Parent and Camper Handbook

-Summer 2018-

Important information!
Do not discard!

Re: Summer 2018

Dear Parents and Guardians,

Sherwood Forest is a year-round youth development organization with programs uniquely anchored in month-long residential camp experiences. By balancing traditional camp adventures with evidence-based programs that reinforce and support school-year learning, Sherwood Forest connects with, educates, and inspires the youth of St. Louis. A child who begins our programs at the end of 1st grade has the opportunity to "grow up" with us over the next 9 years, and we are steadfast in our commitment to each and every child.

At Sherwood Forest, we believe education and opportunity are rights fundamental to all children. This vision guides our mission: transforming the lives of children through powerful programs that allow them to discover their self-worth, realize their potential, and become productive citizens. ***Simply stated, we help kids discover the best in themselves so they can grow up to do good in the world.***

Our children come from diverse racial, ethnic, socio-economic, and religious backgrounds. The diversity of our campers and staff help make Sherwood Forest a place where all children can feel welcomed, recognized, and respected.

Swimming, canoeing, creative and performing arts, hiking, climbing our Tango Tower, cooking, and camping out are just a few of the exciting activities campers get to do while they are at camp. Campers are encouraged to accept responsibility for themselves, consider others' perspectives, and take part in decision-making. To help you prepare for your child's time at camp, please read the following information carefully.

Before deciding to send a child to Sherwood Forest, you should carefully consider the readiness of your child to be away from home for an extended period of time, live with other children, follow camp rules, and accept the direction of their peers and adults who are not their parents/guardians. The following information is provided to help adults and children understand more about our camp and, based on that information, to determine their readiness to participate in a residential summer camp experience.

This book has been designed to answer many of the questions you may have before a child applies to camp, but if you have additional questions, please call our office at 314-644-3322. Please review this information carefully. When you sign your child's application, you state that you understand and will follow these policies.

Sincerely,

Amanda Westall, MSW
Director of Programs

2018 Summer Camp Dates

Note: Grade refers to the grade your child will **complete** during the 2017/2018 school year, just prior to attending camp for the summer.

Programs for Boys

Mini Camp: 2nd graders
One 7-day session ◆ June 4 - 10

28-day Program: 3rd, 4th & 5th graders
Boys session ◆ June 4 – July 1

LEADERSHIP PROGRAMS

Challenge: 6th graders
Boys 28-day session ◆ June 4 – July 1
Trek: 7th graders
Boys 28-day session ◆ June 4 – July 1

*Note: to participate in **Adventure**, campers must have completed the Trek program; to participate in **Journey**, campers must have completed Adventure. The Adventure and Journey Program will begin in St. Louis.*

Adventure: 8th graders
Boys 22-day session ◆ June 10 – July 1

Journey: 9th graders
Boys 22-day session ◆ June 10 – July 1

Programs for Girls

Mini Camp: 2nd graders
One 7-day session ◆ July 7 - 13

28-day Program: 3rd, 4th & 5th graders
Girls sessions ◆ July 7 – August 3

LEADERSHIP PROGRAMS

Challenge: 6th graders
Girls 28-day sessions ◆ July 7 – August 3
Trek: 7th graders
Girls 28-day sessions ◆ July 7 – August 3

*Note: to participate in **Adventure**, campers must have completed the Trek program; to participate in **Journey**, campers must have completed Adventure. The Adventure and Journey Program will begin in St. Louis.*

Adventure: 8th graders
Girls 22-day sessions ◆ July 13 – August 3

Journey: 9th graders
Girls 22-day sessions ◆ July 13 – August 3

Please note that your child will be placed on a waiting list without a completed application **and** deposit!

- If you would like information about camp sent to another family, call our office at 314-644-3322 and speak with the Director of Programs.
- Spaces in each program are limited, so please don't delay in returning your child's application for the summer of 2018. **Do not wait to enroll your child because of financial concerns. Please call or email our office or include a note with your child's application if you are worried about paying for camp.**
- Priority will be given to return campers and then to waitlisted camps and new campers from low income families.

2018 Quest Summer Camp Programs

Since 1937, Sherwood Forest has been providing summer camp and year-round activities to children from the St. Louis through the Quest Program. Although the mission and the heart of our organization have not changed, we are always working to adapt and improve our programs to meet the needs of the children we serve. Whether your child has been attending Sherwood Forest for years or you will be a Sherwood Forest parent for the first time this year, we want to keep you informed of how our program is growing and changing. We also want to make sure you understand how each year of our program builds upon the previous years. Our goal is that once a child joins the Sherwood Forest family, he or she grows up with us, graduates from high school, attends and graduates from college or trade school, and eventually becomes a positive, productive member of society. Our programs are designed with this goal in mind, and we work closely with education experts, artists, teachers, and other professionals to expose children to new, innovative, and exciting opportunities.

Below is a brief description of our summer camp programs. Children can attend Sherwood Forest as first-time participants from 1st through 7th grades.

- Discovery - Mini Camp (2nd graders): This 7-day program is designed as an introduction to residential camping. Children this age have not spent many nights (if any) away from home or family, so this program is designed to help them take their first steps towards independence. Campers live in cabin groups of six to nine campers with two or three counselors. They participate in activities as a group and are exposed to a variety of the activities we offer.

- Explorers - Boys and Girls Camps, 28-day Programs
  - 3rd graders: Children completing the 3rd grade participate in a program designed to strengthen their independence and improve their decision-making skills. Children again live in cabin groups of six to nine campers, but at this level of the program, they select three of their four activities as individuals and travel to those activities on their own. All 3rd graders take part in our Book Club, strengthening their language art skills in a fun and engaging way. Campers participate in overnight trips to deepen their respect for the natural environment.
  - 4th graders: As 4th graders, children are able to set and achieve goals during their 28-day stay at camp. They have the opportunity to truly develop skills throughout the session by establishing a goal (such as learning how to swim) and then working to achieve that goal. Their program focuses on learning and Science, Technology, Engineering, and Math (STEM), with a focus on nature and the outdoors. 4th grade campers go on overnight trips suited to their skills and interests.
  - 5th graders: 5th graders begin working on the skills they will need to be successful in the Leadership Training Program (*below*). Their program continues to build on the 4th grade program through a focus on learning and Science, Technology, Engineering, and Math (STEM), with an emphasis on nature and the outdoors. Their overnight trips become a little longer, and they progress further on their goals from the previous year. They demonstrate their ability to be independent, make decisions, set goals, and work to achieve those goals.

