

**2012
Parent
Handbook**

**Camp
Emerson**

Our 45th Summer!

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**“Trust Me,
You’re In For
A Big Summer”,
David, Camper**

Camp will be here before you know it. We hope that your family is as excited as we are!

A big part of our job is to get everyone - parents and campers - ready for the summer. This Parent Handbook is designed to take you step by step through your preparations. We’ve worked hard to explain things clearly. There’s also more information on the website and in CampMinder (our technology partner). Please don’t hesitate to call us with ANY questions. This is especially true if this is your first year at Emerson.

Here’s to a great summer,

Sue Lein & Kevin McDonough
Marv & Addie Lein
Owners/Directors
Camp Emerson

2012 Dates

Sunday, June 24 4 & 6 Week Sessions Begin

Saturday, July 7 1st Visiting Day

Sunday, July 8 Rookie Day

Saturday, July 21 4 Week Session Ends

Sunday, July 22 2 Weeks Session Begins

Saturday, August 4 Visiting Day and
2 & 6 Week Sessions End

Camp Contact Info

directors@campemerson.com

www.campemerson.com

Winter Addresses (Until June 7)

SEND ALL FORMS & PAYMENTS TO:

Camp Emerson
91 Minuteman Road
Ridgefield, CT 06877

Tel: 800-782-3395

Tel: 203-894-9663

Fax: 203-894-9673

Director's Cell: 203-482-2177

Summer (Beginning June 8)

Camp Emerson
212 Longview Avenue - P.O. Box 808
Hinsdale, MA 01235-0808

Office: 413-655-8123

Fax: 413-655-2571

Director's Cell: 203-482-2177

Health Center Direct: 413-655-2340

Transportation

Starting camp on the right foot is very important. At Camp Emerson we do this by having **all campers travel to camp together by bus** and begin their experience as a group. The camp bus starts the summer fun. We select a great group of counselors to give the campers an introduction to camp. The ride goes very fast with movies too and the separation is much easier.

We have organized Coach Bus Transportation from 5 locations for your convenience.

Coach Bus Transportation From 5 Locations:

**Newton, MA
New York City, NY
Paramus, NJ
Westport, CT
White Plains, NY**

Every family must complete the Transportation Form in CampMinder. If you need to change your travel plans between now and camp, please contact us as soon as possible so we can confirm your space.

All camp luggage goes on the bus with the camper.

Times and directions to the buses can be found in this handbook and on the website.

Driving Up To Camp By Car

If you live local to Camp Emerson, please call camp to make arrangements to drop off your child.

Air Arrangements

For our families who live outside of the New York or Boston metropolitan areas, air travel and airport taxi service will be arranged with you. Please call us so that we can work together to coordinate your child's travel plans.

Note: Sometimes more families select one bus location over another. In these rare instances, camp reserves the right to combine buses or cancel a pickup/dropoff location.

Bus Instructions

LUGGAGE INSTRUCTIONS

1. All campers **bring their luggage on the bus.**
2. All luggage must be contained in duffles, trunks or suitcases, the same as if you were travelling on an airplane. All luggage is stored outside of the bunks during the session to make room.
3. **All luggage and clothing must be labeled.**
4. You should be able to fit your child's belongings in **2 large duffles (or similar) plus a sleeping bag.** A backpack is a perfect carry-on for the bus in addition.
5. Camp Emerson **staff will be at the buses to load your luggage.** Do not place any luggage on the bus yourself. We have a system that helps us coordinate delivering the luggage when we get to camp.

BUSES UP TO CAMP

1. When you arrive at your bus location, **check in with the bus leader.**
2. Emerson Staff will place the luggage underneath the bus.
3. Please send a lunch/snacks/drinks for the bus ride. **NO NUTS**
-We are a nut free camp and have children with severe allergies. There is a bathroom on the coach bus. It is air conditioned and we will be showing movies.

4. **We will leave PROMPTLY!** If you have a problem that morning, CALL CAMP IN HINSDALE (413-655-8123). We will relay any message to the bus leaders and coordinate with you. Likewise, if there is any last minute change in the bus schedule, we will notify you.

5. Parents are responsible for the safety of their children until the bus leader announces for all campers to board the bus. Once a child is on the bus, he/she is Camp Emerson's responsibility.

6. Campers will be checked onto the bus by the Bus Leader to ensure that everyone is accounted for prior to departure.

7. Bus safety procedures will be reviewed with all campers before departure.

BUSES RETURNING HOME FROM CAMP

1. Camper luggage will be unloaded by camp staff members.

2. Campers will be taken off the bus one family at a time for safety reasons. We will match each camper up with his/her parent and distribute their luggage. Please be patient. This will take a few minutes but it is well worth it.

3. If someone other than a parent will be picking the camper up at the bus, we need to have a signed permission letter faxed (413-655-2571), scanned to directors@campemerson.com or mailed to camp. Your designate should bring a photo ID to the bus.

4. If you have a problem that morning, CALL CAMP IN HINSDALE (413-655-8123). We will relay any message to the bus leaders and coordinate with you.

Newton Bus Schedule

Sunday, June 24, 2012 - 4 & 6 week campers depart

Check-In: 10:00AM Depart: 10:30AM

Arrival at Camp Emerson: 1:00PM

Saturday, July 21, 2012 - 4 week campers return

Depart Camp: 8:30AM Arrive Newton: 11:00AM

Sunday, July 22, 2012 - 2 week campers depart

Check-In: 10:00AM Depart: 10:30AM

Arrival at Camp Emerson: 1:00PM

Saturday, Aug. 4, 2012 - 2 & 6 week campers return*

Depart Camp: 8:30AM Arrive Newton: 11:00AM

*There is an optional visiting day on Saturday, August 4 and parents will pick up their campers on that day if they attend.

DIRECTIONS TO THE BUS – NEWTON, MA

All campers meet at:

**Newton Service Area - Route 128 Southbound
in Newton, MA**

FROM THE NORTH, take Route 128 (Route 95) South - The Newton Service Area is on the right (southbound side) about 1½ miles south of the Mass Pike (Rt 90) just after exit 22-21B - Grove Street. Slow down after Exit 22-21B as it comes up fast. There is a McDonalds' at the service area. Park in the area for cars, not trucks.

