



Family Handbook

This handbook will help you and your camper prepare for a great summer at camp by knowing what to expect before you arrive.



Exciting adventures, great people and incredible friendships; that's what a Camp Howe experience is all about!

We are thrilled that you have chosen Camp Howe for your summer camp experience. Driving up the dirt road in Goshen, MA to Camp Howe might seem like the entrance to any summer camp, but Camp Howe offers lessons in diversity that campers don't even realize they are learning because they are having so much fun making new friends, discovering the wonders of nature and gaining independence. Camp Howe stands apart from other camps by its commitment to inclusion. It is the Camp Howe philosophy of valuing each individual which provides a life changing experiences.

Camp Howe goes beyond the realm of teaching skills such as kicking a soccer ball, learning a new swim stroke or making a masterpiece in arts and crafts. We excel at having each child learn to accept themselves just as they are – strengths and weakness - and build their confidence and esteem that helps them build on these strengths and weaknesses alike. Learning to genuinely value those around them and appreciate them “just as they are” gives them confidence to break outside their own comfort social zone and engage in meaningful interactions with individuals very different from themselves, both in and outside of camp, to open up a new world for them. We believe that camp is more than summer child care but rather, is a community that helps make the greater world a better place through understanding, acceptance and appreciation of the barriers that typically exist.

Our strongest asset is the community that has been established, one that is accepting of differences in others. This forms the basis of all that we do and forms a community that truly embraces and values the differences in each other. In a community of this kind, true life lessons can be experienced, learned, practiced and understood. In this environment youth have the freedom to explore their own personal biases, self concepts and social pressures and the opportunity to make life effecting changes. We are committed to building on the community created to establish a more accepting environment. We believe that by being an inclusive environment, all members of the community must be active in its success.

We know that a successful and memorable stay at Camp Howe involves a great deal of effort and thought on your part. In light of this need for preparation and planning, we have prepared this information package for your use. We strive to maintain the highest standards of a traditional co-ed Massachusetts camp. The intent of the program is to make sure that every camper is comfortable and happy with his or her achievements and limitations. As camp draws closer, we ask that you sit down with your child and outline personal goals and expectations for his/her stay.

If you have any questions or concerns, do not hesitate to contact the Director or Executive Director during the summer (413) 268-7635.

We look forward to a great season



Terrie Campbell
Executive Director



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Mission and Values

The mission of Camp Howe is to offer high-quality, accredited, educational and recreational camping program and facilities to all youth and adults in a formative experience which helps to prepare them with basic life-skills involving team work, leadership, decision making, resource management, self-awareness, coping, communicating and relating to others. Our organizational goals are to create supportive environments for culturally diverse youth and adults to reach their fullest potential by:

- Creating a safe, enjoyable outdoor learning experience,
- Providing an opportunity to develop leadership skills social and group living while fostering creativity, independence and responsibility,
- Offering a choice of age appropriate programs that build confidence and self-esteem,
- Encouraging an understanding and respect for the environment, animals, agriculture, and natural resources,
- Building an appreciation and acceptance of the differences in people, and developing a caring community.

To achieve this, Camp Howe provides age appropriate recreational activities to assist youth in gaining valuable life skills such as

- Accepts differences in others
- Adapts to change
- Develop new skills
- Does better with group living skills
- Has greater appreciate for the outdoors
- Has increased self-esteem
- Has more willingness to try new things
- Is more confident
- Is more responsible and helpful
- More independent
- Skills to take care of self
- Takes care of his/her own things
- Takes leadership role

What We Teach at Camp

Camp Howe is much more than playing kickball and making friendship bracelets. While those activities are fun and certainly a part of our program, we train our staff members to use these activities as tools to focus on life skills.

General Information

Accredited

Camp Howe is an American Camp Association (ACA) accredited camp, which represents to you that our camp has met or exceeded nationally recognized standards for staffing, programming, health and wellness and food service. By choosing to be accredited, our camp has a regular, independent assessment that goes beyond regulations in our state.

Licensing

Camp Howe must comply with regulations of the Massachusetts Department of Public Health, including *Regulation 105 CMR 430.00 Minimum Standards for Recreational Camps for Children*, and be licensed by the Goshen Board of Health. According to the Massachusetts Department of Public Health, parents may request information regarding background checks, health care and discipline policies as well as procedures for filing grievances.

Community Living

Our campers live in a cabin with age appropriate peers. Please discuss with your camper about dressing or changing in a room where other campers will be present and maintaining modesty. Many campers are not used to the lack of privacy. All campers will take turns doing different chores during their stay at camp. Explain to your camper that doing chores is a big part of group living and teaches responsibility and independence. Chores will be tasks such as helping at meal times, cleaning the cabin and unit area and keeping the bathrooms tidy. Chores will be supervised as with all other activities.

Part of the challenge of each child's camp experience is learning to function in a new setting with new people. They are rewarded by finding that they can succeed in making new friends and in adjusting to unfamiliar group situations. Counselors encourage the growth of these skills through planned activities as well as with their caring attitudes. If you have any special concerns, please let us know before assignments are made.

