

# PARENT HANDBOOK



## SANDY HILL CAMP 2018

<b><u>What's Inside</u></b>	<b><u>Page</u></b>
1) <b>Preparing for Camp</b>	2-5
1.1 Finalizing your registration	2
1.2 Your <i>Camper's Home Page</i>	2
1.3 Prepare for success	3
1.4 Items to discuss with your camper	3-4
1.5 Conditions for enrollment	5
1.6 Housing and cabin assignment philosophy	5
1.7 Refund and cancellation policy	5
1.8 Insects in the Camp Environment	6-7
2) <b>Packing for Camp</b>	8-10
2.1 Weather	8
2.2 Laundry	8
2.3 Packing tips	8
2.4 Cell phones and other wireless communication and internet devices	8
2.5 Video cameras and other video capture devices	8
2.6 Medications	9
2.7 Packing checklist (includes dress code, optional items, and prohibited items)	10
3) <b>Sunday Arrival and Check-In</b>	11
4) <b>Communicating with Your Camper During Camp</b>	12-13
4.1 Mail, care packages, emails and faxes	12
4.2 Campers calling home	12
4.3 Parents calling camp	13
4.4 Emergency notification	13
4.5 Online photos	13
5) <b>Friday Departure</b>	14
5.1 Departure time	14
5.2 Early pick-ups	14
5.3 Check-out	14
5.4 Optional Friday bus drop-off to Beltsville, MD or Falls Church, VA	14
6) <b>After Camp</b>	15
6.1 We want your feedback! After-camp online surveys	15
6.2 Lost & found	15
6.3 Guidelines for communication among campers and staff after camp	15
6.4 Registration for 2019	15
7) <b>For More Information</b>	15

# 1) PREPARING FOR CAMP

## 1.1) FINALIZING YOUR REGISTRATION

Please log in to your *Camper's Home Page* online at <https://www.SandyHillCamp.com/login.asp> to confirm the status of the following items:

- **By May 1<sup>st</sup> – Final payment is due**
  - Please confirm that final payment has been received and that you have a zero balance due via your *Camper's Home Page*. To access your *Camper's Home Page*, please see section 1.2 below.
- **By June 1<sup>st</sup>**
  - **Complete and submit the “Online Health History by Parent/Guardian”** accessed via your *Camper's Home Page*. If not complete by June 1st, your “place in line” for Instructional Activity assignments will become the date the online health form is completed rather than your registration date. This will put you at or near the end of the line for activity assignments which may significantly reduce your chances of receiving your top choices.
  - **Have your physician complete their portion of your camper's health records.** You can either scan and upload the completed documents via your *Camper's Home Page* or mail/fax them to camp so that we can scan and upload them for you. You have access to view all uploaded documents from your *Camper's Home Page*. Once uploaded to the online system, our medical staff will review the documents for completeness. You will be contacted if there are any issues with the uploaded paperwork. The forms that are completed by your physician are:
    - **Pre-Camp Medical Clearance Form** ([www.sandyhillcamp.com/physician.pdf](http://www.sandyhillcamp.com/physician.pdf))
    - **Immunization Record**
    - **Medication Administration Authorization (MAA) Forms** ([www.sandyhillcamp.com/camp\\_forms.htm](http://www.sandyhillcamp.com/camp_forms.htm)) for any medications that your camper is bringing to camp. This includes vitamins, homeopathics, over-the-counter, and prescription medications. Please pay special attention to section 2.6 of this handbook.
    - **Asthma Action Plan** – for campers with asthma or asthma medications ([www.sandyhillcamp.com/asthma.pdf](http://www.sandyhillcamp.com/asthma.pdf))
    - **Diabetes Medical Management Plan** – for campers with diabetes ([www.sandyhillcamp.com/diabetes.pdf](http://www.sandyhillcamp.com/diabetes.pdf))
  - **Finalize your instructional activities and elective preferences online.** Login to your *Camper's Home Page* to add or edit your camper's preferences.
  - **Finalize your cabinmate requests** from your *Camper's Home Page*. For more information on cabinmate requests, please visit the Frequently Asked Questions page on our website.

## 1.2) YOUR CAMPER'S HOME PAGE

### How to access your *Camper's Home Page*

1. Go online to [www.SandyHillCamp.com](http://www.SandyHillCamp.com).
2. In the upper right hand corner of any page, click on the “Login” link.
3. Enter the email and password that you set up during online registration. If you have forgotten your password, choose the “forgot my password” option to have it emailed to you. If your email address has changed or if you have any trouble, please contact our office at (410) 287-5554.
4. After you have successfully logged in, you will see a list of all of the campers in your account. To access any one of their home pages, click on the appropriate button labeled “See Camper's 2018 Home Page.”

### Information available on your *Camper's Home Page*

There is a tremendous amount of camper-specific information available to you 24 hours a day online. As part of the registration process, each camper had a *Camper Home Page* created for them. From this page, parents can access and do the following:

- **View session dates as well as arrival and departure schedules**
- **Update your camper's contact info** – address, email, phone, emergency contacts
- **View your balance due, store account balance, and store purchase history** - Confirm receipt of your final payment as well as any store account deposits. Remember that you can also pay any balance due online (an online convenience fee per camper may apply to debit and credit card payments)
- **Complete the “Online Health History by Parent/Guardian”** by June 1st
- **View all uploaded health records** –submit by June 1st
- **Choose instructional activity and elective preferences** – choose and update your preferences by June 1<sup>st</sup>
- **Make cabinmate requests** - finalize your cabinmate request (if your camper has one) by June 1st
- **See Friday Bus Dropoff details** - only available if your camper is scheduled to use this service
- **Get links to camper photos** – links and passwords for daily camp photos; available once the session has started

### The Thursday before you arrive at camp

Beginning on the Thursday before you arrive at camp, your *Camper's Home Page* will provide you with even more information including:

- Cabin name and counselors' photos, home cities and countries
- Instructional activity schedule. From your *Camper's Home Page*, click on the “See Assignments” button. Camper families can adjust their instructional activity schedule online as well. At the bottom of the page, there is a link to the Activity Schedule Changes page. **You can make activity schedule changes from 12:01AM Thursday until 11:59 PM Friday.** Additional fees or credits for changes to classes with additional fees (waterskiing and horseback lessons) will be applied on Sunday morning. Many classes will be completely full, but feel free to check it out in the event that a class you prefer still has space available. Campers can also change their Activity Schedule at camp during Sunday registration.
- Balance due for fee-based activities like waterski/wakeboard and horseback lessons. Please remember that this information is tentative and, although unlikely, is subject to change.

# 1) PREPARING FOR CAMP

---

## 1.3) PREPARE FOR SUCCESS

We want all campers to have a successful and positive experience here at Sandy Hill Camp. Here are some things you can do ahead of time to help your camper toward this goal.

