



# **FAMILY HANDBOOK**

## **Summer 2026**

**Live Here.  
Learn Here.  
Leave Here Better!**

THE GLEN AT LAKE OF THE WOODS CAMP FOR GIRLS



# A letter from **THE DIRECTOR**

Dear Camp Family,

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

Enclosed you will find a lot of information to help your family prepare for the coming summer. We encourage you to carefully read over this Family Handbook.

★ Please note the following dates for 2026:

**The Glen First Session: Monday, June 15 to Saturday, June 27**

**The Glen Second Session: Monday, July 13 to Saturday, July 25**

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 each camper fairly.

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

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

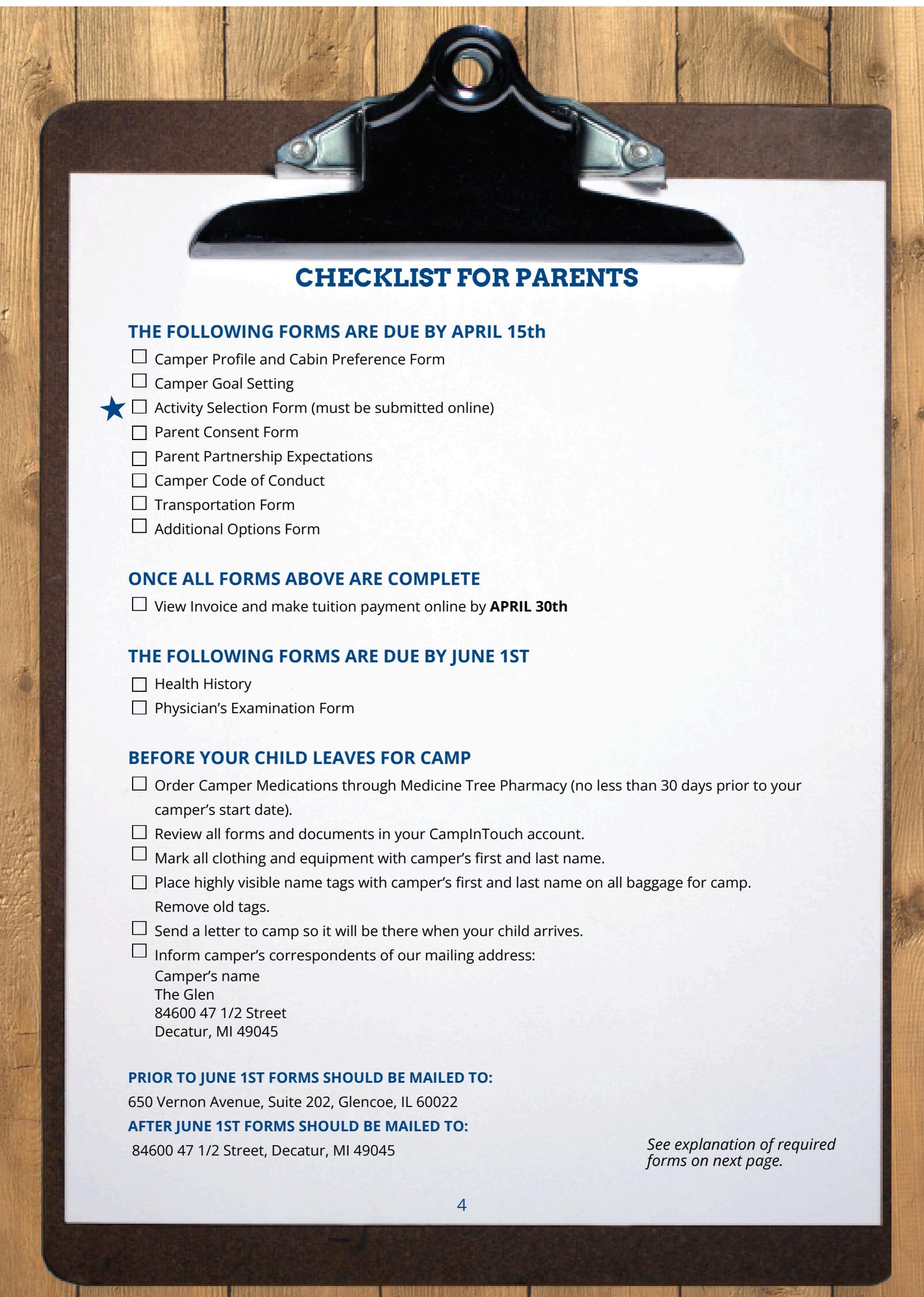
We believe that parents play an extremely important role in the success of their child's camp experience. We are partners in this camping venture and are available to speak with you anytime throughout the summer.

