

Dear Parents:

The purpose of this Handbook is to inform you about camp and to present the necessary information, which you will need for the forthcoming season. As you are well aware, our camps are dedicated to the health and happiness of all our campers. Your choice of our camps has placed in our hands a deep trust, which we respect and appreciate.

We have drawn upon our many resources and our experience to create the kind of congenial atmosphere where children's minds and bodies will flourish. We have assembled the best staff possible and are continuing to develop an outstanding facility, so that your child will come home at the end of the summer bigger and better in many ways. You, the parent, play an important role in making TIMBER RIDGE the great camping program it is. Therefore, you are requested to discuss matters concerning camp directly with the Camp Director.

### **STARTING WHERE YOUR CHILD IS**

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 forthcoming camping experience. This depends greatly on motivating the child to want to go to camp in the first place. Therefore, we recommend that a parent discuss fully, the forthcoming camping experience, allowing the child to express himself freely about what he expects to find at camp. This is not the time to correct or change opinions, but to create an attitude of flexibility and acceptance. By making such statements as "Well, you really 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 to making certain commitments for their child. A camping experience is a fluid one; it can change at the stroke of a pen. Promises that are made in the winter are real and well meant, such as "You can bunk with your buddy or girlfriend," 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 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. Requests are made by the camp such as to the time of medical examinations, when to mail back certain information, how to pack trunks, request for confirmation of transportation, how to ship luggage. 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 deviation, 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.

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

Psychologically, some children are better prepared for a separation from home than others. In view of these differences, each child has to be handled individually. However, we would like to caution the parent in allowing you to have guilt 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- camping is fun. Before a child can begin to have fun, he must learn to master his own feelings of course, with the help of the camp, his counselor and his 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.

## PREPARING YOUR CHILD FOR CAMP

Adequate preparation for a summer camping experience is most important. It sets the tone for all those things, which will happen at camp. We are writing this information at the suggestion of many parents whom we have personally counseled in regards to camp experience.

### OUTFITTING YOUR CHILD FOR CAMP

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 kind 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 of younger campers are requested not to permit them to bring expensive items such as high priced clothing, expensive cameras, radios, watches, etc. to camp.

Please remember that the clothing list has been prepared only as a guide and parents are requested not to exceed this list. It is also recommended that the list be adapted to the individual child's wardrobe and clothing habits. However, some of each of the items on the list must be included.

Rainwear should be waterproof, not treated material. All articles, including clothing worn for traveling, should be marked with the camper's name. Sewed in tapes or indelible ink are preferred. All clothing will be inspected and checked upon arrival. Articles, which do not need pressing, are desirable, since camp operates its own laundry at no extra charge.

### **2 laundry bags are required.**

### CAMPERS CLOTHING AND PERSONAL ARTICLES

**Campers clothing and personal articles, as well as trunks, are not covered by camp insurance or other fire, theft, damage or mysterious disappearance. While we make every effort to locate lost items and ship home anything left at camp, we cannot be held responsible for items lost at camp**

### LABELING CLOTHING

Use indelible ink or sew or iron on nametapes that must be placed on clothing so they may be easily read. The following suggestions are made for the placement of nametapes:

All shirts, sweatshirts, blouses, sweaters, jackets - place on the back inside collar.

All pants, shorts, skirts, under shorts - place on the back inside waistband.

Socks - place on each sock at top

Caps or hats - place on the back inside head - band.

Shoes - place inside each shoe.

### CAMP TUITION

A deposit of \$2000 is due when the child enrolls. The balance of the tuition is due by April 20th. **No child is permitted to attend camp whose tuition is not paid in full prior to that child's arrival.** All payments are made payable to TIMBER RIDGE, INC., 10400 Stevenson Rd. Suite 201, P.O. Box 349, Stevenson, MD 21153.

### TRANSPORTATION

**We will pick up ALL children at the International Terminal at Dulles/Washington Airport after they have cleared Customs. Please tell them to look for the Timber Ridge sign.**

### SPECIAL TRANSPORTATION

Any camper requiring special transportation on any day other than regularly scheduled travel days must have prior approval from the camp office. There will be an additional fee assessed for that transportation

**LUGGAGE** - Luggage will accompany children on plane.

### PARENT'S VACATION ITINERARY

Parents are asked to notify camp if they plan to make a trip 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.

