



Welcome Guide 2012

Welcome to the family!

We are excited to welcome your child to the Camp Wing Day Camp family this summer, thank you for choosing us. At Camp Wing Day Camp, we take the responsibility of caring for your child very seriously and we are committed to providing your family with the highest possible quality camping experience. Having served South Shore families for nearly 40 years, we are confident that your child's Camp Wing Day Camp summer will provide them with memories that will last a lifetime.

Please read through the enclosed information carefully, as it explains many of the day-to-day policies and procedures at camp and will answer many of your questions. And, if you have any further questions, please feel free to contact us anytime.

Sincerely,
Jim Willis
Day Camp Director

Ben Palmer
Program Director

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Fees and Refunds

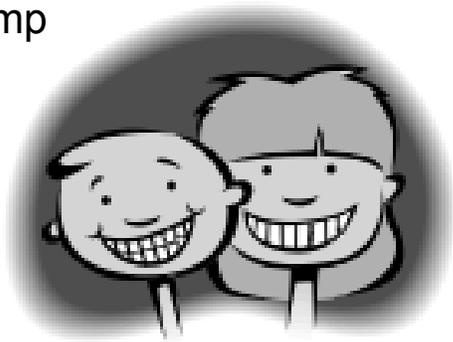
The balance of your camp fees (the cost of camp minus the deposit paid) is represented on your invoice and is due upon receipt of an invoice from our office (at the latest, 60 days prior to opening day, or if you register for camp after this time, as soon as possible after receipt of invoice). *We appreciate your prompt payment of camp fees. Please do not plan to make payments at camp on opening day.*

Payments must be mailed or made in person at our administrative office: 119 Myrtle St., Duxbury, MA 02332.

We accept check, money order, cash, or Visa/MasterCard. You can log in to your account you created when you registered to pay online with a credit card. You may also use the pay-on-account section of your invoice to return a payment by mail or call our office (781-834-2700) with a credit card number. There is no refund on balance of fees. Refunds are only given for certified medical reasons on a pro-rated basis, based on the full camper fee, with a signed note from the treating physician that the child is not medically able to attend camp. There are no refunds for missed days, late arrivals or early departures. *Under no circumstances are deposits refunded.*

Respect is a basic philosophy at Camp Wing Day Camp. We expect that all campers are respectful to all others in the camp community, and of themselves. Our camp rules build on this basic philosophy of respect and include things like not hurting other people (physically or emotionally), not touching or taking other people's

belongings without permission, listening to staff and staying with the group, and leaving camp better than it was found (cleaning up after ourselves, not purposefully damaging camp property). On the first day of each session, we discuss the rules as an entire camp community, and your child's group counselors also talk with campers about the ground rules appropriate for their particular age group. Camp Wing Day Camp *does not, at any time,* allow any form of corporal



Camper Conduct

Preparing Your Child for Group Life

punishment. Our counselors receive extensive training in behavior management techniques and most of the time, behavior concerns are minor and easily taken care of when a counselor takes a child aside and speaks with him/her about the problem. In some cases, if the camper's behavior does not change, he or she may need to sit out of activities for a few minutes or speak with the assistant director or camp director. If the child is still unable to act appropriately at camp, a call home will be made. At that point, the director may, at his/her discretion, suggest that the child take a day off from camp, or that he/she have a behavior agreement regarding what behaviors must be changed in order for the child to remain in camp. In rare cases, and as a last resort, if none of the above progressions lead to a satisfactory change in behaviors, the child may be asked to leave camp. In the event that a camper is dismissed from camp for disciplinary reasons, there is no refund



Our Staff Says...As parents, you can really help the camp staff by explaining to your child that just as you expect them to follow rules at home, you expect them to follow the rules at camp, too. Your child should know that the rules apply to everybody and they are set up to be fair, keep everyone safe, and make sure that everyone has fun. If your camper has questions about any of the camp rules, encourage them to ask you or their counselor.