Yours & s'mores,

*Keely*

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## CHECKLIST FOR PARENTS

### THE FOLLOWING FORMS ARE DUE BY APRIL 15th

- Camper Profile and Cabin Preference Form
- Camper Goal Setting
- ★  Activity Selection Form (must be submitted online)
- Parent Consent Form
- Parent Partnership Expectations
- Camper Code of Conduct
- Transportation Form
- Additional Options Form

### ONCE ALL FORMS ABOVE ARE COMPLETE

- View Invoice and make tuition payment online by **APRIL 30th**

### THE FOLLOWING FORMS ARE DUE BY JUNE 1ST

- Health History
- Physician's Examination Form

### BEFORE YOUR CHILD LEAVES FOR CAMP

- Order Camper Medications through Medicine Tree Pharmacy (no less than 30 days prior to your camper's start date).
- Review all forms and documents in your CampInTouch account.
- Mark all clothing and equipment with camper's first and last name.
- Place highly visible name tags with camper's first and last name on all baggage for camp.  
Remove old tags.
- Send a letter to camp so it will be there when your child arrives.
- Inform camper's correspondents of our mailing address:  
Camper's name  
The Glen  
84600 47 1/2 Street  
Decatur, MI 49045

### PRIOR TO JUNE 1ST FORMS SHOULD BE MAILED TO:

650 Vernon Avenue, Suite 202, Glencoe, IL 60022

### AFTER JUNE 1ST FORMS SHOULD BE MAILED TO:

84600 47 1/2 Street, Decatur, MI 49045

*See explanation of required forms on next page.*

## EXPLANATION OF REQUIRED FORMS



### CAMPER PROFILE AND CABIN PREFERENCE FORM

The Camper Profile and Cabin Preference Form is available online through CampInTouch and **must** be completed by April 15th for all campers. We cannot accommodate cabin requests unless this form is 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.

### ★ ACTIVITY SELECTION FORM

The instructions for the Activity Selection Form were mailed to your camper(s) and must be submitted online by April 15th. We use this form to customize a schedule for each camper.

### TRANSPORTATION FORM

The Transportation Form is available through CampInTouch and must be completed by April 30th. This form will confirm how your child is getting to and from camp. Should a change of plans occur, you must notify us in writing by emailing [Transportation@Lwcgwc.com](mailto:Transportation@Lwcgwc.com).

### FINANCIAL STATEMENT AND ADDITIONAL OPTIONS FORM

The balance of camp tuition is due by April 30th for all campers. No refunds will be made for late arrivals or early departures.

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 a payment online. The camp tuition includes room and board, all meals, a photo yearbook, and a cabin photo. If you would like to arrange a payment plan, please call our office before April 30th.

### HEALTH HISTORY

Camper Health History information must be submitted online through CampInTouch and must be completed by June 1st. 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 12 months prior to the start of their camp session. The Physician's Examination Form was included in the medical email. This form must be fully completed and signed by a physician for every child attending camp. You may submit a school physical form as long as it indicates clearance for physical education/sports. 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** be uploaded through CampInTouch no later than June 1st 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 at camp without a completed medical form.

# OFFICIAL CAMP RULES AND POLICIES

We review ALL the camp rules once your child is at camp. Please reinforce the following rules with your child prior to camp.



RULE	CONSEQUENCE
Electronics including but not limited to cell phones, Apple watches, iPads, e-readers, video cameras, laptops, DVD players and handheld electronic games are not allowed at camp. Cell phones are NOT allowed. This includes old cell phones without a SIM card.	The device will be taken away.
Music players, headphones, etc. must remain in the cabin and cannot be brought to activities.	The device will be taken away for 24 hours.
Campers may not bring food to camp. It is imperative that your child does not bring anything to camp or on the bus that may contain peanuts, tree nuts or sesame.	It will be taken away.
Locks are NOT permitted on trunks or other storage containers in cabins.	Locks will be taken away.
Campers are prohibited from bringing fireworks, pocket knives, plug-in fans, pets, extension cords, skateboards and hammocks.	It will be taken away.
Campers must cross the road only at crosswalks where crossing guards are posted.	Campers will miss out on an activity.
All medication must be kept in the health center. Campers may not keep ANY medications, including over-the-counter medications, in their cabins.	It will be taken away. If the camper needs the medication, parents/guardians will be charged \$200 for not abiding by our medication policies.
Graffiti is not permitted anywhere on campgrounds - this includes rafters in cabins, beds and dressers.	Campers will clean off graffiti. If it's not able to be cleaned, families will be billed \$50.
Campers may not participate in inappropriate games: "Hot Seat", eating/drinking contests, or any game in which someone is subjected to bullying, harassment, challenges or punishments.	Campers may be sent home.
The sale of any items to other campers or staff is not permitted.	We will confiscate items and you will return any money to the person you sold the items to. 2nd offense: camper will call home. 3rd offense: camper will be sent home.
Stealing from campers, staff or camp is prohibited.	Items will be returned, parents/guardians will be notified. If not returned, parents/guardians will incur cost to replace.
Campers are not allowed to use any activity equipment without permission.	1st offense: camper will miss out on activity, 2nd offense: camper will call home, 3rd offense: camper will be sent home.
Campers may not swim in the pool or lake without a lifeguard present.	Campers may be sent home.
Campers are only allowed in their own cabin area. Ex. Greenwoods campers are not allowed in the Lake of the Woods, Glen or Grove cabin area.	Parents/guardians will be notified.
Attendance is required and taken at ALL daily and evening activities, flag, and meals.	1st offense: camper will go to missed activity and complete a chore, 2nd offense: camper will miss out on an activity the camper enjoys, 3rd offense: camper calls home.
Campers may not sneak out of their cabins. This is a safety risk and not acceptable.	1st offense: miss out on special event and parents called, 2nd offense: camper will not be allowed to stay for the last few days of camp, 3rd offense: camper will be sent home immediately.
The use or possession of cigarettes, tobacco products, inhalants/vaping of any kind, illegal drugs, marijuana in any form, alcohol or weapons (including guns and knives) are strictly prohibited.	Camper will be sent home. Authorities will be contacted.

