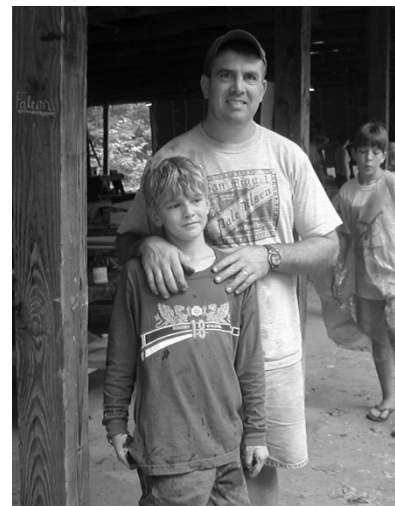




Fun for Now, Skills for Life



**2008  
Parent  
Handbook**



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Medical Form   Packing List   Directions to Falcon   Clothing Order Form   Cancellation Insurance Info  
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## Dear Parents,

Welcome and thank you for choosing Falcon Camp for your child's summer camp experience! Overnight camp can be one of the most important experiences in a young person's life. Your child will meet new friends, learn life skills, live with peers, acquire new activity skills, and develop fair, values-based social skills. They will also learn acceptance and appreciation of all people while interacting and living with children and staff from diverse backgrounds. But most of all, they will have FUN!

We have designed this handbook to help you prepare your child for camp and to answer a wide range of frequently asked questions. Please take the time to read this handbook and become familiar with camp. We have created easy access to most important forms on our website. Please download and complete the forms with detailed, accurate information and return them to Falcon.

Your encouragement will be most important in supporting our efforts to provide your child with a memorable and enjoyable camping experience.

Dave Devey	Emily Devey	Nici Mahen	Alison Mizen
Camp Director	Assistant Director	Assistant Director	Program Director

## How do I prepare my child for camp?

Parents and first time campers experience a wide range of feelings as the first day of camp approaches. Along with the excitement and anticipation of all the wonderful new experiences ahead, there may also be anxiety about these new, unfamiliar experiences. The following suggestions for first time campers will help you and your child make the most of this important transition.

- 1. Come to Open House.** We have Open House scheduled for May 25<sup>th</sup> from 1-4 PM. This is a great time to become familiar with the camp setting, program areas, and some of the camp staff. Call the office to schedule a personal tour if the Open House is not convenient for you.
- 2. Contact a camper from your unit.** Some of our first time campers like to make an early start on all of the new friends they will meet at Falcon. Please contact camp with the name, gender and age of your future camper. We will be happy to send you a phone number, address, or email addresses of campers who attend Falcon during the same session.
- 3. Pack for camp together.** When campers help pack for camp, they know what they are bringing to camp and where everything is packed. Packing also makes your child feel responsible and capable; a feeling they will experience a lot at Falcon. This is also a great time to talk about all of the wonderful opportunities ahead.
- 4. Pack pre-addressed and stamped envelopes in a ziplock bag** for your campers to send letters home. Discuss possible topics and encourage them to write to you.
- 5. On Opening Day, keep goodbyes short.** The transition from home to camp can be awkward and the sooner the campers can jump into camp life the easier the transition. Letting the campers help unpack and make their own bed is an important step in developing confidence in their ability to care for themselves. Frequently, parents feel guilty about leaving so quickly but our experience shows that short and sweet goodbyes are the easiest on everyone. Use positive messages about camp such as, "You're going to have such a great time!" or "What a great opportunity to meet new friends!" Our highly qualified staff is trained to ease your child into the group with games, camper buddies and much more.

## How does Falcon train quality camp staff?

**1. We begin with a qualified and skilled administration.** A major part of a good camp experience is the quality of the staff. Our year round staff includes a director, 2 assistant directors and a program director with more than 100 years of combined camping experience.

**Director Dave Devey** started as a camper at Falcon in 1964 and became the director/owner in 1984. He is a long time board member of the American Camp Association Ohio Section and is an ACA visitor to accredit camps. Dave volunteers much of his time in the off season educating parents on the value of a camping experience, doing public relations work with various media outlets on how to choose the right camp, the importance of the ACA accreditation program, and mentoring younger camp directors from across the state.

**Assistant Director Emily Devey** currently teaches preschool at Park Synagogue, after years of teaching Physical Education and Health in the Cleveland area Catholic schools. Emily is a former camper and staff member from several camps before joining Falcon in 1990. Her riding experience started about the time she could walk and reached a level of showing in national events. Her teaching ability and knowledge of horses has enabled her to create one of the most respected camp riding programs anywhere. Emily is also an ACA visitor to accredit camps and a clinic instructor with the Horsemanship Safety Association. As well as being camp directors, Dave and Emily are parents of two children.

**Assistant Director Nici Buzza Mahen** began her career at Falcon as a camper in 1985. Nici and her husband Jay are relocating from Avon, Conn. to York County, PA with their young daughter, Sophia. After spending five years as an award winning third grade teacher in Charlotte, NC, Nici is now raising her daughter and doing private tutoring, with a second child expected this June. Her teaching skills and staff experience in a variety of program areas has helped her create the staff training week prior to the beginning of camp. With Nici expecting another child this June and the move to York in May, Nici will not join us at camp this summer. She is still an important part of our staff and continues to be part of Falcon's future.

**Program Director Alison Mizen** began as a camper at Falcon in 1993. She is experienced in a variety of program areas, having worked in almost all areas of camp. She continues to share her experiences aiding in the development and running the staff training program. Alison is a graduate of Kalamazoo College, where she majored in English Literature, American History and Education. She is a 9<sup>th</sup> grade English teacher, Drama Club Advisor and Junior Class Council Advisor at Euclid High School in Euclid, Ohio. Alison continues to increase her responsibilities at Falcon each summer and is an integral part of the planning and preparation to our summers.

**2. We choose our staff carefully.** Quality training is a critical factor for creating excellent staff; and Falcon starts with a thorough interview and screening process to hire potential staff members. Falcon Camp has always hired staff that provides leadership in the cabin and program areas. Staff members are carefully selected for their character, commitment to youth development, and skills. Also, each summer, international students from around the world serve as counselors to help broaden the camper's experience. There is an overall ratio of one staff member to every four campers in the living areas. All campers are under the supervision of camp staff 24 hours a day.

