

WELCOME TO THE BISHOPSWOOD COMMUNITY!

We're excited to have your camper at Bishopswood this summer. Please read the information in this packet carefully to ensure the best experience possible for you and your camper.

Feel free to contact us with any questions or concerns.

For over 53 summers, excited campers have arrived at Bishopswood to find experienced and well-trained counselors waiting for them. Most counselors were campers themselves; and many are certified in CPR, First Aid, and Red Cross Lifeguarding.

Admission is on a first-come, first-serve basis and will be provided regardless of race, sex, gender, color, national origin, or religion.

There is a lot of paperwork that needs to be done to ensure that your child has a safe and enriching camp experience. Please fill out the necessary paperwork as fully and accurately as possible and return it to us at least 4 weeks prior to your child's arrival at camp. (It is never too early to send in the completed forms.)

Together we can make this the best Bishopswood summer ever!

Payment Schedule, Deposit, Refund, & Cancellation Policies:

Three-Tier Pricing System

All kids need the opportunity of camp, and our tiered pricing is one of the ways we strive to get more kids outdoors, active, and of course, having ridiculous amounts of fun! Realizing that families have different abilities to pay, Bishopswood is offering a **voluntary** three-tier pricing schedule. You may choose the tier that is most suitable for your family. **It is a "free-will" system; you pick the level that is comfortable and affordable for your family.**

The choice is entirely yours and in NO WAY influences your child's experience at Bishopswood.

	Tier 1	Tier 2	Tier 3
	Our low subsidized rate. If you are unable of pay all of this, please apply for a scholarship.	This is the true cost of camp. This is what it costs Bishopswood to provide one week of camp for your child.	Would you be willing to assure that Bishopswood will be here for future generations? *
Youth Camp	\$525	\$579	\$667
Session 1	\$2,100	\$2,316	\$2,668
Session 2	\$1,575	\$1,737	\$2,001
7 Weeker	\$3,675	\$4,053	\$4,669
CIT	\$2,625	\$2,895	\$3,335
Mini Camp	\$236	\$261	\$300

* This rate will allow us to further develop our staff, perform much-needed upgrades and maintenance to our aging facilities, and ensure that Bishopswood will continue to be the best camp ever!

If payment is not made in full four weeks before scheduled arrival at camp, the camper may lose his or her place to someone on the waiting list.

Payment plans can be devised on a per-family basis. Please contact the Director to discuss this option.

Payment Schedule and Deposits

Tuition is per week, per child. A non-refundable deposit is due with registration, the second non-refundable payment is due by May 1st, and final payment/balance, is due at least four weeks before the camp session begins.

	Tier 1	Tier 2	Tier 3
Youth Camp	\$175 with registration \$175 by May 1 st \$175 four weeks prior to the start of camp.	\$193 with registration \$193 by May 1 st \$193 four weeks prior to the start of camp.	\$222 with registration \$222 by May 1 st \$223 four weeks prior to the start of camp.
Session 1	\$700 with registration \$700 by May 1 st \$700 four weeks prior to the start of camp.	\$772 with registration \$772 by May 1 st \$772 four weeks prior to the start of camp.	\$889 with registration \$889 by May 1 st \$890 four weeks prior to the start of camp.
Session 2	\$525 with registration \$525 by May 1 st \$525 four weeks prior to the start of camp.	\$579 with registration \$579 by May 1 st \$579 four weeks prior to the start of camp.	\$667 with registration \$667 by May 1 st \$667 four weeks prior to the start of camp.
7 Weeker	\$1,225 with registration \$1,225 by May 1 st \$1,225 four weeks prior to the start of camp.	\$1,351 with registration \$1,351 by May 1 st \$1,351 four weeks prior to the start of camp.	\$1,556 with registration \$1,556 by May 1 st \$1,557 four weeks prior to the start of camp.
CIT	\$875 with registration \$875 by May 1 st \$875 four weeks prior to the start of camp.	\$965 with registration \$965 by May 1 st \$965 four weeks prior to the start of camp.	\$1,111 with registration \$1,111 by May 1 st \$1,113 four weeks prior to the start of camp.
Mini Camp	\$78 with registration \$79 by May 1 st \$79 four weeks prior to the start of camp.	\$87 with registration \$87 by May 1 st \$87 four weeks prior to the start of camp.	\$100 with registration \$100 by May 1 st \$100 four weeks prior to the start of camp.

