



**\*\* Important Information \*\***

**CONTACT INFORMATION**

Please Note Our New Maryland Phone Numbers

**Maryland** –

Address: Timber Ridge Camp  
(For USPS, UPS 301 Main Street  
& FedEx) Suite 2C  
Reisterstown, MD 21136

Phone: (410) 833 – 4080  
(800) 258 – 2267

Fax: (410) 833 – 4083

**West Virginia** –

Address: Timber Ridge Camp  
(For USPS) PO Box 190  
Gore, VA 22637

(For UPS & FedEx) Timber Ridge Camp  
RR 1 Box 470  
High View, WV 26808

Phone: (304) 856 – 2630

Fax: (304) 856 - 2325

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## **PREPARING YOUR CHILD FOR CAMP**

Adequate preparation for a summer camping experience is very important. It sets the tone for everything that will happen at camp. We are writing this information at the suggestion of many parents whom we have personally counseled in regards to their child's camp experience.

Camp means many things to many people. It is very difficult for an adult to conceive the mental picture a child might have of a camping experience. This depends greatly on motivating the child to want to go to camp in the first place. Therefore, we recommend that parents fully discuss the forthcoming camping experience with the child allowing him/her to express themselves freely about what they expect to find at camp. This is not the time to correct or change opinions but rather to create an attitude of flexibility and acceptance. By making such statements as: "Well, you have to wait to see what camp is really like," or "Don't set your heart on such and such," children have their egos easily destroyed. Their interests are ruined by either having adult standards set for them or unrealistic opinions of what camp will be like.

Some parents make the mistake of trying to tie down the camp director into making certain commitments for their child. A camping experience is a fluid one; it can change at any moment. Promises that are made in the winter are real and well meant, such as "You can bunk with your friend," but when it comes time to open camp, there might be some reason for this promise not to materialize. Instead of these types of commitments, parents should substitute assurances that every effort will be made to meet the individual requests but having an open mind to change should be maintained.

This handbook is published to provide information in regard to the mechanics of getting your child ready for camp. Requests are made by the camp such as to the time of medical examinations, when to mail back certain information, how to pack duffle bags, request for confirmation of transportation, how to ship luggage, etc. Parents who follow these procedures to the letter establish immediately in the eyes of the campers the fact there is a proper way of doing things. There are reasons behind each of these requests made by the camp. In the event there will be a delay, parents should extend the courtesy to the camp by either discussing with us the alteration or changing of procedure. This makes our job a little easier and sets a tone of cooperation.

To help simplify and systemize your child's arrival at camp, we have prepared the following packet of information. If you begin now and plan accordingly, your preparation will be simple. Please pay attention to the deadline dates. Failure to submit information on time may mean your child being left out of activities or special programs.

This packet will serve as a reference for pertinent camp information while both preparing your child for camp as well as when they are at camp. Please keep it in a safe place.

## **CAMP TUITION & APPLICATION**

No child is permitted to attend camp whose tuition is not paid in full prior to their arrival. We also cannot allow any child to come to camp without completed and signed application for the current year and medical forms on file. We appreciate your cooperation in this matter. All paperwork should be sent to our Maryland office.

## **CAMP CLOTHING & PERSONAL ARTICLES**

The packing list for camp is located on the next page.

Please keep in mind that camp life is very active and campers will be hard on their clothing. Campers need simple, rugged clothing which will stand up to this type of living. Items will be lost even though we make every effort to see that campers do not misplace or destroy their personal possessions. Therefore, parents are requested not to permit children to bring expensive clothing items to camp. Timber Ridge Camp is not responsible for lost, stolen or damaged items.

Please remember that the clothing list has been prepared only as a guide and it is recommended that the list be adapted to the individual child's wardrobe and clothing habits. However, you must include at least some of each item on the list. Parents are requested not to excessively exceed the quantities noted on the packing list.

A few notes on packing: Rain-wear should be waterproof, not just water resistant. Please pack two (2) twin sets of linens, one (1) pillow and two (2) laundry bags.

Camper's clothing and personal articles (including duffle bags) are not covered by camp insurance. While we make every effort to locate lost items and ship home anything left at camp, we cannot be held responsible for personal items lost at camp. It is very important to emphasize to your children that they must keep track of their own item. However, if an item is misplaced, it is imperative that your child tell their division leader know as soon as possible.

## **LABELING CLOTHING**

All campers's clothing and personal items must be labeled prior to their arrival with the camper's full name.

The following suggestions are made for the placement of names on clothing:

Shirts, Sweatshirts, Jackets -	Back of Inside Collar
Pants, Shorts, Skirts, Underwear -	Back of Inside Waistband
Socks -	Top Inside of Each Sock
Hats -	Back of Inside Headband
Shoes -	Inside of Each Shoe
Towels, Washcloths -	Corner by Tag

## **LINEN SERVICE**

Children must bring two (2) sets of linens, a blanket or comforter and one (1) pillow to camp. We do not supply linens for children unless their linen is lost or they are international. Also, due to recent MRSA infections, no child will be permitted to use a sleeping bag on their beds while at camp. All campers are required to bring linens to camp for this reason.

