

## Welcome to Bishopswood!

We are so excited about welcoming your child to Bishopswood this summer! We hope this Parent Handbook will serve as a guide to help prepare you for your child's amazing experience at camp. There is a good chance that, if you are reading this handbook, this is your child's first summer at Bishopswood. For over 60 summers, Bishopswood has been providing children meaningful camp experiences. We are so happy that you have chosen our community. If you ever have a question, feel free to contact Mike, the Director, and he will be happy to help you in any way that he can. You can also contact the registrar, who can help with billing and registration.

Mike's email: [mike@bishopswood.org](mailto:mike@bishopswood.org)

Registrar email: [registrar@bishopswood.org](mailto:registrar@bishopswood.org)

## Arrival & Departure

### 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, near the base of Moody Mountain.

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 Rt. 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 Rt. 105 (toward Camden) when Rt. 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.

(NOTE: GPS systems may be misleading. Please follow these directions.)

### Arrival & Departure Timing

#### Youth Camp/Counselors-in-Training

Registration is from 2:00 p.m. to 3:00 p.m. on Sunday afternoon. No campers will be checked in before 2 p.m. unless prior arrangements have been made with the Director.

Departure is from 9:00 a.m. to 10:00 a.m. on Saturday after a final cinnamon bun breakfast together. This is also when you can pick up your camper to visit.

Please call the Director if other arrangements are necessary, or if you are running late for either pick-up or drop-off.

### Minicamp

Minicamp I & III registration is from 2:00 p.m. to 3:00 p.m. on Sunday afternoon. Departure is from 2:00 p.m. on Tuesday.

Minicamp II & IV registration is at 10:00 a.m. on Thursday. Departure is from 9:00 a.m. to 10:00 a.m. on Saturday.

Please call the Director if other arrangements are necessary, or if you are running late for either pick-up or drop-off.

### Session Break

All campers need to be picked up during Week 4 departure, as that is when Bishopswood has its annual Session Break. They can be dropped off and very quickly checked back in during Week 5 registration. You do not need to wait in the registration line! Administrative staff will be keeping an eye out for you and your returning children.

During this break, staff tidy and prepare camp for the second part of the summer. No campers are allowed on campus during this break – otherwise it wouldn't be a break! However, they can leave all of their bedding and gear in place. Laundry services are available during this weekend, just like any other weekend (see Laundry in a later section).

We understand that this can be a hurdle for some parents, especially those from out-of-state. If you have an experienced camper, we recommend chatting with their friends' parents to see if accommodations can be made for the Saturday night of Session Break.

### Visiting Campers

Visits are best planned for Saturday afternoons. All Unit 1 campers go on a trip Saturday morning and return by 2 p.m. You will receive an email on Wednesday giving you more details about the weekends. If you would like your child not to go on the trip, you will need to respond to that email.

All guests must check in at the Camp Office immediately upon arrival. If you wish to take your camper out of camp, they must be signed out and back in upon their return by a staff member. The only people that can take a camper off camp are the ones listed on their Camper/CIT Pick Up Form.

### Visiting Counselors-in-Training

Working on the weekends is part of being a staff member, and thus is partially part of being a CIT. CITs, unless permission is obtained from the Director (usually prior to camp), only have visiting time during the Session Break between Week 4 and Week 5. During this time they need to be off-campus like other campers.

## General Information

### Scholarships

If you would like information about scholarship help, please check the corresponding box on your application. A scholarship form will be sent to the Forms and Documents section of Camp InTouch (our online registration program) a few months before camp. Bishopswood will do everything they can to make sure your child can be at camp.

If you are a member of an Episcopal church, most parishes have scholarships available. Check with your priest for additional help.

### Housing & Cabin Assignments

Campers and their counselors live in rustic cabins with bunk beds and limited space for personal belongings. Cabins are assigned by camper age. Cabin groups are decided based on the needs of the whole camp community.

Requests for cabinmates can be made only if they are 1) mutual, and 2) one of the children is new to camp. We will do our best to honor these, but cannot make promises. These requests require a specific form on Camp InTouch. Please email [registrar@bishopswood.org](mailto:registrar@bishopswood.org) if you have questions about this. Cabin changes are not made on registration day.

### Birthdays

A camper's birthday is very special. 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. The cabin traditionally prepares a cake or other treat to share among the group.

If you wish to leave a gift or treat for your child ahead of time, please keep the following things in mind:

- Cabins have little space and are primarily used for sleeping and rest time. Any gifts should ideally be small and quiet.
- We are a largely peanut-free campus. This can vary based on the week, though we often go entire summers without tree nuts on premise. Please do not drop off or send food with nuts in it.

### T-Shirts & Merchandise

Bishopswood t-shirts can be preordered with registration and waiting in your child's cabin, or can be purchased on-site by parents. We also have sweatshirts, sweatpants, white t-shirts for tie-dying, mugs, etc. at the Bishopswood Boutique.

The boutique is only open during registration and departure times (Saturday morning and Sunday afternoon). There is never any reason for a camper to have money at camp, as the boutique is never open during the general camp week.