- **Leadership Training Program – Challenge and Trek – 28-day Programs** – Founded in 1942, the Leadership Training Program teaches adolescents to recognize, use, and improve their innate leadership abilities. Throughout their four years in the program, youth work on the following skills: responsibility, self-discipline, effective communication, problem-solving, and teamwork. One must possess all of these skills in order to become a successful adult. The Leadership Training Program is a year-round program, anchored in a residential summer camp experience. Youth in this program are expected to participate in all components of this program.
    - **Challenge** (6th grade): In this first year of Leadership, we focus on self-exploration through year-round programs and a 28-day summer camp experience. Participants in the Challenge Program will utilize Wyman's Teen Outreach Program (TOP) to learn and grow as individuals. These lessons will be combined with intensive, outdoor-focused experiences, as well as art programming. During Camp, kids will have the chance to select three of their four activity periods. One period a day will be dedicated to TOP or OLS. During the school year, kids will participate in several outdoor hiking experiences. At camp, kids will go on a 4-day, 3-night hiking trip that travels 20 miles, and a 4-day, 3-night canoe trip that will travel 35 miles. In total, they will hike and canoe for 55 miles. Kids need to be aware of the intensive nature of this outdoor focused program.
    - **Trek** (7th grade): Trek is the second year of the program and it is designed for kids currently enrolled in 7th grade. This is the last year we will accept new campers. In this second year of Leadership, we focus on helping our kids accomplish a large goal as a team or camp community. Trek kids will choose to apply for either Wilderness Trek or Arts Trek. Participants in the Challenge Program will utilize Wyman's Teen Outreach Program (TOP) to learn and grow as individuals. These lessons will be combined with intensive, outdoor-focused or arts related experiences.
        - **Wilderness Trek (16 Campers):** Kids will work through 25 lessons focusing on building their skills, learning about themselves, and connecting with others. 10 lessons will take place in the spring, and the remaining 15 will be completed at camp. During the school year, kids will participate in several outdoor hiking experiences to prepare for the summer. At camp, kids will go on a 5-day, 4-night hiking trip that travels 28 miles, and a 6-day, 5-night canoe trip that will travel 75 miles. In total, they will hike and canoe for 103 miles and will be eligible for the Missouri Governor's 100 Mile Challenge Award. Kids need to be aware of the intensive nature of this outdoor focused program.
        - **Art Trek (8 Campers):** Kids will work through 25 lessons focusing on building their skills, learning about themselves, and connecting with others. 10 lessons will take place in the spring, and the remaining 15 will be completed at camp. The Art Trek Program focuses on the production of a play while at camp. This is an intensive and focused art experience, where campers will spend a majority of their time with the theater and arts department. Kids will learn to build sets, design and create costumes, and assist with lighting and sound. They will also have the opportunity to audition for a role in the play. In addition to their work on the play, these campers will assist with other camp art functions, including the Talent Show and Art Olympics.

- **Leadership Training Program – Adventure and Journey**
    - **Adventure (8th grade):** Campers begin to look at themselves as part of a community and examine how they can use their individual and team strengths to benefit that community. They begin thinking about their lives after high school and complete a week-long trip which includes community service, regional college campus visits, and visiting our state's capital.

Journey (9th grade): Campers begin to look beyond their local community and more towards their country. Journey campers will plan and execute a trip to Washington, D.C., our nation's capital for a 12-day long trip. This trip will include community service projects, visits to college campuses along the way, and visiting historical sites along the way.

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Frequently Asked Questions

When can my child apply for camp?

The application process for camp begins in late September/early October but we continue to accept them on a "rolling" basis. Spaces are open to returning campers first. We then consider the applications of campers who were on the wait list the previous summer and the applications of new campers whose siblings attend or have attended camp. Priority is given to those campers who qualify for the Summer Food Service Program. Finally, applications of new campers are considered. Again, priority is given to campers who qualify for the Summer Food Service Program. Our goal is to allocate at least 80% of our spaces to campers who qualify for the Summer Food Service Program. Applications will be accepted until all spaces are filled. Children will be placed on a waiting list if all spaces are full when their application is received. Do not wait to apply for your child to attend camp due to financial concerns. Please call us if you are worried about how to pay for camp.

What is the fee for camp?

1. The fee for one child to attend Sherwood Forest Camp is $75, which includes a non-refundable registration fee of $25 and a $50 camp fee.
2. The fee for each additional child from the same household is $50, which includes a non-refundable registration fee of $25 and a $25 camp fee.
3. The fee for Mini Camp is $35, which includes a $15 non-refundable registration fee.

Do I need to send a deposit?

Yes! For each child you are registering for camp, a non-refundable $25 deposit MUST be included with the completed application or else he/she will be placed on a waiting list.* This $25 deposit is part of the entire fee. The remainder of your fee(s) is/are due by May 30, 2018.

* Do not wait to apply for your child to attend camp due to financial concerns. Please call us or include a note with your child's application if you are worried about how to pay for camp.

How can I help others attend camp?

Did you know that the actual cost of camp is $160 per camper per day. That means a 7-day session actually costs $1,120 and a 28-day session costs $4,500 per child. Your child's camp fee only covers a small portion of this cost. Please join with others in our community by contributing to our scholarship fund. If you choose to do so, please mark the amount you would like to contribute on the back of the application. A contribution of any size is welcome. Every dollar helps!

What is the Summer Food Service Program (SFSP) and does my family qualify?

The Summer Food Service Program is similar to the school lunch program and helps to offset the cost of food for children while they are at camp. In order for our program to receive funding, we must have an Income Eligibility Form completed by each family and signed by an adult household member. You need to complete the form even if you do not think your family will qualify. Your family does not have to qualify for your child to attend camp, although priority is given to children whose families do qualify. The fee for summer camp is the same for all campers. There is no additional charge for food if your child does not qualify. All campers share in the same family-style meals. Additional information can be found on the letter with the Income Eligibility Form.

Why do you ask our family income?

We use it for the Summer Food Service Program, as well as for reporting purposes. We are a United Way funded agency, and UW and other grantors request information and data on the children we serve. We summarize the collected information when answering their questions. Your personal information is kept confidential. Also, for new campers, priority will be given to those from low income families.

