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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 beauty of nature, the strength of community, the fellowship of true friends, and the essential worth of high ideals and sound character. To succeed in our purpose, we foster an environment in which our campers and staff are allowed to grow emotionally, physically and spiritually stronger.

## **A Note from the Directors**

We wait with eager anticipation for the beginning of each new camping season. We hope to give your child one of the happiest summers of her life. To this end we ask for you to carefully read and adhere to all camp policies. 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 committed, first and foremost, to the development of children. We employ staff with strong moral character who have an awareness of the impact they will have on impressionable children. Glen Arden counselors are chosen based on character, personality, training, and ability to work with young people. They like to have fun and understand the importance of providing a wholesome, unplugged experience. Many of them have been campers themselves at Glen Arden. All staff go through an interview process that includes character references and a criminal background check. During our week-long staff orientation, counselors take part in training to ensure the physical and emotional safety of our campers at all times. This training includes CPR/first aid certifications and emergency preparedness, as well as sessions that address cabin dynamics, homesickness, and effective teaching strategies for fun and engaging activities. Trip leaders, lifeguards, and horseback riding instructors arrive before other staff members for additional training and certifications.

## **CAMP FEES**

- \$1,000 due at registration
- One-half of the balance due December 15<sup>th</sup>
- Final balance due May 1st (families enrolled in an automatic monthly or quarterly payment plan have until June 1<sup>st</sup>)

Glen Arden accepts checks, eChecks, and credit cards (American Express, Discover, MasterCard and VISA). Please make your checks payable to Camp Glen Arden.

## **Cancellation Policy**

Any payments made toward your daughter's camp tuition, **less any associated credit card fees**, are fully refundable until December 15. After December 15, payments made – less the initial deposit – are refundable through March 15th.

There is no refund for late arrival or early withdrawal. In the event of a serious illness or injury, a refund or credit for another session will be considered at the discretion of the camp directors.

## **Glen Arden Canteen**

The Glen Arden Canteen offers many items, including t-shirts, sweatshirts, hair accessories, toothbrushes, toiletries such as shampoo and soap, stamps, and stationery. We do not sell food in the canteen; daily snacks are provided as part of the camp fee.

Before Opening Day, you will have the opportunity to set up a spending account for your daughter as well as to pre-order merchandise.



## **ACTIVITIES AT GLEN ARDEN**

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 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 by the riding staff during the first few days at camp to place them in the proper classes. Campers are required to wear riding helmets, long pants and hard-soled shoes with a one-inch heel while on a horse.

**Swimming:** All campers, regardless of swimming ability, wear PFDs while swimming or boating in the lake. Campers may sign up for swimming class, and free swim is offered most afternoons. Swim tests are administered in our pool on the first day of camp for new campers and returning campers who did not pass the swim test in the previous summer.

## **TRAVEL INFORMATION**

### **Arrival and Departure Dates**

June Session	Sunday, June 7 – Friday, June 26
Mini-Session 1	Sunday, June 7 – Saturday, June 20
July Session	Sunday, June 28 – Friday, July 24
Mini-Session 2	Sunday, June 28 – Saturday, July 11
Mini-Session 3	Sunday, July 26 – Friday, August 7

**By Car:** Campers should arrive at camp between the hours of 10-12 on opening days. We will send a suggested arrival schedule based on camper age to allow parents the opportunity to park and visit your camper's cabin, but you may arrive anytime during this window that works best for your schedule. On closing days, departure for regular sessions is from 10-11:30 and 9:30-10:30 for mini-sessions.

**By Air:** Campers who require transportation to and from camp may fly into either the Asheville, NC (AVL) or Greenville, SC (GSP) airport. We cannot provide transportation for parents or other family members. If you need camp to take your daughter to the airport to meet you on Closing Day, please make these arrangements well in advance. If possible, campers' flights should arrive before 2:00pm on Opening Day for them to be settled into their cabins before Opening Banquet (the earlier the better). Return flights should be scheduled for departure between the hours of 9:00am and 2:00pm on Closing Day. **We cannot accommodate flights that leave before 8:00am.**

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 (if applicable) both for arrival and departure from camp when the flight reservations are made. If an airline does not allow for pre-payment of fees for a departing flight, arrange for payment directly with camp. If your camper is **not** flying as an unaccompanied minor, please note that we will assist her in checking in for her flight and watch her go through security, but we will not be able to wait with her at the gate.

