



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PARENT GUIDE



## LETTER FROM THE DIRECTOR



Thank you for choosing Camp Takodah for your child this summer.

Everything we do is about creating a place where children can be themselves, meet positive role models, develop enduring character, cultivate courage and confidence, foster lifelong friendships, and spend some of the best days of their lives.

Strong partnerships with parents and good preparation are important keys to a successful summer camp experience. Please read the Parent Guide carefully. It'll tell you everything you need to know about giving your child the time of their life at camp this summer.

We're here to make sure your child and family have the best summer camp experience possible. Please let us know how we can help!

In camp spirit,



Ryan Reed  
Camp Director

## CAMPER REFERRAL PROGRAM

### Save Money On Summer Camp

It means the world to us when you refer your friends to camp. In appreciation for referring a new camper to Camp Takodah, you'll receive 10% off your camp fees for one session. Recruit 10 friends to camp, and you'll receive a free session!

There's no limit on the "Refer a Friend" incentive so reach out to all your family and friends. Your referral must mention your name upon registration in order for you to receive the reduced rate. Referrals must be new to Camp Takodah, and siblings do not qualify. Urge them to register now before we sell out! // [www.camptakodah.org/refer/](http://www.camptakodah.org/refer/)

## YOUR "TO DO" LIST

### Camp Brain

Camp Brain is our online program that lets you to manage your camp registration. // [www.camptakodah.org/campbrain/](http://www.camptakodah.org/campbrain/)

### Camp Doc

Camp Doc is our online program for health forms, which all campers are required to complete no later than June 1. You will be able to start accessing Camp Doc around February 1. Camp Doc will require a health exam signed by a physician within 12 months. // [www.camptakodah.org/campdoc/](http://www.camptakodah.org/campdoc/)

### Payment Dates

If you haven't already paid in full, please remember 50% is due on March 15 and your final payment is due on May 15.

Visit the Parent Resources site for helpful downloads and videos. // [www.camptakodah.org/parents/](http://www.camptakodah.org/parents/)

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## SUMMER CAMP DATES

### 2-Week Camp

- Session 1: June 21 – July 4
- Session 2: July 5 – 17
- Session 3: July 19 – 31
- Session 4: August 2 – 14

### 1-Week Camp

- Session 1A: June 21 – 27
- Session 1B: June 27 – July 3

### Leader-in-Training

- Session 1/2: June 21 – July 17
- Session 3/4: July 19 – August 14

## CHECK-IN TIMES

### 2-Week Camp

- South Camp: 2:00 PM (Sunday)
- North Camp: 2:30 PM (Sunday)

### 1-Week Camp: Session 1A

- South Camp: 2:00 PM (Sunday)
- North Camp: 2:30 PM (Sunday)

### 1-Week Camp: Session 1B

- South Camp: 4:00 PM (Saturday)
- North Camp: 4:00 PM (Saturday)

### Leader-in-Training

- South Camp: 9:00 AM (Sunday)
- North Camp: 9:00 AM (Sunday)

## OPENING DAY KONA TRUCK

Since Opening Days are now so quick and easy, we're no longer hosting cookouts. Instead, we'll have a Kona truck on B-Field selling snow cones and ice creams. The treats will cost between \$2-5 (please bring cash). Since dinner will be your camper's first meal at camp, please eat lunch before coming to camp. The Kona truck will only be available on Opening Days for 2-Week Camp.

## POLICE NOTIFICATION

Local officials prohibit line-ups on Fitzwilliam Road and the camp lane for public safety reasons. Plan your trip so that you arrive in Richmond no earlier than 1:30 PM for 2-Week and 1-Week Camps. You're not able to move into your cabin until 2:00 PM (South) or 2:30 PM (North), so there's no need to arrive early.



## PREPARING FOR CAMP

### CAMPER SUCCESS

#### Essential Eligibility Criteria

In everything we do, health and safety are our top priorities. As such, we need to recognize the limitations of our facility, program, and staff. Below is a list of Essential Eligibility Criteria (EEC) deemed necessary for participation. All children must be able to do the following at a developmentally-appropriate level for their age:

- Communicate needs and concerns verbally with others at a conversational level of English
- Understand and comply with directions given by staff
- Refrain from unsafe and/or harmful behaviors toward self and others (including self-harm)
- Identify and avoid health/safety risks
- Feel comfortable living in a rustic, outdoor environment (e.g. no air-conditioning, varying weather conditions, insects/animals, grass/dirt/mud)
- Maneuver rugged terrain and distances
- Follow a varied individual schedule and manage free time
- Assume responsibility for personal hygiene
- Maintain proper nutrition and hydration from the camp menu, which includes non-restrictive, vegetarian, vegan, dairy-free, and gluten-free options; we are unable to accommodate special requests or additional food supplements from home
- Adapt to a group living environment with little time alone
- Demonstrate age-appropriate social and emotional skills in managing personal boundaries, relationships, communication, stress, and conflict
- Manage the sensory stimulation of a frequently large, loud, and energetic group environment (especially in the dining hall during meals)
- Participate fully in all scheduled activities and programs
- Engage in behaviors that contribute to the positive community and spirit of Takodah

We are not able to provide an attendant (one-on-one staff member) to address a camper's personal Needs.

In addition, we are not able to accommodate medical issues requiring treatment beyond the scope of our health center and nurses.

Before enrolling a child with special needs, please contact the Camp Director to discuss potential accommodations.

