



## Parent Handbook 2019



We are thrilled to have your family as part of the CEL family as we celebrate our 74th Dear Echo Lake Parents, summer at camp! Whether this is your child's first or fifth summer with us at camp, we look forward to sharing a growthful and fun-filled summer together. Each summer our campers enjoy making new friends, reuniting with old friends, building skills in activities, developing as a person, and feeling a part of our special camp community! We hope that you are looking forward to going on this journey with us and your child

We are sending you our updated CEL Parent Handbook to help you prepare for camp. as well.

It contains information on the following:

- Our policies and procedures
- Tips for a successful summer
- Where to stay on Visiting Day
- Departure and arrival information
- Communication with camp and your camper
- Camper forms
- Packing information

As always, we are here to discuss any questions or concerns you may have as we And More! partner with you to help your child have the most wonderful summer possible.

We are counting down the days to another incredible summer at Camp Echo Lake! Please give your camper big hugs from us and enjoy our 2019 Camp Echo Lake Parent

Handbook.

Warm regards,

Tony and Laurie

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### **CEL Foundations**



Safety: "Protect it"

As Echo Lakers we prioritize physical, emotional, social, and psychological safety in everything we do and in every interaction we have.



Connection: "Bridge it"

As Echo Lakers we believe in creating meaningful relationships, valuing each person in the community, respecting the individual, and including everyone in the group.



Empathy: "Care about it"

As Echo Lakers we acknowledge, and relate to, the feelings of others and operate under the understanding that our actions and words impact others.



Discovery: "Go for it"

As Echo Lakers we try new things, build new friendships, and continue to learn new skills in order to grow and evolve.



Effort: "Be in it"

As Echo Lakers we take initiative, participate, and work hard.



Resilience: "Stay in it"

As Echo Lakers we learn from mistakes, setbacks, and failures and keep going even when things are tough.

### **CEL Foundations**



### Creating Community at Camp

Camp Echo Lake believes in the benefits of positive group experience, inclusion, and healthy social dynamics. We group campers by school grade, have smaller group sizes to increase staff-camper ratios, and mix our cabins from year to year within the group. Creating groups and cabins in this way builds the most positive cabin dynamics and overall group social success.

Group Name	Age	Grade in Sept	Abbreviation
Frosh Girls	8 years old	Entering 3rd	FG
Lower Junior Girls (East & West)	9 years old	Entering 4th	LJGE & LJGW
Upper Junior Girls (East & West)	10 years old	Entering 5th	UJGE & UJGW
Lower Inter Girls (East & West)	11 years old	Entering 6th	LIGE & LIGW
Upper Inter Girls (East & West)	12 years old	Entering 7th	UIGE & UIGW
Frosh Boys	8 years old	Entering 3rd	FB
Lower Junior Boys (East & West)	9 years old	Entering 4th	LJBE & LJBW
Upper Junior Boys (East & West)	10 years old	Entering 5th	UJBE & UJBW
Lower Inter Boys (East & West)	11 years old	Entering 6th	LIBE & LIBW
Upper Inter Boys (East & West)	12 years old	Entering 7th	UIBE & UIBW
Lower Village Girls	13 years old	Entering 8th	LVG
Upper Village Girls (East & West)	14 years old	Entering 9th	UVGE & UVGW
Lower Village Boys (East & West)	13 years old	Entering 8th	LVBE & LVBW
Upper Village Boys (East & West)	14 years old	Entering 9th	UVBE & UVBW
4N4 (Girls & Boys)	15 years old	Entering 10th	4n4
LIT (Leaders In Training)	16 years old	Entering 11th	LITs

### Creating Community at Camp

We recognize the friendships that are created and nurtured at camp are essential to every camper's success. One of our Camper Forms asks for campers to give bunk requests or names of campers they would like to be in a bunk with. We want to offer a few important reminders and tips with bunk requests.

1. We do not repeat cabins from year to year, which means that each summer your camper returns to camp he or she will get to live with a different mix of campers.

We have always found this helpful at Echo Lake, both in terms of making our new campers feel more welcomed, and in assisting our campers in reaching out beyond their own existing friendships.

2. We ask for at least five and up to six different requests, so that we can ensure that your camper will be with at least one of the friends he or she requested.

It is always our goal to meet as many of your camper's cabin requests as possible. The cabin request mix of 500 campers, however, simply does not allow for every camper to get all of their requests met.

\*If this is your camper's first summer, and your camper doesn't have any bunk requests, simply put "First Summer" in the boxes.

3. It is important that your camper's bunk requests are listed in order of importance. We know that request numbers 1, 2 & 3 are more important than 4, 5 & 6. While we will give each camper at least one of their requests, having six options gives us a better chance of meeting some of his or her requests with order of importance in mind.

If your camper comes to camp expecting to receive all of their requests, he or she will likely be disappointed.

4. In all cases, we want to ensure that every camper is placed in a cabin in which he or she can thrive! That includes a social environment in which your camper can both enhance existing friendships and develop new ones.

## Typical Daily Schedule

Camp Echo Lake provides a Developmentally Progressive program for campers, which grows and changes with the children as they continue through their summers at camp. Through a mix of age appropriate group and elective activities, plus off-camp trips and special events, campers at Echo Lake have the opportunity to do the things they love, try new activities, develop skills through high level instruction and always have fun.

	Juniors	Inters	Senior Village	
7:45am - 8:15am	Breakfast	Wake Up/Clean Up	Sleep	
8:15am - 8:45am	Clean Up	Breakfast	Wake Up/Clean Up	
9:00am - 9:20am	Morning Line Up	Morning Line Up	Breakfast	
Period 1 9:30am-10:20am	Group Activity	Group Activity	10:00am SV Lineup	
Period 2 10:30am-11:20am	Group Activity	Group Activity	Elective (M, T, W, F, SA)	
Period 3 11:30am-12:20pm	Group Activity	Elective (M, T, W, F, SA)	Elective (M, T, W, F, SA)	
Period 4 12:30pm-1:20pm	Lunch 12:30pm Rest Hour	Lunch 12:45pm Rest Hour	Elective (M, T, W, F, SA)	
Period 5 1:30pm-2:00pm	Rest Hour	Rest Hour	Lunch	
Period 6 2:00pm-2:50pm	Group Activity	Elective (M, T, W, F, SA)	Rest Hour	
Period 7 3:00pm-3:50pm	Elective (M, T, W, F, SA)	Group Activity	Free Play	
3:50pm-4:10pm	Snack	Snack	Snack	
Period 8 4:15pm-5:00pm	General Swim	General Swim	Team Awesome (M,W,F) Elective (Tu,Sa) Thurs Trip Day	
5:00-5:30pm	Free Play	Free Play	0 10 1	
5:30pm-5:45pm	Evening Line Up	Evening Line UP	General Swim	
5:45pm-6:20pm	Dinner	Showers/Free Play	av.	
6:30pm-7:00pm	Free Play	Dinner	Showers	
7:00pm-7:45pm	Evening Activity	Showers/Free Play	Evening Line Up (7:10pm)	
7:30pm-8:15pm	Canteen	Evening Activity	Dinner	
8:15pm-9:00pm	Showers	Canteen	Evening Activity	
9:00pm-9:30pm	Lights Out (Flash Light Time)	Back to Cabin	Canteen	
9:30pm-10:00pm	Sleep	Lights Out (Flash Light Time)	Back to Cabins (Lights Out at 11:00pm)	

Juniors are campers entering 2nd, 3rd, 4th or 5th grade.

