



PARENT HANDBOOK 2023

101 Keystone Camp Road
Brevard, NC 28712
828-884-9125
www.keystonecamp.com

WELCOME TO KEYSTONE!

We are very pleased to have your family as a member of the Keystone family for the upcoming summer. Keystone has been a leader in camping since its founding in 1916, and we are glad your family is part of this tradition.



Keystone strives to develop the total girl on an individual basis. In a beautiful mountain setting, a Keystone girl learns the value of developing skills that last her lifetime. She learns the importance of friendships and the special feeling of being part of a group. She is challenged mentally and physically to become accomplished and through challenges she grows in wisdom and maturity.

Although your daughter is the one who is attending camp, we realize this may also be a big deal for the entire family. We hope this handbook will help you and your daughter(s) feel comfortable and prepared for a great summer at Keystone.

Due to the constant updates and planning over the next few months, this handbook will not cover all aspects of summer 2023. We will email you directly with any updates regarding important information, including pre-camp

health screening information. Please feel free to contact us if you ever have any questions about what is in this handbook or about camp in general.

A handwritten signature in black ink, appearing to read 'Page Ives Lemel'.

Page Ives Lemel
Owner & Executive Director

SUMMER CONTACT INFORMATION

Summer office hours: 8:30 am to 5:30 pm
Office direct phone number: 828-884-9125
Email address: office@keystonecamp.com

Nursing Director: Eleanor Mathews
Infirmary direct phone number: 828-883-8235
Email address: eleanor@keystonecamp.com

A WORD FROM OUR DIRECTOR

I am extremely excited to have your family joining the Keystone community this summer. I want to express my gratitude for giving us the opportunity to care for your daughter and ensure that she has a wonderful experience here at Keystone Camp.

Each summer, we get the opportunity to provide an experience that gives our campers a break from the real world and the ability to simply have fun. Camp has such an invaluable impact that stretches over a lifetime. Trust me, I know—I went from being unsure and homesick my first day to now beginning my 7th summer season at Keystone! As daunting as it may be, we can do hard things. I believe Keystone can provide your daughter(s) with so many experiences and opportunities to grow, play, enjoy nature, and simply just be. I look forward to the laughter, watermelon parties, singing, dancing, and many memories I'll create with your daughter(s). Being at camp is my happy place, and I hope it can become your daughter(s)' too.

Please know my goal is to offer the best camp experience for our campers and their families. I'm always available to speak with you regarding any concerns, questions, and/or feedback you may have. I look forward to getting to know both you and your daughter(s) this summer!



Jazz Whyatt
Camp Director

Our Mission

Keystone Camp encourages and supports girls to become strong individuals and strives to develop the total girl on an individual basis. Teaching Keystone campers lifelong skills and values in a fun and nurturing environment is the hallmark of the Keystone Camp experience. Keystone is for girls and by girls, providing strong role models for our campers.

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SESSION SCHEDULE

3 Week June Session	June 11-June 30, 2023
4 Week July Session	July 2 - July 28, 2023
2 Week Mini I	July 2 - July 14, 2023
2 Week Mini II	July 16 - July 28, 2023
2 Week August Session	July 30 - August 11, 2023
6 Day Key Blue	July 30 - August 4, 2023
6 Day Key Yellow	August 6 - August 11, 2023

DAILY SCHEDULE

7:30 Rising Bell/Cabin Clean-up
8:15 Flag Raising
8:20 Breakfast
9:00 Assembly
9:35 1st Activity Period
10:20 2nd Activity Period
11:05 3rd Activity Period
11:50 4th Activity Period
12:30 Free Time
12:45 Lunch
1:30 Rest Hour
2:30 Afternoon Tuck Shop (snacks)
2:50 5th Activity Period
3:35 6th Activity Period
4:20 7th Activity Period
5:05 Free Time/Evening Tuck Shop
5:50 Flag Lowering
6:00 Dinner
7:15 Evening Program
8:20 Milk and Cookies/Taps
9:00 Lights Out Elves (K-4th)
9:30 Lights Out Pixies (5th & 6th)
10:00 Lights Out Dryads (7th-Leadership)



ACTIVITY SIGN UP

Here at Keystone we have over 30 instructed activities from which your daughter can choose. Campers choose their own activities according to their interests. During afternoon rotations on Opening Day, your camper will visit the pavilion where she'll learn about all the activities available and sign up for the 7 activities she wants to take. Your daughter can change her schedule on Wednesdays and Sundays (depending on her session length) to try new things.

Campers are placed in their desired activities individually by skill level or achievement rather than their age. Though campers live in cabin groups according to their grade, activities have no age divisions. We encourage our girls to work and play with those both older and younger. In each activity, there is a hierarchy of skills to progressively achieve, providing the opportunity for girls to return to Keystone to meet new challenges in their favorite activities (or new ones!) summer after summer.

HORSEBACK RIDING

We pride ourselves on a program that is appropriate for all levels of riders, whether your camper rides every day at home or has never been on a horse. One of our most popular activities, we make sure every girl who wants to take horseback riding as an activity while they are here at camp has the opportunity to do so. If your daughter plans on participating in our horseback riding program, please consider the following:



There is a horseback riding form that must be completed before the summer, even if your camper doesn't plan to participate in riding. This form, located in the "forms and documents" section of your CampInTouch account, is given to our equestrian director who uses it to tentatively schedule her activity periods prior to campers' arrival.

Riding helmet

We provide riding helmets for all campers. Our helmets are ATSM and SEI certified. If your daughter would like to bring her own, please make sure it has this certification. The helmet must also have a chinstrap, preferably a harness-type chinstrap. If your camper chooses to use one of our helmets, she'll need to wear a bandana underneath, so please make sure to pack one.

Hard-soled boots for riding

This should be a sturdy shoe, preferably a lace-up that has a square heel and a smooth sole. Saddle oxfords, paddock boots, and cowboy boots are recommended. Sebago shoes are not acceptable since the heel is not squared off nor are hiking boots because the sole is not smooth. The heel must be such that the foot will catch on the riding stirrup, about ¼-inch thick.

TUCK SHOP

The Tuck Shop is our camp store, which campers have an opportunity to visit twice a day. In the afternoon after rest hour, they may purchase one snack and one drink. In the evening before dinner, they may purchase merchandise or other incidentals, such as batteries, stamps, pens or pencils, soap, shampoo, or any other necessity they may need. Each summer we offer a variety of Keystone-branded merchandise, such as sweatshirts, Crazy Creeks, t-shirts, etc.