When you are talking to your camper about his or her upcoming camp session, always be positive and encouraging. Please refrain from promising your campers that you will “come pick them up” if they are struggling with being away from home. Your display of confidence (or doubt!) in the ability of your child to be independent and in the ability of our camp to meet his or her needs will be contagious. Your child will take the lead from you, so plan for success. If your child expresses concern about “homesickness,” try to steer them away from using that term—it sounds like it is something out of their control that will overcome them like an illness. You can say something like, “Of course, you might miss me sometimes. That’s perfectly normal. But you’ll still have a good time, and you’ll get to do things that you wouldn’t get to do if you were sitting at home.”

Here at camp, we encourage campers to recognize their feelings of missing home and deal with them proactively so that they are still able to enjoy camp life. Almost all campers can successfully “overcome homesickness” (although we still prefer to avoid that daunting term) through the support of their camp counselors and new friends. They do this by getting involved in new activities and old favorites, by learning how to keep their mind on other things at mealtime and bedtime when those feelings are often strongest, and by taking things one day at a time. Please rest assured that we will contact you by phone if something is significantly impacting your child’s ability to enjoy his/her camp experience. Sometimes campers just need to be reminded by their parents that they are indeed staying for the entire session. Once campers hear from mom or dad that going home is not an option, it is amazing how quickly they begin to put their effort into having a good time instead of into convincing everyone how “homesick” they are.

If you have a young child or one who has not been away from home much in the past, here are some different ways to “practice” for camp. Feel free to try any that seem relevant for your camper.

- Schedule some overnight stays at the houses of friends or relatives. Just as you will for camp, you can demonstrate your confidence in the situation and in your child’s ability to go it alone by resisting the urge to send a cell phone along “just in case you need me.”
- Since campers will have to carry their toiletries with them to the bathrooms here at camp, you can set up a practice scenario at home by clearing the soap, shampoo, towels, toothbrushes, etc. out of the bathroom and having your child pack a toiletry container to carry to and from the bathroom for a few days.
- You can even practice eating “buffet-style” at a restaurant or at home. Be sure to let your child fix his or her own plate. Discuss “taking what you can eat, and eating what you take” to minimize waste.

## 1.4) ITEMS TO DISCUSS WITH YOUR CAMPER BEFORE CAMP

### Camper behavior expectations

We believe that camp is a great place to learn, build relationships and have a lot of fun. Anytime that people are part of a community, they need to agree to certain norms of behavior to ensure the physical and emotional safety of everyone in the community. Please read and electronically sign the Permissions, Agreements, Provisions and Releases section of the online health form – step 8. Please note the *Expectations for Camper Behavior* section.

### What to expect on the first evening of camp

After registration, campers and parents will go to their cabins where they will meet one of their 2 to 3 counselors for the week. Campers will be screened for fever and flu-like symptoms, and any unhealthy campers will not be permitted to stay at camp. Bunks will be pre-assigned by Sandy Hill. When possible, campers on a cabinmate request list will be placed near one another. Campers with medical or behavioral needs for a top or bottom bunk must indicate this need in the “Final Questions” in section 7 of the “Online Health History by Parent/Guardian.” After settling in, campers will change into their bathing suits and head to the swimming pool (weather permitting). Near the pool entrance, they will stop to have their ID picture taken. The photos taken here are for internal identification use only. Next, they will take the camp swim test, which has two parts. First, they swim across the shallow end of the pool without stopping using good form. Then, they tread water in the deep end for 2 minutes.

Campers will then return to their cabins to get to know their new cabinmates and counselors. After dinner, campers will take a guided tour of camp to familiarize themselves with the different areas of camp. Campers will be reminded of the camp guidelines listed in the Camper Agreement section of the Camper Health Form and instructed on emergency plans during a presentation done by the camp leadership staff. A snack and campfire usually round out the first night’s activities.

### Communicating with home during the camp session

Campers are encouraged to write letters and postcards to family and friends during their time at camp. A phone is available for calls within the USA at no charge. The camper phone is only available during free time on Wednesday through Friday afternoons and on Saturday afternoon for two-weekers. Call lengths are limited to approximately 3 minutes and many campers choose not to call at all during their stay at camp. Campers are not allowed to call home before Wednesday afternoon, but campers can receive mail, email, packages, and faxes while at camp. All mail and packages are delivered at dinner. For more detailed information on how to communicate with your camper, please see Section 4, pages 10-11 of this handbook.

# 1) PREPARING FOR CAMP

---

## 1.4) ITEMS TO DISCUSS WITH YOUR CAMPER BEFORE CAMP (continued)

### Healthy habits at camp

Please remind your campers of the importance of applying sunscreen at least twice each day, applying bug-spray every evening, washing hands frequently, "covering their cough," staying well-hydrated, not sharing personal items such as make-up and hair brushes, and alerting their counselors if they begin to feel any flu-like symptoms such as fever, cough, sore throat, etc. We'll be reminding them too!

### Prohibited items at camp

We strongly encourage parents to help campers pack for camp to help eliminate these prohibited items from arriving at camp. Please review page 5 sections 2.4 and 2.5 as well as the list of "What Not To Bring To Camp" at the end of page 8, section 2.7 of this handbook. If campers become aware of someone possessing a weapon or any illegal substance, they need to let a staff member know immediately. Sandy Hill reserves the right to search campers' belongings if there is reasonable suspicion that a camper is in possession of a prohibited item. In the event that a camper is in possession of an illegal item, Sandy Hill Camp will file a report with the appropriate authorities. For the record, to our knowledge, we have not yet had a camper bring a weapon, drugs, or alcohol to camp, but we continue to be vigilant.

### Where to get help at camp

Each camper will meet one of his/her cabin counselors at the cabin during arrival and will meet the other(s) at the end of registration. Throughout the first evening, the Camp Director will be introduced, as well as other key leadership staff. The leadership staff at Sandy Hill eats meals at specially designated tables in the Dining Hall. The medical staff can be found in the camp medical center between meals and just inside the main entrance of the Dining Hall during meals. Campers can also go to the office if they would like to speak with a member of the camp leadership staff.

If campers see another camper acting inappropriately, they need to inform a staff member. If campers see a staff member acting inappropriately, they need to inform the Camp Director, or a member of the leadership staff or medical staff. Please be assured that concerns will be handled professionally and confidentially.

