

SUMMER
2018

Hiram House Camp

OVERNIGHT CAMP PARENT INFORMATION

Hiram House Camp
33775 Hiram Trail
Moreland Hills, Ohio 44022
(216)- 831-5045

www.hiramhousecamp.org



Welcome to Hiram House Camp!

I hope you are as excited as I am about this upcoming summer. The staff and I look forward to meeting you and your children.

The Overnight Camp Program is filled with many fun and exciting programs. Please read this Parent's Guide in its entirety to make sure that you don't miss any important information. Also, don't forget to check the Overnight Camp Packing List for items to send with your child. This list can be found on our website at www.hiramhousecamp.org/campforms. (Please make sure your child's name is permanently and clearly marked on all items!)

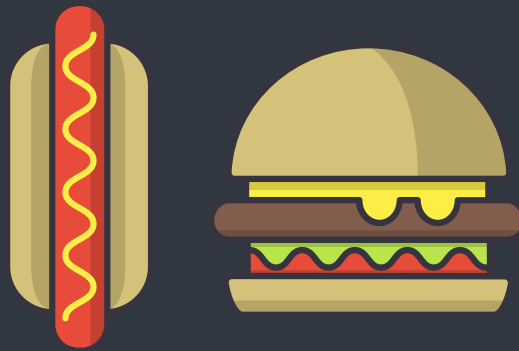
Once you have finished reviewing this packet, please feel free to contact the camp office with any questions you may have. The office number is (216) 831-5045. Your suggestions are always welcome.

Thank you for choosing Hiram House Camp.

Happy Camping!

Ken Fortuna
Camp Director

Important Reminders



1. BALANCE

The balance due for your camper's fees must be in the Hiram House office **twelve (12) full days before your camper starts camp**. Payments can be made in installments as long as the final payment is made at least two full weeks before your camper is due to attend camp.

2. SWIMMING

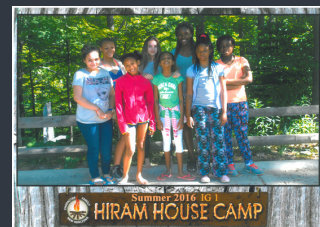
Swimming is a daily scheduled activity and is strictly recreational. Please make sure that your camper brings a towel and swimsuit to camp. If your child is unable to go swimming, please inform the office in writing. All lifeguards are Red Cross certified in CPR, first aid, and lifesaving.

3. CAMP STORE

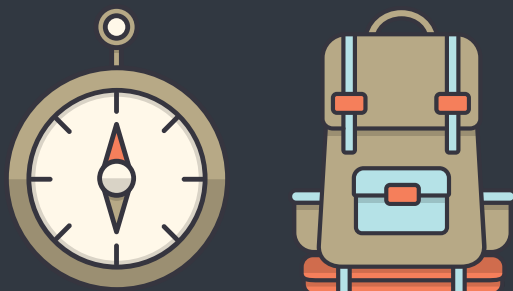
The camp store is open on Tuesdays, Wednesdays and Thursdays. **Your child should not bring money to camp**. We have developed a declining balance system for the camp store. Money can be deposited at the camp office or through our website. This should be done prior to the start of the session. Each camper is only allowed to buy one ice cream treat and one beverage (juice or water) per visit. Each group will have an assigned day at the end of the session when campers will be able to shop for t-shirts, stuffed animals and other camp memorabilia.

4. CAMP PHOTOS

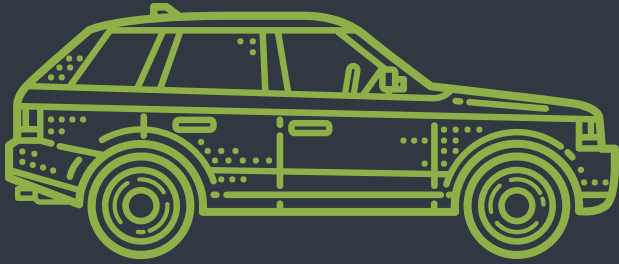
Camp photos are taken of each group in camp and are \$10.00 for a 5x7 color print. **Camp photos must be paid for in advance**. Picture day is typically on the Tuesday of each session and the pictures are taken first thing in the morning.



sample group photo



Drop-Off & Pick-Up



ARRIVAL

Drop-off for Overnight Camp will be on **Sunday at 2:00 PM**. Please read and adhere to the following procedures. Parents must park and walk into the office to check their camper(s) in. Camp will end promptly on **Friday at 11:00 AM**.

