

CAMP TALOOLI

Parent Letter



Dear Parent/Guardian:

WELCOME

Another season of fun and friendship is about to begin at Camp Talooli! We have always taken the safety and well-being of our campers--your children--very seriously. We want to do everything in our power to keep the trust you have afforded to us by leaving your child with us but we cannot do it without your help. Below you will find a number of ways in which we can work *together* to ensure that your child has a safe, fun, wholesome, and unforgettable experience with us at camp. Please read this letter carefully. It will help you to understand our policies, procedures, and some of the challenges we will all need to overcome together.

MEDICATIONS/HEALTH AND WELLNESS

Health and wellness at Camp Talooli begins before campers even arrive at camp. Each child is required to have a health form filled out and submitted **at least two weeks before coming to camp** for the first time. Health Forms can be completed and submitted through your online account. Campers must have the health history and shot records portion of the form filled out completely, which should not require a doctor's visit. Shot records can be submitted by manually typing the dates into the online Health History, uploading documents into the online portal, or by having your child's doctor fax immunization records to us at 315-272-4020. ***We do NOT require a physical exam.***

Any medication your child may need while at Camp Talooli **must** be given to our Medical Director in the original prescription bottle. A doctor's signature is required for any medicine brought to camp (including over-the-counter medication and epi-pens), explaining the dosage. Medication can *only* be dispensed according to the doctor's written directions.

We encourage open communication between parents and our Directors so that we can best serve your child's needs and so that we can work to accommodate any special circumstances your child may have. Proper care and supervision of campers is our primary aim. You will be notified if a broken skin injury has occurred and a tetanus shot is recommended. We will also notify you if your child is running a fever above 101°.

GRATUITIES

Camp policy prohibits monetary and expensive gifts to camp personnel.

BILLING

Full payment is due 2 weeks prior to your child's arrival at camp. Should this pose a problem, please call our office to make alternate arrangements. Payments can be made by mailing in a check or making a credit card payment by logging in to your online account. *Note: Final payment receipts will only be mailed if you send a self addressed stamped envelope in with your payment.*

Cancellation Policy - The initial deposit is not refunded in any instance. If cancellation is made up to 2 weeks prior to the start of the session, a full refund, less the deposit, will be issued. For cancellations made less than 2 weeks prior to the start of a session a request for refund may be submitted in writing to the Board of Directors for consideration at their September meeting. In case of injury or illness, a full refund, less the deposit, will be issued with a documented medical excuse. Once a camper arrives at camp, *no* refund will be issued. All refunds will be issued by check.

PERSONAL DATA

Our policy is that all personal information including personal data and records, medical information, evaluations and photographs will be kept confidential unless we have written permission from the parent/guardian for release.

Camp Talooli is a full service camp serving children in Central New York without regard to race, color, creed, sex, socioeconomic status, national origin, disability, or other aspect of diversity.

INTERNET AND OTHER TECHNOLOGIES

Technology is something that poses many challenges to the continued health and safety of our camp community. Please discuss the following points regarding our cell phone policy, social networking sites, and exchanging contact information with counselors with your children prior to attending camp:

CELL PHONES

Camp Talooli has a “no cell phone” policy. Aside from the fact that cell phones are expensive pieces of equipment that can get lost or stolen and that the camp environment is not kind to such items, there is a fundamental problem with campers having cell phones at camp and that is trust. When children come to camp they - and you -are making a decision to temporarily transfer their primary care from you as their parents to us as their counselors and directors. This is one of the benefits of camp. As children learn to trust other caring adults they grow and learn to solve some of their own challenges. Developing a sense of independence is one of the greatest benefits of camp. It is one important way your child starts to develop resilience. Contacting you by phone during their camp time means that they have not made this transition. Sending a cell phone to camp with your child also sends the message that you as the parent haven’t completely come to peace with your child being away from home and in our care.

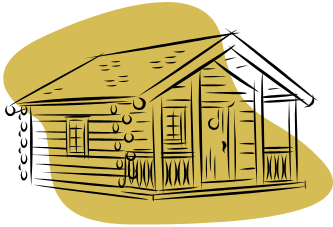
We will call you personally if your child is experiencing a challenge in their adjustment to camp. *You can help us* by talking with your child *before they leave for camp* and telling them that there is always someone they can talk to whether it be a counselor, the program staff, the camp nurse, or the directors. We’re here to help and your child needs to know that!

DIGITAL CAMERAS

Another drawback of having cell phones at camp is that many of them have built-in cameras. It has happened at some camps around the country that children have secretly taken pictures of other campers or staff during changing or showering times and later uploaded those images onto the internet. To lessen the possibility of this happening we encourage you to send disposable or non-digital cameras with your children. This will also lessen the possibility of having another expensive piece of equipment damaged or lost at camp. Please help us to maintain a safe environment by explaining this to your child.