When packing your daughter's carry-on bag, it is helpful to include the following items: 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. We occasionally have campers who arrive without their baggage.

Complete and submit the online Transportation Form. When you complete this form, please state exactly which mode of transportation will be used for your child's arrival and departure. In addition to completing the online transportation form, e-mail a copy of your daughter's itinerary to [office@campglenarden.com](mailto:office@campglenarden.com).

### **PACKING FOR CAMP**

We suggest a standard sized footlocker for clothing and a duffel bag for bedding and bulky items. Everything Summer Camp sells durable steel trunks (the Happy Camper style is the best size for our bunks). Another option is a hard plastic footlocker (Sterilite makes them) that can be purchased at Target or Walmart. Please limit the larger baggage that remains at camp to 2 pieces.

If you are shipping trunks or other baggage, they must be sent to our physical address: **Camp Glen Arden, 1261 Cabin Creek Road, Zirconia, NC 28790**. Send baggage about 1 week prior to the opening day of camp. If you send it too early, it will be sitting underneath our dining hall until it can be moved into your daughter's cabin. 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. **Campers who are being transported to the airport by camp staff should ship their trunks home.**

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.

### **Blues & Whites**

Campers dress in navy blue for dinner 3 nights per week and wear white on Sundays. Collared shirts with navy or white shorts (depending on the day), skorts, tennis skirts or long pants are fine. Walmart, Target, Old Navy, and Dick's Sporting Goods are all good sources for these items. 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 general packing list that will meet your daughter's needs while at camp. **Packing lists specific to each session can be found online with other forms.**

- 8 Shirts and Shorts
- 2 Swimsuits (one piece only)
- 10 Pairs Underpants
- 10 Pairs Socks
- 2-3 Pairs Pajamas
- 1 Pillow and 2 Pillowcases
- 2 Pairs Blue Jeans/Pants
- 1 Pair Shower Shoes/flip flops
- Tennis Shoes
- 1 Pair w/Hard Soles and Heels for Riding\*\*
- Toiletries/ Shower Caddy (include cup)
- 1 Pair Water Shoes or Teva-Style Sandals
- Plaid Tie (given to new campers)
- 2 Pairs Navy Shorts\*
- 2 Navy Shirts (with collar) \*
- 1 Pair White Shorts\*
- 1 White Shirt (with collar)\*
- 1 Fleece Jacket/sweatshirt
- 1 Rain Jacket or Poncho
- Stationery, stamps (in a Ziploc bag)
- Durable Laundry Bag
- 1 Pillow and 2 Pillowcases
- 2 Sets of Twin Sheets
- Comforter/Sleeping Bag
- 2 Bath Towels, 2 Beach Towels
- 1 Flashlight/Headlamp
- Stationery
- Goggles for pool
- 1 Riding Helmet \*\*
- 1-2 Water Bottles

\*"Blues" are worn to dinner 3 evenings per week and white outfits 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, camp appropriate books, playing cards, and games, and ENO hammock with straps.

**Campers MAY NOT bring cell phones, tablets, radios, computers, I-Pads, or electronic games, smart watches, food/candy/gum, or knives of any type. Leave expensive jewelry and delicate clothing (that you would not want sent out to our laundry service) at home.**

## 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 – plus a few extras. 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 a new wardrobe.

## Linens

Each camper will need to pack TWO sets of twin sheets, pillowcases 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 lake towels). Campers should also bring their own pillows. We recommend a zippered pillow protector in addition to the pillowcases.

## Special Equipment

Each camper who is rising 5<sup>th</sup> grade and up 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.

Every camper who takes horseback riding is required to wear hard-soled shoes or boots with a heel, as well as a Pony Club approved riding helmet. Campers are encouraged to bring their own helmets if they own one, but helmets are provided by camp for campers who do not have them.

