

FOR PARENT/GUARDIANS OF LCLC CAMPERS

Dear Parent,

All of the staff at LCLC are excited that your child will soon come to camp! We look forward to meeting you and your child and suggest that you mutually talk about the items in this packet.

In your conversations, please highlight these:

- * **Prepare well in advance**, taking notice of the items below, *Before Coming to Camp*.
- * **Closely examine your camper's luggage** to insure that everything is packed on both the General and Special Packing Lists and note the 'not permitted' items. Children adapt to camp much easier if they have everything they need.
- * Although infrequent, **homesickness** may be a challenging issue. Reactions of both children and parents can be in a constructive or unhealthy way, depending on the personality of the individual.
 - Emphasize that your child is "going" to camp *rather than* "being sent" to camp.
 - Mention things like "I'm so excited for you!" or "Camp will be a great experience" *rather than* "I'll miss you so much while you're away" or "I can't wait for you to come home."
 - **STRONGLY** avoid statements like "Call me" or "Come home if you don't like it." Not giving camp a fair chance only compounds the problem for those who have adjustment difficulties. Campers may not use phones.
- * **Heighten your child's interest** by pointing out some of the exciting things you remember about your camp experience or a similar overnight. Be positive about how you were able to handle being away from home.

A fantastic summer experience is in store for your child! Please keep the LCLC staff in your prayers as we keep you in ours. Thank you for your help! In Christ's Peace,

LCLC Staff

BEFORE COMING TO CAMP

Get ready now and avoid inconvenience later.

- **Send the Following at Least Three Weeks In Advance:**

Full Camp Fee Payment	Canteen Deposit
Completed Health Form	Camp Photo Order
Parent's Information	Camper's Letter
Meningitis Form if applicable (2 week campers only)	
Other Required Items in this Packet (LIT, RATS and Sailing Camp).	

The check-in process can be significantly shortened if you return these items at least three weeks prior to arrival.
- **Full Camp Fee Payment.** Send this in with the bottom portion of the enclosed Acknowledgement Letter.
- **Canteen Deposits.** There is no need for your child to have cash while at LCLC. Canteen Deposits (camp store) can also be made in advance with the form on the bottom of the enclosed Acknowledgement Letter.

Your camper may purchase LCLC clothing or souvenir items during Sunday check-in or Friday/Saturday check-out. During the week we recommend a maximum of \$15 for the Canteen, which is normally open once a day. This account allows your child to "purchase" drinks, snacks, candy, postcards, and stamps. RATS, LIT, and Senior High will have additional expenses.

At the end of the camp, you can donate the balance to a designated cause or receive the cash refund.
- **Camp Photo Order.** You can also place your child's order in advance for an 8"x10" glossy photo of his/her camp program group for \$7. Place your order on the Registration Acknowledgement Letter.

⚡ Please Note ⚡

- **Health & Examination Form and Medications.** New York law requires a current Health Form and Immunization History annually and a Physical Examination within two years of your child's camp experience.

LCLC is required to comply with all NY Health Department and State regulations. This form is confidential and will be kept on file in the Health Center. In the event that your child participates in an off-site program, a copy of their Health Form will be sent with the group's first aid provider.

Please review the Health & Examination Form instructions carefully to ensure LCLC's ability to provide for your child's medical needs while at LCLC. ***All medications, both prescription and over-the-counter, must be accompanied by a prescription form.***

The Health & Examination Form ***must be signed by both a parent/guardian and the Primary Physician*** (or designee).

All prescription and over-the-counter medications must be in the original container and directly given to the Camp Nurse who keeps them in the Health Center and dispenses them at the appropriate times and dosages. If your child requires any medications to be given while at camp, be sure to have your physician complete the appropriate portion of the Health Form as well as the required prescription form.

Please be aware that your child will be screened upon arrival for general health as well as flu symptoms. If your child has flu symptoms and/or a fever of 100° F or more at arrival, he/she will not be permitted to stay at camp. If a fever develops at any time during camp, we will call you immediately.

ARRIVING AT CAMP & CHECK-IN

Early arrival is *not* possible, since staff preparations continue right up until check-in time. Late arrivals may experience some inconvenience because LCLC staff becomes involved with the program activities after check-in closes.