YOUR KIDS AND OUR STAFF AFTER CAMP

At camp we are committed to putting your child in the care of the most trustworthy, capable staff we can hire--counselors who are well suited for the task of caring for campers. We thoroughly screen and interview our staff and spend a week together at the start of the summer engaging in an intensive staff training. Our staff work with your children in the context of a visible, well scrutinized environment that has built-in checks and balances. Counselors are supervised by program directors, a seasoned leadership team, and the camp’s directors. Their actions are also visible to other staff and campers. By hiring them to work at camp we do not recommend them as babysitters, nannies, or companions for your children outside of camp. *In general, we discourage our staff from having contact with your children outside of camp since we are not there to supervise it. We hire our staff for the camp season only. We take no responsibility for their behavior off-season.* As a parent you are, of course, free to make your own choice in this matter. While we cannot keep you from allowing your child to visit with one of our staff members, in doing so you take full responsibility. We also know that many children exchange contact information (e-mail addresses, profile names, cell phone numbers) with counselors without our or your specific awareness or permission. *We recommend that you as the parent supervise your child’s online activities just as you do other aspects of their life in your home, and oversee any off-season contact between our staff members and your child.*



RESIDENT CAMP



Welcome to Resident Camp at Camp Talooli!
specifics and what to expect...

ARRIVAL/CHECK IN – Parents must provide transportation to camp. You should plan to *arrive* at Camp Talooli no earlier than **6:00 p.m. and no later than 8:00 p.m.** The registration process is first come, first served. When you arrive, you will receive a check-in number and we will start calling numbers at 6:00pm. We appreciate your patience and understand that it can be a long wait - we know that you'll also understand that we're doing our best to make the process as quick and as effective as possible. During this time you will be given your child's cabin assignment, have a brief interview with the camp nurse, and then you will drive your child to his/her cabin to meet the counselor and get settled.

HEALTH FORM – The Health Form should be completed and submitted online in your online camp account. You will complete a brief health history and provide emergency contacts. Immunization records must be uploaded or faxed to Camp (272-4020). If your child will be taking any medication at Camp or you would like to give us permission to administer over the counter medication, we require a doctor's signature. This document can be mailed, faxed, or uploaded into your online account. Campers must have a newly completed Health Form for each year. Health Forms are due **two weeks** before your child arrives for camp.

MEALS – Camp provides 3 nutritious meals and snacks everyday. Please do not send your child with snacks, they will not be allowed in the cabin. The camp has snack time in the evening. We will offer a small candy store available Monday – Thursday evenings with additional snacks. Each snack will cost \$.75 and no camper will be allowed to spend more than \$1.50 per day. Any money the camper has to spend will be collected on Sunday evening at Check In and will be held in an account for their use throughout the week. Maximum total amount that can be left is \$6.00.

DEPARTURE/CHECK OUT – Departure on Friday is at 4:30 p.m. SHARP. A late fee will be charged if you are late. The parent/guardian can head directly to the cabin site where the child was dropped off after Check In. Please be sure to check the lost and found before leaving camp. The Talooliware Store will be open on Friday during Check Out.

BUDDY REQUESTS - Parents can request their child be grouped with a friend. Campers must be no more than 1 grade apart and we need requests from *both* parents in writing. Sometimes we miss a request, but this can usually be fixed if we are alerted to it. Please choose no more than 1-2 friends for your child to be grouped with. **We do not accept friend requests for CITs.**

RESIDENT CAMP DAILY SCHEDULE

7:30	Resident camp shower time
8:00	Breakfast at Duff Lodge
9:00	Big group welcome, flag raising, and song
9:15	<i>First activity</i> of the day begins
10:15	<i>Second activity</i> of the day begins
11:15	Lunch--provided at Duff Lodge
12:15	<i>Third activity</i> of the day begins
1:15	<i>Fourth activity</i> of the day begins
2:15	<i>Fifth activity</i> of the day begins
3:15	Wrap up, flag lowering, lost and found
3:30	Cabin time/resident camp shower time
5:00	Dinner at Duff Lodge
5:30	Resident camp shower time
7:00	Choice activities (Tues/Wed)
7:30	Campfire, songs, and skits (Mon/Thurs)

WHAT TO BRING TO CAMP

Please label **all** of your camper's items

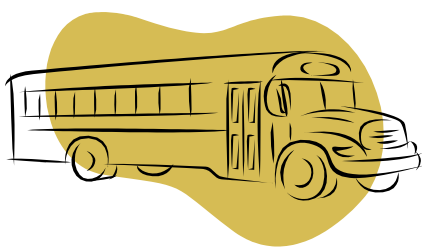
- 6 days of clothing (there is no laundry)
 - Flashlight/extra batteries
 - Toiletries (towels, washcloth, soap, shampoo, brush, comb, toothbrush, toothpaste)
 - Sleeping bag, fitted twin sheet, & pillow
 - Swim suit/beach towel
 - Jacket, sweatshirt, & rain gear
 - 2 pairs of sneakers
- OPTIONAL ITEMS: Insect repellent, camera, stationary, books, water shoes, water bottle, T-shirt for tie-dying.

