



PARENT HANDBOOK

SUMMER 2019



I PROMISE TO HAVE FUN.
ON THE FIELD, ON THE LAKE AND IN THE BUNK
I WILL LAUGH.
WITH ENERGY, HUMOR AND RESPECT
I WILL REPRESENT THE VERY BEST
OF MAH-KEE-NAC.
AND WITH MY FRIENDS,
I HEREBY SWEAR
TO MAKE THIS SUMMER
EXTRAORDINARY.



COMMUNITY OVER EVERYTHING

WELCOME LETTER FROM THE DIRECTORS

Welcome to Camp Mah-Kee-Nac!

We are thrilled that you are a part of our camp family. Whether this is your child's first or ninth summer with us, we look forward to sharing an unforgettable summer together!

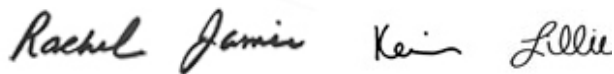
This Parent Handbook will prepare you and your child for the upcoming summer. It contains information on our policies and procedures, transportation schedules, packing lists and baggage, where to stay on Visiting Day and much more. We hope it will help in your summer planning and we encourage you to keep it handy throughout the summer.

Our goal is for every camper to have an extraordinary summer. A great deal of planning goes into our daily activities and special events to make your son's summer experience unique. Our first class staff helps round out our camp community and we are excited for the fabulous group we having joining us to take care of your boys this summer.

We believe that parents play an important role in the success of their child's camp experience and ask for your continued support with our camp policies. We are partners in this camping venture and are available to speak with you at any time. We encourage you to call us with any questions or concerns, or anything else that you may need during your child's stay.

We look forward to an excellent summer and are thrilled to have your family as a part of our Camp Mah-Kee-Nac family!

Best wishes,



Rachel Chadwin, *Director*

Jamie Chadwin, *Director*

Kevin Lilley, *Associate Director*

Lillie Kugler, *Assistant Director*

2019 CAMP CALENDAR

NEW CAMPER LUNCHEON	SUNDAY , May 5th at The Doubletree Hotel, Fort Lee, NJ from 12-2PM
CAMP BEGINS (7 & 4 WEEKERS ARRIVE)	SATURDAY , June 22nd
PARENT VISITING DAY (FOR 7 & 4 WEEK CAMPERS ONLY)	SATURDAY , July 13th
FIRST SESSION ENDS (4 WEEKERS DEPART)	SATURDAY , July 20th
SECOND SESSION BEGINS (3 WEEKERS ARRIVE)	SATURDAY , July 20th
CAMP ENDS (3 & 7 WEEK CAMPERS DEPART)	SATURDAY , August 10th
MINI MAK ROOKIE CAMP	SUNDAY , July 14th - SATURDAY , July 20th

FREQUENTLY ASKED QUESTIONS

WHEN DOES MY SON CREATE HIS ACTIVITY SCHEDULE?

We will email our activity form later in the spring for your camper to create his activity schedule before he arrives to camp. **ALL FIRST AND FULL SESSION CAMPERS must fill out their activity form by JUNE 8TH. ALL SECOND SESSION CAMPERS must fill out their activity form by JULY 6TH.** The Activity Form helps us schedule your son into activities during his first round of activities, or GREEN DAYS. Please remind him that *he will be able to change these activities for the following activity round, or WHITE DAYS.* Filling out this form with your son provides an opportunity for you to discuss his goals, along with all of his options for the upcoming summer. It is a great time to encourage him to take advantage of the unique activities that may not be available at home. Encourage him to follow his own interests and not sign up for activities just because his friends may do the activity. **The activity must be completed before your son arrives to camp.** A copy of your son's schedule will be given to him on the first day of camp.

WHAT IF MY CHILD SIGNS UP FOR AN ACTIVITY AND DOES NOT LIKE IT?

We ask that campers try out their schedule for the first week of camp. After that, we can change activities based on your child preferences. Our "elective-base program" allows your son to choose and switch activities every three days so you can rest assured that he will find activities that he will enjoy doing!

HOW MUCH CLOTHING SHOULD I SEND?

We have provided you with a suggested packing list, and will send laundry out once a week. We suggest sending roughly 10 days worth of clothing and an extra set of cot sized sheets. Remember that camp is a casual environment and shorts and t-shirts are often all the boys will wear. We recommend that you follow our suggested packing list, your son will not need anything more (or less) than what is recommended.

WHAT HAPPENS IF MY CAMPER WANTS TO STAY LONGER THAN HIS ENROLLED SESSION?

Every year a number of our first session campers choose to extend to the full summer! If this situation arises, we are happy to discuss it with you. Call our office directly at (800) 753-9118.

WHAT IF MY CHILD GETS HOMESICK?

Camp is a growth experience for kids. It's a place where kids have fun, and also develop a sense of independence and self-confidence. Feeling a little homesick is a normal and healthy part of this process - even if it is not a child's first experience away from home. The first week of camp is an adjustment for most campers. For some, it is the first time away from home, the first time living with a group of people, or maybe the first time trying to waterski. With so many "firsts" taking place, it is normal for campers to experience some anxiety and homesickness during this time.

