



# Parent Handbook 2024

## **Contact Information:**

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

Office telephone: (860) 567-9623

Extensions:

- 311 – Executive Director
- 317 – Programs/Summer Camp Director
- 350 – Summer Camp Program Office
- 352 – Health Center (Nurse- Summer only)
- 310 – Registration
- 319 – Food Service

Office Fax: 1-860-567-3037

Office E-Mail: [camp@campwashington.org](mailto:camp@campwashington.org)

Programs/Summer Camp Director E-Mail: [khandlong@campwashington.org](mailto:khandlong@campwashington.org)

Executive Director E-Mail: [bgeissinger@episcopalct.org](mailto:bgeissinger@episcopalct.org)

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

## **Welcome to Camp Washington!**

### **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 for preparing to send your child to camp and some general information which will help you understand the policies and procedures of the Camp Washington summer camp experience.

The policies and guidelines outlined in this handbook represent our philosophy and mission. Please take the time to acquaint yourself with Camp Washington. If after reading the Parent Handbook you should have questions, feel free to call Camp – Monday to Friday 9:00 am to 5:00 pm. We will be happy to answer your questions.

### **Our Mission:**

Camp Washington Camp and Retreat Center, a place of acceptance, joy, and renewal for all God's people.

### **Our Philosophy:**

We believe Camp Washington, the Camp and Retreat Center of the Episcopal Church in Connecticut (ECCT), to exist as both a Christian ministry and resource. We hold the Eucharist to be the center of our worship life, helping to keep us focused on God who is the source of our life and faith.

We believe that Camp Washington provides an opportunity for all God's people of all ages to experience God's grace through a loving, caring Christian community, and to go forth from that experience with a commitment to join God in God's mission of reconciliation and restoration.

We believe that as an outdoor ministry, each person should have the opportunity to come away with an appreciation for all creation, a sense of responsibility for its stewardship, and an ability to live as one with it. This ministry is open to all people regardless of race, religion, sexual orientation, gender preference, color, age, national origin, or physical ability.

We strive to be a safe, welcoming, inclusive community that embraces all God's people, whoever they are, wherever they are in their journey of faith.

We believe that all who experience Camp Washington should have the opportunity to grow physically, intellectually, emotionally, and spiritually, returning to their lives refreshed and renewed.

### **Non- Negotiables:**

**Bullying** is defined by The Trevor Project as aggressive, repetitive behavior that is based on a real and/or perceived power differential. Bullying can happen in person or online and can be perpetrated by one person or many people. The actions involved in the bullying may cause long-term physical, social, and/or psychological damage.

**Physical Bullying** is a form of intimidation and/or harm that manifests in tactile abuse. Physical bullying can include hitting, kicking, shoving, spitting, etc.

**Verbal bullying** is derogatory comments or name-calling.

**Social/emotional bullying** is a form of intimidation and/or harm that manifests in emotional or psychological abuse. Social and/or emotional bullying tactics can present as excluding or socially isolating someone or spreading lies and rumors about them.

**Threat/intimidation bullying** is forcing someone into doing something, and setting up a consequence, if they do not.

Bullying of any kind goes against our core values and beliefs and will not be tolerated. Whenever possible, we will use initial situations as teaching moments for individuals and the community,

understanding that some instances may require immediate intervention and consequence. It is further understood that Directors will make decisions based on the safety of the community in the moment. Other inappropriate activities and behaviors that are considered unhealthy for the Camp community, including but not limited to: violence, vandalism, destruction, possession or use of any nicotine/vaping products, cannabis, alcohol, illegal drugs, weapons, or sexual activity may be cause for campers to be sent home immediately, and may involve legal action. Further, Camp Washington reserves the right to search any camper's belongings, at any time, if we have cause to suspect contraband, or anything that might jeopardize the safety or well-being of others.

