



Guggenheim 2008

100 ELIZABETH STREET • P.O. BOX 369 • OGDENSBURG, NEW YORK 13669
TELEPHONE: 315-393-2920 • FAX: 315-393-8977 • youthministry@dioogdensburg.org

Dear Camper Parent /Guardian,

Thank you for choosing the Guggenheim Summer Program! We are very pleased to confirm your child's registration and to share with you information that we hope will answer important questions you may have about your child's camp experience. If you have any questions please contact us at the above listed e-mail or phone number. We hope to make this a very positive experience for you and your child.

Please note that all required forms can be downloaded from www.catholiccamps.org or our Diocesan Web site at www.dioogdensburg.org/guggenheim

The following information will be helpful to you as you prepare for your child's stay with us:

1. **Invoice/Fee:** Please read carefully the enclosed invoice to confirm the accuracy of your child's name, address etc., as well as your payment information. Please also verify the session and dates for which your child is registered. We always try to accommodate your first choice of dates, but if that session is full we place your child in your second choice session. The camp fee is \$235.00. A non-refundable deposit of \$100.00 accompanied your application. The remaining **\$135.00 balance is due two weeks prior** to the camper's arrival at Guggenheim.

Payments are made to:
Diocese of Ogdensburg
Office of Youth Ministry
P.O. Box 106
Canajoharie, NY 13317

2. **Arrival:** Check-in at camp is from **3:00 - 4:00 PM** on Sunday. Please do not arrive before 3:00 PM, unless you make prior arrangements with us. Staff will be preparing for your child until 3:00 PM, and only after that will they be ready to welcome you. Thank you for observing this request. **Please bring medications to registration, as the Health Manager will collect them at that time.**
3. **Departure:** Each camp session ends on Friday afternoon. Your family is encouraged to join us for the closing Liturgy at 1:30pm. This is a good chance for your family to experience the camp's energy and to meet councilors and new friends. Please arrive no later than 3:00 PM if you do not attend the closing liturgy. We request that you sign out your camper as he/she leaves our care. We must have a signed Travel form in advance if the camper is to be picked up by someone other than the custodial parent. **(white colored form or form E)** If your child needs to leave earlier than the scheduled time, please notify us in advance.
4. **Health Care:** Our Health Center is staffed by a full-time Health manager who works within the treatment procedures provided by our consulting physician. This year, our Health Manager is a certified Emergency Medical Technician. There is also a full-time New York State Registered Nurse on staff. We ask all of our staff to be certified in CPR and Wilderness First Aid.
5. **Health Form:** The New York Department of Health requires each camper to submit a Health History Report **(yellow colored form or form A)**. Please complete the health history and return it to the above address no later than two weeks prior to the beginning of your child's session. All sections of the forms **must be completed** and the **appropriate signature** provided.

† **Tip: Make a copy of your completed health form before mailing it, and bring it with you to check in.**

6. **Meningococcal Meningitis Vaccination:** New York State Public Health Law requires that all campers enrolled for a summer camp session must complete the Meningococcal Meningitis Vaccination Response Form **(white colored form or form D)** and return to Education Office. Everyone must complete this form *every year*. A parent/legal guardian must sign if camper is under 18.

7. **Medications:** It is not necessary to bring over-the-counter medication to camp. The Health Center is stocked with common over-the-counter medicines. A list of over-the-counter drugs available at camp is included with this mailing. Our health care staff will administer all medications. The New York State Health Department requires that **all medication must come to camp in the original container and be clearly labeled with the correct name, drug and dosage schedule.** The camp will not give campers any medication that is improperly labeled or not prescribed by a physician. Please send no more medication than what is needed for the week. We cannot accept day-planners or other containers used at home. All medications are kept locked in the Health Center and will be checked in with the Health Manager upon your arrival at camp. **Please bring all medications to check-in.** Medications may not be kept with the camper, including non-prescriptions drugs.
8. **Over-the-counter Medication:** The New York State Health Department requires strict regulation of usage of over-the-counter medications. The camp must have a doctor's prescription or standing order to administer **ANY** over-the-counter drug to your camper. Please have your doctor complete the Physician's Order Form (**green colored form or form B**) for over-the-counter medications.
9. **Medical Treatment:** Minor medical treatment will be provided by the camp staff. Major medical treatment will be handled by the Saranac Lake Rescue Squad and Saranac Lake Hospital. If your child becomes acutely ill, we will keep him or her in the Health Center no more than 24 hours, and any child with a contagious illness will be sent home. If you suspect that your child has been exposed to a contagious illness (such as chicken pox or head lice) before coming to camp, or has had a fever within the 24 hours before camp arrival, please call camp to discuss rescheduling your child.
10. **Health Care Notification:** Our health care staff will make an effort to contact you by phone, using the phone numbers provided on your child's health form, if your child has need for out-of-camp healthcare. Because of the timing and scheduling conflicts, we cannot promise that we will be successful in reaching you. Please make sure we know how to reach you during your child's stay. In addition to phone contact, we will provide you with a written summary about out-of-camp health care given to your child. We generally do not contact you if your child is seen in the camp health center for routine problems (e.g. skinned knees, sore throat, headache) that do not require physician referral. The decision to consult you for routine, in-camp health care is determined on a case-by-case basis by our provider. You will typically be notified if your child visits the health center with a repeated complaint, or if your child's condition does not improve in a reasonable amount of time.
11. **Insurance:** Camp Guggenheim does **not** provide primary health care accident insurance for campers or staff.