WHAT NOT TO BRING

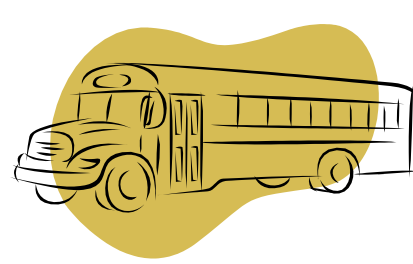
Sandals, fishing poles, sports equipment, cell phones, video games, drugs, alcohol, jackknives, axes, hatchets, and/or anything that could be considered a weapon. We cannot be responsible for replacing camper's lost belongings.

ADDITIONAL NOTES – Campers are NOT available by phone, but be sure to **send them mail**. Kids love to get cards and letters. You can even send e-mail messages through your online account (go to www.campfireusacny.org for more details). Make a plan with your child to write back and make sure to send them with envelopes, paper, and stamps. The camp address is : **Camp Talooli 520 County Route 54, Pennellville, NY 13132**. In the event of an emergency, you may call Talooli at 315-695-5932 or the Camp Fire Office at 315-934-4051.

CAMPER LEAVING THE SITE – If your child must leave camp early or at anytime, a letter giving permission from you **MUST** be given to the Camp Director. Please include the name of the person taking the child. This person will be asked to identify him/herself before your child will be released. This procedure is intended to maintain the safety and welfare of all campers.



DAY CAMP



Welcome to Day Camp at Camp Talooli!
specifics and what to expect...

ARRIVAL – Please be at your bus stop a few minutes early as our bus operates on the published schedule. If your camper will be absent any day of the week please call the Camp Fire Office at 315-934-4051 to notify us of your camper’s absence. If the bus will be significantly late we will do our best to contact someone at each bus stop. If you miss the bus you are welcome to try and make it to the next bus stop, or to bring your child out to camp.

HEALTH FORM – The Health Form should be completed and submitted online in your online camp account. You will complete a brief health history and provide emergency contacts. Immunization records must be uploaded or faxed to Camp (272-4020). If your child will be taking any medication at Camp or you would like to give us permission to administer over the counter medication, we require a doctor’s signature. This document can be mailed, faxed, or uploaded into your online account. Campers must have a newly completed Health Form for each year. Health Forms are due **two weeks** before your child arrives for camp.

LUNCH – Day campers bring their lunch from home – a beverage is provided at camp. An all-camp cookout will be on Thursday. If there is a change of day or additional cookout a separate note will come home during the week with details.

LOST & FOUND – Items that are lost can be claimed at the end of each day during flag lowering. All items not claimed are discarded at the end of each week. *We strongly encourage you to label belongings, especially towels, backpacks, lunch bags, etc.*

DEPARTURE - Buses leave camp each day at 3:45 pm. If you must pick your child up early, please **send a note** giving permission for them to leave early/not take the bus - specifying the time and who will be picking the child up. This person will be asked to identify him/herself before your child will be released. This procedure is intended to maintain the safety and welfare of all campers.

BUDDY REQUESTS - It is our policy to allow parents to request for their child to come to camp with a friend. The two children must be no more than 1 grade apart and we need requests from *both* parents in writing. If for some reason the request cannot be honored, we will call and let you know. Sometimes we miss a request and it usually can be fixed if we are alerted to it.

DAY CAMP DAILY SCHEDULE

8:30	Parent-drive drop off time
9:00	Day Camp Bus arrives at Camp Talooli Big group welcome, flag raising, and song
9:15	<i>First activity</i> of the day begins
10:15	<i>Second activity</i> of the day begins
11:15	Lunch–Day campers bring their own
12:15	<i>Third activity</i> of the day begins
1:15	<i>Fourth activity</i> of the day begins
2:15	<i>Fifth activity</i> of the day begins
3:15	Wrap up, flag lowering, lost and found
3:45	Day Camp Bus departs
4:00	Parent-drive pick up time



WHAT TO BRING TO CAMP

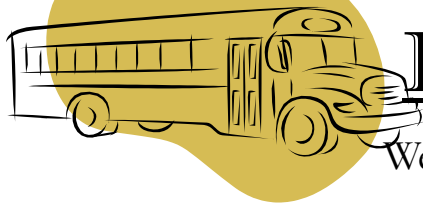
Please label **all** of your camper’s items