Scholarships:

Campers needing financial assistance are encouraged to contact their local priest as well as the camp Director. Most congregations have scholarships available. If you would like information about scholarship help, please check the box on your application. A scholarship form will be sent to the forms and document section of the online registration program.

Directions to Bishopswood

Camp Bishopswood is located five miles inland from Camden, Maine in the town of Hope. Bishopswood is on the west shore of Lake Megunticook. It might be best to begin your travel to Camp Bishopswood by looking at a map of Maine.

From the south, coastal route: (Est. time from Portland: 2 hours)

Take I-95 to Exit 44, to I-295. Continue to Exit 24 onto Rt. 196 ("Bath and Rt. 1"). On this bypass you will go through 5 traffic lights before you reach Rt. 1 N. Continue on Rt. 1 for approx. 42 miles to blinking light in Warren. Turn left at light onto Rt. 90. Follow Rt. 90 to Rt. 1 in Rockport. Turn left on Rt. 1. +/- 1 mile into Camden. Watch for signs for Rt. 105 on the left, between downtown buildings. Continue on Rt. 105 for 5.3 miles to Bishopswood sign on right. Proceed slowly down the driveway.

From the north, coastal Route: (Est. time from Belfast: 30 min.)

Take Route 1 south to Camden. Watch for signs for Rt. 105 on the right between downtown buildings. Continue on Rt. 105 for 5.3 miles to Bishopswood sign on right. Proceed slowly down the driveway.

From inland/Augusta area: (est. time from Augusta: 1 hr.)

(NOTE: GPS systems may be misleading. Please follow these directions.)

Follow Route 17, turn left on Route 235 in East Union. Continue on Rt. 235 over the mountain to the stop sign in Hope (facing the Hope General Store). Turn right. At this point, Routes #235 and #105 join for a short distance (+/- 2 miles). Stay on Rt. 105 (toward Camden) when Rt. 235 again diverges to the left. The entrance to Bishopswood is just beyond the point where Routes #235 and #105 separate. The turn into Bishopswood is a very hard left. Proceed slowly down the driveway.

Arrival & Departure Times for Campers

Arrival for Registration is from 2:00 p.m. to 3:00 p.m. on Sunday afternoon. NO campers will be received before 2 p.m. unless prior arrangements have been made with the Director. Except for Mini Camp II.

Departure is from 9:00 a.m. to 10:00 a.m. on Saturday. Please call the Director if other arrangements are necessary. A call from the road if you will be late for pick-up is reassuring to campers.

Camper Housing & Cabin Assignments: Campers and their counselors live in rustic cabins with bunk beds and limited space for personal belongings. Cabins are assigned by camper age. Cabin groups are decided based on the needs of the whole camp community. Mutual requests from your child and one friend for the same cabin will be honored if they are the same age and attending the same session(s). The request must be made on the registration form. This request will be honored only if all paperwork is received at Bishopswood at least four weeks prior to your arrival at camp. Additional requests cannot be guaranteed. Cabin changes are not made on registration day.

Communication & Being in Touch with Campers

Mail - Incoming & Outgoing: Letters from family and friends are always welcomed. Parents' letters to campers should be cheerful and not upsetting. You may even want to send a letter the day before you drop your camper at Bishopswood, especially if you are from out of state. No matter how many times children have been to camp, it is hard for campers not to get mail when their cabin mates do. Please do not be a non-letter-writing parent! Campers are encouraged to write letters also and are required to write at least one letter each Tuesday. Please send your child with a reasonable supply of postage stamps and stationery.

