

Camp Ma-He-Tu Parent Manual

Copies of your daughter's completed health forms must be received by Marion Schumacher by June 1st.

Our Registrar, Marion Schumacher, RN, will review the forms to make sure that they are accurate and complete. Reviewing the health forms before camp will save valuable time during your daughter's sign-in process at camp and allow our staff to properly prepare for your daughter's stay with us.

You have three options for sending in your forms:

- (1) Log onto your Active online account to download the blank forms and upload the completed forms. See the easy to follow directions to upload the completed forms directly to your account. OR
- (2) Print the blank forms from our website, then scan the completed forms and email them to info@mahetu.org
OR
- (3) Print the blank forms from our website, then mail a **copy of** the completed forms to:

Marion Schumacher, Registrar
Camp Ma-He-Tu
6 Soundview Drive North
Huntington, NY 11743

If you choose to scan and email (option 2) or mail (option 3) your daughter's forms, you will find the required blank forms on our website www.mahetu.org. Click on "Registration Information; Click on "Forms for Campers".

When we receive the completed forms, we will contact you.

Please be sure to bring hard copies of the forms to camp with you on the first day of the encampment.

If you have any questions, please call Marion at 631-351-1657 or email Marion at info@mahetu.org.

DO NOT mail original forms to Marion.

Send Marion a copy, bring a second copy or the original to camp

Required Forms:

1. **Camper Health History - Doctor Form**, 3 pages
Page 1: Camper Physical Exam form - NYS Dept. of Health requires this be completed within 12 months of attending camp.
Pages 2 and 3: Individualized Standing Order (ISO) form - This is a list of all medications for your daughter, including over the counter, standard meds. This must be approved and signed by your physician. If your daughter takes any prescription medications, please be sure the physician includes an order on the last page of the ISO form. Any over the counter meds not already listed on the ISO form (e.g. vitamins, Lactaid, Claritin) must also be included as an order under the 'Prescription Drugs' section of the form.
2. **Camper Health History - Camper/Family Member Form** - There are 3 total pages to be completed by a parent/guardian.
3. **Camper Release Form** - Complete if you did not already sign electronically when you registered.
4. **Meningitis Vaccine Response Form**
5. **Health Insurance Card** - Copy both sides of the card.

All medications MUST be brought to camp in their original packaging.

BY LAW we cannot administer drugs from plastic bags or pillboxes.

We have put together this Ma-He-Tu Parent Manual to help you get ready for your daughter's stay with us and to explain some basic camp procedures. The information was chosen based on questions most often asked by camper families. If we missed your question, please do not hesitate to contact us at our Registrar's office (1-631 351-1657) this winter and spring, or at the camp office (1-845-942-4508) starting June 22.

Getting Ready

Get Packing! There are a few things to remember about packing for camp:

- **Don't send too much**, it just makes it difficult for your daughter to keep track of everything
- **Don't send anything of significant value**, like cash, jewelry, good clothes, expensive cameras, MP3 players, etc.
- **Put your daughter's name on everything, ABSOLUTELY EVERYTHING!**
- **VERY IMPORTANT! DO NOT SEND ANY FOOD TO CAMP or CELL PHONES TO CAMP!**
- **ALSO VERY IMPORTANT! PLEASE AVOID BRINGING ANY TOILETRIES THAT ARE BERRY SCENTED TO CAMP. THEY ATTRACT UNWANTED WILDLIFE.**

Packing Check List: *Things she will really want to have with her:*

Sleeping Bag or	Jeans	Soap
Sheets and Blanket	Sweatshirt	Shampoo
Extra blanket	Jacket	Toothpaste
Pillow and extra pillowcase	Bathing Suits	Toothbrush
Towels and washcloths	WHITE bathing cap	Deodorant
Socks (15)	Pajamas and Robe	Comb and brush
Underwear (15)	Sneakers (2 pair)	Flashlight
Shorts	Raincoat or Poncho	Extra batteries
Shirts		

Campers are required to wear socks at all times
All shoes must tie and be closed at toe and heel
White bathing camps may be purchased at camp for \$4.00
Camp Cots are approximately 30" X 75"

Other things she might like to have with her:

Book Pack or Back Pack	Books and Magazines	Plastic drawers for bedside
Pens and Pencils	Musical Instrument	stand (they usually run about
Stationery and stamps	Camera disposables are great!	24" high, 12" – 20" wide and
Notebook	Trunk or plastic container for	12" – 15" deep)
	clothes	

Things she MAY NOT bring

Possession of tobacco, alcohol, illegal substances, or weapons is grounds for dismissal
Campers may not bring animals or weapons of any kind to camp.
Please check with the camp for permission to bring personal sporting equipment.

