



2019 PARENT MANUAL

We have put together this Ma-He-Tu Parent Manual to help you get ready for your daughter's stay with us and to explain some basic camp procedures. The information was chosen based on questions most often asked.

If we missed your question, please do not hesitate to contact us at our Registrar's office (1-631 351-1657) this winter and spring, or at the camp office (1-845-942-4508) starting June 22.



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IMPORTANT DATES

May 26: Open House 12pm – 3pm

June 8: Open House 12pm – 3pm

June 1: Health Forms and Final Payment Due!

| Encampment | Check In | Check Out |
|-------------------|------------------------------------|--|
| Second Encampment | Sunday, July 14, 2:00pm – 5:00pm | Saturday, July 27, 10:00am – 12:00pm |
| Third Encampment | Sunday, July 28, 2:00pm – 5:00pm | Saturday, August 10, 10:00am – 12:00pm |
| Fourth Encampment | Sunday, August 11, 2:00pm – 5:00pm | Saturday, August 24, 10:00am – 12:00pm |

REQUIRED FORMS

Forms are available to fill out electronically from your Active account.

All forms are also available to download from our website on the “Forms for Campers” page or by clicking the links below.

1. [Camper Health History - Doctor Form](#)

There are 3 total pages to complete:

Page 1: Camper Physical Exam Form

This is required by the NYS Dept. of Health within 12 months of attending camp.

Pages 2 and 3: Individualized Standing Order (ISO) Form

By law, the camp nurse cannot administer **ANY** medication, prescription or over-the-counter, unless ordered by the doctor. The ISO form allows your doctor to approve all medications that could potentially be given to your daughter during her stay with us.

- Fill out the first portion of this form with your doctor to approve standard medications we stock at the camp health center (Advil, Benadryl, Pepto Bismol, etc).
- The bottom portion of this form, called “Prescription Drugs”, should include any prescription medications your daughter needs **as well as any over-the-counter medications** you plan to send with her (not already provided by Camp Ma-He-Tu), like vitamins or allergy medication.

2. [Camper Health History - Camper/Family Member Form](#)

There are 3 total pages to be completed by a parent/guardian.

3. [Camper Release/Discharge Form](#)

4. [Meningitis Vaccine Response Form](#)

5. Health Insurance Card

Copy **both** sides of the card.

★ Check-In on Sunday between 2:00 and 5:00 ★ Check-Out on Saturday between 10:00 and 12:00 ★

Send in Your Forms

Our Registrar, Marion Schumacher, RN, will review the forms to make sure that they are accurate and complete. She will contact you after she receives your forms. Reviewing the health forms before camp will save valuable time during the sign-in process at camp and allow our staff to properly prepare for your daughter's stay with us.

You have three options for sending in your forms:

- (1) Log onto your Active online account to download the blank forms and upload the completed forms. There are easy to follow directions to upload the completed forms directly to your account.
- (2) Print the blank forms from our website, scan the completed forms and email to info@mahetu.org
- (3) Print the blank forms from our website, then mail a **copy of** the completed forms to:

Marion Schumacher, Registrar
Camp Ma-He-Tu
6 Soundview Drive North
Huntington, NY 11743

Please be sure to bring hard copies of the forms to camp with you on the first day of the encampment.

Send Marion a **copy** of the forms to review and bring a second copy or the original to camp.

If you have any questions, please call Marion at 631-351-1657 or email Marion at info@mahetu.org.

**All medications MUST be brought to camp in their original packaging.
BY LAW we cannot administer drugs from plastic bags or pillboxes.**



★ Check-In on Sunday between 2:00 and 5:00 ★ Check-Out on Saturday between 10:00 and 12:00 ★

PACKING LIST

Reminders About Packing for Camp:

- Don't send too much, it just makes it difficult for your daughter to keep track of everything
- Don't send anything of significant value, like cash, jewelry, good clothes, expensive cameras, etc.
- Put your daughter's name on everything, ABSOLUTELY EVERYTHING!
- **VERY IMPORTANT! DO NOT SEND ANY FOOD TO CAMP or CELL PHONES TO CAMP!**
- **VERY IMPORTANT! DO NOT SEND ANY TOILETRIES THAT ARE BERRY SCENTED. THEY ATTRACT UNWANTED WILDLIFE.**

