



2019 Parent Packet

Welcome!



Hello and welcome (or welcome back) to Camp Carysbrook! We are very excited to have you with us to celebrate our 96th summer. This packet has all the essential information and paperwork you will need for camp so make sure you read it thoroughly, print it, and complete the appropriate forms online no later than May 15th. We want to ensure that your camper has a wonderful camp experience, so please prepare her for her time away from home, whether it is her first summer or not!

Pro Tips for a Successful #Summer2Remember

Talk with your camper prior to camp. Ask if she has any questions about what camp will be like. Tell her that you are excited for her to have a great time; focus on the FUN she will have, not on how much you will miss each other. Let her know that you have confidence in her independence.

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Eat a good lunch before coming to camp on the first day (buffet lunch served at 1:00pm at camp; please RSVP if you would like to join). We will serve the campers dinner at 6pm, so they need to be content through the afternoon.

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Help your camper know how to take care of her own personal hygiene. Some younger campers are used to a lot of help with personal hygiene, including brushing

their teeth and showering. Bathtubs are not available at camp, so everyone uses showers. Because each counselor is responsible for 5-7 campers, each camper will need to be able to care for their own basic needs. Please help your camper to learn how to do these things independently before she leaves for camp.

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Make sure your camper knows where all the important things are in her luggage. It is hard to have fun if you cannot find your bathing suit when your friends are headed to free swim. To avoid lost and found, be sure your camper can repack her belongings into her luggage and make sure **EVERYTHING** is **CLEARLY LABELED WITH FIRST & LAST NAME** (not just initials).

If after reading this packet you find you have more questions or concerns, or if your camper has specific needs (including dietary restrictions), please contact us at 540-382-1670.



Electronic Health Forms

In our continuous efforts to provide the best possible care to our campers and staff, Camp Carysbrook is once again partnering with [CampDoc.com](https://www.campdoc.com), an electronic health record system for camps. CampDoc helps us consolidate and integrate camper health information into a centralized and secure location. Their system gives our infirmery staff instant access to camper health information, a key component in providing quality patient care. And you will have the added benefit of seeing that we have received your forms or if something is missing!

Instructions for Use

- Check your inbox for a “Welcome E-mail” from CampDoc.com with information about how to complete your camper’s health information.
- Click the link in this email to set a new password for your CampDoc.com account.
- Follow the instructions, and complete the health history for your camper. Alerts will appear for any missing required information.
- Upload any required documents to your CampDoc.com account.
- Return to CampDoc.com at any time to make changes/updates to your camper’s health information before camp begins.
- ***Please set register@campdoc.com as a ‘safe sender,’ to avoid accidental delivery to junk and spam folders.***

The security, confidentiality and privacy of your camper’s personal health information will always be protected.

Only Camp Carysbrook’s health staff will have access to camper health information, and the CampDoc.com site is secure, encrypted and password protected.

NOTE: Health Form 2 is the American Camp Association’s form that the medical professional completes at the camper’s physical.

Health Form 1 has been integrated into the CampDoc health system. You can print this form by logging into your CampDoc account and selecting the blue Print button on the lower right hand part of the screen under your contact information.

If you are still having trouble, please contact the office for assistance.

If you experience any difficulties, try searching the [DocNetwork Help Center](#) for answers to common questions or contact CampDoc customer support at 734-636-1000.



ATTENTION: **IMPORTANT DATES!**

Things to do by April 1st

- Settle your tuition balance in your online account:
CampDoc.com
- Register for transportation or horseback riding options.
- Schedule a physical for your camper.

Things to do by May 15th

- Review your online registration and update any info including camper info, Visiting Day RSVP, etc.
- Add any money for the Camp Store or other extras to your camper's account online.

Things to submit electronically via CampDoc to Camp Carysbrook by MAY 15th

Submit/upload your camper's health forms to your CampDoc account electronically no later than May 15, 2019. Camp Carysbrook will not accept paper copies.

