



To Help Get You and Your Family Ready For Camp

Parent's Handbook 2011

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The Friendly Pines Camp Parent Handbook

In addition to happy, wholesome, out-of-doors FUN, the primary values which youngsters should derive from this camping experience involve personal growth. You can contribute to this development by carefully reading and following our "guidelines" discussed herein. If you have topics not addressed in handbook, please let us know.

WRITING TO YOUR CAMPER

Ideally, campers should receive a little note, card, email, or fax **3 to 5 times (max) a week**. We'd suggest **not** writing **every single day**, for then an interruption due to mail delays, power outages, server disruptions, etc. might cause anxiety. A nice gesture is to send a note just a few days ahead of the child's departure, so it will be at camp or arriving soon after the child does, to say, "Welcome to camp!" Though you'll write more often, no doubt, than your youngster does, it means a lot to keep in touch. We'll be contacting you if **you** forget to write or if a lengthy gap in mail occurs, as neither you nor we wish to have your child feeling concerned or forgotten. Faxes and emails are included in the day's regular mail distribution. (Interestingly, we've found that of letters, faxes, and emails, campers most enjoy and appreciate a stamped letter or card.) Please make sure the camper's first and last name is clearly indicated on the letter, email, and/or fax.

CAMPERS WRITING HOME

Busy, happy children often forget to write! We do ask them to write a postcard once a week and for some even that is a major effort! Please don't be surprised if, at first, you receive wistful or "homesick-sounding" news while your child is settling into a new experience. We keep a very close watch on every youngster through the counselor, and can advise you of his/her progress promptly if you wish to contact our office. (You might want to review "addressing an envelope" with your child before camp. Sometimes even older campers are neither confident nor comfortable with the procedure.) For the youngest campers, we suggest sending plenty of "pre-addressed and stamped" envelopes (be sure to use the correct postage).

SOME CAMP No-No's

Please carefully note the items listed near the bottom of the yellow clothing list directed to PARENTS, and make sure that parents, well-meaning friends and relatives know its contents. **Please do not send any edibles or gum to camp**, for should any happen to arrive at camp, they will be disposed of. Also, **do not send/bring money**. Your deposit for incidentals should handle all of your camper's purchases of essential items (Simplifies your life, doesn't it?).

THE ONE- PACKAGE POLICY

WE PREFER THAT PACKAGES NOT BE SENT TO CAMP. Please carefully read the enclosed neon yellow sheet. It addresses at length our package policy.

PHONE CALLS TO CAMPERS

Our long-time policy (based on experience and respecting your child's best interest) is that campers don't make or receive phone calls. **Absolutely no cell phones are to be brought to camp!** Please understand that, like many camps, this stance on cell phones is one we take *very seriously*. As always, you may call the Directors or the Camp Medical Staff whenever you wish. We'll also be most happy to pass along such messages as "Happy Birthday" or "It's a Girl", etc. Rest assured that we would phone you immediately if your child does not arrive as scheduled on opening day, or if there were any topic needing your attention during camp. (If desired, "airplane-arrival" campers may phone home from Phoenix.)

GETTING IMPORTANT MESSAGES TO CAMP AND CAMPERS

In addition to the sorts already mentioned, we often need information from parents which should be directed specifically to our office, such as: travel plans or changes; out-of-town phone numbers and/or mailing addresses, etc. **IT IS IMPORTANT THAT YOU ADVISE US DIRECTLY, BY PHONE, FAX, OR MAIL...DON'T ASK YOUR CAMPER OR HIS/HER COUNSELOR TO DO SO. ONE (OR ALL) OF THEM MIGHT FORGET!! THIS IS VERY IMPORTANT FOR THE SAFETY OF YOUR CHILD(REN)!!**

How's MY CHILD DOING?

With good reason, many parents like to check on their child(ren)'s adjustment to camp periodically in the early days of the season, and especially for first-time campers. For your information as well as our own, our cabin counselors provide us with info on each child's previous day. For the first three mornings of each session, and then about mid-session, we will have these reports available to share with you anytime after 9:20 in the morning. As stated in various places, we remind you that you are ALWAYS welcome to speak with one of the directors on any issue regarding your child(ren). Should you ever wish to speak with your child(ren)'s counselor on any matter you need only to ask. Please don't feel obliged to call (most don't!). Rest assured we'll notify you should something significant arise.

