WINTER
11 Maple Avenue
Armonk,, NY 10504
P: 914.764.1500
F: 914.764.1600

SUMMER
392 Antlers Road
Raquette Lake, NY 13436
GC: 315.354.4382
BC: 315.354.4544
F: 315.354.4317

Visit us on the web: www.raquettelake.com
E-mail: director@raquettelake.com

2023 Parent Handbook

Checklist

REQUIRED FORMS/DOCUMENTS

	Dates Due
Camper Photo	March 1st
Bunk Requests	March 1st
Camper Information Form	March 1st
Travel Information Form	April 1st
Medical Form **PDF Document**	April 1st
Miscellaneous Expense Form **PDF Document**	April 1s

OPTIONAL INTENSIVE PROGRAMS

Equestrian Program	June 1st
Golf Program	June 1st
Intensive Tennis Program	June 1st
Intensive Ski/Wakeboarding Program	June 1st
Intensive Dance	June 1st

IMPORTANT CONTACT INFORMATION

The Camp Spot	800-705-2267	www.thecampspot.com
Camp Meds	954-577-0025	www.campmeds.com
R & B Baggage	603-536-2197	www.rbcampbaggage.com
CampInTouch	303-444-2267	www.campminder.com
Milne Travel	888-826-1557	www.milnetravel.com

PAYMENT SCHEDULE

Deposit of $3000	Enrollment
2nd payment of $3000	Dec. 31st
Final payment	March 31st

To make a payment you can either mail a check to the winter office or wire the amount.

DON'T FORGET TO BOOK YOUR ACCOMODATIONS FOR VISITING DAY!

ELECTRONICS POLICY

Raquette Lake Camps is a "screen-free" camp.

In our connected world, it's easy to default to the Internet and our devices during down time, or even when other activities are going on. Screens and their influence create an environment which we at Raquette Lake Camps strive to overcome. Your children are here to spend time socializing and building friendships among other campers and staff, and we believe that these devices create a distraction that impedes social interaction. Camp is their opportunity to put down the screens and look up to see the world around them; (e.g, find out what they love doing, make a new best friend, learn a new talent). Our "screen-free" camp policy is born from these beliefs. **With this in mind, please leave any and all electronics with screens at home.**

This applies to ALL cellphones, iPads, e-readers, portable game players, video players, cameras, smart watches, etc. Aside from their ability to discourage socializing, all of these items have a way of getting lost or broken at camp, and Raquette Lake Camps takes no responsibility for missing or broken devices. **This poli-cy begins on the bus ride to camp.**

IN SUMMARY: Please do not send any electronic devices with a screen, whatsoever!!!

If your child requires music, **ONLY** screen-less MP3 players, iPod Shuffle, Camp Fire player and CD players are allowed.

Please send your campers with actual books!

Campers and staff may not take any photos or video while at camp. Please do not send any type of camera; (e.g. digital cameras, disposable cameras, go-pros)

Please ask us if you have any questions!

2023 Season Dates

Opening date - Saturday, June 24
Closing date - Wednesday, August 9

VISITING DATES:

Girls Camp
Saturday, July 15th
9:00 - 3:00

Boys Camp
Sunday, July 16th
9:00 - 3:00

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IMPORTANT INFORMATION

- **BIRTHDAYS**: If your child's birthday falls during the camp season, we will make this day very special for them! They will raise the flag, have a scheduled call home, be presented with a t shirt/sign and have a cake in the Dining Hall. The whole camp will sing Happy Birthday, and a photo will be taken. We will host a party during rest hour for your child.

  Birthday Packages: Please label the outside of the package with your child's name and birth day. This package should not contain any **food**, **candy**, party favors for the bunk, décor, silly string, etc. It can ONLY contain a card & gift that is for your child only!