You can help prepare your child to make the most of group life at camp by having brief talks with him/her about some of the following themes:

- ★ If you are feeling left out, unhappy, or are having trouble with other campers, it's okay to ask your counselor for help. You do not have to fight, argue or "go it alone."
- ★ Remember that being in a group means that you have to do your part to help out. That means being part of clean-up, following the rules and helping each other.
- ★ Don't be afraid to stand up for what you know is right if other children are being mean or rude. It's never okay for someone to "bully" another person. Tell an adult!
- ★ We didn't send you to camp to be wild or do anything you want. We love you and want you to have fun, make friends and learn new things. Going to camp is something special—not everybody gets to go.
- ★ *Boys:* Some boys show their feelings more than others. It's okay that some boys may not be interested in what you like. If any of the boys bother you, get help from your counselor. Find boys to be with who don't bother you. You don't have to fight to get your way. There will also be girls in your group that you can be friends with.
- ★ *Girls:* Some girls are more outspoken, some include newcomers and some don't. If you try, you will find girls with whom you can have fun and be friends. You don't have to be friends with everyone. It's okay to also be friends with boys in the group.

(Adapted from "Preparing Your Child for Group Life" by Bob Ditter, M.Ed., LCSW)

After Opening Day, all drop offs will take place at the “horseshoe” on Myrtle Street. All pick ups are at the entrance located on Keene Street (see enclosed map).

Drop Off: Children should arrive between 8:45 and 8:55 AM unless they are signed up for Extended Day. When you pull into the horseshoe driveway to drop off your child at camp, there will be no need for parents to get out of the car. A staff member will be present to help your camper from the car. If you do need to speak with the camp staff or get out of the car for any reason, please pull up and to the side of the driveway so other cars can drop off and drive past.

Pick Up: Parents/adults picking up a camper should stay in their car with their photo identification readily accessible. The counselors will check identification, confirm that the name is on the child’s authorized pick-up list, and open the car door for children. We appreciate your cooperation and understanding with this policy. As with morning drop off, if you need to speak to the director or staff, please park your car in the designated areas. *Please be courteous to our neighbors on the roads surrounding camp.* As a line of waiting cars tends to form on these roads, we ask that you are careful not to block driveways and mailboxes, so that residents have unrestricted access. Thank you.

Pick Up Authorizations: Only those persons named on your child’s registration form or submitted by a parent/guardian will be allowed to take your child home from camp. As always, all persons must show positive ID. If you need to add additional names to your child’s file, please send in or fax in a written, signed note listing the additional names.

Going Home With A Friend: A dated, written note must be provided from the camper’s parent/guardian naming the camper with whom your child may travel home. If last minute plans are unavoidable, a parent/guardian must phone in and speak directly with the camp director.

Opening Day

On the first day of each session **only**, drop off

and check-in is held across camp from the Pavilion at the 742 Keene St. entrance to camp (near the barn & health center, next to the large fields on Keene St.). Please park along the street and get out of the car with your child. You will need to check in at the registration table and at the Health Center. Please have your child’s necessary medications to give to the health center staff along with any missing paperwork.

Please note: if your child is returning for his/her second (or more) session *of the summer*, you can drop off directly at the horseshoe on Myrtle Street.

Beat the rush!

Why wait in line on Monday morning? Come to Camp Wing the Sunday before your session starts from 2-4 pm to check your camper in for Day Camp. Campers are welcome but not required for early check in. On the first day of camp you can drop off directly at the horseshoe on Myrtle Street!

Driving Directions

From Rt. 3, Exit 11 (Route 14): At the bottom of the exit 11 ramp, turn left onto Route 14. Follow for 1.3 miles until the road forks (just after Fire Station & the Ashdod Animal Hospital). At the fork, bear right onto Union Street for half a mile to the intersection for Keene Street. **For pick-up:** Turn right on Keene; continue for 0.5 miles, and you will see signs on your left for Day Camp pick-up. **For drop-off and the Day Camp Summer Office (47 Myrtle Street):** Please continue past one entrance for Camp Wing at the end of the road, on the left. Follow Keene Street to the end (0.1 mile), and take a hard left onto Myrtle Street. The first house on the left (small yellow ranch) is 47 Myrtle.

From Rt. 139: Turn onto Oak Street (the major intersection between Mobil gas station and Dunkin Donuts, next to Stop and Shop and across from Friendly's (near the Exit 12 off-ramp from Rt. 3 north)). Stay on Oak Street for almost 1 mile, and take the slight left onto Elm Street. Continue on Elm for half a mile. Turn left onto Spring Street and follow to the end, where you will come to an odd four-way stop next to a purple house. **For pick-up:** continue straight on to Keene St., past the Camp Wing fields on your right. You will see signs on your right for pick-up. **For drop-off and the Day Camp Office (47 Myrtle Street):** take a hard right onto Myrtle Street. The first house on the left (small yellow ranch) is 47 Myrtle.