Things she will really want to have with her:

Clothing

- Shorts + Shirts
- Underwear (15)
- Socks (15)*
- Jeans or Long Pants
- Sweatshirt
- Jacket
- Pajamas + Robe
- Bathing Suits (2)
- Sneakers (2)**
- Raincoat or Poncho

Bathing

- Towels and Washcloths
- Toothbrush + Paste
- Deodorant
- Comb + Brush
- Soap
- Shampoo + Conditioner

In the Cabin

- Sleeping Bag or Sheets and Blanket***
- Extra Blanket
- Pillow + Extra Pillowcase
- Trunk or Plastic Bin for clothing storage at foot of bed
- Laundry Bag

Other

- White** Bathing Cap^
- Flashlight + Extra Batteries
- Backpack
- Refillable Water Bottle

* Campers are required to wear socks at all times

** All shoes must tie and be closed at toe and heel

*** Cots are approx. 30" x 75"

^ White bathing caps may be purchased at camp for \$4.00

Other things she might like to have with her:

- | | | | |
|----------------------|--------------------|------------------------|---|
| -Pens + Pencils | -Notebook | -Musical Instrument | -Plastic drawers for bedside stand |
| -Stationery + Stamps | -Books + Magazines | -Camera: | (they usually run about 24" high, 12"-20" |
| | | Disposables are great! | wide, and 12"-15" deep) |

Things She **MAY NOT** Bring

- Tobacco, Alcohol, Illegal Substances or Weapons. Possession of these items is grounds for dismissal.
- Animals or pets
- Cell Phones. These will be confiscated and kept safely in the director's office until check-out day.
- Anything of value
- Berry-scented toiletries
- Food, gum, or snacks of any kind
- Please check with the camp for permission to bring personal sporting equipment.

PUT HER NAME ON EVERYTHING SHE BRINGS

Laundry: Our laundry facilities are extremely limited. They are reserved for "emergency" use and to assist campers who are staying more than one encampment without going home. Campers can do small amounts of hand laundry. The best approach is to try to send your daughter with enough clothing to get her through a two-week stay.

★ Check-In on Sunday between 2:00 and 5:00 ★ Check-Out on Saturday between 10:00 and 12:00 ★

LIVING ASSIGNMENTS

Campers are assigned to cabins and tents by exact age order. If your daughter is not living in a tent or cabin with a particular friend, our centralized program will still allow them plenty of time to be together during choice activities, free time, meals, and evening programs. We strongly urge you to refrain from making living assignment requests.

Part of the camp experience is getting to make new friends and enjoying new experiences! If this is your daughter's **first summer** at Ma-He-Tu, and extenuating circumstances cause you to request that your daughter be housed with another camper, please observe the following guidelines:

- ✓ All requests must be made in writing by the parents of **BOTH** campers involved.
- ✓ All requests must be made to the Registrar prior to **June 15**.
- ✓ Campers' birth dates must be within **nine** months of each other.
- ✓ Both campers will be housed in the living unit that the **younger** camper would be assigned to. In some cases, this can be the difference between living in upper camp or lower camp. Please make sure that you speak to your daughter about this before making the request.
- ✓ **At least one camper involved in the request must be a first-time camper.**
- ✓ **Group requests are strictly limited to three campers. Larger groups MUST be split into groups of two or three campers.**