### Communicating with staff and other campers after camp

- Email, IM and social networking sites, like Facebook, Instagram, Snapchat and Twitter, can be positive ways for campers to express themselves and keep in touch with their friends. Campers have the right to exchange contact information and/or usernames with other campers and invite other campers to be on their "friends" list in any way that campers and their parents see fit.
- When it comes to exchanging contact information or directly contacting anyone on our staff, however, parents must give permission and take full responsibility for campers to do so. This includes giving or getting an email or other electronic address, cell phone number, social networking profile, blog or any other Internet contact. We tell this to the staff during orientation as well. Although we think that campers' relationships with the counselors are important, we cannot take responsibility for what happens between campers and staff once the counselors leave camp - only parents can. So, parents need to talk with their campers before arrival at camp to clearly define their expectations regarding the exchange of contact information with staff.
- Regarding emails, chats, photos and comments campers might send or post to other campers on a social networking site, we ask campers to:
  - keep what is written positive and respectful of staff and campers alike
  - not use obscenities, vulgar or sexual language
  - not say mean or threatening things to or about other campers or staff
  - not post pictures or videos online that would embarrass anyone or violate their privacy
  - not pose as another camper online or spread false information about anyone or say damaging or threatening things to or about anyone
  - not talk about things that are against camp policy, like using drugs or alcohol, bullying, or sexual topics
- Most post-camp communication is positive, and that's great! In the rare case where we hear about any negative messages to other campers or staff, our policy is to call the parents of campers who send those messages and share the content with them. We will use any legal means available, including contacting the police and the FBI, to track the source of any offending or threatening communication if we need to.
- We want campers to be safe. If campers receive a threatening email or other inappropriate message or communication on a personal site, please remind campers to let parents know immediately so that proper action can be taken.
- Camp is meant to be a fun, safe and happy place for all of us. We need everyone's help to keep after-camp interactions positive and in the spirit of camp.

# 1) PREPARING FOR CAMP

---

## 1.5) CONDITIONS FOR ENROLLMENT

Sandy Hill Camp strives to provide a positive camp experience for children with various needs whenever possible. However, Sandy Hill does not provide programs that are rehabilitative or therapeutic in nature, and does not specialize in serving children with special needs, including children with severe emotional, social, or behavioral difficulties. Campers must be able to properly care for their own hygiene, live cooperatively with other campers and staff, and actively participate in the camp's daily activities. Campers cannot have a condition which, in the judgment of the camp, (1) is beyond the camp's capability to provide proper care or (2) poses an unreasonable threat to or adversely affects the physical or emotional health or safety for themselves, other campers, or staff. There are no refunds for campers who do not complete a camp session as a result of a pre-existing physical, emotional, or psychological condition. Sandy Hill Camp reserves the right to refuse enrollment or cancel the reservation of any camper.

Please call the office before you arrive to discuss whether or not the Sandy Hill Camp program is appropriate to meet the specific needs of your child. Your honest disclosure of information about your child's needs is important in determining if Sandy Hill Camp is a fit for your child.

## 1.6) HOUSING AND CABIN ASSIGNMENT PHILOSOPHY

- Campers are assigned to cabins by age, gender, and by whether they are JV one-week (completed grades 2-5), Varsity one-week (completed grades 6-10), or two-week (completed grades 5-10). Sandy Hill honors cabinmate request groups of up to 4 one-week campers or 5 two-week campers who are in the same section of camp and who are no more than one grade apart. Our cabinmate request system is designed to make sure that our many campers without cabinmate preferences are not put in cabins where all of the others already know each other. Please check to be sure that any cabinmate requests are listed on your *Camper's Home Page*. You can edit your cabinmate requests online through your *Camper's Home Page* until June 1st. If you have questions about the cabinmate request process, please visit [www.SandyHillCamp.com/camp\\_faqs\\_cabins.htm](http://www.SandyHillCamp.com/camp_faqs_cabins.htm).
- **All one-week campers** at Sandy Hill live in screened cabins and sleep in bunk beds. Each cabin typically houses 2 or 3 counselors and 8 or 9 campers. Campers need to bring their own linens. Girls and boys live in separate areas. Modern bathhouses with electricity, individual hot showers, toilets, and sinks are located near the cabins. Although campers will not have access to electrical outlets in their cabins, cabins do have interior lights and fans.
- **Two-week campers** - All two-week campers live in lodges with central air-conditioning. Bathrooms and showers are in the same building as the bunk rooms. Campers in lodges should also bring their own linens.

## 1.7) REFUND AND CANCELLATION POLICY

All cancellations must be in writing (letter, fax or email). Non-refundable deposits are non-transferable.

### **For cancellations received by February 1, 2018**

\$50 per one-week session and \$100 per two-week session is non-refundable. The remaining \$150 per week of the \$200 deposit as well as any other payments made will be refunded.

### **For cancellations received by June 1, 2018**

\$100 per one-week session and \$200 per two-week session is non-refundable. Any other payments made for the session will be refunded. For example, on May 21st, a camper cancels a one-week session that begins on July 1st. The camper's account is paid in full and has \$25 in their store account. The refund amount would be \$1025 -- the session cost of \$1100 plus the unspent \$25 in the store account minus the \$100 non-refundable deposit for a one-week session.

**There are no refunds for cancellations after June 1, 2018** except for medical reasons and only after receipt of written verification by a physician of significant injury or physical illness. Refunds shall not be given for family emergencies, death of a family member, or other non-medical reasons. Refunds shall only be given to campers leaving for medical reasons and only after receipt of written verification by a physician of significant injury or physical illness. Written verification must be received within 10 days of the end of the camper's session. Refund amounts for medical reasons are prorated based on the amount of the camp session missed. The amount of the refund is calculated as a percentage of one half of the total session fee, so the maximum refund is \$550.00 for a one-week session, \$1300.00 for a two-week session, and \$347.50 for a CIT session. For example, if a camper misses 4 out of 5 days of a one-week session for a bona fide medical reason, the refund amount would be 4/5 or 80% of \$550 which equals \$440.

There are no refunds for cancellation of camp activities, including but not limited to waterskiing and horseback lessons, due to weather-related conditions.

**Cancellations of the Friday bus drop off must be made in writing** (letter, fax or email) and must be received in the camp office **no later than the Sunday of the camper's arrival** to receive a refund of the \$85 or \$95 fee.

# 1) PREPARING FOR CAMP

---

## 1.8) INSECTS IN THE CAMP ENVIRONMENT

*Information about ticks, lice, bed bugs, and mosquitoes including West Nile and Zika viruses*

At a recreational summer camp, much of a camper's time at camp is spent in the outdoors, an environment that is shared with many insects. Additionally, whenever children are in close contact with one another, as is the case at camp, outbreaks such as head lice are possible. We have had very limited incidences of these insect-borne concerns in our 20+ year camp history, and it is important that we work together to minimize the chances of these issues happening at camp. To that end, here is a list of what we do and a list of what you can do to help protect all of our campers, including yours.

