



2017 Traditional Camp Parent Handbook

Winter

(Until 5/12/2017)

Camp Lincoln

Camp Lake Hubert

7460 Market Place Drive

Eden Prairie, MN 55344

ph: 800.242.1909

ph: 952.922.2545

f: 952.922.7149

Summer

(After 5/12/2017)

Camp Lincoln

Camp Lake Hubert

PO Box 1308

Lake Hubert, MN 56459

ph: 800.242.1909

ph: 218.963.2339

f: 218.963.2447

THINGS TO DISCUSS WITH YOUR CAMPER PRIOR TO CAMP CHECKLIST:

EXPECTATIONS/POLICIES

- Page 2 Camp Community
- Page 4 Candy, Food & Beverages
- Page 4 Birthdays at Camp
- Page 4 Packages
- Page 7 Special Day Attire
- Page 7 Activity Expectations (yours & theirs)
- Page 8-10 Contact/Communication
- Page 11 Cell Phones
- Page 14 Electronics

If you have any questions about these or other camp policies, please contact us at 800-242-1909.

**FORMS TO BE COMPLETED
AND RETURNED TO CAMP
BY MAY 1ST CHECKLIST:**

ONLINE (CampInTouch)

- Address Verified
- Camper Details Form
- Cabinmate Request Form
- Travel Form

PAPER FORMS

- Health Form
- Medical Form

If applicable to your camper, these forms are available as downloads:

- Anaphylaxis Form
- Asthma Form
- Diabetes Form

**(If you registered after May 1st,
please return these forms ASAP.)**

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Questions?
Call us!
800-242-1909

The Camp Mission

The Mission of Camp Lincoln and Camp Lake Hubert is to provide a high quality camping and recreational experience for children and adults by enhancing the physical, social, mental and spiritual well-being of each individual.

The Camp Core Values

As a leadership team, we identified five core values by which we have agreed to base decisions, actions and expectations of camp and our own internal relations. These values are not simply words we recite; we live by them. We continue to be leaders in the camping industry and believe that our success can be attributed to our “values in action”. We hope to instill these values in campers and staff alike.

Community – You learn the true meaning of community while at camp. You will feel connected with others and gain respect for each person. The camp community is one that is founded on trust, honesty, loyalty, accountability and compassion/caring. We celebrate the uniqueness that each individual brings with them, but also realize the similarities we have in needs.

Excellence – We strive for the best and encourage others to do the same. We have high standards and bring with us a great deal of knowledge, expertise and commitment. Camp requires a great deal of cooperation and a positive attitude. Safety must be kept as our top priority.

Fun – We offer many activities that encourage each participant to enjoy their stay. Enthusiasm and a positive attitude at camp help to create an environment which yields lots of fun. Skit nights, special days, campfires and hanging out with friends (whether staff or campers) bring with it lots of smiles and laughter.

Personal Growth and Development – Camp is a place where one can continue to learn, no matter your age. We encourage healthy risk taking and challenge each person as individuals. Take time to reflect upon who you are as a person at your core (encouraging campers to do the same). We aim to build confidence and self-respect.

Quality Relationships – Friendships at camp are based on honesty and a deep sense of caring. Camp teaches each participant about being responsible for his/her actions. As a result, campers and staff alike develop the most meaningful relationships that can last a lifetime.

CAMPINTOUCH

CampInTouch

Camp Lincoln and Camp Lake Hubert have partnered with CampMinder to offer many features and benefits to our camper parents. Their CampInTouch Online Account is the gateway to these enhancements, which include:

- Address updates • Invoice Access • Online Payments • Online Forms
- Guest Accounts • Email your Camper • Camp Photos Access
- Receive Emails from your Camper

You may access your CampInTouch account by visiting our web page and clicking on the Parent Login button towards the bottom of our home page. The email address given during registration is your login email. If you are not sure which email address you gave, please call our office and we will assist you.

A CampInTouch 101 Guide is available on our webpage. You may find this guide and other camp documents by clicking Parents on the top menu of our homepage and then Downloads on the left menu.

COMMUNITY

The Community Of Camp

Camp offers a secure and welcoming community where campers can try new activities, broaden interests, make friends, express themselves and feel a sense of belonging.

Living closely together allows for an experience of team building which promotes life skills in sharing, cooperation and compromise. Campers gain the pride of being a supportive member of their cabin group.

