



Summer Camp 2016

Re: Sherwood Forest Camp Mini Camp

*For children who are currently enrolled in and will complete 1<sup>st</sup> or 2<sup>nd</sup> grade during the 2015/2016 school year.*

Dear Parents and Guardians:

We are so glad your child is interested in participating in our Mini Camp program. This five-day program provides them with a wonderful introduction to the world of camping and the opportunity to develop some independence, since this is often their first time away from home.

Enclosed you will find lots of information about the Sherwood Forest Camp programs. This is not just a summer program. You will see that as your child grows, so do our programs and expectations. Our goal is to build a relationship with your child and your family that will last a life time. Mini Camp is just the beginning. We want to partner with you to help your child reach his/her full potential.

You will also find details about how to apply for the program. Remember, all forms and the \$25 deposit need to be submitted to Sherwood Forest Camp as soon as possible. Once the program is full we will start a wait list, but can not guarantee your child a space at camp. **Do not wait to apply for this program because of money! Please call us or include a note with your application if you are concerned about paying for camp.**

You should also know that Sherwood Forest Camp is a not-for-profit organization and our goal is to reserve 80% of our spaces for families who qualify for the Summer Food Service Program. Please do not let this stop you from applying. Up to 20% of our spaces are available to children whose families do not qualify.

Please note: the fee for summer camp is \$75 for your first child and \$50 for each additional child from the same family. The actual cost of summer camp is over \$160 per child per day, which means a 5-day session actually costs \$800 per camper. We do not expect you to pay this amount, we just wanted to make you aware of the actual monetary value of the program. We also want to let you know now that we are considering an additional increase for the summer of 2016. As we have said, we want all children to be able to attend camp, so please call us if you are concerned about paying for camp.

As you review this information and we move through this process, please let us know if you have any questions. Thank you!

Sincerely,

Michael J. Castulik  
Camp Director

2708 Sutton Boulevard | Saint Louis, MO 63143 | P (314) 644-3322 | F (314) 644-3330 | [office@SherwoodForestSTL.org](mailto:office@SherwoodForestSTL.org)



# Parent and Camper Handbook

-Summer 2016-

*Important information!  
Do not discard!*

Please read this information before signing  
your child's application!!





Re: Summer 2016

Dear Parents and Guardians,

Sherwood Forest is a year-round youth development organization with programs uniquely anchored in month-long residential camp experiences. By balancing traditional camp adventures with evidence-based programs that reinforce and support school-year learning, Sherwood Forest connects with, educates, and inspires the youth of St. Louis. A child who begins our programs at the end of 1<sup>st</sup> grade has the opportunity to “grow up” with us over the next 9 years, and we are steadfast in our commitment to each and every child.

At Sherwood, we believe education and opportunity are rights fundamental to all children. This vision guides our mission: transforming the lives of children through powerful programs that allow them to discover their self-worth, realize their potential, and become productive citizens. ***Simply stated, we help kids discover the best in themselves so they can grow up to do good in the world.***

Our children come from diverse racial, ethnic, socio-economic, and religious backgrounds. The diversity of our campers and staff help make Sherwood Forest a place where all children can feel welcomed, recognized, and respected.

Swimming, canoeing, creative and performing arts, hiking, climbing our Tango Tower, cooking, and camping out are just a few of the exciting activities campers get to do while they are at camp. Campers are encouraged to accept responsibility for themselves, consider others’ perspectives, and take part in decision-making. To help you prepare for your child’s time at camp, please read the following information carefully.

**Before deciding to send a child to Sherwood Forest Camp**, you should carefully consider the readiness of your child to be away from home for an extended period of time, live with other children, follow camp rules, and accept the direction of their peers and adults who are not their parents/guardians. The following information is provided to help adults and children understand more about our camp and, based on that information, to determine their readiness to participate in a residential summer camp experience.

This book has been designed to answer many of the questions you may have before a child applies to camp, but if you have additional questions, please call our office at 314-644-3322. Please review this information carefully. When you sign your child’s application, you state that you understand and will follow these policies.

Sincerely,

Michael J. Castulik  
Camp Director

2708 Sutton Boulevard | Saint Louis, MO 63143 | P (314) 644-3322 | F (314) 644-3330 | office@SherwoodForestSTL.org

SherwoodForestSTL.org



United Way  
of Greater St. Louis



# 2016 Summer Camp Dates

Note: Grade refers to the grade your child will **complete** during the 2015/2016 school year, just prior to attending camp for the summer.

## Programs for Boys

**Mini Camp:** 1<sup>st</sup> & 2<sup>nd</sup> graders *Co-ed*  
One 5-day session ♦ June 3 - 7

**26-day Program:** 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> graders  
Boys 26-day session ♦ June 10 – July 5

### ***LEADERSHIP PROGRAMS***

**Challenge:** 6<sup>th</sup> graders  
Boys 26-day session ♦ June 10 – July 5

**Trek:** 7<sup>th</sup> graders  
Boys 26-day session ♦ June 10 – July 5

*Note: to participate in **Adventure**, campers must have completed the Trek program; to participate in **Journey**, campers must have completed Adventure*

**Adventure:** 8<sup>th</sup> graders  
Boys 26-day session ♦ June 10 – July 5

**Journey:** 9<sup>th</sup> graders  
Boys 26-day session ♦ June 10 – July 5

## Programs for Girls

**Mini Camp:** 1<sup>st</sup> & 2<sup>nd</sup> graders *Co-ed*  
One 5-day session ♦ June 3 - 7

**26-day Program:** 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> graders  
Girls 26-day sessions ♦ July 12 – August 6

### ***LEADERSHIP PROGRAMS***

**Challenge:** 6<sup>th</sup> graders  
Girls 26-day sessions ♦ July 12 – August 6

**Trek:** 7<sup>th</sup> graders  
Girls 26-day sessions ♦ July 12 – August 6

*Note: to participate in **Adventure**, campers must have completed the Trek program; to participate in **Journey**, campers must have completed Adventure*

**Adventure:** 8<sup>th</sup> graders  
Girls 26-day sessions ♦ July 12 – August 6

**Journey:** 9<sup>th</sup> graders  
Girls 26-day sessions ♦ July 12 – August 6

Please note that your child will be placed on a waiting list without a completed application **and** deposit!

- ♦ If you would like information about camp sent to another family, call our office at 314-644-3322 and speak with the Camp Registrar.
- ♦ Spaces in each program are limited, so please don't delay in returning your child's application for the summer of 2015. **Do not wait to enroll your child because of financial concerns. Please call our office or include a note with your child's application if you are worried about paying for camp.**
- ♦ Priority will be given to return campers and then to waitlisted camps and new campers from low income families.



## 2016 Summer Camp Programs

Since 1937, Sherwood Forest Camp has been providing summer camp programs to children from the St. Louis area. Although the mission and the heart of our organization have not changed, we are always working to adapt and improve our programs to meet the needs of the children we serve. Whether your child has been attending Sherwood for years or you will be a Sherwood parent for the first time this year, we want to keep you informed of how summer camp is growing and changing. We also want to make sure you understand how each year of our program builds upon the previous years. Our goal is that once a child joins the Sherwood family, he or she grows up with us, graduates from high school, attends and graduates from college or trade school, and eventually becomes a positive, productive member of society. Our programs are designed with this goal in mind, and we work closely with education experts, artists, teachers, and other professionals to expose children to new, innovative, and exciting opportunities.

Below is a brief description of each year of our program. The grade shown refers to the grade your child will complete during the 2014/2015 school year just **prior** to attending summer camp. Children can attend Sherwood Forest as first-time campers from 1<sup>st</sup> through 7<sup>th</sup> grades.

- ◆ **Mini Camp** (1<sup>st</sup> and 2<sup>nd</sup> graders): This 5-day program is designed as an introduction to residential camping. Children this age have not spent many nights (if any) away from home or family, so this program is designed to help them take their first steps towards independence. Campers live in cabin groups of six to nine campers with two or three counselors. They participate in activities as a group and are exposed to a variety of the activities we offer.
- ◆ **Boys and Girls Camps – 26-day Programs**
  - **3<sup>rd</sup> graders:** Children completing the 3<sup>rd</sup> grade participate in a program designed to strengthen their independence and improve their decision-making skills. Campers again live in cabin groups of six to nine campers, but at this level of the program, they select their activities as individuals and travel to those activities on their own. All 3<sup>rd</sup> graders take part in our Book Club, strengthening their language art skills in a fun and engaging way. Campers participate in overnight trips to deepen their respect for the natural environment.
  - **4<sup>th</sup> graders:** As 4<sup>th</sup> graders, campers are able to set and achieve goals during their 26-day stay at camp. They have the opportunity to truly develop skills throughout the session by establishing a goal (such as learning how to swim) and then working to achieve that goal. 4<sup>th</sup> grade campers go on overnight trips suited to their skills and interests.
  - **5<sup>th</sup> graders:** 5<sup>th</sup> graders begin working on the skills they will need to be successful in the Leadership Training Program (*below*). Their overnight trips become a little longer, and they progress further on their goals from the previous year. They demonstrate their ability to be independent, make decisions, set goals, and work to achieve those goals.
- ◆ **Leadership Training Program – 26-day Programs** – Founded in 1942, the Leadership Training Program teaches adolescents to recognize, use, and improve their innate leadership abilities. Throughout their four years in the program, campers work on the following skills: responsibility, self-discipline, effective communication, problem-solving, and teamwork. One must possess all of these skills in order to become a successful adult.
  - **Challenge** (6<sup>th</sup> grade): In this year of the program, campers work on identifying their individual strengths and areas for personal growth through multiple two- to four-day wilderness backpacking and river trip experiences over the course of their 26-day stay at camp.
  - **Trek** (7<sup>th</sup> grade): At this level of the program, campers are given the opportunity to tailor their Leadership experience. Although all will still participate in short wilderness trips, some campers will progress on an extended Wilderness Track and other will choose an Art Track. In the Wilderness Track, through extended backpacking and river trips, campers travel over 100 miles on excursions (varying in length) to strengthen their team-building skills and deepen their understanding of, respect for, and appreciation of the outdoors. In the Art Track, through the production of a play, campers work on their team-building skills and deepen their understanding of, respect for, and appreciation of the arts.
  - **Adventure** (8<sup>th</sup> grade): Campers begin to look at themselves as part of a community and examine how they can use their individual and team strengths to benefit that community. They begin thinking about their lives after high school and plan and complete a week-long trip which includes community service and college campus visits.
  - **Journey** (9<sup>th</sup> grade): While at camp, Journey campers plan and execute a trip out-of-state ranging in length from 8 to 12 days. Campers begin looking beyond their community to the world. They complete significant community service projects, visit colleges and universities, and learn about historical sites across our country.
- ◆ **Leadership Training Graduate Program** – We keep in touch with campers after they graduate from our Leadership Training Program. Our post-Leadership Training follow-up efforts are still under development, but we want you to know what the program will look like over the next few years.
  - **Counselor-in-Training (CIT)** – Leadership Training graduates completing the 10<sup>th</sup> or 11<sup>th</sup> grades have the opportunity to return to camp and earn a stipend as they work with the CIT Coordinator and transition from a camper to a staff member.
  - **Support for Success** – Although this program is still under development, its goal will be to provide support to Leadership Training graduates as they continue their high school journey, and prepare for and complete their post-secondary education.

