



2007 Parent Handbook

-ESSENTIAL READING FOR THE CODY PARENT-

www.cody.org

(800) 399-4436

CODY

Parent Handbook 2007

Welcome to Cody! Our mission is to offer our campers a summer camp experience rich in fun, friendship, learning, and adventure. We hope you find the Parent Handbook a helpful resource as you prepare to send your child to Cody. If you have any additional questions or comments please do not hesitate to contact our office toll-free at 1(800) 399-4436.

RESPONSIBILITIES

-Share with us anything that you feel we should know about in preparing for your child's stay at Cody this coming summer. If your child expresses particular fears or anxieties about going to camp, it would be helpful if you could let us know.

-Psych your kids up for opening day by talking up CODY as the safe, fun and exciting place it is. We are very happy to be welcoming your camper to Cody and we have a beautiful facility and the staff to ensure that their session here is great.

-Campers will very often reflect their parents' attitudes about a situation. If you are nervous or unsure about them at camp, then they will most likely mirror that apprehension during their experience. The best thing that you can do to ensure that they have a great time here at Cody is to express to them your certainty that we are a fun and safe place where they will be cared for very well.

-It is normal for campers (of all ages) at some point to experience what experts now call "Separation Anxiety" and what is more widely referred to as homesickness. Camp is a situation out of the campers' daily normal context. As they will be meeting new people in a new place it is perfectly understandable that they may feel a bit overwhelmed at some point. With this in mind please remember that our staff are experienced, trained, and skilled at making sure that all of our campers are included in the goings-on of camp and having a lot of fun. It is widely accepted among camp experts that parents who tell their kids "if you want to come home call me and I will pick you up" (while the parents may say this with the best of intentions) actually sabotage their child's chances of having a good experience at camp before they even get there.

-Please know that we are always available to give up-to-date reports on your camper, even if it means getting one of their counselors on the phone for you. We are devoted to making sure that your camper has a positive camp experience and we look forward to working with you to help make sure that this happens.

-Be sure to discuss with your child Cody's expectations regarding personal hygiene, cleanliness, personal conduct, respect for others (and others' property), group living, and participation in daily activities. In short our expectations are going to be just the same as those which you enforce at home: brush teeth, make the bed, be nice, listen to the rules, and have fun.

-In addition to having a great time, summer camp is a great place for kids to develop their self confidence and maturity. We believe learning a degree of independence is part of growing up and while we have one of the best camper/staff ratios in the nation, there may be times when your child has the responsibility to be on his/her own for short periods of time. Examples of instances

without direct supervision include: activity change-overs when campers move from one activity area to another, return to cabins to change clothes, leave an activity or meal to use the restroom, or to retrieve something from a cabin he/she has forgotten. There are also times when campers will be involved in a large game that includes chasing through camp or through the woods, or hiding, or seeking. In situations like these and others, we expect campers to behave responsibly, without direct staff escorts. Rest hour and free play time are popular times for campers to relax, and/or interact and play with their camper friends, and at these times they can often be found throwing a ball, talking amongst themselves, reading, sunbathing, playing tennis, basketball, soccer, hockey, tetherball, chess, checkers, reading or writing letters home, without direct staff supervision. We expect campers to be courteous and respectful enough to honor general rules of appropriate conduct during these few unsupervised circumstances.

FAMILY CHANGES

Please let us know in advance of any changes made to your home or office address, phones, or faxes. Please update us also to similar changes pertaining to emergency contacts. We need contact phone numbers and itineraries if you will be on holiday or business during your child's stay at Cody. This information is extremely important.

FINANCIAL STATEMENTS

Accountings are emailed during the spring; with full payment due by May 1st. Unless alternative arrangements have been made with Cody, **admittance to camp requires that tuition be paid before or, in extenuating circumstances, on the day of check-in.**

TRIP AND CANTEEN ACCOUNT

Every Cody camper has a trip and canteen account. The cost of any elective off-site trips and camp store purchases is deducted from this account. It is absolutely imperative that you review the trips that will be offered to your camper(s) while they are at Cody this summer and agree on which are appropriate for them. All of this year's trips are detailed in the "2007 Trip Description and Permission Form". There are no extra charges for in-camp activities (apart from Scuba), but canteen purchases, pocket money, special supplies, special certifications (Red Cross, Scuba) and out-of-camp trips may combine to exceed the Trip and Canteen deposit, especially if a camper chooses to go on more costly trips. We really want to avoid campers exceeding their canteen account balances and will do our absolute best to monitor their trip and canteen (camp store) purchases. Please help us in this effort by discussing the Trip and Canteen Account with them prior to camp. Please advise us in writing of any special requests with regards to extras at camp – if you have any questions feel free to call the office.

