



# **MEN-O-LAN PLAYBOOK**

**A wealth of knowledge for campers and  
parents about Camp Men-O-Lan's summer  
camp programs.**

**2020**

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# WE ARE EXCITED TO WELCOME YOU TO CAMP!

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We are very happy when new families join the Men-O-Lan Community, and also when we see lots of familiar names on our registration lists. Our campers love being here, and often don't even want to leave. As our Team does its best to serve you, we truly hope that you will have a wonderful experience with us, and will be with Men-O-Lan for many years to come.

**The purpose of this document is to show you how all of us together can have fun at Camp.**

Sections marked with **green** contain information specifically for **Resident Campers**. **Blue** headlines apply to **Day Campers** only. Titles marked with **yellow** apply to **both camp sections**. For your convenience, we included our discounts and financial policies at the beginning of this booklet.

Thank you for spending the coming summer with us! We can't wait to see you!

*Camp Men-O-Lan Team*

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# MEN-O-LAN FINANCIAL POLIGIES

## Payments

**A non-refundable and non-transferrable deposit of \$50.00 is required to process all registrations.**

**Full payment must be received two weeks prior to registered week of camp** and can be paid via check, money order, major credit card, or online. Please make all checks payable to Camp Men-O-Lan. Please note that returned checks will be charged a \$25 processing fee.

**A \$20 late fee may be charged for payment received within one week of your camp session.**

If your child/children are attending more than one week of camp, separate payments may be made. However, deposits are required for each week to hold your spot.

We understand that there are situations where people need a little flexibility so **payment plans** are available. For more information on this, please contact the Camp Office.



## Discounts

**We offer several discounts to make Men-O-Lan available to as many campers as possible. Please read the conditions of these discounts so you know which ones you may request before you make a payment.**

**Early Registration Discounts:** Resident Camp: \$15/session, Day Camp: \$10/session. Applies only to sessions that are paid in **FULL** by March 15, 2020.

**Sibling Discount:** \$10/session may be taken for registering two or more campers from the same household. A discount may be taken for the second, third, and each additional sibling.

**Multi Week Discount:** when campers *register and pay in full* for a minimum of six weeks, the seventh and/or eighth week offers a 50% discount. Weeks can be in both Resident and Day Camp and do not have to be consecutive.

# MEN-O-LAN FINANCIAL POLICIES

## Requesting a Discount

These discounts may be requested during online registration. The requested amount will deduct from the balance due but must be approved by Camp. Any balance remaining after eligible discounts are approved are the responsibility of the parent/guardian.

## Camperships

While we do our best to keep our camp tuition as low as possible, we realize that there are children who would still not be able to participate in our program without a little extra help. Thanks to our generous donors, each year we are able to provide a certain number of “camperships”.

**Camperships (camper scholarship)** are available on a limited basis. Applications can be completed during online registration, one per camper per year. Once approved by the Executive Director, any remaining balance is the sole responsibility of the camper’s parent/guardian.

## Cancellation

We realize that plans can change. Below are the general cancellation policies.

**Deposits** are non-refundable.

**Prior to April 1:** refund of registration fee minus the deposit.

**April 1 - June 1:** refund of half of registration fee minus the deposit.

**After June 1:** no refunds.

**No-shows, campers sent home** for behavior issues or homesickness is a forfeiture of the entire camp fee. Since **medical emergencies** are unforeseen, they may be partially refundable, providing Camp receives written notice from a physician verifying the illness or injury for the week registered.

**Men-O-Lan reserves the right to make changes to its financial policies.**



# Ready, Pack, Go!

Every camper's first question is, what do I have to bring to Camp? Here is a suggested packing list. Tweak it to your own needs, but remember: we are at Camp, in the woods, playing games all day. So don't overdo it! And if you forgot something? Additional items may be dropped off at the Main Office during regular business hours (weekdays, 8am-5pm).

## Bring These:

- Comfortable clothes for rain or shine, hot and cold
- Closed toe shoes (for games and adventures)
- Water bottle
- Swimsuit, flip flops, sunscreen
- Towel
- Bedding (Resident Camp)
- Bible

## And These (recommended):

- Bug spray
- Notebook, pen/pencil
- Toiletries (Resident Camp)
- Mini fan (Resident Camp)
- Flashlight (Resident Camp)
- Peanut-free snacks (Resident Camp)
- Lunch (Day Camp, if not purchased through Camp)

## Leave These at Home:

- Weapons of any kind (knives, firearms, Tasers, etc.)
- Electronics (i.e. tablets, phones, cameras)
- Illegal drugs
- Anything containing peanuts
- Smoking devices and accessories of any kind (no smoking or vaping at Camp!)