There is no need to prepay, add funds to your camper's account, or send cash with her to camp. Your camper may purchase items as needed each day, and the Tuck Shop charges are added to your family's ledger throughout the session. You'll be able to monitor your camper's spending in the "financial management" partition of your CamplnTouch account, under the "view Tuck Shop purchases" section. You'll receive an invoice on Closing Day. The week after your session ends, we'll charge the credit card on file, giving you time to make sure everything looks correct.

While our Tuck moms will help monitor your camper's spending, we highly recommend having a conversation with your camper prior to camp to discuss appropriate spending habits for your family.



MEAL TIME

The dining hall is where the girls will eat most meals and during meal time we are all songs and giggles. We try to provide as many options as possible to provide for all types of eaters. We have a fully stocked salad bar at lunch and dinner, as well as a cereal bar at breakfast, to accompany our main dishes. We also have fruit available throughout the day if campers get hungry.

ALLERGIES & DIETARY NEEDS

Keystone is able to accommodate most food allergies and/or dietary needs. It is important for us to have detailed information, so we are as informed as possible to ensure a safe and successful summer for every camper. If your camper has significant food allergies, please complete your camper's health history as thoroughly as possible and contact our office prior to your camper's Opening Day so we can develop an appropriate plan together.

THE INFIRMARY (THE INN)

At Keystone, the health center is known as the Inn. It's where campers and staff go if they aren't feeling well, are injured, or have routine medications to take. The Inn is managed by our nursing director, and staffed by two Registered Nurses who live on property during camp sessions. The nurses are available to campers and staff 24 hours a day. We also have a local camp doctor who is available daily if needed and her office is five minutes from camp. The role of the nurses at camp is to administer daily medications, provide first aid, evaluate and triage any medical complaints, communicate with our camp doctor and parents, and to help oversee the overall health of camp.

Our nurses will contact you for the following reasons:

- Your daughter will be staying overnight at the Inn for illness or injury
- A decision has been made that your camper needs to be seen by a physician, either at camp or offsite
- At the conclusion of a physician's examination
- There is a question regarding your daughter's medication or treatment
- Your daughter has experienced an allergic reaction
- There's been a fall or injury at the barn

All staff at Keystone Camp are certified in administering epinephrine. Many camp staff are also certified Lifeguards, and we have several counselors who are Wilderness First Aid (WFA) or Wilderness First Responder (WFR) certified.

The Transylvania Regional Hospital emergency room is ten minutes from camp should an emergency arise. All services provided at camp, including a visit with our camp doctor, are provided at no cost to you, but should your daughter need to see a specialist or receive emergency care you will be responsible for the medical bills.

MEDICATIONS AT CAMP

A medication at camp is defined as anything taken to treat or manage a condition, whether it is a prescription medicine, over-the-counter drug, vitamin, and/or supplement. To ensure camper health and safety, all medications are stored at the Inn and dispensed by the nurses. The only exception to this rule are secondary epi-pens or asthma inhalers, or prescribed dermatological creams.

We require all medications sent to camp be accompanied by a prescription (this can be the prescription label on the bottle) or note from your daughter's licensed provider (the medications section on the physician's examination form fulfills this if completed correctly). The note must clearly state the name, dosage, route, and instructions of each medication including time of day to administer, and must match the medications sent to camp. This information must be provided for every prescribed medication, over-the-counter drug, vitamin, and/or supplement your camper will take while at camp.

Medications are given at breakfast, lunch, dinner, and bedtime daily. If your camper goes on a campout or out-of-camp trip, the nurses will ensure your daughter's medication is sent with the counselor in charge to be dispensed at the correct time. The nurses will review the medications with the counselor before they leave. The medications needed while your camper is away will be dispensed into a smaller medication bag and properly labeled.

SENDING MEDICATIONS TO CAMP

In order to provide the safest medication administration at camp, we require all daily medications be dispensed from a blister pack (also known as a unit dose card), with the exception of liquid, cream, or injected medications. If there is a medication your daughter takes on an “as needed” basis, this may be sent in its original container labeled with your child’s name. Please remember either the prescription label on the original bottle or a note from your child’s licensed provider must accompany all medications, whether taken daily or “as needed,” prescription or over-the-counter, or a vitamin or supplement. If we do not have a note for a medication, we will not administer the medication until we receive a note from your child’s licensed provider.



WE WILL NOT ACCEPT ANY MEDICATIONS BLISTER PACKED BY A PARENT OR OTHER UNLICENSED PROVIDER, OR NOT IN AN

ORIGINAL CONTAINER. All daily pill-form medications must be blister packed by a licensed pharmacist. While we know it can be hard to get medications blister packed, we do this for several reasons. The blister packs are easy to store, easy to sort by time of day, easy to transport, and allow us to dispense medications safely and quickly. We offer two options to make blister packing medications easier. Please choose one of the options below to meet our requirements:

- 1. USE OUR ONSITE PHARMACIST.** To help meet the needs of our families, we now bring a licensed pharmacist to camp on every Opening Day. This is our preferred method for blister packing, as it is efficiently done onsite and requires no additional action from you. All you have to do is ensure all of your camper’s medications (including prescription, over-the-counter, vitamins and/or supplements) are labeled with your child’s first and last name, in the original containers, and placed in a gallon Ziploc bag. If your child’s licensed provider did not include all their medications on the physician’s examination form and instead wrote a separate note, please include that in the gallon ziplock bag. That’s it! The charge for this service is \$25, which will be added to your account after Opening Day (no cash needed).
- 2. USE YOUR OWN PHARMACY.** We have found that often, small, privately-owned pharmacies are able to blister pack medications for summer camp. However, most large or chain pharmacies are not able to do this. If you choose this option, please ensure they meet our requirements.

BLISTER PACK GUIDELINES (IF DONE BY HOME PHARMACIST)

We use a 30-day unit dose blister pack for dispensing medications that are taken on a daily basis. The nurses administer medications four times a day: breakfast, lunch, dinner, and bedtime. If multiple medications are taken at a single time of day, those medications need to be in one blister pack (though sometimes two may be required). If medications are required at multiple times of day, separate blister packs are required for each time of day. Here is an example of what this should look like:

- Your daughter takes medication A twice daily, medication B once daily at breakfast, and medication C once at bedtime. A breakfast blister pack should be filled for medications A and B. The bedtime blister pack should be filled with medications A and C. Therefore, the nurse should receive two blister packs for your camper upon arrival on Opening Day. If you use your own pharmacy, we can accept one blister card per medication per time of day if the pharmacy is not able to accommodate blister packing multiple medications into one blister pack. In this case, a twice-daily medication should have two separate blister packs.