**Camp Washington is a Weapon-Free Zone.** Violence permeates our world, our society, our church, our homes and ourselves. Baptism calls us to be ministers of reconciliation, to give voice to the voiceless and to strive for justice in the name of our Lord. The movement to curtail weapon violence and promote public safety is a vital part of that call. Weapons have no place in spaces in which we worship, play, and work to fulfill God's mission of restoration and reconciliation.

### **Inclusion & Diversity at Camp Washington:**

We offer the following as Guidelines for Inclusion and Effectively Engaging Trans\* Campers, Staff and Participants:

Freedom from discrimination based on sex, gender, gender expression, and/or gender identity is required by Camp Washington policies. Camp activities and programs will be conducted accordingly. Staff will provide a safe and inclusive environment for all campers and equal access to all programs and activities.

TRANS\* (with an asterisk after) is a term used to show inclusivity of various gender identities. The term transgender can sometimes be used to exclude those who identify outside of the male/female binary. Trans\* is a term that is used to include all identities that fall under the gender variant umbrella (e.g. genderqueer, pangender, third gender, gender non-conforming).

ACCOMODATIONS: As a general guideline, accommodating trans\* campers will be addressed in a case-by-case manner. Conversations should be held with trans\* campers and their families regarding how Camp Washington can best meet their needs.

NAMES AND PRONOUNS: Campers have the right to be addressed by their preferred names or pronouns. Inadvertent mistakes may occur, but Camp Washington does not condone the intentional and persistent refusal to respect a person's gender identity.

FACILITIES: Access to gendered spaces (overnight accommodations and restrooms) should be on the basis of gender identity. Gender assigned at birth, physical characteristics, or presentation should not dictate use of gendered space.

Cabin assignments will be made based on gender identity.

If a camper is not comfortable using a gender labelled restroom, staff will seek ways to find an option that makes the individual feel comfortable.

Counselors of varying gender will be assigned to cabins based on the needs of the program as determined by the Admin team.

Whenever possible, campers who have the need or desire for increased privacy for any reason should be provided access to an alternative restroom or area to shower or change in privacy. No one should be required to use an alternative restroom because they are trans\*.

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

After 5 PM on weekdays and all day on weekends, please leave a message in the General Mailbox with a number where you can be reached, and someone will return your call as soon as possible.

In case of emergency, after the office is closed, please contact the Camp Health Center at (860) 567-9623 Extension 352, and the nurse will contact the Camp Director.

**How Do I Get To Camp Washington?**

If you are using a GPS, please use:

190 Kenyon Rd

Morris, CT 06763

**Camp Washington Registration Fee Policy:**

1. No registration for the summer camp program will be accepted without a 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 unable to accommodate your request. If a space becomes available, the full tuition will be due upon notification.
3. 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.
4. All camp fee balances are due prior to the start of Camp.
5. Cancellations 30 days prior to the start of the camp session will be issued a 50% refund of the payment received less the registration deposit.
6. Cancellations within 30 days of the start of a camp session are not refundable.
7. 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.
8. If a camper is sent home for any reason, camp fees are not refundable.

**Arrival & Departure Times:**

You will be assigned a drop off and pick up time the week prior to your session. Please arrive at the time assigned to you. If you are late for your designated time, you will need to wait patiently until we are ready to accommodate you.

☒ ARRIVALS – Check-in begins promptly at 2 pm. When you arrive, you will be greeted and given a number. We ask that you stay at your car until your number is called.

☒ PICK-UP – 2 pm. Please do not arrive early unless pre-arranged. All campers must be picked up on time. Please be considerate of this policy so that staff may prepare for the next session and have some well-deserved time off. Pick-ups after 3 pm will result in a \$50.00 charge per 30 minutes.