Accommodation

Camp Howe's rustic cabins are all-wood construction, with screens, doors and have bunk capacity from 12 to 20 beds in each cabin. The unheated cabins are equipped with lights, electricity, bunks and mattresses. Although mattresses are provided, campers should bring their own bedding, ideally a sleeping bag and a sheet. The camp is separated into boy and girl's units further grouped by Juniors and Teens - each with centralized bathhouses with toilets and hot showers.



Cabin Groups & Assignments

Cabin assignments are made using age, grade, program eligibility and cabin mate requests. As we make these assignments, our goal is to create groups with a mix of campers both new and returning and provide campers with the opportunity to meet new friends from different geographic areas. We will honor friend requests if there is a mutual friend request. It is likely that groups of 4 (or larger) will be split into 2 (or more). With large groups, there are often interwoven requests, which make it impossible for us to place each camper with their first choice request. We ask that you as parents keep in mind that camp is a place to make new friends and be inclusive of other children. If your child is part of a large group, we will be sure to place your child with someone else from the group. Encourage this openness and flexibility prior to arrival to assist us in providing your child with an inclusive camp experience. For those in two week programs, we mix up the cabins mid session.

The Environment

Because we live in very simple cabins, we are very much affected by our natural surroundings. Small animals inhabit the wooded land as do a variety of insects such as bees, flies, and the annoying mosquitoes. While usually none of these creatures are dangerous to us, they can be a nuisance and it can take some time to become accustomed to them. The terrain of the camp is quite rocky in places where roads or paths have been cut. The weather can be quite changeable with heavy rain or very hot days and cool evenings. For these reason we suggest a variety of clothes.

Meals

Our licensed kitchen offers a variety of menu options tailored to meet the dietary needs of our diverse camper and staff population. Vegetarian options and salad bar are available at lunch and dinner. A cereal bar is available during breakfast. The food at Camp Howe receives high praise from most of the campers and staff. The head chef works to prepare menus that are varied, appetizing to kids and teens, and healthy overall. There are three meals a day served and entirely prepared in the camps kitchen. Camp Howe can accommodate certain special diets, please contact the director to discuss your child's needs. Breakfast and dinner are served family style in cabin groups and lunches are served picnic style and provide an opportunity for friends of different ages and genders to mingle.

Camp Store

Purchases may be made from the Camp Store on arrival and departure days and during the week by campers. Postcards, stamps, toiletries, writing materials, t-shirts and some camp souvenirs are available. To avoid loss, spending money shall be deposited into an account at the Store upon arrival. Ten or twenty dollars is recommended, and more than that discouraged. On closing day, unused balances may be withdrawn or can be donated. Donations and abandoned accounts will be transferred to our campership funds to assist families in the affordability of a week at camp.



Birthdays

Many campers celebrate their birthdays while at camp! On a camper's birthday, the camper is recognized with their cabin and then presented with a special birthday cake to share with his or her cabin. Families are welcome to deliver or have delivered other birthday items to the camp office for distribution by your child's counselor.

Camper Behavior

The 4-H Head, Heart, Hands and Health concept is used as a standard of behavior for staff and campers alike. Everyone is encouraged to "Make the Best Better"! The staff and director will do everything possible to help camp youth adjust to camp life. However, Camp Howe reserves the right to require any child to leave when unsuitable behavior persists, disrupting or negatively affecting the program, or endangering the being of the camper or the camp community. The designated parent or guardian shall be responsible for picking-up the camper immediately upon request. There would be no refund of fees in case of such early dismissal.

Personal Belongings

Luggage

A list of what-to-bring is included in this booklet. Restrict gear to what is needed. Space is limited and no room for large excesses. All personal gear as well as luggage should be labeled to avoid loss or mix-ups. Please do not bring MONEY, valuables, DANGEROUS ARTICLES or pets to camp. FOOD brought to camp MUST be placed in the cabin food bin and be items that can be shared with cabin mates. Due to allergies, please do not send any nut or peanut butter items. Food attracts bears and mice and we must be diligent in keeping them out of the cabins. Camp Howe cannot be held responsible for loss, damage or theft of camper's personal property or clothing.

Laundry

Please plan enough clean clothes, towels, washcloths and swimsuits to last the whole session. Include a laundry bag or other bag for soiled items. The campers can rinse out some things and hang them on the line. Camp Howe does not provide laundry facilities for our campers.

Lost and Found

AVOID LOST BELONGINGS: Things can and do get lost at camp. Label all clothing and personal belongings. Do not send things that are valuable or new. Recheck the packing list before leaving camp and let someone know if something is missing. While camp is not responsible for lost items, if you call right away, we may be able to find them. Items and clothes will be kept for one month. Camp Howe is not responsible for lost, damaged or stolen items. Label every item clearly with your camper's name and check through your camper's belongings before departure. If you think your child is missing anything at the end of camp, call the office at 413 268-7635. Lost and found property is held at camp for 30 days. After this date, all will be donated to a local charity.

Pets

Although camp may seem like the perfect place for your furry friend to explore, we kindly ask that you leave your pets at home. This allows us to provide a safer camp for those with allergies or fears of animals. As part of our camp, we do have camp dogs. These dogs have been screened and possess certifications to ensure that they "good canine citizens". Our farm animals are carefully selected to provide campers with the safest experience we can provide while handling these animals.