Early Dismissal

If you should need to pick your child up from camp earlier than 4:00 p.m., please send a note to camp with your child in the morning, including the time at which you plan to pick up your child. Make sure your child knows to give the note to his/her counselor. We will make every effort to have your child at the Pavilion when you arrive (they will definitely be on their way—campers are spread out across the camp at different activity areas during the day, and it does sometimes take a few extra minutes for children to get back to the Pavilion from the other side of the pond). If there are any changes in your child's departure time throughout the day, please contact the camp office. **All children leaving early will be picked up at the Pavilion;** please park in the horseshoe by the Stockade and walk to the Pavilion. As you drive, please be aware that there are campers traveling between activities who may be in the area: camp speed limit is 5 m.p.h.!



Our Staff Says...Almost every day, we get a call that goes something like this: "My son is at camp. His lunch bag is on the kitchen table." If your child forgets their lunch, swimsuit, etc., and you are bringing it to the Pavilion, please call camp to let us know so we know to look for you and the belongings. Please drop anything off at our camp office at 47 Myrtle St. Our office staff will make sure your camper receives their belongings.



BUS Transportation

Mornings: At the bus stop, please wait in the car with your camper. Children should not be standing around the bus stops/parking lots while waiting for the bus. An adult must be present to put the camper on the bus; *please do not drop your child off at the bus stop and leave them there.* It is suggested that you be at the bus stop a few minutes before the scheduled pick-up time. The bus will not wait at a stop past the scheduled pick-up time if the children expected to ride are not present.

Afternoons: Bus counselors cannot leave a child at the bus stop without an adult to sign the child out. If there is no authorized adult at the stop to pick up your camper, he/she will be brought back to camp and will stay with the Extended Day campers until a parent/guardian or other authorized pick up person can be located. This person will need to come to camp to pick up the child. Camp reserves the right to charge your account an additional fee in the event that the bus must return to camp with your child.

Ride on Opening Day! *If your child will be riding the bus to camp, please have him/her ride it the first morning of each session, rather than driving to camp for check-in. Riding the first day helps the driver and counselors know who to expect each day. Staff will check health forms and collect medications at the bus stop and bring all campers through the check-in line upon arrival at camp.*

Please discuss bus safety rules—staying seated and facing forwards, hands and heads inside the bus windows, listening to staff, etc., with campers before they get on the bus to camp. Staff will also do this on the first ride.

The bus route varies with the traffic and weather, though generally it is no more than 10 minutes off schedule due to these factors. If you are waiting to pick up your child and the bus is more than 15 minutes late, please have one adult at the bus stop call to let us know. In the unlikely event of a significantly delayed bus schedule, we will do our best to inform parents as quickly as possible and provide accurate information about where the bus is in the route order.

The businesses, churches, and lots on our route generously agree to let us use their space as bus stops. They appreciate your close supervision of campers waiting for the bus and your cooperation parking in the designated areas (see any notes below for your bus stop). Please note that other camps also use these locations for their bus. Check with our bus counselors to make sure your child is taking the right bus to the right camp!

What to Bring

Footwear: Campers should wear sneakers (or close-toed shoes with a heel strap) every day! The paths are uneven and unprotected toes can easily be stubbed. For safety reasons, flip-flops may *only* be worn to/from the pool, *not* at any other time.

Clothing: We do not have a camp uniform. Campers are provided with a camp t-shirt free of charge which they may wear any day they like; the only time it is required to be worn is on the field trip (the second Tuesday of each session).

Swimwear: One goal of our camp community is that all campers feel comfortable and not focus on clothing or appearances but rather on activities and “camp.” Swimming is a coed, mixed



Backpacks Every Day!

All campers should bring with them each day a bag with the following:

Complete change of clothes, Bathing Suit & Towel, Bug Repellant (non-aerosol), Waterproof Sunscreen, Water Bottle, And on cool/rainy days, a sweatshirt/raincoat

Please remember to label everything with your child's first and last name (including the bag!)

Please help pack your child's bag to ensure that appropriate items are taken to camp.