- **Health History—Physician's Release**
- **Camper Healthcare Recommendations**
- **Copy of current insurance card**
- **Camp Carysbrook Camper Code of Conduct including the Anti-Bullying Policy and No Gossip Policy signed by parent and camper**

**In order for your camper to attend camp, a current Health History-Physician's Release must be on file. They need to be signed by a physician within 12 months of the beginning of the camper's camp session. We cannot allow any camper to stay at camp without this form.*



Common Questions

Packing for Camp:

A "[Camper Packing List](#)" for assistance in packing for camp is available on our [website](#). Camp Carysbrook has zero tolerance for alcohol, drugs, tobacco and weapons. If this policy is violated, campers will be sent home and no refund will be given.



For check-in day, it is often beneficial to pack a separate backpack in addition to your camper's trunk and duffel. This will come in handy to carry everyday personal items. We recommend the backpack contain a water bottle, a sweatshirt or lightweight jacket, rain gear, sunscreen, insect repellent, and maybe a hat.

Please remember that clothes and gear can get dirty, wet, well worn, damaged, and even lost at camp. **DO NOT send anything of great value or sentimental attachment.** Camp Carysbrook will not be responsible for lost or damaged items.

Check-In:

Check-in is from 12-3pm the first day of the camp session (unless your camper is a CIT: 10am, or a Go-To-Girl: 11am). ***If you do arrive early, you will need to wait in or around your car at the gate to camp.***



When parking, please follow the staff's instructions and back into your parking spot. Once you have parked, you and your camper will head to the registration tent, the office, and the infirmary.

The check-in process takes approximately 30 minutes and will include cabin assignment, review of paperwork, turning in cellphones for safekeeping in the office, depositing any money into the Camp Store, and a quick health inspection (lice screening, temperature check, etc. by the Health Supervisor).



Camp Store:

To save time, please log in to your [online account](#) and credit your camper's store account. Campers should keep any money in the office safe and use store credit at the Camp Store (Carrier Pigeon). The camp store will be open for your convenience and carries basic necessities, Carysbrook clothing, stamps, trip charges (\$10 per trip), etc. Any credit balance on your store account will be credited to your online account upon the end of the camper's term. You can easily add to your camper's store balance using your online account.

Store account fund recommendations

1 week: \$50

2-4 weeks: \$75

5-7 weeks: \$100

Camper Health & Safety:

At Carysbrook, camper safety is our first priority. All staff members undergo intensive training on how to prevent and handle a variety of emergency situations. If an emergency does occur, the safety of campers will be secured and the appropriate authorities and parents notified. It is essential that we have accurate contact information for the parents and a SEPARATE emergency contact.

If your camper becomes ill during camp, you or (in case you cannot be reached) your emergency contact will be notified. If your camper needs to be treated immediately, she will be taken to our partner physician in either Christiansburg or Blacksburg. Please be certain to upload all health forms to your CampDoc.com account in order to facilitate any payments that might be necessary to physicians or hospitals. Health insurance coverage is the sole responsibility of the camper's parent/guardian.



PLEASE NOTE – Camp Carysbrook does not provide camper health insurance.



At the Infirmary:

The Health Supervisor will perform a general health assessment (temperature, blood pressure) as well as check for the two most common communicable illnesses at camp: athlete's foot and head lice. Your camper will not be permitted to remain at camp if a case of head lice is discovered upon arrival. In the event that head lice is discovered during camp, the health supervisor will treat the camper onsite and inform the parents. If your camper has had head lice or was exposed to head lice within 4 weeks of attending camp, please inform the Health Supervisor. We are committed to every effort to keep lice out of our camp community.

All daily medications (prescription and over the counter) must be in the original prescription container and can only be administered according to the prescribed dosage instructions.

The infirmary provides some non-prescription medications, such as Tylenol, to be administered as needed.