How does my child apply for camp?

1. Sit down with your child and review all the information included in the program description and parent handbook. Make sure to review the expectations for the program for which he/she is applying. Additional information about the programs may be found on our website or you can contact our office. If he/she is still interested…

   Complete and return the items listed below. Make sure to include all information needed for your child's program, based on the grade he/she will complete during the 2017/2018 school year just prior to attending camp for the summer. **A separate application is needed for each child. All campers need the following items in order to apply for summer camp:**

$25 non-refundable deposit, which is part of the entire fee*

Completed paper/online application signed by parent/guardian. Please make sure there is an answer for every question!

Summer Food Service Program (SFSP) Income Eligibility Form (one form per family with ALL family members listed)

Health History Form signed by a parent or guardian, including the child's **immunization record** (either completed as part of the Health Form or attached copy of your child's immunization record.) A new copy is needed each year as we do not keep them on file.

Copy of Health Insurance Card (front and back) if the child is covered by health insurance or Medicaid. If child is covered by primary and secondary insurance, please include copies of both cards. Make sure all copies are labeled with your child's name and birth date.

In addition, 3rd, 4th and 5th grade campers must also submit:

- ☐ Goals and Objective Form

In addition, 6th, 7th, 8th and 9th grade campers must also submit:

- ☐ Leadership Statement of Purpose, Goals, and Objectives Form
- ☐ Expectation and Agreement Form
- ☐ *New campers only*: Two References (completed by a teacher, counselor, coach, etc.)

8. We will contact you within three weeks of receiving of your child's application to confirm receipt, let you know the status of the application, ask any additional questions, and/or set-up an interview between your child and a staff member.
   - All campers attending a 28-day session for the first time must participate in **one group interview**, which will include parent orientation.
   - All new or returning campers entering the Leadership Training Program for the first time must take part in **one individual interview**, which will include parent orientation.
   - All campers who are on conditional return **Must** meet with Program Manager, Quest to discuss any concerns from their previous camp experiences

   A parent or guardian must attend the interview as well.

9. After additional information has been gathered and all interviews have been completed, we will confirm your child's placement in a camp program in writing via email, postcard, or letter.

10. Two weeks prior to your child's camp session, we will send a letter with last-minute details.

**Note: Please show this handbook to all friends and family members (including joint- or non-custodial parents, grandparents, etc.) who are close to your child and may want to be informed about his/her summer plans. With your permission, we are happy to talk to them by phone or in person about the program before your child leaves for camp.

* Do not wait to apply for your child to attend camp due to financial concerns. Please call us or include a note with your child's application if you are worried about how to pay for camp.

Transportation

We provide transportation to and from camp by school bus and/or camp vans. Once at camp, campers may be transported to or from camp activities off-site, or to and from the camp doctor. Only trained staff members at least 21 years of age, whose driving records have been checked and approved by our insurance company, drive camp vehicles.

The camper pick-up/return points are shown below:

Pick-up on first day of camp:

- Holman Middle School, St. Ann 7:30 a.m.
- Kingshighway Entrance at Tower Grove Park, 7:45 a.m.
- Wal-Mart parking lot, by Payless Shoe Source, 3270 Telegraph Road 8:30 a.m.
- If parent/guardian is driving the camper to camp, he/she needs to arrive at 11:30 a.m.

Please have your child at the bus stop 10 – 15 minutes early so that the buses can leave promptly. If you have any questions, please contact the office at 314-644-3322. Also, make sure your child eats breakfast and uses the restroom before boarding the bus, since food and drink are not allowed on the bus, and the ride to camp is approximately 2 ½ hours. A letter will be sent two weeks before the session begins to remind you about last minute details.

Return time depends on when the buses leave the camp facility at the end of each session and on the bus route. All campers will return in the late afternoon/early evening on their return date. We will send a postcard a week prior to your child's return home with an estimated return time. Campers usually arrive within 15 minutes of the estimated time, but they can arrive early or be delayed because of traffic. Campers are returned to their originally scheduled pick-up location. Please call the main office 314-644-3322 at least 48 hours prior to camper departure to change a pick-up or drop-off location. **Make sure you gather all your child's belongings before you leave the bus stop! Items left at the bus stop may be thrown away or donated elsewhere at the discretion of the camp staff.**

Life at Camp

Campsite

Our camp is located 110 miles south of St. Louis on 487 acres of wooded and rugged hills and valleys. There are three villages at camp: one village (where 2nd, and 3rd and 8th and 9th grade campers live) has cabins with attached bathrooms, and the other two villages (where 4th through 7th grade campers live) have separate but central washhouse facilities. Your child's age/grade will determine his/her village. All villages have electricity; bathroom facilities have electricity, hot and cold running water, individual shower stalls, and flush toilets. While some cabins are accessible to persons with limited mobility, our entire campsite is not. The terrain is hilly and rugged; we walk on wooded trails or dirt roads everywhere we go in camp.

Who will be successful at camp?

Campers who attend Sherwood Forest must want to go to camp. Most children make a rapid and easy adjustment to camp life. If a child is sent to camp against his/her will, or with unrealistic expectations of what camp will be like, the adjustment will take much longer, be more difficult, or, in some cases, never take place. Please discuss camp thoroughly with your child.

- Remember, first and foremost, your child must want to go to camp. Campers in 3rd to 7th grades attend camp for 28 days. Children must stay at camp the entire 28-days. Missing home is not a reason to leave camp.
- They should be able to live and get along with other children.
- They should be able to take direction from young adults.
- They should be able to take responsibility for their actions.
- They should be able to function in a ratio of four campers to one adult.

All campers attending camp for 28 days for the first time must participate in a group interview. Those entering the Leadership Training Program for the first time will complete an individual interview. If you have any questions or concerns regarding this policy, please contact the Program Manager for clarification before your child applies.

Camper Conduct

We believe that all campers have the right to a safe, fun, and memorable camping experience. We expect campers to be respectful, responsible, and cooperative. In order for this experience to be positive for your child, it is important that both you and your child understand Sherwood Forest's rules of conduct and what is expected of campers in terms of their behavior.

