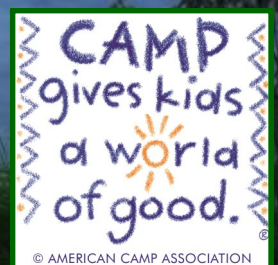




Welcome to Songadeewin 2020 Parent Manual



How to Reach Us

Songadeewin of Keewaydin
500 Rustic Lane
Salisbury, VT 05769

802-352-9860 (phone)
802-352-4772 (fax)

ellen@keewaydin.org

songaoffice@keewaydin.org



Ellen M. Flight
Camp Director

2020 Season Important Dates

Wednesday, April 15	CampDoc Medical info to be completed (see p. 3)
Friday, May 15	All CampDoc info to be completed (see p. 3)
Sunday, June 28	8 week and 1 st month campers arrive
Saturday, July 11	1 st month 2 week campers depart
Saturday, July 25	Mid-Season: Closing Campfire, first month (parents invited)
Sunday, July 26	1 st month campers depart 2 nd month campers arrive
Saturday, August 8	2 nd month 2 week campers depart
Friday, August 21	Closing Campfire, second month (parents invited)
Saturday, August 22	2 nd Month & Full Season campers depart

EXTRA DAYS AT CAMP

We do not have the ability to have campers arrive earlier than June 28 or leave later than August 22.



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Preparing for Camp

CampDoc - OnLine Data Management System

In January, CampDoc, an online data management system designed specifically for summer camps, sends you an email inviting you to set up an account for your daughter. **Every camper must register with CampDoc.** (Returning campers already have an account.) Please start this process as soon as possible. As you complete sections of the portal, you will see which items remain incomplete.

Medical Information Deadline April 15

Returning campers only need to update medical information.

Camper Information Deadline May 15

In addition to compiling health-related information, CampDoc now asks for information previously collected on the General Form and Letter to My Daughter's Counselor. Please complete the CampDoc forms as soon as possible, but no later than May 15. You should be at 100% by this date. The [Travel Authorization](#) (Grade 7 and up) and [Letter to My Counselor](#) forms are downloadable from the Songadeewin website for completion, and can then be mailed to camp to arrive by May 15.

Other Camp Information

Links to other camp information can also be accessed through the CampDoc portal, or through the [Prepare for Camp Section of the Songadeewin Website](#).



PASSPORTS

Any camper who might be tripping to Canada **MUST** bring a CURRENT passport to camp. This applies to all campers Grade 7 and up. Check your camper's passport expiration date NOW!



Packing

Clothing

Clothing Checklist: Send the [Trip Clothes/The Big Five](#) checklist to camp with your daughter's luggage.

Dresses, skirts and fancy clothes are not necessary. (Verendrye trippers may bring a simple skirt or dress for the special Verendrye dinner out of camp.)

Bathing suits should be suitable for active water sports.

Second month campers are encouraged to bring a Halloween costume.

Please do not bring:

Platform sandals or shoes.

Clothing that advertises or promotes alcohol, drugs, or other questionable areas. While this type of clothing may be appropriate elsewhere, we would like the Songadeewin experience to be a "different and special experience."

Laundry:

Laundry is done once a week. All clothing and personal items should be name-marked with printed tapes or permanent marker. See CampDoc section [Custom Labels](#) to order.

Include two large laundry bags (available in our camp store) that are name-marked.

Bedding:

Needed: 3 blankets, 2 sets of twin sheets, a pillow and 2 pillowcases.

Rental option: We rent these (\$20 for 8 weeks, \$10 for 4 weeks or 2 weeks charged to your account). Indicate on the CampDoc [Linen Rental](#) form if you wish to rent bedding. Your daughter may want to bring her own pillow even if you rent bedding

Towels are not included in the bedding rental .



