

PARENT HANDBOOK 2022 updated April 25

OVERVIEW

Emergency Communication

Personal Emergencies – If a family needs to contact the camp because of a personal emergency, we can be reached 24 hours a day, 7 days a week at 207-894-9030.

Emergency at Camp – In the unlikely event an emergency occurs that affects all of camp, we will make every effort to provide information as soon as possible.

Our initial contact will be by email. Please make sure we have your current email address. You can update your email address by [logging into your account](#) or by calling our office. Any urgent email messages will come from info@kingsleypines.com. Be sure your spam filter is not blocking this address.

We may also contact you by phone, either by voice or text message.

Please check your email and your cell phone before you call us.

National or Regional Emergency – The same as an Emergency at Camp.

Meet the Year-Round Staff

Director: Dan Emmons

Assistant Director: Laura Jo Cunningham

Program Director: Alex Bullard

Co-owners: Drew Taylor, Carter Coughlan, Devon Coughlan

Founders: Pat and Joyce Coughlan

Summer 2022 Schedule

View our 2022 summer schedule [here](#).

Contact Us

[Click here](#) to contact Kingsley Pines.

COVID-19 INFORMATION FOR 2022

Covid-19 Testing Prior to Arrival at Camp

All campers are required to be fully vaccinated against Covid-19, and must submit appropriate documentation to the office prior to arrival at camp.

We are requiring all campers who we are picking up from the airport to be tested for Covid-19 with a PCR Molecular test within five days prior to their arrival at camp, and to provide a copy of the negative test result to our medical team prior to opening day.

Campers who are being dropped off at camp by their parents may choose to have their camper tested for Covid-19 with a PCR Molecular test within five days prior to their arrival at camp or receive an antigen test administered by our staff upon arrival.

There are two exceptions to this requirement as indicated below.

If your child has tested positive for Covid-19 any time between 11 to 90 days prior to them arriving at camp, please provide Kingsley Pines with a copy of the PCR test result and a letter from your child's doctor acknowledging your child tested positive for Covid-19 and that they believe it is medically appropriate for your child to attend Kingsley Pines. Your child will not be required to get another PCR Molecular test five days prior to camp. In this situation, if your doctor does not believe your child should attend camp, upon receipt of the prior positive test result, we will give you either a refund or a credit for 2022 for the full amount of the tuition paid.

If your child has tested positive for Covid-19 in the 10 days prior to them arriving at camp, unfortunately, they will not be able to attend Kingsley Pines this summer. In this situation, upon our receipt of official documentation of the positive test result, we will give you either a refund or a credit for 2022 for the full amount of the tuition paid.

Please consult your testing center for information as to when test results will be available. **We will NOT ADMIT any campers with LATE TEST RESULTS after opening day.**

Covid-19 During the Camp Season

Any camper who tests positive for or is reasonably suspected of having Covid-19 during the camp season will be placed in our quarantine facility and will need to be picked up by a parent or other adult within 48 hours.

Campers who are in that same cabin, and not up to date on their vaccinations, will also be placed in quarantine and need to be picked up within 48 hours. Campers who are in the same cabin, and are up to date with their vaccines will wear a mask when inside for ten days, but are not required to quarantine or go home. This policy would follow current [CDC guidelines](#).

According to the CDC, the definition of **up to date** on Covid-19 immunization is as follows:

for children 12 and older: they have received a booster

for children 8 -11: No booster is required to be up to date

We understand the extreme inconvenience and disappointment such a situation would cause for those involved. We are grateful we did not have to implement any of these procedures the last two summers. However, it is important parents understand our policies, and the critical need to keep Covid-19 out of camp. This is for the well-being of both the camper and the entire camp community.

Masks, Physical Distancing, and Group Management

Masks

Currently we do not plan for campers to wear masks at camp. If conditions change with the spread of Covid-19, we may need to reinstitute our mask policy for campers and staff so they are required to wear masks indoors in a common building like the dining hall when being served food. In this scenario, campers will not be required to wear masks in most circumstances outdoors when they are playing sports and participating in activities at the waterfront. The vast majority of a camper's time, including eating meals, is spent outside.

Group Management

For the summer of 2022, all grades of campers will be able to participate in activities together.

FORMS & ACCOUNTS

Forms

All of the forms you need to complete before your child starts camp are available in your [online account](#). Once you have logged into your account all of the forms are listed under Forms and Documents. The forms are described below:

Additional Expenses Form– This form is required for all campers.

You need to choose between your child going to the ocean beach, ocean sailing, or whitewater rafting (your child must be entering 7th grade or higher in the fall to go rafting).

