



PARENT HANDBOOK SUMMER 2019

Policies, Procedures, and Helpful Information



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Summer 2019

Dear Parent,

Thank you for choosing Camp Horizons this summer and I look forward to welcoming you and your camper on Opening Day! This summer we look forward to creating a safe, fun, inclusive, and memorable camp experience for your child and every camper who calls Camp Horizons their home away from home.

Whether this is your first summer with us, or your 8th summer with us, *please* take the time to carefully review the following pages. The handbook contains useful information we want you and your camper to know so your camper's time with us is as enjoyable as possible. The handbook covers the following areas.

1. Important Reminders & Expectations
2. Our Policies & Procedures
3. Other information to help prepare your camper (and you as the parent) for a fantastic summer at Camp Horizons!

As you review this information, please contact our office if you have any questions, concerns, or suggestions. We are very thankful that you will be entrusting us with your child this summer. We are looking forward to another great summer and another year of adding more faces to our Horizons family!

Please know that I am available for any questions you may have, so please don't hesitate to give me a call or send an email!

We Are Many, We Are One.

See you soon!

A handwritten signature in black ink that reads "Martin Brennan". The signature is written in a cursive, flowing style.

Martin Brennan
Camp Director & Chief Motivator

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Who We Are

Our Mission

We are dedicated to providing children with a place they can call their own in our constantly changing world; where they become a part of a supportive, encouraging community; and where they understand not only their own rights and responsibilities but also appreciate and respect the rights of others.

We are a diverse community of campers and staff members, from many different cultures and backgrounds, working, playing, and learning together. We encourage each other to try new things, enjoy favorite activities, grow in confidence and a sense of accomplishment, and build strong friendships that last a lifetime.

We take pride in our influence and ability to create lifelong memories. Our intent is to spark an energy that is capable of impacting people around the world through fun, friendship, and respect for others and themselves. We may or may not change the world, but we will change our corner in it. We are many, we are one!

Our Staff

Our staff members come from across the nation and from around the world. They help us to create a safe, caring environment for our campers. They must be at least 18 years of age and have typically completed one year of college. All staff members undergo an intensive screening, interview, and background check process before arriving at camp. Staff must complete an extensive 7-day staff training program designed to prepare them for their job at camp – to provide a safe, successful experience for our campers.

John Hall: Founder and Owner

Since 1983, I have had the immense pleasure of watching Camp Horizons grow and offer a place for children from all over the world to experience a safe, accepting, home away from home environment. As a former Eagle Scout and camp counselor, I traveled with Up With People before settling in Harrisonburg to pursue my life-long dream of operating a summer camp. My goal when I started Camp Horizons was to impact 10,000 children per year, and I look forward to continuing this goal in the future. When I am not at camp, I enjoy spending time with my son, Jake.



Martin Brennan: Camp Director

Hi there! My name is Martin, and I am the Camp Director here at Camp Horizons. After partaking in both Semester at Sea and the international organization Up With People, I realized I had a passion for teaching, the performing arts, and the outdoors. I have served as a Peace Corps Volunteer in Honduras and have worked with numerous corporations in the areas of diversity and leadership before becoming the director in 2014. I treasure the summer camp season and spending time with the campers and staff, being at Opening Campfire, having a meal with the campers, and enjoy watching the friendships that bloom. I live in Harrisonburg with my wife and son and cannot wait to meet you all!



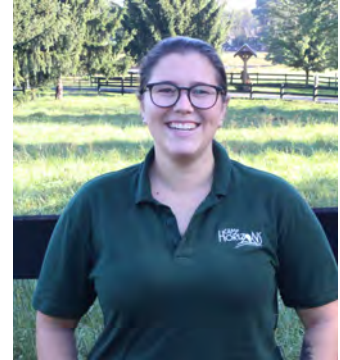
Jenny Nichols: Equestrian Director

Hi! I'm Jenny, and I'm the Equestrian Director here at Horizons. Born and raised in the Shenandoah Valley, I have been around horses in some capacity since I was 5. After spending a few summers as part of the Equestrian Staff, I became the Director in 2016 and have absolutely loved it! I have experience in several different disciplines such as hunter/jumpers, dressage, and hunter paces. I absolutely love the unique teaching experience that horseback riding instruction brings, and love coming up with creative ways to help campers learn how to ride and care for horses.



Liz Heilbronner: Associate Camp Director

Hey there! My name is Liz and I am the Associate Director here at Camp Horizons. I'm originally from Charlottesville, Virginia, but moved to Harrisonburg in June 2016 to begin camp life full-time. Before coming to camp, I worked at a therapeutic boarding school in Charlottesville after receiving my Masters in Counselor Education from UVA. I have been going to Camp Horizons since I was 7 years old and each summer is an exciting new experience! I love camp because it has given me the opportunity to meet people from all over the world and impact children in a way that might not happen at home or school. When I'm not at camp, you can find me around town with my fat cat Noodle or re-reading Harry Potter for the millionth time!