**Please note that Camp Men-O-Lan reserves the right to confiscate contraband items. These will be returned to parents only, at the time of pick-up.**

# What if I lose something at Camp?

We HIGHLY recommend labeling every item with the camper's full name. This way if someone finds it, they can easily return it. All other lost and found items will be displayed at pick-up on Friday. At the end of August remaining items will be donated to charity.

# SIDE NOTES FOR THE PACKING LIST

## Clothing

Camp is about having fun in the great outdoors. So please make sure:

- Your clothes are comfortable to run around, sit on the ground, climb up the rock wall, or do a cartwheel.
- If you were to do any of the above activities, your clothes would still provide enough coverage for your body.
- Your clothes don't have scary or not-camp-appropriate images or scripts.

As for bathing suits, boys, please wear swim trunks (no speedos, please), and girls, please wear a modest one piece, or a tankini that keeps your belly completely covered, even when you raise your arms.

## Medicine

Every medication, over the counter or prescribed, must be entered into the registration system, and handed to our Camp Nurse (or his or her representative) at check-in.

Medications must be in their original container, labeled with the camper's name, including the dosage.



# SIDE NOTES FOR THE PACKING LIST

## Bedding (Resident Camp)

Campers sleep on bunk beds with mattresses. Please bring your own sheets, pillow, blanket or sleeping bag. Your cabin may decide to participate in sleep-out once during your session, so a sleeping bag is probably your best choice.

## Cell phones and other electronics

We would like our campers to have a great time and make the most of their camp experience. Aside from the fact that electronics (i.e. cell phones) are expensive and can get lost or stolen, and the physical camp environment is not kind to such objects, there are two fundamental reasons why we do not allow campers to have cell phones or other electronics at camp.

**Trust and independence.** When children come to camp, they are taking a leap of faith by transferring their primary care from their parents to us. This is one of the growth-producing aspects of camp. Sometimes kids bring their phones to reach out to their parents if they face a challenge during the day. As campers learn to trust other caring adults, and learn to solve some of their own challenges, they grow personally and become more independent and resilient.

**Experience.** Being at camp is a chance to take a break from electronics, participate in "real life" activities, and be free from the pressure of "likes" on social media.

It moves them out of their comfort zone and provides a wide range of opportunities to experience life in a different way, develop skills they didn't have before, and build strong and meaningful ("organic") friendships.



**In case of an emergency, campers can be reached via phone call to the Office.**

# GROUPS AND CABINS

## Ages, Grades, and Groups

### Day Camp

In Day Camp, we divide campers into four age groups based on the grade they are going into in the Fall (K-2nd, 3rd-4th, 5th-6th, 7th-9th). In our oldest group we separate boys and girls to facilitate better bonding with one another and their counselors, and create an atmosphere during Bible time where campers can feel comfortable asking more personal questions. The majority of the day campers of all ages see each other and share in various activities, while Bible and group time is with their own group only.

### Resident Camp

Each session in Resident Camp is for a specific age group. When we divide campers into cabin groups, we try to keep them with peers of similar age, maximum two grades up or down, and with their chosen cabin mates.

## Resident Camp Cabin Mates

We know that most kids like to come to Camp with their friends. We also know (from experience) that lots of new friendships are born when someone spends time with people they don't know yet. We offer campers two cabin mate choices. Here is how it works:

A camper enters their cabin mate request(s) during registration. The mates he or she has requested MUST also request him or her. If there is no match, we are unable to fulfill the request. Sometimes larger groups of friends "circle-request" each other. This doesn't work, because when everyone requests the next person in the friend circle, there will be no matches, so they will not be together. We can place up to three friends together and we break up larger groups between cabins.

Why so strict? This has been a proven method in avoiding the forming of large cliques. Also keep in mind that some kids come to Camp alone, and it is very hard to be the only newbie in a group where everyone else is already close friends.