Luggage & Shipping

Ship trunks/duffels up to 2 weeks prior to camp via UPS or FedEx Ground to:

**Camper Name
Camp Songadeewin
500 Rustic Lane
Salisbury, VT 05769**

We can ship luggage home via UPS at the end of your daughter's stay.

Trunks/duffels cannot be kept in the camper's living area; they will be unpacked and then stored.

If arriving by Songa Bus - only hand luggage and **one** small or medium size duffel may accompany girls.

(see Bus Travel p. 7)



Personal Items

You are encouraged to bring personal items (sports equipment, musical instruments, games, fishing equipment, books, etc.) but **space is limited**. **Name mark all items in some way**.

Songadeewin is not responsible for any lost, damaged, or stolen personal items, jewelry or clothing. Consult your homeowner's insurance for information regarding a loss.

Equipment: With the exception of the items listed on the Clothing List and Trunk Checklist, Songadeewin provides the equipment your daughter will need at camp. We discourage you from sending expensive equipment to camp (e.g. expensive cameras, personal kayaks, iPods, etc.). Bringing these items becomes a problem if they are lost or broken.

Rifles and Bows. .22 Rifles and re-curve bows may be brought for target practice, but we prefer your daughter use our rifles and bows. If brought, they will be used only under a staff's supervision and locked up when not being used. Compound bows are not used at our camp.

Items NOT Allowed

Trading Cards: Please make sure your daughter leaves trading cards or other such trading items at home. We have found they do not work out well in our setting.

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

Knives: Personal knives are not allowed. We have a supply of pocket knives for campers to use with staff supervision.

Fireworks or Firecrackers are not allowed. We have a fireworks display at our Fourth of July celebration.

Technology:

It has long been a tradition at Keewaydin and Songadeewin to maintain a place for 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. As technology continuously changes, it becomes increasingly difficult to monitor new devices and determine which ones do or do not have connectivity here on campus.

NEW FOR 2020:

In keeping with Keewaydin Dunmore's long standing policy, we will no longer allow campers to have personal music devices. Staff will have music available for activities. **EXCEPTIONS:** Willoughby campers may have an MP3 Shuffle device (ex: SanDisk Clip Sport or Mighty Vibe) with no screen or internet capabilities. It may be used only in the camper's tent or on long van trips, and must be used with earphones/earbuds.



NOT ALLOWED:

- Cell phones, iPhones, iPads, computers, or other such devices.
- Personal wireless internet devices, electronic games, video games, iPod Touch, video cameras, TVs or other video viewing devices.
- Apple watches, FitBits, or MP3 players with screens or other such devices with screens or connectivity.
- E-books such as the Nook, Kindle or other reading devices. Our library has hard copy books for campers.
- Any other technology in the categories mentioned above.

Confiscated devices will be stored in the camp safe until the end of the summer.

Cell Phone: At the start of camp, you and your daughter will sign a form indicating the location of her cell phone during camp. If your daughter needs it to travel independently to camp we will store it in our safe upon her arrival, and she can retrieve it at the end of camp

Arrival/Departure

Songadeewin Camper Arrival /Departure Schedule

Note: All Times are Eastern Daylight Time

If you must arrive or depart later or earlier than times listed, please let us know ahead of time.

Session	Arrival Day	Arrival Date	Arrival Time (between these hours)	Departure Day	Departure Date	Departure Time (between these hours)
8 weeks (Full Session)	Sunday	June 28*	10:00 AM 12 Noon	Saturday	August 22	8:15 AM 10:00 AM
2 weeks (Session 8)	Sunday	June 28*	10:00 AM 12 Noon	Saturday	July 11	10:00 AM
4 weeks (Session 1)	Sunday	June 28*	10:00 AM 12 Noon	Sunday	July 26	9:00 AM 10:00 AM
2 weeks (Session 9)	Sunday	July 26**	2:00 PM 4:00 PM	Saturday	August 8	10:00 AM
4 weeks (Session 2)	Sunday	July 26**	2:00 PM 4:00 PM	Saturday	August 22	8:15 AM 10:00 AM

*During the first month, we are on our special **"Keewaydin Time,"** which is one hour earlier. When you arrive at camp at 10 AM (EDT), it will be 9:00 AM **Keewaydin Time**. Just prior to mid-season, we return to Eastern Daylight Time.