# Timber Ridge Camp Packing List

Qty. Suggested	Qty. Packed	Description	Qty. Suggested	Qty. Packed	Description
<b>LOGO ITEMS</b>			<b>ATHLETICS (OPTIONAL)</b>		
1		T-Shirt Logo'd	2		Pair of Soccer Socks
1		Sweatshirt (Crew or Hooded) Logo'd	1		Pair of Shin Guards
1		Sweat Pant / Long Pant	1		Tennis Racquet
<b>SUGGESTED ADDITIONAL APPAREL &amp; ACCESSORIES</b>			1		Baseball Glove
In addition to Required Uniform. Quantities listed below can include			1		Water Bottle (Required)
1		Ash or White Long Sleeve Tee (Logo'd)	2		Pairs of Athletic Sneakers
100-300		Name Tapes (Recommended for all clothing)	1		Pair of Athletic Field Cleats (Optional)
<b>Main Items</b>			1		Riding Helmet - ASTM/SEI Approved
10		T-Shirts	1		Hard Soled Shoes - Covering Ankle
2		White T-Shirts (for lye-dying)	1		Rollerblades/Skateboard w/Pads
2		Long Sleeve Shirts	1		Cleats
4		Pairs of Jeans or Khakis	1		Lacrosse Stick
10		Pairs of Shorts	<b>SWIMWEAR</b>		
2		Pairs of Shoes	3		Swimsuits
3		Sweatshirts (Crew or Hooded) or Sweaters	4		Beach Towels
3		Sweatpants (Traditional or Open)	1		Pair of Texas or Sandals
		Theme Clothing (Halloween, 50's, Western) (Optional)	1		Sun Screen
1		Nice Outfit for Banquet			Lip Balm, Nose Clip, Ear Plug, Swim Cap
<b>UNDER GEAR</b>					Swim Goggles (Optional)
14		Pairs of Underwear	<b>OUTERWEAR (REQUIRED)</b>		
14		Pairs of Socks	1		Pair of Rainy Day Shoes / Rainy Boots
1		Sets of Warm Sleep Wear	1		Rain Jacket or Poncho
2		Sets of Lightweight Sleep Wear	<b>CAMPING GEAR (SUGGESTED)</b>		
<b>BED &amp; BATH</b>			1		Sleeping Bag
2		Blankets or 1 Quilt	1		Flashlight & Extra Batteries
2		Fitted Cot Sheet Sets (Top, Bottom, Pillowcase)	1		Insect Repellent
1		Pillow	<b>PACK &amp; SHIP</b>		
4		Bath Towels	2		Duffle Bags w/Name
3		Washcloths	1		Overnight Expedition Duffel Bag (Grades 7 thru 10)
1		Shower Bucket	<b>MISCELLANEOUS</b>		
1		Filler Kit			Stationery & Stamps
		(Comb/brush, toothbrush/paste & toothbrush holder, soap & dish, shampoo, deodorant, nail clipper, & tissues)			Pre-Addressed & Stamped Envelopes
1		Pair of Shower Sandals			Pens & Pencils
1		Large Laundry Bag w/Name Description			Set of Extra Eyeglasses or Contact Lenses
					Disposable or Inexpensive Camera & Film (Optional)
					Extra Batteries (Optional)

## **LUGGAGE**

Parents may ship their children's luggage to camp using NGB (the official camp shipper), UPS or FedEx. All luggage must arrive at camp prior to the child's arrival. This allows us to have the camper unpacked and have the cabin ready with all trunks and duffels stored when the children arrive. While we do prefer duffels rather than trunks, either is acceptable. Also, please do not lock duffle bags or trunks unless you feel you have to. Please remember that campers will only be allowed to take one (1) carry-on piece of luggage onto either the airplane or bus. We cannot allow campers to bring their luggage with them on camp flights or bus runs to/from camp.

Luggage will be sent home the same way it arrived at camp unless we are notified in writing with different instructions (ex- NGB to camp; NGB back home). UPS or FedEx ships directly to camp and picks up and delivers to your home or office. You must also provide return labels from camp to your home or office or the bags cannot be returned. If you have prepaid labels, please send them to camp separately from your child's luggage to ensure the correct return. Please contact UPS or FedEx for more shipping information if you wish to use one of these two carriers.

Please remember our **UPS & FedEx** shipping address is: **(Not to be used for United States Postal Service)**

CHILD'S NAME  
TIMBER RIDGE CAMP  
RT. 1, BOX 470  
HIGH VIEW, WEST VIRGINIA 26808  
Ph. 304-856-2630 Fax 304-856-2325

All UPS & FedEx luggage must arrive at camp by June 14, 2010 for the first four-week session, the first twelve-day session and for full session campers. All luggage for the second four-week and twelve-day sessions must arrive at camp by July 16, 2010.

Please note that parents bringing their children to camp by car are required to ship their child's luggage to camp in advance. This is due to the following reasons:

1. All campers luggage is unpacked prior to their arrival in order to make them feel comfortable.
2. Cars will not be allowed to drive up to cabins on arrival day for the safety of all campers.
3. Counselors are busy acquainting themselves with the children and trying to make them 'feel at home.' It would be very disruptive for anyone to be unpacking on these days.
4. Children learning to live together get along best when no special privileges are granted.

