

CAMP GREEN LANE HANDBOOK



**CAMP GREEN LANE
249 CAMP GREEN LANE ROAD
GREEN LANE, PA 18054
TEL 215-234-9211
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www.greenlane.com**

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A Guide for Parents & Campers

We have prepared this handbook as a resource filled with requirements, recommendations and suggestions to make this the best summer your child has ever had. The pointers below are designed to help you, help us, and prepare your child for the enriching and enlightening experience that Camp Green Lane provides.

You and your child are required to read this handbook in its entirety.

THERE IS A PLACE ON YOUR CHILD'S "ADDITIONAL INFORMATION" SECTION OF THE CAMPER INFORMATION PAGE WHERE YOU MUST CONFIRM THAT YOU HAVE DONE SO AND THAT YOU AND YOUR CHILD ARE WILLING TO ACCEPT ALL OF CAMP GREEN LANE'S POLICIES. THIS MUST BE COMPLETED BY JUNE 1ST.

Please read it carefully as everything is included because we think it is important. Feel free to refer to it often and of course, call or email us if you have any additional questions. We would like to thank you, once again, for choosing Camp Green Lane and entrusting your children to our family. We will do everything in our power to ensure their happiness and well being.

BEFORE CAMP BEGINS...

1. If your child exhibits concerns about going to camp, encourage the open expression of feelings. They are worried about the total unknown and are looking for your understanding. At this point it is helpful to tell your child that these concerns are normal and natural. Many campers feel the same way. Permit your child to call the camp office to ask questions and receive reassurance. Let them know that the camp directors are always available to help in any way they might be able.
2. Under no circumstances should you be ambivalent about your child's stay at camp. Your child is there for the pre-determined length of stay and they should understand this. It is important, in this day and age, that a camper understands this commitment and is not encouraged to leave something unfinished. A "try it out" approach does not work. Although it might satisfy children at home, it is certain to create a serious problem at camp. Remember, fees are not refundable for early departure.
3. Reassure your child 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, inform the office of the circumstances – we can be most helpful when we are informed.
4. 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.
5. When seeing your child off on the bus, make sure parting is brief and pleasant. Prolonged goodbyes and abundant tears will be emotionally upsetting to your child. The same procedure should hold for visiting day at camp.
6. Please discuss with the camp directors if your child has been under any psychological/psychiatric care at any time prior to camp. Camp Green Lane is more than adequately prepared to deal with most children and the common problems of growing up. Our knowledge of the facts will give your child the best chance of success.

7. Please tell us if your child 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 children may have a more rewarding summer if encouraged in a specific area.

BAGGAGE AND PACKING

You have two options as to how to transport your baggage to camp:

1. **ESF Trucking** is a door- to-door pick up and return service. Information and registration forms are available at www.esftrucking.com (user name: greenlane and password: camp)

The link to ESF Trucking is accessible on our website.

2. Ship pre-paid **UPS/FEDEX** to: c/o child's name to Camp Green Lane, 249 Camp Green Lane Road, Green Lane, PA 18054. Baggage should be received between Monday, June 20th and Wednesday, June 22, 2016. If you will be using **UPS/FEDEX**, please make sure to buy insurance as our insurance policy doesn't cover baggage.

Remove any old tags and stickers from baggage. If you are using ESF Trucking they will send you new tags as we get closer to camp. If you are UPS please make sure that the correct information is on all baggage. **THERE IS A PLACE ON YOUR CHILD'S CAMPER INFORMATION PAGE WHERE YOU MUST INFORM US OF YOUR PLANS FOR YOUR CHILD'S BAGGAGE. THIS MUST BE COMPLETED BY JUNE 1ST.**

We recommend the use of two large soft trunks. For storage, durability and ease of handling, they are superior to the standard camp trunk. One soft trunk should be used for all bulky items – pillow, sheets, pillow cases, comforter, towels, sleeping bags etc. All clothing should be packed flat. Rainwear is necessary – a jacket with a hood is best. Be sure to put your child's name on everything – including the clothes that will be worn on the bus to camp. We recommend using a laundry marker. Please do **NOT** send anything valuable. **We cannot be responsible for any damage or loss for such items.**

Camper officials are: three white CGL shirts and three green CGL shirts. Alpha, Gamma, Sigma and Delta must also have officials. These items can be ordered from www.bunkline.com.