FREQUENTLY ASKED QUESTIONS ABOUT MEDS

- **MY CAMPER TAKES ZYRTEC, WHICH COMES IN A BLISTER PACK IN A BOX. DO I NEED TO HAVE THE PHARMACIST REPACKAGE IT?** No! Some medications like orally disintegrating Zyrtec or Claritin should stay in their original packaging, as they will fall apart in our blister pack. Send it in its original box.
- **MY DAUGHTER IS ON BIRTH CONTROL PILLS. DO I NEED TO GET THOSE BLISTER PACKED?** No, please send the pills in their original container, and we will dispense from that container. We don't want to mess up the days regarding birth control pills.
- **WHAT ABOUT GUMMY VITAMINS? CAN THOSE BE BLISTER PACKED WITH TABLET MEDICATIONS?** No, the gummy vitamins break down other medications and need to be in their own blister pack.
- **I HAVE TWO DAUGHTERS WHO TAKE THE SAME MEDICATIONS. CAN I SEND IT IN ONE BAG?** No, we should receive medication in separate gallon Ziploc bags labeled for each child you send to camp.
- **WHAT IF MY CHILD NEEDS A REFILL WHILE SHE IS AT CAMP?** If the medication will run out while your daughter is at camp and cannot be refilled early, you may mail it to us once it is filled. Or, you may transfer it to Gordon's pharmacy and we will pick it up.
- **WHAT HAPPENS IF MY DAUGHTER MISSES HER MEDICATION TIME AT CAMP?** Our nurses work hard to ensure every camper takes the medication they need at the time it is meant to be taken. If your daughter does not remember, we will try to track her down as quickly as we can. If your daughter is not good at remembering her medication, please have a conversation prior to camp and set expectations. Our nurses are quite busy throughout the day, and it is hard to search for campers every time a medication is forgotten.
- **IS IT OK FOR MY DAUGHTER TO TAKE CBD WHILE AT CAMP?** No, we will not administer any CBD products at camp.
- **CAN MY DAUGHTER KEEP HER EPI-PEN AND/OR ASTHMA INHALER WITH HER?** Yes. Please make sure we have a second, back-up one for her in the Inn. We also have epinephrine in all of our first aid kits.
- **WHAT IS THE BEST TIME OF DAY TO TAKE MEDICATIONS AT CAMP?** If possible, we find breakfast and bedtime are the best times to take meds at camp. Breakfast meds are taken on the way to morning flag and bedtime meds are taken immediately after taps and before a camper returns to their cabin.



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Forms Dashboard



Forms & Documents

Complete forms online and print important documents.

Your Camper



Camper Application

Fill out our online camper application.



Keystone Clothing Labels

Click here to purchase labels for your child's clothing and other belongings.



Camper Information

Review and update the information we have on file for your children.

Your Family



Financial Management

Review and update your financial information for tuition and other payments to camp.



View Tuck Shop Purchases

Review transactions and/or fund accounts.

CampInTouch is the parent side of our web-based database management software (CampMinder) we use here at Keystone Camp. If you haven't already, you'll want to bookmark the log-in page: <https://keystone.campintouch.com/v2/login/login.aspx> as you'll access your account many times throughout the summer and during the off-season. In addition to the record-keeping side of CampInTouch, it also provides a way for you to see daily photos of camp life and keep in touch with your camper throughout their session. To log in, use the email address you provided when you completed the camper application. If you forget your password or become locked out of your account, please call our office and we can unlock your account and send a password reset invite. We encourage you to explore all that CampInTouch has to offer, as there are too many offerings to list them all in detail here.

COMMUNICATION WITH YOUR CAMPER

There are two ways you can stay in touch with your camper during her session: good 'ol fashioned snail mail and email. Below you'll see instructions for both systems.

EMAIL:

1. Log in to your CampInTouch account. Scroll down to the "online community" section, and click the "email" button.
2. In order to send and receive emails, you must first purchase CampStamps. It costs 1 CampStamp to send an email to your camper, and 1 CampStamp to receive a reply from your camper. Click the "CampStamps" button at the top of the page to manage your CampStamps.
3. Once you've purchased your CampStamps, select the checkbox next to the camper you wish to receive the email. You can select more than one camper if you have multiple daughters attending the same session. You'll be charged 1 CampStamp for each camper you select.
4. You may also choose an optional stationery for an additional CampStamp. *However, please keep in mind that we do not print emails in color.*
5. Write your message in the provided text box.
6. If you'd like an opportunity to receive a response from your camper, be sure to check the box next to "I would like a handwritten eLetter reply to this email" below the "from" box. Checking this box prints out a blank eLetter form, on which your camper can handwrite a note back to you if they wish. A response costs 1 CampStamp, but is only charged if your camper sends a response.
7. Once you're ready, click the "send email" button.
8. Emails are printed at 12 pm each day, and delivered along with the rest of camper mail. Your camper will have an opportunity to read it during her rest hour that afternoon. If she responds, we'll upload her response to your account by 6 pm that day.

Your Account



3 CampStamps

[Buy more](#) or [give some](#) to your family & friends.



Login Details

Change your e-mail address or password.

Online Community



Email

Email your camper!



Video

See your camper in action!



Photos

Check out our photo gallery!



Cart

Purchase prints and other great photo gifts!



Guest Accounts

Create guest accounts for friends and family!



Debit/Credit Card for CampStamps & Photos

Update your debit/credit card information used for purchasing photos and CampStamps.

