Dear Catalina Sea Camper:

The fact that you are reading this means that your summer is going to be awesome! Catalina Island is an ocean paradise and the underwater world will take your breath away. You will experience amazing programs, extraordinary staff and activities that you will never forget!

This Parent Guide contains everything you need to prepare for a fun and rewarding camp experience. Please read through the Parent Guide carefully as it is essential in your preparation for the summer.

All forms required for camp attendance are included in your online account. A list of these forms is included in this Parent Guide.

We are looking forward to our 2-week sessions of Catalina Sea Camp. If you have any questions, please do not hesitate to call our business office at 1-800-645-1423.

We will see you this summer!

Jacqui Howe
Catalina Sea Camp Director - Fox Landing
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SECTION I
2-WEEK CATALINA SEA CAMP
FREQUENTLY ASKED QUESTIONS

A. ARRIVAL & DEPARTURE

1. HOW DO THE CAMPER’S GET TO CAMP?
Catalina Sea Camp staff will escort campers to and from Catalina Island aboard a large boat (700 passenger) leaving from the Queen Mary Terminal in Long Beach. Campers prone to seasickness should take anti-motion sickness medication one hour before departure. The fee for transportation to and from the island is included in the tuition. Due to the location of the dock, you may have to pay for parking. If there are changes or emergencies that will affect camper pick-up or drop-off time or location, you will be notified by email, phone blast and text.

2. WHERE AND WHEN DO I DROP MY CAMPER OFF?
   2-Week Sea Camp: SATURDAY July 1, 2023
Report to the Queen Mary Terminal between 11:00 a.m. and 1:00 p.m. to check in at the Catalina Sea Camp staging area. We ask that you stay with your camper at the terminal until the boat leaves. The boat will depart at approximately 1:45 p.m. LUNCHES ON THE DAY OF DEPARTURE ARE THE RESPONSIBILITY OF EACH FAMILY. There is a snack bar on the boat packed with lunch items and candy; $20.00 would be more than enough for both trips. A map has been provided for you with directions to the terminal in Long Beach. Sea Camp staff will be stationed at various locations in the parking lot to help direct you. For your safety, please heed all signs, follow directions and instructions of staff.

3. WHERE AND WHEN DO I PICK MY CAMPER UP?
   2-Week Sea Camp 1: FRIDAY July 14, 2023
Campers should arrive from camp at the Queen Mary terminal at approximately 12:00 p.m. Please make arrangements to pick your child up at the terminal at the appropriate time. Please bear in mind that the boats are not always on schedule and we request your patience should they run late. Any camper not picked up within 1 hour of arrival in Long Beach will be charged a late fee of $50.00 per hour. This charge must be paid upon pick-up of camper.
4. **WHAT IS REQUIRED IF I WANT MY CAMPER PICKED UP AND/OR DROPPED OFF AT THE AIRPORT?**

Yes. There is a $60.00 charge each way for this service. Any special arrangements must be approved by our business office and be in writing. Additional fees may be incurred.

**PLEASE MAKE E-TICKET RESERVATIONS TO PREVENT LOSS. FLIGHT ARRANGEMENTS ARE TO BE MADE FOR THE FIRST AND LAST DAY OF CAMP ONLY.**

For those campers flying into the area, flight arrangements are to be made only to Los Angeles International Airport, where a Catalina Sea Camp staff member will meet them at the gate and escort them to the Long Beach Boat Terminal by bus. Please note that our staff members will wear identifiable “CATALINA SEA CAMP STAFF” clothing as well as carry personal identification with them to meet your child.

Make sure your child knows they must wait at the gate. They must not go to baggage claim. Catalina Sea Camp will also return campers to the Los Angeles International Airport for their return flights.

**UNACCOMPANIED MINORS**

According to the US Department of Transportation anyone between the ages of 8 and 11 is considered an unaccompanied minor (UM) when flying without a guardian and is therefore required to follow all UM procedures outlined by the airline you have chosen. Please check with your airline to determine your campers flight status. There is a fee issued by the airlines for children traveling under the UM status (typically this fee is between $100 to $200 each way). If your camper is flying UM status then we require you MUST pay that fee for the return flight as well. That can be done when you check your child in for their flight to camp. The airlines will require a name and contact number for the individual picking your child up from LAX. Please provide them with the name Crystal Mena and the cell phone number (562) 247-5045. We will contact you closer to camp with the accurate staff name and phone number.

