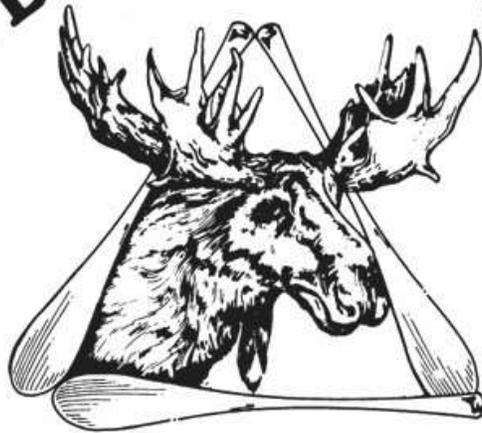


**KEEWAYDIN**



**DUNMORE**

**PARENT MANUAL  
2019**

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## **I. CAMP ARRIVAL AND DEPARTURE TIME**

### **A. Arrival and Departure**

**Full Season and 1st Month Camper Arrival:** Drop off time is between 10 a.m. and 11:30 a.m. (Eastern Daylight time) on Sunday, June 23. Please do not arrive earlier than 10 a.m. Please be aware that we will be on our special “Keewaydin Time,” which is one hour earlier. Therefore, when you arrive at camp at 10 a.m. (EDT), it will be 9:00 a.m. Keewaydin Time. On July 18, we discontinue Keewaydin Time and return to Eastern Daylight Time.

**2nd Month Camper Arrival:** Campers arriving for the second month should arrive at camp between 2:00-4:00 p.m. Eastern Daylight time (EDT) on Sunday, July 21. ***Please do not arrive earlier than 2:00 p.m.***, as first month campers will be leaving in the late morning and it is crucial for us to have sufficient transition time to be prepared to greet your son and the other second half boys. (We do not operate on “Keewaydin Time” during the second month.)

**Drop Off Location:** Please enter camp on Keewaydin Way and park in the designated parking area (there will be staff available to help you). Walk your son to the check-in area in front of the Keewaydin Dining Hall where our staff will assist you in getting your son and his belongings to the correct Wigwam. Do ***not*** unload by the bridge or walk across route 53.

**1st Month Camper Departure:** Campers attending the first month session should make arrangements to leave between 10:00 a.m. and 11:00 a.m. on Sunday, July 21, Eastern Daylight Time. Please do not plan to leave before 10 a.m., as we have an important ceremony in the morning.

**Full Season and 2nd Month Camper Departure:** Campers should be picked up between 9:00 a.m. and 10:00 a.m. on Saturday, August 17. If your son is flying home, try to make morning airline reservations whenever possible.

**2 Week Camper Departure:** Campers should be picked up at 11:00 a.m. on July 6th or 10:00 a.m. on August 3rd.

### **B. Transportation**

**Travel to Camp:** We need to know how your son will be traveling to and from camp. Please complete the travel information requested on the General Form and return it to us by May 15.

**Automobile:** If your son is arriving by **automobile**, Keewaydin is located at the north end of the lake. Look for our sign and the footbridge over the road. Please consult our website at [www.keewaydin.org](http://www.keewaydin.org) for directions.

**Airplane:** If your son is arriving by **airplane** please try to arrange the flight for a late morning or early afternoon arrival on Sunday, June 23 (Sunday, July 21 for second session) at the Burlington, Vermont airport. Camp staff will meet the flights that you designate. **Our pick up fee is \$100 one way and will be charged to your account.** Departures on Sunday, July 21 or Saturday, August 17 should be made for late morning or early afternoon if possible. Please let us know the following on the General form: airline, flight number, and arrival date and arrival time at Burlington airport and attach itinerary and e-ticket when applicable. If your child is flying as an unaccompanied minor **please fill out the unaccompanied minor forms with your airline or travel agent for both arrival and departure.** Not all airlines will accept round-trip UM forms- in these cases please send the form already filled out with your son’s return tickets or e-ticket confirmation. We station staff members to stay at the airport and meet flights all day. Our unaccompanied minor contact’s name will be sent to you in early June. Make sure you include **both** names for each date in the unlikely event that one of the contacts is ill. Camp's address is 10 Keewaydin Way, Salisbury Vermont 05769. Once your son has arrived at camp we will call to notify you.

