

Handbook

for Camp Families



The Lochearn Camp Motto

“ To be honest, to be kind, to seek a deeper understanding of the beauty about us.

To make the whole camp happier for our being here.

To make and keep friends, but to do so without surrendering our ideals, and above all to keep friends with ourselves.

To grow to have more courage and self-confidence, and take home an open mind and a kind and caring heart. ”

Preparing for Camp

Over the years, we have happily discovered that children at Lochearn are happier when outside distractions and some indulgences enjoyed at home are minimized. The sustaining value of exploring activities, making meaningful friendships, engaging in fascinating conversations with children and adults, relating to nature, and being a significant member of a community committed to kindness far outweighs the practices of texting, Facebook, cell phone usage, watching television and shopping.

In this context, we ask for your cooperation with the policies and practices described in this Parent Handbook.

Table of Contents

My Lochearn Account	3	Baggage	6	Sunday Campfires	8
Camper Profile Form	3	Electronics	6	Birthdays at Camp	8
Activities Form	3	Homesickness	6	Online Photos	8
Health Form / Physical	4	Camp Store	6	Travel To & From Airports	9
Medications	4	Cabin Assignments	6	Opening Day Procedures	9
Clothing / Packing Information	5	Communicating with Camp	7	Parent Visiting Day / Departure Day	10
Required Safety Equipment	5	Telephone	7	Driving Directions / Accommodations	10
Cabin Fabric	5	Camper Email	7	Financial Information	11
Cash	5	Faxes	7	No Tipping Policy	11
Other Items	5	Packages	7		
Trunks and Packing	5	Food	8		



'My Lochearn' Account

All camp families have an online account through our website: www.CampLochearn.com

This account is titled **My Lochearn** and is available to you at any time throughout the year. Your account will give you online access to ALL camp documents. The login box is on the front page of our website and can also be accessed through the tab **Lochearn Families**.

Some of the things that you can do through **My Lochearn** are:

- Complete the Health History form
- Complete the Activities Form with your daughter's preferences for activities for the first 2 weeks
- Complete the Camper Profile form
- Download any of the other camp forms
- Download the Physicians form to be completed by your doctor
- View your account and pay your tuition
- Access camp photos throughout the summer

My Lochearn is quite user friendly and we encourage camp families to take advantage of this access!



Camper Profile Form

What you tell us will help us with your daughter's cabin assignment. The Camper Profile should be completed online through your **My Lochearn** account. Please be sure that we receive this form no later than **May 15**.



Activities Form

The activity form is to help you and your daughter tell us what activities she'd most like to do at Lochearn for her first two weeks this summer. For her second two weeks she will have another opportunity to make these choices while at camp. We will do our best to register her in as many of her top choices as we can.

We prefer that you complete this form online through your **My Lochearn** account. In the event that you prefer to mail this form to us instead of completing it online we have enclosed a blank form for your use.

Please complete/return this form by **May 15** – forms received after May 15 will delay scheduling for other campers, please help by observing this timetable.

Health Issues - Health Center

Our most important priority at camp is your daughter's health and safety.

Health Form / Physical

- A health form must be completed online at your **My Lochearn** account by **May 15**.
- In addition, there is a form that must be completed by your physician by **May 15**.
- **IMPORTANT:** *Every camper needs to have a physical completed within 12 months of attendance.*
- We **MUST** have the Health Form completed online and Physician's Form mailed back to us prior to May 15.
- Please complete the parent portion of the health form online by logging in to your **My Lochearn** account. You will find the online form quite user friendly.
- We have included the Physician's form with your Parent Handbook. The form must be completed by your daughter's physician and then mailed or emailed to the camp office.
- No child or staff will be admitted to camp without an annual physical and completed health form.
- If your daughter is ill on opening day, we respectfully request that you keep her at home until she is well and not infectious.

Health Insurance

Please be sure to complete the Health Insurance Coverage section of the Camper Health History to give us the details of the insurance coverage for your daughter. Should a visit to a medical facility be necessary during her stay at camp, the charges will be billed to your personal medical insurance carrier.