**Additional details about your child's specific program may also be included with his/her registration materials, but please call us if you have any questions.**

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# Frequently Asked Questions

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## When can my child apply for camp?

The application process for camp begins in late September/early October but we continue to accept them on a “rolling” basis. Spaces are open to returning campers first. We then consider the applications of campers who were on the wait list the previous summer and the applications of new campers whose siblings attend or have attended camp. Priority is given to those campers who qualify for the Summer Food Service Program. Finally, applications of new campers are considered. Again, priority is given to campers who qualify for the Summer Food Service Program. Our goal is to allocate at least 80% of our spaces to campers who qualify for the Summer Food Service Program. Applications will be accepted until all spaces are filled. Children will be placed on a waiting list if all spaces are full when their application is received or if their application is not complete. **Do not wait to apply for your child to attend camp due to financial concerns. Please call us if you are worried about how to pay for camp.**

## What is the fee for camp?

1. The fee for one child to attend Sherwood Forest Camp is \$75, which includes a non-refundable registration fee of \$25 and a \$50 camp fee, regardless his/her length of stay.
2. The fee for each additional child from the same household is \$50, which includes a non-refundable registration fee of \$25 and a \$25 camp fee.

## Do I need to send a deposit?

Yes! For each child you are registering for camp, a non-refundable \$25 deposit **MUST** be included with the completed application or else he/she will be placed on a waiting list.\* This \$25 deposit is part of the entire fee. **The remainder of your fee(s) is/are due by April 15, 2016.** If you enroll after April 18<sup>th</sup>, the entire fee is due at the time of enrollment.

\* Do not wait to apply for your child to attend camp due to financial concerns.

Please call us or include a note with your child’s application if you are worried about how to pay for camp.

## How can I help others attend camp?

Did you know that the **actual cost** of camp is \$160 per camper per day? That means a 5-day session actually costs \$800 and a 26-day session costs \$4,160 per child. Your child’s camp fee only covers a small portion of this cost. Please join with others in our community by contributing to our scholarship fund. If you choose to do so, please mark the amount you would like to contribute on the back of the application. A contribution of any size is welcome. Every dollar helps!

## What is the Summer Food Service Program (SFSP) and does my family qualify?

The Summer Food Service Program is similar to the school lunch program and helps to offset the cost of food for children while they are at camp. In order for our program to receive funding, we must have an Income Eligibility Form completed by each family and signed by an adult household member. You need to complete the form even if you do not think your family will qualify. Your family does not have to qualify for your child to attend camp, although priority is given to children whose families do qualify. The fee for summer camp is the same for all campers. There is no additional charge for food if your child does not qualify. All campers share in the same family-style meals. Additional information can be found on the letter with the Income Eligibility Form.

## Why do you ask our family income?

We use it for the Summer Food Service Program, as well as for reporting purposes. We are a United Way funded agency, and UW and other grantors request information and data on the children we serve. We summarize the collected information when answering their questions. Your personal information is kept confidential. Also, for new campers, priority will be given to those from low income families.

## How does my child apply for camp?

1. Sit down with your child and review all the information included in the application packet. Make sure to review the expectations for the program for which he/she is applying. Additional information about the programs may be found on our website or you can contact our office. If he/she is still interested...

Complete and return the items listed below. Make sure to include all information needed for your child's program, based on the grade he/she will complete during the 2015/2016 school year just prior to attending camp for the summer. **A**

**separate application is needed for each child. All campers need the following items in order to apply for summer camp:**

- \$25 non-refundable deposit, which is part of the entire fee.\*
- Completed application signed by parent/guardian. Please make sure there is an answer for every question!
- Summer Food Service Program (SFSP) Income Eligibility Form (one form per family is fine **if** you list all family members on the form)
- Health History Form signed by a parent or guardian, including the child's immunization record (You can either complete the immunization record as part of the Health Form or attach a separate copy of your child's immunization record.) **A new copy is needed each year** as we do not keep them on file.
- Copy of Health Insurance Card (front and back) if the child is covered by health insurance or Medicaid. If child is covered by primary and secondary insurance, please include copies of both cards. Make sure all copies are labeled with your child's name and birth date.

**In addition, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade** campers must also submit:

- Goals and Objective Form

**In addition, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade** campers must also submit:

- Leadership Statement of Purpose, Goals, and Objectives Form
- Expectation and Agreement Form
- New campers only*: Two References (completed by a teacher, counselor, coach, etc.)

7. We will contact you within three weeks of receiving of your child's application to confirm receipt, let you know the status of the application, ask any additional questions, and/or set-up an interview between your child and a staff member.
  - All campers attending a 26-day session for the first time must interview **in person** with a Sherwood Forest staff member.
  - All new or returning campers entering the Leadership Training Program for the first time must interview **in person** with the Camp Director.
  - All Adventure and Journey Campers must interview **in person** with the Leadership Director.
  - All campers who are on conditional return **Must** meet with Camp Director to discuss any concerns from their previous camp experiences

**A parent or guardian must attend the interview as well.**

8. After additional information has been gathered and all interviews have been completed, we will confirm your child's placement in a camp program in writing via email, postcard, or letter.
9. Two weeks prior to your child's camp session, we will send a letter with last-minute details.

**\*\*Note:** Please show this handbook to all friends and family members (including joint- or non-custodial parents, grandparents, etc.) who are close to your child and may want to be informed about his/her summer plans. With your permission, we are happy to talk to them by phone or in person about the program before your child leaves for camp.

\* Do not wait to apply for your child to attend camp due to financial concerns.

Please call us or include a note with your child's application if you are worried about how to pay for camp.

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## Transportation

We provide transportation to and from camp by school bus and/or camp vans. Once at camp, campers may be transported to or from camp activities off-site, or to and from the camp doctor. Only trained staff members at least 21 years of age, whose driving records have been checked and approved by our insurance company, drive camp vehicles.

The camper pick-up/return points are shown below:

Pick-up on first day of camp:

- ◆ Holman Middle School, St. Ann 8:00 a.m.
- ◆ Kingshighway Entrance at Tower Grove Park, 8:15 a.m.
- ◆ Wal-Mart parking lot, by Payless Shoe Source,  
3270 Telegraph Road 9:00 a.m.
- ◆ If parent/guardian is driving the camper to camp,  
he/she needs to arrive at 11:30 a.m.

Please have your child at the bus stop 10 – 15 minutes early so that the buses can leave promptly. If you have any questions, please contact the Camp Registrar at 314-644-3322. Also, make sure your child eats breakfast and uses the restroom before boarding the bus, since food and drink are not allowed on the bus, and the ride to camp is approximately 2 ½ hours. A letter will be sent two weeks before the session begins to remind you about last minute details.

Return time depends on when the buses leave the camp facility at the end of each session and on the bus route. All campers will return in the late afternoon/early evening on their return date. We will send a postcard a week prior to your child's return home with an estimated return time. Campers usually arrive within 15 minutes of the estimated time, but they can arrive early or be delayed because of traffic. Campers are returned to their originally scheduled pick-up location. Please call the main office 314-644-3322 at least 48 hours prior to camper departure to change a pick-up or drop-off location. **Make sure you gather all your child's belongings before you leave the bus stop! Items left at the bus stop may be thrown away or donated elsewhere at the discretion of the camp staff.**

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# Life at Camp

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## Campsite

Our camp is located 110 miles south of St. Louis on 487 acres of wooded and rugged hills and valleys. There are three villages at camp: one village (where 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grade campers live) has cabins with attached bathrooms, and the other two villages (where 4<sup>th</sup> through 9<sup>th</sup> grade campers live) have separate but central washhouse facilities. Your child's age/grade will determine his/her village. All villages have electricity; bathroom facilities have electricity, hot and cold running water, individual shower stalls, and flush toilets. While some cabins are accessible to persons with limited mobility, our entire campsite is not. The terrain is hilly and rugged; we walk on wooded trails or dirt roads everywhere we go in camp.

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## Who will be successful at camp?

Campers who attend Sherwood Forest **must want** to go to camp. Most children make a rapid and easy adjustment to camp life. If a child is sent to camp against his/her will, or with unrealistic expectations of what camp will be like, the adjustment will take much longer, be more difficult, or, in some cases, never take place. **Please discuss camp thoroughly with your child.**

- ◆ Remember, first and foremost, your child **must want** to go to camp. Campers in 3<sup>rd</sup> to 9<sup>th</sup> grades attend camp for 26 days. Children must stay at camp the entire 26-days. Missing home is not a reason to leave camp.
- ◆ They should be able to live and get along with other children.
- ◆ They should be able to take direction from young adults.
- ◆ They should be able to take responsibility for their actions.
- ◆ They should be able to function in a ratio of four campers to one adult.

**All campers attending camp for 26 days for the first time, entering the Leadership Training Program for the first time, or participating in Adventure or Journey must interview *in person* with the camp staff.** If you have any questions or concerns regarding this policy, please contact the Camp Director for clarification before your child applies to attend camp.