If Camp Takodah ends up not being a good fit for your child, we are happy to connect you with another camp better suited to your needs and interests.

### REGISTRATION

All registrations must be accompanied by a \$125 deposit per child per session, along with a valid email address.

### CANCELLATION & REFUND

The deposit is fully refundable until February 14 at 5:00 PM EST. All other payments are refundable until May 31 at 5:00 PM EST. The Camp Director will consider refunds after May 31 only in the event of an injury/illness or death in the immediate family. There are no refunds starting on June 1 for any other reason, even for campers who arrive late, depart early, cancel, or are dismissed from the program.

### PAYMENTS

We accept payment by cash, check, MasterCard, and Visa. Families may pay in full during registration or make payments according to the schedule below. We ask families who do not pay in full to authorize automatic debit/credit payments.

- Deposit of \$125 per session due upon registration
- 50% of the balance is due March 15
- Final balance and Camp Store deposit due May 15

If a family has not paid in full by May 31, their spot will be given away to another camper on the waiting list. If a camper's spot is given away, any payments made will not be refunded.

### CABIN MATE REQUEST

We make every effort to honor requests in ways that maintain the integrity of our "Friendly to All" emphasis on helping campers make new friends. Each new camper is guaranteed one cabin mate request, as long as they follow the proper procedures. We cannot accommodate more than one request per camper under any circumstance. In making cabin mate requests, families need to follow these guidelines:

- Each camper may only request one other camper
- Both campers must request each other
- Both campers must be the same sex and age—  
if one camper is older, they must drop down to the younger cabin
- Both requests must be made in writing during the registration process or in an email to the Camp Office at least three weeks before your session

Camp Takodah is not able to make cabin changes on Opening Days for any reason.

## CAMP STORE ACCOUNT

Campers can visit the Camp Store every day to purchase camp gear, souvenirs, and ice cream. Campers aren't permitted to have cash at camp so families need to setup a store account for them. Most families deposit \$50 per session. Any remaining funds are eligible for refund on Closing Day; however, most families leave their remaining store funds behind as a donation to our Campership Fund, which helps kids from disadvantaged families attend camp. If you don't refund your Camp Store account on your Closing Day, we will automatically consider it a donation to the Campership Fund.

Plan to make your Camp Store deposits when you submit your final registration fees.

## TRANSPORTATION

Parents are responsible for providing transportation to/from Camp Takodah for their campers at their own expense. If your child is flying to camp, we can provide transportation for them from the Boston Logan International Airport (\$100 round-trip) during the following time-frames only:

- Opening Days: 10:30 AM – 2:30 PM
- Closing Days: 2:00 – 6:00 PM

If you prefer to send your camper outside of these time frames, you're responsible for securing your own transportation to Camp Takodah. Please contact the Camp Office at least three weeks before your session to arrange transportation and pay the transportation fees.

## FINANCIAL ASSISTANCE

We are committed to giving children the resources they need to reach their potential—and providing their families with access and support to attend Camp Takodah programs. Campership Request Applications are due no later than February 14. Camperships may not be combined with any other incentives except the Camper Referral Program. You can learn more about Camperships and download the application online. // [www.camptakodah.org/campership/](http://www.camptakodah.org/campership/)

## OPEN HOUSE

May 9 | 1:30 - 3:30 PM | Camp Takodah

See for yourself what makes Camp Takodah so special! Staff members and Leaders-in-Training will be available to offer tours and answer questions. No RSVP needed. If you can't make the Open House, please call us to arrange a private tour that's convenient for you.

## PACKING

Campers should pack in duffel bags or a trunk and label all items in permanent marker with their first and last names. Please do not pack anything of value—clothing will likely return dirty and damaged. Camp Takodah is not responsible for missing or damaged personal items.



Use the list on the next page as a guide for packing your camper for a two-week session. Campers attending shorter or longer sessions should adjust the list accordingly.

## LAUNDRY

Laundry facilities are not normally available to campers. We'll provide laundry service in the case of emergencies or bed-wetting.

Campers enrolled in 4-, 6-, or 8-week sessions (including LIT participants) will receive laundry service during the weekend following each two-week session. Costs of laundry service will be billed to your camp store account. The laundry service requires that campers pack laundry in a tied one-load-size cloth or mesh laundry bag (with the name clearly and permanently printed on the outside).

## SEARCH AND SEIZURE

Camp Takodah respects the privacy of all campers. Even in our close, shared living quarters, we will make every effort to be respectful and considerate of personal belongings. However, for the safety of all campers, we reserve the right to search and seize any items that are illegal or prohibited at Camp Takodah.



# PACKING LIST

## Required Items

- Pillow
- Sleeping bag
- Set of twin sheets
- Toiletries
  - Shower caddy
  - Toothbrush and toothpaste
  - Soap (in container) and shampoo
  - Deodorant (if needed)
  - Shaving items (if needed)
  - Comb or brush
- Towels (2-3)
- Washcloths (2)
- Shower shoes or flip flops
- Pajamas (2)
- Underwear (12)
- Socks (12)
- Shorts (6-8)
- Pants and/or jeans (4)
- Shirts (12)
- Sweatshirt and/or fleece (2-3)
- Jacket (1)
- Rain gear
- Swimsuits (2-3)
- Gym shoes (2)
- Laundry bag (cloth or mesh)
- Flashlight and batteries
- Water bottle
- Sunscreen
- Bug repellent
- Books, comics or magazines

## Optional Items

- Bathrobe
- Hiking shoes
- Rain boots
- Sandals and/or flip flops
- Hat and/or bandana
- Watch
- Sunglasses
- Lip balm
- Day pack
- Disposable camera
- Pencils/pens and notebook
- Stationary and stamps
- Playing cards or games
- Sports equipment
- Musical instruments (no amps)
- Costumes

## PROHIBITED ITEMS

Please do not bring: cash, candy, food, gum, makeup, pets, fireworks, explosives, knives, weapons, archery/riflery equipment, cell phones, radios, CD players, MP3 players, electronic games, other electronic devices, good jewelry, expensive/irreplaceable items, anything with inappropriate content, drugs, alcohol, tobacco products, or drug paraphernalia/vapes.