## **NGB SHIPPING**

The main camp carrier, NGB, only services the following cities:

- |               |                              |
|---------------|------------------------------|
| 1) Miami      | 6) Washington, DC & Vicinity |
| 2) Plantation | 7) Pittsburgh                |
| 3) Boca Raton | 8) Atlanta                   |
| 4) Palm Beach |                              |
| 5) Baltimore  |                              |

The NGB Shipping information is included within this Packet

## **TRANSPORTATION**

It is imperative that you fill out and return the enclosed transportation forms before your child arrives at camp. Once this form has been submitted, there can be no changes made to these plans once camp has begun except in extreme situations. You are requested to make use of our bus service if you live in an area where we provide this service. We will have a staff member on each bus to provide supervision during the trip. Campers arriving to camp by car are not permitted to arrive prior to 12:30 p.m.

It is mandatory that your child wear a Timber Ridge Camp t-shirt on transportation days for security and safety reasons.

Please remember that no news is good news. If all goes well, you will not hear from us after your child has arrived at camp. In the event of even a minor complication, you will be the first to know. Your child will also send you a postcard from camp when he/she arrives giving you his/her cabin number and the names of both their cabin mates and counselors.

### **SAFETY PROCEDURES FOR TRANSPORTATION**

#### **Pick-Up/Drop-Off Safety Procedures**

##### **Pick-Up**

- The person who is picking up the camper must be a parent/guardian unless they are given pre-authorization by our office. They must show a valid form of identification.
- Campers will remain at the pick-up location under the supervision of a Timber Ridge staff member.
- No horse-play (including running, playing in parking lot, screaming, etc.) is allowed at the pick-up location.

##### **Drop-Off**

- Parent or guardian must check in their camper with the Timber Ridge staff member at the time of arrival.
- Campers must not board the bus or van without the consent of the Timber Ridge staff member.
- If a camper is being dropped off by the parent at camp and they do not arrive on the scheduled day, a phone call home will be placed to check on the status of the camper.
- If a camper is scheduled to take the bus/plane to camp and they have not checked-in 30 minutes prior to departure time, a phone call home will be placed to check on the status of that camper.

#### **Safety Procedures for Van/Bus Travel**

- Passengers must remain seated and keep their hands, arms and any other belongings in the vehicle at all times.
- Seatbelts must be fastened at all times while the vehicle is in motion.
- Noise levels must be kept low as to not distract the driver of the vehicle.
- No throwing objects of any sort.
- No destructive or disruptive behavior on the vehicle (fighting, yelling, horse-play).
- Passengers should board and depart the vehicle only under the supervision of the Timber Ridge staff member or the driver.
- If the vehicle is required to make an emergency stop, passengers should always follow the directions of the staff member who is present. If required to leave the vehicle, passengers should always use the buddy system.

## **AIRLINE TRAVEL & RESERVATIONS**

All camper airline reservations are to be booked by their parents/guardians. You should have received a letter regarding airline reservations. If you have not received this letter or have additional questions, please contact our Maryland office. Please remember to meet the camp representative at your child's specific gate at the airport no later than one and a half (1.5) hours before the scheduled departure time.

Please be advised, where individual and unchaperoned flights have been made, children will be placed directly in the hands of the airline steward/ess. Rest assured, our camp staff will meet your child at the gate of the arrival airport. Chaperoned flights from the Ft. Lauderdale, Florida airport (FLL) arrive into Dulles Airport (IAD).

## **BUS SERVICE/GROUND TRANSPORTATION**

Ground transportation is handled through our Camp office. On the following page you will find a chart with all of our information on ground transportation and bus pick-ups for both drop-offs and return trips. Please remember to meet the camp representative at the bus stop site in your area no later than thirty (30) minutes prior to the departure time.

## **SPECIAL TRANSPORTATION**

Any camper requiring special transportation on any day other than regularly scheduled travel days must have prior approval from the camp office. The parent/guardian will be responsible for making arrangements for the child's transportation if they are traveling on a day other than the scheduled travel days.

As you can see from the enclosed transportation schedule, Timber Ridge is more than accommodating when it comes to transporting its children to and from camp. Because there are so many children traveling at one time, Timber Ridge can easily free up the necessary buses, vans and personnel to get everyone where they need to go. However, it becomes virtually impossible to do this when an individual child needs to get to the airport or some other destination on a day when no one else is traveling. This necessitates our freeing up a vehicle and a driver whose time is most likely needed elsewhere not to mention this is also a costly expense. In order to be fair to everyone, Timber Ridge has decided to remove itself from the everyday shuttle busing and put this task in the hands of a local limousine service. We are providing the name and contact information for a wonderful service that's both reliable and economical. Timber Ridge will still be providing both ground and air transportation at the opening and closing dates of each camp session. It's only on "off" days when an individual child requires special attention that we ask you to use a limousine service.

