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CAMPER/PARENT HANDBOOK

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OUR MISSION

To teach each camper to appreciate those things in life that have enduring value – the beauties of nature, the value of health and physical strength, the fellowship of true friends, and the essential worth of high ideals and sound character. To succeed in our purpose, we guide campers to become emotionally, physically and spiritually strong so they can meet the needs of this rapidly changing world.



History of Glen Arden

Glen Arden was founded in 1951 by Mrs. J.O. Bell, known to all as Mary Bell. It became the sister camp of Arrowhead, which was founded by J.O. Bell in 1937. Glen Arden's original summer home was at Christ School in Arden, North Carolina. In 1973 Glen Arden moved to the present location in Tuxedo.

A Note from the Directors

We wait with eager anticipation the beginning of a new camping season. We hope to give your child one of the happiest summers of her life, and we will keep you regularly informed concerning her progress and development. To this end we ask for your cooperation in camp regulations. Please know that your child will always be a loved and respected member of the Glen Arden family.

Our Counselors

The young women who are chosen to join the Glen Arden family as staff members are individuals who are committed, first and foremost, to the development of children. They have a strong sense of purpose, exemplify moral character, have a warm and happy outlook, and have an awareness of the impact they will have on impressionable children. Glen Arden counselors are chosen on the basis of character, personality, training and proven ability to work with young people. We look for young women who are able to interpret the beauty of nature, sportsmanship, friendship, art, music and religion in such a way as to inspire the best in the life.

CAMP FEES

- \$750 due at registration
- One-half of the balance due January 1st
- Final balance due May 1st

Glen Arden accepts checks, eChecks, and credit cards (American Express, Discover, MasterCard and VISA). Please make your checks payable to Camp Glen Arden. **All camp fees are due by May 1st.**

Our staff will be in orientation before and after camp sessions, therefore, we are not equipped to accommodate campers arriving early or leaving late. If this is absolutely necessary, please call the Camp Office to make arrangements well in advance. There will be a \$100 charge for each extra day the camper is in our care.

Cancellation Policy

Any payments made toward your daughter's camp tuition, less any associated credit card fees, are fully refundable until January 1. After January 1, payments made – less the initial deposit – are refundable through April 1.

There is no refund for late arrival or early withdrawal except in the case of serious illness of the camper.

Glen Arden Canteen

The Glen Arden Canteen offers many items, including t-shirts, sweatshirts, blankets, Crazy Creek chairs, hair accessories, toothbrushes, toiletries such as shampoo, soap, stamps and stationery. It is **NOT** necessary to make separate checks for our camp fees and canteen money. Before Opening Day, you will also have the opportunity to set up a spending account via credit card.

If a camper needs to spend more than the allotted amount in her canteen fund, we will contact you in order to extend the credit. You will be billed for the balance due after camp. Final bills or refund checks will be mailed after the close of the session.



ACTIVITIES AT GLEN ARDEN

On the first full day of camp, your daughter will go “activity shopping.” This will give her the opportunity to visit all activities in which she is interested, to meet the counselors teaching each activity, and to learn about each activity. During that afternoon, your daughter will sign up for her favorite activities.

Each camper has 4 activities on Monday- Wednesday-Friday and 4 different activities on Tuesday-Thursday-Saturday. In the afternoons each camper may go to any activity, even those she is not signed up for during her regular activity rotation. This time is designed for campers to work on their “Progressions,” which is a system of 5 teaching levels specific to each activity. Some activities have age minimums based on the safety of the equipment involved in those activities. These include riflery and woodcarving.

Horseback Riding: Campers who wish to take riding while at Glen Arden will be evaluated during their first day at camp. This allows the riding staff to evaluate the riding ability of each camper. The riding staff will place each camper in a class based on her ability. Campers are required to wear riding helmets, long pants and hard-soled shoes with a one-inch heel for their riding class.

Swimming: At the beginning of camp, each camper is required to take and pass the Glen Arden Swim assessment. This assessment allows the waterfront staff to evaluate the swimming ability of each camper and consists of treading water, floating and swimming. Campers who do not pass the assessment will be assigned to a swimming class. Each camper must take her swim assessment each year. Free swim is offered each day either in the lake or the pool.