**Chaperoned Bus Travel:** We provide a chaperoned bus on Sunday, June 23 and July 21 from New York City. The return bus runs on July 21 and August 17. **The one-way fee is \$125 and will be charged to your account.** If you would like to have your son take this bus one or both ways, please indicate it on the General Form and return by May 15. *Reservations are first come, first serve.*

**Chaperoned Bus Travel To Camp:**

Depart from New York City on **Sunday, June 23 at 10:00 a.m.** (meet at the corner of 86th Street and East End Avenue at 9:30 a.m.), or depart from the Westchester Marriott, 670 White Plains Rd, Tarrytown, NY 10591 at 11:15 a.m. in Tarrytown (meet at the Marriott parking lot at 10:45 a.m.)

Depart from New York City on **Sunday, July 21 at 10:30 a.m.** (meet at the corner of 86th Street and East End Avenue at 9:30 a.m.),

Each camper on this bus should bring a **BROWN BAG LUNCH** with him including drinks for the trip. Please limit candy. Leftover candy will not be allowed in the tents/cabins. Once your son has arrived at camp we will call you to notify you.

**Chaperoned Bus Travel From Camp:**

Depart from camp to New York on **Sunday July 21** at 10:30 AM. The drop off is at the corner of 86th Street and East End Avenue in New York City at approximately 4:00 p.m.

Depart from camp to New York on **Saturday, August 17.** The first drop off site will be the Westchester Marriott, 670 White Plains Rd, Tarrytown, NY 10591 at approximately 1:15 p.m. The second drop off is at the corner of 86th Street and East End Avenue in New York City at approximately 3:30 p.m.

**Changes in transportation plans:** In the event of changes to transportation plans, please notify the camp as soon as possible. If campers have not arrived by 6:00 p.m., camp calls families to check on arrival status.

**C. Baggage Information**

Trunks and other baggage may be sent to camp in the following ways:

1. UPS - they will deliver right to camp.
2. Federal Express Ground.
3. Private deliveries.

New York chaperoned bus - only hand luggage and one small or medium size duffel may accompany boys. **NO TRUNKS OR OVERSIZED SPORTS BAGS ON THE BUS DUE TO SPACE CONSTRAINTS. ALL OTHER LUGGAGE SHOULD BE SHIPPED TO CAMP PRIOR TO THE CAMPERS ARRIVAL. (See above for options)**

\* **NOTE:** Please note that trunks or large sports bags cannot be kept in the campers' living area, (tent or cabin) except in the Moosalamoo Wigwam. We have a special storage area on campus to store empty luggage.

**D. Important Dates**

8-week campers	Sunday, June 23 - Saturday, August 17
4 week (1st month)	Sunday, June 23 - Sunday, July 21
4 week (2nd month)	Sunday, July 21 - Saturday, August 17
2 week session 1	Sunday June 23-Saturday July 6 at 11 AM
2 week session 2	Sunday July 21-Saturday August 3 at 10 AM

Mid-Season Visiting                      July 20- 21 (see enclosed schedule, activities for boys all day)  
July 20- Lunch Buffet and Dinner BBQ for all  
Evening campfires for boys and parents

Candlelight Ceremony                      August 16 (evening)

- E.                      **Extra Days at Camp** We do not have the ability for campers to arrive earlier than June 23 or leave later than August 17.

## II.                      **CAMP LOGISTICS**

- A.                      **Clothing** A clothing checklist (blue sheet) is enclosed. Please use this as a packing guide, fill out and send it to camp with your son. We believe in "simple living," so expensive clothing is not necessary, but the proper amounts will be helpful. **Laundry is done once per week. Please make sure that all clothing and personal items are marked. Sew-on tapes or permanent marker are the best.** Two large laundry bags are also needed with your son's name on them and are available in our camp store.