All medication, including vitamins, are locked safely in our infirmary and dispensed by our Health Supervisor.

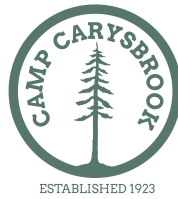
All medications **MUST** be deposited with the Health Supervisor at the start of camp for safety purposes. Please notify the Health Supervisor of any medication allergies.



Cabin Assignment/Unpacking:

After your camper has finished checking in at the infirmary, you can make a stop at the camp store, then head to her cabin where trunks are delivered. We do encourage parents/guardians who are bringing the camper to help her get settled before leaving, including: helping her make her bed or unpacking a few things so she knows where her belongings are.

Campers will be immediately starting into activities so we ask that once the camper is settled please make your way back to your cars to make parking spaces for more campers. Cabins are assigned by grade so be sure that information is up to date at the time of registration.



Climate:

Camp is at ~2300 ft. and is nestled in the New River Valley between the Allegheny and Blue Ridge Mountains about 40 miles Southwest of Roanoke. We usually have temperatures from 60-90 degrees. Occasionally we do have cool nights so keep that in mind. We have included a packing list for your convenience.

Wildlife:

The wildlife at Carysbrook comes in all shapes and sizes. We have a few friendly domestic animals that are GREAT with the kids and belong to camp staff. We have ground squirrels, deer who hang out in the playing field, and a bear sighted by the river. It is an honor to live so closely to wildlife and we take every precaution necessary to prevent “inappropriate” contact. **PLEASE DO NOT BRING, SEND OR PACK EXTRA FOOD TO CAMP!** This can lead to unexpected visits from our furry neighbors!

Insect Repellant/Sunblock:

The American Academy of Pediatrics (AAP) has suggested that it is appropriate to use insect repellent with 10%-30% DEET on children, with lower concentrations recommended for those with sensitivities including allergies, respiratory irritation and seizures. With the rise of Lyme disease (tick-borne illness) throughout the Mid-Atlantic States particularly in wooded areas, the application of insect repellent is a key to prevention. As an added precaution, Camp Carysbrook further recommends that parents and caregivers familiarize themselves with the signs and symptoms of Lyme disease in order to best monitor their camper upon their return from camp. Please contact your pediatrician for further information.

All campers must bring a sunblock with a minimum SPF of 15. Even though campers will have a counselor available to help them, many campers don't wait for counselors to assist with the application of their insect repellent and sunblock.

Please review your preference for the application of both insect repellent and sunblock and help your camper be ready to “do it themselves”.



Ask anyone who has been to camp and they'll tell you that there isn't a "typical day" – each sunrise brings new and exciting experiences! But, there are some general patterns you can expect.

9:30pm – Taps good night by bugle

Camp is like a big family and to make it go smoothly we ask that everyone help out. Each day we have cabin clean up and basic camp cleanup. Everyone at camp pitches in as a community to make it a clean, safe and fun place to be. We want campers to understand that part of living in a cooperative community means that everyone does their part.



Mail & Care Packages:

EVERYONE LOVES MAIL! Letters and postcards are particularly special at camp. Remember to keep them upbeat and encouraging so as not to foster homesickness. Mail your letters at least 2-3 days before your camper leaves for camp so the letters arrive on time. You can also bring your letters to camp and have the counselor distribute them to your camper throughout camp. For urgent messages we do offer a one-way email service; however, please limit your use of this service in favor of “real” letters to alleviate administrative efforts and environmental concerns.

If you want to receive letters back from your camper, you may want to help them pre-address and stamp envelopes or postcards to send with your camper. Mail should be addressed as follows (USPS, UPS and FEDEX):

Camper's Name
c/o Camp Carysbrook
3500 Camp Carysbrook Rd.
Riner, VA 24149

Note: Mail received at camp after a camper has left camp will be returned to sender.