Inters are campers entering 6th and 7th grade.

Senior Village are campers entering 8th, 9th, and 10th grade.

LITs are campers entering 11th grade and have their own day to day schedule.

# Suggestions for a Successful Start to Camp

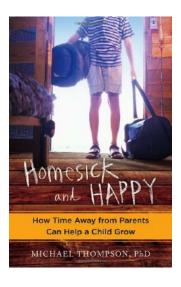
We know that the start of a camp experience can be both exciting and anxiety provoking. We want to partner with parents to help make this start to camp as smooth and easy as possible. The best guidance we can offer is that your camper needs to borrow your confidence that you have chosen a wonderful camp. Remind them that we are there to help them in any way, and that you know that they will be successful at camp. We also recommend that you reach out to us with any questions or concerns you may have and read the book we sent you called, "Homesick and Happy."

It is not only normal, but expected, that all new campers have moments of worry, concern, or anxiety before going to camp for the first time. These feelings DO NOT mean they are not ready for camp and DO NOT mean they should not go to camp. It DOES mean that they are looking for additional information about what they can expect when they go off to camp. They are looking for a positive connection and association with camp, and they are looking to feel your confidence in camp and in them to be successful at camp.

If your camper is expressing anxiety about camp, remember three things you can do:

- (1) validate their feelings.
- (2) help give them concrete and specific information about what to expect.
- (3) reach out to us for support for you and your camper.

Additionally, try to attend all of the New Camper and New Parent events as they will go a long way in helping to ease anxiety and create positive connections with camp.



# Suggestions for a Successful Start to Camp

The pointers below are designed to help prepare your child for the enriching and fruitful experiences that camp provides.



- You've signed your camper up for the full camp experience. The camp experience ebbs and flows over the course of seven weeks. Under no circumstances should you promise that you'll take your camper home mid-summer.
- If your camper is showing an initial struggle with adjustment to camp, won't it be a wonderful accomplishment and confidence builder when he or she does adjust!
- If your camper is having on-going adjustment issues, we'll be in contact with you.
- We have a very developed and well-practiced approach to helping campers deal with homesickness. A "try it out" approach does not work. You may think it's comforting to tell them if they're unhappy you'll come get them, but it actually gives them a sense of your own insecurity that it may not work.
- Reassure your camper that everything at home will be the same as when they left. This means that pets will be cared for, possessions will be protected from siblings, and that their room will stay as it was left. If for any reason this cannot be promised (e.g. you'll be moving or re-decorating), please let us know we can be most helpful when we are informed. Please reassure your camper that you and any younger siblings will be going about the normal routine while they are away at camp.
- Please notify the office of any upsetting event that may have occurred prior to camp or is to occur during the summer. In this category would be an illness or death in the family, poor school grades, divorce, or moving to a new house or city.
- Please discuss with the camp directors if your camper has been under any psychological/psychiatric care at any time prior to camp. Camp Echo Lake is more than adequately prepared to deal with most campers and the common problems of growing up. Our knowledge of the facts will give your camper the best chance of success.
- Please tell us if your camper has any special interests or talents that should be encouraged at camp. While the camp program is designed to provide basic skills in many activities, certain campers may have a more rewarding summer if encouraged in a specific area.

## How We Help Our New Campers Prepare for the Summer

We have created a series of events designed to create positive connections between your family and camp. These events also give you an opportunity to spend time with the Echo Lake leadership staff and let us get to know you and your camper.



#### New Camper Bowling Event at Bowlmor Lanes Sunday, February 10th

There your camper will receive a First-Year Camper T-Shirt! Even before hopping off the bus, we want your camper to be able to celebrate being a camper at CEL!

#### Camp Big Brother / Big Sister Program

In March, your camper will hear from a current CEL camper who is excited to be a positive connection and friendly face for them when they get to camp.



### New Parent Night at Avenues The WorldSchool on Wednesday, April 3rd

There are a number of ways we help set a new camper up for success once they get to camp, which we will review at New Parent Night.



#### New Camper Picnic at Breezemont Day Camp Sunday, May 5th

Your camper will have their second experience connecting with other new CEL campers and CEL staff members.

### **Important Dates**

Below is a list of the Off-Season events and Summer dates for you and your camper(s). Please mark your calendar and expect email communication leading up to the date.

#### Camp Echo Lake 2019 Off Season Dates

New Camper Bowling-Sunday, February 10th 2:00pm to 3:30pm MV Winter Escape-Saturday, March 9th 9:30am to 4:30pm New Parent Night-Wednesday, April 3rd 7:00pm to 9:00pm LIT Training Day-Sunday, May 5th 9:30am-2:00pm New Camper Picnic - Sunday, May 5th 3:00pm to 5:00pm

#### Camp Echo Lake Summer 2019 Dates

Summer 2019 Begins-Saturday, June 22nd
LIT Night Out With Parents-Friday, July 12th 6:00pm-9:30pm
Family Visiting Day-Saturday, July 13th 9:00am-3:00pm
Alternate Visiting Day for Divorced or Separated Families-Sunday, July 14th 9:00am-3:00pm
Summer 2019 Ends- Sunday, August 11th



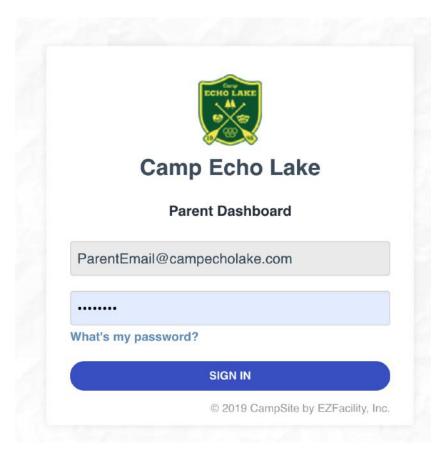
### Camper Forms Checklist

The camper forms are an opportunity for you to share any and all physical, social, and emotional insights and information about your camper. Please include any and all impactful family events (i.e. divorce, death of a family member, moving homes, etc.) as well. Any changes for your camper and/or your family, or updates from one summer to the next are vital for us to know. This information allows us to provide campers with the best care and helps us give them a safe, healthy, and happy summer experience.