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## Camper Conduct

We believe that all campers have the right to a safe, fun, and memorable camping experience. We expect campers to be respectful, responsible, and cooperative. In order for this experience to be positive for your child, it is important that both you and your child understand Sherwood Forest Camp's rules of conduct and what is expected of campers in terms of their behavior.

- ◆ **You AND your child MUST read, discuss, and sign the *Camper Conduct Policy Agreement in the application packet.***
- ◆ Consequences will be enforced. These may include taking time out, losing privileges, or, if deemed necessary by the Camp Director, being sent home for not following the *Camper Conduct Policy Agreement*. ***Sherwood Forest Camp will not refund fees if your child is sent home for behavior issues and transportation home from camp will be your responsibility.***

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## Overnights

With the exception of Mini campers, all campers at Sherwood Forest participate in camping overnight trips. Overnights include short trips up the nearby valley lasting one night, or they can be extended hiking or river trips lasting up to eight days in length. Please refer to the description of the program in which your child will participate for specific details of their age appropriate trip(s). While at camp, we will help your child prepare for these trips through participation in the following activities: swimming, canoeing, and learning outdoor living skills (setting up a tent or tarp shelter, building a fire, cooking over a fire, etc.).

## Swimming and Water Safety

We have a swimming pool at camp monitored by trained lifeguards. The pool depth progresses from two feet to nine feet. When arriving at camp, all campers are required to take a test to assess their swimming ability. Depending on their swimming skills, campers are given a "swim band" which signifies the depth of water in which they are allowed to swim. Campers are encouraged to take swim lessons during their session to improve their skills, and they may re-take the swim test when they feel ready to try for a new swim band.

Although campers are required to wear life jackets when canoeing or participating in activities on a lake or river, campers participating in river trips will need to demonstrate mastery of specific swimming and canoeing skills before participating in these trips. Depending on the program in which your child is participating, he/she may be required to take swim lessons to reach the level necessary for his/her trip(s).

## Typical Daily Schedule

7:30	Wake Up
7:50	Logs (Village meetings)/Servers
8:10	Flag Ceremony
8:20	Announcements
8:30	Breakfast
9:15	Cabin Clean-Up
10:00	Morning Activity Block
12:00	Servers
12:15	Announcements
12:20	Lunch
	Cabin Meetings
	Siesta (Rest time)
2:15	Second Activity Period
4:00	Third Activity Period
5:30	Logs (Village meetings)/Servers
5:50	Flag Ceremony
6:00	Dinner
	Announcements
	Songs
7:30	Evening Program
8:30	Campfire
9:00	Quiet time in cabin followed by Bedtime

## Program Activities

Each camp program is geared to campers' abilities, interests, needs, and skill development. Sherwood Forest Camp offers a wide range of activities. The following is a sample of the activities we offer:

*Remember that activities offered change from session to session based upon campers' interests, artists-in-residence, and other specialists who may be visiting camp.*

- ◆ Tango Tower
- ◆ Library / Literacy
- ◆ Archery
- ◆ Field Games
- ◆ Backpacking
- ◆ Swimming
- ◆ Canoeing
- ◆ Funyaks
- ◆ Outdoor Cooking
- ◆ Hikes & Nature Games
- ◆ Ropes Course
- ◆ Orienteering
- ◆ Adventure Sports
- ◆ Campcraft Skills
- ◆ Ceramics
- ◆ Drawing
- ◆ Painting
- ◆ Tie Dye
- ◆ Music
- ◆ Dance
- ◆ Nature Art

## Food Service

Campers receive three healthy, balanced meals and a snack each day. Fresh fruit is available throughout the day. Meals are served family-style in our dining hall. Vegetarian alternatives are available for campers and staff. Due to the requirements of the Summer Food Service Program and the amount of calories children burn while they are at camp, we are unable to accommodate vegans. Please call us if your child has a gluten allergy. We will need to discuss whether appropriate accommodations can be made. Our kitchen staff is able to accommodate most other special dietary needs, especially those related to food allergies, but not those related to food preferences. Please make sure to note allergies on the camper's *Health History Form*.

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## Laundry

For campers staying 26 days, laundry is done three times during the camp session. Laundry is done by cabin group and village either onsite or at a local laundromat. **Please mark ALL of your child's belongings with his/her name in permanent marker.** Because laundry is done by cabin group and village, your child's clothing will be mixed with other campers' clothing. **It is your child's responsibility to care for his/her belongings while at camp and to claim them when they return to the village.** Even though items come back from being washed, you would not believe the number of items that go unclaimed in a village that later, at home, are claimed to "have been lost in the laundry". (We also find a large number of socks around camp. By the end of the session it is impressive that anyone is wearing socks at all. But we digress...) **Sherwood Forest Camp will NOT be held responsible for lost or damaged items.** Do not send anything that, if ruined or lost, would cause you or your child to become upset.

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## Camper Supervision

At Sherwood Forest, campers are carefully supervised. They live in groups of six to nine campers who are approximately the same age and grade in school. Groups have two or three leaders; in some groups one of the leaders may be a high school student in a junior staff or Counselor-in-Training role. At least one adult group leader will live in the cabin with the campers.

During Mini Camp, campers travel to their activities with their counselors as a group. Program instructors teach the activities and provide additional supervision for campers.

During Boys and Girls Camp and the Leadership Training Program, group leaders (cabin counselors) teach in an activity area and live in cabins with campers. Campers select their own activities and travel to them as individuals. At the beginning of each activity period, instructors take attendance. Most of the time, campers are in the immediate proximity of one or more staff members. However, there are brief periods of time during day and evening activities when staff members in the general vicinity supervise campers. Additional staff members may be assigned to the group to maintain the necessary supervision ratios set forth by the camp when staff are on break. Sometimes, 16-year-olds in our Counselor-in-Training (CIT) Program may observe and/or assist in leading groups.

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## Camp Store

Your child may want to bring home something to help him/her remember camp. We sell a variety of souvenirs such as t-shirts, sunglasses, sweatshirts, and carabineers (key chain/hook), ranging in price from 50¢ to \$25. Purchasing something from the store is optional, so you should not feel obligated to send your child to camp with Camp Store money. A list of what is available for sale will be sent about two weeks prior to your child's first day of camp.

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**Campers Helping Others**

We would like to give your child the opportunity to make a contribution that can help another. If your child has any money from their Camp Store account left at the end of camp, and he/she would like to donate it to a charity chosen by the Leadership campers, your child can designate a part of his/her remaining account for that purpose. This is entirely voluntary, and children do not have to contribute if they do not want to or if you, as parent/guardian, object. Even though they may not have much money in their account, they have big hearts. Giving children a chance to contribute a little of what they have helps them to know that they can make a difference in the life of another. Perhaps you feel the same way. Please let our Camp Director know if you do **not** want your child to participate in this project.

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**Birthdays at Camp**

If your child will be celebrating their birthday at camp, know that we will make it a fun, memorable experience. If you would like to send your child a birthday package or card, please send it well in advance of his/her birthday. Write on the outside "Birthday card/package. Please deliver on (date)". We will hold this mail to ensure it is delivered at the appropriate time. **Do not send food or snacks to camp.** We serve three meals a day with snacks available throughout the day, and we will prepare a special birthday treat for your child. Food outside of the kitchen tends to attract animals to the cabins, and remember, campers don't like sharing with mice and raccoons. Refer to the section about packages from home for other gift ideas. If food is brought or mailed to camp, it will be kept in the office and will be packed on the bus to go home with the camper.

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# Health Care

## Health Care and Medication

Sherwood Forest has a Health Center, and a nurse is on staff while children are at camp. During some sessions, a student nurse may also be in residence. Our Camp Nurse consults with a licensed physician. The nearest trauma facility is in Arcadia Valley, about 30 minutes from camp. Reynolds County, where the camp is located, provides ambulance service, and the camp is a member of Air Evac Lifeteam. Health history information must be up-to-date and submitted to the camp office with the child's application, and may be updated prior to the child coming to camp. Campers have a health screening at the beginning of the session and/or prior to getting on the bus.

Please carefully and completely answer each question on the *Health History Form*. We ask these questions so we can provide the best care possible for your child. We must have an updated *Health History Form* completed and signed each year. The form is not complete without a current immunization record and health insurance card. **We can not pull your child's immunization record from last year.** Please write your child's name and birth date on the copy of his/her health insurance card.

### \*\*Medication Procedures\*\*

**Please make sure you read this very important message concerning you child's medication while at camp:** We are asking for your help to ensure the delivery of your camper's medication quickly and efficiently the first few days of camp. When campers arrive at camp, our nurse is overwhelmed with medication and last-minute forms. In order to help her sort quickly through all this important information while still delivering medication in a timely manner, we are asking you to pre-pack the first three (3) days of your child's medication. The nurse will prepare the remaining 23 days of medication following camp procedures once your child is at camp.

About one month before camp, we will mail you pre-labeled envelopes for this purpose and directions for how to prepare them. Each envelope is labeled with the day of camp and identifies if it is for morning or afternoon/evening administration.

Please make sure that remaining medication is sent to camp in the original container(s) showing your child's name, and ensure that you have sent enough for the entire session. On the *Health History Form*, please write explicit instructions for dispensing and/or using the medication. If your child has over-the-counter medication (including vitamins, creams, and herbal remedies) it must also be in the original containers with explicit written directives for use. **Place all envelopes and the remainder of your child's medication in sufficient quantities for his/her entire stay in a Ziploc bag in your child's luggage. Please make sure each medication and the ziplock bag is clearly labeled with your child's name in black marker.** During our check-in procedures, campers will give it to the Camp Nurse. Medications are kept in the Health Center and dispensed according to prescription or written health care procedures. Exceptions are made for items such as rescue inhalers, epi-pens, and prescribed face wash and/or ointments, which will be logged by the Camp Nurse, and may be returned to campers to be used as needed. **NOTE:** Camp is a structured environment. If your child takes medication during the school year, please send that medication to camp. **NOTE:** If your child uses an inhaler we strongly encourage you to send a back-up inhaler for safekeeping in the Health Center.