Please note that we have an enforced **NO Package Policy** so **please refrain from sending packages to your camper while at camp**. If you need to send something essential to your camper, please send it to the attention of the Director. The exception to this rule is the purchase of a camp store bundle (clothing, water bottle, etc.) made available through the camp store.

Any packages delivered that do not comply with this policy will be disposed of or donated.

Emailing Campers:

We offer one-way email to our families, **for urgent messages only**. Email will be printed in the late morning and distributed with the post after dinner everyday except Sunday. With respect to the environment, please limit your emails as we print each one out for your camper.

In the subject line, make sure to put your camper's first and last name and email your message to:

campermail@campcarysbrook.com



Phone Calls:

Campers who receive unscheduled visits or phone calls are more likely to experience homesickness. We have scheduled Visiting Days at camp to allow you to come and visit your camper, meet her new friends and see what she is doing while here! Please refer to the Visiting Days section. Phone calls, however, are discouraged. In case of an emergency, if you have concerns or if you just want to see about your camper's progress, please call Camp Carysbrook at 540-382-1670. Please be advised, that while we try to have someone in the office at all times from 9am-6pm, the nature of camp does not always allow that to happen. If you are unable to reach a staff member by phone, please leave a message or call back.

Visiting Days July 7th and July 21st:

Family and friends of campers are invited to visit camp on the specified visiting days. Please plan to arrive between 12:30-1pm for a buffet lunch. Please park in the staff parking lot across from the lake. Lunch will be followed by a variety of activities so that you may enjoy some of the new skills your camper has learned at camp. The festivities will conclude at 5pm.

In order to assist your camper in her enjoyment of camp and her growing independence, in addition to ensuring the welfare of other campers, we request that you do not take her out of camp or bring food into camp.

If you wish to enjoy the local area as a family, check out the [Accommodations section](#) on our website for a list of local resorts and places of interest for you to enjoy when you pick her up from camp on check-out day. Please RSVP by May 15th.

Laundry:

This service is for campers who are staying for two weeks or more. Once a week, we will send dirty items to a local laundry. There is no additional cost for this service. It is very important that EVERY item that might be washed is clearly marked with an indelible nametag. Campers should also have a sturdy laundry bag to keep clothes together. Camp Carysbrook cannot accept responsibility for any loss or damage to clothes at the laundry.



Out of Camp Trips:

Trips taken out of camp may include overnights, hiking, canoeing, climbing, caving, rappelling or horseback riding. The camper to counselor ratio is no less than 6:1 and all accompanying staff members have the proper credentials for the specific activity, as well as First Aid/CPR certifications. Trips are seldom more than 2 hours from professional medical care. The appropriate safety equipment for each of these activities will be provided and is required to be worn by all participants. The cost of these trips is \$10 and will be billed using your store account.

The degree of difficulty is geared to the abilities of each specific group. Campers may, however, be subjected to unexpected extremes in weather and, while closely supervised, they are still

expected to be responsible for their own behavior. The counselors carry cell phones and in most instances can contact camp or outside help immediately. You indicate your understanding and acceptance of these situations by signing the Activity Waiver online as part of your camper's health profile. This gives your camper permission to participate in these trips.



Meals and Nutrition:

Camp meals are served "family style" and campers draw a number at dinner on their first night. This number correlates to a table and this is their table group for a week. We pick new tables each week and it is a great way to mix up campers so that they get to meet even more people! Our menus are made of delicious, kid-friendly and nutritional recipes planned with hungry, growing girls in mind. The food is primarily "made from scratch" and includes fresh vegetables and fruit whenever possible. Careful attention is given to providing food free of additive and artificial coloring. The use of salt and sugar in food preparation is minimized.

If your camper is a vegetarian or has allergies that prevent them from eating certain foods such as wheat, peanuts, milk, etc. please let us know at the time of registration. We try to make every effort possible to accommodate these situations, but we may ask that you provide some food to increase your camper's comfort at meals and speak to the Health Supervisor/Kitchen Supervisor at check-in.



