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# Parent Handbook

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Summer 2023



**Adirondack Woodcraft Camps**

**[www.woodcraftcamps.com](http://www.woodcraftcamps.com)**

**P.O. Box 219 (letters)  
285 Woodcraft Rd. (packages)  
Old Forge, NY 13420**

**Office: (315) 369-6031, Doug: 631-327-8943, Christina: 631-327-8965**

Dear Woodcraft Families,

This will be camp's 99th summer! We are so excited to begin a new summer full of fun, friendship and adventure at beautiful Adirondack Woodcraft Camps.

Our Parent Handbook is your guide to important camp information. Take time to read through this handbook to become familiar with our values, policies and procedures.

Reach out to us with any questions you have and be sure to talk to your camper about their summer ahead. You can keep your conversations upbeat by focusing on:

1) The incredible amount of fun your child will have experiencing summer the way it should be: filled with friendship, new adventures, and the freedom to just be themselves.

And you can help your camper recognize the unique opportunity they have to positively impact their own experience and that of their peers by:

2) Discussing how they can contribute to Woodcraft by being a positive member of the camp community. Take a look at our K.A.R.E. motto described in the first page of this handbook to help lead your conversation.



Thank you for partnering with us to prepare your child for their summer at Adirondack Woodcraft Camps. We can't wait to see you here! Remember to reach out to us with any questions, or just to talk camp, at any time.

Warm wishes,

Doug & Christina

Ellie, Sam, Grace & Sunny

## About Woodcraft

**MISSION:** To inspire young people to become resilient, kind, confident leaders who care for each other and the natural world.

**K.A.R.E.** describes our **Core Values** at Woodcraft and stands for: **Kindness and Respect for Everyone**. Easy to remember, K.A.R.E. provides a simple guide for our actions, decisions, and words at Woodcraft. Living our core values allows us to maximize fun and adventure in a physically and emotionally safe environment. Here's how it works:

**Kindness & Respect for others:** We grow big hearts at Woodcraft. By showing generosity, patience, consideration and support for others we foster strong friendships and an awesome community to live in. We lift each other up any chance we get. We listen, accept and include. We make a positive difference. We show gratitude.

**Kindness & Respect for self:** Woodcrafters learn to take care of themselves and be self-compassionate; two different but equally important life skills. Given the opportunity to take on small and big challenges, campers become confident contributors to the community. We learn the value of our own honest, hard work. In addition, we learn to be patient with and speak positively about ourselves at Woodcraft. We let go of self doubt and stay open to possibilities. It's amazing what we can accomplish when this happens!

**Kindness & Respect for the environment & wildlife:** Woodcraft offers an UNPLUGGED environment where campers disconnect from technology and connect to each other and the natural world around them. Campers become mindful of how their actions impact the environment. We learn about wildlife, respect their habitat and we take care to leave any place we have been better than we found it.



At Adirondack Woodcraft Camps, we value the great opportunity we have to make a positive difference in each other's life. Our mission and core values provide a strong foundation and set a positive tone that allows each camper to thrive and enjoy a safe, fun, inspiring and friendship-filled summer regardless of race, religion, national origin, gender, identity or ability.

# Contacting Camp

## **Directors: Doug & Christina Bartlett**

Office: 315-369-6031; Doug 631-327-8943, Christina 631-327-8965  
email: [doug@woodcraftcamps.com](mailto:doug@woodcraftcamps.com); [christina@woodcraftcamps.com](mailto:christina@woodcraftcamps.com)

### **Physical Address (Packages)**

Camper's Name  
Adirondack Woodcraft Camps  
285 Woodcraft Rd  
Old Forge, NY 13420

### **Mailing Address (Letters)**

Camper's Name  
Adirondack Woodcraft Camps  
PO Box 219  
Old Forge, NY 13420



## **Mail & Email**

Campers are encouraged to write home one to two times a week. Mail is distributed at dinner time every day. **Letters via "snail mail" are the most fun** to receive and open! Send upbeat letters & postcards frequently. You may also email your child at [info@woodcraftcamps.com](mailto:info@woodcraftcamps.com); put the camper's name in the subject line and we will print out the letter to be included with mail delivery. **Campers do not have access to send or return emails.**

## **Packages**

**Non food items are acceptable to send to campers.** Send books, magazines, toys and consider items that can be shared with cabin mates. Due to allergy concerns as well as the healthy wildlife population in the Adirondack Park, we will not accept food items. This includes no longer being able to send food that is kept in our dining hall (the only building we allow food in.) Any food received will be disposed of promptly.



## **Phone & Camp Photos**

**Campers are not permitted to use telephones while at camp.** Our staff will stay connected with you to speak about your camper throughout the summer; we welcome your questions and look forward to discussing your camper's progress while at Woodcraft. Camp will upload summer pictures to our safe Slicpic link a few times a week. We will provide a password. While we try our best we do ask for your understanding and patience with technology in the North Country!