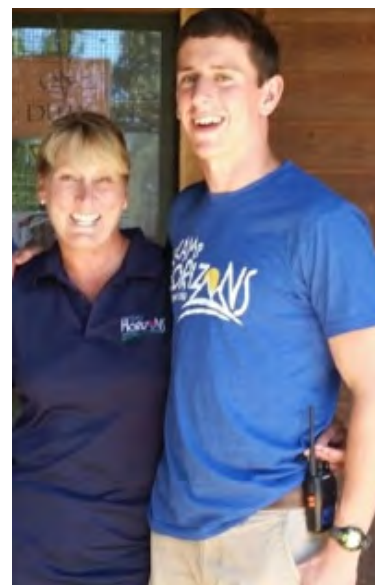
Chesca Pritchard: Assistant Camp Director

Hi there! My name is Chesca and I'm the Assistant Director here at Horizons. I started working at summer camps in 2012, and I've been at Camp Horizons since 2015. I'm originally from a small town in Oklahoma, where there are more cows than people (which probably explains my obsession with cows). I attended Oklahoma State University for 6 years and received a Masters of Science in recreation management and therapeutic recreation. During my first summer of being a camp counselor, I quickly realized the power of summer camps and how much we can positively impact a campers life through the community we create. I currently volunteer with the Virginias American Camp Association Local Committee of Leaders as the independent camp chair. I am so grateful to be a part of such an incredible industry and to be a part of the camp horizons family.



Laurie Darr: Director of Heath and Wellness

Hi there! My name is Laurie, and I'm the Health and Wellness Director. I'm originally from New York, and I am a Registered Nurse with 26 years of experience in multiple disciplines such as ICU/CCU, Emergency Department, Hospice, NICU, and Labor and Delivery. During this time, I completed my Nursing degree, Bachelor of Arts, Bachelor of Science, and Masters of Nursing. Currently, I am a professor for three local universities teaching nursing students' hands-on training within the hospital environment. As the Health and Wellness Director, I am responsible for the medical and safety training for the counselors and staff, emergency procedures, and maintaining the medications the campers arrive with. If I find some "me" time, my family and I enjoy riding our horses throughout the Shenandoah Mountains or sitting by the pool and enjoying the mountain view.



Trey Smith: Outdoor Learning Center (OLC) Director

Hello everyone, my name is Trey Smith! I am the Director of the Outdoor Learning Center. I came to Horizons after studying Organizational Communication and Environmental Studies at James Madison University. I love camp because it provides the opportunity for campers to try an activity and develop a passion. When I am not at work you can usually find me reading, riding a bike, or paddling a canoe.



Harriet Flynn: Associate Director OLC and Leadership Camp

Hi, I'm Harriet and I'm Associate Director of the Leadership Camp during the summers and the Outdoor Learning Center (OLC) Associate Director at our Horizons campus during the school year. I began working at Camp Horizons in March of 2016 after earning my degree in Parks and Outdoor Recreation from George Mason University and working in the summer camp/outdoor recreation industry for 7 years. I love working at camp the most when I get to see campers making lifelong friends and trying new activities that push themselves outside of their comfort zone. My favorite parts of summer camp are all the bonds that are formed, random dance parties, and swimming in the lake! When I'm not working, you can find me exploring a cave or hanging out with my miniature goat named Sid!



ACA Accreditation

Camp Horizons has been accredited by the American Camp Association (ACA) since our founding in 1983. ACA accredited camps must meet up to 300 standards for health, safety, and program quality, as well as establish guidelines for needed policies, procedures, and practices. To earn and maintain ACA Accreditation, we must pass an on-site visit every five years that includes a full review of all ACA standards, and submit an annual assessment in the years between the on-site visits. Only approximately 25% of camps across the country receive this accreditation.

Facilities

Camp Horizons sits on 300 acres along the base of Massanutten Mountain. Below is a list highlighting our fantastic facilities!

- 25-meter Lap and Dive Pool
- Archery Range
- Arts and Crafts Building
- Baseball Diamond
- Basketball Court
- Camper Care Center (Health Center)
- Climbing Wall, Two High Ropes Courses, Low Ropes Course Elements
- Custom-designed Treehouse by the Treehouse Masters
- GaGa Pits
- Horizons' Farm
- Horizons' Garden and Greenhouse
- Horizons' Radio Station
- Lakefront Pavilion
- Lake Philippa, with Water Slide, Zip Line, Lake Toys
- Nature Lodge
- Outdoor Stage
- Pump Track
- Sand Volleyball Court
- Science and Technology Yurts
- Soccer Field
- Swap Shop (Camp Store)
- Three Dining Halls
- Three Horse Riding Rings and Horse Trails
- Two Tennis Courts
- Villages For Each Age Group:
 - Rainbow Village, Girls Aged 6-11 (5 Cabins)
 - Sunrise Village, Boys Aged 6-11 (6 Cabins)
 - Sunset and Mountainside Village, Boys Aged 12-16 (10 Cabins)
 - Starlight Village, Girls Aged 12-16 (8 Cabins)

Camp Policies

Camper Possessions

In an effort to protect your child's possessions, we ask you to keep valuables, activity equipment, and expensive clothing at home, rather than allow your child to bring it with them to camp.