We provide a safe, caring and supportive environment to help each camper process these normal feelings of homesickness. The staff are trained to help campers cope with their feelings, aid them through stages of homesickness and make healthy adjustments to camp life.

Homesickness, if it does occur, is most common during the "down" or "family" times at camp such as rest hour, before bed or meal time. Most campers who experience this are fine during the day and are truly enjoying their activities, new friends, and overall camp experience.

We help campers realize that they can still have fun at camp even though they may miss home. Campers learn to cope with their homesick feelings in a healthy way while at camp. Not all campers cope the same way and it is our job as professionals to help find a coping strategy that works best for your child. Please let your child know that it is normal and okay to miss home! Your son is supposed to think about you and your family. We have helped hundreds of campers understand that they can miss you AND still have a summer filled with growth, fun and friendship!

If you have a first year camper, we will call you within the first 24 hours of arrival to give you an update on how he is doing. We'll notify you if your child is experiencing any homesickness and you can always call our office with any concerns. We'll return your call as soon as possible.

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CHECKLIST FOR PARENTS: REQUIRED & IMPORTANT ITEMS

- Camp Mah-Kee-Nac T-shirts:** We require every camper to come to camp with AT LEAST two Mah-Kee-Nac t-shirts to wear on trip days and tournaments off camp grounds. You should order your camper's clothing as soon as possible to avoid last minute rush and delays. April 25th is the ordering deadline for guaranteed delivery before trunks ship to camp, but **we strongly recommend that you order right away.**
- CAMPER FORMS: ALL FORMS MUST BE COMPLETED ONLINE** (besides Camper Medical and CVS Prescription)
 - DUE BY MAY 1st:
 - Transportation & Baggage Form**
 - Camper Profile Form**

This form has a parental section and a camper section. Be as forthcoming as possible as we use this information to get to know your son as best as we can before he arrives at camp.
 - Bunk Request Form (optional)**
 - DUE BY JUNE 1st:
 - Camper Medical Form - MUST BE SIGNED BY DOCTOR** (download through MyMKN account)
 - CVS Prescription Form** (download through MyMKN if needed)
 - Camper Health History Form**
 - Camper Medication Form**
 - Emergency Contact Form**
 - Camper Medical Authorization Form**
 - Insurance and Credit Card Information Form** (requires a copy of health insurance card)
- VISITING DAY HOTEL RESERVATIONS:** Please note that due to the number of camps in the Berkshires, rooms at area hotels fill up quickly. If you'd like to book a hotel room, please refer to the list at the back of this book.
- CAMPER ACTIVITY FORM:** Our Online Activity Selection Form will be emailed to you on June 1st. All First Session campers are required to complete this form by **JUNE 8TH, Second Session campers by JULY 6TH.**
- CAMPER PHONE CALLS:** Our Online Telephone Reservation Service will be available beginning June 1st. Junior Camp (TJC) calls will be Fridays, Lower Senior (LSR) calls will be Saturdays and Upper Senior (USR) calls will be Sundays. PLEASE NOTE: TJC are completed 4th grade and below campers, LSR are completed 5th & 6th grade campers, and USR are completed 7th, 8th and 9th grade campers

TO COMPLETE YOUR FORMS ONLINE:

- Sign into your MyMKN Account through CampMinder (www.campmkn.com/mymkn)
(If you have forgotten or have never set your password, follow the RETRIEVE/SET PASSWORD link)
- Select the **FORMS** icon to begin filling out each form
- **CAMPER MEDICAL FORM** must be downloaded, signed by your child's physician and returned back to camp via uploading to CampMinder, email, fax or mail. (Please email/call if you have any trouble downloading or uploading the form as we prefer this method)
- **CVS PRESCRIPTION FORM** must be downloaded, filled out and sent directly to CVS Pharmacy by fax or mail (this form is only required *if* your child needs any prescription medicine during the summer)

IF NECESSARY, SEND MEDICAL FORM HERE:

Camp Mah-Kee-Nac
PO BOX 954
Lenox, MA 01240
phone: (800) 753-9118
fax: (413) 853-3030

SEND PRESCRIPTION FORM HERE:

CVS Pharmacy
481 Pittsfield Rd
Lenox, MA 01240
phone: (413) 499-3430
fax: (413) 499-7029

NEW CAMPER INFORMATION

NEW CAMPER LUNCHEON

All new campers and their parents are invited to attend our New Camper Luncheon scheduled for **SUNDAY MAY 5th from 12-2:00 PM**, at The Doubletree Hotel, Fort Lee, NJ. An invitation will be sent online, please email directors@campmkn.com if you do not receive one.

MAH-KEE-NAC OPTIONAL PROGRAMS

MKN INTENSIVE TENNIS

A high-quality tennis program has always been an important part of Camp Mah-Kee-Nac. Campers interested in even more tennis instruction are invited to participate in a special intensive program. Led by our Tennis Director, the MKN Intensive Tennis Program includes specialized instruction by our elite tennis staff. Full Season Campers can receive an extra 6 lessons of private instruction for a fee of \$300, a half program of 3 lessons is available for Session Campers for a fee of \$150.