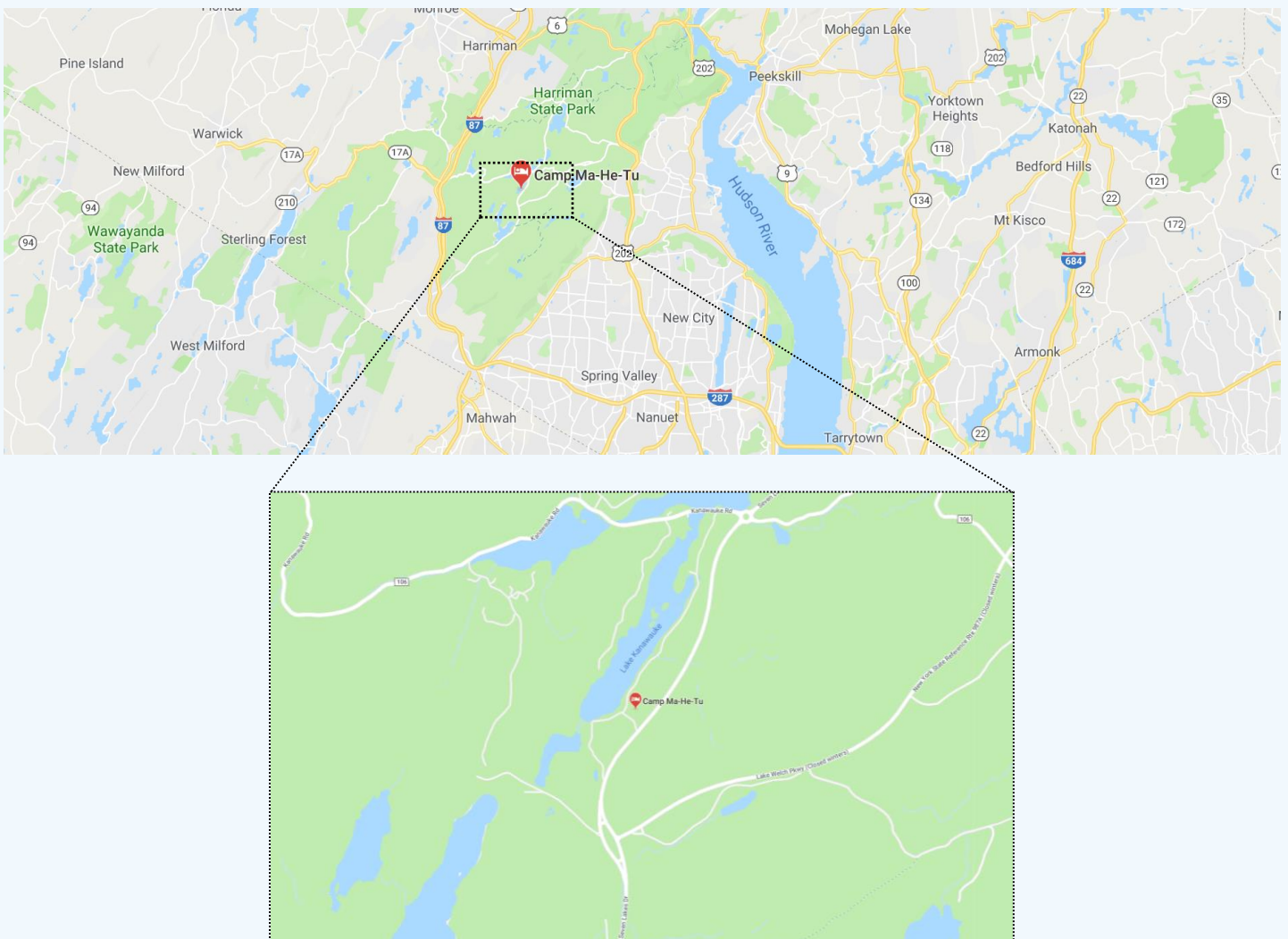
GETTING TO CAMP

Directions by Car

Camp Ma-He-Tu is located within Harriman State Park. Our physical address is 520 Seven Lakes Drive.

When using a navigation system, be sure to **verify** the pin is located in Harriman State Park as pictured below. If using your phone, we recommend using Google Maps or Waze and searching for "Camp Ma-He-Tu". Be sure to select the address on Seven Lakes Drive. Apple Maps is not as reliable. You can also enter in our GPS coordinates: 41.13.220 N 74.07.240 W which will lead you directly to our gated entrance.

Please note that there is **very limited cell phone service** within Harriman State Park and even the satellites that communicate with the GPS systems installed in cars may not work well within the boundaries of Harriman State Park, so please review the driving directions below as well.



