

# Camp Bishopswood Handbook for Parents & Guardians

[www.bishopswood.org](http://www.bishopswood.org)  
Georgia Koch, Director

207-772-1953 x 27  
georgia@bishopswood.org

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## **Hello Camper Family and Welcome to Bishopswood!**

We are looking forward to having your camper/s with us this summer. Please be sure to carefully read this information to ensure the best experience possible for you and your camper/s. Feel free to contact the Director with questions or concerns. We'll see you soon at Bishopswood.

## **Payment Schedule, Deposit, Refund, & Cancellation Policies:**

Tuition is \$405/week/camper. A non-refundable deposit of \$155 is due with the completed registration form, the second non-refundable payment of \$125 is due by June 1, and final payment of \$125 is due at least two weeks before camp session begins. If payment is not made in full by two weeks before scheduled arrival at camp, the camper may lose his or her place to someone on the waiting list.

Payment plans can be devised on a per family basis. Please contact the director to discuss this option.

## **Scholarships:**

Campers needing financial assistance are encouraged to contact their local priest as well as the Camp Director. Most congregations have scholarships available. If you would like information about scholarship help, please contact the Director. Students from Portland, Bangor, and Lewiston public schools in grades 4-6 are eligible for \$500 in scholarship funds for camp this summer. This program is administered by the United Way through the generosity of the Libra Foundation. Arrangements must be made prior to the end of the school year. Contact your school guidance office for more information. (This is the final year for Libra Foundation scholarships.)

## **Arrival & Departure Times for Campers**

**Arrival for Registration is 2:00 to 4:00 p.m. on Sunday afternoon.** NO campers will be received before 2 p.m. unless prior arrangements have been made with the director.

**Departure is from 9:00 to 11:30 a.m. on Saturday.** Please call the director if other arrangements are necessary. A call from the road if you will be late for pick-up is reassuring to campers.

**Camper Housing & Cabin Assignments:** Campers and their counselors live in rustic cabins with bunk beds and limited space for personal belongings. Campers are generally housed in cabins with others campers of similar grade and age. Cabin groups are decided based on the needs of the whole camp community. Requests are accommodated to the best of our ability, at the discretion of the Camp staff.

## **Communication & Being in Touch with Campers**

**Mail - Incoming & Outgoing:** Letter writing is almost a lost art. Since campers do not use the phone at camp, writing can be delightfully rediscovered. Letters from family and friends are always welcomed. Parents' letters to campers should be cheerful and not upsetting. You may even want to send a letter the day before you drop your camper at Bishopswood, especially if you are from out of state. No matter how many times children have been to camp, it is hard for campers not to get mail when their cabin mates do. Please do not be a non-letter-writing parent! Campers are encouraged to write letters also, and are required to write at least one letter each Tuesday. Please send your child with a reasonable supply of postage stamps and stationery. Mail to campers should be addressed as follows:

**CAMPER'S NAME  
Camp Bishopswood  
98 Bishopswood Rd.  
Hope, ME 04847**

**Cabin Name** (if you know) in lower left corner

**Packages:** Packages can be fun for campers to receive at camp. Suggested items to send a camper are a book, magazine, stationary, markers, deck of cards, film, etc. Too many packages become disruptive. Other campers may feel envious and extra items add to the clutter in the camper cabins. Please coordinate package sending with other family and friends to avoid over-doing.

**Candy, gum, cookies, etc.:** From years of experience, the camp policy is that **campers NOT receive or keep food items of any kind at camp.** Camper packages will be opened at the office and items in this category may be destroyed or returned to the sender. *Please explain this policy to your camper and to friends and relatives.*

**Telephones:** The camp phone is used for business only. Campers do not make or receive phone calls. If you have questions or concerns, please call and talk with the Director or her designee. Should you need to talk with your child, in cases of an emergency or special occasion, please call first to arrange it with the director.

**Campers should not bring cell phones to camp.**

**FAX:** For official camp use only. Please do not plan to communicate with your camper via FAX.

**E-Mail:** The director can be reached via e-mail, [georgia@bishopswood.org](mailto:georgia@bishopswood.org). Campers do not use e-mail at camp.

**Visits** are best planned for Saturday afternoons. All guests must check in at the Camp Office immediately upon arrival. If campers are to be taken out of camp, they must be signed out and back in upon their return by a staff member.