A complete packing list can be found on Bunkline Outfitter's Website. Go to the GreenLane.com and under Current Families, click on Camp Clothing, and then Click on Bunkline Outfitters. This will bring you to Bunkline Outfitter Website and the Packing List is the first Item to click on.

LAUNDRY

Laundry is done once a week. Campers need enough clothing for 10 days. Please make sure to wash all items before packing.

SAFETY EQUIPMENT

Mountain bikes (11 and over), rollerblading, street hockey, softball/baseball and soccer are great activities that bring with them inherent chances of injury. Campers must wear protective helmets, knee and wrist and elbow pads for blading and shin pads for soccer. Although we do keep a stock of helmets and shin pads, most kids prefer to wear their own.

MEDICAL INFORMATION AND PROCEDURES

Our medical staff consists of rotating physicians, and three registered nurses, all of whom reside in camp. If a consulting opinion is necessary, one of our medical staff or camp mom will accompany your child to our nearby facility – Grandview Hospital. You will be called before your child is seen, so do not become alarmed. **We MUST have a Camper Medical Form, Immunization, Insurance Cards and a Grandview Hospital Waiver form on file.**

Parents are required to provide health insurance for their children.

We MUST have a copy of your medical insurance card and your drug prescription card in case any prescription medication is needed. Please upload these to your child's file by June 1st.

If, for any reason, your child is required to stay in our infirmary overnight, you will receive a telephone call.

On opening day, all children will be checked for general physical condition—and pediculosis (head lice). We use a professional company called Lice Lifters. If your child is found to have lice, they will be treated by Lice Lifters and you will be called by them and charged their fee of \$295. Please do not send a child who is ill or has pediculosis. **We must reserve the right to temporarily send home any camper who comes to camp with a contagious condition.** Please be considerate of all of us in camp. **All necessary forms are available on our website and should be uploaded the website by June 1st, 2016. Click on Forms & Documents – here it will list your child's Name and what forms need to be filled out/or printed and then uploaded.**

Any special medical or personal (i.e. bedwetting, or psychological development) situations should be brought to our attention on the "Health History" section under your child's Forms and Documents page (greenlane.com) Be assured that this information is treated strictly confidential. There is a specific section for any allergies, parent vacation itineraries and special requests such as tutoring, bed placement and bed wetting issues. While you are in your child's profile page, double check all his/her information for accuracy. (T-shirt sizes, grade in school, birthday, etc.)

MEDICATIONS

In our ongoing commitment to meet the needs of our campers who require medication while at camp as well as comply with strict ACA regulations regarding medications dispensing for summer camps, we will be working with CampMeds, Inc, a pre-packaging medication program.

ALL MEDICATIONS MUST BE HANDLED THROUGH CAMPMEDS, INC. PLEASE LOOK FOR THEIR ICON ON OUR WEBSITE. YOU CAN ALSO GO DIRECTLY TO THEIR WEBSITE www.campmeds.com. THIS IS A FIRM POLICY THAT WILL HAVE NO EXCEPTIONS. NO MEDICATIONS WILL BE ACCEPTED AT THE BUS STOP! Please note that all Medicine must be ordered at least 30 days prior to the start of camp to avoid a \$25 late charge.

Our camp stocks most over the counter items such as Tylenol, Advil, Benadryl, etc. so you do not have to supply them. In addition, all medications **MUST** be kept in the infirmary. No medications are allowed in the cabins.

BRACES/GLASSES/SUNSCREEN

Please do not make any dental or medical appointments during the camp season. Braces should be adjusted before camp. Pack a plentiful supply of dental wax. Children who have to wear glasses or contact lenses should bring an additional pair that can be stored in the camp office. Be sure that they are properly labeled. All children should bring sunscreen.

