

Camp Our Time Parent Handbook

A GUIDE TO PARENTS AND 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 or e-mail Camp Our Time's office (212-414-9696; camp@ourtimetheatre.org). 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 week at Camp Our Time. 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. Please discuss with the camp directors if your child has been under any psychological/psychiatric care at any time prior to camp. Camp Our Time 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.

IMPORTANT DATES

February 1, 2010: Enrollment Form, Scholarship Form, and Camper Profile Forms due
 May 1~~2010~~: Health History & Health Care Forms due
 May 1- May 15 2010: Scholarship Award notifications are sent out
 R } ^ A @ C E F H Final payment A ~ ^
 July 1, 2010: Travel Form due
 C E * ~ • A @ C E F H First day of Camp Our Time
 August 14th, 2010: Camp Our Time Show
 August 15th, 2010: Last day of Camp Our Time

CAMP RULES

We aim to make Camp Our Time 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 Camp Our Time. 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, 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 or Scooters
- "Blow up" chairs
- Expensive jewelry
- 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 that 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.

HEALTH CARE

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 forms require it, and we ask that you be as detailed as possible. Be assured, this information is treated strictly confidentially.

Your medical forms (Health History – Form 1 and Health Care – Form 2) must be filled out completely and mailed to our office by May 1st, 2010. No camper will be allowed to depart for camp unless we have received both the completed Health History and the Health Care forms. Please note that the Health Care form requires a doctor's signature, and the Health History form requires complete insurance information, which can be provided in the form of a copy of your child's insurance card. We advise that you make your appointments for a camp physical early so that we will have the completed forms by May 1st, 2010.

If your child needs to spend a night in the health center, needs to go to the hospital in case of an emergency, or is placed on medication by our nurse you will receive a phone call from the nurse or camp director to inform you of the health condition of your child.

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.

CLOTHING & PACKING

Here are a few tips to help you pack:

1. We recommend the use of one large suitcase/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.
3. In order to help everyone keep track of all clothing, parents are advised to initial the tags of all clothing.
4. Please note that clothing brought to camp will get dirty. Please do not pressure your child to keep their clothing or shoes clean during their stay at camp.
4. Review the provided "Packing List" for helpful tips on what to pack for your child(ren).

Dress Code – In an effort to emphasize appropriate dress at camp, we ask that campers do not wear low-cut or 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 are low-cut, expose the midriff, short shorts, see through clothing, etc. Campers wearing these items will be asked to change their clothing.

DIRECTIONS TO CAMP

- (1) New York State Thruway North (87N)
- (2) Exit 16 (Harriman) to
- (3) Route 17 West (Future 86)
- (4) Exit 110 (Wanaksink Lake Exit)
- (5) Make a left at the stop sign off the exit
- (6) Make a right at the fork (after the blinking light)
- (7) This becomes BOWERS Road and leads directly to camp

Directions from other locations are posted on Iroquois Springs website: www.iroquoissprings.com

LINEN

Camp Our Time campers must bring their own bedding (including blankets and pillows). The mattresses at camp are 30 x 72 (cot size). If you are unable to find sheets this size, the size bigger (twin) will suffice.

E-MAIL

We will be accepting e-mail for campers. E-mails can be sent to camp@ourtimetheatre.org and must have the camper's full name in the subject line. Please note that campers will not be allowed to send e-mail.

MEDICAL FORMS

Camp must have in its possession completed medical forms (Health History – Form 1 and Health Care – Form 2) before your child will be allowed in camp. Please complete the medical forms and send it to our office by May 1st, 2010.

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.

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.

MEDICATION

Our policy and procedure for dispensing and administering medicine requires camp families to have all of your child's medicine in pill form, be dispensed, pre-packaged and brought to camp on their first day of arrival. This includes:

- all medicine taken daily (prescription and or non-prescription)
- all medicine taken "as needed" (prescription and non-prescription such as Claritin)
- vitamins

*Our camp stocks most over the counter items such as Tylenol, Advil, Benadryl, etc.

Please put all of your child's medicine, in its original packaging, in one plastic zip-lock bag. Clearly label it with your child's name, list of medicines, list of dosages, and list of expiration dates. Please refer to our Medication Chart to provide us with this information. This bag will be given to the camp nurse on the first day of arrival.

No aspirins, cough medication, inhalers etc. are permitted in the bunk.

SAFE

Camp Our Time 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.

TELEPHONE CALLS

Campers will not be allowed to make phone calls to their parents during their stay at camp. If you are concerned about this please do not hesitate to contact Our Time at 212-414-9696 or camp@ourtimetheatre.org to discuss our phone call policy. The Camp Director can be reached on his cell phone during the week of camp at 917-991-0758.

IMPORTANT INFORMATION AND GUIDELINES

Camp Our Time's 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 grounds. 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: Camp 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:
 - a. Clean up: All campers in a bunk, along with the bunk counselors, are responsible for the cleanliness and general safety conditions of the cabin.
 - b. Camp property: Anyone damaging or defacing camp property is liable for such damage, and will be charged accordingly.