# ACTIVITIES AT CAMP

## Activities of Choice

In both Day and Resident Camp, we offer times during the day when campers can choose from a list of activities. These can include sports, artistic activities, team building, outdoor adventure, and more. We aim to offer a wide variety week after week. While space is limited in each, we do our best to make sure that each camper gets to do their first or second choices.

There are times in Resident Camp where a cabin group as a whole gets to choose an activity. They usually decide this by vote. We encourage campers to speak up if there is an activity they would really like to do during their week, but they don't seem to have the opportunity. Their counselors will try to find a way to make it happen whenever possible.

## Recurring Activities

There are many activities that both Day and Resident Camp do every day. Here are some of the most popular ones.

**Bible time (Day Camp):** counselors lead Bible time to their own group of campers based on a pre-written curriculum. These are engaging, relevant, and age appropriate lessons.

**Bible time and devotion (Resident Camp):** the Bible teacher leads daily Bible time on a topic that unfolds throughout the week. Counselors lead cabin devotions to their own campers every day.

**Pool time:** every camper gets to go to the pool (or waterslide) once a day, as long as it's not thundering or lightening. Campers who choose not to go in the water may stay on the side playing games, making friendship bracelets, or chatting with fellow campers and staff.

**Game time (former Rec time):** these are large group games that are either competitive or cooperative, and usually include a high level of physical activity. Campers play age appropriate games that vary day by day.

# ACTIVITIES AT CAMP

## Sample Schedules

Do you wonder what the daily schedule might be? These sample schedules give you an example. Please note our daily routine may change at any time as we refine it to better serve our campers. Also the schedule is slightly varied for different age groups.

### Resident Camp

- 7:30am: Wake up call
- 8:30am: Breakfast
- 9:15am: Worship and Bible time
- 10:30am: Morning Game
- 11:20am: Skill Groups
- 12:30pm: Lunch
- 1:15pm: FOB FOB (Flat on Back, Feet on Bunk) - AKA rest time.
- 2pm: Afternoon Activity
- 3:15pm: Cabin Choice/Pool Time
- 4:15pm: Pool Time/Cabin Choice
- 5:30pm: Dinner
- 6:30pm: Evening Activity
- 7:30pm: Snack Shop
- 8pm: Campfire
- 9:15pm: Cabin Devotions
- 10pm: Lights Out

### Day Camp

- 7:00am: Early Care Starts
- 8am: Breakfast for Early Care
- 8:30am-8:50am: Regular Check-In
- 9am: Worship and Bible time
- 10:25am: U-Pick-It
- 11:30am: Lunch
- 12:15pm: Free Time
- 12:50pm: Adventure/Pool Time
- 2pm: Pool Time/Game Time
- 3:10pm: Snack Time
- 3:20pm: Afternoon Activity
- 4:20pm: Group Time
- 4:30pm: Regular Check-Out
- 4:45pm-6pm: After Care



# RESIDENT CAMP DROP-OFF AND PICK-UP

## Drop-Off

**To ensure super smooth check-in for everyone, please follow these rules:**

- Every single camper must be checked in by a parent, guardian, or legal adult over age 21. *No, campers cannot check themselves in, even if they are over 18.*
- Check-in starts at 3:30pm. As excited as you may be, please do not arrive before 3pm, as our counselors are preparing cabins and planning events for their groups, therefore, we are not able to check-in campers early.

### **Luggage**

When you arrive, you will see smiling staff members with a golf cart and a trailer. They are there to transport your luggage. They will drop your stuff off near your cabin. So just hand 'em over, they'll take care of the rest.

### **While you wait...**

In line, that is, for check-in to start, enjoy a special treat on Camp, take a photo of your camper and share it on social media with #CMOL2020, and get (re-)acquainted with fellow campers and parents!

### **Follow the signs:**

- **Check-in:** parents put their initial next to the name of their camper(s) on the check-in sheet, and find out the camper's cabin for the week
- **Store money:** last minute deposits for the camp store account
- **Nurse:** health check and medicine drop off

### **Late Check-in**

Not so late. Campers must arrive by 5pm on Sunday, or must wait until Monday morning after 8am.

**Please communicate any late arrivals with the Office IN WRITING ([summercamp.menolan@gmail.com](mailto:summercamp.menolan@gmail.com)) by the Thursday before your camp session.** This way we can be perfectly prepared and you won't have to wait a long time until someone is available to help you. If you get stuck in traffic, just call the Office and leave a message with your estimated time of arrival.