If you want to rent bedding and towels for your child.

If you want us to provide transportation for your child to and/or from the airport.

Based upon your selection of additional expenses for your child, your credit card on file will be charged.

Air Travel Supervision Form

This form is required if your child is flying to and/or from camp, and we will be providing transportation for them to and/or from the airport. It tells us how your child will be supervised during their flight(s).

Camper Information and Cabinmate Requests Form

This form is required for all campers. The information requested will help your child's counselor become better acquainted with them. All information provided is used in a confidential manner. This form is also used for making cabinmate requests. Campers are assigned to cabins by school grade. Your child may request to be in the same cabin with a friend, if the friend is in the same grade. We believe making new friends is an important part of the camp experience. As a result, only one cabinmate request per camper will be honored and only if requested by both campers' families on this form and such an assignment is reasonably possible.

Camper Release Form

This form is required for all campers. A camper WILL NOT, UNDER ANY CIRCUMSTANCES, be released to any person other than the child's parents or guardians without the express written consent of the camper's parents or guardians. Verbal permission will not be accepted. If you need to change the list of those who have permission to pick up your child from camp, those changes can be updated online on this form.

Covid-19 Information Form

This form is required for all campers. It is used to gather information about campers Covid-19 positive test history and Covid-19 vaccination history. It is in addition to the health form information.

Electronic Device Policy Form

This form is required for all campers. This form confirms you and your child understand and agree to comply with our Electronic Device Policy.

Emergency Medication Permission Form

Written parental permission is required by Maine Law if you want your child to be able to carry and self-administer an asthma inhaler or an EpiPen while at camp. These are campers who have been diagnosed to be at risk for a potential medical crisis, such as an asthma attack or an allergic reaction. We will also need written permission from your child's licensed medical provider. If your child needs this permission, download the Emergency Medication Permission Form [here](#).

Health History Form

This form is required for all campers and it must be submitted BEFORE a child can be admitted to camp. For safety reasons, we are not able to make exceptions to this requirement. We do NOT require a physical health examination from your doctor for your child to attend camp.

Meeting Child at Airport Form

This form is required if we are taking your child to the airport for their departure flight. It is required even if a parent is the adult meeting the child at the destination airport. Staff will need this information at the airport to release your child into the care of the airline if they are flying as an unaccompanied child/minor. This is helpful information for us to have, even if your child is not flying as an unaccompanied child/minor.

Minor Participation Waiver Form

This form is required for all campers.

Travel Form

This form is required for all campers. It tells us how your child will arrive and depart from camp (including by car) and if we are transporting them to and/or from the airport.

White Water Rafting Permission Form

This form is required if your child is entering 7th grade or higher in the fall and wants to go white water rafting.

Online Account

An online account was automatically created when you registered your child. [Login to your account here](#) to:

Complete and submit forms.

Update contact information.

Update your financial information.

Send emails to your child and sign up guests to send emails to your child.

Form Due Dates

All required forms must be submitted four weeks before your child starts camp.

**If your child starts camp on June 26,
their forms are due by May 29**

**If your child starts camp on July 10,
their forms are due by June 12**

**If your child starts camp on July 31,
their forms are due by July 3**

All required forms must be completed even if your child is a returning camper. We need the most current information to help provide the best camp experience for your child.

MEDICAL

Recommended and Required Immunizations

Recommended Immunizations

To provide the healthiest environment for all campers and staff to live in, we recommend all campers be up to date on the following vaccinations:

DTaP

Measles, mumps, rubella

Polio

Chicken pox

Meningococcal meningitis

The Health History form includes a section for you to record your child's immunization history.

REQUIRED Covid-19 Immunizations

All campers are **required** to be **fully vaccinated for Covid-19**. This means either two shots of Pfizer or Moderna or one shot of Johnson & Johnson, with the final dose a minimum of two weeks before the beginning of a session. We will also accept another vaccine that is approved by the WHO.

We **recommend** having your child **UP TO DATE on their Covid-19 immunization**. **According to the CDC, the definition of up to date on Covid-19 immunization is as follows:**

for children 12 and older: They have received a booster

for children 8 -11: No booster is required to be up to date

Quarantine implications at camp of being up to date on Covid-19 immunization

In the unlikely event someone tests positive during a camp session, we will apply the current CDC guidelines at camp as follows:

That camper will be placed in our quarantine facility and must be picked up within 48 hours.

Campers who are in that same cabin, and not up to date on their Covid-19 immunization will also be placed in quarantine and need to be picked up within 48 hours.