## Important dates

Upon Enrolling	\$700 Deposit due with Application
April 1	Full Tuition Balance due
May 15	All Camper Forms due
Friday, June 16	Staff Training
Sunday, June 25	First Session begins for 4 & 7 Week Campers and 1st Session Rookies Car arrival time is 12:00pm – 2:00pm
Friday, July 7	1st Rookie Session ends. Pick-up time is 10:00am, or opt to extend 2 more weeks!
Sunday, July 9	5 week session begins. Arrival time is 12-2pm.
Saturday, July 22	4-week Session ends Pick-up time is 10:00am – 12:00pm Summer 2024 early enrollment period begins!
Sunday, July 23	3 week Session begins Car arrival time is 12:00pm – 2:00pm
Friday, August 11	Candlelight Ceremony (campers only)
Saturday, August 12	Camp 2023 closes. Pick-up time is 10:00am – 12:00pm 2024 Early Enrollment is open!
Sunday, August 13	Staff depart
Monday, August 15	AWC is available to rent for weddings, reunions, and other gatherings during the warm months!
October 1	Early enrollment period ends; 2024 rates apply
And all year...	THINK SUMMER!! We can't wait to see you!



# To-do Checklist

Help us prepare for your child's arrival by looking over all forms and information. Know that we treat all information confidentially. Call the camp office if you have any questions or concerns. Go to our website at [www.woodcraftcamps.com](http://www.woodcraftcamps.com), click the Parents tab and proceed to the Parent Service Center to find all necessary forms.

- Take time to prepare with your camper. Get excited with them! Review this guide and discuss their role in leading by example with our core values of K.A.R.E.
- Complete **Health Form and Medication Sheet** A physician must sign off on Health Form Part II & Part III within 6 months of camp. Parents/guardians complete Part I, the Health Insurance information and Parent Authorization. Include a copy of your camper's insurance card. Please notify camp with any changes in health or medication instructions prior to your child's arrival.
- Complete **Meningococcal Meningitis Vaccination** Response Form as required by the State of New York. This form is to be completed by the parent/guardian.
- Complete **Confidential Questionnaire** Form. This information is a valuable source in helping your child have the best camp experience possible.
- Complete **Travel Form**, even if your child will be driven to camp. We account for each camper's travel plans and must call every camper who has not returned a form. Please call camp if there is a change. Your child will be released only to the person on the form.
- Please send all necessary paperwork together by May 15th. Parent/guardians (not campers) should complete and submit all paperwork.
- Check your child's general health before camp and perform a **lice check** for your camper **prior to camp. Do not send your child to camp sick or with lice.** If you do not feel confident in your ability to check for lice and nits, consider asking your pediatrician's office. Once at camp, all campers will be checked for lice within 24 hours. Should a camper have lice, a parent will be asked to pick them up to have them treated. Better to take care of this before camp altogether!

**REMINDER:** Signed Health Forms, Travel Information, and Permission Forms must be up to date and in the camp office by May 15th. All fees must be paid by April 1 to reserve your camper's spot.

# Camp Schedule & Camp Life

**Program Style:** Each morning, the AWC staff publishes a schedule of each age groups' activities for the day. In the afternoon, campers structure their own schedule by choosing from elective workshops that change each week as well as signing up for a choice activity that changes each day during an activity period called "General Swim." Activities include instructional swim, kayaking, canoeing, paddle boarding, archery, riflery, nature & wildlife, arts & crafts, sports, mountain biking, and many more. The combination of structured and choice activities provides optimal growth experience for our campers; it allows campers to grow in areas they may not have anticipated! Evening activity is a favorite and is usually reserved for special divisional activities or all-camp activities. It could be fishing, campfire by the lake, capture the flag or a team-building challenge. Campers take part in helping to come up with ideas.



## Sample daily schedule

7:30 am	Reveille (wake up)
8:00 am	Breakfast
8:45 am	Cabin Clean-up
9:15 am	1 <sup>st</sup> Activity
10:25 am	2 <sup>nd</sup> Activity
12:00 pm	Lunch
1:00 pm	Rest Hour
2:10 pm	3 <sup>rd</sup> Activity
3:10 pm	4 <sup>th</sup> Activity
4:10 pm	Choice
5:10 pm	General Swim
6:15 pm	Dinner
7:30 pm	Evening Activity
8:30 pm	Call to Quarters
9:00 pm	Taps (lights out)



## **Instruction & Skills Building:**

With a focus on individual instruction, campers work towards a series of achievement badges throughout their time at AWC. Campers can earn badges in every field from swimming to wilderness skills. Because some achievements take several years to complete, the staff keeps an ongoing record of progress from year to year. Every time a camper earns a new badge an announcement is made in front of the entire camp, giving the camper an unmatched sense of pride and achievement.