FROM THE SOUTH - The Service area is accessible only from the southbound side. Go north to the Mass Pike and get on Rt. 128/95 South. Follow directions above.

Travel Time is approximately 2½ hours

New York City Bus Schedule

Sunday, June 24, 2012 - 4 & 6 week campers depart

Check-In: 9:00AM Depart: 9:30AM

Arrival at Camp Emerson: 1:00PM

Saturday, July 21, 2012 - 4 week campers return

Depart Camp: 8:00AM Arrive NYC: 12:30PM

Sunday, July 22, 2012 - 2 week campers depart

Check-In: 9:00AM Depart: 9:30AM

Arrival at Camp Emerson: 1:00PM

Saturday, Aug. 4, 2012 - 2 & 6 week campers return*

Depart Camp: 8:00AM Arrive NYC: 12:30PM

*There is an optional visiting day on Saturday, August 4 and parents will pick up their campers on that day if they attend.

DIRECTIONS TO THE BUS – NEW YORK CITY

American Museum of Natural History at 81st Street

**Circular Driveway Only on Drop off days
(June 24 and July 22)**

**On Pick up days (July 21 and August 4) the bus will be
located on Central Park West.**

Travel time is approximately 3½ hours

Paramus Bus Schedule

Sunday, June 24, 2012 - 4 & 6 week campers depart

Check-In: 9:30AM Depart: 10:00AM

Arrival at Camp Emerson: 1:00PM

Saturday, July 21, 2012 - 4 week campers return

Depart Camp: 8:00AM Arrive Paramus: 12:00NOON

Sunday, July 22, 2012 - 2 week campers depart

Check-In: 9:30AM Depart Paramus: 10:00AM

Arrival at Camp Emerson: 1:00PM

Saturday, Aug. 4, 2012 - 2 & 6 week campers return*

Depart Camp: 8:00AM Arrive Paramus: 12:00NOON

*There is an optional visiting day on Saturday, August 4 and parents will pick up their campers on that day if they attend.

DIRECTIONS TO THE BUS – PARAMUS, NJ

**Crowne Plaza Hotel
601 From Road, Paramus, NJ**

**Near Paramus Park Mall
Off of Garden State Parkway, in Paramus, NJ.**

FROM NORTH OF PARAMUS - Take Garden State Parkway South to Exit 165 (Ridgewood/Oradell). Follow signs for Ridgewood. Stay in your right lane and take the 1st exit for Garden State Parkway South/From Road.

FROM SOUTH OF PARAMUS - Garden State Parkway North to exit 165 for Ridgewood/Oradell. Follow signs for Ridgewood. Stay in the right lane to exit for the Garden State Parkway South/From Road. The Crowne Plaza is approx. ½ mile on the right hand side.

Travel Time is approximately 3½ hours

Westport Bus Schedule

Sunday, June 24, 2012 - 4 & 6 week campers depart

Check-In: 10:00AM Depart: 10:30AM

Arrival at Camp Emerson: 1:00PM

Saturday, July 21, 2012 - 4 week campers return

Depart Camp: 8:30AM Arrive Westport: 11:00AM

Sunday, July 22, 2012 - 2 week campers depart

Check-In: 10:00AM Depart: 10:30AM

Arrival at Camp Emerson: 1:00PM

Saturday, Aug. 4, 2012 - 2 & 6 week campers return*

Depart Camp: 8:30AM Arrive Westport: 11:00AM

*There is an optional visiting day on Saturday, August 4 and parents will pick up their campers on that day if they attend.

DIRECTIONS TO THE BUS – WESTPORT, CT

All campers meet at Sherwood Island Park & Ride

From Route 1 - Turn on Sherwood Island Connector. The park & ride lot is on the left side before you reach Route 95.

From 95 South - Take Route 95 to exit 18 - Sherwood Island. Right off exit ramp. Park & ride lot will be on your right.

From 95 North - Take Route 95 to exit 18 - Sherwood Island. Left off exit ramp. Park & ride lot will be across highway on your right.

If you reach the Sherwood Island Beach, you've gone the wrong way!

Travel Time is approximately 2½ hours

White Plains Bus Schedule

Sunday, June 24, 2012 - 4 & 6 week campers depart

Check-In: 9:30AM Depart: 10:00AM

Arrival at Camp Emerson: 1:00PM

Saturday, July 21, 2012 - 4 week campers return

Arrive White Plains: 12:00NOON

Sunday, July 22, 2012 - 2 week campers depart

Check-In: 9:30AM Depart White Plains: 10:00AM

Arrival at Camp Emerson: 1:00PM

Saturday, Aug. 4, 2012 - 2 & 6 week campers return*

Arrive White Plains: 12:00NOON

*There is an optional visiting day on Saturday, August 4 and parents will pick up their campers on that day if they attend.

DIRECTIONS TO THE BUS – WHITE PLAINS, NY

**All campers will meet at:
47 Tarrytown Road, White Plains, NY**

**AMF Bowling - White Plains, Loehmann's Plaza
near County Center, City Limits Diner and Route 287**

**Route 287 To exit 4 - NY Route 100A toward Hartsdale.
Take 100A South to NY Route 119/Tarrytown Road. AMF
Bowling is on the right.**

Travel Time is approximately 3 hours

Forms

We pride ourselves on
the personal attention we provide.

Help us to do our best job by sharing with us
detailed information about your child.

**Children will not be permitted to attend camp if
their parents have not completed all of the
required forms.**

**Forms are due by
May 14, 2012
for ALL sessions**

All Forms are in your CampMinder account online

The link to CampMinder is at the top of our
home page at www.campemerson.com

Bookmark it and store your login to make it easier
during the summer

CampMinder & Forms

As a Camp Emerson family, you have an account on our website provided by our technology partner, CampMinder. Login information will be sent to you via email.