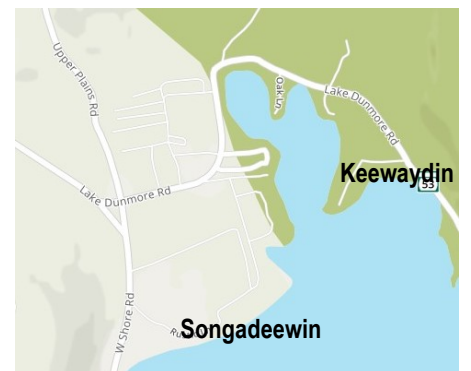
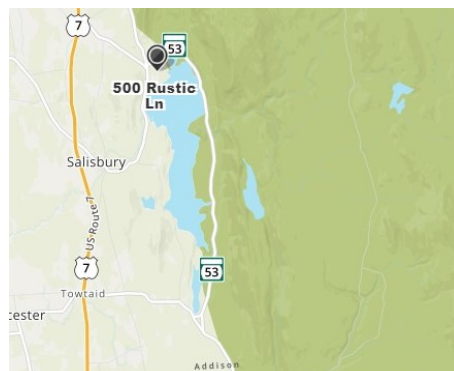
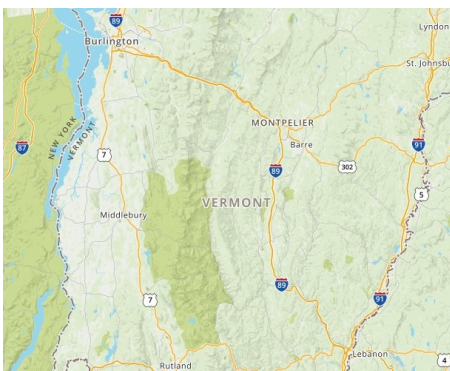
** First month campers must leave by 10 AM. It is crucial that we have sufficient transition time to prepare for second month campers. Please plan your own travel accordingly.

By Car

Songadeewin is located about 4 hours from Boston, 5-6 hours from New York City, and about 1 hour from Burlington, VT

From New York or Boston, take Vermont Route #73 to Route #53 to Lake Dunmore, continue past Keewaydin (foot bridge over the road) to West Shore Road where you will take a left (after the large cement squirrel); Rustic Lane is the first road on the left – **GO PAST** Rustic Lane and turn left onto camp property at the Parent Parking sign.

From Burlington Airport (BTV) or from the south, take Vermont Route #7 to Route #53. West Shore Road is straight ahead when Route #53 bears left. Rustic Lane is the first road on the left - **GO PAST** Rustic Lane and turn left onto camp property at the Parent Parking sign.



Bus Travel from/to NYC

\$125 fee one way charged to your account.

Our bus fills up early. Reservations are first come, first served. Indicate your request on the Transportation Form in your CampDoc account ASAP. This bus is chaperoned by camp staff.

BUS TO CAMP

Sunday, June 28:

Manhattan pickup: corner of 86th St. & East End Ave

Meet at **9:30 AM** Depart at **10:00 AM**

Tarrytown pickup: Westchester Marriott parking lot
670 White Plains Rd, Tarrytown, NY

Meet at **10:45 AM** Depart at **11:15 AM**

Sunday, July 26:

Manhattan pickup: corner of 86th St. & East End Ave

Meet at **9:30 AM**

Depart at **10:00 AM**

NO TARRYTOWN PICKUP JULY 21

BUS TO NYC FROM CAMP

Sunday July 26:

Depart from camp at **8:00 AM**.

Drop off at the corner of 86th Street & East End Avenue
at **approximately 3:30 PM**.

