



Dear Parents and Families of Friendly Pines Campers:

SPRING 2006

Everything in this envelope is IMPORTANT: Please do not misplace or destroy it, but keep for later reference, throughout the camp season.

This will be our last **MAJOR** communication before you entrust to us the most precious thing you have - your child. In order that our campers may gain maximum benefit and enjoyment from their coming experiences, we have taken every step possible in preparation for their arrival. Now there are some steps which you must take, requiring your attention and action. Thanks!

ENCLOSURES

1. STATEMENT (In two parts, white and yellow)

The **White Copy** is to be mailed to us by May 1, please - for **ALL CAMPERS**, with balance of fees due. (Retain the **yellow copy for your own records**). Please be timely with this, and avoid holding it up to include other items (i.e. travel forms, medical forms, etc.). Remember, your deposit only holds your space/s until **May 1**.

2. TRAVEL PLANS (In two parts, white and yellow)

Please indicate the child's travel plans to and from camp, sending us the **White Copy** by May 1 if plans are firm. Again, retain yellow copy for reference. **Please give careful attention to recommended arrival and departure times.** If plans aren't firm by May 1, please get this completed form back as soon as possible, and definitely at least **two weeks** prior to arrival. (**NOTE:** Give us notice **IN WRITING**, 10 days in advance, if you intend to make any travel changes, please.)

3. MEDICAL FORM: (blue form)

Parent or guardian fills out Health History, pages 1-3, **completely** (don't forget to **SIGN** it!), prior to taking child to doctor for the health examination. On page 4 is the Health Examination Form, to be completed by licensed medical personnel, **including signature**, and information concerning any prescription medications being sent to camp for administration by the Camp Nurse. **NOTE:** Current tetanus protection must be provided, as advised by your child's doctor. Please, **mail** the blue medical form:

- By Saturday, June 3 for 1st Session Campers** (Sun. June 18 - Sat. July 1)
- By Saturday, June 17 for 2nd Session Campers** (Sun. July 2 - Sat. July 15)
- By Saturday, July 1 for 3rd Session Campers** (Sun. July 16 - Wed. Aug. 2)

These examinations must be done *not more than twelve weeks* prior to child's arrival at camp, and no other health examination form will be accepted. This blue form was developed under the guidelines of the American Camp Association, by whom we are proud to be accredited.

4. "ALL THE DIRT ON LAUNDRY": (neon pink sheet) Important information.

PLEASE READ CAREFULLY; call if you have any questions; make your decision; and mark the yellow clothing list accordingly. Unless you indicate otherwise, your child's clothing **WILL** be sent weekly for laundering.

5. CLOTHING CHECKLIST (yellow form), which parent or guardian signs, regarding Item 4, above.

Please do a separate list and separate luggage for each child. Note the "suggested" number in left column, as a guideline for the average camper. (Laundry goes out once a week, and usually takes a couple of days to be returned, hence a nine-day supply is needed). We require that socks and underwear be changed daily. Tally the number of items you are sending, not forgetting those which your child will be **wearing to camp!** **PLEASE NOTE THOSE ITEMS TO LEAVE AT HOME.** Be sure to mark belts, hats, cameras, fishing gear, tennis racquets and tennis balls, any "optional" gear (see yellow clothing list). Except for the suitable footwear required for horseback riding, keep in mind that all necessary equipment is furnished. Please note: Though we've never had any major head injury at camp, we enhance our safety practices by requiring the use of **ASTM-SEI certified riding helmets** for all campers. These are provided by FPC, to be shared by all riders. Any families wishing to provide their own personal helmets need to make certain they select an ASTM-SEI certified equestrian helmet. (See "Misc. Information for some possibilities.") Also, for boots, check thrift stores, yard sales, discount stores, etc.

6. CAMP ADDRESSED ENVELOPES -for timely return of items 1,2, & 3 above.

Green-printed envelope is for return of Statement and Travel Plans. Blue-printed envelope is for return of Medical Forms.