We cannot be responsible for these items, nor can our staff. Please make sure your camper does not bring any electronics or money with them. If your camper is found with these, we will keep them in the office until Checkout.

Small fans and hairdryers are acceptable and may be used in the cabins where electrical outlets are shared by cabin-mates. We recommend battery powered fans as there are limited outlets in the cabins.

Given our beautiful yet wooded location, we cannot allow food in our cabins because it attracts mice, bugs, and other critters. Snacks are available for purchase in the Swap Shop every afternoon during Free Swim and snacks are provided for campers each night. Please do not send food in packages to your camper, any food from care packages will be donated.

Camper belongings may be searched by camp administration if there is a reasonable basis or probable cause that they are in possession of drugs, alcohol, stolen property, weapons, or any possession feared to be harmful to campers or staff.

Campers found possessing or using tobacco, alcoholic beverages, illegal drugs, or weapons will be dismissed immediately with no refund. Furthermore, the proper authorities will be notified as required by law.

Cancellation/Refund Policy

In the case of serious accident, illness, or other extenuating circumstances, refunds will be provided at the discretion of the Camp Director. No refunds or reductions are made for late arrival or early departure from camp. Any camper whose behavior disrupts the camp program or is harmful to him or herself will be dismissed with no refund. Campers found possessing or using tobacco, alcoholic beverages, illegal drugs, or weapons will be dismissed from camp with no refund.

- For cancellations made before May 1, all fees may be refunded, less a \$200 processing fee.
- For cancellations made after May 1, the \$500 registration deposit is forfeited.
- For cancellations made after June 1, the total registration fee is forfeited.

Gratuities

It is our goal that our counselors will exceed your expectations and will provide a fantastic experience for your child. We ask that you do not offer gratuities/tips to any of our staff, as they will not accept any. However, if you would like to recognize a counselor, we would appreciate you sending us an email or letter about your child's experience at camp and how the staff member made a difference for your child. We will share this with them and recognize them for the outstanding feedback.

Packages

Campers who have forgotten essential items may receive packages from parents or guardians, but please limit package to essential items only. All packages received will be opened in the office, and any food will be donated.

Technology Free Camp

Here at Camp Horizons, we are a technology-free camp. We have found that phones, smart watches, tablets, and computers only disconnect children further and prevent them from getting a true camp experience. In an effort to protect your child's possessions we ask that you keep valuable possessions, activity equipment, and expensive clothing at home rather than allow your child to bring it with them to camp. Any technology your child does bring will be kept in the office until Checkout.

Visitors

It is our experience that parents and visiting family members often times cause confusion and/ or enhance feelings of missing home. Because of that, visits during sessions are discouraged unless approved by a director ahead of time. Exceptions will be made for special circumstances, and campers staying multiple sessions will have the ability to go off-grounds with a parent or guardian between the sessions. If you would like to discuss a visit, please call our office ahead of time to speak with a director.

What Not to Bring

Please help us ensure these items are not brought to camp by reviewing what your child has packed before departing for camp. Please understand that if any of these items are found at camp they will be held in the office and returned during Checkout.

- Any electronic devices
 - Mobile Phones/Phone Watches/Google Glass/etc.
 - iPod, mp3 players, etc.
 - iPad, tablet, kindle, or laptop computer
 - Gaming devices
 - Video/DVD players
- Any item that may be considered a weapon
 - Knives, utility tools/multi-tools, swords, etc.
 - Firearms

- Matches, lighters, fireworks
- Food (snacks, candy, gum, drinks)
- Tobacco, including vape pens, alcoholic beverages, illegal drugs
- Pets or other animals

Medical

Camper Care Center

The Camp Horizons Health Center, known as Camper Care, is located in the middle of camp for quick and easy access for any ill or injured camper or staff member. Our medical staff resides in the Camper Care Center and is accessible 24 hours a day while camp is in session.

Camper Care provides treatment for injuries requiring minimal care and distributes medications as prescribed. Campers needing care beyond what we can provide are taken to the walk-in clinic at MedExpress Urgent Care in Harrisonburg, located approximately 20 minutes from camp. Emergency medical services (via 911) are available and ready to assist if needed, and are 10 minutes away, with Sentara Rockingham Memorial Hospital 25 minutes away.

We will contact you about your child's health at camp:

- If your camper has an injury or illness that removes them from activities for a prolonged period of time,
- If your camper has an injury or illness that requires them to stay in the Camper Care Center overnight,
- If it is determined that your camper needs additional medical care, away from camp, we will notify you immediately and will update you as we are able to do so,
- If your camper's illness, injury, or emotional health present concerns for their ability to have a positive experience at camp, we will contact you to discuss immediately.
- If we feel there is a concern for your campers mental health state, we will notify you immediately.

Safety

Safety is our top-priority, as evidenced by our excellent safety record. Significant measures of prevention and a well-trained staff are key to a safe summer. All program-related activities contain an element of risk, including the unpredictable forces of nature; however, we adhere to ACA standards in the outdoor/camping industry to help minimize these risks and ensure the safest programs possible.

