



Parent Handbook

Summer 2018

1145 Brandy Hill Road

Torrington, CT 06790

(860) 618-2800

Monday – Friday: 9:00 am – 4:00 pm

Office hours (while camp is in session): 8:00 am – 5:00 pm

Fax: (Winter #) (860) 489-2492

Fax: (Summer #) (860) 618-2799

Please visit our website at <http://www.campmoe.org> for updated information year round. For additional questions we can be reached by e-mail at info@campmoe.org.



www.facebook.com/campmoe



CAMP MOE

Dear Camp MOE Parents & Guardians,

We would like to thank you for choosing Camp MOE for your child(ren) this summer!

Camp MOE is open to children and continues its long tradition of providing a quality day camp experience. Camp MOE is under the direction of Katherine Marchand-Beyer, who directed Camp LARC for over **40** years. Camp MOE, located in Torrington, is owned and operated by The Arc of Litchfield County, Inc. and consists of over **165** acres of beautiful woods and fields, a private pond, miles of marked trails, and lots of wildlife. In addition to the natural wonders, we have a swimming area, boating and fishing docks, volleyball and basketball courts, a playing field, archery range, unit sites, and indoor facilities for rainy day activities.

Camp MOE runs our day camp for children and teens to have the opportunity to participate in all activities, make new friends, and create memories that will last a lifetime. Camp MOE strives to build a camp community that celebrates diversity and fosters an understanding of each child's similarities and differences.

The following packet provides information regarding Camp MOE's policies and procedures. Please take the time to familiarize yourself with these guidelines to ensure your camper(s) a memorable experience.

Also, please be sure to frequently log on to our website for updates. There, you will also be able to access our daily blog! Our website address is www.campmoe.org.

We are looking forward to an exciting and fun-filled summer at Camp MOE with your children!

Katherine Marchand-Camp Director

Winter # (860) 482-9364 ext. 37

Summer # (860) 618-2800

E-mail: kbeyer@litchfieldarc.org

PS – Please join us for our:

Camp MOE Open House Saturday, May 12, 2018 from 1pm-4pm.

Camp MOE will operate for eight weeks during the summer of 2018. We have four 2-week sessions, starting on June 25th continuing through August 17th.

All camp sessions run Monday through Friday, 9:00 am – 4:00 pm.

2018 Session Dates (please refer to our website www.campmoe.org for 2017 fees)

Session 1: June 25th – July 6th (camp will be held on July 4th)

Session 2: July 9th – July 20th

Session 3: July 23rd – August 3rd

Session 4: August 6th – August 17th

Before & After Care

Extended Camp Care hours are available before and after camp for your convenience. During this time campers are supervised by counselors, and participate in different activities and games.

Hours	Rates (Per Session)
Before Care: (7:00am – 9:00am)	\$65
After Care: (4:00pm – 6:00pm)	\$65
Before & After Care	\$110

Parents are responsible for transporting their child to and/or from camp if they choose to enroll their child in our Extended Camp Care program.

**Please note that before or after camp care may be utilized on an as-needed basis for a fee of \$12 per occasion. Please contact the Camp MOE office for further details.

Unit Names

Grade Camper will be Entering in Fall 2018:	Unit:
1 st GRADE *children who turn 5 before 6/1/18	MICMAC
2 nd GRADE	CHIPPEWA
3 rd GRADE	PAWNEE
4 th GRADE	SENECA
5 th GRADE	MOHEGAN
6 th GRADE	SEMINOLE
7 th , 8 th , 9 th GRADES	CHEROKEE
8 th , 9 th GRADES	COMANCHE
10 th GRADE	CIT PROGRAM
Teens/Young adults with Special Needs, Ages 16 – 21 Program is located at 314 Main St. Torrington	TEEN TREKKERS

REGISTRATION POLICIES & PROCEDURES

2018 Traditional Camp Tuition Rates

Weeks	Rates	Deposit Required (with application)
2 weeks	\$490	\$75
4 weeks	\$930	\$150
6 weeks	\$1,352	\$225
8 weeks	\$1,764	\$300

2017 Counselor in Training (CIT) Tuition Rates

Weeks	Rates	Deposit Required (with application)
2 weeks	\$386	\$75
4 weeks	\$733	\$150
6 weeks	\$1,072	\$225
8 weeks	\$1,390	\$300