**3. We spend a week before the campers arrive preparing staff to excel in all aspects of his/her role as a counselor.** Training week allows us to teach the kind of role models we expect our staff to be, to refine their teaching skills in activity areas as well as participate in scenarios to deal with the issues facing campers today. Certification in First Aid/CPR is offered and the staff handbook is covered front to back so that the staff are well versed in the expectations of running an excellent camp. Most of our staff are former Falcon campers, helping carry tradition and continuity of our program. Falcon staff members have an average of 5 years of experience at Falcon, both as a camper and staff member. For our returning staff, camp is not just a summer job; it is a part of who they are.

Our entire staff is dedicated to ensuring that every camper and staff member feels a part of Falcon family. Please review the following information with your child. We will do the same with our staff and campers the first day of camp.

## How can you help our staff be successful?

- 1. Tell your child to seek out a staff member they trust if they ever feel sad, frustrated, or excluded.** We think we are proactive, but we are even better problem solvers when children can express themselves to us.
- 2. Please be specific and honest about your camper on the application.** Prior knowledge about your child helps us to be sensitive to his/her needs, particularly to the initial adjustment at camp. This is especially true for campers who have had a significant life experience in the past year. Children often use their behavior rather than words to tell us how they feel. Having accurate information about your camper and your concerns helps us to understand the message in his/her actions. This private information will only be shared with the administration and the camp nurse. We use it to give direction to our head staff and counselors who are responsible for your child. Our commitment and policy is to use such information only to help your child adjust to camp.
- 3. Provide Falcon with feedback through letters, phone calls, and the end of the season survey.** We value all of your feedback and use your comments and concerns to help us grow into an even better place.

## How do I contact Camp?

We are always available to answer any questions you may have regarding camp policies, procedures, registration, billing, etc. Please contact us in one of the following ways:

### **Summer Address:**

(May 15 – September 15)  
4251 Delta Rd SW  
Carrollton, OH 44615  
(330)627-4269  
Fax(330)627-2220

### **Winter Address:**

(September 15 – May 15)  
22232 Rye Rd.  
Shaker Heights, OH 44122  
(216)991-2489 (800)837-CAMP  
Fax(216)991-4908

**Email:** Office@FalconCamp.com (personal or confidential correspondence may be sent to Dave@FalconCamp.com)

**Website:** www.falconcamp.com

## **The First Few Days at Camp**

While many campers easily make the transition from home to camp, homesickness is a natural feeling experienced by some campers. We train our staff to be aware of each camper's emotional adjustment. Your child's counselor will help the camper talk about any concerns or fears they may experience and help them get involved in camp activities. Experience shows that within the first several days of camp most campers are busy having fun and feeling secure with their counselors, new friends and the outdoor environment. Please do not be alarmed if you receive a "homesick letter" the first few days they are at camp. By the time you receive the letter, your child will have further adjusted to the camp and is likely to be having a great time. If, however, you receive a second letter that causes concern, please call the camp office and they will personally handle the matter.

As a parent, here are some tips to help you support your child through this transition.

- 1. Letters, postcards and email are the primary methods of communication with your camper.** Write letters with reassuring notes to help ease the adjustment into camp life. Ask about some of the positive camp experiences so far. Campers love getting mail and it is a special feeling to get a handwritten note from mom or dad.
- 2. Camper-to-parent phone calls are not allowed, and parent-to-camper calls are strongly discouraged, especially in cases of homesickness.** We will notify you in the event of a challenging

situation. It may be difficult for parents to accept, but our experience teaches us that phone calls create more homesickness than they solve.

- 3. Avoid promises to come pick them up if it doesn't go well.** We realize that even though this separation is hard on you too, it is a wonderful opportunity for your child to build confidence and a sense of self-reliance. Children should, and can, learn to overcome seemingly difficult situations. Falcon strongly believes we can prepare children to make tough decisions on their own within the safe and supportive environment of our camp.

## **Before Camp**

As you prepare for a great summer at Falcon, take some time to read over a few more policies and procedures we use to keep your child safe and happy at camp.

### **Payment of Camp Fees**

A deposit of \$500.00 per two week session for Traditional Camp must accompany your application. A deposit of \$200.00 per week for Horse Camp must accompany your application. A deposit of \$200.00 per week for Young Adventure Camp must accompany your application. Deposit fee will be applied to the total tuition. Balance of the tuition is due May 1, 2008. After May 1, a full tuition must accompany application. Please make all checks payable to **FALCON CAMP**.

Refund of deposit (minus \$50 office fee) and all payments will be made for cancellation before May 1, 2008. **After May 1, there are NO refunds for any reason.** There are no tuition adjustments for late arrivals or early departures. Parents are advised to consider purchasing program cancellation insurance. All campers are expected to follow camp rules and policies. There will be no refund for dismissal due to behavioral, emotional, or psychological situations that are disruptive to the camp program or harmful to the camper. Possession of alcohol, illegal drugs or weapons will result in immediate removal from camp with no refund.

Falcon Camp has teamed with TravMark Camp/Summer Study Protection Plan to provide protection for you should your camper not be able to attend Falcon during their scheduled session. The information is available in the forms section of our web site as well as a link to the TravMark web site. Parents are advised to consider purchasing cancellation insurance through TravMark or other insurance options.

### **Spending Account**

An additional \$25.00 per two weeks will be added to the total cost of tuition for your child's spending account. This money will be used at a camp store. Camp store is opened about 3 -4 times per week where campers purchase candy, soda, toiletries, and small toys. This money will also be used on special field trips such as the county fair or a horse show.

Any money that is not spent during camp will be returned in an envelope to your child at breakfast on closing day. An envelope with red writing notes the child has overspent his/her account for the two weeks. This amount should be paid to the office before departure.

**Extra cash is not needed and cannot be used on the camp grounds.** Falcon Camp takes no responsibility for extra cash brought to camp.

