

UPDATED June 26, 2020

FAMILY HANDBOOK

Summer 2020



DECATUR, MICHIGAN

CAMPER PREP CHECKLIST

ONLINE FORMS WERE DUE ON TUESDAY, JUNE 23rd

If you have not done so, please complete as soon as possible

Access the online forms through your CampInTouch account.

Step 1) Go to www.lwcgwc.com

Step 2) Click on "FAMILY LOGIN" on the top of the homepage

Step 3) Enter your login and password

Step 4) Click on "FORMS & DOCUMENTS"

FINAL PAYMENTS ARE DUE JUNE 30th

Access your financial statement through your CampInTouch account.

Before making final payment:

Step 1) Complete the "Additional Options Form"

Step 2) Click on "Financial Management"

Step 3) View statement & pay balance by June 30th by credit card, debit card or e-Check.

ORDER CAMP MEDICATION THROUGH CAMPMEDS BY JULY 1st

We **REQUIRE** all prescription and nonprescription medications in pill form to be ordered and dispensed by CampMeds. **All orders must be placed by July 1st.**. After this date, CampMeds will charge a \$15 late fee to rush orders.

PHYSICIAN'S EXAM FORM AND CREDIT CARD & INSURANCE FORM MUST BE MAILED TO CAMP BY JULY 5th

This summer, we will be accepting physicals within 18 months of your camper's arrival at camp.

PACKING FOR CAMP

We've updated our **Packing Lists** for camp. PLEASE pack only essentials. Less is more. It is important that we are able to keep our campers and cabins very organized this summer. Our packing lists can be found on pages 12-14 of this handbook.

TRANSPORTATION & LUGGAGE

All Chicago Area families are **required** to send their luggage to camp. We are offering two luggage dates, one in the city and one on the North Shore. Please note our new luggage dates below:

Option 1 - TUESDAY, JULY 14th 5:00 pm - 7:00 pm Newberry Academy 700 W. Willow Street Chicago, IL 60614 Option 2 - WEDNESDAY, JULY 15th 4:00 pm - 7:00 pm

Northbrook Court (near Neiman Marcus) 1515 Lake Cook Road Northbrook, IL 60062



A letter from THE DIRECTOR

We are excited that you have chosen our camp for your child's summer home! Dear Camp Family,

Enclosed you will find a lot of information to help prepare you and your child for the coming summer. We encourage you to carefully read over this Family Handbook and keep it handy throughout the summer.

Please note the following dates for 2020:

Monday, July 20 to Saturday, August 1 Monday, July 20 to Friday, August 14

The Glen at Lake of the Woods: Lake of the Woods and Greenwoods:

In order to make this summer the best possible, we need you, our camp families, to be aware of and support our camp policies. We believe that outstanding summer camp experiences are created through careful and intentional planning. The policies we enforce help ensure that we treat

If you are a returning family, please take note of any changes that have taken place since last year. each camper fairly.

Any significant changes in the handbook, whether something is new or modified, are noted with a star.

We believe that parents play an extremely important role in the success of their child's camp experience.

We are partners in this camping venture and are available to speak with you at anytime throughout

the summer. Yours & s'mores,

Dana Kite

For all information related to the COVID-19 response plan, visit our website at

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REQUIRED FORMS

Our Camper Prep Packet includes instructions on how to access CampInTouch, which allows parents to access important forms, documents and camp information. Several of the required forms are only available online through CampInTouch. Below is an outline of the forms you must complete for your child:

ONLINE FORMS WERE DUE ON TUESDAY, JUNE 23rd

If you have not done so, please complete as soon as possible.

- Camper Profile and Cabin Preference Form
- Parent Consent Form
- Camper Code of Conduct
- · Health History
- The Parental COVID-19 Disclosure
- Camper Goal Setting
- Additional Options Form
- · View invoice & make final tuition payment

FORMS TO BE MAILED NO LATER THAN JULY 5th

- · Physician's Examination Form
- Credit Card & Insurance Card Authorization Form

IMPORTANT DOCUMENTS AVAILABLE TO READ AND DOWNLOAD ONLINE THROUGH CAMPINTOUCH

- General Health and Medication Information (also sent with medical mailing)
- CampMeds Information (also sent with medical mailing)
- Suggested Packing List (also found in this handbook)

See explanation of required forms on next page.

EXPLANATION OF REQUIRED FORMS

CAMPER PROFILE AND CABIN PREFERENCE FORM

The confidential Camper Profile and Cabin Preference Form is available online through CampInTouch and should have been completed by **June 23rd** for all campers (if you have not done so, please complete it as soon as possible). We cannot guarantee proper cabin placement without this form completed on time. Please take time to share any information you think will help our staff get to know your child. You may want to include adjectives you would use to describe your child's personality, interests, ability to get along with others and any other information you feel is appropriate. We appreciate your openness and honesty. Sharing more information with us in advance will help ensure that your child will have a successful summer experience. Since children and circumstances may change from year to year, we ask that you complete these forms thoroughly each year.

★ HEALTH HISTORY

Camper Health History information must be submitted online through CampInTouch and should have been completed by **June 23rd** (if you have not done so, please complete it as soon as possible). A parent or guardian e-signature is required when submitting the Health History.

★ PHYSICIAN'S EXAMINATION FORM

Each camper is required to have a complete physical examination performed by a licensed physician within 18 months prior to the start of their camp session. The Physician's Examination Form was previously mailed in the Medical Packet. This form must be fully completed and signed by a physician for every child to attend camp. Exact dates of immunizations for smallpox, diphtheria, tetanus, rubella, measles and poliomyelitis must be documented on the form. Please understand that we cannot allow your child to participate in activities at camp unless we have a completed medical form. The Physician's Examination Form MUST arrive at camp no later than **July 5th** for all campers.

It is understood that if your child should become acutely ill or have an accident requiring emergency medical care, the camp has permission to authorize immediate action as deemed necessary. Michigan law and the American Camp Association prohibit a camper's admittance to camp without a completed medical form.

