THE MA-HE-TU MANUAL 2022

We have put together this Ma-He-Tu Manual to help you get ready for your camper's stay with us and to explain some basic camp procedures.

We are an American Camp Association (ACA) accredited camp. Many of the procedures, policies, and requirements outlined in this manual have come **directly** from the ACA standards.

If we missed your question, please do not hesitate to contact us at our Registrar's office (1-631 351-1657) this winter and spring, or at the camp office (1-845-942-4508) starting June 26.

Please note - this document is subject to change.

Refer to the Forms Page on our website shortly before attending camp to review the latest version.

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IMPORTANT DATES & PRE-CAMP CHECKLIST

If **Second Session (July 3 – July 16)** is your first session:

	Task	Date / Due Date
☐	Attend an Open House (recommended for first-year campers)	May 1, May 29, or June 11
☐	Complete and submit all required forms	Sunday, June 12
☐	Add money to your camper's canteen account online here	Sunday, June 26
☐	Receive Check-in and Check-Out Time Slot via email	Approx. June 26
☐	Get a COVID-19 PCR test	Thursday, June 30
☐	Second Session Start Date – Check-In Day	Sunday, July 3
☐	Second Session End Date – Check-Out Day	Saturday, July 16

If **Third Session (July 17 – July 30)** is your first session:

	Task	Date / Due Date
☐	Attend an Open House (recommended for first-year campers)	May 1, May 29, or June 11
☐	Complete and submit all required forms	Sunday, June 26
☐	Add money to your camper's canteen account online here	Sunday, July 10
☐	Receive Check-in and Check-Out Time Slot via email	Approx. July 10
☐	Get a COVID-19 PCR test	Thursday, July 14
☐	Third Session Start Date – Check-In Day	Sunday, July 17
☐	Third Session End Date – Check-Out Day	Saturday, July 30

If **Fourth Session (July 31 – August 17)** is your first session:

	Task	Date / Due Date
☐	Attend an Open House (recommended for first-year campers)	May 1, May 29, or June 11
☐	Complete and submit all required forms	Sunday, July 10
☐	Add money to your camper's canteen account online here	Sunday, July 24
☐	Receive Check-in and Check-Out Time Slot via email	Approx. July 24
☐	Get a COVID-19 PCR test	Thursday, July 28
☐	Fourth Session Start Date – Check-In Day	Sunday, July 31
☐	Fourth Session End Date – Check-Out Day	Saturday, August 17

REQUIRED FORMS

Forms are available to download from your **Active account**, from the **"Forms for Campers"** page on our website, or by clicking the links below.

1. **Camper Health History - Form 1**
   There are 3 total pages to be completed by a parent/guardian.

2. **Camper Health Recommendations - Form 2**
   There are 4 total pages to be completed by a licensed medical professional (Medical Doctor, Nurse Practitioner, Physician's Assistant). This is an ACA-approved health form and is required. Substitute forms (sports or school physicals) will NOT be accepted.

   Pages 1-2: Camper Physical Exam, Immunizations, Restrictions
   This is required by the NYS Dept. of Health within 12 months of attending camp.

   Page 3: Individualized Standing Orders (ISO)
   By law, the camp nurse cannot administer **ANY** medication, prescription or over-the-counter, unless ordered by the doctor. The ISO form allows your doctor to approve all medications that could potentially be given to your camper during their stay with us.

   Ask your licensed medical professional to approve and initial all standard medications listed on the form. We stock all of these at the camp health center (Advil, Benadryl, Pepto Bismol, etc).

   Page 4: Medications
   Ask your licensed medical professional to order any prescription meds your camper needs regularly, **as well as any over-the-counter medications** you plan to send with your camper (not already provided by Camp Ma-He-Tu), like vitamins or allergy medication.

   Note: All of your camper's medications – both prescription and over-the-counter – must be brought to camp in their original packaging. Meds will be stored in the camp health center and will be dispensed by the nurse. By law, we cannot administer drugs from plastic bags or pillboxes.

   Any medications (prescribed and over the counter), supplements, vitamins, and ointments found in the possession of a camper, is subject to confiscation. Parent/Guardian's inability to provide appropriate documentation by a Licensed Medical Professional may result in the delay of the medication administration, of which the camp nurse and staff will not be held accountable.

3. **Authorization and Release Form**

4. **Camper Discharge Form**
   All campers must have a Discharge Form on file. If a child has suspected or confirmed COVID-19, they will need to be picked up from camp within 6 hours. We are asking that everyone have a backup person who can pick up your camper. We will not release a camper to someone other than the person that checked them in unless it is specified on this form.

5. **Vaccine Response Form**

6. **Health Insurance Card –** Copy **both** sides of the card

7. **COVID-19 Protocols Agreement Form**

8. **COVID-19 Vaccine Card –** required for vaccinated campers

Send in Your Forms

Our Registrar, Marion Schumacher, RN, and Health Care Director will review the forms to make sure that they are accurate and complete. They will contact you after we receive your forms. Reviewing the health forms before camp will save valuable time during the sign-in process at camp and allow our staff to properly prepare for your camper's stay with us.

You have two options for sending in your forms:

- Log onto your Active online account to download the blank forms and upload the scanned completed forms. There are easy-to-follow directions to upload the completed forms directly to your account.
- Scan the completed forms and email to info@mahetu.org

Copies of all forms must be sent to the Registrar electronically for review ***no later than 3 WEEKS*** **prior to the session start date.**

- Second Session Health Forms are due: **June 12**
- Third Session Health Forms are due: **June 26**
- Fourth Session Health Forms are due: **July 10**

In an abundance of caution, we require that paper copies of the forms be kept in the Infirmary.

Please be sure to bring hard copies of the forms to camp with you for check-in.

If you have any questions, please call Marion at 631-351-1657 or email Marion at info@mahetu.org.

*****All medications MUST be brought to camp in their original packaging.**
BY LAW, we cannot administer drugs from plastic bags or pillboxes.***

TIPS FOR FIRST-YEAR FAMILIES

We want all campers to have a successful and positive experience. Here are some things you can do ahead of time to help your camper toward this goal.