### What We Do

We take a proactive approach to reducing the risks associated with insects by:

- Contracting with a pest control company to treat for ticks, mosquitoes, carpenter bees, and spiders.
- Contracting with a pest control company to spray multiple nights each week, after bedtime, to control mosquitoes
- Keeping screens in sleeping areas in good repair
- Keeping the grass mowed in all frequently-travelled areas of camp to reduce the habitat for ticks
- Monitoring and removing standing water throughout camp
- Reminding campers to apply bug spray in the evenings and during the day before any classes that take place in the woods
- Reminding campers to check themselves for ticks on a regular basis
- Reminding campers not to share hats, hair accessories or hair brushes
- Encouraging campers with long hair to keep their hair tied back
- Inspecting for bed bugs and treating with heat as needed

Bed bugs have become increasingly common in the U.S.A. in recent years. Since they travel in luggage that goes to many different places prior to coming to camp, we never know what might be brought into a cabin with a camper's belongings in any given week. Although bed bugs can be difficult to eradicate without the proper equipment, they are not known to cause illness or transmit diseases. In general, we don't typically have issues with bed bugs during our summer season. Nonetheless, we have plans in place to deal with them if needed.

We work with specially-trained bed bug sniffing dogs to inspect all sleeping areas before campers arrive at the beginning of the summer. If the dogs detect the presence of bed bugs, the area is inspected by our camp maintenance staff. Specially trained staff also perform routine inspections during the summer. The camp owns professional heating equipment which allows us to heat up a cabin/bedroom and kill all life-cycle stages without the use of chemicals. In the event that we need to use heat to treat for bed bugs during a camp session, we will inform the affected campers and their parents. We use the heating equipment to treat the entire room, including any of the campers' belongings when possible. Obviously, this is done when the campers are not in the cabin.

### What You Can Do:

- Educate yourself. Follow these links from various governmental agencies to learn more.
  - Insect repellent - <https://www.healthychildren.org/English/safety-prevention/at-play/Pages/Insect-Repellents.aspx> and <http://www.cdc.gov/westnile/faq/repellent.html>
  - Head lice - <http://www.cdc.gov/parasites/lice/head/> and <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/AParentsGuidetoHeadLice.pdf>
  - Ticks - <http://www.cdc.gov/ticks/>
  - Bed bugs - <http://www.cdc.gov/parasites/bedbugs/>
  - West Nile Virus - <http://www.cdc.gov/westnile/>
  - Zika Virus - <http://www.cdc.gov/zika/> and <http://phpa.dhmm.maryland.gov/pages/zika.aspx>
- Inspect your child's scalp and hair before and after sending them to camp, looking for small white "dandruff" that is attached to the hair shaft and does not come off easily.

**(CONTINUED ON NEXT PAGE)**

# 1) PREPARING FOR CAMP

## 1.8) INSECTS IN THE CAMP ENVIRONMENT (continued)

- Be sure to pack an effective form of bug spray for your camper (see links on page 6). The CDC states that DEET is a very effective and researched chemical to repel both mosquitoes and ticks. Products with approximately 25% DEET (such as Deep Woods Off) are safe for children and last long enough for campers to engage in their evening activities without having to reapply (up to 5 hours). Other sprays with Picardin or with lower levels of DEET (such as Off Family or Skintastic) are also effective, but their protection is not as long lasting (up to 2 hours).
- Talk to your camper about the importance of:
  - Putting on bug spray every evening and during the day if they have activities that take place in the woods such as ropes course, outdoor living skills, or horseback riding. Counselors will help to remind them.
  - Checking themselves for ticks every day. If they find something that they think might be a tick, they should inform their counselor who can get them to the camp medical staff for assistance.
  - Avoiding head-to-head contact with others
  - Not sharing clothing such as hats, hair ribbons, or other hair accessories
  - Not sharing combs, brushes, or towels.
  - Keeping long hair tied back in a bun or pony tail.
- At pickup, we recommend putting all of your camper's luggage into trash bags and sealing them before loading them into your car. When you get home, wash all clothing and dry on high heat. This should kill all stages of bedbugs and lice if any are present. Any items that cannot be laundered with heat should be put outside in a black trash bag on a hot sunny day for about 4 hours to kill bedbugs. If you have reason to suspect lice, any non-washable items must either be boiled (in the case of combs and brushes) or must be sealed and left alone for two weeks to allow all life stages of lice to die.

## **2) PACKING FOR CAMP**

---

### **2.1) WEATHER**

During camp, it is usually hot, humid and very sunny. The average high temperature during the day is in the upper 80°s (30° to 32° C) with average lows in the mid 60°s (22° C) at night.

### **2.2) LAUNDRY**

- **One-week campers** - Campers should bring enough clothes for the week, as they will not be able to do laundry.
- **Two-week campers** – Campers can choose to have their laundry done by a third party vendor over the course of the weekend for a \$20 fee which will be deducted from their store account. Campers will be given a mesh bag in which to put their clothes and towels (not bedding) to be laundered. Please make sure that each item is labeled with their full name to prevent any clothing mix-ups. If you prefer not to use the laundry service, make sure to bring enough clothes for the entire session.

### **2.3) PACKING TIPS**

- Campers can pack in suitcases, plastic containers, duffle bags or any other reasonably sized article. Although not required, plastic containers often work best. Trunks/footlockers generally DO NOT fit well in the cabins and are not recommended for one-week campers. To fit underneath the bunk beds, a camper's gear should be no taller than 12". In both one-week cabins and two-week lodges, two campers share the space underneath the lower level of a bunk bed. Additionally, two-week campers in the lodges also have an open set of shelves.
- Although it is certainly important to help lay out the items your child will need for camp, please make sure that your child is the one who actually puts the things in the bags. Otherwise, campers may not know where to find their things once they get here.
- Any sports equipment that could be used as a weapon such as a tennis racquet, lacrosse stick, etc. is not permitted to be stored in the cabins or lodges. These items must be turned in during registration at the "Sports Equipment Check-in" station so that they can be secured when not in use.
- Most mattresses are cot-size (narrower than a twin mattress) and so a "tucked-in" twin sheet works well. We recommend sheets and a blanket rather than a sleeping bag so that campers can better regulate their temperatures on warm summer nights.

### **2.4) CELL PHONES AND OTHER WIRELESS COMMUNICATION AND INTERNET DEVICES**

We have a "no cell phone" and "no internet" policy at camp. This also includes any other wireless communication, internet, e-readers and gaming devices. First, these items are expensive and can get lost or stolen, and the physical camp environment is not kind to such items. Second, there is the issue of trust. When children come to camp they—and you—are making a leap of faith, temporarily transferring their primary care from you as their parents and guardians to us as their counselors. As children learn to trust other caring adults, they grow and learn, little by little, to solve some of their own challenges and rely on other adults outside of their immediate family. Third, we want our campers to be fully engaged in the camp experience and become a part of this special community during their time here. They need to be "unplugged" from their headphones, cell phones, and gaming devices to make the most of their camp experience.

We will let you know if your child is experiencing a challenge in his or her adjustment to camp. You can help by talking with your child before they leave for camp and telling them that there is always someone they can reach out to, whether it be a counselor, a trusted activity leader, a unit leader, a camp director or camp medical staff. **Please help show your campers that you trust us and them by making sure that cell phones and other wireless communication or internet-capable devices don't come to camp.**

Remember that all such devices will be taken from the campers and kept in the office. Parents must accompany their camper to pickup these items from the office at the end of the camp session.

