



Lake Francis OE Camper & Parent Handbook

Letter From the Camp Director

Parents/Guardians,

Welcome to Lake Francis Outdoor Education! We've been working hard through the fall and winter to make sure you and your child(ren) have an amazing experience at camp. We're so excited that you are sending your child to our program and we can't wait to share Lake Francis with you!

At Lake Francis OE we aim to impact the lives of children with quality programs in a creative, supportive, and safe environment, enabling all persons to reach their fullest potential, discover new abilities, develop friendships and instill a desire for lifelong learning.

This handbook contains key information to help you and your camper(s) prepare for camp. Please read and review it with your camper. If you still have questions, please do not hesitate to contact us.

Thank you for sharing your camper with us! We appreciate the trust you have placed in us, and we will make sure your camper has a wonderful experience they will never forget!

Mike Shanahan

Lake Francis Program Lead



For Campers

Everything campers need to know!

The First Part of this handbook is designed with the camper in mind.

For some campers this is an anxious time as they wait for their time at camp. They are nervous about making new friends, doing new things, and are hoping to get a fun counselor. We want to give them as much information as they need to feel more comfortable on the first day of camp.

Some campers are getting ready to return to camp, hopefully this will be a good reminder of what to expect and a way to get them excited!

What to Expect

To Do Before Camp:

Gather up all your gear for camp and then use only the things you've packed for a few days to make sure you have what you need

Mark all your gear with your name

Address some envelopes with your friend's and family's addresses

Take a shower (instead of a bath) and wash your hair

Mark a calendar with your trip to camp. Hang it on the wall of your room and cross off days until you FINALLY get to go to camp!

Go shopping for items you need (or want) at camp

Use a flashlight and learn how to change its batteries

Try to keep your room clean for an entire week

Where is your closest river to your home, what kinds of birds do you see around your home.

First Time Campers:

A trip to camp should not be the first time you experience having to live like a camper. Before you get to camp rehearse being a camper at home. Start by doing some, or all, of our "To Do Before Camp" list

Daily Life at Camp:

Everything that happens at camp is a part of your camp experience. Because we want you to have the best camp adventure of your life so far, you will be experience our outdoor classes with your school classroom mates. You will have many different activities and learning experiences. At Lake Francis OE we want you to have a great time while experiencing new things.

What You Get to Experience!

- ★ Exploring a forest ★
- ★ hiking, Creatures searching
- ★ Doing what scientists do
- ★ Finding what makes plants different ★ Night hike
- ★ adventure ★ singing camp songs and More

Daily Schedule

7:30 AM	Wake up	Rise & Shine! Get ready for the Day. Shower, brush your teeth, and put on your smile! It is time for a wonderful Day!
8:00 AM	Breakfast	A well balanced and delicious breakfast complete with fresh fruit and a cereal option every day!
8:45 AM	School Check in	You may find yourself starting one of our 14 classes. Check in with your teacher to find out what adventure awaits you!
9:00 AM	Morning Class	
11:30 PM	Lunch	Another well-balanced and delicious meal to fuel you up for the afternoon! (This lunch may be part of a picnic hike, or in our dining hall with camp music set in our amphitheater)
1:00 PM	Afternoon Class	Another Class adventure. (Check with your teacher to find out which one.)
3:15 PM	Snack time	Try our homemade Snacks with a glass of water, to keep hydrated.
3:45 PM	Teacher Time	Reform into your classroom groups to check in with your teacher.
4:45 PM	Cabin and Shower Time	Shower Time. Then time to relax in our heated and air-conditioned cabins.
6:00 PM	Dinner	A delicious meal to end the day
7:15 PM	Evening Program	Whether cozying up around a campfire and laughing singing along to our camp songs, or going on a night hike, you are bound to have a fun and interesting time.
9:15 PM	Lights Out	Time for bed. After so much playing and fun we all need some rest so we can do it all again tomorrow!

What to Bring

Remember . . .