TUTORING

Academic tutoring is available and can be arranged on a private, individual basis. This service is available for \$45 per session. Bar Mitzvah instruction is also available during camp and is arranged directly with our Bar Mitzvah tutor, he offers 4 or 6 lessons at a rate of \$40 per lesson. Please email directors@campmkn.com if your son is in need of any tutoring this summer.

CAMP RULES

Please reinforce the following rules with your son before camp begins:

1. The use or possession of cigarettes, e-cigarettes, vapes, drugs, marijuana in any form and alcohol is strictly prohibited. Any camper disobeying this rule will be asked to leave camp. **There are no refunds whatsoever for disobeying these rules.**
2. **No camper may bring a cell phone or electronic device that accesses the internet.** Camp will confiscate these items when found at camp.
3. The simple rule we follow for camp living is that no one is allowed to have fun at someone else's expense. Camp has an obligation to provide a safe environment to every camper and counselor. Camp will not tolerate disrespectful and/or inappropriate behavior between peers or staff. **We take bullying very seriously and it may result in a dismissal from camp.**
4. Any camper caught defacing camp property will be billed for damages and may be asked to leave camp.
5. For camper safety, wearing earrings or body-piercings during activities is prohibited.

ITEMS PROHIBITED AT CAMP AND TECHNOLOGY POLICY

WE ARE A SCREEN- FREE CAMP - ANY DEVICE THAT ACCESSES THE INTERNET OR CAN BE USED FOR ELECTRONIC COMMUNICATION IS PROHIBITED AT CAMP. This includes but is NOT LIMITED to Cell Phones, iPod Touch, iPhones, iPads/ Tablets/Kindles, iWatch, Laptop Computers, TV's, DVD players, video cameras, hand-held electronic games and any device capable of showing video. (If a camper arrives with a video iPod, we will delete the video content so that the iPod can be kept for listening to music.) Please be aware of the risks involved in sending any expensive and/or fragile possessions to camp. **WE DO NOT ASSUME RESPONSIBILITY FOR THE LOSS OR DAMAGE OF CAMPERS' PERSONAL PROPERTY AS THESE ITEMS ARE DELICATE AND NOT BUILT FOR CAMP.**

We prohibit all types of toy guns (dart, Nerf, water, etc.), knives, including Swiss Army or Boy Scout types, or weapons of any kind. **DO NOT SEND LASER POINTERS, SCOOTERS, HEELY SHOES OR SCISSORS.** All of these items can create hazardous situations in camp. Please do not send any aerosol cans. Please refrain from bringing pets to camp during drop-off or pick-up. Directors reserve the right to confiscate any items deemed dangerous or detrimental to the camp community.

CAMP MAH-KEE-NAC IS "PEANUT AND NUT AWARE"

This means that we do not use any food that contains peanuts, or tree nuts, or any derivative of peanut or tree nut product. In the dining room we will not be serving peanut butter or any foods that contain any peanut or tree nut products. When bringing any food into camp on visiting day or on the bus ride to camp, please do not bring any nuts or food with nut products in them, as we have many boys in camp who are severely allergic to peanuts and other nuts.

GENERAL CAMP INFORMATION

EXTRA SPENDING MONEY

Most of our campers are interested in having spending money that they can use on trips (examples of previous trips are found below). This spending money will be deposited into our camp bank and held in the office. No spending money may be kept in the bunks. When the boys are going out of camp, they will have an opportunity to withdraw money that was deposited into the bank.

There are two ways spending money can be deposited into your child's bank account: *the preferred is by sending a check to camp marked for spending money* and the other is for your child to deposit cash when he arrives at camp. Below you will find recommended spending amounts based on past years' trips and amounts we've seen deposited.

GROUP	CURRENT GRADE	\$\$ PER SESSION	TRIP EXAMPLES
Apache/Iroquois	2/3	\$45	1st session trip: Water Park
		\$45	2nd session trip: Bowling/Movies
Mohican	4	\$45	1st session trip: Water Park
		\$45	2nd session trip: Basketball Hall of Fame
Navajo	5	\$75	1st session trip: Six Flags
		\$100	2nd session trip: Baseball Hall of Fame - overnight trip
Cheyenne	6	\$75	1st session trip: Six Flags
		\$100	2nd session trip: Lake George- overnight trip
Cherokee	7	\$75	1st session trip: Six Flags
		\$125	2nd session trip: Boston - overnight trip (2 nights)
Algonquin	8	\$75	1st session trip: Six Flags
		\$125	2nd session trip: Maine - overnight trip (2 nights)
Seneca	9	\$75	1st session trip: Six Flags
		\$250	2nd session trip: California (7 nights)

PLEASE NOTE: NAVAJO, CHEYENNE, CHEROKEE AND ALGONQUIN OVERNIGHT TRIPS DEPART ON JULY 31ST. SENECA'S WILL DEPART ON JULY 25TH

TIPPING

We prohibit the offering of gratuities to counselors and staff. All of our staff have been apprised of this policy. All staff members understand that if they accept a gratuity, they will be forfeiting their position at camp. The American Camp Association has also made this policy one of their standards.

