



**Worcester County 4-H Center
Camp Marshall**

Agriculture

Conservation

Horsemanship

Parent and Camper Handbook

Camp Marshall
92 McCormick Rd.
Spencer, MA 01562

Web: www.campmarshall.org
Phone: 508-885-4891
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Mission Statement

“To create a fun, safe, and nurturing environment where the camp community can learn and grow physically, emotionally, and socially while respecting and encouraging individuality, strengths, and interests.”

Introduction

This handbook has been put together to help parents and campers prepare for an exciting experience with us at Camp Marshall. We recognize that parents and children have many choices when choosing a summer program and we appreciate you giving us the opportunity to provide a fun, safe, and supportive environment in which to grow. Please read this guidebook carefully and contact us if you have any further questions.

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Programs and Activities

A week at Camp Marshall's Traditional Program and the Saddle-up Program offers a variety of programs and activities which are chosen by the camper on Sunday evening each week. These activities fall into the following categories:

Canoeing/Kayaking	Fishing
Water Games	Nature/Survival Skills
Ropes course	Outdoor Living Skills
Shooting Sports	Dance
Drama	Arts and Crafts
Music	Hiking
Farm	Gardening
Animals	Farm Products

The Horse Camp and the Horse Lovers Programs at Camp Marshall have activities focusing on horsemanship, riding, care, and management. Saddle-Up Campers will have a half-day horsemanship program. Campers will be placed in riding classes appropriate to their riding level. Campers will receive a progress report at the end of the camp session so campers and parents can see the progress made. Workshops could include the following:

Equitation	Dressage
Drill Team	Trail Obstacles
Jumping * if applicable	Games on Horseback
Fitting and Showmanship	Stable Management

In addition to these programs and activities, each week has a specific theme. More specific information about these themes will appear in your camper packet. Past themes have included Olympic Week, Holiday Week, Spirit Week, and Hollywood Week. Campers may also take part in the following activities:

Cabin Competitions	Water Carnivals
Talent/Skit Nights	Wednesday Night Dance
Counselor Dress-Up	Closing Ceremonies

Rainy day schedule: Unfortunately we at Camp Marshall can not control the weather. We do have an indoor arena and will do our best to schedule riding time for all campers, taking note that we have 12 to 14 groups of campers that need to ride each day. We reserve the right to schedule as needed according to the weather.

Payment Policies

The balance of your child's tuition is due two weeks before he/she will be coming to camp. Payments can be made by cash, check, or credit card.

Financial Aid

There are camperships available for limited amounts. Applications are due by May 15th. Call the Camp office, 508-885-4891, or go online, www.campmarshall.org, for campership applications if you wish to be considered.

Refunds

Cancellations before June 1st will receive a refund, minus the non refundable deposit of \$100 plus \$25 handling fee. There will be no refunds for cancellations after June 1st, unless the child physically cannot participate, which will require a physician's letter, and will only apply to 50% of tuition, minus \$100 non refundable deposit. Refunds will NOT be issued when a camper is dismissed for violation of camp rules or if the camper leaves due to homesickness. All refunds will be mailed during the month of September.

Complaints

Complaints – If you have a complaint that you feel needs to be addressed, please send an email to the Director of Operations at Robert@campmarshall.org or the Center Director at Jeanne@campmarshall.org or via us mail to Worcester County 4-H Center Camp Marshall located at 92 McCormick Road Spencer, MA 01562. All complaints will be addressed on an individual basis. Please do this immediately as you become aware of the situation. Refunds are not guaranteed; please refer to refund policy in this handbook.

Directions to Camp Marshall

From the east

Take the Mass Pike to Exit 10, Auburn. Take Rte. 12 south to Rte. 56 north to Rte. 9 west. This is the center of Leicester. Take Rte. 9 west into Spencer Center. At the second set of lights, take a right onto Rte. 31 north. Go Approximately 5 miles. *You will pass the Black and White Restaurant. Take a right onto Thompson Pond Rd. Camp Marshall sign will be on your right. After getting onto Thompson Pond Rd., take the first right onto McCormick Rd. Camp is about ¼ mile. The office is on the right.