# HEALTHCARE

**Over-the-Counter Medication:** The Health Center is stocked with common over-the-counter medications, such as Tylenol, Benadryl, cough syrup, and topical ointments, as well as first aid supplies, which are available at no charge if needed.

**Health Screening:** All campers are given health screenings on the first day of camp. Please do not bring children to camp with any of the following: fever, cold/sinus symptoms, vomiting, sore throat, rash (if cause is unknown/untreated), lice, bed bugs, chicken pox, or other communicable illnesses.

**Parent Notification:** Parents are notified via phone of any injury/illness that requires significant medical attention, such as a temperature of 100+ degrees, a stay of longer than two hours in the Health Center, or the need to visit a doctor.

**Home Recovery:** If a camper has an injury/illness that prevents them from participating in activities for more than 24 hours, we will make arrangements with their parents/guardians for them to convalesce at home if possible.

**Health Insurance:** Camp Takodah does not provide accident/health insurance. Medical bills incurred by campers at camp are the responsibility of their parents/guardians. You and your insurance company will be billed directly for any fees.

**Healthcare Team:** State licensed nurses are on-site and on-duty to care for campers. Many staff also hold certifications—such as EMT, Wilderness First Aid/Responder, and First Aid / CPR—to provide immediate assistance. Camp Takodah maintains partnerships with ConvenientMD and the Cheshire Medical Center for clinical and emergency care.

**Epi-Pens & Rescue Inhalers:** If you'd like your child to carry an Epi-Pen or inhaler on their person at camp, the State of NH requires you to submit a Epi-Pen and Rescue Inhaler Form, which must be signed by a licensed medical provider. You'll also need to submit an additional Epi-pen/inhaler to be stored in the Health Center in case of emergency.

# CAMP DOC

Camp Doc is our online program for health forms, which all campers are required to complete no later than June 1. You will be able to start accessing Camp Doc around March 1.

Why Camp Doc? Our nurses care for 450+ campers and staff each session, which means 1500+ medications daily, not to mention the little bumps and bruises. Camp Doc takes the risks out of healthcare.

Camp Doc health profiles must be completed by June 1.

You'll receive an invitation to join CampDoc.com, where you'll create an account and enter all your health information online. Please be open and honest about any individual needs or family circumstances that might affect your child's experience. The information will remain confidential and used exclusively to give your child the best experience possible.

Camp Doc will require you to upload forms signed by a licensed medical provider within the last 12 months:

- Physical Examination
- Immunization Record or Certificate of Exemption
- Epi-Pen and Rescue Inhaler Form (only if your child will carry an Epi-Pen or Rescue Inhaler on their person at camp)

You'll be able to download/upload these forms directly from your Camp Doc profile. If you don't have a scanner, you can simply upload photos taken with a camera or smart phone.

Your profile must indicate "100% Complete" before you arrive at camp. Any red dots on the profile indicate missing information. The State of NH prohibits us from allowing a child to stay at camp without completed health information.



# MEDICATIONS

It's critical that you still enter all your medications in Camp Doc. If we see that your child has medications entered in Camp Doc, you'll receive a blister pack from us via mail in late-May. You'll fill/seal the blister pack before coming to camp.

You'll still need to bring the original prescription bottles with you to camp (so our nurses can confirm the dosage amounts/times). Due to their licensing requirements, our nurses must distribute the medications as prescribed on the original packaging. If you have liquids, inhalers, or Epi-Pens, you'll need to bring them in their original packaging, sealed together in a Ziploc bag, labeled with your camper's name. When you arrive at camp on Opening Day, you'll need to check-in your medications with our Healthcare Team in the Dining Hall.



## OPENING & CLOSING DAYS

### CABIN ASSIGNMENTS

Because of ongoing registrations and last-minute cabin changes, cabin assignments are not available until the Opening Day of your session. In order to receive a cabin assignment on Opening Day, families must pay final balances through Camp Brain and submit all necessary forms through Camp Doc.

If you have a balance due or an incomplete Camp Doc profile, your camper will not receive a cabin assignment or be allowed to stay at camp.

### CAMPER SECURITY & RELEASE

Camp Takodah prevents anyone outside of the camp community from visiting or picking-up campers without the explicit written permission of their parents/guardians. Accordingly, on Opening Days, parents will be required to identify who has permission to pick-up their child at the end of the session on a Camper Security Form.

We can only release campers to their legal guardians or responsible adults noted on the Camper Security Form.

In the event you will not be dropping off your child personally, please notify the Camp Office in writing of your plans for drop-off and pick-up. If your plans for pick-up change during the session, please contact the Camp Office to update your Camper Release Form. If your child is subject to custody agreements, please notify the Camp Office. We cannot refuse access without appropriate documentation from a court.