TRAVEL INFORMATION

Arrival and Departure Dates

June Session	Sunday, June 6 – Friday, June 25
Mini-Session 1	Sunday, June 6 – Friday, June 18
July Session	Sunday, June 27 – Friday, July 23
Mini-Session 2	Sunday, June 27 – Friday, July 9
Mini-Session 3	Sunday, July 25 – Friday, August 6

By Car: Parents driving their child to camp should arrive between 10:00am and noon on Opening Day. Trunks and other bags may be shipped to camp by UPS or FedEx if necessary. On Closing Day, please plan to arrive at 10:00 am to pick up your daughter.

By Air: Children flying to camp may fly into either the Asheville, NC (AVL) or Greenville, SC (GSP) airports. We request that camper's flights arrive before 3:00pm on Opening Day in order for them to be settled before Opening Banquet. Return flights should be scheduled for departure between the hours of 9:00 am and 2:00 pm on Closing Day. Flights scheduled outside of these hours may be made only after discussion with camp office.

If your daughter is flying to camp without you, Glen Arden counselors will meet her at either the Asheville or Greenville airport on Opening Day. Parents must fill out the paperwork and pay for the unaccompanied minor fee both for arrival and departure from camp when the flight reservations are made.

When packing your daughter's carry-on bag please include the following articles: navy shorts and navy collared shirt; plaid tie (given to new campers at Opening Banquet); swimsuit; one set of underwear, socks and pajamas and toiletries.

Complete and submit the online Travel Form by May 15th. When you complete this form, please state exactly which mode of transportation will be used for your child's arrival and departure.

PACKING FOR CAMP

We suggest a standard sized footlocker for clothing and a duffel bag for shoes and bulky items. Please limit the baggage that remains at camp to 2 pieces.

If your daughter is flying to and from camp, she may check her baggage through on her airline ticket. If you choose to ship your daughter's baggage, our street address is Camp Glen Arden, 1261 Cabin Creek Road, Zirconia, NC 28790. Send baggage 1 week prior to the opening day of camp. We are happy to ship your daughter's baggage home via UPS at the end of camp, and a UPS trunk shipping form is available online.

If your daughter wishes to lock her trunk, please send an extra trunk key in an envelope with the camper's name to be kept in the office.

Camp Uniforms

Campers dress in navy for dinner 3 nights and wear white on Sundays. Collared polo shirts with navy or white shorts (depending on the day) or long pants are fine. Anything denim, such as blue jeans, is not considered a uniform. Plaid ties, to be worn with Blues and Whites, will be given to new campers at the Opening Banquet on the first night of the session.

CAMP GLEN ARDEN PACKING LIST

Below you will find a packing list that will meet your daughter's needs while at camp. We suggest that you clearly mark all of your daughter's personal items (including toiletries) with her first and last name.

- 10 Shirts and Shorts
- 2 Swimsuits (one piece only)
- 12 Pairs Underpants
- 12 Pairs Socks
- 3 Pairs Pajamas
- 1 Bathrobe
- 2-4 Pairs Blue Jeans/Pants
- 1 Pair Shower Shoes/flip flops
- Tennis Shoes
- 1 Pair w/Hard Soles and Heels for Riding**
- 1 Pair Hiking Boots or sturdy tennis shoes
- 1 Pair Water Shoes or Teva-Style Sandals
- Plaid Tie (given to new campers)
- 3 Pairs Navy Shorts*
- 3 Navy Shirts (with collar) *
- 1-2 Pair White Shorts*
- 1-2 White Shirt (with collar)*
- 1 Fleece Jacket
- 1 Rain Jacket or Poncho
- 1 Lightweight Sweater/Sweatshirt
- Laundry Bag
- 1 Pillow and 2 Pillowcases
- 2 Sets of Twin Sheets
- 1 Blanket or Comforter
- 2 Bath Towels, 2 Beach Towels
- 1 Flashlight/Headlamp
- Toilet articles / Shower Caddy (include cup)
- 1 Sleeping Bag - Optional
- 1 Riding Helmet **
- 1 Water Bottle
- Stationery

*Navy uniforms are worn to dinner most evenings and white uniforms are worn on Sundays.

