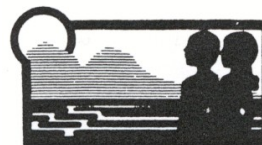




NEW HAMPSHIRE  
CAMP DIRECTORS



ASSOCIATION

**Winter Address:**

37 Mineola Avenue  
Roslyn NY 11576  
Phone: 516-621-5035  
Fax: 516-621-0489

**Summer Address:**

693 Gov. John Wentworth Hwy  
Wolfeboro NH 03894  
Phone: 603-569-1337  
Fax: 603-569-5813



Daily Summer Camp Office Hours 8 AM to 6 PM  
Sunday 10 AM to 6 PM

# FINAL INFORMATION - 2010

Please Read Very Carefully

## SAVE THIS PAMPHLET

AND REFER TO IT THROUGHOUT THE SUMMER AS NEEDED

This pamphlet has been carefully designed to provide you with pertinent information regarding particular camp procedures. Should you require additional information, our summer time office hours are **Monday to Saturday, 8 AM to 6 PM, and Sunday 10 AM to 6 PM.** Rest assured, our answering machine is activated and **monitored** when the office is closed, should you need to leave a message. **REGARDLESS OF WHAT PHONE NUMBER YOUR CALLER ID SHOWS, BE SURE TO USE THE 603-569-1337 NUMBER OR YOU WILL NOT BE ABLE TO LEAVE A MESSAGE.** We look forward to working with you this summer toward our ultimate goal - a FUN and meaningful summer for your child.

## 2010

### FULL SESSION

Opening Day Sat., June 26  
Visiting Day Sat., July 24  
Closing Day Sun., Aug. 15

### FIRST SESSION

Opening Day Sat., June 26  
Closing Day Fri., July 23  
Visiting Day Optional Sat., July 24

### SECOND SESSION

Opening Day Sun., July 25  
No Visiting Day  
Closing Day Sun., Aug. 15

# TRANSPORTATION - TRAVEL OPTIONS

## FULL and FIRST SESSIONS - SATURDAY, JUNE 26



### New York Tri-State Region Campers:

- Luxury coach buses will be departing from Hempstead Harbor Park (directions will be mailed to you early June).
- **Departure time will be 10:00 AM.** Please plan to arrive 30 minutes prior to departure time to allow for boarding and roll call. **Have your child bring a full box lunch.**
- We will stop in Darien Township, Connecticut to accommodate our Tri-State campers. **THE SPECIFIC ARRANGEMENTS WILL BE MAILED TO YOU IN EARLY JUNE.**



### Arriving by Plane - Domestic/International Flights:

- All campers flying to Birchmont are to arrive between **12 Noon-2 PM** at Boston's Logan Airport. Mature and responsible Birchmont staff will meet and escort the children to camp.
- International campers are to arrive at Boston's Logan Airport where mature and responsible Birchmont staff will meet and escort the children to camp.
- **Important: Please secure "Steward/ess Assistance" both ways when you purchase your child's tickets. Please convey flight particulars to our office as soon as flights are arranged.** All return tickets and passports, etc., will be stored in the Birchmont office safe.
- Note: All domestic flights back home after camp should depart Logan Airport between **12 -2 PM.**

### PARENT DROP OFF (IN NEW HAMPSHIRE):

- **BETWEEN 1:30-2:30 PM.** Plan to arrive no later than 2:30 PM inasmuch as we will need to have our roads clear of all cars prior to the arrival of multiple buses arriving with hundreds of campers.

## SECOND SESSION - SUNDAY, JULY 25

- Travel Options are the same as for the Full and 1st Sessions, except bus will depart from the grounds of Pierce Country Day Camp. **Have your child bring a full box lunch.**
  - **FURTHER DETAILS WILL BE SENT TO YOU IN EARLY JULY.**



### LUGGAGE

Due to space restrictions, there will be no trunks or duffels allowed on the coach buses. A carry-on bag is permitted, as are musical instruments and other fragile items (such as lacrosse sticks). **PLEASE NOTE: We will unpack the younger campers (those who are completing 2nd or 3rd grades) prior to arrival.**

