

PARENT

HANDBOOK 2011



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Important Dates

February	Make appointments for medical and dental check-ups
March/April	Purchase camp clothing and make reservations for visiting day
April 15	Completed medical & camper forms due online
May 12	Office Opens in Rock Hill
May 15	New Camper Orientation
June 26	IS Baggage Service Pickup for First Session & Full Season Campers
July 2	Opening Day
July 16	Visiting Day
July 22	Session #1 Ends
July 23	Session #2 Begins
August 12	Campers return home

A Guide for Parents & Campers

Going away from home for an extended period of time is difficult for many children. It is natural for them to have a certain amount of reluctance, as the moment of parting from parents, siblings and friends grows closer. Some will carry these concerns to camp. It is with this in mind that we have written this guide for parents. The pointers below are designed to help you, help us, prepare your child for the enriching and fruitful experience that camp provides.

AT HOME

1. If your child exhibits concerns about going to camp, encourage the open expression of feelings. They are worried about the total unknown and are looking for your understanding. At this point it is helpful to tell your child that these concerns are normal and natural. Many campers feel the same way. Permit your child to call the camp office to ask questions and receive reassurance. Let them know that the camp directors are always available to help in any way they might be able.
2. Under no circumstances be ambivalent about your child's stay at camp. Your child is there for the pre-determined length of stay and they should understand this. It is important, in this day and age, that a camper understands this commitment and is not encouraged to leave something unfinished. A "try it out" approach does not work. Although it might satisfy children at home it is certain to create a serious problem at camp. Remember, fees are not returnable for early departure.
3. Reassure your child that everything at home will be the same as when they left. This means that pets will be cared for, possessions will be protected from siblings, and that their room will stay as it was left. If for any reason this cannot be promised, inform the office of the circumstances – we can be most helpful when we are informed.
4. Please notify the office of any upsetting event that may have occurred prior to camp or is to occur during the summer. In this category would be an illness or death in the family, poor school grades, divorce, or moving to a new house or city.
5. When seeing your child off on the bus, or dropping them off at camp, make your parting brief and pleasant. Prolonged good-byes and abundant tears will be emotionally upsetting to your child. The same procedure should hold for visiting day at camp.
6. Please discuss with the camp directors if your child has been under any psychological/psychiatric care at any time prior to camp. Iroquois Springs is more than adequately prepared to deal with most children and the common problems of growing up. Our knowledge of the facts will give your child the best chance of success.
7. Please tell us if your child has any special interests or talents that should be encouraged at camp. While the camp program is designed to provide basic skills in many activities, certain children may have a more rewarding summer if encouraged in a specific area.

Camp Policies

We aim to make Iroquois Springs as wonderful an experience for your child as possible. In a community living experience such as camp, cooperation is essential and we find that campers are most comfortable when they know what is expected of them. So we ask that you and your child follow some important rules:

1. Gratuities: There is **NO TIPPING** at Iroquois Springs. Our staff is aware of this rule and knows that anyone accepting "tips" will be dismissed from the staff.
2. Food: It is against camp regulations to send candy, gum, bottled water or foodstuff to camp and campers are not permitted to keep any such items at camp. Foodstuffs tend to attract small animals to the bunk, and gum is very difficult to remove from the surface of camp athletic facilities, equipment and furniture.
3. Pocket money and valuables: We cannot assume responsibility for any money or valuables kept by a camper in his or her bunk. The camp office provides safekeeping for such items.
4. Electronic devices: Electric power is very limited at camp and we cannot handle the strain caused by electronics. Almost every type of electronic device is not allowed at camp. **As a rule, any item that can: send or receive a phone call, play a DVD, access the Internet or send or receive e-mail is not permitted at camp. Cell phones, DVD players, Blackberry's, video I-Pods, Sony PSP's, Games playing device, etc are NOT allowed.**

Music I-Pods without video are ok...HOWEVER... the use of these items is allowed only at select times, inside a cabin. Because of the nature of camp life, these items are often misplaced or lost and we cannot be responsible for them. We caution you against sending these items. If you decide to send them, please consider purchasing insurance. Once again, we cannot be responsible if these items are lost or misplaced.