-age activity, and therefore it is the camp policy and preference that girls wear a one-piece bathing suit or two-piece “tankini” in which the midriff is covered. We appreciate your cooperation with this “no bikini” policy, which also applies to our staff.

What Not to Bring

camp: valuables such as jewelry or money, electronics (Battery powered games/toys, iPods) cell phones, toys or anything they would be upset about losing or breaking. Camp is a big place with lots of activities and people, and the camp/camp staff cannot be responsible for personal items that are lost or broken. Knives, weapons or firearms of any kind are not permitted at camp. Crossroads for Kids does not allow illegal substances. If inappropriate items are brought to camp, our staff reserves the right to hold those items and return them to the camper's parent at the end of camp.

Thank you for your help and cooperation in ensuring that campers do not bring the following items to

Family Fridays

At the end of the first week of each session (see calendar at the

end of this booklet), parents are invited to join us at noon for lunch (please bring a lunch; drinks will be provided). After lunch, follow your child's afternoon schedule through an activity period, Spread (it's like recess), and free swim. It's a great opportunity to watch your child interact with his/her peers at camp, as well as a time to get to know your child's counselor. Please park along Keene Street, where you dropped off your child on day one of the session.

Special Needs

Camp Wing Day Camp is an inclusive community. It is our goal that each child at camp has a successful and healthy experience—socially, emotionally, and physically. If your child has assistance needs, please call our office and let our staff know before your camper’s first day of camp so we can help ensure this success. Examples include:

- ★ Learning difficulties or instructions better understood when given a specific way
- ★ Extra notification or supervision before/while transitioning between activities
- ★ Significant anxiety about being away from home/parents
- ★ Significant social difficulties in group settings

Field Trips

Field trips will leave from and return to camp during the regularly scheduled day, so your child should travel to and from camp as normal. Campers must wear their camp T-shirt to travel off camp on the field trip (this helps with the visibility and safety of our group in public places). Campers need to bring a lunch and drink with them to camp just like every other day. Campers are not required to bring money, but may bring no more than \$3 to \$5 for souvenirs. (Note: there is no place to purchase souvenirs on the beach field trip.) Campers who do not go on the field trips will have a regular day of camp activities.

Session	Date	Ages	Trip
One	July 3	5-6	Children’s Museum
		7-13	Laser Tag
Two	July 17	5-6	Beach
		7-13	Beach
Three	July 31	5-6	Zoo
		7-13	Ice Skating
Four	August 14	5-6	Whale Watch
		7-13	Whale Watch

During the Camp Session

After being dropped off in the morning, campers meet their counselors and group in the Pavilion, our “camp headquarters.” We come back to the Pavilion in between some activities, for lunch, and at the end of the day. The Pavilion houses the main bathrooms and changing areas. Additional bathrooms/facilities will be pointed out on the first day.

Lunch

All children should bring their own lunch everyday. Many parents also send their child with a water bottle or additional drink for during the day. Please pack your child’s lunch in a disposable

brown paper or plastic bag. Write his or her first and last name clearly on the bag. The camp will store your child’s lunch in the refrigerator. For storage reasons, brown paper bags are convenient; also, campers will not want to carry around a heavy cooler or insulated bag for the rest of the afternoon.



Our Staff Says...Campers eat lunch with their group and counselor. Just like at school, sometimes kids trade or share parts of their lunch. If your child has allergies to food, it's very important for your child AND our staff to know about it! Please make a note of allergies on your application and inform us on opening day. If your child is not allowed to eat foods that aren't provided from home (including any camp snacks), please tell your child and his/her counselor!

Swimming

On the first day of your child’s first session each summer, his or her ability in the water will be evaluated. This enables our swim staff to place your child in the appropriate group for lessons. Lifeguards are always at the pool whenever children are inside the gate (not only when they are in the water) and additional staff are in the water with campers during evaluations, swim lessons, and free swim. Only campers able to demonstrate ability and comfort in deeper water will wear a “deep end tag” and be allowed to swim in the deep end of the pool. Campers are not required, and do not need, to bring or wear inflatable “floaties” in the pool, but if you prefer that your child does wear them, you should send them to camp clearly labeled with your child’s name. Campers will be re-evaluated during lessons and at the end of the session, and will be given documentation of swim levels reached during their time at camp, enabling them to enroll in off-season lessons at the same level.