Baggage:

A packing list has been provided for your convenience. As far as packing goes, linens are best packed in a duffle bag. Clothing and other articles will fit in a trunk or footlocker. A suitcase is also suitable, especially for campers staying for just one week. Please clearly mark all baggage and send any keys with your camper. Campers' personal sports equipment must be stored at the activity area where it is used and may not be stored in the camper's cabin. Please also note that campers' belongings expand while at camp, so please make certain that your camper has adequate baggage to pack for her return home.



Prohibited Items

The following items are **NOT ALLOWED**. Any of these items, if found, will be taken to the office and held until check out.

- Cellphones
- Food/Candy
- Electrical Appliances (Hairdryers, curlers, straighteners, fans, Kindles, etc.)
- Computers
- Electronic games
- TVs
- Alcohol or illegal drugs
- Vehicles
- Weapons
- Animals

**Campers may occasionally be required to inventory their belongings in the presence of staff if their health and safety, or the health and safety of another camper or staff necessitates.*

Please mark EVERY article with your camper's name. Lost & Found is located in the Dining Hall, and items are sorted from it regularly. All articles left at camp and unclaimed or called about by the end of the summer will be donated. Camp Carysbrook cannot be held responsible for the loss or damage to a camper's possessions. Therefore, please do not send valuable articles.



Check-out:

At the end of the session, plan to pick up your camper between 9:30am and 12:00 noon.

The exception to this is the final day of camp in August. Your camper will appreciate your arrival as soon after 9am as possible. CITs can be checked out on the final day at 12:00 noon.

For your camper's safety, please make sure sign your camper out at the tent/in the office before you take her from camp.

Transportation Options:

Air Transportation: Campers arriving by private plane in Blacksburg, commercial plane in Roanoke, or commercial bus in Roanoke will be met by a staff member. There is a mileage charge for these services. Please consult the Director before booking if airport transportation is required. Be sure to let the office know where and when to meet your camper.

Bus Transportation: Charter bus service is available on the following dates and is recommended to ease traffic on the camp road and streamline check-in. Riding the bus with other campers is a great way to ease into camp and a fun way to extend camp on the trip home singing camp songs all the way! Bus transportation is available as follows if the minimum quota of participants sign up by April 1st:

June 16 to camp from Alexandria, Norfolk, Richmond and Charlottesville
July 7 to/from camp and Alexandria, Norfolk, Richmond and Charlottesville
August 4 from camp to Alexandria, Norfolk, Richmond and Charlottesville





Payment Policy:

The balance of your camper's tuition is due by April 1st.

You may send a check or pay online via Visa, Master Card, or AMEX.

Cancellations:

Refunds will be made (minus a \$150 administrative fee) up to April 1st. After that, no refunds will be given.

A partial refund will be given if your camper is sent home due to illness with verification from the camper's physician EXCEPT in cases of homesickness or if she elects to voluntarily withdraw from camp after arriving. Carysbrook staff will work with campers to correct behavior issues should they arise. However, no refund will be issued if a camper is sent home due to negative behavior.



Welfare of your Camper:

At Camp Carysbrook, we are dedicated to providing a safe and supportive environment for our girls to experience all the benefits of resident camping within a small community. Please contact the Camp Director, Erika Schlichter, at 540-382-1670 if you have any questions, comments, or concerns about the care we provide for your camper. We will openly process your input and evaluation of the program. If you feel that our attention is needed, we request your timely contact so that we can address any issues quickly.



Camp Carysbrook Anti-Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyber-space: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At Camp Carysbrook, bullying is inexcusable, and we have a firm policy against all types of bullying. Our Camp philosophy is based on our mission statement which ensures that every camper has the opportunity to be their own unique self, experience challenges without fear of failure and balance working with others and self-discovery through group, individual, structured and unstructured activities. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at Camp Carysbrook.

