

Lourdes Camp
Parent/Guardian
Handbook

Dear Parent/Guardian,

Welcome to the fun and excitement of Lourdes Camp! Whether your camper is attending resident camp or day camp we hope to make the week fun and entertaining. Included in this handbook are all kinds of information that will help you and your camper get ready for camp.

If you have any questions feel free to contact us at any of the e-mails addresses below.

Thank you for allowing your camper an opportunity to make new friends, gain independence and enjoy a wonderful week at camp.

E-Mail Addresses:

Mike Preston, Director mpreston@lourdescamp.com

Molly O'Keefe, Assistant Director mokeefe@lourdescamp.com

Kathleen McDonnell, Registrar registrar@lourdescamp.com

Mission

The mission of Lourdes Camp which is an independent self-supporting entity of Catholic Charities of Onondaga County is to provide an opportunity for youngsters to grow spiritually, physically, emotionally and socially in a wholesome, caring outdoor environment. It is a learning experience filled with fun and excitement available to boys and girls between the ages of 7-14.

Contact Information

Summer Address

Lourdes Camp
1150 Ten Mile Point Rd
Skaneateles, NY 13152

(315) 673-2888 (office)
(315) 673-1714 (fax)
(315) 673-3805 (infirmary)

Business Office

Lourdes Camp, Inc
1654 W. Onondaga St
Syracuse, NY 13204

(315) 424-1812

www.lourdescamp.com (web)

E-Mail

info@lourdescamp.com – camp information
registrar@lourdescamp.com – registration questions
mokeefe@lourdescamp.com – Molly O’Keefe, Assistant Director
mpreston@lourdescamp.com – Mike Preston, Director

mycamper@lourdescamp.com – e-mail address for campers (one way)

2020 Camp Weeks

Resident Camp

- Week 1 July 5-10 (Boys 7-14/Girls 7-12) pick up on Friday
- Week 2 July 12-18 (Boys 7-14/Girls 7-12) pick up Saturday
- Week 3 July 19-24 (Boys 7-12/Girls 7-14) pick up Friday
- Week 4 July 26-August 1 (Boys 7-12/Girls 7-14) pick up Saturday
- Week 5 August 2-7 (Boys 7-12/Girls 7-14) pick up on Friday
- Week 6 August 9-15 (Boys 7-12/Girls 7-14) pick up Saturday

Day Camp

Boys and Girls 7-11

- | | | | |
|--------|-------------|--------|--------------|
| Week 1 | July 6-10 | Week 5 | August 3-7 |
| Week 2 | July 13-17 | Week 6 | August 10-14 |
| Week 3 | July 20-24 | | |
| Week 4 | July 27 -31 | | |

Transportation: Pick up and drop off – St. Joseph’s Church, Camillus parking lot. Pick up – 8:15 a.m. Drop Off – 5:00 p.m.

Campers can be dropped off/picked up at camp (even by boat). Drop off time 9:00 a.m., pick up 4:30 p.m.

Medical Information

Complete the health information online

We have a well-equipped health center on site with an RN in charge of medications and first aid needs 24 hours a day. There are two Urgent Care facilities and two hospitals within a half hour of camp. You can speak to the nurse when camp is in session by calling (315) 673-3805.

Health and Accident Insurance

Lourdes Camp, Inc. carries liability insurance only and does not provide health insurance. If a camper requires medical care by a doctor or hospital, prescription drugs, dental/orthodontic services and/or eye glass repairs the parent/guardian is financially responsible.

Payment Information

Each resident camp online registration must be either paid in full (\$515.00 credit card or check) or have a \$75 deposit for each week with the balance due by **May 22nd**.

Each day camp online registration must be paid in full (\$285); there is no deposit for day campers. Day camp needs to be paid in full when registering.

Registrations after June 5th must be paid in full.

A \$15 fee is charged for all checks returned due to insufficient funds.

Cancellation/Refund Policy

The deposit of \$75 per week is non-refundable

A full refund, minus the deposit will be issued if cancellation is made within 14 days prior the start of the camper's week.

Cancellations made less than 10 days prior to the start of camper's week will receive a 50% refund less the deposit.

In case of injury or illness before camp, if the office is notified and receives a written statement from the attending physician a full refund will be issued.

Campers leaving their week(s) early will not receive a refund. Campers arriving late will not receive a prorated rate.