From the west

Take the Mass Pike to Exit 9, Sturbridge. After the tollbooth, take Rte. 20 east. Take a left onto Rte. 49 and follow to the end. Take a right onto Rte. 9 east. At the first set of lights, take a left. After about 1 mile take a left onto Rte. 31. Go Approximately 4 miles. *You will pass the Black and White Restaurant. Take a right onto Thompson Pond Rd. Camp Marshall sign will be on your right. After getting onto Thompson Pond Rd., take the first right onto McCormick Rd. Camp is about ¼ mile. The office is on the right.

From I-84

Get off I-84 in Sturbridge onto Rte. 20 east, Take a left onto Rte. 49 and follow to the end. Take a right onto Rte. 9 east. At the first set of lights, take a left. After about 1 mile take a left onto Rte. 31. Go Approximately 4 miles. *You will pass the Black and White Restaurant. Take a right onto Thompson Pond Rd. Camp Marshall sign will be on your right. After getting onto Thompson Pond Rd., take the first right onto McCormick Rd. Camp is about ¼ mile. The office is on the right.

For complete directions from your door to ours visit
www.mapquest.com

If you get lost, call us at 508-885-4891

Sunday Registration

Horse camp registration begins at 1:00 pm on Sunday. Traditional camp registration begins at 3:00 pm. Campers and parents should report to the Andrews Hall upon arrival. At this time, any outstanding payments will be taken care of and necessary forms will be filed. Campers and parents will then move to the health care manager he or she will take necessary health forms, medications forms, and medications. A simple head check will also be done. Campers will be given their cabin assignments at this time. Camp Marshall T-shirts, sweatshirts etc. will be available for sale during this time.

Campers and parents will then take luggage and belongings to the assigned cabin where counselors will be waiting to help everyone move in. Horse Campers once they have dropped off their belongings need to head to the barn area for their riding evaluations. Parents may leave at this time. Swim tests will be given about 4:00pm for Traditional Campers; Horse Campers will be evaluated either on Sunday or Monday depending on riding evaluations.

Monday Registration (Day Campers)

When day campers come in on Monday, we do prefer that they come between 8:00-8:30am. Upon arrival, the campers will be checked in with paperwork and receive their cabin assignments, and will be choosing their activities for the week as well. The earlier they show up the better for scheduling purposes!

Camp Photographs

Please be sure that you bring a signed Photo Release Form with you when registering. This allows us to use photographs of your child in our Camp's publicity. Names of campers are not used. If you do not wish to sign a Photo Release Form for your camper please notify the Camp Director at registration.

Living Accommodations and Cabin Assignments

Cabin assignments are made in the best interest of the camp, your camper, and other campers. Cabin assignments are completed the week prior to each session and campers are assigned to cabins by their age. Cabins will have at least one staff member per cabin. Cabins sleep between 6 and 10 campers. Cabin mate requests are honored when both campers request each other. If only one of the two makes a request, the request may not be honored. Cabin mate requests will not be honored for campers who are more than one year apart in age. Cabin mate requests must be sent in with applications. CITs are not allowed to make cabin mate requests, as living with various age groups is a requirement of their training. Please keep in mind that campers are never far apart and spend much of their day in activities together.

Health Services

The promotion of your child's health and safety remains our highest priority at Camp Marshall. The camp employs a full time Health Supervisor. Our infirmary is located in the brown building to the left of Andrews Hall and is staffed 24 hours a day. We have a Health Care Consultant who provides us with guidance when needed and reviews our Health Care Plan annually. In addition, all of our staff members have current certifications in First Aid and CPR.

In the unlikely event of a camper emergency, 911 will be called and the Spencer Rescue Squad will transport the camper to either UMass Medical (Shrewsbury), UMass Memorial (Worcester) or St. Vincent's Hospital in Med City (Worcester). Parents will be notified by the Health Supervisor or Camp Director as soon as possible of any incident requiring transport by ambulance. A Senior Staff member will accompany the camper to the hospital and remain with him/her until a parent arrives.

In the unlikely event that a camper becomes ill or injured, the Health Supervisor will contact a parent via phone to inform him/her of the camper's condition and action being taken. If the first parent cannot be reached, the second parent/guardian will be called followed by the emergency contact person. We will continue to call until we speak to someone personally. You will not be contacted if the injury is minor such as a small cut or scrape requiring a band-aid, or a minor stomach ache that does not persist.

