



Kingsley Pines

The way camp should be

Parent Handbook 2024

The Parent Handbook is designed to give you the information you need to prepare your child(ren) for a successful camp experience. We have tried to anticipate most of your questions, but feel free to **contact us** with any questions you still have.

We are looking forward to a great summer with your child(ren) and are honored to be an important part of their summer memories and personal development.

OVERVIEW

Camp History

The camp history at Kingsley Pines began nearly one hundred years ago. For the first 35 years it was called Camp Kokatosi and served as a women's retreat and vacation camp. It was during this time many of the buildings the Kingsley Pines uses today were built. Including many of our small camper cabins, the office, Panther Dining Hall, and most notably, Kokatosi Lodge which was built from timber sourced on camp property.

Next the property became Amherst Summer Music Center in 1961. Each summer would include regular public performances of the Orchestra, Concert Band, and Chorus for all who wished to attend.

Pat Coughlan founded Kingsley Pines Camp in 1984. Pat, along with his wife Joyce, built and designed a co-ed camp program based on the ideals and lessons instilled in him from his time at Camp Kingsley. In 2010, Pat transferred ownership of Kingsley Pines to his three sons: Devon, Carter, and Drew. All three being former campers and counselors at Kingsley Pines. They along with Dan Emmons, who was appointed Director in 2022, currently oversee the camp program. Kingsley Pines has now been providing amazing camper experiences for over 40 years!

Inclusion and Belonging Statement

Kingsley Pines has respect and practices kindness for all, regardless of differences. It is a core part of our philosophy at camp. We celebrate diversity in perspective, culture, and personality.

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. Our voice message system is monitored on a regular basis. Our voice message will give you a number to call if you need immediate assistance.

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.

Meet the Year-Round Staff

Our **Year-Round Administrative Staff** are camping professionals who have decades of experience serving youth. All administrative staff have the experience and training to provide support at all levels of camp.

Director: Dan Emmons

Assistant Director: Laura Jo Cunningham

Program Director: Rene Cote

Camp Experience Director: Becky Alford

Facilities Director: Kelly Alford

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

Founders: Pat and Joyce Coughlan

Summer 2024 Schedule

View our 2024 summer schedule [here](#).

Contact Us

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



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 beach, 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 card on file will be charged with no processing fees.

- **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**
The information requested will help your child's counselor understand your child's unique needs, what they are looking forward to at camp, and areas of concern. Utilize the Camper Information Form to provide practical information on how a counselor can support your camper(s). All information provided is used in a confidential manner. If you would like to discuss what support looks like for your camper, please reach out to us. 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.**

Older camper cabins for campers going into 9th, 10th and 11th grade typically sleep three campers and a counselor. The small cabins are then grouped into cabin groups of two or three small cabins. All older camper cabin mate requests are considered met if the campers are in the same cabin group.

- **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.

- **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.

- **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.

- **Medication Authorization Form**

This form is required if you want our Health Center to give prescription drugs, over the counter medications and/or vitamin supplements on a regular basis to your child while they are at camp. The form provides us with dosage, timing, etc. information for our Health Care staff to follow in administering your child's medication. This form must be signed by a Licensed Health Care Provider. Many health care providers will have a version of this document they use already for schools.

- **Meeting Child at Airport Form for Return Flight Home**

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 23, their forms are due by May 26**
- **If your child starts camp on July 7, their forms are due by June 9**
- **If your child starts camp on July 28, their forms are due by June 30**

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

Communicable Diseases

If your child is sick with Covid-19 or any highly communicable disease prior to coming to camp, please contact us and do not send them to camp.

Recommended Immunizations

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

- Covid-19
- 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.

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, 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. A lice check will also be performed.

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

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

All prescriptions medications, 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 on the Medication Authorization Form signed by Licensed Health Care Provider. Prescription medicines, over the counter medicines and vitamin supplements 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 medicine as prescribed.

Health and Wellness at Camp

Kingsley Pines employs full-time licensed registered nurses, and many of our staff members are also trained in first aid and CPR. The Camp RN will administer medications as directed by your child's prescribers. We use local physicians for doctor visits and minor medical issues. We take campers to Central Maine Medical Center in Lewiston or Maine Medical Center in Portland as appropriate, 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 the night in the health center, is seen by a doctor, tests positive for Covid-19, or the medical staff otherwise believes that parent involvement is warranted.

Kingsley Pines recognizes and prioritizes campers' mental, emotional, and social health (MESH) needs. Early conversations about the unique needs of your camper(s) are key. Utilize the Health History Form to provide specific diagnosis and medication information. You can also use the Camper Information Form to explain events or experiences that are a part of your child's history that may be helpful for us to know.

If a child's physical or mental health creates an inability to participate in the camp program or they represent a risk to themselves or others, parents will be notified, and the camper must be picked up from camp as soon as possible.