**CAMPERS FLYING TO CAMP may take luggage along on the plane.**

**Check with your carrier for any restrictions.**

### CAMP TRUCKING:

- You may choose to ship your camp luggage through the services of **CAMP TRUCKING, INC. (888 599 4036 - toll free - or 970 949-0690 or 1886)**, a full service company which arranges door to door pick up and delivery. We provide Camp Trucking with a list of all enrolled campers; Camp Trucking will then send you further information in the mail and **deal with you directly.** Should you choose Camp Trucking and then have questions concerning your pick up and/or delivery, you would call them directly. **We will assume your child's "Camp Trucking" luggage will return home as it arrived at camp unless we are notified differently.**

### UPS or other shipping:

- A less expensive alternative would be for you to contact **UPS.** UPS has many regulations for shipment of luggage which vary from state to state and which change periodically. If you choose UPS, please understand that you must set up round trip shipment, arranging for "call tickets" and whatever insurance you wish.
- **IMPORTANT: MAKE SURE ALL BAGS HAVE NAME TAGS.** Also please place a card with your camper's name on the **INSIDE** of all luggage in case the tag gets removed.
  - **Please have bags arrive 2-3 days prior to your child's arrival at camp.**
  - **Please mail a duplicate set of any KEYS to the office for your child's luggage.**

- All luggage arrangements are the sole responsibility of the parent.
- Belongings must be shipped in either soft trunks or duffels.  
**NO BOXES.**
- Campers are only allowed one "carry on" size bag for the bus ride.



## CLOTHING & EQUIPMENT

- Our suggested **CLOTHING AND EQUIPMENT LIST** is enclosed. Birchmont has its own on-premises laundry facility and laundry is done twice weekly. Due to obvious health reasons, our commercial laundry facilities use hot water and high heat. **We therefore cannot be responsible for the care of expensive or delicate clothing.** Do not send any "studded" articles of clothing which could be severely damaged. Fabrics such as 50/50 hold up best under these conditions, but some shrinkage and discoloration must be expected. It is required that all items be clearly name-taped or laundry marked in a completely visible location to insure distribution of clothing and lost and found items. **When labeling camper's clothing, please put LAST NAME, not just initials** which could apply to multiple campers. Although we have regular, on-going efforts to return lost and found articles of clothing or equipment throughout the summer, **BIRCHMONT IS NOT RESPONSIBLE FOR ANY LOST ARTICLES OF CLOTHING OR EQUIPMENT.**
- **INTERNATIONAL CAMPERS NOTE:** Camp will provide **ALL** linens, sheets, blankets, pillows and towels.
- Children are required to have two official white Birchmont t-shirts, two Birchmont Braves Sport Jersey shirts (IF they plan to join an Inter-Camp Competition Team), and two pairs of dark blue shorts. Although we do not actually require a camp uniform, for safety's sake, we do ask that the children wear the official camp shirt when off grounds for trips or inter-camp competitions.
- Children will need a **rain** jacket or **waterproof** jacket and waterproof/gortex shoes or boots that we **insist they wear during inclement weather.**
- We also suggest that girls bring a leotard with them (any color) for use in theater productions (IF interested in participating).
- In order to insure that all campers have a safe, healthy summer, we'd like to remind you of the importance of protecting their skin from overexposure to the strong rays of the summer sun. As such, please be sure that you send at least Number 15 sunscreen to camp. During our counselor orientation, we will be reinforcing with all of our staff the importance of insuring that all campers and staff protect their skin from the sun's rays.
- **If your child uses the following, you are REQUIRED to send:**
  - EYEGLASSES OR CONTACT LENSES - ONE EXTRA SET
  - ALL CAMPERS WHO REQUIRE AN **EPI PEN** MUST SEND A **MINIMUM OF 2**
  - ALL CAMPERS WHO REQUIRE ASTHMA MEDICATION MUST SEND A **MINIMUM OF 2 RESCUE INHALERS AND CLEAN TUBING AND A MASK.** There is no need for a nebulizer machine as we have more than one in our infirmary.
- We also ask that campers consider bringing a storage box (like an empty shoe box) no taller than 6" **to fit under their beds** in which they will store their miscellaneous personal belongings. **This is optional.**
- Required clothing may be ordered in person at The Annex Shoppe located at 330 Wheatley Plaza in Greenvale, New York, OR you may place a telephone, FAX or Internet order and request that they be mailed to you (see enclosed pamphlet). **PLACE YOUR ORDER EARLY** as necessary items may sell out.
- Please do not send your child to camp with too many personal items or "knick knacks" since personal space is limited and keeping his/her area clean and orderly could become a problem. Rest assured if the children need something, we'll be in touch.
- At the end of the summer, we host a banquet dinner at camp. Please pack a summer skirt or dress and shoes for girls; a collared or button down shirt and khakis for boys.