ALL forms are online in CampMinder as well as an extensive list of features:

- One-way emails
- Photo gallery
- Online Enrollment Application
- Online Medical Form
- Online Transportation Form
- Online Camper Confidential Form
- Online Parent Handbook Form
- Online Camper Release Form
- Online Activity Preferences
- Online Emergency Contact Information
- Online Payment and Secure Credit Card

CampMinder is integrated into our secure database management and is a tremendous tool for all of camp operations.

CampMinder is EASY!

Once you have logged in, you can securely review and update your own information online.

This one-stop login is designed to make it easy for you to communicate with us and your child.

Forms Dashboard

In your CampMinder account, go to the Forms Dashboard to find all of the Camp Emerson Forms and Documents for this summer. Instructions for each form are in CampMinder.

Confidential Form

The Confidential Form is your opportunity to tell us everything we need to know to support your child at camp. We will share this information with your child's cabin counselors and health staff prior to the session. Feel free to call us to talk about anything in detail. We will review the form and call you to discuss if needed. Thank you for the time you will put into this important form.

TO PARENTS OF RETURNING CAMPERS: Sometimes we get notes like, "You know him/her!" While we do, your child has undergone changes during the year that we'd like to know. Please update us.

Photo

Please upload a recent photo of your child into your CampMinder account. This really helps the counselors get to know everyone fast.

Transportation Form

In your CampMinder account, click on "Transportation" to sign up for the bus you want to and from camp.

Medical History Form

The CampMinder Medical History Form is to be completed by parents and is required in addition to your doctor's physical exam report. The Medical Form will take you through all the steps to satisfy federal and state regulations.

In your CampMinder account: Click on "Medical History Form" and complete all of the sections. You may update this information any time prior to one week before the session starts.

Doctor's Reports

If your child is due for a physical between now and camp, SCHEDULE THE APPOINTMENT TODAY.

If your child has already had his/her physical, **request a copy TODAY! If you need a form, one can be downloaded for your physician in CampMinder or in the Forms page on the Camp Emerson website. Either one is fine.** Your child does not need another physical exam as long as the last one is within 12 months of the start of camp (per MA Board of Health). If there is new information since the physical, please ask your Doctor to update it.

A complete immunization record is required with the Doctor's report. A form is available for download should you need it.

NOTE ON SPECIALISTS: If your child sees a Specialist for a chronic condition (allergy, asthma, psychiatry, gastric, or other medication), then a separate report should be sent in with the pediatrician's report.

Additional Forms

You will also find the following forms in Forms Dashboard:

Activity Preferences - Campers and Parents should complete this together and let us know the activities they are interested in for the summer. Guidelines for completing this are in CampMinder.

Authorized Release of Camper - required to legally release your child to you and in an emergency.

Bunkmate Requests - Optional - if you have requests for bunkmates or bed placement, this is the place to note it.

Camp Emerson Application - If you have not done so already, a signed application is required for each year.

Insurance Card - A copy of the front & back of the camper's insurance card is required to be on file.

Parent Handbook Agreement - confirms that you have read the camp policies

In addition to the Forms Dashboard, you should familiarize yourself with all of the CampMinder Sections AND complete the following:

YOUR FAMILY

Emergency Contact: Your information: cell phones and emergency contacts, is in CampMinder. Please check "your account" to ensure that the info is correct. You may change it at any time. If you are going to be away from your home while your child is at camp, you can enter it in CampMinder. It is also a good idea to email us your itinerary with the contact numbers as soon as you know them.

Financial Management: You now have the ability to enter/change your credit card information AND to make payments yourself securely online.

Pediatrician Guidelines

The American Academy of Pediatrics has issued “Health Appraisal Guidelines for Resident Camps”. A copy is on the camp website for your information. We encourage you to read it and share it with the Pediatrician or Family Physician who conducts your child’s physical.

The guidelines state “parents, the primary care physician, camp administrators and camp health care providers should openly share information to ensure that a camper is appropriate for the camp environment. In addition, parents should prepare their child medically and psychologically for camp.”

We know these forms take time but they are critical to your child’s health and safety at camp. A few years ago, there was a camp in our area that experienced a camper death. It was a tragic, unpreventable situation that had nothing to do with the camp. However, the parents did withhold medical history and details of events a few weeks prior to camp which could have helped the hospital.

During camp, you trust us with your most precious of gift, your child. Take time to give us every detail we might need and send us the forms by May 14 so we can review them prior to your child’s arrival.

Medication CVS

**NEW FOR 2012
CHANGE OF MEDICATION PROVIDER
FREE TO ALL FAMILIES!**

**All camper medications MUST come through
CVS Pharmacy in Lenox, MA.**

Camp Emerson is pleased to be working with CVS, to supply all of your campers's summer medications.

CVS pharmacy packages all the medication, labels them for daily dispensing and delivers them to camp. This allows the camp medical staff to have everything they need to support your child's medical needs.

There is **NO** fee for this service.

A separate communication will be sent with medication forms and instructions for this summer.

Health Center

Health Center - Direct Line - 413-655-2340

The Camp Emerson Health Center is supervised by a board certified Pediatrician who has worked with us for 12 summer.s. He lives locally and comes in each day as needed. On campus we have 3 full-time medical professionals. Each session you will find mid-level practitioners, Nurse Practitioners and Physician Assistants, as well as Registered Nurses. Most often, these staff members are parents too with children at camp. They understand camp and they are involved in the camp operations. Together with the Directors, we oversee all health concerns at camp.

Parents frequently ask us about sending over-the-counter medications from home for their child. Rest assured that we carry most everything we could need and have access to supplies day/night. So most often, you do not need to send the item. The exception is when you think the medication will be used daily or frequently. Then it is best to add it to your CVS list so it will be dedicated to your child. If you're not sure, ask us.

All medication, prescription and OTC is dispensed at the Health Center. No medications of ANY kind can be kept in the bunks. This includes the counselors. This is a Board of Health regulation established for everyone's safety. Violation of this policy is grounds for immediate dismissal.