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## Health Care and Medication (continued)

on a regular basis, as we stock these in the Health Center. You may send these (along with specific written instructions) if your child does takes them on a regular basis. Please send **a written update** to the Camp Nurse if your child's medical status changes prior to his/her arrival at camp. Changes include but are not limited to: medication changes, recent illness or injury, onset of menstrual cycle, etc.

Insect bites, headaches, minor poison ivy, upset stomachs, cuts and scrapes, etc., are considered routine medical care. **It is our policy to contact parents only if a child experiences illness or injury requiring more than routine medical care.** Please remember that your child is our first concern. First, we will seek the necessary treatment; then, we will follow-up with you. Please feel free to contact the Camp Director or Camp Nurse to ask any questions about your child. **Please be sure you have provided accurate contact information and an additional emergency contact who will be available while your child is at camp.**

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## Health Insurance

If your child has health insurance or Medicaid, please provide a copy of his/her health insurance card labeled with their name and birth date. Sherwood Forest's medical insurance is secondary coverage; if a camper requires medical treatment and has medical insurance, the parent will be billed as having primary coverage.

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## Emergency Contact

On both the *Application* and *Health History Form*, we request an emergency contact. **This needs to be someone other than a parent or guardian who will be available (not on vacation or away from home) while your child is at camp and able to take care of your child should he/she need to return home.** Please be assured that we will try first to contact you as a parent or guardian, but if we are unable to reach you, we will try the emergency contact.

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## Traveling While Your Child is at Camp

If you must be out of town or you will be unavailable while your child is at camp, please make sure to call camp and let us know who we can contact in your absence. This person must be able to competently talk about your child and take care of your child if he/she must return home from camp.

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## Sunscreen

We provide sunscreen with UVA and UVB protection for your child to use while at camp. We constantly remind campers to wear and reapply sunscreen, but we are not able to individually monitor each child to ensure that they are reapplying as needed. Although all counselors and staff are persistent about this issue, we ask that you to talk to your child about this before they arrive at camp. Teach him/her the importance of applying sunscreen often and liberally.

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## Bedwetting

Does your child have any trouble with bedwetting? Children play hard at camp and are often so tired that they do not wake up in the middle of the night to use the restroom. We know this is a very personal issue, but if your child struggles with this issue at all, please **be sure to note it** on his/her *Application* and *Health History Form*, along with any strategies that have worked at home. Please discuss the situation with your child's doctor, as there are medications that may help. If medication is not recommended, please consider sending him/her with some Goodnights or other form of night time pull-ups to wear to bed at camp. Even if this is not a regular occurrence, please discuss with your child what he/she should do if they do have an accident while at camp. Let your child know that if he/she has an accident which leaks onto their clothes or sheets, he/she should let their counselor know right away. His/her counselor will help him/her privately change bed sheets and get pajamas washed.

**Please note:** Campers participating in Leadership Training need to discuss any bedwetting issues with the Camp Director because a plan needs to be in place in order for them to have successful extended hiking and river trips.

# Staying In Touch

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## Camp Contact Information

### St. Louis Office

Sherwood Forest 314-644-3322  
2708 Sutton Boulevard 314-644-3330 fax  
St. Louis, Missouri 63143 [www.sherwoodforeststl.org](http://www.sherwoodforeststl.org)

### Camp Office ~ This is where you can write to your child (see below).

Sherwood Forest Camp 573-637-2476  
P.O. Box 210 573-637-2478 fax  
Lesterville, MO 63654 [office@sherwoodforeststl.org](mailto:office@sherwoodforeststl.org)  
[camp@sherwoodforeststl.org](mailto:camp@sherwoodforeststl.org)

If you provide us with a working email address, your child's Village Director may send periodic emails about how your child is doing. Please add [camp@sherwoodforeststl.org](mailto:camp@sherwoodforeststl.org) to you address book so you can receive these message.

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## Packages

Please feel free to send a package to your child while they are at camp, but don't feel obligated to do so. **Please do not send food, snacks, etc.** We serve three healthy meals a day and snacks are available throughout the day. Food outside of the kitchen tends to attract animals to the cabins, and trust us: campers don't like sharing with mice and raccoons. **If food is brought or mailed to camp, it will be kept in the office and will be packed on the bus to go home with the camper.**

Wondering what other things you could send? Try sending new t-shirt, shorts, baseball cap, face paint, hair accessories, nail polish, sunglasses, a new book, a card game, a pillowcase that could be autographed, a stuffed animal, friendship bracelet supplies, a new fun toothbrush. Think random and fun. Remember: Everything you send should be labeled with your child's name and be able to be packed for home easily!

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## Letters and Emails

Your child will be looking forward to letters or notes from home. From St. Louis, mail takes approximately 3 – 4 days to arrive at camp. Please send a cheerful letter, postcard, or email ([camp@sherwoodforestcamp.com](mailto:camp@sherwoodforestcamp.com)) at least once during the session and more often if possible. If possible, we encourage you to send your child a letter, note, card, or email at least one week before he/she arrives at camp. That way they will have a little something from home right when they arrive. This is how you should address the envelope:

**{Your Child's Name}**

**Sherwood Forest Camp**

**P.O. Box 210**

**Lesterville, MO 63654**

Emails can be sent to [camp@sherwoodforeststl.org](mailto:camp@sherwoodforeststl.org). They will be printed and delivered to campers daily.

Please do not relay disturbing news, such as hospitalization or illness of a pet or family member, to your child in a letter. Please call us if you have something important to tell your child and the Camp Director will advise you as to how best to handle the situation.

We encourage your child to write home, but we do not require it. If you would like to receive letters from your child, please send them with stationery and self-addressed, stamped envelopes or postcards. This will not guarantee you will receive a letter, but it will increase the chance that you will receive one. Do not be surprised if the letters you receive are short. It doesn't mean your child does not have a lot to say, it just means that he/she is too busy to say it.

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I received an "I'm unhappy" letter. What should I do?

First, take a deep breath. Then, call camp at 573-637-2476 and ask to speak with Michael, our Camp Director. Sometimes campers write home the moment they are presented with a challenging situation. Remember, mail takes three or four days to reach St. Louis, so often by the time you are reading the letter the concern has been resolved and has been totally forgotten. However, please call us right away to make sure the problem has been addressed, even if your child writes, "please don't call camp." **Please do not respond with a letter stating, "If you continue to be unhappy, homesick, etc., you can come home."** This almost always guarantees that your child will not work to resolve the issue that is bothering him/her. Again, please call us so we can work with your child to resolve the issue and update you on how he/she is doing.

Remember that camp is an opportunity for your child to grow as an individual by learning to trust other caring adults and to find solutions to challenges on his/her own. When you and your child decide that he/she will participate in our program he/she is committing to staying at camp for the **entire session**. If you choose to pick up your child from camp at any point in the session, the Camp Director will decide if your child is eligible to return to camp the next summer or any point thereafter. Please also see our note about Homesickness, below.

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## Homesickness

Our staff is trained to work with children and be sensitive to their needs. It is common for children to experience a bit of homesickness as they adjust to camp life. They may even write and ask you to come get them. If this happens, do not be alarmed. Homesickness usually doesn't last long, and successfully overcoming it is a great life skill. Please remember that any letter you receive was written three or four days ago, and your child is probably fine now. If you are concerned at all, please call 573-637-2476 and our Camp Director, Michael Castulik, will be happy to speak to you.

Prepare your child to be successful. Before he/she leaves for camp, reassure him/her about the fact that he/she may miss home, but camp will be a great experience and a lot of fun. Make sure they understand that they will **not be able to call home** or return home and that there is not a "trial period" at camp. Do **NOT** say, "Just try it, if you don't like camp, I will come and get you." Be positive, saying things like:

- "I know you are going to have fun."
- "I can't wait to hear about all the things you did and learned."
- "I want to hear all about your cabin, camping trip, Tango Tower experience, etc."

Please make sure your child wants to come to camp and involve him/her in the process of getting ready for camp. Allow him/her to help pack his/her suitcase and locate the supplies he/she needs. If your child has questions you can't answer, just give us a call – 314-644-3322.

If you receive a letter from your child that he/she is homesick, please read the section above and then call camp at 573-637-2476. Ask to speak with Michael, our Camp Director. **Please do not respond with a letter stating, "If you continue to be unhappy, homesick, etc., you can come home."**

Remember that camp is an opportunity for your child to grow as an individual by learning to trust other caring adults and to find solutions to challenges on his/her own. When you and your child decide that he/she will participate in our program he/she is committing to staying at camp for the **entire session**. Your child missing home or you missing your child are not reasons to pick your child up from camp.

If, at any point, you choose to pick up your child from camp, please consider the long-term effects that this might have on your child, such as his/her confidence in dealing with adverse situations, his/her ability to develop independence, and his/her ability to successfully be away from home. And, please keep in mind that it will greatly diminish his/her chance of returning and that **the Camp Director will decide if your child is eligible to return to camp the next summer or any point thereafter.**

## **Common Parent Feelings when a Child is Away from Home**

Please also consider how having your child away from home may affect your feelings. Remember that you are in your normal routine. You may think, "I should be cooking dinner... I should be picking Joe up from soccer..." and you may start to really miss your child. These are good, normal feelings – you love your child but please do not allow these feelings to influence your child's camp experience. Children are not in their normal routine; they are excited about swimming, fishing, or outdoor cooking while at camp and, although they may miss you, these feelings are often fleeting. If you start to feel this way, please write your child a letter or call us and ask to speak to your child's Village Director. Please do not assume that just because you are really missing your child that he/she is miserable and need you to come and get them.

If, at any point, you choose to pick up your child from camp, please consider the long-term effects that this might have on your child such as his/her confidence in dealing with adverse situations, his/her ability to develop independence, and his/her ability to successfully be away from home. And, please keep in mind that the Camp Director will decide if your child is eligible to return to camp the next summer or any point thereafter.

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## **Receiving Phone Calls from Camp**

While your child is at camp, please accept unidentified calls in case we are trying to reach you. Please ask the person you've identified as the emergency contact to also accept unidentified calls. **Cell phones are not permitted for any camper, regardless of age.**

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## **Who should I call when I have a question?**

If you are wondering how your child is doing during camp, please call camp at 573-637-2476. Ask for his/her Village Director or the Camp Director.