- Pull into the parking lot and park your car. Do not drop your camper off on the curb.
- Walk your camper into the office to check them in and receive their group assignment. At this time, you will also have the opportunity to add camp store and photo money to your camper's account.
- After you have checked in, return to your car to unload your camper's belongings and walk down the path to the red fire station.
- At the red fire station, please give any and all medications, along with instructions pertaining to administration of medications, to the camp nurses. Do not pack these items in your camper's luggage. All medications must be in their original containers showing dosing instructions.
- After checking in with the camp nurses, you will be directed to your camper's sleeping quarters. You may then assist your camper in making their bed and storing their personal items.
- After your camper is fully settled, you must return to the parking lot and depart from Hiram House Camp. Please do not wander elsewhere on the camp grounds.

LATE ARRIVAL

Please be on time. **If you arrive after the office has closed, you are NOT permitted to walk your child into camp.** You may return on the following day at 10:00 AM to drop off your camper.

DEPARTURE

- Camper pick-up will be on **Friday at 11:00 AM**.
- Again, please be on time.
- Once again, you will pull into camp, park, and come into the office to sign your camper out.
- Once you sign your camper out, your camper and their belongings will be brought to you. Any medication will be returned in the office. Items purchased in the camp store and camp photos ordered will also be given to you at this time.

IF SOMEONE OTHER THAN THE CAMPER'S LEGAL GUARDIAN WILL BE PICKING THEM UP ON FRIDAY, THE CAMPER'S LEGAL GUARDIAN MUST FILL OUT THE PICK-UP AUTHORIZATION FORM AT WWW.HIRAMHOUSECAMP.ORG/CAMPFORMS AND SUBMIT IT TO THE CAMP OFFICE.

EARLY DEPARTURE

If your camper will be picked up early, you must fill out the Early Departure Form available at www.hiramhousecamp.org/campforms and submit it to the camp office. **YOUR CAMPER WILL NOT BE READY BEFORE THE REGULAR PICK-UP TIME UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE IN THE CAMP OFFICE.**

FOR THE SAFETY OF OUR CAMPERS AND STAFF, PLEASE DISCONTINUE USE OF YOUR CELL PHONE WHILE DRIVING IN CAMP.

Fees & Policies



BALANCE DUE

Your balance for camp fees must be paid **twelve (12) full days before your camper starts camp**. Checks to be made payable to "Hiram House Camp" will NOT be accepted thereafter. Any fees received after the balance deadline must be paid in cash, credit card, or money order. **No money will be refunded to anyone who leaves camp before the regularly scheduled departure time.**

You must turn in money for the camp store and photographs prior to the start of the session your camper is attending.

REFUNDS & POLICIES

Camp fees are non-refundable and non-transferable. The deposit of \$50 will not be refunded EXCEPT on presentation of a doctor's certificate in case of illness before the child comes to camp. There is a \$20 charge for any non-sufficient checks. There is no pro-rated fee for campers arriving after the start of the session or leaving before its completion. There is a \$10 fee for any change after registration. Hiram House is not responsible for loss or damage to any camper's property during the camping season.

CAMP STORE

Campers go to the camp store on Tuesdays, Wednesdays and Thursdays. On these days, campers may purchase one ice cream novelty and/or one drink. On the Thursday of each session campers may buy T-shirts and souvenirs. Camp store money must be deposited into the camper's account prior to their visit. **DO NOT SEND MONEY WITH YOUR CAMPER.** Money will not be accepted at the camp store. Deposits for your child's account should be made through the camp office. You will receive any remaining funds in your child's account at the end of the session.