2017 Teen Trekkers Tuition Rates

Weeks	Rates	Deposit Required (with application)
2 weeks	\$398	\$75
4 weeks	\$748	\$150
6 weeks	\$1,098	\$225
8 weeks	\$1,432	\$300

Support Staff Rates

1 to 1	\$325/wk
1 to 2	\$162/wk
1 to 3	\$108/wk

Contact Camp Director for further information at kbever@litchfieldarc.org or 860-482-9364, ext. 37

2018 Sibling Discount

\$20.00 off per session for each additional child.

Paying for Camp

Parents must pay the deposit fee at the time of registration. The remaining balance is due **two weeks prior to your child's first day at camp**. Camp MOE has a variety of ways for parents to pay for camp.

- Parents can pay their balance in full by cash, check, or credit card.
- Parents can set up a **monthly payment plan** in which equal installments are due on the 10th day of each month leading up to the start of camp.
- Parents can apply for **camperships** (financial aid) if they qualify.
- Parents can receive **assistance** from Care 4 Kids if they qualify.

Adding, Changing, & Canceling Sessions

Notify the office if you are looking to add and/or change a session. We will do our best to accommodate your needs.

If you wish to cancel your child's enrollment, **we must receive written confirmation (this includes e-mail)** from you before it can be processed. **Please see the Terms of Enrollment for financial information regarding cancellations.**

TERMS OF ENROLLMENT

1. I give permission for my child to participate in any activities, either on or off camp property (in case of emergency) and I understand there are inherent risks. I understand that the Camp Director has the right to dismiss any camper, if necessary, for the good of the camp.
2. A reservation deposit of \$75 per 2 week session PER CHILD is required with the application. Deposits will be deducted from the final balance, which is **due 2 weeks PRIOR** to your child attending camp.
3. Final payments are due no later than 2 weeks PRIOR to your child attending camp. By signing the terms of enrollment (on the application), you agree to pay the balance of camp fees by this due date. If you wish to arrange a payment schedule please call the office.
4. **If you wish to cancel your child's enrollment, we must receive written confirmation (this includes e-mail) from you before it can be processed.**

- **2-Week Notice:** If notification of cancellation is given 2 weeks prior to the start of the session, you will receive a 75% refund less the deposit.
- **1-Week Notice:** If notification of cancellation is given 1 week prior to the start of the session, you will receive a 50% refund less the deposit.
- **NO REFUND WILL BE GIVEN WITHOUT A MINIMUM OF One (1) WEEK NOTIFICATION OF CANCELLATION.**

*Medical Exception Refund – When Camp MOE is notified that a camper cannot attend or finish a session due to an illness or injury, a doctor's note MUST be provided. Camp MOE must receive this documentation within one week. A prorated refund will then be issued from the date of initial notification. Camp MOE will not issue retroactive refunds when proper notification procedures are not followed.

**All refunds will be made by check.

5. For good and valuable consideration, you hereby consent to and authorize the reproduction, publication and use by Camp MOE for advertising, commercial, website or any other purpose, any photograph, video, picture or likeness of my child.

(This form must be signed and dated by the parent/guardian. It is available online with the camper registration.)

CAMP PROGRAMMING

Program Overview

Every day at Camp MOE is filled with adventure, challenges and fun, all through a variety of activities that the campers get to choose themselves. All campers are placed in small groups determined by their age and grade they will be entering in the fall. **Rain or shine, we are at camp ☺**

LOWER CAMP (Entering 1st and 2nd Grades)

Campers with and without special needs who are entering 1st and 2nd grades will enjoy a program unique to their ages and abilities. **If your child started camp as they are entering Kindergarten her/she will be in the 1st grade unit for two years.** Campers in Lower Camp will enjoy a structured day including swimming lessons, arts and crafts, music and other various activities including guest programs.

UPPER CAMP (Entering 3rd – 7th Grades)

Campers with and without special needs who are entering 3rd through 6th grades will have the opportunity to choose the activities they participate in. They can choose from four of our program areas to fill up their elective schedule. Campers in Upper Camp also take swimming lessons and have free swim daily.