**ARRIVAL INFORMATION:**

All flight arrivals must be made to LAX Airport between 8:00 AM and 10:30 AM on the first day of camp. Flights outside of this time frame will result in additional fees and must be approved by the director.

**DEPARTURE INFORMATION:**

All flight departures must be made from LAX Airport between 3:00 PM and 5:00 PM on the last day of camp. Flights outside of this time frame will result in additional fees and must be approved by the director.

If you are unable to make reservations according to the flight time parameters above, please call the office to discuss possible alternatives with the Sea Camp Registrar.
BAGGAGE INFORMATION & FEES:
Please clearly mark any luggage a tag with their name, Catalina Sea Camp, and the camp phone number (310) 510-1622.

Most airlines charge baggage fees for all checked baggage. Parents are responsible for paying all costs associated with checked baggage. If your specific airline does not allow for the prepayment of baggage fees for the return flight, please provide your child with the appropriate amount of money to cover the expense. Please note your camper should bring their medication in their carry on and give it to the counselor upon arrival at the airport. When your child arrives at camp, a staff member will collect and hold their cash and valuables until they depart from camp, at which time all items will be returned to the camper.

NOTE: Campers taking International Flights will be met by a Catalina Sea Camp staff member once they leave the secure customs area.

5. CAN MY CAMPER STAY AT CAMP BETWEEN SESSIONS?
YES! Campers attending more than one consecutive 1-week camp sessions can indeed stay at camp from one session to the next at a cost of $200 per camper. Campers will be fully supervised during this time.

If your camper is staying in between sessions and you did not indicate on the registration form, then please do so under “Forms and Documents - Additional Options”. If you have any questions about this process please contact our business office at 1-800-645-1423.

6. HOW DO I GET TO THE QUEEN MARY TERMINAL IN LONG BEACH?
We will be using Catalina Classics at The Queen Mary terminal in Long Beach. The address is 1046 Queens Highway, Long Beach, CA 90802. Please see the attached map or use any GPS app on your smartphone.
If you get lost please call Sea Camp at:
(562) 247-5045

Fees: $1/day
Parking: Free, first 1/2 hr.

Take the 710 Fwy South to Long Beach. Stay in the right lane, follow all signs to the Queen Mary which will lead you to the Catalina Express Terminal. Located next to the Queen Mary at the Catalina Express Terminal. Check-in Sea Camp and Camp Check-in.
B. MEDICAL

1. DOES MY CAMPER NEED A PHYSICAL?
YES. The physicians examination form is available through the “Forms & Documents” link on your online account. Have this form completed by your physician prior to the start of camp. The physical must have taken place within one year of the start of their enrolled session.

2. DOES MY CAMPER NEED TO BE VACCINATED?
YES. We require campers and staff to be FULLY immunized NOT including the COVID-19 vaccine. Campers and staff with medical exemptions will be allowed at camp with documentation from their physician. Personal exceptions will not be accepted. For list of required vaccines please go to the “Forms & Documents” link on your online account.

3. HOW DO I RETURN MY CAMPERS’ REQUIRED FORMS?
Once the required forms have been completed, there are FOUR OPTIONS for returning these documents.

   A. UPLOAD TO CAMPANION APP (PREFERRED) - Please download the Campanion app to login to your camper account. The username and password will be the same as the one used for registration. Through the app, you will be able to take photos of your documents and upload.

   B. UPLOAD AS A PDF (PREFERRED) - To upload these documents, log into your account and click the “Forms & Documents” link, then find the appropriate corresponding form. You will see an upload arrow on the right side of the section. Click the upload arrow and follow the instructions to correctly upload the documents.

   C. FAX - There should be a small bar code located in the lower right hand corner of each page of the forms. Be sure when faxing these documents back, that the bar code is visible. Please fax those documents to (949) 627-8084.

   D. SNAIL MAIL - If you are unable to fax or upload the documents you can mail the forms to our physical address:

      Attn: Summer Camp Registrar
      302 North El Camino Real #206
      San Clemente, CA 92672
3. **IF MY CAMPER TAKES PRESCRIPTION MEDICATION HOW IS THAT ACCOMMODATED?**
   
   All prescribed or over-the-counter medication needed by a camper will be collected at check-in by the nurse. Accurate instructions must accompany the medication. **ALL MEDICATION MUST BE BROUGHT TO CAMP IN THE PRESCRIBED CONTAINERS.** Campers will have access to their medication through the nurse’s office. Campers flying in, must put medication in a carry-on bag to be turned in to the nurse upon arrival at the boat terminal.