Attend an Open House

We utilize a "Kiss-And-Go" check-in process. For new families, we understand it can be tough to leave your camper without seeing the cabin or the other facilities. Our staff do a GREAT job making campers feel welcome on the first day, however, we want to ease any anxiety that comes with new experiences.

For those reasons, we **highly recommend that new families attend an Open House during the spring**. Not only will you be able to tour our facilities, but you will have direct access to one of our experienced Board Members who can answer all your questions!

Please RSVP using the links below so we know to expect you!

- **Sunday, May 1: 12 - 3pm**
- **Sunday, May 29: 12 - 3pm**
- **Saturday, June 11: 12 - 3pm**

Homesickness

When you are talking to your camper about the upcoming camp session, always be **positive and encouraging**. Please refrain from promising your camper that you will "come pick them up". Your display of confidence (or doubt!) will be contagious. Your camper will take the lead from you, **so plan for success!**

If your camper expresses concern about "homesickness," try to steer them away from using that term—it sounds like it is something out of their control that will overcome them like an illness. You can say something like, "Of course, you might miss me sometimes. That's perfectly normal. But you'll still have a good time, and you'll get to do things that you wouldn't get to do if you were sitting at home."

Homesickness is common among campers of all ages, however, a majority of campers can successfully "overcome homesickness" through the support of their camp counselors and new friends. They do this by getting involved in new activities and old favorites, by learning how to keep their mind on other things at mealtime and bedtime when those feelings are often strongest, and by taking things one day at a time.

Rest assured that we will contact you by phone if something is significantly impacting your camper's ability to enjoy the camp experience. If you should receive a letter that indicates your camper has been homesick, please give us a call. In most cases, the episode is over before the letter reaches home, but your call will help alert us to any potential problem.

Practice Independence

If you have a young camper or one who has not been away from home much in the past, here are some different ways to "practice" for camp. Feel free to try any that seem relevant for your camper.

- Schedule some overnight stays at the houses of friends or relatives. Just as you will for camp, you can demonstrate your confidence in the situation and in your camper's ability to go it alone by resisting the urge to send a cell phone along "just in case you need me."
- Since campers will have to carry their toiletries with them to the bathrooms here at camp, you can set up a practice scenario at home by clearing the soap, shampoo, towels, toothbrushes, etc. out of the bathroom and having your camper pack a toiletry container to carry to and from the bathroom for a few days.
- You can even practice mealtimes. We serve entrees "family-style" and have a cereal and salad bar. Let your camper practice fixing their own plate from the dishes on the table and picking healthy choices from a buffet. Discuss "taking what you can eat and eating what you take" to minimize waste.

Living Assignments

Campers are assigned to cabins and tents by exact age order. If your camper is not living in a tent or cabin with a particular friend, our centralized program will still allow them **plenty of time** to be together during **choice activities, free time, meals, and evening programs**. And part of the camp experience is getting to make new friends and enjoying new experiences! Therefore, we **strongly urge you to refrain** from making living assignment requests.

If this is your camper's **first summer** at Ma-He-Tu, and extenuating circumstances cause you to request that your camper be housed with another camper, please observe the following guidelines:

- ✓ All requests must be made in writing by the parents of **BOTH** campers involved.
- ✓ All requests must be made to the Registrar prior to **June 1st**.
- ✓ Campers' birth dates must be within **nine** months of each other.
- ✓ Both campers will be housed in the living unit that the **younger** camper would be assigned to. In some cases, this can be the difference between living in Upper Camp or Lower Camp. Please make sure that you speak to your camper about this before making the request.
- ✓ At least one camper involved in the request must be a first-time camper.
- ✓ **Group requests are strictly limited to three campers. Larger groups MUST be split into groups of two or three campers.**

CRITTERS AT CAMP

Lice

Inspect your camper's scalp and hair before and after bringing them to camp, looking for small white "dandruff" that is attached to the hair shaft and does not come off easily. If your camper was treated for lice prior to attending camp, contact the registrar as soon as possible and discuss with the nurse at check-in. To keep our camp lice-free, **we screen each camper for head lice as part of our check-in process**. If your camper is found to have lice, the camp nurse will assist in making a treatment plan. You may be required to return home to treat the lice before returning. We reserve the right to send campers home if they cannot be adequately treated at camp.

Ticks and Mosquitos

At a recreational summer camp, much of a camper's time at camp is spent in the outdoors, an environment that is shared with many insects.

The CDC states that DEET is a very effective and researched chemical to repel both mosquitoes and ticks.

- Products with approximately 25% DEET (such as Deep Woods Off) are safe for children and last long enough for campers to engage in their evening activities without having to reapply (up to 5 hours).
- Other sprays with Picardin or with lower levels of DEET (such as Off Family or Skintastic) are also effective, but their protection is not as long-lasting (up to 2 hours).

Counselors will help to remind them, but **please talk to your camper about the importance of:**

- **Putting on bug spray** in the evening and during the day if they have activities that take place in the woods or tall grass such as the ropes course or hiking.
- **Campers should wear long pants and/or tall socks and keep long hair tied back in a bun or ponytail** if they will be participating in activities where ticks may be prevalent.
- **Checking themselves for ticks every day**. If they find something that they think might be a tick, they should inform their counselor who can assist with removal.

Any ticks which are discovered should be removed by a trained staff member, will be documented and campers will be monitored for any signs and symptoms of illness. The camp nurse will notify the parent/guardian if there are concerns. Please note that despite these precautions, your camper may be bitten without their knowledge. A tiny deer tick nymph (which is often not detected) can also be a culprit in transmitting Lyme Disease. After a deer tick bite, the microbe that causes Lyme Disease stays in a human (incubates) for 3 to 32 days before any early symptoms appear.

The early symptoms of Lyme Disease include one or more of the following: circular target-shaped rash, fever, headache, muscle ache, and fatigue. We advise parents to be on the lookout for these symptoms after camp, and to seek immediate medical attention should they occur.