Mail to campers should be addressed as follows:

**CAMPER'S NAME
Camp Bishopswood
98 Bishopswood Rd.
Hope, ME 04847**

Cabin Name (if you know) in lower left corner

Packages: Packages can be fun for campers to receive at camp. Suggested items to send a camper are a book, magazine, stationary, markers, deck of cards, film, etc. Too many packages become disruptive. Other campers may feel envious and extra items add to the clutter in the camper cabins. Please coordinate package sending with other family and friends to avoid over-doing.

Candy, gum, cookies, etc.: From years of experience, the camp policy is that **campers NOT receive or keep food items of any kind at camp**. Camper packages will be opened at the office and items in this category may be destroyed or returned to the sender. *Please explain this policy to your camper and to friends and relatives.*

Telephones: The camp phone is used for business only. Campers do not make or receive phone calls. If you have questions or concerns, please call and talk with the Director or their designee. Should you need to talk with your child, in cases of an emergency or special occasion, please call first to arrange it with the Director. **Campers should not bring cell phones to camp.**

Visits are best planned for Saturday afternoons. All Unit 1 campers go on a trip Saturday morning and return by 2 p.m. All guests must check in at the Camp Office immediately upon arrival. If campers are to be taken out of camp, they must be signed out and back in upon their return by a staff member.

Camper Release: Campers may leave only with persons specifically named in writing on their registration form.

Birthdays at Camp: If your child will celebrate a birthday while at camp, please mention it to the Director and cabin counselor when you bring your child to camp. We will celebrate with singing and a cake for the cabin group to share.

Bishopswood T-Shirts: Can be preordered with registration and waiting in your child's cabin or are available on days of arrival and departure only.

TO PREVENT HOMESICKNESS:

Campers don't often stay homesick for very long at Bishopswood; they are too busy! You can help in the following ways:

1. Assure your child that you want him or her to be able to go to camp because you love them so much.
2. Write cheerful letters. News of what is happening to you is okay; talking about how much you miss your child or what your child is missing by being at camp is not a good idea. Please don't write to your child to report family tragedies.
3. Let your child know ahead of time that he or she will be at camp for the whole week or two. It encourages homesickness if you say you will come get your child if he or she does not like camp.
4. Please call if you have any questions or concerns during the time your child is at Bishopswood.

What to Bring & NOT To Bring

When preparing to bring your child to camp, PLEASE remember that camp life is simple and **SPACE IS MINIMAL**. Clothing, basic toiletries, and a few specific personal items are all that are necessary. A lot of additional "stuff" becomes a burden to its owner and to others in the cabin. **Everything brought to camp should have the camper's name on it!** Clothing should be casual, durable, suited to layering for variations in temperature, and comfortable. Securely fitting shoes are best for camp. Campers are discouraged from lending and/or borrowing others' clothing. The camp has extra clothes to lend to campers if necessary.

ITEMS TO BRING TO CAMP BISHOPSWOOD

This is a general list of things to bring. Let **common sense** be your guide when packing for camp. Please do not go to great expense to buy items needed only for camp. We have extras of many items at camp that may be borrowed. In general, **space is very limited and less is more** in the big picture.

Clothing:

Shorts, shirts, long pants
Changes of underwear
Pajamas & bathrobe
Warm sweater/sweatshirt
Windbreaker/jacket
Raincoat/poncho
Boots or foul weather footwear
Shoes that tie (a must-have at camp!)
Sandals/flip-flops
Socks (to protect feet)
Bathing suits

Other Necessities:

Swim towels (not used for showering)
Towels & wash cloth (for showering)
Sleeping bag for campouts, blanket & 1 fitted sheet
Or 3-4 blankets & 2 sheets (1 flat & 1 fitted)
Pillow and case

*Not needed for MiniCamp

Toilet items:

Toothbrush, toothpaste, soap, shampoo
Brush/comb, deodorant

Miscellaneous:

Laundry bag
Flashlight
Pens/pencils
Reading book, magazine
*Day pack
*Stationary, envelopes, & STAMPS

Things you might enjoy having at Camp:

Inexpensive camera
Photos of family & pets
*Fishing pole & tackle
*White T-shirt for craft project
*Dressy clothes (ONLY if you wish for Chapel; NOT NECESSARY)

ITEMS TO LEAVE AT HOME

Personal Equipment: Valuable personal belongings, such as cameras, jewelry, sports equipment, special books, etc., should not be brought to camp.