Prohibited Items

Sharp-edged tools, incendiary devices, pressurized commodities; certain inappropriate toys or other hazardous materials are prohibited and will be confiscated. Any prohibited item found at camp will be held in the camp office until the end of the session or will be mailed to the camper's home.

Homesickness

Homesickness is a very real part of the adjustment that many children will make while away from their homes and families. We are sensitive to both the campers experiencing homesickness and to their families who miss them. We work hard to support families through this adjustment.

Every child is different. There is no magical remedy for how to cure homesickness. We treat each child as uniquely as we can. In general, we try to talk with the child and reaffirm that missing home is okay. We talk about things your child likes about camp and what activities they want to participate in and strive to make sure they get the opportunity to do those. We know from experience that meal times, bed times, and free times are the toughest for campers missing home so we try to keep your child occupied during those times. It is at these times we hope to keep them busy and preoccupied.

Our cabin counselors will work your child for the first 24 hours. If your child continues to struggle, a member of the leadership staff will become involved. Normally, homesickness goes away within a couple of days as your child becomes immersed in the camp routine. If he/she does not, a member of our leadership team may contact you for your ideas by Tuesday at lunchtime (if not before). We will discuss our options and plan of actions with you to attempt to make the camp experience a positive one for your child. Options may or may not include you speaking with your child so we feel it is important to prepare your child that they will not be in contact with you during their stay at camp via the telephone. In the rare event that the decision is made that camp is not going to be a positive experience for your child, we expect that decision to be made together.

How You Can Help Your Child Avoid Homesickness

There are many things you can do before camp begins to help prepare your child for the camping experience. Start early in preparing your child for the idea of being away from home. Find out what expectations your child has, and what he or she is looking forward to and what seems a little scary. Stress the positive aspects of the upcoming session and coach them to share their fears with you or their counselor while at camp. Here are a few examples:

Involve your child

The single most important thing you can do to avoid major homesickness is to involve your child in the planning for camp. If you haven't already talked to your child about his/her feelings about going off to camp and the length of stay, do it now. If a child feels forced to go to camp or abandoned while at camp, it's a sure bet he/she will have very homesick feelings. Allowing your child to feel as though he/she had a voice in the decision to go to camp, goes a long way in avoiding such feelings.



Make a Pre-Camp Visit

Some children (and adults) fare better if they are able to see camp ahead of time. Consider visiting camp prior to your camping session to see and discuss what camp will be like. Be sure to make prior arrangements with the camp director. Visiting camp in the pre-season, reveals the lay of the land, but appears deserted and lonely without people and program humming about. Our open house is a great opportunity to meet the staff that will be working with your child and see activities in operation.

Talk about Camp Ahead of Time

Discuss such topics as: group living, self care, oral hygiene, explanation for strange noises at night, different activities, doing chores, wearing shoes, having a buddy, using a flashlight at night. Bring up what children fear the most about venturing into the unknown, such as: What if I wet the bed? What if no one likes me? I don't like the food? I get sick? What if I really miss you? Will I let you down? If you don't have the answer, please contact us to discuss these situations.

Provide some practice time away from home

Going away for one or two whole weeks is a really long time for a child who has never been away from home before. Giving your child time away from home provides the opportunity to learn to deal with those feelings. Plan some sleepovers at a friend's house, or with other relatives. If your child is involved in a youth group or scouts, let him/her go on a weekend group trip without you. The more times your child experiences time away from you, the easier it becomes. Remember, practice makes perfect.

Talk with your child about homesickness

Don't just assume that your child will be able to deal with issues of homesickness alone. Talking with your child about these issues in the months before camp starts will help. Devise ways to help your child deal with those feelings. Suggestions such as staying busy, writing letters, talking with the counselors and directors are great.

Watch how you phrase things

Keep your conversations in a positive light. Don't say things like you know they are going to miss home. Instead, frame it in ways that keep your child thinking positively.

If you tell your child, "I sure hope you're ready for this," "I'm going to miss you so much I might not be able to cope," or "I hope you don't get so homesick you have to come home early," you'll be putting those negative ideas in your child's head. You have to be careful what you say. Instead say things like, "I know you might miss home, but I know you can handle it," "Sure, I'm going to miss you, but you'll have a great time and I'll be here when the session's over," or "If you start to feel like you're missing home a lot, remember the ways to deal with it we've talked about and don't forget your counselor is there to help you out".

Have positive, reaffirming letters on the first day of camp

You can either send the letter in advance, or place it in the letterbox in the dining hall at check in. Load the letter with positive messages about how excited you are that your child is getting to experience camp. Remind your child of all of the fun activities that



are going to happen. Reframing the time away into something else positive is also a great idea. Writing his kind of letter really helps.

Don't make deals for early pick-ups or phone calls!

This is a common mistake well-meaning parents make all of the time. You may think that you're comforting your child, but it almost guarantees your child will be homesick. Instead of focusing on adjusting and having fun at camp, your child will focus on your promise. Our staff help campers work through their feelings and make camp a positive experience for your child. Promising an early pick-up or phone call ties our hands and puts you on the spot. Increasing your child's self-esteem and independence probably played a large part in your decision to send your child to summer camp. Please don't undermine your own goals by making such a promise.