The Health Staff will contact parents regarding the following medical situations: if you child requires an overnight stay in the Health Center, if the Pediatrician examines your child, if a prescription medication is necessary or if your child requires a trip to the Emergency Room. We pride ourselves on our excellent communication. The Health Staff will always err on the side of caution to keep you informed of your child's health. You may speak to the Health Staff any time by calling 413-655-2340 or 413-655-8123.

Clothing

Please use this clothing list as a guide and adjust it to suit your child. Plan on sending 14 days worth of clothing to cover all of the activities and weather possibilities. This is for 2, 4, & 6 week campers. Campers ages 10 years and younger should have a minimum of 6 extra pairs of socks and extra underwear.

See Bunkline - Our Clothing Supplier for information on purchasing camp clothing and supplies.

LABEL EVERYTHING!

To prevent loss, **every article, including the clothing worn to camp, must be marked.** See Bunkline for labeling options.

Laundry

The laundry goes out once a week and is returned within 1-2 days. We have an excellent laundry service that does each camper's laundry individually. Send 2 laundry bags with your child's name clearly marked.

Personal Property

The camp is not responsible for the loss of or damage to personal property, including laundry service. Please do not send anything valuable.

Clothing & Equipment List

CLOTHING

- 14 shirts
- 7 shorts
- 14 underwear
- 6 bras
- 14 pairs of socks
- 2 sweatshirts or jackets
- 7 jeans, pants or sweatpants
- 4 bathing suits or swim trunks
- 3 sleep clothes
- 1 bathrobe (optional)
- 1 hat
- 1 raincoat with hood or poncho
- 1 “nice” outfit (optional)
(for last night banquet.
Really anything goes!)

FOOTWEAR

Every camper needs **3 pairs of footwear - sneakers/shoes/sandals**. Hiking boots are great if you like wearing them but not necessary for overnights. Sneakers are fine.

- 1 pair of sandals to walk to pool/lake
- 1 pair shower sandals (could be the same pair as above)
- 1 pair boots/waterproof shoes - cros are okay
- 1 pair of slippers (optional)

BEDDING & LINEN - cot or twin size fit on the beds

- 3 blankets or quilts (washable)
- 2 top sheets
- 2 fitted bottom sheets
- 3 pillow cases
- 1 pillow
- 6 large towels - bath or beach
- 3 hand towels (optional)
- 3 washcloths (optional)

TOILET ARTICLES

- sunscreen
- hairbrush/comb
- toothbrush & case
- toothpaste
- soap (bar or liquid) & soapdish
- tissues
- shampoo & cream rinse
- bug repellent
- kit/bucket to keep everything in

EQUIPMENT/SUPPLIES

- 2 large laundry bags
- 1 shoe bag
- sleeping bag (mat optional)
- water bottle
- flashlight and batteries (enough for session)
- tennis racket (no balls required)
- backpack or small duffle
- extra eyeglasses/contacts/solution
- postcards & stationery
(addressed please for younger children)
- addresses (labels) of family/friends
- stamps—min. of 20 per month
- pens
- sunglasses
- address book

THINK ABOUT...

- glove/mitt
- clip-on battery fan
- camera, books and games
- musical instruments & music
- fishing rod & tackle
- golf clubs
- other sporting equipment

Okay - Not Okay

What's Okay to Bring and What's Not Okay to Bring To Camp?

OKAY!

Ipods/MP3 Players - music, books, podcasts & photos only
*Please remove apps, video, tv and games before coming
to camp. **There is no internet access for the campers.***

E-Readers- for books only

Cameras

Radios (battery)

Clocks (battery)

Games

Books

Stuffed Animals

Personal Fan (battery)

CD Players

**Camp Emerson is not
responsible for camper
personal property at camp.**

Remember to label everything!

NOT OKAY!

Food, Gum, Drinks

Cellphones or anything that can make a call

No device that accesses the internet with a mobile data plan

Money - Only the Hillcrests & Explorers (14-15 year olds)

need spending money for trips. Younger campers
should not bring money.

Walkie Talkies

Computers, DVD Players or anything that plays tv/movies

Ipad or Tablets of any kind

Gameboys/DS/PSP/ETC - any Game System

Televisions

Video Camera

Large Equipment

Expensive Jewelry, Cameras

Large Markers or Spray Paint for Graffiti

Cellphone Policy

Your child's experience at Camp Emerson is designed to foster independence. We also want to keep you connected as much as we can. The telephone schedule, web photos, letters and access to the Directors is set up with these goals in mind. Unfortunately, **Cellphones are not permitted for campers.** We know that for adults and older children, cellphones are the way we live today. At camp, our lives are much different. We're busy all day long and outside running around. We ask that all campers leave their cell phone at home.

iPod Policy

We love music and believe that campers should have their music at camp. So bring the ipod but take off:

Songs with explicit lyrics are NOT appropriate and should be deleted prior to camp.

Apps, Games, Movies and TV must be taken off

Photos are okay - they are great reminders of family and friends. Books and podcasts are good too. Ipods are for use during quiet time at camp and are not permitted to be carried around during activities.

A phone on "airplane mode" is not acceptable.

NOTE: PARENTS are responsible for collecting their child's phone and checking ipods prior to leaving for camp. We know our campers and families to be rule followers. We believe in the honor system. QUESTIONS? Email or call us.

Violation of these policies will result in loss of equipment for the summer and possible disciplinary action.

Bunkline - Clothing Supplier

ORDER EARLY!!

**All campers must purchase 2 Camp Emerson
Official T-shirts from Bunkline!
Choose from 4 different styles**

Sports uniforms for baseball, basketball, soccer and/or an all around sports jersey/short are strongly suggested for children who want to play games against other camps.

For returners...if your shirts from last year still fit, that works for us.

Check out the Camp Emerson logo clothing!

Bunkline has everything you need for camp from cot sheets to flashlights to soft trunks to the latest in summer clothes for girls and boys. Their clothing, camp goods and accessories are great!