## CAMP INSURANCE POLICY

- Birchmont provides full accident insurance on each camper for the entire season. **This is for accidents only and has a limit of \$10,000.00 per occurrence.**
- Any medical bills for illness-related doctor visits such as a sore throat, cold, earache, orthodontic services, etc., will be mailed directly to you. An itemized bill and original medical receipt will be forwarded to you as soon as possible after each such visit so that you can submit it in a timely fashion to your personal insurance company. **Once you receive the medical bill, Pierce Camp Birchmont is to be reimbursed immediately since we have paid these funds directly to the health care provider.** Payment is to be made to **PIERCE CAMP BIRCHMONT** and mailed to our Accounting Office at: 37 Mineola Avenue, Roslyn, New York 11576.



## TRIPS/SPECIAL ACTIVITIES

This **non-refundable** sum (\$225.00 for full summer campers/ \$125.00 for either 1st or 2nd session campers) **will cover:**

- Off campus trips, admissions, and trip spending money;*
- Weekly canteen;*
- Rainy day activities, e.g., movies, roller skating, bowling, etc.;*
- Camp pictures;*
- Special Activities, e.g., D.J. Socials, Hoe Down, camp-wide giveaways, etc.*
- This is not a cash account for your child's needs.***
- Campers who completed 7th, 8th, or 9th grade may have **additional trip charges** IF they select optional - and very popular - whitewater rafting, Boston, or Canada trips. **PASSPORTS ARE REQUIRED FOR THE CANADA TRIP.***

## SPENDING MONEY

- Because we do have beverage machines on the premises, children may like to bring some spending money. We ask that no more than a couple of dollars be kept in the cabins. Our office safe is available to store any excess cash. Children are permitted access to their funds on a daily basis. Please do not send cash with your child. If you wish to send a **check** for spending money, **please make it out to your child**, not the camp.



## CAMP STORE

- The Camp Store is for the purchase of **necessities** such as combs, brushes, toothbrushes, toothpaste, shampoo, batteries, stamps, film, calling cards, racquet repairs, haircuts (trims only), camp uniform, inter-camp competition shirts, underwear, socks, etc. You will be billed at the end of your child's session for any expenditures.

- **Please contact us prior to camp if you do not want your child to have "charging" privileges at our Camp Store.**

## CONFIDENTIAL PROFILE

- Parents are to please fill out the enclosed **Confidential Profile** carefully and thoroughly. These forms are given directly to your child's Group Leader to aid him/her in more fully understanding your child, meet his/her individual needs, and to help make his/her adjustment to camp easier. **We strongly advise you to submit one for your child.** These confidentials must be returned no later than May 1<sup>st</sup>.

## HEALTH CARE

Our primary concern is the health and well-being of each of our campers. We have the greatest confidence in our health care staff. Birchmont has a 16 bed infirmary and is staffed 24 hours a day by three registered nurses. In addition, our camp doctors visit camp twice weekly. For those rare instances, we have access to Huggins Hospital, a full service, highly respected facility only 6 miles from camp and open around the clock.



- **HEALTH FORMS: NO CAMPER WILL BE ALLOWED TO DEPART FOR CAMP UNLESS WE HAVE RECEIVED HIS OR HER MEDICAL FORMS.**

**THE HEALTH FORM CONSISTS OF TWO FORMS, FORM 1 AND FORM 2.** The first three pages of Form 1 must be completed by the parent, then make a copy and *give the copy to your physician along with Form 2.* Form 2 gets completed and signed by the physician. Both Form 1 and Form 2 must then be mailed to camp.

