

Lourdes Camp  
Parent/Guardian  
Handbook

Dear Parent/Guardian,

Welcome to the fun and excitement of Lourdes Camp! Whether your camper is attending resident camp or day camp we hope to make the week fun and entertaining. Included in this handbook are all kinds of information that will help you and your camper get ready for camp.

If you have any questions feel free to contact us at any of the e-mail addresses below.

Thank you for allowing your camper an opportunity to make new friends, gain independence and enjoy a wonderful week at camp.

E-Mail Addresses:

Mike Preston, Director                      [mpreston@lourdescamp.com](mailto:mpreston@lourdescamp.com)

Molly O'Keefe, Assistant Director      [mokeefe@lourdescamp.com](mailto:mokeefe@lourdescamp.com)

Kathleen McDonnell, Registrar          [registrar@lourdescamp.com](mailto:registrar@lourdescamp.com)

## **Mission**

The mission of Lourdes Camp, which is an independent self-supporting entity of Catholic Charities of Onondaga County, is to provide an opportunity for youngsters to grow spiritually, physically, emotionally, and socially in a wholesome, caring outdoor environment. It is a learning experience filled with fun and excitement available to boys and girls between the ages of 7-14.

## **Contact Information**

### Summer Address

Lourdes Camp  
1150 Ten Mile Point Rd  
Skaneateles, NY 13152

(315) 291-7031 (office)  
(315) 291-7027 (infirmary)

### Business Office

Lourdes Camp, Inc  
1654 W. Onondaga St  
Syracuse, NY 13204

(315) 424-1812

[www.lourdescamp.com](http://www.lourdescamp.com) (web)

### E-Mail

[info@lourdescamp.com](mailto:info@lourdescamp.com) – camp information

[registrar@lourdescamp.com](mailto:registrar@lourdescamp.com) – registration questions

[mokeefe@lourdescamp.com](mailto:mokeefe@lourdescamp.com) – Molly O’Keefe, Assistant Director

[mpreston@lourdescamp.com](mailto:mpreston@lourdescamp.com) – Mike Preston, Director

[mycamper@lourdescamp.com](mailto:mycamper@lourdescamp.com) – e-mail address for campers (one way)

2021 Camp Weeks (All Weeks are Sunday-Friday)

**Resident Camp**

Week 1	July 4-9	(Boys 7-14/Girls 7-12)
Week 2	July 11-16	(Boys 7-14/Girls 7-12)
Week 3	July 18-23	(Boys 7-14/Girls 7-12)
Week 4	July 25-30	(Boys 7-12/Girls 7-14)
Week 5	August 8-13	(Boys 7-12/Girls 7-14)
Week 6	August 11-17	(Boys 7-12/Girls 7-14)
Week 7	August 15-20	(Boys 7-12/Girls 7-14)

**Day Camp**

Boys and Girls 7-11

Week 1	July 5 - 9	Week 5	August 2 - 6
Week 2	July 12 – 16	Week 6	August 9 - 13
Week 3	July 19 – 23	Week 7	August 16 - 20
Week 4	July 26 – 30		

Camper drop off/pick up at camp (even by boat). Drop off time 8:30 to 9:00 a.m.  
Pick up 4:30 to 5:00 p.m.

## **Medical Information**

Complete the health information online including the vaccination information.

All campers **MUST** have a negative PCR Covid test within 72 hours of the first day of camp. If your child is vaccinated, proof of vaccination will be required and can be uploaded through the health forms section of your CampInTouch account. To log on go to [lourdescamp.campintouch.com](http://lourdescamp.campintouch.com).

We have a well-equipped health center on site with an RN in charge of medications and first aid needs 24 hours a day. There are two Urgent Care facilities and two hospitals within a half hour of camp. You can speak to the nurse when camp is in session by calling (315) 291-7027.

## **Health and Accident Insurance**

Lourdes Camp, Inc. carries liability insurance only and does not provide health insurance. If a camper requires medical care by a doctor or hospital, prescription drugs, dental/orthodontic services and/or eye glass repairs the parent/guardian is financially responsible.

## **Payment Information**

Each resident camp online registration must be either paid in full (\$515 credit card) or have a \$75 deposit for each week with the balance due by **June 18th**.

Each day camp online registration must be paid in full (\$285); there is no deposit for day campers. Day camp needs to be paid in full when registering.

Registrations after June 18 must be paid in full.

A \$15 fee is charged for all checks returned due to insufficient funds.

## **Cancellation/Refund Policy**

A full refund, except the deposit, will be issued if cancellation is made within 10 days prior the start of the camper's week.

Cancellations made less than 10 days prior to the start of camper's week will receive a 50% refund less the deposit.

In case of injury or illness before camp, if the office is notified and receives a written statement from the attending physician a full refund will be issued.

Campers leaving their week(s) early will not receive a refund. Campers arriving late will not receive a prorated rate.

## **Financial Assistance**

Need based assistance is available through the Lourdes Camp Campership Fund. An application is downloadable at our web site and must be received by June 18th.

