



**Parent Handbook
2011**

Letter from the Director

Dear Parents,

We are very pleased to have your child with us this summer. We know he/she will have a very memorable experience and will enjoy being a part of the Forest Lake Family.

The following handbook is meant to be a helpful guide for you during your child's stay at camp. Please read over it carefully. Should you have any questions, do not hesitate to contact us. We are always here to clarify and answer any questions you might have.

At the end of this handbook, we have included a signature page. This simply lets us know that you acknowledge your receipt of this handbook and have read through our policies. We ask that you send this page back with the rest of your child's forms.

We take great pride in providing a fantastic experience for all our campers. We are committed to providing a safe environment where our campers can grow and develop into stronger, healthier, and more mature individuals. Your help in reading and following the procedures outlined here supports us in achieving these goals.

Sincerely,

Sara Robertson-Ryan
Director, Forest Lake Camp

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Parent Checklist

- Schedule Medical Exam**
- Paperwork Returned to Camp**
- Tuition Balance Paid**
- Finalized Transportation and Notified Camp**
- Hotel Reservations for Visitor's Day**
- Packing List Necessities**
 - △ **Medications/Prescriptions**
 - △ **Eye Glasses/Contacts/Retainers**
 - △ **Flashlight/Camera**
 - △ **Clothing**
 - △ **Bedding**
 - △ **Toiletries**

2011 Calendar

June 26th, Opening Day Summer Camp
July 16th, Visitor's Day First Session
August 6th, Visitor's Day Second Session
August 13th, Close of Summer Camp
August 14th, Opening Day Family Camp
August 20th, Close of Family Camp

Session Dates:

June 26 – July 9, June Short Session
June 26 – July 22, 4 week 1st Session
June 26 – August 13, 7 week Full Session
July 10 – July 22, July Short Session
July 10 – August 13, 5 week Mid Session
July 24 – August 13, 3 week 2nd Session

August 14 – August 20, Family Camp

Arrival Time: You can begin to drop off your child around 9:30am on the day he/she is scheduled to arrive. In most cases, our campers all arrive by 2:00pm on Arrival Days.

Departure Time: You can pick up your child starting any time after 9:00am and we ask that your child is picked up by noon at the latest.

Special Circumstances: If you cannot drop off or pick up your child during the designated times, please contact us. We understand family circumstances vary and certainly will try to accommodate a camper's differing arrival or departure times.

Visiting and Visitor's Day

The camp has two Visitors' Days, one each session, to allow parents or other family members to visit their campers. Please help us maintain a consistent camp experience by visiting only on these two FLC scheduled days.

Visitor's Day is a very special day for our campers and we encourage parents/guardians, grandparents, and other family members to make the effort to attend.

On this day, visitors arrive to watch their camper participate in favorite camp activities. Campers are encouraged to walk their family members around camp and show/tell them all about their stay. Once the activity periods have concluded for the day (just before lunch time), campers are free to depart with their family and have the afternoon to visit with their family. Many families opt to take their camper out to lunch for a bit of leisurely fun. However, if you choose to stay at camp, lunch is provided for everyone. We ask that campers return to camp with their families by 7:00pm for our Visitor's Day Campfire. After campfire, we hold a reception for all our campers to say goodbye to their families. A more detailed schedule will be sent out during the camp season.

If you can not make Visitor's Day and would like your child to spend it with another FLC family, we will need written permission with a signature to allow your child to depart camp with someone other than an immediate family member.

Contacting Forest Lake Camp

Forest Lake Camp
261 Forest Lake Road
Chestertown, NY 12817
Telephone – (518) 623-4771
Fax – (518) 557-8891
Website – www.forestlakecamp.com
E-mail – info@forestlakecamp.com

Location

Forest Lake Camp is located at the end of Forest Lake Road in Chestertown, New York. We are 5 miles north of the hamlet of Warrensburg, New York, in the southern Adirondacks, just off Route 9. We are about 1¼ hours north of Albany, 4 hours from Boston, 3 hours from Westchester County, and 3 ½ from Manhattan and Northern New Jersey.