### PETS

While we understand that your dog is part of your family, because not all dogs like each other and some children are afraid of or have allergies to dogs, please leave your pets at home on opening and closing days.

### TIPPING

Tipping staff members is customary at some camps, but Camp Takodah prohibits staff members from accepting tips. If you wish to show your appreciation, please consider a donation to the Campership Fund or Staff Appreciation Fund.

### LEADER-IN-TRAINING CHECK-IN

Participants in the LIT program are asked to arrive at 9:00 AM on Opening Day. LITs and their parents can park in the main parking lot next to the Camp Office. They will be able to check in at the Camp Office to make sure they have all payments, paperwork, medications, and camp store accounts in order. From there, LITs can move to LIT Lodge for a health screening and where a parent/guardian will need to complete the Camper Security Form.

Pick up for LITs will be on the same schedule as two-week campers.

### LOST AND FOUND

Parents and campers are encouraged to visit the lost and found (affectionately called "the coffin") before leaving on Closing Day.

All items left behind are stored at camp for one week after each session and then donated to a local charity.

Because of the large quantity of lost and found, Camp Takodah cannot search for missing items or ship personal belongings to campers.



# OPENING DAY PROCEDURES (2-WEEK CAMPS)

## South Camp Check-In

Sunday 2:00 PM (arrive no earlier than 1:30 PM)

1. Park on A-Field.
2. Go to the Basketball Court for your cabin assignment.
3. If you still need to make a Camp Store deposit or wish to shop, go to the Camp Store (east side of TPAC).
4. If you have medications, go to the Dining Hall.
5. Otherwise, go to B-Field for the Opening Day Party (snow cone truck, fellowship, fun, and music).
6. When you hear the 2:00 PM Bell, go to your cabin to meet your cabin leaders, move in, take a health screening, and sign a Camper Security Form.
7. Say goodbye and depart no later than 3:00 PM.

## North Camp Check-In

Sunday 2:30 PM (arrive no earlier than 1:30 PM)

1. Park on the North Camp Field.
2. Go to the North Camp Performing Arts Center for your cabin assignment.
3. If you still need to make a Camp Store deposit or wish to shop, go to the Camp Store (east side of TPAC).
4. If you have medications, go to the Dining Hall.
5. Otherwise, go to B-Field for the Opening Day Party (snow cone truck, fellowship, fun, and music).
6. When you hear the 2:30 PM Bell, go to your cabin to meet your cabin leaders, move in, take a health screening, and sign a Camper Security Form.
7. Say goodbye and depart no later than 3:30 PM.

# CLOSING DAY PROCEDURES (2-WEEK CAMPS)

## South Camp Check-Out

Friday 6:00 PM (arrive no earlier than 6:00 PM)

1. Park on A-Field.
2. Go to your cabin to check-out your camper with your cabin leaders. Remember that cabin leaders are permitted to release campers only to the adults identified on the Camper Security Form.
3. Pack your gear into your car.
4. Go to the Basketball Court to sign-up for next summer and collect your medications.
5. Go to the Camp Store (TPAC) to make final purchases. Most families leave their remaining store funds behind as a donation to our Campership Fund, which helps disadvantaged kids attend camp.
6. Go to the "coffin" and clothesline at the Camp Office to collect your belongings from Lost and Found.
7. Say, "see you later," and depart no later than 7:00 PM. Have a safe trip home.

## North Camp Check-Out

Friday 6:00 PM (arrive no earlier than 6:00 PM)

1. Park on the North Camp Field.
2. Go to your cabin to check-out your camper with your cabin leaders. Remember that cabin leaders are permitted to release campers only to the adults identified on the Camper Security Form.
3. Pack your gear into your car.
4. Go to the North Camp Barn to sign-up for next summer and collect your medications.
5. Go to the Camp Store (TPAC) to make final purchases. Most families leave their remaining store funds behind as a donation to our Campership Fund, which helps disadvantaged kids attend camp.
6. Go to the "coffin" and clothesline at the Camp Office to collect your belongings from Lost and Found.
7. Say, "see you later," and depart no later than 7:00 PM. Have a safe trip home.

# OPENING DAY PROCEDURES (1-WEEK CAMP: SESSION 1A)

## South Camp Check-In

Sunday 2:00 PM (arrive no earlier than 1:30 PM)

1. Park on A-Field.
2. Go to the Basketball Court for your cabin assignment.
3. If you still need to make a Camp Store deposit or wish to shop, go to the Camp Store (east side of TPAC).
4. If you have medications, go to the Dining Hall.
5. Otherwise, go to B-Field for the Opening Day Party (snow cone truck, fellowship, fun, and music).
6. When you hear the 2:00 PM Bell, go to your cabin to meet your cabin leaders, move in, take a health screening, and sign a Camper Security Form.
7. Say goodbye and depart no later than 3:00 PM.

## North Camp Check-In

Sunday 2:30 PM (arrive no earlier than 1:30 PM)

1. Park on the North Camp Field.
2. Go to the North Camp Performing Arts Center for your cabin assignment.
3. If you still need to make a Camp Store deposit or wish to shop, go to the Camp Store (east side of TPAC).
4. If you have medications, go to the Dining Hall.
5. Otherwise, go to B-Field for the Opening Day Party (snow cone truck, fellowship, fun, and music).
6. When you hear the 2:30 PM Bell, go to your cabin to meet your cabin leaders, move in, take a health screening, and sign a Camper Security Form.
7. Say goodbye and depart no later than 3:30 PM.