Campers who are in the same cabin, and are up to date with their vaccines will wear a mask when inside for ten days, but are not required to quarantine or go home.

The Covid-19 History and Immunization form is required to be completed with your child's Covid-19 history and immunization information. It is ok if your child's Covid-19 immunization information is not a separate card and included in their primary care physician's immunization schedule.

Physical Health Examination

We do NOT require a physical health examination from your doctor for your child to attend camp.

Health Check on Opening Day

On opening day after pre-screening, each camper will meet with a member of our nursing staff to review the camper's health history form, collect any prescription drugs, over the counter medications, and vitamin supplements, and ask about recent illnesses or travels. A lice check will also be performed.

Any camper determined to have a contagious condition will not be allowed to attend camp.

Prescription Drugs, Over-The-Counter Medicines, and Vitamin Supplements

All prescriptions drugs, over-the-counter medicines, and vitamin supplements are kept locked in the Health Center. On opening day, they must be given to the nurses in their original containers with directions for use. Prescriptions are given to campers as prescribed at the Health Center. Campers are responsible for going to the Health Center at the appropriate time to take their prescriptions, over the

counter medicines, or vitamin supplements. The nurses will make sure the camper gets their prescription medicine as prescribed.

Health Care at Camp

Kingsley Pines employs full-time licensed registered nurses, and many of our staff members are also trained in first aid and CPR. We use local physicians for doctor visits and minor emergencies. Should a serious situation occur, we take campers to Central Maine Medical Center in Lewiston or Maine Medical Center in Portland, both of which are 30-45 minutes away.

We do not contact parents for minor concerns (cuts, bruises, headaches, etc.). Parents will be notified if their child spends more than 24 hours in the health center or is seen by a doctor.

While we have a designated quarantine facility at camp, we are not structured to provide long-term quarantine care. Campers who tested positive for Covid-19 or were in that camper's same cabin and not up to date on their Covid-19 immunization and need to quarantine will be cared for in this facility by our medical staff until they are picked up by their parents within 48 hours.

Medical Expenses and Medical Insurance

You or your medical insurance carrier is responsible for all of your child's medical expenses. Doctor visits, x-rays, other medical treatment, and hospitalization will be billed directly to you or your medical insurance company. Medication will be charged to your account. You are responsible for any medical expenses Kingsley Pines incurs on behalf of your child.

TRAVEL

Traveling by Plane

We recommend you make airline reservations as soon as possible. Our staff picks up and drops off campers at the Boston, Massachusetts (**BOS**) and Portland, Maine (**PWM**) airports.

Portland Jetport in Portland, Maine

The **Portland Jetport** in Portland, Maine is a 45-minute drive from camp. It is served by the following airlines: American, Delta, Elite, Frontier, JetBlue, Southwest, Sun Country and United. **Nonstop flights** to Portland are available from several US cities. Please schedule flights to arrive between 8:00 a.m. and 5:00 p.m. on the Sunday of the session starting date and depart between 8:00 a.m. and 5:00 p.m. on the Saturday of the session closing date.

Boston Logan International Airport in Boston, Massachusetts

Logan International Airport in Boston, Massachusetts is a two and a half hour drive from camp. For information on airlines serving this airport visit **Logan International Airport**. Please schedule flights to arrive between 11:00 a.m. and 6:00 p.m. on the Sunday of the session starting date and depart between 1:30 p.m. and 8:00 p.m. on the Saturday of the session closing date.

After You Have Made Plane Reservations for Your Child

Login to your [account](#)

Complete the Travel Form with your child's itinerary.

Complete the Air Travel Supervision Form if we will be providing transportation for them to and/or from the airport.

Complete the Meeting Child at Airport Form if we are taking your child to the airport for their departure flight.

Any changes to air travel plans must be made two weeks before your child's arrival or departure from camp. Please remember to notify us about any changes at: travel@kingsleypines.com or 207-894-9030.

Transportation, Baggage, and Unaccompanied Child/Minor Charges

Portland Jetport Transportation Charges

\$50 per camper for arrivals between 8:00 a.m. to 5:00 p.m. on the Sunday of the session starting date

\$50 per camper for departures between 8:00 a.m. to 5:00 p.m. on the Saturday of the session closing date

Logan International Airport Transportation Charges

\$100 per camper for arrivals between 11:00 a.m. to 6:00 p.m. on the Sunday of the session starting date

\$100 per camper for departures between 1:30 p.m. to 8:00 p.m. on the Saturday of the session closing date

Other Airport Charges

Baggage fees on their return flight that you have not paid for in advance.