If you have a bus stop change, please call and speak to our Registrar, Aaron. Make sure you notify us of any changes at least 48 hours prior to the stop.

If your child forgot an item or you have a letter or package that needs to go to camp, please call the main office at 314-644-3322.

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## **Telephoning and Visiting Camp**

Because many children need a period of time to adjust to camp, we've found that phone calls and visits from parents during the brief time that children are at camp tend to make that adjustment **more** difficult. **Therefore, children are not allowed to make or receive phone calls while at camp.** However, please feel free to call Camp Director, Michael Castulik, at 573-637-2476 at any time to discuss your child's experience while he/she is at camp.

**Campers may not have visitors while camp is in session.** This includes parents, guardians, grandparents, friends, etc. As noted, visits tend to make the adjustment to camp more difficult for children and can often create homesickness in a child who was perfectly fine. Remember, you are helping your child develop independence by letting them know that he/she can be away from you for a few weeks, and that you can be away from him/her. This is a great step in helping him/her grow up. If you would like to tour camp, please consider dropping your child off at camp or picking him/her up from camp. **All trips to or from camp must be scheduled**, so please make sure we know of your intentions. Also, MapQuest, Google Maps, and GPS systems will not get you to our facility. Please contact us for specific directions.

\*\*Note: Please show this handbook to all friends and family members (including joint- or non-custodial parents, grandparents, etc.) who are close to your child and may want to be informed about his/her summer plans. With your permission, we are happy to talk to them by phone or in person about the program before your child leaves for camp.

# Preparing for Camp

## Packing List

This list will give you an idea of items necessary for time spent at camp, as well as the number of clothing articles that would be a comfortable amount to bring. During the session, the campers will have an opportunity to wash their clothes, and extra clothing is available for use while at camp. Since the children are outdoors all day, their clothing will tend to get dirty and muddy. Therefore, please **DO NOT SEND NEW CLOTHES TO CAMP. Do not send anything that, if ruined, would cause you or your child to become upset. Please have your child help to pack for camp. Besides this being a great skill for your child to develop, this will help with "lost and found" as your child will know what he/she brought to camp.**

Clothing	Personal Care	Other Items
2 pairs of closed toe shoes 12 pairs of socks 12 pairs of underwear 4 bras/undershirts (if worn) 9 pair of shorts 3 pair of jeans/long pants 9 shirts/blouses 2 pair of pajamas 1 sweater/jacket 1 raincoat/poncho 2 swimsuit/trunks 1 laundry bag	3 Dry towels 2 washcloths 1 pair of nail clippers 1 pillow/pillowcase shampoo soap deodorant 1 comb/brush 1 toothbrush/toothpaste 1 bug repellent — gel or cream with 24-30% DEET preferred, but send what you can find, no aerosol cans please Medication (please refer to the section on healthcare and medication at camp on page 12-13)	Stuffed animal for bed (optional) 1 water bottle 1 flashlight Batteries for flashlight 1 disposable camera ( <i>not mandatory but comes in handy</i> ) Pre-addressed, stamped postcards and/or stationery with envelopes Other personal items Sanitary napkins/tampons (enough for your child's entire stay)

**Please mark ALL of your child's belongings with his/her name in permanent marker. Laundry is done by cabin group and village, which means that your child's clothing could get mixed in with any one of the other campers' clothing. ♦ IT IS YOUR CHILD'S RESPONSIBILITY TO CARE FOR HIS/HER BELONGINGS WHILE AT CAMP. ♦ Sherwood Forest Camp will NOT be held responsible for lost or damaged items.**

Campers may want to bring 1-2 WHITE t-shirts for a tie-dyeing craft project. Sandals with closures may be worn in the shower, but other shoes must be closed toe.

All bedding is furnished by the camp **EXCEPT** pillows.

Items that **SHOULD NOT** come to camp include: any type of **electronics** (cell phones, iPods, iPads, tablets, game systems, CD players, radios, laptops, mini DVD players, etc.); **snack food** of any kind (including gum); **scented items** (perfumes, lotions, soaps, etc. as they tend to attract bugs); and **weapons** (including hunting knives and pocket knives — unless approved by the Camp Director for wilderness trips).

**♦ Do not forget to mark your child's belongings with his/her NAME in permanent marker! ♦**

**And because it's really important...**

**Do not forget to mark your child's belongings with his/her NAME in permanent marker!**

**My child wants to go to camp, but he/she is nervous**

Call us and feel free to put your child on the phone with us – 314-644-3322! Take a moment to talk to him/her, ask what he/she is concerned about, and reassure him/her. If he/she is asking questions that you don't know the answer to, once again, call us! Answering his/her questions will set his/her mind at ease as they prepare for camp. **Please do NOT tell your child that if he/she does not like camp or becomes homesick that he/she can call or write you and you will come get him/her.**

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**Electronics**

Campers may **not** bring cell phones, texting devices, iPods, game systems, CD players, tablets, radios, laptops, mini DVD players, etc. These items are expensive, we do not have a way to store them, and we will not be responsible for their care. They **MUST** be left at home. Other rechargeable items should not be brought to camp since there are limited electrical outlets in the cabins.

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**Digital Cameras**

If children would like to bring a camera to camp, we strongly recommend that it be a disposable camera. Cameras have a tendency to get dropped (often into the lake), dirty, lost, or broken while at camp. Sherwood Forest will not be held responsible for lost or damaged items. If you do choose to send a camera that requires batteries, remember to send lots of regular (not rechargeable) batteries, as there are limited electrical outlets in the cabins.

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**Cell Phones**

Campers **may not** bring cell phones or texting devices to camp. Besides the obvious reasons (cell phones are expensive, they can get lost or broken at camp, and there are limited electrical outlets in the cabins) there is an even more important reason we do not allow cell phones at camp. When you and your child decide they want to attend Sherwood Forest, you are entrusting us with their care. One of our goals is to help your child learn to trust other caring adults, and to find solutions to challenges on his/her own. This is an important step as your child develops independence, conflict resolution skills, and increased self confidence. A cell phone provides quick access to a parent, and often the parent, rather than the child, finds a solution to the problem the child may be experiencing. Sending your child with a cell phone to camp is like saying, "I don't trust camp and I don't think you are able to handle situations on your own."

Please help your child develop independence by talking with him/her before they leave for camp about who he/she can talk to if he/she has a problem or face a challenging situation. Cabin counselors, Village Directors, activity instructors, and/or the Camp Director are always available to the campers to hear their concerns, and if a child is not sure he/she was heard by a certain individual, he/she should ask for help from another adult. Let your child know why you support our "no cell phone" policy. Camp is a low-tech environment where children develop the life skills necessary to be successful adults.

Please ask for your child's cell phone before you place them on the bus. **If your child brings a cell phone or texting device to camp, the cell phone will be taken away and he or she may, at the discretion of the Camp Director, be sent home.**

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# Staying In Touch After Camp

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## Campers and Staff Members Staying in Touch After Camp

Because campers and staff members live together at camp, in an environment like no other, it is natural that strong bonds will develop. At camp, it is staff members' full-time responsibility to live, work, and interact with the campers. After camp, staff members resume their busy lives as students and young professionals. We tell staff members that communicating with campers outside of camp or camp-sponsored events requires the permission of the camper's parent/guardian and of Sherwood Forest Camp. You, as parent/guardian, assume full responsibility for monitoring and supervising camper/staff relationships that continue outside of camp or camp-sponsored events. We tell staff members that they may not "friend" campers on Facebook. Please make sure your camper understands these policies. We do not want any hurt feelings when a staff member does not respond to their request(s). As a parent, please become a "fan" of Sherwood Forest on Facebook to stay up-to-date on current Sherwood events. You can find our page at [www.facebook.com/sherwoodforestcamp](http://www.facebook.com/sherwoodforestcamp).

We also ask that campers not form exclusive friendships or relationships. Camp is a place where all are welcomed and included and exclusive relationships detract from such an environment.

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## Sharing Photos of Camp

We know that campers love to capture their memories of camp in photographs. They should not post any pictures from camp on the internet (i.e. Facebook). However, if you choose to allow them to post pictures, you must obtain permission and consent from the parents/guardians of the other children in the picture, and/or from any staff members shown. Please do not "tag" or identify the individuals in any way. Please make sure your child understands this policy.

Members of the Sherwood Forest professional staff and volunteers may take pictures for publicity purposes while your child is at camp. **If your child's picture should not be used for publicity purposes, please mark the appropriate box on their application. Remember, permission will be assumed if not specifically denied.**

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## Camper Reports

A few weeks after your child has returned home from camp, we will send you a note about your child's stay at camp. The information will have been written by your child's counselors with comments (in some cases) added by the Village Director and/or the Camp Director.

If you have any questions about this report, feel free to call the camp office at (314) 644-3322. You may need to leave a message, as right after camp, many of our staff members take a few days off to reconnect with their families.

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## Continued Contact

Our goal is that once a child joins the Sherwood "family", he or she grows up with us, graduates from high school, attends and graduates from college or trade school, and eventually becomes a positive, productive member of society. We also know that during the school year, summers can seem an eternity away, so we offer mini reunions and learning opportunities for our summer campers throughout the school year. Each summer program at Sherwood Forest Camp offers some form of Continued Contact event(s) throughout the school year. Depending on the program your child is participating in, these events **may even be a required** part of his/her curriculum. Events range from planning meetings for summer trips and community service opportunities, to weekends at camp, to activities with visiting artists, and so much more. Watch for information to come in your mail about these opportunities.

## **Enrollment for 2016**

We want to have a life long relationship with your child and we hope that he or she will return to camp year after year. We work as quickly as we can to prepare paperwork and information for the next season. Usually enrollment materials for the following summer are available beginning in mid-September or early October. Please watch for this information to come in the mail or to be posted on our website.

Although we give priority to returning campers, we cannot hold spaces indefinitely. Each year, we will enroll only returning campers for the first few weeks that registration is open. After that, we will open enrollment to campers who have been on the waitlist for the previous year or who have siblings who attend or have attended camp. Finally, we will begin to enroll new campers. (Please note: We allocate at least 80% of our spaces to campers who qualify for the Summer Food Service Program.) Please do not wait to enroll your child in camp for the next season. Camp fills up very quickly and, all too often, a camper who we love and who loves camp finds that spaces in their age group are already filled and that they will be placed on a wait list. This is heartbreaking not only to the camper, but to us as well.