# CLOSING DAY PROCEDURES (1-WEEK CAMP: SESSION 1A)

## South Camp Check-Out

Saturday 2:00 PM (arrive no earlier than 2:00 PM)

1. Park in the Visitor Parking Lot next to the Camp Office and TPAC.
2. Go to your cabin to check-out your camper with your cabin leaders. Remember that cabin leaders are permitted to release campers only to the adults identified on the Camper Security Form.
3. Pack your gear into your car.
4. Go to TPAC to sign-up for next summer and collect your medications.
5. Go to the Camp Store (TPAC) to make final purchases. Most families leave their remaining store funds behind as a donation to our Campership Fund, which helps disadvantaged kids attend camp.
6. Go to the "coffin" and clothesline at the Camp Office to collect your belongings from Lost and Found.
7. Say, "see you later," and depart no later than 2:30 PM. Have a safe trip home.

## North Camp Check-Out

Saturday 2:00 PM (arrive no earlier than 2:00 PM)

1. Park along the North Camp Lane.
2. Go to your cabin to check-out your camper with your cabin leaders. Remember that cabin leaders are permitted to release campers only to the adults identified on the Camper Security Form.
3. Pack your gear into your car.
4. Go to the North Camp Barn to sign-up for next summer and collect your medications.
5. Drive to the Camp Store (TPAC) to make final purchases. Most families leave their remaining store funds behind as a donation to our Campership Fund, which helps disadvantaged kids attend camp.
6. Go to the "coffin" and clothesline at the Camp Office to collect your belongings from Lost and Found.
7. Say, "see you later," and depart no later than 2:30 PM. Have a safe trip home.

# OPENING DAY PROCEDURES (1-WEEK CAMP: SESSION 1B)

## South Camp Check-In

Saturday 4:00 PM (arrive no earlier than 4:00 PM)

1. Park in the Visitor Parking Lot next to the Camp Office and TPAC.
2. Go to TPAC for your cabin assignment.
3. If you still need to make a Camp Store deposit or wish to shop, go to the Camp Store (east side of TPAC).
4. If you have medications, go inside TPAC.
5. Go to your cabin to meet your cabin leaders, move in, take a health screening, and sign a Camper Security Form.
6. Say goodbye and depart no later than 5:00 PM.

## North Camp Check-In

Saturday 4:00 PM (arrive no earlier than 4:00 PM)

1. Park in the Visitor Parking Lot next to the Camp Office and TPAC.
2. Go to TPAC for your cabin assignment.
3. If you still need to make a Camp Store deposit or wish to shop, go to the Camp Store (east side of TPAC).
4. If you have medications, go inside TPAC.
5. Drive up to North Camp and park along the North Camp lane.
6. Go to your cabin to meet your cabin leaders, move in, take a health screening, and sign a Camper Security Form.
6. Say goodbye and depart no later than 5:00 PM.

# CLOSING DAY PROCEDURES (1-WEEK CAMP: SESSION 1B)

## South Camp Check-Out

Friday 6:00 PM (arrive no earlier than 6:00 PM)

1. Park on A-Field.
2. Go to your cabin to check-out your camper with your cabin leaders. Remember that cabin leaders are permitted to release campers only to the adults identified on the Camper Security Form.
3. Pack your gear into your car.
4. Go to the Basketball Court to sign-up for next summer and collect your medications.
5. Go to the Camp Store (TPAC) to make final purchases. Most families leave their remaining store funds behind as a donation to our Campership Fund, which helps disadvantaged kids attend camp.
6. Go to the "coffin" and clothesline at the Camp Office to collect your belongings from Lost and Found.
7. Say, "see you later," and depart no later than 7:00 PM. Have a safe trip home.

## North Camp Check-Out

Friday 6:00 PM (arrive no earlier than 6:00 PM)

1. Park on the North Camp Field.
2. Go to your cabin to check-out your camper with your cabin leaders. Remember that cabin leaders are permitted to release campers only to the adults identified on the Camper Security Form.
3. Pack your gear into your car.
4. Go to the North Camp Barn to sign-up for next summer and collect your medications.
5. Go to the Camp Store (TPAC) to make final purchases. Most families leave their remaining store funds behind as a donation to our Campership Fund, which helps disadvantaged kids attend camp.
6. Go to the "coffin" and clothesline at the Camp Office to collect your belongings from Lost and Found.
7. Say, "see you later," and depart no later than 7:00 PM. Have a safe trip home.



# THE TAKODAH EXPERIENCE

## MISSION

To develop positive values that enrich the spirit, mind, and body by providing quality programming for all, with an emphasis on youth.

## PURPOSE

Summer camp is about learning skills, developing character, and making friends. Few environments are as special as Camp Takodah, where children become a community as they learn both how to be more independent and how to contribute to a group, all while they engage in physical, social, and educational activities. Camp Takodah teaches self-reliance, a love for nature and the outdoors, and the development of attitudes and practices that build character and leadership—all amidst the fun of campfires, bugle calls, canoeing, archery, talent shows, and meaningful relationships. Our staff and cabin leaders are dedicated to making sure summer camp is a life-changing experience for every camper.