These policies are precautions and should not be cause for alarm. Only a small percentage of deer ticks carry the microbe causing Lyme Disease, and the tick normally must be embedded in the skin for at least 24 hours to release the responsible microbe. You can find more information on preventing Lyme Disease here: https://www.cdc.gov/ncezid/dvbd/media/lymedisease.html

Other Wildlife

In addition to insects, we also share our campsite with other wildlife like squirrels, chipmunks, mice, deer, black bears, and our favorite camp pet, peepers (tiny frogs).

It is an honor to live so close to wildlife and we take every precaution necessary to prevent "inappropriate" contact. **DO NOT BRING, SEND, OR PACK FOOD!** This can lead to unexpected visits from our furry neighbors and the health risks they may bring! Any food found with campers will be thrown out.

HEALTH AND SAFETY

Hygiene and Self-Care

Please remind your campers of the importance of maintaining healthy hygiene habits independently while at camp. Counselors are there to assist, especially our youngest campers, but all campers should be prepared to care for themselves. We want your camper to succeed, so please let us know if you have any concerns or specific instructions the counselor should know before you arrive.

Remind campers about:

- Applying sunscreen
- Applying bug-spray
- Washing hands frequently
- Showering regularly
- Performing daily tick checks
- Caring for their hair*
- Covering their coughs and sneezes
- Staying well-hydrated
- Not sharing personal items such as make-up and hairbrushes
- Alerting their counselors or the nurse if they need medical attention or begin to feel any flu-like symptoms such as fever, cough, sore throat, etc.

*** Textured/Type 4 Hair** - We recommend protective hairstyles like box braids or cornrows – the easier the maintenance, the more time for fun! Please keep in mind that campers swim every day (and are required to wear a bathing cap) and may need to wear a helmet for certain activities like zip-lining - so styles braided down usually work best. Let us know if you have any questions or care concerns.

Illness or Injury

If the nurse has a COVID-19, or non-COVID-related concern about your camper's health, or a medical situation is not progressing as expected, **you will be contacted by phone**. You will be notified when your camper is kept overnight in the infirmary, prior to an office visit for routine medical care, and as soon as possible if your camper requires emergency medical care. Sometimes, depending on the issue, it simply doesn't make sense for a child to stay at camp. Sometimes it makes sense for a child to go home for a short period and then return to camp once they are comfortable. We try to make the best individual plan on a case-by-case basis.

Trips Out of Camp

We take the following precautions whenever campers are being transported in a camp vehicle:

- All camp vehicles are equipped with first aid kits and emergency signals.
- All camp drivers are 21 years of age or older and have had their drivers' licenses screened by our insurance company. They are trained and tested in the use of the vehicle to be driven.
- All staff members are trained in emergency procedures particular to the transportation of campers.
- All passengers in camp vehicles are required to wear seat belts.

COVID-19 Precautions

For complete details about our updated 2022 COVID-19 policies and procedures, please see the **COVID-19 Playbook.**

PREPARE FOR CAMP

Canteen

During the session, campers can purchase snacks or small items from the camp store. We recommend all families leave some money in your camper's Canteen account.

This year, we are asking that families add the funds electronically prior to arrival at camp on our Square site - **Click here to add Canteen Money**

- Please add a **new item to your cart for each camper** you are adding funds for so we can keep track of each camper separately.
- We recommend $50 for the first two weeks and $20 for each additional session.

Any money not spent will be **returned** during check-out. **Please do NOT leave cash** with your camper.

Prohibited Items

We **strongly encourage** parents to help campers **pack for camp** to eliminate these prohibited items from arriving unknowingly. In addition to the below, please review the "Things You May NOT Bring" section on page 12 of this manual.

Substances: Tobacco and Nicotine products (including, but not limited to, **cigarettes, e-cigarettes, vapes**), **alcohol**, and **drugs** are strictly **forbidden** in camp. Camp Ma-He-Tu reserves the right to dismiss any camper, without refund, found possessing any of these substances.

Weapons: Firearms or weapons of any type are prohibited, will be confiscated immediately, and the camper will be dismissed without refund.

If campers become aware of someone possessing a weapon or any prohibited substance, they need to let a staff member know immediately. Camp Ma-He-Tu reserves the right to search campers' belongings if there is reasonable suspicion that a camper is in possession of a prohibited item. Camp Ma-He-Tu may file a report with the appropriate authorities, if needed.

Cell Phone and Device Policy: We encourage our campers to disconnect from technology and social media while they are at camp to foster new friendships and enjoy the outdoors. Therefore, we enforce a technology policy that **prohibits** campers from using **cell phones, data, or Wi-Fi while at camp**. The easiest way to avoid this temptation is to simply **leave cell phones and connected devices at home.** Radios, cameras, and other devices that **do not** connect to Wi-Fi are acceptable. Campers found in violation of having a connected device will have the device confiscated for safekeeping until check-out day.

Prepare and Review with Your Camper

A lot of the information in this manual is important for your camper to understand. We recommend, at the very least, reviewing the following sections of the Ma-He-Tu Manual and on the website **well in advance** of your session start. We will be getting **a new website in July** so navigation to these items may change!

In This Manual

- PCR Testing
- Critters at Camp
- Health and Safety
- Prepare for Camp (this section)
- Packing for Camp
- Check-In Day
- Behavior and Conduct

On Our Website

- Frequently Asked Questions
- Camp Life
- A Camper's Day

BEHAVIOR AND CONDUCT

A high-quality program can only take place in an orderly, mutually respectful, and caring environment. At Camp Ma-He-Tu, we take the happiness and safety of EVERY camper seriously. We value **compassion**, **respect**, **honesty**, and **openness**, and work very hard to create and maintain a happy and healthy environment – but it requires **all of our participation**.

All members of our community, including campers and families, are expected to actively participate in maintaining this environment by behaving maturely and respectfully when they are on our property, participating in our programs, or communicating with our staff.