BIRTHDAYS AT CAMP

Many of our campers will have their birthdays throughout the summer. Birthdays are fun and special to celebrate at camp! Camp will celebrate your son's birthday with our traditional Cake Toss and an evening pizza party for his bunk.

TAX I.D.

Our Tax I.D. Number is 13-4000217. Please keep this for your records.

COMMUNICATIONS

OFFICE HOURS

Camp Mah-Kee-Nac will have the same phone number during the summer 800-753-9118 (International 413-274-4092). The best time to call us is between 8:30am and 8:30pm EDT. The office closes sometimes during meals, but you can always leave a message and we'll return your call as soon as possible.

EMAIL AND ONLINE PHOTOS

Camper Email - Parents will be able to send emails to their camper. Emails will be printed everyday after lunch and will be delivered to campers with their regular mail. Emails should be sent through your MyMKN account.

Camp Photos - Parents will be able to see photos taken by both our media department and campers. Albums of activities and evening programs will be posted daily. Photos can be viewed through your MyMKN account.

MKN TOTEM

MKN Totem - Parents will also be able to catch up on daily activities through the eyes of our camp blogger. Info on the day's events, evening activities and special successes can all be found in our MKN Totem, which is password protected for your son's safety. The Totem can be accessed at www.mkntotem.com and the password is campmahkeenac.

MAIL

Campers are asked to write home a minimum of twice a week. It is important that campers receive frequent mail from home throughout the summer. This is especially vital in helping new campers adjust to camp. Please avoid writing letters that only dwell on events at home, this will help with your son's camp experience. We strongly advise every parent to send one letter several days before departure, so your son will have a letter waiting for him when he arrives at camp. **When your son arrives to camp, you will receive an email with your son's specific bunk number.** Please be sure to include it when addressing mail.

We urge all parents to send stamped, home addressed envelopes. Please provide your son with additional stamps and stationery.

Address all mail as follows:

Mailing Address

Your son's name
Bunk Number
CAMP MAH-KEE-NAC
PO Box 954
Lenox, MA 01240

If you need to reach us with written information in a hurry, you can FAX us at (413) 853-3030 or scan/email the information to office@campmkn.com.

PACKAGE POLICY

In an effort to eliminate unnecessary competition among campers and constant pressure on parents to send packages, Camp Mah-Kee-Nac has established a **NO PACKAGE POLICY**. We will **ONLY** accept envelopes up to 11x14. If your son has a birthday during camp or in the event your camper has requested an appropriate camp item (ex. clothing, sports equipment, replacement items, etc.) please contact camp FIRST before sending anything. A packaged received without any notice may be returned to the sender.

TELEPHONE CALLS AND EMERGENCY CONTACT POLICY

We allow our boys to receive one call from home each session, during the second week of your camper's session. First and Second Session Campers will be allowed 1 call and Full Summer Campers will be allowed 2 calls (1 each session). We use an online reservation system for you to schedule your summer calls with your son, **This system is active starting June 1st.** We ask that all **First and Full summer camper parents register by June 8th** and all **Second Session parents register by July 6th.** Login to your MyMKN Account (www.campmkn.com/mymkn) to access the reservation system (it is the same as the login to access our pictures and forms).

(PLEASE NOTE: TJC calls on Friday, LSR calls on Saturday, USR calls on Sunday- refer to parent checklist for age descriptions)

You are welcome to call camp anytime during the summer to discuss the welfare of your son, as Camp Mah-Kee-Nac has a complete and open communication policy between parents and staff. There are times however, when our Key Staff will be out on camp with our campers and will need to have a message taken. Please be assured that they will return your call as soon as they can, sometimes into the evening. Camp Mah-Kee-Nac will contact parent(s) or guardian(s) of campers, if your son has been injured or in the event of any emergency.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

CAMP MAH-KEE-NAC USES CVS PHARMACY TO ADMINISTER MEDICATIONS

All medications that your child takes on a daily or as needed basis will be dispensed by CVS Pharmacy and individually packaged, sealed and sorted according to day and time of administration. This includes prescription and non-prescription medications. Each individually sealed packet will be labeled with your child's name, medicine, dosage, date and time to be given. The CVS system ensures that each camper receives his correct medicine at the correct time. NO EXCEPTIONS ARE MADE TO THIS POLICY.

What do I have to do?

- **All prescriptions and non-prescription medications must be called or faxed into CVS/pharmacy in LENOX, MA by your child's doctor's office.** If you have written prescriptions you are also welcome to mail them to CVS. If your family already uses CVS in another area, CVS is able to retrieve any prescriptions that have been filled at CVS.
- **IMPORTANT PLEASE NOTE:** Due to Massachusetts's state regulations, *all Schedule II medications (i.e. Ritalin, Adderall, Concerta, etc.) can only be filled within 5 days of being written and MUST be mailed to CVS.* Therefore before mailing these prescriptions, please make sure to have your doctor note **"DO NOT FILL UNTIL JUNE 17th"** as the campers arrive on June 22nd for all first and full session campers. If your son is attending the second session only, please tell your doctor to note **"DO NOT FILL UNTIL JULY 15th"** as we start on the 20th.
- CVS will need prescriptions for all medications that your child will be taking this summer. The pharmacy will need time to get them ready for the first day of camp. CVS will not be able to fill and package any medications from home. All prescriptions should arrive to Lenox by **JUNE 1st**
- Please make sure to provide CVS/pharmacy with an alternate phone number (i.e. cell phone) in the event they need to contact you for any insurance or billing questions.
- Please fill out the CVS/pharmacy Camper Information Form and fax or mail it directly to the CVS in Lenox.