- ★ Mark your name on everything you bring! We suggest indelible ink so your name doesn't wash out.
- ★ Old clothes are best
- ★ Pack with your parents and remember what you bring

Clothing

- T-Shirts-Enough for your trip
- Rain Jacket/ rain poncho
- Sweater or Sweatshirt and warm jacket
- Long pants for chilly evenings
- Underwear-enough for the trip
- Socks-enough for the week (a clean pair can double as mittens if it gets cold at night)
- 2 pairs of shoes (If one gets wet/ No rain boots? No Worries! Bring two plastic bread bags to go over socks=dry socks. Flip Fops or sandals= inside the cabin only
- Swimsuits- one (if open season)
- Day Hat and a warm hat for the night
- Pajamas

Toiletries

- Soap/soap case
- Deodorant
- Toothbrush/toothpaste
- Sanitary Items (if appropriate)
- Sunscreen
- Shampoo/Conditioner
- Brush/comb

Personal Gear

- Wash Cloths (2)
- Bath Towels (2)
- Beach Towels (2)
- Sleeping bag or blanket with sheets (Each bed has a fitted sheet)
- Pillow
- Laundry Bag -breathable for dirty clothes
- Plastic bag- for wet clothes
- Water bottle
- Face mask, for indoor group activities

Optional Gear

- Book- For quiet times
- Camera/film- inexpensive- disposable box cameras are great!
- Stationery, pen, stamps

Please do not bring:

- ▶ Electronics of any kind— including cell phones, video games, i-pods, fax machines, record players, walk-men, etc.
- ▶ valuable jewelry
- ▶ Weapons of any kind
- ▶ Personal Sports Equipment
- ▶ Animals

Staying Healthy at Camp

At Lake Francis we spend a lot of time outside. As a camper, you will be asked two questions constantly:

- Are you wearing sunscreen?
- Are you drinking water?

We want you to enjoy your time at camp and that means staying out of the health lodge. Sunburns and dehydration are the two most common reasons campers have to visit the health lodge. By drinking a lot of water and wearing plenty of sunscreen you can prevent yourself from getting sick and keep yourself outside, having a great time.

Sunburns are painful and can last for several days. Prevent sunburns by wearing plenty of sunscreen. I recommend 30 SPF or higher.

Water is very important to our body's health. We encourage our campers to drink at least 3 bottles of water a day to stay hydrated in our busy, outdoor environment. Make sure you bring your water bottle or cup with you everywhere! We have water jugs throughout camp where you can refill and rehydrate!

Last Spring/Summer...

1. We saw 6 new baby deer two are twins
2. Dozens of Canada geese goslings
3. We served over 1200 pancakes, 400 gallons of juice, and 800 slices of pizza

Other health issues to keep in

Poison Oak: If you venture off the trail there is a good chance you may get poison oak. If this happens, we will help you wash the exposed area in cold water with Tecnu (an over-the-counter skin cleanser that stops the spread of poison oak), apply Calamine Lotion (an over-the-counter lotion that soothes itching) to the affected area, and monitor the irritated skin daily.

Personal hygiene: Please talk to your parents about your personal hygiene. They can tell you how often you should shower, shampoo, and when to use deodorant. You will have opportunities to shower. Your cabin has a bathroom with a toilet, shower, and sink. If you aren't used to living with seven other campers it can sometimes seem embarrassing to do bathroom things with others so nearby. However, your bathroom has a lock on it and you will have plenty of privacy!

For Parents

Everything your parents need to

This part of the handbook is designed for parents. We know how hard it is to let your campers go away on this trip! Hopefully this will help answer any questions you will have and help to ease your mind about any concerns you may have.

Before Camp

Forms to be completed:

The following forms need to be completed and turned in to your school before your camper can stay at camp.

- Camper Health History Form-General Health history of your camper. This form is to be filled out and signed by a parent or guardian. Current medications and illnesses should be listed on the Health History portion of the form.
- Camper Behavior Agreement- Please review this form with your camper before they arrive at camp. Parents and campers alike need to understand our behavioral expectations and express their agreement to camp's rules by signing this form.
- Release of Camper- This form lists up to four adults who have permission to pick up your camper from Lake Francis (In case they need to be picked up early, if so bring photo ID). No camper will be released to anyone not listed on the form.