Electronic devices such as **cell phones**, iPods, PSPs, electronic games, and the like are **NOT allowed** at camp.

Cameras: A word about photography at camp...All photos are to be taken with respect to all other campers and in keeping with camp values. However, Bishopswood cannot be responsible for photos taken at camp by campers.

Money: None is needed. Shirts and photos are available only when parents are present.

Food Stuffs: e.g. candy, gum, chips, soda, baked goods, and other things well-meaning relatives might send that will invite insects and rodents into the cabin!

Surprises/gifts campers would enjoy receiving while at camp...

Small, quiet games, puzzle/brain teaser books, magazines, photos, letters, pens & pencils, stickers, stamps, T-shirt, barrettes, socks, etc. Packages that are small enough to fit in our mailbox are very much appreciated.

Weapons, Tobacco, Marijuana & Unmarked Drugs are not permitted at Bishopswood and possession of any of the above on or in the belongings of any camper will result in the camper being sent home immediately.

Pets: We have several resident pets at Bishopswood. Campers may not bring pets to camp but may enjoy having them visit. When pets visit camp, it is best to keep them leashed/confined. We suggest dogs be walked well off the driveway and paths. Otherwise, owners are responsible for cleanup. Thanks for your cooperation with this.

The camp and staff are not responsible for the care and oversight of camper belongings. All items should be marked with the camper's full name. Remember that space is very limited.

Health History Form & Health Care Recommendations Form (completed by a Licensed Medical Person) (HF)

Your child's HF needs to be complete and requires a physical exam by a licensed physician within 12 months, as well as a health history report within 6 months of the date your child attends camp. The HF **must** be signed by a parent or guardian. The complete form with immunization history is **mandatory** for attendance. **We cannot legally accept your child without complete Health Form information. Prior year forms are not available during registration and cannot be taken from the original file.**

When: Bishopswood must receive the completed HF **at least 4 weeks prior** to the date your child will arrive at camp. This is important! It is helpful to have Health Forms returned to Bishopswood as early as possible. **Bring a copy to registration as well.**

Why: Our Health Care Manager needs to review **each** HF for content and completeness. During Camper Check-In, the nurse will clarify any questions and note any changes that parents report. *If changes are from the doctor, please bring a physician's written, signed, and dated note detailing the changes or current instructions with you.*

What if the HF isn't available beforehand? If the HF must be brought with you on the day of arrival, please plan to wait until other campers have checked in and the nurse is available to review your child's form. It is time consuming to responsibly review a child's HF. Therefore you will be asked to move to the rear of the line until other campers are registered.

Reminder: KEEP A PHOTOCOPY for your records and to refer to in the future. Our nurse suggests scanning your child's form into your computer, if you are able. That way you can print as many copies as you need for camps and school activities. Bishopswood cannot return Health Forms to parents.

Healthcare Policies, Procedures, & Special Concerns:

* **Special concerns** should be noted on the Health Form, and should also be mentioned to the Director and/or Health Care Manager (nurse) at camper check-in time. Extensive concerns and/or major changes warrant a call to the nurse prior to arrival.

Notification of Illness or Injury at Camp: Parents will be notified by the camp via phone, as soon as possible, in the following situations:

- a) child has a fever over 102.5 degrees.
- b) child has a condition which requires outside medical attention (either a visit to a health care provider or Emergency facility.)
- c) child has an illness lasting over a 48-72 hour time span. Calls may be made to parents regarding other medical situations as well. Calls to parents about medical conditions are logged in the Medical Logbook.