7. ONE PACKAGE POLICY -(neon yellow). Please read and comply.

8. CAMP PROBLEM -(tan)

Excellent and helpful article, especially for first-time families.

9. SWIMMING ASSESSEMENT GUIDELINES AND HERO PROGRAM DESCRIPTION/CONTRACT -(gold)

This enclosure offers guidelines for assessing your camper(s) swimming ability on page 2 of the blue Medical Form. The enclosure also offers a brief description of our HERO program and an example of the HERO Contract each camper and staff member is required to sign.

10. MISCELLANEOUS INFORMATION -(lavendar)

A compilation of companies from which you can purchase name labels, name stamps, riding helmets, . which may prove helpful as you prepare your camper for the coming summer adventure. Friendly Pines has no association with these companies and offers their website only as a service to our camp families. Please let us know if you feel that any of these companies are giving out your name to other businesses, such as those that offer to send packages to campers - which is a great big "no-no". You will also find an order form for the Friendly Pines Mega-Paks.

In addition to happy, wholesome, out-of-doors **FUN**, the primary values which youngsters should derive from this camping experience involve personal growth. You can contribute to this development by carefully reading and following our "guidelines" discussed below. (And if you should have questions, be sure to let us know!)

CAMPERS WRITING HOME Busy, happy children *often* forget to write! We do ask them to write a postcard once a week and for some even *that* is a major effort! Please don't be surprised if, at first, you receive wistful or "homesick-sounding" news while your child is settling into a new experience. We keep a very close watch on *every youngster* through the counselor, and can advise you of his/her progress promptly if you wish to contact our office.

WRITING TO YOUR CAMPER Ideally, campers should receive a little note, card, email, or fax **3 to 5 times (max) a week**. We'd suggest **not** writing **every single day**, for then an interruption due to mail delays, power outages, server disruptions, etc. might cause anxiety. A nice gesture is to send a note just a few days ahead of the child's departure, so it will be at camp or arriving soon after the child does, to say "Welcome to camp!" Though you'll write more often, no doubt, than your youngster does, it means a lot to keep in touch. We'll be contacting you if you forget to write or if a lengthy gap in mail occurs, as neither you nor we wish to have your child feeling concerned or forgotten. Any communications that arrive after Noon (MST) will be distributed to your camper(s) at mail time the following day. (Interestingly, we've found that of letters, faxes, and emails, campers most enjoy and appreciate a stamped letter or card.) Please make sure the camper's first and last name is clearly indicated on the letter, email, and/or fax.

No-No's (EDIBLES, ETC.) Please carefully note the items listed near the bottom of the yellow clothing list directed to PARENTS, and make sure that parents, well-meaning friends and relatives know its contents. Please do not send any edibles or gum to camp, for should any happen to arrive at camp, they will be disposed of. Also, **do not send/bring money**. Your \$30.00 per session deposit for incidentals should handle **all** of your camper's purchases of essential items. (Simplifies **your** life, doesn't it?).

PACKAGES **WE PREFER THAT PACKAGES NOT BE SENT TO CAMP**. Please carefully read the enclosed neon yellow sheet. It addresses at length our package policy.

TELEPHONE Our long-time policy (based on experience and respecting your child's best interest) is that campers don't make or receive phone calls. As always, you may call the Directors or the Camp Nurse whenever you wish. We'll also be most happy to pass along such messages as "Happy Birthday" or "It's a Girl", etc. Rest assured that **we** would phone **you** **immediately** if your child does not arrive as scheduled on opening day, or if there were any topic needing your attention during camp. (If desired, "airplane-arrival" campers may phone home from Phoenix.)