Financial Assistance

Need based assistance is available through the Lourdes Camp Campership Fund. An application is downloadable at our web site and must be received by April 17th.

There is a \$25 application fee that will be credited towards the week at camp. If you do not receive a Campership the application fee will be returned.

Camp Program Information

Arrival and Departure Times

Arrival:

Check in for both day camp orientation and resident camp is on Sunday's from 3:30-5:00 pm. Please do not arrive earlier than 3:00.

Departure: (Resident Camp)

Weeks 1, 3 and 5 – Friday departure 3:30-5:00 p.m.

Weeks 2, 4 and 6 – Saturday departure by 10:30 a.m. Please do not arrive at camp any earlier than 8:00 a.m.

Drop Off Procedure

Check-in takes approximately 30 minutes (can be longer if not all paperwork is completed) and includes.

- Cabin Assignment

- Visit with nurse-health screening, medications

- Meet cabin counselors and receive "Kid Claim" tag

- The Canteen is open for clothing and food purchases.

Upon arrival at camp:

You will park in the lower area or along the road and proceed to the check in table at the front of our main Lodge. Check in starts right at 3:30 p.m. so please do not arrive before 3:00 p.m. There is always a line when check in first starts but the longest you can expect to stand in line is 20 minutes. Any of the four "greeters" will give you the cabin assignment and the camper is free to go to the cabin. Parents of campers who require medication will visit with one of the nurses in the Lodge and make sure all the necessary paperwork has been completed. All medications must be stored in the health lodge.

Day Camp Check In

The check in table for day camp is to the right of the main Lodge just outside the day camp room (weather permitting).

The day camp staff will check in campers, give them their day camp shirt, show them where their cubby is and help them decide (along with mom/dad) the activities they would like to take for the week.

Day camp parents whose children require medication will visit with one of our nurses.

Late Arrivals

Campers arriving after 5:00 p.m. on Sunday should come directly to the main Lodge.

Cabin Placements

All resident campers are assigned to cabins by age (not grade).

Each Camper may request **ONE** cabin mate which must be reciprocal.

If more than one camper is listed, only the first camper's name will be considered.

Please do not ask us for more than one cabin mate request part of camp is meeting new friends and trying new activities.

We take a great deal of time in assigning cabins in order to give your child and others the best camping experience.

Each week we are at capacity and changing cabins is not an option. **We do not overbook or leave beds available in any cabin.**

Pick-up Procedure

Friday Afternoon Pick Ups: 3:30 -5:00 pm.

Saturday Morning Pick up: 8:00 – 10:30 am

Please do not arrive sooner than 8:00 am.

Park in the lower area and proceed to your camper's cabin.

“Kid Claim” given to parent/guardian on Sunday **MUST** be presented to cabin counselor. If you forgot or misplace Kid Claim a counselor will escort you to the main office where your identity will be verified by the director or assistant director (photo ID required).

Lost and Found

Check the lost and found table next to the Lodge even if your camper thinks they have everything. It's much easier to check than have to return for that "special" item. All lost and found items not claimed a week after your stay are donated to a local charity.

Medications

Medication should be picked up at the health lodge

What To Bring

Space is limited in cabins so please do not over pack and limit luggage to a foot locker, suitcase or duffle bag. Please make sure to label all items. Remember you're packing for a week.

t-shirts/sweatshirts flashlight Sleeping attire
shorts/pants/sweatpants socks/underwear Shoes/sneakers

bathing suit/Water shoes or old sneakers (suggested for swimming)

pillow/sleeping bag or blankets (we provide the bottom sheet)

towels/toothbrush/toothpaste/soap/shampoo/brush/deodorant

Rain gear

What Not To Bring

cell phones

Tablets & E Readers

Smart watches

iPads

Portable music Speakers

CD Players

electric fans

Blow dryers/curling irons

Any electronic devices

skateboards/skates/scooters

aerosol cans

weapons of any type

illegal drugs/alcohol

fireworks

Any item of high personal or monetary value

Package Drop Off

Due to the large number of packages dropped off at registration and staff needed for sorting and delivery there will be a charge of \$2.00 per package payable at the camp post office. We consider a package anything over the size of a #10 envelope

For the safety of campers and staff we do not accept any packages dropped off at camp once the week has started.

Food Brought to Camp

We will be phasing out food brought to camp in the next few years. It has been a problem with campers, attracts raccoons and other animals and a possible risk of food allergies in the cabin.