**All campers taking riding must wear a riding helmet and hard-soled shoes with heels. If your daughter already has a helmet, we encourage you to pack it. There will be helmets available to borrow at the barn.

Optional Items: Camera, Musical instrument, Crazy Creek type chair, and 4th of July items. Campers may bring to camp appropriate books, playing cards, and games. Campers may bring to camp appropriate books, playing cards, and games. Campers may bring Christmas pajamas for Christmas morning.

Campers MAY NOT bring cell phones, tablets, radios, computers, I-Pads, or electronic games. Items brought to camp will be collected and stored in the camp office until Closing Day.

Laundry

Laundry is sorted and washed on a weekly basis at Glen Arden, and the cost of laundry service is included in your daughter's tuition. Thus, the quantities on the packing list are based on what a camper will need for one week. Please make sure that each item of your daughter's clothing is labeled with her full name or last name and first initial. We suggest that you pack your daughter's trunk with old "play clothes," rather than purchasing anything new.

Linens

Each camper will need to pack TWO sets of twin sheets and a blanket or comforter (a sleeping bag may be used as an alternative). We recommend each camper brings FOUR towels (2 bath towels & 2 pool or beach towels). Campers should also bring their own pillows and pillow cases.

Special Equipment

Each camper will go on at least one overnight camping trip, so your child will need a sleeping bag and small daypack or backpack. If it is not possible to pack a sleeping bag due to travel arrangements, camp will provide one.

Each camper taking riding is required to wear lace-up, hard-soled shoes with a heel or paddock boots, as well as a Pony Club approved riding helmet. Campers are encouraged to bring their own helmets if possible, but helmets are provided by the camp for campers that do not have them.

Glen Arden has many tennis rackets; however, if your daughter has her own tennis racket, she is encouraged to bring it to camp.

A NOTE FROM THE NURSE

Glen Arden has two full-time Nurses who live in the infirmary, providing 24-hour-a-day care. Pardee Hospital in Hendersonville is seven miles from camp and we have several doctors on call in Hendersonville and Greenville, SC.

A copy of your insurance card (front and back) is required in case we need to seek medical care for your child.

Glen Arden supplies over-the-counter medications, so it is not necessary to send items such as Aspirin, Tylenol or allergy medications taken on an as needed basis.

Any medication sent with the camper should be accompanied by explicit instructions (either on the bottle or written by the camper's doctor) to insure proper dosage and administration. Medication will be given to your child by the nurse as prescribed.

Campers who wear glasses or contacts should bring an extra pair to camp, along with their prescriptions.

Health Forms

A new health form must be completed and signed each year of camp. If your child is exposed to any communicable disease or a lice outbreak in the MONTH prior to Opening Day, the Camp Director must be notified immediately to protect the health of other campers. Check with your doctor about recent preventative inoculations such as influenza, tetanus, polio, measles, mumps and typhoid.

Glen Arden health forms must be returned to the office by May 15th. Completion of the entire health form is required. The Camp Nurse reviews all forms prior to camp. Failure to submit a health form by this date jeopardizes the quality of health care that the Camp Nurse can provide. Any special instructions or information regarding health matters must be listed on the health form for the camper's file.

There are times a camper comes with personal circumstances requiring more than we are capable of addressing. These are such things as eating disorders and psychological conditions. In these cases it could be difficult for the camper to have a positive camp experience, and may affect the camper as well as the camp community. Should a camper exhibit such behaviors we will immediately call you. If there is a prior history of these kinds of needs or concerns in a particular situation, please call Erin in the Camp Office.

A Note on Head Lice

Partnering with our families to ensure that the exposure to head lice is as minimal as possible is a priority for Camp Glen Arden. It is important that you screen or have your child professionally screened for head lice within 48 hours of her arrival at camp. Each camper will be screened again by our nurses during check in and will be treated if an active case is identified. If your daughter is treated, you will be financially responsible for the cost of treatment.

