



## PARENT HANDBOOK 2025

Maine Teen Camp - 481 Brownfield Road, Porter, Maine 04068 USA

Tel: 207-625-8581 or 1-800-752-2267

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Web: [www.teencamp.com](http://www.teencamp.com)

## Communication with Camp

**MAIL** can be important to campers, so please feel free to write! Even a quick postcard means a lot to your teen! Mail is distributed at our Evening Meetings. Our address is: **"Camper"**; Cabin Name (once you know it); Maine Teen Camp, 481 Brownfield Road, Porter, Maine 04068 USA.

**E-MAIL COMMUNICATION:** Campers have access to a basic email system at camp, with a unique camp email address for each camper. The format of their personal address will be: **firstname.lastname@maineteen.camp**. Please make a note of this! Campers can NOT access gmail, yahoo, icloud, aol, etc. accounts online, as access to the Internet is not available. Please do not send photos or attachments through email. Simple message exchange only please!

**CARE PACKAGES** may be sent to a camper, however, we ask that if you chose to send a package, that you limit what's inside and are mindful to send only 1 or 2 packages over the course of a session. **Please DO NOT send any homemade treats, as they may contain a hint of nuts or nut product.** Also restricted are the following: **chewing gum, peanut products, Nutella, caffeinated 'energy drinks' or any items that violate our camper contract.** The camp store does not sell chewing gum, energy drinks, or soda. We reserve the right to search incoming packages with your camper present and we will remove anything that is not deemed suitable for use at camp.

**OUTGOING CALLS:** With up to 300 people in residence here, so we discourage any phone use. Campers are limited to times when our Camp Store is open, usually twice a day. Campers must wait in line to use these landline phones. We do this very intentionally, as we discourage the use of the phones, and prefer campers to be outside enjoying themselves! Please don't panic if your camper calls and leaves a message if you are not home. Usually, they just want to say hello. If there is an emergency, rest assured we will be contacting you directly from the office.

**INCOMING CALLS:** Please understand that campers' active schedules do not bring them near the office phone. A pre-arranged phone call time from the main office is possible if you would like to do so. ***If you have a particular concern about your child's progress*** or want to "check in" with the Directors, call or email our office. ***If you have potentially upsetting news to discuss with your child,*** please inform our office first so that we can provide support after the phone call. This approach is also helpful should upsetting news be shared in a letter or email.

**SMART PHONES/CELL PHONES & COMPUTING DEVICES:** We understand that most teens have their own cell/mobile phone and or tablet, and that you may feel that during their travel to and from camp, it is important for them to carry their phone with them. **CELL PHONES ARE NOT PERMITTED ON CAMP GROUNDS OR ON CAMP TRIPS. Cell phones (including iPhones) brought to camp may be used by campers only for travel purposes (arrival day and departure day).** At all other times, they must be locked in our camp office for safe keeping. Cell phones must be turned into us upon camper arrival. Any computing device with cellular data capability is NOT permitted for use in camp for the same reasons as we do not permit cell phones. We do not make exceptions to this rule, and please do not ask. **iPhones:** *Please note that the iPhone is considered a cell phone, regardless of its other abilities to play music, etc. Simply removing the SIM card does not change the fact it is still an iPhone. Please send an alternate music source such as the super cool Camp Fire Player: <https://shop.campfireplayer.com/> and alternatively, noteburner.com has some options to consider.*

**CALLS DURING THE FIRST TWO DAYS OF CAMP SESSION:** Generally, we allow campers to call home at any time after the first two days of camp. If your camper is having difficulty adjusting to camp and may be feeling homesick, we will encourage them NOT to call home and instead, rely on us to help them. If your camper does call home and is upset, please let us know via email or call us. We want to work with you to ensure your child's success at camp. Please let our experienced staff help your child over this

transition period. Generally, it can take 48-72 hours to acclimatize your child to camp. Of course, you are always welcome to contact us for an update or to verify that your camper arrived safely at camp. Our Travel Director emails or calls families to confirm safe arrival.

**Packing for Camp (Packing List is located in Pre-Camp Packet on our Website)**

**Please pack WITH your camper** so that you are aware of their belongings that they bring to camp.

**PLEASE DO NOT SEND** over-the counter medications, cough/cold medications, Nutella or nut products, caffeinated 'energy drinks', sodas, jewelry of high value, expensive music players, televisions, personal computers, personal electronic devices that have VIDEO capture capability, sparklers or fireworks, iPads, pets, plants, weapons, lighters, pocketknives, matches, etc. Please call with any questions.

**APPAREL:** Campers may wear what they wish at camp, so long as it is not offensive, suggestive, or revealing. We do reserve the right to ask campers to change their clothing. Waterfront apparel must be appropriate style that allows for athletic movement – full coverage bottoms and tops are required. Campers are asked to please always wear a t-shirt or tank top when in camp, with the exception of waterfront activities. We provide each camper with a MTC logo t-shirt, but do not require them to wear it as a uniform.

**Folding Chair or Yoga Mat** – If you have the room to spare, and you can send a small portable outside camp chair, or a yoga mat, it's a nice idea for outside events.

You will find on our website, the Camp Store (scroll to bottom of home page). This has a selection of items available for purchase, and all are completely optional. We also will have a selection of higher-end apparel items available for purchase in our Camp Store on account/invoice. We "preauthorize" purchases with the parent/caregiver first, and then invoice the account for payment. This is not a required purchase and families may decline the request. Many campers do enjoy purchasing a piece of MTC apparel to take home. In the store, we also have to purchase small toiletries, candy, ice cream, stamps, postcards, and small MTC logo items that campers use their own account to purchase.