**Camper Release:** Campers may leave only with persons specifically named, in writing, on their registration form.

**Birthdays at Camp:** If your child will celebrate a birthday while at camp, please mention it to the director and cabin counselor when you bring your child to camp. We will celebrate with singing and a cake for the cabin group to share.

**Bishopswood T-Shirts, Sweatshirts, & Frisbees:** available on days of arrival and departure only.

**Camp Photo CD:** Photo CD may be ordered on any Saturday during checkout time. The CD will contain cabin photos for the entire summer, as well as assorted other pictures. The photo CD will be mailed to campers in the fall.

### **What to Bring & NOT To Bring... That is the question!**

Please see *THINGS TO BRING AND NOT TO BRING TO BISHOPSWOOD* on the following page. (This list can be removed to send along with your child to camp, if you wish.)

When preparing to bring your child to camp, PLEASE remember that camp life is simple and **SPACE IS MINIMAL**. Clothing, basic toiletries and a few specific personal items are all that is necessary. A lot of additional "stuff" becomes a burden to its owner and to others in the cabin. **Everything brought to camp should have the camper's name on it!** Clothing should be casual, durable, suited to layering for variations in temperature, and comfortable. Securely fitting shoes are best for camp. Campers are discouraged from lending and/or borrowing others' clothing. The camp has extra clothes to lend to campers if necessary.

**Personal Equipment:** Valuable personal belongings, such as cameras, jewelry, sports equipment, special books, etc., should not be brought to camp. Electronic devices such as cell phones iPods, PSPs, Gameboys, and the like, are NOT allowed at camp. The camp and staff are not responsible for the care and oversight of camper belongings. All items should be marked with the camper's full name. Remember that space is very limited.

**Cameras:** A word about photography at camp... All photos are to be taken with respect to all other campers and in keeping with camp values. However, Bishopswood can not be responsible for photos taken at camp by campers.

**Weapons, Tobacco, Marijuana & Unmarked Drugs** are not permitted at Bishopswood and possession of any of the above on or in the belongings of any camper will result in the camper being sent home immediately.

**Money:** There is no camp store at Bishopswood, thus no need for campers to have money.

**Pets:** We have several resident pets at Bishopswood. Campers may not bring pets to camp, but may enjoy having them visit. When pets visit camp, it is best to keep them leashed/confined. We suggest dogs be walked well off the driveway and paths. Otherwise, owners are responsible for clean up. Thanks for your cooperation with this.

## Preparing my child for overnight camp

We at Camp Bishopswood want your child to have a fun, safe, healthy and successful camp experience! We expect “kids to be kids” and see our role as their shepherds. That said, there are certain skills a camper should possess in order for camp to be the wonderful, memorable, defining experience of childhood that we all hope for.

These skills are the key to a successful camp experience. Observe your child to see what needs to be worked on, and then practice these skills at home! Prepare your child with the tools s/he will need and we’ll do the rest!

Ask yourself, “Is my child able to accomplish the following **without continued assistance?**”

1. **MOST important- Sleep over at a friend’s house (not a relative) without wanting to come home or talk to Mom or Dad on the telephone?**
2. Brush teeth?
3. Shower, wash body (and hair) and towel dry?
4. Select clothes and dress?
5. Separate clean and dirty clothes?
6. Fold clothes; not perfectly but well enough to put them away?
7. Hang up wet suits and towels?
8. Generally follow written schedules/ instructions or ask for clarification?
9. Keep track of belongings? Pick up after him/herself?
10. Walk ½ mile without whining or complaining?
11. Cooperate in a group? Share adult attention?
12. Listen, focus, and follow verbal instructions (with more than two steps.)



## **Information for Parents Regarding Health and Medical Care** **General Health Care Policies** *Please read carefully*

If you have any questions about these policies or would like to discuss health care concerns before your arrival at Bishopswood, please call the Camp Nurse or the Director. **If your child has serious, &/or ongoing medical needs, it is imperative that you call the Director as soon as possible.** Thanks for your help with this important aspect of camper care.

Pre-camp office #: 207-772-1953 X 27 Camp #: 207-763-3148

The Bishopswood staff wants your camper to have a healthy and happy experience at camp! Our emphasis is on wellness and safety and the vast majority of campers never need to go see the camp nurse during the course of their stay! However, should the need arise...