### Laundry

For campers that are staying multiple weeks, there is a laundry service available that picks up on Saturday morning and brings the laundry back on Sunday. Payment is determined by weight with the average cost being \$15-\$28. Our laundry service uses natural-based cleaners. The fee is billed to your

account and can be paid when you pick up your child. Please let your counselors know at check-in if you would like us to send our your child's laundry.

## Homesickness

Campers don't often stay homesick for very long at Bishopswood; they are too busy! You can help in the following ways:

- Assure your child that you want them to be able to go to camp because you love them so much and they are going to have a great time.
- Let your child know ahead of time that they will be at camp for the whole week (or however long). Please never say, "you can just try for a few days." It encourages homesickness if you say you will come get your child if they do not like camp.
- Write cheerful letters. News of what is happening to you is okay; talking about how much you miss your child or what your child is missing by being at camp is not a good idea.
- Please don't write to your child to report family tragedies.
- Please call if you have any questions or concerns during the time your child is at Bishopswood.

## Communication

### Phone Calls

The camp phone and email is used for business only.

Campers cannot make or receive phone calls, or send or receive emails. If you have questions or concerns, please call and talk with the Director. 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. If you want them to have a phone for travel purposes after their camp stay, please turn it in to the office during registration. We will lock it away until the end of their stay.

### Incoming Mail

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 a day or two before you drop your camper off 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!

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

## Outgoing Mail (Please Read)

Campers are encouraged to write letters; in fact, they are required to write at least one letter each week. We collect these at breakfast on Tuesday so that they can be sent out that morning. Please send your child with a reasonable supply of postage stamps, stationery, and envelopes. If your child does not know how to address an envelope, please send them with pre-addressed and pre-stamped envelopes.

## Packages

Packages can be fun for campers to receive at camp. Suggested items to send a camper are a book, magazine, stationery, markers, a deck of cards, puzzle books, 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. One package per week at the most please!

Food and candy are not allowed, and we will hold packages in the office that we suspect have food. This is because we want to keep our cabins clean and free of pests.

## Photos

Photos and the weekly movie are posted on our Facebook page. We are not one of those camps that hire a summer photographer, so there is a good chance we do not get pictures of all campers throughout the week. We do our best, when we can, to capture the memories and share them with you. To see the photos, please like our Facebook page.

## Packing for Camp

### Basics

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 are necessary. 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. Closed-toed shoes that fit securely 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.

### What Not to Bring

- Electronic devices such as cell phones, tablets, iPods, electronic games, electronic readers, and the like are NOT allowed at camp.
- Food: e.g. candy, gum, chips, soda, baked goods, and other things. These will invite insects and rodents into the cabin!
- Money: None is needed. The Boutique is only open during registration and pick-up.
- 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.
- Pets: Please don't bring pets with you during registration, pick-up, or while visiting campers. There is a lot going on during these times, and we want to make sure all the attention is on the campers.
- Valuable personal belongings.

The camp and staff are not responsible for the care and oversight of camper belongings.

### Packing List

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.

#### Clothing:

- 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 suits

#### Other Necessities:

- Swim towels (not used for showering)
- Towels & wash cloth (for showering)
- Sleeping bag for campouts
- Blanket & 1 fitted sheet (if using sleeping bag nightly)
- 3-4 blankets & 2 sheets (1 flat & 1 fitted, if not using sleep bag nightly)
- Pillow/pillowcase

#### Toilet items:

- Toothbrush & toothpaste
- Soap
- Shampoo
- Brush/comb
- Deodorant

#### Miscellaneous:

- Laundry bag
- Flashlight/headlamp
- Pens/pencils
- Reading book, magazine
- Stationary, envelopes, & stamps
- Day pack for trips

#### Non-Essential:

- Inexpensive camera
- Photos of family & pets
- Fishing pole & tackle
- White t-shirt for craft projects
- Dressy clothes (only for chapel)

Please know that while some staff and campers enjoy dressing up for Friday night chapel, it is not required and many people wear their everyday camp clothes.

## Health & Safety

### Basics

We have an outstanding team of health care providers to keep everyone healthy and safe. We hope that your child never needs to experience our Health Hut. But, if they need us, we are here to help them get back on their feet. Bishopswood always has a registered nurse on duty 24 hours a day, our camp doctor is 6 miles down the road at Hope Health, and we have the outstanding Pen Bay Medical Center a short drive away in Camden.

We are committed to calling you if there is ever an issue that affects your child's camp experience. This would include: if your camper spends the night at the Health Hut, needs a prescription medication, needs additional health care off-camp, or your child has a fever over 102.5 degrees.

### Prior to Arriving at Camp

Please contact us to discuss any health concerns. Make sure we have your child's Health History and physical form at least four weeks prior to arrival. This allows our nurses to look through all the forms before camp starts.

Do not bring your child to camp if they have had:

- A fever or illness in the last 24 hours
- Currently have lice or nits

### Medications

Campers are not allowed to keep ANY prescribed or over the counter medications in their cabins. Medications brought to camp will be stored and administered by the nurse or their designee in the Health Hut. As such, please bring all medications to the Health Hut during registration. Remember to pick up those medications at the same place during pick-up!