Unaccompanied child/minor fees if your child is booked as an unaccompanied child/minor on their return flight and you have not paid for the unaccompanied child/minor fee with the airline.

What to Send With Your Child on the Plane

Please have your child wear a Kingsley Pines red T-shirt while flying to camp to help staff identify them at the gate. We understand a first time international camper will not have a Kingsley Pines red T-shirt because their camp clothing was shipped directly to camp. If possible, they should wear a red shirt.

Every camper flying to camp should have the following items and information with them and kept in a secure place for flying:

Camp telephone number 207-894-9030

Passport (international campers)

Travel itinerary

Cell phone

We will keep their cell phone, passport, plane tickets, and any travel money in our camp safe while they are at camp and return these items to them for their departure. Please keep a copy of your child's passport at home. We will make sure your child's cell phone has a sufficient charge when it is returned to them for their return flight. It will be up to your child to not consume all of the battery charge before landing.

If your Child is NOT flying with Adult Supervision

Arrival

Kingsley Pines staff member wearing a red Kingsley Pines staff shirt will try to meet your child at the gate for domestic flights and inside the arrival terminal area for international flights after they have cleared customs. Since your child is not flying as an unaccompanied child/minor, we may not be able to get a pass to go through security and meet them at the gate for domestic flights.

Instruct your child to wait for us at the gate and if we are not there, to call 207-894-9030. We will update your child on the status of where the staff member will meet them. **We do not want campers meeting us at baggage claim unless instructed to at the time of arrival by staff.**

After your child has connected with Kingsley Pines staff, we will contact you by email.

Departure

A Kingsley Pines staff member will escort your child to the security gate for their return trip. We will try to get a pass to go to the gate with them. We may not be able to go to the gate since your child is not flying as an unaccompanied child/minor.

Submit the Meeting Child at Airport Form to provide us with the name and address of the adult meeting the child. This form still needs to be completed even if a parent is the adult meeting the child at the airport as it provides staff with helpful contact information.

Do not send us a copy of your child's boarding pass. We will be able to obtain it at the airport.

If your Child is Flying as an Unaccompanied Child/Minor

Arrival

A Kingsley Pines staff member wearing a red Kingsley Pines staff shirt will meet your child at the gate for domestic flights and in the inside arrival terminal area for international flights after they have cleared customs.

After your child has connected with Kingsley Pines staff, we will contact you by email.

Occasionally, there may be circumstances beyond our control that prohibit us from meeting your child at the gate. That is why it is important for your child to travel with a cell phone. Instruct your child to wait for us at the gate and to call 207-894-9030. We will update your child on the status of when the staff member will meet them.

Campers traveling as unaccompanied children/minors will need to have the name of the staff member who will be meeting them at the airport. We will contact you ahead of time with this information.

Departure

A Kingsley Pines staff member will escort your child to the gate for their return trip for a domestic flight and to the appropriate airline personnel for an international flight.

Submit the Meeting Child at Airport Form to provide us with the name and address of the adult meeting the child. This form still needs to be completed even if a parent is the adult meeting the child at the airport.

Do not send us a copy of your child's boarding pass. We will be able to obtain it at the airport.

Unaccompanied Child/Minor Policy

We strongly recommend children fly to and from camp as unaccompanied children/minors, if permitted by the airline. Flights are often delayed, cancelled, or rerouted. If your child's flight encounters a problem while they are flying as an unaccompanied child/minor, airline personnel will properly care for them. Be aware, some airlines do not offer unaccompanied child/minor service for connecting flights. Airlines also limit the age at which a child can travel as an unaccompanied child/minor. This age limit varies from airline to airline.

Overnight Accommodations

If you are planning on staying in the area when you drop off or pick up your child, we strongly recommend you make hotel reservations as soon as possible, . Maine is a popular tourist destination in the summer. You can find information on [local accommodations here](#).

Traffic Information

Please be aware that Maine is a popular summer vacation spot and our highways can become quite congested. Information on road conditions is available by visiting the [Maine Turnpike Authority](#) or contacting them at 800-675-7453. Traffic on the turnpike is especially heavy northbound on Friday afternoon and evening. It is heavy southbound Sunday afternoon and evening. Please allow extra time if you plan to travel at these hours, especially if you are driving to camp on Friday to see your child in a theater performance or participate in closing events.

Directions to Camp

We recommend that you do not use an online map service or a GPS device if it directs you to Route 302 west. This is a very busy local road. [Click here](#) for the best directions to camp.