★ Check-In on Sunday between 2:00 and 5:00 ★ Check-Out on Saturday between 10:00 and 12:00 ★

From NYC/Long Island: George Washington Bridge to Palisades Interstate Parkway (PIP), Exit 14. Left at stop sign toward Lake Welch and Sebago Beach (will be traveling on Willow Grove Road). Enter Harriman State Park and pass Lake Welch Beach. At Kanawauke traffic circle, travel $\frac{3}{4}$ around circle and turn right onto Seven Lakes Drive toward Sloatsburg and Sebago Beach. Camp entrance is one mile on right.

OR take Palisades Interstate Parkway to Exit 16 for Lake Welch Parkway. Take left fork toward Lake Welch and bear right at 2nd fork toward Seven Lakes Drive. At the stop sign turn right onto Seven Lakes Drive. The camp entrance is $\frac{1}{2}$ mile on left.

From Upstate New York: NY Thruway to Exit 16. Route 17 South to US 6 towards Bear Mountain. Travel 8 miles to traffic circle. Bear right onto Seven Lakes Drive. Continue through two traffic circles; the second one is Kanawauke Circle. Travel $\frac{1}{2}$ way round circle to continue on Seven Lakes. Camp entrance is one mile on right.

From New Jersey: Route 17 North through Sloatsburg. Right at traffic light onto Seven Lakes Drive. Camp entrance is 2nd on left *after* Sebago Beach.



Coming by Bus?

Parents are asked to travel with their daughter to camp.

Take the Shortline Bus from Port Authority in New York City, (leaving at 1:15) to **Sloatsburg, NY** (arriving at 2:12). Let us know that you're coming and the camp van will meet the bus in Sloatsburg. Parents will be returned to Sloatsburg at 4:51 and arrive in New York at 6:02.

Bus schedule is subject to change! Please call the camp office **one week** prior to travel to verify times with camp office and arrange for a pick up from the Sloatsburg bus station – (845) 942-4508.

★ Check-In on Sunday between 2:00 and 5:00 ★ Check-Out on Saturday between 10:00 and 12:00 ★

CHECK-IN DAY

Registration is between 2:00 and 5:00pm.

For the safety of our campers we **absolutely do not** allow cars in camp until 2:00pm.

1. Make yourselves at home! A staff member will greet you at the gate and tell you where your daughter's living unit is located and where the most convenient parking is. Need help lugging that trunk? Ask any staff member. We are all ready to help out!

2. Come to the Dining Hall to check in with the camp administrators and the nurse. **Bring all the forms!**

As the Dining Hall is generally a busy place during registration, this is not the best time for private conversations with the administrators. If you have any individual concerns you will probably be better served by calling the camp and speaking to the director prior to your arrival.

- a. **Camper Release/Discharge Form:** Please read and sign the Release Form on the top half of the page. Complete the Discharge Form on the lower half of the page if your daughter is being checked *out* by someone other than the person who checked her *in*. Complete this form even if the person signing her out is her other parent. Please inform that person to be prepared to present identification. For your daughter's protection, **no camper will be released to an unauthorized individual.**
- b. **Canteen:** You will want to leave some money for your daughter's "Canteen" account. Charges to the canteen account during the encampment include the purchase of items from the camp store, daily snack canteen, or out of camp excursions for ice cream. We suggest between \$25 and \$30 for an encampment. Of course, any funds not spent will be returned. **Please do not leave any cash at camp.**
- c. **Nurse's Station:** Our nurse will review the health form and insurance information provided. Please be prepared to discuss any health issues or risks that we should be aware of. You will also be asked to leave all prescriptions, vitamins, and over the counter medications with the nurse. If your daughter has any special dietary needs, you should inform the nurse at this time. **This includes requests for a vegetarian diet.**

3. Visit Our Waterfront! Your daughter will be asked to go for a short swim so that our staff can assign her to a swimming area and instructional class. We encourage you to come and watch but for safety reasons, **it is extremely important that you and all family members stay off the dock and out of the water.** The waterfront director will be available to discuss any concerns you may have about your daughter's swimming program. Bring your bathing cap!

4. Stop by the Camp Store! Not a requirement, but fun! You and your camper can purchase canteen items together.

Time to say good-bye! We ask that you plan to leave by 5:00 so we can begin our camping program.

We look forward to meeting you and your camper!