THIS SERVICE IS FREE TO PARENTS. Parents are however responsible for the cost of the medication co-payments and the deductibles to your insurance company, which will appear on your credit card statement.

OVER THE COUNTER / PRESCRIPTION DRUGS

Our infirmary stocks basic generic antibiotics and drugs. Please do not send any over-the-counter drugs to camp. If a camper requires prescription medications from a pharmacy, the charge will be billed to your insurance carrier.

CVS Pharmacy
481 Pittsfield Rd
Lenox, MA 01240
phone: (413) 499-3430*
fax: (413) 499-7029

*ASK TO SPEAK WITH STEPHANIE FOR ASSISTANCE

HEALTH CARE

REQUIRED IMMUNIZATIONS

- 1. Diphtheria and Tetanus: Campers must be fully immunized against Diphtheria and Tetanus with the basic series of three injections and boosters. Campers through age 10 should have had a booster dose against Diphtheria and Tetanus within the past five years. Campers age 11 and up should have a booster dose of Tetanus Toxoid every ten years.**
- 2. Poliomyelitis:** All campers must have received the complete series of oral polio vaccine (Sabin).
- 3. Measles:** An inoculation of live attenuated measles virus vaccine is required for all children who have not had measles. It is important to receive this inoculation two or more weeks before camp.
- 4. Typhoid-Parathyroid:** This vaccination is optional. Some recommend that campers age 11 and up receive Typhoid immunization. If already immunized, a yearly booster dose is required. Check with your physician to find out his/her recommendation.
- 5. Mumps Vaccine:** Mandatory for campers over 10 years of age who have not had the mumps.
- 6. Infectious Hepatitis:** If camper is exposed to Infectious Hepatitis, gamma globulin should be given promptly after exposure. **CAMP MUST THEN BE NOTIFIED!**
- 7. Meningitis:** According to the Massachusetts Board of Health, the meningococcal immunization is **NOT** required for attendance at camps. (See Information sheet from the Massachusetts Board of Health for additional information)

DENTAL CHECK-UP

It is important that all campers visit the dentist before camp. Parents of campers undergoing orthodontic treatment should relay any special instructions to us. During the summer, the orthodontist will make your son comfortable if a wire snaps or a similar problem arises. However, he or she does not do any substantial work.

COMMUNICABLE DISEASES

Please be sure to have your child inspected for the presence of head lice two to three weeks prior to departure and immediately before camp begins. We suggest a short haircut for the summer. If your child has been exposed to any communicable disease within three weeks of departure day, notify the camp immediately. Children may not attend camp until they have completely recovered.

INSURANCE

Please photocopy both sides of your insurance cards (medical, dental and prescription) and attach them to the Insurance and Credit Card Information Form.

Medical attention in our camp infirmary is covered by your tuition. **All additional costs incurred during camp are the responsibility of the camper's parents. These include refilling previously prescribed medication, emergency room visits, local physician's visits, and/or outside providers of medical attention. All of the above will be billed to your medical insurance carrier.** Visits to dentists and orthodontists are billed directly to parents. Parents are financially responsible for any and all charges related to medical treatment which are not covered by their medical insurance including, but not limited to deductibles, co-insurance charges and portions of medical charges which individual insurance companies decline to pay.

CLOTHING

Camp Mah-Kee-Nac is NOT a uniform camp. However, we require each camper to bring at least 2 Mah-Kee-Nac t-shirts for out-of-camp days. MKN's official clothier is The AmeraSport Company, this summer's catalog can be found online at www.amerasport.com. The AmeraSport catalog includes other items available for purchase but by no means are required. **APRIL 25th** is the order deadline for guaranteed shipping arrival before bags leave for camp, but we strongly recommend that you order right away to allow time for exchanges to be made if necessary.

LABELING: *All items brought to camp, including shoes and sports equipment, must be clearly marked with your child's name. You may choose to handwrite or use labels (camper labels can be purchased through your MyMKN account)*

SUGGESTED BASIC CAMP PACKING LIST

CLOTHING

- 2 Camp MKN tee-shirts (required- see Amerasport catalog)**
- 10 Additional tee-shirts
- 2 Long-sleeve shirts
- 10 Pairs of shorts
- 3 Sweatshirts
- 3 Pairs of sweatpants or other long pants
- 2 Sets of warm sleepwear
- 2 Sets of lightweight sleepwear
- 1 Pair of baseball pants
- 2 Collared shirts for socials
- 1 Pair khaki shorts/jeans for socials
- 1 Belt (optional)