COMANCHE (Entering 8th – 9th Grades)

Campers who are entering 7th through 9th grades can participate in this program. This group is awarded more responsibility through our mentorship program. They participate in team building and other various activities along with swimming.

COUNSELOR IN TRAINING (Entering 10th Grades)

Campers entering 10th grade will be guided through a Leadership Development Program lead by Kelly O’Heron a 7 year veteran staff member of Camp MOE. The goal of the program is to offer hands-on experiences through which CIT camper will start to understand the “ins and outs” of being a camp counselor.

TEEN TREKKERS (Teens and Young Adults with Special Needs, Ages 16 – 21)

This year our Trekker program will be based out of our Main Facility at 314 Main Street, Torrington. The program will be community based with rips throughout the county and each Wednesday spending the day at camp. Ellen Kirsch for the 6th summer will be leading the Teen Trekker program. Call: 860-482-9364, ext. 37 for further information.

Swimming & Swim Testing

All campers must take a swim test on their first day of camp to assess their swimming abilities. Campers are grouped by ability for swim lessons. Each child will participate in daily swim lessons and have the option of participating in free swim. **It is our expectation that children will participate in swim lessons unless they have a note from a parent excusing them.**

- RED SWIMMER – Beginner, Non Swimmer
- PURPLE SWIMMER – Advanced Beginner/Low Intermediate Swimmer
Able to do two laps in the deep water (2 crawl) (Free swim will be in the red section.)
- BLUE SWIMMER – Intermediate Swimmer
Able to swim four (4) laps in the deep end (2 crawl, 2 camper choose)
- GREEN SWIMMER – Advanced Swimmer
Able to swim eight (8) laps in the deep end (2 crawl, 2 back, 2 breast and 2 camper choose)

*All campers can be retested during their session at camp after discussion with the director.

SPECIAL EVENTS

Wacky Wednesdays:

Every Wednesday is a Wacky Wednesday at Camp MOE!! Throughout the summer there will be several different Theme Activities in which all campers and staff are encouraged to participate. Some examples of Wacky Wednesday Themes are:

- Crazy Hair Day
- Sports Day
- Clash Day
- MOE Spirit Day
- Tie-dye Day
- Sabotage Day

Special Event Days:

Each session will have at least one Special Event Day which the whole camp partakes in! Some of our Special Event Days are:

- Pirate Day
- Safari Day
- Mystery Day
- MOE Day
- Color Wars
- Camp MOE Olympics
- Game Day

Campers may come dressed for Special Events!

Family Nights:

Throughout the summer we will have two Family Nights in which we encourage families and friends to come meet our staff, play games and enjoy a campfire. **Family nights will take place on the first Thursday during Session 1 and the second Thursday during Session 4.** All campers and families are invited to attend, regardless of whether your child is attending camp during that session.

Overnights:

Throughout the summer we will have two overnights in which campers are invited to spend the night at camp, enjoying a cook out, free swim, and special camp programs. **Overnights will take place on a Thursday during Session 2 and Session 3.**

MOE Day:

MOE Day is our annual camp carnival. All campers and families are invited. This year's MOE Day event will take place on **Thursday, Aug. 2 from 4:00 pm – 7:00 pm (rain date: Friday, Aug. 3rd)** at Camp MOE, weather permitting.

*Dates are subject to change due to weather.

IMPORTANT CAMP INFORMATION

Pre-Camp Checklist

The following forms must be submitted to Camp MOE two weeks prior to your child(ren)'s first day of camp *unless* otherwise noted. **Please fill out all forms online unless noted.**

- Camper Application
- Camper Registration
- Transportation & Emergency Contact Information **due by June 1st**
- Health Exam (for doctor to complete and must be valid within 3 years; **due by June 1st**)
- Health Form (for parents to complete; **due by June 1st**)
- PRN Medication Release; **due by June 1st**
- Authorization of Medication (if applicable - signed by doctor & parent)
- Confidential Camper Information
- Letter to My Counselor
- Campership Application (if applicable) (**download**)
- Tick & Lyme Disease Policy
- Terms of Enrollment

GENERAL POLICIES & PROCEDURES

Absences and Tardiness

Please call the camp office before 8:00am if your child will be absent or late for the day. Late arrivals must report to the camp office before joining their group. Please note that you may have to wait with your child until a staff member is available to meet him or her.