Your signature of the Camper Code of Conduct indicates that you confirm that you and your have read and agree to the Camp Carysbrook Anti-Bullying Policy and confirm that you both agree to adhere to these guidelines during her stay at Camp Carysbrook this summer.



Camp Carysbrook No-Gossip Policy

Camp gossip can strain relationships throughout camp. As such, the goal of the No-Gossip Policy is to eliminate camp gossip and to create a more community-oriented, positive culture among staff and campers alike. Carysbrook's campers and staff learn about, sign, and adhere to this policy, so that campers and staff have the same expectations for the greater Carysbrook community.

Inevitably, there are times when the actions of others—campers, peers, and/or leaders—may cause you to want to vent to a friend. This is understandable; we are all human, and sometimes the stresses or frustrations of camp require us all to blow off steam. In doing so, however, take a moment to ask yourself the following question: is my discussion of this particular issue aimed at getting it off my chest in a productive way, so that I can return to my day feeling better? Or, am I doing this in a mean- spirited way that is aimed at hurting or mocking someone else rather than at resolving the issue? It is often the case that the best way to vent your feelings is to civilly address the issue with the person who caused it. If you do not feel comfortable discussing the issue on your own, counselors and administrative staff members are available as impromptu mediators.

If you find yourself in a situation where you are not initiating the gossip, but are the recipient of it, your position as a listener makes you a passive participant in the gossip, and still contributing to the negative environment that gossip creates. Consider also that, in this situation, you are hearing only one perspective that may not reflect the full reality of the situation. In such an instance, we encourage you to remove yourself from the conversation and reference the No-Gossip policy.

Camp Carysbrook's No-Gossip policy also strongly discourages the formation of exclusive cliques. While strong friendships are encouraged and ought to be enjoyed at camp, it is the responsibility of all campers and staff members to ensure that close friendships do not turn into exclusive friendships that make others feel unwelcome and undermine the mission and philosophy of Camp Carysbrook.



Camp Carysbrook No-Gossip Policy (cont.)

The following questions serve as a guide for honest self-reflection throughout the summer, should difficult interpersonal situations arise:

- Am I contributing to a team-oriented atmosphere, or am I (even unintentionally) making other campers/staff members feel unwelcome?
- Am I allowing a frustration to fester and then making it worse by discussing it with others?
- Am I being disrespectful to a camper/staff member by mocking her to my friends?
- Am I giving someone an opportunity to gossip by participating in the conversation?
- Am I repeating or promoting a rumor about camp about which I have no personal knowledge?

Camp Carysbrook's No-Gossip policy is a tool to keep yourself on track when you find yourself getting wrapped up in camp drama. Its aim is to help you keep sight of the big picture, of how special and amazing the Carysbrook experience is, and it encourages you to remember your key role as a contributing member of camp. Your sincere commitment to creating a more positive camp environment this summer will benefit you personally through both individual growth and membership in a cohesive, team-oriented community.

Camp Carysbrook No-Gossip Pledge

As a camper of Camp Carysbrook, I promise:

- To be inclusive of others in conversations, activities, and free time;
- To make others feel welcome by refraining from becoming a part of a clique or exclusive group, so as not to hurt feelings;
- To address conflicts or misunderstandings promptly enlisting the help of a counselor if necessary in order to refrain from talking about campers or counselors negatively, and encourage others to do the same;
- To concentrate on positivity, or if necessary, vent frustrations privately to an appropriate person, such as a counselor or leader, in an effort to resolve the frustration;
- To befriend new campers and help them learn the traditions and rules of Carysbrook in a friendly and non-judgmental manner;
- To use resources, consulting with a counselor, to get all the facts before repeating information to squash rumors not based in fact;
- To be an up-stander and uphold the No-Gossip policy.

Your signature of the Camper Code of Conduct (in the online Health Profile) indicates that you have read and pledge to adhere to the Camp Carysbrook No Gossip Policy.