Ordering is EASY:

- **Call 1-800-435-6888**
- **www.bunkline.com**
- **See them at a road show**

2012 Fees

TUITION

\$8,800	6 Weeks	June 24 to August 4
\$6,200	4 Weeks	June 24 to July 21
\$3,100	2 Weeks	July 22 to August 4

Additional Trip Fee for 14-15 year olds

\$200 (6 week and 4 week campers only)

Transportation

\$200 Round Trip includes baggage required for all 4 week campers

2 week and 6 week campers have option for pick up on August 4's Visiting Day. Then transportation up to camp would be \$100

Tax ID

The Camp Tax ID # is: 04-2432870

Berkshire Area

There are two great web sites for the Berkshires:
www.Berkshires.org and www.Berkshires.com.

Here you will find details about lodging of all types and things to do in the area.

Payment Procedures

**THE ENTIRE CAMP FEE FOR ALL SESSIONS
MUST BE PAID IN FULL BY MAY 1, 2012.**

**Payments can be made by personal check,
VISA, MasterCard or Discover (new for 2012).**

Make checks payable to: Camp Emerson

Mail to: Camp Emerson, 91 Minuteman Rd, Ridgefield, CT 06877

View your account any time in CampMinder. You can also change your credit card and pay directly in this account at any time.

A final statement will be sent the beginning of April for the final balance of camp tuition. If you have selected "automatic credit card payments" your balance will be posted to your credit card on May 1. Expenses incurred after May 1, eg transportation changes, will be charged to your credit card on file at the time of the service.

Outside Medical Expenses: Should it be necessary for your camper to use outside medical services, all expenses are the responsibility of the parents. Any dental, orthodontic, pharmacy, or optical services will also be the Parents' responsibility. Incidental medical and related expenses will be charged to the Parent credit card on file at the time of service. Prescriptions will be handled the same way. You can submit these expenses to your insurance company as appropriate.

Optional Camp Tuition Insurance:

If you are interested in obtaining protection for your camper's tuition, we provide you with a link to TravMark Camp Insurance. For more details of the plan and a quote go to: www.travmark.com. Camp Emerson has no control over, cannot guarantee or be held responsible for materials relating to the TravMark program. All questions and/or claims should be directed to Travmark.com.

Terms & Conditions

CAMP EMERSON - 2012 TERMS AND CONDITIONS

The camper ("Camper") and parents ("Parent") agree to abide by the rules and regulations set forth by the Camp, which the Parent has been advised of, for the health, safety and welfare of the Campers and Camp.

No refunds shall be made for the late arrival, early departure, absence, suspension or withdrawal of a Camper.

Camp reserves the right to cancel any Camper's enrollment if, in its sole discretion, the Camper's or Parent's physical or mental condition, conduct, influence or behavior is deemed unsatisfactory or detrimental to the best interests of the Camp. No refund will be made in this case.

Camper must, prior to arriving at Camp, undergo a complete physical examination and present documentation of up-to-date immunizations and pharmacology. Parents give Camp Medical Staff permission to speak to all camper health and behavioral providers as needed. As required by law, all information will be held in strictest confidence. Falsification/nondisclosure of medical information, professional counseling or medication prescribed in the last 12 months, may result in Camper's dismissal from Camp. No refund will be made in this case.

Any hospital, specialist, dental, orthodontic, pharmacy, optical or services outside full-time resident health staff are the Parents' responsibility. Incidental medical and related expenses will be charged to the Parent credit card on file at the time of service by the provider or the Camp.

Camp reserves the right to the photographs, video or quotations of any Camper/family taken while at camp for Camp publicity, promotion and/or productions.

The Camp is not responsible for Camper belongings in transit, at laundry or at Camp.

The Parent agrees that their child may participate in all camp activities unless specifically stated in writing prior to the camp session.

All tuition and fees are refundable in full until January 1, 2012 minus \$100 non-refundable application fee. No refund for cancellation after January 1, 2012 for any reason. \$1000 deposit is due at the time of enrolment. The remaining balance is due in 4 equal installments: November 1, 2011, January 1, 2012, March 1, 2012 and May 1, 2012. Families electing to pay by credit card will be automatically billed per the payment schedule. Campers that enroll after Nov 1 must pay \$1000 deposit plus the installments that have past at the time of enrollment. Payments may be mailed to: Camp Emerson, 91 Minuteman Road, Ridgefield, CT 06877. Children will not be permitted to attend Camp if their Parent/payers have an outstanding balance on their account or have not submitted all required camp forms and documentation.

Permission to Provide Necessary Treatment or Emergency Care:

I hereby give permission to the medical personnel selected by the Camp Director to order X-rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the Camp Director to secure and administer treatment, including hospitalization, for the Camper named below. This completed application may be photocopied for trips out of Camp.

I have read and accept all of the terms and conditions set forth herein.

Web Photos

Web photos are one of the best ways to stay connected to your child and see all the fun we're having at camp!

Every day, we post photos of campers engaged in a variety of camp activities.

Our goal is to post at least 100 photos each day with a mix of campers.

Go To The CampMinder Login

In your CampMinder account, click on “photos”. In the photo section, you'll be able to select a date and camp album to see photos for that day.

CampMinder offers some great features to further enjoy the photos. You can set up a favorites section, make a slideshow or email photos to family and friends.

The daily photo gallery is **FREE to all Emerson families.**

In the fall, we will give you access to ALL of the photos from the summer and videos of all of the plays at no charge. If you must have a photo immediately, you can purchase high resolution photos through CampMinder for a small fee but we recommend saving your money and ONLY doing so for something very special.

Email Your Child

One-Way Email (from you to your camper) can be sent through CampMinder. This is the fastest way to bring a smile to your child's face! Send emails & letters as often as you can. We print them each morning and deliver the mail after lunch.

Go To The CampMinder Login

In your CampMinder account, click on "One-Way Email" to send an email to your child.

CampMinder's one-way email is programmed to only receive emails from registered parents and their invited guests. You will see a button to add guest accounts. This eliminates spam and unauthorized email.