- You AND your child MUST read, discuss, and sign the *Camper Conduct Policy Agreement.*
- Consequences will be enforced. These may include taking time out, losing privileges, or, if deemed necessary by the Camp Director, being sent home for not following the *Camper Conduct Policy Agreement*. ***Sherwood Forest will not refund fees if your child is sent home for behavior issues and transportation home from camp will be your responsibility.***

Overnights

With the exception of Mini campers, all campers at Sherwood Forest participate in camping overnight trips. Overnights include short trips up the nearby valley lasting one night, or they can be extended hiking or river trips lasting up to eleven days in length. Please refer to the description of the program in which your child will participate for specific details of their age appropriate trip(s). While at camp, we will help your child prepare for these trips through participation in the following activities: swimming, canoeing, and learning outdoor living skills (setting up a tent or tarp shelter, building a fire, cooking over a fire, etc.).

Swimming and Water Safety

We have a swimming pool at camp monitored by trained lifeguards. The pool depth progresses from two feet to nine feet. When arriving at camp, all campers are required to take a test to assess their swimming ability. Depending on their swimming skills, campers are given a "swim band" which signifies the depth of water in which they are allowed to swim. Any camper in grades 3 – 7 who does not receive their "swim band" at the swim test will be required to take swimming lessons at camp.

Although campers are required to wear life jackets when canoeing or participating in activities on a lake or river, campers participating in river trips will need to demonstrate mastery of specific swimming and canoeing skills before participating in these trips. Depending on the program in which your child is participating, he/she may be required to take swim lessons to reach the level necessary for his/her trip(s).

Typical Daily Schedule

7:00 am – Wake Up!
7:40 am – Logs
7:50 – Morning Flags
8:00 am – Breakfast Time!
9:00 am – 10:15 - 1st Activity Period
10:30 am – 11:45 – 2nd Activity Period
12:00 pm – Lunch Time!
1:00 pm – 2:15 – Siesta & Cabin Clean Up
2:30 pm – 3:45 – 3rd Activity Period
4:00 pm – 5:15 – 4th Activity Period
5:30 pm – Evening Logs
5:50 pm – Evening Flags
6:00 pm – Dinner Time!
7:30 pm – Evening Activity
9:00 pm – Get Ready for Bed!

Program Activities

Each camp program is geared to campers' abilities, interests, needs, and skill development. Sherwood Forest Camp offers a wide range of activities. The following is a sample of the activities we offer:

Remember that activities offered change from session to session based upon campers' interests, artists-in-residence, and other specialists who may be visiting camp.

- Tango Tower
- Library / Literacy
- Archery
- Field Games
- Backpacking
- Swimming
- Canoeing
- Funyaks
- Outdoor Cooking
- Hikes & Nature Games
- Ropes Course
- Orienteering
- Adventure Sports
- Campcraft Skills
- Ceramics
- Drawing
- Painting
- Tie Dye
- Music
- Dance
- Nature Art

Food Service

Campers receive three healthy, balanced meals and a snack each day. Fresh fruit is available throughout the day. Meals are served family-style in our dining hall. Vegetarian alternatives are available for campers and staff. Due to the requirements of the Summer Food Service Program and the amount of calories children burn while they are at camp, we are unable to accommodate vegans. Please call us if your child has a gluten allergy. We will need to discuss whether appropriate accommodations can be made. Our kitchen staff is able to accommodate most other special dietary needs, especially those related to food allergies, but not those related to food preferences. Please make sure to note allergies on the camper's *Health History Form*.

Laundry

For campers staying 28 days, laundry is done three times during the camp session. Laundry is done by cabin group and village either onsite or at a local laundromat. **Please mark ALL of your child's belongings with his/her name in permanent marker.** Because laundry is done by cabin group and village, your child's clothing will be mixed with other campers' clothing. **It is your child's responsibility to care for his/her belongings while at camp and to claim them when they return to the village.** Even though items come back from being washed, you would not believe the number of items that go unclaimed in a village that later, at home, are claimed to "have been lost in the laundry". (We also find a large number of socks around camp. By the end of the session it is impressive that anyone is wearing socks at all. But we digress...) **Sherwood Forest will NOT be held responsible for lost or damaged items.** Do not send anything that, if ruined or lost, would cause you or your child to become upset.

Camper Supervision

At Sherwood Forest, campers are carefully supervised. They live in groups of six to nine campers who are approximately the same age and grade in school. Groups have two or three leaders; in some groups one of the leaders may be a high school student in a junior staff or Counselor-in-Training role. At least one adult group leader will live in the cabin with the campers.

During Mini Camp, campers travel to their activities with their counselors as a group. Program instructors teach the activities and provide additional supervision for campers.

During Boys and Girls Camp and the Leadership Training Program, group leaders (cabin counselors) teach in an activity area and live in cabins with campers. Campers will select three of their own activities and travel to them as individuals. They will participate in one activity per day with their group. At the beginning of each activity period, instructors take attendance. Most of the time, campers are in the immediate proximity of one or more staff members. However, there are brief periods of time during day and evening activities when staff members in the general vicinity supervise campers. Additional staff members may be assigned to the group to maintain the necessary supervision ratios set forth by the camp when staff are on break. Sometimes, 16-year-olds in our Counselor-in-Training (CIT) Program may observe and/or assist in leading groups.

Camp Store	Your child may want to bring home something to help him/her remember camp. We sell a variety of souvenirs such as t-shirts, sunglasses, sweatshirts, and carabineers (key chain/hook), ranging in price from 50¢ to $25. Purchasing something from the store is optional, so you should not feel obligated to send your child to camp with Camp Store money. A list of what is available for sale will be sent about two weeks prior to your child's first day of camp.
Campers Helping Others	We would like to give your child the opportunity to make a contribution that can help another. If your child has any money from their Camp Store account left at the end of camp, and he/she would like to donate it to a charity chosen by the Leadership campers, your child can designate a part of his/her remaining account for that purpose. This is entirely voluntary, and children do not have to contribute if they do not want to or if you, as parent/guardian, object. Even though they may not have much money in their account, they have big hearts. Giving children a chance to contribute a little of what they have helps them to know that they can make a difference in the life of another. Perhaps you feel the same way. Please let our Camp Director know if you do **not** want your child to participate in this project.
Birthdays at Camp	If your child will be celebrating his/her birthday at camp, know that we will make it a fun, memorable experience. If you would like to send your child a birthday package or card, please send it well in advance of his/her birthday. Write on the outside "Birthday card/package. Please deliver on (date)". We will hold this mail to ensure it is delivered at the appropriate time. **Do not send food or snacks to camp.** We serve three meals a day with snacks available throughout the day, and we will prepare a special birthday treat for your child. Food outside of the kitchen tends to attract animals to the cabins, and remember, campers don't like sharing with mice and raccoons. Refer to the section about packages from home for other gift ideas. If food is brought or mailed to camp, it will be kept in the office and will be packed on the bus to go home with the camper.