Examples of conduct *outside* of our values

- Refusing to follow behavior guidelines or camp rules
- Refusing to participate in activities or cooperate with staff
- Foul language - profanity, vulgarity, or obscenity
- Violence, aggression, intimidation, or harassment that endangers the health and safety of the camper, other campers, or staff. This includes threatening any person with harm: emotionally, physically, or mentally
- Bullying - teasing, taunting, belittling, name-calling, excluding, or putting down another person
- Possession/use of illegal substances - including but not limited to drugs, alcohol, vapes, tobacco, weapons or other hazardous items
- Slurs, phrases, or expressions that marginalize or perpetuate stereotypes based on race, culture, ability, age, sexual orientation, gender, identity, spiritual practice, or personal beliefs
- Jokes, comments, or gestures of a sexist or sexualized nature
- Jokes or pranks that destabilize safety, security, or property
- Physical contact with another camper or staff member without consent (verbal affirmative permission)
- Defacing or damaging camp facilities, land, or environment
- Stealing or damaging another camper's personal property
- Running away from the group or camp

Discipline Policy

Everyone makes mistakes and we hope campers can learn from their missteps. Our staff is trained and experienced in handling an assortment of behavior issues. We hope we can overcome any minor behavioral issues through warnings and guidance, Director involvement, and parent/guardian meetings.

Camp Ma-He-Tu reserves the right to dismiss/un-enroll any camper from their session if the camper (or the camper's family) continues to be disruptive and/or compromises the safety of themselves, other campers, and/or staff. Serious behavioral issues will result in immediate dismissal from the camp program. Parents/Guardians will be required to make accommodations to pick up their camper in a timely fashion if they are being dismissed from camp.

Our goal is to provide a nurturing and positive experience for each of our campers. Those who choose to create a negative experience for others will not be tolerated. Campers excused from camp for disciplinary reasons are **not eligible for a refund** and may not be eligible to attend in future years.

PACKING FOR CAMP

Important Information

- Put your camper's name on everything, ABSOLUTELY EVERYTHING, they bring (including bags, trunks and other large items)!
- Though tempting, don't send too much - it just makes it difficult for your camper to keep track of everything.
- Have your camper pack with you - they will need to know where their belongings are and how to stay organized.
- Quantities and suggested items in the Packing List are our recommendations based on 80 years of experience. However, you know your camper best - please pack according to your own camper's needs.
- ***VERY IMPORTANT!*** ***DO NOT SEND ANY FOOD.***
- ***VERY IMPORTANT!*** ***DO NOT SEND CELL PHONES OR CONNECTED DEVICES.***
- ***VERY IMPORTANT!*** ***DO NOT SEND ANY TOILETRIES THAT ARE BERRY-SCENTED.***

Laundry

Our laundry facilities are extremely limited. They are reserved for "emergency" use only. Campers can do small amounts of hand laundry, but the best approach is to try to send your camper with enough clothing to get through a two-week stay.

Things You *MAY NOT* Bring

- Tobacco/Nicotine/Vapes, Alcohol, Illegal Substances/Drugs, or Weapons.
    - Possession of these items is grounds for dismissal.
- Animals or pets
- Cell Phones or devices that connect to Wi-Fi or use cellular data.
    - These will be confiscated and kept safely in the director's office until check-out day.
- Anything of value like cash, fine jewelry, expensive cameras or electronics, etc.
- Berry-scented toiletries - they attract unwanted wildlife.
- Food, gum, or snacks of any kind.
- Please check with the camp for permission to bring personal sporting equipment.

PRINTABLE PACKING LIST

ORGANIZATION

__ 100ish Iron-on or Sticker Labels OR 1 Label Stamp
__ 1 Trunk, Large Suitcase, or Plastic Bin for clothing
__ 1 Plastic shower caddy/tote
__ 1 Plastic drawers for bedside *(optional)*
(approx. 18" x 16" x 24 5/8")
__ *Other:* _____

BEDDING / LAUNDRY

__ 1 Sleeping Bag
OR Twin Sheet Set & Blanket/Quilt***
__ 1 Extra Throw Blanket (it can get chilly!)
__ 1 Pillow
__ 2 Pillowcases
__ 1 Laundry Bag
__ 1 Small mat or rug placed next to bed (*optional*)
__ 1 Mattress Pad *(optional)*
__ *Other:* _____

CLOTHING

__ 15 T-Shirts (a variety of colors for special events)
__ 10 Shorts (athletic, Soffee, denim, etc)
__ 15 Underwear
__ 15 Socks*
__ 10 Bras and/or Sports Bras
__ 3 Jeans and/or Long Pants
__ 2 Sweatshirts and/or Light Jackets
__ 2 Set of Pajamas
__ 1 Raincoat or Poncho
__ 1 Hat (baseball, visor, bucket)
__ 1 "Nice" outfit for special days (*optional*)
__ *Other:* _____

SHOES

__ 2 Sneakers**
__ 1 Shower Shoes (slides, flip flops, or Crocs)
__ 1 Rainboots (*optional*)
__ 1 Water Shoes (*optional*)
__ *Other:* _____

SWIMMING

__ 2 Swimsuits
__ 2 Beach Towels
__ 2 White Swim Caps^
__ 2 UV Shirt or Rashguard (*optional*)
__ 1 Goggles (*optional*)
__ *Other:* _____

BATHING

__ 2 Bath Towels
__ 2 Wash Cloths or Loofah
__ 1 Robe (*optional*)
__ *Other:* _____

TOILETRY + SELF-CARE
(NOTHING BERRY-SCENTED)

__ Toothbrush & Toothpaste
__ Body Wash or Bar Soap
__ Shampoo & Conditioner
__ Hair care supplies (brush, hair ties, bonnet, etc)
__ Sunscreen
__ Insect Repellant (with tick protection)
__ Face Wash / Skincare Products
__ Deodorant
__ Lotion / Moisturizer
__ Lip balm
__ Pads and/or Tampons
__ Extra Eyeglasses and/or Contacts & Supplies
__ Razors & Shaving Cream
__ Retainer and/or Orthodontic supplies
__ *Other:* _____

