



everything you need to know about preparing for camp

2017 camper | parent handbook



Reflection of perfection is our aim



handbook contents

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Welcome parents and campers!

We are so excited that you will be part of our camp family this summer!

This handbook is designed to give you as much information as possible before you arrive at Newfound-Owatonna.

If you have additional questions that aren't covered here, please feel free to be in touch with us.

With love,

Mary and Reid

Mary Rankin, Camp Newfound Director
(207) 595-8983 | mary@newfound-owatonna.com

Reid Charlston, Camp Owatonna Director
(618) 407-2395 | reid@newfound-owatonna.com

frequently called numbers

Main phone

207-583-6711

Emergency

207-712-3778 Seth Johnson, *Executive Director*

617-784-5479 Sara Osborn, *Operations Director*

Business Office

207-583-6711 ext. 204 or 201

Owatonna

618-407-2395 Reid Charlston, *Director*

Newfound

207-595-8983 Mary Rankin, *Director*

Nurse

207-583-6711 ext. 214

Practitioner

207-583-6711 ext. 213

address: 4 Camp Newfound Road, Harrison, ME 04040

website: www.newfound-owatonna.com

email: info@newfound-owatonna.com

2017 important dates to know

JUNE 1 Tuition paid in full

FULL SESSION: June 17 – August 5

Opening Day: Saturday, June 17 at 2:00 pm

Parents' Weekend begins: Friday, August 4 at 1:00 pm

Final Day: Saturday, August 5 at 11:00 am

FIRST SESSION: June 17 – July 8

Opening Day: Saturday, June 17 at 2:00 pm

Parents' Weekend begins: Friday, July 7 at 1:00pm

Final Day: Saturday, July 8 at 11:00 am

2-WEEK SESSION: June 17 – July 1

Opening Day: Saturday, June 17 at 2:00 pm

Final Day: Saturday, July 1 between 1:00 – 2:30

SECOND SESSION: July 9 – August 5

Opening Day: Sunday, July 9 at 2:00 pm

Parents' Weekend begins: Friday, August 4 at 1:00 pm

Final Day: Saturday, August 5 at 11:00 am

Enrollment for 2018

2018 Enrollment begins at Camp on Parents' Weekend.

Please see page 11 for details.

Handy things to know for Opening Day

Campers should arrive at Camp between 2:00–5:00 pm on Opening Day, plane flights and bus schedules permitting. This gives parents and Camp plenty of time to settle belongings into the cabins and cubies before dinner. When the dinner bell rings at 5:30, Camp officially begins for your child. We kindly ask that all parents say their goodbyes before the campers file into dinner.

- If your child is flying from anywhere west of Kansas, call the business office about arriving at Camp the day before your session begins: (207) 583-6711.

- We know that pets and children naturally love each other. If you bring your pet to visit Camp, please be responsible; you must bring a leash, and no aggressive canines allowed (tail-waggers are welcome).

parents' weekend 2017

We warmly invite you to join us to meet your child's friends and counselors, as well as other parents, and to see a bit of Camp in action. Extended family is welcome.

FIRST SESSION Parents' Weekend Schedule:

Friday, July 7 @1 pm – Saturday, July 8 @11:00 am

- **FRIDAY**

- 1 pm Parents arrive for activities with their campers
- 5:30 pm Picnic dinner with families at Owatonna
- 6:45 pm Evening activity
- 8:00 pm Refreshments and slide show in the Owatonna Lodge

- **SATURDAY**

- 7:45 am Buffet breakfast
- 9 am Morning Meeting, Parent Meeting to follow @9:30
- 10:45 am Bag lunches available, first session campers depart
- 11 am Special activity for 7 week campers

FULL & SECOND SESSION Parents' Weekend Schedule:

Friday, August 4 @1pm – Saturday, August 5 @11:00 am

- **FRIDAY**

- 1 pm Parents arrive for activities with their campers
- 5:30 pm Picnic dinner with families at Owatonna
- 6:45 pm Evening activity
- 8:00 pm Refreshments and slide show in the Owatonna Lodge