### **2.5) VIDEO CAMERAS AND OTHER VIDEO CAPTURE DEVICES**

To protect the privacy of our campers, video cameras and other devices that are capable of recording video are not permitted at camp. This includes but is not limited to digital cameras and cell phones that can record video. We suggest using disposable digital cameras if your camper's digital camera is also capable of recording video.



## 2) PACKING FOR CAMP

### 2.6) MEDICATIONS

Medications administered at youth camps (much like schools) are highly regulated by the Maryland Department of Health and by the Maryland Board of Nursing. We are not able to make exceptions to these requirements nor are we the ones who make the rules. Please help us be able to care for your camper by adhering to the following:

- **Common Over-the-Counter Medications**
  - Our Medical Center stocks typical over-the-counter medications such as Tylenol, Advil, Benadryl, Tums and many others that are listed in Step 5 of the Online Health History by Parent/Guardian. These medications are provided to campers at no charge. Unless your camper takes one of these medications on a regular basis or your camper can only take a particular flavor, brand or formulation (i.e. dye-free, name-brand, meltaway, etc.), please DO NOT send these medications to camp.
  - Please indicate which over-the-counter medications you do and do not give permission to administer to your camper via Step 5 of the Online Health History by Parent/Guardian.
- **For compliance with the Maryland Nurse Practice Act and Maryland DHMH regulations, Sandy Hill must have a completed Medication Administration Authorization (MAA) form for all medications you send with your camper to camp. This includes prescription and over-the-counter medications including vitamins, homeopathic and herbal medicines. An MAA form signed by a prescriber and a parent/guardian must be received for each medication that is brought to camp. SANDY HILL CANNOT ADMINISTER MEDICATIONS WITHOUT THESE COMPLETED FORMS.** Blank MAA forms can be downloaded from the website at [www.SandyHillCamp.com/camp\\_forms.htm](http://www.SandyHillCamp.com/camp_forms.htm).
- For campers taking any medications, regardless of whether or not they are bringing the medication with them to camp, please complete the Medication Section of the Online Health History by Parent/Guardian. For each medication your camper is bringing with them to camp, please upload, mail or fax a completed Medication Administration Authorization Form signed by a prescriber and a parent/guardian. Bring the medicine(s) to Sunday registration in the original labeled bottle.
- **Per Maryland state regulations**, all prescription medication must be provided in the original container bearing a pharmacy label that shows the following:
  - **Prescription number**
  - **Date filled and expiration date**
  - **Prescriber's name**
  - **Medicine name and directions for use**
  - **Camper's name (CANNOT be the name of a sibling, parent, etc.)**
- We cannot accept expired medications. **Please verify the expiration dates on your medications!**
- **Emergency Medications such as epi-pens and inhalers**
  - For campers who need emergency medications, a prescriber and a parent/guardian must also sign the "Self-Carry/Self-Administration" section near the bottom of an MAA as appropriate. Please note this means a total of four signatures on the MAA form for an emergency medication – two each from the prescriber and parent/guardian.
  - Remember to **bring the box for the medication that has the pharmacy label**. We cannot administer the medication without the pharmacy label. Please also make sure that you and the prescriber have reviewed the Self-Carry/Self-Administration section on the MAA form.
  - Please **double-check the expiration date** as we cannot administer expired medications.
  - Although all medications must still be turned into the medical staff upon arrival, when campers are participating in remote activities (such as waterskiing and sailing), the parent can indicate during medication check-in on arrival Sunday whether or not the emergency medication should accompany the camper. During the activity, the medication is typically kept by a counselor. The medication is returned to the medical staff at the end of the activity, and any self-administration must be reported to the medical staff.
  - For campers with asthma, please complete and upload, mail or fax the "Asthma Action Plan" found on the website at [www.SandyHillCamp.com/asthma.pdf](http://www.SandyHillCamp.com/asthma.pdf).
  - For campers with diabetes, please complete and upload, mail or fax the "Diabetes Medical Management" form found on the website at [www.SandyHillCamp.com/diabetes.pdf](http://www.SandyHillCamp.com/diabetes.pdf).
- **All non-prescription must be received in its original container that includes the directions for use. We must have a completed Medication Administration Authorization (MAA) form signed by a prescriber and parent/guardian for each non-prescription medication as well.**
- **We cannot accept "pre-packed" medications into daily dose packets or pill boxes** unless the pre-packing is done by a prescription service which meets the labeling requirements listed in the previous section. We are not allowed to accept or administer medications unless they are in the original labeled pharmacy container.
- Our medical staff are responsible for administering medications to campers. Medications are nearly always administered at mealtimes – breakfast, lunch, dinner and/or snack. Bedtime meds are typically given at snack time - usually between 7:30 and 8:30 PM. The medical staff includes the licensed medical staff, camp directors and other staff trained to administer medications.
- **Campers are NOT permitted to have medication of any kind in their possession, including over-the-counter medications. All medications must be turned in to the camp medical staff, so do not pack them in your camper's bag.**
- Parents or other pre-authorized adults must pick up medications from the medical staff on Friday after the closing ceremony in the designated area near the medical center.

## 2) PACKING FOR CAMP

### 2.7) PACKING CHECKLIST

**Be sure to label everything with your first and last name!** If we find clearly labeled items during the camp session, we will give them back to your child during camp. We suggest using iron-on labels or indelible ink pens.

#### **DRESS CODE**

Campers will not be permitted to wear clothes that are excessively revealing, unsafe, or unhealthy, or that display lewd, suggestive, demeaning or otherwise offensive text or graphics. Please do not bring these items to camp.

#### **ESSENTIAL ITEMS TO BRING TO REGISTRATION (not packed in your bags)**

- Any MEDICATIONS in the original labeled bottles – see Section 2.6 on the previous page for details
- A CHECK or cash to pay any outstanding balance due. Most camp fees should have been paid in advance, except for last minute additions of waterskiing and horseback-riding.

#### **ESSENTIAL ITEMS TO PACK**

- Pillow, sheets and blankets and/or sleeping bag (*except campers coming by plane who are renting linens*)
- 3 or 4 towels for pool, beach, and showers
- Toiletries\* (soap, shampoo, toothpaste, hairbrush, etc.) *\*Bring these items in something you can carry to the bathroom*
- Something to sleep in (lightweight pajamas or T-shirt/shorts)
- Plenty of shorts and T-shirts for a week of activities – please respect our **dress code** above ☺
- Jeans (please note that anyone interested in riding horses at camp must wear long pants while riding)
- TEVAS, aqua socks, or old tennis shoes that can be worn in the Bay (not flip flops – they fall off)
- 1 nice outfit for a special dinner
- Bathing suits (at least 2 if possible)
- Sweatshirt and sweatpants for cooler evenings
- Flip flops or sandals to wear to the pool and shower
- Tennis shoes (especially for sports and ropes course activities)
- Hat, insect repellent, and sunscreen (please send at least 2 bottles of sunscreen for 2-weekers)
- Water bottle
- Flashlight and extra batteries
- Socks and underwear
- Rain gear
- Laundry bag for dirty clothes (an extra pillowcase or bag is fine)

**REQUIRED EQUIPMENT FOR ACTIVITIES** – Remember that you can log in to your *Camper's Home Page* to find out your tentative activity schedule by Thursday of the week before you arrive. All potentially dangerous sports equipment brought from home will be locked in the sports building when not in use.

