



Songadeewin Parent Manual

Summer 2023

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Travel to & from Camp

By Car

Songadeewin's campus is located at the northwest end of Lake Dunmore, in Salisbury, Vermont. You will enter from West Shore Road; when you turn onto Rustic Lane, look for signs directing you to campus and our drop off area.

Songa's address is:

500 Rustic Lane
Salisbury, Vermont 05769



Session	Date	Drop Off Window	Date	Pick Up Window
8 Weeks (1 st & 2 nd Months)	Sunday, June 25	Between 10:00 AM & 12 noon	Saturday, August 19	Between 8:15 AM & 10:00 AM
2 Weeks (1 st Month)	Sunday, June 25	Between 10:00 AM & 12 noon	Saturday, July 8	Between 9:00 AM & 10:00 AM
4 weeks (1 st Month)	Sunday, June 25	Between 10:00 AM & 12 noon	Sunday, July 23	Between 9:00 AM & 10:00 AM
2 Weeks (2 nd Month)	Sunday, July 23	Between 2:00 PM & 4:00 PM	Saturday, August 5	Between 9:00 AM & 10:00 AM
4 Weeks (2 nd Month)	Sunday, July 23	Between 2:00 PM & 4:00 PM	Saturday, August 19	Between 8:15 AM & 10:00 AM

Vermont is on Eastern Daylight Time during the summer months. Please plan your travels to be able to drop off & pick up your child in the windows above.

By Airplane

Please book a flight arriving/departing in the arrival/departure windows below. Camp staff will meet the flights that you designate in your Camp in Touch account in your Transportation Form. Our pick up fee is \$110 one way and will be charged to your account.

Sunday, June 25

Burlington International Airport (BTV)

Flights should arrive between 10:00 AM and 2:00 PM



Sunday, July 23

Burlington International Airport (BTV)

Flights should depart/arrive between 10:00 AM and 2:00 PM

Saturday, August 19

Burlington International Airport (BTV)

Flights should depart between 10:00 AM and 2:00 PM

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 unaccompanied minor forms; in these cases please send the completed form with your child's e-ticket confirmation. Our Unaccompanied Minor contact's name will be sent to you in early June. Camp's address is 500 Rustic Lane, Salisbury Vermont 05769. Once your daughter has arrived, we will call or email to notify you.

By Chartered Bus From New York

We provide a chaperoned bus from New York City to and from camp for both summer sessions. Our bus fills up early. Reservations are first come, first served. Reserve a seat on the bus via the *Transportation Form* in your Camp in Touch account. There is a \$160 one way fee which will be charged to your account.

Sunday, June 25

New York to Camp

Manhattan pickup location

Corner of 86th St. & East End Avenue

9:30 AM Meet up

10:00 AM Bus departs

Tarrytown pickup location

Westchester Marriott parking lot

670 White Plains Rd, Tarrytown, NY

10:45 AM Meet up

11:15 AM Bus departs

Each camper on this bus should bring a brown bag lunch including drinks for the trip. Please limit candy. Leftover candy will not be allowed in the tents/cabins. Once your daughter has arrived at camp, we will call or email to notify you.



Sunday, July 23

Camp to New York

8:00AM Bus departs from camp

Manhattan drop off location

Corner of 86th St. & East End Avenue

3:30 PM (approximately)

Sunday, July 23

New York to Camp

Manhattan pickup location

Corner of 86th St. & East End Avenue

9:30 AM Meet up

10:00 AM Bus departs

(No Tarrytown pick up)

Each camper on this bus should bring a brown bag lunch including drinks for the trip. Please limit candy. Leftover candy will not be allowed in the tents/cabins. Once your daughter has arrived at camp, we will call or email to notify you.

Saturday, August 19

Camp to New York

8:00AM Bus departs from camp

Tarrytown drop off location

Westchester Marriott parking lot

670 White Plains Rd, Tarrytown, NY

1:15 PM (approximately)

Manhattan drop off location

Corner of 86th St. & East End Avenue

3:30 PM (approximately)

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/Keewaydin Chartered bus from New York, campers may bring only hand luggage and one small or medium size duffel. All other luggage should be shipped to camp prior to the camper's arrival.

Keewaydin Time

During our 1st month of camp, we are on "Keewaydin Time," which is one hour earlier than Eastern Daylight Time. For example, if 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.

