original designated name(s) if another adult who was not indicated comes to pick up the child.

© **Early Pick-Up** - If, for any reason, you need to pick-up your child during the camp session or early on closing day please call the Camp Office to make arrangements. **We do need to know in advance of any early pick-ups.**



## ❖ Lost And Found:

All lost and found items, not claimed at the end of a session will be placed in a storage box, marked by session, and kept for **two weeks after the closing date of the session**. After two weeks, the items will be given to a local thrift shop organization. Underwear and socks will not be saved for claiming.



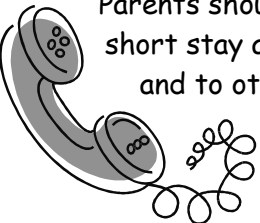
**Small** lost & found items identified with a camper name will be mailed back to you as soon as possible after the end of the session. You will be notified by phone if we find any **larger or heavy items** (i.e. sleeping bags, dirty laundry etc.,) and ask that you collect them at your convenience.

**Camp Washington accepts no responsibility for lost, stolen or damaged personal property.**

## ❖ Gratuities:

It is Camp Washington's policy for camp staff not to receive money or expensive gifts. We believe that each camper has the right to be respected on his/her own merit. Parents wishing to show their appreciation for the child's stay at camp may make a contribution to the Camp Washington Scholarship Fund.

### ❖ Visits and Phone Calls:



Parents should **not** plan to visit their children during their short stay at camp. Visits can be upsetting to the child and to others in the cabin. For the same reason we ask you not to phone your child while at camp. **If there should be an emergency at home, please let the Camp Director know before contacting your child.** Campers (unless permitted by the Camp Director) do not have access to public phones. Parents, however, are free to call the Office and speak with the Camp Director any time they feel it necessary. We will be more than happy to talk with you.

### ❖ Cabin Requests:

Cabin assignments are made according to gender, grade, age and available space. **Please note that requests can be made on the Registration Form in the space provided and must be completed on both campers' forms. Requests will be honored only for those children who are +/- 1 year from each other.** Due to limited space, we cannot guarantee more than **one** request per camper. Special concerns should be made known to the Camp Director.



### ❖ Our Evaluation Process:

An evaluation form will be mailed to your home during or at the end of our camp season. It is very important for us to receive your honest evaluation, as we use this process as our main focus to


improve our programs. **If you have any concerns after your camper's visit please contact the Camp Director immediately.**

### ❖ Writing To Your Camper:

All campers love to get mail. Please plan to write to your child during their stay at Camp Washington. Please remember to include camp name and camper's cabin - this will allow for speedier letter delivery. For younger campers it may be helpful to pack pre-addressed and stamped envelopes.



Because many campers are here for only a short time, we will have a mailbox available during opening day registration for letters to be delivered to campers during their stay.

Mom & Dad 987 Jones St. Anytown, CT 01234	
<b>My Camper - Cabin A</b>	
Camp Washington 190 Kenyon Road Lakeside CT 06758	

**PLEASE DO NOT SEND CANDY, GUM, OR ANY OTHER FOOD ITEMS TO YOUR CHILD WHILE AT CAMP.**

### ❖ Homesickness:

Please avoid telling your child prior to his/her camp stay that he/she can come home if they get homesick.

Homesickness at the beginning of a camp session is natural, and our experience is that within a short period of time, campers are busy having fun and feel secure with their counselors, new friends and the outdoors. The Camp Director or Head Counselor will call parents for an extreme case of homesickness and decide together on strategies to address the homesickness and whether the campers continued stay is in their best interest.

**A parent/ child phone conversation is often not helpful and may only make the situation worse.**

### ❖ Bed Wetting:

We have many campers over the course of the summer who wet their bed. It is our policy to treat bedwetting honestly, straightforwardly and with discretion and compassion. Please make sure that you have noted this on the Home Information Form and mention it to the cabin counselors on opening day. We will make sure that your child has the best possible chance of having a "dry" stay at camp by cutting out evening beverages and by working out a night-time bathroom schedule. Any other information you may be able to give us will be helpful.