**SHIPPING...** It's best if luggage accompanies children by car or plane. If this is not possible, [www.shipcamps.com](http://www.shipcamps.com) or [www.ups.com](http://www.ups.com) are both good options.

**STORAGE...**Each camper has a two-shelf wooden "cubbie" (bookshelf) that they use to keep their personal belongings in the cabins. Cabins have some additional hanging space for coats, towels, etc. If your camper brings musical instruments, we will store them in our music studio.

**LINENS...**Each camper is given a good-quality sleeping bag, sheets and pillowcase, & pillow. Of course if you wish to send your own bedding, that is fine. **Please send your camper with two each of a 'beach' towel and a bath towel.**

**WEATHER...**Maine weather is typically sunny and 75-85 degrees, with water temperature 65-70 degrees.

**MONEY...**It's suggested that you send a small amount (\$20-50) of extra cash with your camper that they may wish to use for short excursions, when at the airport, etc. **Please tell your camper to keep any cash in their envelope we provide to lock in our safe.**

Camp is not responsible for lost items, including personal linens. Items left unclaimed at the end of the camp season are donated to a local Goodwill/charitable organization.

### Transportation Planning

Families are responsible for transportation planning.

**PLANE TRAVEL:** For all American campers, we highly encourage and prefer (if possible) flights into **Portland International Jetport, Portland, Maine**. In this case, please choose flights arriving between the hours of **10am to 6pm Eastern Time** to allow for the possibility of flight delays and re-bookings which do occur more than anyone wants! International flights and WEST COAST USA may choose to fly into Boston Logan International Airport, and please choose flights arriving between **10am and 6pm Eastern Time**. Please contact us for requests to fly outside of these time frames! Check with airlines regarding their policies about unaccompanied minors and overweight luggage. Our counselors will meet campers at the gate at the airports. We ask campers to hand-in their passports/ID's and valuables to be locked in our office. INTERNATIONAL families should contact/confirm by email with camp BEFORE arranging travel. Note that campers arriving internationally, and travelling DIRECTLY to camp, should arrive the DAY BEFORE our posted dates.

**\*Surcharge:** It is expected that campers arrive and depart on the scheduled dates. If dates must be altered somewhat, please contact us to discuss. Note that a **200.00 travel surcharge** will be applied to your account if our transportation services are required for pick up/drop off on dates that do not match our designated travel dates.

**DRIVING CHILDREN TO CAMP:** Directions are noted on our web site or can be mailed to you. Please plan to arrive between **10am and 4pm**. Good-byes may be difficult for all, so we suggest that you tour camp with a counselor and then allow your child to spend the afternoon getting acquainted and playing games with campers and staff while we await the arrival of camp buses. **Camp gets underway at 4PM on arrival day!**

**Car pickup at the end of the session** takes place in the morning hours. Please arrange to pick up by noon time on departure day.

**Note that if a camper's flight is cancelled or the camper must return to camp for any reason to stay an extra day or two due to travel issues, we impose a \$200 "extended stay fee".**

Our MTC Travel Director will arrange camper pick-ups/drop-offs from airports (Portland, ME or Boston Logan). Their job is to confirm the arrangements that families make. Contact the Travel Director after June, when they begin work (travel@teencamp.com).

### Spending Money and Supplies

Camp provides standard items such as trip-day money, adequate camp store money, laundry, and linens. Campers can obtain stamps, toiletries, stationery, souvenirs, etc. at our camp store, on an account that you have paid for already. **The camp store account will have 30 "tokens" supplied for every two weeks of camp. If you wish to add tokens to the Camp Store account, you may do so in \$30 increments that we add to your invoice. There are no refunds for tokens not spent in the store, including any add-on tokens.** Further, it is recommended that you send your camper with a small amount of "extra money" that they may wish to spend on short day trips out of camp, use at the airport, etc. (suggested amount \$50-100). Campers are instructed when they arrive to keep any cash safely in our office safe box.

### Programming and Class Issues

Because MTC offers an elective program, our campers need to take a tour of camp program activities during the arrival day or second day in camp, followed by the 'sign-up process'. Although

the majority of campers arrive at camp ready to try any activity, if ***your child has their heart set on an activity - or if you have any preferences***, let us know.

Campers sign up for 5 activity periods per day and are in that schedule for a week of classes. If they go to a class that they don't care for in the first two days, they can drop/add. **We expect campers to attend and participate in the classes they choose.** We keep attendance records in our Program Office and campers must be in their activities.

### **Cabin Assignments**

We are very thoughtful in the process of assigning campers to their cabins. We believe in creating a well-balanced cabin environment for every camper taking the following into consideration:

- Grade entering next fall for school. This is our starting point for cabin placement.
- Age of camper. Sometimes, a camper's age and grade don't gel with what is the usual placement and we will take the age into consideration before making placement.
- Country of origin/language. We try our best to keep a mix of American and International campers in each cabin, without too many of one native country in one cabin. Because we are limited in number of cabins and the age/grade spread of campers, it may not be possible to have only one camper who is from a single country in each cabin. We counter this with having maximum time during the day to meet other friends from all over the world in activities, at meals, and at the evening activities!
- How many years each camper has been with us. We find that for the majority of situations, a good mix of first-timers and returning camper seems to work best. Of course, at the youngest grade/age group, there is a cabin of first-timers only.
- Cabin requests by campers or parents. We do our best to meet all cabin requests that are made, with the exception of larger groups of campers in a single cabin.
- Information provided by parents about their camper. We take into consideration any information provided about social needs, maturity, personality and behavior of individual campers.
- Grouping of pre-established friendships. We know from experience, that typically larger groups of pre-established friend groups can limit growth in establishing new friends. We will do our best to honor smaller groups of friends, and divide larger groups into smaller groups, by placing them in neighboring cabins. Our counselors pride themselves on building supportive groups in cabins, and encouraging new friendships is a part of this. Cabins will be better balanced if there are new campers and returning campers mixed together.