SNAIL MAIL:

1. It is always fun for campers to receive an uplifting, handwritten letter in the mail!
2. When you write your daughter, it's generally best to ask about her experiences at camp, or to comment on what she has already written to you. Numerous references to home, family, pets, saying "we miss you" or telling her about all the things she's missing at home can turn a borderline homesickness issue into a full-blown case. Convey confidence in your daughter and her experience here at camp. We have an example letter below.
3. Homesickness is very common, especially for girls coming to camp for the first time. Most girls work through their homesickness within the first couple of days. If you receive a letter that is less than positive at the beginning of camp, don't worry too much; homesickness has often been resolved by the time the letter reaches home. If you have concerns about a letter you receive, we are happy to talk with you. You can call the camp office, which is generally open from 8:30 am to 5:30 pm.
4. Your daughter's mailing address at camp is below. Please know that sometimes mail can take a while to be delivered here in our more rural area, since our post office can get overwhelmed with mail from the many summer camps here. For shorter sessions, you're welcome to leave a few pieces with our office staff on Opening Day, and they will be delivered throughout your daughter's time at camp.

Your Daughter's First and Last Name Cabin Name Keystone Camp 101 Keystone Camp Road Brevard, NC 28712

If you get a sad letter from your daughter explaining how homesick she is, here is an example of a great way to respond:

"Hey Rosie,

I was so excited to get your letter today! I read it over and over again just to make sure I understood exactly where you are coming from and what you were telling me. Of course, I never like it when you are sad or feeling down. I know you are a strong girl who will keep trying new ways to help yourself overcome missing home. Just like we talked about before camp, I will not be able to come pick you up until closing day of camp, and I trust Jazz and your counselors to take great care of you.

Life at home is same as always. Dad goes to work every day, Austin is at football camp, and I spend my days cleaning up this house! You are not missing a thing but chores back here in Atlanta!

What is your favorite activity at camp? Have you had the fried chicken yet? I am so jealous you get to play outside and eat delicious homemade fried chicken, lucky duck! What do you like best about your counselors? You are a positive, kind, young lady. I know you are more than capable of pushing through the feeling of being sad in order to see all the amazing parts of camp. I want you to have so much fun these next two weeks, make new friends, and learn something new! Keep up the hard work of trying new ways of keeping the homesickness away (play with friends, swing on the swing set, laugh a lot!) and go make this the best day ever!

Love, Mom"

In addition to correspondence between you and your daughter, you'll also receive an email or two from your daughter's counselors. This usually occurs once or twice during the session, depending on how long your daughter is here at camp. They'll also send an occasional postcard. While we know it's hard, try to keep in mind that no news is good news!

NO PACKAGE POLICY

Our philosophy is that packages interfere with the camp experience and create a competitive environment with campers trying to receive the best package or the most number of packages. Therefore, any package we receive will be held in the Tuck Shop until Closing Day, when it will be sent home with your camper. We consider a package to be anything bigger than a standard-sized envelope. The envelopes must also be flat, so no pens, toys, charms or other trinkets, magazines, books, or unnecessary forgotten articles of clothing. **ABSOLUTELY NO CANDY OR GUM.** Please call our office if you need to send something crucial for your daughter's health or hygiene, such as prescription glasses or medication, and we will make arrangements with you to receive the package. Our Tuck Mom will purchase small overlooked necessities in town if needed. Please help us by letting friends and family know about this policy.

We do provide parents an opportunity to send a "care" package of fresh fruit in its natural, unpeeled state to their camper to be shared with their cabin. Through a partnership with a local company, CampPacs, you can purchase a fruit basket or a decorated watermelon to be delivered to camp. Watermelon parties are a big hit with campers! Visit <https://camppacs.com/product-category/fruit-baskets/> for this service. Please only send one watermelon to your camper during their session.

PHONE CALLS

In addition to our technology-free philosophy, we have also found that phone calls interfere with a camper's adjustment to, and experience at, camp. Therefore, we do not permit campers to make or receive phone calls at camp. The exception to this policy is if your camper's birthday falls during camp, then they will make a short phone call home on that day. We understand that family emergencies happen. Should you need to reach your camper, please call our office and we will work out the best course of action together. And, as always, if you ever have any concerns or need to speak with someone about your camper, please call our office at 828-884-9125 and we will get you in touch with the right person.

BIRTHDAYS AT CAMP

If your daughter's birthday will occur while she is here at camp, she is in for a treat! We love to celebrate birthdays and we'll make sure she feels really special. She's sure to get lots of birthday wishes throughout the day and some special surprises, including a decorated cake to share with her cabinmates! She'll also be able to make a short phone call home.

VISITING CAMP

Attending camp provides an extraordinary opportunity for campers to gain the self-reliance, self-confidence, and independence important to a young girl's development. This best happens when girls are fully present without distractions or interruptions from home, including visits by parents, friends, or relatives. We ask for your help in this by reminding friends and family about our no-visit policy. Parents will be able to see camp and meet staff on Closing Day.

If you are new to Keystone, and would like to see camp before your daughter's summer session, we'd be happy to give your family a tour. Please call our office to arrange an appointment. Please be aware that the week before camp starts in June, as well as the day between each camp session, are busy planning times and are not convenient for visits.

PHOTOS DURING CAMP

Keystone has a photographer in every session, whether it's a staff member or a volunteer mom, who takes hundreds of photos each day. We upload photos twice a day. Please understand that while we take as many photos as possible, we cannot take a photo of your camper every day. You'll find in your CampInTouch account a section for photo galleries. Simply scroll down to the "online community" section and click on the "photos" button.

1. Photos will be displayed by year, date, and album. There are usually multiple albums for one date, such as Day 2 AM and Day 2 PM.

2. Find the album you'd like to view, hover the mouse over the date, and click on it. You'll see lots of photos pop up in a gallery view.

3. Click on any photo for an enlarged view.

4. In the top left of each image, you'll see a grayed-out star icon. Click this icon to mark the photo as a favorite (it will turn yellow once you click it). These photos will be stored in the "favorites" section for future viewing.

5. If you hover the mouse over a photo, you'll see several icons pop up at the bottom of the photo. The rectangle with an arrow on the left gives you the opportunity to share a low-resolution version of the photo, send it in an email, mark it as a favorite, or download the file. The middle icon allows you to place the photo in your cart to purchase prints in a variety of sizes. The stamp icon on the right allows you to create and send a photo postcard.

6. Click on the shopping cart icon in the lower right hand corner to purchase your items.



GUEST ACCOUNTS

You may grant access to friends or family with this link, which allows them to send emails to your camper and view camp photos. In order to add a guest, they must have a valid email address. After adding the guest, you must click the "my email" checkbox to allow them access to the email system. You may also purchase CampStamps for your guests, or they may purchase some for themselves.