Health Care

Health Care and Medication

Sherwood Forest has a Health Center, and a nurse is on staff while children are at camp. During some sessions, a student nurse may also be in residence. Our Camp Nurse consults with a licensed physician. The nearest trauma facility is in Arcadia Valley, about 30 minutes from camp. Reynolds County, where the camp is located, provides ambulance service, and the camp is a member of Air Evac Lifeteam. Health history information must be up-to-date and submitted to the camp office with the child's application, and may be updated prior to the child coming to camp. Campers have a health screening at the beginning of the session and/or prior to getting on the bus.

Please carefully and completely answer each question on the *Health History Form*. We ask these questions so we can provide the best care possible for your child. We must have an updated *Health History Form* completed and signed each year. The form is not complete without a current immunization record and health insurance card. **We can not pull your child's immunization record from last year.** Please write your child's name and birth date on the copy of his/her health insurance card.

Medication Procedures

Please make sure you read this very important message concerning you child's medication while at camp: We are asking for your help to ensure the delivery of your camper's medication quickly and efficiently the first few days of camp. When campers arrive at camp, our nurse is overwhelmed with medication and last-minute forms. In order to help him/her sort quickly through all this important information while still delivering medication in a timely manner, we are asking you to pre-pack the first three (3) days of your child's medication. The nurse will prepare the remaining 25 days of medication following camp procedures once your child is at camp.

About one month before camp, we will mail you pre-labeled envelopes for this purpose and directions for how to prepare them. Each envelope is labeled with the day of camp and identifies if it is for morning or afternoon/evening administration.

Please make sure that remaining medication is sent to camp in the original container(s) showing your child's name, and ensure that you have sent enough for the entire session. On the *Health History Form*, please write explicit instructions for dispensing and/or using the medication. If your child has over-the-counter medication (including vitamins, creams, and herbal remedies) it must also be in the original containers with explicit written directives for use. **Place all envelopes and the remainder of your child's medication in sufficient quantities for his/her entire stay in a Ziploc bag in your child's luggage. Please make sure each medication and the ziplock bag is clearly labeled with your child's name in black marker.** During our check-in procedures, campers will give it to the Camp Nurse. Medications are kept in the Health Center and dispensed according to prescription or written health care procedures. Exceptions are made for items such as rescue inhalers, epi-pens, and prescribed face wash and/or ointments, which will be logged by the Camp Nurse, and may be returned to campers to be used as needed. **NOTE:** Camp is a structured environment. If your child takes medication during the school year, please send that medication to camp. **NOTE**: If your child uses an inhaler we strongly encourage you to send a back-up inhaler for safekeeping in the Health Center.

Health Care and Medication (continued)	Please do not send incidentals such as Tylenol, Midol, Advil, etc. unless your child takes them on a regular basis, as we stock these in the Health Center. You may send these (along with specific written instructions) if your child does takes them on a regular basis. Please send **a written update** to the Camp Nurse if your child's medical status changes prior to his/her arrival at camp. Changes include but are not limited to: medication changes, recent illness or injury, onset of menstrual cycle, etc. Insect bites, headaches, minor poison ivy, upset stomachs, cuts and scrapes, etc., are considered routine medical care. **It is our policy to contact parents only if a child experiences illness or injury requiring more than routine medical care.** Please remember that your child is our first concern. First, we will seek the necessary treatment; then, we will follow-up with you. Please feel free to contact the Camp Director or Camp Nurse to ask any questions about your child. **Please be sure you have provided accurate contact information and an additional emergency contact who will be available while your child is at camp.**
Health Insurance	If your child has health insurance or Medicaid, please provide a copy of his/her health insurance card labeled with their name and birth date. Sherwood Forest's medical insurance is secondary coverage; if a camper requires medical treatment and has medical insurance, the parent will be billed as having primary coverage.
Emergency Contact	On both the *Application* and *Health History Form*, we request an emergency contact. **This needs to be someone other than a parent or guardian who will be available (not on vacation or away from home) while your child is at camp and able to take care of your child should he/she need to return home.** Please be assured that we will try first to contact you as a parent or guardian, but if we are unable to reach you, we will try the emergency contact.
Traveling While Your Child is at Camp	If you must be out of town or you will be unavailable while your child is at camp, please make sure to call camp and let us know who we can contact in your absence. This person must be able to competently talk about your child and take care of your child if he/she must return home from camp.
Sunscreen	We provide sunscreen with UVA and UVB protection for your child to use while at camp. We constantly remind campers to wear and reapply sunscreen, but we are not able to individually monitor each child to ensure that they are reapplying as needed. Although all counselors and staff are persistent about this issue, we ask that you to talk to your child about this before they arrive at camp. Teach him/her the importance of applying sunscreen often and liberally.

Bedwetting

Does your child have any trouble with bedwetting? Children play hard at camp and are often so tired that they do not wake up in the middle of the night to use the restroom. We know this is a very personal issue, but if your child struggles with this issue at all, please **be sure to note it** on his/her *Application* and *Health History Form*, along with any strategies that have worked at home. Please discuss the situation with your child's doctor, as there are medications that may help. If medication is not recommended, please consider sending him/her with some Goodnights or other form of night time pull-ups to wear to bed at camp. Even if this is not a regular occurrence, please discuss with your child what he/she should do if they do have an accident while at camp. Let your child know that if he/she has an accident which leaks onto their clothes or sheets, he/she should let their counselor know right away. His/her counselor will help him/her privately change bed sheets and get pajamas washed.

Please note: Campers participating in Leadership Training need to discuss any bedwetting issues with the Camp Director because a plan needs to be in place in order for them to have successful extended hiking and river trips.