*Please do not bring flip-flops to camp. Open-toed shoes are only allowed with a strong heel strap (e.g. Tevas). We ask that your son not bring to camp any clothing that advertises or promotes alcohol, drugs, or other questionable subject matter.*

- B.                      **Personal Items** Campers are encouraged to bring personal items, but they need to be aware that space is limited. Sports equipment, some musical instruments, games, fishing equipment, books, etc. can be worked into our camp life. **Be sure that all personal items are marked in some way.** Fireworks or firecrackers are not allowed. We have a fireworks display around the Fourth of July. Please do NOT bring Magic cards; we have found them to be a negative distraction to the camp experience.

**Rifles and Bows:** Please do not send your son's own personal rifle or bow. We have both available at camp.

**Aerosol Cans:** These are not to be sent to camp due to safety concerns.

**Knives:** Personal knives are not allowed at camp. We have a supply of pocket knives, which campers may use with staff supervision in our knife-craft program.

**Musical instruments:** We encourage music at camp, but some types of musical instruments work better at camp than others. Acoustic guitars, trumpets and flutes work fine; they can be stored and taken care of reasonably easily and there are opportunities to play them at camp events (e.g. formation, campfires, taps, the Frolics, Jazz Band, Sunday Circle). Large instruments (drum sets, tubas) do not work as well. Electric guitars are difficult; we allow them, but we don't allow them to be played with amplification--bring an acoustic instead!

**Please Note:** Keewaydin is not responsible for lost, damaged, or stolen personal items or clothing. We discourage you from bringing expensive equipment to camp (e.g. expensive camera, personal kayak, etc.) Bringing these items becomes a problem if they are lost or broken. With the exception of the items listed on the Clothing Check list, Keewaydin provides the equipment your son will need at camp. If anything happens to such items, consult your homeowner's insurance to cover the loss.

- C.                      **Technology** It has long been a tradition at Keewaydin to maintain a place for the campers that is simple, rustic and close to nature. We strive to create an atmosphere that allows campers and staff to "unplug" from the modern world where we are constantly bombarded by electronic and media messages. Consequently, the following devices are **not permitted** at camp: **cell phones, MP3 Players, Ipods\*, iPhones, portable speakers, tablets, computers, Blackberries and other such devices, personal wireless internet devices, electronic games, video games, Kindle Readers, TVs or other video viewing devices, video cameras -including Go-Pro**

**cameras** and any other technology in the same categories as those mentioned above. Point and shoot cameras are permitted (even if they have video capability). The camp provides Go-Pro flip Cameras in appropriate situations. \*Moosalamoo campers (but only Moosalamoo campers) may have an ipod shuffle device (no screen or internet capabilities). They must have earphones and it may only be used in the Moosalamoo cabins.

**Personal Website/ Social Media:** In order to protect the privacy of our campers and the reputation of Keewaydin, we ask that campers and staff adhere to the following policies regarding the use of photos on personal websites and social media (e.g. Facebook, Instagram, Snap Chat):

- not use the Keewaydin logo on your personal website
- not post pictures of campers
- not post any photo that might jeopardize the reputation and good name of Keewaydin.

Keewaydin welcomes excellent photos of camp (campers, staff, activities, trips) for our website. If you have photos you would like to have posted on Keewaydin's website, consult the Camp Director.