HELPFUL INFORMATION

Cabin Placement

One of the best things about your daughter's experience at Glen Arden is the opportunity for her to meet new friends from all over the country. Thus, Glen Arden encourages campers to come to camp without concern for friends from home. Glen Arden will honor a **double request** from the parents of two campers from the same hometown to be in the same cabin, if their age and grade level allow. Extra consideration is given to requests from campers with friends or family members from different areas. All cabin requests must be either written on the camper's application or submitted online **no later than 3 weeks prior** to the beginning of the session. Cabin placement decisions are made by the Director and Assistant Director and all decisions are final.

Communicating with Your Camper

Campers are not allowed to receive or make phone calls during their time at camp. Parents with questions or concerns may contact our office and we will update you on the status of your daughter's experience. We assure you that we will call you with any concerns about your child.

Mail

Write often and do write before camp starts so your daughter will have a letter the first day. Handwritten letters from home and extended family are a highly-anticipated time of each day. They are delivered during rest hour. Allow several days (3-5 days) for mail to come and go due to high camp volume in/out of Tuxedo in the summer. These letters will become prized possessions in your camper's summer experience and for years to come.

Please address all mail as follows:

Camper's full name
C/O Camp Glen Arden
P. O. Box 7
Tuxedo, NC 28784

You may expect to receive mail at least twice a week from your daughter, as well as once a week from her counselor.

Photos and Emails

From the Camp Glen Arden website, you will be able to log in to gain access to photos that are updated daily and send emails to your campers. There is no additional fee to view photos but sending emails requires a fee of \$1.00 per email. "Camp Stamps" can be purchased once you are logged in and can be gifted to other family members. Emails sent after 12 noon will be delivered the following day.

Visitation Policy

We allow families to visit camp on Opening and Closing days ONLY. In this way, all campers will feel equally treated.

PACKAGES FROM HOME

In order to provide the best camp experience for all campers, we would like to remind you of Glen Arden's **package-free** environment.

Campers may not receive packages at camp. Nor can they receive food, candy or gum. Please share this information with grandparents and extended family.

If your camper has a birthday during camp, she may receive one package on her birthday. Please make sure your camper's name and the word "birthday" are clearly marked on the package. Please be mindful of the no food policy. Again, camp birthdays are a big event, and we will happily give a camper her present. If your camper left a necessary item at home you may mail it addressed to: Erin Graham, Attn: (Camper's Name), Camp Glen Arden, PO Box 7, Tuxedo, NC 28784

All packages not addressed to Erin Graham and those containing unnecessary items will be returned or held until the end of camp. We will make sure all necessary items are delivered to your camper. As always, candy and other food items are not allowed.

All large envelopes, padded envelopes and regular envelopes containing “stuff” (other than a letter) are considered packages and will be returned!

Necessary examples: eyeglasses, contacts (with prescriptions), a retainer

HOMESICKNESS – TIPS FOR LONG DISTANCE PARENTING

Homesickness, like culture shock, is a normal, predictable response to an important change – a transition from family as primary group to a cabin as a primary group.

Separation from one’s family and friends, loss of daily contact with familiar surroundings, and the normal resultant sense of change are aspects of relationships that each of us experiences, learns how to handle, and integrates as part of becoming and being adults. Seen in this light, homesickness is a necessary and growth-producing process, a critical adjustment with a built-in sense of opportunity. It is a dynamic process of adjustment rather than a static problem.

Some campers may exhibit stomach ache, headache, or loss of appetite, yet the core issue is one of adjustment to a new environment.

Resolving homesickness is tackled with a multi-tiered approach which includes counselors, camp directors and even other campers. On the frontline are the counselors who encourage the campers to stay busy and engaged. They facilitate experiences that are inclusive and encouraging and create an atmosphere where campers gain trust in one another and develop friendships. Such approaches as “special time” with the counselor, pairing up the child with another camper, or getting busy with activities are successful. Routine check-ins are conducted by the staff, and progress is reported to directors on regular intervals.

We feel that parents know their child best, and we welcome extra information and advice about your child. Should a child have great difficulty dealing with homesickness that the camper and counselor are not able to get through, one of the Directors will contact the parents by phone for additional information about the child.

We have found the following guidelines helpful to our parents:

A. The child needs to have some say in the decision to attend camp. If she feels that she was forced, she may have some feelings of abandonment, which are generally much more difficult to help children through than just homesickness.