AES Limousine Service  
1-800-832-6561  
Ext. #128 or #141

## 2011 Bus/Van Travel Information Schedule

<b>CITY, STATE</b>	<b>DEPARTURE AND/OR ARRIVAL SITE</b>	<b>TO CAMP DATE</b>	<b>DEPARTURE TIME</b>	<b>FROM CAMP DATE</b>	<b>ARRIVAL TIME</b>
Pittsburgh, PA	<b>Colfax School</b> 2332 Beechwood Blvd. (between Douglas & Phillips)	6/19, 7/20	10:00 a.m.	7/18, 8/12	2:00 - 2:30 p.m.
Baltimore, MD	<b>Pikesville Middle School</b> 7701 Seven Mile Lane	6/19, 7/20	10:00 a.m.	7/18, 8/12	1:00 - 1:30 p.m.
Washington, D.C.	<b>Rockville Giant</b> Randolph Rd. & Rockville Pk. Rockville, MD	6/19, 7/20	11:15 a.m.	7/18, 8/12	11:00 - 11:30 a.m.
Philadelphia, PA	<b>Plymouth Meeting Hall</b> (N. E. Philadelphia) in front of Strawbridge's Clothier Dept. Store-Side Facing Germantown Pk. near Greenhouse Tent	6/19, 7/20	12:30 p.m.	7/18, 8/12	12:00 - 12:30 p.m.
Paramus, NJ	<b>Macy's Garden State Plaza Mall</b> Rt. 12 just south of Rt. 4 facing Rt. 17, near Bank branch	6/19, 7/20	10:00 a.m.	7/18, 8/12	3:15 - 4:00 p.m.

**Only one carry-on piece of luggage per child will be permitted on the bus. As hard as we try to stay on schedule, the arrival/departure times may deviate due to children and buses running behind schedule. We appreciate your patience.**

### CAMP DATES 2011

<b>Full Session</b>	<b>June 19 – August 12</b>
<b>First Session</b>	<b>June 19 – July 18</b>
<b>Second Session</b>	<b>July 20 – August 12</b>
<b>2 Week (#1)</b>	<b>June 19 – July 2</b>
<b>2 Week (#2)</b>	<b>July 20 – August 2</b>

**In case of an emergency or last minute change in travel plans, please contact our office immediately.  
If Timber Ridge makes any adjustments to this schedule, we will contact all affected families as soon as possible.  
Thank you for your cooperation and understanding.**

## **MAIL & LETTERS HOME**

All mail sent to campers via the **United States Postal Service** should be addressed to campers as follows:

Timber Ridge Camp  
Camper's Name  
Cabin # \_\_\_\_\_  
PO Box 190  
Gore, VA 22637

All mail sent to campers via the **UPS or FedEx** should be addressed to campers as follows:

Timber Ridge Camp  
Camper's Name  
Cabin # \_\_\_\_\_  
Route 1 Box 470  
High View, WV 26808

Phone: 304-856-2630

Fax: 304-856-2325

(\*You will be notified of your child's cabin number in the first week. Until you know your child's cabin, we will sort the mail appropriately.)

Children are required to write home three times a week. Of course, they are allowed to write more than three letters per week and are encouraged to do so. Parents are asked to do the same as campers like to receive mail as much as they do. Campers who are unable to write will get assistance from their counselors. The kind of letter you send your child is important. Be sure to be interested in camp and encourage your child to get all he or she can from the program. Please do not tell them how much you miss them or make them envious of what they are missing at home.

Stamps and stationary should be a part of the camper's list of supplies. We highly suggest for parents to pre-address and stamp envelopes for campers. This makes it really easy for them to mail you and it also encourages them to write more often. There are many pre-made postcards for campers that are also available. Although we do have a fax machine and internet access, we ask that you do not fax letters or e-mail in lieu of or in addition to writing. Our camp e-mail address is only for the communication between parents and our camp staff.

## **PACKAGE & GIFT POLICY**

Over the years we have tried various methods when it came to camp care packages. Care packages with candy, cookies, and other misc. food items take away from the activities at camp. We serve very nutritious food at camp as well as canteen every night. Additional food is wasted, thrown away and is a cause of tension in the cabins. Originally we opened every package in the front of the child, removed the candy from the box in front of the crying individual and tried to distribute it to the cabin during cabin night. That did not work. Then we came up with the brainy idea of sending two package slips per session for parents to use and decided we would not open the packages. Well, those two packages contained enough food to feed the whole cabin for the entire session. Also, parents inevitably lost the labels, grandparents did not know about the labels and friends from home could care less about the labels. Hundreds of packages a day began to be delivered to camp with items you would not believe! The endless cases of Cup 'O Soup and Oodles of Noodles clogged toilets every day (not to mention the nutritional content in these products is almost zero). Parents complained about the cubbies of food in the cabins and the weight their children gained at camp. Also, this was a nightmare for our medical staff due to the impossibility of controlling food allergies.

So, we are back to the basics. Please do not send any food packages to camp. We will once again open every package in front of every child and, if there is food, we will dispose of it. Your child will not receive it. Unless, that is, your child is on a special diet that includes chocolate, potato chips and cup of soup. Of course this diet needs to be documented by your physician and will be dispensed by the Infirmary. Please, in these tough economic times, do not have us throw away food being sent to your child. It is not necessary. If you would like to send your child magazines, comic books, game books - great idea!! A stuffed animal that is stuffed with cloth is fun to cuddle with but one that is stuffed with candy and cookies sends the wrong message. If you need package ideas call us we can give you great suggestions. Timber Ridge is back to what works: NO FOOD PACKAGES!