A signed enrollment denotes that the parent/guardian and participant acknowledge this inherent risk. Additional waivers are required for horseback riding, SCUBA, Via Ferrata and Canopy Tour.

Health History and Insurance

Along with other paperwork, the camper Medical Forms Parts 1 – 4 need to be completed online by **June 1** through the Parent Dashboard. Each camper must be covered by their family health insurance policy. Parents are responsible for payment of all medical charges of physicians, dentists, and hospitals. All campers must have a credit card on file with camp to cover any medical expenses incurred by camp.

Medications

According to American Camp Association guidelines, **all medication** must be turned in during check-in and kept in our Camper Care Center. The **only** exceptions to this are physician-prescribed inhalers and Epi-Pens; however, they must still be presented to the medical staff during check-in along with the prescription for review and discussion about use during camp.

Over-the-Counter Medications:

We stock many over-the-counter medications in pill form as well as liquid/chewable form when available, including, but not limited to the following:

Advil	Aleve	Benadryl	Cold/Cough Relief
Ibuprofen	Pepto Bismol	Sudafed	Tylenol

Therefore, it is not necessary for you to bring over-the-counter medications unless it is a specific or not widely-available medication.

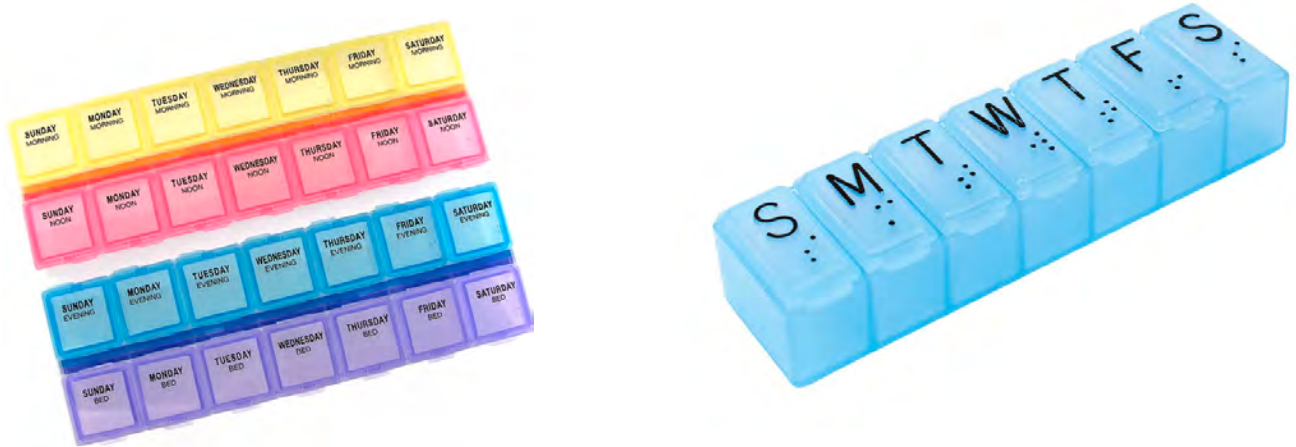
Prescription Medication:

We understand the proper administration of medications plays a vital role in the health and safety of our campers. Our staff handles the administration of all medication with professionalism and confidentiality. To ensure that your child's medication is correct and that we have all the medications your child needs for their duration of stay we require all parents to **pre-package your camper's medication**. In our research, we believe this to be the best method for collecting medication from our families to distribute to campers. Medical staff will dispense medications at breakfast, lunch, dinner, and bedtime, as well as other times as needed. Our staff will ensure that campers take all medications as prescribed.

To best serve our campers and their needs concerning medication, please follow these steps in preparing medication for camp.

1. Enter all of your camper's medication on the medical forms through the Parent Dashboard online.
2. Purchase a pill container such as the ones posted below. Please make sure to purchase a container that matches how many times a day your camper takes

medicine. If your camper is staying more than one week, please purchase multiple containers. You can find these containers at most pharmacies, Walmart, and Target.



3. **Pre-package in the specific container** your child’s medication for their entire stay.
 - a. 1-week campers need 1 (one) 1-week container
 - b. 2-week campers need 2 (two) 1-week containers
 - c. 3-week and higher campers need as many containers for their respective weeks
4. Please **print clearly** on the lid of the container your **child’s name**.
5. Bring container with your child’s medication and the print out of your child’s medication forms to camp on Check-In Day.

Important Information to Know:

- On Opening Day, we start dispensing medications at **dinner**.
- On Closing Day, we dispense medications in the **morning** only.
- Please review the medications section online the week prior to attending camp and update all changes to medications, dosage, and instructions.
- If your child takes medication for the treatment of hyperactivity, impulsivity, ADHD, etc. **please do not take them off** of their medication while at camp.
- Birth Control is a medication and needs to be turned in to Camper Care at Check-In.