### **Medical Care**

#### **The Camp Nurse**

Our nurse (Health Care Manager) is on the camp staff to oversee matters of health and safety and handle all routine medical matters. S/he serves the entire camp population.

Therefore, if your child has serious or time consuming medical needs, the situation must be discussed with the Director at the time of application. Every effort is made to meet the needs of campers; however, we may not be able to accommodate every child.

**Physician & Hospital:** If it is determined that a camper should be seen by a physician, they are taken to *Hope Health*, in Camden. Our local hospital is *The Pen Bay Medical Center*, about 13 miles away in Rockland.

**Medical Treatment Protocols (MTP):** are general instructions to the Camp medical staff, issued by our camp physician that pertain to a host of potential injuries and illnesses that may occur and allow/direct our nurse to administer specific medications and treatments, provide first aid care, evaluate and treat an illness, and determine when additional medical intervention is necessary.

### **Medications and Treatments at Bishopswood**

At Bishopswood we take medications very seriously, but with a matter-of-fact attitude. There is no stigma attached to or production made of the administration of medications. That said, we are required to follow strict protocols. As parents it is important that you are properly prepared with any medications that are brought to camp.

Campers take medication for a variety of reasons while at camp. Generally, medications and treatments are kept locked in the Health Hut, when not being administered. **All medications, by law, must be presented to the nurse at check-in.**

**Prescription Medications:** Any and all prescription medications brought to camp **MUST be in the original container** from the pharmacy, labeled and dated within the last 12 months, which details **exactly** how it is to be administered. (Inhalers, creams, eye & ear drops and nasal sprays must come with the **box** they came in if that is where the prescription label is located.) **Any changes from said labeling must be in writing from the physician and dated within the last 12 months. Sample packaging of prescription medications will not be accepted.**

#### **Over-the-Counter Medications and Treatments (OTCs)**

The MTP does allow for the administration of certain over-the-counter medications and treatments **according to package instructions only** and for indications determined by our camp physician. **However, they are not all-inclusive.** \*See below. (OTC medications such as Tylenol,

Ibuprofen, decongestant, antihistamine, antibiotic and anti-itch creams/ointments as well as a number of other common treatments named in our MTP are stock items at camp. You need not bring such medication unless your child will be using it in large quantity.)

**\*Many OTCs are not included in our MTPs and require a physician's order. All such OTCs** (including but not limited to: pills, creams, inhalers, vitamins, sprays, drops, supplements and homeopathic remedies) **must** be brought to camp in **original packaging with a licensed Physician's written order, (usually a PRN order), dated within the last 12 months.** Please call the Camp Nurse a week or more prior to arrival to check on the need for a doctor's order. **Vitamins and dietary supplements** will not be given without a doctor's written order dated within the last 12 months.

### **Emergency Medication**

Under certain circumstances, parents may opt for their camper to carry certain prescribed emergency medications, such as an EpiPen or asthma rescue inhaler on their person. **The state of Maine requires:**

1. A written order for this medication from the child's health care provider.
2. A note, from the health care provider, stating that your child is trained and able to self-administer the medication. (Please see our *Emergency Medication Policy & Permission Form* to read more about this.)

Upon arrival at camp, the nurse must evaluate your camper's ability to be responsible for the medication 24/7, and to self-administer the medication appropriately. Every camper who comes to camp with a rescue inhaler or EpiPen, and his/her parent / guardian, must read the afore-mentioned policy and sign the form indicating their choice, even if the decision is made not to self-carry. These forms are available on the camp website.

**Note:** To speed up your check-in process, you may want to print out these forms, read and discuss them with your camper ahead of time, and bring them with you!

### **Healthcare Policies, Procedures, & Special Concerns**

\* **Special concerns** should be noted on the Health Form, and should also be mentioned to the Director and/or Health Care Manager (nurse) at camper check-in time. Extensive concerns and/or major changes warrant a call to the nurse prior to arrive.