**Please note that a new application must be completed each year.** Your child's space is not reserved in camp until an application, deposit, and any additional documentation or meetings are complete.

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## Last but not least...

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### **In the Event of a Crisis**

In our ever-changing world, crises can occur with or without warning. For many years, Sherwood Forest Camp has had plans to respond to natural disasters such as severe thunderstorms, tornadoes, and floods. When any crisis occurs, parents' first thoughts are of their children's safety and well-being. We are committed to helping our campers respond to difficult situations. Our emergency plan also includes responses in case of a national crisis. Here are the key areas covered in our emergency plan to respond to a national crisis:

- ◆ Steps to provide extended care (supervision, food, healthcare, and shelter) for all those at camp in case transportation is delayed for short or long periods of time.
- ◆ Communication between camp and St. Louis to notify families on the status of their child and the general status of camp.
- ◆ Providing an extended camp experience that is fun and reassuring.
- ◆ Working with the American Red Cross and other disaster preparedness programs.

The threat of a national crisis that directly affects your child's stay at camp is very small. However, we feel it is better to be prepared and to let you know what our plans are, just in case.

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### **American Camp Association Accreditation**

Sherwood Forest Camp is accredited by the American Camp Association and meets or exceeds standards that address site and facilities, food service, transportation, health and wellness, human resources, operational management, and programs.

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### **Need Additional Information?**

If you have any questions about the programs and services of Sherwood Forest Camp, you may speak with the Camp Director. If you have any questions about the registration process, please contact our Registrar. In the fall, winter and spring, both may be reached at 314-644-3322. Office hours are 8:30 a.m. – 4:30 p.m. Monday through Friday. We would also be happy to arrange a tour at any point during the year if you would like to see the camp in-person.

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*Sherwood Forest Camp is a non-denominational, multi-racial camp community. Sherwood Forest does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, disability, age or status as a veteran.*



2708 Sutton Boulevard | Saint Louis, MO 63143 | P (314) 644-3322 | F (314) 644-3330 | [office@SherwoodForestSTL.org](mailto:office@SherwoodForestSTL.org)

[SherwoodForestSTL.org](http://SherwoodForestSTL.org)



United Way  
of Greater St. Louis



# APPLICATION

Please print or type. Use a separate form for each child you are sending to camp.  
Feel free to make copies of this form.

**Please complete this form in its entirety. Missing information will delay your child's enrollment in camp.**



## Camper Information:

Camper's Name: \_\_\_\_\_  Girl  Boy  Yes  No Is this child in foster care?

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Grade in which child is **currently** enrolled and will complete during the 2015/2016 school year: \_\_\_\_\_

Camper's Race: \_\_\_\_\_ Camper's School: \_\_\_\_\_ School District: \_\_\_\_\_

Camper's Height: \_\_\_\_\_ Camper's Weight: \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary Phone: ( )	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Secondary Phone: ( )	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Other Phone: ( )	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
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## Parent/Guardian's Information #1

Name: \_\_\_\_\_

Does this person have custody of this child? <input type="checkbox"/> Yes <input type="checkbox"/> No
If not, should information about this child be shared with this parent/guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No

Relationship to Camper: \_\_\_\_\_ Employer: \_\_\_\_\_

Home Phone: _____	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary	Cell Phone: _____	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary	Work Phone: _____	Typical hours: _____
----------------------	--	----------------------	--	----------------------	----------------------

E-mail Address: \_\_\_\_\_

Address:  Same as camper's \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Parent/Guardian's Information #2

Name: \_\_\_\_\_

Does this person have custody of this child? <input type="checkbox"/> Yes <input type="checkbox"/> No
If not, should information about this child be shared with this parent/guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No

Relationship to Camper: \_\_\_\_\_ Employer: \_\_\_\_\_

Home Phone: _____	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary	Cell Phone: _____	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary	Work Phone: _____	Typical hours: _____
----------------------	--	----------------------	--	----------------------	----------------------

E-mail Address: \_\_\_\_\_

Address:  Same as camper's \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Other Information

Other than the person(s) listed above, does anyone else have custody (joint, shared, or visitation rights) of this child? If so, who?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you shared camp information with this person (information about the program, length of stay, communication policy, etc.)?  Yes  No

## Emergency Contact Information

In case neither of the adults listed above can be reached, please give us the name and phone numbers of **someone else** (not a parent or guardian) who will be available while your child is at camp. Please know that we will always try to contact parents /guardians first. We will only call emergency contacts if we can not reach a parent/guardian. If the emergency contact person is the caseworker, please list phone number for evenings and weekends. It is not acceptable to only list the daytime telephone number. **Please make sure this person is available while your child is at camp and would be able to pick up and/or care for your child if he/she needed to return home.**

Emergency Contact #1: \_\_\_\_\_ Relationship to Camper: \_\_\_\_\_

Primary Phone: ( )	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Secondary Phone: ( )	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Other Phone: ( )	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
-----------------------	---	-------------------------	---	---------------------	---

Emergency Contact #2: \_\_\_\_\_ Relationship to Camper: \_\_\_\_\_

Primary Phone: ( )	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Secondary Phone: ( )	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Other Phone: ( )	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
-----------------------	---	-------------------------	---	---------------------	---

**The following information is needed so that our staff will be better able to help your child have a beneficial camp experience. All information is held in confidence. Please write any additional comments on the final page.**

How did you hear about Sherwood Forest? \_\_\_\_\_  
Has this child attended Sherwood Forest before?  Yes  No If Yes, when? \_\_\_\_\_  
The child's experience was  positive  mixed  negative  
Has this child attended any other camps?  Yes  No If Yes, where and when? \_\_\_\_\_

At school, has your child ever: (check all that apply and further describe below)

- |  |   |
|--|---|
| <input type="checkbox"/> been on the honor roll                      | <input type="checkbox"/> been written up for discipline problems (calendar year: _____) |
| <input type="checkbox"/> been involved in extracurricular activities | <input type="checkbox"/> been suspended (calendar year: _____)                          |
| <input type="checkbox"/> received a special recognition or award     | <input type="checkbox"/> been expelled (calendar year: _____)                           |

At school, is your child in a: (please check one)

- |   |   |
|---|---|
| <input type="checkbox"/> regular classroom, at appropriate grade level for his/her age.                   | <input type="checkbox"/> Homeschooled, at appropriate grade level for his/her age |
| <input type="checkbox"/> regular classroom, ahead _____ (how many) grade(s) for his/her age.              | <input type="checkbox"/> Homeschooled, ahead _____ (how many) grade(s)            |
| <input type="checkbox"/> regular classroom, behind _____ (how many) grade(s) for his/her age.             | <input type="checkbox"/> Homeschooled, behind _____ (how many) grade(s)           |
| <input type="checkbox"/> resource room, receiving help in: _____  |   |
| <input type="checkbox"/> self-contained classroom in a regular school. List diagnosis and severity: _____ |   |
| <input type="checkbox"/> self-contained classroom in a special school. List diagnosis and severity: _____ |   |

Does your child have an IEP (Individual Education Plan)  Yes  No For: \_\_\_\_\_

In general, does your child usually receive:  high grades  average grades  poor grades

**SPECIAL NEEDS / MEDICAL CONDITIONS INFORMATION:**

Does the camper have any of the following? Check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> None   | <input type="checkbox"/> Behavior Problems  |
| <input type="checkbox"/> ADD  | <input type="checkbox"/> Hearing Impaired   |
| <input type="checkbox"/> ADHD   | <input type="checkbox"/> Seizure Condition: _____   |
| <input type="checkbox"/> Asthma (please note to what degree and how controlled below) | <input type="checkbox"/> Intellectually Disabled: <input type="checkbox"/> mild <input type="checkbox"/> moderate <input type="checkbox"/> severe <input type="checkbox"/> profound |
| <input type="checkbox"/> Learning Disability  | <input type="checkbox"/> Emotional Problems   |
| <input type="checkbox"/> Speech Impaired  | <input type="checkbox"/> Physical Disability  |
| <input type="checkbox"/> Other: _____   | <input type="checkbox"/> Dietary Restrictions <input type="checkbox"/> Vegetarian <input type="checkbox"/> No Pork <input type="checkbox"/> Lactose Intolerant                      |
|   | <input type="checkbox"/> No Red Meat <input type="checkbox"/> Other _____   |

Please describe further if necessary (Triggers, Severity, etc):

How does this child feel about attending Sherwood Forest?  Excited  OK with it  Indifferent  Scared/Nervous  Reluctant

Has this child ever been away from home for more than a weekend without his/her parents?  Yes  No

In your opinion, this child's self-concept is:  positive  mixed  negative

Does your child have any of the following difficulties? (check all that apply)  None

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Afraid of the dark      | <input type="checkbox"/> Bedwetting           | <input type="checkbox"/> Separation Anxiety |
| <input type="checkbox"/> Problems falling asleep | <input type="checkbox"/> Sleepwalking         | <input type="checkbox"/> Homesickness       |
| <input type="checkbox"/> Problems staying asleep | <input type="checkbox"/> Nightmares           |   |
| <input type="checkbox"/> Difficulty waking up    | <input type="checkbox"/> Other fear(s): _____ |   |

Have there been any incidents or experiences in this child's life about which he/she might be sensitive?  Yes  No

If yes, please explain: \_\_\_\_\_

Does this child have a friend attending the same session, and if so, would they like to be in the same group?  Yes  No

Name of Friend \_\_\_\_\_ *The friend must be of the same grade and similar age. We will do our best to honor this request, but we are unable to guarantee this placement. Please note: we do not place family members in the same cabin.*

What, if any, challenges do you think you will face with your child being at camp? Is there anything we could do to help you? \_\_\_\_\_

**TRANSPORTATION INFORMATION:**

Please check only one place where campers will board the bus to camp and be dropped off after the session. See the Parent and Camper Handbook for more details:

- |  |   |
|--|---|
| <input type="checkbox"/> Kingshighway Entrance of Tower Grove Park | <input type="checkbox"/> Wal-Mart parking lot by Payless Shoe Source, 3270 Telegraph Road |
| <input type="checkbox"/> Driven to camp by parent/guardian         | <input type="checkbox"/> Holman Middle School/Pattonville Learning Center, St. Ann        |



# CAMPER CONDUCT POLICY AND AGREEMENT

(This form must be reviewed with and signed by the camper. A parent's signature on behalf of the child is not acceptable.)