MEDICAL FORMS AND MEDS

There are three forms that you will need to complete.

1. The blue **Camper Physical Form** must be completed and signed by a certified medical personnel. You must also complete the immunization history and sign the waiver that gives Friendly Pines Camp permission to seek medical treatment for your camper(s). For the protection of **all**, and to meet our required health standards, the physical exam **must be within twelve weeks of arrival at camp.**
2. The camper **Health History** form is to be filled out by a parent or guardian. The Health History form can be accessed by going to www.friendlypines.com. We have included a yellow postcard that gives you some instructions.
3. The **Asthma Action Plan** must be completed if the camper has ever been treated for asthma or experienced asthma-like symptoms. This form will instruct us in the best way to treat your child should he or she experience problems at camp.

MEDICAL FORMS AND MEDS (CONTINUED)

Please note and comply with the date by which the form must be mailed, so that our Camp Medical Staff have adequate time to go over every form with care, checking for any allergies, medications, food or health problems, etc. Please be very thorough. Note (again) that **WE DISPENSE ALL MEDICATIONS THROUGH CAMP INFIRMARY, BY PRESCRIPTION ONLY. NO MEDICINE IS KEPT IN CABINS, INCLUDING VITAMINS.** We serve three nourishing meals and two **healthy** snacks daily; if your doctor **still** feels the child needs vitamins, he or she must issue a **prescription** for them. **ALL** medicines arriving at camp without a prescription will remain unused. That includes inhalers.

CAMPER HEALTH INSURANCE

Camp provides **basic** health/accident coverage on all campers. Unless the generous limits are exceeded, no medical bills should be sent to you (please send them **to us**, if such an error should occur!). You, as parents, must carry **major** coverage (see 4-page medical form). Should a child need medication or treatment for a pre-existing condition, the doctor's office and/or our Friendly Pines Office will bill you directly.

FOR SAFETY'S SAKE

Please help us avoid foot and toe injuries by sending adequate, suitable footwear to camp. Riding boots or a tie-on shoe (with smooth sole and heel of between .5" and 1.5") will meet the safety standard in horseback riding. Going barefoot or wearing open-toed footwear isn't permitted. "Aqua Sox" (see yellow clothing list) are fine for showers or swimming pool **ONLY**, but please no open-toed sandals/flip-flops. As you know, camp provides safety helmets for all riding activities (see Item 9 on "contents" page). We're proud of our remarkable safety record and, with your help, hope to maintain it! Our Camp Med Staff will be happy to discuss any health matters with you and will contact you, should any significant occasion arise concerning your child.

TIPPING STAFF

Kindly observe our **NO-TIPPING POLICY**. We realize this is a departure from what some have been used to in other situations. If you wish to express appreciation to a staff member, a kind word or letter is always appropriate. Small, **non-monetary** gifts are never expected, but would be allowed.

VISITING CAMPERS

Our Open House/Visiting Days will be on the Departure mornings of **Saturday, June 25, Saturday, July 9, and Wednesday, July 27 from 8:30 to 11:30 AM and includes a complimentary brunch for all.** Refer to your copy of travel information for details. If attending, we encourage families to allow time to observe their child participating in activities; to meet his/her camper and staff friends, and to enjoy brunch as guests of the camp. If you attend, please do NOT bring any pop, food, gum, or other treats. We also ask that you **leave your pets at home**. Reminders of these dates and times of the Open House/Visiting Days will be included in a future mailing. **KINDLY REFRAIN FROM ASKING TO**

VISIT AT OTHER TIMES DURING THE SESSION YOUR CAMPER IS ENROLLED.

Remember: Friendly Pines does not take responsibility for supervising other family members or your camper(s) once you've reunited with them. During Open Houses, only currently enrolled campers are allowed to participate in camp-supervised activities.