- D. **Bedding** Your son will need 3 blankets, 2 sets of sheets, a pillow and 2 pillowcases. Blankets, Pillow and Pillow Case can be rented from camp for the summer \$15. Your son may want to bring his own pillow even if you rent bedding. If you wish to rent bedding, please fill out the Rental of Bedding request on the General Form and we will charge your account. (Towels and sheets are **not included** in the rental bedding). Please note that sheets are no longer part of the linen rental plan, except in special situations upon request.
- E. **Tent and Cabin Assignments** Tent and cabin assignments are made by the Wigwam Directors prior to the opening of camp. One of the great aspects of summer camp is the opportunity to make new friends from other parts of the country or world. This is one of the reasons we like to have discretion in assigning tent/cabin mates. Also, since our tents house four boys, it can be tough on boys who are outsiders from hometown friends. Consequently we discourage requests for friends from home living together. When making tent assignments, we try to take into account matching four tent companions, fitting boys to a particular staffman, taking into consideration age and physical development. Trying to comply with requests for living with winter friends makes our living arrangements too difficult to work out, as well as negating the value of making new friends. Please reassure your son that his friends will be close by!
- F. Requests for special accommodations must be made to the Camp Director in advance of application.

### III. **MONEY MATTERS**

- A. ***Bills:*** The final bill for your son's camp this summer was sent to you prior to March 1. In order for your son's place at camp to be secure, your bill must be paid in full. **No refunds are given after March 1. We encourage you to purchase trip cancellation insurance. This will allow you to recoup tuition fees in the event that your son is unable to come to camp for reasons approved by the insurance company. Keewaydin, as per our application, does not give refunds.**
- B. ***Camp Store and Money:*** Our store makes available, on a charge to the parents' account, necessary personal items such as toothpaste, stamps, stationery, flashlights, batteries, etc. Campers may not use money for these purchases. For such standard items the charges generally amount to not more than \$75. If campers purchase such things as disposable cameras, film processing, baseball caps, T-shirts, sweatshirts, polo shirts, kneepads, waterproof trip bags, tennis balls, or laundry bags, the amount will be larger. We attempt to keep all purchases to a minimum. Please advise your son of any limits you expect. After dinner, the store is open for candy or ice cream. Boys are limited to one item per evening. We are a "moneyless" campus; therefore, your son should not bring money to camp. If he needs it for traveling to or from camp, this will be collected and kept in the camp safe. For campers who are coming by airplane, we recommend a minimum of \$20 for emergency needs. No money should be sent directly to a camper during the season.
- C. ***Gratuities:*** We ask that you not give gratuities to our staffmen, directors, or other staff. We do encourage you to express your appreciation by making a contribution (in the name of the staff person you wish to honor) to the General Breed Scholarship Fund which helps provide financial aid to campers in need.

#### IV. CONTACT WITH YOUR SON

- A. **Telephone Calls:** We discourage phone calls to camp, in general. **Most important to note is our policy of no phone calls during the first two weeks of a camper's stay (the exception is for birthdays).** If you have concerns, you may call the camp or wigwam director. If you do call your son, we ask that you limit conversation to 5 minutes. Please be aware that campers are not always immediately and easily accessible to receive a phone call; the best time to call is at meal times (8:00 a.m., 12:30 p.m. and 6:00 p.m.). Please note that during the first month of camp, June 23- July 17, we set our clocks to "Keewaydin Time," which is one hour behind Eastern Standard Time. Though we discourage phone calls, we strongly encourage you to keep in touch by letter. Campers love getting regular, "old fashioned" letters and post cards (Though we will print emails for them if it is not possible to send snail mail).

**DO** phone us for any information you may wish, and, of course, phone us if there is an emergency at home.

**Camp Office Phone: (802) 352-4770**

- B. **E-mail and Faxes:** For overseas parents, we will print and deliver e-mails for your son, but he cannot email you back. Include your son's first and last name and wigwam on the subject line.

**Camp Office Fax: (802) 352-4176**

**Camp e-mail: [daria@keewaydin.org](mailto:daria@keewaydin.org)**

- C. **Letters Home:** Each boy is required to write home twice a week when he's not out on a trip. Please do not be disappointed with your son's letters. We do our best to urge every boy to write a good letter home every week, but we cannot assure you that these letters will be very lengthy! **Please inform us if you are not pleased with the kind of letters your son writes.** This is the only way we can check on campers' letters.