Camper Adjustment

Going off to a residential summer camp is a major step for most children. In many cases, it is the child's first significant amount of time away from home and family. First time campers, in particular, leave for camp with mixed feelings. They are excited at the prospect of new activities and friends, but apprehensive about leaving their familiar surroundings and loved ones.

That first step and first night are always the most difficult. Most children make a swift adjustment to camp while others do take a bit longer. It is difficult to know in advance just how a child will adjust. The staff at Forest Lake is mindful of this process and experienced in identifying adjustment difficulties. The Head Counselors and Cabin Counselors watch for telltale signs that a camper is going through a difficult adjustment period.

If a camper is found to be struggling with adjusting to the new atmosphere, there are a few ways we have learned to help this process along.

Parents can be a big help. You can start with helping your child prior to sending him/her to camp. A positive attitude by parents will help the child to have a more positive attitude too. Speak to your camper ahead of time. Let them know that you'll miss them, but know they are going to have a fantastic time. Talk about what they are looking forward to the most, and remind them the reasons for choosing Forest Lake Camp. Do not give your child an "out," such as by saying, "I'll come get you if you are homesick." By not telling him/her this, it will help your camper commit to the idea of camp and he/she will put an honest effort into enjoying it.

Once the child is at camp, a regular flow of letters and emails can keep your child in touch with home. The more positive the letters are, the better. Frequent letters, cards, and emails serve the child far better than phone calls. A camper who is in the midst of adjusting to camp can dissolve at the sound of a parent's voice, and this can cause a setback in the process. For this reason, Forest Lake does not permit campers to receive phone calls during the first week, except for a family emergency and on birthdays.

The camp staff makes every effort to ease the transition and provides support to struggling campers. Everyone goes through a Staff Orientation training regarding homesickness and transitioning campers. Cabin counselors keep Head Counselors informed of any such signs and the Director is informed of these matters with frequent camper reports.

If parents have concerns about their child's adjustment to camp, they are invited to call and speak to our Directors, head staff, or cabin counselors who will be available to answer questions.

Cabin Placement

There are many considerations we take into account when making a decision on a camper's cabin placement. The basic criterion are age and grade level. Campers live in cabins with other campers of the same age. New campers and veterans are grouped together as a way to broaden friendships.

Sometimes parents request that their child be assigned to a cabin with a friend from home. Should a parent make such a request, the Director will try her best to honor it, but will offer no guarantees. Requests that are made by both families and where the campers are the same age and in the same grade at school are more likely easily satisfied. Parents should, however, bear in mind that not all friendships from home translate well to camp. Part of the camp experience is the opportunity for a child to make new friends and to strike out on his/her own. If a child feels an "obligation" to a friend, it can, at times, lead to difficulty. With this in mind, the camp urges parents to speak with their children about making new friends and branching out, particularly if they will be attending camp with a friend or relative.

Campers in the same cabin do not necessarily participate all day in the same activities. Each Camp (Boys and Girls) is divided into a Junior (12 and under) and Senior Camp (12 and older). Campers are given choices of activities that are geared to their appropriate age and ability level based on the Junior or Senior camp division.

Calling Forest Lake Camp

Parents are invited to call the camp if they would like information about how their child is doing. You will be able to speak to a staff member to get a full report.

Parent phone calls to children will not be allowed within the first week (unless for a birthday or an emergency).

After the first week of a camper's stay, the number of phone calls is still limited, and is as follows:

- 2 weekers – 0 phone calls are suggested, but 1 will be allowed
- 3 & 4 weekers – 1 phone call is allowed
- 5 & 7 weekers – 2 phone calls are allowed

These phone calls must be scheduled 24 hours in advance. Parents may schedule these phone calls in the parent's section on the camp's website.

* Please remember, Forest Lake Camp sits on over eight hundred acres of property and pulling a camper from an activity is disruptive. Unscheduled parent phone calls cannot be accommodated.

Mail, Email, and Packages

Parents are encouraged to send letters to their children. Likewise, we set aside specific time on Sunday for our campers to write letters home. It is a good idea, and we strongly encourage campers to arrive to camp with self-addressed stamped envelopes and writing paper.