To ensure your child's safety, our staff will contact you if your child is absent without prior notification.

Early Departures

At Camp MOE, we respect that sometimes you have to pick-up your child early from camp due to various obligations. Because several campers are at the waterfront and at other various locations around camp during the afternoon, having your child ready for a specific time is not always possible.

If you need to pick your child up early, we need your cooperation and ask that you pick up your child either at 12:45 pm or 3:30 pm. As always, please call the office at 860-618-2800 or send an e-mail to info@campmoe.org to make us aware of your intentions to pick your child up early. Children leaving early must be picked up and signed out at the camp office. **Expect to be asked for a photo ID at the time of pick up.**

What To Bring To Camp

Campers should bring the following items to camp daily in a backpack which needs to be labeled with the camper's name:

Please label all belongings.

Clothing/Supplies:

- Comfortable play clothes are recommended. No midriff shirts please.
- Sweatshirt and raincoat for cool or wet days **are required.**
- Bathing suits are required daily.
 - Girls are encouraged to wear one-piece bathing suits.
- Insect Repellent
- Water Bottle
- Sun Screen
- Towel
- Closed-toed athletic shoes.
 - Sandals or water shoes may be BROUGHT to camp for water activities only.

****Please be advised, campers wearing shirts containing immoral graphics or messages will be sent home.**

Lunch:

Option 1: Education Connection Lunch

- Lunch will be provided free of charge to all campers through Education Connection, pending approval from the federal government. Check our website in May 2015 for more information regarding this program.

Option 2: Lunch from Home

- Please pack in a **paper bag** labeled with the camper's name and unit. Lunches are stored in the camp refrigerator. **Please do not send large lunch bags or coolers.**

***ALLERGIES* If your child has a food allergy please clearly mark it on their medical form – we will have designated “peanut/allergen-free” lunch areas.**

- Parents, if possible, please do not send your camper with peanut butter or peanut products to camp.

What To Leave At Home

Campers are responsible for their own belongings. Campers are not permitted to bring sports equipment and musical instruments (unless otherwise directed). We strongly discourage campers from bringing money, toys, or other personal items because too often they are lost or mishandled. Camp MOE enforces a strict policy against any camper's use of electronics and cell phones while the camper is at Camp MOE. Campers are not allowed to use these devices at any time during the camp day unless they are used as communicative devices.

Electronics No-Use Policy:

Campers may not bring mp3 players, cell phones, video games, cameras, or any other electronic equipment. If any of these items are found, we will hold them for the duration of the camp day and return them at the conclusion of the day.

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

Lost and Found

There will be a Lost and Found area at camp. Every effort will be made to find the owners of the lost items. Please have **your child's name on everything he or she brings to camp.**

CODE OF CONDUCT

Camp MOE is designed to encourage success-building skills in children. All camp activities are designed to reinforce the mission of **Respect and Responsibility**. Please remind your child to be on his or her best behavior while at camp. **Safety is our #1 priority**. As with everything at camp, each child will be treated individually in addressing his or her behavioral needs.

If a camper's behavior is disruptive to the experience of others, appropriate action will be taken by the counselor and program staff. Most incidents are handled effectively by the staff. If behavior problems continue, we will call parents/guardians to enlist your help. Campers who are continually disruptive will be sent home from camp. **There is no camper fee refund for any child sent home for disciplinary reasons.** Any questions or concerns about your child's behavior at camp should be directed to Katherine Marchand-Beyer, Camp MOE Director.

Campers found with drugs, tobacco, alcohol, or weapons of any kind will be suspended from camp with NO refund of tuition.

	Definition	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Misbehavior	Inappropriate behavior that cannot be resolved by the camp and counselor.	Camper will be given a verbal warning and positive redirection.	Camp Director will be notified.	Parent/guardian will be notified and child will be given final warning. (Possible parent/guardian meeting.)	Parent/guardian will be called to remove child from camp.
Bullying	Camper chooses to threaten, intimidate, ostracize or ridicule another child.	Camper will be warned once and a camp director will call parent/guardian. (Possible parent/guardian meeting.)	Parent/guardian will be called to remove child from camp.		
Zero-Tolerance for Violence	Any act of violence or aggression towards participants, staff or camp property. Violence and	Immediate dismissal from camp.			

