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Opening Letter for Summer 2019

Dear Camp Eagle Hill Family,

We would like to take this opportunity to officially welcome you to the **2019 Camp Season!** We are pleased that your family will be joining us at Eagle Hill for our **57th unforgettable summer.**

We want to make sure that you feel as prepared as possible for the upcoming summer. Please use our Parent's Guide (found in the Current Families section of our website) as your guide for all of your preparations for this camp season. Before you do so, please review the following letter as it covers a wide array of important topics that you should know about in order for you and your camper(s) to have a successful experience with us.

CAMP FORMS/MEDICAL FORM

Any information about forms needed for camp this summer can be found in the 2019 Camper Forms page in the Current Families section of our website. The section will include links to the following items:

1. **Parent & Camper Guides**
2. **Camp Lice Policy**
3. **Staff Internet & Communications Policies (a reference for families)**
4. **Information about "Working Papers" for CITs coming to camp**
5. **Our CEH Apparel/Supplies Catalogue from Bunkline Outfitter**, which may be used to order the required camp t-shirts and camp sweatshirt as well as any optional apparel desired by your family. **Please Note:** It is important for your child/children to have the proper number of required items on this season's camper clothing list. Please make sure to get your order in as soon as possible.
6. **Bunk Photos & Camper Emails**, which will help to explain the availability of a few means of staying in contact with your child/children this summer.
7. **Our Map** showing you directions to camp. This will help if you are planning to drive to camp on Opening Day, Visiting Day, or Changeover Day.

Once again, all of our camp forms can be submitted to us online through an outside company, CampDoc.com. We will be supplying CampDoc with the e-mail addresses you provided to us in your application. CampDoc will be inviting you by e-mail to create an account with their site (returning families should use your login credentials from the previous summer) and then you will be able to fill out all of the forms needed for this camp season.

Deadline: All forms must be submitted into your CampDoc account by **June 1st.**

Two forms that will have to be filled out “the old fashioned way” on paper:

Medical Form: All campers must have a **Medical Form** (also referred to as **Healthcare Provider Form**) on file with us. This is a two-page form that your child’s physician will need to fill out for us prior to camp. You can find a printable version of this form in your CampDoc profile as well as our 2019 Camper Forms page (see Current Families section on our homepage). Once the doctor’s office has completed this form, it can be uploaded back into your CampDoc account. This physical portion of the medical form will be joined to the part of the medical form that you are filling out online to give us all of the needed medical information for your child. **Please Note:** If your child has had a physical exam on **September 1st, 2018** or thereafter, it is not necessary to go for another physical. Simply take our Medical Form to your physician’s office to have it filled out completely. **Deadline:** All medical forms must be submitted into your CampDoc account by June 1st.

Spending Money Form. The second form that we will need you to send back to our camp office on paper is our “Spending Money” form, which allows you to provide money for your child when he or she takes a day or extended trip from camp. **Please Note:** This form only applies to American campers coming out of 4th grade and above.

MEDICAL INFORMATION

Besides the Camper Medical Form listed above, we ask that you please complete the **Camper Medical Information** section in your CampDoc account. This section will provide us with information about any allergies, physical limitations, medical conditions or medications that we need to be aware of while caring for your child at camp.

Infirmary: Our Camp Infirmary will be open and available to your child throughout your child’s stay with us at camp. We will have a nurse or nurses at our Camp Infirmary at all hours of the day that will be available to take care of any medical concerns that should arise.

Medication: Should your child need to take any medication while at camp, be it prescription medication or non-prescription medication, it must be stored in our Camp Infirmary and cannot be carried around camp by your child, regardless of their age or abilities. No child at any time may take medication at camp unless directed by the camp medical staff and permission is granted on your child’s medical form by way of your child’s physician. **Please Note:** There may be a particular instance in which you as a parent can alert us to the need for a medication to be carried by your child (e.g. epi-pen, inhaler). If this is the case, please discuss this with us before the start of the camp season.