SOCKS, UNDERWEAR & SWIMWEAR

- 18 Pairs of underwear
- 18 Pairs of socks
- 4 Swimsuits
- 1 UV protection swim shirt (optional)

OUTERWEAR

- 1 Lightweight jacket/fleece
- 1 Waterproof jacket/poncho
- 1 Baseball cap/tennis visor (required)

FOOTWEAR

- 2 Pair of sneakers (basketball and cross-trainers/joggers)
- 1 Pair of flat-soled tennis shoes (required)
- 1 Pair of athletic field cleats* (required)
*soccer cleats are preferred for soccer
- 1 Pair of sturdy flip-flops
- 1 Pair of shower sandals
- 1 Pair of sturdy shoes for hiking

TOILETRIES

- 1 Shampoo & Body Wash
- 1 Hairbrush/comb
- 2 Toothbrushes/ 1 Toothpaste
- 1 Sunscreen & Lipbalm

BED & BATH

- 1 Comforter
- 1 Blanket
- 2 Sets of sheets with pillowcases
(fitted cot-sized sets or 4 flat twin sheets)
- 1 Standard pillow
- 1 Cot-sized mattress pad
- 4 Bath towels
- 2 Beach towels
- 2 Washcloths
- 1 Shower organizer

STATIONERY & EXTRAS

- Stationery, envelopes and stamps**
- Books and non-electric games
- Flashlight with extra batteries
- Battery operated fans
- "Crazy Creek" or other small chair
- Sleeping Bag (required)
- Eyeglasses/sport goggles, contacts & Solution
- Water bottle (required)
- Daypack or backpack (required)
- Insect repellent (required)

ATHLETIC EQUIPMENT (recommended by interest)

- 1 Baseball Mit*
- 1 Tennis Racket*
- 1 Lacrosse Stick*
- 1 Golf clubs*
- 1 Pair of soccer socks & shin guards
- 1 Mouthguard (for Lacrosse and Roller Hockey)

*we have these items, however many campers choose to bring their own

PACK & SHIP

- 2 Soft trunk duffle bags
- 1 Set of luggage tags

BAGGAGE INFORMATION

Because of space limitations and the complex logistics involved, all baggage must be shipped directly to and from camp, **and CAN NOT be placed on the camp buses.** A small carry-on bag is permitted on the bus or plane. The only exception is for campers flying to camp, who may travel with their luggage. We ask you to use soft sided trunks or duffels.

ALL First and Full Session camper baggage not scheduled via R&B Baggage must arrive to camp by **MONDAY JUNE 17th.**

ALL Second Session camper baggage not scheduled via R&B Baggage must arrive to camp by **MONDAY JULY 15th.**

This will enable us to unpack your son(s) bags and make sure that each camper has all the items necessary for the summer.

We encourage you to use R&B Baggage, however you may also drop-off or send baggage via UPS/FedEx:

BAGGAGE SHIPPED VIA R&B BAGGAGE: R&B Baggage is our official baggage company and serves the greater New York metropolitan area, as well as most of Connecticut, Boston, Providence, Baltimore, Washington, DC/Virginia and Florida. To register for this service, please head to www.rbcampbaggage.com to complete your registration. **ALL FIRST AND FULL SUMMER CAMPERS must register by May 1st and ALL SECOND SESSION CAMPERS must register by June 1st to guarantee pick up.**

You will be contacted directly by R&B in June regarding baggage pick up dates. Contact R&B at 603-536-2197 if you have questions or problems regarding baggage arrangements.

BAGGAGE SHIPPED VIA UPS/FEDEX: If you prefer to send the bags up via UPS/FedEx, please contact the carrier and arrange for the *bags to be delivered to camp by June 17th for First and Full Session campers or July 15th for Second Session campers.* Please be sure to let us know how to expect your bags when filling out the Transportation and Baggage Form online. In addition, please make arrangements with UPS/FedEx for them to send us "Call Tags" to be placed on your son's bags when he completes his session at camp.

BAGGAGE VIA DROP-OFF: Our First and Full Session camper baggage drop off weekend is June 14th-16th, please feel free to come by at anytime. **All First and Full Session camper baggage must arrive by June 17th.** Our Second Session camper baggage drop off weekend is July 12th-14th*, however please note our Visiting Day is July 13th so if you plan to drop off bags this day, please arrive after 4pm. Feel free to come by at anytime on the 12th or 14th. **All Second Session camper baggage must arrive by July 15th.**

If you need to come by a different time, we are happy to accommodate you. Please call us directly at (800) 753-9118

LUGGAGE KEYS: Please do not lock your son's luggage if you ship via R&B. If you are sending baggage by UPS/FedEx, we ask that you kindly use plastic zip/cable ties to secure the bags so that they can easily be cut off by your son's counselor to unpack the bags.