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 Car**
Arrival by Car

Families traveling by car should plan to **arrive between 11:00 a.m. and 3:00 p.m. on SUNDAY of the session starting date**. Parents may go through the check in process with their camper, meeting their cabin counselor and helping them take their gear to their cabin.

Departure by Car

All campers must be **picked up between 9:00 a.m. and 11:30 a.m. on SATURDAY of the session closing date** unless we are taking them to the airport that day.

If you are bringing and picking up your child by car (including flying with your child and driving them to and from the airport) , we still need you to complete the Travel Form.

- Login to your [account](#)
- Complete the Travel Form with your child's itinerary.

• 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.

Please schedule flights:

Arrive between 10:00 a.m. and 5:00 p.m. on the Sunday of the session starting date

Depart between 8:00 a.m. and 3:00 p.m. on the Saturday of the session closing date.

Boston Logan International Airport in Boston, Massachusetts

The [Logan International Airport](#) in Boston, Massachusetts is a two and a half hour drive from camp.

Please schedule flights:

Arrive between 11:00 a.m. and 6:00 p.m. on the Sunday of the session starting date

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 for Return Flight Home 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: info@kingsleypines.com or 207-894-9030.

Transportation, Baggage, and Unaccompanied Child/Minor Charges

Portland Jetport Transportation Charges

- \$50 per camper for arrivals between 10:00 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 3:00 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.

If your child arrived by car and camp is taking them to the airport for their departure, you can give their cell phone and travel documents to the office staff when you check in. They will be kept in the safe and returned to your child for their departure by plane.

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.

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 for Return Flight Home 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 obtain it at the airport.**

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 for Return Flight Home 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 obtain it at the airport.**

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](#).

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, PACKING AND LAUNDRY

• **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, 2 bath towels and a washcloth. On the following week(s), your child will receive a replacement pillowcase, 2 sheets, 2 towels and a washcloth.

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 \$35 per week.

Sheets for Bunk Beds

If your camper is bringing their own sheets vs renting sheets from us, our camper mattresses are cot size which means they are slightly smaller than a twin size mattress. 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.

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.

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.

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.

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 can ship baggage home. It has become very expensive to do so compared to paying for baggage with the airline. Your account will be charged for the shipping and handling costs.

Cash at Camp and Camp Store

Your child will not need any cash at camp. If there is an out of camp trip, we will provide money for your campers for the trip if needed.

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

What to Bring – Clothing and Equipment Packing List

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

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 including smart watches 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, eReaders (like Kindle), gaming systems
- 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
- Other valuables

Dress Code at Camp

Campers need to dress safely and suitably for camp 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.

- Clothing should fit comfortably and be designed for active wear. Avoid clothing that is overly tight, short or baggy.
- All clothing should cover undergarments.
- Tank tops and sleeveless shirts should fit appropriately and not have large, gaping arm holes that hang down exposing skin. Tank tops should be supportive and avoid halter and spaghetti strap style ties.
- Swimwear for girls must be a one-piece swimsuit that provides complete coverage and avoids spaghetti straps 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).
- Adventure activities such as high rope and rock climbing that use a harness, require shorts with a minimum of a 5 inch inseam.

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.

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.

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 \$20.

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.



CAMPER BEHAVIOR, OUR COMMUNITY AND THE CAMP EXPERIENCE

Camper Expectations

Campers have a great deal of freedom and many opportunities to make their own decisions at Kingsley Pines. At Kingsley Pines, we believe that we must all agree to be safe and open to having fun. We wrap these guidelines into everything we do. As a new or returning member of this community, we also ask you to agree to:

- **Have Fun** by being open to trying new things, meeting new people, and trying new experiences.
- **Be Kind** to yourself, others, and property in ways that build up our campers, staff, and community and not tear others down or cause harm.
- **Be Safe** in words and actions to oneself and others.

Kingsley Pines has respect and practices kindness for all, regardless of differences. It is a core part of our philosophy at camp. We celebrate diversity in perspective, culture, personality, and appearance. We understand that conflict is difficult and often may feel difficult to manage. Counselors and staff facilitate respectful communication about differences. We utilize a restorative approach to conflict in which everyone has an opportunity to speak their truth, have their feelings heard and validated, and ask for what they need.

Parents and guardians, please discuss these expectations with your child before they attend camp. By sharing these expectations with your child before arrival at camp, they will be assured of a great camp experience. As you discuss, if you have questions, please reach out.

Camper Development

In addition to exploring activities at camp, campers will also develop socially and emotionally. We like to think of camp as real life on training wheels. This means campers have the ability to gain independence through decision-making, trial and error, friendship-building, boundary-setting, self-advocacy, and conflict resolution. As in life, campers will have moments of struggle, and that is okay. When children struggle, they can grow and learn they can do hard things. Your support as a parent of this philosophy is important to the growth and development of your child while they are at camp.