**Atmosphere:** The Woodcraft vibe is non-competitive, warm & fun. Our setting is beautiful and pristine and our staff members are caring and full of positive energy. Woodcraft is small by design; everyone knows each other by the 2nd or 3rd day of camp. Our campers absolutely love the sense of freedom and camaraderie they feel here!

## **Some of our Traditions:**

**Trip Day:** Each Wednesday morning, campers choose from a selection of day-long trips or hikes that will include a mix of ages and gender. Trips include hiking, mountain biking, fishing, canoeing, and more. When campers return to AWC, they get to participate in a free-choice elective to end the day. This is different from each division planning their one-night or multiple overnight trips that will be scheduled separately.



**Special Sundays:** Each Sunday is a change of pace day at Woodcraft. Campers sleep in an hour longer and enjoy free choice activities during the morning. After an extended Cabin Clean-Up, Directors conduct cabin inspection. In the afternoon, campers participate in



special themed days planned by the AWC staff. These events include inter-camp games like the Wood Cup, Olympics, Halloween, 4th of July, Carnival, special performances, and more.



## **Camp-wide**

**Campfires:** Every Sunday evening, activities are concluded with an all camp campfire where campers and staff have a chance to share stories, perform skits, and sing songs. (During the week, divisions may host their own campfires as well.)

**Candlelight:** We join our friends for the final campfire of the summer. A very special ceremony begins with some AWC history and an unforgettable campfire, then campers proceed down a candle-lit path and watch a breathtaking archery display over the lake.

**Birthdays:** When a camper's birthday occurs during camp, he or she receives a special home-made birthday cake. The entire camp sings the Adirondack Woodcraft version of "Happy Birthday" and the birthday camper gets to skip around the dining hall to cheers from campers and staff. We make sure to celebrate your camper's birthday in style and care packages and mail are very welcome on these special days! We do allow a phone call on birthdays. Please consider how your phone call could adversely affect your child while at camp. Phone calls often draw unexpected tears. A camper who is having the best of times and is busy with camp friends can suddenly feel pulled out of their world of adventure and into feeling homesick once they hear their parent's voice. Every child is different; please feel free to discuss your thoughts with us!



## Camp Setting:



Right outside their cabin doors, campers love the direct access they have to two private unspoiled lakes where they can swim, boat and explore. The Moose River is just a short walk through the woods and offers incredible views, paddling and opportunities for spotting wildlife. With 500 miles of trails bordering our 250 acre

property, we can enjoy endless hiking and biking directly from the camp property.



**Living:** Woodcraft's buildings are rustic and beautiful Adirondack style cabins with a wooden exterior and red tin roofs. The camp dining hall and long house have full log ceilings with post and beam construction and floor to ceiling stone fireplaces. Our youngest campers live in one larger cabin with bathrooms. As campers grow older, they move to divisions with individual cabins for 4-6 campers and one counselor with shared bathhouses next door. Campers

and counselors often also enjoy building structures and hanging hammocks to create their own outdoor spaces for relaxing!



## Food:

We know the quality of food matters to you and your child. It matters to us too. Camp is meant to be enjoyed, including the food. At every meal, there are



plenty of choices to make for a balanced and healthy home-cooked meal. Campers can always find something they like. At breakfast, there is a main course (like eggs, waffles or pancakes) plus a cereal, yogurt and fruit bar. At lunch, main courses include items like tacos, BLTs, and grilled cheese, plus there is always a large salad

bar for lunch and dinner.

Dinners may include pizza, stir fry, chicken, or lasagna with side dishes. There is always a vegetarian choice at each meal as well as special choices for dietary restrictions. There is also a selection of whole fresh fruit available for campers anytime throughout the day.



**Food Allergies:** We do not serve or use nut products in the meals we provide nor do we offer nut products at the Trading Post. Remember to not send or bring any food to camp. Please be aware that while we maintain a very strict policy concerning the above items and we would love to provide a completely nut

free environment, it is difficult for us to guarantee that our site is completely nut free since it is becoming more and more challenging to find products that are not marked “manufactured in a facility that processes nuts.” We handle other food allergies on a case by case basis and ask that you discuss all food allergies with us in person prior to the beginning of camp. Remember to note allergies on all appropriate forms. We will take precautions to prevent contact with all camper allergens, and are vigilant in our efforts, but we cannot guarantee that campers with allergies will not come into contact with these foods while at camp.





# Camper Care & Homesickness

*Campers are the focus of everything we do at camp. At Adirondack Woodcraft Camps, we diligently prepare for and look forward to guiding our campers on one of the greatest adventures of their lifetime. Going to camp gives kids the opportunity to grow wings and soar. It also teaches them how to navigate through some air turbulence and find their balance when they need to. Keep reading below for tips on how to prepare your camper for a great summer experience at Woodcraft!*

## Adjusting to Camp

While Adirondack Woodcraft Camps offers a whole new world of wonderful opportunities for fun, new friends, growth in self-confidence, and greater self-esteem, the anticipation of leaving home can fill some campers and parents with anxiety. The experience of homesickness does not have to be negative. Homesickness is an opportunity for growth in independence. It's natural to miss loved ones when they are not with us and it's confidence building to learn we can rely on others, enjoy new friendships and embark on fun adventures even so! Parents can help to prepare the way for this to be a positive experience. By the end of the first week, most all homesickness has passed. In the rare case that your camper is truly struggling, we will certainly call you. If you find yourself child-sick at home, we can help you, too. Just give us a call!