FINANCIAL STATEMENT AND ADDITIONAL OPTIONS FORM

The balance of the camp tuition is due by **June 30th** for all campers, including second session campers. It is understood that no refund is made for late arrival or early departure. Please log into your CampInTouch account and fill out the Additional Options Form, any additional fees will then be automatically added to your financial statement. After you complete this form, you can view your statement and make payment online. The camp tuition includes room and board, all meals, a photo yearbook, and a camper and cabin photo.



GENERAL CAMPER RULES AND POLICIES





- 1. The use or possession of cigarettes, tobacco products, inhalants/vaping of any kind (including juuls), illegal drugs, marijuana in any form, or alcohol are strictly prohibited. Any camper disobeying this rule will be asked to leave. We have a zero tolerance policy. Campers will be sent home. There will be no refunds.
- 2. Camper agrees to abide by the "Camper Code of Conduct" (accessible online through your CampInTouch account).
- 3. **Cell phones are NOT allowed.** This includes old cell phones without a SIM card. They will be confiscated.
- 4. iPads, iPod touches, laptop computers, Apple watches, or other electronic devices with WiFi or gaming capabilities are not allowed. No kindles or e-readers allowed. We are "screen free". Any devices brought to camp will be confiscated.
- 5. Graffiti is not permitted anywhere on campgrounds this includes rafters in cabins and dressers. Parents will be billed a \$50 fine for graffiti created by their child.
- 6. NO stealing from other campers, staff, or items that belong to camp.
- 7. Other prohibited items include: fireworks, knives, guns, electric fans, pets, extension cords, skateboards, hammocks.
- 8. Headphones and portable speakers are allowed, but must be kept inside the cabins at all times, and cannot be brought to activities.
- 9. The sale of any items to other campers or staff is not permitted.
- 10. Campers may not bring food to camp. We have campers and staff with life-threatening food allergies. Any food brought to camp will be confiscated.
- 11. Attendance is required and taken at ALL daily and evening activities, flag, and meals.
- 12. NO boys allowed in girls cabin area or cabins & NO girls allowed in boys cabin area or cabins. Sneaking out of the cabin after lights out is not allowed and may result in the camper being sent home with no refund.
- 13. NO swimming in the pool or lake without a lifeguard present. Campers are not allowed to use any activity equipment without permission.
- 14. Locks are NOT permitted on trunks or other storage containers in cabins.
- 15. All medication must be kept in the Health Center. Campers are not allowed to keep ANY medications, including over-the-counter medications in their cabins.
- ** We recommend that campers leave valuables at home, as the camp is not responsible for loss or damage to valuables such as iPods, GoPros, portable speakers, etc. Please note that camp will confiscate any prohibited items that are brought to camp.

Continued on next page.

CAMPER CODE OF CONDUCT

At Lake of the Woods & Greenwoods Camps we have an official policy against bullying in all its forms. All campers and parents/guardians must read and sign the Camper Code of Conduct, which must be accessed online through your CampInTouch account. Our Code of Conduct outlines the expectations and behaviors that campers must agree to. To ensure that we maintain an emotionally and physically safe environment where each camper is free to experience camp life to its fullest, our leadership will address all incidents of bullying seriously and will train our staff to recognize and deal effectively with such behavior.

Failure to comply with the Code of Conduct may result in the immediate suspension or dismissal of a camp participant. No refunds will be issued for campers who are suspended or dismissed.

DIGITAL CAMERAS/VIDEO RECORDING

Cameras are permitted at camp, as long as there are no photographs or videos taken inside of bathrooms, shower houses, or of other campers and staff without their permission. Any cameras used in such places will be taken and returned at the end of the summer.

SOCIAL NETWORKING SITES

Campers are not permitted to post any photos or videos from camp using the camp name or logo without permission from the camp.

WE ARE A PEANUT AND TREE-NUT AWARE CAMP

In an effort to respond to the needs of so many of our campers with food allergies, as well as to ensure the safest environment possible, we have a peanut and tree-nut free dining hall. We do not serve any products that may contain or contain peanuts or tree-nuts and we do not cook with any peanut oils in our dining hall. It is imperative that your child does not bring anything on the bus to camp that contains or may contain peanuts or tree-nuts.

Campers have many food options in addition to the main entrée being served. These daily options include a breakfast bar with yogurt, fresh fruit, cereal bars, bagels and cream cheese. At lunch and dinner, we have a salad bar with fresh fruit, cottage cheese, hummus and pita bread, hard boiled eggs, carrots, broccoli, tomatoes, beans, quinoa, edamame and much more. We have a daily pasta bar at dinner as well as vegetable bars, sandwich bars and soup bars a few days each week. Each table is also set with soy butter and jelly.

ELECTRONICS POLICY

 Absolutely NO CELL PHONES are permitted at camp, this includes old phones without SIM cards



- ➤ NO iPads, iPod Touches, Apple Watches, tablets or laptops
- > NO electronic device capable of internet access
- ➤ NO walkie-talkies
- NO Kindles or other E-readers
- ➤ No Nintendo Switches, Nintendo DSs, or any other electronic video game systems
- ➤ No scooters, Hoverboards, etc.

Music is an important part of our camp culture. Campers are allowed to bring a basic MP3 player with NO video or game capabilities and NO wifi capabilities.

Again, this means that iTouches or iPhones (even without a calling plan or SIM card) will NOT be allowed at camp. Any of these prohibited items will be confiscated.

Campers may bring an iPod nano or shuffle as long as it does not have games or wifi capabilities. Please keep in mind that camp is not responsible for items that may be lost or damaged.

Looking for a WiFi-Free Music device? Check out the Spotify Mighty

OPTIONAL PROGRAMS



Sign-up for the following programs is available on the "Additional Options Form" in your CampInTouch account.

HORSEBACK RIDING Horseback riding is optional at camp. The fee for 4 lessons is \$150, 8 lessons is \$300, and 16 lessons is \$550. Hard-soled boots with heels are **required** for your child's safety. The camp will provide riding helmets for all participants. Boots may be purchased at a saddle shop in your area, or campers may purchase hiking style boots as long as they have heels and a hard sole.