Outgoing mail is given to the office each morning at breakfast. Incoming mail is delivered to the cabins following lunch. Mail sent to campers should be addressed to:

Mailing Address
Forest Lake Camp
(Camper's Name and Cabin [if you know it])
261 Forest Lake Road
Chestertown, NY 12817

Parents are welcome to send their campers care packages that contain non-food items, such as books, magazines, cards, etc.

Each week, an "activity card" will also be emailed home. The card shows the camper's activities for the week and includes a brief note from the counselor. Additionally, on Sundays, campers have time set aside to write letters home. The camp strongly recommends that each camper bring a supply of pre-addressed, stamped envelopes for these occasions. This is particularly important for younger campers.

Parents are also able to email their campers. You can email your camper by going to the parent section of the website and using our email system. While campers are not able to email back, they are able to write a letter where the FLC office staff can then scan and email it back to parents. Emails will be delivered to campers and sent to parents three times a week so please do not expect immediate replies from your camper.

Birthdays

When a camper's birthday occurs during camp, he/she receives a special cake and the entire camp sings the Forest Lake version of "Happy Birthday." Parents may call their child on this special occasion via the normal scheduling process. If you'd like to make further special arrangements for your camper on their Birthday, please contact the Office well in advance. We will do what we can to honor requests.

Food Service

Sodexo is one of the largest and most well respected food services companies in the country and we are proud to say that they are our partner in bringing a healthy, well balanced diet to every visitor to FLC. If your camper has special dietary needs, we will accommodate their specific menu. Please contact the camp well in advance so we can make the necessary arrangements.

Peanut Free Camp

Forest Lake Camp is peanut free. Peanuts, peanut products, and foods prepared with peanut-based oils are neither served nor permitted on the camp. Please do not send these products in care packages, as they will be discarded.

Camper Health and Medications

If a camper needs the attention of a physician or is kept in the camp infirmary overnight, the health director will inform the parents by phone. In the event of an emergency, the health director will call the parents immediately. For minor instances such as a scrape or an itchy bug bite, parents are not generally notified.

An Urgent Care center is within a 10-minute drive (Hudson Headwaters of Warrensburg) and a Hospital is within a 25-minute drive (Glens Falls Hospital).

All medication is kept at the infirmary under lock and supervision. If a camper needs medication, it will be dispensed at the infirmary under the supervision of the camp nurse. Both the parents/guardians and a physician must authorize any medication, vitamin supplement, or substances that are to be given to campers. Please note authorization needs to be given on the portion of the health forms to be turned in *prior* to the camper's arrival. All medications must be in a labeled container that indicates the contents, the dosage, the frequency, and the name of the camper.

Health Screening

Every camper meets with the Camp Nurse on arrival day to review health procedures and to be examined. Please do not bring your child to camp if he/she is not well. Instead, keep them at home until they are feeling better, and if necessary, have been cleared by a physician to be in an environment living with other children. Campers will be health screened once a week during their stay at camp and on departure. Additionally, the counselors check with each camper every morning to see how they are feeling and report directly to the Camp Nurse should your camper be feeling unwell.

Special Instructions

There is a space on the enrollment form, and again on camper forms, where parents can convey important information and instructions to the camp administration. It is helpful to the staff and to the camper for Forest Lake to be informed of any health information, educational concerns, or personal history that would enable the camp to best serve the child. This information is kept confidential and given only to the appropriate personnel.

Camper Forms

It is of extreme importance that we receive all Camper Forms well in advance of your camper's arrival. Please be cognizant of the due date and submit all forms prior to that date. These forms are invaluable as they provide us with all necessary health, adjustment, emergency contact, arrival and departure, and activity information. It is our main source of all knowledge and information about your child, so please take care in filling out all forms.

The 2011 due date for camper forms is **May 11, 2011**.

Licensing and Accreditation

Forest Lake is licensed to operate by the NYS Department of Health. The camp is inspected twice annually and the results are on record in the Glens Falls office. Their address is: 77 Mohican Street, Glens Falls, NY 12801.