Please make every effort to arrive between 2 and 4 pm as specified on the cover letter.

Your check-in may be significantly shortened when you have mailed your forms in advance! Your camper should remain with you throughout the registration process until you say goodbye.

1. **Please park your auto in the designated areas. Do not drive up to cabins or tents.** Bring with you only any balances due, Canteen Deposits, medications, and any other required forms not already returned to LCLC.
2. **Stop at the Check-in Table** to register your arrival, submit or update your Camper Release, get your cabin assignment, order a photo, make a Canteen Deposit and/or pay any balances due.
3. **Next, go to the Nurses' Table.** Every camper needs to be screened in the presence of his/her parent or appointed guardian. Any camper who has not mailed in or updated his/her Health Form, has medications, or has had an illness or injury that occurred since sending the Health Form, will need to clarify these matters with the Camp Nurse.
4. **Go to the Canteen** (camp store) in the Dining Hall where you can purchase camp tee shirts or other nifty stuff prior to going to the cabin.
5. **Return to your car, get your luggage, and take it and your camper to his/her cabin or tent.** Staff will be available to assist you and your child in finding your way and carrying gear.
6. **Say "good-bye"**, knowing that you and your camper will have a great week.

DEPARTING CAMP & CHECK-OUT

Please be sure that you have signed and submitted the enclosed Camper Release which informs LCLC Staff who may transport your child home. **By law, LCLC may not release a camper to anyone without specific permission by the child's parent/guardian.** Please indicate if a non-custodial parent may NOT pick up your child. We hope that this Release will help avoid any misunderstandings.

At departure, you also need to:

1. **COME TO THE CLOSING PROGRAM!** Parents, guardians, immediate family, and friends are encouraged to participate in the Closing Program. Campers may depart after the Program. Closing Program for camps ending on Saturday begins at 9:30 am. For camps ending on a Friday, please join us for dinner at 5:15 pm (*parents sign up at Sunday's registration*), followed by the Program at 6:30 pm. Campers may depart after the Program - about 1 hour long.
2. **As directed, park your car and go to the designated area/building for your camper's Closing Program. Please do not go to your camper's cabin or tent.** Campers will be dismissed for Check-Out from the designated area/building after the Closing Program is complete.

3. **After the Closing Program, sign out with your child's Counselor.** Children will be released only to the person(s) who have been previously designated by the parent/guardian on the Acknowledgement Letter. LCLC requires the signature of the person who is picking up your child (**INCLUDING PARENTS**). **IDENTIFICATION MAY BE REQUESTED.** A fax with the parent's signature will be required if any last minute changes are to be made.

4. **See the Camp Nurse.** If you brought medications which you need to take home or have any questions, you need to see the Camp Nurse in St. John's Dining Hall.

5. **Stop at the Canteen in St. John's Hall.** You do not need to visit the Canteen if you have chosen to donate your child's remaining Canteen Deposit balance to an LCLC purpose.

MORE GOOD THINGS FOR PARENTS TO KNOW ABOUT LCLC

SPECIAL DIETS. In order to plan for the correct food, LCLC needs to know at **least two weeks in advance** if your camper requires a special diet for medical reasons (diabetic or doctor prescribed) or is a vegetarian. If a special diet is required, send a detailed note to LCLC or call LCLC during weekday office hours. Also, please note allergies on the *Parents' Information* and the *Health Form*.

MAIL & PACKAGES. Mail is delivered daily Monday-Friday. Mail for campers is distributed during the dinner hour. Campers are encouraged to write home during the course of their stay. Likewise, a letter from home can be a highlight of a camper's day. It takes **two - four days** for mail to arrive, so plan ahead! Please address your letters to:

Camper's Name
*Name of Camp Program * OR Cabin #*
Lake Chautauqua Lutheran Center
5013 Route 430
Bemus Point, New York 14712

*i.e., Mini-Camp, Youth Camp, RATS, etc.

Please see insert regarding new e-mail program!

CAMPER BEHAVIOR. LCLC is proud to provide a safe, Christian community for your child. **Camp rules are made for the safety and well being of everyone.** Behavioral rules and expectations are covered with your camper, often using a contract or covenant method. Intentional malice and willful destruction of camp property results in informing parents of the camper's behavior. Campers will be expected to pay for the repair or replacement of vandalized items.