ACCESSORIES + FUN

__ 1 Flashlight and extra batteries
__ 1 Backpack
__ 2 Refillable Water Bottles
__ 2 Cloth Face Masks
__ 1 Mask lanyard
__ Pens or Pencils
__ Stationery + Stamps
__ Notebook
__ Downtime activities – like books, magazines, playing cards, MadLibs, puzzles (*optional*)
__ Personal battery-operated fan (*optional*)
__ Camera – disposables are great! (*optional*)
__ *Other:* _____

EVERYTHING SHOULD BE LABELED WITH CAMPER NAME

* Campers are required to wear socks at all times

** Shoes must be closed at the toe and heel.

*** Beds are approx. 30" x 75".

^ White swim caps may be purchased at camp for $4.00

PARENT PACKING LIST

for check-in and check-out

We will be continuing our popular drive-through, **"kiss-and-go"** process for check-in and check-out this year. As such, we ask that parents come ***prepared with the following items in the FRONT SEAT of the car*** to keep the line moving quickly and efficiently – and to eliminate the need for you to get out of your car.

We appreciate your cooperation and preparedness.

For Check-In

Camper Forms

- ☐ Camper Health History – Form 1
- ☐ Camper Health Recs – Form 2
- ☐ Vaccine Response Form
- ☐ Copy of Health Insurance Card
- ☐ COVID-19 Protocols Agreement
- ☐ Camper Release
- ☐ Discharge Form*

Medications^

- ☐ Prescriptions, vitamins, and over-the-counter meds

COVID-19 Documentation

- ☐ A copy of documentation of a negative COVID-19 polymerase chain reaction (PCR) diagnostic test performed within the last 72 hours.
- ☐ A copy of their completed CDC COVID-19 Vaccination Record Card

Canteen Money**

- ☐ If you did not pay online, bring your checkbook or cash (around $50)

For You / Your Drive

Must-Have

- ☐ Face masks for everyone in the car
- ☐ Directions to camp – there is no cell service!
- ☐ Blue or black ink pen
- ☐ Hand sanitizer

Nice to Have

- ☐ Water
- ☐ Snacks
- ☐ A good playlist!

Reminders:

^ Medications - All medications MUST be brought to camp in their **original** packaging. By *LAW,* we cannot administer drugs from plastic bags or pillboxes. Please place all medications (in their original packaging) in a gallon-sized Ziplock bag(s) clearly labeled with the camper's name.

We can NOT administer any medication, ointment, vitamin, or supplement (prescribed or over the counter) without an order from your camper's licensed medical professional. The pharmacy label and/or parental consent are insufficient. Please refer to our Health Recommendations Form 2 for more details. You do not need to bring generic, over-the-counter medications (like Tums, Tylenol, or Benadryl) as those are stocked in our Infirmary.

*** Camper Discharge Form –** Everyone must complete the Discharge Form. This form is required for your camper to be checked *out* by someone other than the person who checked them *in*. Per COVID-19 protocol, you or a designee will need to be available to come to camp within 6 hours if your camper is suspected to have COVID-19. Please inform that person to be prepared to present identification at check-out. For your camper's protection, **no camper will be released to an unauthorized individual.**

**** Canteen** - Please add funds for your camper(s) online prior to camp. If you are unable, please bring some cash or a checkbook so we can get the money added at check-in. **Do not leave any money with your camper.**

HOW TO PACK YOUR CAR

Everyone will remain in the car for the duration of check-in, (except for the camper, of course!) so we ask that you take extra precaution in packing this year to ease this process.

In the *FRONT SEAT* with you:
You will need the items from the Parent Packing List handy to give to staff during check-in.

- Hard Paper Copy of Camper Forms
- Negative COVID-19 PCR Test Results
- Camper medications (in original packaging)
- Checkbook or cash (if canteen money was not submitted online)
- Directions to camp – we have no cell service!
- Face masks and hand sanitizer
- Blue or black ink pen

In the *TRUNK* and/or rear drivers-side seat:
- All camper belongings

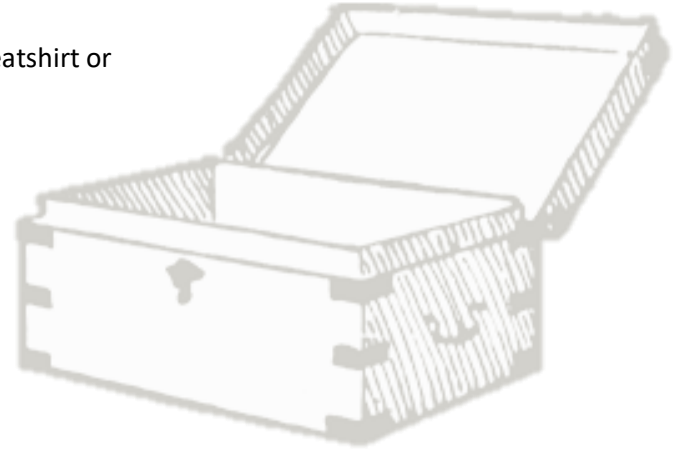
Staff members will unpack your car and deliver your camper's belongings to their assigned cabin or tent. No more lugging a heavy trunk up the hill!

Please pack your camper's belongings in as few bins and bags as possible. Do not pack any loose items - everything should be packed IN a bin, bag, or trunk. Clearly label every container (and the contents) with the camper's name.

Additionally, staff members will be helping your camper make their bed and set up their spot in the cabin/tent. Please be sure bedding and other bedside items are clearly separated from day-to-day clothing. Make sure your camper helps pack, so they know where everything is!

With your *CAMPER:*
After your camper exits the car, they may meet other counselors and campers before having an opportunity to unpack in the cabin. Your camper may want to have a small backpack during check-in with supplies to keep comfortable during the transition time.