Dietary Needs: If dietary needs are extensive, complicated, and/or severe, **it is your responsibility to call the Director as soon as possible** to be sure the camper's needs can be met at camp. Common dietary needs such as vegetarianism, common allergies, etc. are not a problem once the staff is aware of the situation. In addition, campers are expected to be mature enough to take responsibility for their own needs in making food choices.

Special Diets: We do our best to provide as many options as possible. If your child will be eating a vegan or gluten-free diet at camp we ask that you provide the supplemental food necessary for them.

Bed Wetting: Please be sure that the camp staff is aware that a camper may wet the bed. We are happy to assist your child in any way we can and to make it as much of a non-event as possible. It is important that the camper have **several sets of bedding** so that linen changes can occur quickly and easily.

ADD/ADHD at Camp Bishopswood:

We want your child to have a wonderful camp experience. In order for that to happen your child will need certain skills. While your child will undoubtedly be quite physically active at camp, camp is still a place where children frequently **need to listen, follow instructions, focus and keep themselves organized.** *Camp may not be the best time to give your child a "holiday" from his/her medication.* Our nurse is happy to administer your child's prescribed medication at morning medication time and during the day if needed. Many children take medications at camp for a variety of ailments and issues so there is no need to worry about other campers "knowing what your child is taking or why."

Prescription Medications: Any and all prescription medications brought to camp **MUST be in the original container** from the pharmacy, labeled and dated within the last 12 months, which details **exactly** how it is to be administered. (Inhalers, creams, eye & ear drops, and nasal sprays must come with the **box** they came in if that is where the prescription label is located.) **Any changes from said labeling must be in writing from the physician and dated within the last 12 months. Sample packaging of prescription medications will not be accepted.**

Over-the-Counter Medications and Treatments (OTCs):

The MTP does allow for the administration of certain over-the-counter medications and treatments **according to package instructions only** and for indications determined by our camp physician. **However, they are not all-inclusive.** *See below. (OTC medications such as Tylenol, ibuprofen, decongestants, antihistamines, antibiotic and anti-itch creams/ointments, as well as a number of other common treatments named in our MTP are stock items at camp. You need not bring such medications unless your child will be using it in large quantities.)

***Many OTCs are not included in our MTPs and require a physician's order.** All such OTCs (including but not limited to: pills, creams, inhalers, vitamins, sprays, drops, supplements, and homeopathic remedies) **must be brought to camp in original packaging with a licensed physician's written order, (usually a PRN order), dated within the last 12 months.** Please call the camp nurse a week or more prior to arrival to check on the need for a doctor's order. **Vitamins and dietary supplements** will not be given without a doctor's written order dated within the last 12 months.

Emergency Medication:

Under certain circumstances, parents may opt for their camper to carry certain prescribed emergency medications, such as an EpiPen or asthma rescue inhaler on their person. **The State of Maine requires:**

1. A written order for this medication from the child's health care provider.
2. A note from the health care provider stating that your child is trained and able to self-administer the medication. (Please see our *Emergency Medication Policy & Permission Form* to read more about this.)

Upon arrival at camp, the nurse must evaluate your camper's ability to be responsible for the medication 24/7 and to self-administer the medication appropriately. Every camper who comes to camp with a rescue inhaler or EpiPen and his/her parent /guardian must read the aforementioned policy and sign the form indicating their choice, even if the decision is made not to self-carry. These forms are available on the camp website.

Note: To speed up your check-in process, you may want to print out these forms, read and discuss them with your camper ahead of time, and bring them with you!

Information for Parents Regarding Health and Medical Care

General Health Care Policies *Please read carefully.*

If you have any questions about these policies or would like to discuss health care concerns before your arrival at Bishopswood, please call the camp nurse or the Director. **If your child has serious, &/or ongoing medical needs, it is imperative that you call the Director as soon as possible.** Thanks for your help with this important aspect of camper care.

Pre-camp office #: 207-772-1953 X 127 Camp #: 207-763-3148

The Bishopswood staff wants your camper to have a healthy and happy experience at camp! Our emphasis is on wellness and safety and the vast majority of campers never need to go see the camp nurse during the course of their stay! However, should the need arise...