**PLEASE REFER TO THE ENCLOSED MEDICAL FORMS PACKET FOR SPECIFIC DETAILS and all other health paperwork.**

Pursuant to New Hampshire State regulations, each camper will be required to have on file a health form, and for those routinely-taken prescription medications, a "Prescription Medication Form" which requires the signature of your physician. **Please photocopy if you need additional forms.**

- **MEDICATIONS:**

For processing purposes of **regularly taken** prescription medications, please send them to camp **in their original containers** to arrive 10 days prior (**if possible**) to your child's arrival at camp. These prescriptions must be accompanied by the physician-signed "Prescription Medication Form" containing proper dosage. **You may copy your prescription drug card and attach the copy to the enclosed "Prescription Claim Form"** (See enclosed **MEDICAL FORMS PACKET**) and we will see if it is accepted by our local pharmacy if medications need to be ordered. **All medications are dispensed by our nurses. Allergy shots are given in the presence of our doctors.**

- **COMMUNICATION:**

Our camp policy is simple and very communicative. If for any reason your child is to spend over 24 hours in our infirmary, we will call you. If there is a need for your child to see our doctor and/or take a prescribed medication, we will call you. **Laura Pierce supervises the Infirmary on a daily basis and is available to address any questions or concerns throughout the summer.**

- **DIETARY:**

As you know, we take great pride in our kitchen's ability to provide well-balanced and nutritious meals for our campers. Therefore, unless your child has been diagnosed as being vitamin deficient, we ask that you not send "multiple vitamins" to camp. It is our policy that no "pills" of any kind are permitted in our cabins; adding vitamin dispensing to the daily duties of our infirmary staff is unnecessarily arduous.

## **PAYMENT OF BILL**

- **ALL CHARGES ARE DUE IN FULL APRIL 1st. TUITION MUST BE PAID IN FULL FOR YOUR CHILD TO ATTEND.**
- Please mail your check directly to our winter office in Roslyn. Your canceled check is receipt of payment. If you desire a receipt, please advise us at time of payment. *Late payments may be subject to the forfeiture of "Early Bird" and/or sibling discounts and subject to penalty.*

## **HORSEBACK RIDING** - **Optional**

- We have enclosed a **Brochure and Enrollment Form** which allows you to enroll your child in our English equestrian riding program. **This is an optional activity with limited spaces.** If you are interested, please indicate the number of times per week you want your child to ride, complete, sign and mail the **Enrollment Form**. With your permission, your child is welcome to join the program after camp begins provided there is space available, but we **STRONGLY SUGGEST** signing up now if your camper has any interest as this program is usually **FULLY SUBSCRIBED**.
- *Campers will have to sign in for every lesson they attend, which guarantees they will get the exact number of lessons that you sign them up for. In the event of extended inclement weather, more than the subscribed number of (weekly) lessons may be held in a given week. Please be aware that your child should not refuse to attend any one lesson which could very well compromise our ability to meet the overall number of lessons requested.*
- *Should your camper wish to attend more lessons per week than originally enrolled for, you will be able to extend only if there is room to do so. This will be determined by the overall number of lessons we were able to give on a low camper-to-instructor ratio each week.*
- **Helmets and proper footwear are mandatory.** Parents are responsible to make sure that all children who ride must be properly attired with a helmet, jeans, and rubber **heeled** shoes (not sneakers) or boots.



## **VISITING DAY** - **Full Summer & 1st Session Campers Only**

We welcome all parents and siblings of our **FULL SUMMER** and **1st SESSION CAMPERS** to visit Birchmont on **SATURDAY, JULY 24.**

**1st Session Visiting is OPTIONAL; we will still provide transportation home on Friday, July 23 (Session 1 Departure Day).** *Please understand that only visitors who are physically able to participate in a full day of camp activities over rigorous terrain should attend. No transportation around camp is available, other than to and from the waterfront at regular intervals.*