DO NOT BRING ANYTHING OF VALUE
PUT HER NAME ON EVERYTHING SHE BRINGS
DO NOT BRING (OR SEND) FOOD
DO NOT SEND BERRY SCENTED TOILETRIES

Laundry: Our laundry facilities are extremely limited. They are reserved for "emergency" use and to assist campers who are staying more than one encampment without going home. Campers can do small amounts of hand laundry. The best approach is to try to send your daughter with enough clothing to get her through a two-week stay.

☺ Check in on Sunday between 2:00 and 5:00 ☺ Check out on Saturday between 10:00 and 12:00

Living Assignments

Campers are assigned to cabins and tents by exact age order. If your daughter is not living in a tent or cabin with a particular friend, our centralized program will still allow them plenty of time to be together during choice activities, free time, meals, and evening programs. We strongly urge you to refrain from making living assignment requests.

If this is your daughter's **first** summer at Ma-He-Tu and extenuating circumstances cause you to request that your daughter be housed with another camper, please observe the following guidelines:

- ❖ All requests must be made in writing by the parents of **BOTH** campers involved.
 - ❖ All requests must be made to the Registrar prior to June 15.
 - ❖ Campers' birth dates must be within nine months of each other.
 - ❖ Both campers will be housed in the living unit that the **younger** camper would be assigned to.
 - ❖ **At least one camper involved in the request must be a first time camper.**
 - ❖ **Group requests are strictly limited to three campers. Larger groups MUST be split into groups of two or three campers**
- The camp gate will open at 2:00. Registration is between 2:00 and 5:00

For the safety of our campers we **absolutely do not** allow cars in camp until 2:00

Getting to Camp

Directions:

Coming by Car?

From New York: George Washington Bridge to Palisades Interstate Parkway (PIP), Exit 14. Left at stop sign toward Lake Welch and Sebago Beach (will be traveling on Willow Grove Road). Enter Harriman State Park and pass Lake Welch Beach. At Kanawauke traffic circle, travel $\frac{3}{4}$ around circle and turn right onto Seven Lakes Drive toward Sloatsburg and Sebago Beach. Camp entrance is one mile on right.

From New Jersey: Route 17 North through Sloatsburg. Right at traffic light onto Seven Lakes Drive. Camp entrance is 2nd on left after Sebago Beach.

USING A GPS? DO NOT USE OUR ADDRESS. USE THESE COORDINATES: 41.13.220 N 74.07.240 W

Coming by Bus?

Parents are asked to travel with their daughter to camp. Take the Shortline Bus from Port Authority in New York City, (leaving at 1:15) to **Sloatsburg, NY** (arriving at 2:12). Let us know that you're coming and the camp van will meet the bus in Sloatsburg. Parents will be returned to Sloatsburg at 4:51 and arrive in New York at 6:02.

Bus schedule is subject to change! Please call the camp office one week prior to travel to verify times with camp office and to arrange for a pick up from the Sloatsburg bus station. (845-942-4508)

☺ Check in on Sunday between 2:00 and 5:00 ☺ Check out on Saturday between 10:00 and 12:00

Checking In:

We'll all be looking forward to meeting you and your camper!

When you arrive at the gate you will be greeted by a staff member who will point you in the right direction. There are three steps to getting settled into camp life. You can approach them in any order you like:

1. Make yourselves at home! The staff member at the gate will tell you where your daughter's living unit is located and direct you to the most convenient parking available. Need help lugging that trunk? Ask any staff member. We are all ready to help out!

2. Come to the Dining Hall to check in with the camp administrators and the Nurse. As the Dining Hall is generally a busy place during registration, this is not the best time for private conversations with the administrators. If you have any individual concerns you will probably be better served by calling the camp and speaking to the director prior to your arrival.

If anyone other than the person who signed your daughter in to camp will be signing her out, please complete a "**Camper Discharge Form.**" Complete this form even if the person signing her out is her other parent. Please inform that person to be prepared to present identification. For your daughter's protection, **no camper will be released to an unauthorized individual.**

You will want to leave some money for your daughter's "**Canteen**" account. Charges to the canteen account include the purchase of items from the camp store, such as sweatshirts, T-shirts, flashlights, hats, stuffed animals, stationery, camp novelties, and toiletries. We have a daily snack canteen. Some crafts items, such as T-shirts for tie-dying, are charged to canteen, but there are always free projects available. Other charges might include such things as the cost of a trip out of camp for ice cream. We suggest between \$25 and \$30 for an encampment. Of course, any funds not spent will be returned. **Please do not leave any cash in camp.**

The **nurse's station** will be in the back of the dining hall. She will review the health form and insurance information. Please be prepared to discuss any health issues or risks that we should be aware of. You will also be asked to leave all prescriptions, vitamins, and over the counter medications with the nurse. If your daughter has any special dietary needs, you should inform the nurse at this time. **This includes requests for a vegetarian diet.**

3. Visit our waterfront. Your daughter will be asked to go for a short swim so that our staff can assign her to a swimming area and instructional class. We encourage you to come and watch but for safety reasons, **it is extremely important that you and all family members stay off the dock and out of the water.** The waterfront director will be available to discuss any concerns you may have about your daughter's swimming program.

