



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 1-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!

**Paul “Butterkup” Kupferman
Catalina Sea Camp
Summer Operations Director**

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SECTION I

1-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. 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.

2. WHERE AND WHEN DO I DROP MY CAMPER OFF?

1-Week Sea Camp 1:	SATURDAY	June 9, 2018
1-Week Sea Camp 2:	SATURDAY	June 16, 2018
1-Week Sea Camp 3:	SATURDAY	June 23, 2018

Report to the Long Beach Boat 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; \$10.00 would be more than enough. A map has been provided for you with directions to the terminal in Long Beach.

3. WHERE AND WHEN DO I PICK MY CAMPER UP?

1-Week Sea Camp 1:	FRIDAY	June 15, 2018
1-Week Sea Camp 2:	FRIDAY	June 22, 2018
1-Week Sea Camp 3:	FRIDAY	June 29, 2018

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. CAN I PURCHASE CAMP INSURANCE?

Yes. Program Protector is an optional insurance offered only at the time of registration. You will be covered in case of a qualifying cancellation. There are two options of coverage available. One, is the standard plan which includes program cancellation and interruption, travel delay, medical expense/emergency assistance, baggage, baggage delay and more. The second option is the enhanced plan which covers cancellation for any reason. More information will be available for you at the time of your registration.

5. WILL CATALINA SEA CAMP PICK UP OR DROP OFF MY CAMPER AT THE AIRPORT?

Yes. Please follow the guidelines below.

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.

It is not always possible to determine in advance the particular staff member who will meet your child. 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. Please refer to the "unaccompanied minor" information in Section II. **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. There will be a \$50.00 charge each way. Please clearly mark any boy's luggage with a piece of **GREEN YARN**, girl's luggage with **RED YARN** plus a tag with their name, Catalina Sea Camp, and the camp phone number (310) 510-1622.

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 at 1-800-645-1423.

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

6. CAN MY CAMPER STAY AT CAMP BETWEEN SESSIONS?

Campers attending more than one session of camp, will NOT be able to stay at camp from one session to the next. This means that the camper must be picked up at the end of one session and then brought back to Long Beach at the beginning of the next session.

7. 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.

Directions to Sea Camp and Check-in

Take the 710 fwy South into Long Beach. Stay in the right lane, follow all signs to Queen Mary which will lead you to the Catalina Express terminal inside the Queen Mary gate.