SAFE MONEY

When the campers go on trips, they like to have their own spending money— we recommend about \$100. Please place the cash (in small bills, please) in an envelope with your child's name on it, seal it, and give the envelope to the adult in charge at your pick up point. We can not accept checks payable to your camper. All money should be kept in the camp safe.

WE ARE NOT RESPONSIBLE FOR MONEY MISPLACED OR LOST WHILE NOT IN THE SAFE!

PRIVATE LESSONS AND INSTRUCTIONS

Camp-With-In-A-Camp - Camps Within a Camp are one-day clinics run by coaches and professionals from a wide range of sports and activities. These programs give our campers access to individualized attention in an effort to help them improve their current skills, or to experience something new and exciting. These programs are one day only and will be in addition to sports instruction that your child will receive as part of their regular cabin schedule. They are for children who would like to receive more intensive instruction in a particular area, or perhaps pick up a new hobby. Please register online for Camp-Within-A-Camp.

Horseback Riding - We have hard hats in camp for riding but you may send your own along if you wish. Everyone who is going to ride should have boots.

Tennis and Golf - In addition to tennis lessons given during scheduled cabin and elective periods, we offer private lessons at an additional charge.

Information and fees for private Golf and Tennis lessons, Horseback Riding and Camp within a Camp will be available on our web site shortly.

TELEPHONES

In order to provide for a period of adjustment, there are no phone calls in or out during the **first 2 weeks** of camp unless it is for a birthday or some other special circumstance. Should there be an emergency during this or any other time, you can call Jay or Adam. **Also, no phone calls will be made once Color War begins through the end of camp** – except for birthday wishes!

We would anticipate that outgoing calls will begin on July 9th, 2016. The kids will not be calling collect and do not need phone cards. They are permitted to make one call during your assigned time unless there is a special occasion or exception. Each child will be permitted to talk for approximately 5 minutes.

Please note that once a child is in the Greek division, it will be their own choice as to whether or not they would like to call home. We will no longer page them to use the phone during their phone time.

OUR SUMMER INCOMING EMERGENCY NUMBER IS : 215-234-9211

Please use our voice mail system if you need to reach any of the owners/directors or supervisors. All of us live in camp twenty four hours a day, seven days a week. We try to spend as little time as possible in the office because we want to give the campers our undivided attention. If you wish to speak to one of us, please call our voice mail 215-234-8666 and leave a message in the appropriate person's mail box. Messages are picked up often during the day and we will get back to you as soon as there is some down time in camp. Frequently, we are not able to return calls until after the kids have been put to sleep. Please be patient. **If it is an emergency, please call the number listed above, and ask the Field Office to get in touch with us immediately.**

MAILBOX NUMBERS

<u>Uncle Jay</u>	<u>Owner/Director</u>	<u>201</u>
<u>Uncle Adam</u>	<u>Owner/Director</u>	<u>203</u>
<u>Aunt Gail</u>	<u>Inter Girls</u>	<u>205</u>
<u>Aunt Melanie</u>	<u>Debs Girls</u>	<u>206</u>
<u>Aunt Melissa</u>	<u>Senior Girls</u>	<u>204</u>
<u>Aunt Rene</u>	<u>Greek Boys and Girls</u>	<u>207</u>
<u>Aunt Jamie</u>	<u>Inter Boys</u>	<u>208</u>
<u>Uncle Bobby</u>	<u>Cadets Boys</u>	<u>209</u>
<u>Uncle Danny</u>	<u>Senior Boys</u>	<u>210</u>
<u>Infirmery</u>		<u>212</u>

MAIL

Your children are anxiously awaiting your letters that are upbeat and pleasant. It's a good idea to have a letter waiting for your child on the first of camp. They in turn will write you at least twice a week, but rural delivery can be slow, so please be patient. When you write, please use the following format:

Camper's name
Camp Green Lane
249 Camp Green Lane Road
Green Lane, PA 18054
Cabin Name

Please bear in mind that some letters you receive will be filled with love and joy, while others might be quite the opposite. Children's letters are generally subject to oversimplification as well as exaggeration. Please do not panic when trying to interpret the meaning behind the letter. Letters that are sent during the first week of camp may frequently be negative due to natural adjustment and readjustment for campers. If you are concerned.....call us. You have placed a great trust in our ability to work with your children.