Day of your campers trip

Check in with your camper's teacher for time of departure, and what the health check looks like before leaving for camp.

Email Address: lfoe@ea.org

Phone Number: (530) 692-1700

Mailing Address: PO Box 39
Dobbins CA, 95935

Health & Wellness

- Due to California law, we must keep all health forms on file for a specific period of time. We will not be able to return the form to you after camp. We recommend keeping a photocopy of your child's physical exam for your own records.
- California law also requires us to have an updated immunization record of your camper on file.
- Any and all medication, including over-the-counter medications, vitamins, supplements, etc., must be turned in to your camper's teacher on day of departure.
- Any medications your camper needs while at camp must be listed on the Camper Health History Form.
- All medications(s), including vitamins, supplements, prescriptions, etc. must be in the original container and marked clearly with the camper's name and have directions for use. Legally, we can only dispense the dosage on the bottle.
- Medications can only be dispensed to the person named on the prescription container.
- Campers with severe asthma or severe reactions to insect stings who need immediate assistance will keep their inhaler or EpiPen with them. Please ensure your camper's teacher knows about an inhaler or EpiPen in their possession and that your camper knows how to use it.
- Please do not send first aid supplies, aspirin, Tylenol, etc. to camp with your camper. These items are provided in the camp's Health Lodge and dispensed as needed by a teacher or designated medic.
- Our Health Lodge is used for managing basic first-aid, dispensing medications, and sick calls.
- It's not unusual for campers miss home to some degree. In most situations, campers just need a small adjustment time to "NEW." This adjustment period can vary and is generally most challenging at bedtime. In our experience, talking to a parent only exacerbates missing home so we generally do not allow campers to call home. However, if there is any severe missing home involved the admin teacher will call home and with the parent come up with a plan that will work best for the camper.
- **Bedwetting:** Please indicate on your Camper Health History Form any potential your camper may have with bedwetting. If this is a potential issue for your camper, please pack several sets of sheets and lightweight blankets. If counselors know beforehand, they can check your camper's bed discretely every morning, can help remind your camper to use the restroom before bed, and can ensure that bedding is laundered and replaced before bed.
- The admin teacher will contact parents if your camper experiences any of the following:
 - Spends the night in the Health Lodge
 - Misses an entire day of activities
 - Has an acute, sudden illness
 - Has a doctor visit recommended
 - Is missing home beyond the normal adjustment period
 - If camper needs more care than general first-aid
 - Has behavioral challenges

Communication

Tips & Tricks for writing your camper:

- ◉ Keep mail positive and cheerful
- ◉ Ask questions about camp
- ◉ Talk about family pets
- ◉ Send campers with self-addressed, stamped envelopes or post cards to help your camper send you mail while they are at camp

If you use the postal service, allow three days for mail to arrive. Typically, we pick up mail in mid-afternoon and pass mail to campers at breakfast. We recommend you send packages via UPS or FedEx as both deliver right to our office. We try our best, but with our busy camp life, we cannot guarantee a trip to the post office before the counter closes.

Campers love to receive mail

To ensure your camper gets letters, especially on designated days, you may leave pre-written letters to be given to your camper's teacher on day of departure.

If mail arrives after your camper leaves we will write "Return to Sender" and send it back.

Other Contact

Lake Francis Office: 530-692-1700

Camp Email: lfoe@ea.org

Camp Website: lakefrancisrv.com

In Case of Emergency:

Please direct all emergency calls to:
Your camper's school

If there is a question or your camper is not doing well, the Camp Director will contact you immediately. In order to prevent homesickness campers are not allowed to receive or make phone calls during their stay.

All calls must go through their Teacher or Camp Director.

Mailing

FOR USPS:

Camper's Name
Lake Francis OE
PO Box 39
Dobbins CA 95935

FOR FedEx and UPS:

Camper's Name
Lake Francis OE
13919 Lake Francis Rd
Dobbins CA 95935

Last Details about Camp

Visitation Policy

Lake Francis Outdoor Education believes all campers should experience independence and practice making good decisions during their camp session. Studies have shown that visits or other interruptions by non-camp participants during camp causes higher percentages of homesickness for all campers involved. **PLEASE DO NOT VISIT YOUR CAMPER DURING CAMP.** We will take excellent care of your camper and will call you if there are any questions.