PAYMENT FOR CAMPSTAMPS & PHOTOS

Purchases of CampStamps and photos are processed directly through the CampMinder system and not through Keystone Camp. Please make sure you have an updated debit or credit card on file for these items, which you can do in your CampInTouch account. Scroll to the bottom of your dashboard and click the "debit/credit card for CampStamps & photos" button. Keystone Camp is not able to see this information or carry it over from the debit or credit card used for tuition.

CAMPANION & EZ TEXTING

Campanion is a mobile device application created by CampMinder, which you'll want to download on your smartphone or tablet and become familiar with before the summer. The app provides you a convenient way to stay connected to camp. You can complete forms, see the daily photo galleries, send and receive emails, and get occasional news updates from camp. There is also the ability to upload a current photo of your child, so the system can use facial recognition technology to notify you when new photos of your camper get posted. Use your CampInTouch log-in email and password to log in to the app. New in 2023, we are testing out a texting service, which allows our office to occasionally send short updates to you via text message. All families are automatically registered for this service, however, you do have the ability to opt out. Please call or email our office if you prefer not to receive text message updates from Keystone Camp. The phone number from which you will receive text messages is 828-341-3343. Please mark this number as safe in your contacts.

TRUNKS AND SHIPPING LUGGAGE

Only one trunk and one duffle bag may be brought to camp (or two comparable duffles).

Please see the packing list for more information about purchasing a trunk for your camper. Your daughter's trunk may arrive at camp in your car, as luggage if your child is flying to camp, or shipped via courier. When completing your transportation form, please be sure to check off how your daughter's bags will be arriving at camp. Also, be sure to label every piece of luggage with your daughter's first and last name.

ARRIVING BY CAR

If you're dropping off your camper on Opening Day, please make sure to have her belongings easily and quickly accessible in your vehicle. Once you work your way through the stations after arriving at camp (please see the Opening Day section on page 17 for more information), your daughter's luggage will be unloaded by our maintenance team, who will then deliver all luggage to cabins.

FLYING TO CAMP

If your daughter is flying to camp, we highly recommend shipping her trunk due to the continued unpredictability of airlines, airport security measures, and luggage handling at airports.

SHIPPING VIA COURIER

Trunks and other luggage can be shipped to camp via UPS (recommended), Federal Express, or other couriers. We highly recommend arranging for your daughter's trunk and/or other luggage to arrive at Keystone within one week of her session's start date. Please do not send it any earlier, as we do not have long-term storage room. Here is the address to use:

Your Daughter's First and Last Name
Keystone Camp
101 Keystone Camp Road
Brevard, NC 28712

Our local UPS store in Brevard partners with us each summer and is very experienced in trunk shipping to and from camp. This year, they will be taking trunk shipping reservations electronically only. You'll find a form with this link in your CamplnTouch account. Please visit <https://tupsscamps.formstack.com/forms/campkeystone2023> to make both to- and from-camp shipping arrangements directly with the Brevard UPS store. It is important to make sure the trunk is placed in a box prior to shipping, as the couriers are only held responsible for damage to the exterior of the trunk if it is boxed up. We will deliver luggage to the UPS store in the afternoon of Closing Day for shipment home.

LAUNDRY AND LINENS

Laundry is a weekly service, done at camp in our commercial facilities at no additional charge. We encourage you to send very durable, washable clothes. If an item of clothing should not go into a dryer, it is the camper's responsibility to not send it to the laundry. It is important that all items of clothing and equipment be clearly marked with the camper's first and last name. Please avoid using only initials as many campers have the same initials. This includes socks, underwear, and any other item that you would like to return home with your camper. A Sharpie can be your best friend!

We provide towels for all of our campers, so your daughter will have a clean, dry towel each morning. No need to pack a towel! She will need to bring her own sheets, blankets, washcloths, and pillows. These can be added to your daughter's laundry each week.

CLOTHING/GEAR

You'll find a comprehensive packing list in a printable PDF format both in your CampInTouch account (it's two pages, please print both sides!) and on our website under the "parents" section. It is also listed on the following pages in this handbook. If you follow this packing list, your daughter will have everything she needs for a successful and comfortable camp session. Our cabins are limited in size, so please avoid sending unnecessary items. Remember, we do laundry once a week! We feed our girls well here at Keystone, so please no food or candy. Key Campers should follow the specific Key Camp packing list found in your CampInTouch account or on the website.

Our required uniform, worn on Sundays and during Thursday campfire, consists of a Keystone Camp-branded white polo, navy blue shorts (no denim, please!) and a blue camp tie. Campers are divided into four teams here at Keystone. First-year campers are assigned to a team, which they will continue to be on all the years they are at Keystone. Campers wear their team's t-shirt on all-camp team games day and at various other times during a session. All of these items are purchased at the Tuck Shop either via our spring pop-up online store, or during their cabin's Tuck Shop rotation on Opening Day.

When it comes to clothes, we recommend items that will stand up to outdoor play and getting dirty. Please avoid sending nice clothes, as they are likely not to be in the same condition at the end of the summer! Our weather generally varies in temperature with lows in the 50's at night and highs in the upper 80's in the afternoons. When it comes to choosing appropriate clothing for camp, please avoid short shorts. These can be uncomfortable in many of our activities. Spandex may only be worn during gymnastics or dance. We follow a no-bare-midriff policy at Keystone, so all shirts and bathing suits must adhere to this rule. No crop tops, bikinis, etc.

For your daughter's safety, all sandals/water shoes must have a back strap. Chaco, Keen or Teva style sandals are great options (flip flops may be worn only as shower shoes in the cabin). Don't forget a 100% waterproof raincoat: it's an absolute necessity here in the mountains of western North Carolina.



We love to have fun and dress up! Many girls will bring their old dance outfits, crazy socks, tutus, old Halloween costumes, etc. to have on hand for theme days or evening programs. However, please don't feel like you need to buy any of these things if you don't already have them. There is a lot of sharing here at camp so no one will feel left out. That also means it's important to label everything, so break out that Sharpie!

ELECTRONICS

Electronics of any kind should be left at home, including anything that has internet capability. This includes cell phones, smart watches, iPods/MP3 players, e-readers, laptops/tablets, digital cameras, GoPros, etc. We provide each cabin with speakers and an MP3 player pre-filled with music prior to camp. Keystone cannot be held responsible for lost or damaged personal property.