GETTING YOUR CAMPER(S) TO AND FROM CAMP

See the enclosed **white sheet** (yellow copy for you) regarding travel. If your child is flying either way, please send along about \$10.00 in cash/change to take care of a meal or unexpected phone call. An FPC staff member meets every child's flight. Upon arrival all money and plane tickets, passports, etc. will be locked up in our office. If possible, try for **flights arriving at PHOENIX SKY HARBOR between 8:00 and 10:30 AM and departing PHX between 2:00 and 4:00 PM**. If this is difficult, do your best and advise us if questions arise. (Be sure to re-check all flight info. several days ahead and inform us of any changes in time, flight # or airline.) Campers using the charter buses should be at the Wal-Mart parking lot at 4617 E. Bell Rd in Phoenix (see map on last page) **between 11:15 AM and 11:45 AM, for a Noon departure**. The shopping center is on the southwest corner of Bell and Tatum. Campers should have eaten lunch. Refreshments await them at camp. A reminder on bus info will come before each session begins. Campers coming **by car** (see map on last page) should arrive **between 1 and 4 PM**.

Here's an important note to the parents of campers departing by air. As we are all aware, many airlines now are charging extra for additional bags (or any bags at all). Typically, these charges are incurred at the time of check in; therefore, we will need you to make arrangements to have these fees met. The camp would prefer to avoid paying the additional fees and billing you. There are several options available, and we'll be glad to work with you in doing whatever is most convenient.

A CAMPER'S ACTIVITY CHOICES

Your camper will receive a special letter just before coming to camp, confirming incoming travel plans, and explaining the various activity choices that will be awaiting him/her. You're invited to discuss this with your youngster. We allow the child the joy of making the actual decisions (after the comprehensive activity orientation conducted during Arrival Day), savoring the enormous scope and number of available choices!

SUPPLIES FOR SPECIAL ACTIVITIES

ROCKETRY & MODEL-BUILDING: If you plan on this activity, please **bring with you** the rocket, car, plane, etc., kit of your choice.

SEWING: For the more advanced who wish to make projects requiring larger quantities of fabric (i.e. quilts, clothing, etc.), please select and bring your fabric. Beginners may either bring material for their small projects or choose from the available selection at camp, to be charged to store deposit. Remember: Riding boots must be cowboy boots or like cowboy boots in that they have a smooth sole and pronounced heel.

MAKING CABIN ASSIGNMENTS

Every camp has its own method of making cabin assignments for the child's *living group*, but in all cases it should be based upon our goal of each child functioning at his/her best level. Our method considers chronological age, as well as the grade in school. Should two friends wish to be in the same cabin group, we're happy to consider those requests, providing parents of **both** children concur. We are reluctant to make ironclad promises; sometimes the ages and school grades are greater than would be workable for both the older and younger child involved. (Be aware that the older is placed with the younger, not *vice-versa*.) Sometimes the "being together" is less important to the older child than being placed with her/his **own** age/grade level might be! If making a request, we ask for a **signed** note or fax (928-445-6065) from each family. **Emailed cabin requests cannot be accepted.** Please give us a "reminder" phone call 2 or 3 days before the session opens. This includes requests already made, as friends and interests can change! **PLEASE LIMIT REQUEST TO ONE FRIEND ONLY! There can be a negative effect on other cabin members when several ask to be placed together.**

THE CAMP STORE

Our little "store" exists only for the campers' needs (not for any camp profit!) and the counselors monitor all purchase requests. We carry a limited selection of necessities such as toiletries, stamps, writing materials, tennis balls, etc. We don't sell FOOD, GUM, OR POP. Deductions from the child's deposit for incidentals are made for any purchases, craft and sewing supplies, "pre-existing" medical prescriptions, long distance calls made on his/her behalf, excess laundry charges, etc. In September, when accounts for ALL SESSIONS are finally posted and figured, you'll receive a check for any surplus from the deposit for incidentals, or a bill for any overdraft.

ITEMS LOST AND FOUND

If all jewelry, expensive clothing, fine cameras and other valuables are left at home, it minimizes obvious problems. **FRIENDLY PINES CAMP CANNOT BE RESPONSIBLE FOR ITEMS LOST, MISSING OR DAMAGED.** We strive to instill in campers a healthy respect for the belongings of others, and good care of their own; you can help by discussing this prior to camp! After camp, we will mail home only those items of value, unless parents write or phone about a specific item. Again, campers can avoid much of the lost and found problem through personal care and responsibility, and having every single item well-marked for identification, whether you utilize the laundry service or not.