## OBJECTIVES

- Safe environment (physically and emotionally)
- Interactions with positive role models
- Self-esteem and perceived competence
- Independence and responsibility
- Values and decision making
- Character development
- Adventure and exploration
- Cabin leadership development
- Environmental awareness and stewardship
- Friendship skills and peer relationships
- Community citizenship
- Spiritual well-being



## DIVERSITY AND INCLUSION

Camp Takodah is made up of people from every walk of life working side by side to help kids reach their full potential. Together we work to ensure that everyone, regardless of cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, race, or sexual orientation has the opportunity to discover who they are and what they can achieve with dignity. You can learn more about our Gender Inclusion Policy online. // [www.camptakodah.org/gender/](http://www.camptakodah.org/gender/)

## VALUES

At the heart of Camp Takodah is instilling the YMCA values. We promise to teach and model these values in all we do:

- Caring
- Honesty
- Respect
- Responsibility

While the YMCA of the USA is an organization based on Christian values, Camp Takodah welcomes campers of all faiths and backgrounds. Campers may choose to participate in our non-denominational graces before each meal. Camp Takodah also offers non-denominational chapel services on Sundays, when staff and campers share everyday songs, stories, poems, quotes, and reflections that have special meanings for them. All graces and chapels focus on the YMCA values of caring, honesty, respect, and responsibility, rather than any specific religious doctrine.

Camp Takodah is not able to provide transportation for campers to any religious services. If you wish to take your child to a religious service, please make arrangements with the Camp Office in advance.

## STAFF EXCELLENCE

Each summer, our professional directors recruit college students and young professionals from around the world to join our team. We seek staff with warm personalities, positive attitudes, strong work ethics, good character and a sincere desire to live and work with children. Many staff members are former campers who give Takodah a great sense of community and tradition.

All of our staff members pass rigorous applications, interviews, reference checks, and criminal background checks. They also attend nearly two weeks of training before campers arrive. All of our specialized staff members maintain certifications in their areas of expertise—such as First Aid, CPR, lifeguard, and ropes course—to ensure that they meet or exceed American Camp Association standards and industry best practices.

## AGE DIVISIONS

Within each division, campers are placed into cabins with campers of the same ages. Although the specific ages of each division can vary slightly each session, campers are generally placed into the following divisions:

### South Camp

- Buffaloes ages 7–9
- Crowninshields ages 10–12
- Kingfishers ages 13–15
- Leadership ages 16–17 (LC and LIT)

### North Camp

Because of the smaller, more intimate nature of North Camp, all campers are in the same division. Campers are divided into age appropriate cabins.

## CAMP ACTIVITIES

Campers take three classes per week to build skills and confidence in specialized areas from among the following program areas:

- Adventure (ropes courses and rock climbing)
- Arts and Crafts
- Athletics
- Nature
- Performing Arts
- Waterfront

Instructional swimming lessons have been an important part of our program for 100 years, and we continue to believe swimming is one of the most critical life skills campers gain at camp. All beginner and intermediate level swimmers take one Red Cross instructional swim class each week. Advanced swimmers who have passed Red Cross Level 4 may test out of swim lessons. You can learn about the Level 4 swim requirements online: // [www.camptakodah.org/swim/](http://www.camptakodah.org/swim/)

Campers also have 90 minutes of “Camper Choice” time each day, when they can try new activities, revisit favorite activities, socialize with other campers and staff, and visit the Camp Store.



## DAILY SCHEDULE

7:00	Reveille
7:10	Waitrons
7:15	Flag Raising
7:25	Breakfast
8:15	Kapers / Health Call
8:45	Skill Class 1
9:45	Skill Class 2
10:45	Skill Class 3
11:45	Cabin Cleanup / Inspection
12:00	Waitrons
12:10	Lunch
1:00	Siesta / Health Call
2:00	Camper Choice
3:30	Cabin Activity
4:45	Waitrons
4:50	Flag Lowering
5:00	Dinner
6:00	Free Time / Health Call
6:45	Evening Program
8:30	Bedtime Preparations
9:00	Cabin Reflections
9:15	Taps and Good Night
9:30	Lights Out

*While the schedule gives campers a great idea of a typical day, schedules might vary slightly for campers enrolled in North Camp, Leader Corps, and Leaders-in-Training.*

## MEALS & NUTRITION

Campers eat most meals family-style with their cabin in the Dining Hall, with the exceptions of special picnics that allow campers to enjoy eating with their friends outside. Campers receive three hearty meals per day, as well as a morning and a bedtime snack, so that they can sustain a busy and active schedule at camp.

We work hard to ensure that our menu provides good options for all campers. Every meal includes an extensive breakfast or salad bar and sandwich bar, as well as the following options: non-restrictive, vegetarian, vegan, gluten-free, and dairy-free.

We are unable to accommodate special requests or additional food supplements from home

For the safety of all campers, Camp Takodah maintains a “nut free” environment.

If your child has special dietary needs, please contact us to ensure that accommodations are available. Please also note the dietary needs on Camp Doc.



## WHILE YOUR CHILD IS AT CAMP

### MAIL

Writing letters to your camper is important. Letters help campers get through feelings of homesickness by feeling connected with home. Writing letters home also help campers reflect on their camp experiences. Hand-written letters are the best. Avoid overly sentimental messages that might create feelings of homesickness. Please send letters to:

Camper Name  
Cabin # \_\_\_\_  
Camp Takodah  
55 Fitzwilliam Road  
Richmond, NH 03470

You may also send care packages to the same address.

Please do not send food, gum, or candy in care packages because it attracts pests and rodents to cabins. Any food sent in care packages will be discarded.