### **Cabin Assignments or Cabin-Mate Requests**

A camper's cabin group is very important to both the camper and the parents. We know that the success of the camping experience can be directly related to cabin groupings. At Falcon, we make every effort to group campers based on the information provided in the application. As a general rule, we place campers in cabins by grade. Within this grade category, we also take age into consideration. Note any special requests for cabin

groupings on the camp application. Requests for cabin-mates must be mutual and **may only include a maximum of two requested bunk-mates**. All requests will be reviewed and given serious consideration. **However, the final determination of all cabin groups rests with the camp director.**

## Transportation

As always, parents are encouraged to drive their own children to camp so you can meet the counselors and feel comfortable with Falcon. This is especially important for first time camper families. This year, all parents will need to plan on that as Falcon will not offer any transportation options this summer. The biggest reason for discontinuing transportation is that our best and most responsible drivers also tend to be our best staff members. Using them as drivers means that they are not in camp and available to meet all parents and arriving campers. We want every family to have the opportunity to speak with our staff and be comfortable with the people who are taking care of their children. Trunks and luggage can be shipped to Falcon via UPS or FedEx if space is an issue, or save some of your resources and consider carpooling! Call the office if you are interested in carpooling and we will do our best to get you in contact with drivers or riders in your area. We will continue to provide transportation for airport arrivals and departures.

## Health History and Examination Forms

**1. The American Camp Association requires a medical form complete with a physician's signature for all campers.** The complete form is downloadable from our website. It must be completed and signed by the parent and the report of physical examination signed by the physician. Your physician should indicate on this form any special medical attention or medication needed at camp. The Falcon doctors and nurses will follow these instructions while your child attends camp. A registered nurse is on duty at camp and campers have access to his/her services as needed. If in doubt, an expert will be consulted.

### **2. Parent/Guardian Authorization- Consent to Treatment**

On the Health History and Examination Form, please pay careful attention to the boxes on the front page. Your signature will give us permission to treat your child for any necessary medical care while at camp. Falcon Camp is approximately 15-20 minutes away from Mercy and Aultman Urgent Care centers and 50 minutes away from Mercy and Aultman hospitals. Please note that if your child becomes ill, injured, needs medical or dental care requiring a doctor's attention outside of camp, we will make every effort to contact you by phone beforehand. If the situation does not require an ambulance, the child will travel in a camp vehicle with a camp staff member. The staff member will remain with the camper and accompany him/her back to camp. The hospital and/or Camp Administration will keep in contact with the parent/guardian during the time the camper is the hospital. **The hospital will directly bill the parent/guardian or medical insurance for any charges.**

**\*\*\*Please make sure to photocopy the front and back of your insurance card and attach it to the medical form. This will help us provide care for your child's needs quickly and effectively.**

### **3. Medications**

**All medications** (including vitamins) will be turned into the nurse on Opening Day check in. These medications will be kept under lock and key in the infirmary. The medications will be dispensed at mealtimes and bedtime throughout the summer. If your child takes a medication that requires a different time, please talk to the nurse during check in so we can make arrangements to meet your child's medical needs.

We stock routine medications such as Tylenol, Benadryl, Hydrocortisone Cream, etc. If your child needs any of these items, he/she can request it from the infirmary.

**Should your child require a new prescription medication at camp,** the camp doctor or nurse will call to advise you of the illness and the medication to be prescribed. The information provided on your insurance cards will be submitted to the pharmacy at this time. If we do not have any prescription information at this time, the cost of the prescription will be billed to the child's spending account. Falcon Camp does not submit medication costs for prescription drugs to insurance companies.

### **A Special Note Regarding Personal Information about Your Child**

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You will notice that on our health form and again in our application we ask you for certain specific, personal information about your child. In some cases it may be about allergies, medications or medical conditions, and in other cases it may be about your child's hobbies, interests and temperament. We ask for this information *for one reason only—to make sure we are prepared for your child in every way so he/she has the smoothest transition to camp possible.*

Some parents are reluctant to share certain information with us because of a concern about confidentiality or stigmatizing their child. After all, camp can be a "fresh start," and some parents worry that by disclosing personal information, it may bias us against their child or lead us to misinterpret the information and refuse to accept their child. In some cases parents have told us their child has sworn them to secrecy because they are too embarrassed and don't want anyone to know about things like bed wetting, a tic disorder, ADD, an IEP (individualized educational plan) they are on at school or a history of trauma or abuse. We understand and respect that concern. Having said that, let us tell you why we think it is better to share that concern with us.

### **Our Partnership and Our Promise**

When you entrust your child to our care, we are sure you do it with one thing uppermost in your mind—that your son or daughter have the safest, happiest experience with us possible. We have the same goal. We want you to think of us as your partner in your child's well-being. We can keep our end of the partnership *only if we have the information to prepare our medical staff or leadership team to ensure your child is well cared for and free to have the best summer of their life!* There have been times when, because we *didn't know* about a particular child's needs, we could not respond to their behavior properly and they were unable to remain at camp. The better prepared we are before camp the better we can help your child be successful once they are here.

Once you share information with us, our promise is to share it *only with the people who will have direct contact with your child.* This may be our medical staff, the Head Counselor and perhaps your child's cabin or group counselor. If you have any special concerns about confidentiality, please let us know so we can sort them out together. If your child is worried about privacy, reassure them that other campers will not know and only the adults who can help them will know. It would be a shame if decisions about confidential information were based on your child's fears. It is the adults who need to make these decisions based on what will be best for the child.

### **Stimulant Medication and IEPs**

An increasing number of children are on medication for ADD/ADHD (Concerta, Ritalin, Dexedrine, Adderall, Strattera), depression or other psychological condition. These medications allow a child to take advantage of all that a school environment has to offer. Camp is no different in this regard, but many prescribing physicians are not familiar with camp and may take a child off medication without knowing the full implications. *If your child is on a psychotropic medication and you are planning to or have made a change in that medication any time up to six weeks before camp, please discuss it with us.* While we would never make a decision without your doctor's input, we believe working together and planning ahead will ensure that your child will make a more successful transition to camp. Many times children at camp need their usual dosage or more, given that stimulants, for example, are often metabolized more quickly in warm weather or active children. Likewise, if

your child is on an IEP, let us know so we can decide together whether having some kind of behavioral plan here at camp would benefit your child.

Remember, working together is the best chance we have of helping your child have a safe, happy, memorable time with us. Call us if you would like to discuss anything in greater detail or if you would feel more comfortable talking to us rather than putting it on paper.