LINENS All campers are required to use linens for bedding. The State of Michigan does not allow campers to sleep inside a sleeping bag during their stay. As an optional service, the camp rents blankets and linens for a cost of \$45 for 4 weeks. This includes a warm blanket, sheets, one pillow and pillowcase, but NOT towels. Linens are laundered weekly.

PRIVATE LESSONS Private lessons offer time for campers to concentrate on areas needing further development. These one-on-one sessions with our coaches are individually tailored to meet each camper's goals. Private lessons are scheduled during down-times at camp (before meals, rest hour, etc.). Currently, we offer private lessons in basketball, golf, soccer and tennis. If you are interested in one-on-one instruction in a different activity, please contact us, and we will do our best to accommodate.

GENERAL CAMP INFORMATION



PERSONAL ACCOUNT

For our two-week campers, the cost is included in the tuition. For four-week campers, a cost of \$150 per camper is required to cover each camper's personal account. This money is for the camper's canteen purchases, laundry and sundries (soap, batteries, toothpaste, etc.). Please note that our laundry service charges each camper per pound and the cost for laundry takes up about half of the monies in the personal account.

CAMP STORE "CANTEEN"

In addition to getting a daily snack and drink from our canteen, campers may obtain replacement items such as toothbrushes, toothpaste, soap, stationery, batteries and more. Items purchased will be deducted from the pre-paid personal account. Please plan on packing the toiletries listed on the enclosed packing list and using the camp store only for replacement of items.

BIRTHDAYS

Birthdays are fun to celebrate at camp! Your child has the option to make a call home to you after dinner on the evening of his or her birthday. If your camper will be celebrating a birthday during their session, you may select from the following options on the Additional Options Form in your CampInTouch account:

- 1. We will bake a birthday cake, sing to him or her at flag, and serve the cake to the cabin group that evening (no charge).
- 2. Birthday cake plus a pizza party for his or her cabin (\$65).
- 3. Birthday cake plus an ice cream sundae party for his or her cabin (\$30).

You may also send ONE birthday package to your child. Please ship "Attention: Office - Birthday Package" with your child's name and the date it should be delivered to your child. **Food is not allowed to be sent.**

TIPPING

If you would like to show your gratitude toward your child's counselor, a small gift or nice note would be appropriate.

PHOTO & YEARBOOK

Each camper will receive a cabin and individual photo along with a yearbook at no additional charge. The yearbook is in full color and contains photos of each cabin group, counselors, activities and more! Photos and yearbooks will be distributed at the Chicago-area camp reunion in November, or mailed to campers who live outside the Chicago area or are unable to attend that reunion.

OTHER

The camp reserves the right to use any pictures and/or video of your child for advertising or marketing purposes in both print and digital form including social media. The camp will not use any names for marketing purposes.

CLOTHING AND EQUIPMENT





You are reminded to mark all clothing and equipment with your child's name. To avoid loss, use nametags wherever possible. On items that cannot have name-tags sewn on, use adhesive tape and mark the camper's name with indelible ink. Camp is a good place to bring old clothes. Please do not send fancy clothing.

PACKING

A suggested packing list can be found on the next page. This list may also be found in the "CURRENT FAMILIES" section of our website www.Lwcgwc.com under "Packing for Camp." It is helpful to pack with your child so that he or she will know and recognize what belongings have been brought to camp. We recommend packing in two large duffel bags. Please make sure that **all bags are clearly marked with your child's first and last name.**

LAUNDRY

Laundry is sent out to a service once a week and is returned to each camper two days later. While we have had much success with the service we use, your child should not send any articles of clothing that are not machine washable. For example, hand painted shirts, clothing with jeweled applications, or clothing that is meant to be dry cleaned should not be sent to camp. Please make sure your child's laundry bags are clearly labeled with their first and last name.

BUG SPRAY

Many parents have asked us which bug spray works best. Over the years we have found **Deep Woods**Off to be most effective against mosquitoes. Whatever repellent you decide to send with your child, please talk with him or her about the importance of wearing it while at camp. The cabin counselors will also remind campers to wear bug spray daily.

EYEGLASSES

If your child wears glasses, please send an extra pair to camp. If your child wears contact lenses, please send extra contact lenses and solution.

SOCCER

Campers participating in soccer must bring shin guards to camp.

See packing lists on next 3 pages.



Lake of the Woods



4 Week Girls' Packing List

Please only send what your camper really needs. Every item of clothing and equipment must be clearly labeled with your camper's first and last name. <u>Essential items only!</u>

	REQUIRED		REQUIRED TOILETRIES
	4-6 neck gaiters or masks (one must be worn when they arrive) Ross's- Highland Park Amazon		1 Shower Organizer/Caddy 1 Filler Kit - Toothbrush, Toothpaste, Hairbrush, Soap, Shampoo, Conditioner
	<u>sleefs.com</u>		1 Sunscreen
	2 Reusable Water Bottles Label top and bottom with first and last name *Do not bring or send bottled water		Bug Spray - Deep Woods Off Recommended Afterbite Boz Bottle of Hand Sanitizer
	2 Laundry Bags- clearly labeled with camper's first and last name		2 Bottles of Travel Size Hand Sanitizer
	1 Official LWC Camp T-Shirt *Grey with navy logo (purchase from <u>The Camp Spot</u>)		CAMPING GEAR/OUTERWEAR
	Camp Anywhere Chair - "Crazy Creek"		Warm Jacket or Fleece
	Backpack or Drawstring Bag		Rain Jacket or Poncho Flashlight
	APPAREL & ACCESSORIES		Battery Operated Fan
	14 T-Shirts/Tank Tops		MISCELLANEOUS
	2 Long Sleeve Tees		Extra Batteries
	4-5 Pairs of Pants (Jeans, Sweats, etc.)		Disposable or Inexpensive Camera
	8 Pairs of Shorts		Books & Magazines
	4 Sweatshirts		Games, Hobbies (No electronic games)
	1-2 White T-shirts/Tanks for Tye-Dye	$\tilde{\Box}$	iPod Nano/Shuffle or Spotify Mighty -
	14 Pairs of Underpants		We do NOT allow models with Wi-Fi.
	6 Undershirts or Bras		Set of Extra Eyeglasses
	18 Pairs of Socks	Ξ	Pair of Sunglasses
	2-3 Sets of Sleepwear	\sqcap	Stationary & Stamps
	3-4 Swimsuits		
	SHOES		BEDDING & BATH incidence in Bed Bed Bath incidence in Bed Bath incidence in Bed Bed Bath incidence in Bed Bath in Bed Bath incidence in Bed Bath in Bed Bath incidence in Bed Bath in Bed Bath incidence in Bed Bath in Bed Bath incidence in Bed Bath in Bed Bath in Be
	1-2 Flip-Flops/Beach Sandals	a	rranged in advance.
	1 Pair of Shower Sandals/Flip Flops		1 Warm Blanket
	1 Pair of Rain Boots		2 Fitted Twin Sheets
	2 Pairs of Athletic Shoes		2 Flat Twin Sheets
_ ~_			2 Pillowcases
	SPECIAL EVENTS - OPTIONAL		1 Standard Pillow
			1 Egg Crate (Optional)
	2 blue and 2 white shirts for Color Days		4 Bath Towels
	Hawaiian Shirt- for "Hawaiian Shirt" Friday		2-4 Washcloths or 1 Luffa
	PACK & SHIP		2 Beach Towels
	2 Cargo-Sized Duffel Bags (NO LARGER THAN 44") labeled with first and last name		HORSEBACK RIDING **REQUIRED IF TAKING RIDING
	Name Tapes OR Name Stamp		Riding Boots or Heeled Shoes
	*Required to label all clothing and equipment		Riding Jodhpurs, Tights, or Extra Blue Jeans