# RESIDENT CAMP DROP-OFF AND PICK-UP

## Pick-Up

**To ensure super smooth check-out for everyone, please follow these rules:**

- Every single camper must be checked out by a parent, guardian, or legal adult over age 21 who is on their authorized pick-up list. *No, campers cannot check themselves out, even if they are over 18.*
- Before check-out, we have a closing ceremony starting at 7pm in the Auditorium. Families are welcome to join us as we show the Video of the Week, and perform our Closing Circle Ceremony.
- Check-out is immediately after Closing Circle.

**How does check-out work?**

A parent, guardian, or legal adult MUST SIGN the check-out sheet by their camper's name. This sheet is with the counselors, who will make sure only someone on the authorized pick-up list can sign the child out. Please show your ID if they ask you to confirm your identity - it's for the safety of your camper.



**Luggage and medication**

Everyone's belongings will be together at a designated location. Make sure to grab every piece, and take a look at the lost and found table as well. Please see the Nurse to pick up any medication you left with her at the beginning of the session.

**Camp Store and store account**

The Camp Store will be open during drop-off and pick-up. If you placed money on the store account, please remember to spend it.

**Please note: unspent store money will not be returned and will be turned into a donation for Camper Scholarships at Men-O-Lan.**

**Early Check-out**

We are sad when campers have to leave early, but we understand that sometimes it is necessary. **Please communicate any early departure plans with the Office IN WRITING (summercamp.menolan@gmail.com) by the Thursday before your camp session.** This way we can have your camper ready to go in 12 the Main Office when you arrive.

# DAY CAMP DROP-OFF AND PICK-UP

## Drop-Off

### Monday check-in

Please follow these simple steps:

1. Arrive around 8:30am and park in the parking lot. Please do not arrive before this time, as our counselors are preparing for the day. We are unable to check-in campers before 8:30am unless they are registered for Early Care.
2. Walk up to the welcome area where Men-O-Lan Leadership will be waiting for you.
3. Sign in each of your campers by putting your initials on the check-in sheet next to their names.
4. You will receive two colorful placards for identification at pick-up time. See more about this in the pick-up section.
5. Leadership will tell you your camper's group. Following the signs, please walk your campers up to their group's table and hand them off to their counselors.



### Tuesday-Friday check-in

When you arrive, you will stay in your car and follow the car line. A staff member will come up to your window and ask you to sign the check-in sheet (same as Monday). Someone will help your camper(s) get out of the car, and off they go! Easy, isn't it?

### What about lunch?

If you are not purchasing lunch through Camp, please pack a lunch for your camper(s). We keep lunch boxes refrigerated until lunch. Please leave out anything containing peanuts! If you accidentally send something containing peanuts/peanut butter, we will remove it from our peanut free Dining Hall and will make sure your child gets some lunch.

# DAY CAMP DROP-OFF AND PICK-UP

## What if it rains during check-in?

Well, that's a bummer. But to minimize your inconvenience, we will do car line check-in (even if it's Monday), but the car line will be directed right in front of Landis Hall. Just follow the directions our staff gives. Remember, you still have to sign in your campers.

## Late Check-in

Not so late. We close the gate at 8:50am for campers' safety. If you arrive after this time, you will check in your camper(s) at the Main Office. We appreciate if you give us a heads up so we can let the counselors know their camper is on the way.



## What if your camper forgot to bring something important?

You are welcome to drop any additional items off in the Main Office.

## Pick-up

### Check-out (every day)

This goes just like Tuesday-Friday drop-off. When you arrive, you will stay in your car and follow the car line. A staff member will come up to your window and ask you to sign the check-out sheet. Someone will help your camper(s) get in the car, and off y'all go!



**If it rains, the car line will be directed to go by Landis Hall.**

# DAY CAMP DROP-OFF AND PICK-UP

## What about safety? Can anyone pick up my child?

Nope. These are the steps we will take together to prevent this from happening.