Letters From Your Child:

Nothing is harder for parents to see than a letter from their child saying that he/she is miserable. Often a parent's first instinct is to hop in the car and drive to camp. Please don't. If you receive a homesick letter, don't despair. Remember, mail takes time to get to you. The letter will be two or three days old by the time you receive it. Chances are your child will be over it by the time you get the news. Of course, you are welcome to call camp for an update. Speaking with a member of the leadership staff or your child's counselor should set your mind at ease. We'll give you an update on how your child is doing and what we've done to help.

Veteran Campers

Returning campers could still experience some adjustment. Camp may initially appear different with new cabin mates or a new counselor so it is important to prepare returning campers for changes that may exist. Even though your camper has been to camp before, here are some tips. Returning campers may still experience homesickness due to a wide variety of changes at home. Talk about it with your child before you get to camp. This will help them to deal with their feelings and not have any hidden worries. Sometimes returning campers have to adjust to the changes at camp, different from what they remember. Different counselors, cabins and cabin mates. Talk with your camper about how changes can be even better. Campers who are returning are often the "experts" at camp. We encourage veteran campers to be a buddy-up to new campers, showing them around, going over our rules or how an activity progresses.



Communication with your camper

Mail

Frequent, cheerful and supportive letters or cards are important to campers. Mail service can be slow - allow several days for delivery. It is suggested that you mail a letter before your camper goes to camp or slip a card into the camp mailbox on Sunday when there to register. This will ensure a letter from home first day. Receiving notes from home helps to ensure a safe and secure feeling for our campers.

Encourage your child to write to you by including a self-addressed, stamped envelope in their luggage.

Address to: **Your Camper, Cabin Number**
P.O. Box 326,
Goshen MA 01032

Visitations

To avoid disrupting the program and the continuity of adjustment to camp life, we humbly request that parents, guardians or families restrict visits to the opening and closing days of their campers' session. But your attendance at the awards ceremony and candlelight service, Friday evening of the last day of your child's stay is **KINDLY REQUESTED**. We fully understand that you will be eager to begin your journey home, but we strongly believe that it provides closure for your child's stay. If families would like to visit their child on the Saturday in between sessions, we request that you collect your child and take them out of camp for the visit to ensure campers' whose families are not visiting do not begin to feel homesick.

Telephone Calls

Your camper's happiness and welfare are of the utmost concern to the Camp Director and Staff. One way to further that happiness and welfare is to avoid any disruption to the camper's period of adjustment. Campers generally do not receive or make phone calls during their stay at camp. We will contact you if there is a problem or if your camper is not doing well, emotionally or physically. Please prepare your child for this and discuss that they should talk with their counselors if they are not doing well. Emergency messages will be delivered. Camp Phone lines must be kept open for the business. **Campers will not have free access to telephones during their stay at camp.** If you have concerns and feel the need contact the Camp Director at 413 268-7635.

Campers are not permitted to use telephones while at camp. **Please DO NOT tell your child they will be able to phone you while here.** Promises such as these can worsen homesickness and cause behavioral issues. If you would like to have constant contact with your child while they are away, we suggest day camp as an option or a camp that allows the use of phones by campers during their stay. **Please DO NOT send a cell phone with your child.**



A Typical Day at Resident Camp

Days will vary according to camper's age, the program and the weather.

7:00AM Mornings, choice of Polar Bear swim, Gazelle jog, Turtle walk or Farm chores

8:00 AM. - Breakfast

Interest Groups: camper choices

Unit Activity Time

12:30 PM Lunch Dining Hall, cookout or hike and picnic

Quiet Time - reading, writing letters, resting, hang-out and rap

Activity Time

6:00 PM - Dinner in the Dining Hall or a cookout

Unit or All-Camp Event

Bedtime preparation before lights out.



Check In

Check in is on the Sunday your session begins (to maximize program time and to avoid congestion, the following schedule is recommended.)

<u>Arrival Times</u>	Teen campers Registration	1:30 - 2:15 pm
	Junior / Day campers registration	2:15 - 3:00 pm
	Day campers may also check-in at	8:30am on their first Monday.

The following forms must be completed on CampDocs.com prior to arrival

- Camper Release Form
- Letter to your Cabin Counselor
- Permission Form
- Health and Physical Examination Form signed by your family doctor on the second pager. The physical examination must have been completed within the previous 18 months of the last day of the camper's session. It is preferably that the exam was within the last 12 months. Without this form signed by a physician, campers will not be able to be checked in to camp. If you have questions, please contact the director or executive director prior to the first day of your camper's session. The first page is signed and completed by the family.
- Medication Administration Form (for any any medication not on our OTC form) signed by family doctor (with medication, if any, in original containers)
- Over the Counter Medication Administration Form signed by parent/ guardian. These are the medications that the camp staff is allowed to give your child.
- Store Deposit Form

Check In Procedures

Upon arrival, a staff member will greet you, pointing out parking areas and where registration begins. You will be given a check in sheet which will post the locations of the various stations you will need to visit prior to going to your assigned cabin.

Diemand Hall You will be asked to step into the dining hall if you have not have completed your paperwork.

Rec Hall: Two lines for parents or guardians: one for those without medications and one for those with medications. All medications must be in original containers, placed with and controlled by the Health Supervisor. Health forms are reviewed with the Health Supervisor.

Apple Tree: Campers will be screened for temperature and head lice.

