



PAPERWORK MAILING SCHEDULE SUMMER 2022

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.

This document addresses some of the paperwork and decisions that we are going to need to collect from you and offers a timeline for collecting that information .

FEBRUARY 22, 2022 – STATEMENT: *A statement will go out to all enrolled families letting you know your balance. Statements will address the following payment methods.*

- Families who enrolled with a deposit and are not using the Installment Plan, should see the pending payments of March 1, 2022 (secondary deposit) and May 1, 2022 (Final payment).
- Families who are on the Installment Plan, should see the dates of the pending installments.

MARCH 11, 2022 – 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 camper's online Health History
- A Camper Physical Exam Form
- Instructions regarding uploading Immunization Records
- Information About Special Dietary Needs and Non-Prescription Drugs/Supplements
- Asthma Action Plan info
- Deadlines for both the Health History and Physical Exam Form
- Answers to camper medical FAQ's
- Instructions for uploading COVID vaccine cards for those campers that are vaccinated, as well as info on uploading test results for later on before arrival for those opting to get an antigen test.

MARCH 15, 2022 – 2022 APPAREL INFO: This mailing will give you instructions on how to order our special 2022 FPC apparel and merch. You will be able to order through the third party company and receive your 2022 merch late-April/early-May.

APRIL 8, 2022 – PACKET OF USEFUL INFORMATION: We are planning to email this information to you. The email will consist of some pieces that will help you prepare for camp. The information will include:

- Parent Handbook
- Camper Handbook
- Camper Packing List
- List of Camp Store Gear and Items
- HERO (anti-bullying) Program Description
- Information on Laundry Service and Marking Clothes
- Guidelines about Mailing Packages
- Article Addressing First-Time Campers
- Proactive Information Regarding Head Lice
- Your Own Personal To-Do List

APRIL 15, 2022 – TRAVEL TO CAMP: We will send you information about how your child will travel to and from camp. We will include deadlines for making decisions.

APRIL 22, 2022 – STATEMENT: *A statement will go out to all enrolled families letting you know your balance. Statements will address the following payment methods.*

- Families who enrolled with a deposit and are not using the Installment Plan, should see the pending payment for May 1, 2022 (Final payment).
- Families who are on the Installment Plan, should see the dates of the pending installments.

MAY 16, 2022 – INSTRUCTIONS ON ORIENTING CAMPERS TO CAMP ACTIVITIES:

For 2022, we will go back to selecting activities when campers arrive at camp. The exception will be Pioneer B, Explorer B, and Trailseeker B. These campers will select activities before they arrive.

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 information 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.

Yours & s'mores,

Megan May
Camp Director

Adam Esposito
Program Director

Sayaka Pierson
Office Manager