If LCLC has a concern during your child's session, we will consult with you. Parents may be required to remove any camper who does not comply with camp rules.

NOTIFICATION OF PARENTS. Parent/guardians listed on the Health Form will be notified in the event of any prolonged illness, of an emergency which requires off-camp medical attention, or of behavioral concerns. If the listed parent/guardians cannot be reached, the other emergency contacts on the Health Form will be notified. During check-out on Saturday, parents may speak with the nurse about their campers week at camp and any basic health care issues that may have arisen.

SNACKS. *Snack items should NOT be brought from home* for your camper. Snacks can be purchased in the LCLC Canteen once each day. It is against NYS Health Department regulations to store food in cabins, because food attracts "critters" such as mice, raccoons and skunks!

CONTRABAND. *Please note the items on the General Packing List that should NOT be brought and what happens if they are brought.*

TELEPHONE. LCLC believes that one of the valuable qualities of camp is the uninterrupted time away from home and normal routine. Campers' use of cell phones or telephones for incoming or outgoing calls is not permitted. *Please do not call your camper or ask them to call you.*

LCLC staff leaders are glad to discuss your child's experience at any time. Routine calls can be made during office hours. During non-office hours, please leave a message on the answering machine. Recorded messages are regularly monitored.

LOST & FOUND. LCLC will return any "lost" items COD, if you call and ask us to, within two weeks after your child leaves camp. LCLC is not responsible for lost or damaged items. Any items which are not claimed are donated to the Joint Neighborhood Project at Immanuel Lutheran Church, in Jamestown.

RULES FOR ACCEPTANCE. Campers are enrolled on a "first come, first serve" basis. Rules for acceptance and participation are the same for everyone, without regard to race, color, national origin, or handicap (main-streaming).

HAVE QUESTIONS?

Camperships & Retreat Reservations:
Ask for Brenda Peterson,
Retreat & Office Manager.

Camp Program Activities:
Ask for Lee Lindeman
Executive Director

**Medical / Dietary Needs
Registration & Balance Due:**
Ask for Donna Phillippi, Registrar

GENERAL PACKING LIST

Please **label all items with your full name** using a laundry marker, so that you do not lose your personal belongings.

NECESSARY ITEMS

- | | |
|---|---|
| <input type="checkbox"/> Bible | <input type="checkbox"/> Flashlight & extra batteries |
| <input type="checkbox"/> Sleeping bag (preferred) or 2 sheets and 1 blanket | <input type="checkbox"/> At least 2 pairs of closed-toe shoes (sneakers) or light boots |
| <input type="checkbox"/> Pillow & pillowcase | <i>(Wearing slip on sandals or flip flops around camp is discouraged!)</i> |
| <input type="checkbox"/> Warm, comfortable clothes (jeans, 1-2 sweatshirts or fleeces) | <input type="checkbox"/> Water shoes or sports sandals for swimming, boating, and showers |
| <input type="checkbox"/> Head-to-toe <i>raingear</i> , like a slicker, poncho or raincoat with hood or rain hat | <input type="checkbox"/> Toothbrush & toothpaste |
| <input type="checkbox"/> Swimsuit | <input type="checkbox"/> Soap & shampoo |
| <input type="checkbox"/> Beach towel | <input type="checkbox"/> Deodorant & other toiletries |
| <input type="checkbox"/> Handkerchief/Tissues | <input type="checkbox"/> Sunscreen (min. 30 SPF recommended) & sunglasses |
| <input type="checkbox"/> Shorts | <input type="checkbox"/> Retention strap for glasses |
| <input type="checkbox"/> Tee shirts, short sleeved shirts | <input type="checkbox"/> Money for Canteen and Camp Photo (if not paid in advance) |
| <input type="checkbox"/> Underwear & socks for each day at camp | |
| <input type="checkbox"/> Pajamas | |
| <input type="checkbox"/> 1-2 towels & washcloth | |
| <input type="checkbox"/> Jacket or windbreaker | |

DO NOT BRING...