# CAMPER CODE OF CONDUCT

The Glen at Lake of the Woods is a special community, and being a camper or staff member here is incredibly fun and rewarding. To maintain an emotionally and physically safe environment we train our staff to recognize and effectively deal with inappropriate behaviors.

To provide a healthy, safe and respectful environment, all campers and staff must agree to follow the Code of Conduct outlined below:

- Respect others and their belongings. Respect the rights, privacy, and property at camp - no stealing, damaging property, or vandalizing others' property.
- Treat everyone with kindness and dignity. Hazing, abuse, or harassment of any kind including physical, sexual, or verbal will not be tolerated.
- Care for camp property including equipment, cabins, and facilities.
- Keep hands and bodies to yourself. No pushing, hitting, kicking, or fighting.
- Use respectful language. Never make comments about someone's race, religion, gender identity, sexual orientation, or abilities.
- Follow the "Golden Rule" treat others with courtesy and consideration.
- Don't have fun at someone else's expense.
- Speak up. If something or someone is bothering you, or you see someone being bullied, tell a trusted adult right away. Reports are confidential.
- Use technology responsibly. The Code of Conduct applies online too including social media, text messaging, etc. Creating or sharing images, videos, or AI-generated content of anyone in our camp community without consent is strictly prohibited and may lead to disciplinary action or removal from camp.
- Live our values year-round. Be kind, welcoming, and inclusive whenever you see members of the Lake of the Woods and Greenwoods community.
- Follow all official camp rules and policies.
- Watch the Pre-Arrival Orientation that outlines camper behavior expectations.

## DISCIPLINARY PROCEDURES

Any violation of this Code will result in a conversation with the Camp Director(s) and may lead to loss of privileges, suspension, or dismissal from camp.

Behaviors not listed here but deemed inappropriate by the Camp Director may also result in dismissal. No refunds or credits will be issued for suspension or dismissal.

The Code of Conduct must be reviewed and signed by both campers and parents/guardians in your CampInTouch account before camp begins.



## PARENT PARTNERSHIP EXPECTATIONS

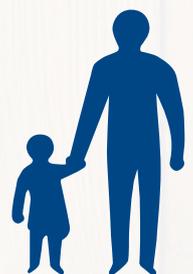
**At the Glen we believe positive and collaborative relationships with our camp families are essential for each camper's experience and success.**

**In an effort to create and sustain a partnership between parents/guardians and the Camp, parents are expected to support all policies outlined below:**

### **CAMP PARENTS/GUARDIANS AGREE TO:**

- Communicate respectfully with all camp staff.
- Support Lake of the Woods & Greenwoods Code of Conduct policies by reinforcing our standards for behavior with your child.
- Instill in your camper respect for all camp staff and all other campers.
- Recognize Lake of the Woods & Greenwoods' responsibility to balance the needs of the entire camp community with those of individual campers.
- Read and review all communication from camp.
- Respect due dates for required camp forms so that camp staff can prepare for your child's arrival.
- Refrain from complaining to staff about the online photo gallery. This is a bonus service that is not reflective of your child's safety, growth, or joy while at camp.
- Listen to the detailed voicemail from camp before calling back. This helps our staff direct your call to the appropriate person.
- Respect what information you share with other camp families. Every camper has their own unique experience, and families should not rely on communication with other families for camp updates, or for information about their camper.
- Wait to share information in a letter or email that might be upsetting to your camper without notifying a division leader or year round team member first. This allows us the ability to properly support your child.
- Refrain from initiating communication with any directors, camp staff, or CITS through their personal devices unless it is an emergency. Camp staff are not allowed to communicate with camp families from their cell phones or through social media, and doing so is a violation of their employment agreement. Families should always call the main office, and we will direct your call to the appropriate person. Please understand that during the summer, the year-round team is out and about running camp. When we receive texts or calls on our personal phones it can be disruptive and impact our ability to focus on our campers and staff. Please always call our main office, and we will get back to you when we are available, typically in the evening after dinner.
- Watch the Pre-Arrival Orientation that outlines camper behavior expectations.