There is a \$25 application fee that will be credited towards the week at camp. If you do not receive a Campership the application fee will be returned.

## **Camp Program Information**

### **Arrival and Departure Times**

#### **Arrival:**

Check in for resident camp is on Sundays, we will give you a time to arrive.

#### **Departure:**

Friday departure 3:30-5:00 p.m., we will give you a time for pick up

### **Drop Off Procedure**

Parents will remain in the vehicle, only the camper will get out wearing a mask. After a temperature check (must be under 100.4) the camper will be given a cabin number and escorted to the cabin. The campers' items will be taken to the cabin by a staff member.

If there's medication parents will pull a head to the nurse's area. Please stay in your car and allow the nurses time to look at and write down instructions for medication.

Remember this is all new to us so please have some patience as we work through everything.

**If you arrive before your scheduled time you will have to wait.**

### **Late Arrivals**

Campers arriving after 5:00 p.m. on Sunday should come directly to the main Lodge.

### **Mask Wearing**

Campers will be required to have facial covering with them at all times in case there is a situation that requires them to put it on. This would include drop off and pick up, when they are near other campers less than six feet, or inside a building.

## **Cabin Placements**

All resident campers are assigned to cabins by age (not grade).

Each Camper may request **ONE** cabin mate which must be reciprocal.

If more than one camper is listed, only the first camper's name will be considered.

Please do not ask us for more than one cabin mate request. Part of camp is meeting new friends and trying new activities.

We take a great deal of time in assigning cabins in order to give your child and others the best camping experience.

Each week we are at capacity and changing cabins is not an option. **We do not overbook or leave beds available in any cabin.**

## **Pick-up Procedure**

Friday Afternoon Pick Ups: 3:30 -5:00 pm. You will be given a time to arrive.

“Kid Claim” given to parent/guardian on Sunday **MUST** be presented to a staff member. If you forgot or misplaced Kid Claim a staff member will escort you to the main office where your identity will be verified by the director or assistant director (photo ID required).

## **Lost and Found**

You may call camp up to week after your stay concerning lost and found items. We will do our best to locate them but can't guarantee they will be found.

Don't send your best items.

All lost and found items not claimed a week after your stay are donated to a local charity.





## **Cell Phones**

We have a “no cell phone” policy. Not only are they expensive but they can get lost and the camp environment is not kind to such items. When children attend camp, they and you are making a decision to transfer their care from you as parents to us as counselors and directors. Developing a sense of independence is one of the greatest benefits of camp. Sending a cell phone to camp with your child also sends a message that you haven’t completely come to “grips” with your child being away from home and in our care.

We will call you personally if your child is experiencing a challenge in their adjustment to camp. You can help us by talking with your child before they leave for camp and tell them there is always someone they can talk to whether it’s a counselor, nurse or the directors. We’re here to help!

## **Homesickness**

Homesickness is natural for a child when they are out of their comfort zone. Staff are trained to help each camper have a positive experience and get involved with all the wonderful activities at camp. Our assistant director, nurse or director will keep parents informed during all cases of homesickness but encourage parents to allow their camper space to overcome this feeling. Overcoming obstacles and reaching accomplishments is a huge part of camp life.

If parents are having a difficult time being away from their camper, they may call the camp office and arrangements will be made for a staff member to check on the camper.

Campers are NOT available by phone, but love to get cards, letters, packages, and e-mails (one way).

Mailing address:           Lourdes Camp  
                                  1150 Ten Mile Point Rd

Skaneateles, NY 13152

E-mails: Put the camper's name and cabin number in the subject line

E-Mail address: [mycamper@lourdescamp.com](mailto:mycamper@lourdescamp.com)

## **Behavior Policy**

We have high but reasonable expectations about our camper's behavior. If a child's behavior becomes disruptive as to endanger their own physical or mental safety, or the safety of other campers a decision will be made to remove him/her from the program. We seek to follow these steps when handling discipline at camp.

**First Offense:** Behavior is discussed between camper, counselor, and assistant director. Desired behavior and expectations of camper are discussed; consequences of further negative behavior are clearly spelled out. Assistant director will call home to let parents know the situation.

**Second Offense:** A meeting between camper, counselor, and assistant director and/or director. Identification of negative behavior is made, and camper is informed that any subsequent actions will result in camper being sent home. A phone call by assistant director or director to the camper's parent/guardian explaining behavior and result if the behavior continues.

**Third Offense:** A meeting with camper, counselor, assistant director and/or director is conducted. A report is filled out and the camper's parent/guardian is notified to pick child up immediately.

**Lourdes Camp has a zero-tolerance towards bullying, harassment and other behaviors that create a physically or emotionally unsafe environment. Campers engaging in these behaviors will be subject to disciplinary action and may be sent home early (without a refund) and denied re-admission to the camp in the future.**

Campers and their parents are encouraged to report any instance of alleged bullying to staff members and the director of the camp, and such complaints will be properly investigated.

