



March 2021

## 2021 Camper Paperwork Mailing Schedule

First, we want to thank you for choosing Friendly Pines Camp for your family. We take your choice and your trust very seriously, and we will commit ourselves to honoring it.

As spring draws near, it's time to address some of the paperwork and decisions that we are going to need to collect from you. We are going to spread the tasks over time. With all the other important things going on in families' lives, we find that trickling out a single task at a time works best. Also, we will deliver information via email, that way the documents can be immediately replaced should they get misplaced. The documents we send out will also be on our website.

### **Throughout March, 2021: EXPLANATIONS/UPDATES ON COVID PROCEDURES**

We will send out a series of emails detailing some of our anticipated COVID policies and procedures. Some of the topics we will address will be:

- Testing
- Mask Wearing
- Cabin Life
- Activities

You can read our "document in process" on our website by clicking [HERE](#).

### **March 15, 2021 - HEALTH INFORMATION MAILING**

This mailing will give you instructions, forms and deadlines regarding all of the camper health information that we are going to need. The mailing will include:

- Instructions on completing your campers the online Health History
- [A Camper Physical Exam Form](#)
- Instructions regarding Immunization Records
- Deadlines for both the Health History and Physical Exam Form
- Answers to camper medical FAQ's

### **March 31, 2021 - TUITION INSURANCE INFORMATION**

We wanted to share some information about a tuition insurance policy that we think you should be aware of and take a look at. Tuition insurance is not a requirement,

but with some of the pending conditions, it is a great and relatively inexpensive way to protect your investment.

### **April 5, 2021 - COVID UPDATE**

This mailing will give you a finalized version of what our COVID-related policies and procedures will be. It will follow a meeting (or meetings) with our health team and administrative team. The mailing will address things like mask wearing, testing, cabin sleeping arrangements, general hygiene practices, cohort procedures, infections discovered at camp, etc. We want to get it out to you in time to make a decision whether or not you wish to proceed with enrollment. You can read our most up-to-date [COVID policies and procedures on our website](#).

### **April 10, 2021 - LOADS OF USEFUL INFORMATION**

We are planning to email these documents to you. They will consist of some pieces that will help you prepare for camp. The information will include:

- Parent Handbook
- Camper Handbook
- Camper Packing List
- Mega-Pak Order Form
- HERO (anti-bullying) Program Description
- Information on Laundry Service and Marking Clothes
- Guidelines about Mailing Packages
- Article Addressing First-Time Campers
- Pro-Active Information Regarding Head Lice
- Information About Special Dietary Needs and Non-Prescription Drugs/Supplements
- Your Own Personal To-Do List

### **April 15, 2021 - STATEMENT**

*A statement will go out to all enrolled families letting you know your balance. Statements will address the following payment methods.*

- Families who are on the payment plans, the statement will show the amount and dates of scheduled payments.
- Families who paid the deposit and have a balance, that balance is due on May 1, 2021.

### **April 30, 2021 - TRAVEL TO CAMP**

We will send you instructions regarding making your choices about how your child will travel to and from camp. We will include deadlines for making decisions.

### **10-DAYS BEFORE SESSION STARTS - WELCOME LETTER**

This will be our final formal communication before camp. It will include reminders on a variety of topics. It will also include a Camper Profile that will give you all the critical information we have on your camper for your review. It will give you a chance to correct any mistakes or update situations before camp begins.

Though we feel our communications will be comprehensive, never hesitate to contact us if you have a question. Our primary goal is that you and your camper(s) are prepared in every way for this summer's camp experience.

Cordially,



Kevin Nissen  
Co-Director



Megan May  
Co-Director