Preparing for Camp

Important Dates

8-weekers	Sunday, June 25 - Saturday, August 19
4 weekers (1st month)	Sunday, June 25 - Sunday, July 23
4 weekers (2nd month)	Sunday, July 23 - Saturday, August 19
Midseason Weekend	Saturday, July 22 & Sunday, July 23 Parents are invited to attend (pending covid status)
Final Campfire	August 18, evening Parents are invited to attend (pending covid status)

Camp in Touch online portal

Parents can find detailed and essential information, including a Clothing & Equipment List, Medical and Health History forms, and more, to prepare for camp in our online portal, [Camp in Touch](#). Forms must be completed and uploaded or returned to Songa. All other documents are important information for your family to read and keep in preparation for camp.

Forms Deadlines

All camper Medical Forms are due on or before April 15. All other forms, including Travel Information, are due on or before May 15. To view and complete your child's forms, log on to [Camp in Touch](#) using your email login and password, and click on 'Forms & Documents' from the dashboard.

Passports

Any camper who might be tripping to Canada must bring a valid passport to camp. This applies to all campers in our oldest grove, Willoughby (campers completing grades 8 & 9). Additionally, if you are completing 7th grade and you who already have a valid passport, please bring it to camp. Check your child's passport expiration date now!



Camp Logistics



Packing for Camp

Please see the 'Clothing & Equipment List' on your CampinTouch account or on our website and use this as a packing guide. We believe in "simple living." Expensive clothing is not necessary. Please bring what is on the list and no more.

Camper laundry is done once per week. Please make sure that all clothing and personal items are marked. Sew-on tapes or permanent marker work well.

We ask that your child not bring to camp any clothing that advertises or promotes alcohol, drugs, or other questionable subject matter.

Personal Items

Campers are encouraged to bring a few special items to camp! Sports equipment, musical instruments, games, fishing equipment, and books, can be worked into our life at camp. Be sure that all personal items are marked with your child's name. Songadeewin is not responsible for lost, damaged, or stolen personal items or clothing.

Equipment

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

Musical instruments

We encourage all kinds of musical expression at camp, but some types of musical instruments work better at camp than others! Acoustic guitars, ukuleles, violins, trumpets and flutes work fine; they can be stored and taken care of easily and campers can play them at camp events. Large instruments (drum sets, tubas) do not work as well.

Rifles and Bows

Please do not send your own personal rifle or bow. We have both available at camp.

Aerosol Cans

Aerosol cans are not allowed at 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.

Fireworks or firecrackers

Please do not bring fireworks to camp. We have an impressive 4th of July fireworks display at Songa's campus.

Technology Policy

It has long been a tradition at Songadeewin and 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 surrounded by electronic and media messages. Consequently, campers must be prepared to leave technology at home to be fully present for all that is happening around them at camp.

The following devices are NOT permitted at camp:

- Cell phones, iPhones, iPads, computers.
- Personal wireless internet devices, electronic games, video games, iPod Touch, video cameras, TVs or other video viewing devices.
- Apple watches, FitBits, or MP3 players*, Go Pros, or other 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.

*Willoughby campers may have an MP3 shuffle device (such as a SanDisk Clip Sport) with no screen or internet capabilities. It must have earbuds and it may only be used in the Willoughby tents or on long van rides.

Cell Phone

We recommend that all campers leave cell phones at home during camp. However, sometimes a camper needs a phone to travel independently to camp. In this case, we can store a campers' cell phone in our safe upon arrival, and she can retrieve it at the end of camp.

Social Media

In order to protect the privacy of our campers and the reputation of Songadeewin and 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).

Do not use the Keewaydin logo on your personal website

Do not post pictures of campers

Do not post any photo that might jeopardize the reputation and good name of Songadeewin or Keewaydin.



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

Linens

Your daughter will need 3 blankets, 2 sets of sheets, a pillow, and 2 pillowcases for her bed at camp. Blankets, a pillow, and pillow case can be rented from camp for the summer for a cost of \$20; families are responsible for bringing their own towels and sheets. If you wish to rent blankets, pillow & pillow case, please fill out the 'Additional Options' form in your Camp in Touch portal and we will charge your account.

Cabin & Tent Assignments

Cabin and tent assignments are made by the Camp Director and Grove Directors prior to the opening of camp. One of the greatest rewards of summer camp is the opportunity to make new friends from other parts of the country or world. We try to match campers to particular staff, taking into consideration age and grade in school, as well as length of stay at camp. We do not accept 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 Keewaydin 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.



Communication with Camp & with Your Child

Winter & Spring Communication

At various times during the "off-season" Songadeewin and Keewaydin will be in contact with you and/or your daughter, i.e. reminders about re-enrollment, newsletters, yearbook, etc. Songa staff are allowed to send



campers cards via mail 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.