## **Day Camp**

### **Program**

Day campers participate in the same activities as resident campers and will have the opportunity during the week to try all of them. Activities include arts and crafts, sailing, canoeing, pontoon boat, archery, hiking, basketball, volleyball, rec sports, soccer and drama. All campers participate in our swimming program.

### **Absences**

Daily attendance is taken at camp. If your camper is going to be absent, please call 315-291-7031 (by 8:00 a.m.) and leave a message. It is the camp policy to call parents of campers who are absent.

*Please do not send your child to camp if they are ill and/or running a fever. Children must be symptom free for at least 24 hours prior to returning to camp.*

### **Food**

Day campers enjoy the same lunch as our resident campers and staff. If your child prefers, they can bring lunch. We provide milk, water, and Bug Juice too.

### **Health Forms**

You can complete your camper's health information online when registering. All campers are required to have a complete physical within 24 months of the time your child attends camp.

### **Emergencies**

In the event of an emergency, we will make every attempt to notify parents or emergency contacts chosen by the parent/guardian. If necessary, emergency transportation will be handled by 911.

**What to Bring to Camp Every Day** (label all belongings)

Water Bottle

Change of clothes

Water shoes

Swimsuit and towel

Backpack (to put everything in)

**What to Wear to Camp Every Day**

Comfortable clothing      Sneakers/Socks      Rain Gear (rainy days)

**What NOT to Bring to Camp**

Cell phones

Weapons (play or real)

Stuffed Animals or Dolls

Any device with WiFi, 3G or other internet capabilities

Any handheld video games

Money or Valuables

**Drop off/Pick up**

Campers must have a negative Covid-19 test within 72 hours before the first day of camp. You may either upload it to your CampInTouch account or bring a copy of the test to Monday drop off. Campers cannot stay unless the results are provided.

Parents must download the Companion app from the Apple or Google Play store for their device, which will connect directly to your CampInTouch account. This will allow you to complete the required daily health check for your camper(s) before they arrive at camp.

Failure to complete the health check each morning will delay your drop off as we are required to ask the Covid questions.

We ask that if your camper isn't feeling good that you do not bring them to camp.

*Campers, parents, or staff who have household members who are displaying symptoms of COVID-19 or other infectious disease or have tested positive for COVID-19 will not be allowed at camp until cleared by health officials.*

### **Drop Off**

Parents may drop off campers between 8:30 a.m. and 9:00 a.m.

Parents will drive up to the drop off area (please stay in your vehicle) where the camper will get out of the car with a mask on a staff member will take the campers temperature. If the reading is over 100.4 the camper may not stay at camp.

Once their temperature has been taken the camper(s) will walk up to the day camp room to store their belongings and get ready to start their day.

Campers will be required to have facial covering with them at all times in case there is a situation that requires them to put it on. This would include drop off and pick up, when they are near other campers less than six feet, or inside a building.

When outdoors in their groups and physically distant campers will not be required to wear facial coverings. This includes all waterfront activities.

Facial coverings need to be two layers of fabric and close fitting. They will be worn over the nose and mouth. Bandana, buffs, or neck gaiters are not allowed.

### **Pick Up**

Campers may be picked up between 4:30 and 5:00 at the same location as drop off.

Please stay in your vehicle, a staff member will bring your camper to you.

## **Directions**

For GPS: Lourdes Camp  
1150 Ten Mile Point Road  
Skaneateles, NY 13152

### **From Binghamton**

Take Route 81 North to Homer, NY, Exit 12

Go to the end of the off ramp and turn right on to 281 north and continue 2 miles to Route 41 South, turn left.

Continue on Route 41 South for 15 miles and turn left on to Nunnery Road

Continue on Nunnery Road to Richards Road (it's the second left hand turn) and turn left.

Follow Richards Road to Camp; be careful when coming down the hill

### **From Syracuse**

Take Route 175 to the blinking light just before Marcellus, NY and

Turn left on to Lee-Mulroy Road

Continue on Lee-Mulroy for about 2 ½ miles and make a left on to Bishop Hill Road.

Follow Bishop Hill to the end which is Route 20 and turn left.

Go up the small hill on Rt. 20 and turn right on to Rose Hill Road.

Follow Rose Hill Road all the way to Borodino NY, stop at blinking red light

Proceed through the intersection and the road becomes Nunnery Road, follow Nunnery for about two miles until you see the Lourdes Camp sign.

Take a right on to Richards Road and follow to the end-Welcome to camp!

### **From Rochester**

Take New York State Thruway to Weedsport, Exit 40

Travel south on Route 34 to Auburn

Turn onto Route 20 East and continue to Skaneateles

After going through the village of Skaneateles turn right on to Route 41 South (East Lake Road). The lake will be on your right the whole way.

Continue on Route 41 to the blinking yellow light in Borodino and turn right on to Nunnery Road.

Follow Nunnery Rd for two miles until you see the Lourdes Camp sign

Turn right on to Richard Road and follow it to the end- welcome to camp!