- **SKATEBOARD HOVERBOARDS, RIPSTIKS, GAMES & TOYS**: Please do not send too many games and toys with younger campers. Your child must learn to take care of their personal posses-sions, the fewer the better! Nintendo DS, PSP & other personal electronic games are not permitted at camp. Skateboards, Hoverboards Ripstiks are not allowed in camp!

OPTIONAL PROGRAMS

GOLF: Campers should bring their clubs to camp. Outings will be scheduled weekly. The cost will cover green fees, transportation, snacks, and supervision. No beginners please!

HORSEBACK RIDING: Campers can ride 2 or 3 times per week or everyday. The equipment needed is a riding helmet, jodhpurs and boots. This program is designed for all levels of riding.

INTENSIVE SKI/WAKEBOARDING: Designed for campers who would like additional time wake-boarding and water skiing. This program will be offered 2 times more weekly.

INTENSIVE TENNIS: Designed for campers who would like additional time on the courts. This program allows for more personal instruct tion, competition, and round-robins. Campers will play 2 times more weekly.

INTENSIVE DANCE: Designed for the passionate dancer that wants to improve her technique and performance skills. The group will meet weekly during the summer. Campers must bring all dance shoes with them to camp.

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CAMP POLICIES

GRATUITIES

We do not allow our counselors and staff members to accept gifts or gratuities of any kind during the camping season. Examples would be cash, gift cards, or other gifts. This helps us to maintain a professional atmosphere necessary for sound camping. All of our employees are aware of this policy, and any gesture of this nature would be embarrassing to all concerned. Staff members who violate this policy may be subject to dismissal. The best gesture you can make toward a deserving staff member is a personal, written thank you note informing their supervisor.

PACKAGES

Raquette Lake Camps is a package free camp. We do not accept any packages or oversized envelopes for campers during the camp season. **Any packages received from Amazon will be refused.** If your child is missing for example: sunscreen, bug spray, shampoo, hair brushes, tooth brushes, toothpaste, water bottles, batteries, or any other necessities please let the group leader know and **WE** will provide it. If you feel that you must send an urgent item please contact your child's group leader. Otherwise, please bring any re-quests from your child on Visiting Day.

in your CampInTouch account, and submitted by **March 1st**.

CAMPER INFORMATION FORM: Please give this form your careful attention, as it is very helpful to us in identifying and satisfying individual needs. Please submit online in your CampInTouch account by **March 1st**.

TRAVEL INFORMATION FORM: This Form must be filled out online and electronically signed in your CampInTouch account by **April 1st**. Please be advised that without a signature we cannot medically treat your child.

MISCELLANEOUS EXPENSE FORM: This form must be completed with your credit card number, expiration date, cvv code, insurance information & a copy (front & back) of your insurance card. Please submit this form to the camp office by **April 1st.**

***To submit your misc. exp form you can upload it directly into your CampInTouch account, or mail us a copy.**

MEDICAL FORM: *PLEASE PAY CAREFUL ATTEN-TION TO THIS FORM.* All parts must be filled out **completely** by parents and a physician**,** signed, and submitted to the camp office by **April 1st.**

***To submit your medical forms you can upload it directly into your CampInTouch account, or mail us a copy.**

Montreal - Overnight trip, including: a hotel, restaurants, water and amusement park, jet boating, and laser tag.
Barnstorming - 3 days of touring, hotels, dinners out, socializing with other camps, visiting a college campus, attending regional theatre, etc.
Black River—Deep lake fishing on Lake Ontario

7. Prescription Drugs - Charges for special individual prescriptions from our local pharmacy. (Please make sure to provide us with your insurance information, credit card number & V Code on the Misc. Expense Form.)

8. Emergency medical or dental treatment

Personal Cash — Campers should bring spending money to camp for their weekly trips. We recommend $50 for the lower camp campers and we leave the amount up to you for the upper camp campers. Please give this money to your child. Bus escorts are not allowed to take money from parents for campers. This money is collected by the Group Leader when the children arrive at camp. We do not allow money to be kept in the cabins. All personal spending money will be kept in the camp safe and will be given to the camper, upon request, before a trip.