TELEPHONE MESSAGES In addition to the sorts already mentioned, we often need information from parents which should be directed specifically to our office, such as: travel plans or changes; out-of-town phone numbers and/or mailing addresses, etc. **IT IS IMPORTANT THAT YOU ADVISE US DIRECTLY, BY PHONE OR MAIL...DON'T ASK YOUR CAMPER OR HER/HIS COUNSELOR TO DO SO. ONE (OR ALL) OF THEM MIGHT FORGET!! THIS IS VERY IMPORTANT FOR THE SAFETY OF YOUR CHILD(REN)!!**

MEDICALS AND MEDS As stated, **ONLY** our blue camp form will be accepted, and it **MUST BE SIGNED** (or we'll have to send it back). For the protection of **all**, and to meet our required health standards, the exam **must be within twelve weeks of arrival at camp**. Please note and comply with the date by which the form must be mailed, so that our Camp Nurses have adequate time to go over every form with care, checking for any allergies, medications, food or health problems, etc. Please be very thorough. Note (again) that **WE DISPENSE ALL MEDICATIONS THROUGH CAMP NURSE, BY PRESCRIPTION ONLY. NO MEDICINE IS KEPT IN CABINS, INCLUDING VITAMINS**. We serve three nourishing meals and two **healthy** snacks daily; if your doctor **still** feels the child needs vitamins, he or she will probably be quite agreeable to issuing a **prescription** for them. **ALL** medicines arriving at camp without a prescription will remain unused. That includes inhalers. If your camper(s) has asthma, be **SURE** to note the section in the blue medical form discussing the necessity for an **ASTHMA ACTION PLAN**.

HEALTH INSURANCE Camp provides **basic** health/accident coverage on all campers. Unless the generous limits are exceeded, no medical bills should be sent to you. (Please send them **to us**, if such an error should occur!) You, as parents, must carry **major** coverage (see blue medical form). Should a child need medication or treatment for a pre-existing condition, the doctor's office and/or our Friendly Pines Office will bill you directly.

SAFETY Please help us avoid foot and toe injuries by sending adequate, suitable footwear to camp. Boots or a tie-on shoe (with smooth sole and heel of at least 1.5 inches) will meet the safety standard in horseback riding. Going barefoot or wearing sandals isn't permitted. "Aqua Sox" (see yellow clothing list) are fine (for showers or swimming pool **ONLY**), but please no sandals/flip-flops. As you know, camp provides safety helmets for all riding activities (see Item 5 on page 1). We're proud of our remarkable safety record and, with your help, hope to maintain it! Our Camp Nurses will be happy to discuss any health matters with you and will contact you, should any significant occasion arise concerning your child.

TIPPING Kindly observe our **NO-TIPPING POLICY**. We realize this is a departure from what some have been used to in other situations. If you wish to express appreciation to a staff member, a kind word or letter is always appropriate. Small, **non-monetary** gifts are never expected, but would be *allowed*.

VISITING Our Open House/Visiting Days will be on the Departure mornings of **July 1, July 15, and August 2 from 8:30 to 11:30 AM and includes a complimentary brunch for all.** Refer to your copy of *travel information* for details. If attending, we encourage families to allow time to observe their child participating in activities; to meet his/her camper and staff friends, and to enjoy brunch as guests of the camp. If you attend, please do **NOT** bring any pop, food, gum, or other treats. We also ask that you **leave your pets at home.** Reminders of these dates and times of the Open House/Visiting Days will be included in a future mailing. **KINDLY REFRAIN FROM ASKING TO VISIT AT OTHER TIMES.** Remember: Friendly Pines does not take responsibility for supervising other family members or your camper(s) once you've reunited with them, unless they're participating in a camp-supervised activity.

TRAVEL PLANS See the enclosed **white sheet** (yellow copy for **you**) regarding travel. If your child is flying either way, please send along about \$10.00 in cash/change to take care of a meal or unexpected phone call. An FPC staff member meets every child's flight. Upon arrival all money and plane tickets, passports, etc. will be locked up in our office. If possible, try for **flights arriving at PHOENIX SKY HARBOR between about 8:00 and 10:30 AM and departing PHX between 2:00 and 4:00 PM.** If this is difficult, do your best and advise us if questions arise. (Be **sure** to re-check all flight info. several days ahead and inform us of any changes in time, flight # or airline.) Campers using the **charter buses** should be at the Wal-Mart parking lot at 4617 E. Bell Rd in Phoenix **between 11:30 AM and Noon, for a 12:15 PM departure.** The shopping center is on the southwest corner of Bell and Tatum. Campers should have eaten lunch. Refreshments await them at camp. A reminder on bus info will come before each session begins. Campers coming **by car** should arrive **between 1 and 4 PM.**

ACTIVITY CHOICES Your camper will receive a special letter **just before coming to camp**, confirming incoming travel plans, and explaining the various activity choices which will be awaiting him/her. You're invited to discuss this with your youngster. We allow **the child** the joy of making the actual decisions (after the comprehensive *activity orientation* conducted upon his/her arrival), savoring the enormous scope and number of available choices!