TRANSPORTATION TO CAMP BY BUS OR CAR

FIRST AND FULL SESSION SUMMER CAMPERS (4 & 7 WEEKS): Departure for camp is **SATURDAY, June 22nd.**

- If you are driving your son to camp, please plan to arrive between **9-11AM**

SECOND SESSION CAMPERS (3 WEEKS): Departure for camp is **SATURDAY, July 20th**

- If you are driving your son to camp, please plan to arrive between **2-3PM**

TAKING THE BUS*: Campers should wear comfortable clothing and please note that the buses are air-conditioned. Campers should may bring snacks on the bus but please do not send an abundance of sweet snacks and candy. **DO NOT PACK ANY NUTS OR FOODS WITH NUT PRODUCTS IN THEM AS WE HAVE BOYS IN CAMP WHO ARE ALLERGIC TO PEANUTS AND TREE NUTS.**

BUS PICK-UP SCHEDULE FOR CAMPERS TO CAMP (SATURDAY JUNE 22ND)

Livingston, New Jersey: Departure at 9:30 am - Livingston Mall from Macy's Parking Lot (**Lamp post #18**)

Montvale, New Jersey: Departure at 10:45 am - Garden State Parkway from North end of Commuter Lot.

Jericho (Long Island), New York: Departure at 9:00 am Birchwood Shopping Center - Marshall's Entrance, Exit 41N of LIE

New York, New York: Departure at 9:30 am - American Museum of Natural History, 77th between Central Park West and Columbus (Meet at the South Entrance Fountain on W 77th Street)

Westchester, New York: Departure at 10:15 am - Bloomingdale's White Plains from Bloomingdale's Parking Lot

Philadelphia, Pennsylvania: Departure at 7:30 am - Double Tree Guest Suites in Plymouth Meeting, PA

Boston, Massachusetts: Departure at 9:30 am - Sheraton Framingham Hotel

BUS PICK-UP SCHEDULE FOR CAMPERS TO CAMP (SATURDAY JULY 21ST)

Livingston, New Jersey: Departure at 2:00 pm - Livingston Mall from Macy's Parking Lot (**Lamp post #18**)

Montvale, New Jersey: Departure at 3:00 pm - Garden State Parkway from North end of Commuter Lot.

Jericho (Long Island), New York: Departure at 1:30 pm Birchwood Shopping Center - Marshall's Entrance, Exit 41N of LIE

New York, New York: Departure at 1:30 pm - American Museum of Natural History, 77th between Central Park West and Columbus (Meet at the South Entrance Fountain on W 77th Street)

Westchester, New York: Departure at 2:00 pm - Bloomingdale's White Plains from Bloomingdale's Parking Lot

Philadelphia, Pennsylvania: Departure at 3:30 pm - Double Tree Guest Suites in Plymouth Meeting, PA

Boston, Massachusetts: Departure at 12:00 pm - Sheraton Framingham Hotel

*If possible, we advise all families to choose the bus option. It is a GREAT way for the boys to get the full camp experience!

TRANSPORTATION FROM CAMP BY BUS OR CAR

FIRST SESSION CAMPERS (4 WEEKS): Departure from camp is **SATURDAY, July 20th.**

SECOND AND FULL SESSION SUMMER CAMPERS (3 & 7 WEEKS): Departure from camp is **SATURDAY, August 10th.**

DRIVING FROM CAMP: If you choose to pick up your son by car, please arrive between **9am-11am.**

LEAVING ON THE BUS: Arrival times have been calculated to include delays and may arrive +/- 30 minutes without any notice from camp. If we are running earlier or later than 30 minutes, we will email out approximate arrival times.

BUS DROP-OFF SCHEDULE FOR CAMPERS HOME (SATURDAY JULY 20TH OR SATURDAY AUG 10TH)

Livingston, New Jersey: Arrival at 1:00 PM - Livingston Mall at the Macy's Parking Lot (**Lamp post #18**)

Montvale, New Jersey: Arrival at 12:00 PM- Garden State Parkway at the North end of Commuter Lot.

Jericho (Long Island), New York: Arrival at 12:30 PM Birchwood Shopping Center - Marshall's Entrance, Exit 41N of LIE

New York, New York: Arrival at 12:30 PM- American Museum of Natural History, 77th between Central Park West and Columbus (Meet at South Entrance Fountain on W 77th Street)

Westchester, New York: Arrival at 11:30 AM- Bloomingdale's White Plains in the Bloomingdale's Parking Lot

Philadelphia, Pennsylvania: Arrival at 1:30 PM Double Tree Guest Suites in Plymouth Meeting, PA

Boston, Massachusetts: Arrival at 11:00 AM Sheraton Framingham Hotel

TRANSPORTATION TO & FROM CAMP BY PLANE

TRAVEL BY PLANE: (MUST BE APPROVED BY CAMP PRIOR TO BOOKING)

Campers traveling to camp by plane **MUST** contact camp to discuss travel plans before booking.

Be sure your son has a minimal amount of carry-on luggage and photo ID. Consult your carrier for current travel requirements and plan to arrive at the airport well in advance of the scheduled flight.