Medications

- If your daughter will take daily medication in pill form (whether prescription or over the counter), you must register with **CampMeds** to have her medications pre-packaged.
- To ensure that every camper gets the correct medication and dosage at the right time and on the right day, if your child will take daily prescription or PRN medications in pill form while at camp these **MUST** be pre-packaged by **CampMeds**. You can register with **CampMeds** on their website (www.campmeds.com) or by calling them at 954-577-0025.
- Typically, our medical staff dispenses medications at breakfast, lunch or dinner and prior to bedtime so kindly have your daughter's prescriptions written accordingly. We do not dispense non-medically authorized vitamins.
- If your daughter needs an Inhaler or EpiPen, please mark them with her name. An extra inhaler should be sent to camp to be kept in the Health Center.
- Please be sure that your daughter's tetanus shot is current.
- Our health center is fully stocked with analgesics, cold remedies, skin ointments, first aid products, etc., so please do not send any of these to camp.

Parent Contact Regarding Health Issues

If your daughter has spent the night in the Health Center, or has to be seen by our camp physician we will be sure to contact you by phone. We will not contact you about minor items (bruises, scrapes, etc.). Be assured that we are aware that parent contact is very important with any serious health issues.

Other Health Issues

If your daughter is currently seeing a therapist or taking medication for a behavioral or emotional issue, please email tony@camplochearn.com to arrange a time to talk by phone.



Clothing & Packing Information

Amerasport + Blues & Whites

The Amerasport Company catalog mailed with your Parent Handbook contains a packing list for this summer. This list can also be accessed and printed through their website.

Amerasport is our official outfitter for Camp Lochearn. All information is in the catalog enclosed and their website can be accessed through our website – www.CampLochearn.com. (Lochearn Families/Camp Store/Amerasport). In addition to items in the enclosed catalog The Amerasport website has many other items of Lochearn clothing available.

For Lochearn's entire 100 year history it has been a tradition for campers to dress in blue shorts, a white polo shirt, blue knee socks and a Scottish tartan sash. This uniform is often referred to as "blues & whites". Although in the distant past Lochearn girls wore this every day, over the years it has evolved that during the week the girls wear casual comfortable clothes and only dress in their blues & whites on Sunday evenings for dinner and campfire and for a few other special events. All of these items, including the sash, may be purchased from the Amerasport Company.

If you are a returning family and already own the blues & whites, you are certainly fine to use those items. If you are a new camper, or need to replace any part of an existing uniform, then please visit the Amerasport Company website to purchase your items. Campers are required to bring one complete uniform to camp.

If you are purchasing new blues & whites you will find the correct items through Amerasport online, by going to the packing list section and clicking on the item. You will then be taken to the page for the correct item.

For chilly evenings when blues & whites are worn, please have your daughter bring a navy blue cardigan sweater or navy blue jacket. These may be purchased through Amerasport or from any other retailer.

Once a session we have an evening of fun socializing, with food and dancing. For this evening, only one time each session, your daughter will want to bring to camp a festive outfit. Nice pants and top or a sundress is appropriate.

- **Laundry is done weekly and returned the next day. All clothing must be machine washable.**
- **Your daughter's things do not need to be new. Please make do, as much as possible, with what she already has.**
- **Lochearn's program de-emphasizes material possessions.**
- **Pack only simple, everyday casual and athletic wear. Less is more when packing for camp, since campers have limited storage space.**

Required Safety Equipment

FIELD HOCKEY AND LACROSSE: Field hockey/lacrosse goggles along with mouth guards are required equipment if your daughter plans to play field hockey or lacrosse. Please purchase and send her with field hockey/lacrosse goggles. Goggles are required for the safety of our players. If your daughter is new to field hockey or lacrosse and is simply trying it at camp for the first time, we have a few sets of goggles on hand.

SOCCER: Shin guards are required and cleats are recommended if you already have a pair. We have shin guards available for first time players. Experienced players should bring their own.