Greenwoods Camp 4 & 8 Week Boys' Packing List



Please only send what your camper really needs. Every item of clothing and equipment must be clearly labeled with your camper's first and last name. Essential items only!

T	REQUIRED	REQUIRED TOILETRIES
	4-6 neck gaiters or masks (one must be worn when they arrive) Ross's- Highland Park Amazon sleefs.com	1 Shower Organizer/Caddy 1 Filler Kit - Toothbrush, Toothpaste, Hairbrush, Soap, Shampoo, Conditioner 1 Sunscreen 1 Bug Spray - Deep Woods Off Recommended
	2 Reusable Water Bottles Label top and bottom with first and last name *Do not bring or send bottled water	Afterbite 1 8oz. Bottle of Hand Sanitizer
	2 Laundry Bags labeled with first and last name	2 Travel Size Bottles of Hand Sanitizer
	1 Official GWC Camp T-Shirts *Grey with green logo (purchase from The Camp Spot)	CAMPING GEAR/OUTERWEAR
	Camp Anywhere Chair - "Crazy Creek" Backpack or Drawstring Bag	Warm Jacket or Fleece Rain Jacket or Poncho Flashlight
	APPAREL & ACCESSORIES	Battery Operated Fan
	14 T-Shirts/Tank Tops 2 Long Sleeve Tees 4-5 Pairs of Pants (Jeans, Sweats, etc.) 8 Pairs of Shorts 4 Sweatshirts 1 White T-shirts/Tanks for Tye-Dye (optional) 14 Pairs of Underpants 18 Pairs of Socks 2-3 Sets of Sleepwear 3-4 Swimsuits	Extra Batteries Disposable or Inexpensive Camera Books & Magazines Games, Hobbies (No electronic games) iPod Nano/Shuffle or Spotify Mighty- We do NOT allow models with Wi-Fi. Set of Extra Eyeglasses Pair of Sunglasses Stationary & Stamps
	SHOES	BEDDING & BATH
	1-2 Flip-Flops/Beach Sandals1 Pair of Shower Sandals/Flip Flops1 Pair of Rain Boots2 Pairs of Athletic Shoes	Linens may be rented from camp if arranged in advance. 1 Warm Blanket 2 Fitted Twin Sheets 2 Flat Twin Sheets
	SPECIAL EVENTS - OPTIONAL 2 red and 2 black shirts for Color Days	2 Pillowcases 1 Standard Pillow
	Hawaiian Shirt- for "Hawaiian Shirt" Friday	1 Egg Crate (Optional) 4 Bath Towels 2-4 Washcloths or 1 Luffa
1	PACK & SHIP	2 Beach Towels
	2 Cargo-Sized Duffel Bags (NO LARGER THAN 44") labeled with first and last name Name Tapes OR Name Stamp *Required to label all clothing and equipment	*REQUIRED IF TAKING RIDING Riding Boots or Heeled Shoes Riding Jodhpurs or Extra Blue Jeans



The Glen Camp



2 Week Girls' Packing List

Please only send what your camper really needs. Every item of clothing and equipment must be clearly labeled with your camper's first and last name. Essential items only!

