

# PRE-ARRIVAL PAPERWORK MAILING SCHEDULE

## DEAR FRIENDLY PINES CAMPERS & FAMILIES,

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 .

**UNLESS OTHERWISE STATED, ALL MAILINGS WILL BE DELIVERED VIRTUALLY VIA EMAIL, TO THE ADDRESSES LISTED WITHIN YOUR HOUSEHOLD ACCOUNT.**

**FEBRUARY 22, 2023:**

### ACCOUNT 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, 2023 (secondary deposit) and May 1, 2023 (Final payment).
- Families who are on the Installment Plan, should see the dates of the pending installments.

**MARCH 10, 2023:**

### 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

**APRIL 7, 2023:**

### PACKET OF USEFUL INFORMATION

*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 14, 2023:**

### 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 24, 2023:

### ACCOUNT 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, 2023 (Final payment).
- Families who are on the Installment Plan, should see the dates of the pending installments.

14 DAYS BEFORE SESSION STARTS:

### INSTRUCTIONS ON ORIENTING CAMPERS TO CAMP ACTIVITIES

We will email instructions and a form for campers to select their activity preferences before arrival at camp. We will make their activity schedule once 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,



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