Your camper may want to include a filled water bottle, sweatshirt or personal fan (depending on the weather), or a hat.
Do NOT pack food or gum.



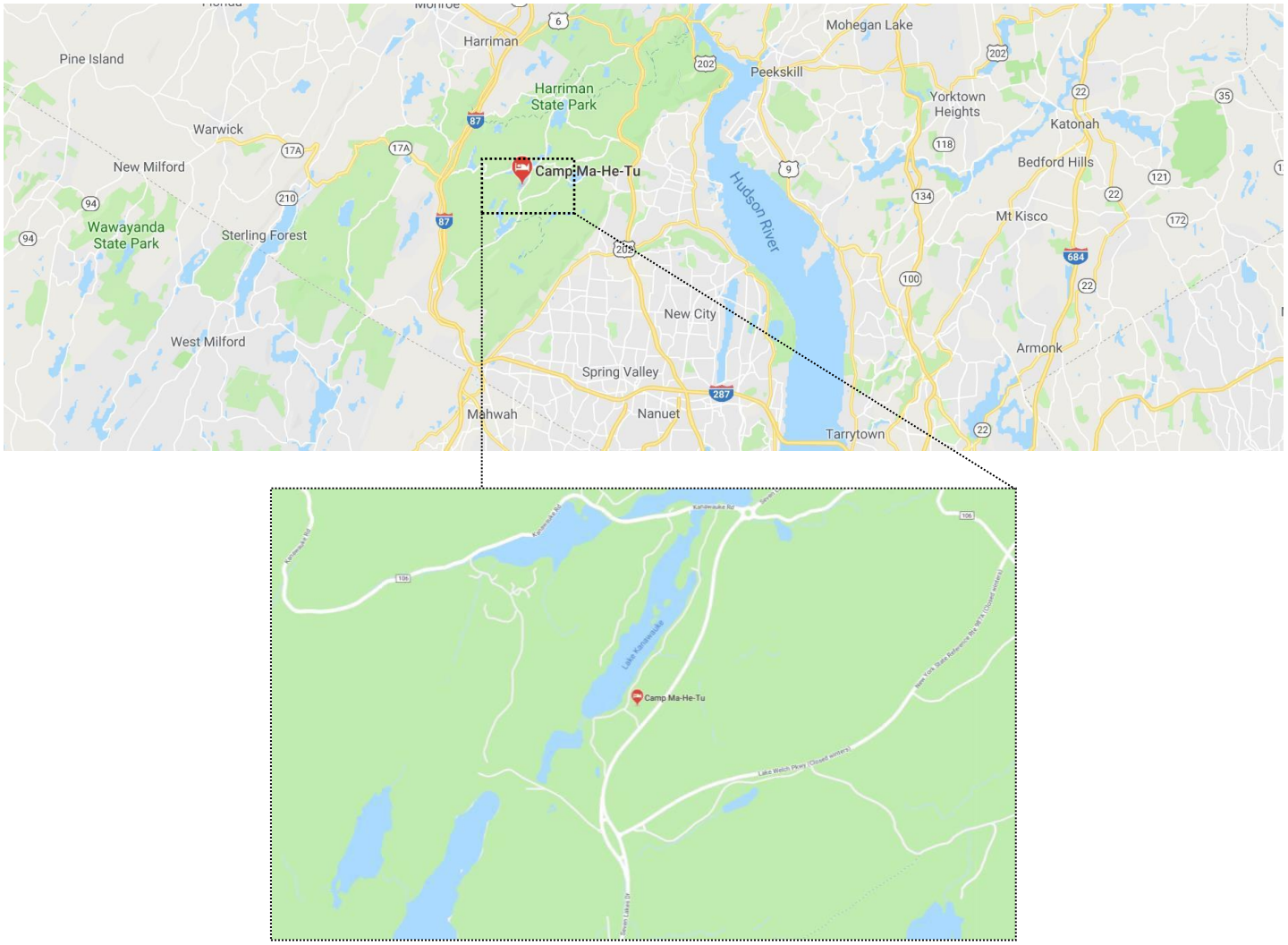
GETTING TO CAMP

Directions by Car

Camp Ma-He-Tu is located within Harriman State Park. Our physical address is 520 Seven Lakes Drive.

When using a navigation system, be sure to **verify** the pin is located in Harriman State Park as pictured below. If using your phone, we recommend using Google Maps or Waze and searching for "Camp Ma-He-Tu". Be sure to select the address on **Seven Lakes Drive**. You can also enter in our GPS coordinates:
41.13.220 N 74.07.240 W which will lead you directly to our gated entrance.

Please note that there is **very limited cell phone service** within Harriman State Park and even the satellites that communicate with the GPS systems installed in cars may not work well within the boundaries of Harriman State Park, so **please review the driving directions below as well.**