BEDDING, CLOTHING AND PACKING

Lost and Found

PLEASE LABEL all your child's belongings with their first and last name (not just initials) with a permanent marker or name labels. Make a list of what your child packed and give it to them to check off when they pack to go home. Please check the lost and found before departing to avoid arriving home and finding something has been left behind.

We DO NOT SHIP lost and found items home.

Responsibility for Clothing and Equipment

Kingsley Pines is not responsible for any lost, stolen, or damaged personal items; this includes clothes damaged by the laundry company.

Shipping Camper Belongings to Camp

Camper belongings may be sent to camp by UPS or other delivery services. Please ship at least TEN business days before your child's arrival at camp. Use a delivery service that provides a tracking number so the items can be traced, if they fail to arrive at camp. We encourage campers to fly home with their luggage. We also ship baggage home at the end of each session. Your account will be charged for the shipping and handling costs.

Packing Your Child's Belongings

We suggest you pack your child's items in a large suitcase or duffel bag with or without wheels. The bunk beds have 12.25 inches under the bottom bed. Trunks or similar containers are also allowed but must be 12.25 inches or less in height so they can be stored underneath the bed.

Cash at Camp and Camp Store

Your child will not need any cash at camp.

We do not have a camp store. If your child needs a toiletry item, we will get it for them.

What NOT to Bring

Camp is a chance to unplug from technology, therefore, cell phones are not permitted at camp. However, small radios and inexpensive personal music players are permitted. Their use is restricted to appropriate times and places.

DO NOT BRING:

Cell phones (We recommend if your child is flying to travel with a cell phone. We will keep the cell phone in the safe in the camp office until they leave camp.)

Digital cameras

Bikes of any kind or skateboards

Any device that can play or record video, connect to the Internet, or has any kind of video or electronic game

Televisions, DVD players, and Video cameras

Computers, tablets, and eReaders (like Kindle)

Walkie-talkies

Cash

Food, candy, or gum

Silly String

Water balloons

Aerosol cans

Lighters or matches

Expensive jewelry and/or watches

Firearms or other weapons

Knives and hatchets

Pets of any kind

Vehicles

Other valuables

What to Bring – Clothing and Equipment Packing List

Go here for the [Clothing Checklist](#).

Dress Code at Camp

Campers need to dress safely and appropriately so they can participate in all activities and have the most fun without worrying about their appearance or ruining their clothes in an activity. Our dress code is minimal and in keeping with everyone feeling safe and enjoying the outdoors.

No clothing that is excessively tight, short, or baggy.

No clothing which does not cover a person's undergarments.

Tank tops and sleeveless shirts should fit appropriately and not have large, gaping arm holes that hang down exposing skin.

Swimwear for girls must be a one-piece swimsuit that provides complete coverage or swim trunks and swim shirt that is designed for active wear.

Swimwear for boys must be swim trunks designed for active wear (no shorts, cut-off pants, or Speedos).

Campers need to understand our dress code ahead of time so they can pack appropriate clothing. They will be required to change if their clothing is deemed inappropriate.

Award T-shirts

Campers from previous summers who have received their Kingsley Pines award T-shirt with Pathfinder, Guide, or Sachem printed on the back should bring them to camp to wear at Council Fire. If your child needs a new one, they can be purchased from the office for \$18.

Required Camp Clothing

The Kingsley Pines Clothing Catalog and the Clothing and Equipment Checklist makes preparing for camp as easy as possible.

The required clothing for Kingsley Pines Camp is for certain all camp activities and out of camp trips. Below is a list of the required items:

[Click here for required Kingsley Pines red T-shirts](#)

[Click here for required Kingsley Pines red sweatshirt \(hooded or crew\)](#)

Purchase the required clothing directly from Maine Camp Outfitters. **Clothing is not available for sale at camp.** [Click here](#) for the online Kingsley Pines Clothing Catalog.

For families living in the United States, Maine Camp Outfitters will ship the clothing directly to you at your home. *It is important to order early*, so you will receive the clothing before your child leaves for camp. For families living in other countries, Maine Camp Outfitters will ship the clothing directly to camp, where your child will receive it when they arrive.

Laundry

Laundry is done weekly after the first week of the session. The laundry service washes each camper's clothing in a dedicated washer and dryer and then folds and puts the clothes back into your child's laundry bag. Kingsley Pines will provide laundry bags on opening day if your child does not have one from a previous year.