NO TARRYTOWN DROP-OFF JULY 26

Saturday, August 22:

Depart from Camp at **8:00 AM**

Tarrytown drop-off at approximately 1:15 PM:

Westchester Marriott, 670 White Plains Rd, Tarrytown, NY

Manhattan drop-off at approximately 3:30 PM:

corner of 86th St. & East End Ave

LUNCH ON BUS TO/FROM CAMP

Each camper on the bus to camp should bring a **Brown Bag Lunch**. Beverages will be purchased en route. Candy should be limited to what can be reasonably consumed on the bus. Leftover candy is not allowed in cabins and will be confiscated. A bag lunch will be provided for each camper on the trip back to New York.

LUGGAGE ON BUS TO/FROM CAMP

Due to space constraints, a camper is allowed only one hand luggage and one small or medium size duffel. Other luggage should be shipped to camp prior to arrival (see Luggage p.4). No trunks/oversized sports bags are allowed on the bus. Cell phones are allowed on the bus both to and from camp.

By Air - Camp Van from/to Burlington, VT (BTV) Airport

\$100 fee one way charged to your account.

Travel Information: Upload itinerary to the Transportation Form in your CampDoc account. Be sure it includes your airline, flight number, and arrival/departure time at BTV.

Unaccompanied Minor: Complete the unaccompanied minor forms with your airline for both arrival and departure. We will contact you in June to arrange details for an unaccompanied minor.

ARRIVALS:

Camp staff will meet flights and deliver campers to Songa.

ARRIVALS SUNDAY, JUNE 28:

Best time for van pickup: late morning/early afternoon arrival.

ARRIVALS SUNDAY, JULY 26:

Best time for van pickup: early afternoon arrival.

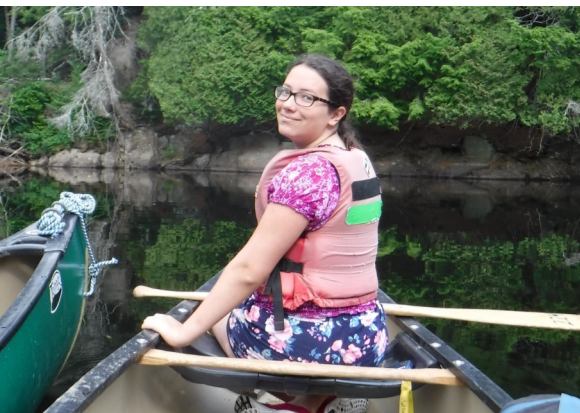
DEPARTURES:

Camp staff will deliver campers to BTV and see they are safely on their way.

DEPARTURES SUNDAY, JULY 26

OR SATURDAY, AUGUST 22:

Best time for flight departures: mid-morning departure.



Changes to Plans for Arrival or Departure:

In the event of a change to transportation plans, please notify camp as soon as possible.

If campers have not arrived by 3 PM June 28 or by 6 PM July 26, the camp will call families to check on arrival status.

Stay in Touch!

U S Mail: Campers LOVE to get “real” mail - send a postcard or letter to:
 (Camper Name and Cabin)
 500 Rustic Lane
 Salisbury, VT 05769

E-Mail: E-mails will be printed out and treated like regular mail.

- Send to songaoffice@keewaydin.org (This is not the Director’s e-mail)
- Subject: Type camper name & cabin in the subject line.
- This address is for **PARENTS only**.
- Limit your e-mails to less than 1 page in length and, **at most, 3 times a week**.
- We cannot print attachments, photos or other graphics, only text.