Camp Store (outer room of the rec hall): Open an account for your camper (\$10 or \$20). Order a camp photograph. (\$8.00). You can also make purchases of store items here.

Cabin Assigned After completing registration in the dining hall, it's time to move your child into the cabin. Here, you'll get a chance to meet your child's counselors. Feel free to ask questions and get to know the counselors a little better. We want you to feel secure in knowing with whom you've left your most priceless possession. Information such as any bedwetting habits, anxieties your child may be having, recent traumatic experiences, and general social adjustment of your child should be given to the counselors. This is most helpful and allows us to give the best possible camping experience to your child. If you have any concerns, please speak with the camp or executive director prior to leaving. We want to ensure that you feel good about leaving your child in our care.

At this point, the check-in process is complete and you are free to leave. Leaving can be a stressful time, especially for a camper who is experiencing camp for the first time. We suggest that you discuss your plans with your child before arriving at camp. Designate a short amount of time you intend to stay after settling your child into a cabin and stick to it. Linger longer can often make a child nervous and more apt to start off feeling homesick. Campers and staff are eager to start their program, meeting cabin mates and becoming oriented to camp life. Don't feel slighted if your camper doesn't seem to care that you are taking your departure. That's the sign of an interested, enthusiastic camper.



Check – Out

6:00 PM - Families Arrive

Sign out your camper outside of Diemand Hall with the Unit Directors, receiving:

- Medications (if any)
- Camp Store Balance (if any) and camp photograph (if ordered)
- A slip which you exchange for your camper with the cabin counselor.

Reunite with and accompany your camper to their unit cabin

Check through luggage with your camper. CHECK THE LOST AND FOUND!

Closing ceremony will begin at 6.40pm at the flag pole. Please plan to attend to allow campers the opportunity to say goodbye to all of the staff and new friends made. Awards will be presented at this ceremony.

Often campers unpack at home and find that they are missing valuable things. Please call the camp immediately; if you are missing items you had labeled, there is a good chance to get them back. Unclaimed articles will be donated to charity after September first.

Talk with your camper about their camp experience, then, PLEASE, take time to fill out the online evaluation that you will be sent a link to via email. The Camp Howe Board of Directors, Executive Director and Staff have plotted and planned your child's week at camp and have a perspective of how it went. Your feedback will greatly augment the overall evaluation of our success, and guide us in our goal in future "to make the best better". After your camper's stay, if you have any questions or concerns, please contact the Executive Director at 413-549-3969 or Camp Director at 413-268-7635.

Campers being picked up by an adult other than their parent/guardian must have submitted a completed release form prior to check out day.

Health and Medical Information

Health Forms

For everyone's health everyone in camp must have a current health form completed and signed by both parent and physician. You must have a current medical form on file in the infirmary to attend Camp Howe.

The law of the Commonwealth of Massachusetts requires camp to hold on file a Health Form for every camper and staff member. The parent or guardian of minors shall supply information required in Part I, the Health History, and sign at the bottom within six (6) months of camp. Part II of this form, immunization history, health care recommendations and restrictions, shall be completed, signed and dated by a licensed physician not more than eighteen (18) months previous of the last day of the camper's session.

Do not send Health Form(s) to the Camp Office;

They must be uploaded to the campdocs profile so they can be reviewed prior to your arrival.

Medication

Medications brought to camp must be in the original container. This includes both prescription and over-the counter medication. All medication must be handed in to the Health Supervisor and be under the control and supervision of the Health Supervisor at all times. Campers with inhalers are requested to bring two (2) to have one in reserve controlled by the nurse. To administer any prescribed or over the counter (not on our authorization to administer over the counter form) medication, the Health Care Staff needs an authorization to administer from the child's doctor. If this is not presented with the medication, unfortunately it can NOT be given to the child.

Immunization Requirements

As part of the state licensing all Campers and Staff under 18 Years Old MUST have the following immunizations:

- Two MMR's (measles, mumps and rubella).
- At least 3 doses polio vaccine. If a mixed (IVP/OPV) schedule was used, four doses are required.
- At least 4 doses of DTaP.
- One dose of Td (Tdap preferred) for campers entering grades 7 through 10 if it has been 5 years since the last shot. Everyone else is required to have a dose of Td (Tdap preferred) if it has been more than 10 years since the previous dose of Td.
- 3 doses of hepatitis B vaccine, or laboratory evidence of immunity if born in 1992 or after.
- 2 doses of Varicella

The only exceptions to these requirements are also dictated by the State of Massachusetts.

(A) Religious Exceptions. If a camper or staff member has religious objections to physical examinations or immunizations, the camper or staff member shall submit a written statement, signed by a parent or legal guardian of the camper, to the effect that the individual is in good health and stating the reason for such objections.

(B) Immunization Contraindicated. Any immunization specified in 105 CMR 430.152 shall not be required if the health history required by 105 CMR 430.151 includes a certification by a physician that he or she has examined the individual and that in the physician's opinion the physical condition of the individual is such that his or her health would be endangered by such immunization.

Campers who do not meet the above requirements unfortunately are not able to take part in our program. If you have any questions, please contact us.



Parent Notification

The learning experience at camp sometimes comes along with bumps and bruises just as can be expected at home. We administer over the counter medications in compliance with Standing Orders by the Camp Physician. With permission from the camper's parents or guardians and physician, the Health Supervisor may administer prescribed medications to the person named on the bottle according to the directions written on the pharmacist label on the bottle.