CAMP GUIDELINES

1. I will always do my best and HAVE FUN while at camp.
2. I will challenge myself to try new things.
3. I will listen and follow all directions from staff.
4. I will keep my hands to myself (unless it is part of a game or activity) and not cause physical or emotional harm to any other camper.
5. I will use appropriate language at all times.
6. I will be honest.
7. I will respect camp properties and supplies, as well as other campers' property.
8. I will respect all staff and campers.
9. I will stay in assigned areas.
10. I will be a positive role model for all campers at Camp MOE.

When your child comes home, Don't Forget to Check For Ticks!!!!

- ✓ **IT IS YOUR RESPONSIBILITY TO CHECK YOUR CHILD FOR TICKS EVERYDAY.**
- ✓ Conduct a complete body check: hairline, armpit, back of knees and groin.
- ✓ If you find a tick on your child remove the tick immediately. Use tweezers to remove the tick and make sure that you remove the entire tick, not just part of it.
- ✓ Continue to watch the bite area and if a rash or flu-like symptoms occur contact your child(ren)'s physician immediately.

HEALTH INFORMATION

Medical Forms:

The medical forms must be returned to the Camp Director no later than two weeks before the start of your child's session. There are four (4) forms:

1. **The Doctors Exam Form** – The State of Connecticut requires a physician's signature and current health exam dated no more than thirty-six (36) months prior to your child's date of arrival at camp. (download)
2. **The Health Form** – Filled out and signed by parent(s). (online)
3. **Medication Permission Form** – Filled out and signed by parent(s). (online)
4. **Medication Authorization** – Filled out by the physician only if medication is needed at camp. (download)

These forms are required to attend camp. **Campers without completed forms will be sent home until the forms are received** (per state regulations).

Illness/Emergency Procedure:

Parents are required to sign a medical release giving Camp MOE permission to seek medical attention for their child in the event of illness or injury. If a child becomes ill during camp and is unable to participate in camp activities, parents will be notified. If a child is hurt, immediate first-aid will be administered at camp. Parents will be informed of any treatments given other than for the most minor of injuries.

Should your child require immediate medical attention, the camp will attempt to contact parents as soon as possible. Transportation to Charlotte Hungerford Hospital will be arranged for the camper and a staff person will remain with the child until the parent/guardian arrives.

Emergency transportation from camp is by ambulance service and the parents are financially responsible for any emergency medical treatment given outside the camp.

Medication:

If your child will need medication while at camp, (**prescription or over-the-counter**), the following regulation, as directed by the State of CT, will apply:

- Medication should be given at home, if possible. Most medications, including antibiotics, can be spread out over a 24-hour period.
- All medications must be delivered to a counselor by a parent or other responsible adult. Children must not deliver medications.
- The required medical form must be completed. This includes a written order from a physician or dentist and a written authorization by a parent or guardian.
- **All medications must be delivered in the original containers and labeled with: name of child, date of original prescription, name of drug, strength, dosage, frequency, physician or dentist's name. Over-the-counter medications must be in the original container and labeled with the child's name.**
- Medications must be picked up from camp when the physician's order is no longer applicable. All medications not picked up by the last day of your child's session will be discarded unless special arrangements are made.

Stocked PRN medications will be used as needed to treat minor symptoms of illness/injury and will be administered by a Registered Nurse according to the Standing Orders of our Camp Physician. These medications will only be administered if a parent/guardian has given permission by checking and signing the PRN Medication Release Form.

If there are any questions, please contact Katherine Marchand-Beyer:
Winter # (860) 482-9364 ext. 37; Summer # (860) 618-2800

TRANSPORTATION & SAFETY

Transportation:

Bus schedule times are estimates, so please be sure to arrive earlier than the times that are printed. Camp MOE provides supervision on the bus, but not at the bus stops. Please stay at the bus stop with the campers until they board the bus. If you miss the pick-up time you can drive your child to camp. It is very important to be at the bus stop on time in the afternoon, as children are often very tired and can become upset if parents are not there to pick them up.