## Clothing

Campers and staff dress informally at Falcon. Your child will be very active in an outdoor setting so we suggest clothes and shoes that he/she would wear for play at home. **All clothing, shoes, and personal belongings should be marked with your camper's full name in either a permanent marking pen, name tape, or a rubber stamp with permanent ink.** These labels will help the camper keep his/her belongings organized in the cabin and assist the counselors on final packing. Cut off T-shirt tops and bare feet are not suitable at camp. Clothing that reveals underwear, bras, and midribs are also not suitable for camp. **Bikinis are not allowed at Falcon Camp and all women are required to wear one-piece bathing suits!** Our waterfront activities are meant for pleasure and teaching skills, not staring at one another. Falcon Camp prohibits clothing with lewd or suggestive language, negative political messages, references to alcohol or drugs, or clothing that is too revealing. As role models, Falcon staff practice the same dress code.

Please review the notes on the Falcon clothing and equipment list available on our web site. Falcon Camp can not be responsible for lost or damaged personal items. We ask that you leave expensive or irreplaceable sentimental items at home. **Cell phones for campers are not permitted and will be returned home at camper expense.**

We look forward to spending a healthy and exciting summer with all of you and leave part of the rest of the world behind.

**\*\*\*Please see the packing list (downloadable on our website) for a complete list of items needed at camp. Our cabins are large enough to hold all campers and staff comfortably, providing everyone brings a reasonable amount of stuff. When you have finished packing with your camper, attach this list to the inside of the trunk or suitcase to help with final day packing.**

## Camp Dress

Campers and staff will wear camp dress each Sunday and on special out of camp trips such as the county fair or horse show. We recommend each camper has 2 - 3 Falcon Camp shirts for these special events. Camp shirts and other Falcon clothing items can be ordered using the clothing order form downloadable from our web site.

## Laundry

In an effort to be more "green" and save energy, we have adjusted our Laundry procedure this year. We also realized that most of you wash all of the returning clothes anyway so doing a second wash right before coming home is not particularly helpful. Laundry will be done on Saturday for both two and four week campers and then again in the next week for campers staying longer than two weeks. Linens will be done as well as clothes at this time. Please make sure to label your camper's laundry bag as well as the clothes inside.

## Lost and Found

Falcon Camp cannot and does not assume liability for the loss or damage of any items brought to camp. Since items can get lost during our busy camp activities, please mark all of your belongings. We return lost and found items regularly during each camp session. We make every effort to have your camper return with everything they brought. After camp, we will attempt to identify clothing and personal items left behind if the names appear clearly on these items. You are welcome to contact us if an item of value is left behind.

## At Camp

Now that you are all packed and ready for an exciting summer at Falcon, let's talk about what to expect when you arrive.

### The Camp Road

Falcon is very proud of the rustic atmosphere we provide for all of our campers and staff. It gives your child the unique opportunity to enjoy nature in a relatively untouched setting. But this setting is not conducive to the busy city traveling many of us experience in our everyday lives. **Please take your time when traveling on our camp road.** Cars will be moving in and out so be aware of oncoming traffic and the weather conditions that affect our dirt road. Thank you for your patience and **DRIVE SLOWLY!**

### Arrival

All campers and parents should plan to arrive between 1:00-3:00 PM on Sunday. This gives Falcon enough time to put the final touches on camp and get a healthy lunch before the new session begins. After driving carefully down the camp road, you will be greeted by two staff members in front of the office. The staff will share the cabin assignment of your camper and help you proceed to the lodge for an infirmary check-in and the Falcon Store.

**1. Report to the Health Center.** The entrance to the infirmary is located on the rear of the dining hall on the left hand side. All campers must check in with the camp nurse. During this check in, all campers will receive a height and weight check as well as a lice examination. All medications and medical forms should be turned in at this time. Please give the nurse any medical forms that were not mailed to camp (don't forget to have it signed by your doctor). If your child has medications to be taken at Falcon, note this on the medical form and **GIVE ALL MEDICATIONS TO THE NURSE.** We understand this can be a lengthy process at times and appreciate your patience as we keep all of your children safe and healthy.

### **Campers will not be admitted into camp without completed medical forms.**

Parents: Check your child's health. If there is possible illness, consult your doctor and delay arrival a few days if necessary.

**2. The Falcon Store** helps you buy any last minute clothing or novelties as well as pick up your clothing order. Be certain that your clothing order is complete and that all the sizes are correct. Exchanges can be made at this time. Please remember to mark new clothing **after** exchanges are made. Horse Lover campers will receive their T-shirt on their arrival. Everything in the Falcon Store can be paid for by cash, check, or credit card. You can also settle any unpaid portions of your bill with the staff in the store.

**3. Locate your cabin, meet your counselors and cabin mates, and choose a bunk.** All of the staff in each unit will help unload luggage and introduce you to the campers and counselors in your cabin. If you are a new family, you are welcome to tour camp.

**4. Campers should send their parents home, find a friend and explore camp.** Your counselor will let you know when your unit is going to the waterfront for your swim test. Horse Lover campers will be reporting to the stables for a riding test to determine group level.

## Daily Schedule

This is a typical day at Falcon for your camper.

7:00	Horse Care (optional)
7:45 a.m.	First Bell/ Rise & Shine
8:00	Second Bell/ Announcements
8:15	Breakfast
9:00	First Activity Period
10:30	Second Activity Period
12:00 p.m.	First Bell
12:15	Second Bell/ Announcements
12:30	Lunch
1:00	Rest Hour
2:00	Third Activity Period
3:30	Fourth Activity Period
5:00	First Bell
5:15	Second Bell/ Announcements
5:30	Dinner
6:15	Horse, Camp & Boat Care
6:45	Evening Activity
8:00	Snack
9:00	Jr. Campers in Cabins
9:30	Jr. Campers Lights Out Sr. Campers in Cabins
10:00	Sr. Campers Lights Out

The Four Activity Periods	
ART:	Archery Riflery Tennis
H <sub>2</sub> O:	Swimming Sailing Canoeing Fishing
D/A:	Drama Athletics
WRC:	Woodlore Riding Crafts

The daily activity schedule will change slightly from the above format for this summer. We are excited to announce that we have split into 3 age groups for boys and 3 age groups for girls beginning this summer instead of our traditional junior camp and senior camp. That will cause some changes in activity periods, bedtimes and other parts of the above schedule. Look for the changes and new names (what *is* a kestrel??) on the web site soon.