- FIELD HOCKEY: shinguards and mouthguard
- HORSEBACK LESSON: Long pants (jeans are fine) and shoes or boots with a heel. Riding helmets are provided. If you have your own riding helmet, breeches, jodhpurs or riding boots, you can bring them too.
- LACROSSE: Mouthguard
- SOCCER: Shinguards and outdoor soccer shoes
- TWO-WEEK CAMPERS: Backpack or small bag to carry towel/bathing suit on the amusement park trip. White-soled tennis shoes for bowling trip (if you have them)**

#### **OPTIONAL ITEMS**

- Notebook/ pencil/ pen
- Pre-addressed and stamped postcards or envelopes to send letters home
- Disposable camera labeled with your full name
- Small photos of your family, pets, or friends to show to your new friends
- FISHING class: Camp provides fishing poles. No special equipment is needed.
- GUITAR class: You can bring your own acoustic guitar or use a camp guitar (No electric guitars or amplifiers please)
- PHOTOGRAPHY class: Camp provides digital SLR cameras. No special equipment is needed.
- TENNIS class: Bring your own racquet (or use a camp racquet)

#### **\*\*WHAT NOT TO BRING TO CAMP\*\***

**These items will be taken from campers and returned to parents at the end of the week**

- ELECTRONIC DEVICES (iPod, radio, MP3 player, tablet/laptop computer, laser pointer, e-book readers, etc.)
- CELL PHONES AND OTHER WIRELESS COMMUNICATION AND INTERNET DEVICES**
- VIDEO CAMERAS, DIGITAL CAMERAS** or other devices that can capture moving pictures
- Drones, remote control toys, bikes, skateboards, inline skates, scooters or other similar equipment
- Knives, guns, or weapons of any kind (including pocket knives and clothing with spikes, chains, etc.)
- Cigarettes, e-cigarettes or similar devices, alcohol, drugs or any other substance that can be used in an illegal manner
- Fireworks, matches, candles, lighter fluid or other flammable materials
- Clothing or accessories that are expensive, dangerous, or not in line with the dress code above
- Any medications** (prescription or over-the-counter) unless they are turned in to the camp medical staff
- Animals including family pets on registration day and pick-up day** – Sorry☹ ...Health Department regulations!
- Cash – all money must be turned into the camp store to be held in an account
- FOOD** – food is not permitted in the cabins or lodges

## 3) SUNDAY ARRIVAL AND CHECK-IN

---

### 3.0) ARRIVAL AND CHECK-IN

- **Before you leave home to drive to camp:**
  - Log in to your *Camper's Home Page* for any last minute changes to cabin assignments or activities. You will also be able to see if you have a balance due or any incomplete health form items that you should bring with you to check-in. You can also print out a cabin map to help you locate your cabin or lodge. Please note your cabin's NAME, not number - the numbers are just for the map key.
  - Remember to keep any medications separate from your camper's bags so that they can be checked in with the medical staff.
  - **Please leave your pets at home as they are not permitted on site.**
  - Make sure that your camper is not showing any signs of illness that would permit them from being admitted to camp – **fever, vomiting, diarrhea, rash, head lice, etc.** If your camper is showing any of these symptoms, please contact the camp office immediately to discuss the situation with the camp directors or medical staff.
- **Arrival times for Sunday check-in.** Please arrive for check-in on Sunday between **3:45 PM and 5:00 PM.**
  - **The security gate at the camp entrance will not open until 3:30 PM. You may NOT wait at the camp entrance or alongside the road near camp.**
  - **PLEASE DO NOT ARRIVE EARLY.** You will not be permitted to wait outside the gate when it is closed. So as not to cause a traffic hold-up along Route 272, early arrivals will need to turn around and drive back towards town. Camp is 10 minutes from the quaint little town of North East. If you find yourself ahead of schedule, please enjoy some time in North East rather than arriving early, only to be forced to turn back around at the camp gate.
- Sandy Hill pre-assigns beds for all campers, so there is no advantage to arriving early to camp. When possible, campers who are on a cabinmate request list together will be assigned beds near each other. If your camper has a medical or behavioral need to be on a top or bottom bunk (i.e. bedwetting, sleepwalking, injury making it difficult to climb up to a top bunk), please indicate this in the "Final Questions" step 7 of the *Online Health History by Parent/Guardian*.
- Registration will begin in our "drive-thru" lanes at the designated time, so please stay in your vehicle and savor the air-conditioning until you have gone through "drive-thru" and been parked by a Sandy Hill staff member.
- Please ask any uniformed staff member for assistance in locating your cabin or lodge. As a helpful hint, cabins are grouped by type (for example, all of the "rivers" are together, all of the "creeks" are together), so once you've found a similar type of cabin name, you'll know that you're getting close.
- Parents, when you arrive at your cabin or lodge and are greeted by one of your camper's counselors, feel free to pull your counselor aside if you would like to share any specific information that may be helpful for them to know about your camper. If your camper is leaving early from camp or is taking the Friday drop-off bus home, please confirm this with your counselor and your camper. Please confirm that the adult picking up your camper and their medications (if they have any) is listed on the OK for pickup list. Changes to the authorized pickup list can only be made by a parent or guardian.
- As part of our ongoing efforts to ensure the health of safety of all of our campers, each camper's temperature will be taken in the cabin upon arrival. Campers with fevers above 100.4 degrees or with other flu-like symptoms (diarrhea, vomiting, coughing, sore throat, etc.) will be sent home. Please make sure that your camper is healthy and fever-free before you leave home to bring them to camp. Also, parents/guardians will complete a short health update form upon arrival to the cabin or lodge. Since health forms are completed online weeks before your camper's arrival, it is important to update your camper's health record with the most recent and accurate information. This update form will make the medical staff aware of any recently observed symptoms of illnesses or injuries or other special needs that may require medical follow-up.
- In general, it is best to make your partings brief and casual so your child does not get upset about your departure.
- Dinner will be served to our campers after the families have departed. Dinner is later on Sunday night than the rest of the week. One-week campers eat at 6:00 PM, and two-week campers eat at 7:00 PM.
- Please also review *Section 1.4 - What to expect on the first evening of camp* on page 3 for more information regarding Sunday check-in.