	REQUIRED		REQUIRED TOILETRIES
	4-6 neck gaiters or masks (one must be worn when they arrive) Ross's- Highland Park		1 Shower Organizer/Caddy 1 Filler Kit - Toothbrush, Toothpaste, Hairbrush, Soap, Shampoo, Conditioner
	Amazon sleefs.com		1 Sunscreen
	2 Reusable Water Bottles Label top and bottom with first and last name *Do not bring or send bottled water		Bug Spray - Deep Woods Off Recommended Afterbite Soz Bottle Hand Sanitizers
	2 Laundry Bags- clearly labeled with camper's first and last name		2 Bottles of Travel Size Hand Sanitizers
	1 Official The Glen Camp T-Shirt *Navy with white logo (purchase from <u>The Camp Spot</u>)		CAMPING GEAR/OUTERWEAR
	Camp Anywhere Chair - "Crazy Creek"		Warm Jacket or Fleece
	Backpack, Drawstring Bag or Fanny Pavk		Rain Jacket or Poncho Flashlight
	APPAREL & ACCESSORIES		Battery Operated Fan
	10 T-Shirts/Tank Tops		MISCELLANEOUS
	2 Long Sleeve Tees		Extra Batteries
	4-5 Pairs of Pants (Jeans, Sweats, etc.)		Disposable or Inexpensive Camera
	8 Pairs of Shorts		Books & Magazines
	2 Sweatshirts		Games, Hobbies (No electronic games)
	1 White T-shirts/Tanks for Tye-Dye		iPod Nano/Shuffle or Spotify Mighty -
	10-12 Pairs of Underpants		We do NOT allow models with Wi-Fi.
	4 Undershirts or Bras		Set of Extra Eyeglasses
	10 Pairs of Socks		Pair of Sunglasses
	2-3 Sets of Sleepwear		Stationary & Stamps
	3-4 Swimsuits		BEDDING & BATH
	SHOES 1-2 Flip-Flops/Beach Sandals	L	inens may be rented from camp if rranged in advance.
	1 Pair of Shower Sandals/Flip Flops		1 Warm Blanket
\mathbb{H}	1 Pair of Rain Boots		2 Fitted Twin Sheets
	1 Pairs of Athletic Shoes		2 Flat Twin Sheets
			2 Pillowcases
	PACK & SHIP		1 Standard Pillow
	2 Cargo-Sized Duffel Bags (NO LARGER THAN 44") labeled		1 Egg Crate (Optional)
)	with first and last name		3 Bath Towels
	Name Tapes OR Name Stamp		2 Washcloths or 1 Luffa
_	*Required to label all clothing and equipment		2 Beach Towels
	SPECIAL EVENTS - OPTIONAL		HORSEBACK RIDING *REQUIRED IF TAKING RIDING
	1 pink and 1 green shirts for Color Day		Riding Boots or Heeled Shoes
$\overline{\Box}$	Hawaiian Shirt- for "Hawaiian Shirt" Friday		Piding Johnure Tights or Extra Plua Joans

COMMUNICATION

We welcome the opportunity to talk with our parents before and during your child's stay at camp. We believe that a partnership with our parents is the best way to make camp the most positive experience possible for your child... and for you! You will have the option to schedule a phone call at the end of the first week of camp with your child's Division Leader or counselor to let you know how he or she is adjusting. In addition, you will receive email updates with some fun information about what your camper's bunk has been up to. Throughout the summer, our Division Leaders are happy to speak with you if you want any updates about your camper. Of course, Dana is always available if you wish to speak directly with her.

When calling our camp families, we will always call a camper's parents cell phone first. If you prefer that we contact you a different way, please let us know before your child's session begins.

OFFICE HOURS

Our summer office number is 269-423-3091. The best time to call us is between 8:30 a.m. and 9:00 p.m. Chicago time (Central Daylight Time). The office closes sometimes during meals, but you may always leave a message and we will return your call as soon as possible. While we always try to keep a phone line open to receive your calls, our small town does not have call waiting, so occasionally you may experience a busy signal. While we have internet access at camp, it is best to call us if you want a timely response to a question or issue. We only check the office email a couple of times a day at camp (usually in the evening).

TELEPHONE CALLS

Phone calls to campers are not permitted except in the event of an emergency or a camper's birthday. We find from past experiences that a phone conversation may end up causing harm to the child's adjustment at camp, as campers who are perfectly adjusted and happy at camp can become homesick by a few short words from you on the telephone. If any parent is worried, please do not hesitate to call us (the directors), as we have a complete and open communication policy between parents and staff and are happy to talk with you at any time regarding the welfare of your child. We want you to be reassured and know that your child is well and happy. Please know that we are the first to call you if a situation arises with regards to your child. The camp phone number is 269-423-3091.

NO OPEN VISITATION POLICY

Lake of the Woods and Greenwoods does NOT have an open visitation policy throughout the summer. **Due to COVID-19, no visitors are allowed. No exceptions will be made**. We appreciate your understanding and cooperation.

LETTER WRITING

Campers are required to write home 3 times each week. Since we are in a small town, a letter may take up to 4 days for you to receive. Just as parents are anxious to receive letters from their children, mail time is one of the highlights of the campers' day! We encourage you to write as often as possible. We also encourage you to send a letter to your child before he or she leaves so that your child has mail waiting once they arrive at camp.



Although campers benefit from knowing what's going on at home, try not to go into great detail since you do not want your child to feel he or she is missing out on something back home. Asking questions about camp programs and activities will help your child compose his or her next letter home. Occasionally a child will write a letter home that is not entirely happy. Do not panic! Writing letters home can be difficult for some campers and trigger homesickness. By the time you receive the letter, these feelings may have passed and there is no need to be alarmed. Encourage your child to tell someone at camp if something is bothering him or her so that we can help. However, if you are concerned, do not hesitate to call us for more information.

Address all mail as follows:







NO PACKAGE POLICY

Packages can create an unhealthy competition among campers and parents. In an effort to promote a non-materialistic camp environment and in fairness to all campers and parents, our camp has implemented a **NO package policy (this includes Amazon deliveries)**. This policy extends to all parents, relatives and friends. In order to ensure fairness, this policy will be strictly enforced. **Any package received will be returned to sender.** Please inform family and friends and remind them not to send food, candy, or gum in letters. If your child forgets to pack an essential item, please contact us at the camp office and we will arrange for your child to receive these items.

If your child has a birthday while at camp, they are allowed to receive ONE birthday package. Please ship attention "OFFICE-BIRTHDAY PACKAGE", your child's name and the date it should be delivered to your child. As always, your cooperation is greatly appreciated.

NO FOOD MAY BE SENT OR BROUGHT TO CAMP

This policy is in place to ensure safety for a number of campers with life-threating food allergies. If food is sent, it will be discarded. Please be assured that there is an abundance of snacks at camp including a daily snack from the canteen and a healthy evening snack each night after evening program.

PARENT ITINERARIES

If you are going on a trip, and will NOT have cell phone service, please email your travel dates and details to info@Lwcgwc.com.

See Bunk1 information on next page.





KEEP IN TOUCH WITH BUNK1!

Be the first to know what's happening this summer with the Lake of the Woods, Greenwoods, The Glen and The Grove private photo gallery, then send messages using Bunk Notes. Your note will be delivered to the camp within 24 hours. No need to wait for snail mail: Bunk1 makes it easy to communicate with your child. Follow Bunk1 on Facebook and Twitter for the latest updates and deals!