If your son writes of being homesick the first week or so of camp, please do not be unduly worried. Our friendly attention helps to eliminate homesickness, but cannot do so entirely right away. "Fighting through it" with our help is a valuable experience. (see enclosed document entitled "What to Do with a Homesick Son"). Another great resource on how to prepare your son for camp in a way that can minimize homesickness is "*The Secret Ingredients of Summer Camp Success*" by Christopher Thurber which can be purchased through the ACA bookstore online at [www.acabookstore.org](http://www.acabookstore.org) or by calling them at 888-229-5745.

- D. **Parcels from Home: DO NOT TO SEND YOUR SON PACKAGES OF FOOD AND CANDY OR OTHER EDIBLES.** Any edibles will be confiscated and not returned to the camper. Please tell your son's grandparents, other relatives and family friends who might send such things not to do so. Food in our tents and cabins is a problem and draw unwanted guests -- skunks, raccoons, chipmunks, mice and ants! Your support in helping us with this problem is greatly appreciated. Sufficient cakes, pastries, and sweets will be served to our campers in the dining hall. Campers can get candy at the camp store after dinner. Packages with camping equipment, clothing, arts and crafts supplies, small games (non electronic), books, and toiletries are welcome! Please be sensitive to not "overdo it" with packages. 1-2 packages per month is about right.

- E. **Keewaydin's Website:** Other useful information including photos from the current summer can be found in the current parent section of the Keewaydin website. ***The password for the photos will be sent to you in an email just before your son is due to arrive at camp.***

- F. **Off-Season Communication:** At various times during the "off-season" Keewaydin will be in contact with you and/or your son, i.e. reminders about reenrollment, newsletters, yearbook, etc. Staffmen are allowed to send campers cards via the postal service for birthdays or the holiday season. As part of our personnel policies, however, we tell them not to communicate with campers via social media, texting or email.

#### V. VISITATION

- A. **Visiting Camp:** We request that you do not visit camp during the first two weeks of your son's session. Parents are welcome after the first two weeks, though the best time to visit is at mid-season (July 20 and 21). If you have any questions about the mid-season schedule, consult the schedule enclosed in your Parent Packet or call us at

camp. Having visitors at camp at other times can be disruptive to our program. If you wish to visit at another time, be sure to let us know your schedule so we can let you know if your son is away on a trip. Parents should not plan on visiting more than once during camp.

There are no overnight accommodations for parents at camp. However, there are good inns and motels near Lake Dunmore where you can stay. We have enclosed a list for your convenience (lilac sheet).

We encourage you to see as much of camp "in action" when you visit your son. If you would like to give your son a "treat" by taking him out of camp for a meal when you visit, you can arrange this with his Wigwam Director, but only for one meal, please. Written permission must be given to the Camp Director from a boy's parents in order for us to allow him to leave camp with anyone other than his parents.

- B. **Mid-Season Visiting:** Mid-Season parent visiting on campus will begin Saturday, July 20 at 9:00 a.m. If you plan on arriving on Friday **after 5:45 p.m.**, it's okay for you to take your son out for dinner that evening. (That way you can come to the Saturday BBQ with no conflicts). Please refer to the Mid-Season schedule enclosed (green sheet) for further details.
- C. **End of Season Visiting:** Camp ends on Saturday, August 17. Parents are welcome to watch the candlelight ceremony on August 16 at 8:00 p.m. Parents who come on August 16 should plan on arriving on campus **after 7:00 p.m.** Campers are not allowed out of camp on August 16.
- D. **Pets:** We know that your child may be very attached to his pet; however, due to the problems created by personal pets at camp, we have a policy that campers cannot bring their pets to camp.