Items available in the camp store include, but are not limited to*:

Stuffed Animals	\$8.50	Ice Cream	\$1.00 - \$2.50
Bracelets	\$2.00	Juice	\$1.00
Hackey Sacks	\$5.00	T-shirts	\$10.00

Other items are available at prices ranging from \$1.00 - \$15.00.*

**(Prices subject to change.)*

PHOTOGRAPHS

Once again, this year, we will be offering 5x7 color prints of your child's group. The charge is \$10.00 per photo. **Payments for photographs must be received on or before the first day of each session.**

BEHAVIOR POLICY

Hiram House Camp has found it necessary to act upon camper conduct that is inappropriate in the camping environment. Currently there is a "three strikes you're out" policy in place. The "first strike" for inappropriate behavior will result in a verbal warning from the counselor or Program Director. "Strike two" will result in a meeting with the Camp Director. "Strike three" will result in a call to parents to remove child from the camp setting. Hiram House requests that parents discuss and review this policy with children before camp arrival. Cooperation between camp personnel and parents will enhance the effectiveness of this policy and help make the camping experience positive and rewarding for all campers. **Hiram House reserves the right to exclude any child who cannot adjust or causes too much difficulty in camp. FIGHTING IS NOT TOLERATED AT CAMP.**

Applying for Campership

REQUIREMENTS

In order to apply for camperships, there are a number of requirements that must be met before we will make a campership decision.

- Your child **must** be registered for camp. This is done by completing the registration form and submitting the deposit (\$50 per camper) to the camp office at 33775 Hiram Trail, Chagrin Falls, OH 44022. Registration can also be done online with a deposit at www.hiramhousecamp.org. (Deposits are 100% refundable if you are unable to pay amount due after the campership).
- You **must** complete and return the camper profile (financial aid) form **and** the summer food service program form before we will make any campership decisions. These forms are available on our website at www.hiramhousecamp.org/campforms.
- You **must** provide proof of ALL income **and** a copy of last year's (2017) federal tax return that you filed. **The tax form we need is the 1040, NOT THE W-2.** This must be done before we will make any campership decisions. The following are acceptable proofs of income:
 - Proof of income for wages would be **two recent check stubs**.
 - Proof of income from the government (SSI, Social Security, etc.) would be the **benefit letter** from the issuing agency that states the amount received.

YOU ARE REQUIRED TO SUBMIT PROOF FOR ALL TYPES OF INCOME RECEIVED BY EVERYONE LIVING IN YOUR HOME.

The absolute minimum anyone will pay for one child is \$95 per session (the \$50 deposit will count towards this amount).



DECISION TIME

ALL CAMPERSHIP INFORMATION MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE THE START OF YOUR CAMPER'S SESSION. This is true even if your camper is on a waiting list. If your campership information is not submitted by this deadline, your registration will be cancelled and we will move to the next camper on the waiting list who has completed their application. Once ALL required campership information is received, we can begin processing your application. We are unable to process campership applications that are only partially completed.

At Camp...

MAIL

Mail is received and sent out daily and can be sent to your camper at the following address:

(CAMPER'S FULL NAME)
C/O HIRAM HOUSE CAMP
33775 HIRAM TRAIL
CHAGRIN FALLS, OH 44022

VISITORS & PHONE CALLS

Due to the busy camp program, the nature of our activities, and the relatively short camping session, visitors are not permitted. Additionally, campers will not make phone calls unless there is an emergency.

ITEMS TO PACK

Please visit www.hiramhousecamp.org/campforms for a comprehensive packing list. All personal belongings must go home at the end of each session, even if the camper is returning. Hiram House Camp assumes no responsibility for lost or stolen items.