GET STARTED TODAY!

- Go to www.Bunk1.com or search for the Bunk1 mobile app in the App Store.
 - **RETURNING PARENTS** will login using their email address and password.
 - · NEW PARENTS will click "New Here? Get Started" button and complete the basic form.

• The Invitation Code is: MY49045

 You will be prompted to select a bundle for access to your Parent Portal. Bundles include credits for you to send Bunk Notes and enhance your notes with borders, photos, sports scores, and puzzles.

PHOTO GALLERY WITH FACIAL RECOGNITION

Save Favorite Photos for easy access to pictures of your camper all year-round.

Upload a profile photo of your camper. Our facial recognition will scan all the uploaded photos and notify you when we detect photos of your camper

Share Photos to social media or email a photo to family.

Customize Unique Photo Gifts such as photo books, mugs, calendars, phone cases and more.

Order high resolution digital downloads or prints.



SENDING BUNK NOTES

Send Bunk Notes day or night. Your camp receives a pdf at **8am CST** each day containing all Bunk Notes received in the last 24 hours.

Use Credits to create **Fun Notes** that include borders, photos, Sudoku Puzzles or Baseball Box Scores.

Purchase **Bunk Note Express** and receive a unique email address for your camper. You can customize your camper email address and share with grandparents or other relatives so that they can send Bunk Notes too.

The Bunk1 team is available to support you 7 days a week during peak season. They guarantee a response within 24 hours and it's usually much quicker than that. Please call Bunk1 at **212-974-9112** or email support@bunk1.com. For FAQ's related to the services above, visit www.bunk1family.com/faqs



HEALTH CARE AND MEDICATION



HEALTH CARE AT CAMP

Our Health Center staff includes a charge nurse, 10 nurses and 3 nurse assistants, who are there to care for your child during their stay at camp. We often have a camp doctor living on-site as well as 24/7 access to a licensed, Board Certified Pediatrician, Dr. Kimberlee Coleman and her licensed Physician Assistant through our partnership with My ePhysicians, PC.

Our partnership with My ePhysicians, allows our campers to see Dr. Kim when they need to...no waiting to schedule an appointment, no waiting rooms, no missing out on the camp fun!

In the event that your child requires more medical attention than our on-site nurses can provide, we will consult with one of our camp doctors. If a doctor is not on-site, Dr. Kim will evaluate and treat many common problems through real-time face to face video visits, including, but not limited to: earaches, strep throat, rashes, impetigo, sinus infections, minor injuries, and concussions.

COMMUNICABLE DISEASES AND HEAD LICE

No child who has been exposed to a communicable disease may attend camp before the period of incubation has elapsed. Please be sure to inspect your child for head lice 3 weeks prior to departure and again immediately before camp begins. Please notify the nurse if anyone in your family has been treated for lice within the past month prior to camp. This information will be kept confidential, but allows us to discretely recheck your child during their stay. We check all campers upon their arrival to camp.

INSURANCE INFORMATION

Medical care provided by any of the on-site camp nurses, Dr. Kim, or her PA, is included in the tuition. You will not be charged a co-pay and your insurance will not be billed. If your child needs outside medical care, parents/guardians are responsible for all expenses involved. The Medical provider will bill your insurance company directly and invoice you for any expenses that are not covered by your insurance. If we have to obtain a prescription for your child, the local pharmacy will file claims for all prescriptions with your insurance company, and they will charge the co-pay to your credit card.

For health care related to COVID-19, please refer to our COVID-19 Safety Plan.

See Camper Medication Policies on next page.

CAMPER MEDICATION POLICIES



We **REQUIRE** all prescription and non-prescription medications in pill form to be ordered and dispensed by CampMeds. This includes "as-needed" medication, that is not taken daily.

In order to meet the needs of our campers who require medication while at camp and comply with strict state regulations regarding medication dispensing for summer camps, we work with CampMeds Inc., a prepackaging medication program founded by a former camp nurse. CampMeds has been servicing the camp industry since 2003, providing the convenient service of dispensing, packaging and shipping medications directly to summer camps.

ALL FAMILIES ARE REQUIRED TO USE CAMPMEDS FOR:

- > ALL Prescription medication in pill form (both daily and as-needed)
- > **ALL Non-prescription items in pill form** such as allergy medication (both daily and "as needed") including Melt tabs.
- ➤ **ALL Vitamins** For specialty vitamins/supplements, email CampMeds (info@campmeds.com) to confirm they can be provided. Gummi vitamins/medications will NOT be administered. Please ask your Doctor for an alternative chewable or melt tab medication to replace the Gummi.

Medications in pill form are individually packaged by CampMeds 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 camp minimizes potential errors, ensuring that every camper gets the correct medication and dosage, at the right time, on the right day.

CAMPMEDS EXCEPTIONS:

- Accutane
- Birth Control Pills
- Injections (growth hormones, insulin)
- · Epipens, AUVI-Q
- · Liquid medication including nebulizer meds
- Nasal Sprays
- Eye & Ear Drops
- Inhalers
- · Creams, Ointments

These are the ONLY exceptions!

If your child takes any of the exceptions above, please do the following:

- 1) Fill out the "Medication Exception Form" found in your CampInTouch account.
- 2) Mail the Medication Exception Form WITH your child's medication to arrive at camp one week prior to your child's session. Any exception medications must be mailed in the original bottles or packaging with dose notes clearly marker. Please make sure medication do not expire during your child's stay at camp.
- 3) If your child takes other medications that are NOT on the exception list, you must order those medications through CampMeds.

OVER-THE-COUNTER MEDS

The Health Center stocks basic over-the-counter medications such as Tylenol in many forms; Motrin, Ibuprofen, Actifed, Benadryl, Claritin, Tums, Kaopectate, Immodium, Robitussin, and many more. Please do NOT order these from CampMeds. There is no need to send TYLENOL AND IBUPROFEN TO CAMP unless your child takes them daily as these are stocked in our Health Center.