Sheets for Bunk Beds

If your camper is bringing their own sheets vs renting sheets from us, our camper mattresses are cot size (30" by 75" by 4") which means they are slightly smaller than a twin size mattress (38" x 75" by 8"). Twin sheets will fit on cot sized mattresses. Regular twin fitted sheets may not fit snugly on a cot sized mattress. It is a personal preference whether you use another flat sheet for the bottom sheet, or use a regular fitted sheet for the bottom. Campers are required to make their bunk beds with bed linens and sleep in them, not sleeping bags. Sleeping bags can be used as a comforter on a bed.

Bedding and Towel Rental

Your child may bring their own bedding and towels or rent them from camp. Bedding and towel rental is particularly convenient for children flying to camp. We use an outside professional service to provide linens. On opening day, your child will receive 1 pillow, 1 pillow case, 2 sheets, 2 blankets and 2 bath towels. On the following week(s), your child will receive a replacement pillowcase, 2 sheets, and 2 towels set. Your child will be responsible for the return of all bedding and towels in good condition, or a

replacement fee will be charged. If you want to rent bedding and towels, please select this option on the Additional Expenses Form. The cost to rent bedding and towels is \$30 per week.

BEHAVIOR

Dismissal from Camp

Any camper who poses a danger to themselves or others will be asked to leave camp. Additionally, any camper who interferes with the enjoyment of camp for others will also be asked to leave. Physical violence is grounds for immediate dismissal. In these situations, no refund will be issued.

Camper Conduct

Campers have a great deal of freedom and many opportunities to make their own decisions at Kingsley Pines. We only require that they meet the following three expectations:

Have Fun (get the most out of their camp experience)

Have Respect (for themselves, others, and their property)

Be Safe (in all they do at camp)

In summary, we expect our campers to treat others and their property as they would like to be treated. We have wonderful children and staff at Kingsley Pines. By sharing these expectations with your child before arrival at camp, they will be assured of a great camp experience.

Respect for all, regardless of differences, is a core part of our philosophy at camp. We celebrate diversity in perspective, culture, and personality. Respectful communication about our differences is facilitated by all counselors and staff.

Please share this with your child before they attend camp.

Illegal Drugs, Marijuana, Alcohol, Tobacco, Electronic Cigarettes, and Fireworks

Camper use of illegal drugs, marijuana, alcohol, tobacco, electronic cigarettes, and/or fireworks of any kind is strictly prohibited and grounds for immediate dismissal without a refund.

ARRIVAL & ACTIVITIES

Activity Restrictions and Limitations

Campers are given the opportunity to choose their own activities. There are some restrictions on participation in certain activities. There is a limit on the number of campers we can accommodate in

each activity each week. While we want campers to participate in their favorite activities, we cannot guarantee that your child will be able to participate in a specific activity.

Each camper's swimming ability will be evaluated on the opening day of a session. To participate in canoeing, kayaking, paddleboarding, sailing, wakeboarding, waterskiing, and windsurfing, a camper must be a Red Cross Learn-to-Swim Level 4. Campers are required to take swimming lessons until they reach Red Cross Learn-to-Swim Level 5.

The [specific requirements for Level 4 are listed here](#).

A camper must be 10 years old or older to participate in rock climbing and the high ropes course and 12 years old or older to participate in stained glass.

Activity Sign Up

On the first night of camp the campers are introduced to the activities that will be offered that week. Campers then gather by cabin outside the theater to sign up for activities for the week. Cabin counselors will be providing assistance to campers in the activity sign up process.

Activity sign up is an exciting aspect of Kingsley Pines because campers get to make their own choices. Please talk with your child about what they might like to try and encourage them to sign up first for the activity they want the most.

Each camper has a personalized sign up sheet with spots for the four different activity periods. They also have a sheet with their name printed on four stickers to give to the activity instructor when they sign up. Inside the theater, each activity instructor has their own station with their activity sign. These "stations" are arranged alphabetically around the room, so campers can easily find each activity. Sign up is divided into four rounds (one for each activity period). Each camper can only sign up for one activity per round. Since some activities are more popular than others (like waterskiing) or have fewer spaces available (like woodworking), campers should sign up for these activities in their first round. At the beginning of a round, the program director calls a group of cabins to go inside for sign up. The cabins are rotated throughout the session to ensure the process is as fair as possible.

Once campers enter the theater, they get in line in front of their chosen activity "station." The activity instructor will then take one of the campers' name stickers and place it on one of their attendance sheets. The activity instructor then gives the camper an activity name sticker to place on their personalized sign-up sheet. If all the available spaces for an activity are taken before the camper gets to sign up, then the camper proceeds to another activity for that round. Once they have signed up for an activity, the campers leave the theater and return to their cabin's spot outside.