Camp Security

Lake Francis Outdoor Education is tucked out of the way of big-city-life. Camp staff is very aware of who is in camp and are trained to deal with the public. At no time is the public allowed near the campers or near an activity. The Camp Director's residence is located in camp and she is very mindful of all foot traffic through the area. All staff is trained to follow proper protocol in any situation, no matter how big or small, day or

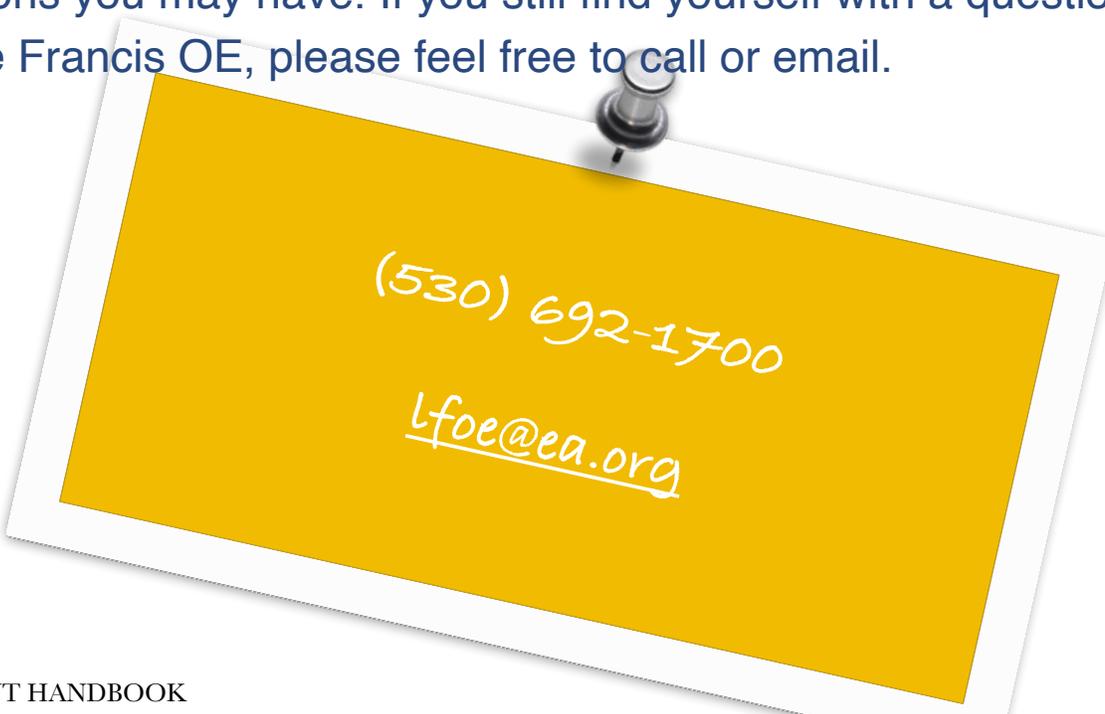
Donations

Lake Francis Outdoor Education is a non-profit agency and runs on a tightly controlled budget! If you have something that may benefit camp just lying around collecting dust, please give us a call to see if we can incorporate it into our program. You can also donate straight to a particular program area of camp. Just let us know what activity you want to help improve and we will make it happen! And all your donations are tax deductible!

Thank you for reading through this handbook. Hopefully it answered any questions you may have. If you still find yourself with a question about Lake Francis OE, please feel free to call or email.

Lost and Found

Lake Francis Outdoor Education and its parent company, EA Family Services, are not responsible for any lost or damaged items. Items will be held for two weeks. After two weeks, items will be donated to a social service agency. Give us a call at the start of the next week (Monday) if your camper has lost something. It is your responsibility to return to camp and retrieve items once we have notified you they have been located.



(530) 692-1700

lfoe@ea.org