"SPECIAL" ACTIVITY SUPPLIES **ROCKETRY & MODEL-BUILDING:** If you plan on this activity, please **bring with you** the rocket, car, plane, etc., kit of your choice. (Many are hard to find in Prescott!)
SEWING: For the more advanced who wish to make projects requiring larger quantities of fabric (i.e. quilts, clothing, etc.), please select and bring your fabric. Beginners may either bring material for their small projects or choose from the available selection at camp.

CABIN PLACEMENT Every camp has its own method of making cabin assignments for the child's *living group*, but in all cases it should be based upon our goal of each child functioning at his/her best level. Our method considers chronological age, as well as the grade in school. Should two friends wish to be in the same cabin group, we're happy to consider those requests, providing parents of **both** children concur. We are reluctant to make iron-clad promises; sometimes the ages and school grades are greater than would be workable for both the older and younger child involved. (Be aware that the older is placed with the younger, not vice-versa.) Sometimes the "being together" is less important to the older child than being placed with her/his **own** age/grade level might be! *If* making a request, we ask for a **signed** note or fax (602-255-0774) from each family. Emailed cabin requests can not be accepted. Please give us a "reminder" phone call 2 or 3 days before the session opens. This includes requests already made, as friends and interests can change! **PLEASE LIMIT REQUEST TO ONE FRIEND ONLY! There can be a negative effect on other cabin members when several ask to be placed together.** Emailed cabin requests can not be accepted.

CAMP STORE Our little "*store*" exists only for the campers' needs (not for any camp profit!) and the counselors monitor all purchase requests. We carry a limited selection of necessities such as toiletries, stamps, writing materials, tennis balls, etc. We don't sell **FOOD, GUM, OR POP.** Deductions from the child's \$30 per session deposit for incidentals are made for any purchases, craft and sewing supplies, "pre-existing" medical prescriptions, long distance calls made in his/her behalf, excess laundry charges, etc. In September, when accounts for ALL SESSIONS are finally posted and figured, you'll receive a check for any surplus from the deposit for incidentals, or a bill for any overdraft.

LOST AND FOUND If all jewelry, expensive clothing, fine cameras and other valuables are left at home, it minimizes obvious problems. **FRIENDLY PINES CAMP CANNOT BE RESPONSIBLE FOR ITEMS LOST, MISSING OR DAMAGED.** We strive to instill in campers a healthy respect for the belongings of others, and good care of their own; you can help by discussing this prior to camp! After camp, we will mail home only those items of value, unless parents write or phone about a specific item. Again, campers can avoid much of the *lost and found* problem through personal care and responsibility, and having every single item well marked for identification, whether you utilize the laundry service or not.

ODDS & ENDS If you're cleaning out closets and find any of the following items to be discarded, they'll come in handy at camp: "*Outgrown*" books for the camp Library (please inscribe with the child's name and date of donation to the FPC Library); cast-off sheets, bedspreads, costumes, curtains, outlandish *dress-up* stuff, hats, make-up, etc. (All are useful for skits, backdrops, drama, circus day, etc.); full card decks; usable *rainy day* games (seldom needed, but handy!). Items, if small, may be put into child's luggage in paper sack marked **for FPC**; if larger, a plastic trash bag, similarly labeled, will do just fine for dispersal after arrival. Families sometimes like to send still-usable (outgrown) FPC T-shirts and riding boots, for "loaners".