In the event that a camper becomes ill and cannot remain at camp, his/her parent will be notified and will be requested to pick up the camper immediately. We are unable to keep ill children at camp. Any ill child will be kept in the isolation room of the infirmary until the parent arrives. In some cases, the camp will require a doctor's note prior to the camper's return to camp.

In order to assist us in providing the best care, all campers must furnish a ACA health history form and physician's statement of health status (physical) written within 2 years of camp entrance. Please bring these documents with you to Sunday registration. **DO NOT MAIL THEM TO CAMP.** In the event of missing or incomplete medical forms, your child will only be able to stay for 24 hours. Then He/She must leave if the paperwork has not been received.

Campers are not allowed to have medication, including over-the-counter medications, in their cabins. All medications must be turned into the Health Supervisor during Sunday or Monday registration. All medications must be in their original container with the physician's orders on it.

All campers will be checked by the Health Supervisor as part of the Sunday or Monday registration process. Please advise us upon arrival of any recent developments regarding your child's health.

Behavior

The staff at Camp Marshall strives to create a healthy and safe environment for all campers. The camp has a number of systems in place to recognize and respond to behaviors that are detrimental to the health of the camp community and its members. With many behaviors, we will work with the camper, highlighting appropriate behaviors, and devise a plan for improvement.

In rare instances where these initial steps are unsuccessful, we will often enter into personal verbal behavior contracts with the camper outlining the specific expectations and consequences. On occasion, certain behaviors or repeated infractions require parental notification. When appropriate, we will seek guidance from you as to strategies that may have worked at home or school that we may employ with your child at camp. In the event that the administrative staff, after investigating senior staff concerns, determines that the conduct of a camper is unreasonably disruptive to the program, can not be controlled, is detrimental to the safety of other campers, is bullying, violent, inappropriate, or threatening to staff or campers, the camp director has the right and responsibility to send that camper home. If a camper is sent home for reasons of behavior, no refund will be given. The Discipline Process is as follows:

1. Verbal coaching
2. Parental notification
3. Persistent Issues
4. Dismissal

Gratuities

Parents are asked not to tip staff members. Words and letters of appreciation are gratefully received. If you wish to show your appreciation further, we encourage you to make a donation to the camp. Camp Marshall is a not-for-profit organization and all donations are tax deductible. You may choose to specify that your donation is for a particular object or item, or is made on behalf of the efforts of a particular staff member. We also encourage you to consider donations of items such as sporting goods or tools. Please contact the Camp Director for details of what is needed at camp.

Friday Pick Up Procedures

Traditional Camp Closing ceremonies begin at 4:00 pm on Friday and last approximately a half hour. Parents are encouraged to join us for this event. The ceremony includes awards for campers who excelled in certain areas as well as highlights of the week and a display or demonstration of accomplishments of our campers. We do not offer dinner on Fridays. All campers should be picked up by 5:00 pm. Please be sure that you take all your camper's belongings with you including those items on the clotheslines. Also, stop by the health supervisor's office to retrieve any medications, as we do not keep these items at camp over the weekend and the lost and found. Camp is not responsible for any items being lost or left behind in previous weeks at camp. Your final camper sign out before you take your child with you will be with the Health Supervisor. Only those individuals who are on your Authorized to Pick Up form will be allowed to take your child. ID's may be requested. Any necessary changes to this form must be made in writing in advance to the Camp Director.

Horse Campers and Horse Lovers closing demonstrations will begin at 2:00pm. This will give those enrolled in horse camp a chance to demonstrate what they have learned with their horse during the week. Demonstration to be held at the riding rings near the main barn area. Campers in the horse programs must clean their horse stalls, ensure their horses have water, and then check out with the barn manager before leaving the barn area. Only those individuals who are on your Authorized to Pick Up form will be allowed to take your child. ID's may be requested. Any necessary changes to this form must be made in writing in advance to the Camp Director

Saddle-Up and Young Riders demonstrations will begin at 3:00 pm. Demonstration to be held at our New Rider Facility to the right of Andrews Hall. Saddle Up and Young Riders may sign out at Andrews Hall. Please be sure that you take all your camper's belongings with you including those items on the clotheslines. Also, stop by the health supervisor's office to retrieve any medications, as we do not keep these items at camp over the weekend and the lost and found. Camp is not responsible for any items being lost or left behind in previous weeks at camp. Your final camper sign out before you take your child with you will be with the Health Supervisor. Only those individuals who are on your Authorized to Pick Up form will be allowed to take your child. ID's may be requested. Any necessary changes to this form must be made in writing in advance to the Camp Director.