- **SATURDAY**

- 7:45 am Buffet breakfast
- 9 am Morning Meeting, Parent Meeting to follow @9:30
- 10:45 am Bag lunches available
- 11 am Campers depart ... see you next summer!

hotel & lodging recommendations

If you need to stay over in the area, the easiest way to find lodging is to go online to www.mainelakeschamber.com for listings, price, and availability.

travel instructions

From Massachusetts

Follow Route 95 North into Maine

Take Exit 63 for Gray

At the end of the exit ramp, turn left onto Route 115 West

After 6 miles, go right at the stoplight in Windham onto Route 302

After 13.3 miles, go right at the stoplight in Naples onto Route 35

Camp is 9 miles up Route 35 on left

From New York

I-95 N to I-91 N to I-90 East (Mass Pike)

I-290 N to I-495 N to I-95 N to Maine Turnpike (I-95 N)

Follow directions above from Maine Turnpike

Airport instructions

You can fly in and out of the following airports:

- Portland International Jetport in Portland, ME
- Manchester Airport in Manchester, NH
- Logan International Airport in Boston, MA

Flights should be booked to arrive and/or depart between 10 am and 3 pm on:

- Saturday, June 17 (first session Opening Day)
- Saturday, July 8 (end of first session)
- Sunday, July 9 (second session Opening Day)
- Saturday, August 5 (end of second session)

If your child is flying from anywhere west of Kansas, call or email the business office about arriving at Camp the day before your session begins:

(207) 583-6711, info@newfound-owatonna.com

Airport transportation charges

\$40.00 per camper for pickup or drop off in Portland

\$75.00 per camper for pickup or drop off in Boston or Manchester

Instructions for campers arriving by air:

Please see details in the Travel Information link on the camp website, where you will also find an electronic form to complete.

care, support & emergencies

Your camper will be given the best care while he or she is attending Newfound or Owatonna. Listed below are some of the ways your camper will be supported this summer.

Staff

Senior staff and counselors take time each day to acknowledge God's government over all our activities. All of our counselors are committed Christian Scientists. During pre-camp, they are given specific training in the nurturing and care of children. A Camp Mom is in residence at each Camp to assist with situations that may require extra time and attention.

Camp Practitioner

A *Journal*-listed Christian Science practitioner lives at Camp in the Martin House (next to Birches) and is employed to prayerfully support all the activities of Camp. If there is a need, the camp practitioner will help campers be in touch with their own practitioner. The camp practitioner could be available for campers on an "on call" basis if the parent and practitioner agree on treatment for the camper. If the camp practitioner works specifically for your child, he or she will bill the family directly at his or her standard rate for metaphysical support.

Christian Science Nurse

A *Journal*-listed Christian Science nurse lives at Camp in Birches and is available 24 hours a day. Birches is a quiet cabin located at Owatonna (but accessible to both Camps) where campers and staff may spend quiet time in the nurse's care.

Parents

Parents are asked to join the staff each day in taking time to pray specifically for the harmony of their child's experience at Camp. A metaphysical theme for the summer will be sent to all camp families before the beginning of the session. Parents are encouraged to participate in prayerfully supporting this theme.

Note: Campers should be free from any contagious symptoms before arriving at Camp.

All campers will be checked for lice and/or nits when they arrive at Camp before they are permitted to move into their cabins. If any camper is discovered to have lice and/or nits, he or she will return home with his/her parents until it is verified that he or she is lice and nit free. Upon return to Camp, the camper will be re-checked and confirmed to be lice/nit free. There will be a follow up check within the next week.

Campers who fly or take a bus will be checked for lice upon their arrival at Camp. If a camper is discovered to have lice, the parents will be notified. The camper will not be allowed into his or her cabin, but will be allowed to stay at Camp, separate from other campers, to be treated. The cost for this treatment will be assumed fully by the camper's parents. Once the camper is declared to be lice free by our nurse, the camper will be allowed to enter his or her cabin. There will be a follow up check within the next week.