## What we do at Woodcraft to help campers feel at home:

We schedule the first few days to keep campers especially active and engaged. Campers are involved in games that help them get to know their new friends right away and counselors are well prepared to help with this adjustment period. Our counselors are wonderful at showing compassion and knowing just how to help redirect the energy of the campers to shift their focus away from homesickness toward the activity at hand. We provide structure and a comfortable routine along with exciting and special traditions for campers to look forward to.





## How you can help your camper succeed:

- **Acknowledge their feelings:** Let them know that missing home is natural. Most kids and many adults miss home when they are away. Take time to listen, but don't add to the weight with your own concerns. Instead, help your child grow those wings.



- **Believe in them!** Trust your camper's ability to overcome moments of homesickness and challenge. Empower them by expressing your confidence in them that they will adjust and have a fantastic time. Understanding that you believe in their capabilities helps a camper learn to discover and lean on their own strengths.

- **Reassure your child.** There are fun and caring camp directors, activity leaders and counselors ready to help guide them through moments of homesickness and feelings of nervousness. Let them know we are ready and look forward to meeting them!
- **Be positive and focus on involvement.** Help your child focus on the excitement, activities and new friendships at Woodcraft. Talk to your camper about taking advantage of all of the opportunities that Woodcraft presents them with. It's a safe place for trying and discovering.
- **Be honest.** Let your camper know that they will feel ups and downs just like anywhere. Some days will be AMAZING, some a little rainy, some physically challenging, and some might seem slower than others. Do not make false promises or tell your child they can come home if they don't like camp. We know from experience that a camper who comes to camp believing they will be picked up the



moment they feel a touch of discomfort or unhappiness is a camper who has a much harder time adjusting to camp. Set your camper up for success by believing in their ability to take on this exciting challenge and inspire courage where there may be doubt. This is where tremendous personal growth happens.

- **Write upbeat letters.** It is great to keep in touch with your camper and it's so much fun to get mail at camp! Focus on writing funny jokes or sharing positive tidbits and how excited you are to hear about their adventures.
- **Don't overreact to an unhappy letter.** Don't be shocked if you get a letter home that talks about homesickness or unhappy feelings. Take comfort in knowing that the problem was probably solved before you got the letter and call the office to check in with us so we can update you and help where needed. When responding to your child, share your confidence in their ability to respond to the situation and let them know we are here to help at camp. An email or letter of brief encouragement can make a big difference. Although perhaps well intended, statements like: "the house sure is empty without you" or "if you stay one more week, we'll come get you before the session ends" are a hinderance to a camper's success. Show your love through strength and courage instead.



# What To Bring & Not To Bring

Tips for a successful packing experience at Woodcraft!

- **LABEL** your child's clothing and other items with their name!
- List all items brought to camp on a sheet attached to the inside of the trunks.
- Send clothes you don't mind your child getting dirty—it's camp!
- Pack weather appropriate clothing that can be easily layered.
- **Send clothing items that dry easily and will keep campers warm** (synthetic shirts, shorts, pants, and a fleece as well as comfortable, wool hiking socks are important.)
- A **waterproof raincoat with hood** is essential.
- Good hiking footwear is a must. **Break in your boots/shoes** before camp!
- Do not bring any electronic devices except for music-only players. Remember we are an unplugged camp. Itouch, Ipads, Kindles, Ereaders, etc. will be stored in the camp office if they are brought to camp.
- Leave valuables at home!
- No food of any kind.
- No weapons of any kind.

If you feel your child needs a cell phone or other electronics to travel to and from camp, these will be locked in the safe in the main office during the session and returned to the camper for travel home. Any important travel documents, cash, passports or other valuables your son or daughter may need will also be locked in the camp safe.

## **Dress code/Uniforms**

While there is no dress code, all clothing must be appropriate for an active outdoor lifestyle and should provide appropriate coverage. The only uniform required at Woodcraft is a camp T-shirt to be worn closing day and if your camper chooses to participate in church service in town on Sundays. The T-shirt will be provided to your camper by Woodcraft.

***Woodcraft is not responsible for and cannot replace misplaced items.***

# WOODCRAFT PACKING LIST

The basic equipment is the same for each session length.  
Laundry service will be provided every week and returned within a two day time frame.