**Violation of these policies, and/or disrespectful behavior towards any member of the community (determined at the discretion of the camp directors), may result in non-renewal or termination of the Camper's enrollment.**



## ELECTRONICS POLICY • SCREEN FREE ZONE!



- Absolutely NO CELL PHONES are permitted at camp, this includes old phones without SIM cards
- NO iPads, Apple Watches, tablets or laptops
- NO electronic device capable of internet access
- NO walkie-talkies
- NO Kindles or other E-readers
- No Nintendo Switches, 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.

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

Again, this means that iPod touches or cell phones (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, shuffle or Mighty 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.

Campers may bring cameras but 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.

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

## 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 four lessons is \$200 and the fee for eight lessons is \$400. Hard-soled boots with heels are required for your child's safety. Boots may be purchased on The Camp Spot website, a saddle shop in your area, or campers may purchase hiking style boots as long as they have heels and a hard sole. The camp will provide riding helmets for all participants.

**HORSEBACK RIDING LESSONS:** Campers taking group lessons are also able to sign up for private lessons. You can sign up for private lessons on the Additional Options form.

**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, tennis, swimming, football and horseback riding. 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

### CAMP STORE "CANTEEN"

In addition to getting a daily snack and drink from the canteen (also known as The Shack), campers may obtain replacement items such as toothbrushes, toothpaste, soap, stationery, batteries and more. Please plan on packing the toiletries listed on the enclosed packing list and using the camp store only for replacement items. The daily snack is included in the camp tuition; we will bill families for any replacement items needed.

### BIRTHDAYS

Birthdays are fun to celebrate at camp! We will bake a birthday cake, sing Happy Birthday at dinner, and serve the cake to the cabin group that evening. Your child has the option to make a call home to you after dinner on the evening of their 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. Birthday Cake plus a Hayloft Pizza Party for their cabin (\$100).
2. Birthday Cake plus Hayloft Haysticks (breadsticks) for their cabin (\$100).
3. Birthday Cake plus a Hayloft Ice Cream Party for their cabin (\$100).

You may also send ONE birthday package to your child. Please ship "Attention: Office - Birthday Package" with your child's name and 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.

### TRIPS OUT OF CAMP

On occasion, campers are taken off camp grounds to participate in outside activities. Campers may take a day trip to the Warren Sand Dunes in Michigan or an evening trip skating, bowling or to an arcade. Most rainy day activities are done in camp, but on occasion, we may take campers bowling or to the movie theatre.

### PHOTO & YEARBOOK

Each camper will receive a cabin photo and 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 sent to campers in the fall.

### 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



Our official camp clothing outfitter is The Camp Spot. We require two t-shirts with the camp logo. Go to The Camp Spot website at [www.thecampspot.com/lwgcwc.html](http://www.thecampspot.com/lwgcwc.html) to order T-shirts and other camp equipment. Please place all logo'd camp orders by May 1st to ensure on-time delivery. Mark all clothing and equipment with your child's first and last name. Camp is a good place to bring old clothes. Please do not send fancy clothing or valuables.

### 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 at [www.lakeofthewoodscamp.com](http://www.lakeofthewoodscamp.com) under "Preparing for Camp." It is helpful to pack with your child so that they will know and recognize what belongings have been brought to camp. Campers should pack in two large duffle 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 has two laundry bags that are clearly labeled with their first and last name. All laundry bags must be able to cinch, tie or zip closed.

### LINENS

All campers are required to use linens for bedding. The state of Michigan does not allow campers to sleep inside of a sleeping bag during their stay. Twin sheets fit the camp beds. Linens are laundered weekly.

### 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 her about the importance of wearing it while at camp. The cabin counselors will also remind campers to wear bug spray daily.

### EYEGGLASSES

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.

See packing list on next page.



# THE GLEN CAMP FOR GIRLS

## 2 WEEK GIRLS PROGRAM PACKING LIST



ALL ITEMS ARE **REQUIRED** UNLESS NOTED WITH AN ASTERISK\*  
Every item of clothing and equipment must be clearly labeled with your camper's first and last name.