We have medical staff on site who will care for the medical needs of your child. Parents will be notified by telephone in the event of an:

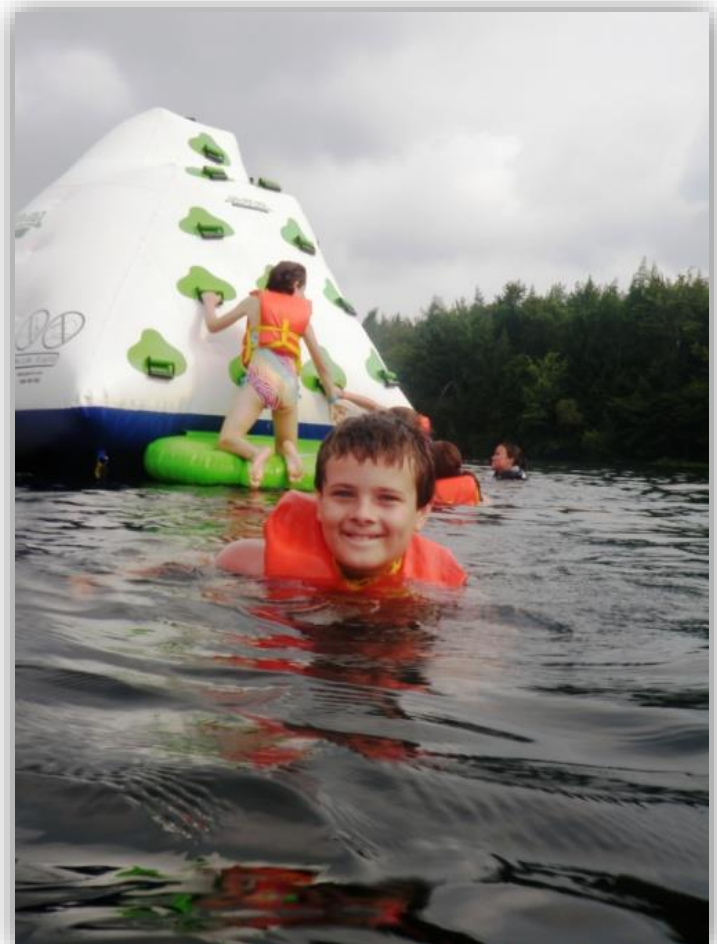
- Illness requiring the child to be in the infirmary over night as per Standing Orders
- Illness requiring medical attention by their own personal physician
- Injury which requires outside medical attention
- Injury which interferes with the child's participation in camp program.

Personal Hygiene

Please talk with your camper about keeping clean while at camp. Let your camper know how often to shower and shampoo. The campers will not shower every day, but most will swim and rinse every day. Cabin counselors encourage their campers to brush their teeth, but a prepared youth is more likely to follow through with the responsibility. It is important to tell your camper not to wear a bathing suit except when swimming. Some kids want to wear them all day and this is not healthy.

Please send the necessary supplies if your female camper has begun menstruations. Often times the physical activity, heat, and changed circumstances can stimulate the advent of the first period for girls. Be sure she knows what to expect and encourage her to talk to her counselor should she start or need to get supplies. She will have all the encouragement and support she needs.

Sometimes a new environment brings on bed-wetting. You should prepare your child that this could happen and to talk to their counselor. If your child should have a history of bedwetting, please be sure it is noted ON THE health form.



Exposure to the Sun, Dehydration and Insects.

To protect against SUNBURN, sunscreen of SPF 25 or greater can be used. Application 10 minutes before going to an activity or to the lake with periodic reapplication would be most effective. Please show your camper how to use sunscreen lotion and send a supply with them especially for those untanned or very fair-skinned. Staff will endeavor to remind and assist them as necessary.

Liquid intake is critical to our body's health. Providing a marked water bottle with a shoulder-strap is an encouragement to your camper to remember to drink water regularly during the day. Counselors will remind the campers repetitively and lead them to drink, but children should be learning to be knowledgeable and responsible on their own.

Camp is in the great outdoors and we have plenty of mosquitoes, and while the West Nile virus has not been identified in the Goshen area, insect repellent or protective clothing are advised. Insect repellent is important. Please talk with your camper about its importance and application. NO pressurized brands, they will be taken from the campers. Consult your own doctor for their recommendation of the best non-aerosol insect repellent for your child. Long sleeves and pants-legs are a suggested alternative to repellents.

Spending so much time outdoors there is a risk of campers getting a tick. Tell your camper to check over their own bodies for ticks at least once or twice a day. They should check their hair and areas where clothing is tight or in body folds. If they do find one, you should direct them to tell their counselor who will take them to the health supervisor to remove it.

Registration Information

Cancellation Policy

To reserve a space for youth child at Camp Howe you are required to pay a non refundable fee of \$100.00. Reserving a space, prevents other youth from enrolling if the session is full. Because we hire staff and purchase equipment and supplies based on our anticipated enrollment, the full tuition is not refundable after May 15. Credit may be awarded for other sessions during the summer or applied to another camper from the same family. Tuition, minus the deposit may be refunded with a signed doctor's note and an explanation of the medical reason addressed to the Executive Director. Cancellations must be received in writing at the Camp Office. In the case of dismissal, homesickness, or voluntary withdrawal, there is NO refund of fees.