### RX 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

There is no need to bring OTC medicines to camp as we have these in the Health Hut and will administer only the ones you checked off on the Health History when needed. Other OTCs not included on our list require a physician's order. All such OTCs 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.

### Vitamins/Supplements/Oils

These will be administered to your camper ONLY if accompanied by a prescription or doctor's order. These also need to be brought to camp in original labeled containers and brought to Health Hut during registration.

### Emergency Medications

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. 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.

The State of Maine requires:

- A written order for this medication from the child's health care provider.
- 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.)

Every camper who comes to camp with a rescue inhaler or EpiPen and their parent /guardian must read the aforementioned policy and sign the form indicating their choice, even if the decision is made not to self-carry. These forms are available in your online portal. To speed up your check-in process, you may want to print out these forms then read and discuss them with your camper ahead of time. Make sure to bring them with you!

### Skills for Camp

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 their 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 is no need to worry about other campers knowing what your child is taking or why.

### 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. Though your

child will need a sleeping bag for their campout, it is recommended you also bring traditional bedding for your child if you know they are prone to wetting the bed.

Sometimes campers of any age wet the bed unexpectedly, especially during a chilly night on a new environment. We have laundry machines and linens to take care of this. However, they are limited. This is why we ask you provide additional linens if you know your child has a history of bedwetting, even if it hasn't happened for a few months.

### Dietary Concerns

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 camper's 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.

### Special Diets

We do our best to provide as many options as possible. If your child will be eating a vegan or gluten-free diet at camp we ask that you provide the supplemental food necessary for them.

### Religious Needs

Bishopswood is more than willing to accommodate your child's religious dietary needs, including the timing of meals. If your camper is willing, this is a great opportunity for others to learn about their practices and culture. Please contact the Director before camp starts to discuss how to best serve your child.

### Lice

Summer camp is a time when lice can be easily transmitted from child to child, and a very mild case of head lice can increase in severity in a short time. Campers often create close relationships with other campers, allowing lice to be spread through head-to-head contact. Although lice do not spread like illness or disease, it is extremely difficult to control a lice infestation at camp. Our nurses will be trained extensively in how to detect lice or nits and in the possible solutions for treatment for those infested. Bishopswood will continue to follow the prevention and treatments outlined by the Center for Disease Control and Prevention how we best see fit to protect the Bishopswood community.

We encourage parents/guardians to have their camper's hair checked for lice or nits two weeks prior to departure and again immediately before camp begins. If the camper had head lice or was exposed to it (family member, friend, schoolmate, etc.) within four weeks of their arrival to camp, please notify us by email or phone a few days before your child's session begins.

Lice is a very common problem and not one that occurs from being "dirty". It also cannot live without a human host, so it is not possible for lice to be living at camp prior to campers arriving. The only way it gets into camp is on a person. The ACA's educational web page on lice has excellent information for you to read about this topic. Additionally, the CDC as well as Kids' Health have excellent web sites with plenty of information. Lastly, Mothers Against Head Lice will offer a wealth of information and advice. We will continue to ask each camper at check-in if they have any signs or symptoms of head lice as required by the American Camping Association. If we discover your child has nits or lice while they are at camp, we will present you with two options:

1. We will contact you and ask your permission to bring them to a specialist to be treated. The financial responsibility of the treatment will belong to the camper's family. In addition to the cost of the treatment, there will be an additional \$50 charge for transportation and treating all of their clothing and bedding at a laundromat. Your child will be isolated from the general camp population until the completion of treatment.
2. If you do not want your child to be treated by a professional, we will isolate your child until you can come pick them up. Before your child can be re-admitted to camp they will be checked by our health care provider and must be lice- and nit -free. If your child leaves before lunch on Monday, we will do everything we can to get them into another session based on availability. If there is no availability that same season, we will credit the paid tuition amount to the following summer.

At any point, the Executive Director has the discretion to decide if a camper needs to leave camp or if a child should be checked by camp staff in order to fully protect everyone at camp. Unfortunately, the process of treating campers at Bishopswood is too labor-intensive for our one camp health professional and involves too much isolation for that camper. If a case of lice is found, we will check cabin mates and those with whom they had close contact with and we will notify their parents/guardians. Our goal is that all campers can have a positive and uninterrupted experience at camp. Please share this policy with your camper so that if they do need to leave for treatment, it does not come as a surprise. We are happy to answer any questions or concerns you may have about our lice policy.

#### Websites

ACA's educational site on lice: [www.acacamps.org/knowledge/health/diseases/lice](http://www.acacamps.org/knowledge/health/diseases/lice)

CDC: [www.cdc.gov/parasites/lice/](http://www.cdc.gov/parasites/lice/)

Kids' Health: [http://kidshealth.org/parent/infections/common/head\\_lice.html](http://kidshealth.org/parent/infections/common/head_lice.html)

Mothers Against Head Lice: [www.mothersagaintheadlice.org/](http://www.mothersagaintheadlice.org/)