All of our cabins feature ceiling fans for comfort on those warm days. However, some campers like to bring a small, battery-operated personal fan to attach to their bunk. Please pack extra batteries!

RECOMMENDED



PACKING LIST

Clothing

- ☐ 1 Keystone Camp white uniform shirt and blue tie (purchased at camp)
- ☐ 1 pair navy blue shorts (no denim please!)
- ☐ 1 team shirt (purchased at camp)
- ☐ 7-9 pairs of shorts (no short shorts please!)
- ☐ 2-3 pairs of long pants or jeans for horseback riding (must cover the ankle)
- ☐ 8-10 shirts
- ☐ 1 white 100% cotton t-shirt for tie dying (available to purchase at camp)
- ☐ 2 sweatshirts
- ☐ 1-2 pairs of sweatpants or leggings
- ☐ 1 lightweight or fleece jacket for warmth
- ☐ 1 waterproof rain jacket (no ponchos)
- ☐ 2 pajama sets, one long- and one short-sleeve
- ☐ 12 pairs of underwear
- ☐ 12 pairs of socks
- ☐ Bras/sports bras
- ☐ 2-3 one-piece or modest tankini-style bathing suits (no thong or cheeky styles)
- ☐ Bathrobe or shower wrap
- ☐ 1 casual outfit for dances

Footwear

- ☐ 2 pairs of tennis shoes
- ☐ 1 pair water shoes with a heel strap (Chaco, Keen or Teva style; be sure to break them in!)
- ☐ 1 pair riding boots for horseback riding (smooth sole w/1/4" heel)
- ☐ Shower shoes (flip flops are okay)
- ☐ Hiking boots (if going on hiking trips)

Linens

- ☐ 2 sets of sheets (twin or cot size)
- ☐ 1 comforter or 2 heavier blankets
- ☐ 1 pillow with 2 pillowcases
- ☐ 2 washcloths

Fun Items

- ☐ 4th of July-themed items (July session)
- ☐ Monochromatic Mondays (yes, a whole outfit in the same color!)
- ☐ Costumes or funky clothes/accessories for theme days and/or evening programs

Misc. Gear

- ☐ Toiletries: brush/comb, toothbrush, toothpaste, floss, shampoo, conditioner, soap/body wash, deodorant, hair ties, feminine hygiene products
- ☐ Shower caddy
- ☐ 1 mesh or nylon laundry bag
- ☐ 1-2 mesh bags for dirty socks and underwear
- ☐ 2 Nalgene-type reusable water bottles
- ☐ Flashlight or headlamp & extra batteries
- ☐ Sleeping bag (required; used for cabin overnight)
- ☐ 1 daypack (a school bookbag works great!)
- ☐ Baseball cap or visor
- ☐ Sunscreen & lip balm
- ☐ Insect repellent
- ☐ 2 bandanas
- ☐ 1 unopened can of tennis balls & a tennis racquet (only if taking tennis)
- ☐ 1 empty shoebox for arts & crafts

Optional Gear

- ☐ Small stuffed animal
- ☐ Several books
- ☐ Disposable or Polaroid camera
- ☐ Stationery, pre-addressed & stamped envelopes, & writing utensils in ziplock bags to protect against moisture
- ☐ Crazy Creek chair (highly recommended; available to purchase at camp)

THINGS TO LEAVE AT HOME

- ☐ Electronics of any kind: cell phones, smart watches, iPods/MP3s, e-readers, laptops/tablets, digital cameras, GoPros, etc.
- ☐ Towels: we provide a clean, dry towel every day for bathing and swimming
- ☐ Heavy camping backpacks: we provide if needed
- ☐ Cash: your camper will use her Tuck Shop account
- ☐ Anything valuable, fragile, or irreplaceable (including jewelry)
- ☐ Weapons of any kind
- ☐ No food, candy, or gum



TRUNK SHOPPING!

Only one trunk and one duffle bag may be brought to camp (or two comparable duffles). There are a lot of options out there when it comes to picking out a trunk for your camper. We have found that a wooden or plastic hard-sided trunk works best for organization.

When it comes to size, a trunk that is roughly 32"x18"x13.5" works great. If you'd like to go a little larger, please limit the size to 16.5" tall. These two options will be plenty of space for your daughters' belongings through all her years at camp. Amazon, everythingsummercamp.com, trunkoutlet.com, and rhinotrunkandcase.com have suitable options.

TRUNK ORGANIZATION

Campers will keep all of their clothes in their trunk, so it's vital that their belongings are organized from the start. Mesh bags, stuff sacks, or big ziplock bags help keep items organized. We recommend putting like with like, i.e. all socks in one bag, all underwear in another, all t-shirts in a third, etc. Counselors will help the younger girls stay organized throughout their session.



LABEL EVERYTHING

ALL clothing, shoes, athletic equipment, horseback riding gear, and other belongings should be clearly labeled with your camper's first and last name. Please avoid using only initials as many campers have the same initials! Labeling everything helps on laundry day and to return lost & found items to their rightful owner. There are clothing labels available on the internet, but sometimes they come off. A Sharpie marker works great!

HELPFUL TIPS

- ❑ We do camper laundry once a week. Please limit any unnecessary items, as too much stuff makes it hard for your camper to stay organized and creates clutter in the cabin. If you follow our packing list, your camper will have everything they need.
- ❑ Make sure to include your camper when packing! It is important for her to know what she has and where to find it.
- ❑ An extra pair of glasses and/or contacts is helpful if your camper wears them.

REMINDERS

- ❑ Keystone Camp provides a clean, dry towel to campers each morning, so there's no need to pack a towel for swimming or bathing.
- ❑ Please steer clear of down bedding, as it is not a good choice due to the amount of moisture we receive here in the mountains.
- ❑ We request no short shorts, please. These can be uncomfortable in many of our activities. Spandex may be worn only in gymnastics or dance.
- ❑ We follow a no bare midriff policy at camp, so all shirts and bathing suits must be appropriate. No crop tops!
- ❑ OPTIONAL: If your camper plans to participate in an overnight hiking/backpacking trip, they should have a non-cotton, quick-dry shirt; wool hiking socks; and non-cotton, quick-dry shorts/pants to ensure warmth.

DON'T PACK MEDICATION, AS IT MUST BE GIVEN TO NURSES ON ARRIVAL.