### ❖ Swim Evaluations:

All campers wishing to swim for any part of their camp session **MUST** complete a swim evaluation on opening day. This is not a test, but an evaluation to place campers in the appropriate "swimming area" for free swim and swim lessons.



Due to the physical nature of the pond, staff to camper ratios and safety concerns regarding the number of campers using the pond at one time, some campers may be placed in a "swimming area" that they feel is below their swimming capacity.



**Swimming in the pond at Camp Washington is very different than a personal or community pool and safety for all campers is our primary concern when assigning "swimming areas."**

## ❖ Head Lice:

Lice can (and are) found anywhere children gather in groups. It is not a sign of being unclean, in fact lice prefer clean heads.

If a camper is found to have head lice they will not be permitted to stay at / attend camp. Our nurse will be available to advise you on treatment options and the camper will be allowed to return to camp only when they are nit free.

## ❖ Ticks, Mosquitoes & Poison Ivy:

As with most camps, the physical setting and activities conducted involve campers spending time in and around fields, natural bodies of water and woodland areas.

It is important to know that your camper may come in contact with poison ivy, deer ticks (the carriers of Lyme disease), and mosquitoes. Although the risk is relatively low, there are educational and precautionary measures that you can take in order to assure that your child is protected in the best manner possible.



Deer ticks have been found on the Camp Washington property. At this point in time, the mosquito born viruses West Nile Encephalitis and Eastern Equine

Encephalitis have not been found in Lakeside, CT.

In addition to the necessity of preparation and education prior to your child's arrival at camp, campers are encouraged to do tick checks each evening.

### PLEASE NOTE

Staff WILL NOT help campers check for ticks in abdomen and pelvic areas. Campers must do these areas themselves.

## ❖ The Health Center & Health Care at Camp:

Camp Washington has a health care manager, a CT Licensed Registered Nurse (RN), who supervises the health care center. In addition, a local doctor is on medical and emergency call for medical assistance. The Charlotte Hungerford Hospital located twenty minutes away in Torrington, CT and is available for medical and emergency care. Other medical and emergency resources available are the Morris' Volunteer Ambulance (5 minutes away) and Torrington's Walk-In Clinic.



It is Camp Washington's policy to call parents or emergency contacts for all health care, medical or emergency needs for your child during their stay at camp. Decisions about camper's health care, medical/emergency needs and continued stay will be in cooperation with the Camp Director, the camp nurse and parents.



In general it is preferred that parents have campers seen by their own doctor if possible. Campers that will need medical attention in the Health Center for more than 24 consecutive hours will be asked to recuperate in the comfort of their own home.

## ❖ What About Medications From Home?

In order to administer your child's routine prescription or over-the-counter medications (including vitamins) from home correctly please keep in mind that the camp's Health Care Provider **can only administer medications from home exactly as ordered by the doctor.** If your child takes a routine prescription or over-the-counter medication it must be accompanied by an authorization form signed by a physician or physician's assistant. **Each medication from home requires a separate form (AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION FROM HOME).** This must be done prior to bringing your child to camp. We cannot make exceptions to this policy according to Federal and State health regulations.



**Medications must come in original bottles and the name on the label must match that of the camper. The medication directions on the label must also match physician's order.**

Please be sure your child has an adequate amount of each medication from home as well as one extra day of each medication for precautionary measures. It may be to your child's benefit to check with the doctor about medication dosage, as sometimes doctors change the dosage with increased activity or exertion while at camp.

If your child normally takes a medication that **he/she will not be taking at Camp**, please make sure this fact is **noted on the Health History.**



**INHALERS:** If your camper needs to carry an inhaler with them at all times please bring:

- a doctor's note giving permission for the child to carry the inhaler.
- two inhalers to camp - one for the camper and the second for the Health Center in case of loss.