### APPAREL

- 2 Official Glen Camp T-Shirts  
\*Navy with white logo (required to be purchased from [The Camp Spot](#))
- \_\_\_\_\_
- 10 T-Shirts/ Tank Tops
- \_\_\_\_\_
- 2 Long Sleeve Tees
- \_\_\_\_\_
- 4 Pairs of Pants (Jeans, Sweats)
- \_\_\_\_\_
- 6-8 Pairs of Shorts
- \_\_\_\_\_
- 2 Sweatshirts
- \_\_\_\_\_
- 10-12 Pairs of Underwear
- \_\_\_\_\_
- 6 undershirts or bras
- \_\_\_\_\_
- 15 Pairs of Socks
- \_\_\_\_\_
- 3-4 Sets of Sleepwear
- \_\_\_\_\_
- 4-5 Swimsuits
- \_\_\_\_\_
- Warm Jacket or Fleece
- \_\_\_\_\_
- Rain Jacket or Poncho
- \_\_\_\_\_

### SPECIAL EVENTS

- 1 Pink and 1 Green shirt for Color Day
- \_\_\_\_\_
- Hawaiian Shirt\*-  
for "Hawaiian Shirt Friday"
- \_\_\_\_\_
- 1 White T-shirt/Tank for Tie-Dye\*
- \_\_\_\_\_

### PACKING

- 2 Cargo-Sized Duffel Bags labeled with first & last name (NO LARGER THAN 44" & 70 lbs)
- \_\_\_\_\_

### TOILETRIES

- 1 Shower Organizer/Caddy
- \_\_\_\_\_
- 1 Filler Kit- Toothbrush, Toothpaste, Hairbrush, Soap, Shampoo, Conditioner, Detangler Spray, Deodorant, Nail Clippers
- \_\_\_\_\_
- 1-2 bottles of Sunscreen
- \_\_\_\_\_
- 1-2 cans of bug spray -  
Deep Woods Off Recommended
- \_\_\_\_\_
- Afterbite\*
- \_\_\_\_\_

### BED & BATH

- 2 Laundry Bags clearly labeled with camper's first & last name
- \_\_\_\_\_
- 1 Warm Blanket
- \_\_\_\_\_
- 2 Fitted Twin Sheets
- \_\_\_\_\_
- 2 Flat Twin Sheets
- \_\_\_\_\_
- 2 Pillowcases
- \_\_\_\_\_
- 1 Standard Pillow
- \_\_\_\_\_
- 4 Bath Towels
- \_\_\_\_\_
- 4 Beach Towels
- \_\_\_\_\_
- 2 Washcloths or 1 Loofah
- \_\_\_\_\_
- 1 Egg Crate\*
- \_\_\_\_\_

### CAMPING GEAR

- Camp Anywhere Chair - "Crazy Creek"
- \_\_\_\_\_
- Backpack or Drawstring Bag
- \_\_\_\_\_
- Flashlight
- \_\_\_\_\_
- Battery Operated Fan\*
- \_\_\_\_\_

### MISCELLANEOUS

- 2-3 Reusable Water Bottles
- Label top and bottom with first and last name (strawless water bottles preferred)
- \_\_\_\_\_
- Hat
- \_\_\_\_\_
- Sunglasses\*
- \_\_\_\_\_
- Extra eyeglasses\*
- \_\_\_\_\_
- Stationery, stamps, clipboard or stationery organizer
- \_\_\_\_\_
- Books & Magazines\*
- \_\_\_\_\_
- Disposable/Inexpensive Camera\*
- \_\_\_\_\_
- Games, Cards, Hobbies (No electronic games)\*
- \_\_\_\_\_
- Music player (ex. iPod Nano, Mighty)
- We do NOT allow models with Wi-Fi \*
- \_\_\_\_\_
- Spending money (for field trips) limit to \$10-\$20\*
- \_\_\_\_\_
- Extra Batteries\*
- \_\_\_\_\_

### ACTIVITY GEAR

- Softball Glove\*
- \_\_\_\_\_
- Shin Guards (soccer)\*
- \_\_\_\_\_
- Soccer Cleats\*
- \_\_\_\_\_
- Riding boots and Jodhpurs/Jeans (Required if riding)
- \_\_\_\_\_

### SHOES

- 1-2 Flip-Flops/Beach Sandals
- \_\_\_\_\_
- 1 Pair of Shower Shoes
- \_\_\_\_\_
- 1 Pair of Rain Boots
- \_\_\_\_\_
- 2 Pairs of Athletic shoes
- \_\_\_\_\_

## 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 the first or second week of camp with your child's Division Leader or counselor to let you know how they are adjusting. Our year-round team is always available if you wish to speak directly with us. When calling our camp families, we will always call a 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 VISITORS

Lake of the Woods and Greenwoods does NOT have an open visitation policy throughout the summer.

### LETTER WRITING

Campers are required to write home 5 times during their stay (3 times in week one and 2 times in week two). Since we are in a small town, a letter may take several 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 they leave, so that your child has mail waiting once they arrive at camp.



*Continued on next page.*

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 they are missing out on something back home. Asking questions about camp programs and activities will help your child compose their 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 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:**


<b>Your child's name - Cabin Name</b> <b>The Glen Camp</b> <b>84600 47 1/2 Street</b> <b>Decatur, MI 49045</b>



### **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 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.

We only accept letters - no packages of any kind.

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-threatening 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 an 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 our operations director, Tara Patek, at [Tara@Lwcgwc.com](mailto:Tara@Lwcgwc.com).