Parking: First 1/2 hr free
Fees vary from \$12/hr to \$15/day

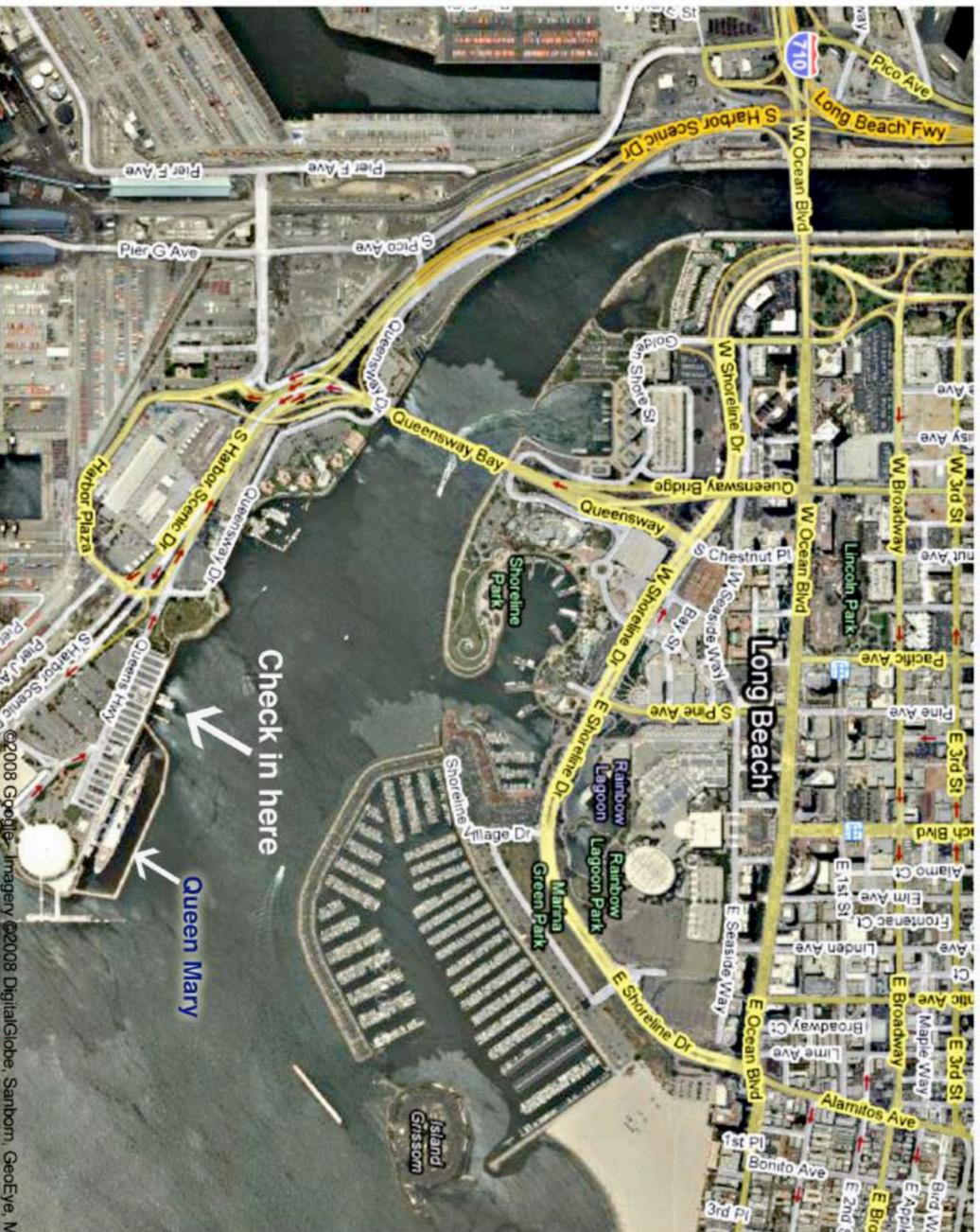
If you get lost please call Sea Camp at:
(424) 226-2715



Catalina Classic Cruises Catalina Sea Camp Check-in

Located next to the Queen Mary
at the Catalina Express Terminal

1046 Queens Hwy, Long Beach Ca 90802



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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.

ALL SCUBA DIVERS MUST COMPLETE ADDITIONAL PAPERWORK THAT WILL REQUIRE A DOCTOR’S SIGNATURE.

IF YOUR CAMPER HAS A HISTORY OF ASTHMA, OTHER RESPIRATORY OR CARDIOVASCULAR PROBLEMS AND THEY WANT TO PARTICIPATE IN TRY DIVE, THEY MUST BE EXAMINED BY A DIVING DOCTOR. THESE DOCTORS ARE SPECIALLY TRAINED TO EVALUATE PEOPLE WITH THESE CASES.

2. HOW DO I RETURN MY CAMPERS’ REQUIRED FORMS?

Once the required forms have been completed, there are **THREE OPTIONS** for returning these documents.

A. FAX (PREFERRED) - 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.

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. 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
27282 Calle Arroyo
San Juan Capistrano, CA 92675**

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. 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 NEEDS 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 special 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.

C. COMMUNICATION

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

Address all mail to: Camper Name
 Team number (will be given at check in)
 c/o CIMI @ Toyon Bay
 PO Box 796
 Avalon, CA 90704

NOTE: WE ARE NOT ACCEPTING PACKAGES OF ANY KIND! THEY WILL BE SENT BACK AND YOUR CAMPER'S 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. It is free to view the pictures, and prints can be purchased through our photo gallery at catalinaseacamp.smugmug.com. 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 12th. Arrangements must be made in advance by calling our office at 1-800-645-1423. There are no visits permitted after May 12th 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. To help with the sorting of the luggage on the first day of camp, male campers should tie a **GREEN** string on their bag and female campers should tie a **RED** string on their bag. 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