## **E-MAIL POLICY**

Timber Ridge understands the importance of communication between parents and their child while at camp. In the past few summers we have experimented with offering e-mail for campers at camp. We tried several different systems that all failed. While it seemed that e-mail would be a great way for campers and parents to communicate at camp, it actually turned out to be unconstructive. Many e-mails were not received by campers from parents due to several reasons and campers had a very hard time finding time in their day to e-mail their parents.

For over 50 years, before e-mail, we had a very effective communication tool for campers and parents. That's right – traditional mail. That is why we are going back to our old way of doing things. Every camper is required to write to their parents 3 times a week. Of course, they are allowed to mail more than that and to other people. This system helps us guarantee that parents are getting letters sent to them and actually improves communication between you and your child.

There will also be no e-mail system for you to write your campers. Our camp e-mail address is only for communication between parents and our camp office staff. Feel free to write by traditional mail everyday should you wish. It is quite satisfying for a camper to get a real letter.

## **TELEPHONE USE**

Phone calls to campers during the season are very disruptive to the program. They promote homesickness, and if children were given the opportunity to use the phone every time they got into difficulty, they would find it that much more difficult to make their own decisions and adjustments. However, if parents feel a strong need to speak with their child during camp, they should call the camp office and set up a time for their child to call home collect. Unless it is an emergency, we limit this type of phone calls to one per season.

Due to the nature of our program, we are not able to bring campers to the phone immediately, but we will be happy to set up a time that is convenient for parents to receive a call from their child. International campers will call home when they arrive at camp. At that time, a day and time will be set up for the children to call home once per week. Please adhere to those times. It is impossible to get the child to the phone when they are at activities. The reason international campers are allowed to speak to their parents is that it takes a long time for a international mail to reach its destination. It is important to realize that for every telephone call placed internationally charges will be deducted from the campers spending account. Calls will be billed at \$2 a minute, with a maximum of 10 minutes. We also have a fax machine available to international campers that can be used for the cost of \$10 per fax. The child can fax as often as the parent desires.

## **CELLPHONES**

It has been brought to our attention that children are bringing cellphones to camp. Please do not allow your child to bring their cellphone to camp. If a cellphone is found, we will immediately mail them to the camper's home at the parent's expense. We have asked parents to help us control this situation without getting much support. Cellphones do not make for a positive camp environment. There are pay phones in camp for emergency purposes. We have very limited cellphone service in camp and the phone calls are constantly lost or dropped. Homesickness has become a more difficult situation to deal with as children will lend their phones out to a homesick child for support. Please assist us with this situation and keep your child's phone at home with you.

## **SPENDING MONEY**

Every year we battle with spending accounts and what to do with them. Why do campers need a spending account you ask? Well, there are numerous daily trips out of camp and children want to take a few dollars with them to buy a special treat. After evening activity the canteen is open for all age groups for extra purchasing of special snacks. There are soda, juice and water machines located around camp. While we do give children enough money for a vendor drink each day, some parents do want their children to have more access to these vendor drinks. Full session children will be going to an amusement park between the first and second session and parents often want us to give their children pocket money. These are the types of things the extra canteen fund can be used for.

So now you are asking what is a reasonable amount? Here is what we suggest:

<b>Children 6 – 11 Yrs:</b>	TR12 Session	\$15	Half Session	\$100	Full Session	\$150
<b>Children 12 – 15 Yrs:</b>	TR12 Session	\$25	Half Session	\$150	Full Session	\$200
<b>CITs:</b>			Half Session	\$250	Full Session	\$400

In the past we have tried to monitor what we give a child and will continue to do so unless the parent tells us otherwise. We hope you trust our judgment on this matter and convey the message to your children. Together we can keep a potentially complicated system rather simple.

## **BIRTHDAYS AT CAMP**

The camp provides a birthday cake for each camper who has a birthday during the season. It is a real thrill for the camper to receive his or her beautiful cake with the entire camp singing "Happy Birthday" to them. On a child's birthday, he or she will be permitted to speak with their parents/guardians. We will make a call to you between 6:30 PM - 9:00 PM on the evening of their birthday. Please make every effort to be home at this time. If you cannot be home, let us know in advance so we can make alternative plans.

## **PARENT VACATION ITINERARY**

Parents are asked to notify camp if they plan to make a trip while their child is at camp by using the enclosed form. We would appreciate an itinerary or the name of a person to contact who would know how to reach you.

## **ELECTRONICS AT CAMP**

Quite often we evaluate our policies at camp to see how they affect our program and whether they allow our campers to grow and prosper. We believe summer camp is a place where children learn to interact and communicate with each other, without cell phones and computers. It is a place for real friendships to evolve that children will have for life. This is done with face-to-face interaction and play. We look at camp as an opportunity for campers to expand their horizons and experience new and exciting things.