All Chicago Area families are required to send their luggage to camp. We are offering two luggage dates, one in the city and one on the North Shore. Please note our new luggage dates below:



★ Option 1: Tuesday, July 14th from 5:00 p.m. - 7:00 p.m.

at Newberry Academy, 700 W. Willow Street, Chicago, IL 60614

★ Option 2: Wednesday, July 15th from 4:00 p.m. - 7:00 p.m.

at Northbrook Court (near Neiman Marcus), 1515 Lake Cook Road, Northbrook, IL 60062

We encourage families that are out of town to ship baggage to/from camp via UPS/Fed-ex. Please have baggage arrive at camp by July 15th.

PLEASE NOTE that in an effort to help your child organize his or her belongings as best as possible, counselors will be unpacking luggage for all campers. There is no additional charge for shipping bags on the truck to and from camp. All duffel bags should be less than 44 inches and weigh less than 75 lbs.

★ GETTING TO AND FROM CAMP

CAMP START DATE: Monday, July 20th

GETTING TO CAMP INFORMATION

<u>Transportation will be assigned by cabin group. Once cabin placements are complete, you will receive an email that indicates your bus or car drop off time and instructions.</u>

Buses will be departing throughout the day from Northbrook Court (near Neiman Marcus), 1515 Lake Cook Road, Northbrook, IL 60062

All families outside of the Chicagoland area will be assigned a car drop off time.

CAMP END DATES:

RETURN HOME FROM CAMP INFORMATION

Instructions and confirmation for the return of your camper and their baggage will be emailed to you while your child is at camp. Campers from the Chicagoland area will be asked to take the bus from camp.





DRIVING DIRECTIONS

FROM CHICAGO (approximately 2 ½ hours driving from downtown Chicago – mostly expressways)

- 1. Take the Dan Ryan Expressway and the Chicago Skyway out of Chicago. Follow the Indiana Toll Road to Exit 21 (1-94 East- Detroit/Lake Station) or take I-294 out of Chicago to Indiana Toll Road East
- 2. Take Exit 21 and follow Interstate 94 East
- 3. Follow Interstate 94 freeway to Exit 56 Decatur
- 4. Turn right to take M-51 South, 7 miles to Decatur
- 5. From Decatur, follow M-51 South about $1\frac{1}{2}$ miles slow down and watch for Lake of the Woods Access sign (you will have just passed a restaurant/ice cream shop called The Hayloft).
- 6. Turn right on 47 ½ Street, about ½ mile to camp. NOTE: On the return drive to Chicago, take I-94 West to Exit 16 (Ripley St. toward Indiana Toll Road 90 West).

FROM DETROIT (approximately 2 1/2 hours), Toledo and East

- 1. Take Interstate I-94 to Exit 56 Decatur
- 2. Turn right to take M-51 South, 7 miles to Decatur
- 3. From Decatur, follow M-51 about 1 $\frac{1}{2}$ miles slow down and watch for Lake of the Woods Access sign (you will have just passed a restaurant/ice cream shop called The Hayloft).
- 4. Turn right on 47 $\frac{1}{2}$ Street, about $\frac{1}{2}$ mile to camp.

FROM INDIANAPOLIS AND SOUTH

- 1. Take route 31 to Niles, Michigan
- 2. At Niles, turn north on M-51 to Dowagiac (watch for sign)
- 3. Continue on M-51 towards Decatur about 2 miles after you pass 52nd Street slow down, watch for Lake of the Woods Access sign. Turn left on 47 $\frac{1}{2}$ Street, about $\frac{1}{2}$ mile to camp.

FROM ST. LOUIS

- 1. Take Interstate 55 North to Interstate 80 (East and North before Joliet)
- 2. Continue East on Interstate 80 as it becomes Interstate 80 & 94 Tri-State Highway (do not get off on I-94 Calumet Expressway or Tri-State Tollway 294).
- 3. Continue on Interstate 94 East, past Gary & the Indiana Toll Road, then proceed all the way on Interstate 94 to Exit 56 Decatur
- 4. Follow M-51 South, 7 miles to Decatur
- 5. From Decatur, follow M-51 about 1 $\frac{1}{2}$ miles slow down and watch for Lake of the Woods Access sign (you will have just passed a restaurant/ice cream shop called The Hayloft). Turn right on $47\frac{1}{2}$ Street, about $\frac{1}{2}$ mile to camp.



HOTEL ACCOMMODATIONS

Here are a few suggested hotels, bed and breakfasts, motels and inns in Southwest Michigan.

AREA MOTELS (about 10 minutes from camp)				
Comfort Inn, Paw Paw, I-94 exit 60	269-655-0303			
KALAMAZOO AREA (about 35 minutes from camp)				
	2/0 7/7 7777			
Radisson Plaza Hotel, Kalamazoo, 1-94 exit 76				
Residence Inn by Marriott, I-94 exit 78	269-349-0855			
Four Points by Sheraton	269-385-3922			
SOUTH HAVEN AREA (50 minutes from camp)				
Victoria Resort Bed & Breakfast	269-637-6414			
Yelton Manor Bed & Breakfast	269-637-5220			
Last Resort Bed & Breakfast	269-637-8943			
Carriage House Bed & Breakfast	269-639-2161			
FENNVILLE/SAUGATUCK (1 hour from camp)				
Kingseley House	269-561-6425			
Rosemont Inn	269-857-2637 / 888-767-3666			
NEW BUFFALO (about 1 hour from camp)				
The Harbor Grand	269-469-7700 / 888-605-6800			
Marina Grand Resort				
BENTON HARBOR (about 45 minutes from camp)				
Springhill Suites	269-338-8300			

MICHIGAN TRAVEL BUREAU: 800-543-2937 www.Michigan.org



FREQUENTLY ASKED QUESTIONS

WHAT IF MY CHILD GETS HOMESICK?

Camp is a growth experience for kids. It's a place where kids have fun, but also develop a sense of independence and self-confidence. Feeling a little homesick is a normal and healthy part of this process – even if it is not a child's first experience away from home. The first week of camp is an adjustment for most campers. For some, it is the first time away from home, the first time living with a group of people, or maybe the first time trying to water ski. With so many "firsts" taking place, it is normal for campers to experience some anxiety and homesickness during this time.