WHILE YOUR DAUGHTER IS AT CAMP

Daily Activities

Your daughter will be able to enjoy all kinds of activities on a rotating basis and always includes a Choice Activity!

The day ends with an all-camp evening program!

Our daily program is focused in several areas including but not limited to:

Swimming
Small Craft
Arts + Crafts

Athletics
Nature
Outdoor Adventure

Drama
Dance
Discovery

We also break up the routine with special days our imaginative staff puts together. Add this to our Special Events for each encampment and we have something fun and exciting for everyone!

Out of Camp Trips

Although most of our program is conducted on our site, we also like to take advantage of the surrounding park area and other nearby places of interest.

Hikes within the Park - Campers may walk or be driven to the starting point of the hike. There will be at least one staff member with first aid training for day hikes. All other staff accompanying the hike will have training in emergency procedures particular to hiking with campers.

A Day at the Beach - Campers may walk or be driven to a public beach on a neighboring lake. One of our certified lifeguards who is familiar with each camper's swimming ability will accompany the group. The lifeguard will be on duty whenever the campers are in the water. Other staff members will assist in general supervision. All park beaches are staffed with park lifeguards, have well marked swimming areas, and have well equipped first aid stations.

Other General Outings - Destinations may include the Bear Mountain Inn to visit the Zoo, Perkins Memorial Drive for sight-seeing, or a local ice cream or food stand for a special treat.

Sleep-outs - Units may request a sleep-out off camp grounds, within the immediate vicinity. There will be at least one staff member with first aid training. All other staff accompanying the group will have training in emergency procedures particular to overnight camping.

Trips for Older Campers

At some point during the summer, the following activities may become available to the oldest campers. Campers may sign up for these activities during their stay, starting with the oldest girls, and continuing in descending age order until the trip is full. The lower age limit for these activities is 12 years old.

Overnight Hikes. One staff member with "Responding to Emergencies" (advanced first aid) or a higher certification will accompany the group. All staff accompanying the group will have training in emergency procedures particular to hiking and overnight camping. Campers will sleep in campgrounds established and patrolled by the Park.

Paddling on the Delaware River. (Available only to deep-water swimmers) Campers will be driven by camp vehicle to the canoe/raft rental center where they will be provided with all necessary equipment and be required to view a training video. The group will be transported up river by the rental company and spend the day paddling back to the starting point. At least one of our certified lifeguards will accompany the group. All other staff accompanying the group will have training in water emergency procedures. An additional charge will be made to the camper's canteen account for the Delaware River Trip. Check with the director at check-in for the exact amount.

Common Questions and Concerns

Homesickness: Our staff is trained to identify and deal with homesick campers. We have found that involvement in activities and some special attention usually provides a quick cure. However, some campers need more time than others to adjust to their new surroundings. If you should receive a letter that indicates your daughter has been homesick, please give us a call. In most cases the episode is over before the letter reaches home, but your call will help alert us to any potential problem.

Illness or Injury: If the nurse has a concern about your daughter's health or a medical situation is not progressing as expected you will be contacted by phone. You will be notified when your daughter is kept overnight in the infirmary, prior to an office visit for routine medical care, and as soon as possible if your daughter requires emergency medical care.

Illegal Substances: Cigarettes, alcohol, and drugs are strictly forbidden in camp. The camp reserves the right to dismiss any camper, without refund, found possessing any of these substances. Firearms or weapons of any type are prohibited and will be confiscated immediately, and the camper will be dismissed.

We take the following precautions whenever campers are being transported in a camp vehicle:

- All camp vehicles are equipped with first aid kits and emergency signals.
- All camp drivers are 21 years of age or older and have had their drivers' licenses screened by our insurance company. They are trained and tested in the use of the vehicle to be driven.
- All staff members are trained in emergency procedures particular to transportation of campers.
- All passengers in camp vehicles are required to wear seat belts.



KEEP IN TOUCH!

By Mail: Campers love to receive mail, so please write to your daughter as often as possible. Please keep correspondence newswy and lighthearted. Please use our PO Box listed below.

Packages: Everyone loves a care package! However, please **do not** send food, candy, or gum to camp. Magazines, comics and games are just as appreciated, and these items don't attract wildlife or insects. Any food sent to campers will be confiscated and not returned.