Other items not permitted

- Extra lights
- Cardboard storage boxes
- Food, gum, bottled water
- Curling Irons or Flat Irons
- Skateboards
- "Blow up" chairs
- Scooters
- Electric Fans

Once again, **any item that can: send or receive a phone call, play a DVD, access the Internet or send or receive e-mail is not permitted at camp.**

5. Cell Phones: **While we fully recognize many of our campers have cell phones, please respect our policies and do not send a cell phone to camp. Your cooperation is appreciated. We will confiscate any cell phones, which are brought to camp.**

Drug/Tobacco/Alcohol Policy

It is important to take a clear position regarding drugs, alcohol and tobacco that will be understood unequivocally by campers and parents.

The use of these substances is illegal and therefore has no place at camp. Campers who use or possess these items will be immediately sent home. We will entertain no discussion on this matter with parents, nor will we give a child a second chance. In addition, fees will not be returned if a child is sent home for this reason. Although we do not anticipate a problem, we feel it is vital that everyone connected with the camp clearly and precisely understands our policy on this matter.

Camper Forms

By the beginning of March, we will be setting everyone up with a login to their own family "dashboard" On the dashboard you will be able to see your account balances, change credit card information and complete all the forms pertaining to your camper/s.

Bunking Requests

We are interested in knowing the wishes of parents and campers in regard to bunking arrangements. Camp can be a valuable tool in helping your child make the most of their developmental years. Our experience has made us realize that part of the fun of camp is to experience meeting new people and learning to live in a group situation. A successful new friendship can be the most rewarding aspect of the camp season. At camp, friendships come quickly.

We are certain that if you do not decide to make a bunk request for your child, it will be made with the utmost thought and concern. The camp, however, reserves the right to make all final bunking placements. There are times when, in the best interest of the child, other children, and the camp, bunking requests cannot be honored. In these few cases we hope that you will trust our professional judgment.

You will find enclosed with this booklet a parent questionnaire form. You will find an area where you can make up to three (3) requests. Please note that bunking requests should be reciprocal, so we will need a matching request from a bunkmate. Requests not submitted on this form may not be honored. Even if you have submitted requests on your application, or on a separate sheet of paper, please complete this form. The deadline for submission of this form is **April 15, 2011**. Please note when making bunking requests, we bunk campers in cabins according to session length (3 weekers & 6 weekers) wherever possible, please keep this in mind when making your bunking request. We will make every attempt possible to honor all bunking request. *However, we will not consider negative bunking request (i.e. "Please do not place me with.....").*

The important thing is that Iroquois Springs is deeply committed to the best interest of your child and all the children at camp. We are certain of your confidence in that commitment since you are entrusting your child to us

Medical Information

Our medical staff and State Department of Health review each camper's medical history carefully prior to the start of camp. Please keep in mind that the more we know about your child's health history and habits, the better we can care for him or her.

Health History Form - is compulsory and has to be completed by parent/guardian and returned to the office by April 15th. Forms that are not completed will be returned to parent/guardian for completion.

Health Recommendation Form – needs to be completed by your family physician. If your physician as their own certificate, this will be acceptable provided the camper had their physical within the last year.

Any and all information pertaining to your child's psychological development (including any counseling) is tremendously helpful as we work to ensure the best possible experience for your child. Our medical form requires it, and we ask that you be as detailed as possible. Be assured, this information is treated strictly confidentially.

In order to aid us in the proper care of your child's health needs, please advise us of any special conditions of health, diet or personal habits that affect your youngster. This information should be in writing; it may be attached to the medical form or sent to the Director to assure confidentiality.

Your medical form must be filled out completely and mailed to our office by **April 15, 2009**.