OPENING DAY

Over the past few summers, we have operated on Opening Day with a Drive-Thru Drop Off (DTDO) system, and we will do the same this summer. The first day of camp can be a big transition for both you and your daughter. We know the mixed emotions of the day, particularly for new campers. Going away to camp for the first time is huge for the entire family. It's not unusual to see parents a little teary, and this can trigger the same in your daughter. The sooner we are able to assimilate the girls into their cabins and camp, the more quickly they adjust to camp life and to being away from home. Without an extended drop-off with parents accompanying their daughter to the cabin, through the camp store, and through the health check, the girls develop an instant relationship with their counselors and immediately belong to their cabin group. We see almost no incidence of first day homesickness, and our overall homesick rates are much less.

Families are assigned a 20-minute arrival window on Opening Day, with all campers arriving to camp by 11:45 a.m. To keep the DTDO system running smoothly, please arrive as close to your assigned window as possible. Should you be delayed in your travels with an expected arrival time after 11:30 a.m., please call our office as soon as possible. Keep an eye on your email inbox for specific information as your daughter's 2023 Opening Day grows closer.

LICE CHECKS

In addition to settling in and signing up for activities, campers are screened for lice by a professional from Heads Up AVL. If lice are found, the camper will be treated that afternoon, and parents and/or legal guardians will be notified and billed at a cost of approximately \$250. The treatment is very effective, allowing campers to jump right back into the camp program. To avoid this charge, please check your camper for lice prior to arrival and make us aware if she or any siblings have been treated for lice recently.

MEDICATIONS

Once you've arrived at the check-in station, a nurse will meet you at the car to review all medications with you and go over any last-minute questions. Please make sure everything is clearly labeled with your camper's first and last name, in a gallon Ziploc bag, and readily accessible in the car. The Inn maintains a well-stocked closet of common over-the-counter medications, so only send those medications that are prescribed for your daughter. All unused medications will be returned on Closing Day. Please note the nurses work hard to get all the information at drop-off, but if a question arises, they will call that afternoon to clarify.

CLOSING DAY

The downside of the DTDO system is that families are not able to explore camp at the beginning of the session. However, we operate on a different system for Closing Day that allows parents the chance to see Keystone through your daughter's perspective. After being with us for a session, Keystone is her camp. She owns her experience with us. She wants to show you where she lived, what she did, and the people she met who impacted her experience. She is the expert on Keystone, and she wants to share it all with you.

We, too, want you to be able to see camp and want an opportunity to visit with you. Upon your arrival at camp, we'll load your car in a drive-through style, and then you will park in our center riding field so you may spend plenty of time getting to know your daughter's camp. The bell will ring to close camp at 11:30 am on Closing Day, and we ask that your family heads home at that time so we can prepare for the next session.

FLYING TO CAMP

For campers who need to fly commercially or by private plane to camp, we do offer a shuttle service. We recommend campers fly into Asheville Regional Airport (AVL airport code), which is about a 30-minute drive from camp. The Greenville/Spartanburg, SC International Airport (GSP airport code) is also an option, though less ideal as it requires a 1.5-hour drive along a windy, curvy mountain road from camp.

The Asheville airport is currently served by Allegiant, American, Delta, JetBlue, SunCountry, and United airlines. The Greenville/Spartanburg, SC airport is currently served by Allegiant, American, Delta, Southwest, and United airlines.

UNACCOMPANIED MINORS (UM)

Most airlines require children to be 15 in order to fly by themselves. For children 14 and younger, they must fly as an unaccompanied minor, meaning they will be escorted by an airline employee the entire length of their trip. There is also an extra fee for this, which varies by airline but can be upwards of \$150 each way. Some airlines also restrict whether unaccompanied minors can have connecting flights or if they must travel on a nonstop route. It is best to call your preferred airline to inquire about their policies and make reservations. When making reservations, you'll often need to give the name and contact information for the person who will pick up your daughter. Please use Page Lemel and our phone number, 828-884-9125. If you have any questions regarding flying your daughter to and/or from camp, please give us a call and we're happy to chat with you.

Please arrange your camper's flights within the timeframes listed below:

ARRIVALS

Asheville, NC airport: your camper's flight should land by 12 pm

Greenville, SC airport: your camper's flight should land by 11 am

DEPARTURES

Please book your child's flight to depart between 10 am and 1 pm on Closing Day, regardless of which airport you choose. Please do not book a flight departing any earlier than 10 am, as it requires a very early departure from camp!

Once you've made your daughter's airline reservations, please complete the transportation form, which you'll find in the "forms and documents" section of your CampInTouch account. It is extremely important that we have all of your daughter's flight information, including her confirmation code (and UM pin, if needed) a week before Opening Day. If your daughter is of age to fly by herself and not as an unaccompanied minor, our staff will meet her right outside of security wearing a Keystone Camp staff shirt. *Campers who fly will leave their electronics in the camp office during their session. We will have them charged and ready for the flight home.*

FLYING WITH YOUR DAUGHTER TO CAMP

Alternatively, parents may choose to fly with their camper via commercial airline or private plane and rent a car to get to camp. Both airports have rental car agencies available. The summer is a busy tourist season here in western North Carolina, so we recommend making rental car arrangements (and lodging arrangements) in as much advance as possible. We cannot provide shuttle service to and from the airport for parents, as our schedule on Opening Day is usually quite rigid.

EXPECTATIONS OF CAMPERS

Our vision statement here at Keystone Camp reads as follows: “safe and inclusive environment challenging and empowering girls to try new things, grow in self awareness, and come together as a strong community.” In order to achieve this, Keystone Camp partners with our campers, families, staff, and volunteers to provide a rich and enjoyable camp experience for all. To assist us in offering the best camp experience possible, we ask that campers, together with their parents, carefully review our *Camper Code of Conduct* form, which you’ll find in the “forms and documents” section of your CampInTouch account. We feel this document best communicates our expectations for each girl and is instrumental in setting our summer up for success. In short, campers agree to respect themselves, other campers, staff, Keystone Camp, and property. The *Camper Code of Conduct* also explains to both campers and parents the consequences of behavior outside of these expectations. Each camper and her parent or guardian is required to sign the document and return it to camp before her session starts.

If any camper behaves in a way that compromises our ability to foster a sense of respect and preserve the dignity of every person at camp (campers and staff alike), then it must be understood the behavior will be addressed and dealt with as described in the *Camper Code of Conduct*. If you have any questions about these expectations and/or policies, please give our office a call at 828-884-9125 and we are happy to talk with you about them.