In the event that no authorized person is at the bus stop to pick up the child, the bus will wait five (5) minutes and then the child will be taken back to camp – 1145 Brandy Hill Road, Torrington, CT (after the bus has completed the entire route).

When picking up a camper (at camp or from the bus stop), you will be asked to provide a photo ID of yourself or whomever is listed on the camper's transportation and emergency contacts list. If you or the designated person picking up the camper does not have an photo ID, you will not be allowed to pick up your child!

This is for the safety of our campers (your child)!

Our bus transportation services are available in the towns of Torrington, Litchfield, Winsted, and Harwinton.

Routes:	Pick Up/Drop Off Locations:
Beaver Bus	Harvest Baptist Church - New Hartford
	Future Foundations - Torrington
	St. Peter/St. Francis School - Torrington
Raccoon Van	Joyner Learning Center – Winsted
	Job Lot Parking Lot – Torrington
Deer Van	Immaculate Conception Church – Harwinton
	Litchfield Fire House

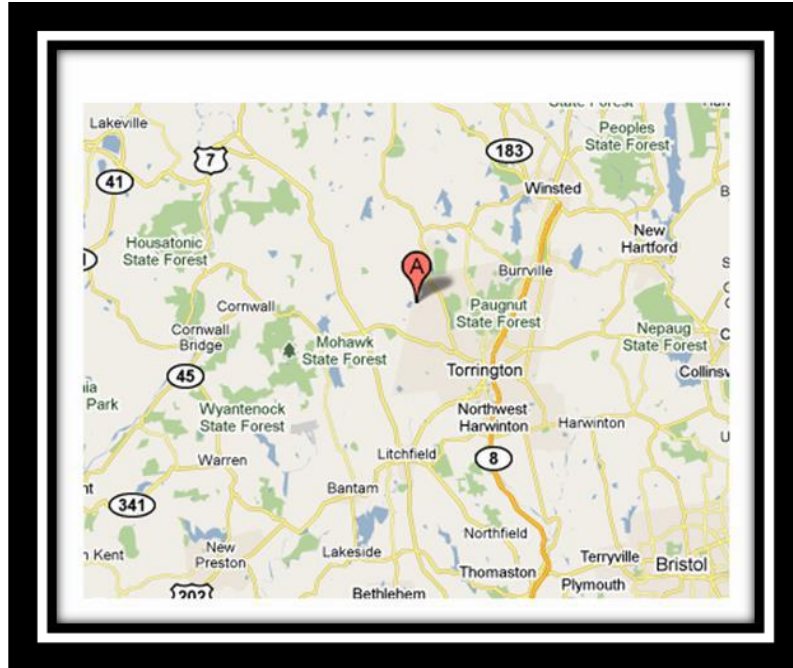
Communication:

The camp office is open from 8:00 am to 5:00 pm each day while camp is in session. The phone number at the camp is (860) 618-2800. Messages may be left when camp is not in session at (860) 482-9364, Ext. 37 or at (860) 618-2800. You may also e-mail Camp MOE at info@campmoe.org.

DIRECTIONS TO CAMP MOE

1145 Brandy Hill Road
Torrington, CT 06790

Camp MOE is set on 165 acres in Torrington, Connecticut. Campers come from several surrounding towns including: Torrington, Litchfield, Winsted and Harwinton. Please feel free to come and see for yourself all of the great things we have to offer!



Tours can be arranged by calling (860) 618-2800 or emailing us at info@campmoe.org

From Torrington: Follow the signs to RTE 4 West. At the intersection RTE 4 and RTE 272 turn right onto RTE 272. Take your second left onto Hodges Hill Road. At the top of the hill take a right onto University Drive. Take the second left onto Brandy Hill Road. At the fork, bear right. Camp MOE is at the top of the hill on the left. (You will see a sign for Camp MOE.)

From Winsted: **From Torrington:** Follow the signs to RTE 4 West. At the intersection RTE 4 and RTE 272 turn right onto RTE 272. Take your second left onto Hodges Hill Road. At the top of the hill take a right onto University Drive. Take the second left onto Brandy Hill Road. At the fork, bear right. Camp MOE is at the top of the hill on the left. (You will see a sign for Camp MOE.)

Thank you for taking the time to review this important information. We are looking forward to a fun-filled summer!