

## ★Overnight Camp Only★

### Phone Calls

**Campers do not have access to a telephone to make or receive calls during their stay.**

Camp helps children feel comfortable being away from their parents and home. If we allowed phone calls, we would not be able to accomplish this. In the event of an emergency, call the camp office and leave a message for the Program Operations Director or Director of Camp Operations who will contact you as soon as possible. In the case of emergency outside of office hours, please contact a member of leadership staff at **317-989-1995**.

### Family Visits

We ask that parents do not visit their children while they are at camp. Visits can disrupt the program schedule and add to homesickness. **If there is a family emergency and you need to pick your child up earlier than expected, please contact the camp office.** We understand the desire to know how your child is doing and we strongly encourage you to write letters to your child. You may contact our office at [registrar@jamesoncamp.org](mailto:registrar@jamesoncamp.org) or **317-241-2661**.

### E-mail

You may email your child while they are at camp, however they will **not** be able to email back. Send emails to [camper@jamesoncamp.org](mailto:camper@jamesoncamp.org) and remember to **put your child's full name in the subject line**. We will distribute your email as we do regular mail. Due to possible viruses, we will not download attachments sent to campers (e.g. cards/photos).

### Camper Mail

We hand out mail each day at camp, and campers love to receive letters from home! Some things to keep in mind are:

- ★ Remember to put your child's name on the envelope!
- ★ Camp is only a week long, so be sure to write your letter early in the session or even before your child leaves home.
- ★ Your child may be homesick and definitely misses you, so try to say things such as, "Hope you're having fun," or, "Looking forward to seeing you soon," instead of things such as "We wish you were home."

Please remember the camp experience is different for each child. Don't be surprised if your child's letters share about homesickness. This is common for first time campers. If you have concerns about your child, please contact Tim at **(317) 241-2661** or [tim@jamesoncamp.org](mailto:tim@jamesoncamp.org).

### Transportation

Parents are responsible for transportation to/from camp, so please make every effort to arrange this. There are **limited** instances where we can provide transport, but staff is primarily needed to help with check-in and check-out. If we are able to assist, your child would be picked up at approximately 4pm on the first day of the session and dropped off at approximately 5pm on the last day. A parent/guardian would need to be present at pick-up and drop-off, with ID. Contact our office at **317-241-2661 (ext. 31)** to discuss possible arrangements.

Child's Name	Stamp
Jameson Camp	
2001 Bridgeport Rd.	
Indianapolis, IN 46231	

# Parent Handbook

# Summer 2019



## Family Camp & Open House

**Saturday, May 25 2019; 10am-5pm**

<https://jcfamilycamp2019.eventbrite.com>

**Experience camp activities as a family, learn the summer camp structure & meet our Summer Staff!**



Jameson Camp has been accredited by the **American Camp Association** since 1954. This indicates that we are committed to operating in agreement with the highest standards established for camps and that we are willing to voluntarily invite trained camp professionals to verify compliance with these standards.

# **PARENT/GUARDIAN CHECKLIST**

## **Your child(ren) are attending the following session(s):**

___ ___	Day Camp 1	Monday, May 27 – Friday, May 31
___ ___	Session One	Sunday, June 2 – Friday, June 7
___ ___	Session Two	Sunday, June 9 – Friday, June 14
___ ___	Session Three	Sunday, June 16 – Friday, June 21
___ ___	Session Four	Sunday, June 23 – Friday, June 28
___ ___	Day Camp 2	Monday, July 1 – Friday, July 5
___ ___	Wellness Camp	Sunday, July 7 – Friday, July 12
___ ___	Tataya Mato	Sunday, July 14 – Saturday, July 20
___ ___	JC Juniors	Wednesday, July 24 – Sunday, July 28
___ ___	ACE I: A / B / C	_____
___ ___	ACE II: A / B	_____
___ ___	CIT	Sessions 2, 3, 4, 5, & 7 (see above for dates)

## **Marked items are what you have ALREADY turned in:**

___ ___	Completed Application Form
___ ___	Proof of Income ( <i>due ASAP, so we can calculate your camp fees</i> )
___ ___	Insurance Policy Number ( <i>due ASAP</i> )
___ ___	Program Participation Agreement ( <i>due ASAP</i> )
___ ___	Challenge Adventure Participation Agreement ( <i>due ASAP</i> )
___ ___	Referral Form ( <i>due ASAP - optional but preferred</i> )
___ ___	Health Form ( <i>due the first day of camp</i> )
___ ___	Physical Exam* ( <i>due the first day of camp - Overnight Camp only</i> )
___ ___	Immunization Information ( <i>due the first day of camp</i> )
___ ___	Payment** ( <i>due the first day of camp</i> )
___ ___	Total balance remaining