Head Lice

We understand the difficulties of head lice in a camp setting, and are very cautious about preventing and doing all we can to keep lice out of our community. It’s important to remember that head lice do not carry or spread disease – they’re just a nuisance. If any cases of lice are found on Opening Day, the parents or guardian will be responsible for taking your camper home and treating the lice. We are not a lice treatment facility and cannot treat your camper if it is found at camp.

Camp Horizons requires either a note from the camper's family doctor or from a clinic specializing in lice removal, such as Lice Clinics of America, stating your camper is lice and egg (nit) free before your camper may return to camp. If a camper is found with lice on Opening Day, we will work with the parent or guardian to find an alternative session for your camper to attend once the lice is successfully treated.

Please check your child for head lice two weeks prior to departure and again immediately before camp begins. If any sign of head lice is found, please arrange for appropriate and immediate treatment and let us know that such treatment has taken place. If your child had head lice or was exposed to head lice within two weeks of their arrival to camp, please notify us.

Bed Bugs

Bed bugs have become more prevalent all across the U.S. in recent years and we have been proactive in making sure that they do not reside at Camp Horizons. We eliminated all of our wooden bunk beds and replaced them with metal frames, which give bedbugs no place to hide. We utilize the services of industry-leader Pure Environmental to help us stay ahead of any potential issues with bed bugs. Prior to camp, they inspect all cabins with their highly-trained detection dogs. If bed bugs are found, immediate treatment is applied in order to effectively kill any.

Pre-Camp Information

Accounts and Paperwork

All paperwork and payments are due by **June 1**. Forms are available and can be submitted via your Parent Dashboard login. Accounts not paid in full by June 1 may result in the loss of a camper's spot at camp. Campers will not be admitted if the account is not paid in full. If you have any questions or concerns about the paperwork or your account, please let us know.

Clothing and Dress Code

Camp is located in the beautiful Shenandoah Valley of western Virginia, surrounded by mountains. We find that our weather patterns include days in the 80-85 degree Fahrenheit range and nights in the 65-70 degree range. Of course, there are days/nights that fall outside of these averages, but this is a general rule of thumb.

We do not have a camp "uniform" and most campers wear t-shirts and shorts while at camp. It is important for campers to bring clothes that are comfortable, can get dirty, and have already been washed a few times.

Philosophically, we understand that clothes are an important statement for young people about who they are and how they want to be seen. Our reality, though, is that we operate a

camp in the outdoors with children of many different ages, backgrounds and lifestyles. Clothing can be lost, torn, stained, or undergo other mishaps.

Please make sure that whatever you send errs on the side of modesty, including swimsuits. Clothes should be appropriate (styling, messages, etc.) for a co-ed camp with children from 6 to 17 years of age. This would include crop-tops, speedos, and other short or revealing clothing. We will ask campers to change clothes if we feel they are inappropriate and we cannot be responsible for damaged or missing items.

Swap Shop (Camp Store)

The Swap Shop is our camp store filled with snacks and Camp Horizons apparel and souvenirs, along with other basic needs campers may have while at camp. Swap Shop will be open on Check-in and Checkout for any last minute purchases. Each day during Free Swim, campers have the opportunity to go to Swap Shop to make purchases. While we limit each camper's afternoon purchase to one snack and one drink, we do not limit their purchases for apparel and souvenirs. Please be mindful of this as you determine how much money to add to your child's account.

Adding Money to Your Camper's Account:

Please follow the steps below to add money to your camper's Swap Shop account prior to camp starting.

1. Create an Account at our Online Swap Shop: <https://horizons.vendecommerce.com/>.
2. Upon successfully creating an account, return to the Home Page.
3. In the "Featured Items" section, click on "\$1 Store Credit".
4. Add the dollar amount of your choosing.
5. Click button "Add to Cart".
6. Write your camper's name in the Note Section. For families with multiple campers, please list each child. If you do not want the money to be divided evenly, please indicate.
7. Click "Check Out" button.

Helpful information:

- We recommend \$20 per week for snacks and drinks.
- Please note that our apparel and souvenirs run anywhere from \$12.00 to \$30.00.
- Please talk with your child before camp to make sure they know how much money is in their account.
- Larger purchases can always be made online and during Check-In and Check-Out.
- To check your camper's balance during their session, please call, email, or online chat with us.
- You can always call and add money to your camper's account over the phone.
- At the end of your camper's session, any Swap Shop balances over \$5 will be refunded to your card **within 30 days of the end of summer.**

What to Bring for Discover, Journey, Explorer, and Equestrian Programs

These items are recommended for a 2-week session. Please **label everything** with camper's **first and last names**. We suggest a suitcase, duffel bag, or plastic under-bed box rather than a trunk. Luggage is stored under beds, which measure 15" high and 40" deep for the cabins.

Clothing:

- 10 pair of socks, labeled
- 10 pair undergarments, labeled
- 10 T-shirts, labeled
- 2 long pants/jeans, labeled
- 2 pair athletic shoes, labeled
- 2 sweatshirts/jackets, labeled
- 2 swimsuits, labeled
- 10 Shorts, labeled
- Hats/bandana, labeled
- Mesh Laundry Bag, labeled
- Pajamas, labeled
- Raincoat/poncho, labeled
- Shower shoes/sandals
- Water shoes for lake

Personal Care Items

- Extra glasses or contact lenses
- Insect repellent
- Other personal items
- Sunscreen
- Toiletries (brush, soap, toothbrush, etc.)