CANCELLATION— Our cancellation policy appears on the bottom of the enrollment application. Just to reiterate: “*The deposit for any session, less \$50.00 non-refundable clerical fee, will be refunded if Camp receives written cancellation by May 1st. Our commitments concerning food, staff, and supplies are made early in the Spring, and therefore, if enrollment is cancelled after fees are paid after May 1st, refund (less \$50.00) will be made only if opening is filled. You may wish to consult your insurance agent re: cancellation refund coverage.*”

HELP Call us at **ANY** time if you have a question. (602) 255-0550 from Metro Phoenix area; (928) 445-2128 otherwise. Our **Camp Nurses** may be reached directly, also, at (928) 445-9174. So that your call may receive prompt attention, please tell the office person the nature of your call - i.e. **camper’s adjustment to cabin or camp life; program activities; health/medical; travel plans; billing/fees**, or other. Be assured that you may speak to a camp director at any time you so wish. Remember! Arizona is on MST and **does not** observe daylight-savings time.

GOODBYES Should your child want to discuss this ahead of time, **DO** address goodbyes in a casual, straightforward way: “Yes, it might be kind of hard for both of us, but we’ll see each other again soon, and keep in touch by cards and letters.” Parents: please know that the time fairly flies for the campers, but not necessarily for **YOU!** Hence, the *missing* is usually more on **your** part than on theirs! Wherever you say good-bye - bus, at camp, or airport - bid a brief and cheerful farewell. The best and kindest thing for your child is to be ruthless with **yourself** on this point. Don’t dwell on *missing*. Let her/him come to camp with a **HAPPY HEART!!** See the excellent article, “*The Camp Problem*”, enclosed.

AND FINALLY... When all details have been attended to and your camper has started on the new adventure, please relax, stop worrying, and prepare to enjoy **YOUR** vacation! Know that we look forward to welcoming your child, and sharing the 66th season of “**SUMMER MAGIC**” together!

From “**Your Partners in Parenting**”, with regards,

Jack and Bebe Brown May
Owners and Directors

Kevin J. Nissen
Co-Director

Beth Parkowitz
Program Director

REMINDERS, DATES, CHECK-LISTS:

2006 CAMP DATES

- Session 1: Sunday, June 18 to Saturday, July 1**
- Session 2: Sunday, July 2 to Saturday, July 15**
- Session 3: Sunday, July 16 to Wednesday, August 2**

FEES

By **May 1** please mail balance of fees for all campers, and **WHITE STATEMENT SHEET WITH DETAILS**. Keep yellow copy. Return envelope provided. If enrolling after **May 1**, full fees are due by return mail, following receipt of statement. Please do not hold up payment waiting for medical forms, travel plans, etc. As you know, your deposit only holds your space/s until **May 1**.

TRAVEL PLANS

By **May 1**, if possible, please mail **WHITE TRAVEL SHEET, FULLY COMPLETED WITH ALL TRAVEL DETAILS**, including **both** ARRIVAL and DEPARTURE information. Keep yellow copy. May include in same return envelope as fees/statement. If enrolling after May 1, full travel information will be due very promptly. Please send our office written changes in travel plans ten days ahead.

MEDICAL FORMS

BLUE MEDICAL FORMS, signed and fully completed, must be mailed by the following dates:

- Saturday, June 3 for 1st Session campers
- Saturday, June 17 for 2nd Session campers
- Saturday, July 1 for 3rd Session campers

CLOTHING AND CLOTHING LISTS:

- All** camper clothing and equipment must be plainly marked for identification *whether or not laundry service is desired*.
- Indicate your preference regarding laundry service and sign the yellow clothing sheet!
- Camper’s **yellow clothing list** must be carefully completed while packing, and placed on top, in child’s main piece of luggage. **Please don’t mail form ahead**. Use separate luggage and clothing lists for each child, please. (You can download important forms from our website at www.friendlypines.com. If you have trouble doing so, please contact us and we’ll fax or mail you another form at any time, if needed.)

QUESTIONS? PROBLEMS? CALL US!! WE’RE HERE TO HELP!!