WE GLADLY ACCEPT WIGS AND BOOTS

If you're cleaning out closets and find any of the following items to be discarded, they'll come in handy at camp: "Outgrown" books for the camp Library (please inscribe with the child's name and date of donation to the FPC Library); cast-off sheets, bedspreads, costumes, curtains, outlandish dress-up stuff, hats, make-up, etc. (All are useful for skits, back-drops, drama, circus day, etc.); full card decks; usable rainy day games (seldom needed, but handy!). Items, if small, may be put into child's luggage in a paper sack marked for FPC; if larger,

a plastic trash bag, similarly labeled, will do just fine for dispersal after arrival. Families sometimes like to send still-usable (outgrown) FPC T-shirts and riding boots, for "loaners".

TO CANCEL ENROLLMENT

Our cancellation policy appears on the bottom of the enrollment application. Just to reiterate: The deposit for any session, less \$50.00 non-refundable clerical fee, will be refunded if Camp receives written cancellation by April 10. Our commitments concerning food, staff, and supplies are made early in the Spring, and therefore, if enrollment is cancelled **after** April 10, **any refund (less \$50.00) will be made only if opening is filled.** You may wish to consult your insurance agent re: cancellation refund coverage.

CONTACTING US

Call us at ANY time if you have a question. You can call us at our toll-free number (888) 281-CAMP (2267) or locally at (928) 445-2128. Our Camp Med Staff may be reached directly, also, at (928) 445-9174. So that your call may receive prompt attention, please tell the office person the nature of your call - i.e. camper's adjustment to cabin or camp life; program activities; health/medical; travel plans; billing/fees, or other. Be assured that you may speak to a camp director at any time you so wish. Remember! Arizona is on Mountain Standard Time (MST) and **does not** observe daylight-savings time, making us the same as Pacific Standard Time in the summer.

WHEN YOU SAY GOODBYE

Should your child want to discuss this ahead of time, DO address goodbyes in a casual, straightforward way: "Yes, it might be kind of hard for both of us, but we'll see each other again soon, and keep in touch by cards and letters." Parents: please know that the time fairly flies for the campers, but not necessarily for YOU! Hence, the missing is usually more on your part than on theirs! Wherever you say good-bye - bus, at camp, or airport - bid a brief and cheerful farewell. The best and kindest thing for your child is to be ruthless with yourself on this point. Don't dwell on missing. Let him/her come to camp with a HAPPY HEART!! See the excellent article, *The Camp Problem*, enclosed.

AND FINALLY...

When all details have been attended to and your camper has started on the new adventure, please relax, stop worrying, and prepare to enjoy YOUR vacation! Know that we look forward to welcoming your child, and sharing the 71st season of "SUMMER MAGIC" together!

From "Your Partners in Parenting," with regards,

Jack and Bebe Brown May
Owners/Senior Directors

Kevin J. Nissen
Director

Sylvia Hutchinson
Program Director

What You'll Find At www.friendlypines.com

We have tried to design our website to be not only an informative piece but also a tool to help you get your family ready for camp. Below is a list of what you will find at www.friendlypines.com

Forms: All of the forms in this mailing are available on our website. So if you need an extra copy of the Medical Form, for instance, you can download it from www.friendlypines.com. Simply go to the home page at www.friendlypines.com and click on "Downloads". There you should find the following:

Forms and Important Information

Online Enrollment
Online Health History
Enrollment Form
Clothing List
Medical Form
Parent Handbook
Camper Handbook
H.E.R.O. Contract
Asthma Action Plan
Swimming Assessment
One Package Policy
"All The Dirt On Laundry"
"The Camp Problem"

Camp Supplies

Mega Pak Order Form (not mailed to foreign countries)
Friendly Pines Camp Gear Order Form
List of Suppliers

Camp Life Information

Daily Schedule
Sample Session Calendar
Sample Session Menu

Staffing

Staff Application

Alumni

We are building up our The Friendly Pines Alumni Association and right now you can view pictures of past campers and cabin groups. If you were a former Friendly Pines camper, see if you can find yourself. We'll be adding even more pictures in the near future.