### **PHOTOS**

We post about 200 photos every day and try our best to get as many campers as possible in these photos. Our goal is to have each camper in the photo gallery 2 times a week. Please be patient as some campers tend to jump in front of the photographers while others are a bit more camera shy!

Detailed information about accessing photos can be found on page 16 of the handbook.

### **ONE-WAY EMAILS TO YOUR CAMPER**

CampInTouch offers "Camp Stamps", a one-way email service. This service allows parents and family members to send one-way emails to your camper. Emails sent though CampInTouch are printed and distributed daily with the regular mail.

## COMMUNICATION POLICIES



### PARENTS CAN EXPECT TO...

1. Get a call if your child has to stay overnight in the health center or see an outside provider.
2. Have one scheduled call with your child's division leader during their session.
3. Receive timely, honest, and compassionate responses to reasonable and specific questions or requests concerning your child.
4. Hear from camp if there is a guidance, supervision, or health issue that directly impacts your child. (Counselor leaving, several cases of strep in cabin, etc.).
5. Receive a reply from camp within 24 hours when your child is AT camp.
6. Be asked for your help if your camper is struggling socially, emotionally, or behaviorally.

### PARENTS SHOULD NOT EXPECT TO...

1. Know when when your child goes to the health center and we administer medication, treat cuts, bumps, bites or bruises.
2. Know when your child has a minor isolated incident that is not ongoing.
3. Have access to directors, counselors, nurses, CITS, or any camp employee through their personal devices.
4. Know all program details & changes - such as trips or modifications due to weather (unless severe).
5. Know if your child's activity schedule changes, unless dropping or adding an activity with an additional fee.
6. Know personal information about other campers or events at camp that do not directly impact your child.
7. See your child in the photo gallery more than two times a week.



**REMEMBER THAT WE'RE  
ALL ON THE SAME TEAM -  
YOUR CHILD'S SUPPORT TEAM!**



## **STAY CONNECTED WITH THE OFFICIAL CAMPINTOUCH APP, CAMPANION**

*Camppanion is the mobile app version of your online CampInTouch account. With a personalized stream of content featuring camp photos, updates from camp, and the CampStamps one-way email system, Camppanion makes you feel closer to your camper's experience.*

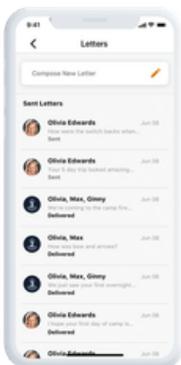
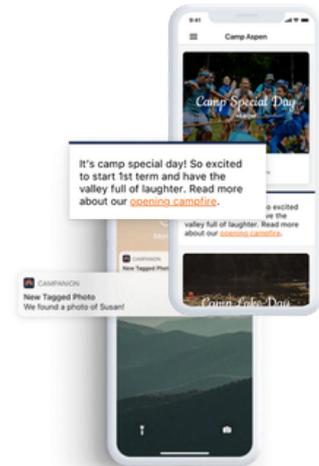
*To get started, follow these simple steps:*

**Step 1: Download the Camppanion app**

**Step 2: Login to the app using your CampInTouch Account login and password**

**Step 3: Ensure you have push notifications enabled on your phone settings so you can receive important updates from camp**

**Step 4: Upload a reference photo of your child, which allows you to receive notifications when images of your child are uploaded, this is an optional step.**



**Camp Stamps: Camp Stamps are an optional one-way email system so you can contact your camper throughout the summer.**

**★ Unlimited basic Camp Stamps are included in your tuition.**

**Upgraded features (photos, puzzles, borders, etc.) can be purchased directly through CampInTouch.**

## HEALTHCARE AND MEDICATION



### HEALTHCARE AT CAMP

Our Health Center staff includes a charge nurse, 10 nurses and 2 nurse assistants, who are there to care for your child during their stay at camp. In addition to our on-site care team, we also have 24/7 access to a licensed, Board Certified Pediatrician, Dr. Kimberlee Coleman 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!

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 us and we in turn will charge your credit card/e-check on file.

*See Camper Medication Policies  
on next page.*

## CAMPER MEDICATION POLICIES



We **REQUIRE** all prescription and non-prescription medications to be ordered and dispensed by Medicine Tree Pharmacy. This includes “as-needed” medications, that are not taken daily. Per the American Camp Association, the term “medication” applies to ANY substance a person might use to maintain and/or improve their health. This includes vitamins, herbals, supplements, and other remedies.

**All melatonin must be prescribed by a physician.**

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 Medicine Tree Pharmacy Inc., a pre-packaging medication program.

### **ALL FAMILIES ARE REQUIRED TO USE Medicine Tree Pharmacy FOR:**

- ALL Prescription medication (both daily and as-needed)
- ALL Non-prescription items such as allergy medication (both daily and “as needed”) including Melt tabs.
- ALL Vitamins - For specialty vitamins/supplements, email Medicine Tree Pharmacy to confirm they can be provided. Gummy vitamins/medications will NOT be administered. Please ask your Doctor for an alternative chewable or melt tab medication to replace the Gummy.