## Safety

Both parents and campers understand that Falcon Camp takes reasonable precautions to insure that programs and activities at Falcon Camp are supervised by quality personnel in a safe and responsible manner. However, parents and campers understand that these activities involve certain risks and include, but are not limited to, horseback riding, ropes course, water sports, land sports, archery, riflery, canoeing, sailing, rock climbing, or hiking. Parents and campers recognize these risks and agree to assume these risks by attending or allowing the camper to attend Falcon Camp and participate in these programs.

## Food

With Shirley Voich back for her 5th summer, Falcon campers and staff are very fortunate. She and her hard working staff prepare plenty of wholesome, well-prepared food for each camper. Camp meals include daily breakfast, lunch, dinner, and evening snack. Each meal is served family style where campers eat as a cabin with their staff members. If a camper does not like the main selection of today's meal, he/she is more than welcome to go to the salad bar. For breakfast, the salad bar will be full of fresh fruit, yogurt, and cereals. The lunch and dinner salad bar contains lots of vegetables, small meal options, and peanut butter or soy nut butter with jelly. If your child has any special dietary needs, please note them on the medical form.

## Mail and Email

As Falcon is a traditional overnight camp, we encourage all campers to communicate with family and friends by writing letters. Many parents anxiously await the first letter home as campers wait for the first letter at camp. To assist in the prompt delivery of your mail, please address each letter as follows:

Camper's Name and Cabin #  
c/o Falcon Camp  
4251 Delta Rd SW  
Carrollton, OH 44615

**All email to campers must go through the Bunk1.com** On the next page, you will find an email registration form complete with a password that will direct you to an email package of your choice. You are welcome to send inquiries and questions to the office. Our office e-mail address is Office@FalconCamp.com. Any camper e-mails sent to the office will not be forwarded to the camper.

Falcon uses the Bunk1 website to post pictures and articles of current events at camp. The photos are updated approximately three times a week and can be downloaded from the website. Professional copies all of these photographs are available to purchase through Bunk1.com.

It is understood by parents and campers that any photographs, videos, and quotes taken at camp may be used by Falcon Camp and the American Camp Association for art, advertising and promotional materials. If you have an objection to this, you must do so in writing **before** your child attends. Camper rosters are printed at the conclusion of the summer so families interested in the next session will have the opportunity to speak with experienced camp families about what Falcon is like. If you have an objection to this, you must do so in writing **by the end** of the summer



# Stay in touch this summer with Online Photos, News, & Camper Email!

We are excited to tell you about our partnership with Bunk1.com! Bunk1's secure, easy to use, summer website services let you stay in touch with your camper all summer!

**RETURNING PARENTS:** Please be aware that to better serve you we have switched providers to Bunk1.com, so these services will be different than in past years. You will need to set up a new account.

## GET STARTED TODAY

To set up a new account and visit our Online Community:

1. Go to our website at **www.falconcamp.com**
2. Click the flashing "Camp Photos / Camper Email" button \*
3. Click the "Register Now" link
4. Enter your Pre-Approved Registration Code: **Contact Camp for Code**
5. Fill out all the required information
6. Purchase Bunk Note credits (you will need a credit card)
7. View camper pictures and send an email to your camper!

\* If you cannot find this button, go to [www.FalconCamp.bunk1.com](http://www.FalconCamp.bunk1.com) and continue on to the next step

\*\* For your camper's safety, please do not share the Pre-Approved Registration code above.

## FREQUENTLY ASKED QUESTIONS

### How do I view pictures?

Follow the instructions above except, after registering, simply sign in and click on the Photo Gallery button. Photos are kept in folders found on the left side of the page below the words "Image Folders". Click on any folder to see the pictures within that folder. You can even purchase prints or other photo gifts (e.g., t-shirts, mugs) of your favorite pictures! **There is no cost to view pictures.**

### How do I send a Bunk Note (one-way email) to my camper?

Follow the instructions above except, after registering, simply sign in and click on the Bunk Notes button. Enter your camper's name, select the correct cabin, type your message, and hit the "Send" button.

### What are Bunk Note credits?

Bunk Note credits are what you purchase in order to send e-mails. Each Bunk Note you send deducts 1 credit from your account. Bunk Note credits can also be used to add fun 'extras' like Borders, Pictures, and Word Games to your e-mails. Bunk Note credits cost \$1 each and are purchased in packs of various sizes.

### Can other relatives use these services?

Certainly. Once you have set up your account, you will be able to invite other people to access these services.

### Why do I have to pay to send Bunk Notes (one-way email)?

Each morning, the Bunk Notes system bundles and sorts the messages for us to print out and distribute to campers. It also protects us from computer viruses and allows us to easily manage these emails. Your payment helps us cover the cost of the system, paper, ink, and labor and, more importantly, frees us to do what we do best – be with your kids! Bunk Note credits cost \$1 each and are purchased in packs of various sizes.

### What do I do if I lost my username and password?

You can get it online by going to [www.Bunk1.com](http://www.Bunk1.com) and clicking on the link "Lost Your Password?" (to the left of the page below the sign in button). You will receive an email with your username and password within a few minutes.

## Packages

Campers anxiously await “care packages” from home while they enjoy their experiences at Falcon. Sometimes nothing tastes better than cookies that mom baked while she was thinking of you. However, food in the cabin can also present difficulties for your child and their cabin mates. An overabundance of snacks, dealing with the need to share equally and “misplaced candy” are all problems that can be easily avoided.

We know you love your children and like to show it. Write often! If you want to send a package, consider something like the SWAK or Wrinkled Egg idea included in this mailing. While we don’t endorse any particular product, companies like this have received good reactions from many parents and campers. You can also use your own imagination!

If you do plan on sending food we ask that you observe the following rules:

- \* No cans or glass containers.
- \* Packages should contain no more than what your child and their cabinmates can consume in ONE snack time.
- \* Campers will be expected to share equally with each member of their cabin. Please note that an increasing number of children have an increasing variety of allergies. We ask that you be cautious in what you send, and avoid items containing tree nuts and similar things.