SLEEPING/LIVING	CLOTHING	FOOTWEAR
Warm twin blankets/comforter  1 pillow  2 pillow cases  2 sets of cot sheets  2 pairs of pajamas  1 mesh laundry bag  A trunk or a stack of plastic drawers is best for keeping clothing organized at camp  Day pack: small pack to carry around camp from activity to activity & for day hikes	10 pairs of underwear  10 pairs of socks (2 pairs must be wool/synthetic hiking socks)  6 pairs of shorts (at least 2 must be quick dry style)  8 t-shirts (at least 2 must be quick dry/non cotton)  1 white t-shirt for tie-dying  2-3 pairs of long pants (at least 1 must be quick dry)  1 fleece  2 long sleeve shirts  1 sweatshirt  3 bathing suits	1 pair hiking shoes/boots <ul style="list-style-type: none"> <li>• 6-9 yrs: hiking/trail shoe</li> <li>• 10-15 yrs: low-mid hiker</li> <li>• 16 &amp; 17 yrs: mid hiking boot</li> </ul> • break them in before camp (Timberlands aren't suitable)  1 pair sneakers  1 pair water shoes for canoeing & river trips (like Keens/Texas)  1 pair flip flops or slides for beach and shower  Rain boots are optional  Please no fancy shoes or boots, they will only clutter our cozy cabins!
HIKING/TRIPPING	TOILETRIES	OPTIONAL
1 internal frame backpack <ul style="list-style-type: none"> <li>• ages 6-9: 25-30 liters</li> <li>• ages 10-13: 40+liters</li> <li>• ages 14 and up: 50+ liters</li> </ul> For campers ages 10+: waterproof backpack liner and back pack rain cover  1 synthetic fill sleeping bag with stuff sack-mummy bag style, light weight  1 sleeping pad (foam or air)  1 headlamp & extra batteries  2 water bottles, 32oz +  Rain jacket (with hood)	2 bath towels (wash cloths optional)  2 beach towels  1 toiletry carrying case/caddy  Comb or brush  Toothbrush & toothpaste  Soap with carrying case or body wash  Shampoo, conditioner  Sunscreen  Bug repellent	Crazy Creek chair  Camping hammock  Guitar  Swim goggles  Stationary & stamps  Books  Polaroid or digital camera  Baseball cap  Sunglasses  Camping/quick dry towel

**Remember to label all clothing & belongings!**



# Travel To & From Woodcraft

(Woohoo! It's time to go to Camp!)

## Travel by Plane

Please arrange all air travel to and from Newark Liberty International Airport or Albany International Airport, **arriving between 10:00am and 2:00pm**. For departures, **please arrange all air travel to depart Albany at 12:00pm or after and Newark at 2:00pm or after**. Camp van travel time from Albany to Woodcraft is typically 2 1/2 hours and 4 1/2 hours from Newark. If you cannot schedule arrival times within this window please call camp before booking your flight. Airport pick up and drop off dates and fees are as follows:

Newark Liberty International \$200/one way  
Albany International Airport \$125/one way  
**\*Special date: \$250/one way**



If your camper will be flying as an unaccompanied minor, please purchase your tickets for both arrivals and departures **directly through the airline**. Make sure to book the unaccompanied minor service and pay the associated fees at the time of ticket purchase. *From past experience, our international parents have found it very important to NOT book through a third party.*

When filling out the unaccompanied minor forms, please list Doug Bartlett as the responsible party. Attach these forms to the return portion of the tickets, as the airlines do not accept minors without them. Do not assume that the airline does not require a fee because the booking agent does not mention it. Campers have missed flights in the past because parents have failed to pay unaccompanied minor charges.

Woodcraft will assume responsibility for your child when a staff member meets them at the airport. The camp office will call you to let you know when your child has arrived at camp. On departure day, camp staff will supervise transportation to the airport and escort campers onto their flights. They will remain at the airport in case of delayed or rescheduled flights.

Don't forget to email or bring all return tickets to the camp office; we hold all tickets, passports, and travel cash in the office safe until the departure date.

## **Travel by Camp Van**

A chaperoned Adirondack Woodcraft Camp van will offer travel to & from camp from two locations: 1. NJ/New York City area 2. Albany area. Our exact locations for pick up and drop off are still to be determined. Reserve early to secure a spot. Please pack your child a **nut-free lunch** for the van trip!

### **Pick up and drop off dates and fees are as follows:**

NJ/NY central location: \$200/one way

Pick Up: 6/30 and 7/24 at 10:00am (arrive by 9:30am)

Drop Off: 7/23 & 8/13 at 2:30pm

Times are subject to change

Albany area: \$125/one way

Pick Up: 6/30 and 7/24 at 1:00pm (arrive by 12:30pm)

Drop Off: 7/23 & 8/13 at 11:30pm

Times are subject to change

## **Arriving & Departing by Car**

**Please do not arrive before or after the times listed below. Arrival and departure days are busy. We appreciate your thoughtfulness in helping them go smoothly!**

Arrival Days: Please arrive between 12:00pm-2:00pm. Please drive slowly while on all camp property, campers and staff will be on foot sharing the roads and paths with your vehicle.