4. **IF MY CAMPER HAS SPECIAL REQUIREMENTS WILL THEY BE ACCOMMODATED?**
   
   - **DIETARY NEEDS:** If your camper requires a special diet please click the “Forms & Documents” link and list this on the health history form. If your camper has a more severe allergy, please contact our camp director at 1-800-645-1423
   - **PHYSICAL NEEDS:** If accommodations are needed for your camper to fully participate in the program, please contact our camp director at 1-800-645-1423 at least one month before camp begins.

5. **WHAT DO I DO IF MY CAMPER IS SICK BEFORE CAMP BEGINS?**

   Please call the business office at 1-800-645-1423 to discuss the specifics of your child's medical condition. The health of your camper has an effect on the health of the entire camp community. If ill or injured, a doctor’s release will be necessary at check in.

6. **WHAT HAPPENS IF MY CAMPER GETS SICK OR INJURED WHILE AT CAMP?**

   The medical professional on site will make an informed decision about whether or not the parent or guardian needs to be contacted based on the severity of the illness or injury. The primary parent or guardian will be contacted by phone.

C. **COMMUNICATION**

1. **WHERE DO I MAIL A LETTER TO MY CAMPER?**

   Address all mail to: Camper Name
   Team number (placed on camper name tag at check-in)
   c/o CIMI @ Fox Landing
   PO Box 1920
   Avalon, CA 90704

   NOTE: WE ARE NOT ACCEPTING PACKAGES OF ANY KIND! THEY WILL BE SENT BACK AND YOUR CAMPERS STORE ACCOUNT WILL BE CHARGED FOR SHIPPING. IF YOUR CAMPER NEEDS AN ITEM PLEASE CALL US FOR APPROVAL.
2. **CAN I CALL MY CAMPER?**
Telephone calls to or from your camper are not allowed due to their busy schedules. If you have some concern about your child, our camp staff is available to help you. In case of an emergency you may contact the camp. Our camp office is open between 7:30 a.m. and 9:30 p.m. at (310) 510-1622. Calls after 9:30 p.m. may be answered by an answering machine. The camp office is closed on weekends.

3. **CAN I EMAIL MY CAMPER or RECEIVE EMAILS FROM THEM?**
Please log into your account and then click on the email link, the system will guide you through the process of purchasing “CampStamps” to send emails as often as you’d like throughout the session to your camper. **WE WILL PROVIDE YOU WITH 5 “CAMPSTAMPS” PER CAMPER, PER WEEK, PER PARENT WHICH WILL BE ADDED TO YOUR ACCOUNT RIGHT BEFORE CAMP BEGINS.** More information can be learned by reading the detailed instructions at the end of this guide.

4. **CAN I SEE PICTURES OF CAMP EACH DAY ONLINE?**
Pictures will be posted each night and can be viewed through the Companion App. We will do our best to make sure each camper has a picture in the gallery, but this is not guaranteed. Digital copies of camp photos are free to save to your devices.

5. **CAN I VISIT MY CAMPER?**
No. If you wish to have a campus tour it must be scheduled prior to May 8th. Arrangements must be made in advance by calling our office at 1-800-645-1423. There are no visits permitted after May 8th due to the busy summer schedule.

D. **WHAT TO BRING TO CAMP**

1. **WHAT SHOULD MY CAMPER PACK?**
On the following page you will find a minimum list. Everything on the list has a function. We suggest checking off or counting the exact number of items on this list below. Please keep this form at home to ensure that all the items are accounted for upon your camper’s return from camp. **PLEASE MAKE SURE EVERYTHING IS WELL LABELED WITH YOUR CAMPERS’ NAME.**

2. **HOW SHOULD MY CAMPER PACK THEIR GEAR**
Please limit luggage to no more than 2 bags and a backpack. Also, make sure all luggage has a visible tag with the camper’s name and address written in ink.
### 3. ESSENTIAL ITEMS PACKING LIST