Check and re-check. Our cabin lists are reviewed by our head counselors, or group leaders, who have the most familiarity with our camper population. Our list is also reviewed by each director before made final. Cabin assignments are made final within the three-four days prior to camper arrival day. Our health center, our camp store accounts, our housekeeping and maintenance departments all rely very heavily upon a final cabin list that is made a few days prior to camper arrival day. It is for logistical reasons that we cannot make cabin changes after arrival day, or "on the spot".

The successful cabin placement process is a top priority to us. The several factors involved, and the many people involved to place campers is careful work, and please know that we take it seriously. Thank you for trusting our judgment and experience as we assign each camper to a cabin for their stay with us.

### **Daily Schedule**

Each day, we begin with an 8am wake-up. Periodically, usually once weekly, we will have a later wake-up scheduled if we know the weather is going to be inclement. Our breakfast is at 8.30am, followed by a morning meeting. At this meeting we announce birthdays, trips out of camp, sporting events, evening activities, and we often ring in the morning with some fun! Our first period of the day begins at 9.30am. Campers are scheduled to be in classes and must attend. We have three classes in the morning, followed by lunchtime and “quiet” time in the cabin. We have two more classes in the afternoon, followed by our sixth period of the day, which is the camper’s free period. Their ‘free’ period is usually spent at the camp store, showering, emailing, recording music, on the waterfront, playing sports, in the theater, or completing an art project. Another meeting is held just before dinner, in which more announcements are made and the community ‘re-groups’ after a long day. After dinner there is some time for campers to shower and ‘hang-out’ before our evening activity at 8pm. All campers must attend evening activities. Our evening ends at approximately 10pm and bedtime is at 11pm.

### Dietary Issues

Our kitchen staff puts much effort into providing appealing meals for your child. The menu is full of variety, so if your camper is a “picky eater” encourage them to try new foods!

- We can make reasonable accommodations for some allergy sensitive diets, so please let us know your child's needs.
- If your camper has a dietary need, please let us know, but also encourage your camper to share this info with their counselors and the kitchen manager. We want them to feel comfortable discussing this with our staff.
- Alternatives are available for those campers who are vegetarians. We do our best to accommodate most special diets, but please contact us ahead of time to discuss.

Overall, we monitor eating habits, and are experienced in serving well-balanced, delicious meals.

### Leaving Camp with Other Families

***Written permission is necessary to leave camp with anyone other than a parent or legal guardian.***

To avoid disappointment, please anticipate such visits, and send an email/call us a day in advance. Please name the person authorized for the visit. Thank you! Please make note that **friends under the age of 21** are NOT permitted to visit campers unless accompanied by the parents of the camper who’s with us. Please advise us if there is **anyone who may NOT visit or contact your child.**

### Birthdays

If your camper is going to have a birthday while at camp, let us know if you want something ‘special’ in addition to our usual birthday celebration. We always sing to the camper in the morning, arrange a small gift, and a cake for the cabin. You may wish to send a gift from an online retail service, or online flower service, or arrange a phone call with our office. Please contact us for additional options once camp begins.

### Tipping Policy

These days, it’s not uncommon for families to leave special notes of appreciation and tips for our hard working counselors, much the same as you would tip any sitter/nanny. Many families will leave a small tip or gift card with our front desk at the office for the designated counselor/s and we

distribute the tips as you wish. While this is not a necessary gesture, many families do express their gratitude to their campers' counselors.

### The Camper Contract (see below)

Fortunately, most campers have few, if any, behavioral problems at camp. However, some teenagers test limits and from time to time, we regretfully find it necessary to send one or more campers home for serious infractions. At MTC, we believe in the pro-active approach of behavior management. We keep rules simple, reasonable, and justifiable. We work with parents and counselors as to how best to make a camper's stay successful and we make every effort to do so. If, however, the safety or happiness of our community is affected adversely, we will send a camper home without a tuition refund. Breaking the camper contract in any way is grounds to send a camper home, but we work hard to keep this from happening. Parents can help their campers succeed by thoroughly discussing each point of the camper contract with their child before camp. Our campers also go over the contract with their counselors on the first night in their cabins. Our expectations are high, and we make our campers aware of our expectations early on. We have found that knowledge, understanding, and communication are key to helping campers avoid putting their stay at camp at risk.

## MAINE TEEN CAMP CAMPER CONTRACT

The following Maine Teen Camp guidelines are designed to ensure that MTC is a happy, safe, and productive community for everyone. Read carefully below the conditions under which we accept camper participation. On opening day campers will be asked to reaffirm their commitment to these guidelines by re-signing this "CAMPER CONTRACT". Refusal to sign this form or violation of any of these policies ***may subject you to immediate dismissal from camp without a refund***. Please note that **MTC reserves the right to inspect or search individuals' personal belongings at any time for safety of self or others**.