Extended Day

Drop off for **morning extended day** begins at 7:30 AM. Please park along the side of the horseshoe by the Stockade (47 Myrtle St. entrance) and walk to the Pavilion to check your child in with a staff member. In the morning, campers will eat a light breakfast (such as cereal and milk, fruit, breakfast bars, etc.). **Afternoon extended day** begins at 4:00pm and will include a snack (granola bars, fruit, pretzels, juice, etc.). The latest pickup time for afternoon extended day is 6:00 PM. Please park along the side of the horseshoe driveway and walk to the Pavilion to check out your child. You must show your ID to the staff member supervising check-out before leaving with your child. We appreciate your cooperation with this policy, as it helps us keep all campers safe and accounted for!

Recognizing that early in the morning and late in the afternoon, many children are less active than during the main part of the camp day, we offer a mix of sport/active and quieter (arts-n-crafts, reading, games) activities during these times and allow campers to choose dependent upon their energy level and particular interest at that time.

Please note: On the second Wednesday of each session, Extended Day campers participate in the same afternoon activities as the Overnight campers, so they may be further away from the Pavilion than usual at pick-up time.

Overnight

Campers cook dinner at their campsites, make s'mores, have evening activities, sleep out and then join camp the following morning. Campers should bring everything they need to stay over when they come to camp the Wednesday morning of the overnight, including an extra lunch for the next day! There will be a designated place to store their gear. Both lunches will be refrigerated. Overnights should be picked up Thursday afternoon at their regular time.



Overnight On the second Wednesday of the session, campers who are staying for the Overnight need to bring with them to camp:

Sleeping Bag & Pillow, Pajamas, Toiletries, Sweatshirt /warm top layer, Clothes for camp Thursday, 2 Lunches (Wed. & Thurs.), Extra Bathing Suit/Towel, and Flashlight

Health Information

In case of illness or accident, campers are cared for by the camp's Health Staff, with standing treatment procedures from a medical doctor. The health and safety of your child is very important to us. We have full time health care professionals (including Registered Nurses) on site whose job it is to ensure that care for everything from minor injuries to emergencies are handled with your child's best interests in mind.

Boo-Boos: Cuts, scrapes, and mosquito bites happen. Our health center is fully stocked with bandages, antiseptic, bug spray and everything needed to take care of children. In addition, our camp nurses train staff on the appropriate, safe way to treat most minor first-aid needs. Counselors carry essential supplies and first aid kits are located throughout camp. In the case of minor "boo-boo" fix-ups, our health center staff generally find it unnecessary to call home and speak with a parent. Of course, you are always welcome to call and speak with our health center staff if you have any questions about health care services your child received at camp.

Feeling Icky: Parents are immediately contacted if an important medical concern arises. If your child is ill, he or she can rest in the health center supervised by the health staff. If he/she is feeling very sick or does not feel better after basic care, we will contact a parent/guardian to pick up the child at camp. For general illness or sickness, we do not bring children to the doctor, recognizing that most parents would prefer to make arrangements for the child to be seen by his/her own pediatrician.

Not Just A Boo-Boo: In the unlikely case of an emergency, campers are taken to the local hospital or nearby medical center. The health form gives Camp Wing Day Camp permission to secure care/medical treatment for the camper until a parent/guardian arrives at the hospital.

Medication

Turning In Medications to the Health Center Staff:

Our health center staff will be available on check-in days for parents to turn over any medication that children need at camp. All medication must be in the original, labeled bottle in order for the nurse to accept the medication. The health staff must have written information from the parent/guardian describing the amount, time, and type of medication each camper must receive.

Carrying Inhalers and Epi-pens: Our staff must dispense scheduled medications at camp; campers cannot carry them around with them or keep them in a backpack or bag. Please help us enforce this policy for the safety of everyone at camp. Possible exceptions to this policy include asthma rescue inhalers (not regularly scheduled use inhalers) and epi-pens for anaphylaxis. In the event that your child uses one of these medications, please discuss with our staff at check-in about your preference to have the child, his/her counselor, the day camp administration, or the health center keep the medication. If your child is planning to carry an inhaler/epi-pen, he/she must understand when and how to use it, agree to tell a staff member immediately when use is necessary, and agree not to share the medication with any other person.

Please read carefully as some of our procedures have changed!