## THINGS TO REMEMBER WHILE THE CAMPERS ARE AT CAMP

### TELEPHONE

Foreign campers will be allowed to call home as soon as they arrive to camp. At that time we will set a time and day once a week for your child to call home. Please adhere to that pre arranged times to speak to your camper. It is impossible to get the child to the phone when they are at activities. You may call our office to ask questions about camp at other times but you may only speak with your camper during the weekly call unless there is an emergency. We also have a fax machine available to foreign campers that can be used for the cost of \$10.00 per fax. The child can fax as often as the parent likes.

### CELL PHONES

It has been brought to our attention that a lot of children are bringing cell phones to camp. **Please!! Do not allow your child to bring their cell phone.** If a cell phone is found, we will put in a safe place and it will be returned on the last day of camp.

### E-MAIL

Each child will have the opportunity to e-mail home twice per week. You can e-mail your child everyday and it will be printed and given out to your child. The e-mail address for our campers is [Trcamps@aol.com](mailto:Trcamps@aol.com). **Please do not send more than ONE e-mail per day.** Please do not include attachments, links to websites or anything else but text as your child will not have Internet access nor access to view these files. **When you e-mail your child you should not expect an immediate response, three days is a typical response time.** After all this is CAMP! DON'T FORGET, CAMPERS ALSO REALLY ENJOY RECEIVING POSTAL MAILAND PACKAGES!!!!!!

### HOMESICKNESS AT CAMP

There is a distinct difference between homesickness and camp sickness, with homesickness being a melancholy condition brought on through remorse or anxiety of one's own situation. These problems are usually best handled by the parent, with, of course, the help of the Camp Director. Camp problems come about through poor adjustment to camp life, inability to get along with other campers or embarrassment because of lack of ability in various skills or activities. The Camp Director should handle these problems. We expect parents to be aware of these and to inform us when there is an indication of such a condition that they might have heard through the mail; to encourage the campers to have confidence and to confide in and take direction from the camp leadership. Of all the things that children do at camp, these living experiences may be the most meaningful.

### PROGRAMMING

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 to.

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. If there is any further information you might desire or any questions you might have, please feel free to call us.

### FOOD PACKAGES

Parents are instructed not to send any food packages or edibles of any kind. Please notify your relatives and friends of this ruling. This is being done so that your child's health can be protected, as an over-abundance of food between meals ruins appetites and breaks down the camp routine. **(CAMPERS CAN RECEIVE GUM ONLY).**

## **BIRTHDAYS**

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." On a child's birthday, he or she will be permitted to speak with you. We will make a collect call to you between 6:30 - 9:00 on the birthday evening. Please make every effort to be home at this time. If you cannot be home, let us know in advance so we can make alternate plans.

**LINEN SERVICE- WE supply towels and ALL linens for our foreign campers.**

## **SPENDING MONEY**

After trying various ways to handle our campers' spending money at Timber Ridge, we've come up with what we believe is the most efficient method possible. When your child arrives at camp, he/she gives us their passport, plane ticket, and any monies they have. We keep a record of their belongings, and keep them in a secure place in our office.

### **Suggested Amounts:**

#### **Under 13 yrs. of age:**

\$200.00

#### **13 yrs. and older:**

\$400.00

## **CAMP MAIL**

All mail should be addressed to campers as follows:

Timber Ridge Camp

Camper's Name

Cabin # \_\_\_\_\_

Rt. 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 youngster's cabin, we will sort the mail appropriately)

Children are required to write home three times a week. Parents are asked to do the same, as campers like to receive mail as much as they do. Stamps and stationery should be part of the campers' list of supplies. 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.

**DO NOT tell them how much you miss them or make them envious of what they are missing at home. (PLEASE MAKE SURE ALL MAIL HAS EXACT POSTAGE).**

## HEALTH AT CAMP

Timber Ridge provides the best medical personnel for the care of campers. We have a medical staff, which includes six 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, parents are sent a letter from the camp nurse to this effect. If a child needs to spend two or more nights in the infirmary, we ask the nurse or the doctor to make a personal phone call to you, the parent.