At Sherwood Forest, we believe that all children have the right to have a pleasant experience, so it is important that you understand what is expected of you.

At Sherwood Forest Camp, we expect campers to:

**Be Respectful:** Remain considerate of others, the natural environment, our camp and our equipment, and listen to and follow directions.

**Be Responsible:** Take responsibility for your actions and help out with group chores.

**Be Cooperative:** Work with your cabin mates when making group decisions, participate in group activities, and share with one another.

Sherwood Forest Camp is a place where we **respect** our fellow campers. We do **not** put them down or make fun of them. We solve our problems **by talking about what is upsetting us**. Fighting is **not** an appropriate way to express ourselves.

**Under no circumstances is it acceptable to:**

- ☛ Ignore camp rules
- ☛ Hurt other people (physically or verbally – including but not limited to picking on, making fun of, intimidating, teasing or bullying)
- ☛ Use inappropriate language (swearing, cursing, and joking) or obscene gestures at camp
- ☛ Steal other's belongings
- ☛ Destroy camp property, equipment, or natural resources
- ☛ Possess illegal substances or paraphernalia, alcoholic beverages, tobacco products, knives, or any other dangerous or harmful items
- ☛ Bring any type of electronic devices including but not limited to: cell phones, iPods, iPads, tablets, texting devices, games systems, CD players, radios, laptops, etc.

**If you violate any part of the Camper Conduct Policy:**

- 1) We will discuss our concerns with you.
- 2) We will invoke disciplinary actions. (i.e. loss of privileges or time out from an activity). *At Sherwood Forest Camp we do not use corporal punishment.*
- 3) We will call your parent(s)/legal guardian and if deemed necessary by the Camp Director, WE WILL SEND YOU HOME.

I \_\_\_\_\_ **have read the Camper Conduct Policy and I agree to follow these rules**  
(camper name) **while I am at camp.**

◆ **Camper's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **I have read the Camper Conduct Policy, the information describing the program**  
(parent initials) **in which my child will participate, and this year's Parent/Camper Handbook and I**  
**understand** that these are the policies of Sherwood Forest. By allowing my child to apply to this program,  
I understand that my child and I agree to these policies. My child and I understand that camp is a commitment and that arriving late  
and/or leaving camp early is not an option. Missing home is not a reason for early departure.

◆ **Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Complete this section only if your child is being referred by a school, agency, and/or mentor.**  
**Your child does not need a referral to participate in Sherwood Forest Camp's programs.**

School/Agency/Mentor Name: \_\_\_\_\_

School/Agency/Mentor Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evenings & Weekends Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Who is responsible for paying this camper's fee?  the family  the agency  the mentor  Other \_\_\_\_\_

Please check this box if information about your child should **NOT** be shared with the referral agency.

**SESSION FOR BOYS:**

- Mini Camp (co-ed) - 1<sup>st</sup> & 2<sup>nd</sup> graders ♦ June 3 - 7
- Boys 26-day - 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> graders ♦ June 10 - July 5
- Boys Leadership Challenge - 6<sup>th</sup> graders ♦ June 10 - July 5
- Boys Leadership Trek - 7<sup>th</sup> graders ♦ June 10 - July 5
- Boys Leadership Adventure - 8<sup>th</sup> graders ♦ June 10 - July 5
- Leadership Journey - 9<sup>th</sup> graders ♦ June 10 - July 5

**SESSION FOR GIRLS:**

- Mini Camp (co-ed) - 1<sup>st</sup> & 2<sup>nd</sup> graders ♦ June 3 - 7
- Girls 26-day - 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> graders ♦ July 12 - August 6
- Girls Leadership Challenge - 6<sup>th</sup> graders ♦ July 12 - August 6
- Girls Leadership Trek - 7<sup>th</sup> graders ♦ July 12 - August 6
- Girls Leadership Adventure - 8<sup>th</sup> graders ♦ July 12 - August 6
- Leadership Journey - 9<sup>th</sup> graders ♦ July 12 - August 6

**ADDITIONAL COMMENTS:**

--

**HOUSEHOLD INFORMATION:**

Total Annual Family Income \$ \_\_\_\_\_ Number of Individuals in Household: \_\_\_\_\_

**Please List Additional Household Family Members Attending Camp:**

Child # 1:	Child # 2:	Child # 3:
Child # 4:	Child # 5:	Child # 6:

**PAYMENT INFORMATION:**

The fee for summer camp is \$75 for your first child (which includes non-refundable registration fee of \$25 and \$50 camp fee).  
 Each additional child from the same household costs \$50 (which includes non-refundable registration fee of \$25 and \$25 camp fee).

**The non-refundable registration fee(s) of \$25 MUST accompany EACH application!**

The remainder of the fee is due by April 22, 2016. Note: If you are applying after April 22<sup>th</sup> please send the entire camp fee.

Do not wait to enroll your child because of money. Please call us if you are concerned about paying for camp.

- My check/money order for \$ \_\_\_\_\_ is enclosed. I will pay any remaining fee by April 22, 2016.
- Please charge the credit card below \$ \_\_\_\_\_. I will pay any remaining fee by April 22, 2016.
- I recognize the value of a camp experience at Sherwood Forest and understand that camp fees only cover a small portion of the total cost. I would like to make an additional donation of \$ \_\_\_\_\_ using the above payment method.

Credit Card # \_\_\_\_\_

Security Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**CAMPER FEE AGREEMENT**

I agree to pay Sherwood Forest for this child's camp experience. I understand that this child's continued participation in camp programs depends upon my complete and timely fee payment. If I am having trouble making a payment, I will contact Sherwood Forest immediately.

**Do not wait to enroll your child because of money. Please call us or include a note with your child's application if you are concerned about paying for camp.**

**PARENTAL RELEASE**

As the parent/legal guardian of the child herein accurately described, I have been informed about the activities of the camp, received and reviewed the Parent Handbook, and do give my consent and approval for him/her to attend Sherwood Forest and to participate in all aspects of the camp program, and I will inform the camp in writing of any activities that should be limited or prohibited. I understand that Sherwood Forest may send my child home for information omitted or not fully disclosed on this form. I have read the Camper Conduct policy and understand my child will be expected to follow these rules while at camp. In the event I am not available to receive this child upon his/her return, I hereby authorize Sherwood Forest to release him/her to a person(s) deemed appropriate by the camp, and I will notify the camp in writing of any person(s) who specifically should not be allowed to receive this child. In order for us to improve our programs, from time to time campers participate in evaluations and research studies. If you would prefer that your child not participate, please call our office. This child's photograph  may /  may not be used by Sherwood Forest for publicity purposes. Permission will be assumed if not specifically denied. *Sherwood Forest Camp is a non-denominational, multi-racial camp community.*

*Sherwood Forest does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, disability, age or status as a veteran.*

**Please make sure all forms are completed in their entirety. Missing information will delay your child's enrollment.**

<b>◆ Parent/Guardian Signature:</b>	<b>Date:</b>
-------------------------------------	--------------

<b>Parent/Guardian Name:</b>
------------------------------

Please return this information to:

Sherwood Forest  
 2708 Sutton Boulevard  
 St. Louis, MO 63143

Phone: 314-644-3322 \* Fax: 314-644-3330

Email: office@SherwoodForestSTL.org



# HEALTH FORM

Year: \_\_\_\_\_

Session: \_\_\_\_\_

Please complete this Health Form, answering all questions in detail. This information, which is held in confidence, is needed so that we may provide appropriate health care for your child. If any of this information changes prior to your child's arrival at camp, please contact us so we can make the appropriate updates to the form. This form has been updated to include information required by doctors' offices.

Camper's Name \_\_\_\_\_  Girl  Boy Date of Birth: \_\_\_\_\_

Address \_\_\_\_\_ Camper's Social Security Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian Name(s) «parent\_name» \_\_\_\_\_ Relationship \_\_\_\_\_

Primary	<input type="checkbox"/> Home	Secondary	<input type="checkbox"/> Home		<input type="checkbox"/> Home
Phone: ( )	<input type="checkbox"/> Cell	Phone: ( )	<input type="checkbox"/> Cell	Other	<input type="checkbox"/> Cell
	<input type="checkbox"/> Work		<input type="checkbox"/> Work	Phone: ( )	<input type="checkbox"/> Work

### Emergency Contact Information

In case neither of the adults listed above can be reached, please give us the name and phone numbers of **someone else (not a parent or guardian)** who will be available while your child is at camp. Please know that we will always try to contact parents/guardians first. We will only call emergency contacts if we can not reach a parent/guardian. If the emergency contact person is the caseworker, please list phone number for evenings and weekends. It is not acceptable to only list the daytime telephone number. Please make sure this person is available while your child is at camp and would be able to pick up and take care of your child if he/she needed to return home.

Emergency Contact #1: \_\_\_\_\_ Relationship to Camper: \_\_\_\_\_

Primary	<input type="checkbox"/> Home	Secondary	<input type="checkbox"/> Home		<input type="checkbox"/> Home
Phone: ( )	<input type="checkbox"/> Cell	Phone: ( )	<input type="checkbox"/> Cell	Other	<input type="checkbox"/> Cell
	<input type="checkbox"/> Work		<input type="checkbox"/> Work	Phone: ( )	<input type="checkbox"/> Work

Emergency Contact #2: \_\_\_\_\_ Relationship to Camper: \_\_\_\_\_

Primary	<input type="checkbox"/> Home	Secondary	<input type="checkbox"/> Home		<input type="checkbox"/> Home
Phone: ( )	<input type="checkbox"/> Cell	Phone: ( )	<input type="checkbox"/> Cell	Other	<input type="checkbox"/> Cell
	<input type="checkbox"/> Work		<input type="checkbox"/> Work	Phone: ( )	<input type="checkbox"/> Work

1. Give the date of the latest immunization for the following. We need the specific date, not just a note that the immunization is current.