REQUIRED FORMS:

BUNK REQUEST FORM: In order to try to satisfy your child's bunking requests, this form must be filled out

SMOKING AND ILLEGAL SUBSTANCES

At no time, on or off camp premises, are campers allowed to smoke, vape, drink alcoholic beverages, or use drugs of any kind. Our staff members are fully informed of this policy. As many of our campers are teenagers, it is necessary that you stress this issue strongly with your teenage child: **We do not tolerate any use, experimentation with, or possession of drugs in any form**. Disregard for any portion of this policy, or constant and flagrant violation of any camp regulation may result in a child's suspension from camp without tuition refund. Offenders will be subject to penalties in accordance with laws of the State of New York.

CAMP UNIFORMS

We are a uniform camp. Camp uniforms are available through our clothing outfitters *The Camp Spot (973) 994-7416 www.thecampspot.com.* Clothing catalogs and packing lists will be available on line. You will receive an email from us when they are ready for you to view. Boys Camp colors are Green & White - ash sweats are allowed. Girls Camp colors are Navy & White **only**. Only designated uniform clothing pro-vided by the Camp Spot is allowed.

SUMMER MAILING ADDRESSES

Raquette Lake Camps
392 Antlers Road
PO Box 250
Raquette Lake, NY 13436-0250

Please write to your child as follows:
Name of Camper
Raquette Lake Girls Camp
392 Antlers Road
PO Box 249
Raquette Lake, NY 13436-0249

Name of Camper
Raquette Lake Boys Camp
2600 Woods Point
PO Box 289
Raquette Lake, NY 13436-0289

1. Mail is a very important part of camp life; kids love getting letters. Make sure to write your child's bunk name or number on the envelope. The first correspondence you receive will include this information. Please write a letter or two to your child **before** departure, so there is mail waiting in the very first mail call.
2. Your child's letters home are important, too. Help to ensure a regular flow of letters by providing your camper with pre-addressed, stamped envelopes (with zip codes), as well as postcards and additional stamps. Campers are encouraged to write home twice weekly. Rural mail delivery is not always speedy, so do not be concerned if some time goes by without receiving a letter. You may shortly receive several.

and Thursday at Girls Camp, campers go on special weekly trips. All admissions, entertainment, and transportation costs are included. We recommend you give your child some extra spending money for these weekly trips.

Weekly Trips include:

LAKE PLACID OLYMPIC TRAINING CENTER
HIKES IN THE HIGH PEAKS
ADIRONDACK MUSEUM
THE WILD CENTER MUSEUM IN UPPER LAKE
GREAT ESCAPE AMUSEMENT PARK
OVERNIGHT CAMPING TRIPS
ENCHANTED FOREST WATER PARK
BLUE MT CANOE TRIP
OLD FORGE CANOE TRIP
SARANAC LAKE CANOE TRIP
MOVIES
MINIATURE GOLF

THE CANTEEN CHARGE ON YOUR BILL DOES NOT INCLUDE:

1. Intensive Equestrian Program
2. Intensive Tennis Program
3. Intensive Golf Program
4. Intensive Ski/Wakeboarding Program
5. Intensive Dance
6. Senior Camp Trips:

CAMP POLICY REGARDING VISITING DAY TREATS - While we understand your desire to share the de-lights of food gifts with your camper when you arrive for Visiting Day, please limit these treats to what they can consume in a 24 hour period of time. That evening the children have a giant bunk party and all of the food that is not eaten is thrown out! **Again, Remember no nut products of any kind are allowed on camp grounds! This includes products made in a factory that has nut products**. Please call the camp if you are unsure about specific food items and their acceptability.