MEDICAL FORMS & MEDICATIONS

State Law requires that camper medical forms be at camp before your child arrives. We cannot accept any camper without his/her medical form. Only the American Camping Association sanctioned report form is acceptable to Cody (notes from the family physician are not sufficient). PLEASE SIGN THE BOTTOM OF THE 1ST PAGE OF THE FORM, and have both sides completed in detail so that we may better care for your child. We recommend that you keep a photocopy and send us the original. If your child's physical is scheduled in the week before camp you may bring this form with you to camp. Please notify our office if you anticipate delayed paperwork. WITHOUT EXCEPTION, all personal medications must be labeled with the owner's name, the medicine (ingredients) and we must have your doctor's prescription for usage and dosage...nothing else is legal. All medications are kept in the PILLBOX (except for vitamins) and should be given to the staff escort at departure time (or office or Pillbox) if driving. Please report any late illnesses or injuries to the office. It's much better to arrive at Cody a few days late, than bring a "bug" into camp. We will always inform the family of any health or medical problem

outside of minor treatments. Every child will report to the nurse upon arrival at camp to discuss medication, health conditions. Please check your child for HEAD LICE prior to arrival at camp.

TRAVELING BY PLANE

If your child is traveling to camp unaccompanied by an adult please be sure to check with your airline for regulations and fees for unaccompanied minors. Please **pre-pay** these services for your child's return home or Cody will charge an additional 20% for paying them for you. It is extremely important that you and your children understand airline policies and procedures for children traveling without an adult.

BAGGAGE SHIPMENTS

Having a "traditional" camp trunk is not necessary. Use duffel bags, cargo bags, suitcases, and other bags that can travel securely. *Please note that all children arriving by camp charter van MUST ship luggage ahead of time as for safety reasons we cannot fit all of that luggage on the vans.* We have limited space on our vans and do not have room to accommodate large pieces of luggage. This is a safety issue as much as a comfort one...

There are usually three ways for baggage and belongings to arrive and depart from Cody.

1. Car. If you are driving your child to camp, you will probably bring his/her baggage with you in the car. Upon arrival our staff will help you unpack and set-up, just as they do with camper's baggage that arrives by carrier. Please note that if you don't plan to pick-up by car, other arrangements for baggage return will have to be made at the end of the season.
2. UPS. We recommend UPS shipment of baggage for most campers (except those driving, or flying from great distance). In most cases, UPS will collect your child's trunk and duffel bag at your home. UPS is generally very reliable, and relatively inexpensive. Please make sure you leave sufficient time for UPS to make the delivery to camp. It is best to have baggage arrive 5-7 days before your child's camp session starts.
3. Plane. Campers traveling by plane from other countries should bring their baggage with them.

As stated, whenever possible, we recommend shipping UPS. They are generally reliable with daily, weekday delivery to camp. Be sure to indicate round-trip or one-way service (you may drive one-way). Please take out extra insurance on either carrier. Please arrange to have your child's baggage shipped to camp ahead of time so that we can unpack and set up his/her bunk and cubby for his/her arrival.

Regardless of the shipping method you use for baggage please:

1. Have all belongings identified with your child's name, not just initials.... we'd like to be able to get it all back to you!
2. PRINT baggage tags in ballpoint or indelible marker, two tags per item, with full address.
3. Tie a strip of name tape ribbon to the trunk keys and send them to camp so we can unlock and unpack. Be sure to send us any combinations to special locks. Keep an extra set of keys at home for emergencies.
4. If you don't own a trunk or duffel bag, we strongly recommend purchasing the new collapsible soft trunks now on the market. These are lightweight, very strong, have great cargo space, and are much easier to store away at camp, and back home.
5. Please be sure that our camp name and address are firmly attached and clearly visible on the outside of any baggage being shipped. Also, have your permanent name and address inside too.