\* Not sure where to get their physical? We made a directory! Call us for more information

\*\* Payments can be made by cash, money order, Visa or MasterCard or debit card. **NO Personal checks are accepted.**

**Contact:**

Registrar  
**Call:** 317-241-2661 (x31)  
**Email:** registrar@jamesoncamp.org  
**Watch out for our texts via the system "Remind". We use this for important announcements!**

## **Refund Policy**

« Deposits are nonrefundable »

### **The following refund policy applies to all other amounts:**

- The LAST DATE to cancel your camper's registration and receive a refund of any camp fees paid, **excluding the deposit**, is TWO WEEKS BEFORE THEIR FIRST DAY OF CAMP.
- You WILL STILL BE RESPONSIBLE for your child's fees if your child does not show up for camp and no cancellation arrangements have been made.
- If your child will not be attending camp for any reason YOU MUST CALL IN ADVANCE to be eligible for the refund.
- Fees can be reimbursed less than two weeks before their camp session for the following reasons **if documentation is provided**: medical problems, summer school, or loss of immediate family member.
- A refund will not be issued if your child returns home due to homesickness or because they are sent home due to behavior problems.

## **Registration Policy**

**Jameson Camp serves children in need of social and emotional support along with children who would benefit from leadership development, positive role models, and the nurturing environment that camp provides.**

Jameson operates under an open registration policy, which does not discriminate due to race, color, age, sex, religion, handicap, national origin or sexual orientation. It is our goal to serve as many children as possible. Registration is conducted on a first come, first registered basis.

## **Health History and Safety**

All campers must provide current immunization details before attending camp. Overnight campers are required to receive a physical examination by a physician or nurse practitioner. **CAMPERS CANNOT CHECK IN WITHOUT A COMPLETED HEALTH FORM.**

### **While at camp:**

We take the health and safety of each camper very seriously. In addition to the Health Supervisor and Health & Wellness Coordinators, all Summer Staff receive training in CPR, First Aid, and universal precautions. Our Health Supervisor and Health & Wellness Coordinators maintain responsibility for our campers' health and safety, our Health Center, and all camper medications. They can be visited for consultation during our check-in days.

Please make sure all medications are given to the Health Supervisor or Health & Wellness Coordinators in their **original packaging** during check-in.

Jameson Camp follows medical protocols which are written and updated annually by a licensed physician. If at any time, a camper becomes injured or ill and requires medical assistance beyond that which we can provide, we will contact the parent/guardian. When needed, Jameson Camp utilizes immediate care facilities, including Hendricks Regional Hospital, IU Health, Health Tracks, and Eskenazi.

In the event that additional medical treatment is required, decisions will be made by our Health Supervisor in consultation with our Director of Camp Operations.

# Jameson Camp Code of Conduct

Jameson Camp's goal is for ALL campers to have the opportunity to discover their strengths and have fun. In order to do this, all of our kids must feel safe at camp. Please review the following policies with your child before arriving at camp, as this is what helps us ensure everybody's safety. You and your child will be asked to sign that you have reviewed this the first day of camp.

## Rules

1. Respect one another and yourself
  2. Respect Jameson Camp's and others' property
  3. Participate in activities; be involved
  4. No gang-related activities, dress, or language
  5. Use appropriate language and be sure that any music is also appropriate
  6. No drinking, drugs, or smoking
  7. No sexual anything (this includes touching, words, & harassment)
  8. Have fun and be safe
- (Groups will also come up with their own additional rules the first day of camp)

## Behavior Policy

At Jameson Camp, we understand that everybody makes choices. For every choice we make, there is a consequence, good or bad. One consequence that can occur with poor choices is that a camper could be sent home. We only send a child home if we absolutely have to. If your child is sent home, you are responsible for picking him or her up at camp. You will not receive a refund and will be responsible for any charges that are incurred due to damages to Jameson Camp's or another individual's property.

**There are 2 major reasons a child could be sent home:**

### Camper is a danger to him/herself or others.

This could include:

- Hurting oneself or someone else (e.g. fighting)
- Running away / leaving camp
- Refusing food or prescribed medication
- Anything illegal

### Camper requires constant one-on-one attention.

This could include:

- Refusing to follow camp rules & staff directions
- Damaging Jameson Camp's or other's property
- Stealing

### Questions or Concerns?

Registrar  
317-241-2661 (x31)  
registrar@jamesoncamp.org

If we are unable to take your call, please leave your name, your child's name, and a phone number where you can be reached.

We will return your call as soon as possible. In the case of emergency and no one in the office is answering, please call the camp cell phone at 317-989-1995.