Any food/drink brought to camp needs to be in ONE container no larger than 24x18x7

Food not in the appropriate container will be sent home with the adult who brought it.

Cell Phones

We have a “no cell phone” policy. Not only are they expensive but they can get lost or stolen and the camp environment is not kind to such items. When children attend camp they and you are making a decision to transfer their care from you as parents to us as counselors and directors. Developing a sense of independence is one of the greatest benefits of camp. Sending a cell phone to camp with your child also sends a message that you haven’t completely come to “grips” with your child being away from home and in our care.

We will call you personally if your child is experiencing a challenge in their adjustment to camp. You can help us by talking with your child before they leave for camp and tell them there is always someone they can talk to whether it’s a counselor, nurse or the directors. We’re here to help!

Homesickness

Homesickness is natural for a child when they are out of their comfort zone. Staff are trained to help each camper have a positive experience and get involved with all the wonderful activities at camp. Our assistant director, nurse or director will keep parents informed during all cases of homesickness but encourage parents to allow their camper space to overcome this feeling. Overcoming obstacles and reaching accomplishments is a huge part of camp life.

If parents are having a difficult time being away from their camper, they may call the camp office and arrangements will be made for a staff member to check on the camper.

Campers are NOT available by phone, but love to get cards, letters, packages and e-mails (one way).

Mailing address: Lourdes Camp
 1150 Ten Mile Point Rd
 Skaneateles, NY 13152

E-mails: Please put the camper’s name and cabin number in the subject line.

E-Mail address: mycamper@lourdescamp.com

Behavior Policy

We have high but reasonable expectations about our camper's behavior. If a child's behavior becomes disruptive as to endanger their own physical or mental safety, or the safety of other campers a decision will be made to remove him/her from the program. We seek to follow these steps when handling discipline at camp.

First Offense: Behavior is discussed between camper, counselor and assistant director. Desired behavior and expectations of camper are discussed; consequences of further negative behavior are clearly spelled out. Assistant director will call home to let parents know the situation.

Second Offense: A meeting between camper, counselor and assistant director and/or director. Identification of negative behavior is made and camper is informed that any subsequent actions will result in camper being sent home. A phone call by assistant director or director to the camper's parent/guardian explaining behavior and result if the behavior continues.

Third Offense: A meeting with camper, counselor, assistant director and/or director is conducted. A report is filled out and the camper's parent/guardian is notified to pick child up immediately.

Lourdes Camp has a zero-tolerance towards bullying, harassment and other behaviors that create a physically or emotionally unsafe environment. Campers engaging in these behaviors will be subject to disciplinary action and may be sent home early (without a refund) and denied re-admission to the camp in the future.

Campers and their parents are encouraged to report any instance of alleged bullying to staff members and the director of the camp and such complaints will be properly investigated.

Resident Camp Schedule

8:00 - First Bugle

8:15 – Second Bugle

8:20 – Flagpole

8:30 – Breakfast

9:05 – Cabin Inspection

9:20 – Flag Raising

9:30- 10:10 1st Activity

10:15 – 10:50 2nd Activity

10:55 – 11:35 3rd Activity

11:40 – 12:20 Free Time/Mail Call

12:30 – Lunch

12:50 – 1:10 Rest Period

1:15 – 1:55 4th Activity

2:00 – 2:40 5th Activity

2:45 – 3:25 6th Activity

3:30 – 4:10 Free Time

4:15 – 5:00 Cabin Activity

5:00 – 5:30 Group Games/Evening Activity Prep

5:30 – Dinner

6:00 – Canteen

7:00 – All Camp Evening Activity

9:00 – Return to Cabins/Prepare for Taps

9:30 – Taps, everyone in cabins

Day Camp

Program

Day campers participate in the same activities as resident campers and choose those activities at Sunday orientation. Activities include arts and crafts, sailing, canoeing, pontoon boat, archery, hiking, basketball, volleyball, rec sports, soccer and drama. All campers participate in our swimming program.

Transportation

Bus service is provided from St. Joseph's Church (Camillus) to camp and back. Morning pickup is at 8:15 am and afternoon drop off is 5:00 pm. Two staff members will ride the bus to check campers on and off daily.

Every morning at pickup you will receive a "Kid Claim" with your camper's name on it. In the afternoon please be waiting outside of your car with the "Kid Claim" in hand to ensure a prompt and smooth sign out of your camper.