Medical Insurance: In case of an emergency, we require a medical policy on file, which we will use any time your child leaves the camp for the purpose of seeing a medical professional. Please input your medical insurance information and upload a copy of your insurance card in the Health Insurance section of your CampDoc profile. **Please Note:** Should a medical office outside of camp not accept your insurance policy, camp will pay for the medical visit. In that instance, camp will charge your credit card for the medical visit and will supply you with receipts from the visit for you to submit to your medical insurance company. For International Campers: You may want to look for a short-term medical policy for your child.

TRANSPORTATION TO CAMP

Bus Departure: Optional bus transportation will be available on **Opening Day, June 26th (Wednesday) at 10 A.M.** Our buses will be leaving from the northeast corner of the **Stew Leonard’s Supermarket** parking lot in **Yonkers, NY.** This optional service is included in tuition and does not require any additional fee. **Please Note:** For more bus-related information, including directions to Stew Leonard’s, please review our Parent’s Guide.

Driving To Camp: While all children are expected to come to camp by bus, families may choose to bring their children and luggage to camp by car. We ask that these families plan their arrival at camp on **Opening Day, June 26th (Wednesday)** between 11 A.M. and 12 P.M. **Please Note:** For more car-related information, including directions to Camp Eagle Hill, please review our Parent’s Guide.

Airport Pick-Up: If your child will be flying into the New York area to attend camp, we would be happy to arrange for camp transportation to pick them up for a small fee. If you are interested in this service, please email summer@cameaglehill.com and make sure to note your transportation plans in your CampDoc profile.

PACKING LIST/CAMP APPAREL

Packing List: Our **Camper Packing List** can be found in our Parent's Guide in addition to the Current Families section on our website. This list should be used as a guide for a ten-day supply of clothing needed by each camper regardless of your child's camp session. It will also include a list of items that are required for camp, those that may be purchased on an optional basis, as well as any items that should not be sent to camp.

Camp Apparel: To purchase Camp Eagle Hill apparel, please visit our online CEH apparel catalogue hosted by **Bunkline Outfitters** at www.bunkline.com. All items ordered will be delivered directly to your family's home. International campers can have items shipped directly to camp. Should you have any questions, we ask that you please contact **Bunkline Outfitters** directly.

PRIVATE LESSONS

For a small additional fee, **private lessons** are available for our campers in **swimming, tennis, horseback riding, and water skiing**. If you are interested in furthering your child's skills in any or all of these areas on an individualized basis, please sign up for these lessons in the **Optional Private Lessons** section of your CampDoc profile. Selected lessons from this section will be charged to your family's camp account.

FINAL THOUGHTS

Invoices with account balances will be e-mailed to you shortly. Payment in full for this camp season is expected by **June 1st**. We thank you in advance for taking care of open balances in a timely fashion.

Moving to Camp: Our "winter office" will be moving to camp on Sunday, June 17. Any forms mailed on June 10 or thereafter, should be mailed directly to the summer office (at camp itself). We can be reached by phone as of June 18 in our summer camp office at 518-537-4000.

Refer-a-Friend Special! Should you know of any family looking for a summer camp at this time, please email us at summer@campeaglehill.com. For every camper that your referred family enrolls for the upcoming camp season, we will take \$125 off your family's and their family's camper tuition!

We would like once again to thank you for your commitment to Eagle Hill for the upcoming summer. We will do everything that we can to give your child/children an exciting, challenging, fun-filled, and safe camp experience. Should there be a need to share information with us concerning your child's stay at camp, to have something explained or clarified, or alert us to some dates or a time when you will be away from home during the summer, we would be happy to hear from you. Please feel free to give us a call in our camp office or e-mail us at summer@campeaglehill.com at any time.

We look forward to seeing the smiling faces of all of our campers soon!

Sincerely yours,

The Scherer Family

Camp Eagle Hill