# Camper Packing List



**«LABEL ALL ITEMS WITH YOUR CHILD'S FULL NAME»**

## Please make sure they bring:

- |  |   |
|--|---|
| ★ Swimsuit                             | ★ Close-toed shoes                            |
| ★ Towel (2 or more for Overnight Camp) | ★ Rain Gear                                   |
| ★ Sunscreen                            | ★ Sweatshirt/Jacket                           |
| ★ Water bottle                         | ★ Weather appropriate clothing                |
| ★ Medications (original packaging)     | ★ Old shoes (they'll probably get muddy!)     |
| ★ Bug repellent                        | ★ Swimming goggles (useful but not essential) |

## For Overnight Camp only, they will also need:

- |                            |                         |
|----------------------------|-------------------------|
| * T-Shirts                 | * Shampoo               |
| * Shorts                   | * Comb/Brush            |
| * Jeans                    | * Pillow                |
| * Underwear (for each day) | * Sheet Set (Twin Size) |
| * Socks                    | * Sleeping Bag/Blanket  |
| * Washcloth                | * Envelopes & Stamps    |
| * Pajamas                  | * Pen & Paper           |
| * Toothpaste & Toothbrush  | * Flashlight            |
| * Deodorant                | * Extra Batteries       |
| * Soap                     |                         |

## For Day Camp only, they will also need:

- \* Morning snack (no soda please!)
- \* Backpack

**Jameson Camp is not responsible for lost, damaged or stolen items.**

**Lost and found items will be kept for 7 days following a session**

## Please do not bring:

- |                            |                 |                      |
|----------------------------|-----------------|----------------------|
| • ANY ELECTRONICS          | • Pocket knives | • Radios             |
| • Gum                      | • Weapons       | • mp3 players/iPods  |
| • Candy                    | • Jewelry       | • Expensive clothing |
| • Snacks (except as above) | • Pagers        | • Electronic games   |
| • Money                    | • Cell phones   | • Other valuables    |

## CAUTION! THINK BEFORE YOU POST!

Jameson Camp maintains that **all photos, videos, and sound recordings taken while at camp ARE PROHIBITED from being shared or published** (especially on internet social media sites, e.g. Facebook, Twitter, Instagram, etc.)

unless you obtain written permission from each camper's parent or guardian.

★ Please help us keep our campers safe. Thank you ★

## Camper Arrival

A parent or guardian must be present at check-in.

### Overnight Camp

Drop off: **4:00pm– 5:00pm.**

Please stay until your child is settled into their bunk.

★ **Leave luggage in the vehicle until checked in.** Only bring medications & paperwork to the check-in area.

★ Your child will receive a brief health screening: temperature, check for bumps and bruises, lice, etc.

**Hand all medication to the Health Supervisor in its original packaging**

★ You and your child will be introduced to their counselor and move into the cabin.

### Day Camp

Drop off: **7:30am– 9:00am**

★ Bring your child, any medications, any remaining paperwork and payment with you to the check-in area.

★ Be sure your child has everything they need and **sign them in before leaving.**



## Camper Pick Up

The Awards Ceremony provides recognition & affirmation for each camper. We encourage parents to attend so you may share in their achievements. **This will take place at the Fire Circle.**

### Overnight Camp

**Awards Ceremony: 4:00pm on closing day for Sessions 1-5 and at 10:00am on closing day for Tataya Mato & JC Juniors**

**Pick up: 4:30-5:00pm for Sessions 1-5  
10:30-11:00am for Tataya Mato  
& JC Juniors (sessions 6&7).**

If your child needs to be picked up earlier, arrangements can be made to do so.

**Camp closes at the specified pick up time. NO LATE PICK UPS CAN BE ACCOMODATED.**

★ Checkout health screenings will be given in the morning to save you time.

★ Upon your arrival, luggage will be on the sidewalk adjacent to the main parking lot.

★ Once you have located your children, please accompany them to the Art & Nature Center in order to **sign them out** and pick up any medications. Only a parent, legal guardian or person on our authorized pick-up list will be allowed to pick your children up. **ID is required.**

### Day Camp

**Awards Ceremony: 4:15pm on Friday**

**Pick up: 5:00pm– 6:00pm**

If your child needs to be picked up earlier, arrangements can be made to do so.

**Any campers picked up after 6:00pm will incur a \$5 late fee!**

★ Upon arrival, ask for your child (or get him/her if you see them).

★ Bring your child to the check-out area, show your picture ID, and **sign them out before leaving.**

★ Pick up any medications.