EMAIL

We will be accepting e-mail for campers this summer. Information will be sent to you from Camp Minder with instructions on how to e-mail your child. E-mails will be printed every morning at 10:00 except for Sunday. Please make sure your e-mail is in the system by 9:30am to make sure that your child receives it. There is a ONE e-mail per camper per day policy. Please understand that your child will have no access to e-mail you back, this is a one way luxury.

PACKAGES

In the interest of placing the emphasis in camp on activities, programs and friendships, we wish to eliminate the inevitable competition and disruption caused by the receipt of toys, food, video games and the like. Books, magazines and stationary are fine to send as long as it is sent in a flat envelope. **We must insist that you not send ANY packages to camp.** This includes Fed-ex or priority mail boxes. We will not be accepting packages that are not in a FLAT envelope; **all other packages will be refused and sent back to the shipper.** We must reserve the right to check all incoming packages. **Please alert all friends and relatives of this policy.**

CAMPER ARRIVAL

Campers attending the full session or 1st session will come to camp on Saturday, June 25, 2016. Camp has arranged for buses to bring the children to camp from one of the following locations:

<u>Lafayette Hill</u>	<u>Plymouth Whitemarsh High School - Back parking lot by football field</u>
<u>South Jersey</u>	<u>Eagle Plaza Shopping Center - In front of Office Depot</u>
<u>Central Jersey</u>	<u>Exit #8, New Jersey Turnpike - Day's Inn at Rte 33</u>
<u>North Jersey</u>	<u>Brookdale South Service Area / Garden State Parkway</u>
<u>Long Island</u>	<u>Eisenhower State Park - Parking Field #1, Merrick Avenue entrance</u>
<u>Florida/Airport</u>	<u>Flights from Orlando and Ft. Lauderdale</u>

Please note that it is the parent's responsibility to transport first session campers home and to transport second session campers to camp.

We will be sending an email with individual details regarding your child's cabin assignment, phone time, and bus stop instructions.

You will receive a separate departure e-mail at the end of the summer, prior to the departure date.

VISITING DAY

Saturday, July 23rd, 2016 from 11:00 AM to 3:30 PM is our visiting day. Parents will not be admitted on the grounds prior to this time nor can children leave the campus at any time. We will post details on our website the week before. **NO PETS ALLOWED**

PARENT TRAVEL AND VACATION ITINERARIES

It is important for us to know where you can be reached at all times. If you are planning a trip, please **Go to Forms Dashboard, Go to the Update Addresses/Phone Numbers.** Please check that we have all of your current contact information correct. If you are planning to go on vacation please make sure to fill in that Specific Information under Summer Address Information. When you are done click on the SUBMIT button at the bottom of the page.

CAMPERS GOING OUT OF CAMP

Aside from our regularly scheduled trips, no campers are permitted to leave camp during the season unless there is an extraordinary circumstance. Coming and goings are extremely disruptive to the entire cabin.

SOCIAL MEDIA

There are many ways that our camp family communicates throughout the year. It is the parents' responsibility to monitor your child's activities regarding social media.

CAMP POLICIES

We aim to make Camp Green Lane as wonderful an experience for your child as possible. In a community living experience such as camp, cooperation is essential and we find that campers are most comfortable when they know what is expected of them. So we ask that you and your child follow some important rules:

Gratuities – There is **NO TIPPING**. Our staff is aware of this rule and knows that anyone accepting “tips” will be dismissed from the staff.

Food – It is against camp regulations to send candy, gum, bottled water or food to camp and campers are not permitted to keep any such items at camp. Food tends to attract small animals to the bunk, and gum is very difficult to remove from the surface of camp athletic facilities, equipment and furniture.

*Every child will be provided with a reusable water bottle on the first day of camp.

Pocket Money and Valuables – We cannot assume responsibility for any money or valuables kept by a camper in his or her bunk. The camp office provides safekeeping for such items.