Here are some additional guidelines to further help us:

1. New York State makes mandatory the listing by physicians of immunization dates for diphtheria, measles, mumps, polio and rubella. *No camper is exempt from this requirement.* Anti-tetanus injections must be given where needed.
2. **All campers who are taking any form of medication (prescription or over the counter) in pill form (including Vitamins) will be REQUIRED to use the CAMP MEDS program (see information about Camp Meds in this packet). No Exceptions.**
3. Dental and orthodontic work must be completed before camp. Please send special instructions from your orthodontist, should adjustments or treatment be necessary.
4. Please send a second set of glasses with each camper.
5. Please note any special diet instructions on medical form.
6. Advise camp of any contact your child has had with any contagious disease after June 10th.
7. If your child needs to spend a night in the health center, need to go to the hospital in case of an emergency or is placed on medication by our physician you will receive a phone call from the nurse or camp director to inform you of the health condition of your child.
8. Due to the national epidemic of head lice we strongly recommend that your child's hair be shampooed with the appropriate medicated shampoo immediately before departure for camp. Kindly consult your physician for his or her recommendation. To be safe, we periodically check all campers during the summer.
9. The New York State Department of Health annually inspects all health records, grounds, and facilities of Iroquois Springs. These reports are on file at the Department of Health Monticello District Office, 50 North Street Suite 2, Monticello, NY 12701.

Medical Insurance

Primary health and accident insurance will be covered by the parents medical insurance.

Parents are responsible for providing proof of medical insurance for their children. You will be required to upload a scan of your card to the parent dashboard.

Medication

In our on-going commitment to meeting the needs of our campers who require medication while at camp, as well as complying with strict state regulations regarding medication dispensing for summer camps, we once again will be working with *CampMeds Inc.* to provide the convenient service of dispensing, packaging and shipping medications directly to our camp this summer.

Our policy and procedure for dispensing and administering medicine **REQUIRES** camp families to have all of your child's medicine in **PILL FORM** to be dispensed by *CampMeds* and sent to camp prior to their arrival. This includes all prescription, non-prescription pills and vitamins taken daily or as needed

***Our camp stocks most over the counter items such as Tylenol, Advil, Benadryl, etc. so you do not need to have CampMeds dispense those items.**

Medications that are in pill form are individually packaged and sealed according to date and time of administration. Each individual packet may contain one or more pills prescribed to be given at the same time. This method of dispensing medicine during summer camp minimizes potential med errors, ensuring that every camper gets the correct medication and dosage, at the right time, on the right day. It also allows your children to return to their camp activities sooner, because administering meds that are pre-packaged and organized reduces their time spent in line waiting for meds! Our nurses now have more time to devote to your child's other healthcare needs.

Please remember that all medication at camp is dispensed at mealtimes and bedtime. Only if medically necessary and a specific time is written on the prescription, will the meds be dispensed at a different time of day. You are responsible to check that your child's prescriptions are written exactly how and when the medication is to be given. For example, if the med is to be taken only as

needed, the prescription must be written that way; if the med is to be the “brand drug”, the prescription must specify “brand only” or the generic will be dispensed.

We want to be clear that we do expect 100% participation from families with campers who will need medication while at camp. The only exception to this procedure is if *CampMeds* notifies us that they are unable to accept your insurance. If your camper does not take medication in pill form, you do not need to register with *CampMeds*.

If your camper will be taking medication at camp this summer, please register your camper at www.campmeds.com

Please note that all medications must be kept in the health center at camp. (No aspirins, cough medication, inhalers etc. are permitted in the bunk.)

Immunizations – Meningococcal Meningitis

Over the past few years, the age recommendations for immunizing children against meningococcal disease have changed as the new vaccine has proven to be both safe and effective. The American Academy of Pediatrics and the Advisory Council on Immunization Practices now recommend vaccinating ALL children at 11 years of age, and children who have various risk factors may be vaccinated at earlier ages. Our camp health center staff does recommend that all campers be vaccinated according to the AAP’s recommendations, and that parents should speak to their child’s primary care provider to decide upon the timing and type of vaccine most appropriate for their family members. We encourage you to make an informed decision but to strongly consider vaccinating your child/ren against this serious bacterial infection.