**Notification of Illness or Injury at Camp:** Parents will be notified by the camp, via phone, as soon as possible, in the following situations:

- a) child has a fever over 102.5 degrees.
- b) child has a condition which requires outside medical attention (either a visit to a health care provider or Emergency facility.)
- c) child has an illness lasting over a 48-72 hour time span. Calls may be made to parents regarding other medical situations as well. Calls to parents about medical conditions are logged in the Medical Logbook.

**Dietary Needs:** If dietary needs are extensive, complicated and/or severe, **it is your responsibility to call the director as soon as possible** to be sure the campers needs can be met at camp. Common dietary needs such as vegetarianism, common allergies, etc. are not a problem once the staff is aware of the situation. In addition, campers are expected to be mature enough to take responsibility for their own needs in making food choices.

**Bed Wetting:** Please be sure that the camp staff is aware that a camper may wet the bed. We are happy to assist your child in any way we can and to make it as much of a non-event as possible.

It is important that the camper have **several sets of bedding** so that linen changes can occur quickly and easily.

### **ADD/ ADHD at Camp Bishopswood**

We want your child to have a wonderful camp experience. In order for that to happen your child will need certain skills. While your child will undoubtedly be quite physically active at camp, camp is still a place where children frequently **need to listen, follow instructions, focus and keep themselves organized**. *Camp may not be the best time to give your child a “holiday” from his/her medication.* Our nurse is happy to administer your child’s prescribed medication at morning medication time and during the day if needed. Many children take medications at camp for a variety of ailments and issues so there’s no need to worry about anyone “knowing” what your child is taking or why.

### **Other Special Needs**

Please call the Director before arrival at camp if your child has long or short term special needs. We do our best to accommodate, and can best do that with advance information and preparation. Particular needs or concerns may include a cast or recent injury, unusual medical issues, emotional issues that affect a child’s ability to cope at camp, sleep walking, fear of the dark, fear of water, etc. Special concerns should be noted on the Health Form and should also be mentioned to the Director and/or Nurse when the camper checks-in at camp.

### **Health History Form 1 & Health Care Recommendations Form 2 (completed by a Licensed Medical Person) (HF)**

Your child’s HF needs to be complete and requires a physical exam by a licensed physician within 24 months, as well as a health history report within 6 months of the date your child attends camp. The HF **must** be signed by a parent or guardian. The complete form with immunization history is **mandatory** for attendance. **We cannot legally accept your child without complete Health Form information. Prior year forms are not available during registration and can not be taken from the original file.**

**When:** Bishopswood must receive the completed HF **at least 2 weeks prior** to the date your child will arrive at camp. This is important! It is helpful to have Health Forms returned to Bishopswood as early as possible. **Bring a copy to registration as well.**

**Why:** Our Health Care Manager needs to review **each** HF for content and completeness. During Camper Check-In, the nurse will clarify any questions and note any changes that parents report. *If changes are from the doctor, please bring a physician’s written, signed, and dated note detailing the changes or current instructions, with you.*

**What if the HF isn’t available beforehand?:** If the HF must be brought with you on the day of arrival, please plan to wait until other campers have checked in and the nurse is available to review your child’s form. It is time consuming to responsibly review a child’s HF. Therefore you will be asked to move to the rear of the line until other campers are registered.

**Reminder:** KEEP A PHOTOCOPY for your records and to refer to in the future. Our nurse suggests scanning your child’s form into your computer, if you are able. That way you can print as many copies as you need for camps and school activities. Bishopswood can not return health forms to parents.

**Contact Us:** E-mail: [georgia@bishopswood.org](mailto:georgia@bishopswood.org)

**Winter Office** (Sept.-Mid June):

Bishopswood  
143 State St.  
Portland, ME 04101

Phone: 207.772.1953 x 27  
In Maine: 1.800.244.6062 x 27  
FAX: 207.773.0095

**Summer at Bishopswood:**

Bishopswood  
98 Bishopswood Rd.  
Hope, ME 04847

Phone: 207.763.3148  
FAX: 207.763.4488

## **Directions to Bishopswood**

**Camp Bishopswood** is located **five miles inland from Camden**, Maine in the town of Hope. Bishopswood is on the west shore of **Lake Megunticook**. It might be best to begin your travel to Camp Bishopswood by looking at a map of Maine.