RIDING: An ASTM/SEI certified helmet, and shoes or boots with a distinct half inch heel are required for all riders. If your daughter will be participating in our riding program she should bring a riding helmet with her. If you are purchasing riding boots, we recommend "paddock/jodhpur" boots. Please visit www.HorseCountryCarrot.com for a great camp outfitting package. At the HorseCountryCarrot.com website go to young rider and then click packages and specials.

Cabin Fabric

On the packing list you will see a listing for 4 yards of fabric (any color/any style). This fabric is used by your daughter to decorate her space in the cabin. This is done by all campers to personalize their space in the cabin. Her counselor will help her with this decoration.

Cash

Your child will not need cash at Lochearn. All extra needs can be covered through her camp store account. Money, jewelry, and articles of special value should be left at home.

Other Items

Costumes, musical instruments, non-electronic travel games, cards, books, hobby items, etc. are welcome.

Trunks & Packing

Trunks must be stored under each girl's bed. There is a 15 inch clearance. When purchasing a trunk, be sure the entire trunk, including wheels and elevated corners, do not exceed a total height of 15 inches. Each child is allowed one trunk and one duffle only and no additional drawers or crates.

Electronics

No cell phones, iPods, iPads, Kindles, Nooks (or their facsimiles) are allowed. Part of the beauty of Lochearn camping for the last 100 years is having our campers unplugged for four weeks and communicating with their friends face to face!

Baggage

If you will be bringing your daughter to camp on opening day, you are certainly welcome to bring her luggage to camp with you. Some families prefer to make their opening and closing day a little easier by shipping their daughter's trunk and duffle to camp ahead of time.

If you would like to ship your daughter's luggage to and from camp, please use **Camp Trucking**. We do not ship luggage home other than by **Camp Trucking**.

To use the services of **Camp Trucking** go to their website to register. Their procedures are completely outlined on their website.

Camp Trucking

www.CampTrucking.com

Phone: 970-949-0690

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Homesickness

It has been our experience that the messages parents give to their children prior to coming to camp directly affect the nature of their child's experience while here. Parents, who say something like, "Try camp; if you don't like it you can come home" often set their children up for a poor adjustment to camp, usually resulting in homesickness. Children who think that they will only be staying a few days or a week or two usually do not give themselves fully to the camping experience. Without a full commitment to the development of friendships and skills, homesickness can become a self-fulfilling prophecy.

Overcoming feelings of sadness by establishing warm and meaningful relationships with those previously unknown, however, is also one of the most rewarding and confidence building experiences your child can have. It is important that your child receives a very clear message from you that you believe she will do fine during her stay at camp. Please do not let your apprehensions become hers. Call us if we can assist you.

Camp Store

Campers can purchase toothpaste, stamps, flashlight batteries, Lochearn tee shirts as well as other items at the camp store. Blue and Green team items are available in the store. The camp store is also open each afternoon for a daily snack.

Cabin Assignments

Each summer we spend a significant amount of time organizing cabin placements. Our intention is to build small, caring cabin communities that will afford each child access to new and interesting friendships. Specific cabin requests can sometimes keep your child from one of the most rewarding aspects of camp – the opportunity to further develop her interpersonal skills as a result of joining a cabin with a new group of children and working together with them to build a harmonious cabin unit.

Because we want to provide your child with the most rewarding experience, please do not make specific cabin requests except in unusual cases. We, of course, are always interested in hearing about specific issues with your daughter that we should be taking into account in regard to her camp experience – both in and out of the cabin. Completing the Camper Profile form is very helpful in this regard, and we are always glad to speak with you by email or phone.

Camp Communications

You have placed a great deal of trust in our ability to care for your daughter this summer. We value this trust and will do everything possible to ensure a successful summer experience for her, as well as a wonderful relationship with our camp parents.

Camp Lochearn's directors and leadership staff spend very little time in the office. We strongly believe that our best work is done when we are out and about with the campers and spending time with them at activities and evening programs.

In almost all cases, if you were to receive a sad card or note, by the time you receive it the situation has been long resolved. On the other hand, if you have specific concerns that are important for us to know we welcome your input. We are eager to solve problems during the summer rather than hearing about them after the end of camp.