We use collaborative and restorative behavior management for mild non-aggressive behaviors with support from experienced camp professionals to manage camper conflict and interpersonal issues. Kingsley Pines focuses on addressing conflict in a way that builds on the relationships of our community and provides an opportunity to learn and grow.

Summer Staff

The average age of a Kingsley Pines cabin counselor is 21. We do not have any junior counselors or counselors in training. Our staff is from all over the United States and includes international counselors from several countries. We have many returning staff each year.

All summer staff participate in an extensive 8-day pre-camp training that focuses on creating a safe and supportive camp community. Training includes social, emotional, and behavioral topics such as child development, conflict resolution, abuse and bullying prevention, and missing home. Staff communication and training continue throughout the summer to ensure everyone is kept abreast of camper concerns and achievements.

All staff have an enthusiasm and passion for working with kids and have passed both background checks and personal reference screenings. Just like campers, staff have specific expectations and goals.

Missing Home

Missing home is a normal and typical reaction to being away from home, routines, and familiar people. We understand you will miss your child too. Below you will find ways that both you and camp will help manage these emotions before arriving at camp and while at camp:

Parents Role:

- Talk with your child ahead of time about missing home and normalize that sad feelings may come up while they are at camp
- Help your child prepare for camp by helping them understand what they can do when they feel sad. For example, encourage them to talk to a counselor or staff, play a game with a friend, and / or move to a new activity
- Share in the excitement of them having an opportunity to go to camp and refrain from promising they only have to “try” camp for a few days; this encourages missing home. Do not promise to pick them up. Your support of them being successful at this experience is vitally important.
- Write encouraging emails and letters to your children supporting their experience at camp.

- Make plans for yourself for your time while they are at camp.

Kingsley Pines Role:

- Our staff receive specific training before campers arrive on how to support campers who miss home.
- Campers don't often stay sad about missing home for long because they are too busy and having a ton of fun!
- Our daily schedule limits the amount of unstructured downtime where thoughts of missing home often come up
- The Camp Leadership staff are always available to support the camper, their counselor and their families.

Campers Role:

- Be honest. Share what they are thinking or feeling with their counselor.
- Understand that it is okay to have fun and miss home sometimes.

Camper Behavior and Dismissal from Camp

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

If your camper is actively engaging in self-harming behaviors, they will not be able to remain at camp.

In the interest of the care, welfare, safety, and security of the Kingsley Pines community, staff members reserve the right to search campers' personal belongings if we believe any inappropriate items have been brought to camp. Bringing these items to camp may result in the camper being dismissed from camp early or not being asked back the next year.

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

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



ARRIVAL & ACTIVITIES

Opening Day

Families traveling **by car** should plan to **arrive between 11:00 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 and checked in by the office staff.
- Campers who registered early for 2024 will receive their 2024 Early Registration Gift – a deluxe red beach towel with Kingsley Pines logo.
- 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!

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

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, paddle boarding, sailing, wakeboarding, waterskiing, and windsurfing, campers must be able to tread water and swim a short distance keeping their head above water without a life jacket. Campers are required to take swimming lessons until they can demonstrate competency in front stroke and overall comfortability in the water.

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.



TRIPS

Adventure Day

Each session has an Adventure Day and everyone leaves camp. Campers and staff go to the ocean beach 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 rafting. All changes must be approved 48 hours before the trip leaves.

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, and Whitewater Rafting \$145. 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.

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.



COMMUNICATION

- **Email and Text Messages**

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.

By enrolling your child, you acknowledge we may text you with reminders or other brief information about your camper, and you can text us with questions at 207-894-9030.

- **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 Thursday. You will receive an email with an update on what is going on at camp and a link to the photos. The photos will be a representation of the activities so far. You can order any prints, gift items, or high-resolution files directly from SmugMug. We will also send you the final photos from camp and a link to the session slide show at the end of the session.

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 while your child is in session.

We believe for your child to have the best experience at camp, it is important for their camp time not to be interrupted by outside visitors.

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.

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.



END OF CAMP

Closing – Pick Up Days

All campers must be picked up on Saturday of their session closing date between 9:00 am and 11:30 am unless we are taking them to the airport that day.

Refunds

A refund by check or credit card will be issued, after the 2025 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 2024 account will be applied to your 2025 account for campers who register early for 2025.

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](#).

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

Teen Leadership Clothing

Your camper will be provided with 4 red t-shirts that have Teen Leader on the back when they arrive at camp. These t-shirts are the same as the required red Kingsley Pines t-shirts.

Your child will also receive a **1/4 zip Jerzees sweatshirt** with Teen Leader on it.

The office will contact you for sizes.