Staying In Touch

Camp Contact Information

St. Louis Office

Sherwood Forest 314-644-3322
2708 Sutton Boulevard 314-644-3330 fax
St. Louis, Missouri 63143 www.sherwoodforeststl.org

Camp Office ~ This is where you can write to your child (see below).

Sherwood Forest Camp 573-637-2476
P.O. Box 210 573-637-2478 fax
Lesterville, MO 63654 programs@sherwoodforeststl.org
camp@sherwoodforeststl.org

If you provide us with a working email address, your child's Village Director may send periodic emails about how your child is doing. Please add camp@sherwoodforeststl.org to you address book so you can receive these message.

Packages

Please feel free to send a package to your child while they are at camp, but don't feel obligated to do so. **Please do not send food, snacks, etc.** We serve three healthy meals a day and snacks are available throughout the day. Food outside of the kitchen tends to attract animals to the cabins, and trust us: campers don't like sharing with mice and raccoons. **If food is brought or mailed to camp, it will be kept in the office and will be packed on the bus to go home with the camper.**

Wondering what other things you could send? Try sending new t-shirt, shorts, baseball cap, face paint, hair accessories, nail polish, sunglasses, a new book, a card game, a pillowcase that could be autographed, a stuffed animal, friendship bracelet supplies, a new fun toothbrush. Think random and fun. Remember: Everything you send should be labeled with your child's name and be able to be packed for home easily!

Letters and Emails

Your child will be looking forward to letters or notes from home. From St. Louis, mail takes approximately 3 – 4 days to arrive at camp. Please send a cheerful letter, postcard, or email (camp@sherwoodforestcamp.com) at least once during the session and more often if possible. If possible, we encourage you to send your child a letter, note, card, or email at least one week before he/she arrives at camp. That way they will have a little something from home right when they arrive. This is how you should address the envelope:

{Your Child's Name}
Sherwood Forest Camp
P.O. Box 210
Lesterville, MO 63654

Emails can be sent to camp@sherwoodforeststl.org. They will be printed and delivered to campers daily. **The subject of your email should be your child's first and last name.**

Please do not relay disturbing news, such as hospitalization or illness of a pet or family member, to your child in a letter. Please call us if you have something important to tell your child and the Camp Director will advise you as to how best to handle the situation.

We encourage your child to write home, but we do not require it. If you would like to receive letters from your child, please send them with stationery and self-addressed, stamped envelopes or postcards. This will not guarantee you will receive a letter, but it will increase the chance that you will receive one. Do not be surprised if the letters you receive are short. It doesn't mean your child does not have a lot to say, it just means that he/she is too busy to say it.

I received an "I'm unhappy" letter. What should I do?

First, take a deep breath. Then, call camp at 573-637-2476 and ask to speak with Rachel, our Camp Director. Sometimes campers write home the moment they are presented with a challenging situation. Remember, mail takes three or four days to reach St. Louis, so often by the time you are reading the letter the concern has been resolved and has been totally forgotten. However, please call us right away to make sure the problem has been addressed, even if your child writes, "please don't call camp." **Please do not respond with a letter stating, "If you continue to be unhappy, homesick, etc., you can come home."** This almost always guarantees that your child will not work to resolve the issue that is bothering him/her. Remember that camp is an opportunity for your child to grow as an individual by learning to trust other caring adults and to find solutions to challenges on his/her own. When you and your child decide that he/she will participate in our program he/she is committing to staying at camp for the **entire session.** If you choose to pick up your child from camp at any point in the session, the Camp Director will decide if your child is eligible to return to camp the next summer or any point thereafter. Please also see our note about Homesickness, below.

Homesickness

Our staff is trained to work with children and be sensitive to their needs. It is common for children to experience a bit of homesickness as they adjust to camp life. They may even write and ask you to come get them. If this happens, do not be alarmed. Homesickness usually doesn't last long, and successfully overcoming it is a great life skill. Please remember that any letter you receive was written three or four days ago, and your child is probably fine now.

Prepare your child to be successful. Before he/she leaves for camp, reassure him/her about the fact that he/she may miss home, but camp will be a great experience and a lot of fun. Make sure they understand that they will **not be able to call home** or return home and that there is not a "trial period" at camp. Do **NOT** say, "Just try it, if you don't like camp, I will come and get you." Be positive, saying things like:

- "I know you are going to have fun."
- "I can't wait to hear about all the things you did and learned."
- "I want to hear all about your cabin, camping trip, Tango Tower experience, etc."

Please make sure your child wants to come to camp and involve him/her in the process of getting ready for camp. Allow him/her to help pack his/her suitcase and locate the supplies he/she needs.

If you receive a letter from your child that he/she is homesick, please read the section above and then call camp at 573-637-2476. Ask to speak with our Camp Director. **Please do not respond with a letter stating, "If you continue to be unhappy, homesick, etc., you can come home."**

Remember that camp is an opportunity for your child to grow as an individual by learning to trust other caring adults and to find solutions to challenges on his/her own. When you and your child decide that he/she will participate in our program he/she is committing to staying at camp for the **entire session.** Your child missing home or you missing your child are not reasons to pick your child up from camp. If, at any point, you choose to pick up your child from camp, please consider the long- term effects that this might have on your child, such as his/her confidence in dealing with adverse situations, his/her ability to develop independence, and his/her ability to successfully be away from home. And, please keep in mind that it will greatly diminish his/her chance of returning and that **the Camp Director will decide if your child is eligible to return to camp the next summer or any point thereafter.**

Common Parent Feelings when a Child is Away from Home

Please also consider how having your child away from home may affect your feelings. Remember that you are in your normal routine. You may think, "I should be cooking dinner… I should be picking Joe up from soccer…" and you may start to really miss your child. These are good, normal feelings – you love your child but please do not allow these feelings to influence your child's camp experience. Children are not in their normal routine; they are excited about swimming, fishing, or outdoor cooking while at camp and, although they may miss you, these feeling are often fleeting. If you start to feel this way, please write your child a letter or call us and ask to speak to your child's Village Director. Please do not assume that just because you are really missing your child that he/she is miserable and need you to come and get them.

If, at any point, you choose to pick up your child from camp, please consider the long-term effects that this might have on your child such as his/her confidence in dealing with adverse situations, his/her ability to develop independence, and his/her ability to successfully be away from home. And, please keep in mind that the Camp Director will decide if your child is eligible to return to camp the next summer or any point thereafter.