#### CLOTHING

- ___ T-Shirts
- ___ Sleepwear/Pajamas
- ___ Closed Toe Shoes
- ___ Jeans/Long Pants
- ___ Sweatshirts/Jackets
- ___ Flip-Flops/Sandals
- ___ Underwear
- ___ Swimsuits (2)
- ___ Hat
- ___ Socks
- ___ Shorts
- ___ UV Protective wear

#### BEDDING & TOWELS

- ___ Sleeping Bag (+15 to +30 degrees)
- ___ Pillow & Pillowcase
- ___ Laundry Bag
- ___ Bath Towels (2)
- ___ Beach Towels (2)
- ___ Wash Cloth or Bath Puff

#### PERSONAL HYGIENE

- ___ Soap or Body Wash
- ___ Toothbrush
- ___ Comb/Brush
- ___ Sunscreen
- ___ Toothpaste
- ___ Deodorant
- ___ Chapstick

#### MISCELLANEOUS EQUIPMENT

- ___ Small Backpack
- ___ Sunglasses
- ___ Water Bottle
- ___ Camera (optional)
- ___ Flashlight/Headlight
4. **CAN MY CAMPER BRING A CELL PHONE OR OTHER ELECTRONICS TO CAMP?**

Cell phones, smart phones, smart watches, IPODs, handheld video games, and other electronic devices are NOT ALLOWED. Camp is a place to make new friends, try new things and gain independence which can be pretty tough if campers are texting friends from home or calling parents. PLEASE leave cell phones at home. Parents, we really need your support as it is especially difficult to reinforce policies without that support from you. Exceptions are made for campers that are flying in. Their phones will be collected upon arrival and kept safe until departure day.

5. **WHAT ITEMS SHOULD MY CAMPER **NOT** **PACK?**

To ensure the safety of the campers, Catalina Sea Camp insists that the following items not be brought to camp.

- MP3 Players/ipod/tablets/Smart Watches
- Mobile Phones/Smart Phones
- Video Games
- Tobacco
- Marijuana Products (i.e. edibles)
- Illegal Drugs
- Televisions/portable DVD players
- Surf Boards
- Skateboards
- Skim Boards
- Two-way radios (Walkie Talkies)
- Knives of any kind (including dive or filet knives)
- Inappropriate Card Games (i.e. Cards Against Humanity)
- Any Smoking Products (Vaping/Juul)
- Expensive Jewelry
- Spear Gun
- Lighters
- Alcoholic Beverages
- Stereo
- Computers
- Fireworks
- Hair Dye
- Hair Clippers
- Weapons of any kind

Catalina Sea Camp does not accept any responsibility for the loss, damage, or theft of such devices. Any abuse of this policy will result in confiscation and storage until the end of the session.

6. **IS THERE A DRESS CODE?**

Yes. We ask that our campers dress appropriately and of course comfortably for their various activities at camp.

- We do not allow campers to wear clothing with alcohol, tobacco, drug, religious, political, sexual or obscene printing.
- Please keep the bathing suits modest – What does “modest” mean - No thongs, string or cheeky bikinis for female campers and no Speedo-style bathing suits for the male campers.
- Please send your campers with shorts of an appropriate length. The length of skirts, skorts, and shorts must extend below the camper’s thumb tips when the camper’s arms are extended at his/her sides.
- We do reserve the right to request campers to change clothing if deemed inappropriate.
E. YOU’RE AT CAMP

1. WHAT DOES THE WEEKLY CAMP SCHEDULE LOOK LIKE?

<table>
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<tr>
<th>Catalina Sea Camp 2-Week General Schedule</th>
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<tbody>
<tr>
<td>Breakfast</td>
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<td>Lunch</td>
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<td>Dinner</td>
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<th>Saturday</th>
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<tr>
<td>Arrival</td>
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<tr>
<th>Sunday</th>
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<tr>
<td>Schedules &amp; Orientation</td>
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<tr>
<td>Quad Time</td>
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<tr>
<td>Dive Deck/Waterfront</td>
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<tr>
<td>Demos/Swim Test</td>
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<td>Period 3</td>
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<tr>
<td>Period 4</td>
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<tr>
<td>Elective</td>
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<td>Period 3</td>
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<td>Period 4</td>
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<tr>
<td>Fox Adventures</td>
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<tr>
<td>Rec Time</td>
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<tr>
<td>Welcome Party</td>
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<tr>
<td>Ugly Counselor</td>
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<tr>
<td>Elective Night</td>
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<tr>
<td>Night Snorkel</td>
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<tr>
<td>Improv/Karaoke/Yoga + Ice Cream</td>
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<tr>
<td>CC scavenger</td>
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<tr>
<td>Silent Disco</td>
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<tr>
<td>Program Night</td>
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<td>ClimPlex</td>
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<tr>
<td>CIMI TV</td>
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<tr>
<td>TNT</td>
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<tr>
<td>Final Night Extravaganza</td>
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</tbody>
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2. HOW DOES THE CAMP STORE WORK?