- Swim suit and beach towel (everyday)
- **Socks/Sneakers (required - no sandals or Crocs)**
- Light jacket/sweatshirt (and other weather appropriate gear ie., rain jacket/umbrella)
- Sunscreen and insect repellent (wipes or lotion only - no sprays or pumps)
- Lunch
- Water bottle

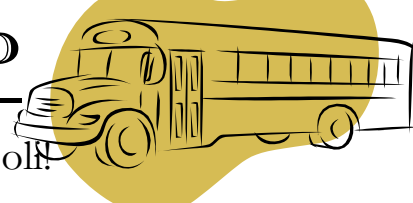
WHAT NOT TO BRING

Sandals, fishing poles, sports equipment, cell phones, video games, drugs, alcohol, jackknives, axes, hatchets, and/or anything that could be considered a weapon. We cannot be responsible for replacing camper’s lost belongings.

TALOOLIWARE STORE - the Talooliware Store will open everyday at lunch and at the end of each day for those that wish to purchase camp memorabilia (items such as Talooli Dog tags, T-shirts, Blankets, Water bottles, etc). A weekly DVD is also available for purchase. A list of available items will come home with your child on Monday or Tuesday.



Pre-K DAY CAMP



Welcome to Pre-K Day Camp at Camp Talooli.
specifics and what to expect...

ARRIVAL – Camp Talooli staff ride the bus to monitor attendance and supervise behavior. Please be at your bus stop a few minutes early, as our bus operates on the published schedule. If your camper will be absent any day of the week please call the Camp Fire Office at 315-934-4051 to notify us of your camper’s absence. If the bus will be significantly late we will do our best to contact someone at each bus stop. If you miss the bus you are welcome to try and make it to the next bus stop, or: to bring your child out to camp. If you plan on driving your child to Camp, you should plan on dropping him/her off between 8:30-8:45am.

HEALTH FORM – The Health Form should be completed and submitted online in your online camp account. You will complete a brief health history and provide emergency contacts. Immunization records must be uploaded or faxed to Camp (272-4020). If your child will be taking any medication at Camp or you would like to give us permission to administer over the counter medication, we require a doctor’s signature. This document can be mailed, faxed, or uploaded into your online account. Campers must have a newly completed Health Form for each year. Health Forms are due **two weeks** before your child arrives for camp.

LUNCH – Campers bring their lunch from home – milk and water are available at camp. An all-camp cookout will be on Thursday. If there is a change of day or additional cookout a separate note will come home during the week with details.

SNACK - Campers should plan on bringing a morning snack. Pre-K campers will be provided an afternoon snack (e.g. crackers, Goldfish, pretzels) prior to loading the bus at the end of the day.

LOST & FOUND – We strongly encourage parents to label campers’ belongings. Items that are lost can be claimed at the end of each day during flag lowering. All items not claimed are discarded at the end of each week..

DEPARTURE - Buses leave camp each day at 3:45 pm. If you must pick your child up early, please **send a note** giving permission for them to leave early/not take the bus - specifying the time and who will be picking the child up. This person will be asked to identify him/herself before your child will be released. This procedure is intended to maintain the safety and welfare of all campers. If you plan on picking your child up from Camp each day, please do so between 3:45-4:00pm.

DAY CAMP DAILY SCHEDULE

8:30	Parent-drive drop off time
9:00	Flag Raising
9:15	Morning Meeting (welcome, song, book, etc)
10:00	Swimming
11:15	Lunch
12:15	Special Activity 1 (e.g. Boating, Nature)
1:15	Arts & Crafts Project
2:00	Free Play/Downtime
2:15	Special Activity 2 (e.g. Fishing, Games)
2:45	Afternoon Snack and Clean-Up
3:15	Flag Lowering
4:00	Parent-drive pick up time



**example schedule, may be altered

WHAT TO BRING TO CAMP

Please label **all** of your camper’s items

- Swim suit and beach towel (everyday)
- **Socks/Sneakers (required - no sandals or Crocs)**
- Light jacket/sweatshirt (and other weather appropriate gear ie., rain jacket/umbrella)
- Sunscreen and insect repellent (wipes or lotion only - no sprays or pumps)
- Lunch
- Morning Snack
- Water bottle

WHAT NOT TO BRING

Sandals, fishing poles, sports equipment, cell phones, video games, drugs, alcohol, jackknives, axes, hatchets, and/or anything that could be considered a weapon. We cannot be responsible for replacing camper’s lost belongings.

TALOOLIWARE STORE - the Talooliware Store will open everyday to campers at the end of each day for those that wish to purchase camp memorabilia (items such as Talooli Dog tags, T-shirts, Blankets, Water bottles, etc). A weekly DVD is also available for purchase. A list of available items will come home with your child on Monday or Tuesday.