New Package Policy - Do Not Send Packages

Beginning in the summer of 2020, we are asking parents not to send packages to their daughters while at camp. After consulting with our staff and many parents, it became clear that packages were much more of a problem than a benefit to the camp experience. Many parents felt pressure to send packages. Many campers felt badly because they did not receive as many (or any) as others. There may be, from time to time, urgent situations when you must send something (e.g. an important item left at home by mistake, like a passport, sleeping bag or hiking boots). Notify us in advance so we can determine that it is permissible - we will open the package and pass the item on to your daughter. Send the package in your daughter’s name, and include the line “C/O Songadeewin” in the address, with your return address clearly visible. This policy does not, of course, apply to luggage sent prior to camp, or medicines sent to our Health Center. Unapproved packages will be returned to sender, including those sent directly from a retailer such as Amazon. Please let your extended family (grandparents, siblings, etc.) and friends know about our new policy, as their packages will also be returned.

Letters Home

Each girl is encouraged to write home twice a week when she's not out on a trip. Do not expect these letters to be lengthy. **Please inform us if you are not pleased with the kind of letters your daughter writes.** This is the only way we can check on campers' letters. Wabasso and Mettagami campers are given a stamped and addressed postcard to send home each week unless the camper is out in a trip.

Phone Calls

Camp Office Phone - (802) 352-9860

In general, phone calls are NOT encouraged.

Chatty phone calls to campers, especially during the first two weeks of a girl’s stay, can be disturbing. If you have concerns during this time, call Ellen Flight, the Camp Director. Please be aware that campers are not always accessible to receive a phone call, (she may be out on a trip). We will only find campers for phone calls at mealtimes when they are in the dining hall. Girls with parents who live apart may have one call from each parent.

- Phone calls are limited to **one per week** per camper, AFTER the first 2 weeks at camp.
- Calls are limited to 5 minutes.
- Calls can be taken by your daughter ONLY at mealtimes (see chart below)

Meal	Times 7/12 - 7/22	Times 7/23 - 8/16	Times 8/17 - 8/21
Breakfast Monday - Saturday	9:00 - 9:45 AM EDT	8:00 - 8:45 AM EDT	8:30 AM - 9:15 AM EDT
Breakfast Sunday	9:30 - 10:15 AM EDT	8:30 - 9:15 AM EDT	8:30 AM - 9:15 AM EDT
Lunch all days	1:30 - 2:15 PM EDT	12:30 - 1:15 PM EDT	12:30 - 1:15 PM EDT
Dinner	7:00 - 7:45 PM EDT	6:00 - 6:45 PM EDT	6:00 - 6:45 PM EDT
Dinner Thursday & Sunday	Please DO NOT CALL - Cookout Night		EDT = Eastern Daylight Time

Call the Camp Director: **DO** call us if you have a question, and, of course, phone if there is an emergency at home. Letting us know about an emergency can help us help your daughter if that is necessary. We can also arrange for a more private phone call if you must give upsetting news, and we can have staff available to console your daughter.

Tripping



Ideology

Your daughter will be going on one or more overnight trips this summer. In addition, she may choose to go on day hikes, and if she's qualified, day trips for white water canoeing and/or kayaking. Each of these kinds of trips entail some sort of physical challenge and our tripping program gets progressively more difficult as girls develop their skills. In addition, there are trips that are more or less challenging so that each girl can trip at a level that is appropriate for her and she is challenged at the same time. Some of the challenges on trips are of a mental nature - how to get along with one's bowman, rising to the challenges of bad weather (for the third day in a row), or how to cope when dinner doesn't come out exactly like the package said it would.

The different kinds 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 girls develop the skills they'll need for trips. When the tripping staff make up trip lists, they take the skill level and experience of girls into consideration. Campers who have not passed their swim and canoe tests will be assigned to hiking trips.

A camper staying two months can further develop her skills for more challenging trips in her second month. It is up to each girl to maintain a level of physical fitness so that she can actively and effectively participate in the tripping program. This also means taking care of her body so that she doesn't have blisters or cuts that would hamper her ability to participate fully and comfortably during the trip.

Campers who have behavior that is difficult for our staff to manage or who may 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.