We can't wait to see you!

Departure days: Please arrive between 10:00am and 12:00pm to pick up your camper. No lunch is served on departure days but we'll be happy to recommend some great places in town! Please drive slowly on all camp roads and paths.

## **Shipping Luggage:**

We recommend shipping luggage if your camper is traveling by air or camp van. Your camper may send luggage to camp up to two weeks in advance of their session. Mark all duffel bags and trunks clearly with your child's name and Adirondack Woodcraft Camps. If you need luggage to be mailed back at the end of camp, Woodcraft will ship luggage via FedEx and the shipping costs will be included on your final invoice.



# Opening Day of each Session

(Let the fun begin!)

## Check-in

Arrival time on opening day is between 12:00pm and 2:00pm. For 2021 things will be a little different! Please stay tuned for up to date arrival day information as we get closer to summer. The most important piece to remember, as always, is to keep your communication on a high note. Making the goodbye process with your children happy and positive is paramount. From experience we know it is best to keep it short and sweet with hugs, high fives and encouraging words like “This is so awesome, I can’t wait to hear about your activities and friends in your letters to me!”

We look forward to greeting you! During check in you will stop by the following places before it’s time for your camper to begin their Woodcraft adventure:

**The Camp Office:** Here we will verify that we have received all necessary camper forms and tuition. If your child has any money, valuables, electronics, or travel documentation you need to leave at camp, these will be placed in the camp safe. You may also set up an account (in cash) for your child to use at the camp Trading Post.

**The Health Center:** Here you will turn in any medication for your camper. *All medication must be in the original container with your camper’s name on the label.* (PLEASE INDICATE all medication needs on your child’s health form to be returned to us by May 15th.)

**Your Camper’s Cabin:** Wahoo! Time to move in. Your camper’s counselor will accompany you to the cabin to help your camper settle in.

**The Dining Hall:** We plan to offer grab and go food and snacks for campers and families from 12:00 PM to 2:00 PM. and provide an easy transition for your departure. Afterwards, campers and parents will say “see you soon!” Be mindful to make this a fun and exciting transition; do not linger in camp too long. The good-bye process can be difficult for new and old campers alike!

As soon as all parents have left, campers meet back at their cabins for fun afternoon of team building activities with their cabin mates. They will also take a tour of camp and take their swim tests. Later that evening, they will enjoy a wonderful opening campfire. You can check in with the camp office any time to see how it’s going!

# Parent's Weekend & Closing Day

## Parents Weekend

We look forward to your visit! Pick up time is between 10:00 and 12:00 noon. Please note that this is a very busy weekend in Old Forge as there are a number of area camps that will also be having Parent's Weekend. We suggest reserving your hotel room well in advance. All visitors are required to check-in with the office upon arrival and must sign the camper out for the afternoon or evening. Parents are invited to tour camp with their camper and are allowed to take their camper out of camp for the afternoon or overnight. All campers are to be back at camp before 6:00 pm on Sunday. (Any campers who are staying full session and whose parents are not visiting, may accompany another camper and family with specific, written permission to be communicated to the camp office in advance.) Please drive slowly in and out of the camp road, thank you!

## Closing Day

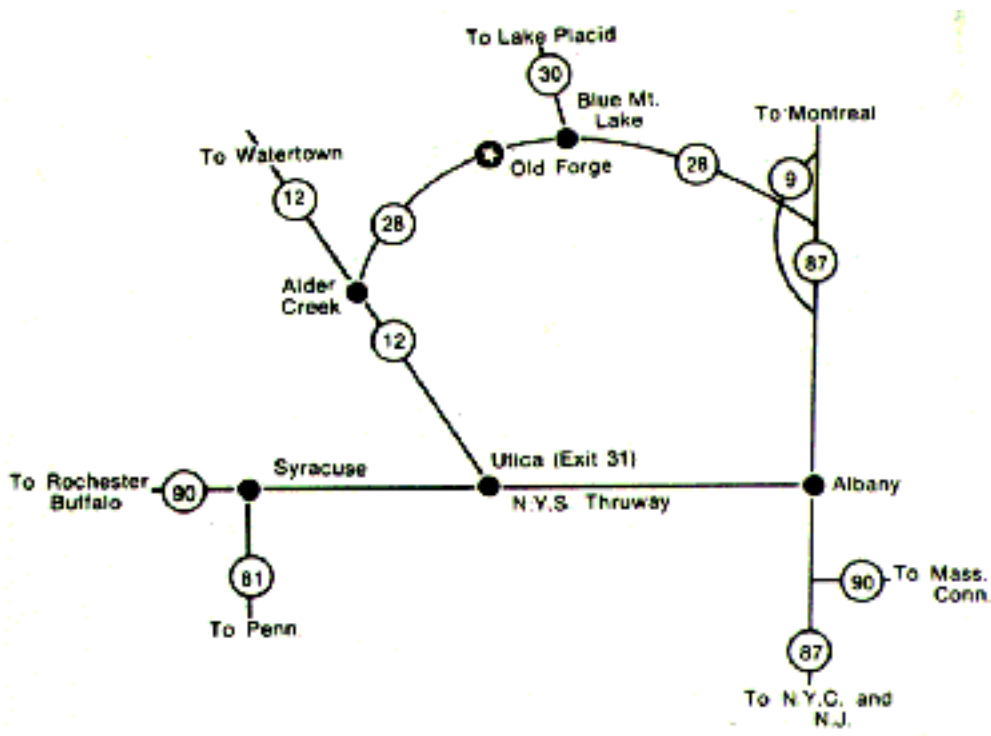
Pickup for campers traveling by car is between 10:00am and 12:00pm on closing day. If you arrive in the Old Forge area prior to closing day, please do not visit camp. The last few days are very special camp community times and a parent's visit disrupts the camp atmosphere (See Visitation Policy). Do feel free to spend time touring camp with your camper on closing day!