Bedding & Linens:

- (Cabins do not have paper towels)
- 2 Bath Towels, labeled
- 2 Beach Towels, labeled
- 1 Hand towel, labeled
- 1 Washcloth, labeled
- Pillow, Extra pillowcase, labeled
- Sleeping Bag
- Twin Sheets, labeled

Other Items:

- Any talent show items
- Backpack/daypack, labeled
- Books/Magazines, etc.
- Camera, labeled (digital or Polaroid)
- Crazy Creek / Stadium Chair
- Flashlight & batteries
- Paper, pen, envelopes, and stamps
- Personal Fan (battery powered)
- Sunglasses
- Water bottle (IMPORTANT)

Additional Items for Horseback Riding & Off-site Explorer Trips

Horseback Riding (lessons, trail ride, or Equestrian Camp):

- Long Pants/Jeans
- Hard-soled boots or shoes with a 1" heel (no tennis shoes)

Off-site Explorer Trips:

- *For Caving:* long-sleeved shirt, pants & shoes that will get very muddy or permanently stained
- *For River Canoeing and Tubing:* sandals (Tevas, Chacos, Crocs with strap, etc.) or tennis shoes – no flip flops
- *For Via Ferrata, Canopy Tour, and Rock Climbing:* closed-toed shoes, water bottle, and pants/long shorts/leggings

Opening Day Transportation

Sunday Afternoons

Check In by Car at Camp Horizons

3:00 - 4:30 p.m.

Flight Arrival Times at Washington Dulles Airport

10:00 a.m. – 2:00 p.m.

\$60 each way

Northern Virginia Shuttle Pick-Up

Tyson's Corner Best Buy

8449 Leesburg Pike

Vienna, VA, 22182

1:30 p.m.

\$45 each way

❖ Parent Drop-Off/ Car

Registration starts at 3:00 p.m. on the first Sunday. If you arrive early, please feel free to hang out in/around your car or meet the families in line with you while we complete final preparations for your session. Please refrain from smoking as we are a tobacco free camp, and make sure all animals are on leashes.

❖ Plane

Campers will be picked up at Washington Dulles Airport (IAD) for an additional fee of \$60 each way. Campers will be met at the baggage claim by a staff member wearing a Camp Horizons shirt with a sign. Campers flying as unaccompanied minors will be met at the gate.

From Washington Dulles airport, drive time to camp is 2 hours. Campers may carry a cell phone for their travels, but we will keep it in the office along with their passport, tickets, and other valuables until departure.

Flights should arrive at Washington Dulles between **10:00 a.m. and 2:00 p.m. on Sunday**. If you cannot schedule a flight during those times, please contact us to find a suitable time, however, additional charges may apply. Please complete the Airport Flight Details Form by **June 1**. It is imperative that we have your camper's flight information.

❖ Camp Horizons Bus

The Camp Horizons Bus is available to campers for Pick-up and Drop off and costs \$45 each way. The Camp Horizons Bus Stop is located at the Tysons Corner Best Buy at 8449 Leesburg Pike, Vienna, VA, 22181. Pick-up is at 1:30, and the bus will depart by 2:00. Our

staff will greet you, check your camper in and load luggage and answer any questions you might have. Please have campers eat lunch prior to departure. The bus will be marked with our Camp Horizons logo. If you are running late or cannot find the meeting place, call 540-896-7600.

Closing Day Transportation

Saturday Mornings

Check out by Car at Camp

9:00 a.m. -10:30 a.m.

Flight Departure Times from Washington Dulles Airport

12:00 noon – 4:00 p.m.

\$60 each way

Northern Virginia Shuttle Drop-Off

Tyson's Corner Best Buy

8449 Leesburg Pike

Vienna, VA, 22182

11:30 a.m.

\$45 each way

❖ **Parent Pick-up/ Car**

We know you are anxious to see your camper; however, check-out runs from 9:00 to 10:30 a.m. so campers can finish breakfast and make final preparations for departure. Our staff will be available at this time as well to meet you and answer any questions you may have about your child / child's session. Please arrive no later than 10:00 a.m. so that you can have the car packed and say goodbyes before our staff head to a 10:30 a.m. meeting. Please refrain from smoking as we are a tobacco free camp, and make sure all animals are on leashes.

❖ **Plane**

Unless otherwise specified, campers departing by plane will be taken to Washington Dulles Airport (IAD) for their return flight. Additional fees do apply for airport transportation. Campers will be taken to the security checkpoint at the airport and those flying as Unaccompanied Minors escorted to the gate. Flights departing Washington Dulles should leave between **12:00 noon and 4:00pm** on Saturday. *Please do not schedule a flight before 12:00 noon.* Please make sure you complete the Airport Flight Details form on your Parent Dashboard.