Additionally, the American Camp Association (ACA) accredits Forest Lake Camp. Every three years FLC goes through a rigorous review to make sure we adhere to best practices as identified by the ACA. Every year in between reviews, a statement of compliance is submitted ensuring our continued fulfillment of their standards.

Laundry and Identification

Laundry is done once per week. It is collected as a cabin and there is no need for campers to bring their own laundry bags. Thus, it is essential that your camper's items are tagged with their names to limit confusion of clothing when it is returned from the laundry.

You can help prevent loss of clothing, towels, athletic & camping equipment, and other personal items by clearly marking each item. Name tags or other such labels are the best identification. It is also advisable to fasten an inventory of the child's belongings to the inside of the luggage. This aids your child's counselor in making sure everything that came to camp makes it home.

Special Equipment

If a camper has his/her own sleeping bag, backpack, lacrosse stick, tennis racquet, fishing pole, etc., he/she is encouraged to bring these items along to camp. If a camper does not have these items, it is not necessary for parents to make these purchases. The camp has an inventory of equipment and can outfit a camper whenever necessary. No camper will be excluded from any activity if he/she does not have needed equipment.

The trip director suggests to campers that they do bring hiking shoes or boots. This footwear should be purchased well in advance of camp so that break-in can be accomplished before the first hike. Campers who plan to play any of our competitive sports may also wish to bring specialty footwear appropriate for the sport (ex. cleats or high top sneakers). For campers who will be taking horseback riding, it is necessary that they bring heeled shoes or boots. This is an important safety factor, and a camper will not be permitted to ride unless he/she has a suitable shoe or boot. The camp will furnish each rider with protective headgear for assigned riding periods. If a camper has his/her own from home, he/she may certainly bring it along to camp.

Swimming

All campers at Forest Lake Camp are required to take a swim test. This is necessary to determine a camper's ability and safety in the water. If a camper passes the swim test, he/she is able to swim in the outer swim areas, attend all off camp trips, and is able to participate in all boating periods. If a camper does not pass the swim test, he/she can opt to take swimming lessons and retake the swim test at a later time.

FLC does not offer an instructional swim period. If a parent would like their child to take swim lessons, please inform the camp administration to let us know of your specific wishes.

Apparel for campers down at our Waterfront is swim trunks for boys and 1-piece bathing suits for girls. It is essential to pay attention to these dress guidelines.

Cash

All spending needs for off-camp trips are covered by the camp tuition, or will be taken from the camper's store account (depending on the trip). This takes care of all spending needs. Campers are not permitted to have money in the cabins. Please do not send your child to camp with any cash, except cash to be deposited in his/her store account. If you would like to send a child traveling on his/her own with cash for traveling, please inform us of the amount. Upon the camper's arrival, we will take the cash into safekeeping in the office until the child's departure from camp. We cannot be held responsible for any lost money not turned into the office.

Off Camp Trips

If your camper is participating in an off camp trip, you can expect: your camper's emergency medical card is with them, a minimum of two counselors are with the campers at all times, and that the driver has been properly trained.

Camp Store

Campers will have the opportunity to visit the camp store once per week. At the store, they will be able to buy FLC wearables, basic sundries (shampoo, toothbrush, etc), equipment (disposable camper, flashlight, etc), candy, and drinks. Campers are limited to one candy and one drink per store visit. Parents must create a store credit for each camper, which will be used throughout their stay. The recommended amount is \$10 - \$20 per week. At the end of the summer, any leftover money will be returned.

Campers are required to have a Forest Lake Camp Ringer T-shirt. These T-shirts can be purchased ahead of time through our website on the parent page under "Order your FLC gear!". Please order your camper's apparel in advance of arriving to camp, as supplies at camp may be limited.