## ❖ What About Medical Insurance?

If a camper needs medical attention at the doctor or hospital, parents/guardians will be billed directly for those services by the doctor or hospital. The Episcopal Diocese of Connecticut does not provide medical coverage for campers who sustain an injury or become ill while at camp. If parents/guardians have either group medical through their employer or another form of medical insurance which covers the child, the claim will be submitted under that coverage as long as the parent/guardian has supplied the necessary & appropriate information to Camp Washington. If Camp Washington has not been provided with the necessary & appropriate insurance information, or the camper is not covered by insurance, parents will be billed directly by the doctor or hospital.



***A COPY OF THE CAMPER'S MEDICAL INSURANCE CARD SHOULD BE GIVEN TO CAMP PRIOR TO CAMPERS ARRIVAL***

## ❖ Will My Child Need A Physical Exam?

**YES!** The State of Connecticut and The American Camp Association, the accrediting body for camps, require that each camper have a **copy** of the results of a medical examination, **signed by a licensed physician, physicians assistant, APRN or RN.**



Physicals are good for 24 months from the date the child was examined and must cover the child through the last day of their camp stay. **EXAMPLE** - if a physical examination took place on June 1<sup>st</sup> 2010 it is good through June 1<sup>st</sup> 2012.

### **PLEASE NOTE:**

**YOU MUST COMPLETE A NEW HEALTH HISTORY FORM FOR CAMP EACH YEAR - NO EXCEPTIONS!**



## ❖ Health History Form For Camp:

A completed 7 page **HEALTH HISTORY FORM FOR CAMP** signed by the camper's parent/guardian **INCLUDING** the results of a **PHYSICAL EXAM** is required for your child's stay at camp.

## ❖ Special Offers:

☺ **EARLY BIRD REWARD** - Register by April 15<sup>th</sup> & receive a coupon for a select piece of Camp Washington merchandise!

☺ **REFER-A-FRIEND REWARD** - Refer a **NEW** camper and receive a coupon for a free Camp Washington t-shirt!



- \* Referred camper must register and pay the \$100 deposit before the coupon will be issued.
- \* If the referred camper cancels their registration & does not attend camp, the coupon will be void.
- \* Coupons can be redeemed at the camp store on opening or closing days of the session.
- \* Colors and sizes are available on a first come/first served basis.
- \* **LIMIT 1 REFER-A-FRIEND REWARD PER CAMPER.**



## ❖ Financial Aid:

Through the generosity of private donors, the Episcopal Diocese of Connecticut and the annual "Bishops' Open Golf Tournament", Financial Aid is available for children who could not otherwise attend camp.

All Financial Aid awards are determined based on need. To apply, parent(s), guardian(s) and foster parent(s) should complete the "Camp Financial Aid Application" available for download on our website. Please return the completed application along with a signed copy of your 2011 Federal Tax Return or proof of state/federal financial assistance before May 15th. You will be notified by mail regarding your confidential application no later than June 1st. Financial Aid applications received after May 15<sup>th</sup> will be processed as they are received and as long as financial assistance is still available.



Information regarding the Bishops' Open Golf Tournament can be found on our website: [www.campwashington.org](http://www.campwashington.org)

## ❖ Important Reminders ❖

- ❑ A completed **HEALTH HISTORY FORM FOR CAMP** signed by the camper's parent/guardian **INCLUDING** the results of a **PHYSICAL EXAM** within the last 24 months signed by a physician/physicians assistant/APRN/RN are required for your child's stay at camp. Additionally, an **AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION FROM HOME**, signed by a physician, is required for each medication that your child will bring to camp (including over-the-counter medications).

**Note:** Previous years completed Health Forms are not kept on file at camp - new forms must be completed yearly.

- ❑ All camper paperwork (**Health History Form For Camp, a copy of the Health Insurance Card and an Authorization For The Administration Of Medication From Home, if applicable**) must be returned to the Camp Office one month before the start of the camp session. All paperwork can be located online at [www.campwashington.org](http://www.campwashington.org)
- ❑ **BALANCE** of tuition is due at least 1 month before the start of the camp session. Payments may be made in weekly/monthly installments etc., or as a lump sum. Please make checks payable to "Camp Washington." MasterCard, Visa & Discover are accepted.