Receiving Phone Calls from Camp

While your child is at camp, please accept unidentified calls in case we are trying to reach you. Please ask the person you've identified as the emergency contact to also accept unidentified calls. **Cell phones are not permitted for any camper, regardless of age.**

Who should I call when I have a question?

If you are wondering how your child is doing during camp, please call camp at 573-637-2476. Ask for his/her Village Director or the Camp Director.

If you have a bus stop change, please call and speak to our Director of Programs. Make sure you notify us of any changes at least 48 hours prior to the stop.

If your child forgot an item or you have a letter or package that needs to go to camp, please call the main office at 314-644-3322.

Telephoning and Visiting Camp

Because many children need a period of time to adjust to camp, we've found that phone calls and visits from parents during the brief time that children are at camp tend to make that adjustment more difficult. **Therefore, children are not allowed to make or receive phone calls while at camp.** However, please feel free to call Camp Director at 573-637-2476 at any time to discuss your child's experience while he/she is at camp.

Campers may not have visitors while camp is in session. This includes parents, guardians, grandparents, friends, etc. As noted, visits tend to make the adjustment to camp more difficult for children and can often create homesickness in a child who was perfectly fine. Remember, you are helping your child develop independence by letting them know that he/she can be away from you for a few weeks, and that you can be away from him/her. This is a great step in helping him/her grow up. If you would like to tour camp, please consider dropping your child off at camp or picking him/her up from camp. **All trips to or from camp must be scheduled,** so please make sure we know of your intentions. Also, MapQuest, Google Maps, and GPS systems will not get you to our facility. Please contact us for specific directions.

**Note: Please show this handbook to all friends and family members (including joint- or non-custodial parents, grandparents, etc.) who are close to your child and may want to be informed about his/her summer plans. With your permission, we are happy to talk to them by phone or in person about the program before your child leaves for camp.

Preparing for Camp

PACKING LIST

This list will give you an idea of items necessary for time spent at camp, as well as the number of clothing articles that would be a comfortable amount to bring. During the session, laundry will be sent out to a laundromat, and extra clothing is available for use while at camp. Since the children are outdoors all day, their clothing will get dirty and muddy. Therefore, **DO NOT SEND NEW CLOTHES TO CAMP.** Do not send anything that, if ruined, would cause you or your child to become upset. Please have your child help to pack for camp. Besides this being a great skill for your child to develop, this will help with "lost and found" as your child will know what he/she brought to camp.

Clothing

- 2 pairs of closed toe shoes*
- 1 pair "water shoes"*
- 9 pairs of socks*
- 9 pairs of underwear
- 4 bras/undershirts (if worn)
- 9 shorts
- 3 jeans/long pants
- 9 shirts/blouses
- 2 pair of pajamas
- 1 sweater/jacket
- 1 raincoat/poncho
- 1 swimsuit/trunks
- 1 laundry bag

Personal Care

- 3 towels
- 2 washcloths
- 1 pair of nail clippers
- 1 pillow/pillowcase
- shampoo
- soap
- deodorant
- 1 comb/brush
- 1 toothbrush/toothpaste
- 1 bug repellent – gel or cream with 24-30% DEET preferred, but send what you can find, no aerosol cans please
- Medication (enough for your child's entire stay)

Other Items

- Stuffed animal for bed (optional)
- 1 water bottle
- 1 flashlight
- Batteries for his/her flashlight
- 1 disposable camera *(not mandatory but comes in handy)*
- Pre-addressed, stamped: postcards and/or stationery with envelopes
- Other personal items
- Sanitary napkins/tampons (enough for your child's entire stay)

Please mark ALL of your child's belongings with his/her FULL NAME in permanent marker. Laundry is done by cabin group and village, which means that your child's clothing will get mixed in with any one of the other 48 campers' clothing. ✸ IT IS YOUR CHILD'S RESPONSIBILITY TO CARE FOR HIS/HER BELONGINGS WHILE AT CAMP. ✸ Sherwood Forest Camp will NOT be held responsible for lost or damaged items.

Sandals with closures may ONLY be worn in the shower, but other shoes must be closed toe.

All bedding is furnished by the camp EXCEPT pillows.

Items that SHOULD NOT come to camp include: any type of electronics (cell phones, iPods, game systems, CD players, radios, laptops, mini DVD players, etc.); snack food of any kind (including gum); scented items (perfumes, lotions, soaps, etc. as they tend to attract bugs); and weapons (including hunting knives and pocket knives). Any of these items sent to camp WILL BE CONFISCATED and kept in the camp office until the session ends.

✸ Do not forget to mark your child's belongings with a permanent marker! ✸

A Note About Footwear

Sherwood Forest Camp is located in the Ozark woodlands. Our campsite has pathways and trails, none of which are paved. All campers will be participating in some hiking and overnight camping trips, which require proper footwear. House shoes (like Converse or Vans) are unsafe and not considered appropriate footwear for camp. Please send light weight hiking boots or running shoes that are appropriate for camp activity. In addition to hiking, your child will have the opportunity to participate in river and canoeing trips. Please send water shoes that can be worn during these activities.

Socks are an important component of safety during hiking trips. We ask that you pack at least one pair of polyester or wool socks. Cotton socks hold moisture and can cause discomfort or blisters.

Water shoes and hiking or running shoes can be found at stores like Wal-Mart for relatively low costs. If you are unable to send these items, please let us know so that we can ensure your child's safety on their trips by providing proper footwear.

And because it's really important...Do not forget to mark your child's belongings with his/her NAME in permanent marker!