NON-NEGOTIABLES

Keystone Camp has a zero tolerance policy for illegal drugs, smoking, tobacco, vaping, and alcohol on camp property. No animals of any kind are allowed on camp property at any time by campers or camp families. No weapons of any kind (or other implements deemed by our staff to be dangerous or potentially dangerous) are allowed to be brought to camp or on camp property. Campers found in possession of any illegal substance, cigarettes, tobacco, e-cigarettes or other vaping products, alcohol, animals, or weapons of any kind will be immediately dismissed and there will be no refund or credit of camp tuition.

TIPS FOR PARENTS

- If your daughter isn’t used to sleeping away from home, we recommend setting up some practice times. Have her spend the night away at a few friends’ homes and/or relatives.
- Make sure your daughter, especially if she is younger, has experience handling daily hygiene, including brushing/combing her hair, brushing her teeth, taking a shower, washing her hair, etc. Counselors are there to help your daughter, but it is important she comes to camp with these skills.
- Every morning the girls participate in cabin cleanup. We have found it is easier for the girls if they have already learned some basic skills, such as how to make their bed, sweep the floor, and fold their clothes.
- At camp we eat our meals in a modified family style. It is helpful if your daughter practices passing dishes, serving herself (and with appropriate portion sizes), and cutting her meat before coming to camp.
- When packing for camp, be sure to include your daughter. Make it something fun you do together. It is important for her to know what she has and where to find it. This will also make it easier for her to pack her trunk at the end of her session.
- The girls do have some occasional downtime in their cabin. You may want to pack a few card games, coloring books and crayons, mad libs, etc. for your daughter to enjoy alone or with a buddy.

NERVOUSNESS

If your daughter is feeling nervous or anxious before camp, it is important you let her know those feelings are completely normal, especially in a new situation. Most campers coming to camp for the first time get nervous, and even our returning campers feel some anxiety entering camp on Opening Day. Validate her feelings, but reassure her and let her know she is not the only one feeling this way. Talk about ways you persevered when you've experienced anxiety or nervousness about something new. Try to avoid repeatedly telling your daughter that you're going to miss her, as this can bring on some anxiety before and during camp. It's best to continually reassure her how much the family supports her and how everyone wants her to have a great time at camp.

HOMESICKNESS

Homesickness is very common, especially for girls coming to camp for the first time. It's often more likely if campers are young and/or have little previous separation experience. Symptoms of homesickness are most common around unstructured times, such as meals, rest hour, and bedtime. However, most campers work through their homesickness within the first couple of days of being at camp, but for some girls, it can take a little longer. Our staff are trained in handling homesickness, and are given tools to be prepared for those unstructured times when it's likely to pop up (like reading stories at bedtime). Most homesickness cases dramatically decrease by what we call the "Wednesday Hump."

Campers who believe they will become severely homesick often do become severely homesick. Prevention and doing the work before camp begins is key to your child's success and rewiring her thought process. Prevention works because homesickness itself can be predicted and strategies can be implemented in advance to help your camper be successful.

Again, if possible, plan some overnights away from home before camp begins. Get family and friends on board with camp, and make sure they are staying positive and instilling confidence in your child about her time away. Discuss what to expect candidly with your camper. Girls often expect camp to be fun all the time. While your camper should expect to have a great time while she is here, you can share with her that she may feel many different emotions: elation at making new friends, fear of confronting new situations, disappointment when a game or project hasn't gone well, and even sadness leaving new friends at the end of the session. Homesickness doesn't equate to a dislike for camp and it's a common feeling, so discussing this with your camper will make it easier to deal with should it occur. Read through our sample letter (found on page 10) and plan to write and/or email your daughter during her session (not too much and not too seldom). Avoid talking about all the things she will miss at home. Convey your confidence in her and what she will experience at camp.

MOST IMPORTANT, DO NOT MAKE EARLY PICK-UP DEALS! Offering the option to pick your daughter up early from camp if she's feeling too homesick is not a good idea. Psychologically, it tells her "I have so little confidence in your ability to cope with this normal feeling that I think the only solution is for me to come and rescue you." It allows your child to have a way out, and in most cases, they dwell on this option instead of learning the ability to cope. Instead, if she asks if you will come get her if she gets too homesick, respond with something along these lines: "It sounds like you are a little nervous about camp. Feeling this way is very normal and I support you. I know you are going to have a great time at camp and meet lots of new friends."

REFERENCES

We recommend the books Homesick and Happy, written by Michael Thompson, PhD, and The Summer Camp Handbook, written by Christopher A. Thurder, PhD and Jon C. Mailnowski, PhD.

CHECKLIST BEFORE CAMP

- ☐ Make any travel and accommodation arrangements for Opening and Closing Days
- ☐ Review the packing list and begin to purchase any necessary items
- ☐ Visit the Spring Pop-Up Tuck Shop by April 28th to place any pre-summer orders
- ☐ Download the Companion app on your smartphone or tablet and upload a current photo of your camper
- ☐ Save the Keystone Camp EZ Texting phone number in your contacts: 828-341-3343
- ☐ Subscribe to the Keystone Blog:
<https://keystonecamp.com/blog#blog-subscribe-form>
- ☐ Familiarize yourself with your CamplnTouch account
- ☐ Upload a current photo of your camper in your CamplnTouch account (this is really important and helpful to staff: allergy info in the dining hall, camper identification in an emergency, etc.)
- ☐ Complete all forms:
 - ☐ Health History
 - ☐ Physician Examination
 - ☐ Immunization Form (*unless completed on the health history*)
 - ☐ Medication Form
 - ☐ Parent Authorization
 - ☐ Camper Code of Conduct
 - ☐ Camper Profile Questionnaire
 - ☐ Transportation
 - ☐ Bunk Requests (*list cabinmate requests and/or bed preferences*)
 - ☐ Horseback Riding & Horsemanship Form (*even if not participating in this activity*)
 - ☐ Internet and Technology Policy
- ☐ Make arrangements with UPS if shipping your camper's trunk to and/or from camp
- ☐ Determine how your camper's medications will be blister packed and make those arrangements if necessary.
- ☐ Pack your camper's trunk and duffle. Don't forget to make sure everything is labeled.
- ☐ GET EXCITED! Camp is almost here!