Stop by the Camp Store. You and your camper can purchase canteen items together.

Time to say good-bye! We ask that you plan to leave by 5:00 so we can begin our camping program.

☺ Check in on Sunday between 2:00 and 5:00 ☺ Check out on Saturday between 10:00 and 12:00

While Your Daughter is at Camp

Daily Activities: Our daily program is focused in several areas, Swimming, Small Craft, Arts and Crafts, Athletics, Nature, Outdoor Life, Outdoor Adventure, Drama, and Discovery (Life Skills). Your daughter will be enjoy activities in all of these areas on a rotating basis. We also break up the routine with special days which vary from encampment to encampment, but may include Field Days, Unit Days, Arts and Crafts Festivals, or just about anything else our imaginative staff puts together. When we add all of this to our Special Events for each encampment, Christmas in July, the Canoe Regatta, Halloween and our Closing Banquet and Play, we have something fun and exciting for everyone. Every day ends with an all-camp evening program.

Out of Camp Trips: Although most of our program is conducted on our site, we also like to take advantage of the surrounding park area and other nearby places of interest.

Hikes within the Park - Campers may walk or be driven to the starting point of the hike. There will be at least one staff member with first aid training for day hikes. All other staff accompanying the hike will have training in emergency procedures particular to hiking with campers.

A Day at the Beach - Campers may walk or be driven to a public beach on a neighboring lake. One of our certified lifeguards who is familiar with each camper's swimming ability will accompany the group. The lifeguard will be on duty whenever the campers are in the water. Other staff members will assist in general supervision. All park beaches are staffed with park lifeguards, have well marked swimming areas, and have well equipped first aid stations.

Other General Outings - Destinations may include the Bear Mountain Inn to visit the Zoo, Perkins Memorial Drive for sight-seeing, or a local ice cream or food stand for a special treat.

Sleep-outs - Units may request a sleep-out off camp grounds, within the immediate vicinity. There will be at least one staff member with first aid training. All other staff accompanying the group will have training in emergency procedures particular to overnight camping.

At some point during the summer, the following activities may become available to the oldest campers. Campers may sign up for these activities during their stay, starting with the oldest girls, and continuing in descending age order until the trip is full. The lower age limit for these activities is 12 years old.

Overnight Hikes. One staff member with "Responding to Emergencies" (advanced first aid) or a higher certification will accompany the group. All staff accompanying the group will have training in emergency procedures particular to hiking and overnight camping. Campers will sleep in campgrounds established and patrolled by the Park.

Paddling on the Delaware River. (Available only to deep-water swimmers) Campers will be driven by camp vehicle to the canoe/raft rental center where they will be provided with all necessary equipment and be required to view a training video. The group will be transported up river by the rental company and spend the day paddling back to the starting point. At least one of our certified lifeguards will accompany the group. All other staff accompanying the group will have training in water emergency procedures.

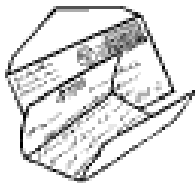
We take the following precautions whenever campers are being transported in a camp vehicle:

- ❖ All camp vehicles are equipped with first aid kits and emergency signals.
- ❖ All camp drivers are 21 years of age or older and have had their drivers' licenses screened by our insurance company. They are trained and tested in the use of the vehicle to be driven.
- ❖ All staff members are trained in emergency procedures particular to transportation of campers.
- ❖ All passengers in camp vehicles are required to wear seat belts.

☺ Check in on Sunday between 2:00 and 5:00 ☺ Check out on Saturday between 10:00 and 12:00

Keep in touch!

By Mail: Campers love to receive mail, so please write to your daughter as often as possible. Please keep correspondence newsy and lighthearted. Address letters as follows:



Your Daughter's Name
Your Daughter's Cabin or Tent Number
Camp Ma-He-Tu
K-24
520 Seven Lakes Drive
Bear Mt., NY 10911

Packages: ***Do not send food, candy, or gum to camp. Magazines, comics and games are just as appreciated, and these items don't attract wildlife or insects. Any food sent to campers will be confiscated and not returned.***

Phone: **The use of a phone or email is not available to our campers during the encampment. Campers are not permitted to have cell phones in camp.** There is no reception and cell phones are very easily lost or broken. We encourage you to call the camp office if you have any concerns about your daughter. We will be happy to check on her and report back to you. **When leaving a message on our machine please speak slowly and clearly.** Include your name, number and the latest time at night we may return your call. The camp office number is **1-845-942-4508**.