Campers who are discovered to have lice DURING Camp are given the option of immediately going home for treatment or paying for treatment by professionals at Camp.

communication with parents

when a camper requires prayerful support

If your child goes to the Birches, our care facility, a director or the nurse will call you if it is something that needs your prayerful support. We usually do not call parents for scrapes and cuts that just need cleaning and bandages.

We use the information provided by you on your application to stay in touch with you. Please notify the Business Office in writing or email, if you will be away from home at any time during your child's stay with us. Please include dates and phone numbers in your correspondence.

If your child has an immediate need, you, the parent, are called first. If you cannot be reached, the practitioner listed on your application will be notified. If that practitioner is not available, the camp practitioner will take up the case while we continue to try to reach you.

Once the parent is notified of the need, it is the responsibility of the parent (and the camp nurse) to keep the practitioner updated on the case (whether it is the camp practitioner or the camper's practitioner).

Any time a camper stays overnight at Birches, we will notify the camper's parent. In some cases, for example if 24-hour nursing is needed, the parent will be asked to care for the child at home or out of Camp until the need is met and the healing is complete.

While it is not the role of a Christian Science nurse to diagnose disease or disorder, the nurse and other camp staff members are trained to be alert to care situations that may warrant a report to the health authorities. The nurse and other staff members are also trained to be alert to care situations that may not be "reportable" but may warrant steps to ensure consideration of others – due to the circumstances of group living and camp life. In cases of both communicable and reportable conditions, a camper's parent(s) will be called to request that the parent come to take responsibility and legal charge of the camper to follow through with care outside of Camp. If the parent is not immediately available, Camp will facilitate appropriate action, in cooperation with the family, until the parent is available.

If a parent requests or chooses to seek a diagnosis to determine whether or not the condition is communicable, Camp will assist to facilitate this process at a local medical professional's office or clinic. In the case of communicable disease, a physician must provide confirmation of full recovery in order to comply with state health laws. Once confirmation is received an individual may return to Camp and resume activities and cabin life. In a case where a diagnosis is not desired, the parent(s) will remove the camper into his/her own care.

in the case of an emergency

In the unlikely case that an emergency situation arises and a camper should lose consciousness or be in a life-threatening situation, we will immediately notify local emergency technicians for assistance in order to comply with state health laws. Parents and practitioners will be notified, and parents will make all further decisions regarding the situation.

general communication

Our goal is to keep you informed of your child's well-being and about some of the activities going on at Camp during the session. We will communicate with you via regular photo-posting on our website and general email updates. At the end of each session we will mail a "home report." The home report is a personalized letter that provides an overview of your child's progress in activities and cabin life.

If you have questions or concerns about your camper, please feel free to email or call the Camp Director any time. Your call will be returned as soon as possible.

Newfound Director Mary Rankin: mary@newfound-owatonna.com (207) 595-8983

Owatonna Director Reid Charlston: reid@newfound-owatonna.com (618) 407-2395

Executive Director Seth Johnson: seth@newfound-owatonna.com (207) 712-3778

Camper calls to parents Campers will be able to make one 10-minute phone call home during each session. We like campers to be at camp for a week before calling home. You may find that your child doesn't call after the first week because he or she is happy and busy. (We don't announce that campers can call home.)

Parent calls to campers If a parent needs to get in touch with a camper by phone, the parent should send an email or call the Business Office. The Camp Mom will make arrangements for your camper to return your call as soon as the daily schedule allows. Such phone calls are rare and should be kept to a minimum. Letters are a wonderful (and preferred) way to keep in touch with your child.

Business Office The Business Office is open to receive calls from 9:00 am to 8:00 pm EST daily. If your call goes to voice mail, it will be returned promptly. If you need to reach someone at Camp and the Business Office is not answering the call, please leave a message as it WILL be picked up promptly – more promptly than any other extension at Camp.

Emergency calls In the event of an emergency, you may call a Camp Director at any time. Dial (207) 712-3778 to reach Seth Johnson or (617) 784-5479 to reach Sara Osborn at any time, day or night.

general communication, cont.