Changing Sessions

Sessions were selected at the time you enrolled your camper(s). If it becomes necessary to change this session, the Changing Sessions policy below will apply. As long as space is available, the Camp will change a camper's session of attendance as long as the session in which enrolled has not begun and as long as space is available in the session requested.

Federal Tax Identification Number

Camp fees may be tax deductible for some families. Our Taxpayer Identification Number is 04-2258213. Please keep this number with your tax information. Your camper confirmation form has this number on it and can be used as a receipt of your payment. If you need an additional receipt, please call or email the office.

Payment

Payment of Camp fees must be received at least 4 weeks prior to the start of the session. Payment made on opening day must be made with a credit card. No personal checks will be accepted on the first day of camp. Checks are to be made payable to Camp Howe, Inc., P.O. Box 326, Goshen MA 01032

Gratuities

Providing for all of our youth is the responsibility of all staff. We ask that families refrain from tipping individual staff members. It takes the entire camp staff community to make your child's stay a success. Families are instead encouraged to write a letter sharing their positive views of the staff and their child's experience. If a family feels it is necessary to reward the staff we encourage you to donate to the counselor banquet fund or to our campership program.

Graffiti

Camp Howe is in the process of eliminating a long standing tradition of campers signing their names on buildings, beds and structures. We seek your assistance in this new direction. With over \$30,000.00 in new bunk beds we, any graffiti found on them will be charged \$25.00. This will be billed to his/her parents/guardian for every inscription. This policy is new and it is our hope to curb this form of 'artistic' tendency. Please be sure to discuss it with your child(ren). Repeated occurrences may result in the offending camper's expulsion from camp.

Diversity and Inclusion

Camp Howe includes youth and young adults of all differences. Together we work to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, race or sexual orientation has the opportunity to reach their full potential with dignity and enjoy and be accepted in a summer camp community.



We encourage you to speak with your child about what types of diversity exist in the world, and encourage them to speak with one of the counselors if they have questions or concerns. We believe that through enjoying camp together, that differences are demystified and stereotypes can be questioned and explored.

Camp Activities and Risks

Camp Howe strives to provide the utmost in care for your child, our staff and our physical environment. At camp your child will be exposed to healthy outdoor living in a rural environment. While we will have some comforts of home such as electricity and water, we will not have direct family access or electronics. Our day at camp is busy and at times physically and emotionally challenging; we certainly play hard at camp. We hope your child will try new activities and learn new life skills. Your child's enrollment at Camp Howe will represent your agreement to your child's participation in the activities of Camp, and acceptance of all benefits and risks of such activities and you agree to release Camp Howe from all claims resulting from the risks reasonably associated with the camp activities.

Digital Media, Cyberspace and Your Child's safety

Working Together to Keep Your Children Safe

We see many positive, exciting ways for youngsters to enjoy the healthy benefits of the Internet and other technologies. As advocates for children we want to work with you to keep those experiences safe, healthy and positive. We have always taken the safety and well-being of our campers—your children—very seriously. After all, giving your children over to the care of other people is perhaps the greatest act of trust you as a parent can engage in. We aim to do everything we humanly can to earn and keep that trust. We also know we cannot do this without your help. With more and more children using the Internet, cell phones and other technologies at younger ages, we appeal to you as parents to partner with us to ensure that your children continue to have the safest, most wholesome experience with us at camp as possible.

Cell Phones

One drawback of cell phones at camp is many of them have built-in cameras. It has happened at some camps and schools around the country that children have secretly taken photographs of other campers or staff during changing or showering times and later uploaded those images onto the Internet. The size of the device enables its inappropriate use undetected. For this reasons, and the opportunity to allow your child to unplug at camp, we will not be allowing campers to have cell phones at camp. We need your assistance to help us be successful in following this policy. Phones found at camp will be locked in the safe until closing day.



Digital Photographs

We take photographs during the summer as do many of our campers. We do not publish an image of a child accompanied with their name without the permission of their parents/ guardian nor do we publish any image without prior consent. We believe this helps keep the memories alive and view youth taking images to share with their families and friends as tradition that has long history in the field of camping. Unfortunately, we the media outlets at the fingertips of youth, we want to ensure that this practice remains positive outcome for all youth. We ask that you as parents/guardian review your camper's photographs (digital or print) for appropriateness and inform the camp if you discover any images that are inappropriate, against camp policies or of concern to you are a parent. We would also like you to remove any form of these images from your child to avoid inappropriate sharing or exhibition of images. As a condition of attending camp having a digital camera at camp, Camp Howe staff have the right and parent permission to review and delete if necessary, any photo's viewed as inappropriate. You should know that *any camper that takes a compromising photograph of another camper or staff member and uploads it on the Internet or makes it public in any way may be subject to dismissal from camp or may not be allowed to return. If the law is broken, the appropriate authorities will be notified.* **Please help us maintain a safe environment by explaining this to your child.**

Cyber-Bullying and Harassment

It has happened at camps around the country that a few campers have sent rude, demeaning, intimidating or vulgar e-mails or IMs to other campers or have created false screen names to harass members of the camp community or spread false and damaging information about them. To be sure most Internet communication is fun, positive and one important way campers stay in touch with their friends we ask that you monitor your child's use of technology.