Medications are individually packaged by Medicine Tree Pharmacy and sealed according to date and time of administration. 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.

### **Medicine Tree Pharmacy EXCEPTIONS:**

- Accutane
- Birth Control Pills
- Injections (growth hormones, insulin, Epipens, AUVI-Q)
- Rescue Inhalers

### **These are the ONLY exceptions!**

APPROVED Medication Exceptions can be mailed to camp up to two weeks prior to your child’s session start date with the Medication Exception Form.

If you are unable to send your child’s medication exceptions ahead of time please make sure to upload the Medication Exception Form to your CampInTouch account. You can turn these medications in at the health center table at the bus or at the health center when you arrive at camp.

If your child takes other medications that are NOT on the exception list, you must order those medications through Medicine Tree Pharmacy.

### **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 Medicine Tree Pharmacy. 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.

**THERE IS A \$200 FEE CHARGED TO FAMILIES WHO DO NOT ABIDE BY OUR MEDICATION POLICY. THIS FEE IS CHARGED PER MEDICATION.** In addition, medications that are sent with campers on opening day that are not authorized will not be administered for 48 hours. If a camper keeps unauthorized medication in their cabin and another child takes your child’s medication, you could be held liable. As parents/guardians you are responsible for helping us to ensure that no camper consumes medications inappropriately.

## BAGGAGE

**All Chicago Area families are required to send their luggage to camp prior to their campers' arrival.**

You can choose from our two drop off locations.

**Option 1:** Northbrook Court (Near Neiman Marcus), 1525 Lake Cook Road, Northbrook, IL 60062

**Option 2:** Newberry Academy, 700 W. Willow Street, Chicago, IL 60614

You must bring their luggage to either location during one of the following times:

**First Session Campers:** Friday, June 12th from 4:30 p.m. - 6:00 p.m. at Northbrook Court OR  
4:30 p.m. - 6:00 p.m. at Newberry Academy

**Second Session Campers:** Friday, July 10th from 4:30 p.m. - 6:00 p.m. at Northbrook Court OR  
4:30 p.m. - 6:00 p.m. at Newberry Academy

All domestic air travelers must ship their luggage to camp in advance. We recommend families use Ship Camps. Please have baggage arrive to camp 4 days prior to your camper's start date.

In an effort to help your child organize their belongings as best as possible, counselors will be unpacking luggage for all campers entering 8th grade and under. There is no additional charge for shipping bags on the truck to and from camp.

All duffels should be less than 44 inches and weigh less than 70 lbs. Parents may be fined if bags are overweight

## GETTING TO CAMP INFORMATION

### CAMP START DATES:

Monday, June 15<sup>th</sup>. 1st session campers  
Monday, July 13<sup>th</sup>. 2nd session campers



### TRAVEL TO CAMP VIA BUS CHICAGO AREA BUS TRANSPORTATION

Arrangements have been made with Signature Transportation to charter deluxe parlor coaches with reclining seats, air conditioning and bathrooms. It's approximately a 2 hour drive to camp on the bus from Chicago. The cost of the charter will be \$150.00 per camper for one way (including baggage) and \$300.00 round trip (including baggage). Reservations must be made for each trip by filling out the online transportation form in your CampInTouch account.

Buses will depart from Northbrook Court (Near Neiman Marcus), 1525 Lake Cook Road, Northbrook, IL 60062

Please be prompt and plan on checking in at the registration table between 11:00 a.m. - 11:20 a.m. Buses will depart promptly at 11:30 a.m.

### PROCEDURES AT CHICAGO CAMP BUS

Campers may want to take a few last minute necessities with them on the bus in a small duffel bag or backpack.

## ★ TRAVEL BY PLANE



Campers may fly into Chicago O'Hare (ORD) Airport or Kalamazoo/Battle Creek Airport (AZO). All flights into Chicago O'Hare (ORD) must arrive between 12:30 p.m. - 2:15 p.m. (Central Time).

You must book an unaccompanied minor ticket to allow our staff members to get through security and meet your child at their gate.

If you prefer flights into Kalamazoo please contact [Tara@Lwgcgwc.com](mailto:Tara@Lwgcgwc.com).

Camp will contact you a few days before your arrival with the name and cell phone number of the staff member who will meet your child at the gate.

Once your child is off the plane and met by a staff member, they will call you to confirm your child's arrival. All campers flying into Chicago O'Hare will take a chartered bus with staff chaperones to camp. The fee for the bus to/from camp is \$150 each way.

Campers who fly in must ship their bags to camp ahead of time. They may fly with a carry-on bag only. We highly recommend families use Ship Camps to ship their bags to and from camp.