Medical Care:

The Camp Nurse: Our nurse (Health Care Manager) is on the camp staff to oversee matters of health and safety and handle all routine medical matters. She serves the entire camp population. Therefore, if your child has serious or time consuming medical needs, the situation must be discussed with the Director at the time of application. Every effort is made to meet the needs of campers; however, we may not be able to accommodate every child.

Physician & Hospital: If it is determined that a camper should be seen by a physician, they are taken to *Hope Health*, in Camden. Our local hospital is *The Pen Bay Medical Center*, about 13 miles away in Rockland.

Medical Treatment Protocols (MTP): Are general instructions to the camp medical staff, issued by our camp physician that pertain to a host of potential injuries and illnesses that may occur and allow/direct our nurse to administer specific medications and treatments, provide first aid care, evaluate and treat an illness, and determine when additional medical intervention is necessary.

All medications, by law, must be presented to the nurse at check-in.

Camp Bishopswood Head Lice Policy

Summer camp is a time when lice can be easily transmitted from child to child, and a very mild case of head lice can increase in severity in a short time. Campers often create close relationships with other campers, allowing lice to be spread through head-to-head contact. Although lice do not spread like illness or disease, it is extremely difficult to control a lice infestation at camp.

Our nurses will be trained extensively in how to detect lice or nits and in the possible solutions for treatment for those infested. Bishopswood will continue to follow the prevention and treatments outlined by the Center for Disease Control and Prevention how we best see fit to protect the Bishopswood community.

We encourage parents/guardians to have their camper's hair checked for lice or nits two weeks prior to departure and again immediately before camp begins. If the camper had head lice or was exposed to it (family member, friend, schoolmate, etc.) within four weeks of their arrival to camp, please notify us by email or phone a few days before your child's session begins.

Lice is a very common problem and not one that occurs from being "dirty". It also cannot live without a human host, so it is not possible for lice to be living at camp prior to campers arriving. The only way it gets into camp is on a person. The ACA's educational web page on lice has excellent information for you to read about this topic. Additionally, the CDC as well as Kids' Health have excellent web sites with plenty of information. Lastly, Mothers Against Head Lice will offer a wealth of information and advice.

We will continue to ask each camper at check-in if they have any signs or symptoms of head lice as required by the American Camping Association. If we discover your child has nits or lice while they are at camp, we will present you with two options:

1. We will contact you and ask your permission to bring them to a specialist to be treated. The financial responsibility of the treatment will belong to the camper's family. In addition to the cost of the treatment, there will be an additional \$50 charge for transportation and treating all of their clothing and bedding at a laundromat. Your child will be isolated from the general camp population until the completion of treatment.
2. If you do not want your child to be treated by a professional, we will isolate your child until you can come pick them up. Before your child can be re-admitted to camp they will be checked by our health care provider and must be lice- and nit -free. If your child leaves before lunch on Monday, we will do everything we can to get them into another session based on availability. If there is no availability that same season, we will credit the paid tuition amount to the following summer.

At any point the Executive Director has the discretion to decide if a camper needs to leave camp or if a child should be checked by camp staff in order to fully protect everyone at camp.

Unfortunately, the process of treating campers at Bishopswood is too labor-intensive for our one camp health professional and involves too much isolation for that camper. If a case of lice is found, we will check cabin mates and those with whom they had close contact with and we will notify their parents/guardians.

Our goal is that all campers can have a positive and uninterrupted experience at camp. Please share this policy with your camper so that if they do need to leave for treatment, it does not come as a surprise. We are happy to answer any questions or concerns you may have about our lice policy.

Websites

- ACA's educational site on lice: www.acacamps.org/knowledge/health/diseases/lice
- CDC: www.cdc.gov/parasites/lice/
- Kids' Health: http://kidshealth.org/parent/infections/common/head_lice.html
- Mothers Against Head Lice: www.mothersagainstheadlice.org/