# Directions to Woodcraft

(This time it's all about the destination, not the journey!)



## From Old Forge:

Travel approximately 5 miles north on Rt. 28. Turn left onto Rondaxe Rd. Travel approximately 2 miles bearing left at both junctions. Turn left at the gatehouses onto Woodcraft Rd. Travel approximately a half-mile into the Main Area.

## From Inlet, NY:

Travel approximately 6.5 miles south on Rt. 28. Turn right onto Rondaxe Rd. Travel approximately 2 miles bearing left at both junctions. Turn left at the gatehouses onto Woodcraft Rd. Travel approximately a half-mile into the Main Area.

# Camp Policies & Procedures

Please read the camp policies carefully and share relevant information with family and friends. We rely on your support of these policies that are designed to maintain a positive camp community. Parents, family, and friends must comply with these policies as a condition of enrollment. Talking to your camper about K.A.R.E. (Kindness and Respect for Everyone—see more in the “About Woodcraft” section of the parent handbook) before they arrive is essential!

## **VISITING YOUR CAMPER**

We welcome your visit during opening and closing days as well as on Parent’s Weekend in the middle of the summer! It is our goal at Woodcraft to foster a close camp community which is why we do not have an open visitation policy. In addition, those who do not have visitors often feel left out when their cabin mates have visitors throughout the session. As more families and friends vacation in the Old Forge area, we get asked more frequently to visit campers while camp is in session. We appreciate your understanding in this matter.

## **CABIN REQUESTS**

Even though every attempt will be made to house friends together or separately, depending on the desire of the parents, we cannot promise that every friend combination will be possible. Meeting new cabin mates and cultivating new friendships is a hallmark of a true summer camp experience. In addition, there is always opportunity to sign up for choice activities together as well as participate in divisional programs. Final cabin placement is subject to the discretion of the camp directors.

## **EARLY DEPARTURE/LATE ARRIVALS**

For 2021, we will now permit alternate arrival days. For individual campers and for the camp community as a whole, it is important for campers to arrive on opening day and depart on closing day. Late arrivals to camp are disruptive for cabin groups and impede the adjustment to camp life for the individual and the group. Early departures from camp are a “let down” for the individual and for the cabin group who benefit from the closure provided by the candlelight ceremony and the activities of the last few days of each session. In order to keep a sense of community and to be fair to all the campers, it is our policy not to allow late arrivals or early departures of campers unless extreme circumstances arise.

## **CAMPER HEALTH**

*The more we know about your child's health habits and history, the better we can care for them and maximize their experience at camp. Please provide detailed information on your camper's forms and always feel free to call us to discuss your camper and the summer ahead. Information shared may be viewed by our medical staff, camp directors, trip staff and with specific counselors when deemed necessary. This information may also be reviewed by the NYS Health Department.*

Please help us by making sure your camper is in good health before traveling to camp. Specifically, make sure your child is fever free and lice-free. **Advise camp in writing of any contact your child has had with any contagious disease after June 1.** In terms of the nitty-gritty (pun intended!) the single most effective way to keep lice out of camp is to perform a head check a few days before your child's trip to camp. Please do not send your child to camp with head lice! Thank you kindly for helping us in this way. All campers are checked within 24 hours of their arrival. If your child does come to camp with lice, we may send your camper home or require up to \$500 for professional lice removal. There will be no refunds for being sent home for lice.

**Department of Health:** Adirondack Woodcraft Camps is licensed by the NYS Department of Health and is inspected annually. More information can be found in the "Children's Camps in New York State" brochure in our Parent Service Center.

**Health Staff:** A full-time health center director (EMT, RN, or LPN) is always on site and a doctor and dentist are a phone call away at the Old Forge Professional Office Building just seven miles down the road. Old Forge Emergency Services are also readily available. There are three hospitals in Utica, NY, about 1 hour away.