1. During registration, you will list every person who has your permission to pick up your camper(s). If you need to make changes to your pick up list at a later time, let us know. As your child's safety is very important to us, please tell us if there are any restrictions on who can have contact with your child.
2. On your camper's first day, we will give you two colorful placards with your camper's name. Place one on your dashboard, and give the other one to someone who might pick up your kids often.
3. When someone is in the car line, and tells our staff the name of the camper they want to pick up, our staff will check the placard on their dashboard. If it's not there, they will ask for an ID, and will check the camper's official pick-up list to match the name.
4. If an unauthorized person is trying to pick up a camper, the Camp Manager or the Program Director will call the #1 parent/guardian for authorization.
5. If this person is specifically on the no contact list you provided, we will secure the child, and call the #1 parent/guardian.

## Early Check-out

When campers leave early, they usually miss out on something fun, but we understand that sometimes they have no choice. **Please communicate any early departure plans in one of these two ways**, so we can have your camper ready to go when you arrive.

- A) Call the Office and let us know what time you'd like your camper to be waiting for you in the Office.
- B) Talk to the staff member in the morning car line, and let them know what time you'd like your camper to be waiting for you in the Office.

# FOOD AND ALLERGIES

## Eating at Resident Camp

We serve three wholesome meals a day for our campers in Resident Camp. Our cook prepares the food on site. Our fruit/salad bar is always open with a large variety of choices. During the evening activities we also serve a treat from the Snack Shop.

## Eating at Day Camp

Day campers can choose to order lunch through Camp or bring their own. Our cook prepares wholesome meals on site, and our salad bar is always available. During the afternoon, we offer a healthy snack to every camper (even those who bring their own lunch). Some lunch examples: mac 'n' cheese, chicken nuggets, tacos, hoagies, soup and grilled cheese.

## Special Dietary Needs

We are able to accommodate certain special dietary needs, as long as these are clearly communicated in writing at the time of registration (see camper's registration form). We HIGHLY recommend reaching out to our Food Services Director ([foodservice.menolan@gmail.com](mailto:foodservice.menolan@gmail.com)) to discuss the details of a camper's needs and how we are able to serve them well.

## **P-E-A-N-U-T FREE!!!**

Due to the severe allergic reaction accompanying peanut allergies, we have made Camp Men-O-Lan a peanut-free camp. We don't use peanuts in any of our kitchens, and we ask that you be especially careful not to pack any snacks or lunches with peanut products. Your cooperation can save a life!



# HEALTH AND WELLNESS AT CAMP

## Health Check

We want to make sure everyone at Camp is healthy so we can all have a great time. To ensure this we conduct a quick health-check during drop-off. This is intended to explore campers' current health condition, making sure that they don't suffer from anything that might be contagious. Please be kind and cooperative as we do this. It's for the benefit of everyone.

## Staying Healthy

1. **Stay hydrated:** bring a water bottle to Camp and USE it! We have water fountains and water jugs in place to help campers refill.
2. **Eat well:** encourage your camper not to skip meals and to eat their veggies!
3. **Washing hands** before meals helps avoid becoming sick.
4. **Sleep at night:** campers will need plenty of rest after being active outside all day.

## Sick Policies

For the sake of everyone, if the Nurse believes someone is dealing with a contagious illness, they will be sent home. Other health reasons for early departure:

- Fever
- Vomiting
- Pink eye
- Lice

Campers may return to Camp after being fever-free for 24 hours. In case of lice, the camper will have to leave Camp and apply treatment. They may return to Camp the following day. See more on lice treatment at <https://www.cdc.gov/parasites/lice/head/treatment.html>.



# HEALTH AND WELLNESS AT CAMP

## Injuries at Camp

There is a certain risk associated with playing outside and participating in outdoor adventure activities. We do our best to keep everyone safe, yet sometimes injuries occur in the midst of having fun.

If the camper's injury can be treated by the Nurse, they will take care of it, document it, and follow-up with the camper or his or her counselors.

If a camper's injury requires attention beyond the time frame of their camp session, the Nurse will notify the parents/guardians and give them details on the nature of the injury. The nurse may call during the week, or talk with the parents/guardians at pick-up time.

If a camper needs immediate medical assistance beyond the capacity of the Camp Nurse, we will call for an ambulance and notify the parents/guardians immediately.

## Medications at Camp

Our Camp Nurse or a designated Leadership Team member will administer medication to campers. They are only permitted to give out medication that was previously authorized in writing by parents. This applies to both prescription and over the counter meds. ALL medications must be given to the Nurse (or Camp Manager at Day Camp) at the time of check-in. Only asthma inhalers and epi-pens can stay with campers, and even these must be noted on the Medication Administration form.