Cell Phones

Campers are not permitted to have cell phones. They hinder camper adjustment and are disruptive to cabin life. Please help us by not sending your camper to camp with a cell phone. Any phones found will be confiscated and held in the camp office until the end of the camper's stay. If your child is traveling alone and you would like them to have a phone for this purpose only, please let us know, so we can be sure that the phone is turned in immediately upon their arrival. The day before their departure, the phone will be returned to them so that it can be fully charged for their return trip.

Music and Other Technology

Campers are not allowed to bring any items that would allow them to watch a movie/television show or to play video games (such as laptops, some ipods, and gaming systems). Campers are permitted to listen to music during rest hour and free times. An mp3 playing device is permissible if all video and games have been removed. If such items are found, a camper will have the choice to delete the non-music applications or turn in the item till the end of their stay.

Bedding and Towels

The camp furnishes each camper with a full complement of bed linens, blankets, and a pillow. That being said, many campers do wish to bring their own items from home. If this is the case, then they are certainly able to do so. Please keep in mind, do not send expensive linens as we do live in a camp environment. Additionally, international campers are provided towels for personal use if unable to fit in their luggage.

Packing List

At Forest Lake Camp, we provide both a locker and an open drawer for campers to store their belongings. A locker usually consists of 3 or 4 shelves and occasionally a hanging rod. The open drawer is a large square drawer without a top that is stored under the bunk beds. All belongings are stored in the lockers and drawers, so it is not necessary to bring a trunk.

Clothing:

Required FLC Ringer T-shirt*	7 other t-shirts
A few tank tops	4-5 shorts
3-4 jeans/pants	10 underwear/bras
10-12 socks	2 sweatshirts
1 jacket/fleece	2 pajamas
1 rain jacket	2 swimsuits (girls must be 1-piece)
2 sneakers	1 sandals (closed toe)
2 bath towels	1 beach towel

Toiletry Kit:

Brush/comb & hair bands	Shampoo & conditioner
Soap	Toothbrush & paste
Deodorant	Feminine products
Sun block	Bug spray
Shaving supplies	Lip balm

Other Necessities:

Medications/prescriptions	Extra eyeglasses or contacts
Retainers	Other health related items

Suggested Accessories:

Additional towels	Flashlight & batteries
Writing paper	Self-addressed stamped envelopes
Stamps	Water bottle
Camera	Mouth guard
Sunglasses	Baseball cap
Books/magazines	Bedding
Sports equipment (if desired)	Hiking boots
Sports footwear	

Do Not Pack:

Cell phones	Laptops
Gaming systems	Knives
Expensive jewelry	Lighters
Matches	Cash
Weapons	

*The Required FLC Ringer T can be purchased ahead of time online under the Parent Page's "Order your FLC gear!"

"Extras"

Horseback Riding: Horseback riding is very popular and space is limited. Lessons and trail rides are offered at the packaged rate of \$75 for 2 lessons/rides per week or \$150 for 4 lessons/rides per week.

Water-ski Clinic at Camp: Waterskiing will be available for each camper who passes the FLC swim test. It is a one-half day clinic and is available for \$130 for the first clinic and \$105 for each additional clinic. Each camper is allowed to partake in up to 1 clinic for the 2 week sessions, 2 clinics for the 3 or 4 week sessions, 3 clinics for the 5 week session and 4 clinics for the full 7 week session.

English Immersion Program at Camp: We are very proud of the diversity we offer at FLC with campers attending from around the world. An English immersion program is available for those campers where English is not their first language. Conversational English will be with 6-8 campers and will run 5 times per 2-week period for approximately an hour each time. Space is limited and sign up is on a first come first served basis. Price is \$75 per week.

One on One Tutoring at Camp: Tutoring on a variety of subjects is available for \$40 per one-hour lesson.

Transportation

Forest Lake Camp provides transportation on all arrival and departure days. We provide either FLC Van or Bus transportation for a minimal cost to NY JFK Airport, Albany Airport, White Plains, NY and Paramus, NJ. Pick up and drop off times will vary and will depend on number of campers using our transportation as well as flight times. If you have any questions about our transportation service, please do not hesitate to contact the FLC office.