1. The MTC community relies upon each member making a positive contribution. Respect for others and self is required. Campers are expected to make a positive contribution to their community - to be good to their friends, fellow campers and staff; to be open-minded, and to be intolerant of intolerance.
2. The use or possession on person of **alcohol (or alcohol related products), tobacco (or tobacco/nicotine related products – vapes, JUULs, disposables, electronic nicotine delivery systems, nicotine pouches), marijuana, or other controlled substances/drugs** is not permitted at camp or on camp trips. It is **illegal** in the State of Maine to purchase tobacco products if you are under 21.
3. Any form of **sexual harassment is prohibited and intimidation or hazing or acts of initiation** have no place in camp and are also prohibited.
4. All forms of **bullying and harassment** including verbal, physical, and cyberbullying are prohibited.
5. **Inappropriate public displays of affection, sexual contact or activity** are not permitted at camp.
6. We require campers to **always maintain bodily privacy** in camp or in camp cabins.
7. Any displays of **racial, sexual, or religious discrimination** are not permitted at Maine Teen Camp. Aggressive or hurtful language and/or use of profanity is not acceptable.
8. Distribution or possession of **lewd, indecent, or offensive materials** is not permitted at camp.
9. Posting or tagging/identifying photos of fellow campers to any internet site, including social networking sites (Facebook, Instagram, etc.) without prior parental permission is not allowed. It is not permitted to tag/identify photos of adult staff members at camp without their consent (Internet Usage Policy).
10. Obtaining any **body piercing or permanent alterations** of physical appearance while at camp is not permitted.
11. **Weapons, fireworks, lighters, matches, and any other incendiaries** are not permitted in camp.
12. **Campers may not leave the camp property except on organized camp trips or with their parent(s) or guardian(s). To leave camp with someone else, campers must have written permission from parent(s)/guardian(s). Leaving the cabin after the last bell at night or before the breakfast bell in the morning is by permission of staff only. Campers may not bring their personal vehicles to camp.**
13. Camper **cabins are private** and open to residents of that cabin only. Visitors may visit a cabin other than their own only when a staff member is present and has given permission.
14. **Theft at camp, or on camp trips, will not be tolerated.** Respect for **private property** must be observed while at camp. **Valuables** (traveler's checks, passports, etc.) must be kept in the camp office. Maine Teen Camp will not be responsible for lost or damaged property (cameras, music players, etc.) kept in cabins or other camp buildings.
15. The use of **VIDEO capture capability in personal electronic devices** is NOT PERMITTED for use in camp or on camp trips. Smartphones/cellular telephones/iPhones or any devices with cellular data capabilities including "hot spots" are NOT permitted in camp or on camp trips. Drones belonging to campers are prohibited.
16. The use of cameras, mirrors, drones, etc. in **places or situations where privacy is expected** is prohibited.
17. **Attendance** at activities, meals, and evening activities is mandatory, unless the director(s) and/or infirmary grant an exception.

18. Campers must maintain a **healthy lifestyle** at camp. It is essential that campers eat nourishing meals, hydrate, and get ample sleep. Campers are not permitted “energy drinks”, “Nutella”, or chewing gum in camp.
19. Campers may not bring any of their own family pets to camp.
20. Everyone must adhere to **program area rules**. The program staff have authority in each respective area. Lakefront and Ropes/Wall are off limits unless otherwise indicated.
21. **Waterfront apparel must be appropriate style that allows for athletic movement** – full coverage bottoms and tops are required.
22. **ALL MEDICATION** (prescription or non-prescription) **must be always kept in the health center**. A camper may be granted permission to carry inhalers or bee-sting kits ONLY by returning a special permission form.
23. Each member of the camp is expected to contribute to keeping camp facilities properly cleaned and maintained by participating in **camp and cabin chores**. **Graffiti and other forms of vandalism** are not tolerated.
24. Respect for indigenous animals and plants around camp and the **natural environment** is expected.

CAMPER NAME PRINTED: \_\_\_\_\_ CAMPER SIGN: \_\_\_\_\_ DATE \_\_\_\_\_

**PARENT’S AUTHORIZATION:** THE PERSON HEREIN DESCRIBED HAS PERMISSION TO ENGAGE IN ALL PRESCRIBED CAMP ACTIVITIES EXCEPT AS NOTED BY MY PHYSICIAN OR MYSELF. I HEREBY GIVE PERMISSION TO THE PHYSICIAN SELECTED BY THE CAMP DIRECTOR TO ORDER X-RAYS, ROUTINE TESTS, AND EMERGENCY TREATMENT FOR THE HEALTH OF MY CHILD. IN THE EVENT I CANNOT BE REACHED IN AN EMERGENCY I HEREBY GIVE PERMISSION TO THE PHYSICIAN SELECTED BY THE CAMP DIRECTOR TO HOSPITALIZE, SECURE PROPER TREATMENT FOR AND ORDER INJECTIONS AND/OR ANESTHESIA AND/OR SURGERY FOR MY CHILD AS NAMED ABOVE. I HEREBY AGREE THAT MAINE TEEN CAMP INFIRMARY STAFF MAY DISPENSE OVER-THE-COUNTER MEDICATIONS WHERE DEEMED NECESSARY. I HEREBY RELEASE THE USE OF PHOTO/VIDEO IMAGES AND WORK PRODUCT OF THE ABOVE REGISTERED CAMPER FOR THE PURPOSE OF CAMP PROMOTION AND DISPLAY TO THE GENERAL PUBLIC. I HAVE READ THE POLICIES WRITTEN INCLUDING THE CAMPER CONTRACT AND AGREE TO ALL TERMS SET FORTH IN THIS AGREEMENT.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Last Revised: 2/26/25*

### **Tobacco, E-cig/Vape, Alcohol, and Drug Policies**

This policy reminder is an important one given the age of our campers. Possession of alcohol, tobacco (or electronic nicotine delivery systems, including vapes, JUULs, e-cigarettes), marijuana, or other drugs at MTC will result in staff or campers involved in any incident leaving camp immediately. This includes use of prescription drugs for recreation. See our Camper Contract (above) for full details.