- | | | |
|--|---|--|
| <input type="checkbox"/> <i>T-Shirts</i> | <input type="checkbox"/> <i>Sleepwear/Pajamas</i> | <input type="checkbox"/> <i>Closed Toe Shoes</i> |
| <input type="checkbox"/> <i>Jeans/Long Pants</i> | <input type="checkbox"/> <i>Sweatshirts/Jackets</i> | <input type="checkbox"/> <i>Flip-Flops/Sandals</i> |
| <input type="checkbox"/> <i>Underwear</i> | <input type="checkbox"/> <i>Swimsuits (2)</i> | <input type="checkbox"/> <i>Hat</i> |
| <input type="checkbox"/> <i>Socks</i> | <input type="checkbox"/> <i>Shorts</i> | |

UV Protective wear (optional purchase - gruvywear.com - click "Camp Orders" and type in Catalina Sea Camp)

BEDDING & TOWELS

- | | | |
|---|---|---|
| <input type="checkbox"/> <i>Sleeping Bag</i> | <input type="checkbox"/> <i>Pillow & Pillowcase</i> | <input type="checkbox"/> <i>Laundry Bag</i> |
| <input type="checkbox"/> <i>Bath Towels (2)</i> | <input type="checkbox"/> <i>Beach Towels (2)</i> | <input type="checkbox"/> <i>Wash Cloth or Bath Puff</i> |

PERSONAL HYGIENE

- | | | |
|---|--|--|
| <input type="checkbox"/> <i>Soap or Body Wash</i> | <input type="checkbox"/> <i>Toothbrush</i> | <input type="checkbox"/> <i>Comb/Brush</i> |
| <input type="checkbox"/> <i>Sunscreen</i> | <input type="checkbox"/> <i>Toothpaste</i> | <input type="checkbox"/> <i>Deodorant</i> |
| <input type="checkbox"/> <i>Chapstick</i> | | |

MISCELLANEOUS EQUIPMENT

- | | | |
|---|---|--|
| <input type="checkbox"/> <i>Small Backpack</i> | <input type="checkbox"/> <i>Sunglasses</i> | <input type="checkbox"/> <i>Water Bottle</i> |
| <input type="checkbox"/> <i>Camera (optional)</i> | <input type="checkbox"/> <i>Flashlight (optional)</i> | |

4. CAN MY CAMPER BRING A CELL PHONE OR OTHER ELECTRONICS TO CAMP?

Cell phones, IPODs, handheld video games and other electronic devices are NOT ALLOWED. They will be confiscated and put in the camp safe till the end of camp. 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 Player/ipod/tablets	<u>Any Smoking Products (Vaping/e-Cig)</u>
Mobile Phones/Smart Phones	Expensive Jewelry
Video Games	Spear Gun
Tobacco	Lighters
Marijuana Products (i.e. edibles)	Alcohol
Illegal Drugs	Stereos
Televisions/portable DVD players	Computers
Surf Boards	Fireworks
Skateboards	Hair Dye
Skim Boards	Hair Clippers
Two-way radios (Walkie Talkies)	<u>Weapons of any kind</u>
Knives <u>of any kind</u> (including dive or filet knives)	
Inappropriate Card Games (i.e. Cards Against Humanity)	

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?

Catalina Sea Camp

1-Week Session Camper Schedule

Breakfast 8:00-8:30

Lunch 12:30-1:00

Dinner 6:00-6:30

	9:00-10:30	10:45-12:15	1:00 - 2:00	2:00-3:30	3:45-5:30	6:30-7:30	7:30 - 8:30	8:30-9:00
Sat		Check-in Long Beach 11:00AM-1:00PM	Boat Ride to Toyon 1:45-3:55		4:00 - Welcome 4:15 - Move In Tour/Team Pics 5:00 - Guideline Talk	Rec Time Until 7pm	7:00-9:00 OPENING CAMPFIRE @ AMPITHEATRE	Dorm Time
Sun	A - C Core Activities	A - C Core Activities	Quad Time	A - C Core Activities	A - C Core Activities	Rec Time	CREW NIGHT	Campfire
Mon	A - C Core Activities	A - C Core Activities	Quad Time	A's Core B & C Elective	A's Core B & C Elective	Rec Time	CREW NIGHT	Campfire
Tues	A - C Core Activities	A - C Core Activities	Quad Time	ALL CAMP CLEAN-UP!		Rec Time	DIVE DECK SOCIAL	
Wed	A - C Core Activities	A - C Core Activities	Quad Time	A's Core B & C Elective	A's Core B & C Elective	Rec Time	ELECTIVE NIGHT	Campfire
Thurs	A - C Core Activities	A - C Core Activities	Quad Time	A's Core B & C Elective	A's Core B & C Elective	Packing	Closing Campfire Ceremony Ice Cream Social & Final Slideshow	
Fri	Pack & Clean	10:00-12:00 - Boat to Long Beach	A Campers = 8 & 9 year olds, B Campers = 10 & 11 year olds, C Campers = 12 & 13 year olds					

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 \$50.00 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. If you would like to change your selection that was made upon registration, please contact the Sea Camp Registrar at 1-800-645-1423.