Radios Pagers CD/Tape Players Electronic Games Expensive Jewelry or Clothing Snacks from Home Computers
Stereos Knives Weapons iPods / MP3 Cell Phones Tobacco / Alcohol Products

These are not permitted!

If discovered, the above items will be stored during camp and returned to the camper's parent/guardian at Check-Out.

OPTIONAL ITEMS - *All the following are recommended but not necessary.*

- | | |
|---|--|
| <input type="checkbox"/> Daypack or bookbag | <input type="checkbox"/> Laundry bag |
| <input type="checkbox"/> Postcards, stationery, stamps, pen/pencil | <input type="checkbox"/> Clothespins |
| <input type="checkbox"/> Film and an inexpensive or disposable camera | <input type="checkbox"/> Plain white T-shirt to tie-dye or paint |

SPECIAL PACKING LISTS

The unique activities of the Specialty Camps below require that you bring the following special things other than those listed in the General List. Note:

N = **N**ecessary to bring. Call LCLC if you need an alternative.

R = Highly **R**ecommended if you have it already or can afford it

Sailing I & II

- R** A vest-type lifejacket*
 - R** Your canoe paddle*
 - R** Retention strap for glasses
 - R** Retention strap or clip for your hat, or it will fly away!
 - N** Water shoes, sneakers, or sports sandals that will stay wet. Appropriate footwear must be worn when in boats.
- * If you own any of these and like to use them, bring them. Otherwise, they'll be provided.

Senior High

- R** **Larger Canteen Deposit than usual**, i.e. \$30. The Canteen is open twice each day during Senior High Week instead of once as in other camps.

L.I.T. / R.A.T.S.

- R** Sleeping bag and its stuff sack, both made from synthetic materials (nylon, polyester). This is far better than cotton sheets or a cotton sleeping bag because cotton absorbs and holds water.
*Please note: RATS (and sometimes LITs) sleep in our platform tents.
- R** Flashlight, goggles, and extra swimsuit.
- R** **Larger Canteen Deposit than usual** Suggested: \$20-30 for RATS and \$40-50 for LITs
Because these are multi-week programs, you may need more than the \$15 maximum suggested for other campers.

Parents' Information

To be filled out by parents.
Use one form/child & session.

PARENTS: This completed sheet helps LCLC to make your child's experience wonderful. Please feel free to include any additional information about your child or current family situation that could help our staff. All information is confidentially kept by your child's counselor or in the office. Please return this sheet to LCLC as soon as possible. Thanks!

1] My child is registered in (circle) → for the dates of _____ to _____

Sailing I	L.I.T.	R.A.T.S.	Mini Camp	Confirmation
Sailing II	Youth	D.O.G.	Sr. High	Night Owls

2] Father's Name _____ Mother's Name _____
Guardian's Name _____ Camper Lives With: Mother Both Parents
 Father Other: _____

3] Number of children in our family and household: _____ boys; _____ girls
4] My child goes to school at _____ in town/city _____
5] This is my child's _____ year attending a resident camp and my child's _____ year at LCLC.
6] We want a camp experience for our child because _____
7] My child is most happy when _____
8] My child is likely to be timid, nervous, or afraid about _____
9] Things we feel need special attention are: _____
10] You should know these great things about my child: _____
11] Any food or other allergies: _____

Signed _____ Child's Name _____

5

Camper's Letter

To be filled out by the camper.
Use one form per camper & session.

CAMPERS: To help you enjoy your LCLC camp experience, please complete and return this sheet to LCLC as soon as possible. It will be kept by your counselor or in the camp office and will not be seen by anyone other than the staff. We want you to feel free to share any information that will help us provide you with an enjoyable learning experience while here at LCLC. Thanks!

My name is _____ My friends call me _____
I am _____ years old and just finished _____ grade. I am coming to camp for the first time Yes No
I am coming to LCLC because _____
What I look forward to doing most at LCLC is _____
What I don't want to do at LCLC is _____
I am excited about _____
I am concerned about _____
I would like my counselor to know this about me _____
Other comments and ideas _____

I am a **Sailing I**, or **Sailing II** camper and have also completed and returned page 7.