We are very proud of our preventative medicine technique and we spare no effort in seeing that the children are kept healthy during the camping season. Because ours is an isolated community, our children are rarely exposed to contagious disease such as virus and colds. However, these do occur on occasion during the camping season. Our health record per capita is a remarkable one. This is evidenced in the low insurance rates offered to our camps.

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 as playing ball or going on hikes. Parents should not hold themselves responsible or have any feelings of guilt. Winchester, Virginia, with its excellent medical facility, is only 18 miles from camp via good roads. It provides a wide variety of medical specialists and dental technicians.

### **MEDICAL INFORMATION HEALTH FORMS (Enclosed)**

They are to be filled in and returned to camp before the camper arrives. **Without this health form, we cannot treat children.** You are doing your youngster a disservice by not providing us with the health form. Make sure the examination takes place not more than one year before the camper is due to arrive. Check carefully 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 his 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.** This is not fair to the other children who are either on the plane or on the bus with your child.

### **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 that card after the fact.**

If you do not send us a picture of the card we will forward to the parents the necessary paperwork to submit to their insurance carrier for reimbursement, however, it is the parents' 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. We will try our best!

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

All in-patient and outpatient hospital care must be covered by the parent's hospitalization insurance. Campers insurance does not cover in-patient or outpatient hospital care nor does it cover prescription medication. It is mandatory for all international campers we will purchase an insurance policy. We will supply the policy information to the doctors and hospital.

Please bear in mind that the professionals that we send our children to in Winchester are so busy that they would prefer not treating our children. If on top of that, 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 will aid the various facilities that we deal with to bill your insurance company directly, should the occasion arise.

The health and happiness of your child is **very** important to us. By working together and complying with the above requests, we can all be 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 each 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 medical form.** We cannot administer any medicine or treatment without this consent.
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 to the Baltimore office no later than June 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. Certain letters will be sent to you making you aware that your child:
  - A. Spent one night in the infirmary and then returned to his or her cabin.
  - B. Was sent into town to be x-rayed, but the results were negative.
  - C. Needed lab tests, but the result was within normal limits.
  - D. Received a tetanus toxoid booster.
  - E. Was placed on medication by the Camp Doctor and why.

We use these letters as a means of communication. Rest-assured that you will be notified by telephone if any of the above exceed the stated limits. Most of the requests made take only a few minutes of your time but will help us in achieving our goal. Should you have any further questions, please do not hesitate to contact us. We are looking forward to seeing your children at camp this summer. Thank you for your cooperation.

## MEDICAL DEPARTMENT

We at Timber Ridge are responsible for the health, welfare and general safety of your child and the staff while they are at camp. Toward that end, we spare no expense. A child must be healthy to enjoy camp. Our Doctors and nurses are highly trained professionals. Any child having more than routine minor ailments are seen and appropriate treatment is ordered. This may include a visit to a specialist in Winchester or a trip to the hospital.

We employ 6 Registered Nurses and a medical driver that staff 2 infirmaries. Each infirmary is fully prepared to handle all medical and trauma emergencies. In addition, the infirmaries are stocked with routine medical equipment and medications should your child require them.

**IT IS IMPORTANT TO REMEMBER THAT NO ONE CAN BE TREATED BY THE CAMP DOCTOR, THE CAMP NURSES OR NEARBY WINCHESTER MEDICAL CENTER UNLESS THE PARENT SIGNS THE EMERGENCY PERMISSION AUTHORIZATION LOCATED ON THE MEDICAL FORM.**

Children, though we as parents, doctors and nurses try our hardest, may become ill at camp. **Remember, WE ARE PARENTS TOO AND WE KNOW HOW YOU FEEL.** Should a camper be admitted to one of the

infirmaries overnight, you will be notified by mail. This note 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 fill out the **MEDICAL FORM COMPLETELY.** Should there not be enough room for special medical problems, please attach a separate note directed to the Nursing Staff. Mail this form to the Baltimore office no later than **JUNE 1<sup>st</sup>** if your child is in the first session of Green Briar or at White Mountain. The form should **NOT BE PLACED IN THE CHILD'S TRUNK OR GIVEN TO HIM TO BRING TO CAMP.** Should you be sending your child to the second session, please send the form to the West Virginia office no later than **JULY 1<sup>st</sup>.**

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 Medical Department. 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.**

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

Evaluating a camping program takes great skill, because once again, those things 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.