My child wants to go to camp, but he/she is nervous	Call us and feel free to put your child on the phone with us – 314-644-3322! Take a moment to talk to him/her, ask what he/she is concerned about, and reassure him/her. If he/she is asking questions that you don't know the answer to, once again, call us! Answering his/her questions will set his/her mind at ease as they prepare for camp. **Please do NOT tell your child that if he/she does not like camp or becomes homesick that he/she can call or write you and you will come get him/her.**
Electronics	Campers may **not** bring cell phones, texting devices, iPods, game systems, CD players, tablets, radios, laptops, mini DVD players, etc. These items are expensive, we do not have a way to store them, and we will not be responsible for their care. They MUST be left at home. Other rechargeable items should not be brought to camp since there are limited electrical outlets in the cabins.
Digital Cameras	If children would like to bring a camera to camp, we strongly recommend that it be a disposable camera. Cameras have a tendency to get dropped (often into the lake), dirty, lost, or broken while at camp. Sherwood Forest will not be held responsible for lost or damaged items. If you do choose to send a camera that requires batteries, remember to send lots of regular (not rechargeable) batteries, as there are limited electrical outlets in the cabins.
Cell Phones	Campers **may not** bring cell phones or texting devices to camp. Besides the obvious reasons (cell phones are expensive, they can get lost or broken at camp, and there are limited electrical outlets in the cabins) there is an even more important reason we do not allow cell phones at camp. When you and your child decide they want to attend Sherwood Forest, you are entrusting us with their care. One of our goals is to help your child learn to trust other caring adults, and to find solutions to challenges on his/her own. This is an important step as your child develops independence, conflict resolution skills, and increased self confidence. A cell phone provides quick access to a parent, and often the parent, rather than the child, finds a solution to the problem the child may be experiencing. Sending your child with a cell phone to camp is like saying, "I don't trust camp and I don't think you are able to handle situations on your own." Please help your child develop independence by talking with him/her before they leave for camp about who he/she can talk to if he/she has a problem or face a challenging situation. Cabin counselors, Village Directors, activity instructors, and/or the Camp Director are always available to the campers to hear their concerns, and if a child is not sure he/she was heard by a certain individual, he/she should ask for help from another adult. Let your child know why you support our "no cell phone" policy. Camp is a low-tech environment where children develop the life skills necessary to be successful adults. Please ask for your child's cell phone before you place them on the bus. **If your child brings a cell phone or texting device to camp, the cell phone will be taken away and he or she may, at the discretion of the Camp Director, be sent home.**

Staying In Touch After Camp

Campers and Staff Members Staying in Touch After Camp	Because campers and staff members live together at camp, in an environment like no other, it is natural that strong bonds will develop. At camp, it is staff members' full-time responsibility to live, work, and interact with the campers. After camp, staff members resume their busy lives as students and young professionals. We tell staff members that communicating with campers outside of camp or camp-sponsored events requires the permission of the camper's parent/guardian and of Sherwood Forest Camp. You, as parent/guardian, assume full responsibility for monitoring and supervising camper/staff relationships that continue outside of camp or camp-sponsored events. We tell staff members that they may not "friend" campers on Facebook. Please make sure your camper understands these policies. We do not want any hurt feelings when a staff member does not respond to their request(s). As a parent, please become a "fan" of Sherwood Forest on Facebook to stay up-to-date on current Sherwood events. You can find our page at www.facebook.com/sherwoodforestcamp.
Sharing Photos of Camp	We know that campers love to capture their memories of camp in photographs. They should not post any pictures from camp on the internet (i.e. Facebook). However, if you choose to allow them to post pictures, you must obtain permission and consent from the parents/guardians of the other children in the picture, and/or from any staff members shown. Please do not "tag" or identify the individuals in any way. Please make sure your child understands this policy. Members of the Sherwood Forest professional staff and volunteers may take pictures for publicity purposes while your child is at camp. **If your child's picture should not be used for publicity purposes, please mark the appropriate box on their application. Remember, permission will be assumed if not specifically denied.**
Year-round Programs	Our goal is that once a child joins the Sherwood "family", he or she grows up with us, graduates from high school, attends and graduates from college or trade school, and eventually becomes a positive, productive member of society. We also know that during the school year, summers can seem an eternity away, so we offer mini reunions and learning opportunities for our summer campers throughout the school year. Each summer program at Sherwood Forest Camp offers some form of year-round event(s) throughout the school year. Depending on the program your child is participating in, these events **may even be a required** part of his/her curriculum. Events range from planning meetings for summer trips and community service opportunities, to weekends at camp, to activities with visiting artists, and so much more. Watch for information to come in your mail about these opportunities.
Enrollment for 2019	Although we give priority to returning campers, we cannot hold spaces indefinitely. Each year, we will enroll only returning campers for the first few weeks that registration is open. After that, we will open enrollment to campers who have been on the waitlist for the previous year or who have siblings who attend or have attended camp. Finally, we will begin to enroll new campers. (Please note: We allocate at least 80% of our spaces to campers who qualify for the Summer Food Service Program.) Please do not wait to enroll your child in camp for the next season. Camp fills up very quickly and, all too often, a camper who we love and who loves camp finds that spaces in their age group are already filled and that they will be placed on a wait list. This is heartbreaking not only to the camper, but to us as well. **Please note that a new application must be completed each year.** Your child's space is not reserved in camp until an application, deposit, and any additional documentation or meetings are complete.

In the Event of a Crisis

In our ever-changing world, crises can occur with or without warning. For many years, Sherwood Forest Camp has had plans to respond to natural disasters such as severe thunderstorms, tornadoes, and floods. When any crisis occurs, parents' first thoughts are of their children's safety and well-being. We are committed to helping our campers respond to difficult situations. Our emergency plan also includes responses in case of a national crisis. Here are the key areas covered in our emergency plan to respond to a national crisis:

- Steps to provide extended care (supervision, food, healthcare, and shelter) for all those at camp in case transportation is delayed for short or long periods of time.
- Communication between camp and St. Louis to notify families on the status of their child and the general status of camp.
- Providing an extended camp experience that is fun and reassuring.
- Working with the American Red Cross and other disaster preparedness programs.

The threat of a national crisis that directly affects your child's stay at camp is very small. However, we feel it is better to be prepared and to let you know what our plans are, just in case.

American Camp Association Accreditation

Sherwood Forest Camp is accredited by the American Camp Association and meets or exceeds standards that address site and facilities, food service, transportation, health and wellness, human resources, operational management, and programs.

Need Additional Information?

If you have any questions about the programs and services of Sherwood Forest Camp, you may speak with the Camp Director. If you have any questions about the registration process, please contact our office. In the fall, winter and spring, both may be reached at 314-644-3322. Office hours are 8:30 a.m. – 4:30 p.m. Monday through Friday. We would also be happy to arrange a tour at any point during the year if you would like to see the camp in-person.

Sherwood Forest Camp is a non-denominational, multi-racial camp community. Sherwood Forest does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, disability, age or status as a veteran.