Please take care to **PACK WITH YOUR CAMPER** and check any backpacks or carry-on luggage.

MTC is a smoke-free camp for everyone, including visitors. Campers in possession of tobacco or electronic nicotine delivery systems (as detailed above) will be sent home. Live-in staff also follow strict policies.

### **Inappropriate Contact Between Campers**

This topic is always a part of discussion because we deal exclusively with teens. Be aware that we view emotional attachments and physical contact as very separate aspects of teen development, and that emotional attachments (i.e. Crushes, or having a boyfriend or girlfriend) are normal, healthy parts of teenage development. We are careful not to invalidate these normal feelings and work hard to create a safe space in camp from the hyper-sexualized social/media landscape outside of camp for campers to work through such feelings. That being said - all campers sign the Camper Contract that indicates agreement with all our policies. One of these policies is refraining from inappropriate physical contact between campers. Male and female campers return to their respective sides of camp when their evening activities are over. Our camp is designed so that males and females live on opposite sides of camp. Males are not permitted in female cabins, and vice versa. In addition, inappropriate contact between campers is not permitted anywhere on camp but is dealt with most harshly if it occurs in cabins. Our counselors are trained as to how to identify and correctly deal with inappropriate physical contact. Many staff are on a shift rotation to walk the perimeter of camp and the cabin lines throughout the day and evening, and our Group Leaders/Head Counselors patrol the cabins late into the night to ensure

each camper is accounted for prior to lights-out time. Please be assured that the safety of your children is paramount to us. We will send campers home who violate this policy without a refund. (N.B. Campers always wonder what is considered *inappropriate* at camp. We use the “Thanksgiving Table” rule of thumb. If it would be inappropriate at Thanksgiving in front of your extended family, it’s inappropriate at camp).

### Missing Home

We believe that all teenagers are developmentally ready to be away from home and at camp for 2 – 4 weeks, and that at this age they are most likely to suffer from feelings of anxiety about adjusting to camp vs classic homesickness. While we work very hard to minimize the adjustment period, and help ease the anxiety immediately, it is certainly possible and not that unusual for campers to experience some “homesickness”.

Even though you may wish to call or contact your child, our experience tells us that you should wait to make first contact by phone/email at least two days. During this time, your camper is adjusting to camp and working hard on being fully present. If a homesick camper hears from mom or dad early in their stay, it may be momentarily comforting, but if it leads to increased anxious feelings, or sadness, or even just simple distraction, it can prevent them from being themselves, confident, eager, happy, and engaged. If you do speak to your child about missing home, please **do not make promises** or private ‘deals’ with your child, such as, “If you don’t like camp after one week, I will come and get you”. These comments tend to undermine a child’s ability to get through the transition from home to camp life. When parents are supportive of efforts to stay at camp, prepare their camper how to best adjust to camp life and focus on being busy and making friends, their campers have the opportunity to gain independence and self-confidence while spending valuable time away from home. You are our best ally! Please let our experienced staff do the best we can to help your child over this difficult transition period. Of course, you are always welcome to contact us for an ‘update’.

### Issues that May Arise at Camp

If a situation develops that involves your child, we have to speak with all parties involved and ‘get to the bottom of the problem’. We do not judge early in the process of problem-solving. Not only is passing judgment early damaging to the child, but also to us, who have to be the fair voice of reason with teens. Our Group Leaders (head counselors) are pivotal in the process. They speak to counselors in cabins, instructors, campers, parents, and directors before making any decisions. Group Leaders have daily meetings with the directors to keep everyone abreast of any issues at camp. Generally, you will be notified of any behavioral issues with your child. Working together, we can act quickly to solve most issues. We believe we do a good job of communication at MTC and we strive to make your child’s stay at camp a great one. Likewise, we rely on parents to communicate with us – If your child tells you something that you feel that we should be aware of, please contact us. Help us to help your camper!

### Camper Progress

If you have concerns about how your camper is adjusting and they do not call or email you for days, simply call or email us. We will get the message to your camper to call/email you right away. No news really is good news and likely they are having a wonderful time meeting new friends and learning new things. However, you are the parent and we are here to help. If you want to hear from their counselor, we can arrange one of the counselors or a head counselor to speak with you. If your child is having a problem at camp, we will let you know immediately. Parents know their child best and we will often turn to you for suggestions or assistance.

## Skill Development

One of the primary reasons for a summer at camp is skill development and the personal growth that results. All of our program offerings are designed with progressive skill development in mind. We often separate campers into classes based on prior experience and demonstrated skills, to allow for more appropriate class design and instruction (e.g. beginner tennis players will be grouped together and learn different skills than advanced players).

With regard “intangible” skills (often defined as things like social skills, self-assurance, resilience, creativity, stress mitigation and many, many more) at camp, we find that all teens develop at different rates and will come to camp with various strengths and weaknesses. Unless otherwise noted by parents, we empower our staff to help campers work on their barriers. A perfect example is conversational skills. We have found recently that many teenagers have under-developed conversational skills in face to face social interactions. Staff will model, and if appropriate, instruct campers on simple things like eye contact, active listening, open questions etc. For campers who identify as being somewhat anxious, or stressed, during the school year, we encourage them to select a wellness class.