Once you have registered your camper, you have the option to fund the camp store account at any time prior to your camper’s arrival at camp. We generally recommend an average of $75.00 per week. To fund the camp store account, please log on to your camper’s account and click the link named “View Camp Store Account”. Please note, at the time you fund the camp store account, your credit card will be charged for the selected amount. At the end of the summer any remaining balance $10.00 and below will NOT be refunded to your credit card and will be added to our camp financial aid fund. Any remaining balance over $10.00 will be refunded to your credit card on file unless stated otherwise on your registration. If you would like to change your selection that was made upon registration, please contact the Sea Camp Registrar at 1-800-645-1423.
3. WHAT IS THE SEA CAMP BEHAVIOR POLICY?

Camp participants are expected to exhibit appropriate behavior at all times while at camp. In order to provide all campers and staff with a camp experience that is safe and enjoyable, the following guidelines have been developed. We require that all words and actions be TRUE, KIND, AND NECESSARY. Camp staff will reinforce appropriate behavior through positive reinforcement, firm statements and redirection of activity. All campers must understand and follow the guidelines set forth. Please review these guidelines with your child.

- Talk in a pleasant manner. Foul language, putdowns and bullying will not be accepted.
- Be safe! Always obey camp guidelines and staff.
- Treat all equipment and supplies with proper care and respect.
- Show respect to all staff and fellow campers.
- Aggressive behavior that is threatening to a child, staff or others will not be permitted at camp.
- Have a positive attitude and have fun!

Listed below are the discipline procedures for campers who are exhibiting unacceptable behavior. Depending on the severity of the behavior, we may find it necessary to skip a particular step. (I.e. aggressive behavior will not be tolerated.) Our Zero Tolerance Bullying Policy skips step 1.

**Step 1:** Verbal warning from counselor or instructor.
**Step 2:** Meeting with Director or Head Counselor where a “Behavior Contract” is created by camper and administrator. Parents will be notified of their child’s “Behavior Contract” and concerning behavior.
**Step 3:** If camper continues to not follow camp guidelines or the “Behavior Contract” that camper will be removed from camp and escorted to Long Beach by a camp staff member. The parent or guardian will be required to pick up their child at the Long Beach terminal. If camper is from out of state, other arrangements will be created. No refunds will be given.

The summer camp director will review these guidelines with every camper at the
SECTION II
FORMS

2-WEEK CATALINA SEA CAMP

A. CHECKLIST

ALL REQUIRED CHECKLIST ITEMS BELOW MUST BE COMPLETED BY APRIL 1, 2023
ALL FORMS CAN BE FOUND ON YOUR CAMPERS’ ACCOUNT ONLINE.

1. CAMP TUITION & FEES
2. HEALTH HISTORY
3. PHYSICIANS EXAMINATION
4. PARENT AUTHORIZATION
5. CAMPER EXPERIENCE
6. CAMPER CODE OF CONDUCT
7. TRANSPORTATION
8. CAMP STORE ACCOUNT
9. IMMUNIZATION FORM
10. CAMPER PHOTO
B. CAMP TUITION AND FEES
Camp fees are due by MAY 1, 2023. 2-WEEK SESSION

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<table>
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<tbody>
<tr>
<td>2023 Tuition</td>
<td>$4,500.00</td>
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<tr>
<td>Non-Refundable Deposit</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Total Tuition Due</td>
<td>$4,200.00</td>
</tr>
</tbody>
</table>

Please Note: No postdated checks. Please make checks payable to “GUIDED DISCOVERIES”. Checks may not be processed immediately. When your credit card is charged, “GUIDED DISCOVERIES” will show on your statement.