Items available in the camp store include:

Soap/shampoo

Post cards/stamps

Toothbrushes

T-shirts

Snacks

Sweatshirts

Batteries

Mementos

Sunglasses

Hats

3. CAN MY CAMPER SCUBA DIVE?

12 and 13 year old campers will have the opportunity to take a sample scuba course. There will be additional forms to fill out and a doctor's signature will be required as well. These forms are available in your online account under "Forms & Documents". The required scuba forms are due April 1, 2018. If this deadline is not met, then your camper might be unable to participate in the scuba activity. Contact the business office to make special arrangements if necessary.

SECTION II FORMS

1-WEEK CATALINA SEA CAMP

A. CHECKLIST

**ALL REQUIRED CHECKLISTS ITEMS BELOW MUST
BE COMPLETED BY APRIL 1, 2018
ALL FORMS CAN BE FOUND ON YOUR
CAMPER'S ACCOUNT ONLINE.**

1. **CAMP TUITION & FEES**
2. **HEALTH HISTORY**
3. **PHYSICIANS EXAMINATION**
4. **IMMUNIZATION**
5. **PARENT AUTHORIZATION**
6. **CAMPER EXPERIENCE**
7. **CAMPER CODE OF CONDUCT**
8. **AIRPORT TRANSPORTATION (IF APPLICABLE)**
9. **CAMP STORE ACCOUNT**
10. **SCUBA (IF APPLICABLE)**

B. CAMP TUITION AND FEES

Camp fees are due by MAY 1, 2018.

	SESSION 1	SESSION 2 & 3
2018 Tuition	\$1,850.00	\$1,950.00
Less Paid Non-Refundable Deposit	\$ 300.00	\$ 300.00
Total Tuition Due	\$1,550.00	\$1,650.00

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. AIRPORT TRANSPORTATION

There is a \$50.00 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. REMINDER: CAMPER WILL NEED MONEY FOR LUNCH ON THE DAY OF ARRIVAL.

ARRIVAL INFORMATION:

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

DEPARTURE INFORMATION:

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

BAGGAGE FEES

Most airlines charge baggage fees for all checked luggage. Parents are responsible for paying all costs associated with checked baggage. Please pay these fees in advance of incoming and outgoing flights. If your specific airline does not allow the prepayment of baggage fees for the return flight please provide your child with the appropriate amount of money to cover the expense. 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. Please contact our Sea Camp Registrar at 1-800-645-1423 if you have any questions.

LABELING

Please clearly mark your camper's luggage with the information below:

Camper's Name
Catalina Sea Camp, If found please call (310) 510-1622

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. Some airlines require anyone between the ages of 8-15 to travel as unaccompanied minors. Please check with your airline to determine your camper's 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 Kristi Turner and the cell phone number (424) 226-2715. We will contact you closer to camp with the accurate staff name and phone number.

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:
 - “A” campers 8-9 years old
 - “B” campers 10-11 years old
 - “C” campers 12-13 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

We hope you noticed the Camper Experience report included in the online registration materials. We would like to take a moment to discuss this particular report.

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!

How To Email Your Camper Using **CampMinder**

You can now email your camper from the same account you created to sign up for camp. **All outgoing and incoming messages cost one CampStamp each. Each family automatically receives 5 CampStamps per parent/per camper/per week.** Simply follow these instructions to set up your email messaging system. You will also have the option to add guests to your account so friends and family can email your camper too.

If you ever encounter problems with the email system or any other part of your online account, contact CampMinder directly by calling 303.444.2267 extension 3 or click on HELP and submit an electronic Help Ticket.

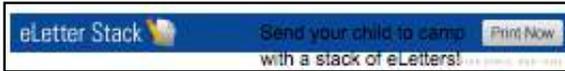
STEP 1 - LOG IN to your online account. After logging in you will see your dashboard (below).