UPS and FedEx are able to make deliveries directly to camp – so please send heavy and large packages through either of these two services. ONLY UPS and FedEx can deliver to the Bear Mountain address! One of our staff members picks up the mail from the PO Box in Sloatsburg during weekdays only.

If you are ordering through Amazon.com, please use the PO Box address.

Use this address for LETTERS and Amazon packages sent by US Mail (USPS):

**Your Daughter's Name
Your Daughter's Cabin or Tent Number
Camp Ma-He-Tu
PO Box 195
Sloatsburg, NY. 10974**

Use this address for PACKAGES sent by FedEx or UPS:

**Your Daughter's Name
Your Daughter's Cabin of Tent Number
Camp Ma-He-Tu
520 Seven Lakes Drive
Bear Mountain, NY. 10911**

Phone: The use of a phone or email is not available to our campers during the encampment. Campers are not permitted to have cell phones in camp. There is no reception and cell phones are very easily lost or broken. We encourage you to call the camp office if you have any concerns about your daughter. We will be happy to check on her and report back to you. The camp office number is **1-845-942-4508**.

In the event of a public emergency you will be contacted by camp officials via a blast email. If you have any questions, please check our website (www.mahetu.org). Emergency information will be posted there. If you need further information or need to get a message to camp, please call the registrar at 631-351-1657. Please do not call camp. Incoming calls will block our communication system and jeopardize our ability to manage the situation at camp.

No Visiting: Visiting camp during the two-week encampment is not permitted. Camp Ma-He-Tu and the Palisades Interstate Park Commission prohibit visits from parents during a camping session.

CHECK-OUT DAY

The camp gate will open at 10:00. Check out is between 10:00 and 12:00

For the safety of our campers we **absolutely do not** allow cars in camp until 10:00.

Departing by Car: A staff member will be at the gate to greet you and direct you to a parking area. Once again, don't be shy about asking a staff member to help you carry things to your car. **Please come to the Dining Hall to check out**, get your canteen refund, and any left-over medications.

If anyone other than the person who dropped her off will be picking up your daughter, you should fill out a "Camper Discharge Form" in advance. Please inform the person picking up your daughter to be prepared to present identification. In the case of an emergency, you must call the camp office to authorize someone else to pick up your daughter. For your daughter's protection, **no camper will be released to an unauthorized individual.**

Departing by Bus: The camp van will meet the 9:10 bus from New York, arriving at Sloatsburg at 10:12. We will return you to Sloatsburg for the 12:21 bus, which arrives in New York at 1:30. **Bus schedule is subject to change! Please call the camp office one week prior to travel to verify times with camp office and to arrange for a pick up from the Sloatsburg bus station.**

Gratuities: Although it is absolutely not necessary, families sometimes wish to express appreciation to individual counselors in the form of monetary gratuities. In a centralized program such as ours, every staff member works hard to assure that each camper will have a memorable experience at Ma-He-Tu. We ask that any gratuities be given to the Counselor Fund. The staff has full control over these funds and they are used for a common good.

STAYING LONGER THAN TWO WEEKS?

If your daughter is staying for more than one encampment, we encourage you to take her home Saturday and bring her back on Sunday. A hot bath, a real bed, and clean clothes can be a welcome change after two weeks in the woods! Please check her in and out during regular registration hours.

If a trip home is not possible, campers can stay with us between encampments on Saturday night. Reservations must be made with the registrar **by June 30** so that we can arrange for adequate staffing. A fee of \$85 will be charged for the overnight stay. You are encouraged to take your daughter out of camp on either the Saturday or Sunday between encampments. Lunch and a trip to a Laundromat provide a much-needed break from camp. Please indicate your plans when you make your reservation so we can provide appropriate supervision for your daughter.

ALL CAMPERS MUST BE CHECKED OUT BY 12:00

Our staff goes off duty at 12:00pm, so please make sure that you have picked up your daughter by that time. Please don't let your daughter be the only camper left after check-out is over!

See You Next Year!

★ Check-In on Sunday between 2:00 and 5:00 ★ Check-Out on Saturday between 10:00 and 12:00 ★