Please know that we serve good food and plenty of it. Despite what your children may write you... we have no rule saying that you must send a care package, that you must send several care packages, that every living relative they have ever met should send a care package, etc.! You are welcome to call us with any questions. Your good judgment and observance of these rules will make life in the cabin smoother and easier for every camper.

## Telephone Calls

The camp telephone number is 330-627-4269. Use the telephone ONLY for special occasions, birthdays, or emergencies. It can be a disappointment to boys, girls, or a team if someone must be gone from activities to answer an unexpected call. Please do not ask your camper to call home. **Campers are not permitted to call from camp.** When calls from parents are needed, plan for meal times at 8:15, 12:30, or 5:30. **With our remote location, cell phones do not work and campers are not permitted to have them at camp.**

## Birthdays

Every child celebrating a birthday at camp will receive recognition from the entire camp and a birthday cake to share with his/her cabin-mates at evening snack. We will also have birthday cakes for all every two weeks as we celebrate our 50<sup>th</sup> camp birthday throughout the summer.

## Visitor’s Day

Visitor’s Day is scheduled for four week campers on July 5<sup>th</sup> and August 2<sup>th</sup> from 11:30AM-3:00PM. Parents are invited to eat lunch at camp and enjoy most of our typical day activities. The waterfront will be open (weather permitting) so make sure to bring your swimsuit.

## Overnights

Weather permitting; every camper experiences the adventure of an overnight campout on Falcon property. Cabin groups cook dinner over the fire, sleep out under the stars, and enjoy an evening campfire. It is helpful if each camper has a sleeping bag for the overnight.

## Off-Site Trips

Campers have the opportunity to experience some field trips at Falcon depending on session dates. Most trips are day trips. Typical field trips are a Carroll County 4<sup>th</sup> of July Celebration, the Carroll County Fair, and the

PHA Chagrin Valley Horse Show. All campers will attend the 4<sup>th</sup> of July Celebration and the Carroll County Fair. The PHA Chagrin Valley Horse Show is a special field trip for campers with a genuine interest in horses and horse campers. Various special field trips are scheduled for our four-week middle and senior campers.

Camp dress is required for these field trips and Falcon will provide money to the campers on all of these trips through the spending account. Extra money will not be necessary. **In conjunction with our camp visitor's policy, we ask parents to not visit campers on these field trips.**

### Awards and Highflyers

At the end of each two-week period, Falcon hosts an Awards Night for our departing campers. Campers attend the activity periods listed in the typical day schedule to earn awards in all areas of camp. Each activity has different award levels to meet the needs of age and ability. All activities are planned and taught by competent and talented instructors. Each four weeks, Falcon announces our Highflyer awards. The Highflyer is the highest award given at camp for up to three campers in each unit. Make sure to look at your child's awards and the Highflyer board before you leave Falcon.

## Leaving Camp

We will help pry your child away from all of the goodbye hugs on the road and begin your ride home full of Falcon stories.

### Departure Procedures

1. **Please drive carefully!** As on Opening Day, our road is not equipped for lots of people and vehicle traffic. Thanks again for your patience.
2. **Parents should plan to arrive at Falcon between 9:30-11:00 on Closing Saturdays.** Campers will be given any left over medication and spending account envelopes at breakfast. If the envelope has an amount in red on the front, please see the office or director to pay the remaining balance.
3. **Don't forget to make one final check of the cabin, dry lines and crafts for any finished projects.** Please contact the camp director if you have any questions or concerns about departure times.
4. **For Horse Camp Families,** there is a demo at 11:00 to show parents a few skills the campers have acquired throughout the week.

### Tipping

The staff members at Falcon Camp are dedicated counselors who treat each camper in an equal and fair manner. To ensure this policy continues, **monetary tipping is not permitted at Falcon Camp.** Gifts in the counselor's name may be made to the Decker Scholarship Fund. We give recognition to the staff who are honored in this way. You are welcome to inquire at any time about making donations to the Decker Fund.

### Falcon Scholarship Opportunities

Each year, several campers attend Falcon through a scholarship fund. The Richard Miles Decker Memorial Scholarship Funds were founded soon after cancer ended Rich's life in 1983. It was established by the Decker Family because of their belief that Rich Decker's experiences at Falcon Camp as a camper in the 1960s and then as a staff member in the early 1970s contributed in a meaningful and important way to his growth and development as a person.

The specific purpose of this scholarship program is to provide the Falcon experience to children who would most benefit from their time at Falcon Camp – but who may lack the tuition necessary to attend. The scholarship program is administered by a board of trustees all of whom are former Falcon campers or staff members. The Decker Funds are used only to provide a specific summer program for one or more campers. Monies are not used for new equipment or daily camp operations.

The program has been granted “tax exempt” status by the IRS as a 501(c) (3) corporation, and because all administrative and mailing expenses are paid by the trustees, **100% of contributions go directly to the endowment and to benefit children sponsored by the scholarships.**

### The Falcon Maps for the Decker Fund

Check out website for the opportunity to purchase a copy of a beautiful watercolor Falcon Camp map. 100% of the proceeds go directly to the Scholarship Fund. What a nice way to have a Falcon keepsake and contribute to a worthy cause at the same time!

### Using the Internet to Keep in Touch

The Internet has become the medium all of us use more and more to communicate with each other. Indeed, much of our promotional communication as a camp this year has been to direct families to our web site for information. While all of us applaud the wonders of new technology, we are also aware of the potential dangers in the misuse of the Internet.

The warm and safe environment of Falcon Camp involves personal and supervised communication. Falcon Camp is offering the next few pages in an effort to be proactive and in front of potential issues regarding campers, parents and staff. We welcome and encourage discussion with any of you about ways to make the world a safer place for our children to grow.

## Parents

### Parent Letter re: Camp Policies Regarding the Internet and Other Technologies

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www.bobditter.com

Dear Parents,

We have always taken the safety and well-being of our campers—your children—very seriously. After all, giving your children over to the care of other people is perhaps the greatest act of trust you as a parent can engage in. We aim to do everything we humanly can to earn and keep that trust. We also know we cannot do this without your help. With more and more children using the Internet, cell phones and other technologies at younger ages, we appeal to you as parents to partner with us to ensure that your children continue to have the safest, most wholesome experience with us at camp as possible.