The dashboard includes sections for Forms & Documents, Your Camper (Camper Application, Camper Information), Your Family (Update Addresses/Phone Numbers, Financial Management, View Camp Store Account), Your Account (Login Details), and Online Community (Email, Guest Accounts, Credit Card for CampStamps).

STEP 2 - Under the **Online Community** section click on:



STEP 3 - PRE-PRINT STATIONARY BEFORE CAMP (optional) - from the email screen (right) you have the option of pre-printing letters that your camper can take to camp and can be emailed back to you. If you want to pre-print stationary click on:



STEP 4 - CHOOSE YOUR RECIPIENT - if you have more than one camper at camp you can choose a specific camper or send the same message to multiple campers.

The email screen shows an 'eLetter Stack' button, a message box with a 'How much space do I have left?' indicator, a 'TO' dropdown menu with 'Camper A' and 'Camper B' options, and a 'FROM' field with 'Frederick Hazard' selected. There are also options for 'Send a Smile!' and 'Attach a photo to this email'.

STEP 5 - WRITE YOUR MESSAGE - to send an email simply write your message in the message box. It will calculate how much space you have remaining to fit onto a single page.

STEP 6 - CHOOSE THE SENDER - if you've added guests to the account they can choose their name from the list.

STEP 7 - INCLUDE A HANDWRITTEN RESPONSE? - if you want your camper to write you a response to this message check the box.

STEP 8 - ATTACH A PHOTO (optional) - you can attach a photo to your email as well for an additional CampStamp.

STEP 9 - SEND YOUR MESSAGE!

How To Add Guests To Your Account

STEP 1 - **LOG IN** to your account and click on:



STEP 2 - ADD GUESTS - add your guests names and email address

STEP 3 - SET PERMISSIONS - choose which camper your guests can email.

The form includes fields for 'Your guest's first name', 'Your guest's last name', and 'Your guest's email', all marked as 'Required'. There is a dropdown menu for 'Your guest may email' with options 'Avery Hazard', 'Camper A', and 'Camper B'. An 'Optional note to your guest' field is also present, along with a 'Create Guest Account' button.

How To Retrieve Camper eLetters Using CampMinder

Once you've sent an email to your camper, you can see if they have written you back by logging into your account. Remember **all outgoing and incoming messages cost one CampStamp each. Each family automatically receives 5 CampStamps per parent/per camper/per week to use.** We recommend not purchasing more until you've used up your free CampStamps. To purchase more Camp Stamps simply click on Credit Card For CampStamps on your account's dashboard. You must enter a new credit card number to purchase more CampStamps.

STEP 1 - LOG IN to your account . After logging in you will see your dashboard (below).

The dashboard is divided into several sections:

- Online Community**
 - Email**: Email your camper!
 - Guest Accounts**: Create guest accounts for friends and family!
 - Credit Card for CampStamps**: Update your credit card information used for purchasing CampStamps.
- Forms Dashboard**
 - Forms & Documents**: Complete forms online and print important documents.
- Your Camper**
 - Camper Application**: Fill out our online camper application.
 - Camper Information**: Review and update the information we have on file for your children.

STEP 2 -Under the **Online Community** section click on:



STEP 3 - Once you click on Email you will see the following screen. To see your messages, simply click on eLetter Inbox:



STEP 5 - Your inbox will look like the following screen to the right. You can choose if you'd like your camper eLetters to be forwarded to your personal email address, check this box.

STEP 6 - If you have an eLetter they will appear here. Simply click on the message to view it's contents.

The page title is "EMAIL - eLETTER INBOX". It includes a checkbox labeled "Automatically email received eLetters to:" with the email address "youremail@email.com" entered. Below this is a year selector set to "2017". A message states: "You have not yet received any eLetters for the selected season." A "Go Back" button is at the bottom left, and the CampMinder logo and "Privacy Policy" link are at the bottom right.

SPECIAL NOTICE!

You **WILL NOT** be charged a camp stamp if you don't access your eLetters through your CampMinder account while your camper is at camp.

YOU WILL be charged a camp stamp if you choose to have your eLetters forwarded to your email.

See Daily Pictures of Camp



See Pictures of Camp

www.catalinaseacamp.smugmug.com

Login Password: Provided within Camper Account

**Then view by your camper's
session and day.**