Tripping Equipment

Many of our trips are canoeing trips, and we also have overnight and day hiking trips. Songa provides tents, backpacks, etc., but your daughter may bring her personal equipment if she wants. Items available at our camp store are noted on our [Trip Clothes/The Big Five](#) link. We work with Summer Camp Supply to provide parents with an alternative way to shop for trip gear. Click the [Summer Camp Supply](#) link to open its' online site with camp approved options to fulfill the necessary items for safe and happy tripping.



Medical Matters

Health History and Examination: Every camper must register with **CampDoc**, an online medical data management system designed specifically for summer camps. Information is e-mailed to families in January. Please complete medical forms on **CampDoc no later than April 15** so updates can be made prior to camper arrival.

Illness: If your daughter has been exposed to a contagious disease just prior to her arrival at camp (chicken pox, measles, mumps, etc), she should not be sent to camp until the period of incubation has passed. Unless there are extenuating circumstances, campers should be fever free for 24 hours before drop-off at camp.

Medications: Campers who take medications on a regular, or daily, basis either prescription or over the counter, must order these medications through **CampMeds**, including daily vitamins, fluoride and other such pills. The exceptions are epi-pens and inhalers. Our Health Center will email parents specific details about ordering. If your daughter is taking a regular medication, she should continue to take it while at camp. Do not take your child off of her medication without first consulting your physician and the Camp Director.

Head Lice: Go to this link for our detailed [2020 Lice Policy](#). It includes a schedule for checking your daughter prior to her arrival at camp. If necessary, begin treatments and **make sure your daughter is lice and nit free before she comes to camp**. If she arrives with head lice or nits, she will be treated (at your expense) prior to being admitted to camp. www.headlice.org has information to help with this issue.

Dados los problemas que hemos tenido en los últimos años con acampantes que llegan al campamento con piojos, se lo agradeceríamos mucho que su médico le examinara a su hijo/a para asegurar que no los tenga. Si es necesario, usen los tratamientos para que su hijo/a llegue al campamento sin piojos. Se puede encontrar información en el website www.headlice.org. ¡Gracias por su ayuda!

Tick Policy: As is the case in Mid-Atlantic states and the rest of New England, Vermont has ticks that carry Lyme Disease. The presence of ticks is relatively recent in Vermont and we have come up with some common sense policies that help protect our campers and staff.

Medical Insurance: Songadeewin of Keewaydin does not provide medical insurance. **Campers must be covered by their parents' or guardians' medical insurance in order to attend Songadeewin of Keewaydin.** Parents are responsible for reimbursing Keewaydin for bills related to hospital or doctor visits. Since Keewaydin pays the service providers the co-pay or uninsured balance, these amounts will be charged to the camper's account.

Parent Contact in Medical Situations: Communicating with parents is an important part of our medical procedures. Parents will be contacted in the following situations:

- Camper goes to the ER (when she goes and upon her return)
- Camper goes to see doctor (when she goes and upon her return)
- Camper spends more than a night in the Health Center
- Camper has a situation requiring repeated visits to the Health Center (e.g. a bad case of poison ivy or a persistent cough)



Money Matters

Bills: Your final bill for your daughter's camp fee will be sent to you in February. To secure her spot, your bill must be paid in full by **March 1. Songadeewin, as per our application, does not give refunds after March 1.** Contact our business manager at 802-352-4770 if you need to set up a payment plan.

Cancellation: We encourage you to purchase trip cancellation insurance. This allows you to recoup tuition fees in the event that your daughter is unable to attend camp for reasons approved by the insurance company. Two companies offering this product are [Travel Insured International](#) and [A+ Protection Program](#).

Cash: We are a cashless campus. Please DO NOT bring or send cash to camp. Cash for traveling by plane to or from camp (we recommend a minimum of \$25 for emergency needs) will be stored in the safe. **NO CASH** should be sent directly to a camper during the season.