### EMAIL

Believe us when we say that campers prefer “real letters” to emails by far. However, for your convenience, you may send one-way emails to your child:

[campermail@camptakodah.org](mailto:campermail@camptakodah.org)

Type the full name and cabin number in the subject line.

Since campers don't have computer access, they won't be able to respond by email.

Because we have 350 campers at a time, we ask that you only send one message per day—and ask friends and family to use the service sparingly.

Please resist the temptation to send short, non-specific emails because they can actually create feelings of homesickness—instead consider writing fewer messages that are more meaningful.

Our office team will print and deliver email messages one time per day. Please be mindful that the office staff may see messages as they are printed and distributed.

## CELL PHONE POLICY

Parents sometimes want to talk with their children while at camp because they think it cuts down on homesickness. Our experience shows that the exact opposite is almost always true. Talking to parents inevitably increases feelings of homesickness, even for children who love camp. It not only affects your child, but it also has a negative impact on campers around them.

For those reasons, campers are prohibited from bringing cell phones to camp, and they are not permitted to make calls home.

If there is a situation when it makes sense for a camper to call home, your division head will call you with your child. If you are concerned about your child, please feel call the office. We will check on your camper and call you right back.

## VISITING

Because visitors to camp almost always create feelings of homesickness—and have a negative and disruptive impact on other campers around them—Camp Takodah does not permit visitors except in emergencies or during changeover weekends (for 4-, 6-, and 8-week campers). If you have an emergency, please contact the Camp Office to make arrangements. In the event that local families need to drop off mail, forms, or packages, we ask that they do so discreetly and directly to the office, without stopping at any cabin or program area.

Please ask well-meaning friends and relatives to refrain from making unannounced visits to camp.

## DAILY PHOTOS

We do our best to capture the spirit of summer at Camp Takodah. Our two-person media team understands that these photos are your only window into your camper's Takodah experience, and we take that responsibility seriously. You can learn what to expect from the media team when your camper is at Takodah online. // [www.camptakodah.org/photos/](http://www.camptakodah.org/photos/)

On the Wednesday before your session, you will receive a confirmation email with a password to access the photos from your session. Feel free to share the password with relatives and friends. // [www.camptakodah.smuqmuq.com/](http://www.camptakodah.smuqmuq.com/)

## SOCIAL MEDIA

- Facebook: [facebook.com/camptakodah](https://facebook.com/camptakodah)
- Twitter: [twitter.com/camptakodah](https://twitter.com/camptakodah)
- Instagram: [instagram.com/camptakodah](https://instagram.com/camptakodah)
- YouTube: [youtube.com/camptakodah](https://youtube.com/camptakodah)

## BEHAVIOR & DISMISSAL POLICY

As a tight-knit community in which our actions affect everyone else around us, we expect all campers and staff members to live by the Takodah motto (Friendly to All) and values (caring, honesty, respect, and responsibility).

Cabin leaders receive extensive training on how to create an environment that minimizes behavioral issues and manage behavior challenges in positive ways that help campers learn and grow. While we manage every situation on a case-by-case basis, our basic behavior management framework includes:

- Set clear expectations with campers on Opening Day
- Use positive behavior management strategies to follow-up on expectations consistently throughout the session
- Communicate with parents about challenges and strategies for overcoming them

Sending campers home is the hardest part of our job, but it sometimes happens when we've tried our best to make a situation work, and we still find ourselves unable to prevent a camper from harming themselves, other campers, or our camp community (physically or emotionally). Direct threats of physical harm to self or others are grounds for immediate dismissal, as is the possession or use of tobacco, drugs, or alcohol at camp.

Campers dismissed for disciplinary reasons are not allowed back in camp for the remainder of the summer. Campers dismissed early are not entitled to any refund, and their parents are responsible for timely transportation from camp.

## HOMESICKNESS, CHILD-SICKNESS, CAMP-SICKNESS

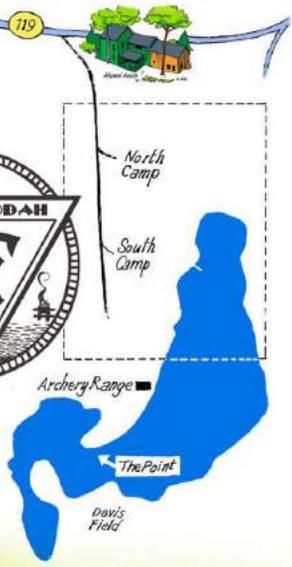
While a concern for many parents and some campers, homesickness is normal. It means that you have a home worth missing. Learning how to overcome homesickness now will help your child deal with similar feelings in the future, such as during school trips and sleepovers. It's all part of becoming a healthy and independent person. While our cabin leaders are well-trained in helping children cope with homesickness, there are also steps you can take now to set your child up for success at camp:

- Arrange practice time away from home, such as long weekends with friends or relatives.
- Visit Camp Takodah ahead of time (Open House) to familiarize your child with the surroundings.
- Do not promise your child that you will "rescue" them if they don't like camp.
- Discuss with your child what camp will be like, including cabin-life, daily schedule, activities, and meals.
- Coach your child in friend-making skills, such as introducing themselves to others.
- Be honest that they might feel homesick—it's normal and their cabin leaders will help them through it.
- Tell them it's okay to miss home AND have a great time at camp all at the same time.
- Avoid sharing your anxiety with your child, such as telling them how much you'll miss them.
- Involve them in camp preparation, like shopping for toiletries and packing their bags.
- Send a positive, reassuring, non-sentimental letter to arrive on the first day of camp.