CANTEEN

THE CANTEEN CHARGE ON YOUR BILL INCLUDES:

1. A bunk photo
2. Camp Shows and Memories Video
3. Supplies at Camp - Your child may run out of certain necessities while still at camp (shampoo, conditioner, toothpaste, toothbrush, deodorant, nail files, chapstick, pencils, stationary, envelopes, etc.)
4. The Canteen - The Canteens's are equipped with pool, arcades, and foosball tables plus a snack bar which dispenses ice cream, toppings, hot pretzels, fresh popcorn, soda, nachos, and more goodies.
5. Weekly Trip Days - Every Monday at Boys Camp

3. Camp letters are sources of much amusement and pleasure. You will no doubt receive some "classics," worthy of framing and perhaps even distributing! It is also possible that you will receive a letter or two of a complaining nature, from either new or seasoned campers, as the kids adjust to new relationships each year. We resolve problems quickly, so the "news" you receive will almost certainly have been resolved and forgotten. Should anything you read cause real concern, please don't hesitate to call us. Your call will receive prompt attention.
4. If you will be traveling, please be certain to send your itinerary to the Camp Office.
5. When you write your letters to camp, remember the importance of being upbeat and motivational. Your words of encouragement will help them, as they set about achieving new skills and trying new things. PLEASE NEVER MAKE PROMISES TO YOUR CHILD THAT HE OR SHE CAN LEAVE CAMP EARLY
6. Bunk Letters will be scanned and printed daily. All bunk notes and replies are managed by CampMider. If you have any issues please call them. 303 444 2267

PHONE CALLS

Boys Camp - (315)-354-4544
Girls Camp - (315)-354-4382

Phone Calls

With hundreds of campers and limited rural phone service, we have no choice but to enforce a policy for phone calls. Please understand that we oversee the use of the phone, for the good of the overall camp program.

1. During the first ten days of camp and the last ten days of camp, we do not allow campers to take/place phone calls. At first, we need to insure smooth adjustment to new friends and new routines. Toward the end of the season, we must accommodate the closing activities. Please do not ask our staff to arrange phone calls outside of these parameters, unless special circumstances dictate it.

2. Fortunately, our campers are busy and that makes it difficult to arrange their availability for phone calls. You need not worry about your child's health or adjustment to camp; that's why we're here. You can be assured that you will hear from us promptly in the event of any emergency.

3. We are pleased to speak with you about your child's progress. You may call the Directors any time, at either phone number. When you do so, please understand that they are out of the office most of the day with the campers. Please be patient. Your call will be returned as soon as possible

While you are welcome to visit the campers' cabins upon arrival, these areas are not open for your use throughout the rest of the day. These are our campers' summer homes and their privacy must be re-spected. Therefore, please use comfort facilities con-veniently located in other areas: At Girls Camp: the dining hall, TP, ropes course, indoor arena, sail and waterfront area. At Boys Camp: the canteen, waterfront area, arts center, office, and indoor arena.

All Supys and Aides are permitted to leave camp for dinner Saturday evening with their parents. We highly recommend that you make reservations in advance since it is Visiting Day weekend.

We love pets, but not on Visiting Days. **We must ask you to adhere strictly to our "no pets" policy.**

BUNK GIFTS

PLEASE NO BUNK GIFTS! Bunk gifts create unneces-sary competition in the bunks. They also create un-do pressure on parents to purchase "like value" gifts as other parents have purchased. We do not want any child to feel in any way inadequate about the gifts they give or they receive. Counselors receiving bunk gifts are in effect receiving a tip which is also against camp policy and philosophy. Please do not bring bunk gifts for any child other than your own on Visiting Day. No bunk gifts are allowed!

PROCEDURES FOR PARENTS DRIVING CHILDREN TO CAMP:

In order to ensure a smooth start for your child, parents will **not be allowed** around camp on opening day. Please make sure to arrive by noon and drop your child off at the **Girls Camp office.** Raquette Lake staff members will be waiting to escort your child across the lake if they are going to the Boys Camp.