Parents may also email using outlook, blackberries or other email programs, without logging in via the website. See instructions on the email page.

This email service is **FREE to all Emerson families.**

Visiting Days

4 & 6 Week Campers

SATURDAY, JULY 7, 2012

11 AM - 1 PM

LUNCH

Enjoy lunch provided on campus or
Bring a picnic or
Take your camper off campus to eat

12 PM - 4 PM

ACTIVITIES OPEN

MEET STAFF and BUNKMATES
or stay off-campus if you would like

4 PM - 4:30 PM

ASSEMBLY & TALENT SHOW

4:30 PM - 5 PM

GOOD-BYES - All campers return to
bunk for a special evening

2 & 6 Week Campers

SATURDAY, AUGUST 4, 2012

Visiting & Pick Up Day

The visiting day for our 2 week campers is the last day of the session. You'll have an opportunity to see camp, meet the staff and see many of the activities. You can also pick up your child on that day.

10:00 AM

Parents Arrive

10:00 AM - 2:00 PM

Meet counselors, Activities Open

11:30 AM - 12:30 PM

Lunch

2:00 PM

Camper Good-byes

IMPORTANT REMINDERS!

1. Please try not to arrive much before the designated start time.
2. If you plan to stay in the area overnight, make a reservation at a local motel/resort immediately if you haven't done so already.
3. You may bring some special food treats. **NO NUTS PLEASE.** The night of the 1st visiting day each bunk has a party and shares their food. We discard the leftovers at the end of the night so use your judgement on how much you want consumed in one day.
4. There is no restriction on age or number of visitors. Please do not bring any visitor who may be a carrier of an infectious disease.
5. Pets are NOT permitted anywhere including parking lots.
6. We would like to remind you that our counselors are not permitted to accept tips.
7. Camp Emerson is a non-smoking facility.
8. Swimming and watersports areas are for campers only.
9. You will be directed to parking areas upon arrival.
10. **If you cannot make it to visiting day or parents are not together and would like to come on separate days, please let us know so we make special arrangements with you.**

Rookie Day

On Sunday, July 8 from 10-4, prospective campers are invited to "TRY" camp for a day. Parents receive a tour and have Q & A with the Directors. There is no cost. Interested families should call for more information and to make a reservation. This is an especially good way for siblings to get a taste of camp. Tell your friends too!

Driving Directions

**CAMP EMERSON
212 LONGVIEW AVENUE
HINSDALE, MASSACHUSETTS 01235-0808
413-655-8123**

From NEW YORK, CONNECTICUT AND POINTS SOUTH:

Take Route 684 North (to Brewster) to Route 84 East (to Danbury, CT). Continue on Route 84 East to Exit 20 - Route 8 North (left exit in Waterbury). Follow Route 8 North to Winsted, CT. The highway portion of Route 8 will end in Winsted and Route 8 turns into a two lane road for the rest of the trip.

Continue on Route 8 North for approximately one hour to Hinsdale, MA. After passing the "Hinsdale" sign on the left, continue for 2.5 miles to Michaels Road. Take a left onto Michaels Road. (If you cross the bridge over the railroad tracks, you've gone too far.) Follow Michaels Road to the end and turn right onto Longview Avenue. The entrance to camp is just ahead on your left, 1/4 mile up the road.

From **BOSTON**:

Take the Mass. Pike West (Route 90) to Exit 3 (Westfield). Take a right turn out of toll booths onto Routes 10/202 South. Stay on 10/202 for approximately 2 miles and turn right onto Route 20 West going towards Pittsfield. Follow Rt. 20 for approximately 40 minutes through several small towns. Turn right onto Route 8 North towards Dalton. (You will see the Bonnie Rigg Motel/Campground at this intersection.)

Follow Rt. 8 North into Hinsdale (approximately 20 minutes). After passing the “Hinsdale” sign on the left, continue for 2.5 miles to Michaels Road. Take a left onto Michaels Road. (If you cross the bridge over the railroad tracks, you’ve gone too far.) Follow Michaels Road to the end and turn right onto Longview Avenue. The entrance to camp is just ahead on your left, 1/4 mile up the road.

Note on gps, mapquest and alternate directions:

GPS, Mapquest, etc. are great but it can also take you on an alternate route through backroads that would lengthen your trip.

During the busy summer tourist season, we do not recommend driving to camp through Lenox and Pittsfield (Route 7) if you can avoid it.

Telephone Calls

413-655-8123

We believe that you can stay connected to your children at camp. Our phone call schedule sets up several times during the session when parents can talk to their child. We also know that one of the camp goals is to help children gain independence and separate from home. We work hard to balance both needs and keep everyone in touch. Sometimes phone calls can make being apart harder and sometimes they can help. You know your child best. The schedule we have helps campers know when to expect calls and they look forward to them. You can also call us prior to your calling day to get an update if you wish and prepare for the phone call.

Here's how it works...Parents call campers at prearranged days/times for calls. If this time is unworkable for you, please call or email directors@campemerson.com to set up an alternative time so that we can inform your child and he/she won't be disappointed. You get to talk **10 minutes per child** - a perfect amount to check in and find out about life at camp. (Families with 2 children have 20 minutes.) A staff member will let the camper know when time is up so neither of you has to be the one to end the call.

We've set up calling times that don't interfere with activities - lunch/rest hour and dinner/evening free time. Sometimes our evening programs take the children out of camp for bowling, movies, overnights, etc. We set the program around the telephone schedule but the weather sometimes forces us to make changes. We use email to announce any changes the telephone schedule.

Due to the volume of calls we receive, calls are for parents only. Unfortunately, we cannot accommodate calls from relatives or friends. Please recommend they send emails or letters. **Campers are not permitted to have cell phones.**

Packages

Please do not send packages to your camper, except for emergency/forgotten items.



Flat items (books, magazines, etc.) are considered regular mail and are not packages.

Emergency Needs - Camp has a supply of toothbrushes, toothpaste and soap should they need immediate replacement. If your child needs something like clothing, batteries, stamps or similar items, you can send that at any time. Send the items to camp with your child's name on the box.