(Note: Parents may want to speak with their child’s health care provider about several other newer immunizations for teenagers, including HPV (Human Papilloma Vaccine) for girls, and for all teenagers, a new type of DPT booster that permits protection against pertussis (whooping cough).)

Iroquois Springs is required to provide you with information about the disease and the vaccine, and maintain a record of the following for each camper:

- A signed notice that you (as the parent or guardian) have received this information about meningococcal meningitis disease and vaccine information; AND EITHER
- A record of meningococcal meningitis immunization within the past 10 years; OR
- An acknowledgement of meningococcal meningitis disease risks and a waiver of meningococcal meningitis immunization signed by the camper’s parent or guardian.

Bacterial meningitis is rare. However, its flu-like symptoms can make diagnosis difficult and can lead to a delay in treatment. If not treated early, meningitis can lead to severe inflammation around the brain and spinal column as well as severe and permanent disabilities, including hearing loss, brain damage, seizures, limb amputation, shock and even death.

Cases of meningococcal meningitis among teens and young adults 15 to 24 years of age have more than doubled since 1991. The disease strikes about 3,000 Americans each year and claims about 300 lives.

Two different vaccines are available that protects against four types of the bacteria that cause meningococcal meningitis in the United States - types A, C, Y and W-135. These types account for nearly two thirds of bacterial meningitis cases among teens and young adults.

We wish to make you aware that in the past few years, new recommendations were issued by the American Academy of Pediatrics and the American College on Immunization Practices concerning meningococcal vaccines. With the release of a new longer lasting and more effective vaccine (menactra™) the recommendations now are to vaccinate children as early as 11 years of age, and certainly before college. Until this past year, most adolescents who received the meningococcal vaccine did so in high school or just prior to starting college when they would be living in dormitory settings. There are risks and benefits to both of the available vaccines, and our camp health center staff recommends that you speak with your child’s primary care provider in order to decide which vaccine is best for you. We encourage you to make an informed decision, but to seriously consider

vaccinating your child against this serious bacterial infection.

Information about the availability and cost of the vaccines can be obtained from your health care provider and by visiting these websites www.menactra.com and www.NMAUS.org. You can also find information about the disease at the New York State Department of Health website: WWW.HEALTH.STATE.NY.US, and the website of the Center for Disease Control and Prevention (CDC): WWW.CDC.GOV/NCIDOD/DBMD/DISEASEINFO.

Iroquois Springs does NOT offer vaccination for meningococcal disease in our health center.

We encourage you to carefully review the enclosed materials and to discuss this information with your child's health care provider and complete the immunization section of the health history form accordingly.

Baggage Information

We offer two options in getting your child[ren]'s baggage to camp. The options are:

- Iroquois Springs baggage service is a regional baggage pickup service where our truck with Iroquois Springs staff will meet you at various locations, outlined in the enclosed brochure, and helps you get your bags from your car to the luggage truck. This is a *REGIONAL* pickup, not door-to-door. This service can be used for round trip service or one-way service. The cost is \$75 one-way & \$125 round trip.
- Camp Trucking is a door-to-door service that will come to your home and pickup your child's bags to be delivered to camp and to your home after the summer. Camp trucking can be used for round trip service or one-way service. It is limited to specific dates (see below). Camp Trucking is an independent company that has no affiliation with Iroquois Springs.