Phone calls to directors Remember that the directors are very busy once camp starts and want to be attending primarily to the campers and staff, so please limit your communications to things of an urgent nature. We want to hear from you on anything significant involving your family and child, and we will certainly be in touch with you promptly if your child needs you in any way.

The Camp Directors are most often available by cell phone. If your message goes to voice mail, the Director will make every effort to return your call or text promptly.

Letters and packages from parents Rather than sending packages we encourage you and your family to write letters to your child. PLEASE LIMIT PACKAGES TO ONE PER SESSION. Do not send candy, baked goods, or packaged food of any kind. Food and sweets are magnets to all kinds of critters! In an effort to discourage the sending of food or candy, any received will be disposed of. Campers are offered dessert daily and special treats on occasion.

Letters from campers Campers are required to write home on Saturdays and Tuesdays (please keep in mind sometimes there are exceptions; for example, if they are on a trip). Please send a good supply of stationery, envelopes, and stamps with your camper. For young campers, it is helpful to pre-address and stamp the envelopes before they come to Camp.

Camp Store for incidental items will be offered regularly. Items such as shampoo, toothpaste, toothbrushes, sunscreen, and stamps are available for purchase. At the end of the summer, parents will receive an invoice listing all expenses – individual store purchases, travel to and from an airport, UPS fees for shipping a trunk, extra uniforms, toothbrush, flip flops, or any other miscellaneous charges that your camper has accrued during his or her time at Camp.

Parent visits to Camp Parents, family, and friends are invited to attend our Parents' Weekend – First session: July 7-8, Second session: August 4-5 (please see pg. 4 for details). If there is a special circumstance in which a parent or friend needs to visit during the session, please contact the Camp Director.

bullying at camp

Bullying Defined (from Maine School Management Association)

“Bullying” means any physical act or gesture or any verbally, written, or electronically communicated expression that:

1. A reasonable person should expect will have the effect of physically harming a camper or damaging a camper’s property; or
2. Placing a camper in reasonable fear of physical harm or damage to his/her property; or
3. Substantially disrupts the cabin life, participation in activities, or the ongoing camp involvement of a camper; or
4. Is so severe, persistent, or pervasive that it creates an intimidating, hostile camp environment for the camper who is bullied.

General Bullying Policy Overview

It is the intent of Camps Newfound and Owatonna to provide an environment conducive to spiritual growth, in which staff members and campers interact and grow together in the common understanding that God is Love. Bullying undermines the mission and purpose of the Camps. It is the intent of the camp staff that all campers enjoy the fullest opportunity to learn new skills and grow in confidence without any limitation of fear. To that end, we aim to ensure a nurturing, orderly, and respectful camp environment that is caring and supportive of each individual.

Bullying Prohibited

Bullying, as defined above, is not acceptable conduct at Camps Newfound and Owatonna and is prohibited. Bullying behavior on the part of a camper shall be immediately addressed by Senior Staff intervention. Any camper who continues to engage in conduct that constitutes bullying shall be asked to leave Camp.

camper behavior expectations

Campers are expected to behave in a Christian manner while at Camp. Behavior including, but not limited to, bullying, sexual activity, and use or possession of illegal substances will be cause for disciplinary measures which may include removal from Camp.

activities with risk statement

Most campers participate in activities at Camp that have some inherent risk such as waterskiing, ropes course, archery, woodsman, and Flag Trip. All of our staff members are trained in their activity areas and are taught to use caution and wisdom in all situations. In addition, our Camps are accredited by the American Camping Association, which holds us to a very high standard in training, safety, and oversight. Please contact a director for further explanation of any of these activities.