We provide a safe, caring and supportive environment to help each child process these normal feelings of homesickness. The staff are trained to help campers cope with their feelings and to help them get through their stages of homesickness and make a healthy adjustment to camp life.

Homesickness, if it does occur, is most common during the "down times" at camp such as rest hour or before bedtime. Most campers who experience this are fine during the day and are truly enjoying their activities, new friends and overall camp experience.

We help campers realize that they can still have fun at camp even though they miss home. Campers learn to cope with their homesick feelings in a healthy way while they are at camp. Not all campers cope with homesickness in the same way. It is our job as professionals to help find a coping strategy that works best for your child. Please let your child know that it is normal and okay to miss home. Your child is supposed to think about you and your family. We have helped hundreds of campers understand that they can miss you AND still have a summer filled with growth, fun and friendships!

If your child is experiencing homesickness on a regular basis (more than one or two nights) we will notify you. We want you to know that we are aware of the situation and are working with your child. If you receive a homesick letter and you have concerns, please feel free to call the office and talk with our directors or your child's Division Leader.

WHAT EQUIPMENT DOES MY CHILD NEED TO BRING TO CAMP?

We provide all equipment for activities with the exception of riding boots for horseback riding and shin guards for soccer. You are welcome to pack equipment such as a tennis racket, baseball glove, riding helmet, etc. However, these items are available at camp at no additional charge. Please be sure to label any equipment brought to camp with your child's first and last name.

MY CHILD IS TAKING HORSEBACK RIDING. WHAT KIND OF BOOTS SHOULD I BUY?

You need to find a boot with a heel and hard sole. You may purchase official riding boots on The Camp Spot website or at any riding supply store. You may also send your child with hiking boots, or something similar.

HELPING YOUR CHILD SUCCEED AT CAMP

Over the years, we have helped many parents and campers succeed at their first away from home experience. Here are some simple tips to help your child's experience be a successful one:

- Discuss what camp will be like well before your child leaves. Role-play different scenarios that will occur at camp. For example, what will it be like trying an activity for the first time? What will you say to people you are introduced to in your cabin the first day? What if you have to use the bathroom in the middle of the night? What will you do if you are not feeling well one day? What will you do for your mosquito bites? There are so many situations that come up at camp. Try to discuss situations that your child may be nervous about to help prepare him/her as best as possible.
- **Do NOT tell your child you will pick him or her up from camp** if he or she does not like it or is homesick. This may set your child up to fail, as the first time something does not go exactly as planned he or she will want to go home. Furthermore, children typically lose any and all motivation to try to succeed at camp if they think a parent is coming. These children tend to spend the entire day wondering when their parent is coming instead of trying to have fun at camp. Part of camp is learning how to work through different situations that may not always be easy. What may seem like a difficult situation one day is usually replaced with a fun-filled, busy and exciting day at camp. Please know that some of the most homesick campers at the beginning of camp are the same campers who do not want to leave at the end of the session and end up returning for many years.
- Pack your child's favorite stuffed animal or blanket for their bed.
- Send your child with photos of your family and pets so that your child will have a reminder of home.
- Send a letter to your child before camp begins so it is waiting for him or her upon arrival at camp.
- Acknowledge feelings your child may be having about camp such as feeling anxious, apprehensive, nervous
 and excited. These are all common! Let them know that most campers are feeling the same way before
 camp.
- Give your child a cheery send-off. Goodbyes are the hardest (for parents particularly) the first year. It really will get easier in succeeding years for both you and your child.
- Try not to worry! Know the directors and counselors are taking great care of your child! Feel free to call us any time if you have any concerns or worries.
- Although this section is about helping your child cope at camp, we do have a few strategies to help
 our parents cope as well. Remember to log into Bunk1 on the "Current Families" tab of our website at
 www.Lwcgwc.com to see updated photos of campers having a ball at camp. Photos will be posted
 daily beginning the first Tuesday of each camp session. We will try to have every camper in at least
 two or three photos weekly.



WRAP-UP

We hope this handbook helps prepare you and your camper for the coming summer. This information, and all the information we gather from you, help us prepare to provide your child with a FUN and meaningful summer experience. If there is anything else that you would like us to be aware of, or any requests or special needs that don't fit on any of the other forms, just give us a call or send an email.

A final thought on parenting - it's not easy! Raising intelligent, decent kids is tough; in today's culture, girls and boys have a unique set of challenges. Looking for insights? We recommend:

- Under Pressure: Confronting the Epidemic of Stress and Anxiety in Girls by Lisa Damour, Ph.D.
- Emotional Intelligence by Daniel Goleman
- Homesick and Happy by Michael Thompson
- How to Raise an Adult: Break Free of the Overparenting Trap and Prepare Your Kid for Success - by Julie Lythott-Haims
- Raisin' Cain: Protecting the Emotional Lives of Boys by Michael Thompson
- Best Friends/Worst Enemies: Understanding the Social Lives of Children by Michael Thompson
- How Children Succeed by Paul Tough
- Not Much Just Chillin': The Hidden Lives of Middle Schoolers by Linda Perlstein
- The Blessing of a Skinned Knee by Wendy Mogel
- Perfect Madness, Motherhood in the Age of Anxiety by Judith Warner
- No More Mean Girls: The Secret to Raising Strong, Confident and Compassionate Girls by Katie Hurley
- Queen Bees and Wannabes: Helping Your Daughter Survive Cliques, Gossip, Boyfriends, and
 Other Realities of Adolescence by Rosalind Wiseman
- Cliques by Charlene Giannetti and Margaret Sagarese
- Beyond Measure by Vicki Abeles
- The Price of Privilege by Madeline Levine





SUMMER

84600 47½ Street Decatur, MI 49045 (269) 423-3091 (phone) (269) 423-8889 (fax)

WINTER

650 Vernon Ave, #202 Glencoe, IL 60022 (847) 242-0009 (847) 242-0008 (fax)

WEBSITE

www.lakeofthewoodscamp.com www.greenwoodscamp.com

EMAIL

info@Lwcgwc.com





https://www.facebook.com/lwcgwc/

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