If you decide to use the Iroquois Springs baggage service your bags will be picked up and delivered on the day you arrive and depart from camp with the exception of the beginning of the camp season, where we will be picking up baggage on *June 20th*. At the end of the season, your bags will be delivered to you when your child departs the bus. *No waiting time for your bags.*

If you choose Camp Trucking typically bags are picked up about 1 week prior to departure and are delivered back to your door at the end of the season 7-10 days after the camp season is over, depending on your location. Information is available at www.camptrucking.com

Please note: *No hard trunks are permitted in camp; we have no place to store them.*

Camper Travel Information

Campers will leave for camp on the following dates (*Depending on your choice of session*):

Sunday, June 27, 2010	–	SESSION 1
Sunday, July 17, 2010	–	SESSION 2

Camp has arranged for buses to bring the children to and from camp, from one of the following locations:

Long Island	Old Bethpage Village Restoration
Westchester/Rockland	Palisades Center Mall
New Jersey	Livingston Mall
New York City	5 th Ave b/w 85 th & 86 th Street
Maryland (session #2 <u>ONLY</u>)	Bethesda Marriot
Philadelphia (session #2 <u>ONLY</u>)	Cherry Hill

You will receive a separate departure email prior to your expected departure date.

Clothing & Packing

Our outfitting list, which is available in the Cloz Company catalog (*inside the front cover*), allows for adequate type and supply of clothing.

Here are a few tips to help you pack:

1. We recommend the use of two large soft trunks (we cannot permit hard trunks), available in the Cloz Company catalog. For storage, durability and ease of handling they are superior to the standard camp trunk.
2. Parents are advised to have baggage and personal belongings insured against fire, loss or theft and check that it is covered under a Family Floater Policy. Valuable jewelry, expensive watches, expensive electronics and games, etc. are not needed. **We cannot be responsible for any damage or loss for such items.**

Dress Code – *In an effort to emphasize appropriate dress at camp, we ask that campers do not wear bikini bathing suits at camp (tankini's, which cover the mid-section are acceptable). In addition, we ask that you do not pack items that expose the midriff, short shorts, see through clothing, etc. Campers wearing these items will be asked to change their clothing.*

Laundry

Laundry services are on the camp premises and we ask that you send colorfast items only. Please be sure to wash all items before packing. We recommend wash and wear clothing only. Each camper has his/her personal clothing washed weekly. In addition, linens are washed for the youngsters weekly.

Linen

Iroquois Springs campers must bring their own bedding (including blankets and pillows). The mattresses at camp are 30 x 72 (cot size), so please buy sheets to fit accordingly. If you are unable to find sheets this size, the size bigger (twin) will suffice.

Mail

Your children are anxiously awaiting your letters. To speed the process, please address the envelopes as follows:

NAME

Iroquois Springs

PO Box 487

Rock Hill, NY 12775

Bunk # (***Please use this after you receive your first letter from your child***)

It is essential that your child receive mail within the first two (2) days of arrival. The mail takes almost 3 days to arrive, so please plan accordingly. Please provide an adequate number of stamps and envelopes for your child to write home. You should expect at least one letter each week from your child.

Please bear in mind that some letters you receive will be filled with love and joy, while others might be quite the opposite. Children's letters are generally subject to oversimplification as well as exaggeration. Please do not panic when trying to interpret the meaning behind the letter. Letters that are sent during the first week of camp may frequently be negative due to natural adjustment and re-adjustment for campers. If you are concerned.....call us. You have placed a great trust in our ability to work with your children.

E-Mail

We will be accepting e-mail for campers this summer. Prior to the start of the season we will provide you with instructions on how to e-mail your child. E-mail received before 9:30 am will be distributed in the same days daily mail call, except on Sundays. Please note that campers will **not** be allowed to send e-mail.

Fax

Fax service (845-434-6508) is available into the camp office 24 hours a day. Faxes received before 9:30 am will be distributed with the daily mail call, except on Sundays.

Packages from Home

IMPORTANT POLICY: In an interest in placing the emphasis in camp on activities, programs and friendships, we wish to eliminate the inevitable competition and disruption caused by the receipt of toys, video games, water guns and the like. Books, magazines and stationary are fine to send as long as it is sent in a flat envelope. **We must insist that you not send ANY packages to camp. (THIS INCLUDES FED-EX OR PRIORITY MAIL BOXES.) IF THERE IS A SPECIAL NEED, PLEASE SPEAK WITH MARK, LAURA OR BRIAN PRIOR TO SENDING THE ITEM.** We will not be accepting packages that are not in a **FLAT** envelope; ***all other packages will be refused and sent back to the shipper.*** We must reserve the right to check all incoming packages. **Please help us by alerting all friends and relatives.**

Safe

Iroquois Springs has its own safe and campers are encouraged to place all their money in it. We are not responsible for any lost items if it was not placed in the camp safe.