## VI. MEDICAL INFORMATION

- A. **Head Lice:** Please be sure that your son is examined for head lice before coming to camp. Because head lice can spread rapidly and because it is hard to get rid of, a camper with head lice at a residential camp can be a big problem! See detailed lice policy sent previously with the other medical information.
- B. **Health History and Examination:** Medical forms and information were sent to families in January via email (unless you do not have email). Every camper must register with **CampDoc, an online medical data management systems designed specifically for summer camps.** Medical forms must be completed on the **CampDoc** website **no later than April 15<sup>th</sup>**. We need to update our medical department database well before campers arrive on campus.

If your son has been exposed to a contagious disease just prior to his arrival at camp (chicken pox, measles, mumps, etc), he should not be sent to camp until the period of incubation has passed.

- C. **Medical Insurance:** Keewaydin does not provide medical insurance. **Campers must be covered by their parents' or guardians' medical insurance in order to attend Keewaydin.** Parents are responsible for reimbursement to Keewaydin of any balances related to hospital or doctor visits. In the event that Keewaydin pays to the service providers the co-pay or uninsured balance, these amounts will be charged to the campers account.
- D. **Contact With Parents in Medical Situations:** Communicating with parents is an important part of our medical procedures. Parents will be contacted in the following situations:
  - 1. Camper goes to the emergency room (when he goes and after he returns)
  - 2. Camper goes to see doctor or orthodontist (when he goes and after he returns)
  - 3. Camper spends more than a night in the Health Center
  - 4. Camper has a situation which requires repeated visits to the Health Center (e.g. bad case of poison ivy, persistent cough)

- E. **Medications:** If your son is taking a regular medication, he should continue to take it while at camp. Do not take your child off his medications without first consulting with your physician and with the Camp Director. From years of experience, we have learned that taking a boy off his regular medication while at camp is not recommended.

## VII. PERSONAL

- A. **Birthdays:** Boys having a birthday during the summer will be baked cakes by the chef. They will be honored in the dining room by a round of "Happy Birthday" from the whole camp. We encourage you to send a birthday package, cards and letters, **but please send no edibles!**
- B. **Sunday Circle:** Keewaydin is a non-sectarian camp and does not have religious services. On most Sunday mornings, we have a camper gathering called Sunday Circle. It is a time for campers and staff to learn and teach important values, get closer to nature, and develop a oneness with the camp community. Sunday Circle does not conflict with any religious traditions. Keewaydin is not a camp founded on any particular religion. We respect each individual's choices and beliefs. We do not provide transportation to religious services held outside of camp.
- C. **Information Sheet:** Enclosed is a questionnaire (yellow sheet) to give our staff important information concerning your son. The information will be helpful in giving your son the kind of summer that we both want for him. Though we will not acknowledge personally the helpful comments you have made, the information will be shared with his Wigwam Director and your son's staffman. It is essential that we have these sheets by May 15. Please help us by returning them as soon as possible.
- D. **Tutoring:** We offer tutoring in several subjects on a request basis. We prefer to tutor a maximum of three times per week. The fee for each session is \$65 and will be charged to your account.

## VII. TRIPPING

Tripping is one of the fundamental experiences of a Keewaydin summer. Your son will be going on one or more overnight trips this summer. In addition, he may choose to go on day hikes and, if he's in Wiantinaug or Moosalamoo, day trips for whitewater canoeing and/or kayaking. Each of these kinds of trips entails some sort of physical challenge and our tripping program gets progressively more difficult as boys move up through the wigwams. We take care to assign a boy to a trip which has the appropriate challenges for his skill, strength and experience.

The different types of trips require various skill levels and at least a minimal level of physical fitness. During the early part of each month, short hikes and lake paddling help boys develop the skills they'll need for trips. When tripping staff and Wigwam Directors make up trip lists, they take the skill level and experience of boys into consideration. Boys who have not passed their wigwam swim and canoe tests will be assigned to hiking trips.

Boys who have behavior that is difficult for our staff to manage or who have a negative impact on the group will have limited or no opportunities for tripping. It is important for our staff to keep all campers safe while out on trips.