## 4) COMMUNICATING WITH YOUR CAMPER DURING CAMP

---

### 4.1) MAIL, CARE PACKAGES, EMAILS AND FAXES

- It's fun to get mail at camp! We recommend that you mail letters a few days before your campers arrive so that they are sure to receive mail while they are here.
- Letters, packages, faxes, and emails are delivered each day at dinner. Correspondence received by 2:00 PM is usually delivered to campers that day.
- Please correspond with your camper using a cheerful and encouraging tone. Dwelling on how much you (or their siblings or their pets etc.) miss them will make their adjustment to being away from home more difficult.

#### Mail and Care Packages

- **NO FOOD, CANDY OR CHEWING GUM is permitted in care packages** to help prevent unwanted pests in the sleeping areas and to help ensure the safety of campers with food allergies. All packages will be opened in the Dining Hall and any food items will be discarded. Non-edible gifts such as clothing, games, or books are welcome. Remember that we serve your camper three meals per day plus an evening snack. Please make your camper's friends and relatives aware of this policy too.
- Address letters and packages to:  
*Your Child's Name, Session #, Cabin Name* (found on your Camper's Home Page)  
*Sandy Hill Camp*  
*3380 Turkey Point Road*  
*North East, MD 21901 USA*
- Care package tips:
  - Be upbeat and encouraging in any correspondence you include in a care package
  - We will continue to accept letters and packages during Sunday registration if you would like to save on postage. Please drop packages off to the Dining Hall porch (the main entrance to the Dining Hall on the side of the building that overlooks the basketball courts). If you are unsure of where to place your packages, please ask a staff member. **All packages dropped off at the Dining Hall on registration Sunday will be delivered on Monday.** Due to space constraints, we cannot "hold" packages until a certain day nor can we honor requests to deliver different packages or letters on different days (i.e. this one on Monday, that one on Tuesday).
  - Any packages or mail received after your camper has left camp will be returned to sender.

#### Emails

- Campers can receive one email per sender per day sent to **campers@SandyHillCamp.com**. Emails must be text only with no attachments. Emails must be received by 2 PM for same day delivery.
- Please be sure to include the following information in the subject of the email:
  - Camper's first and last name, session number, and cabin name (you can get the cabin name online from your *Camper's Home Page*)
- Be upbeat and encouraging in any correspondence with your camper.
- Sandy Hill reserves the right to withhold any emails that contain text or graphics that are inappropriate in the camp setting. The appropriateness of an email is at the sole discretion of the Sandy Hill Camp staff.
- You will receive a confirmation reply email once we have received and printed your email. If you don't receive a reply by 2 PM on the next weekday, your email may have gotten caught up in our spam filters or may have been incorrectly addressed, so please check the email address and try again. Campers will NOT be able to reply to emails.
- Emails sent on the last Friday of a camp session must be received by 10:00 AM to be delivered in time.

#### Faxes

- You can send faxes to 410-287-0826, but please limit them to one page per camper per day.

## **4) COMMUNICATING WITH YOUR CAMPER DURING CAMP**

---

### **4.2) CAMPERS CALLING HOME**

We have one telephone here at Sandy Hill for use by campers.

- Camper calls to family in the US are free (no calling card required), but calls must be kept to approximately 3 minutes to allow as many people to use the phone as possible. Calling cards are required for international calls.
- **Campers will have the opportunity to use the phone during their afternoon free-time on Wednesday, Thursday and Friday.** They will only be allowed to make outgoing calls during their hour-and-fifteen-minute afternoon free time in the second half of each week (and on Saturday afternoon for two-week campers).
- **Do not be concerned or surprised if your child does not call you.** The campers are very busy with all of their activities here at camp, and the pool is a lot more fun than the phone booth! Rest assured that no news is good news. A Sandy Hill staff member will contact you if we feel something is significantly hindering your camper's ability to have a positive camp experience.
- **REMEMBER THAT CAMPERS ARE NOT PERMITTED TO HAVE CELL PHONES OR OTHER WIRELESS COMMUNICATION DEVICES AT CAMP.**

### **4.3) PARENTS CALLING CAMP**

- Unless it is an emergency, please contact your child by letter, email, or fax – not phone.
- If you need to get an urgent message to your child, call the office at 410-287-5554, and someone will be happy to help you. Due to the size of our facility, it is not feasible for us to immediately deliver a message or bring your child to the phone.
- Office hours during camp are Monday through Friday 9:00 AM to 5:00 PM. For non-emergencies outside of office hours, you can call and leave a voice mail. If you have an after-hours emergency, please call the camp office and follow the prompts on the phone message to leave an emergency message. Please note that it may take up to 15 minutes for us to receive your message.

### **4.4) EMERGENCY NOTIFICATION**

In case of a national crisis, severe weather, or other large-scale emergency requiring evacuation or early pick-up, the safety of our campers will be our first priority.

- In a large-scale emergency, staff will notify parents and provide information and instructions as soon as possible in any or all of the following three methods.
  - **Camp website:** [www.SandyHillCamp.com](http://www.SandyHillCamp.com). Look for a link in bold red letters near the top of the home page.
  - **Email:** sent to both the primary and secondary email addresses listed on your *Camper's Home Page*.
  - **Phone:** you may also receive a "recorded message" from the camp. We contract with a service provider that can dial all of our camper families and play a message recorded by the camp. The automated dialing service will call the following numbers (if listed on your *Camper's Home Page* at the start of your camper's session): home phone, mother's cell, and father's cell.
- **Please do not call the camp office directly** because you will tie up phone lines needed for the camp to communicate with outside agencies and coordinate emergency responses. Go to the camp website for information and instructions.

### **4.5) ONLINE PHOTOS**

Our camp photographers will be taking photos of campers around camp each day. Cabin photos will be posted for each session as well. These photos will be posted on a password-protected site where parents can view each day's activities. The photos will remain available online to parents and campers after camp as well. You will be able to order prints, photo souvenir items and electronic downloads through a third-party vendor.

With approximately 450 campers here each day, it is not our intention to post photos of each camper every day, but rather to give you a flavor of what we've been up to. We try to organize the photos by activity to make it a little easier to find activities in which your camper may be participating rather than paging through all of the photos for a given day.

To access the photos, login to your *Camper's Home Page* to find the link and password.

## 5) FRIDAY DEPARTURE

---

### 5.1) DEPARTURE TIMES

- All parents are invited to attend our closing ceremony at 4:00 PM on Friday. Plan to arrive no sooner than 3:45 PM if you would like to watch the closing ceremony. **Please do not arrive earlier than 3:45 PM as the gate will be closed. You may NOT wait at the camp entrance or alongside the road near camp.** Campers will be ready to depart at approximately 4:30 PM. Traffic can be heavy on Friday afternoons, so please plan accordingly. **Please do NOT bring any pets with you as they are not permitted at camp.**
- **Campers will not be permitted to leave until camp concludes at around 4:30 PM, and parents must stay in designated areas until that time.** Parents, we need your cooperation with this policy. First, it enables your child to complete the camp experience. Second, it helps to insure his or her safety and security, as we must monitor any visitors to our property and verify that each camper goes home with the designated parent/guardian. If your camper needs to leave sooner than 4:30 PM, see section 5.2 for "Early Pick-Ups."