At the end of four rounds, a camper will have their activity sheet full and they are ready for their week of activities. This process will be repeated one or two more times during the remainder of the two or three-week session. If a camper has concerns about their activity schedule, they should see the Program Director, Assistant Program Director, Boys Campus Head, or Girls Campus Head.

Activities offered:

AQUATIC: Canoeing, Kayaking, Paddleboarding, Sailing, Swimming, Wakeboarding, Waterskiing, Windsurfing

SPORTS: Archery, Baseball, Basketball, Fencing, Flag Football, Golf, Lacrosse, Soccer, Tennis, Ultimate Frisbee, Volleyball, Yoga

ARTS: Ceramics, Dance, Fiber Arts, Jewelry Making, Photography, Stained Glass, Theater, Theater Tech, Ukulele, Visual Art, Woodworking

ADVENTURE: High Ropes, Low Ropes, Nature, Outdoor Living Skills, Rock Climbing

Opening Day

Families traveling **by car** should plan to **arrive between 10:00 a.m. and 3:00 p.m. on opening day**. Parents may go through the check in process with their camper, meeting their cabin counselor and helping them take their gear to their cabin.

On opening day, campers will:

Be welcomed by the health care team who will review the Covid-19 test results they submitted to camp or receive a rapid test.

Pick up their laundry bag if they need one, and get a photo

Meet with the camp nurses for a health check, turn in any medication and review the completed Health History Form.

Meet their cabin counselor.

Unload their gear in their assigned cabin.

Say a quick goodbye to family!

Have their swimming skills evaluated.

Participate in activities and make friends.

Take a tour of camp.

Start having a great time!

TRIPS - DAY AND WILDERNESS

Adventure Day

Each session has an Adventure Day and everyone leaves camp for one of the three activities. Campers and staff go to the ocean beach, ocean sailing on a schooner, or whitewater rafting. Campers need to sign up before they arrive at camp. You will be contacted if camper wants to change their choice to go ocean sailing or rafting. All changes must be approved 48 hours before the trip leaves.

All campers are eligible to go to the ocean beach or ocean sailing. The ocean sailing option is limited to the first 40 campers who sign up for it. Visit [Portland Schooner Co.](#) to see the ships we will be sailing on.

Only campers going into 7th grade or higher in the fall are eligible to go rafting. Visit [Adventure Bound](#) to see our trip on the Kennebec River.

You need to choose one of these activities for your child on the Additional Expenses Form in your account. The cost for the Ocean Beach is \$0, Ocean Sailing is \$85 and Whitewater Rafting \$130. If you select rafting you will also need to complete the White Water Rafting Permission Form. If your child is attending more than one session, please make note of their choices and session on the area indicated on the form or contact the office.

Wilderness Day and Overnight Trips

During each session, we offer a variety of elective out-of-camp trips. Activities include overnight camping, hiking, canoeing, kayaking, rock climbing, etc. Sometimes these trips include using the services of third-party vendors (ex. sea kayaking). The offerings vary each summer and there are different trips for different age groups. We will provide your child with the necessary equipment (tent, sleeping bag, etc.) if your child would like to participate in one of the overnight camping trips.

COMMUNICATIONS

Food, Candy, and Gum

Food is not allowed in the camper cabins. Any food items, candy, or gum will be confiscated and not returned at the end of camp.

Packages – Please do not send!

Parents CANNOT send packages to their campers. Please let grandparents and friends know about our no package policy.

If your child has a birthday while they are at camp, we will make an exception and you can send them a package that does not include any food or candy.

Email

Emails are printed once a day at 10:00 a.m. EST and distributed after lunch. Campers cannot send email. Each sender (parent, sibling, relative, friend) may send one email a day per child. To send an email to your child, go to [your account](#). Near the bottom of your online account, click on Email under the Online Community and follow the instructions.

If a parent does not have their own login account, please contact the office at info@kingsleypines.com to tell us their email address and we will set it up for them. **Please do not set parents up as guests to email their child. If they are set up as a guest account, they do not receive any email updates while their child is in camp or links to photos.**

You may also create guest accounts for relatives or friends who wish to send one email per day to your child. To do this, go to the Guest Account link on your account and complete the required information.

Mail

Sending Mail TO Camp

Letters from home are the most welcomed form of communication that a camper can get and are strongly encouraged. You may even send a letter before your child leaves home so they can get mail at the beginning of camp! Please write cheerful, informative letters that will reinforce the positive experience your child is having.

