

REFUNDS

If a registration must be canceled, refunds will be issued from the camp office in September. A processing fee of \$20.00 will also be charged on all refunds. No refunds will be issued for less than \$10.00.

Cancellations received **30 days or more before** your child's camp date will be given a full refund less the processing fee.

Cancellations received **less than 30 days before** your child's camp date will be given a 50% refund less the processing fee.

If a child does not show up for the week that he/she is registered for reasons other than health or family emergency **all registration fees are forfeited.**

Last-minute registration changes can be made if slots are available, at no additional charge.

In the event of **sickness or an accident that leads to a shortened stay**, the refund will be prorated.

A refund will **not** be available for campers **sent home due to personal conduct.**



CAMP ALEXANDER MACK

A Sanctuary where People Connect with God through
Faith Formation, Experiencing Creation, and Building Christian Community!

CAMP MACK

Parents' Summer Camp Information Booklet



PRIOR TO CAMP

You will find the following forms in this packet.

A. Health History and Information Form

To be signed by parent/guardian

B. Over-The-Counter Medications Form

To be checked and signed by parent/guardian

C. Pick-up Authorization (in confirmation letter)

To be signed by parent/guardian

D. Off-Site Travel Waiver (only for travel camps)

Please bring the completed forms with you to registration!

A. Health History and Information Form

To assist us providing for the health of your child please complete the **Health History and Information Form** as accurately and completely as possible for each child. An important portion of the health history is the immunization record. It is essential that this section be as complete as possible, especially the date of the last tetanus shot. The health care staff will review this form at registration. Please Note: It is not necessary for a camper to have a physical prior to coming to camp, but it is encouraged. A copy of a physical within the past 12 months may be attached if available. The information on your child's health form will be kept confidential beyond the core staff necessary to make decisions regarding the health of your child.

We are also seeking information regarding mental health and behavioral concerns. If your child is on behavior modification medications during the school year, we urge that your child remain on these meds during his/her camp experience. Please talk with your physician regarding dosing requirements, which may be different for camp than for school.

In an effort to protect campers from unauthorized use of drugs, all medications, both prescribed and over-the-counter, are turned in to the health care staff at registration. The health care staff dispenses meds according to written instructions on the containers. Please send your child's medications in their original packaging so the physician's directions are available.

B. Over-The-Counter Medications Form

Camp Mack is authorized by standing orders from our physician to use a variety of over-the-counter medications.

The **Over-The-Counter Medications Form** lists those medications. A parent's signature is necessary for those items to be dispensed by our health care staff.

C. Pick-Up Authorization

In an effort to provide for the safety of your child we have provided a **Pick-up Authorization** for your use. This is found on the bottom of your confirmation letter. It needs to be completed for each child before you leave camp on the day of registration. You or the person picking up your child will be asked to sign the form again at the time of pick-up. This form is also needed for any daily departures that may be necessary.

ARRIVAL AT CAMP

Your confirmation letter will advise you of the time for registration. Please park at Quinter-Miller Auditorium unless directed otherwise in your confirmation letter. Observe parking instructions and use appropriate safety precautions when driving through the camp. **Watch for children at play!**



We encourage you to take time, slow life down a little and enjoy your surroundings while at Camp Mack. Visit your favorite place and share your stories with your child.

REGISTRATION

Registration will be held in Quinter-Miller Auditorium. You can leave your camper's luggage in your vehicle until registration is complete. As a reminder, at registration you will need the completed **Health History and Information Form, Over-The-Counter Medication Form, and Pick-up Authorization** found in your confirmation letter. Your cooperation is necessary to make registration move smoothly.

Please note, a camper will not be accepted for a camp if a communicable disease or other compromising health condition is present.

INSURANCE

Please provide the insurance information requested on the front page of the **Health History Form** and attach a photocopy of your health card to the form. Your family's health insurance will be the first insurance used to cover the cost of any necessary medical treatment for your child during camp.

HOMESICKNESS

Homesickness is a natural part of a child's experiences away from home. It is a known fact that 95% of all children have some level of homesickness. The intensity is affected by four factors: EXPERIENCE, which is related to age and previous separation experiences; PERSONALITY, which is related to children's control over their emotions and how attached they feel to their caregivers; FAMILY, which is related to whether they feel they are being forced to come to camp, whether parents have expressed anxiety or doubt about them coming to camp and/or worries over situations at home; and ATTITUDE, which is related to low expectations about camp, negative first impressions of camp or thinking their homesickness will be strong.

We encourage you to consider what we can do to help you reduce the impact of homesickness on your child. We encourage you to:

- Visit Camp Mack prior to your child's week of camp.
- Visit our website to get a view of the facilities and see pictures of other campers.
- Talk with your children about the normal feelings of missing those things in their lives that they love.

We also discourage you from getting caught up in the "pick-up" promise. Even though you mean to be supportive, you may be sending the opposite message that you don't believe they can be successful. As a last case scenario, we will work with you to negotiate a shortened stay if all other options fail.

For first-time campers (or any other campers especially concerned about homesickness), we have a DVD available entitled "[The Secret Ingredients of Summer Camp Success.](#)" If you would like to view the DVD at home, please call the camp office to borrow a copy.