REMINDER: CAMP EMERSON IS NUT FREE. We have campers with severe allergies. So for visiting day, no food will be allowed in the bunks without checking labels. Please help us to keep any food containing nuts out of camp for the safety of our campers.

Mail

Campers love to receive mail.
Your child will write home 2 times a week.

WRITE OFTEN!



IMPORTANT:

For USPS mail you MUST use the PO Box 808 or your mail will not be delivered. Our tiny town post office is very strict.

Fax

413-655-2571

Trips & Canteen

During each session, each group will take a few out of camp trips. In addition, we frequently have groups out on cultural, camping or sporting trips. admission fees, buses, spending money, camp dvd and related trip expenses are all covered in the tuition.

We do not have a “camp store” so please send your child with an ample supplies of toiletries, stamps, batteries, film, etc.

Only the Hillcrests & Explorers (14-15 year olds) may bring spending money for their overnight trip to Cape Cod. Younger campers should not bring money.

Communications

We will always call you if we feel it is important. Please feel free to do the same.

Phone: 413-655-8123 -- Office Hours: 8AM - 8PM

Dedicated Director's Cellphone: 203-482-2177

Fax: 413-655-2571

**Mail: Camp Emerson - Attn: Directors
212 Longview Avenue
P.O. Box 808
Hinsdale, MA 01235-0808**

Email: directors@campemerson.com

Camp emails are checked several times a day. If you need an immediate response, please call.

Director's Cellphone: We've set up a dedicated cellphone for parents. Call it in the case of an emergency - 24/7. You can also use the cell if you want to speak about anything concerning your child's health or well-being.

For routine camp business (buses, visiting day, mail, telephone calls, packages, birthdays, etc.) please talk to our VERY KNOWLEDGE-ABLE OFFICE STAFF. They are mature and experienced and can handle your questions very efficiently.

We want to be accessible to you and for you to feel that we are responsive to your needs and questions. If we must call you back it is because we are dealing with something that cannot be interrupted. Every child and family is important to us.

Groups

Campers are bunked typically by grade. Here are the names of the groups.

Finishing Grade **Boys' Group** **Girls' Group**

LOWER CAMP

2nd and 3rd	Rangers	Daisies
4th	Mountaineers	Azaleas

MIDDLE CAMP

5th	Woodsmen	Belmonts
6th	Blazers	Junipers

UPPER CAMP

7th	Pioneers	Laurels
8th and 9th	Explorers	Hillcrests

Birthdays at Camp

If your child's birthday falls at camp, rest assured that it will be a very special day!

If possible, call the birthday camper during breakfast at 8am. You can call us ahead to confirm the time you will be calling. Please send special birthday packages, balloons, etc. but **NO FOOD!** Birthday packages are okay to send too.

Typical Day

7:30	Wake-up
8:00	Breakfast
8:30 - 9:30	Cabin Cleanup & Inspection
9:30 - 10:25	ACTIVITY 1
10:25 - 10:30	Fruit/Juice/Milk Snack
10:30 - 11:25	ACTIVITY 2
11:30 - 12:25	ACTIVITY 3
12:25 - 12:35	Wash up - Gather as Bunk
12:35	Lunch
1:10 - 2:25	Rest Period - Bunk Time
2:30 - 3:25	ACTIVITY 4
3:25 - 3:30	Snack
3:30 - 4:25	ACTIVITY 5
4:30 - 5:25	ACTIVITY 6
5:25 - 5:35	Wash up - Gather as Bunk
5:35	Dinner
6:10 - 7:00	Bunk Time
7:00 - 8:30	Evening Activity
8:30	Snack
8:30 - 10:00	Back to Bunk by Age Group
9:00 - 10:30	Lights Out by Age Group

Of the 6 activity periods, one is swimming in the heated pool.
Each age group has their own time of day.

Food Choices

Everyone has different food likes and dislikes. We want to know what satisfies your child so he/she feels comfortable at camp. We have an extensive menu with a lot of options each day. We are also very supportive of vegetarians, food allergies, special diets and people who feel they like fewer things than most.

CAMP EMERSON IS NUT FREE!

Make sure you tell us what we need to know about food preferences on the Confidential Form. Campers with severe allergies should contact us directly so we can make an Food Allergy Action Plan with you. Children with special food requirements can bring additional items to camp that we will store and can read any label in the kitchen.

We have a lot of healthy choices (and plenty of treats). Our menu is reviewed by a nutritionist and managed by our professional food service.

Picking Your Activities

On the first day of camp, campers go to an activity fair to learn about all the camp activities. They'll also have time to ask questions and talk to their bunkmates and counselors about what they might want to take. Then we sit down with each group to help them choose their schedules. **Go to: www.campemerson.com and click on "Current Campers". Read all about "Picking Activities" and "The first 2 days of camp".**

Activities

Adventure	Mosaics
Archery	Painting
Baseball & Softball	Rock Band
Basketball	Rocketry & Space
Canoeing	Ropes Course
Cartooning	Sailing
Circus Skills	Sculpture
CO2 Race Cars	Silk Screening
Cooking	Soccer
Dance	Songwriting
Drawing	Stained Glass
Drums	Street Hockey
Engineering	Swimming
Fashion Design	Tennis
Fencing	Theater
Fitness	Video
“Glee” Club	Volleyball
Golf	Waterskiing
Guitar	Water Trampoline
Gymnastics	Wheel Pottery
Hiking	Windsurfing
Iceberg	Zipline
Improv	
Jewelry	And more
Kayaking	we’ll announce
MythBusters	prior to camp

Stay tuned!

1st Time Campers

We want both campers and parents to feel comfortable and welcomed. We've given a lot of thought into how to accomplish this. As you prepare for your first summer, you'll have a lot of questions. We have all the answers, just ask!

Please call us anytime!

PRIOR TO CAMP

1st Timer's Video

Our 1st Timer's video has a lot of good information about what to bring, how to pack, what the bunks are like and the in's and out's of camp. You can find it on: www.youtube.com/campemerson or www.vimeo.com/campemerson.