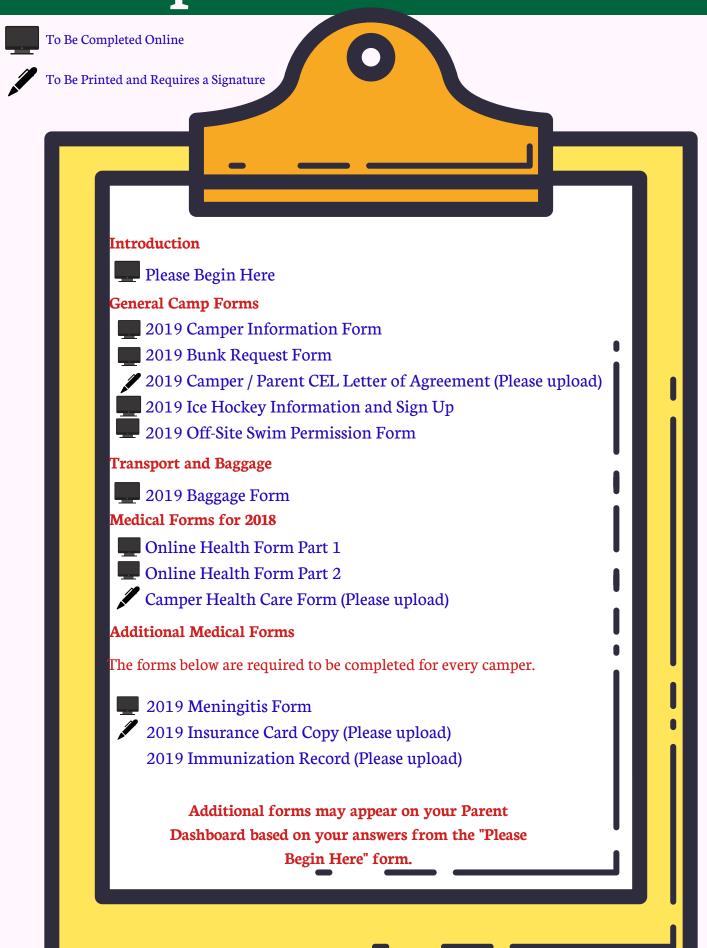
All forms are found online on your "Parent Dashboard." Forms must be completed every year as they help us provide the best care and experience for your camper. Through the Parent Dashboard, parents are able to complete most forms online, as well as download/upload any paper forms that need a signature from you or your doctor.

Log in by visiting our website, www.campecholake.com. Click on "Parent Login" located in the lower right hand corner. Your login/username is your email address. To retrieve your password click on "What's my password" and it will be sent to your email address. Once you login to your account, click on "Camper Forms" to complete and/or print forms.

All forms are due by May 15, 2019.



### Camper Forms Checklist



#### Below you will find a description of each Camper Form.

#### Introduction

#### Please Begin Here



This form asks questions which may add additional health forms to your Parent Dashboard. We ask that you begin with this form to be sure all of the correct forms are present on the dashboard for your camper.

#### General Camp Forms

#### **Camper Information Form**



Reviewed by Laurie, Tony, and Kelly and then pertinent information is shared with your camper's Head Counselor and cabin counselors before camp begins. This enables us to know as much as possible about your camper and helps us to provide them with the best possible summer. Campers and circumstances change from year to year, therefore, we need the most updated information about your camper.

#### **Bunk Requests Form**



This form is one of the many tools we use to put bunk groups together. We ask campers to provide a minimum of 5 and up to 6 requests. We spend a great deal of time and energy creating compatible bunk communities that meet as many camper requests as possible, create a healthy living situation, and support our value of mixing cabins from summer to summer in order to enhance healthy friendships and diminish cliques.

### **CEL Camper/Parent Letter of Agreement**



All parents and campers need to complete the Letter of Agreement. Please review the letter with your camper to ensure they understand the rules and expectations of campers.

#### Off-Site Swim Permission Form



This form needs to be completed for all campers to allow them to swim or boat with our Trek (outdoor) program.

#### Transportation and Baggage

#### Baggage Form:



This form indicates how your camper's camp duffels will be transported to camp in June and back home in August.

#### **Optional Activities**

(Please complete both forms and indicate whether or not your camper will participate)

#### Ice Hockey Info and Sign Up:



Campers may participate in ice hockey (off camp) one time per week during the summer (\$100 per camper for the summer).

#### Private Tennis Lessons:



Campers may sign up for the Camp Echo Lake Tennis Academy private tennis lessons with USPTA Level 1 Professional Tennis Instructors by filling out the flyer provided and mailing payment to Arup Dutta.





#### Medical Forms for 2019

Each camper must have complete, up-to-date, signed Camper Health Care Form and Health History Forms in order to attend camp.

#### Online Health Care Form Part 1:



Families need to complete this form to provide basic contact information and insurance information, as well as the opportunity to note any allergies your camper has.

#### Online Health Care Form Part 2:



Families need to complete this form to provide emergency contact information, health care provider's contact information and a general health history for your camper.

### Camper Health Care Form:



To be printed via the Parent Dashboard, completed and signed by licensed medical personnel.

Campers need to have an annual physical with their pediatrician. Schedule your child's check-up as soon as possible. Physicians must sign and print or stamp their address and phone number on the form. Once completed, please upload the form to your Parent Dashboard.

Note: Some physicians have their own medical examination forms. If this is the case, please attach their signed medical form to ours and make sure all requested information is included.



#### Additional Medical Forms:

The forms in blue will appear on your Parent Dashboard based on questions answered in the "Please Begin Here" form.

With any of the forms, please be sure to check if each form requires a parent signature, doctor's signature or both.

#### 2019 Asthma Action Plan

If your camper has Asthma and will be using an inhaler at camp, this form needs to be completed and signed by both you and your doctor.

#### 2019 Diabetes Action Plan

If your camper has Diabetes, this form needs to be completed and signed by both you and your doctor.

#### 2019 Dietary Restrictions

If your camper has any Dietary Restrictions (Gluten-Free, Dairy-Free, Vegetarian, Vegan), this form needs to be completed.