## Addressing Questions or Concerns

Your questions can be emailed to [mtc@teencamp.com](mailto:mtc@teencamp.com) / [office@teencamp.com](mailto:office@teencamp.com) or you may call our office and speak with our front desk and we will try to return your call within the day. We do have someone at the front desk into the evenings (usually 10pm), but this is mostly to leave messages for the next day. Do not expect to reach administrators in the evenings, as this is our best time to enjoy the company of our campers and our staff.

We know that camp is a special experience for your family and we work very hard to do the best possible for your child. Please inform us prior to the summer if you have any concerns about your child's adjustment to camp. Once your child has arrived, if you feel that there is a problem, bring it to our attention **immediately**. We hope that you will feel comfortable speaking with us about any camp situation.

## Collaboration

By working with campers and their parents, we at MTC can make your child's summer a success. ***We thank you for the opportunity to have your child at camp with us, and the immense support you give to us. Our partnership with parents is incredibly important to us!***

## Visiting Your Camper

**Generally, we are open to families most times and do not have a special visiting day for parents.** If you do wish to visit, please notify us in advance of your plan (to check on any restrictions). Note that the majority of camp families do not visit their campers, since many of our teens come from faraway locations. If you have friends or extended family who wish to visit your camper, please notify us ahead of time and we must ask that you put visits in writing and they must be at least 21 years old. MTC is a closed community, and unfamiliar visitors will be confronted and asked to leave unless expected.

## Health

**MEDICAL FORMS:** American Camp Association regulations and state law requires that you return our health form, completed by a physician during the calendar year, based on a recent exam (within 12 months of camps' start) and signed by a parent. **A valid medical form is a condition of camp entry.**

Make an appointment for a physical as soon as you enroll your camper, **or** if a physician has seen your child within a 12 month period before camp begins, have the form signed by the doctor. We ask that you complete the medical form within 6 months prior to arrival day and if anything medically changes from the time of completion to the time of arrival, that you tell us in writing or with a doctor's note.

### ***Immunizations***

As we are a community, vaccination is a condition of camp entry please. We ask campers to have minimum immunization of DTaP, IPV (Polio), MMR, and Varicella. Only a medical exemption (child's physician provides written statement that immunization against one or more of the diseases may be medically inadvisable) could be granted. All community members of camp, campers and staff, are highly encouraged to be vaccinated/boosted for Covid-19 and the Influenza vaccine is also encouraged.

### ***Medications***

Medications include prescription or over-the-counter (OTC), vitamins, supplements, etc. Note that ALL medications must be administered by our health center staff. No camper may keep medications in their own possession during their time at camp.

Medications are a risk in camp. We must ask families to take all precautions possible to secure medications at camp. To do so:

#### **FOR AMERICANS:**

- Talk with your doctor/pharmacy about packaging and ensure that you will have enough supply for the camp stay. In some cases, you may have to opt to pay extra because your insurance company won't fill extra pills for the entire stay. Medications **MUST** arrive in original packaging. No exceptions.
- Any medications must arrive shipped ahead of time at least 2 weeks in advance, before camper arrival date using a trackable service (UPS or FEDEX are preferred). Exceptions to this **MUST** be approved by a Camp Director in advance.
- Our health center at camp has general **OTC medications so do not send**. Exceptions to this may be some preferred allergy medications (Claritin etc) or sleep aid medications (Melatonin, etc).
- Timeliness is expected for your camper's safety and well-being. Thank you!

#### **FOR INTERNATIONALS:**

- Medications may be sent in your camper's possession to camp but **MUST** be turned in upon arrival. Medications must be in their ORIGINAL PACKAGING for administering. Be forewarned that we cannot administer meds if they arrive in any other packaging from home.
- Our health center at camp has general **OTC medications so do not send**. Exceptions to this may be some preferred allergy medications (Claritin etc) or sleep aid medications (Melatonin, etc), or specific vitamins or supplements.
- Remind your camper that they must not keep medications in their cabin during their stay at camp. This is an important state law.

### ***Permission to Carry Form***

If your child is permitted to carry an epi-pen, inhaler, diabetic supplies, or other, our Permission-to-Carry form is required. This is in accordance with Maine state law. **This form is found at the end of the online version of our medical form.**

### ***Health Center/Infirmary Staff***

MTC has a professional health center staff (RN, LPN, EMT, CNA, NP) on site 24 hours a day. MTC has a **fully stocked health center**. Please **DO NOT** send your child to camp with general OTC meds such as aspirin, ibuprofen, or any other "over-the-counter medications", with some exceptions (READ ABOVE under "Medications").

If your child has a medical issue that needs to be discussed, please send a detailed letter addressed to the health center accompanying the medical form.

Please call our camp health staff with any questions or information that will assist us in caring for your camper. For convenience, there will be a direct telephone number to our health center when the summer begins.

### ***Health Screenings***

On the first day of camp, health center staff conduct basic health screenings on each camper, inclusive of temperature check and head lice check, and general physical appearance is documented. We also remind campers our policy around possession of any medications.

### ***Nut and Shellfish Policy***

#### **A. Nuts and nut products**

We are not a nut-free camp; we are an **allergy-aware** camp. What does this mean?

**Cooking/Mealtimes:** No nuts or nut-based oils are used in our main kitchen or cooking studio.

**Care Packages from home:** We welcome you to send care packages to your child. We ask that home baked items are NOT sent please. Please note that we ask you NOT to send “Nutella” with your camper to camp, or in a package from home.

**Camp Store:** We do not sell candy bars that specifically contain nuts.

**Nutella and Peanut Butter:** We do not allow Nutella at camp. Please DO NOT send Nutella in care packages or, with your child to camp. We have found that Nutella is particularly problematic in camp, regarding access control. Peanut butter is permitted ONLY on the separate table in the dining hall and all utensils used in peanut butter must be left on the “*Peanut Butter Table*”.