† **Tip: Mail to us, with your health form, a copy of your medical insurance card (both sides, if applicable).**
12. **Special Needs:** Camp Guggenheim is prepared to provide care to children with health or behavior needs commonly found in the general population. If your child has special needs requiring particular care or staff assistance, please contact the camp office prior to your camp stay. A written health care or behavior plan may be requested to help us provide the best care.
13. **Security:** We cannot permit campers to leave camp without proper supervision of our staff or that of the custodial parent. We must have written, signed permission in advance if the camper is to be picked up by someone other than the custodial parent. All campers must sign out in the office if leaving at any time other than the scheduled Friday departure.
14. **Phones & iPods:** Cell phones, iPods, and MP3 players are allowed at camp, however, their use is restricted. There is very little free time available to the campers but in the course of the day there may be down time and the Director will announce that cell phones may be used. If you call your child and they do not respond right away – remember Guggenheim has very full days. In an emergency call 518-891-3323. iPods and MP3 players may be used only during lights out. Violations will result in forfeiture of the unit until the end of camp.
15. **Mail:** Parents, relatives and friends are encouraged to write during the week. Campers are encouraged to do the same! Packages are welcome, but please know that we do not allow food in the dorm room areas (this discourages critters from visiting). Any food will be kept in the dining hall, where it can be given to the camper to share.

Please address mail in the following way:

**Camper Name
Camp Guggenheim
P.O. Box 664
Saranac Lake, NY 12983**

16. **Spending Money:** Your child may bring a small amount of spending money for the soda machine and camp store if he/she wishes. The store includes an assortment of clothing, souvenirs, stamps, and post cards. We do not suggest sending a large amount of money with your child (\$25.00 to \$35.00) is an average amount. Parents may visit the store on Sunday afternoon or after Friday pick-up.
17. **Swimming:** All campers are expected to take a swim assessment after Sunday registration to determine their ability group. State law requires the annual assessment consisting of swimming and treading water. **For safely reasons, only campers displaying swimming proficiency (swim 60 yards and tread water for 2 minutes) may participate in the canoeing program area.**
18. **Cancellation/Refund Policy:** The full amount paid will be refunded if a camper cannot be placed in the programs or dates of his/her choice. The \$100.00 deposit is not refundable after registration has been confirmed in a program. The balance of fees paid will be refunded if the camper does not attend camp due to illness or injury. In all other instances, no refund of camp fees will be given after June 22, 2007 unless notice of cancellation is give in writing to the Youth Ministry Center at least **two weeks prior** to the scheduled camp session. A pro-rated portion of the fee paid will be refunded if the camper is sent home due to illness or injury. A refund will not be made for a remaining period of two days or less. If a camper leaves camp early due to homesickness, disciplinary reasons, or parent request, **no refund will be given.** If you plan not to attend please let us know as soon as possible so we can extend invitations to campers on waiting lists.
19. **Removing Campers From Camp:** The decision to dismiss a camper will be made by the Camp Director or her designee. Camp Guggenheim reserves the right to dismiss campers for the following reasons: 1.) Violation of camper rules, including the use or possession of alcohol or other illegal drugs. 2.) If a camper's sickness or injury requires care beyond the scope of the camp Health Manager's ability and authority. 3.) Violent acts toward other campers, staff, or property, especially if a camper threatens the safety of himself/herself or others.
20. **Contributions:** Camp Guggenheim is supported by the Diocese of Ogdensburg Bishop's Fund program. Our budget must balance on the fees that we collect and the support provided by the Bishop's Fund. In addition, more then 100 campers each summer attend camp on a scholarship. If you would like to support Camp Guggenheim we encourage you to give generously to the Diocese of Ogdensburg Bishop's Fund Appeal this Fall!
21. **Waiver and Release of Liability, Indemnification, and Hold Harmless Agreement:** Please complete and mail the (**blue colored form or form C**), signed by camper and parent/guardian. This form is required for all campers. Return this form no later than two weeks before the beginning of your child's camp session.
22. **What to Bring:** Please pack casual, comfortable clothing. It is helpful to mark all of your child's belongings. Camp Guggenheim assumes no responsibility for lost or left behind items. Unclaimed lost and found items are kept for one week, after which they are donated to a charity. For a complete list of what to bring and not to bring, please refer to the included (**salmon colored form or form F**) Camp Guggenheim Packing List.
23. **Important Dates:**

FORM	Due by:
Health History Form (Yellow/A)	2 weeks prior to camper session
Physician's Order (Green/B)	2 weeks prior to camper session
Waiver and Release of Liability (Blue/C)	2 weeks prior to camper session
Meningococcal Meningitis Response (White/D)	2 weeks prior to camper session
Travel Form (White/E)	2 weeks prior to camper session

We look forward to seeing your child this summer. If you have any other questions please feel free to contact the Youth Ministry Center.

Peace in Christ,

Jim Lundy
Director of Youth Ministry