As a camper, I understand that the LCLC counselors and staff are responsible for me. I agree to follow the rules they set for my well-being and for the sake of good Christian Community throughout the whole camp. Camper's Signature _____

Your LCLC counselors & staff hope and pray you are as excited about the LCLC summer camp as we are.
We can't wait for you to get here and discover what an awesome God we have!

Special Info Questionnaire for Sailing I & II Camps

Please return at least three weeks before arrival.

CAMPERS: Please complete the section below and return it with your Campers' Letter, Health Form, and Parent's Information so that your instructors and counselors will know how to make it one of your best weeks ever! Don't worry, you don't need to have much -or any- experience to be a Specialty Camp participant, but if you have, we'd like to know about it so that we can plan appropriately. Thanks so much!

~ The LCLC Staff, Spring 2010

My Name *first* _____ *last* _____

Sailing I & II Camps

- I have had sailing lessons before. No Yes

Describe your skill: _____

- I have had canoeing lessons before. No Yes

Describe your skill: _____

- I can sail the boats listed here **by myself**: _____

- I can sail the boats listed here **with the help** of another sailor: _____

- The longest sailing trip on which I've been was _____ miles long.

HEALTH AND EXAMINATION FORM FOR YOUTH & ADULTS

Please be thorough in completing this Health Form. Use only one form per person. All participating campers and adults must have a physician's examination within two years prior to coming to LCLC. Thank you!

LAKE CHAUTAUQUA LUTHERAN CENTER
 5013 Route 430, Bemus Point, NY 14712
 Phone 716-386-4125 + Fax 716-386-5714

Camper or Adult:

Name last _____ first _____ Gender _____ Age _____
 Parent/Guardian _____ Camper/Adult _____
 or Spouse Name _____ Birthdate _____/_____/_____
 Home Phone (_____) _____ Work Phone (_____) _____
 Cell Phone (_____) _____ Email _____
 Home Address _____
 City _____ State _____ Zip _____
Emergency Contact (other than parent or spouse): Name last _____ first _____
 Day Phone (_____) _____ Night Phone (_____) _____
Insurance Information: Insurance Carrier _____ Policy and/or Group # _____
 ID # or Social Security # of Policy Holder _____

Immunization History: Please Note: Immunization dates must be on file at LCLC! Stating that immunizations are current or up to date is not adequate. **New York State mandates that dates be stated.** This information is available from your physician, pediatrician or school nurse.

MMR or Measles (Rubeola) 1st _____ 2nd _____ Mumps _____
 Rubella (German or 3-Day Measles) _____/_____/_____
 Oral Polio (Sabin) *TOPV _____/_____/_____
 DPT (Diphtheria, Pertussis & Tetanus) Series Completed _____
 Td or Tetanus Booster (within 10 years) _____
 Haemophilus Influenza B (HIB) _____/_____/_____
 Hepatitis B _____/_____/_____
 Tuberculin Test Date (most recent) _____/_____/_____ Result: _____ (not required to attend camp)

Health History: If yes, please check, give approximate date, and please provide additional information as appropriate in the Special Considerations line below, or on attached sheet.

Diabetes _____/_____/_____ Convulsions _____/_____/_____ Rheumatic Fever _____/_____/_____

Fainting _____/_____/_____ Hyperactivity _____/_____/_____ Infectious Diseases _____/_____/_____

Seizures _____/_____/_____ Serious Injuries _____/_____/_____ Stomach Upsets _____/_____/_____

Surgery _____/_____/_____ Frequent Colds _____/_____/_____ Emotional Stress _____/_____/_____

Headaches _____/_____/_____ Ear Infections _____/_____/_____ Major Orthodontal Surgery _____/_____/_____

Other: _____/_____/_____

Allergies/Asthma - specify _____

*** Youth & adults with Bee Sting Allergies should bring their own Bee Sting Kit and give it to the Nurse in the LCLC Health Center. ***

Is the camper/adult currently involved in Allergy Desensitization Program? No Yes

Has the above camper/adult experienced any sleep disturbance (bedwetting, sleepwalking, nightmares) on a regular basis? No Yes → Please explain: _____

Please also complete the next column above the Physician's Section.