During the camp season, when you call or email with a concern about your daughter, your initial contact will be with our "Parent Liaison". Be assured that our Parent Liaison is in close touch with the Directors to address any concerns you may have. If our Parent Liaison is not in the office when you contact us, your call or email will be returned within 24 hours.

From Lochearn's Opening Day to Departure Day of each camp session our Parent Liaison can be reached by email at: **parents@camplochearn.com** or by phone by calling the office (802-333-4211). The extension for our Parent Liaison is #206.

Telephone

The camp telephone is not available to Lochearn's campers for personal calls. If you need to get an urgent message to your daughter you should call the office and we will be happy to pass it along.

Letters

Since it may take several days for mail to reach camp, we recommend you write 1 or 2 letters in advance of your child's stay and leave them at the office or mail them prior to opening day. Please do not include small "gifts" in your cards or letters – they will be considered packages and will be returned to you.

The mailing address for letters to your daughter:

CAMPER'S NAME • Camp Lochearn
PO Box 44 • Post Mills, VT 05058

Faxes

Please do not fax letters to your daughter. Faxes will not be delivered to campers.

Camper Email

If you prefer to email your letters to your daughter we will print and fold the email and distribute it with the next regularly scheduled daily mail delivery.

To send an email to your camper:

- Go to **www.CampLochearn.com**
- Sign in to your **My Lochearn** account.
- Once you are signed in to your account you may click on the **Email** button to email your camper.

If you would like other family members to email your camper, click on the **My Account** menu. From there you can create Guest Accounts for other members of your family.

Please Note:

*All email letters must go through your **My Lochearn** account – email letters should **not** be sent to the regular camp email addresses.*

Packages

Camp Lochearn has a NO PACKAGE policy.

We accept letters and post cards only, no magazines or packages.

Please do not leave or send packages of any kind for your daughter unless she will be celebrating her birthday at camp (see Birthday section of this Handbook).

This policy includes padded mailing envelopes, flat envelopes, boxes, books and magazines (we have plenty of reading material in our camp library).

Gifts from home may seem like a good idea, but actually can be very distracting from camp life. They take campers out of the simple life of a summer at camp and can also create unhealthy competition among campers. Food in cabins can also create an unhealthy atmosphere and will also attract insects and animals.

If there is some essential item for your daughter which must be sent to camp, you can do so by contacting our Parent Liaison to make arrangements. Packages with essential items will be sent to the Parent Liaison where they will be opened and delivered to your camper.

Please convey this policy to well-meaning relatives and friends. In order to ensure fairness the policy will be strictly enforced. Packages will be refused and returned to the sender. If we are not able to return the package for any reason the contents will be donated to a local charity.

Thank you for your cooperation and understanding!

Food

We can accommodate some food allergies and special diets – (vegetarians, gluten free, lactose intolerant, etc.). If your daughter has special food requirements please be sure to complete the food section of the “Camper Profile”. If you have specific questions about food issues please contact Tony by phone or email (tony@camplochearn.com).

Sunday Campfires

For nearly 100 years Camp Lochearn has had a campfire on Sunday evenings. This campfire is a non-denominational, non-religious time for our camp family to reflect on the week just passed. We sing together, listen to campers and staff perform music, tell stories and also hear campers or counselors share a personal story. All campers and staff dress in their “blues and whites” for this campfire. Lifetime memories are created at these evenings on campfire hill under the century old pine trees.



Birthdays at Camp

Birthdays during the camp season are special events! Be assured that your daughter will always look back at her camp birthdays with great fondness. From the beginning of the day to the end of the day her birthday will be recognized and celebrated. In addition to all the recognition around camp, we celebrate her birthday with a special birthday cake and decorations for her and her cabin mates at the end of the evening meal (with the whole camp singing Happy Birthday).

Birthdays are the one exception to our “no package” policy. You are welcome to send a small package with a birthday gift, which will be opened by her with her friends at the camp office. Do not send any food items or any gifts for her cabin mates. Simplicity, as always at camp, is best.

Birthdays are also the exception to our telephone policy. You are welcome to call your daughter on her birthday. Please call the office the day before to arrange a specific time for your phone call and we will have her at the office to speak with you by phone.