#### 2019 Food Allergy Action Plan



If your camper has any Food Allergies, this form needs to be completed and signed by both you and your doctor.

#### 2019 Cross Contamination Form

This form needs to be completed if your camper has a peanut or nut allergy.

### 2019 Medication Form



If your camper needs to take ANY prescription medications and/or ongoing over the counter (OTC) medications, or vitamins during the summer, this form needs to be completed and signed by you and your doctor.

#### 2019 Camper Pharmacy Information

For US campers, if your child needs to take prescription medications and/or ongoing over the counter (OTC) medications, or vitamins during the summer, these enrollment forms need to be completed. The "Summary Sheet" needs to be reviewed by your doctor and you need to arrange with your doctor to have all prescriptions submitted to Camper Pharmacy.

#### 2019 Seizure Action Plan



If your camper has a Seizure Disorder, this form needs to be completed and signed by both you and your doctor.

#### **Additional Medical Forms:**

The forms in red are required to be completed for every camper.

With any of the forms, please be sure to check if each form requires a parent signature, doctor's signature or both.

#### 2019 Immunization Record

We need to have a current immunization record for every camper provided by the camper's doctor. We require campers to be immunized according to the current recommendations of the New York State Immunization Requirements. Our medical staff requires that the exact and actual dates of immunizations be provided. The statements: "All immunizations are up to date" or "this child is in good health" are not acceptable.

### 2019 Insurance Card Copy and RX Card Copy



We need to have a copy of both the front and back of the health insurance card for every camper. If they have a separate RX card please include a copy of the front and back as well.

#### 2019 Meningitis Form



All families are required to read and sign the information about Meningitis and inform us whether or not your camper has received the Meningitis Immunization and, if so, when they received it.

### All forms are due by May 15, 2019.



The health of our camp community is a priority. Below is information about how to ensure your camper's health prior to camp, at the start of camp, and during camp. We also want to share with you information about what happens when your camper has medical needs during the summer.

#### **Health Check Protocol**

We share this Health Check Procedures & Illness Prevention Protocol (developed based on CDC and NYS Department of Health recommendations) with you so that you may partner with us to ensure the health and safety of our camp community. We thank you, in advance, for your assistance.



#### **Before Camp**

If your camper has been exposed to any communicable disease within three weeks of departure, notify the camp immediately. Prior to the start of camp, if your camper has had a fever and/or a combination of flulike symptoms (cough, sore throat, nausea, vomiting, aches/pains, general malaise) they should remain home until your family physician indicates that they are no longer contagious or is 24 hours asymptomatic without the use of medication (whichever is longer). Please notify us immediately; we will make arrangements for a warm welcome to camp when your camper is well. Upon arrival to camp, please bring a note from your camper's pediatrician.

#### Arrival Day Health Check

ALL campers will go through a health screening when they arrive at camp. Should a camper exhibit any of the following symptoms (without a fever): cough, sore throat, nausea, aches/pains, general malaise or an elevated low-grade temperature he or she will be reassessed once a day for at least two more days until his or her symptoms subside or worsen, in which case the camper will be isolated. We will notify you of this immediately.

#### **During Camp**

Despite our effort to keep campers and staff healthy throughout the summer, illnesses can pass quickly in camp communities. We will contact you should your camper become ill with an illness that requires them to stay overnight in the Health Center. Our doctors and nurses will make every effort to ensure campers who are in the Health Center are comfortable, resting and able to rejoin their groups and the fun of camp as quickly as possible.

#### Lice Head Checks

Have your camper inspected for the presence of head lice two weeks prior to departure and immediately before camp begins. If your camper had head lice or was exposed to it (family member, friend, schoolmate, etc.) within four weeks of her arrival to camp, please notify us. We have partnered with The Lice Treatment Center (LTC), a professional company, to check each camper's head upon arrival to camp, midway through the summer, and in the last few days of the summer.

Lice Treatment Center will treat campers with nits and/or live lice. CEL will bill parents for lice treatment. For more information on LTC and their products, go to www.licetreatmentcenter.com.



#### **Food Allergies**

At Camp Echo Lake, we work closely with campers who have food allergies to ensure their safety around food, both on and off camp. Any camper with an anaphylactic allergy is required to inform camp of this allergy and bring an Epi-Pen with them to camp. For a camper with an anaphylactic allergy, direct or indirect exposure to these products could be life threatening for them and we do everything in our power to keep them safe at camp.

- Staff are informed of any campers in their group that have allergies, both anaphylactic and nonanaphylactic allergies, and help work with those campers to keep them safe at meals and snack times, both on and off camp.
- We have a dedicated person in our Dining Room who oversees all food needs and concerns for campers
  with food allergies. Our Special Foods Manager has been part of camp for over 17 years and is excellent
  at reassuring campers about safe foods at camp and providing information and food options for anyone
  with food allergies.
- We have Epi-Pens located in key areas around camp and all members of the Echo Lake staff go through Epi-Pen training prior to campers arriving.
- When campers leave camp on a trip, or for any other reason, any campers with food allergies always travel with their Epi-pen and we send the trip with additional food allergy response tools (i.e. Benadryl).

#### Camp Echo Lake is NUT AWARE.

At Echo Lake, we do not serve any food – in the Dining Room or in the canteen - that contain any peanuts or treenuts. We do not cook with nuts, nut derivatives or any nut oils. We check all food labels prior to cooking and serving any foods but please note the following:

- Once or twice each week, we use baked goods from a local bakery that DOES have peanuts and treenuts in their facility.
- We occasionally bake items in our kitchen at camp with ingredients that were packaged/processed at facilities that may also process peanuts and treenuts.
- Lastly, our own research tells us that most nearly all ice cream is processed in facilities that also process nuts but due to the way the equipment is sanitized, ice cream suppliers are not required to label their packaging as such.

On those occasions, when any of the above items are served at camp, campers and staff will always see an "FC" next to that item on the menu board. In those cases, we always have a safe alternative available for campers and staff who need one.

#### Orthodontic Check-Up

Parents of campers undergoing orthodontic treatment should relay any special instructions to us. If a wire snaps or a similar problem arises during the summer, the local orthodontist will make your camper comfortable.

#### **Eyeglasses**

If your camper wears prescription eye-glasses, send a second pair of glasses to camp.

#### **Medications at Camp**

Our Health Center stocks a variety of over the counter medication, as well as having a Rite Aid Pharmacy one mile from camp in case a camper needs a medication prescribed during the summer.

If your camper will take ANY medications or supplements regularly over the summer (including prescription medications, over the counter medications, vitamins or rescue medications such as inhaler or Epi-pen) it is crucial you adhere to our protocols for both delivering those medications to camp and administering those medications to your camper. This information can be found in detail on your Parent Dashboard along with the accompanying forms you will need to complete.