Please read our letter carefully. It will help you understand the challenges some technologies pose to the continued health and safety of our camp community. Please also review and then read to your child the enclosed policies regarding the Internet, social networking sites and exchanging contact information with their counselors. As always we invite you to call us if you have any questions or concerns about any of these issues.

#### Cell Phones

As you know we have a “no-cell phone” policy at camp. Aside from the fact that cell phones are expensive and can get lost or stolen and that the physical camp environment is not kind to such items, there is a fundamental problem with campers having cell phones at camp, and that is trust. When children come to camp they—and you—are making a leap of faith, temporarily transferring their primary care from you as their parents to us and their counselors. This is one of the growth-producing, yet challenging aspects of camp. As children learn to trust other caring adults, they grow and learn, little by little, to solve some of their own challenges. We believe this emerging independence is one of the greatest benefits of camp. It is one important way your child develops greater resilience. Contacting you by phone essentially means they have not made this transition. It prevents us from getting to problems that may arise and addressing them quickly. Sending a cell phone to camp is like saying to your child that you as the parent haven’t truly come to peace with the notion of them being away from you and in our care.

We agree to tell you if your child is experiencing a challenge in their adjustment to camp. *You can help* by talking with you child *before they leave for camp* and telling them that there is always someone they can reach out to, whether it be their counselor, a trusted activity leader, the Head Counselor, the Director or camp nurse or health care provider. We are all here to help, but if *you* don’t trust us, your children certainly won’t!

Another drawback of having cell phones at camp is many of them have built-in cameras. It has happened at some camps around the country that children have secretly taken photographs of other campers or staff during changing or showering times and later uploaded those images onto the Internet. (If you belong to a health club, chances are it has “no cell phone” policy). We take photographs during the summer, which are available for viewing on our secure (password required) website. Please help us maintain a safe environment by explaining this to your child (see our accompanying note on “Policies for Campers.”) You should know that *any camper that takes a compromising photograph of another camper or staff member and uploads it on the Internet or makes it public in any way may be subject to dismissal from camp or may not be allowed to return. If the law is broken, the appropriate authorities will be notified.*

#### Cyber-Bullying and Harassment

It has happened at camps around the country that a few campers have sent rude, demeaning, intimidating or vulgar e-mails or IMs to other campers or have created false screen names to harass members of the camp community or spread false and damaging information about them. To be sure most Internet communication is

fun, positive and one important way campers stay in touch with their friends. Our “Policy for Campers,” which we are asking you to read over and then read with your child, covers our response to this problem. In addition, *we have outlined the steps you or your child should take should they receive an abusive, demeaning or otherwise threatening or inappropriate Internet communication.* Being familiar with these steps is part of the overall safety and healthy practice you should have in place with your child if they are online, regardless of whether they attend camp or not. Sharing them with you is one way we felt we could support your effort to protect your children whether they are at camp or not.

### **Working Together to Keep Your Children Safe**

We see many positive, exciting ways for youngsters to enjoy the healthy benefits of the Internet and other technologies. As advocates for children we want to work with you to keep those experiences safe, healthy and positive. That is why we have taken the time to write these policies, include some resources for you and urge you to talk with your children—both about camp and their online activity in general.

## **Policy for Parents Regarding Out-of-Camp Contact between Campers and Staff**

### **Falcon Camp Off-Season Camper-Staff Contact**

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[www.bobditter.com](http://www.bobditter.com)

At Falcon Camp, our pledge is to put your children in the company of the most trustworthy and appropriate young adults we can hire—counselors who are well suited to the task of caring for campers. The effort we put into screening and selecting our staff is part of that pledge.

By hiring the staff that we do, however, we do not recommend them as baby-sitters, Nannies or child companions outside of camp. Our staff works with your child in the context of a visible, well scrutinized community that has many built-in checks and balances. Counselors are supervised by senior staff and are guided by clear, firm policies regarding behavior. Their actions are also visible to a community full of co-workers and campers. In general we discourage our staff from having contact with your children after camp *since we cannot supervise it.* We hire our staff *for the camp season.* *We do not take responsibility for their behavior off-season.*

We also recognize that campers and counselors develop close, trusting relationships with one another at camp and that these relationships are healthy, wholesome and beneficial to campers and staff alike. We are aware that many campers will naturally want to keep in touch with their favorite counselors after camp.

Therefore, *our official policy is to forbid the exchange of contact information of any kind between campers and our staff, whether paid or volunteer.* With the Internet as it is, however, we know campers can “find” their counselors if they persist. Our recommendation is simply for you as parents to be aware of your child’s online activities and supervise them as you would any other aspect of their life in your home. Likewise, if you as a parent or legal guardian wish your child to exchange such information with a camp staff member, that is, of course, your right. However, by doing so, you understand *you accept full responsibility for overseeing whatever contact occurs as a result.*

## **Resource Sheet for Parents**

### **Regarding Your Child and their Online Activity**

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Children today spend a lot of time each week online. While this can be healthy and positive, as an advocate for children and their safety, *we recommend that you as parents be knowledgeable about their online activities.* While your children may balk at your effort to supervise them or see their online profile, we also know children listen to their parent's advice and concern. We've gathered information from many sources and are providing you with a summary of that information as a way of supporting your effort to ensure your child's continued well-being, even outside of camp. We have included some helpful resources for further help or information.

#### **General Tips**

- 1) If you aren't already, make it your business to become familiar with your child's computer and the Internet. You can't protect your children unless you know what is out there. If you want further help, contact [www.masterteacher.com/index.html](http://www.masterteacher.com/index.html)
- 2) Try to avoid using the computer as a baby-sitter. Leaving your child online for long periods of time without checking in with them or supervising them may result in activities that are risky, over-stimulating or inappropriate that you may not be aware of.
- 3) Set rules around the use of the computer and the Internet. You have rules about other aspects of conduct in your home. The computer and the Internet should be no exception. Kids who think their parents "don't care" often take higher risks than children who know their parents are interested, knowledgeable and involved.
- 4) Think about the location of the computer your child generally uses to go online. One significant question online predators ask children and Teens is the location of their computer. Predators are emboldened if they sense that the children they are communicating with online are not being supervised by an adult.
- 5) Inform you children of the dangers of the Internet and tell them that you intend to supervise or oversee their online activity. Then follow through on a regular basis! The following three items are specific examples of things you can do.
- 6) Check the browser history on your child's computer. This way you can see what sites they are visiting. Microsoft Explorer, AOL and Netscape all have history tabs or "my favorite places" that show you where your child has been. A survey in Boston in 2005 revealed that up to 70% of all boys ages 14-18 spend from between 3 to 6 hours a week on pornographic sites on the Internet *each week* without their parents knowledge!
- 7) Check down-loaded files by checking the directory that programs are downloaded into. This is another way you can see what you child has been up to.
- 8) Ask your child if they have an online social networking profile. (Kids don't call it that, so you may need to say, "You know, like MySpace or Facebook!" If they are being coy, they are hiding something from you). If they have one, look at it! The pictures and text may tell you a lot about what your child has been up to.