Camp Store: Our store stocks personal items such as toothpaste, stationery, flashlights, batteries, etc.. Purchases will be charged to the parent's account. Cash is not accepted. \$100 should cover these items, but the purchase of baseball caps, T-shirts, sweatshirts, polo shirts, kneepads, waterproof trip bags, or laundry bags will increase the amount. Please advise your daughter of any limits you expect.

Gratuities: We ask that gratuities for our staff or directors come in the form of a contribution (in the name of the staff person you wish to honor) to the Scholarship Fund, which helps provide financial aid to campers in need.

Other Matters

Cabin and Tent Assignments

The Director, just prior to the opening of camp, makes cabin and tent assignments. We try to match campers to particular staff, taking into consideration age and grade in school, as well as length of stay at camp. One of the good things about summer camp is the opportunity to make new friends from other parts of the country or world.

We discourage requests for friends from home living together. Rest assured, friends will be close by. We have a lottery system in place for choosing beds in the cabins. This takes pressure off families to "get-there-early-so-I-can-get-the-bed-I-want". The only exception to these guidelines is for campers whose parents are on staff at either Dunmore or Songadeewin. These parents work on opening day, so they will help their daughters settle in the afternoon prior to the first day of camp. Please share this information with your daughter before arrival.

Visiting Camp

Parents are welcome to visit after the first two weeks, but having visitors at camp can be disruptive to our program. The best time to visit is at Midseason (July 25 and 26) because all first month trips are back in camp and we are set up for your visit. Click this link for our [Midseason Schedule](#). If you need to visit another time, call Ellen at (802) 352-9860. Parents should not plan on visiting more than once during camp. There are no overnight accommodations for parents at camp. Several good inns and motels on and near Lake Dunmore are listed on our website. See our link for [Area Lodging](#). Our camp policy is that campers stay on campus and do not spend the night off campus unless on a camp trip. It can become disruptive if some parents take their daughters away for the night. We need written parental permission if your daughter goes off campus with someone other than her parents. Thanks for your cooperation with this policy.

Mid-Season July 25 and 26: Details can be found on our [Midseason Schedule](#).

End of Season Visiting: Campers may not be taken out of camp for any meals at the end of camp. Parents may attend our special campfire on Friday, August 21 but are asked to arrive on campus **after 7 PM**.



Other Matters

Sunday Circle:

On most Sundays, we have a Sunday Circle for the whole camp. 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. We believe that our Sunday Circle does not conflict with any religious traditions.



Songadeewin of 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.



Birthdays:

Girls having birthdays during the summer will have cakes baked for them 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 birthday cards and letters, but please send no packages or edibles.

Homesickness:

If your daughter writes of being homesick the first week or so of camp, please give us a fair chance before being unduly concerned. Our friendly attention helps to eliminate homesickness but cannot do so entirely right away. It is often a credit to a new camper to be homesick. "Fighting it

through" with our help is a valuable experience. See our [Homesickness](#) link. Another resource on how to minimize homesickness is "*The Secret Ingredients of Summer Camp Success*" by Chris Thurber. It can be purchased through the ACA bookstore online at www.acabookstore.org or by calling 888-229-5745.

Pets:

We know that your child may be very attached to her pet; however, due to the problems created by personal pets at camp, we have a policy that campers cannot bring their pets to camp.

Websites:

Personal Websites: To protect the privacy of our campers and the reputation of Keewaydin and Songadeewin, we ask that campers and staff adhere to the following policies regarding use of statements and photographs on personal websites (e.g. Facebook, Instagram, SnapChat, etc.)

Please do not:

- Use the Keewaydin or Songadeewin logo on your website
- Post photographs of campers
- Post any photographs or statements that might jeopardize the reputation or good name of Keewaydin or Songadeewin

Keewaydin/Songadeewin Website: Other useful information including photos from the current summer can be found at [Camp Photos](#). **You will be sent a new parent password at the beginning of each season.**

We welcome excellent photos of camp (campers, staff, activities, trips) for our website. Please consult the camp director if you have photos you would like to share for possible publication.

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