Forms

We can't stress enough the importance of completing your camp forms on time and with care. You are handing us your child for safe keeping, physically and emotionally. We can do our best job if we have the time to prepare the staff and facility for his/her arrival. This is especially important the first year, when we are getting to know your child. Thank you for taking the time to do these forms.

Parent Conversations

Once we get your forms in the office, we will review everything and call you if we need to discuss anything in more detail. Of course, you can call us at anytime as you complete the paperwork and want to fill us in.

1st Time Campers - Continued....

Visiting Camp

If you want to visit camp prior to the start of the summer, you are always welcome. Keep in mind that camp does not look as “camp-like” until June when we open it up for the season. If you are taking a trip up to the Berkshires prior to June, give us a call so we can alert our caretaker. If you’re a 2 week camper and can come and see camp in action during the 4 week session, it’s a great option.

Connecting with other Campers

A great way for new campers to feel part of the group before they even walk in is to talk to both returning campers and other new campers in their group. We’ll set you up with emails and telephones for some other campers we know you’ll like. This is a great help for knowing what to bring too. Let us know if you’d like to meet some other campers prior to the summer.

DURING CAMP

2nd Day Parent Phone Calls

We will call you after the 2nd full day of camp (Monday evening or Tuesday) to give you an update on your child. We take the first day of camp to collect feedback from the counselors. You’ll learn about the activities he/she selected, what is going on in the bunk, how he/she slept, ate, etc. Everything you need to know to feel at ease. Certainly if there is anything you need to know before that, we will call.

Phone Call Days

You have pre-arranged phone call times so you can keep in touch with your child during camp. These calls are important to both of you. Keep in mind that it is NORMAL for your child to

express feelings about missing you. That doesn't mean he/she isn't having fun! We are right there to support your child after the phone call and will tell you about any separation issues.

Website Photos

These will be your umbilical cord to camp during the summer. Each day you will find yourself checking the photos for your child and feeling like you are right there with him/her enjoying the moment. The 1st night of the session, we will post a photo of every bunk so you can see a happy 1st time camper.

Spot Checks

You picked us because we are hands-on Directors and have excellent staff supervision. We check on all the campers all day long. The first week of camp we pay close attention to see that everyone is settling in. We also remind them in subtle ways that we are there for them should the need arise.

ANYTHING WE CAN DO!

If there is anything we can do to make this 1st summer with Camp Emerson a successful experience, please let us know.

Want To Stay For 6 Weeks?

If you want to extend your child's stay from 4 to 6 weeks, just ask. If we have room in the age group, the answer will be YES. You can talk to us about this anytime before or during camp. We will also give you time to talk to your child about this by phone. Nothing would give us more pleasure!

Code of Conduct

At Camp Emerson, we are pleased to state that we have campers who want to enjoy their summer to the fullest and NOT break rules or cause problems for themselves or others. It is an American Camp Association requirement to publish the camp rules. Just like school and home, there are consequences for breaking the rules. The Camp Directors are involved in all disciplinary actions.

We typically employ a three strike policy. Three strikes and a camper will be sent home. Although, depending upon the severity of the act, a camper can be sent home for the first strike. When a rule is broken at camp, the camper calls home (with a Director present) and informs his/her parent of what he/she has done.

A camper may be removed immediately from camp, suspended or subject to disciplinary action when the camper:

A. Engages in conduct (in or out of camp) that includes but is not limited to:

1. disorderly, intentionally causing disruption to the camp community, or recklessly creating a risk, by fighting, intimidating (bullying) or engaging in violent behavior; making unreasonable noise; abuse verbal or physical; or
2. disruptive, disrespectful, defiant or dishonest behavior such as arguing, use of foul language/ gestures, lying, spreading rumors, cyberbullying or cheating; or
3. insubordinate behavior, failing to comply with a camp staff member; use of telephone in or out of camp without permission; leaving camp property at any time other than for organized camp trip; unauthorized leaving of the group on a camp trip; or
4. results in the destruction or defacement of camp, staff member or other camper's property; including graffiti or
5. trespassing in inappropriate or unsupervised areas, including opposite campus; or
6. invasion of privacy, i.e. going through another person's property; or
7. sexual harassment; or
8. possessing equipment not allowed at camp, cellphone, games, etc or
9. any other conduct deemed unacceptable by camp administration.

B. Endangers the safety, morals, health or welfare of others by any act (in or out of camp), that includes but is not limited to:

1. using profane, vulgar or abusive language (incl. ethnic slurs); or
2. raiding, i.e. presence on the opposite. campus - boy on girls' side or girl on boys' side at any time of the day/night; or
3. gambling or marketeering, i.e. selling food or personal items; or
4. theft; or
5. smoking or possession of cigarettes, matches or lighter; or
6. sexual relations or physical contact with another person (opposite or same sex);
7. selling, using or possessing: alcohol, drugs, (prescription or over-the-counter), cigarettes, other controlled substances, drug paraphernalia, fireworks, other dangerous instruments or contraband, or obscene materials; or
8. possession of a weapon, firearm, martial arts weapon, or threatening another person with any object intended to inflict psychological or bodily harm; or
9. making threatening statements which cause another individual to be fearful of bodily harm or personal danger or threatening remarks about the camp in general which compromise the safety of the camp community; or
10. any other action deemed unacceptable by camp administration.

To Do List

- 1. Read Parent Handbook - ask questions**
- 2. Complete All forms online in CampMinder by May 14.**
- 3. Physician Exam - Schedule Physical
Send forms to Connecticut by May 14.**
- 4. Complete Medication Requirements with CVS
by June 4**
- 5. Update Contact & Emergency Info
in CampMinder**
- 6. Place order with Bunkline for camp t-shirts**
- 7. Make visiting day hotel reservation**
- 8. Pay tuition balance by May 1st**
- 9. Look over CampMinder Email and Photos**
- 10. Email or Call Camp with any questions!**