U.S. camp families must send ALL medications pre-packaged to camp through Camp Pharmacy. The ONLY exceptions are insulin, growth hormone, allergy shots, Epi-pens and inhalers; and all meds for Canadian / International campers.

All medications must arrive at camp prior to arrival day. The only exceptions are for medications that are required to travel with your camper on the bus (Epi-pens, inhalers), medications for which our Health Center has provided a Bus Medication Authorization Number and for campers traveling to camp from outside the U.S. For any unauthorized medications sent on the bus, there will be a \$150 medication administrative fee charged.

#### Communication with our Health Center

Our medical staff will contact you if:

- Your camper needs to be seen by an outside practitioner, either in a scheduled appointment or for an emergent matter.
- Your camper needs to spend the night in the Health Center.
- Your camper is prescribed any prescription medication by our Camp Doctor.
- Your camper is diagnosed with lice.
- They have a general medical concern or question about your camper's health or medications.

If your camper gets their period for the first time during camp, Laurie or Kelly will call you. You will have an opportunity to speak with your daughter as well.

We have a doctor on site twenty-four hours a day, seven days a week while camp is in session. The doctor is always in contact with the Health Center and overseeing the medical needs of our community. Each week during the summer we will introduce you to our Camp Doctor for the week ahead on the summer website.

Georgene Carpenter and Brittany Nikas are our Co-Head Nurses and the primary contacts for any questions regarding your camper's health, medication or camper forms. You can reach them by calling our main office line 518-623-9635 or emailing healthcenter@campecholake.com. Prior to the summer, you can expect to receive a response within one week. While your child is at camp, you will hear back from the Health Center as quickly as possible.



Part of the gift of camp to campersis learning to confidently exist outside of their parents. That said, we know that parents are eager to have contact with both their campers and camp during the summer. All of our communication policies are created with the best interest of your campers and with the strong desire for camp to partner with parents in helping their campers have a happy and successful summer.

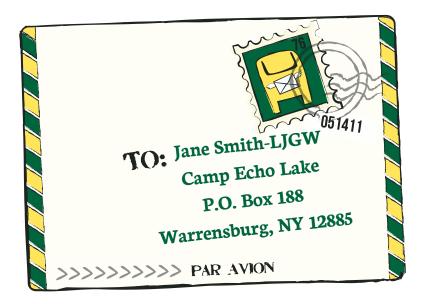
#### Communication with Directors and Head Counselors / Office

If you have basic questions about camp or summer logistics, please contact our friendly and helpful office staff between 8am - 8pm. After 8pm you can either leave a message or if it is an emergency, you will be transferred to an after hours emergency number.

If you would like to speak with someone about your camper, you can call the Main Office and they will connect you with the appropriate director (Tony, Laurie or Kelly) or with your camper's Head Counselor. You are also always welcome to email Tony, Laurie or Kelly at any time. Please know they are often out of their offices interacting with campers and staff, so they may not be in front of their computer, but they will respond to you as soon as possible.



#### Mail



Please provide your camper with an adequate supply of postage and stationery. Before camp begins, please talk to your camper about how to address an envelope. Pre-addressed envelopes for younger campers are very helpful. When addressing a letter to your camper at camp, please put the group name on the envelope (we will e-mail your camper's group assignment to you on the first day of camp).

Main Village campers (those going into 7th grade and younger) are required to write home to parents two times each week. Senior Village campers (those going into 8th, 9th and 10th grades) are required to write home to parents one time each week. Please keep in mind that letters written during the first week of camp, particularly from new campers, may reflect the challenges inherent in the natural adjustment to camp. If you have any concerns, please don't hesitate to call us.

For Canadian campers, we provide, for purchase, U.S. postage through our office. This mail will go out daily to our local post office with all of our other camp mail. In June, we will email you to complete a form on your parent dashboard to indicate whether you would like us to purchase a book of 25 or 50 U.S.P.S. to Canada stamps. We will give them to your camper the first day of camp when they arrive. You are, of course, free to provide your own stamps for your camper.

#### Website / Email: www.campecholake.com



You may email your camper at camp via the Parent Dashboard. We print out emails daily and distribute them with the regular mail. Campers are not allowed to send email. Please remember that campers love receiving "regular mail."

Through the Parent Dashboard, you may designate additional family members and friends the ability to email your children. This feature is called "extended family login."

#### **Phone Calls**



We can schedule two phone calls (a birthday phone call counts as one of these phone calls) per camper during the course of the summer (where there is a divorce or separation, each parent can schedule two calls). Because 4n4 campers can call home during their trip, we schedule only one phone call prior to their trip departure. We do not schedule any calls for LIT's.

Phone calls are scheduled on-line beginning June 12th via the parent dashboard. Directions on how to schedule calls will be emailed to you in early June.

Due to the initial adjustment to camp, and in recognition of all the special events that take place at summer's end, we ask you to understand that we do not schedule phone calls either prior to July 1st or after August 4th. Due to the busy camp schedule, there are no phone calls on Thursdays or Sundays (except in the case of a birthday call).

Due to the volume of calls we have to conduct during the summer, we cannot schedule phone calls with grandparents or additional calls with parents, even for family occasions like birthdays.

Our camp office is open from 8:00 AM to 8:00 PM. We use a voicemail system between the hours of 8:00 PM and 8:00 AM. If you ever need to reach us in an after hours emergency, our voicemail system will connect you to a special number.

#### Our No Package Policy

We do not accept packages at camp, including books and/or magazines, with the exception of birthday packages (which may not contain food items or bunk favors). Books and magazines must be sent up to camp with a camper's carry-on luggage on the first day of camp.

If your camper has forgotten an essential item at home and you need to send it to camp, please contact the Main Office for approval and you will be given a package authorization number to send such items to camp.





### Birthdays at Camp

We know that Birthdays are VERY important to your child and you and they're equally important to us! We want to make it as HUGE as possible for them.

If your camper has a birthday at camp they will...



- Have their entire village sing to them!
- Get a birthday fuzzy!
- Receive a special CEL Birthday shirt!
- Get a birthday cake to share with their friends!
- Have a phone call with you. We just ask that you schedule this in advance similar to regular phone calls.

They are allowed to receive a Birthday Package (please no food/candy or bunk gifts). Please write "Birthday Package" on it and we will hold it in the office until we deliver it on your camper's birthday!





### Visiting Camp

Camp Echo Lake invites parents and siblings of current campers to visit their camper's summer home for the day, three weeks into the summer. While Visiting Day is a ton of fun, it is also an emotional day for everyone as the end of Visiting Day brings another goodbye.