**From the south, coastal route:** (Est. time from Portland: 2 hours)

Take I-95 to Exit 44, to I-295. Continue to Exit 24 onto Rt. 196 (“Bath and Rt. 1”). On this bypass you will go through 5 traffic lights before you reach Rt. 1 N. Continue on Rt. 1 for approx. 42 miles to blinking light in Warren. Turn left at light onto Rt. 90. Follow Rt. 90 to Rt. 1 in Rockport. Turn left on Rt. 1. +/- 1 mile into Camden. Watch for signs for Rt. 105 on the left, between downtown buildings. Continue on Rt. 105 for 5.3 miles to Bishopswood sign on right. Proceed slowly down the driveway.

**From the North, coastal Route:** (Est. time from Belfast: 30 min.)

Take Route 1 south to Camden. Watch for signs for Rt. 105 on the right between downtown buildings. Continue on Rt. 105 for 5.3 miles to Bishopswood sign on right. Proceed slowly down the driveway.

**From Inland/Augusta area:** (est. time from Augusta: 1 hr.)

Follow Route 17, turn left on Route 235 in East Union. Continue on #235 over the mountain to the stop sign in Hope (facing the Hope General Store). Turn right. At this point, Routes #235 and #105 join for a short distance (+/- 2 miles). Stay on Route #105 (toward Camden) when route 235 again diverges to the left. The entrance to Bishopswood is just beyond the point where Routes #235 and #105 separate. The turn into Bishopswood is a very hard left. Proceed slowly down the driveway.

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## THINGS TO BRING TO CAMP BISHOPSWOOD

This is a general list of things to bring. Let **common sense** be your guide when packing for camp. Please do not go to great expense to buy items needed only for camp. We have extras of many items at camp that may be borrowed. In general, **space is very limited and less is more** in the big picture.

<b>Clothing:</b>	<b># taken to camp</b>	<b># packed for home</b>
Shorts	_____	_____
Shirts	_____	_____
Long pants	_____	_____
Changes of Underwear	_____	_____
Pajamas & Bathrobe	_____	_____
Warm Sweater/Sweatshirt	_____	_____
Windbreaker/Jacket	_____	_____
Raincoat/poncho	_____	_____
Boots or foul weather footwear	_____	_____
Shoes that tie (a must have at camp!)	_____	_____
Sandals/Flip-flops	_____	_____
Socks (to protect feet)	_____	_____
Bathing Suit/s	_____	_____
<b>Other Necessities:</b>		
Swim towels (not used for showering)	_____	_____
Towels & wash cloth (for showering)	_____	_____
Sleeping Bag	_____	_____ &
Extra blanket & 1 flat sheet	_____	_____ or
3-4 Blankets & 2 sheets	_____	_____
Pillow and case	_____	_____
<b>Toilet items:</b>		
Toothbrush_____	Toothpaste_____	Soap_____
Shampoo_____	Brush/Comb_____	Deodorant _____
Other _____	_____	
_____	_____	

**Miscellaneous:**

- Laundry Bag \_\_\_\_\_
- Flashlight \_\_\_\_\_
- Day Pack \_\_\_\_\_
- Stationary, envelopes, & STAMPS \_\_\_\_\_
- Pens/Pencils \_\_\_\_\_
- Reading book, Magazine, Quiet Pastimes  
(not electrical or noisy) \_\_\_\_\_

**Things you might enjoy having at Camp:**

- Inexpensive Camera \_\_\_\_\_
- Fishing Pole & Tackle \_\_\_\_\_
- Photos of family & pets \_\_\_\_\_
- White T-shirt for craft project \_\_\_\_\_
- Dressy Clothes (ONLY if you wish  
for Chapel; NOT NECESSARY) \_\_\_\_\_

**Things NOT Welcome at Camp Bishopswood**

**NO Electrical Appliances:** e.g. hair dryers, curling irons, radios, iPods, hand held computer games, cell phones etc.

**Money:** None is needed. Shirts and photos are available only when parents are present.

**Food Stuffs:** e.g. candy, gum, chips, soda, baked goods and other things well meaning relatives might send that will invite insects and rodents into the cabin!

**Surprises/gifts campers would enjoy receiving while at camp...**

Small, quiet games, puzzle/brain teaser books, magazines, photos, letters, pens & pencils, stickers, stamps, t-shirt, barrettes, socks, etc. Packages that are small enough to fit in our mailbox are very much appreciated.