Health History: The health history gives our medical staff the information we need to best take care of your child at camp. It includes emergency contact names and numbers, information about allergies, current illnesses, recent injuries/surgeries, health concerns, and overall wellness. **This should have already been filled out when you registered for camp online!**

Physician Assessment: A physical examination conducted within the *24 months prior to arrival at camp* and signed by a *physician* must be provided for all campers. **Please send this to our office before the start of camp!**

Immunizations: All campers must be up to date on all required immunizations. A copy of the camper's immunization record, verified by a physician, must be submitted before your child can start camp. **Please send this to our office before the start of camp!**

Massachusetts regulations, the local board of health, and the ACA mandate that we are not allowed to have children at camp without this health paperwork properly completed.

Our camps must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local Board of Health.

Health Forms

Quick Reference

Contact Info

We hope that the answers to many of your questions are found enclosed in this guide. We also welcome you to call us any time for any reason. During the camp day, we make every effort to return messages promptly. If you leave us a message after camp closes (6:00 pm), your call will be returned the following day after 8:00 am. Please use the following guide to contact us:

Summer Camp Office Phone: 781-834-7952
Crossroads for Kids Office Phone: 781-834-2700
Crossroads for Kids Office Fax: 781-834-2701

All *registration/payment related questions* should be directed to our Main Office (ask for Laura) During the dates and hours of camp operation (7:30 AM-6 PM, June 25-Aug. 17) please call our Summer Camp Office for all *general questions, pick-up or drop-off changes, calls to the Camp Director, and camp-related concerns*. If for any reason you are unable to reach someone in the camp office, please do call our main office and speak with Laura to get a message to the camp director. After hours during the summer, please leave a message at our Main Office and the appropriate staff member will return your call as soon as possible on the following day. *Questions, concerns, feedback, suggestions* and calls to our Camp Wing Day Camp Director, Jim Willis, or our Camp Wing Site Director, Ben Palmer.

Staff selection policies and procedures including confirmation of background checks, and camp health care and discipline policies, are available to parents/guardians at their request. You may contact the office during business hours at 781-834-2700 to file any grievances.