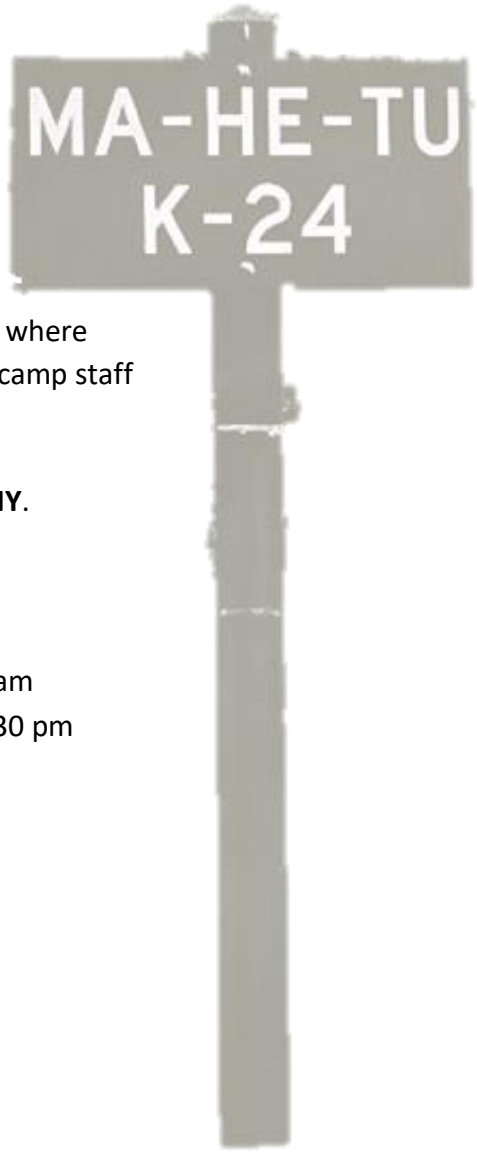


From NYC/Long Island: George Washington Bridge to Palisades Interstate Parkway (PIP), Exit 14. Left at stop sign toward Lake Welch and Sebago Beach (will be traveling on Willow Grove Road). Enter Harriman State Park and pass Lake Welch Beach. At Kanawauke traffic circle, travel ¾ around circle and turn right onto Seven Lakes Drive toward Sloatsburg and Sebago Beach. Camp entrance is one mile on right.

OR take Palisades Interstate Parkway to Exit 16 for Lake Welch Parkway. Take left fork toward Lake Welch and bear right at 2nd fork toward Seven Lakes Drive. At the stop sign turn right onto Seven Lakes Drive. The camp entrance is ½ mile on left.

From Upstate New York: NY Thruway to Exit 16. Route 17 South to US 6 towards Bear Mountain. Travel 8 miles to traffic circle. Bear right onto Seven Lakes Drive. Continue through two traffic circles; the second one is Kanawauke Circle. Travel ½ way round circle to continue on Seven Lakes. Camp entrance is one mile on right.

From New Jersey: Route 17 North through Sloatsburg. Right at traffic light onto Seven Lakes Drive. Camp entrance is 2nd on left *after* Sebago Beach.



Public Transportation

A bus is available from Port Authority in NYC. Parents are asked to travel **with their camper** to camp. Parents should plan to ride the bus to Sloatsburg where they will be picked up by the camp van and taken to camp. Once checked in, camp staff will bring parents back to Sloatsburg for the return bus.

Take the **Short Line Bus from Port Authority** in New York City to **Sloatsburg, NY**.
Bus schedules can be found here but are subject to change!

Typical / Historical Bus Schedule:
To Camp: Departs Port Authority at 9:10 am --- Arrives in Sloatsburg at 10:12 am
From Camp: Departs Sloatsburg at 12:21 pm --- Arrives at Port Authority at 1:30 pm

Please call the camp office one week prior to travel
to verify times with the camp office and arrange for a pickup from the Sloatsburg bus station – (845) 942-4508.

CHECK-IN DAY

We will be continuing our popular drive-through, **"kiss-and-go"** process for check-in.

ARRIVAL TIMES

You will be assigned a window of time for arrival between 12pm – 6pm and it is **imperative that you adhere to your time slot.** We're sorry, but **no exceptions can be made.** Please allow for traffic, problems with directions, and any other issue that might affect your travel time.

Campers will arrive by their assigned unit (age group). Generally speaking, we will assign times from oldest campers to youngest, with siblings arriving with the youngest camper.

If you are bringing a camper from outside your immediate household, please let the Director, Alyssa, know as soon as possible to see if that can be accommodated.

Assigned **drop-off times will be communicated roughly one week** in advance **via email** to the Primary Guardian from your Active registration account.

CHECK-IN STATIONS

When you arrive at camp, you will move through several stations – in your car – to complete check-in.

Welcome:

You will be greeted by staff members at the front gate who will walk you through the rest of the check-in process. This process may change or evolve, so any deviations from this process will be communicated to you then. We appreciate your flexibility and cooperation.

The camper's family will be asked to answer the following questions on behalf of the camper:

- Has the camper knowingly been in close or proximate contact in the past 10 days with anyone who has tested positive for, or who has or had symptoms of, COVID-19?
- Has the camper experienced any symptoms of COVID-19 including a temperature of greater than 100.4 degrees in the past 10 days?

Unload:

A staff member will approach your car to collect your camper's forms, medications, and COVID-19 PCR test results. They will escort your camper to the screening tent to be seen by the nurse for a temperature check, lice check, and general wellness check.

Staff members will unload your car and bring camper belongings to the tent or cabin. Please be sure all trunks, bins, and bags are clearly labeled with your camper's name and cabin/tent number. It may be tempting, but please, STAY IN YOUR CAR. Our staff are young, strong, smart women who are fully capable of lugging that trunk up the hill!

Meet the Den:

Say hi to Alyssa and the Den staff (administrators)! They will walk you through the check-in process, answer any final questions, and confirm your camper's canteen account.

Canteen:

During the session, campers have the opportunity to purchase snacks or small items from the camp store. You will need to leave some money for your camper's Canteen account. We ask that you do this ahead of time online and verify this information with the Den staff during check-in. Please do NOT leave cash or money with your camper.

Director Questions:

We can't wait to meet you!! Unfortunately, we will only have a few minutes with each car to keep the line moving. If you have any issues that you need to discuss with the directors, please call camp directly before check-in day. We are happy to answer any last-minute questions that come up, but we simply will not have time to discuss anything in depth. Thank you for understanding.

Health Screening:

If you have any health concerns, or changes to your camper's health since submitting your forms, please address those with the nurse and/or registrar, Marion, **ahead of time**. We won't have time to address in-depth health concerns during check-in.

Health Forms:

Camper health forms are reviewed ahead of time – which is why they are due 3 weeks in advance – so we have electronic copies of your forms. However, it is helpful for us to have the hard copies at camp as well, so please bring paper copies of the following:

- Camper Health History – Form 1
- Camper Health Recommendations – Form 2
- Vaccine Response Form
- A photocopy of your Health Insurance Card (front and back)
- COVID-19 Vaccine Card (if applicable)
- COVID-19 Protocols Agreement
- Camper Release Form
- Camper Discharge Form:
    - All campers must have a Discharge Form on file. Our COVID-19 procedures specify that if a child has suspected or confirmed COVID-19, they will need to be picked up from camp within 6 hours. We are asking that everyone have a backup person who can pick up your camper. We will not release a camper to someone other than the person that checked them in unless it is specified on the Discharge Form.