Do not send your campers in new clothes, they are uncomfortable! **Please put your camper's full name on each item in order to reduce the amount of lost and found.**

SWIMMING

Each camper needs to bring a suit and towel to camp. **Make sure that full names are clearly marked on items.** If there are specific conditions under which your child cannot swim, please inform the camp office. Campers are swim tested to determine whether they are deep water or shallow water swimmers. Swimming is under the supervision of qualified lifeguards.

HORSEBACK RIDING, CLIMBING WALL & ROPES COURSE

Children will need to have both long pants and hard sole shoes with heels to participate in riding. Hiram House will supply helmets. Children will not be permitted to ride in shorts, sandals, or crocs.

To participate on the climbing wall and high ropes course, campers will need to have socks and tennis shoes. Participation on the high ropes course is restricted to campers age 10 and older.

FOOD

Meals are planned by an experienced dietitian. Camp rules prohibit campers from bringing food to camp or receiving any food, including candy or gum. Should a camper bring or receive food items, such items will become the general property of the camp. **IF YOUR CHILD HAS FOOD ALLERGIES THAT HIRAM HOUSE CAMP IS UNABLE TO ACCOMMODATE, YOU MAY MAKE ARRANGEMENTS WITH THE OFFICE STAFF TO PROVIDE YOUR CHILD WITH FOOD FROM HOME.** Such arrangements must be made at least 2 weeks before your child starts camp.

SET YOUR CAMPER UP FOR SUCCESS!

DOS

Pre-program campers for success by telling them...
...How much fun they are going to have.
...How much fun you had at camp as a kid.
Send them mail during the week saying...
...You look forward to hearing their fun stories about camp.
...You envy not being able to stay and have fun at camp yourself.

DON'TS

Pre-program campers for homesickness by telling them...
"You're going to be homesick."
"If you don't like it, call me and I'll come get you."
"You can call me anytime."
"I'm really going to miss you."
Write letters saying...
...What a great time you're having at home.
...That you visited special places without them.
...What a great time siblings and friends are having at home.
...How much you miss them.

HEALTH

The Hiram House employs two (2) healthcare staff who oversee the health and well being of all campers. The Camp also has a certified doctor who it consults for guidance on a daily basis. All medical protocols and procedures are reviewed yearly by medical professionals to ensure The Hiram House is current on all medical practices and procedures. If your camper is ill for a 24 hour period, a nurse will call home and request that the camper be removed from camp

EMERGENCY

If for any reason your child must leave camp, you will be notified and EXPECTED to provide transportation home.

INSURANCE

Your contribution covers individual camper insurance within certain limitations.

CAMP FORMS

All parents are required to submit a Questionnaire, Medical Form, Doctor's Form, and Liability Waiver for each camper attending. If you are applying for Campership, please refer to the *Applying for Campership* section for a full list of documents needed. All forms can be found on our website at www.hiramhousecamp.org/campforms. A new set of forms is required each year your camper attends Hiram House Camp.

MEDICAL EXAMINATIONS

Each camper must be certified to attend camp by a doctor. At the time of registration, a form will be available at www.hiramhousecamp.org/campforms. Please have the doctor complete this form and mail it to the camp office immediately. If camp forms are not in the camp office 2 weeks prior to camp session your child will be cancelled.

SPECIAL INSTRUCTIONS

Please send all special instructions and/or requests with the medical form. In case of emergency instructions, please confirm in writing.

LOST ARTICLES

Lost articles cannot be the responsibility of the camp, but every effort will be made to return MARKED items which have been lost while the owner is in camp. In case of lost clothing, call the camp immediately. Camp is not responsible for lost or stolen items.

ADDITIONAL INFORMATION

Electronic games, iPods, radios, and cell phones are not permitted at Hiram House. If a camper is found with any of these items they will be confiscated and returned at the end of the camping session.

If your child is feeling under the weather before camp begins, please keep them at home so that we do not spread illnesses. Please let the office know if your child is sick.

**IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL THE CAMP OFFICE AT (216) 831-5045
MONDAY THROUGH FRIDAY, 9:00 AM- 4:30 PM.**