B. Please keep us informed of any recent changes or upheavals in your family. Divorce, death, serious illness, a recent move, or intense competition in a sport or school area may be unsettling for the child and cause additional stress. We find that camp is a very healthy place for dealing with stress because of the supportive environment.

C. Write letters that are newsy and understanding and that express delight in the things your camper is doing at camp. Lonesome letters about how much the dog misses the child or how the house just isn't the same without her usually contribute to the homesickness. Include in your letters wishes for fun, good times, and support for the camper adjusting to the new experience. We also suggest that you mail a letter to your daughter at camp a few days before she arrives so that she will have mail on her first day.

D. Pack in her trunk a few familiar things (preferably small), such as pictures of the family, favorite stamps, stickers, books, a teddy bear, etc. Do not send your child to camp with an all-new wardrobe. The memories your daughter has in an old sweatshirt can help her face and overcome her fears about camp.

E. Be prepared just in case you receive some forlorn and lonely letters about how your child misses you and how terrible things are. This response is normal and shows that the child is working through the process of adjustment by expressing her feelings. If these letters persist, please contact the directors. Remember the time lag with the mail; sometimes it may be a week or two before the camper feels well-enough adjusted to let you know about the fun at camp. Most of the time the camper has already recovered from such low feelings by the time you receive her letter.

F. DO NOT under any circumstances make deals with your camper concerning her length of stay at camp. Once the camper is enrolled, she is to be here for the duration of the term. A deal such as "if you don't like camp, you can come home after two weeks" is terribly detrimental. The camper has an attitude of giving up during the time that she has to be settling into the routine of camp life, therefore missing the opportunity for growth and maturity.

If you will follow these suggestions and trust us to provide guidance and care for your daughter, then we know being away from home for a period of time will be a process of cultivating independence, confidence and new friendships for your camper. Meeting a new experience head-on and in a healthy way is one of the greatest steps toward adulthood and responsibility.

"Camp is a place in which to hear the inaudible and see the invisible."

Camp Glen Arden

Additional Statements of Waiver

ACKNOWLEDGMENT OF RISKS By submitting this application you acknowledge that you and your daughter are familiar with all aspects of Camp Glen Arden's programs as described through printed materials, videos and the website. You have also had ample opportunity to ask questions about Glen Arden's activities and associated risks. You understand that there are inherent and other risks in most activities and programs including, but not limited to those associated with motor vehicle travel; exposure to the elements of nature, including heat, cold, rain and lightning; physical trauma associated with sports and other recreation; falls, kicks, bites and other risks associated with horseback riding. Camp activities include travel off the premises to recreational opportunities. You understand that the areas to which campers have access include lakes and rivers, rocky and rugged wooded terrain, rock cliffs, and waterfalls, and potentially harmful plants, snakes, and other creatures.

We acknowledge that Camp Glen Arden has an outstanding safety record, and has taken reasonable measures in the development of an appropriate summer camping and expedition program. By submitting this application, both parents acknowledge that they know and understand that camp and outdoor activities cannot be 100 percent safe.

By submitting this application, both parents and their daughter acknowledge and understand that due to the nature of the activities, there remain risks that can result in loss or damage to property and or loss or damage to the participant, including accidental injury, illness, permanent trauma, disability or death.

You further acknowledge that you have fully disclosed any pre-existing physical, medical, behavioral, psychological or physical challenges, severe allergies or learning differences to the camp. Any dispute or complaint you might have against Camp Glen Arden, its owners, officers, directors, employees, contractors and volunteers shall be governed by the substantive laws of the State of North Carolina, and any mediation or suit shall occur or be filed in Henderson County, North Carolina.

There will be no reduction of fees for late arrivals or early withdrawals, including homesickness. Only in cases of early withdrawal due to serious illness will a refund of a portion of the tuition be considered. Camp Glen Arden reserves the right to dismiss any girl whose presence or actions, in the Director's judgment, are detrimental to the best interests of Camp Glen Arden, and the summer camp experience it offers. In the event of any such dismissal, there will be no refund of any camp tuition.

I have read and agree with the terms of enrollment as stated within this document.

Camper's Name: _____

Signature of Parent: _____ Date: ____/____/____