VISITING

We have one visiting weekend. The Girls Camp visiting day will be on Saturday, July 15th. The Boys Camp visiting day will be on Sunday, July 16th.

Grandparents should plan to visit only on our scheduled visiting days.

Full day visiting hours begin at 9:00 AM and end at 3:00 PM. (Boats leave for Boys Camp from the Girls Camp maintenance dock beginning at 8:30 AM.)

NO CAMPERS ARE ALLOWED TO LEAVE CAMP ON VISITING DAY!

Regular activities will be conducted, so you can ob-serve your child doing exactly what they do through-out the camp season. Please be sure to take it all in and see what your child has mastered!

4. To schedule a phone call with your camper, please call the camp office between the hours of 9:00 AM and 5:00 PM. Our office staff will make arrangements for your child to return your call at the designated time. Please try and limit your calls to 2 per summer, one before visiting day and one after visiting day. We will certainly not "count" the calls, but we must be fair to all campers and keep total emphasis on activity and fun. We appreciate your understanding and cooperation.

ONLINE COMMUNITY EMAILS, PHOTOS, NEWS/ BUNK REPLIES

Summer Services

CampInTouch provides not only our email service, but also the camp photos, bunk notes and bunk replies (handwritten notes from your camper sent to your email account), newsletters, and videos for you to view. You can find these services by following the links that are found at our web site http://www.raquettelake.com and log-ging into your CampInTouch account. If you would like to reach the Directors using email, please do so at director@raquettelake.com.

Please send your child with new blank bunk notes. Our office does not have the capabilities to print them. Do not use bunk note stationary from previ-ous years.

HEALTH

We are fundamentally concerned with protecting the health and safety of everyone at camp. This responsibility begins with prevention of illness and accidents. However, it is only normal to expect that among a camp family of hundreds of active adults and children, people become ill and accidents hap-pen. We will always keep you well informed. Our procedure is to call you whenever your child is ad-mitted to the infirmary overnight.

A few health-related reminders:

1. Return your completed medical forms before April 1st. Not only can we review medical records early, but you can also please your doctor who is inundated with similar requests in June. **No child will be admitted to camp without a completed medical form.** Any camper who takes maintenance medication for any condition that will be discontinued during the summer must contact the camp office. Please make certain to sign the parent's authorization on the medical form. Your child cannot receive emergency treat ment without this signature.

2. Please give us detailed health history and welfare instructions so that we may give your child proper attention. Sensitivity reactions to medications should be noted prominently on the medical form.

DEPARTURE INSTRUCTIONS BY BUS:

For your convenience, our buses meet you and your child at an area close to your home. We need your total cooperation in checking in promptly and leaving your child in our care. The departure information and schedule will be emailed to you directly in the spring.

Campers travel via chartered, airconditioned buses with onboard comfort facilities, from the following departure points:

New York City
Long Island
Westchester
Connecticut
New Jersey
Hamptons

DEPARTURE INSTRUCTIONS BY AIR:

- We have staff-escorted flights from the Florida area**.** Our travel agent will contact you directly in the Spring. Parents please do not book your children's flight on your own!
- Counselors escorts meet all flights at the Albany Airport and accompany the children to camp.
- **Your child is never left alone.**
- In those cases where staff escorts are at the airport, they will have the boarding passes and will be present at the airline counters 90 minutes prior to flight time.