**Cabins:** We post a sign on a cabin door if a staff or camper with an allergy lives in that cabin. While we do not identify the camper or staff by name (in most cases, the camper will let the others know their identity), for safety we feel it best policy to post a ‘no nuts’ poster outside the cabin door.

#### **B. Shellfish**

At times, lobster may be served at our final banquets. We serve lobster at a safe distance from the regular food line, and we have a dinner table available that is separated from other tables. Otherwise, there is never shellfish served at camp, from our main kitchen, or in our cooking studio.

### ***Notification of Illness/Injury***

Healthcare staff will contact you by phone in the event that your child:

- healthcare staff confine the camper to the infirmary for longer than half day
- requires a visit to the physician or requires prescription medication
- requires hospitalization

If you are not home at the time of the injury/illness and a message cannot be left, your designated ‘emergency contact’ may be notified. Please be certain that we have an ‘emergency contact’.

Understand that if you require us to transport your camper for a **non-emergency medical clinic visit**, you will be charged a reasonable fee \$ for the service, covering basic time and cost for the camp to have staff chaperones out of camp.

### ***The Flu Virus and Covid-19***

As we all learned from the H1N1 in 2009 and more recently with the Covid-19 pandemic, flus and virus’ can be very dangerous and we need to take special precautions to avoid the spread of pathogens. Please explain to your child that we will be recording temperatures as a part of our **health screening** at camp within the first 24 hours of arrival. **It is important that if your child is not feeling well prior to arrival at camp, contact us and consider keeping them at home until they feel better. Please keep camper home for recommended period of time and notify camp.**

### ***Head Lice***

**Please check your child's head for lice before leaving for camp.** Our healthcare staff will check heads upon arrival, and we reserve the right to send a child home until cleared of head lice. If a child is found to have head lice at camp, and cannot be sent home for treatment, we will treat them at our health center, and bill the family **\$100 per treatment (there are usually at least two treatments required for each case of head lice).**

#### ***Medical/Travel/Health Insurance***

**ALL campers must arrive to camp with medical coverage. Please send a copy of proof of coverage with medical form.** In the event of injury or illness, medical bills will be submitted to the insurance company directly by the hospital or clinic and any prescriptions will be invoiced to your account.

#### **TUITION INSURANCE**

**Highly recommended for ALL families, you will find tuition fee coverage for a reasonable fee available from TravMark, and details are available by contacting our office or on our website. It is possible that international families are excluded from TravMark insurance policies.**

#### **REFUND POLICY**

**Our refund policy is stated on the form when you register. Please understand that we are a summer camp operation is comparable to a hotel room; once a bed is sold, it's not re-sellable. To review, our refund policy states:**

A \$2000 deposit is required to register until May 1, 2025. After May 1, 2025, tuition must be paid in FULL at the time of registration. All camp fees are fully refundable until January 1, 2025 when an additional **\$1000.00 installment payment** is due. **Withdrawing** registration or **decreasing weeks** of registration between January 1 and May 1, 2025, **will result in a \$1000.00 ADMINISTRATIVE FEE.** Refunds of any kind will not be issued for withdrawn/cancelled registration OR a decrease in weeks AFTER MAY 1, 2025. After May 1, there is a strict NO REFUND POLICY.

#### **Important Note Regarding Your Child's Personal Information at Camp**

We want your child to succeed at camp, so their information is critical to better prepare us to help your child. The better we can understand, the better we can serve. We want to work with guardians/parents toward your child's success. We can understand some parent's **reluctance to share certain information because of concerns about confidentiality or stigmatizing their child.** We understand and respect your concerns and with this in mind, we want to know as much as possible about your child before camp starts.

We have the goal in mind that your child has the safest and happiest experience possible. We want you to think of us as a **partnership**; we are your partner if we have the information to best prepare our leadership team and healthcare team. There have been instances in which we could not respond effectively to a camper's behavior, and they were unable to stay at camp.

**Sharing your camper's information with us allows us to collaborate with only the people who will have direct contact with your child. This may be our healthcare team, our head counselors, or your child's counselors or cabin group.**

More and more children are taking medication for ADD/ADHD, depression, anxiety, or other. **Like the school environment, these medications allow a child to take advantage of all that camp has to offer.** Sometimes prescribing physicians are not familiar with a camp environment and make allow your camper to stop taking their medication (med "holiday"). **Please consider discussing the camp environment with your child's doctor ahead of time, well before camp begins, and if a "med holiday" is recommended, please trial it at least 6 weeks prior to their camp attendance.** Also, if your child is on an individualized education plan (IEP) at school, let us know so that we can decide together if some kind of **behavioral plan** at camp will be beneficial.

**Working together as a partnership** is the best way we have to help your child have a memorable and safe experience with us. Contact us to discuss anything in greater detail if you have any concerns.

#### **FURTHER INFORMATION OF INTEREST**

##### **Younger Siblings**

Do you have younger campers looking for a similar camp experience?

MTC can recommend the following camp for younger children. We are not affiliated with any other camp, but rather know the Directors well recommendation below:

**Hidden Valley Camp (Freedom, Maine):**

HVC is an ACA accredited community starting at 8 years old. [www.hiddenvalleycamp.com](http://www.hiddenvalleycamp.com)

**Visiting Maine**

If you are visiting beautiful New England, please have a look at these recommendations. Just 45 minutes to the west of camp is the gateway to the White Mountains National Forest and a major outlet shopping area in North Conway, New Hampshire. During the summer months, advance *reservations at nearby motels or inns* are essential. Below are the local motels and dining establishments within a 10-minute drive of camp. An hour away, is beautiful Portland, Maine, where most major hotel chains are located.