We will email all parents of our campers the week before Visiting Day with additional logistics and tips to help Visiting Day be as much fun as possible and help manage any emotions that may come up at the end of the day. We encourage you to book your hotel for visiting day now.

Additionally, the only day that campers are allowed visitors is on Visiting Day. While grandparents and extended family are allowed, with parental permission, on Visiting Day, we encourage parents to consider if additional family members are going to enhance the fun of the day or add to the emotional goodbye, when deciding if they should join.

#### Visiting Day



Visiting Day is Saturday, July 13th from 9:00 AM to 3:00 PM. Our alternate Visiting Day for parents who are divorced or separated is Sunday, July 14th from 9:00 AM to 3:00 PM. We ask that you remain on campus for the duration of the day and enjoy all of our facilities with your children. Please do not bring any pets with you. Grandparents are welcome to visit with you as well - this is the only day grandparents may visit camp.

We provide lunch for all families on Visiting Day. Please bear in mind that any food brought in by parents must be consumed by the end of the day. Visiting Day ends at 3:00 PM sharp. We start into activities right away as the end of Visiting Day can be difficult for some campers. Getting right back into activities is the best way to alleviate those difficulties.

LITs and their parents also have Friday night visiting hours (on-site or off-site) from 6:00 PM to 9:30 PM. (Younger siblings of LIT's do not visit with parents at this time.) For additional information regarding visiting day, please visit campecholake.com/blog/camp-echo-lake-visiting-day.

Bunk Gifts are not allowed on Visiting Day or at any time during the summer.

### Visiting Camp

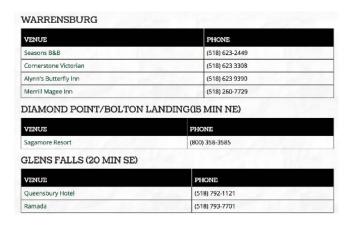
### Directions to Camp: 177 Hudson St. Warrensburg, NY 12885



#### Where to Stay:

Visit campecholake.com/current-families/staying-local for a list of local lodging options.

#### Please make your Visiting Day reservations now!





SARATOGA SPRINGS (30 MIN S)		
VENUE	PHONE	
Saratoga Hilton	(888) 866-3591	
Hyatt	(518) 885 1109	

# Transportation To and From Camp

Both logistically and experientially we want to help families make the departure to camp and the return home from camp as smooth and easy as possible. Additional suggestions for emotional and social success at departure to camp will be sent in June.

#### **Procedures at Departure Point**

- Please arrive at least 15 minutes prior to departure time.
- Check in with the Trip Leader and have your camper go directly to their assigned bus with any carry-on luggage.
- Please provide your camper with a bag lunch, including a drink. Please do not send excessive food or sweets on the bus. Any food unconsumed on the bus is thrown away upon arrival at camp. Because we have campers with allergies riding the bus, please do not send any foods containing peanuts or tree nuts.
- Please limit carry-on luggage to one piece per camper. ALL CARRY-ON LUGGAGE MUST HAVE CAMPER'S NAME CLEARLY PRINTED ON THEM.
- If you should miss the camp bus, please call camp immediately at (518) 623-9635 for further instructions.
- We have bus staff at the bus departure point to ensure that all campers get a seat on the bus. We ask parents to stay off the bus so that our staff can help get the campers into seats and settled.



# Transportation To and From Camp

Bus Stop	Departure Time	Address	
		Macy's	
Long Island	10:30 AM	1100 Northern Blvd.	
		Manhasset, NY 11030	
		Riverside Church	
353		490 Riverside Dr.	
Manhattan	10:30 AM	New York, NY 10027	
*New Location for 2019		(On Riverside Dr. between	
		120 <sup>th</sup> and 122 <sup>nd</sup> St.)	
	Montreal 11:00 AM	Hampstead Elementary	
Montreal		School	
Montreal		83 Thurlow Rd.	
		Hampstead, QC H3X3G8	
		Pace University	
Westchester/Connecticut/		Pleasantville Campus	
Riverdale/Rockland	10:30 AM	861 Bedford Rd.	
*New Location for 2019		Pleasantville, NY 10570	
		Parking Lot A and B	
		Paramus Catholic	
New Jersey	11:00 AM	425 Paramus Rd.	
***		Paramus, NJ 07652	

We will confirm locations and times and times as we get closer to the start of camp. Locations may change, so please be on the lookout for any emails regarding transportation in June. Any family not covered by this transportation schedule or any family making special transportation plans, please contact camp by June 1st. On Sunday, August 11th buses will arrive back at departure locations around 1pm. We will be in touch close to the end of camp to give you a better window of when to expect buses to arrive at each location.

While it is important for campers to pack the variety of essentials for the summer, it is also important to remember that everything they pack they must keep track of and have room for. Our packing and baggage information below will help guide you in terms of what (and how much) your camper should bring so they have the right amount of what they need for camp. Consider it the Goldilocks and the Three Bears policy - you don't want your camper to have too much or too little but our packing guidelines are just right!

#### Clothing and Packing

As you pack for camp, we ask that you please follow a few simple guidelines:

- Carefully review the camp packing list.
- Each camper is allowed to bring two large sports equipment bags or soft trunks, available from the Camp Spot. If you are purchasing new camp baggage, we specifically recommend the DELUXE SOFT TRUNK (36" x 20" x18") from The Camp Spot. ALL CAMP BAGGAGE MUST HAVE CAMPER'S NAME PRINTED ON THEM.
- No dressy clothes are needed, and we remind you that skirts, skorts, blow dryers, straighteners, and make-up are not allowed at Echo Lake. Tank tops or t-shirts that allow undergarments to show through are not allowed.
- Campers and staff are allowed to wear one piece bathing suits, board shorts / swim trunks, or a rash guard shirt and board shorts only, both on camp and on off camp trips (including the 4n4 and LIT trips off camp). One-piece bathing suits must provide full coverage, including no deep plunging necklines, no backs that dip below the waist, and no exposed sides or midriffs. Bikinis, monokinis, and tankinis are not allowed.
- All campers must bring their own sheets, blankets, pillowcases and pillows.
- No lock boxes are allowed and will be held in the HQs if they are sent to camp.
- Please make sure to send your camper with a backpack.
- Please make sure that every single item your camper brings to camp is labeled with their first and last name.
- Drawers that go next to the bed may not be brought to camp.