DEPARTURE INFORMATION:

PROCEDURE AT DEPARTURE LOCATIONS:

1. Gauge your traffic time, allowing for traffic delays, in order to arrive no later than one-half hour before bus departure time. Please park so that you do not block others.
2. Pack your child a lunch and a favorite drink for the trip - the buses do not stop en route. **Remember nut products of any kind are not allowed to be brought onto our buses.**
3. There will be a camp representative in charge of check–in at each bus departure point.
4. Do not burden your child with heavy packages or large bags. All travel bags, fishing rods, mitts, etc. should be properly identified. All this carry-on baggage must be carried to the cabin **by the camper**, so please keep it light.
5. Your child should wear the camp uniform, with a sweater or jacket.
6. If you did not send medication directly to the camp, give it to the camp representative in charge. Please be sure to identify all medication with your child's name and include instructions for use.
7. Please give your child extra spending money for their weekly camp trips. Upon their arrival at camp we will collect it and keep it safe for them.
8. Please do not prolong your "good-byes."
9. To insure a smooth departure, **parents are not permitted to board the bus at any time.**

3. Your child should visit the dentist shortly before camp to prevent trouble during the summer.

4. If orthodontic appliances are worn, have a final check-up shortly before camp and equip your child with enough necessary items (rubber bands, wax, etc.) to last the summer.

5. Provide an extra pair of eyeglasses, and enough contact lenses. A child who cannot see, cannot easily participate in camp activities.

6. It is **mandatory** that **all medications/vitamins** that need to be dispensed at camp go through **Camp Meds** @ www.CampMeds.com Or you may contact them by phone 954-577-0025.

7. Please check your child's hair carefully for lice. While at camp if your child is found to have head lice, we will wash their hair with the appropriate product. We will periodically conduct lice checks throughout the summer.

Additionally we want to ensure that all campers ar-rive healthy and ready for an amazing Raquette Lake summer. If your child has any type of illness symptoms (fever, chills, colds, nausea, etc), please call the camp at 315-354-4382 and keep them home. We would be very happy to pick them up when they are feeling better.

Baggage Shipping Instructions

For your convenience, we have arranged for direct trucking of your child's baggage to and from Camp. R & B Baggage Handlers are our designated carrier. R & B specializes in the handling of camp baggage and because of our long-standing relationship with them, we can insist on quality service, timely delivery to camp, and prompt return of baggage after camp. Please contact them at **www.rbcampbaggage.com** or by phone 603-536-2197.

Families from the U.S. who live INSIDE our carrier area: New York City, Long Island, Westchester, Connecticut., New Jersey, Pennsylvania, Florida, Maryland and Washington DC. **must** use R&B. We will not accept baggage delivered to camp from any other source including placing bags under the buses. ***Families from the U.S.*** who live **OUTSIDE** our carrier area and **International Families**: Please arrange to ship your bags directly to camp. The bags must arrive at least 5 days prior to camp opening. At the end of the season. Please make arrangements to have the bags shipped back to you. R&B, Fed Ex & UPS service Raquette Lake Camps. Please be advised, we will not place bags underneath the buses home.

PACKING SUGGESTIONS

1. Use duffel bags or soft trunks only.
Please do not lock them or use vacuum sealed bags.

2. Properly label every bag.
3. Any liquids (shampoo, cologne, etc.) should be in unbreakable containers and inside plastic bags, to protect against leaking and spilling.
4. For safety reasons, the following appliances are not allowed in camp. Hair dryers and Curling/ Straightening irons (except in designated areas) for use by girls entering 7th grade and older.
5. Do not bring computers, iPads, iPods, cell phones, valuable jewelry, cameras, go pros, or any expen-sive equipment to camp.
6. Sleeping bags, which have been dry-cleaned, should be thoroughly aired before packing.
7. Camp Uniforms are NOT required for senior socials. All other campers must wear uniform to their socials.
8. Do not burden a camper with a heavy carry-on bag or cumbersome packages for the bus. Campers should not bring more than they can carry themselves to the cabins.
9. *For your information: If you would like to send plastic storage drawers please see dimensions be-low.*

Cubby -22.5"W x 17"H x 15"D
Under bed– 10"H.

MOST IMPORTANT: Name Tapes **(**sewn on not ironed on please) or Permanent Marker should be used on all clothing, equipment, footwear, and anything else your child may bring to camp.