All Campers and their families are welcome after their demonstration is complete to come down to the Traditional closing ceremony at 4:00 pm.

Visitation

All visitors (including parents) must sign in at the Camp Office. Campers will be called to the office to greet their visitor. Visitors may not enter the living areas under any circumstances without being escorted by a staff member.

If for any reason you must take your child from camp, you must inform the Camp Director in advance. In order to ensure everyone's safety, we must have an accurate headcount of our campers at all times. Any camper who leaves camp property must be signed in and out from the Camp Office, or from the Infirmary in case of illness. Returning campers must be back on the premises by 9:00 pm or must wait until 7:15am the following morning.

Parents are welcome to visit but should consider whether a visit is at all helpful. Even though your child may be having the time of his/her life leading up to your visit, your presence can result in an intense desire to go home with you. It can be a difficult time for both camper and parent. If you come for a visit, and you experience this, please consult with the Camp Director.

Communicating with your Child

Campers are not permitted to use the telephone while at camp without permission of the Camp Director or Health Supervisor. We strongly discourage telephone calls between campers and parents. Feelings of missing home are exacerbated and can have a very negative impact on the camper's stay at camp. For the same reason, **CELL PHONES ARE NOT ALLOWED AT CAMP**. If there is a special occasion, such as a birthday, please send your best wishes in writing. If you have an urgent matter to discuss with your child, please call the Camp Director.

Campers welcome packages and notes from home. Appropriate items to send include books, comics, additional clothes, and cards or a game that can be played with cabin mates. Please resist pleas for food packages. In order to preserve healthy appetites and to prevent rodent and insect infestation, we ask for your cooperation. Packages to campers are opened by the camper at lunchtime in Andrews Hall in the presence of cabin mates and staff. If the package contains food, candy, or soda for just the one camper, the package is kept in the office and the camper can go into the conference room after lunchtime to have some of what was sent.

If the package contains food that can be shared with the entire cabin, the package is kept in the office and the cabin can come up during rest hour to have some of what was sent. Campers with birthdays during camp receive a birthday cake during a meal on the day of their birthday and “Happy Birthday” is sung to them by all.

We ask that campers write home at least once during the camp week. For this purpose, we suggest that you supply your camper with post cards, or paper & envelopes, and stamps.

Usually a brief note from your child is indicative of a busy, happy camper. Please do not be overly alarmed if the note suggests otherwise. Campers are up and down emotionally, especially during the first few days of camp. Also, keep in mind that when you receive the note, several days have passed since the note was written and it is likely that your camper is now happily involved in camp life. Please feel free to contact the Camp Director if you are concerned.

Campers love receiving short, cheery letters from home. Please address any correspondence as follows:

Your Camper’s Name/Cabin Number
Camp Marshall
92 McCormick Rd.
Spencer, MA 01562

Camp Marshall also has a partnership with Bunk1.com. Bunk1 is a secure, easy to use summer email service that lets you stay in touch with your camper while away at camp. To get started:

If you have an account from last summer, there is no need to re-register. You can continue to use the same username and password.

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

1. Go to our website at www.campmarshall.org
2. Click the “Bunk1 Email text link” (If you cannot find the button, go to www.4hcampmarshall.bunk1.com instead and continue on to the next step)
3. Click the “Register Now” button
4. Enter your Pre-Approved Registration Code:(to be supplied)
5. Fill out all the required information
6. Purchase Bunk Note credits (you will need a credit card)
7. Send an email to your camper!
8. Note: For you camper’s safety, please do not share this code.

FREQUENTLY ASKED QUESTIONS ABOUT BUNK NOTES.

1. 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.
2. 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.
3. What do I do if I lost my username and password?
You can get it online by going to 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.
4. Who do I call if I have questions/problems?
Please call Bunk1 at 1-800-216-9472 or go to www.bunk1.com/template/contact_form.asp

Homesickness

Spending the night away from home and parents is a significant milestone and rite of passage that is important for children to achieve. Camp is a perfect environment to do this! We recognize, however, that some campers will struggle with feelings of homesickness from time to time.

First, please do not promise your camper that if he/she does not wish to stay at camp that he/she can call you and you will come immediately to pick him/her up and bring him/her home. By making such a promise, the message is sent that you believe that he/she is unable to achieve this very important goal and his/her focus will be on going home rather than enjoying camp.