- **At 11:00 AM, the gates will be opened and visiting will begin.** There will be a barbecue lunch for all of our campers and guests before we begin our afternoon schedule. Please wear sneakers and appropriate camp attire so you can get involved. **Visiting Day will end promptly at 5:00 PM.** *Please understand that no Full Session campers will be permitted to leave the grounds on this day or any other day. No family pets are allowed on grounds.*

- Please help us to help your children by **limiting** the amount of junk food that you bring up on Visiting Day. Any food remaining after a couple of days will be collected and sent to St. Christopher's Orphanage.
- Please do not prepare "gift" bags for each camper in your child's cabin. While we appreciate the thoughtful intent, **please refrain from such a misguided practice.** After all, Visiting Day is really not about gifts and goodies. The children are truly excited by your very presence and are more than willing to share whatever goodies you may bring them.

*Our Alternate Visiting Day for parents who are divorced or separated is Saturday, July 31st beginning after lunch at 1:00 PM and concluding at 5:00 PM..*

- In the event that there are any custody considerations, please advise the camp administration in writing with these details.
- Any other visiting must be arranged in advance and with prior approval of the Directors.
- **THERE WILL BE NO VISITING AFTER SATURDAY, AUGUST 7th.**

## **BEHAVIOR**

*Please discuss and reinforce these policies with your son and/or daughter before camp begins:*

1. The use of cigarettes, drugs, or alcohol is strictly prohibited. Any camper disobeying this rule will be asked to leave camp immediately. Additionally, no refund will be given due to the nature of our seasonal business.
2. A simple rule for camp living is that no one is allowed to have fun at someone else's expense. This includes psychological or physical bullying/hazing. Camp has an obligation to every camper and counselor and will not tolerate disrespectful and/or inappropriate behavior to peers or staff. Campers who refuse to obey camp policies and staff direction can be a danger to themselves and others around them.
3. **"RAIDS"**: At Birchmont, we supervise our campus and campers 24/7! While we recognize most campers consider leaving their cabins at night to be an innocent adventure, the reality is unsupervised nighttime activities can end dangerously.

At home your children are not allowed to roam the neighborhood after Midnight without proper supervision. At camp we feel the same common sense rule should apply.

In many camps, "raids" fall under the ZERO TOLERANCE category. Due to the increased risk your camper may place themselves in by being out of their cabins at night without proper supervision, we have instituted a TWO STEP discipline ladder:

- The 1st time your child is caught out of his/her cabin after Midnight will result in them missing the next "social" or trip, at the Directors' discretion. Additionally, you will be called and informed so that you may speak with your child and reinforce the camp policies that you agreed to support upon enrolling your child in camp.
- The 2nd time your camper is caught in violation of our "raid policy" he/she will be sent home and no refund will be granted.

This policy is in place to insure the safety of your children. If they are unwilling to cooperate with this policy, it places them at risk, a risk we are not willing to assume.

4. Any camper defacing or willfully damaging camp property will be charged for the repair and/or replacement cost of that item. Additionally that camper may be asked to leave.
5. No camper is permitted to leave camp without the consent of the Camp Director. Any and all requests must be made and approved in advance.

## **NOT PERMITTED**

**THE FOLLOWING ITEMS ARE NOT PERMITTED AT CAMP:**

- Cell phones;
- Any device that can access the internet, send or receive emails, take or store digital pictures or video (any electronic device that plays video or digital images);
- Nintendo DS (with photo or internet capabilities), PSPs, digital video players;
- Television, hot plate, hot cup, heater, electric fan, electric CD/radio, water guns, Scout knives (any kind), fireworks, martial arts apparatus, skateboards, laser pens/pointers, hair straighteners, flat irons or curling irons, extension cords.

### **AN IMPORTANT NOTE ABOUT IPOD GUIDELINES:**

- Each year we take a moment to look at the current and NEW technologies that can affect our camp experience. To this end, we realize that Apple is no longer making iPods without video capability. Therefore, we find it necessary to re-tool our current iPod policy. Moving forward, we will allow ALL iPods in camp as long as they are DEVOID OF ALL PICTURE AND VIDEO CONTENT, PODCAST CONTENT, and CANNOT TAKE VIDEO OR DIGITAL PICTURES. On the first day of camp, all iPods will be quickly screened for picture and video content. Both of these "folders" must be completely empty, which requires the master account on the home PC. If any video or picture content is found, the iPod will be confiscated.
- NO IPODS THAT TAKE PICTURES AND/OR RECORD VIDEO ARE PERMITTED.