## A Word on the Medical Form

During the registration process we ask you to fill out an entirely up-to-date medical form on your camper(s). Please make sure all information on it is correct and every question is answered. This is very important especially when the Nurse has to make good decisions on treatment provided to an unwell camper.

# HEALTH AND WELLNESS AT CAMP

## Emotional Health: Bullying

Men-O-Lan enforces a zero tolerance policy for bullying. We train our staff to recognize and handle bullying, and we need your camper's help to be successful. Please encourage your children before their camp session to report any bullying they notice, even if it is not in their cabin/group.

Our counselors take every report seriously and investigate the situation. We want to integrate every camper in the camp community. Ideally, a sincere conversation with all parties can turn things around for the better. However, if there is no change in the bully's behavior, as sad as we may be, we are going to send them home to protect everyone else.



## A Word on Mandated Reporting

Camp Men-O-Lan, as an organization working with children and youth, is a mandated reporter for suspected abuse per Pennsylvania law.

While we train our staff on what to do in a situation where a camper discloses sensitive information, we are not trained to be able to *determine* whether the reported issue was indeed abuse or not. This is why we follow guidelines given by Child Protective Services Laws and report any suspicion as required by the law.

We know that you love your children very much. We hope you will understand that we also care about our campers and want no harm to come them or your family. When we have to report a case, we pray for the entire family and hope that every situation will be solved in a way that is best for the children and youth.

# WHAT NO ONE LIKES TO TALK ABOUT

## Behavioral Challenges

In order to ensure that everyone at Camp is having a great time, we have certain rules we enforce. This is not to limit fun, but to minimize distraction so we can have fun. If a camper's behavior needs some adjustment, the counselors will do it in an age-appropriate manner, and, as much as possible, privately, so the camper is not embarrassed. We train our staff to look beyond the obvious behavior and try to identify the root cause of a challenging situation. They do their best to do this in a way that campers still feel loved and respected.

In the rare case when a challenging behavior does not improve after multiple attempts of resolution, we will consider the best interest of everyone involved (the camper, the rest of the group, the ministry), and make further decisions after consulting with the Leadership Team. As a very last resort, a camper may be sent home.

## Situations Beyond Camp's Abilities

We want to make sure every camper has a wonderful experience at Camp. Our staff is compassionate and loving, and trained to handle a variety of difficult situations. However, there can be challenges that are beyond our abilities. If a camper is in danger of harming him or herself or others, we are going to make sure that their family is notified and he or she leaves Camp in order to find a safe place where they can get the help they need.

While we do our best to accommodate the needs of all our campers, it is possible that we realize during a camp session that we are not equipped to provide the best care to a child or youth. In this case we will contact you to work out the best solution.

# A FEW FUN THINGS

## Have you seen Waldo?!

Waldo is a photo sharing application Men-O-Lan started using in 2019. With Waldo's help, parents are able to see camp pictures of their own campers. While we'll continue to share some favorites on social media, you will have access to photos relevant to your family through this app. For costs, sign-up, and a quick how-to watch your inbox in June!



## Take a little Camp with you!



Our Camp Store is open to both Resident and Day Campers at designated times. Make sure you check out our new selection, and pick up a hoodie, water bottle, or a pair of sunglasses to remind you of Camp even when you are far away.

## Stay in touch with your Resident Camper!



We encourage you to send a package, letter, postcard or email to your camper during their week at Men-O-Lan. To ensure quick delivery, please write your camper's cabin name on the envelope.

**Our address:** 1415 Doerr Road,  
Quakertown, PA 18951

## Email your camper!

There is one more easy way to communicate with your Resident camper during their week at Camp. On every camper's online account, on the bottom, left side of the dashboard, there is a box titled **One Way Communication**. To send an email, simply click on the **'New Email'** box and it will open to a dialog page for your email. Click **'Submit'** when you're done and your email will be given to your child during lunch time.

A great benefit of this feature is that you have complete control of who can email your child. Click **'Invite'** at the top of the box and you can enter up to six emails of people you give permission to communicate with your child. It's as easy as that!

**Please note:** the previously used camper email (camper.menolan@gmail.com) will NO LONGER be used for communication.