Your Kids And Our Staff after Camp

Our pledge is to put your children in the company of the most trustworthy and capable young adults we can hire—counselors who are well suited to the task of caring for campers. The effort we put into screening and selecting our staff is part of that pledge. Our staff work with your children in the context of a visible, well scrutinized environment that has many built-in checks and balances. Counselors are supervised by senior staff guided by clear, firm policies regarding behavior. Their actions are also visible to co-workers and campers. We hire our staff for the camp season. We do not take responsibility for their behavior off-season. We recognize that campers and counselors develop close trusting relationships with one another at camp and that these relationships are healthy, wholesome and beneficial to campers and staff alike. We also recognize that campers and staff like to keep in contact after camp. Camp staff have clear expectations in staff to camper interactions, but when not at camp, Camp Howe cannot monitor all interactions. We also know that many children exchange contact information (e.g., e-mail address, profile names, cell phone numbers) with counselors without our or your specific awareness or permission. We recommend that you as the parent supervise your child's online activities just as you do other aspects of their life in your home, and oversee any off-season contact our staff members and your child. You take full responsibility to oversee any contact that results. If you would like resources on keeping your child safe on the internet, please contact the executive director who has a collection of tips and links to information. Our goal is to keep your child safe both in and out of camp!

Packing List

Basic

- Sleeping apparel (pajamas, sweat suit or oversize t-shirt)
- Swimsuit (modest cuts appropriate for co-ed camps)
- Sun-block lotion SPF-15 or higher (not pressurized)
- Insect Repellent (not pressurized)
- Sun hat with wide brim and bandana
- Daily change of socks and underwear
- Sturdy footwear. Shoes and/or sneakers (no sandals) Shoes MUST be closed toe for Safety Reasons.
- 1 pair of wet shoes (old sneakers for boating or swimming, may get ruined)
- Jeans, slacks or long pants
- Wet weather gear (Raincoat or poncho, rain hat and footwear)
- Toilet articles (soap, shampoo, toothbrush and paste, comb)
- 2 Towels and washcloths
- Shorts and T-shirts
- Sweatshirt or summer jacket
- Shower Shoes (shoes or flip-flops to wear in shower)
- Dress up clothes for the dance that match the theme for the week (optional)
- Trunk or duffle for storage

Gear

- Sheets and blankets or Sleeping Bag (Sleeping Bag is best on an overnight outside the cabin)
- Pillow and extra case
- Laundry Bag with name on it. (mesh bags are good for air flow)
- Dress up clothing for all camp events
- Flashlight and extra batteries
- Water bottle with strap
- Day Pack (backpack)
- Stationery and writing supplies
- Camera

For Aquatic Activities

- Beach towel
- Boating shoes or aqua socks

Articles Not Needed

- No knife, firearm, or weapon
- of any type may be brought to Camp.
 - Camp Howe provides all necessary equipment for activities so it is not necessary to bring equipment for sports or activities.
- Jewelry, such as gold chains or bracelets, and such valuables should not be worn.
- Alcohol is never permitted at summer camp.
- Only those drugs authorized by a parent and administered by the Camp Nurse are allowed.
- Animals may not be brought to Camp without permission from a director.
- Campers are not to bring motor vehicles or motorized devices.
- Electronic devices of any type including radios, tape recorders and hand held games are only to be used during siesta and bed times. If items are used at other times and interfere with the program, they may be confiscated by the staff. Camp Howe is not responsible if they electronic devices are lost, stolen or damaged.

Directions

Camp Howe, East Street Goshen MA 01032

Goshen can be found in the center of western Massachusetts on Route 9 between Northampton and Pittsfield.

Arriving From the North or Northeast:

Take Rt. 2 West from I-91 in Greenfield. At Shelburne Falls follow signs to Rt. 112 South almost 12 miles to Goshen, turn left on Rt. 9 East. In the center of Goshen (church on the right) turn left onto East Street. There is a large sign on the corner pointing to 4-H Camp Howe. Go half a mile to the DAR State Forest Headquarters and Goshen Police station (brown buildings on the left). Turn left behind the police station and follow the dirt road half a mile into camp.

From the South or Southeast:

Take I-91 North to exit 19, Northampton. At the bottom of the exit ramp go straight through the light and continue straight through two more lights. At the rotary, turn right on Rt. 9 West and continue almost 10 miles through Williamsburg to Goshen. In the center of Goshen (post office and church on the left) turn right onto East Street. There is a large sign on the corner pointing to 4-H Camp Howe. Go half a mile to the DAR State Forest Headquarters and Goshen Police station (brown buildings on the left). Turn left behind the police station and follow the dirt road half a mile into camp.

From West:

Follow Rt. 20 and 7 from the Mass Pike to Pittsfield, MA. In Pittsfield, follow Route 9 East through Dalton, over Windsor Mountain, through Cummington to Goshen. . In the center of Goshen (church on the right) turn left onto East Street. There is a large sign on the corner pointing to 4-H Camp Howe. Go half a mile to the DAR State Forest Headquarters and Goshen Police station (brown buildings on the left). Turn left behind the police station and follow the dirt road half a mile into camp.