6. On flights home to more distant locations, we try to have baggage shipped on the plane with the flying camper. We cannot do this in the northeast area due to space restrictions, but can usually do it to the mid-west, the Mid-Atlantic States, and the south, as well as most international flights.

LETTERS AND MAIL

Mail should be addressed with your child's name, cabin # or number (these will be available on check-in day), Cody, 9 Cody Road, Freedom, NH 03836, and your return address. Due to recent world events, it is very important that you have mail labeled correctly with these items. Otherwise, we will not deliver the mail to the camper and it will be returned to sender. We require that your son/daughter write two letters home per week. We advise you send a supply of home-addressed envelopes, pre-stamped, especially for younger campers. We have formal assemblies prior to meals and your child's letter is his/her "dinner pass". Despite the food incentive to have campers write home, some campers are crafty customers, and we've seen all sorts of ingenuity to avoid getting a letter to their favorite adults! If your child is sending letters to grandparents or friends instead of you, let us know, and we'll have a chat with them! In your letters to your child, please don't bring up "what's being missed at home" but rather maybe wonder "what's new at camp?!". Please also avoid "how lonesome you are for your favorite camper".... even if you are.

Be aware that letters campers write within their first few days at camp may seem less than enthusiastic. Don't be alarmed. We are very good and extremely experienced in delivering an awesome, safe, and fun camp experience to our campers. Depending on your child's personality and previous experience away from home it may take him/her longer to really settle in and stop missing you. Rest assured that our counselors do all they can to make this transition as easy as possible.

CARE PACKAGES

Campers love to receive packages while they are at camp – and we are certainly not against you sending your favorite camper a care package, just as long as there is no food or candy in them. We make absolutely sure that our campers eat well while they are at Cody AND if they are being good and keeping their cabin in "ship-shape" their counselor will let them visit the Cody Canteen and purchase a special treat (max. 1/day).

The reasons why we do not want parents sending food, candy or sweets to their campers is relatively simple: bugs, critters, missing candy, spoiled appetites and (most importantly) potential allergic reactions to ingredients. Sensitive nut allergies can be triggered by airborne particles – this is a life or death matter and must be taken seriously. Please help us with this.

Peanut and Tree Nut Allergy Food Guidelines

The Foods and ingredients below should not under any circumstance be brought / sent to camp. When reading ingredient labels look at the ingredient line as well as at statements "may contain traces of peanuts and tree nuts" or "manufactured in the same plant as peanuts or tree nuts." Foods with this disclaimer are not safe for a nut allergic child.

UNSAFE INGREDIENTS AND FOODS

- Peanuts, almonds, walnuts, cashews, pecans, sunflower seeds, sesame seeds, pistachios, macadamia nuts, brazil nuts, pignoli nuts, nougat, marzipan, almond paste hazelnuts.
- Peanut butter
- Peanut oil, sesame oil and any other nut oil.
- Granola bars, Crackerjacks, caramel coated popcorn
- Trail mix, Pepperidge Farm Goldfish snack mixes.
- Bakery products, cookies, muffins, cupcakes and cakes
- Chocolate candy all brands. (M and M's, Nestles Crunch Bar, Kit Kat, Reese's Pieces, Reese Peanut Butter Cups etc. Dunkin Donuts.

Avoid the following brands and foods:

- Keebler, Freihoffers, Tasty Cake Brands, Famous Amos, Drakes, Ritz Crackers, Snackwell, Chips Ahoy Cookies, Ben and Jerry's Ice Cream and Mrs Fields.
- Rice Cakes: Orville Redenbachers's, Hain, Quaker
- Ethnic Foods (Asian, Japanese, Chinese, Thai)
- Gumball, candy and vending machines.
- Ice Cream parlors where toppings can be contaminated with nuts

On a lighter note...

For 2007 we will be working with a company called Sealed With a Kiss (SWAK) that specializes in NON-FOOD care packages. These are fun packages and kids really have fun with the contents. For more information on SWAK please visit them online at www.eswak.com.