PARENTAL CONSULTATION

Our intent is to work with your child to keep him/her involved, encouraging him/her to try new experiences and to have a meaningful week at camp. There are times when it becomes necessary for staff to talk with parents regarding their child. The Program Director, Health Care Provider or Team Leader will notify parents or guardians in the event of illness, accident, or communicable disease. In the event of an illness or acting out of behaviors deemed detrimental to the overall atmosphere of the camping experience for your child and others, parents will be invited to help in finding a solution that works for all parties involved.

CAMPER SAFETY

The safety of your child is our number one priority. We work at this in several ways. The first is the personnel whom we hire or who volunteer for us.

- We check references and do background investigations on all employed staff and volunteers working with children.
- We train all staff and volunteers in appropriate behavior with children and keeping children safe.
- We provide supervision in all levels of operation.
- We review and evaluate staff on their performance.

Our second way of working at safety concerns is by providing a program that meets the standards of the American Camp Association (www.acacamps.org). The ACA is the primary professional organization that provides operational standards contributing to a quality experience for your child. Camp Mack has been an accredited camp since 1985 and was reaccredited again last summer.



HEALTH CONCERNS

One of the realities of being in the out-of-doors is bugs. While campers and staff have a greater exposure to the risk of mosquito bites than the general population, the actual likelihood of infection is low. We are taking measures to minimize the risks from mosquitoes when possible. The reality is that Camp Mack is surrounded by all types of water.

Your assistance is needed in educating your child in the use of insect repellent (containing 10-30% DEET). Repellent should be sprayed on clothing rather than on the skin when feasible. If sprayed on skin, it should be washed off after returning indoors. We encourage body cover (long pants, shirts, socks, hats) as appropriate for the weather and activity. Shirts should be tucked in at the waist and socks should be pulled over pant legs. With increased education and prevention strategies, our goal is to have a significant impact on the perceived and actual risk of the disease to campers and staff. from insect bites.

MEALS

Meals are well balanced and eaten family style. In an effort to meet dietary guidelines for childhood obesity we are serving cereals that do not have sugar as the number one ingredient, providing a salad bar at least once a day, reducing the use of sweetened beverages, and serving fewer desserts and more fruit. We are also providing a basic vegetarian option at each meal.



We continue to be sensitive to food allergy issues, especially in the areas of ground nuts such as peanuts. Again, Camp Mack is attempting to be a peanut free area and we ask your assistance in maintaining that level of safety. Any dietary restrictions for your child should be noted on the **Health History & Information Form**. We encourage you to contact us ahead of time to discuss any special needs to be sure that we can meet those needs.

OFFERING PROJECT

Each year an offering project is selected for campers and leaders to support. This is done to raise awareness of children to the responsibility we share in caring for others through sharing.

TELEPHONE CALLS & VISITORS

We feel that an integral part of growing up is the extended experience away from home. For this reason, we strongly discourage phone calls to campers and visits to camp. If there is need for coming to the camp, please come to the camp office in Becker Lodge first for your ID badge. If there is an emergency, please call the camp office at (574) 658-4831.

MAIL

Campers look forward to hearing from family and friends. Write letters early in the week to allow for the time it may take mail to reach camp. Parents of Samplers or Beginners may wish to leave letters on the day of registration for delivery the next day. Mail should be addressed to the camper with the name of the camp session he/she is attending (ex: Seeker) and then the camp address at P.O. Box 158, Milford, IN 46542.

E-MAIL

Included in this mailing is a document from Bunk1.com with information about the photo and e-mail program at Camp Mack. Follow the instructions on that letter for e-mailing to campers. The cost of this service for e-mail and photo access is \$5.00. We do not, however, have the ability for campers to respond via e-mail.

LOST AND FOUND

At the end of the summer, there is always a pile of campers' belongings left at camp. This is an expensive waste for our campers (and their parents!). As a way to target the problem of lost belongings and a large lost and found closet, we are encouraging our campers to label all their belongings. One option we are offering this summer is with **Mabel's Labels**, a company with all types of labels that are colorful, indestructible and fun! With a special 'camp pack' available and also a larger combo pack, your camper can label absolutely everything! Go to <http://camps.mabel.ca> select our camp name in the drop-down list. We look forward to sending campers home with ALL their belongings this summer!

If, however, your camper does leave something behind, you may inquire about lost items by calling the camp office. If we have found the item, you may then arrange to pick it up. Items not claimed in six weeks are donated to a worthy charity.

INTERNET COMMUNICATION POLICY

We see many positive ways in which your child can grow from the benefits of the Internet. We also see the potential for unhealthy activities on the Internet. Camp Mack views social networking sites (e.g. MySpace), personal web sites, and Weblogs positively and respects the rights of campers and staff to use them as a medium of self-expression. A document regarding Camp Mack's electronic communication policy is enclosed with this booklet as well as a permission slip to enable leaders to share e-mail addresses, etc. with your child. We encourage you to go over these documents with your child as he/she prepares for their experience at camp.