A copy of the child's immunization record can be attached instead of completing this section.

DPT (Diphtheria Pertussis Tetanus)	Polio	Hepatitis A
TD (Tetanus Diphtheria)	Chicken pox	Hepatitis B
MMR (Measles, Mumps, Rubella)	HIB (Haemophilus Influenza B)	FLU
Tuberculin Test Results: <input type="checkbox"/> Positive <input type="checkbox"/> Negative		H1N1

2. Does the camper currently have or has he/she ever had any of the following? Give details and treatment.

- Yes  No ...Dietary Restrictions:  No Pork  No Red Meat
- Lactose Intolerant  Vegetarian  Other \_\_\_\_\_
- Yes  No ...Food Allergies \_\_\_\_\_
- Yes  No ...Medication Allergies \_\_\_\_\_
- Yes  No ...Plant Allergies \_\_\_\_\_
- Yes  No ...Insect Sting Allergies \_\_\_\_\_
- Yes  No ...Animal Allergies \_\_\_\_\_
- Yes  No ...ADD/ADHD \_\_\_\_\_
- Yes  No ...Asthma \_\_\_\_\_
- Yes  No ...Shortness of Breath \_\_\_\_\_
- Yes  No ...Glasses/Contacts \_\_\_\_\_
- Yes  No ...Dental Braces/Retainer \_\_\_\_\_
- Yes  No ...Hearing Problems \_\_\_\_\_
- Yes  No ...Hypertension \_\_\_\_\_
- Yes  No ...Emotional/Behavioral Problems \_\_\_\_\_
- Yes  No ...Anxiety \_\_\_\_\_
- Yes  No ...Arthritis \_\_\_\_\_
- Yes  No ...Thyroid Disease \_\_\_\_\_
- Yes  No ...Joint/Bone Problems \_\_\_\_\_
- Yes  No ...Leg Cramps \_\_\_\_\_
- Yes  No ...Eating Disorder \_\_\_\_\_
- Yes  No ...Menstrual Problems \_\_\_\_\_
- Yes  No ...Venereal Disease/STD \_\_\_\_\_
- Yes  No ...Acne/Skin Problems \_\_\_\_\_
- Yes  No ...Recurring Ear Infections \_\_\_\_\_
- Yes  No ...Frequent Sinus Infections \_\_\_\_\_
- Yes  No ...Frequent Headaches \_\_\_\_\_
- Yes  No ...Seizure Disorder \_\_\_\_\_
- Yes  No ... Bedwetting \_\_\_\_\_
- Yes  No ...Dizziness/Fainting \_\_\_\_\_
- Yes  No ...Fatigue \_\_\_\_\_

- Yes  No ...Ulcer/Acid Reflux \_\_\_\_\_
- Yes  No ...Colon Problems \_\_\_\_\_
- Yes  No ...Incontinence \_\_\_\_\_
- Yes  No ...Frequent Constipation \_\_\_\_\_
- Yes  No ...Frequent Diarrhea \_\_\_\_\_
- Yes  No ...Anemia \_\_\_\_\_
- Yes  No ...Sickle Cell Anemia/Trait \_\_\_\_\_
- Yes  No ...Tuberculosis \_\_\_\_\_
- Yes  No ...Chicken Pox \_\_\_\_\_
- Yes  No ...Pneumonia \_\_\_\_\_
- Yes  No ...Diabetes \_\_\_\_\_
- Yes  No ...Hepatitis \_\_\_\_\_
- Yes  No ...Heart Murmur \_\_\_\_\_
- Yes  No ...Operations/Hospitalization \_\_\_\_\_
- Yes  No ...Chronic Illness \_\_\_\_\_
- Yes  No ...Serious Injury \_\_\_\_\_
- Yes  No ...Gout \_\_\_\_\_
- Yes  No ...Other \_\_\_\_\_

Is there a Family History of (if yes, please list relationship):

- Yes  No ... Heart Disease \_\_\_\_\_
- Yes  No ... High Blood Pressure \_\_\_\_\_
- Yes  No ... Stroke \_\_\_\_\_
- Yes  No ... Cancer \_\_\_\_\_
- Yes  No ... Glaucoma \_\_\_\_\_
- Yes  No ... Diabetes \_\_\_\_\_
- Yes  No ... Epilepsy/Convulsions \_\_\_\_\_
- Yes  No ... Bleeding Disorder \_\_\_\_\_
- Yes  No ... Kidney Disease \_\_\_\_\_
- Yes  No ... Thyroid Disease \_\_\_\_\_
- Yes  No ... Mental Illness \_\_\_\_\_
- Yes  No ... Osteoporosis \_\_\_\_\_





Dear Parent or Guardian:

To provide attractive and nutritious meals for your children, we are participating in the Missouri Department of Health and Senior Services – Summer Food Service Program. We do not charge families separately for meals because we are partially reimbursed by the federal government for some meal costs.

Each year the federal government sets income guidelines based on the number of people in your family and your family income. If your yearly income is equal to or less than the amount determined by the federal government your child is eligible for the program. If your child is a member of a food stamp household or Temporary Assistance (TA) unit, the child is automatically eligible for the program.

We require each family to complete the attached form as part of the camp registration process. Please make sure to complete each section by following the directions below, sign, and date the form.

#### **Part 1: Children Enrolled in the Program**

List all of the children in the household who are attending camp. Indicate the birth date of each child. If you have a foster child, that child is eligible for free meals regardless of household income. If you are applying for a foster child, the application must have the child's name, the child's "personal use" income, your signature, and the date. If your child received TA payments or food stamps, please indicate the appropriate case number in the spaces provided and sign and date the form. You do not need to complete part 2. If you do not list a food stamp or TA case number for you children, you must complete parts 2 and 4.

#### **Part 2: Household and Income Information**

List all members of the household. A household is a group of related or unrelated individuals who are living as one economic unit (i.e. sharing living expenses). Report the monthly income by source for each household member. The income reported on the application must include all income before deductions.

#### **Part 3: Ethnic and Racial Information – Completion is voluntary**

#### **Part 4: Signature**

The adult household member completing the application must sign and date the application. If the child(ren) is not a TA or food stamp recipient, the adult signing the application must provide a social security number. If you do not have a social security number, write "none" in the space provided. Failure to provide the social security number will make the income application invalid if the child(ren) is not a food stamp or TA recipient.

## Thanks!

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6381 (TTY). USDA is an equal opportunity provider and employer.

2708 Sutton Boulevard | Saint Louis, MO 63143 | P (314) 644-3322 | F (314) 644-3330 | [office@SherwoodForestSTL.org](mailto:office@SherwoodForestSTL.org)

[SherwoodForestSTL.org](http://SherwoodForestSTL.org)



United Way  
of Greater St. Louis





MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE  
 SUMMER FOOD SERVICE PROGRAM  
**INCOME ELIGIBILITY FORM**

To apply for free or reduced-price meal eligibility benefits for your child(ren), please fill out this form and return it to the program

**PART 1 CHILDREN ENROLLED IN THE PROGRAM**

Complete information below for children enrolled at the camp/site. If child(ren) are receiving Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamp) or Temporary Assistance (formerly AFDC, now funded by TANF), complete Parts 1, 3, and 4 only. Complete Parts 1, 2, 3, and 4 if you did not provide a SNAP case number or Temporary Assistance case number. ***In certain cases, foster children are eligible for free meals regardless of household income. If foster children live in your household, please contact the camp or site sponsor for more information.***

NAME (first and last)	BIRTH DATE	FOSTER CHILD	SNAP CASE NUMBER	TEMPORARY ASSISTANCE CASE NUMBER

**PART 2 HOUSEHOLD AND INCOME INFORMATION**

List all members of the household including the children listed in Part 1. Indicate source and amount of current income for all members of the household before deductions, such as taxes and social security. Where there are wage earners and self-employed adults, the income of the wage earner cannot be offset by the business losses of the self-employed adult. If last month's income does not accurately reflect your circumstances, you may provide a projection of your current annual income. Irregular self-employed income may be averaged over the prior 12 months.

INCOME BASED ON (CHECK ONE)	YEARLY	MONTHLY	2 X A MONTH	EVERY 2 WEEKS	WEEKLY
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOUSEHOLD MEMBERS	GROSS WAGES	WELFARE, CHILD SUPPORT, ALIMONY	PENSIONS, RETIREMENT, SOCIAL SECURITY	OTHER	

**PART 3 PARTICIPANT'S ETHNIC AND RACIAL INFORMATION (Optional)**

Hispanic or Latino:  YES  NO

Race: AMERICAN INDIAN OR ALASKA NATIVE  ASIAN  BLACK OR AFRICAN AMERICAN  NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER  WHITE

**PART 4 SIGNATURE**

I hereby certify that all information provided is correct and true and that all income is reported.. I understand that this information is being given in connection with the receipt of federal funds, that institution officials may verify information, and that deliberate misrepresentation may subject me to prosecution under applicable state and federal laws.

SIGNATURE OF ADULT FAMILY MEMBER	SOCIAL SECURITY NUMBER XXX - XX - _____	DATE
PRINTED NAME OF ADULT	ADDRESS	PHONE NUMBER

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a SNAP, Temporary Assistance (TA) Program case number for your household or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. These verification efforts may be carried out through program reviews and investigations, and may include contacting employers to determine income, contacting a SNAP or welfare office to determine current certification for receipt of SNAP or Temporary Assistance benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to provide the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported.

**FOR SPONSOR USE ONLY**

TOTAL HOUSEHOLD SIZE:	INCOME:	INCOME BASED ON (CHECK ONE):	SNAP (Food Stamp)	TEMPORARY ASSISTANCE
		YEAR <input type="checkbox"/> MONTH <input type="checkbox"/> 2 X A MONTH <input type="checkbox"/> EVERY 2 WEEKS <input type="checkbox"/> WEEKLY <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Eligibility Determination:  Eligible  Ineligible

SIGNATURE OF CENTER REPRESENTATIVE	DATE
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