

**Address to write to your child**

**Campers full name**  
**Camp Vacamas**  
**256 Macopin Road**  
**West Milford, NJ 07480**



**Office: (973) 838-0942**

**Camper Mediator: (973) 838-2568 or  
(212) 765-4420 ext 2568**

**Health Center: (973) 838-9301**

**General (973) 838-1394**

**FAX your child: (973) 838-7534**

**Email (office): registrar@vacamas.org**

**Email your child: www.vacamas.org and click  
on "email campers"**

**LOWER CAMP**

**CLOTHING LIST SUGGESTIONS**

- |  |   |
|--|---|
| <input type="checkbox"/> 3 Pairs of Pajamas or sweatpants                          | <input type="checkbox"/> Toothbrush/Toothpaste  |
| <input type="checkbox"/> 9 Pairs of Underwear                                      | <input type="checkbox"/> Comb and/or Brush  |
| <input type="checkbox"/> 12 Pair of Socks  | <input type="checkbox"/> Shampoo (Plastic Bottle) and Soap  |
| <input type="checkbox"/> 4 Pair of Shorts  | <input type="checkbox"/> Insect Repellent   |
| <input type="checkbox"/> 4 Pair of Long Pants                                      | <input type="checkbox"/> Deodorant (If Used)  |
| <input type="checkbox"/> 9 Cotton T-Shirts   | <input type="checkbox"/> 2 Wash Cloths  |
| <input type="checkbox"/> 2 Long Sleeve Shirts                                      | <input type="checkbox"/> Sun and/or Skin Lotion   |
| <input type="checkbox"/> 1 Rain Jacket or Poncho                                   | <input type="checkbox"/> 3 bath towels and 2 beach towels   |
| <input type="checkbox"/> 1 Jacket (Light)  | <input type="checkbox"/> 2 disposable cameras   |
| <input type="checkbox"/> 2 Sweatshirts or Jacket (Heavy)                           | <input type="checkbox"/> Flashlight with extra batteries  |
| <input type="checkbox"/> 2 Pairs of Bathing Trunks or Suit ( <b>1 PIECE ONLY</b> ) | <input type="checkbox"/> Hat or Baseball Cap  |
| <input type="checkbox"/> 1 Bathrobe (if you have one)                              | <input type="checkbox"/> Post Cards/envelopes with Stamps and addresses and a Pen                       |
| <input type="checkbox"/> 1 Pair of Boots & 1 pair of sneakers <b>OR</b>            | <input type="checkbox"/> 2 twin fitted and 2 twin flat Sheets & 2 Pillow Cases <b>OR</b> a Sleeping bag |
| 2 Pair of Sneakers   | <input type="checkbox"/> Prescription Medication, not over the counter                                  |
| <input type="checkbox"/> 1 Pair of Rubber Flip-Flops (For Shower)                  | <input type="checkbox"/> Water bottle   |
| <input type="checkbox"/> 1 Belt  |   |

*Inability to complete the clothing list should not prevent your child from coming to camp*