E-MAIL

Parents may send e-mails to their children at: www.Bunk1.com. Please note: your campers do not have Internet access to write back to you.

TELEPHONE CALLS

Campers *may not* call home and *may not* receive calls from home during their first week at camp. We understand that you are anxious to hear how your sons and daughters are doing at Cody.

As difficult as it is for you, we must allow time for your children to adjust to their new environment here at Cody. Experience has taught us that speaking to parents early after arriving to camp and/or frequently increases homesickness and a camper's ability to acclimate to camp life.

You may, however, call the Cody Office and we will be more than happy to give you updates. After the first week of camp parents may call their children during designated calling hours according to previously set up "Call-In" appointments. **Calling hours occur during the campers' free time after lunch (1:30-2:15 p.m.).** Parents make call in appointments during the first week of camp with the Cody office. Each camper is allowed 1 five-minute call a week. This time limit must be adhered to as other parents will be waiting to get through. When you do call to make an appointment you will be given a different phone number to call-in on.

Part of the camp experience is to allow your child to acquire a sense of independence, however difficult it can sometimes be for family members. **Our office staff are not permitted to dismiss children from meals or activities except in times of family emergency, as this is disruptive to the children and the instructors.** Be aware also that there are several days throughout the summer when we do not permit parent phone calls. These include: All camp trip days and changeover days between sessions. Note that camper phone lines will not be answered outside of regular calling hours. If you need to contact the office you may reach us during the camp sessions between 8:00 am and 9:00 pm. our phone lines may be busy, in which case you will be redirected to our voice-mail. Leave us a message and we will be sure to call you back. Feel free to discuss *any* needs with our administrative staff. Don't be alarmed if you get a message "Cody called...". We chat with many families on routine matters such as, travel, trips, missing items, and even sharing good tidings about special accomplishments your child has made (like getting up on water-skis for the first time).

FOOD

Please don't send food to camp. We promise to feed your child during their stay with us! Besides three big meals a day, with accompanying salad bars and sandwich tables (lunch and dinner), they will also have access to snacks and fruit throughout the day, and the occasional ice cream and pizza party. They don't need extra bags of candy or candy bars, tootsie rolls, or Doritos. In every camp where parents are allowed to send candy, it turns into a competition between campers and families to see who can outdo who, and there are always campers whose parents don't want to get into that "rat-race". So, please don't send food, or bring it to camp with you. It usually causes hyper campers, belly aches, jealousies, and can bring unwanted bugs and rodents into the cabins to share the leftovers. If your child has a birthday party during the summer, you can send up a small bag of goodies (cookies are good) that we'll make sure are added to the cabin party on that special day for them. Parents, finally, please don't address food or care packages to your camper's counselors, to try to sneak it past us! Candy and food is removed from all packages and stored in the office before mail is distributed for health and safety reasons due to the large number of junk food addicted chipmunks and squirrels.

CASH AND SPENDING MONEY – the Trip and Canteen Account

Campers should not have any money with them in their possession while they are at Cody. With regards to the Trip and Canteen Account families often ask us "how much is good?" Frankly, it depends on your child's attendance time. A little extra for spending on trips is fine (if that's what you have agreed upon). During the summer, please ask relatives not to send personal checks to your child for extra spending money as neither they, nor we can cash them. If you have any questions about this, or about bringing particular item(s) to camp, please call us.

PERSONAL PROPERTY

Please don't send fragile or expensive equipment to camp. Expensive pocketknives, cameras, tennis racquets, binoculars and the like, should stay at home. We do try to re-enforce respect of others and their property to all campers, but accidents can happen in a summer camp setting. All passports and plane tickets will be locked in the office safe. Please remind your children, as their counselors will, to bring these items to the office when they arrive. All reading material should be of an appropriate nature. **We are not responsible for lost or stolen items. Label everything – if it is left behind we will do our best to identify it and ship it to you.**

ELECTRONICS: Gaming devices, cell phones, iPods, etc.