For more information about specific activities please go to our website:

www.newfound-owatonna.com/newfound_activities_with_risk

change-over weekend policy

Camp has wonderful activities planned for full session campers during change-over weekend. Parents who would like to visit with their 7-week campers are welcome to sign their campers out from Camp from 10 am on Saturday to 2 pm on Sunday. **Campers are only allowed to leave Camp with their own parents. CITs may need to be back at Camp by Saturday evening; timing specifics will be communicated closer to the change-over weekend.** Campers whose parents are not visiting mid-summer will have a blast with other full session campers and counselors—doing special and fun change-over weekend activities!



enrollment for 2018

2018 Enrollment begins during Parents' Weekend.

We will begin accepting applications for summer 2018 during Parents' Weekend. Cabins will be filled on a first-come-first-served basis from that date forward.

*If you have any questions, please contact **Sara Osborn** at:*

(207) 583-6711

or info@newfound-owatonna.com

food and meals at camp

Meals at camp are carefully prepared with a focus on variety and child friendliness. The staff will encourage the campers to try everything that is served at mealtime. Food at camp is plentiful and varied, from pasta to roast beef to abundant bowls of fruit salad. Our kitchen staff has ample experience in cooking for children, and it's a rare camper who cannot find something to eat at any given meal. In addition to the regular daily offerings, there is always a cereal option at breakfast and peanut butter and jelly at lunch.

lesson books required at camp

It is camp policy to read the weekly Bible Lesson from copies of the Bible and *Science and Health*. Campers are taught how to mark their books, and time is set aside each Sunday afternoon to do this together as a cabin. Our youngest campers learn to mark at least one section of the Lesson each week. The books are also used for Sunday School, hymn sings, and individual study.

Campers should bring a set of books, a *Quarterly*, markers, chalk, a chalk holder, and a chalk eraser. If a child is unable to bring a set from home, there are a limited number of books with markers available to borrow from Camp. Please let the Business Office know ahead of time if you will need to borrow a set of books. (If you have a set of books and markers to donate to Camp, we would gladly accept them!)

lost & found

We do all that we can to help your camper keep track of his or her belongings. If we find a labeled item of value at the end of the camp session, we will mail it home and bill your account (including a shipping & handling fee). We encourage you to use the camper address list to return other campers' belongings that come home with your child.

trunk & shipping information

Trunk All campers are required to keep their clothes in a hard trunk or footlocker. Please avoid using plastic trunks, as they break easily. Soft bags or soft trunks are not permitted for clothing storage.

Trunk rentals We have a **limited** number of used trunks available to rent for the summer (\$25 per session; \$50 full summer).

Please email info@newfound-owatonna.com if you are interested in renting a trunk.

Mailing your trunk and bedding The local UPS station processes thousands of trunks to camps in the Lakes Region, so if you need to mail your trunk it is a good idea to send it as early as possible.

- Shipping date for First Session: No later than June 1
- Shipping date for Second Session: No later than June 22

Mail your trunk inside a cardboard box. We have found that unboxed trunks take quite a beating, and shippers will not insure them.

If the trunk is mailed to Camp, it will be waiting for your child in his/her cabin or cubie.

We are happy to ship the trunk back to the home address for a charge of \$5 (handling and boxing) plus the shipping cost. We will email you a form for shipping details toward the end of your session. Please allow 14 days for the trunk to arrive.

Shipping address for deliveries

Name of Camper
Camp (Newfound or Owatonna)
4 Camp Newfound Road
Harrison, ME 04040

packing list for all campers

please put your name on everything as you pack the trunk!

1 – THE TRUNK

All campers are required to keep their clothes in a hard trunk or footlocker. Please avoid using plastic trunks, as they break easily. Soft bags or soft trunks are not permitted for clothing storage.