MP3 players (iPods, Zunes, etc.) and personal entertainment device (Sony PSP, Nintendo DS, etc.) have become very prevalent with many children today. Parents have many different philosophies of where and when it is appropriate for them to use these types of devices. We believe that, in many cases, electronics at camp would enable the very behavior parents are hoping for their children to get a respite from. Electronics hinder personal interaction and inhibit conversation. Electronics actually isolate children from their peers at camp. However, there are a few times during a day at camp (for instance before bed or during rest hour) when a child may want to listen to their own music or even use their gaming device as a way to have some private time. After all, group interaction can be exhausting all day, every day. Reading a book or listening to music is a great way to rest.

Our policy is that we prefer parents not send their child with a personal gaming device to camp. MP3 players are not recommended but are allowed as well. We reserve the right to confiscate the device at our discretion should we feel the child's summer experience is being affected negatively by the device. We also assume absolutely no responsibility for the device and its safety in any circumstance. We have decided that no electronic devices will be used outside of the cabin and will be confiscated and put away for safe keeping.

Should your child complain about not being allowed to bring their device with them, explain to them that instead of considering the negative impact of being without electronics, think about all of the activities and peer connections that camp offers instead. If you need help, we are here to give assistance.

We have had many reunions for children who attended camp in the 70's and 80's. The friendships made at Timber Ridge during that time period are lifelong. This is what Timber Ridge is all about - lifelong friendships. So, that is our goal this summer and every summer and electronics definitely hinder this goal. Please help support us, and we are sure you will be pleased with the relationships your child makes at camp!

## **VISITOR'S DAY**

Visitor's Day is a wonderful opportunity for parents to see where their children enjoy their summers. We have made this day available for full session parents only. Our parent visitation is always a relaxed and exciting time. You will see your children in activities, meet the staff, participate in some programs, view a marvelous circus show and share in a delightful lunch.

Parents of children in the camp musical are invited to watch the production Saturday evening at 7:30 p.m. You will not be allowed into camp any earlier than 7:30 PM. You will be notified during the summer if your child is in the production.

Parents are requested to follow the instructions set forth for Visitor's Day so that it will be a successful one for both campers and parents:

1. The camp gate will not open until 9:30 AM so there is no need to arrive early. Visitors are invited to spend the day from 9:30 AM - 4:00 PM.
2. Please do not bring excessive amounts of food.
3. Only 9<sup>th</sup> and 10<sup>th</sup> graders will be permitted to leave camp and they may do so only with their parent or guardian.

For 9<sup>th</sup> and 10<sup>th</sup> Grade Parents:

1. CITs can leave camp at dinner time on the day prior to Visitor's Day and must return to camp by 3:30 PM on Visitor's Day.
2. Ninth grade campers will be permitted to leave camp at 11:00 AM and must return by 3:30 PM on Visitor's Day.
3. All parents must sign out and receive a pass at the designated area in order to leave camp with their children. Children will only be allowed to leave with their own family members.
4. Timber Ridge will not provide transportation to and from town.

Visitor's Day is an important occasion for campers. Parents are requested to follow the instructions set forth for Visitor's Day so that it will be a successful one for both campers and parents.

Accommodations Suggested By:  
The Winchester-Frederick County  
Chamber of Commerce

Name	Address & Phone Number
Courtyard Winchester by Marriot	(540) 678-8822
The Inn at Vaucluse Spring	1-800-869-0525
Hampton Inn	540-667-8011
Wingate Inn	150 Wingate Dr., Winchester, VA. 540-678-4283
Best Western-Winchester	540-662-4154
Boxwood Inn	2649 Valley Ave. 540-662-2521
Quality Inn East	603 Millwood Pike 540-667-2250
Echo Village Motel	Rt. 11 South 540-869-1900
Holiday Inn East	Millwood Pike 540-667-3300
Bond's Motel	2930 Valley Ave. 540-667-8881
Tourist City	214 Millwood Ave. 540-662-9011
Comfort Inn	1020 Millwood Pike 540-667-5000
Wayside Inn	U. S. 11 - Middletown, VA 703-869-1797
Coolfont	Rt. 522-North, Berkley Springs, WV 800-888-8768
Budgetel Motel	800 Millwood Ave. 540-678-0800
Shoney's Inn	1347 Berryville Ave. 540-665-1700
Fort View Motel	Rt. 522 South 540-662-6055

## **HEALTH AT CAMP**

Timber Ridge provides the best medical personnel for the care of our campers. We have a medical staff which includes nurses at all times. There is a well-stocked health center and an infirmary for isolation of children who have an elevated temperature or minor illness. If a child needs to spend a night in the infirmary, we ask the nurse or the doctor to make a personal phone call to the parent. We are very proud of our preventative medicine techniques and we spare no effort in seeing children are kept healthy during the camping season. However, there are some cases of injury or illness. In general, the health and safety records of camps throughout the United States are very good. When a child is admitted to the infirmary, it is important for a parent to remember that it's just as much a part of the living experience. Parents should not hold themselves responsible or have any feelings of guilt. Winchester, Virginia has an excellent medical facility and is only 18 miles from camp via good roads. It provides a wide variety of medical specialists and dental technicians. It is important to remember that no one can be treated by the camp doctor, nurses or the nearby Winchester Medical Center unless the parent signs the Emergency Permission Authorization portion of the medical form.