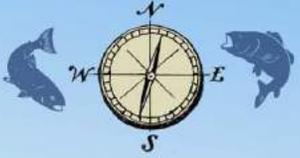
While your child is busy trying new things, making new friends, and growing up, you're left at home to worry about their experience and adjust to life without them. Here are some things you can do to deal with child-sickness:

- Remain calm if you receive a "distress letter." Campers often send homesick letters in the first or second day, but then start to feel better, probably even before you receive the letter.
- Remember that you chose Camp Takodah for a reason. Trust the camp staff to take good care of your child and handle homesickness skillfully. We will contact you when appropriate. No news is good news.
- If you have a bad gut feeling that won't go away, call the Camp Office. We'll check on your camper and get back to you about their experience right away.
- No matter how much you want to talk with your child, remember that phone calls with parents almost always result in feelings of homesickness (even when the camper was doing great).
- Treat summer camp like a vacation for you. Don't feel guilty about it—in fact, a little rest and relaxation will help you be a better parent when your child returns home at the end of camp.

Leaving such a wonderful camp community is also hard. People in the "outside world" just don't understand the magic of camp. You can help with camp-sickness by asking your child open-ended questions about camp. Use conversation starters, like: Tell me about your cabin leaders. Tell me about your best friends at camp. Tell me about the best time you had at camp. Tell me about what you want to do next year at camp.



  
**YMCA**  
**CAMP TAKODAH**  
 55 Fitzwilliam Rd, Richmond, NH 03470  
 (603) 239-4781  
[www.camptakodah.org](http://www.camptakodah.org)





# CONTACT & DIRECTIONS



## CAMP TAKODAH

Please note that the map is simplified and not to scale.

### Summer Contact Information

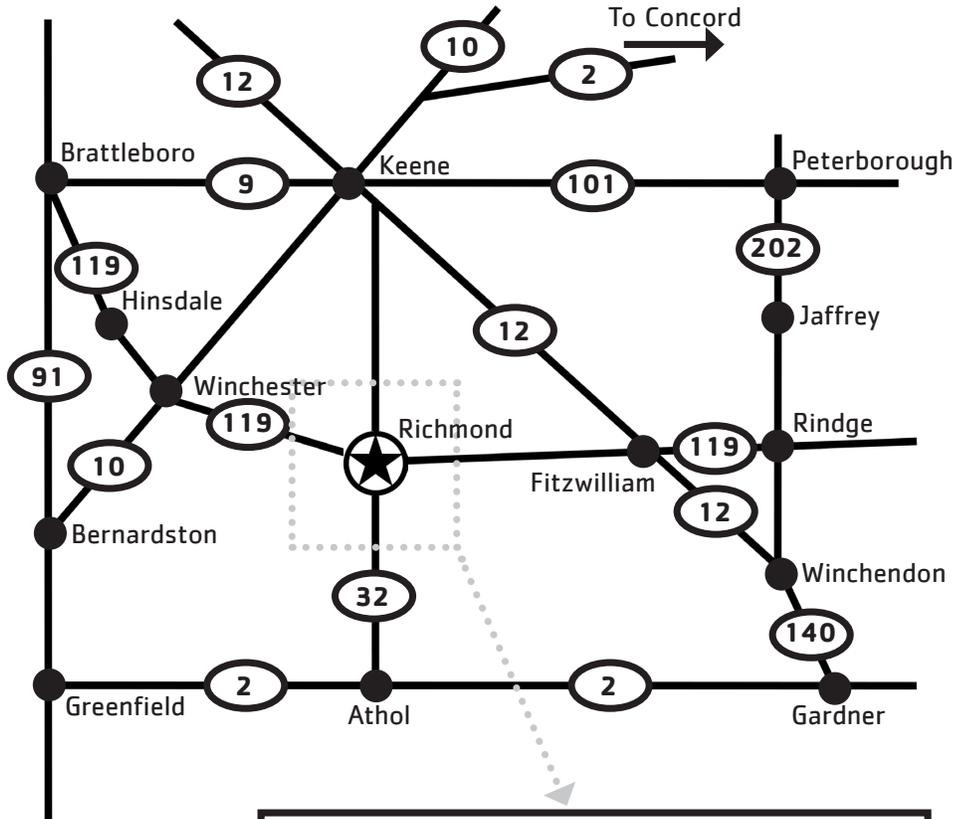
55 Fitzwilliam Road  
 Richmond, NH 03470  
 603-239-4781  
 info@camptakodah.org

### Winter Contact Information

32 Lake Street  
 North Swanzey, NH 03431  
 603-352-0447  
 info@camptakodah.org

### GPS

Most GPS navigation systems will lead you to camp accurately (or within .25 miles of camp). The camp entrance is clearly marked with "Camp Takodah" signs on both sides of 119. If you don't see those signs, then try going a little east or west until you find the actual entrance.



## DIRECTIONS

### From Brattleboro, Hinsdale, Winchester

- Follow Route 119 East to Richmond
- Camp entrance is .25 miles past the junction of Route 32 on the right

### From Keene

- Take Route 12 to Route 32 South
- Follow Route 32 South 11.5 miles to Richmond
- Turn left on Route 119
- Camp entrance is .25 miles on the right

### From Boston, Acton, Concord

- Take Route 2 West to Route 140 North
- Take Route 140 North to Route 12 North
- Take Route 12 North to Route 119 in Fitzwilliam
- Take Route 119 West 8 miles to camp entrance