Mail should be addressed to your child as follows:

Camper's Name, Cabin Name (if you know it)
Kingsley Pines
51 Coughlan Cove Road
Raymond, ME 04071

Campers sending mail FROM Camp

Each camper will be encouraged to write at least one postcard home. It is helpful if you can send pre-addressed stamped envelopes with your camper for them to write to you! If your child does not have stationary, envelopes, or postage stamps, we will provide them at no charge.

Photos

We will be posting **new photos** mid day every Saturday. You will receive an email on Saturday with an update on what is going on at camp and a link to the photos. The photos will be a representation of the week's activities. You can order any prints, gift items, or high-resolution files directly from SmugMug.

Phone Calls

We cannot accept phone calls for campers. Telephone calls are a challenging issue. We recognize, that as loving and caring parents, you miss your children, but telephone calls are counter-productive to the camp experience. One of the major benefits of camp attendance is for your child to gain independence. This can only happen when there is some separation between parent and child. The ability to maintain constant contact with your child will inhibit this. If any family needs to contact camp because of a personal emergency, we can be reached 24-hours a day, 7-days a week at 207-894-9030.

Visitors

We will not be able to accept any visitors at camp this summer.

Parents of multi session campers will not be able to visit with their parents between sessions.

END OF CAMP

Refunds

A refund by check or credit card will be issued, after the 2023 early registration period ends, for campers who have not registered and have a credit balance over \$10. Refunds are made only in US dollars. Any credit balances from your 2022 account will be applied to your 2023 account for campers who register early for 2023.

Gratuities

All of our staff have been selected based upon their genuine interest in working with children. Therefore, parents are not expected to tip our staff for performance.

If you would still like to pay a gratuity, we have established a staff gratuity pool. Please do not tip individual staff members. Your child's successful experience at camp is the result of all staff working as a team. The gratuity pool is then distributed to all staff at the end of the season.

If you would like to contribute to the gratuity pool, you will have two choices. Login to your online account and select your child's Additional Expenses Form and select how much you would like to contribute to the gratuity pool. We will then charge your credit card on file. On closing day, you can also leave a gratuity in the office. If you have any questions, you can [click here to contact the office](#).

Closing Activities and Pick Up Days

You are welcome to join us the Friday afternoon before your child's session closing day for:

3:30 p.m. Theatrical performance by our very own campers. Art Show ongoing in the afternoon in the lodge featuring works from ceramics, art, fiber arts, photography, jewelry making and woodworking.

4:40 p.m. Slide show in the theater.

5:15 p.m. Dinner by the lake.

Final Council Fire immediately following dinner. This is our recognition ceremony for the campers. We expect it to be over by 8:00.

Feel free to bring lawn chairs for the Final Council Fire outside on the lodge lawn.

Parents traveling by car have two options available for picking up their children. Campers may leave with their parents Friday night or Saturday morning.

All campers that do not leave Friday night must be picked up on Saturday between 9:00 a.m. and 11:00 a.m. unless we are taking them to the airport that day.

SPECIAL PROGRAMS

Older Camper Outings

During each session, campers entering 9th, 10th or 11th grade in the fall will leave camp for Older Camper Outings. Outing activities vary each summer and session and may include miniature golf, bowling, summer tubing, or a Portland Sea Dogs baseball game.

Teen Leadership Program

This Parent Handbook and Forms also applies to the Teen Leadership Program, except Teen Leaders will not be participating in the whitewater rafting/ocean beach/ocean sailing Adventure Day and generally don't participate in the regular camp program. However, they will be involved in some camp activities. The other exception from the Parent Handbook is they may bring to camp a limited amount of personal spending money (maximum of \$100) for their out-of-camp trip.

The Teen Leaders will be taking a week-long team building trip to Acadia National Park. The campers and staff will be tent camping on this trip and activities may include hiking, swimming, community service, etc. The regular Camp Clothing & Equipment List is the same for the Teen Leadership Program. They will also need the following items for their out-of-camp trip:

Sleeping bag

Waterproof Raincoat – not a poncho

Suitable shoes for hiking – hiking boots (well broken in) or sturdy sneakers (not Vans or Converse brand sneakers)

Pair of old sneakers that can and will get wet and muddy

Pair of old jeans that can and will get wet and muddy

Wool or synthetic winter hat

Fleece jacket or pullover

Fleece pants or synthetic fabric pajama pants

Backpack with sturdy padded straps for day hikes. School backpacks work great. Shoulder bags or drawstring gym bags do not work.

1 Medium sized duffel for packing 1 weeks worth of clothing for the camping trip to Acadia. (If the camper is international, we will provide a bag for them)

2 one liter water bottles

Limited amount (maximum \$100) of personal spending money is permitted, but not required for souvenir purchases