2 – CHRISTIAN SCIENCE STUDY AIDS

- 1 set of Lesson Books – hard cover with markers is best
- Quarterly* for summer months
- Chalk, chalk holder, and chalk eraser

3 – DAILY UNIFORM - can be purchased on opening day at Camp

- 6 camp t-shirts
- 1 camp sweatshirt
- 1 white camp polo shirt
- 1 pair of camp sweatpants

4 – ADDITIONAL REQUIRED ITEMS

- 5 pairs of khaki shorts
- 1 pair of khaki pants
- 10 pairs of socks
- 10 pairs of underpants
- 2 pairs of blue jeans
- 2 pairs of warm pajamas
- 4 pairs of athletic shorts (*optional Newfound shorts can be purchased on Opening Day*)
- 3 bathing suits (*girls: only tankinis and one-piece suits are permitted. No bikinis.*)
- 1 waterproof jacket
- 2 pairs of athletic shoes, other than cleats
- 1 pair of boots or rainwear
- 1 pair of flip-flops
- Fleece jacket or pullover
- Sleeping bag with stuff sack (preferably one that packs small and light)
- Flashlight and batteries (preferably a headlamp)
- Writing paper, envelopes, stamps (*It's helpful to have envelopes pre-addressed and stamped for younger campers.*)
- Water bottle
- Newfound only – one shallow plastic tub measuring no taller than 7 inches for storage under bunk bed

5 – TOILET KIT

- Container or plastic bucket (used to carry toiletries to the shower)
- Toothbrush and toothpaste
- Shampoo
- Deodorant
- Brush or comb
- Soap in plastic soap dish or liquid body wash
(Mark container and each item on the side with name!)

6 – BEDDING / TOWELS / LAUNDRY

Sheets and pillowcases should be marked in big letters with a laundry pen to identify the owner quickly and easily.

- 2 sets of twin size sheets
- 1 pillow
- 2 pillowcases
- 2 cot or twin size warm wool or fleece blankets (no comforters please)
- 1 small fleece blanket or throw to be used as dust cover (for Owatonna only)
- 1 twin size or cot size bed pad
- 2 bath towels
- 2 beach towels
- 2 laundry bags with draw strings

Canvas or nylon bags only. Please write name of camper in 4" block letters across the middle of the bag. This helps campers to find their bags on laundry day. **NO MESH BAGS PLEASE!**

7 – NEWFOUND CUBIE NEEDS

Every girl is assigned to a cubie – a small dressing room – to store her trunk and personal belongings. Girls often decorate their cubies using fabric and thumbtacks.

- 6 yds of fabric & thumb tacks to decorate cubie (bring a hammer & scissors)
- Shoe rack or shoe bag
- Optional – a few posters or pictures to decorate cubie walls; 2x3 rug

8 – RECOMMENDED

- 2-3 non-uniform t-shirts, skirts, pants and/or shorts
- Cleats
- Reading books
- Camouflage clothing (for second session only)

9 – OPTIONAL

- Bathrobe
- Hiking boots/hiking shoes
- Baseball glove
- Swim goggles
- Musical instrument
- Creative dress-up clothes

10 – WHAT **NOT** TO PACK FOR CAMP!

BATTERY POWERED EQUIPMENT

cell phones
ipods, ipads, and kindles
hand-held video games
personal fans

ELECTRICAL APPLIANCES

hairdryers
radios
shavers
clocks
lights

**!!! PLEASE LEAVE
AT HOME !!!**

FOOD food in cabins or cubies attracts skunks and other critters!

HAZARDOUS MATERIALS

candles
matches
knives of any kind
firearms
lighters

MONEY AND OTHER VALUABLES

For those traveling by plane, all money, airline tickets, passports, etc. will be collected and kept secure in the Business Office.
Leave valuable jewelry at home.

12 – **PUT YOUR CAMPER’S NAME ON EVERYTHING!!**

- PLEASE LABEL EVERY PIECE OF CLOTHING WITH CAMPER NAME (INCLUDING SHOES) AND ALL PERSONAL ITEMS THAT WILL BE COMING TO CAMP.
FULL NAME PLEASE – NO INITIALS.
- LAUNDRY BAGS SHOULD BE MARKED WITH FULL NAME
IN BIG BOLD LETTERS (4 INCHES) ACROSS THE MIDDLE OF THE BAG ON BOTH SIDES.
NO MESH BAGS!
- PLEASE LIMIT THE NUMBER OF PERSONAL ITEMS BROUGHT TO CAMP. CABIN AND CUBIE SPACE IS LIMITED. **LESS IS BEST.**