C. TRANSPORTATION
Please login to your camper account and complete the transportation form with what arrangements have been made to drop off and/or pick up your camper for camp. If your camper is going to be picked up in a vehicle by someone other than the primary guardians listed in your camper account, then the Name and Contact number MUST be provided for the individual who will be the pick up person. If you plan to make flight travel arrangements for your camper then please refer to “WHAT IS REQUIRED IF I WANT MY CAMPER PICKED UP AND/OR DROPPED OFF AT THE AIRPORT?” section for the required information that MUST be provided.

D. HOUSING POLICIES
Catalina Sea Camp believes that meeting new people is an essential part of the camp experience. We encourage you and your camper to think of camp as an opportunity to meet as many new friends as possible. Summer camp is a great way to develop life skills, especially friend-making skills.

- Roommate requests are not guaranteed. We will do our best to accommodate reasonable requests.

- Roommates must be the same gender and in the same age group.

- Age Groups:
  - campers 10-11 years old
  - campers 12-13 years old
  - campers 14-15 years old

- Roommates are grouped by AGE, NOT GRADE in school. This applies to all campers, including those who have skipped grades. The age cutoff date is August 31st. This means that whatever age a camper is on August 31st is what age we consider them at camp.

- Campers will NOT be moved up to the next age group. Campers may move to a younger group, if appropriate and space allows.

- Only reciprocal requests are granted. Please make arrangements with friends at least one month prior to camp. Requests can be made by logging into your camper account and clicking the “Forms & Documents” link and then continue to the “Bunk Request Form”.
A SPECIAL NOTE REGARDING PERSONAL INFORMATION ABOUT YOUR CHILD

In the “Forms and Documents” section of the online camper account you will find the Camper Experience form. We would like to take a moment to discuss this particular form.

Some parents are ambivalent about providing camps with information about personal aspects of their child’s behavior or past experiences. Some parents fear that the information may be misused, while others are concerned about their child being “labeled,” singled out or treated differently. All parents want to see their child have a good start at camp, unencumbered by past problems.

As seasoned camp directors who are ourselves parents we appreciate these concerns. We also know how invaluable such information can be in assisting us to help your child make as smooth and happy adjustment to camp as possible, something we know all parents want! Very often having prior knowledge about a learning difficulty, a recent loss in or out of the family, a major change in the family or in the child’s life can be the crucial factor in helping us be sensitive to your camper’s need for patience, understanding, and reassurance. Since children often automatically use their behavior rather than their words to tell us what’s bothering them, having advanced knowledge of areas that might be difficult for your child really helps us understand the message in his/her actions so we can assure him/her of a better summer.

Our commitment is never to misuse such information or to release it to unauthorized persons. It will never be used at camp unless necessary, and then only with the greatest discretion. We will certainly let you know if your child is having difficulty. If you have any special concerns about this information or about your child, please feel free to call us. Or, if something comes up before camp begins, please send us a note or call us. As a team we can better assure your child of a successful time at camp!

ADDITIONAL RESOURCES

The American Camp Association (ACA) has many wonderful resources to help you and your child prepare for camp. Here are some suggested articles;

- Conversations to Have Before Camp - Conversations Before Camp
- Emotional Readiness for Camp - Emotional Rediness
- Top Tips to Prepare for Camp - Preparing for Camp
- 13 Tips for Managing Pre-Camp Anxiety in Children - Pre-Camp Anxiety

If you would like further assistance preparing your child for camp, our summer camp
Camper Photos & Emails on your phone any time

How to Setup Camppanion:
1. Download Camppanion from the APP STORE
2. Use your Camper Account login info to open the app
3. Follow the opening instructions and take a photo of your camper

What Camppanion Does:
1. Creates photo albums of all the photos uploaded each day
2. Once a camper's photo has been setup, Camppanion uses Face Finder software to notify you when a new photo of your camper has been uploaded
   *Face Finder is optional unless you want to be notified when your camper has a new photo upload and tagged in the system*

Sample Album

Tagged Campers Photo
What Campanion Does continued:

3. Receive short messages from the Camp Director about events at camp
4. Instantly share photos with friends and family or social media
5. Receive notifications for new emails and email your camper from Campanion

For more information visit https://campanionapp.com/support/faq/ OR
For assistance call CampMinder Support at 303-444-2267