Spending Money and Optional Trips

Campers take several trips during their stay at camp, with meals and admissions being provided. Occasionally children like to purchase souvenirs or a snack. Please send spending money by July 2nd. **Three-week campers will need \$50 spending money**

Full summer campers will need \$100 spending money
Campers going on the *senior trip* will require additional \$100.

Canteen

Canteen is part of the camp tuition and each day campers have the opportunity to choose a few items for snack.

Visiting Day

Iroquois Springs will host its visiting day on **Saturday, July 16, 2011.** Parents may visit their children from 10:00 a.m. to 3:00 p.m. on this date. Parents will not be admitted on the grounds prior to this time nor can children leave the campus. There will be a full barbeque and program for the campers and their guests. Please respect our policy – **NO PETS ALLOWED.**

IMPORTANT INFORMATION AND GUIDELINES

Iroquois Springs is a community of over 500 people. Our responsibility to you requires that we maintain a high standard of safety, health and community living practices. These are some important rules and requirements in our community, which are important to be noted:

- a. **No camper is permitted to leave campgrounds except as a part of a supervised camp activity and authorized by the camp administration.**
- b. **Campers are not permitted to smoke at camp. Smoking will result in immediate dismissal.**

- c. **Drugs and Alcoholic Beverages:** Marijuana, tobacco or tobacco products, narcotics, and hallucinatory drugs, including stimulants, depressants and alcohol are forbidden to anyone at Iroquois Springs. Possession or use of these substances will result in automatic dismissal with no tuition refund. No “second chance” is afforded.
- d. **Life at camp is in many ways more active and fuller than one’s normal routine at home.** Therefore, each division, depending on the age of the campers and the evening activity, has a set curfew.
- e. **No firecrackers, army knives, jack knives, firearms, cigarette lighters, martial arts equipment, etc. are permitted in camp.** Possession of these items will result in automatic dismissal from camp with no tuition refund.
- f. **Camp upkeep:** Iroquois Springs is a beautiful place that all who use the facility are jointly responsible for the upkeep and maintenance of the camp grounds; Therefore:
 - i. **Clean up:** All campers in a bunk, along with the bunk counselors, are responsible for the cleanliness and general safety conditions of the cabin. In addition, everyone participates, at scheduled times, in a general clean up of the camp.
 - ii. **Camp property:** Anyone damaging or defacing camp property is liable for such damage, and will be charged accordingly.

Telephone Calls

All campers will be allowed to make two phone calls to their parents (divorced parents, please call the office directly) during their three-week stay at camp. Full season campers will have four phone calls available to them during their stay at camp. It is not mandatory to schedule two calls per session - some campers do just fine with one call per session; you may want to consider this or call us if you have any questions.

Please refer to the calendar attached to see what days are available to schedule camper phone calls. Starting June 22nd you will be able to log into our on-line phone reservation system to schedule your calls for the summer.

Instructions for the on-line reservation system to follow under separate cover.

You may not book calls prior to June 22nd and we cannot take call appointments via fax, email or message left on our answering machine. We schedule a large volume of calls each summer and we ask that we have 24 hours to change a phone call appointment. If your child has a birthday during the summer, please call the office to schedule his or her birthday phone call. As in the past, all camper phone calls home will be of no charge to you. You will not need to send your child with a calling card or collect calling instructions for their calls.

Please note - we do our very best to accommodate everyone's requests, occasionally due to a scheduled trip, inter-camp game, or special event we will need to re-schedule a call with little notice - we apologize in advance.