If you as parents have questions about camp or need to communicate something before camp begins, please reach out to the Camp Director, Lauren McDowell, via email lauren@keewaydin.org or via phone 802.352.9860.

Summer Communication

Old fashioned mail

Campers love to get real mail! Send a postcard or letter to your daughter:

Camper's Name & Cabin/Tent
500 Rustic Lane
Salisbury, VT 05769

Email

You can send email to your child at camp by writing to songaoffice@keewaydin.org. Please list her name and Cabin or Tent in the subject line of the email. Your email will be printed out and treated like regular mail. This email address is for PARENTS only. Please limit your e-mails to less than one page in length and, at most, 3 times per week. We cannot print attachments, photos, or graphics, only text.

Phone Calls

Songadeewin Camp Office Phone - 802.352.9860

We do not encourage phone calls in general. We do not allow phone calls to campers during the first two weeks of camp (except for birthdays!). If you have concerns during this time, call Lauren McDowell, the Camp Director.

- Phone calls are limited to one per week per camper (only after the first 2 weeks at camp). Girls with parents who live apart may receive one call from each parent.
- Calls are limited to 5 minutes.
- Please be aware that campers are not always accessible to receive a phone call, (they may be out on a trip).
- Calls can be taken by your daughter ONLY at mealtimes (see chart)



Meal	7/9 - 7/19	7/20* - 8/13	8/14 - 8/18
Breakfast Monday - Saturday	9:00 - 9:45 AM EDT	8:00 - 8:45 AM EDT	8:30 - 9:15 AM EDT
Breakfast Sunday	9:30 - 10:15 AM EDT	8:30 - 9:15 AM EDT	8:30 - 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 Nights EDT = Eastern Daylight Time		
*On the first day back to regular time, breakfast is at 8:30 AM EDT.			

Call the Camp Director

Do call us if you have a question, and, of course, 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.

Camp Phone: 802.352.9860

Letters Home

Each camper 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 let us know if you are not pleased with the kind of letters your daughter writes as this is the only way we can check on campers' letters. Campers in our youngest groves are given a stamped and addressed postcard to send home each week unless the camper is out on a trip.

Packages

We have a NO packages policy at Songadeewin. On occasion, there is an urgent situation which requires a family to send something in a package (e.g. an essential item like a passport, sleeping bag, or hiking boots). If you must a package with an essential item, simply email us in advance so we can approve the package. 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 apply to sending luggage before camp begins. Any unapproved packages will be returned to sender.



Photos from Camp

Photos from the current summer can be found in the parent section of the Keewaydin and Songadeewin website. The password for the photos will be sent to you in an email before camp.

Money Matters

Bills

Your final bill for your child'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 Keewaydin's business manager at 802.352.4770 if you need to set up a payment plan.

Cancellation

We encourage you to purchase trip cancellation insurance which is available in your Camp in Touch portal. Trip cancellation insurance allows you to recoup tuition fees in the event that your daughter is unable to attend camp for reasons approved by the insurance company.

Cash

We are a cashless campus. Please do not bring or send cash to camp. If your daughter needs to bring cash for traveling by plane to or from camp, it can be stored in our office safe. Please do not send cash 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 river bags, or laundry bags will increase the amount. We recommend that you advise your child before camp of the limit she should follow.

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.



Visiting Camp

subject to change pending covid status

Mid-season Visits

The best time to visit camp is at mid-season!

Parent arrival time: 9:00AM on Saturday, July 22

Parent departure time: 10:30 AM on Sunday, July 23

There are no overnight accommodations for parents at camp. However, there are inns and motels near Lake Dunmore where you can stay.

We encourage you to see as much of camp in action when you visit. If you would like to give your daughter a treat by taking her out of camp for a meal, you can arrange this with her Grove Director. We allow campers to have one meal off campus. The Camp Director must receive written permission from a camper's parents in order for us to allow her to leave camp with anyone other than her parents.



End of Season Visiting

Final Campfire

7:00 - 8:30 PM on August 18

Other Visits

We do not allow visitors during the first two weeks of camp. While it is possible for parents to visit after the first two weeks, it is discouraged as it can be disruptive to our program. If you are planning a visit aside from midseason weekend, please let us know your schedule as your daughter may be away on trip.

Medical Information

Covid-19

All campers are required to be fully vaccinated for Covid-19 (unless granted a medical exemption by an MD or DO for a contraindication,). More information and updates will be provided to families in the spring prior to camp.