### **Packing List**

#### WHAT WILL I NEED FOR CAMP ECHO LAKE? LABELING INSIDE FRONT COVER **UNDERWEAR & SWIMWEAR** PAGE 10-11 EQUIPMENT PAGE 18 All clothing and equipment must be 15 Pairs of Underwear Pair of Shin Guards labeled with the camper's full name. Swimsuits Tennis Racquet (Girls: 1-Piece Only) Baseball Glove 100-200 Sew-on or Iron-on Name Tapes Rollerblades (Optional) 1-3 sheets Equipment Stickers PAGE 8, 12-13 **BUNKWEAR & BATH** Helmet with face shield (Required for REQUIRED CAMP UNIFORM Sets of Warm Sleepwear Roller Hockey) Sets of Lightweight Sleepwear Knee/Shin Guard Unit (Required for **Grey Ts with Logo** Shower Caddy Roller Hockey) Gold Ts with Logo Terry Bathrobe Elbow Pads (Required for Blading/ **Green Ts with Logo** Bath / Beach Towels Roller Hockey) PAGES 2-6 2 Washcloths Hockey Gloves (Required for Roller ADDITIONAL APPAREL Hockey) White Ts (Any Style) BEDDING & LAUNDRY Mesh Sport Bag with Name for 10 Additional Ts (Any Style) Comforter / Blanket Equipment (Required for Roller 2 Sleeveless Tanks / Shirts Twin Size Sheets Sets Hockey Equipment) Sweatshirts Pillow Roller Hockey is offered strictly as an elective Long Pants (Jeans, Khakis, etc.) Laundry Bag with Name at camp. Roller Hockey equipment is not needed Shorts to participate in hockey group activites. Baseball Caps CAMPING & OUTDOORS PAGE 16 ESSENTIALS & FUN STUFF Sleeping Bag Deet Free Insect Repellent Flashlight with Extra Batteries Lightweight Jacket / Pullover - Vest Crazy Creek Chair (Optional) Water Bottles Heavyweight Jacket **Battery Operated Fan** Waterproof Rain Jacket or Poncho 1 PAGE 17 Sets Stationery and Stamps 2 Soft Trunks with Name Disposable Cameras Backpack/Bookbag (REQUIRED) (Or Inexpensive Camera) 18 Pairs of Socks Set of Luggage Tags Books and Non-Electronic Games Athletic Sneakers Field Cleats SUGGESTED PERSONAL ITEMS Shower Shoes Toothbrushes and Toothpaste Rain Boots or Shoes Hair Brush Hiking Boots Soan Shampoo/Conditioner Sunscreen Pair of Extra Eyeglasses

Please visit http://thecampspot.com to access our camp store and view a pdf version of the CEL Packing List.

#### **Storage Space**

Main Village campers will be provided with 6 cubby spaces for their clothes and 2 bedside cubbies. Senior Village campers will have 9 cubby spaces in total. All campers are also allowed to bring 1 storage box that can fit underneath a bed. The maximum size for an under the bed storage box is 32" in length, 32" in width, and 9" in height.

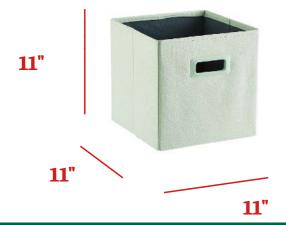
See the "Large Stor-n-Slide Underbed Box" at www.containerstore.com for a good example of a storage unit that would work nicely and fit these space requirements.

Also we suggest using cubby cubes to help your campers cubbies remain organized.

#### This is an example of an average sized under the bed box.



This is an example of an average sized cubby cube that would fit in our bedside cubbies for Main Village Campers.



Each Main Village
camper will have 1 vertical
row of cubbies for their
belongings as shown in the
picture or 6 cubby spaces
total. Each Senior Village
Camper will have 1 1/2
vertical rows of cubbies
equaling 9 cubby spaces total.





In addition, each Main Village
Camper will have two cubby spaces in
a bedside cubby as shown in the
picture.

#### **Baggage Instructions**

All campers must send their baggage to camp ahead of time except campers from Montreal who have the option of using CEL Baggage on the first and last day of camp.



#### CEL Baggage (Metro NY, NJ, CT, Montreal)

CEL Baggage is a baggage service we operate and provides regional baggage drop-off and pick-up service at convenient locations around the NY metro area and Montreal. It is the most economical way to ship baggage too. As this service is provided by Echo Lake personnel, and baggage goes directly to camp, there is no need to lock any baggage.

#### Camp Trucking (Entire United States and Canada):

Camp Trucking provides door-to-door pickup and drop-off service. You will receive information from Camp Trucking about their service at the end of April and they will advise you around June 1st as to the exact date of your pick-up. We suggest that all baggage shipped via Camp Trucking be locked. Please make sure we receive your camper's baggage combinations at office@campecholake.com by June 15th.



Please remember to submit your camper's baggage method on the Baggage Form on the Parent Dashboard.

### CEL Baggage Pick-up and Drop-Off Dates, Times, and Locations

CEL Baggage Stop	Saturday, June 15 <sup>th</sup> Pick-Up	Tuesday, August 13 <sup>th</sup> Drop-Off	Location
			NIA-66 Route 17 Main Parking Lot in Paramus
	12:00 PM- 12:15 PM	5:00 PM- 5:30 PM	is 1/3 mile North of the
Paramus, NJ			intersection of Routes 4
			and 17, on the Northbound side of 17,
			just North of the Holiday
			Inn
			Robert E. Bell Middle
Chappaqua, NY	11:30 AM-11:45		School
*Only Westchester	AM	5:30 PM-6:00 PM	50 Senter St.
Location	( <del>-222.</del>		Chappaqua, NY
		7:30 PM- 8:00 PM	Livingston Mall-Walnut
	11:45 AM- 12:00 PM		St. and South Orange Ave.
Livingston, NJ			Truck will be in the park
			and ride lot closest to the
			Walnut Street entrance.
			Macy's
Manhasset, NY	9:00 AM-9:30 AM	6:00 PM- 6:30 PM	1100 Northern Blvd.
			Manhasset, NY 11030
	N/A	N/A	All campers' baggage will
200 E00 E00			depart with campers on
Montreal Canada			June 22 <sup>nd</sup> and arrive home
			with campers on August
			11 <sup>th</sup> .
	9:00 AM-9:30 AM	5:00 PM-5:30 PM	Riverside Church
New York, NY			490 Riverside Dr.
*New Location for 2019			New York, NY 10027
			(On Riverside Dr. between 120 <sup>th</sup> and 122 <sup>nd</sup> St.)
			120 and 122 St.)

### **Policies**

At Echo Lake we make sure that all of our policies and guidelines serve to make our community safe and uphold the values that make Echo Lake who we are. All of our policies were created intentionally and with the goal of positive human development for our campers, staff, and camp community.