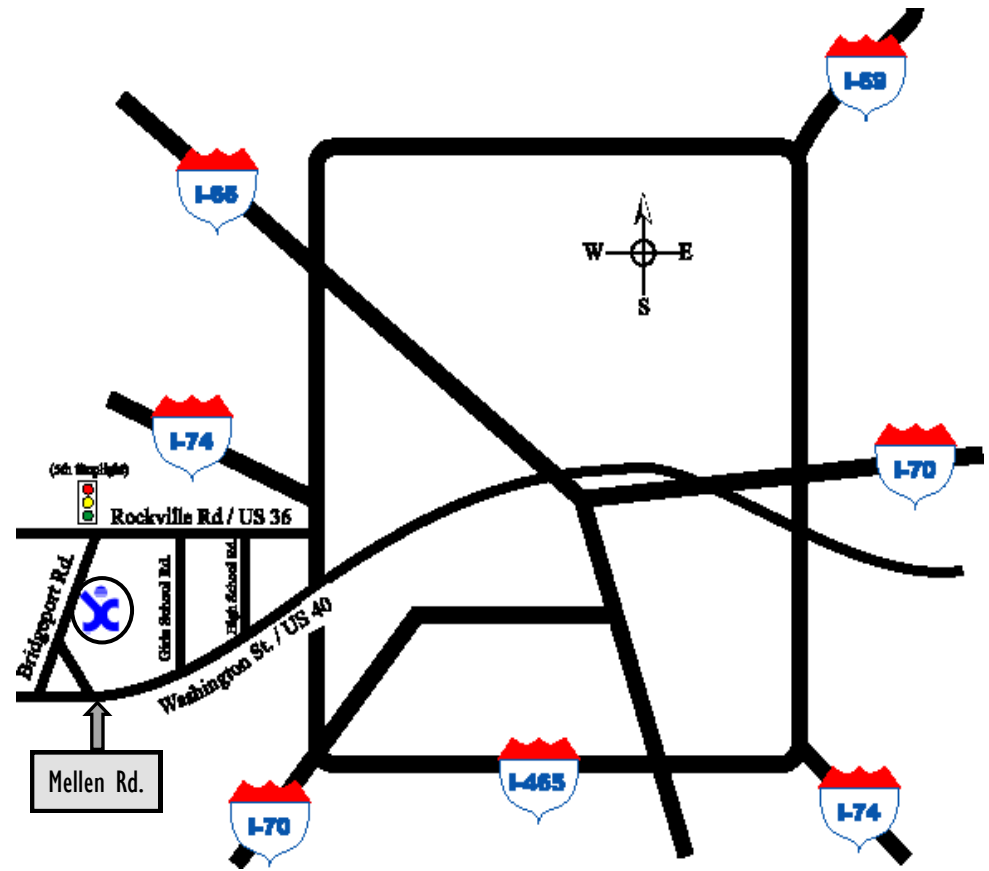
★ Only a parent, legal guardian or person on our authorized pick-up list will be allowed to pick your children up. **ID is required.**

### Need Help Paying for Camp?

Our Topsy Turvy Fundraiser (May 19<sup>th</sup> from 3pm - 5pm) is a 5K fun walk around camp. You (or the kids) get sponsors & everything you raise goes **directly** to your kids' fees! Friends & family can use this link to send money directly to us:

<https://tinyurl.com/TopsyTurvyDonate>

Post it! Share it! Use it year-round!



### FROM THE NORTH:

1. Take I-465 South/West to Exit 13 for Rockville Rd.
2. Take US 36 / Rockville Rd west (away from downtown) 2 3/4 miles & turn left onto Bridgeport Rd; this will be the 5th stoplight after you leave the interstate. Watch for the road sign above the South (left) side of the stoplight.
3. There is one 4-way stop at the intersection with Morris St (1 mile): continue straight (South) on Bridgeport Rd. The camp entrance is on the left side of the road just past the fields and second bridge. Turn left into the camp.

### FROM DOWNTOWN:

1. Take either Washington St West or I-70 West.
2. **If you are traveling west on Washington St:** continue 3.1 miles after you pass under 465 on the west side. Turn Right onto Mellen Rd (small street) and continue until it ends at Bridgeport Rd. Turn Right onto Bridgeport Rd and we are just ahead on the right.
3. **If you are traveling west on I-70:** take it to the Sam Jones Expressway West, follow that to I-465 North, and then refer to directions #2 - #3 "from the North." Should you miss the Airport Expressway, take I-70 to I-465 North, then refer to directions #2 - #3 "From the North."

### FROM THE SOUTH:

1. Take I-465 West/North to Exit 13 for Rockville Rd. *Please refer to directions #2 - #4 "From the North."*