- **Local motels (in Cornish, Maine):**

Cornish Inn: [www.cornishinn.com](http://www.cornishinn.com) 207-625-9243

Midway Motel [www.mainemidwaymotel.com](http://www.mainemidwaymotel.com) 207-625-8835

Oak Hill Farm Cottages [www.oakhillfarm.com](http://www.oakhillfarm.com) 207-625-7151

Perkins House: [www.theperkinshousemaine.com](http://www.theperkinshousemaine.com) 207-625-9033

*Various Hotels/Motels are also available conveniently located near shopping outlets in tax-free North Conway, NH, about a 40 min westerly drive from camp. Also, the beautiful city of Old Port, Portland, Maine has some of the finest hotels and restaurants/shops that Maine has to offer! And of course, there's plenty of local area homes on VRBO and Airbnb!*

- **Local Restaurants (in Cornish, Maine):**

Krista's – Fantastic food, wonderful lunch/dinner, cozy atmosphere, and friendly service. [www.kristasrestaurant.com](http://www.kristasrestaurant.com). Reservations required for dinner only.

Lyndsay's Kitchen at the Cornish Inn – probably the BEST home cooked breakfast you will ever taste. [www.cornishinn.com](http://www.cornishinn.com)

Bay Haven Lobster Pound – Famous and delicious Maine lobster and seafood in casual dining experience. (207) 625-7303

Fairgrounds Pizza and Pub Restaurant – basic pub-style American, Italian, and Greek food. [www.fairgroundstavern.com](http://www.fairgroundstavern.com) 207-625-9253

Sophia's Pizza – delicious home made pizzas to eat in or to go! [www.sophiaspizzame.com](http://www.sophiaspizzame.com) 207-625-4500

**Specific Information for International Families**

Travel: MTC meets all international flights and provides (extra-cost) transportation to and from Logan Airport in Boston, or nearby Portland Jetport in Portland, Maine. **We ask that international campers fly one day PRIOR to the opening day of camp, if possible.** This will help campers feel more rested for the opening of camp activities. Please only select flights **that arrive between 10am and 6pm** Eastern Time USA. Contact our office before you book!

Boston is approximately 2 hours from camp and Portland is 1 hour from camp. The cost of Boston pick-up/drop-off is **\$400.00**. Flight dates **must** be MTC arrival/departure dates. Be advised that there will be a sur-charge (+\$200.00) imposed otherwise and any altering date must be cleared ahead of time by our office. Often airlines do require the name of the person responsible for picking up campers arriving under ‘unaccompanied minor’ status. **We can give you the name of the exact MTC staff person approximately one week prior to arrival day, but not before.** Please contact our office with any concerns or difficulties.

Language: MTC has International counselors on staff. Many of our International staff are helpful in your camper’s adjustment to camp life. You may wish to register your camper for English as a Second Language lessons (\$) while at camp. These are mostly conversational lessons; some writing skills are done as well. We also attempt to place campers who speak the same foreign language in separate cabins, so that they may be immersed in American English as much as possible. However, if a family wants their child to be put in a cabin with a friend, this may be arranged. Also, the physical structure of camp allows limited flexibility with numbers of cabin mates. Please understand that due to the physical limitations of camp, we may not be able to meet all requests.

SIGHTS: During the summer, our campers have the chance to travel outside of camp on hikes, canoe trips, shopping trips, to amusement parks, and beach trips. There are optional trips that require an additional fee - White water rafting, Boston, and Freeport Outlets are a few. Our trips to Boston or Freeport are both sightseeing and shopping trips. If you wish to send your camper with extra spending money, you can do so, but please encourage your camper to keep the money safely in our office. They will each have a personal envelope with their name on it, kept in our main office safe.

PHONE/EMAIL: Our International campers have special phone time privileges in the mornings, due to time zone limitations. We have land line phones available free of charge for calling home. Emailing of course, tends to be most convenient for Internationals, and all email addresses will follow the format: firstname.lastname@maineteen.camp.

LINENS: All bedding (sleeping bag, sheets, pillow) is included in your tuition fee. You do need to send your child with up to two ‘beach towels’ and bath towel or two.

EQUIPMENT: MTC has all equipment that your camper may need – sporting, music, arts, waterfront, etc. For our popular tennis program, if your child wants to bring their own racquet, they may, but it is not necessary, as we have an abundance of them for use. **Please be advised that any MTC racquet that is intentionally damaged or lost, is subject to a replacement charge of 50.00 that will be invoiced to you.** Similarly, in reference to our specialty music program, if a guitar is intentionally damaged or lost, the item is subject to a replacement charge of 100.00+ that will be invoiced to you. Some camper musicians do bring their own guitars to camp. These can be kept locked in our music studio.

VALUABLES: Important personal items such as cash, credit cards, passports, cell phones, expensive cameras, laptops, etc. are kept locked in the office. These items should NOT be kept in the cabins.

PAYMENT: Payments can be made to MTC in three ways – **We very much appreciate and encourage payment by options 1 and 2.**

1. A check in US Dollars drawn on an American bank.
2. Wire the money to MTC’s account (Contact our office for bank details).
3. Payment online with VISA, MasterCard, or Discover.
4. We also accept Venmo.

*Thanks for reviewing these important details!  
Please contact us with any questions, concerns, or simply to say hello!*