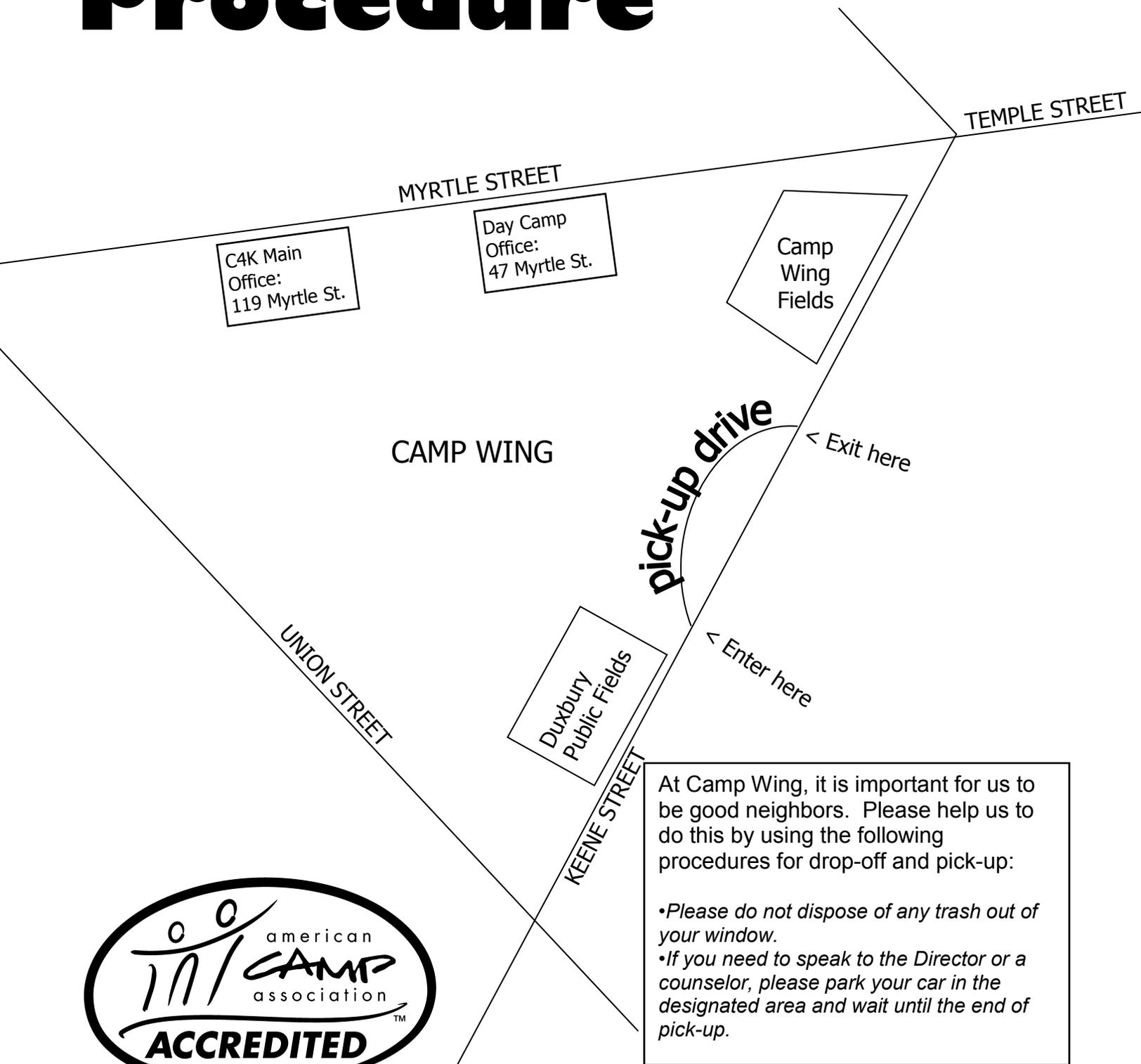
Summer calendar

MON	TUES	WED	THURS	FRI
JUNE 25 Session 1 Begins	26	27	28	29 Family Friday (noon)
2 Overnight	3 Field Trip	4 <i>*Camp Wing Closed</i>	5	6 Session 1 Ends
9 Session 2 Begins	10	11	12	13 Family Friday (noon)
16	17 Field Trip	18 Overnight	19	20 Session 2 Ends
23 Session 3 Begins	24	25	26	27 Family Friday (noon)
30	31 Field Trip	August 1 Overnight	2	3 Session 3 Ends
6 Session 4 Begins	7	8	9	10 Family Friday (noon)
13	14 Field Trip	15 Overnight	16	17 Session 4 Ends

Bus Schedule

Town	AM	PM	Location
Rockland	7:40	5:15	Park and Ride Lot Hingham St, Rockland <i>(across from Home Depot)</i>
Cohasset	8:00	4:55	Jack Conway Realty <i>(Chief Justice Cushing Hwy—Rt. 3A)</i>
Scituate	8:05	4:50	Scituate High School
Marshfield	8:20	4:40	St. Christine's Church <i>(on Rt. 3A)</i>
Pembroke	8:40	4:30	Friendly's and Lambert's
Kingston	8:55	4:15	Hannaford's Parking Lot

Pick-up Procedure



At Camp Wing, it is important for us to be good neighbors. Please help us to do this by using the following procedures for drop-off and pick-up:

- Please do not dispose of any trash out of your window.
- If you need to speak to the Director or a counselor, please park your car in the designated area and wait until the end of pick-up.



Letter To My Child's Counselor

Dear Cabin Counselor,

My child's name is _____ and he/she will be _____ years old when they attend camp.

This is my child's _____ year at Camp Wing Day Camp.

I have enrolled my child at Camp Wing Day Camp because...

While at camp I hope that my child will...

One goal I hope that my child will accomplish while at camp is...

I would also like for you to know that ...

Sincerely,

Parent/Guardian

LETTER TO MY COUNSELOR

(To be completed by camper)

Dear Counselor:

My name is _____ My friends call me _____.

I am _____ years old and in September I will be in the _____ grade at school.

I would describe myself as: (circle those that are most like you and add any others you wish)

Quiet Noisy Shy Friendly Athletic Creative Musical

I am going to camp because:

While at camp, one goal that I would like to accomplish is:

I would really like to learn to do the following things at camp:

Something that I would like my counselor to know is:

If you have been to camp before, what was your favorite thing that you did while at camp?

See You Soon,

(Sign here)