## ARRIVAL AT CAMP BY CAR



Follow the signs to the registration table and check in. We will have someone to help unload your car and deliver the baggage to the proper cabin. The counselors will assist your child and use this time to get acquainted. Drop off is fairly quick, your departure will help ease the separation.

Parents who are driving their children to camp should plan the following:

Arrive between 1:00 p.m. - 1:30 p.m. Central Daylight Time (Chicago Time) or 2:00 p.m. - 2:30 p.m. Eastern Daylight Time. (Michigan Time)

Please do not arrive early because our staff will be in meetings and will not be ready to properly greet your child.

Beds will be assigned to ALL campers, so there is no need to arrive early.

## RETURN HOME FROM CAMP INFORMATION

### CAMP END DATES:

Saturday, June 27<sup>th</sup>

1st session campers return home

Saturday, July 25<sup>th</sup>

2nd session campers return home

### RETURN HOME INFORMATION ON CHICAGO AREA BUS

Instructions and confirmation for the return of your camper and their baggage will be emailed to you while your child is at camp. This is to assure us of your plans, as sometimes they change. If your child is returning on the bus to Northbrook Court, please arrive at approximately 12:15 p.m. Chicago Time (Central Daylight Time).



### RETURN HOME INFORMATION BY PLANE

Any camper returning home by plane will be accompanied to their gate at Chicago O'Hare Airport or Kalamazoo/Battle Creek Airport by one of our staff members. **We will contact you approximately two days before camp to let you know the exact name and cell phone number the staff member who will escort your child to the airport.** Each staff member will wait until the plane departs before leaving the gate area. Airlines charge extra to check bags. The camp will bill you for these charges and/or any additional luggage charges incurred at the airport.



We are also happy to ship bags home to you via Ship Camps if you prefer. Please have your child's return flight home depart from O'Hare between 2:00 p.m. - 4:00 p.m. Chicago Time (Central Daylight Time). \*\* To allow our staff members to get through security and escort your child to their gate, you must book an unaccompanied minor ticket. \*\*

The fee for the bus from Camp to O'Hare is \$150.

### RETURN HOME INFORMATION BY CAR

At the end of each camp session (June 27th and July 25th) parents may pick up their child by car.



Parents should arrive at 10:00 a.m. Central Daylight Time (11:00 a.m. Eastern Daylight Time) but no earlier as we will be getting campers onto chartered buses back to the Chicago area and will not be able to greet you properly. The gates will not open until 10:00 a.m. Central Daylight Time.

## HOTEL ACCOMMODATIONS NEARBY

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)

Radisson Plaza Hotel, Kalamazoo, I-94 exit 76.....269-343-3333

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

### **Saugatuck** (1 hour from camp)

Lake Shore Resort.....269-857-7121

Old Pike Cottages.....269-857-9090

Hotel Saugatuck.....269-416-0731

### **New Buffalo** (about 1 hour from camp)

The Harbor Grand.....269-469-7700 / 888-605-6800

Marina Grand Resort.....269-469-9900

### **Benton Harbor** (about 45 minutes from camp)

Springhill Suites.....269-338-8300



## HOMESICK AND HAPPY



We want children to love camp - to be happy, make friends, and to have tons of fun. But, just like in any other part of life, their summer will include moments of sadness, frustration, and disappointment. The beauty of camp is that they never face those feelings alone. Camp staff are there to support, and camp friends look out for one another.

What can be hard to see, but is perhaps the most powerful part of camp, is that these challenges are where the real growth happens. When children work through hard moments, they build resilience. When they tackle something difficult, they feel pride. And when they realize they can handle more than they imagined, they gain confidence that lasts far beyond the summer.

We partner with parents, not only to give kids a more joyful summer, but to help raise stronger, more capable, and more confident people.

### 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.

## HELPING YOUR CHILD SUCCEED AT CAMP

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 them up from camp if they are homesick or they say that they do not like it. This may set your child up to fail, as the first time something does not go exactly as planned they 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. 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.
- Pack your child's favorite stuffed animal or blanket for their bed and send them 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 them 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 normal emotions.
- 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 the Companion app or CampInTouch 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 photos weekly.

### WE STRIVE FOR ALL CAMPERS TO:

#### LIVE HERE.

Camp provides a home away from home. A place to feel comfortable growing and developing an independent sense of self that will carry through to all aspects of your child's life.

#### LEARN HERE.

With over 50 activities, camp is a place to learn fun new skills and important life lessons.

#### LEAVE HERE BETTER.

Whether it is your first summer or your fifth, we believe in the power of camp to create a more well-rounded, conscious, and empathetic person.



## 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 please call or email us.

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, PhD
- 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
- Growing Up in Public Coming of Age in a Digital World - by Devorah Heitner
- The Emotional Lives of Teenagers - by Lisa Damour, PhD
- The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness - by Jonathan Haidt





**SUMMER**

84600 47 1/2 Street  
Decatur, MI 49045  
(269) 423-3091 (phone)

**WINTER**

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

**WEBSITE**

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