❖ **Camp Horizons Bus**

Campers will depart at 9:00am and arrive at approximately 11:30 a.m. The Camp Horizons Bus Stop is located at the Tysons Corner Best Buy at 8449 Leesburg Pike, Vienna, VA, 22181. Our staff will ask for a photo I.D. as you pick up your camper. If you are running late for pick up or cannot find the meeting place, call 540-896-7600.

Driving Directions to Camp Horizons

From the North

- Take I-81 South to exit #257 – Mauzy/Broadway.
- Take a left at the stop sign at the end of the exit ramp.
- Take a right at the stop light onto Route 11 South.
- Go 3 miles to the town of Lacey Spring. Just past Lacey Spring Elementary (on your right), turn left on Route 806/Martz Road.
- Go 3 miles to the stop sign and turn right on Mountain Valley Road/Route 620.
- Camp is the 2nd driveway on the left, past the row of pine trees.

From the South

- Take I-81 North to exit #251 – Harrisonburg/Route 11.
- At the end of the exit ramp take a right onto Route 11 North.
- Go about 5 miles to the town of Lacey Spring. Just past Mt. Tabor Church (on the left) turn right on Route 806/Martz Road.
- Go 3 miles to the stop sign and turn right on Mountain Valley Road/Route 620.
- Camp is the 2nd driveway on the left, past the row of pine trees.

During Camp

What to Expect on Opening Day

Opening Day is more than just checking your child in at camp. It is also a time for parents and campers to get comfortable with camp – get to know the staff, become familiar with the facilities, and of course help get campers settled into their cabin. We will do our best to get you through the process as quickly as possible.

Opening Day/Check-In:

- Upon arrival, a staff member will greet you, give you instructions about the check-in process, and direct you to parking.
- Unpack your campers' belongings and place them under the designated village tent. Staff members will be on hand to assist.

- Check in at the registration table, complete any missing paperwork, make final payments, turn valuables in (phones, passports, money, etc.), and add enrollment extras.
- Check in at the Camper Care Center with our medical staff, turn in all forms and medications and have your campers health check performed.
- Walk your camper to their cabins (maps will be provided) to meet their counselors, cabin mates, and help them settle in.
- Parents are encouraged to stop by our letter writing station to write a letter (or two) to your children that will be delivered during the camp week.
- The Swap Shop will also be open for families to purchase camp merchandise, snacks, and other items. You may also add money to your camper's account at this time.
- We ask that parents exit camp by 5:00 p.m., as we will start our first dinner as a camp at 5:30 p.m.

Cabin Life

Cabins are grouped by gender, age, and grade (if applicable). Cabins have eight to twelve campers and two counselors. All cabins have electricity and either have ceiling fans or box fans. Bathrooms and showers are in the cabin, attached to it, or a short distance away.

We do our best to honor up to two cabin-mate requests as long as campers are in the same program (Discover/Journey, Explorer), are close in age and both request each other. Cabin-mate requests cannot be guaranteed. These requests should be made on the camper's online Enrollment Form. If you have already enrolled and would like to complete or edit this form, please call or email us and we would be happy to assist you.

Cabin Cleanliness- Captain Caper (Discover/Journey) or Freshest Crib (Explorer)

A major benefit of the residential camp experience is that campers are given opportunities to learn to be responsible for themselves and their belongings. We ask campers to keep their cabins clean and tidy. Each day a staff member checks the cabins and names the cleanest cabin from each village. Campers with the cleanest cabins are served first at meals the next day.

Campers Staying Multiple Sessions

Campers staying multiple sessions will enjoy a relaxed weekend at camp. Campers swim, watch movies, play games and hang out. There is no charge for staying between sessions and campers will have their clothing washed between sessions.

Communication With Your Camper

❖ Telephone Calls

Campers may not make or receive phone calls, except in extenuating circumstances. If you have any concerns, feel free to call us at 540.896.7600 and a Director will return your call as soon as possible.

❖ E-mails

You may send emails to your camper through your Parent Dashboard login. Campers can reply by handwriting on our e-mail forms, which are scanned and emailed as attachments. Campers' responses will be collected after Horizontal Time (1:00pm-2:00pm) and scanned in the afternoon.

❖ USPS Mail

Campers love to receive mail! Frequent, short letters and cards are better than long, occasional letters. Make letters newsy and directed toward what your child is doing at camp. Be positive and encouraging. Avoid writing about what the camper is missing at home. Campers may receive unlimited letters. Mail will be distributed to campers on weekdays during Horizontal Time (1:00pm-2:00pm). Outgoing mail will be collected after Horizontal time and put in the mailbox to be posted. Please remember that all packages will be opened in the office and any food found in packages will be donated.

Laundry

Laundry is done weekly for campers staying for multiple weeks/sessions. Each camper must bring a laundry bag for dirty clothes. Please send an actual laundry bag with a drawstring closure. These can be purchased at most large "box" retail stores (Target, Walmart, etc.). Lights and darks are not separated, so please do not send new clothes that may run. Please **label all items** including the mesh laundry bag. Everything must be labeled.