Extending

If your camper would like to extend his or her stay beyond the originally scheduled date, all you need to do is ask! Conditional on space available, your camper may extend his/her stay and all you will need to do is pay the difference. We encourage all campers to stay longer if they wish to add to their FLC experience. In Particular, many 2 week campers will choose to extend in order to get an even more complete FLC experience.

Dismissal

Forest Lake reserves the right to dismiss a camper for a violation of a camp rule or a breach of the Code of Conduct (Appendix A). In such an instance, it is the responsibility of the parents or guardians to provide transportation from the camp property within 24 hours of dismissal. There will be no refund in the case of dismissal.

Accommodations

Families are advised to make reservations in advance for overnight accommodations on weekends (for arrival, departure, and Visitors' Days). The following places are near Forest Lake Camp that we recommend:

Name	Address	Phone
Bear Pine Cottage*	760 Rte 28 Warrensburg, NY 12885	518-623-3404
The Sagamore	110 Sagamore Road, Bolton Landing, NY. 12814	800-358-3585
Friends Lake Inn	963 Friends Lake Road, Chestertown, NY, 12817	518-494-4751
Fern Lodge	46 Fiddlehead Bay Road Chestertown, NY 12817	518-494-7238
Hampton Inn	2133 Route 9, Lake George, NY, 12845	518-668-4100
Great Escape Lodge	89 Six flags Drive, Queensbury, NY	518-824-6000
The Queensbury Hotel	88 Ridge Street, Queensbury, NY, 12801	800-554-4526
Saratoga Arms	497 Broadway, Saratoga Springs, NY, 12866	518-584-1775
Carriage House Inn	198 Broadway, Saratoga Springs, NY, 12866	518-584-4220

The Inn at Saratoga	231 Broadway, Saratoga Springs, NY 12866	518-583-1890
Griffin House B&B	3 Hudson Street, Warrensburg, NY, 12885	518-623-2449
Super 8	3619 State Route 9, Lake George, NY, 12845	518-623-2811
Cronin's Golf Resort	Golf Course Road, Warrensburg, NY, 12885	518-623-4653

* Ask for a special Forest Lake Camp rate

Anything else you'd like to know? Anything we forgot? Please contact us with any questions you may have!

518-623-4771

office@forestlakecamp.com

2011 Parent Handbook Signature Section

I, _____, parent/guardian of _____
 acknowledge that I have received and read through the Parent Handbook. I
 agree to adhere to all policies addressed in this handbook.

 Signature

 Date



2011 CAMPER CODE OF CONDUCT

Dear Camper,

Forest Lake Camp is a very special place where our goal is to provide an atmosphere that encourages you to gain confidence, try new things, become more independent, make new friends, strengthen the body, and leave with a sense of accomplishment. In order for us to sustain an environment where every member of the FLC community can feel welcome, respected, and safe, we ask that you agree to adhere to the following:

As a Camper, I will:

- *Show respect to other campers, and treat them as well as I would like to be treated.*
- *Show respect to camp staff, and cooperate fully with their instructions.*
- *Communicate in an appropriate manner without the use of foul language or gestures, harsh words or tone of voice.*
- *Conduct myself in a safe and responsible manner.*
- *Refrain from causing harm to other campers, staff, or myself. I understand that verbal or physical bullying is not acceptable and will not be tolerated.*
- *Adhere to all established boundaries (including when certain areas are open, what paths are permissible for use, and timetables for being in my cabin.)*
- *Respect the property of others, which includes no stealing, property damage, graffiti, or vandalism.*
- *Use program equipment, supplies, and facilities properly.*
- *Be fully responsible for my actions.*
- *Know and follow the rules of FLC.*
- *Participate in all activities to the best of my ability.*
- *Have lots of FUN and a GREAT time!*

* If there are any questions regarding the Camper Code of Conduct, please do not hesitate to ask a staff member.

Any behavior deemed by the Camp Director to be inappropriate and/or unmanageable may result in any or all of the following:

- A Meeting directly with your Counselor, Head Counselor, or Director
- A call with a parent/guardian to discuss behavior and consequences
- Dismissal from the camp program.

Printed Camper Name

Camper Signature