Don't bring them. Camp is a great way to "unplug" for a short period of the year! In addition, the life span of these items in the cabin is tragically short. Don't risk it – leave these expensive things at home and enjoy camp.

IN CAMP PURCHASES

Cody's Canteen has toiletries, postage and stationary, film, batteries, some fishing equipment, post cards, and snacks. Our canteen is also stocked with Cody T-shirts, hats and sweatshirts. All Canteen purchases are charged against the "Trip and Canteen" deposit. The Canteen opens most days during the rest hour in the middle of the day and after dinner and if campers are behaving well and keeping their cabin clean their counselor will reward them with a visit to the canteen. While we do our best to monitor and oversee the purchases that campers make at the canteen please discuss it with them and emphasize that they should keep their spending to a minimum.

SPECIAL PROGRAM EQUIPMENT

Although we provide most equipment at Cody, there are some things your child will need to bring, to participate in certain activities. All campers should bring a tennis racquet and a baseball mitt to camp. Campers planning to do a lot of hiking should bring hiking boots, but otherwise, sneakers are just fine. Roller hockey, snorkeling, scuba diving and model rocketry are elective activities at Cody. If your child wishes to participate in any of these, they must bring this equipment to camp. Campers planning to join the scuba diving or snorkeling programs must have their own mask and fins. Please take your child with you to purchase snorkeling equipment, otherwise it is highly likely their face mask will not fit properly, causing it to leak during use. Please note that a camper must be twelve or older to participate in the scuba program.

CLOTHING & OUTFITTING

All campers are sent clothing/equipment lists from *The Camp Spot*, based in New Jersey. *The Camp Spot* is the only company authorized to supply official Cody clothing. No other stores carry our Cody's official clothing, regardless of claim. Campers wear "official" clothing when group identification is appropriate, such as inter-camp sports, field trips out of camp, and some big events in camp. Please purchase at least 2-3 Cody T-shirts, mixing green and gray colors. We highly recommend each camper to have a reversible basketball tank and a hooded sweatshirt. Other than that, it is really up to each family what other Cody clothing they choose to purchase. Fancy wardrobes are not needed. A basic ten to twelve day supply of clothes and bedding is needed. Laundry is done weekly, right in camp. **It is advisable to get your order forms (paper or online) into *The Camp Spot* at least one month in advance.** They cannot guarantee on-time delivery of clothing a week or two before camp due to the high volume of requests at that time of year. You may have these clothes shipped directly to Cody. Shop on-line at www.thecampspot.com and have them shipped to you directly.

Once again, please name-tape or identify everything with your child's **full name!** It is very important. Use markers that won't come off in active camp use, or in the laundry. In addition to the required clothing listed on the camp clothing lists, please send whatever your child would normally wear or use during the summer. It isn't necessary to go and purchase a complete new wardrobe for them.

***Please only pack clothing and items that are inexpensive and replaceable.
Cody is not a fashion show or a technology forum!:)***

VISITING BY FRIENDS OR RELATIONS

There is no official parent's visiting day at Cody. Parents of 4 and 6 week campers can visit during the change-over weekends but please be aware that we have unique and fun special activities planned for the staying campers then... If you would like to visit camp during the off-season, please feel free to come visit us! Just call ahead and we would be more than happy to show you around!

PLEASE CALL, FAX OR E-MAIL US WITH ANY QUESTIONS OR COMMENTS

Phone: (603) 539-4997 * Fax: (603) 539-5840 * E-Mail: info@cody.org



9 Cody Road

Freedom, New Hampshire 03836

Important Dates and Times for Summer 2007

- *1st 2 week session: June 24-July 7,
- 2nd 2 week session: July 8-July 21,
- 3rd 2 week session: July 22-August 4,
- 4th 2 week session: August 5- August 18,

-
- 1st 4 week session: June 24-July 21,
 - 2nd 4 week session: July 22-August 18,

-
- 6 week session: June 24-August 4,
 - 6 week session: July 8-August 18,
 - 8 week session: June 24-August 18,

*Drop-off times for all sessions are from 12 noon to 3:00pm.

*Drop-offs are always on Sundays.

*Pick-up times for all campers are between 9:00am and 12:00pm.

*Pick-ups are always on Saturdays.