## A NOTE FROM THE INFIRMARY

Glen Arden has at least 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 doctors on call who will see campers here on camp property if necessary.

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 Tylenol or allergy medications taken on an as needed basis. The only exceptions are **daily** allergy pills and melatonin. Please do not send multivitamins or other dietary supplements unless prescribed by your daughter's doctor.

Any medication sent with the camper must be in original packaging with the camper's name, accompanied by clear instructions (either on the bottle or written by the camper's doctor) to ensure 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.**

Glen Arden health forms (particularly the online health history) must be returned to the office at least 1 week before the start of your daughter's session. Completion of the entire health form is required. A camp nurse reviews all forms prior to camp, and failure to submit a health form by this date could jeopardize the quality of health care that our nurses can provide. Any special instructions or information regarding health matters must be listed on the health form for the camper's file. We understand that doctor's appointments may not be able to be scheduled until right before the start of camp; the physical form can be turned in by the start of camp as long as we are aware of any health issues or dietary restrictions at least one week prior.

Occasionally campers arrive with personal circumstances requiring more care than we can offer. These include active eating disorders and certain mental health issues that are not easily managed in a camp setting. 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 overall camp community. Should a camper show signs of these issues, we will immediately call you, and arrangements for pick-up from camp may need to be made.

## Lice Screening

Please screen your child for lice before camp. In the afternoon of Opening Day, campers will be screened at camp by a local professional and treated if an active case is identified. If your daughter is treated, you will be responsible for the cost of treatment (\$250).

## HELPFUL INFORMATION

### Cabin Placement

One of the best parts of your daughter's experience at Glen Arden is the opportunity for her to meet new friends from all over the country. Glen Arden will honor a mutual request from the parents of two campers from the same hometown to be in the same cabin if their age and grade level allow. All cabin requests must be either written on the camper's application or submitted online no later than May 1. Cabin placement decisions are made by the directors.

## Communicating with Your Camper

Campers are not allowed to receive or make phone calls during their time at camp except in an emergency. Parents with questions or concerns may contact our office, and we will update you on the status of your daughter's experience.

### Mail

Write often and do write before camp starts so that your daughter will have a letter on the first full day of camp. Handwritten letters from home and extended family are highly anticipated each day and 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.

#### **Please address all mail as follows:**

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

You should expect to receive mail once a week from your daughter's counselor, and we encourage campers to write home at least weekly (most write far more than this).

### Photos and Emails

From the Camp Glen Arden website, you will be able 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 do not allow visitors during the camp session.

## PACKAGES FROM HOME

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, including food, candy, or gum. Please share this information with grandparents and extended family.**

If your camper has a birthday during camp, she may receive a package on her birthday. You are welcome to leave it at camp on Opening Day. 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 after notifying the office that the package is being sent.

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 or held until the end of the session!**

Necessary item examples: eyeglasses, contacts, retainer

## **HOMESICKNESS – TIPS FOR LONG DISTANCE PARENTING**

Homesickness 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 stomachache, 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 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.

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 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 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 much your child misses you. 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 make deals with your camper concerning her length of stay at camp. A deal such as "if you don't like camp, you can come home after one week" is terribly detrimental. The camper has an attitude of giving up during the time that she has to settle into the routine of camp life, therefore missing the opportunity for growth.

If you follow these suggestions and trust us to provide guidance and care for your daughter, then we know being away from home for a camp session 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 COMMUNITY AND CAMPER BEHAVIOR

Glen Arden is a small community of campers and staff from different backgrounds. Our goal has always been to provide a wholesome camp experience while maintaining a culture of kindness and friendship. Our expectation is that each camper will do her best to support our community through her words and actions.

Camp Glen Arden reserves the right to dismiss any camper who violates camp rules or whose conduct is determined by Camp Glen Arden to be detrimental to herself, other campers, or the general welfare of camp or the experience it offers. This includes, but is not limited to, derogatory language, bullying, and inappropriate physical contact or behavior. In addition, possession of any illicit substance is grounds for dismissal from camp. In the event of any such dismissal, there will be no refund of any camp tuition.



Camp  
Glen Arden  
FOR GIRLS