In the event of a public emergency you will be contacted by camp officials via a blast email. If you have any questions, please check our website (www.mahetu.org). Emergency information will be posted there. If you need further information or need to get a message to camp, please call the registrar at 631-351-1657. Please do not call camp. Incoming calls will block our communication system and jeopardize our ability to manage the situation at camp.

No Visiting: Visiting camp during the two-week encampment is not permitted. The Lutheran Girls Camp Association and the Palisades Interstate Park Commission prohibit visits from parents during a camping session.

Homesickness: Our staff is trained to identify and deal with homesick campers. We have found that involvement in activities and some special attention usually provides a quick cure. However, some campers need more time than others to adjust to their new surroundings. If you should receive a letter that indicates your daughter has been homesick, please give us a call. In most cases the episode is over before the letter reaches home, but your call will help alert us to any potential problem.

Illness or Injury: If the nurse has a concern about your daughter's health or a medical situation is not progressing as expected you will be contacted by phone. You will be notified when your daughter is kept overnight in the infirmary, prior to an office visit for routine medical care, and as soon as possible if your daughter requires emergency medical care.

Illegal Substances: Cigarettes, alcohol, and drugs are strictly forbidden in camp. The camp reserves the right to dismiss any camper, without refund, found possessing any of these substances. Firearms or weapons of any type are prohibited and will be confiscated immediately and the camper will be dismissed.

Gratuities: Although it is absolutely not necessary, families sometimes wish to express appreciation to individual counselors in the form of monetary gratuities. In a centralized program such as ours, every staff member works hard to assure that each camper will have a memorable experience at Ma-He-Tu. We ask that any gratuities be given to the Counselor Fund. The staff has full control over these funds and they are used for a common good.

Staying Longer than Two Weeks?

Between Encampments: If your daughter is staying for more than one encampment we encourage you to take her home Saturday and bring her back on Sunday. A hot bath, a real bed, and clean clothes can be a welcome change after two weeks in the woods. Please check her in and out during regular registration hours.

If a trip home is not possible, campers can stay with us between encampments on Saturday night. Reservations must be made with the registrar by June 30 so that we can arrange for adequate staffing. A fee of \$82 will be charged for the overnight stay. You are encouraged to take your daughter out of camp on either the Saturday or Sunday between encampments if she is staying with us Saturday night. Lunch and a trip to a Laundromat provide a much-needed break from camp. Please indicate your plans when you make your reservation so that we can provide appropriate supervision for your daughter during that time period.

☺ Check in on Sunday between 2:00 and 5:00 ☺ Check out on Saturday between 10:00 and 12:00

Going Home

The camp gate will open at 10:00. Check out is between 10:00 and 12:00

For the safety of our campers we **absolutely do not** allow cars in camp until 10:00

DO NOT ARRIVE PRIOR TO 10:00!

Departing by car? A staff member will be at the gate to greet you and direct you to a parking area. Once again, don't be shy about asking a staff member to help you carry things to your car. **Please come to the Dining Hall to check out**, get your canteen refund, and any left over medications.

If anyone other than the person who dropped her off will be picking up your daughter, you should fill out a "Camper Discharge Form" in advance. Please inform the person picking up your daughter to be prepared to present identification. In the case of an emergency, you must call the camp office to authorize someone else to pick up your daughter. For your daughter's protection, **no camper will be released to an unauthorized individual.**

Departing by bus? The camp van will meet the 9:10 bus from New York, arriving at Sloatsburg at 10:12. We will return you to Sloatsburg for the 12:21 bus, which arrives in New York at 1:30. **Bus schedule is subject to change! Please call the camp office one week prior to travel to verify times with camp office and to arrange for a pick up from the Sloatsburg bus station.**

ALL CAMPERS MUST BE CHECKED OUT BY 12:00

Our staff goes off duty at 12:00, so please make sure that you have picked up your daughter by that time. Please don't let your daughter be the only camper left after check out is over. It can be a very frightening and lonely feeling.

We hope that you have found the answers to all your questions in this manual. Please do not hesitate to call us if there is anything we can do to help you and your daughter get ready for her adventure at Camp Ma-He-Tu.

Don't Forget to Send

Camper Health History – Doctor Form with Individual Standing Orders

Camper Health History – Camper/Family Member Form

Camper Release Form

Meningitis Vaccine Response Form

A photocopy of health insurance card, front and back

Final payment to:

Marion Schumacher,
6 Soundview Drive North,
Huntington, NY 11743

by June 1



BRING COPIES OF ALL OF THE ABOVE TO CAMP

Check-in is on Sunday between 2:00 and 5:00

Check-out is on Saturday between 10:00 and 12:00

DO NOT LEAVE FOOD, CELL PHONES, OR BERRY SCENTED TOILETRIES IN CAMP

☺ Check in on Sunday between 2:00 and 5:00 ☺ Check out on Saturday between 10:00 and 12:00