Medications: Will the above camper/adult be bringing any over-the-counter or prescription medications to LCLC? No Yes

Please Note: No prescribed or over-the-counter medications can be administered without a signed prescription from your physician as per NY law. Both over-the-counter and prescription medications to be administered at LCLC must be in the original pharmacy-labeled containers with the patient's name, dosage, times of administration, and any special instructions, one container per medication.

For Females: Has she menstruated? Yes No
 if yes, is her menstrual history normal? _____ → if no, does she know about it? _____

Other Special Considerations: _____

Authorization and Permission to Provide Necessary Treatment or Emergency Care:

The above information is complete and accurate to the best of my knowledge. I hereby give permission to the medical personnel selected by the Executive Director or his appointee to provide routine health care; to administer medications; to order X-rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide necessary related transportation for me/or my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the Executive Director or his appointee to secure and administer treatment, including hospitalization, for the person named above. This form may be photocopied for trips out of camp.

Signature of Parent/
 Guardian or Adult _____ Date _____/_____/_____

To Be Completed by Licensed Physician:

Examination & Limitations: Examined _____/_____/_____ Ht _____ Wt _____ lbs. Blood Pressure _____
 Limitations or restrictions while at LCLC (camp) _____ Please _____
 Is this person a Vegetarian or following a medically-prescribed meal plan or restriction? No Yes → _____ attach a written description of the diet.

Medications & Medical Needs: For medications currently prescribed or over-the-counter OR specific medical needs, please attach additional information and the required prescription forms.
 Prescription Form(s) attached Medical Needs information attached

Please Note: LCLC requires a current, written prescription from a licensed physician for each medication to be administered at LCLC to any participant.

By my signature below, I hereby give permission for the following to be administered as needed to the person named above according to label or attached directions:
 Advil Tylenol Ibuprophen Benedryl Immodium MOM
 Midol Sudafed Caladryl Robitussin Kaopectate Other: _____

Primary Physician's Signature: _____
 > Initial if completed by RN or PA < _____

Print Physician's Name _____ Phone (_____) _____
 Address _____ City _____ State _____ Zip _____
 Date Form Completed _____/_____/_____ By* _____
 Address _____ City _____ State _____ Zip _____

* Full signature & address if completed by a school nurse using information obtained through a school physical.



Stay in touch this summer with One-Way Camper Email!



We are excited to tell you about our partnership with Bunk1.com! Bunk1's secure, easy to use, summer website services let you stay in touch with your camper all summer!

RETURNING PARENTS: If you had an account at this camp last summer, you can continue to use your old username and password. Simply sign in at the link below. The first time you visit the site you will be prompted to update your contact information and re-activate your account.

GET STARTED TODAY

To set up a new account and visit our Online Community:

1. Go to our website at www.lcicenter.org
2. Click the flashing "Camper Email" button *
3. Click "Register Now"
4. Enter your Pre-Approved Registration Code: **119963LCL**
5. Fill out all the required information
6. Purchase Bunk Note credits (you will need a credit card)
7. Send an email to your camper!

* If you cannot find this button, go to www.LakeChautauquaLutheranCenter.bunk1.com instead and continue on to the next step

** For your camper's safety, please do not share the Pre-Approved Registration code above.

FREQUENTLY ASKED QUESTIONS

How do I send a Bunk Note (one-way email) to my camper?

Follow the instructions above except, after registering, simply sign in and click on the Bunk Notes button. Enter your camper's name, select the correct cabin, type your message, and hit the "Send" button.

Can other relatives use these services?

Certainly. Once you have set up your account, you will be able to invite other people to access these services.

What do I do if I lost my username and password?

You can get it online by going to www.Bunk1.com and clicking on the link "Lost Your Password?" (to the left of the page below the sign in button). You will receive an email with your username and password within a few minutes.

Why do I have to pay to send Bunk Notes (one-way email)?

Each morning, the Bunk Notes system bundles and sorts the messages for us to print out and distribute to campers. It also protects us from computer viruses and allows us to easily manage these emails. Your payment helps us cover the cost of the system, paper, ink, and labor and, more importantly, frees us to do what we do best – be with your kids! Bunk Note credits cost \$1 each and are purchased in packs of various sizes.

QUESTIONS OR PROBLEMS?

Please call Bunk1 at 1-800-216-9472 or go to www.bunk1.com/contact.asp

Bunk1.com