	ARRIVAL	DEPARTURE/PICK-UP
Family Camp:	Fri: 3-5 PM	Sun: 2 PM
Mini Camp:	Mon: 2-4 PM	Wed: 2 PM
Children’s Camp 1:	Sun: 2-4 PM	Fri: 2 PM
Teen Camp 1:	Sun: 2-4 PM	Fri: 2 PM
Pick Your Passion Camp:	Sun: 2-4 PM	Fri: 2 PM
Children’s Camp 2:	Sun: 2-4 PM	Fri: 2 PM
Teen Camp 2:	Sun: 2-4 PM	Fri: 2 PM

**What Will My Child Do Each Day?**

A day at Camp Washington includes:

- Three delicious, nutritious meals & an afternoon and evening snack
- Four fun daily activities
- Daily cabin & community responsibilities
- Cabin hour
- Social time
- Evening program - varies from games to campfires, talent shows, story nights and much more.
- Morning & Evening Worship in the Episcopal tradition.

Each camper can engage in a variety of offerings each session. The major activity areas are: ☒ Archery ☒ Arts & Crafts ☒ Performing Arts ☒ Canoeing ☒ Christian exploration ☒ Low ropes/challenge activities ☒ Nature ☒ Dance ☒ Zip-Lining ☒ Outdoor living skills ☒ Farm to Table ☒ Music ☒ Sports ☒ Swimming

We offer a wide range of activities and encourage campers to participate fully. We believe this helps campers gain a sense of independence and satisfaction, boosts self-esteem, and gives campers the total experience. Each session also includes special events designed to add variety, whole camp involvement and fun!

### **Sample Daily Schedule:**

7:00 a.m.	Rise and Shine
8:00 a.m.	Breakfast
9:00 a.m.	Morning Worship
10:00 a.m.	Activity #1
11:00 a.m.	Activity #2
12:30 p.m.	Lunch followed by Cabin Hour
2/2:30 p.m.	Activity #3
3/3:30 p.m.	Activity #4
4/4:30 p.m.	Social Time
5:30/6:00 p.m.	Dinner
6:45/7:15 p.m.	Evening Program
8:30/9:00 p.m.	Evening Worship
9:30/10:00 p.m.	Lights Out – time varies based on camper age and session.

### **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.

Although we do our best to help each camper be responsible for their own belongings, it is impossible to make sure every child goes home with everything they brought. Please be sure you have prepared your child to take care of their clothing before coming to camp and please check for "lost & found" items on closing day.

**Please pack an appropriate amount of clothing for your camper's entire length of stay.**

**There are NO laundry facilities on campus.**

**Packing Checklist:**

\* Sheets & Blankets

OR

\* Sleeping Bag

\* Pillow, Pillowcase

\* Pajamas

\* Towels & Washcloths

\* Beach Towel

\* Toiletries – shampoo, soap, toothbrush, toothpaste

\* Shirts (+ 1 extra for tie-dying)

\* Shorts

\* Long Pants

\* Sweatshirt/Fleece Top/Jacket

\* Raincoat/Poncho

\* Socks

\* Underwear

\* Sneakers/Closed Toe Shoes

\* Bathing Suit(s)

\* Sunscreen

\* Insect Repellant

\* Hat/Visor

\* Water Bottle – each camper MUST bring a water bottle with their name on it

\* Flashlight

\* Laundry Bag

\* Ukulele, Guitar, Flute, or Other Instruments

Campers may also want to bring miscellaneous items with them such as stamps, stationery, envelopes, pens, books, playing cards, disposable cameras, etc.

### **What NOT to bring to Camp:**

- Cell Phones
- Clothing with inappropriate or offensive language or logos (not in keeping with our philosophy)
- Electronic Games
- Any electronic device or speaker
- Digital Cameras
- Laptop Computers/Tablets
- Personal Sports Equipment
- Roller Blades or Skateboards
- Valuables
- Food/Candy
- Knives or Weapons of any kind
- Cigarettes/e-Cigarettes/Vapes/Drugs/Alcohol
- Pets or Animals 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. All money should be left at home and Camp Washington is not responsible for loss or theft.