Even though we as parents, doctors and nurses try our hardest, children may become ill while at camp. Remember, we are parents too and we know how you feel. Should a camper be admitted to the infirmary overnight, you will be notified by letter. This letter will give you the reason for admission, the diagnosis and any medication that your child was put on. Should your child remain in the infirmary a second night, the camp will call you. Again, remember we are parents too and will keep you informed of anything that we ourselves would want to know about it if it were our child. Please remember to completely fill out the medical form. Should there not be enough room for special medical issues, please attach a separate note directed to the nursing staff. Please mail this form to the Maryland office. This form should not be placed in the child's trunk or given to them to bring to camp. Should you be sending medication to camp of a special nature, please place it in a well marked container and give it to the child to carry as he goes to camp. You may also mail these medications to camp, again directed to the nursing staff. Please make sure that these items are properly labeled. Campers or counselors may not keep any medication with them in the cabin, with the exception of inhalers or asthmatics. All other medicine must be kept in the infirmary.

The medical health forms must be filled out and returned to camp before any camper arrives. Without this health form we cannot treat children. You are doing your child a disservice by not providing us with the health form. Make sure the physical examination needed prior to camp takes place not more than one year before the camper is due to arrive. Carefully check to see that the camper has received all immunizations. Also, check to see that all health instructions are included in the allocated space on the form. It is important that each parent takes precautions to keep their child from being exposed to communicable diseases at least three weeks prior to the camping season. Camp must be notified in case of direct exposure.

The health and happiness of your child is very important to us. By working together and complying with the above requests, we can all rest assured that our children will have a healthy and happy summer

### Reminders

1. Do not send first-aid items such as Band-Aids, tape, ace bandages, etc., as we have an extensively stocked infirmary at camp.
2. Do not send non-prescription medication. We do not allow campers, counselors or administrative personnel to keep any medication with them in their cabins.
3. Please do not send vitamins unless your doctor feels it necessary, as your children are given three well-balanced meals per day, which exceed their daily vitamin requirements.
4. Please fill out the portion of the medical form pertaining to your child's medical history. We find that parents of children who return year after year tend to overlook this as being important. Due to the limited storage space at camp, the previous year's medical forms are not readily available for the reference, not to mention that your child's medical history changes from year to year.

5. It is imperative that you sign the Emergency Medical Release located on the health form.
6. We have found in the past that by packing your child's medical form in his trunk, or leaving it to your physician to mail to us, forms are delayed or lost. Therefore, we request that all forms be mailed the Maryland office no later than May 1<sup>st</sup>. We would also like to take this opportunity to make you aware of the procedures regarding your children in the event of a problem.

Phone calls will be made to you if your child:

1. Spent two nights in the infirmary and then returned to his or her cabin.
2. Was sent into town to be x-rayed and the results were negative.
3. Needed lab tests and the result were within normal limits.
4. Received a tetanus booster.
5. Was placed on medication by the Camp Doctor and the reason why.

Rest-assured that you will be notified by telephone if any of the above exceeds the stated limits. Most of the requests made take only a few minutes of your time but will help us in achieving our goal.

## **EYEGASSES**

If your child wears eyeglasses please send an extra pair. Also, please make sure the prescription is attached to the medical form. Any repairs done to glasses will be billed directly to the parents by optometrists or by the camp.

## **PRESCRIPTION MEDICATION**

If a camper is prescribed medication by our doctor we will fill and administer that prescription. Parents will be charged for that prescription at the pharmacy's cost. If your child has a prescription card, a copy of it (both front and back) must accompany the medical form. It is impossible for us to try and use the card after the purchase is made. If you do not send us a copy of the card we will forward to the parents the necessary paperwork to submit to their insurance carrier for reimbursement. It is the parent's responsibility to reimburse the camp for the cost of the medication. All parents are responsible for the co-pay. We are not a pharmacy and cannot guarantee the cost of the prescription nor that our pharmacy will accept your plan.

## **CAMPER'S HEALTH AND ACCIDENT INSURANCE**

All inpatient and outpatient hospital care must be covered by the parent's hospitalization insurance. Camper's insurance does not cover inpatient or outpatient hospital care nor does it cover prescription medication. Please bear in mind that the professionals we send our children to in Winchester are so busy that they would prefer not treating our children. On top of that, if they are not paid or have to wait to be paid, they have and will continue to reject our patients even on an emergency basis. We will have the hospital bill your insurance company as per your policy number. Your policy number must be included on your health form. No coverage is made for any pre-camp or non-camp related problems. There is no charge for the services of the camp physician or normal medical care at camp. Campers who take horseback riding or any of the other camp activities do so at their own risk and cannot hold the camp liable for ensuing accidents. It is essential that your child/children be covered by medical insurance while they are at camp. The medical coverage information noted on the camper's physical form would aid the various facilities that we deal with to bill your insurance company directly, should the situation arise.