VISITING DAY

VISITING DAY PROTOCOL

In order to ensure safe, happy, and enjoyable visiting days, please follow these procedures:

- 1. Camp visiting this summer will be on Saturday, July 13th. Visiting Day will begin at 10AM and the day will end at 3:00 PM.** If you have a daughter at Danbee, you will visit at Mah-Kee-Nac on Saturday and Danbee on Sunday.
- 2.** We will be serving a special buffet lunch on Saturday which we are sure you will enjoy.
- 3.** Be moderate in bringing food. Food in the bunk attracts insects and interferes with mealtime appetites. At the end of the day, we will collect any uneaten food from the bunks. Small gifts are fine, but you should not buy gifts for all his bunk-mates. **DO NOT bring any nuts or food with nut products in them, as we have many boys in camp who are allergic to peanuts and/or nuts.**
- 4.** If you plan to play tennis with your boys, please bring a pair of tennis shoes for our Har-Tru courts.
- 5.** CAMPERS IN JUNIOR AND LOWER SENIOR CAMPUSES MAY NOT LEAVE CAMP AT ANY TIME DURING THE DAY. Our Upper Seniors (completed 7th, 8th, & 9th graders) will be allowed to leave camp with their parents on Saturday after lunch and **MUST BE BACK ON CAMPUS BY 9:00 PM.** Little brothers are not allowed to go out with older siblings.
- 6.** More specific information will be sent in the first week of July.

VISITING DAY GIFTS

We strongly urge you to keep food and gift items to a minimum on visiting day. MKN IS "PEANUT AND NUT AWARE," please do not bring any nuts or food with nut products in them as we have many boys in camp who are severely allergic to peanuts and other nuts. We also discourage the giving of bunk gifts on visiting day or anytime during the summer.

SIBLING & COUSIN SLEEPOVER

Younger brothers and cousins are invited to join us for a sleepover the evening before visiting day. Please email us at office@campmkn.com to make arrangements. If you have any questions about the Danbee sleepover or would like to sign up, please call Camp Danbee at (413) 655-8115. We are excited to see all our future Mah-Kee-Nac'ers!

HELPING YOUR SON SUCCEED AT CAMP

Over the years, we have helped many parents and campers succeed at their first away from home experiences. Here are some simple tips to help your child's experience be a successful one:

- Discuss what camp will be like well before your child leaves. Role-play different scenarios that will occur at camp. For example, what will it be like trying an activity for the first time? What will you say to people you are introduced to in your cabin the first day? What if you have to use the bathroom in the middle of the night? What will you do if you are not feeling well one day? What will you do for your mosquito bites? There are so many situations that come up at camp. Try to discuss situations that your child may be nervous about to help prepare him as best as possible.
- **Do NOT tell your son that you will pick him up from camp** if he does not like it or is homesick. This may set your child up to fail, as the first time something does not go exactly as planned he will want to go home. Furthermore, children typically lose any and all motivation to try and succeed if they think a parent is coming. These children tend to spend the entire day wondering when Mom or Dad is coming rather than trying to have fun. Part of the camp experience is learning how to work through different situations that may not always be easy. What may seem like a difficult situation one day is usually replaced with a fun-filled, busy and exciting next day at camp. Please know that some of the most homesick campers at the beginning of camp are the same campers who do not want to leave at the end.
- Pack your child's favorite stuffed animal or blanket for their bed.
- Send your child with photos of your family and pets so that your child will have a reminder of home.
- Send a letter to your child before camp begins so it's waiting for him.
- Acknowledge feelings your child may be having such as anxiousness, nervousness or excitement. These are all common! Let them know that most campers are feeling the same way they are.
- Give your child a cheery send off. Dark sunglasses are always helpful as goodbyes are always hard. It will get easier every year!
- Try not to worry! Know the directors and counselors are taking great care of your child! Feel free to call any time you have any concerns or worries.

WRAP UP

We hope this handbook takes most of the mystery out of getting everything ready for your child's summer. Please believe us, this information along with all the forms we have you fill out, pay rich dividends in providing your son with a FUN and meaningful summer. If there is anything else that you'd like us to be aware of or any requests or special needs that don't fit on any of the other forms, just give us a call or send an email.

A final thought on parenting - it's not easy! Raising empathetic, confident, kind children is no easy fete. Looking for insights? We recommend:

- **Emotional Intelligence** by *Daniel Goleman*
- **Raisin' Cain: Protecting the Emotional Lives of Boys** by *Michael Thompson*
- **Best Friends/Worst Enemies: Understanding the Social Lives of Children** by *Michael Thompson*
- **Giving the Love That Heals, A Guide for Parents** by *Harville Hendrix*
- **Not Much Just Chillin': The Hidden Lives of Middle Schoolers** by *Linda Perlstein*
- **The Blessing of a Skinned Knee** by *Wendy Mogel*
- **Bullyproof Your Child for Life** by *Joel Haber*

Although this section is about helping your child cope at camp, we do have a few strategies to help our parents cope as well. Remember to log into www.campmkn.com daily to see updated photos of your sons having fun at camp!



SUMMER:

MAILING ADDRESS:

Camp Mah-Kee-Nac, PO Box 954, Lenox, MA 01240
phone: (800) 753-9118 • Intl: (413) 274-4092 • fax: (413) 853-3030

SHIPPING ADDRESS:

Camp Mah-Kee-Nac, 6 Hawthorne Rd, Lenox, MA 01240

WEB SITE & EMAIL:

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