Electronic Devices – Any item that can send or receive e-mail, send or receive a text message, play a DVD, access the internet, send or receive a phone call and /or take photos or video is **not permitted in camp**. Game playing devices are also not allowed in camp. ANY hand held devices with camera capabilities are not permitted.

Cameras - Camp employs a full time photographer, thus taking your own photos is not necessary. If you choose to bring a camera, it will be kept by your supervisor. We will not be responsible for loss or damage to these items.

CELL PHONES are not permitted in camp. If your child brings a cell phone to camp, he/she will be dismissed from camp and no refund will be given. The cell phone will be donated. **NO EXCEPTIONS!!!**

DRUG/TOBACCO/ALCOHOL POLICY

It is important to take a clear position regarding drugs, alcohol and tobacco that must be understood unequivocally by campers and parents. The use of these substances is illegal and therefore has no place at camp. Campers who use or possess these items will be immediately sent home. We will entertain no discussion on this matter with parents, nor will we give a child a second chance. In addition, fees will not be returned if a child is sent home for this reason. Although we do not anticipate a problem, we feel it is vital that everyone connected with the camp clearly and precisely understands our policy on this matter.

CAMP GREEN LANE POLICIES

Camp Green Lane has been successfully providing a summer of safe, fun, memorable experiences for over 90 years. We are always grateful for your e-mails and letters of appreciation and expressions of satisfaction with our efforts. The success of our program has been based, in part, on

- **High standards of care for your children**
- **High expectations of ourselves and our staff**
- **A value system explained to staff, campers, and families**
- **Boundaries clearly defined for camper and staff**

Camp Green Lane is both a community and a family whose top priority is the emotional and physical well being of the campers. With the outrageous content of so many of today's song lyrics, DVD's, movies, etc, we all need to work together so that the kids understand what acceptable behaviors are. It is essential that you tell your children we will not accept:

Bullying
Violence
Unsafe Behavior

Profanity
Bigotry
Drug Use

Weapons
Disrespect
Alcohol Use

Inappropriate Sexual Behavior
Hurtful Internet Messages and Blogs
Tobacco Use

The children must understand that a consequence of any of the above behaviors will mean they will be sent home without any refunds.

Thanks for understanding that our only concern is the welfare of the children. We are looking forward to Summer 2016!!!



Jay and Adam

Once you and your child/ren have read all the information in the handbook and agree to all of the Camp Policies, you **MUST** go online and check the box, under "ADDITIONAL INFORMATION required" that confirms this.

INSTRUCTIONS FOR ONLINE CONFIRMATION AND RESPONSE TO POLICIES, BAGGAGE, ALLERGIES, ITINERARIES, AND SPECIAL REQUESTS

1. Go to greenlane.com, click on Family LogIn on the Top Right Side
2. To log on, enter your email address and password.
 - a. Should you not know your password, click on the Retrieve/Set Password. Make sure you have entered the correct email address and a new password will be sent to your email address. Once you receive the email, go through the setup process. When this is completed, you can now fill out forms and update information and can see your Financial Management.
3. Click On Forms and Documents – All forms must be filled out. The following forms must be downloaded:
 - a. The Immunization and Physicians Exam must be filled out by your child’s doctor.
 - b. The Hospitalization Form and Parent Authorization must be filled out by the parent.
 - c. All of these forms must be scanned and uploaded back to the camper file.
 - d. All other Information can be filled out on line.
4. Please click on Camper Information. Please confirm Session Enrolled, School Grade, Date of Birth, Gender and Years at Camp. If any information is incorrect, please write in the box on the form what needs to be changed and hit the send button.
5. Please review the Update Addresses/ Phone Numbers. This has all your contact information. Please verify all information is update.

PLEASE FILL OUT AND UPLOAD THE FOLLOWING ON OUR WEBSITE BY JUNE 1, 2016

- Medical and Hospital form signed by Parent and Doctor
- A copy of your drug prescription and medical insurance card
- Tee Shirt Size
- Baggage Drop Off/Pick Up
- Bus Transportation

PLEASE SEND TO CAMP BY JUNE 1, 2016

- BALANCE OF CAMP FEE (all campers must be paid in full prior to camp arrival)

NOTES



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