#### **Safety Tips for Teens Online**

- 1) Avoid giving out your last name, phone number, address, name of your school, where you hang out or sports teams you are on.
- 2) Use the privacy features on your service.
- 3) Avoid meeting people in person who you have met on the Net that you don't know. If you do agree to meet someone, let your parents know and take some friends along.
- 4) Be careful of what you post online—pics and text are open for the world to see. Teens seem to forget this!

- 5) Remember that *anyone can pose as anyone else online!* Unless you are positive of the person's identity, be skeptical.

### **What to Tell Your Child If They Are Threatened Online**

- 1) Don't respond or retaliate. Doing so may only make matters worse or get you into trouble.
- 2) If you can, save the message on your hard drive and print out a copy. Then close the message or program.
- 3) Tell your parent or a trusted adult immediately.
- 4) If it is someone from camp, call the camp director.
- 5) If necessary, call your Internet service provider (e.g., AOL, Yahoo, g-mail, etc.)
- 6) If necessary, call the local police (like in cases of a threat on your life, a sexual advance, etc.)
- 7) Another resource: The National Center for Missing and Exploited Children ([www.ncmec.org](http://www.ncmec.org)).

### **Other Resources**

"Keeping It Safe—Nine Important Steps to Internet Safety and Protecting Our Children," [www.Westchestergov.com](http://www.Westchestergov.com) . A handy, helpful pamphlet put out by the District Attorney's Office in Westchester County, New York. E-mail them for a copy.

*MySpace Unraveled: A Parent's Guide to Teen Social Networking*, Larry Magid and Anne Collier, Peachpit Press, 2006. Extremely helpful, informative and comprehensive, easy-to-read guide for parents. Paperback, about \$15.

[www.Wiredsafety.org](http://www.Wiredsafety.org) A set of Internet sites having to do with various online safety issues.

"What Parent's Need to Know about MySpace—Your Guide to a Kid's World on the Internet," *U.S. News and World Report*, September 18, 2006. Great, easy to read, all-in-one-place article. You can download it from their website for a small fee.

# Campers

## Camp Policy for Campers and the Internet

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We have asked your parents to go over some policies we have developed about the Internet and other important issues so that everyone has the best experience at camp as possible.

- 1) We view e-mail, IM and social networking sites, like Facebook.com and MySpace.com, as positive ways for you to express yourself and keep in touch with your friends. As a camper you have the right to exchange e-mails or IMs with other campers and invite other campers to be on your “friends” list in any way that you *and your parents* see fit.
- 2) When it comes to exchanging contact with anyone on our staff, however, *your parents must take full responsibility for you to do that. This includes giving or getting an e-mail or IM address, cell phone number, social networking profile, weblog or any other Internet contact.* (We tell this to the staff during orientation). It’s not that we don’t think your relationships with your counselors are important. They are! It’s just that, once they leave camp, we can’t take responsibility for what happens between you and them—*only your parents can.* Please read the policy included above with your parents so you fully understand the changes this year. If you have any questions or concerns, please get in touch with us!
- 3) Regarding e-mails, IMs and comments you might make to other campers on their social networking site, we ask you:
  - a) to keep what you say positive and respectful of staff and campers alike;
  - b) not to use obscenities, vulgar or sexual language;
  - c) not to say mean or threatening things to or about other campers or staff;
  - d) not to post pictures online that would embarrass or violate anyone’s privacy;
  - e) not to pose as another camper online or spread false information about anyone or say damaging or threatening things to or about anyone;
  - f) not to use a website or blog or e-mail to talk about things that are against camp policy, like using drugs or alcohol or bullying or sexual things.
- 4) Most Internet communication is positive, and that’s great! In the rare case where there might be any negative messages to other campers or staff, our policy is to call the parents of campers who send those messages and share the content with them.
- 5) We will use any legal means available, including contacting the police and the FBI, to track the source of any offending or threatening Internet communication if we need to.
- 6) **Any camper who violates any of our policies regarding the Internet or other communication might have to leave camp, might not be able to come back to camp and might even have to answer to the police or other law enforcement authorities.**
- 7) We want you to be safe on the Internet. *If you receive a threatening e-mail, IM or message on your personal website—one that is mocking, uses vulgar or harassing language—here is what you should do:*
  - a) Do not respond to the message or retaliate, because it might encourage the sender or get you into trouble.
  - b) If possible, record the message onto your hard drive.
  - c) Print out a copy of the message, then close it but ***do not delete it.***
  - d) Tell your parents about it and have them notify the local police or, if necessary, contact your Internet service provider (like yahoo, aol, earthlink, g-mail, etc.)
  - e) If you suspect that the sender is from camp, call us immediately.
  - f) You or your parents can also contact Pedowatch (www.pedowatch.com) or the National Center for Missing and Exploited Children (www.nemec.org).
  - g) Camp is meant to be a fun, safe and happy place for all of us. We need your help to keep the way people from camp communicate with one another positive and in the spirit of camp—a way that makes everyone feel safe.

# Off to Camp Checklist

- \_\_\_ 1. Medical form complete with physician's signature.  
(Disregard if the form was sent ahead of time.)
- \_\_\_ 2. Any medications needed at camp.
- \_\_\_ 3. Transportation form filled out and mailed if needed.
- \_\_\_ 4. Clothing form filled out and mailed if needed.
- \_\_\_ 5. Packing list double checked and posted on inside lid of camper's trunk.
- \_\_\_ 6. Camper's name labeled on all clothing and personal belongings.
- \_\_\_ 7. Directions to Falcon if needed.