**Camp Washington accepts no responsibility for lost, stolen or damaged personal property, or for property we are holding that violates this list.**

### **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. Sacramental bread and wine are used at 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 respectfully join the community at worship, and to be present.

### **Behavior Management Policy:**

At Camp Washington, we believe that campers deserve an opportunity to change problematic behaviors when appropriate. We will utilize several behavior management techniques including but not limited to:

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

**Camp Washington does not use any methods of physical 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; the Camp Director and the Executive Director will make the final decision. Occasionally campers are sent home. Parents are responsible for providing transportation in these cases and there are no refunds.

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

- ☒ For the protection and safety of both the parent/guardian and child, all adults must show 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. There are no exceptions.
- ☒ 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. We will not release your child to anyone not on the list.
- ☒ 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 any 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 donated. Underwear and socks will not be saved for claiming.

Lost & found items identified with a camper name will be held for two weeks. You will be notified and will need to make any arrangements for mailing or pick-up. Costs associated with mailing must be paid before shipping.

**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 gifts. We believe that each camper has the right to be respected on their own merit. Parents wishing to show their appreciation for the child's stay at camp may contribute to the Camp Washington Campership 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 call for your child while at camp. If there should be an emergency at home, please let the Camp Director know before we connect you with 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.

**Our Evaluation Process:**

An evaluation form will be completed by all campers on closing day. Additionally, a survey may be e-mailed to you 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 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.

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.

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

Camper e-mail (receive only):    www.Bunk1.com  
Invitation code:                    CAMPWASH23

If your camper plans to write to family or friends at home, please send stationary, envelopes and stamps with them. These supplies are not available at camp.

**Homesickness:**

Please avoid telling your child prior to their camps stay that they 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 typically not helpful and usually makes the situation worse.

Please respect the Director's advice with your individual camper.

### **Bed Wetting:**

We have 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 MUST complete a swim evaluation. 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. All campers will be checked on opening day during their health screening.

### **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 encounter 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 to assure that your child is protected in the best manner possible.

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.

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

Camp Washington has a licensed health care manager supervising the health care center. In addition, a local doctor is on medical and emergency call for medical assistance. The Charlotte Hungerford Hospital is located twenty minutes away in Torrington, CT and is available for medical and emergency care.

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. The Health Center will maintain a log of all Parent/Guardian calls and attempted calls.

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?**

If your child takes a routine prescription or over-the-counter medication (including vitamins, gummies, or powders), they **MUST** be accompanied by an authorization form signed by a physician or physician's assistant. We can only administer medications from home exactly as ordered by the doctor. **There are no exceptions.**

Each medication from home requires a separate authorization form:

*AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION FROM HOME* found on our website.

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/they will not be taking at Camp, this fact **MUST** be noted on the Health History form.

### **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 Church in 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 if 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.

### **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, physician's assistant, APRN or RN.

Physical Exams Are Valid For 3 Years from date of last exam. However, YOU MUST PROVIDE A COPY EACH YEAR.

**WE ARE NOT RESPONSIBLE FOR MAINTIANING THESE RECORDS - PLEASE DON'T ASK!**

### **Health History Form for Camp:**

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

Please provide honest, accurate information regarding your child's mental, physical, and emotional status to help us understand their needs to empower and support their safety and success.

#### **PLEASE NOTE:**

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

### **Important Reminders:**

1. 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 by **June 1st**. All paperwork can be located online at [www.campwashington.org](http://www.campwashington.org)
2. For your convenience, all these forms can be uploaded directly into the system under the Camper Paperwork Management Section in the Online Registration Portal. They can also be faxed, emailed, or mailed in.
3. Any outstanding camper BALANCE is due prior to the start of Camp.
4. Please make checks payable to "Camp Washington." MasterCard, Visa, Discover & American Express are accepted.

**No camper will be permitted to check-in on opening day with incomplete medical forms or an outstanding balance.**

**There are no exceptions!**