At camp music has always played a role in camper relationships, whether it's singing a favorite tune with friends or using the melody to write the lyrics for Color War songs. So, we ask you as **parents** to check this out with your child/ren prior to sending your child off to camp. Of course we both anticipate and appreciate your support of our camp policies!

## NOT INSURED

Bringing expensive 35mm, digital cameras, electronic games, CD players, CD's, IPODs, watches and jewelry is NOT advised NOR INSURED at camp. Due to the lack of personal space in "cabin life," many personal items are treated as communal property. The only way to safeguard these expensive items is by their absence. **We highly discourage bringing any of these items to camp and will not be held responsible for loss or damage that may occur.**



## TELEPHONE

Please be advised that after office hours, the answering machine is engaged and monitored. It is located in the Directors' Cottage. Therefore, please do not leave routine messages after 11:00 PM or before 7:00 AM.

- Our phone policy has been designed with *close to 60 years of experience behind it*. The first week is critical to the success of a camper's healthy adjustment to life away from home. Therefore, there are no phone calls permitted the first week of camp until **Saturday, July 3rd**.
- For campers joining us the Second Session, no phone calls will be permitted until **Saturday, July 31st**. We also ask that you refrain from calling the last week of camp since campers are extremely busy with Carnival Week, Color War, final awards ceremonies, and packing for home. **Therefore, the last day for camper phone calls will be Friday, August 6th.** *Please be assured, however, if a situation arises that your child must discuss with you, we will be certain to make the connection.*

**YOU SHOULD CALL THE BIRCHMONT OFFICE IN NEW HAMPSHIRE BETWEEN 8:00 AM AND 5:00 PM BEGINNING MONDAY, JUNE 14th (or at least one week prior to your desired appointment) to arrange this appointment and avoid the "log jam" that occurs during the first week of camp.** Note that it is our policy not to pull children from activities or meals. Please be patient . . . our office has but seven lines as we attempt to offer this accommodation to over 350 campers!

- Each family who desires a pre-determined appointment will be permitted a maximum of two (2) phone calls in the 1st Session and one (1) phone call in the 2nd Session made from our Office.
- Collect calls are very expensive and not all phones/locations will accept them. Because of this, **WE REQUIRE CALLING CARDS**. These MANDATORY cards must be able to call out of state (national access).
- Make sure the cards are PREPAID, not pay as you go cell phone cards.
- Camp Birchmont will provide a \$5.00 phone card for your child/ren and charge them to your camp store account if your child does not have one. We can hold the phone cards in the office for your child's use.
- If for any reason your child is not able to keep a scheduled phone appointment, we will make every effort to contact you to reschedule.
- **NEW PARENTS PLEASE NOTE:** Your child's Group Leader will call you before camp begins to introduce themselves and answer any of your concerns.

## PACKAGES

**CAMPERS ARE NOT PERMITTED TO RECEIVE FOOD PACKAGES WHILE AT CAMP!** Many campers have dietary restrictions and by giving your child "junk food," it makes it very difficult for us to govern appropriate diets and/or monitor food allergies for others. ***Limit one NON FOOD package per session, please!***

- Our staff will supervise the opening of packages with campers. All candies, gum, baked goods, "junk food," etc., will be discarded or donated to St. Christopher's Orphanage. Please don't put your child and our staff in such a negative situation.
- Don't confuse the number of packages sent with concern or how much you miss your child. Letters of praise and news from home go a lot further than a Milky Way. Rest assured that every afternoon, the campers take time for an ice cream snack and, in addition, the campers receive a snack every evening after activities.

## IN CLOSING. . .

If at any time we can be of assistance to you, please give us a call. ***We will look after your children as if they were our own.*** We will provide them with a secure and positive environment so they can move towards independence and self-reliance. We appreciate the trust you have placed in us, and we pledge to do our absolute best to provide your children with the finest possible summer camp experience.

Thank you.

*Jug & Laura*