### 5.2) EARLY PICK-UPS

- If you need to pick up your camper during the week, please contact the office the week before you arrive to camp to let us know. If you need to pick up your camper early on Friday (before camp is over at 4:30 PM), you must schedule it in advance with the Sandy Hill office. Early pick-up on Friday must be between 12:00 and 12:30 PM – there are no exceptions. After 12:30 PM, campers can only be released after the closing ceremony at around 4:30 PM.

### 5.3) CHECK-OUT

- ❑ **Meet at the cabin or lodge** – The closing ceremony is held in front of parents and campers in the outdoor campfire area (weather permitting) or inside the gym. At the end of the ceremony, parents will meet their campers back at their respective cabins and lodges to sign them out.
- ❑ **Sign out your camper and collect their gear** – Only adults whose names are listed as "Authorized to pickup" on the camper's home page are permitted to sign-out a camper. For our camper's safety, adults may be asked to present a photo ID before campers will be released to them. Please remember to check under bunks and on clotheslines for all of your camper's items as you gather your camper's gear.
- ❑ **"No tipping" policy** – Staff members at Sandy Hill are NOT permitted to accept tips. If you have counselors to whom you would like to say a special thank you, please consider sending letters or care packages to them at camp.
- ❑ **Purchase snacks at the camp store** – The camp store is located in the new Lighthouse Activity Center (the building with the large stone lighthouse). The store will be open if you would like to purchase snack items before the ride home. Clothing and other souvenir camp items will be available for purchase as well.
- ❑ **Pick up medications** – If you turned in medications when you arrived, please stop by the medical staff's table located in front of the Lighthouse Activity Center to pick up medications.
- ❑ **Pick up sports equipment** – If you checked in any sports equipment when you arrived, please go to the same location that you dropped it off to retrieve your items.
- ❑ **Check for lost and found** – Please stop by the "Lost and Found Grotto" behind the camp store to look for any items that your camper may have misplaced during the session.

### 5.4) OPTIONAL FRIDAY DROP-OFF to Beltsville, MD or Falls Church, VA

- If you have scheduled for your camper to be bused to the DC area, the fee (\$85 to Beltsville, MD or \$95 to Falls Church, VA) should show up on your online statement, and it should be listed on your *Camper's Home Page* departure information for each session that a drop-off is scheduled.
- You will be able to get directions and schedules for the drop-off site from your *Camper's Home Page* once your camper has been signed up for this service. If you have not signed up for a Friday bus drop-off but would like to, room is still available on most Fridays. Please call the office at (410) 287-5554 or email us at [info@SandyHillCamp.com](mailto:info@SandyHillCamp.com) to sign up.
- **Drop-off cancellations must be made in writing (letter, fax, or email) and must be received in the camp office no later than the Sunday of the camper's arrival to receive a refund of the \$85 or \$95 fee.**

## **6) AFTER CAMP**

---

### **6.1) WE WANT YOUR FEEDBACK**

It is our goal to positively impact the lives of our campers by amazing them and their families with the quality of their Sandy Hill experience. We are continuously looking for ways to improve, and we would appreciate your help.

You will be receiving an email shortly after your departure from camp asking both campers and parents to complete brief online surveys. The Parent Survey and the Camper Survey can be accessed from your *Camper's Home Page* or directly from a link that will be provided in the email. We value your responses greatly, and we appreciate you telling us about your camp experience.

If you have any concerns about your camper's experience, we would like to know about those as well. Please contact the camp office by phone at (410) 287-5554 or by email at [info@SandyHillCamp.com](mailto:info@SandyHillCamp.com).

### **6.2) LOST AND FOUND**

- There are lost and found receptacles throughout camp where items are placed as they are found throughout the course of each week. Toward the end of the week, all items from that week are displayed behind the camp store on clotheslines in our "Lost and Found Grotto". Items with legible, full names written on them are announced at meals throughout the week.
- Any unclaimed items from that week will be on display in the Lost and Found Grotto during pick-up on Friday.
- If you are unable to find an item upon your return home, please email a detailed description including the location of the name or initials to our camp office. Due to the number of similar-looking clothes and the challenges of positively identifying items, we can only mail back items that are requested and have a camper's name or initials clearly marked on the item. There will be a \$15 shipping and handling fee for all items left behind that you would like to have shipped home. All unclaimed items are donated to local homeless shelters in late August.
- Sandy Hill is not responsible for lost or damaged items.

### **6.3) GUIDELINES FOR COMMUNICATION AMONG CAMPERS AND STAFF AFTER CAMP**

We recognize that the positive camp environment we work so hard to create often fosters close and trusting relationships between and among staff and campers. It is very common for campers to want to keep in touch with these folks after camp. Communication has become all the easier with the pervasiveness of tools such as social-networking sites like Facebook, Instagram, Snapchat, text messaging, cell phones, tweeting, email and more.

We work very hard to recruit positive adult role models to join our staff and care for your camper. The camp environment has a number of safeguards built into it that allow us to monitor and ensure the positive nature of both staff-camper and camper-camper interactions. Outside of the camp environment, many of these safeguards are no longer in place, and so we do not take responsibility for the actions of the staff outside of camp. If you choose to permit contact between staff members and your child, you will be accepting full responsibility for overseeing the contact that results. We also know that savvy campers can often "find" staff online, and so we encourage parents to be aware of your campers' activities and supervise them as you would any other activities in their lives.

The only official online presence and source of information endorsed by Sandy Hill are the camp's website at [www.SandyHillCamp.com](http://www.SandyHillCamp.com) and [www.facebook.com/sandyhillcampofficial](http://www.facebook.com/sandyhillcampofficial).

### **6.4) REGISTRATION FOR CAMP 2019**

Online registration for returning campers and their siblings will open November 15<sup>th</sup>, 2018. Registration for new campers will begin on or around December 1<sup>st</sup>. You should receive an email reminding you about registration a few weeks prior. Historically, camp fills very quickly – so if you are interested in returning, it is best to make your plans early!

## **7) FOR MORE INFORMATION**

---

### **7.0) FOR MORE INFORMATION...**

Feel free to contact us if you have additional questions. Our email address is [info@SandyHillCamp.com](mailto:info@SandyHillCamp.com), and our phone number is (410) 287-5554. You can also visit our "Frequently Asked Questions" page on our website at [www.SandyHillCamp.com/camp\\_faqs.htm](http://www.SandyHillCamp.com/camp_faqs.htm). We look forward to seeing you this summer!