## **HOMESICKNESS**

First time campers and their parents sometimes spend a good bit of time worrying about homesickness. Most kids do just fine, but here are some thoughts which may help minimize potential emotional distress:

Before camp...

- Speak openly of possible homesickness. Homesickness is natural and certain feelings of missing home, parents, pets or friends are pretty normal. Once this is understood, your child may accept homesick feelings with less anxiety.
- Avoid statements like "I'm going to be so lonely without you!" Don't make your child feel guilty about going away.
- Heighten your child's interest by pointing out some of the exciting things you remember about your own camping experience. Be sure to be positive about how you were able to handle being away from home.
- While painting a bright, promising picture of camp, be sure his/her expectations are realistic. Your child will be expected to really work on some skills (such as swimming, if they are not a good swimmer already), share in camp chores (such as making their own bed and taking turns sweeping the cabin), etc.

Please do not say, "If you have problems, call us and we'll come get you." A camper thus invited to fail is likely to give up at the first difficulty and to abandon thoughts of adjusting to camp and focus immediately on going home. You might say something like, "This is a commitment for one camp session. We expect you to have lots of fun... But, if it's hard at times, you have to stick with it. If you don't like it, you don't have to go back but no changing your mind in the middle!"

If you bring your child to camp, take long enough to see the facilities and meet their counselors; then leave. This is not a good time to visit and watch activities. A cheerful, confident attitude on your part will help greatly in getting the summer off to a good start.

During camp...

- Phone calls are generally not a good idea. Some campers may be doing just fine 'til the sound of a parent's voice triggers a setback unexpected by either party. If for some reason you do wind up on the phone with a crying, homesick child, you need to be supportive, encouraging and positive about their ability to adjust and absolutely firm about "sticking it out." "Just try it one more week" is likely to translate to, "I'm going home in a week!" It's an invitation to fail; it leaves open the possibility of going home as a goal just when the focus needs to be on adjusting to camp. "You must stay" is more likely to translate to, "Well, I don't have a choice, so I might as well make the best of it..."
- Realize that you will probably hear the very worst. We have often seen a youngster be absolutely miserable on the phone and be perfectly happy 30 minutes later.
- Letters from home which reassure and give confidence are wonderful. (A letter on the second or third day of camp is always welcome.)

Our approach is to...

- Be supportive, encouraging and empathetic but still firm.
- Keep your child busy.
- Try to identify and solve any underlying problems (being teased, perhaps) or help them learn to live with the insoluble ones (it's raining, the water's cold, etc.).
- Keep you informed.

We cannot win the battle without your support. Some homesick campers want the world to know; others are embarrassed and try not to show it. We do want you to tell us about homesickness and other problems of which we may not be aware, and we're glad to give you feedback about your child anytime. Feel free to call us any time if you have concerns.

### **CAMP IS MAINLY A PARENT'S DECISION**

Psychologically, some children are better prepared for a separation from home than others are. In view of these differences, each child has to be handled individually. However, we would like to caution the parent against having guilty feelings about the separation or making unrealistic promises or bribes in order to get your child to camp. We do not feel a child should be unduly punished but firmness and understanding should prevail. Promises and bribes such as, "I'll send you a package," or "I'll give you a new bicycle if you go to camp," are detrimental. These types of incentives rob the child of the opportunity of making a positive adjustment on his own to camp life. Be realistic – summer camp is fun! Before a child can begin to have fun he must learn to master his own feelings with the help of the camp, their counselor and parents.

### **WHAT TO EXPECT FROM THE CAMP PROGRAM**

Once again, adult standards are hard to live up to. Parents are cautioned against setting standards for acceleration in sports or special activities. Children should be free to explore and develop at their own speed. Children learn more quickly and the learning becomes meaningful when it is fun and entertaining. Sometimes children do not choose those activities that parent's feel they should be involved in.

We feel our programs are very realistic and far-reaching. They allow children to develop their individual potential to the fullest. We believe in involving children in program planning and allowing them to make certain selections of activities that they would like to pursue. We understand that children's interests sometimes change and our programs are flexible to allow children to change activities if they want.

There is time allowed for just having fun with cabin-mates and members of the camp. Skills are taught in recreation, which have both educational and vocation implications. Competition is encouraged but not overdone. In general, we give the children an opportunity to personally succeed in some area of our varied program and prepare them for a full life. They are given the skill to live together successfully with their contemporaries and have the ability to enjoy and use their leisure time to the fullest.

### **WHEN A CHILD RETURNS HOME**

Evaluating a camping program takes great skill because memories that remain in the minds of children are shaped depending on the individual's viewpoint. One child might be very enthusiastic about a completely unrelated incident at camp, such as "the horse got sick," or "my counselor broke his arm," and yet completely uninformative about activities that were valuable to him. For example, exposing children to new activities is not always a highlight for the child. Children have poor concepts of timing and times. Encourage your child to talk freely about all of his camping experiences, drawing out as much as you can. Then it is recommended that you discuss your impression with the Camp Director. Your perspective or viewpoint is always helpful in evaluating our program. It is unfortunate that parents cannot look through a one-way mirror at camp and see the many exciting and wonderful things that happen there.