We have a partnership with Mabel's Labels and highly recommend them for all your labeling needs. Mabel's Labels sticks to all types of clothing, toiletries, backpacks, water bottles, and more. For more information, visit www.mabelslabels.com.

Lost and Found

We work very hard to make sure that children come home with everything they brought to camp. Please **label all items- including your laundry bag**, so we can quickly return items to their owners if they do become separated. Any items left behind that are labeled will be returned at our expense. Any items not labeled will be kept for two weeks. If you find that you are missing items when your camper gets home, call or e-mail us immediately. Any items not labeled will be returned at your expense with a minimum charge of \$5.00. Items not claimed after two weeks are donated to a local charity. In order to ensure your camper goes home with what they brought, **remember to label everything!**

Meals

Our professional kitchen staff serves delicious, kid-friendly meals and will work with you to accommodate your camper's dietary needs. For breakfast there is always a hot item option along with cereals, fruit, milk and juice. For lunch and dinner a main entrée is served along with vegetables or fruit. Typical meals include: eggs, biscuits, and pancakes for breakfast, quesadillas, chicken nuggets, and grilled cheese for lunch, and spaghetti, hamburgers, and pizza for dinner. The salad bar, sandwich bar, and sun butter & jelly table are available for lunch and dinner. Campers eat with their cabin groups during meals, which are served family-style for Discover and Journey, and buffet-style for Explorer. Campers help clear the table at the end of the meal. A snack is served as part of the evening program and is usually something like pretzels, popcorn or Goldfish.

We can accommodate vegetarian, gluten free, and lactose free diets if noted on registration. Please note that while we are **not** a peanut free camp, we do not cook with peanut oil or peanut products or sell items with peanuts in the Swap Shop. If your camper has a specific food allergy or other special dietary need not listed above, please call us before registering to ensure that we can accommodate your campers needs. We will work with you to try to accommodate the needs.

Missing Home

It is important for parents and campers to understand ahead of time that missing home is a completely normal feeling, especially if it is the camper's first time away from home. We don't typically use the term "homesick" because it's not an illness. We handle each camper as a unique case and treat them accordingly. Studies show that camp is an excellent opportunity for children to live independently among people of their own age, to learn, and grow as a result of being away from home.

That said, there are a few things you should know related to missing home:

1. Our staff members are trained to identify and help those campers who are missing home to cope with their feelings. If your camper is having difficulty adjusting to camp, a Director will call you and discuss ways to support your camper.
2. If a camper expresses these feelings, it usually occurs in the first 24 hours. Their first letter or email home to you may seem sad; however, know that these feelings will usually disappear within the first few days at camp. You should anticipate that your child's second letter home will be more cheerful.
3. We have learned from experience that phone calls to a child who is missing home rarely helps the child. In most cases, phone calls prolong the feelings of homesickness and delays adjustment into camp life. In rare occasions, we will reach out to you to discuss ways to support your camper.

4. Letters and/or emails from parents should be mindful of the impact on a camper who is away from home. For instance, saying things such as “the cat and dog miss you and we wish you were home with us right now” can cause and/or exacerbate these feelings. The best advice we can give is to let your child know that your life is going on as usual, that you hope they are having a great time, and that you will see them soon.

Birthdays

If your camper is celebrating a birthday at camp, our Chef will provide a birthday cake at dinner for your camper to share with their cabin mates. Parents may leave birthday goodies at Check-In, (labeled with camper’s name and birthday) and we will hold the items in the office until their birthday. We also set up a time for you to be able to call your camper.

Photographs of Campers

We understand that photos are a big concern for many parents and that parents want to see photos of their camper enjoying camp. Photos will be uploaded throughout the week and are available for viewing through your Parent Dashboard login. Only parents of Camp Horizons’ campers will have access to these pictures. Please note, although we employ a full-time photographer and upload photos Monday through Friday, you will not see photos of your individual camper every day. With the number of campers and activities at camp, we simply cannot guarantee that you will see a photo of your camper daily. While we do post on both our Facebook and Instagram, please note that the bulk of the photos will be posted on the Parent Dashboard.

What to Expect on Closing Day

On Saturday, checkout is from 9:00-10:30 a.m. When checkout begins, we will have just finished breakfast, so please do not arrive before then unless you have discussed this with a director. Please make sure to bring a photo I.D. with you to camp. As you arrive, a staff member will direct you to the basketball court for checkout. At checkout, you will receive your campers’ checkout packet and pick up any medications. You will then be directed to your child’s cabin to pick them up. You must bring the checkout packet to your campers’ cabin so that the cabin staff know you have checked your camper out.

At the cabin, we encourage you to take a moment to speak with your child’s counselor about their accomplishments. We must have a Special Check-out Form on file for any camper leaving with someone other than their legal parent/guardian.

Your child’s luggage will already be placed at the basketball court ready for you to pick up once you have gotten your child from their cabin. Please feel free to stop by the Swap Shop to make any last minute purchases.

The Parent Handbook is a reference for you to ensure your camper's success at Camp Horizons.

****Please complete the Parent Handbook Acknowledgement Form found under "Forms" on your Parent Dashboard.****