Day campers can also be dropped off and picked up at camp. Drop off time is 9:00 am along the main road at the boathouse and pick up is at 4:30 pm. There will be several day camp staff at the road to greet you. There are two docks, one in front of the boathouse and one to the North of camp if you'd like to drop off and pick up by boat.

Absences

Daily attendance is taken before the bus departs. If your camper is going to be absent please call 673-2888 (by 8:00 a.m.) and leave a message. It is the camp policy to call parents of campers who are absent.

Please do not send your child to camp if they are ill and/or running a fever.

Children must be symptom free for at least 24 hours prior to returning to camp.

Food

Day campers enjoy the same lunch as our resident campers and staff. If your child prefers they can bring lunch. We provide milk, water and Bug Juice too.

Health Forms

You can complete your camper's health information online when registering. All campers are required to have a complete physical within 24 months of the time your child attends camp.

Emergencies

In the event of an emergency, we will make every attempt to notify parents or emergency contacts chosen by the parent/guardian. If necessary emergency transportation will be handled by 911.

What to Bring to Camp Every Day (label all belongings)

Change of clothes

Swim suit and towel

Water shoes

Backpack (to put everything in)

What to Wear to Camp Every Day

Comfortable clothing

Sneakers/Socks

Rain Gear (rainy days)

What NOT to Bring to Camp

Cell phones

Weapons (play or real)

Any handheld video games

Stuffed Animals or Dolls

Money or Valuables

Any device with WiFi, 3G or other internet capabilities

Open House (for both resident and day camp)

Wednesday, July 3, from 5:00 –7:00

Stop by and take a tour, meet camp staff, ask questions and have some refreshments.

Sunday Check In/Orientation (Day Camp Only)

Campers who will be attending camp starting the next day (Monday) can tour camp with their parents, see the day camp room, find their cubby and sign up for activities during regular Sunday registration from 3:30 – 5:00.

Our nurse will check your camper's electronic health form and take any camper medication.

Day Camp Daily Schedule

9:00 – Arrival at camp, report to day camp room

9:20 – Flag Raising

9:30 – 10:10 1st Activity

10:15 – 10:50 2nd Activity

10:55 – 11:35 3rd Activity

11:40 – 12:20 Pontoon Boat/Free Time

12:30 Lunch

12:50 – 1:10 Games in Day Camp Room

1:15 – 1:55 4th Activity

2:00 – 2:40 5th Activity

2:45 – 3:25 6th Activity

3:30 – 4:10 Free Time

4:15 – 4:30 Clean Up, Organize, and Get Ready for Bus

4:30 Bus Departs

Directions

Lourdes Camp
1150 Ten Mile Point Road
Skaneateles, NY 13152

From Binghamton

Take Route 81 North to Homer, NY, Exit 12

Go to the end of the off ramp and turn right on to 281 north and continue 2 miles to Route 41 South, turn left.

Continue on Route 41 South for 15 miles and turn left on to Nunnery Road

Continue on Nunnery Road to Richards Road (it's the second left hand turn) and turn left.

Follow Richards Road to Camp; be careful when coming down the hill

From Syracuse

Take Route 175 to the blinking light just before Marcellus, NY and

Turn left on to Lee-Mulroy Road

Continue on Lee-Mulroy for about 2 ½ miles and make a left on to Bishop Hill Road.

Follow Bishop Hill to the end which is Route 20 and turn left.

Go up the small hill on Rt. 20 and turn right on to Rose Hill Road.

Follow Rose Hill Road all the way to Borodino NY, stop at blinking red light

Proceed through the intersection and the road becomes Nunnery Road, follow Nunnery for about two miles until you see the Lourdes Camp sign.

Take a right on to Richards Road and follow to the end-Welcome to camp!

From Rochester

Take New York State Thruway to Weedsport, Exit 40

Travel south on Route 34 to Auburn

Turn onto Route 20 East and continue to Skaneateles

After going through the village of Skaneateles turn right on to Route 41 South (East Lake Road). The lake will be on your right the whole way.

Continue on Route 41 to the blinking yellow light in Borodino and turn right on to Nunnery Road.

Follow Nunnery Rd for two miles until you see the Lourdes Camp sign

Turn right on to Richard Road and follow it to the end- welcome to camp!