Head Lice

We ask that all parents examine their daughter's hair for head lice beginning two weeks before camp. Parents must check hair three times: two weeks prior to camp's start, one week prior to camp, and again the day before camp. Upon arrival, each camper has a lice check. If a camper arrives with head lice or nits, her



scalp and hair must be treated, she may have to sleep in separate quarters, and all clothing must be laundered using high heat. In some instances, a camper may have to return home. Please do your part by checking your child's hair before camp!

Health History and Examination

All Songa campers have applied online using CampMinder and CampinTouch, which is also an online portal where families can access important information and forms leading up to camp. All Medical and health history forms must be completed and uploaded to CampinTouch no later than April 15th.

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

Health Insurance

Camper must have health insurance in order to attend Songadeewin. Parents are responsible for reimbursement to Songadeewin of any balances related to hospital or doctor visits. In the event that Songadeewin pays to the service providers the co-pay or uninsured balance, these amounts will be charged to the camper's account.

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:

- Camper goes to the emergency room (when she goes and upon return)
- Camper goes to see doctor or orthodontist (when she goes and upon return)
- Camper spends more than one night in the Health Center
- Camper has a situation which requires repeated visits to the Health Center (e.g. bad case of poison ivy, persistent cough)

Medications

Camper taking prescription medications or over the counter meds including vitamins or supplements must order all medications through CampMeds. CampMeds provides pre-packaged medicines to allow greater efficiency and control with medicine distribution at camp. You can find instructions for ordering medications through CampMeds in your CampinTouch account under the 'Forms & Documents' tab.

If your daughter takes a regular medication, she should continue to take it while at camp. Do not take your child off medications without first consulting with your physician and with the Camp Director.



Personal

Birthdays

Campers with a birthday during the summer will have a cake baked for them by the chef. They will be honored by a round of "Happy Birthday" from the whole camp. We encourage you to send birthday cards and letters (no packages or food).

Sunday Circle

On most Sundays, we have a camper gathering called Sunday Circle for the whole camp. It is a time for campers and

staff to learn and teach important values, get closer to nature, reflect, and build our camp community. 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.

Emotionally Preparing for Camp

The lead up to camp is an incredibly exciting time for a child, and it can also be an anxious time as well. Here are some tips for helping your child to prepare emotionally to go to camp.

Learn Together. Explore our website with your child. Looking at pictures from camp will help them visualize their upcoming experience, where they will sleep and the activities they will get to try. Talk about swimming in a lake; unlike a pool, the lake may be dark at the bottom with rocks or sand. Read books about going to camp. Parents may also consider reading one of the following books as a way to learn more and support your child:

[*"Homesick and Happy"*](#) by Michael Thompson

[*"The Summer Camp Handbook"*](#) by Chris Thurber

Involve Your Child every step of the way, from planning to packing.

Talk about Camp in a Positive Way. Phrases like "I am so excited to hear about all of the adventures you are going to have." And 'If you feel homesick, tell your counselor", help your daughter to know that we are here to support them. Avoid phrases like "I am going to miss you terribly" and "You can always come home if you don't like it'.

Songa Staff are here to help. At home, we tell our children that we are only a phone call away and never to talk to strangers. Talk to your child about how camp is a safe place where they can go by themselves, and why it's okay at camp to interact with 'strangers' who will soon become friends. Explain



that there are no phone calls (until the 2nd week of camp) and encourage them to write letters home! At camp, the strategy for getting support is to reach out to staff.

Practice Problem-Solving. Work through the “what ifs” with your daughter. What if you lose your bathing suit, don’t feel well, are scared?

Time Apart. Sleepovers at a friend or family member’s house, camping out, school overnight trips are some ways your daughter can begin to embrace being away from home.

Prepare yourself. Saying goodbye to your child can bring you many mixed emotions. It is a big step for parents, too!

Homesickness

If your daughter writes of being homesick during the first week or two of camp, please give us a fair chance before being unduly concerned. Our care and attention helps to eliminate homesickness but cannot do so right away. It is often a credit to a new camper to be homesick. "Fighting it through" with our help is a valuable experience. Please see the ‘Homesick Camper’ document in your CampinTouch account.

Tripping

Tripping is one of the fundamental experiences of a Songadeewin summer. Your daughter will venture out on one or more overnight trips this summer. In addition, she may choose to go on day hikes, and girls in our older Groves may take 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 move up through the Groves and develop skills. We take care to assign each camper to a trip which has the appropriate challenges for her 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 campers develop the skills they'll need for trips. Girls who have not passed their swim and canoe tests will be assigned to hiking trips.

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 we expected.

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.