**Camper Health:** Our health center director will notify you by telephone should your son or daughter spend the night in the health center or in case of injury or illness that require medical attention. The Health Center Director and Camp Directors review camper health, hygiene and safety in depth with the counseling staff during staff training. We also review health & safety concerns with our campers, including keeping healthy habits and being vigilant about using sunscreen and bug repellent to prevent possible health concerns. Although we are fortunate to have very cold winters which minimize our tick population, we review with our staff how to prevent tick bites, identify ticks, properly remove ticks, and symptoms of disease to watch for.

**Medication:** For the safety of everyone in camp, both prescription and over-the-counter medications are turned in on opening day and stored in the infirmary. Any medication, whether prescribed or over the counter, must be administered by our health center staff or under their specific instruction. Be sure all medications are clearly labeled and in their original pharmacy container with the physician's name, camper's name, type of drug, date and dosage instructions on the bottle. Please provide only the amount of medication needed for the session (First Session: 28 days, Second Session: 21 days, and Full Session: 49 days.) No extra medications will be returned to the campers, parents must retrieve medications from the infirmary at the end of the session. No medication will be given to a camper unless labeled with their name, dosage directions, and accompanied by the prescribing physician's name and telephone number. A medication chart will be kept for each camper taking medication.

## **INAPPROPRIATE BEHAVIOR**

We reserve the right to immediately dismiss without refund any camper who engages in fighting, taunting, bullying or who is emotionally, verbally or physically threatening to another camper or staff member. Any camper found in possession of alcohol, tobacco products, vaping products, weapons and/or any illegal drugs including prescription and over the counter medications not turned over to the health center upon arrival to camp, will be sent home.

## **SOCIAL MEDIA**

Adirondack Woodcraft Camps is dedicated to providing a safe, wholesome, healthy, fun-filled environment for our campers where they can grow and thrive. While many young people find safe, fun and creative ways to use social media, we must be aware of the risks associated with these platforms such as Facebook, SnapChat, Instagram, Twitter, YouTube, Vine, Periscope, blogs and more. Please discuss the policies below with your camper to ensure they know what is, and is not, appropriate use of social media in relation to summer camp:

- Campers must be respectful in all social media communications related to or referencing Adirondack Woodcraft Camps, its summer camp staff, and other campers.
- Campers must not use social media to disparage Adirondack Woodcraft Camps, its summer camp staff, or other campers. In short, if you don't have something nice to say, please don't say it at all.
- Use of social media, or any other online resources, must not violate any other Adirondack Woodcraft Camps behavioral policy. Remember K.A.R.E. as your guideline.



In general, *we discourage our staff from having online contact with your children after camp and encourage, advise our staff to ask for parental permission for sharing information through social networking sites, blogs, IM or via email since we cannot supervise it.* We screen and hire our staff carefully for their position and train them extensively in such policies. However, we cannot take responsibility for their behavior off-season and we also respect their desire for privacy during the rest of the year. Please discuss with your child your own views and impose your own additional guidelines as you see fit.

## **LOST & FOUND**

Each year we have items that end up in our lost and found. Help us prevent this by labeling belongings. On closing days, you may check our lost and found table in the dining hall for any items your camper may have missed. Although we cannot be responsible for lost items at camp, we will hold on to the unclaimed items for 2 weeks after the summer has ended. We will make every effort to have your item available for UPS, FedEx or any other carrier to pick up. After that time, all remaining items will be donated to charity.

## **Financial Information**

As a small business, we truly appreciate when you pay your balance via check. We do also accept all major credit cards as well as wire transfers.

## **Tuition, Cancellation & Refund Policy**

The balance of all tuition is due on or before April 15th. All monies are fully refundable until April 15th. Cancellations made for any reason after April 15th will result in a \$250 processing fee. No reduction in fees will be made for campers arriving late or leaving early. We reserve the right to withdraw, without refund, any camper whose influence or actions are deemed harmful, or who will not live within the rules and policies of our camp.

## **Medical bills**

Parents are responsible for all medical bills and must provide proof of medical insurance coverage.

## **Transportation Charges**

Woodcraft charges a \$200 one way transportation fee for pick up or drop off in Newark, NJ and \$1255 one way for pick up or drop off in Albany, NY. Please see

the travel section for more information. Transportation fees will be charged prior to each camper's trip.

## **Camper Spending**

Refer to the Woodcraft Packing list in order to reduce the need for incidentals while at camp. At the Trading Post, camper's have the ability to purchase items like flashlights, toothbrushes, tooth paste, batteries, insect repellent, sunscreen, etc. Additionally, there are clothing items available. Campers may purchase items in one of two ways: 1 Purchase items with your campers upon drop off or pick up and 2. Establish an account that your camper can draw from. Cash is preferred for all Trading Post purchases. Incidentals are few dollars each and clothing items range from \$25-\$50. If you leave money on account \$50-\$100 is a reasonable amount.

## **Gratuities**

We do not accept gratuities. All Woodcraft staff members have been made aware of this policy.