Second, take the time to talk about camp with your camper and what he/she can expect during his/her time with us. Talk about the daily schedule, food offerings, programs, and extra activities. A visit to camp before his/her week would be a good experience to help prepare for his/her upcoming week away from home. Familiarity with camp will increase his/her comfort level and decrease the chance of her becoming homesick.

Third, send a few familiar objects with your camper such as a favorite blanket, pillow, or stuffed animal. This will certainly make your child more comfortable while at camp. In our experience, campers display more signs of homesickness at night when they are tired and not as busy. Keeping the bedtime routine as similar to home as possible by sending these objects could be the key to a successful week at camp for your camper.

Staff members are trained in how to communicate effectively with children who are struggling with homesickness and will do everything in their power to make your camper comfortable and happy. If our efforts do not appear to alleviate his/her symptoms, we will contact you to see how you want us to proceed. We will make late night phone calls to parents only in instances of physical illness.

Refunds for homesickness are not issued.

What to Bring to Overnight Camp

Personal items

2 wash cloths	2 large towels
Comb, brush, mirror	toothpaste and toothbrush
soap, shampoo	deodorant
insect repellent (no spray cans)	sunscreen, lip balm

Clothing

Several changes of underwear	shirts and shorts
Extra socks	long pants
Bathing suit	raincoat and hat
Pajamas/night shirt	jacket or sweatshirt

Dressy clothes for the Wednesday night dance

Footwear

Sneakers	flip-flops/shower shoes
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If you are going to be riding horses, riding boots or heeled shoes are required

Bedding

Sleeping bag or sheets and blankets
Pillow and pillowcase

Miscellaneous

Inexpensive camera	writing paper, envelopes
Stamps, pen	laundry bag

Clothesline rope/clothespins

IMPORTANT: FLASHLIGHT and extra BATTERIES

What to Bring to Day Camp

Clothing

Bathing suit	Towel
Raincoat and hat	Jacket or sweatshirt
Sunscreen- Lip Balm	Flip Flops (optional)
Insect repellent (no spray cans)	Extra Change of clothes

What NOT to Bring to Camp

Weapons: Do not bring weapons of any kind to camp. Camp Marshall reserves the right to search and seize personal items if possession of weapons is suspected. This is for the safety of other campers.

Drugs, alcohol, or tobacco products: Camp Marshall reserves the right to search and seize personal items if possession of illegal drugs, alcohol, or tobacco products is suspected. Any camper or CIT will be immediately dismissed if illegal drugs, alcohol, or tobacco products are found and/or used.

Animals: No pets are allowed. This includes dogs, cats, goats etc. Horses may come with horse campers for the horse camp program only. Horses must come with the appropriate health and immunization records signed by a veterinarian.

Vehicles: Do not bring vehicles of any kind including dirt bikes, ATVs, etc.

Personal sports equipment: Do not bring archery equipment, riflery equipment, or sports and games equipment such as bicycles, skateboards, roller skates etc. Camp Marshall will supply program and safety equipment for all programs. Horse campers or those taking horseback riding may bring riding helmets and riding boots.

Aerosol spray cans: This includes hair spray, bug spray etc.

Expensive items: Radios, walkie-talkies, CDs, CD players, valuable sunglasses, valuable jewelry, and cell phones should be left at home. Camp Marshall will not be responsible for the loss, breakage, or damage of any of these items.

Cell phones or pagers: Cell phones or pagers will not be allowed in cabins or anywhere at camp. If a cell phone or pager is found, it will be stored in a locked area in the main office until Friday at departure time.

Money: Campers do not need money during camp. The camp store will be open during registration and Friday departure time.

Possession of pornography at camp is considered inappropriate. Parents of offenders will be notified immediately and the item will be secured in the Camp Office until departure.

Possession and/or use of illegal drugs, alcohol, tobacco, weapons, or fireworks of any kind are forbidden and constitute grounds for immediate dismissal. We are serious about our commitment to keeping Camp Marshall a safe and healthy environment.

Please sign and return this sheet to Camp Marshall

We have read and understand the Parent and Camper Handbook. We have read and understand the policies regarding refunds and behavior.

Camper
Signature _____

Date: _____

Parent/guardian
Signature _____

Date: _____