Online Photos

Our camp website will be updated regularly with pictures to give you a glimpse of life at camp. Please note that we try to include as many campers as possible in our photos, but we cannot guarantee how often your daughter will appear. To see the photos, follow the instructions to login to your **My Lochearn** account.

Once you have accessed your account you may click on the **Photos** button to view pictures of camp.

If you would like other people to view these pictures, click on the **My Account** menu. From there you can create Guest Accounts for family and friends.

Please Note: Through this page you are able to purchase photos. Purchasing photos is not a Camp Lochearn service and all questions about purchasing photos should be directed to CampMinder through your account. There is a **Help** button at the top of the **My Account** page. By choosing the Help section you are able to contact CampMinder for any questions regarding purchasing photos.



Travel To & From Airports

If it is convenient for you, you may bring your child to camp and/or pick them up on Closing/Visiting Day.

We also offer chaperoned transportation from the New York/Connecticut/New Jersey area and from the Boston area and can meet campers arriving by plane at the Boston Airport.

Please Note: If you are driving to camp, you are welcome to bring your daughter's luggage with you on Opening Day. If you are planning to use our chaperoned transportation, you **must** ship your daughter's luggage to camp prior to her arrival as we do not have room for luggage on the chaperoned transportation.

International Campers: We will transport her luggage from/to the Boston Airport to camp at the beginning and end of camp.

Opening Day Procedures

OPENING DATES

Opening Day - 1st Session – Wednesday, June 24

Opening Day - 2nd Session – Tuesday, July 21

Counselor Trainees traveling by car should arrive at 10:00 AM

To help with travel flow, please arrive at the designated times listed below:

- Families whose last name begins with A through K should arrive between 10:30 and 11:15 AM
- Families whose last name begins with L through Z should arrive between 11:15 AM and Noon

**To facilitate a good transition for our campers,
we ask that all parents depart camp no later than 3:00 PM**

Opening Day Check-in Procedures:

If you shipped your luggage to camp you will be directed to Coach's Field to park your car.

Parents bringing their daughters' trunks and duffels to camp will proceed down the main driveway to Highland Hall where our staff members and CTs will unload your car and take your daughter's belongings to her cabin. You will then move your car to the Coach's Field and walk back to camp where you will receive nametags for all family members.

Next you will go directly to your daughter's cabin to meet her counselor. Please unpack your daughter after her health check.

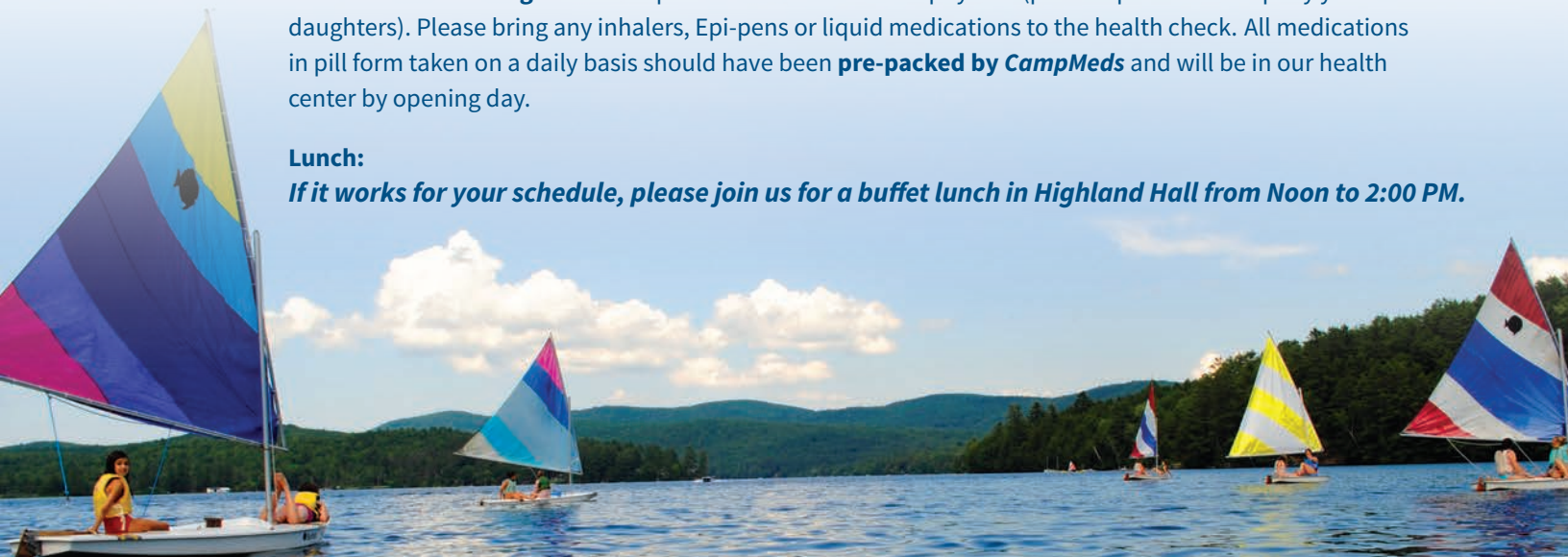
Selection of Beds by Lottery:

All beds are selected by lottery. The lottery system enables every camper to have the same opportunity of bed selection regardless of whether she is arriving from near or far, early or late, or by car or plane.

Health check at Evergreen – Campers must have an intake physical (parents please accompany your daughters). Please bring any inhalers, Epi-pens or liquid medications to the health check. All medications in pill form taken on a daily basis should have been **pre-packed by CampMeds** and will be in our health center by opening day.

Lunch:

If it works for your schedule, please join us for a buffet lunch in Highland Hall from Noon to 2:00 PM.



Parent Visiting Day / Departure Day

Departure Day is also our Parent Visiting Day.

Please enjoy the final day participating or watching your daughter in a few of her activities and getting a touch of the Lochearn Spirit!

CLOSING DATES

Closing Day - 1st Session – Sunday, July 19 beginning at 8:30 AM through Noon.

Closing Day - 2nd Session – Saturday, August 15 beginning at 8:30 AM through Noon.

The schedule of events for Parents' Visiting and Pick-up Day is as follows:

8:30 AM	Parents arrive – all campers and staff gather on Evergreen Green <i>(While waiting for morning assembly to begin, tour our Camper Art Gallery to see firsthand the artistic talent of our girls)</i>
9:05 AM	Morning Assembly
9:30 – 10:10 AM	1st Period
10:20 – 11:00 AM	2nd Period
11:10 – 12:00 PM	3rd Period
12:00 PM	Campers and Parents Departure

During the morning a Continental breakfast is available.

Immediately following morning classes, campers and staff will gather on Coach's Field for final goodbyes. Parents and campers using Camp Trucking may depart and your luggage will be shipped home. For all others, we will bring your daughter's luggage to Coach's Field and place it by cabin group. Our staff will be available to help with your daughter's luggage.

Driving Directions & Local Accommodations

A listing of some suggested local accommodations is available on our website, along with driving directions to camp.

www.CampLochearn.com (Lochearn Families/Visiting Camp)



Financial Information

A statement covering tuition, store fee and riding is sent in March and is always available by logging into your **My Lochearn** account. All final balances for tuition and fees are due in full by April 1st.

On your **My Lochearn** account, you may choose an on-line payment option – or - make checks payable to *Lochearn Camp, LLC* and mail to our winter office.

No Tipping

In accordance with the standards of the American Camp Association, we request that you **not** tip your daughter's counselor or any other Lochearn staff. As a show of gratitude, we encourage you to contribute to the Lochearn Scholarship Fund (tax deductible) in your daughter's counselor's name to help a deserving child experience the beauty and benefits of Lochearn. This can be done at the camp office on closing day or by mail after camp.





CampLochearn.com

SUMMER

PO Box 44, 1061 Robinson Hill Rd., Post Mills, VT 05058 • 802 333-4211

WINTER

PO Box 358376, Gainesville, FL 32653 • 352-562-7989

fun@camplochearn.com