**Instructions to Parents**

- **Parents are positively not allowed to visit** camp during session.
- **No phone calls** are allowed to or from campers. Call the Camper Mediator above to see how your child is doing.
- Stay in touch with your child by **writing, emailing or faxing them a letter**, twice a week.
- **Place stamps on the postcards/envelopes and write the addresses on them** before you give them to your child.
- The **Health Center** will notify you if your child is being treated there for over 24 hours or if they are going off site to a hospital, dentist or doctors office.
- **Do not send over the counter medication** (the Camp Health Center has it's own).
- **Do not pack prescription medication in bags**, give it to staff at the bus in a zip-lock bag in it's original container.
- **Do not bring** money, CD players, radios, TV's, electronic games, cell phones, iPods, pagers, open toe sandals, 2 piece bathing suits, pets, personal sports equipment, anything that needs batteries (except flashlights and disposable cameras) or plugs into an electrical outlet.
- **Please label all your child's clothing and property** with their full name either with a stamp, label, or laundry pen.
- Send their **oldest and least valuable clothing**, they may get lost or damaged. Camp insurance does not cover any personal items. It is likely that your child will lose some belongings while at camp.
- Pack belongings in **duffel bags, sports bags or other soft material bags**. Personalize your child's bags with stickers as many of them look the same. Give them a small bag to carry their personal belongings.
- **Do not send food** - Campers receive candy and milk and cookie snacks daily. Therefore, they will not be allowed to receive packages of food and candy. Camp office staff opens all packages and will remove all food and candy.
- **Baggage tags and bus pick up information** will be sent 2 weeks prior to departure.
- **General Cancellations:**
  - 28 days prior to camp - Refund Camper fee only
  - 21 days prior to camp - Refund 3/4 Camper Fee
  - 14 days prior to camp - Refund 1/2 Camper Fee
  - 7 days prior to camp - Refund 1/4 Camper Fee

• **The Camp's Combo Fee/Registration Fee is Non-Refundable.** Full Camper fee refund's are given for Medical reasons. Please provide a dated letter from the doctor as evidence. **All refund's are processed in October.**

## Camp Vacamas Time Line—Please Read Me!

**AFTER THE INTERVIEW IS OVER** – Schedule an appointment with your family doctor for the camp physical and return it to camp ASAP. Make sure the Registrar has a copy of all your health insurance cards and an up to date list of your child's immunization dates.

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**BILLING** – Now that the interview is over you will start to receive statements from our Bookkeeper. These will inform you of any outstanding balance. Any payments must be mailed to Vacamas Programs for Youth, 256 Macopin Road, West Milford, NJ 07480. Please make sure your child is fully paid for before they come to camp.

**NEW CAMPER DAY** – If you are a new camper you will receive an invitation to visit the Camp on New Camper Day. This is usually held at the beginning of June and invitations go out about 4 weeks before. Please return the slip to signify whether you will make your own way to the Camp or utilize the transportation provided.

**DEPARTURE INFORMATION** – You will receive a luggage tag and departure information in the mail approximately 2 weeks before your child is scheduled to come to Camp. The letter will contain details of bus departure or driving information, as chosen by you at the interview. **If you have since changed your mind, or this is incorrect please either return the postcard stating that you now intend to drive, email or call the Camp to inform them of your new request.** This is very important, departure could be delayed if they have decided to drive instead of ride the bus.

**Please make sure that your child's name is on every piece of luggage.**

**FIVE DAYS BEFORE DEPARTURE** – Send your child a postcard or letter. Please remember that it can take up to 5 days from the time you put the letter in the mailbox to your child reading your letter. Mail is sorted by camp, as well as the Post Office. Mail is valuable to the children, especially for first time campers.

**DEPARTURE** – Bring your child to the departure location at the time stated. Camp staff travels to these locations from Camp and at some locations large amounts of camper's board, therefore your patience and understanding is much appreciated at this time. Your child will be checked in and outstanding paperwork can be finalized. Camp staff is available to answer any last minute questions or concerns and a Camp Staff will give your child a quick health screening. Once your child has been checked in, it's then time to prepare yourself for a quick goodbye. **Please pack ALL medication separately in a zip lock bag and label with the prescription directions and child's name. Hand this directly to Camp Nurse or Counselor in charge.**

**AFTER ARRIVAL AT CAMP** – You will receive a postcard confirming your child's arrival at Camp a few days after their arrival. This details their placement in a Division and Bunk, please write this on all letters or when making inquiries to Camp.

**ARRIVAL HOME** – You will receive a postcard confirming you child's departure from Camp, with details of their arrival location and time. **Again if this is incorrect or you have changed your mind about their means of transportation or location please telephone the Camp at least 48 hours before departure and inform us of your wishes.** Please be at the arrival location at the stated time and be ready to listen to your child's Camp stories for many days to come.