COVID-19 Test:
You will need to present the following as proof that your camper does not have COVID-19. We will retain the copy for our records.

- A copy of documentation of a negative COVID-19 polymerase chain reaction (PCR) diagnostic test performed within the last 72 hours. There are rapid PCR tests available that are acceptable that yield results quickly. We will NOT accept antigen, rapid antigen, at-home test results, or antibody results. Tests should be performed no earlier than:
  - Second Session: Thursday, June 30
  - Third Session: Thursday, July 14
  - Fourth Session: Thursday, July 28

Medications:
The nurse will review your medications. By law, we cannot administer medications that are not in their original packaging. If your camper is coming to camp with medications, please place all **original packages** (boxes, pill bottles, etc) in a gallon-sized Ziplock bag, clearly **labeled** with the camper's name.

Reminder, we can NOT administer any medication, ointment, vitamin, or supplement (prescribed or over the counter) without an **order from your camper's licensed medical professional**. The pharmacy label and/or parental consent are insufficient. Please refer to our Health Recommendations Form 2 for more details. You do not need to bring generic, over-the-counter medications (like Tums, Tylenol, or Benadryl) as those are stocked in our Infirmary.

Goodbye:
After a successful screening, the camper will be escorted back to the car to say goodbye! The counselor will take your camper to meet the rest of the unit and begin the fun!

OTHER REMINDERS

Bathroom Breaks:
We will have very limited bathroom facilities during check-in and check-out. If you are able, please consider stopping before or after your arrival at camp.

Keep it Small:
Please consider arriving at camp with as small a group as possible. Everyone must remain in the car anyway, so now may not be the time to bring siblings or grandparents along. Do NOT bring any pets with you to drop off or pick up your camper.

KEEP IN TOUCH

By Mail: Campers love to receive mail, so please write to your camper as often as possible. Please keep correspondence newsy and lighthearted. Please use our PO Box listed below.

Packages: Everyone loves a care package! However, please **do not** send food, candy, or gum to camp. Magazines, comics, and games are just as appreciated, and these items don't attract wildlife or insects. Any food sent to campers will be confiscated and not returned.

UPS and FedEx are able to make deliveries directly to camp – so please send heavy and large packages through either of these two services. ONLY UPS and FedEx can deliver to the Bear Mountain address! One of our staff members picks up the mail from the PO Box in Sloatsburg during weekdays only.

If you are ordering through Amazon.com, please use the PO Box address.

Use this address for LETTERS and Amazon packages sent by US Mail (USPS):

Your Camper's Name
Your Camper's Cabin or Tent Number
Camp Ma-He-Tu
PO Box 195
Sloatsburg, NY 10974

Use this address for PACKAGES sent by FedEx or UPS:

Your Camper's Name
Your Camper's Cabin or Tent Number
Camp Ma-He-Tu
520 Seven Lakes Drive
Bear Mountain, NY 10911

Phone: **The use of a phone or email is not available to our campers during the session. Campers are not permitted to have cell phones in camp.** There is no reception and cell phones are very easily lost or broken. We encourage you to call the camp office if you have any concerns about your camper. We will be happy to check on them and report back to you. The camp office number is **1-845-942-4508**.

In the event of a public emergency, you will be contacted by camp officials via a blast email. If you have any questions, please check our website (www.mahetu.org). Emergency information will be posted there. If you need further information or need to get a message to camp, please call the registrar at 631-351-1657. Please do not call camp. Incoming calls will block our communication system and jeopardize our ability to manage the situation at camp.

No Visiting: Visiting camp during the two-week session is not permitted. Camp Ma-He-Tu and the Palisades Interstate Park Commission prohibit visits from parents during a camping session.

CHECK-OUT DAY

Check-out is always easier and faster than check-in! We will be using a pick-up-and-go process for check-out as well where staff re-pack your camper's belongings and you finalize everything with the camp administrators from the comfort of your car.

You will be assigned a pick-up time.

Assigned pick-up times will be communicated via email approximately one week prior to the session start and again on your check-in welcome sheet (hold onto it)!

Departure: A staff member will be at the gate to greet you and load your car. You will check out your camper, be given any leftover canteen funds, and remaining medication.

If anyone other than the person who dropped them off will be picking up your camper, you should fill out a "Camper Discharge Form" in advance. Please inform the person picking up your camper to be prepared to present identification. In the case of an emergency, you must call the camp office to authorize someone else to pick up your camper. For your camper's protection, **no camper will be released to an unauthorized individual.**

Departing by Bus: **Bus schedule is subject to change! Please call the camp office one week prior to travel to verify times with camp staff and to arrange for a pickup from the Sloatsburg bus station.** Typically, someone from camp will meet the 9:10 bus from New York, arriving at Sloatsburg at 10:12. We will return you to Sloatsburg for the 12:21 bus, which arrives in New York at 1:30.

Gratuities: Although it is absolutely not necessary, families sometimes wish to express appreciation to individual counselors in the form of monetary gratuities. In a centralized program such as ours, every staff member works hard to assure that each camper will have a memorable experience at Ma-He-Tu. We ask that any gratuities be given to the **Counselor Fund**. The staff has full control over these funds, and they are used for a common good. Thank you!

STAYING FOR MULTIPLE SESSIONS?

If your camper is staying for more than one session, you **MUST** take them home on the last day of the session and bring them back at the start of the next session. While home, we ask that you follow all COVID-19 precautions including wearing a mask, social distancing, and avoiding large gatherings.

Some belongings may remain at camp, but we **cannot do camper laundry**. Please adhere to the same drop-off procedures for the next session and ensure any belongings being brought back into camp are clearly labeled.

See You Next Year!