#### Drugs / Tobacco / Alcohol Policy

No smoking or possession of any tobacco or alcohol products or any controlled substance is allowed at camp. Camp is a non-smoking (this includes vaping), non-alcoholic and drug-free environment. Any camper or staff member violating this policy is subject to immediate dismissal from camp.

#### Vandalizing Property

Destruction of property on or off camp is strictly prohibited and may result in the dismissal of a camper. Should you damage or destroy any camp property through vandalism or willful disregard of proper use, above the normal wear and tear, the camper and the camper's family will become liable and will be asked to reimburse the camp for the costs of repairing or replacing any damaged property. This includes defacing cabins with graffiti (graffiti also includes signing your name) or causing damage/destruction in hotels, campgrounds and other public places. In such instances, campers will be required to participate in the repair or cleaning of the damaged or destroyed property.

#### Knives, weapons, fireworks, lighters and matches are prohibited

#### **Food**

Campers are not permitted to have food, candy, gum, bottled water or other food items at camp. We provide a very healthy choice of food at camp and our campers always have plenty to eat and drink!

#### Gratuities

We do not offer gratuities to our staff. Staff members understand that if they accept a gratuity, they will be forfeiting their position at camp. It is our philosophy to compensate our staff fairly. The American Camp Association has made this policy one of its standards.

\*Please see Letter of Agreement on the Parent Dashboard for more information on our camp policies.

### **Electronics Policies**

One of the ways we provide positive experiences for our campers is by limiting electronics in our camp environment, thereby encouraging our campers to socialize through traditional camp activities. We thank you in advance, for your cooperation with and support of these policies.

Examples of permitted and not permitted electronics:



- ✓ The Mighty music player
- ✓ iPod Nano (original) or shuffle
- ✓ Alternative mp3 player with music/ picture files only that does not connect to the internet or have the ability to play games
- ✓ Disposable Camera
- ✓ Digital Camera
- ✓ Go Pro
- ✓ Battery-Operated Fan
- ✓ Battery-Operated Clocks
- ✓ Battery-Operated External Speakers
- ✓ Charger for acceptable iPods, The Mighty or mp3 players



- X Any Cell Phone (including old or disabled phones)
- X Any version of an iPod Touch
- X DVD Player
- X Laptop Computer
- **✗** Handheld video gaming systems
- X Tablet/E-Reader (iPad, Kindle, Nook, etc.)

  X Tablet/E-Reader (iPad, Kindle, Nook, etc.)
- X Video Camera
- X Apple Watch / any other kind of smart watch
- X Voice activated devices (Alexa, Google Home, etc.)
- X Electric Fan
- **X** Electric Clock
- **✗**Electric External Speakers

### **Electronics Policies**

#### **NOTES:**

- 1. Any item that makes phone calls or accesses the internet is not permitted at camp.
- 2. iPods and/or MP3 players that have capacity to play videos MUST be cleared of videos before arrival to camp.
- 3. We recommend campers bring an iPod Shuffle/Nano or similarly inexpensive device like an MP3 player or The Mighty.
- 4. We recognize that many digital cameras have the ability to record videos. We ask campers and staff to refrain from taking videos inside of the cabins.
- 5. Camp will not take responsibility for replacing electronic devices brought to camp, which may be damaged or lost. If any of the items not permitted are brought to camp, we will collect them and return them at the end of camp.

In the instance of a camper being in possession of a non-permitted item that camper will have to go home for three nights.

Parents will have to make arrangements to pick up and return the camper to camp. Should the camper be away from camp on a trip (4n4 or any other trip), parents will need to pick up their child from the trip

location.



### Outside the Normal Daily Fun

Rain or Shine, regular schedule of activities or Special events, everyday is fun at Camp Echo Lake! We wanted to share with you some of the opportunities campers have for extra fun at camp, no matter the weather, but with tons of spirit and the occasional costume!

#### **Special Days**



Throughout the 7-week summer, there are many times for campers to show their spirit, get dressed up, or just add to the camp fun with Special Events. Our Tribal (Echo Lake's version of Color War), our 4th of July Hoe-Down, Halloween in July, Winter in July, Camp Carnival and numerous team sports and dress-up theme days are only some of the special memories created at camp. Look for an email in the spring with more details about what to bring to camp, but feel free to start collecting fun items now - especially anything GREEN and GOLD!

### Change of Schedule Due to Weather



At Echo Lake, safety comes first and last, especially when it comes to our response to weather.

On days when it is raining lightly and there is no thunder or lightning, camp goes on as usual with the occasional mudslide always a possibility. In the case of heavy rain or thunder and lightning, Echo Lake has many indoor facilities with plenty of opportunities for rainy day fun. Whether our Field House, Rec Hall, Fine Arts Center or Lodge, there is indoor space to accommodate our entire community together or smaller spaces for individual groups.

On days when there is excessive heat, we alter our schedule so campers are swimming more, resting when needed, or getting time in our air-conditioned Lodge when needed.

### Outside the Normal Daily Fun

#### Trips and Spending Money

For "special" trips off camp, campers may want to bring spending money to camp for snacks or souvenirs. The Main Office will be happy to hold their money prior to these trips. Spending money is, of course, optional and at the parent's discretion.

Spending money can be held by the Main Office or by the camper, but cannot be held by the staff members for campers. Any money not kept in the office is solely the camper's responsibility and camp takes no responsibility for such money kept in cabins by campers.

Campers who choose to keep trip money in the office will get their money prior to departing for an offcamp trip. When they return to camp, any remaining money can be brought back to the office.

Below are suggested amounts to cover trips for the entire summer. Junior and Inter campers will only need spending money for their big trip towards the end of the summer.

Division	Trips	Amount Suggested
Juniors	Water Park at The Great Escape (spending money suggested)  2 Evening Trips (no spending money needed)	Up to \$25.00
Inters	The Great Escape (spending money suggested)  Inters  2 Evening Trips (no spending money needed)	
Lower Village	Trip Days 1 four day trip to VT	Up to \$200.00
Upper Village	Trip Days  1 five day trip to Boston/Cape Cod	Up to \$250.00
4n4 28 Days out West 1 or 2 trip days		Up to \$500.00



We are looking forward to partnering with you to give all campers and staff a safe, happy and healthy summer. Over the course of the spring, we look forward to being in touch with you to share reminders, tips and excitement for the summer ahead. Please keep this Parent Handbook easily accessible as a valuable resource as you prep for the summer and throughout your child's summer at camp.



Camp Echo Lake 177 Hudson Street Warrensburg, NY 12885

Phone: 518.623.9635

Email: office@campecholake.com