Although they are a part of a cabin group, each camper retains a sense of self-identity, with their own goals for which they will accomplish during the session. Independence and self-reliance develop as campers care for their own gear, help with cabin tasks and projects, make individual activity choices, and help plan cabin meetings or campfires. Counselors monitor and supervise their progress.

We promote an environment free of physical or emotional abusive/harassment/bullying/disruptive behavior. This type of behavior is not tolerated, has strong consequences and may lead to dismissal.

Camper Placement

When creating a cabin group, our goal is to create a community where all campers can make new friends, rekindle past friendships, and feel a sense of belonging in their home away from home. To create this cabin community we take into consideration the various geographic locations of each camper, years at camp, and current school grade. Some facts about our cabins that may be helpful to know:

- Each cabin has three bedrooms, called chalets, with six to eight campers living in each.
- Each camper is placed in a cabin with campers staying the same length of session. Two Week Campers with Two Week Campers, Four Week Campers with Four Week Campers, etc.
- Each camper is placed in a cabin with campers coming from a variety of geographic locations.
- We factor in current grade in school and social dynamics within the cabin group.
- Each camper chooses their morning and afternoon activities individually, so campers may choose to take activities and/or spend their freeswims with their camp friends from any cabin.

Cabinmate Requests

If you are considering making a request for a cabinmate for your child, other factors you may find helpful:

- One friend/cabinmate request will be considered.
- Cabinmate requests are defined as for the same cabin, not the same chalet.
- Cabinmate requests must be received at least **two** weeks prior to the session start date of your child to be considered.
- Cabin Placements are announced when the camper arrives at camp.

Camp Food Service

Three hearty all-you-can-eat meals are served each day. Each meal has fresh fruit, and a salad bar is available for the noon and evening meals. Cabin groups sit together, eat “family style” and share the responsibilities of setting and clearing their tables. A daily snack is also provided.

Special medical food needs or concerns including food allergies (e.g. gluten or lactose intolerant or nuts) & preferences (e.g. vegetarian) should be brought to our attention prior to the summer.

Candy, Food & Beverages

We ask that no candy, food or beverages (including bottled water) be brought or sent to camp for the following reasons:

1. Food in the cabin attracts flies, mice, skunks and chipmunks.
2. It undermines the cabin community if a few campers have food and others do not.
3. Snacks and limited amounts of soda and candy are offered at camp.
4. Filtered water is available.

Any food and beverage items brought or sent to camp will be disposed of at our discretion, and will not be returned to the sender. Please discuss this policy with your child as well as their friends and relatives prior to camp.

No Care Packages Please!

In an effort to continue to build a strong cabin community, we ask that you not send care packages of any kind. Letters, faxes and e-mails are the best way to let your campers know that you are thinking of them while they are at camp. Please discuss this policy with your child as well as their friends and other relatives prior to camp. Your cooperation is greatly appreciated.

If your camper forgets any of the items listed on the basic or optional packing list (located on page 23 & 24), you may send them. **Items on this list will be the only items accepted.** All other items will be disposed of at our discretion. A parcel will be considered a care package if it arrives in any of the following: a box, a padded envelope, any envelope of any type or size that appears to include anything more than one letter or is over a standard one ounce first-class letter. A designated staff member will open the package in private and distribute the appropriate contents to the camper by the following day.

Please send any medications, airline tickets and camp paperwork directly to **the attention of the “Camp Office.”**

Birthdays At Camp

If your camper celebrates a birthday while at camp, there is a birthday cake served for sharing with cabinmates as well as lots of recognition from the camp community. We encourage you to send birthday cards to your child, but no care packages are accepted.

Body Piercing Policy

For safety reasons, all body piercings (with the exception of a single post or stud earrings) must be removed.

Tobacco, Alcohol, Drug & Behavior Policies

Camp offers a safe, substance-free environment. Positive values set the tone at camp and are role modeled by our staff. There shall be no smoking/chewing of tobacco, drinking of alcoholic beverages, use of illicit drugs or other abusive/harassment behaviors at camp. We reserve the right to dismiss any camper or staff whose actions, behavior or attitude, in our judgment is contrary to the best interests of the camp or other campers. Please discuss these policies with your camper prior to their arrival.

Camper Address List

A camper address list for your camper's cabin will be mailed out at the end of the camp session. Your camper's address will be included in this camper address list. Please let us know if you do not wish to have your contact information disclosed.

Laundry Service

Laundry is done once for three week campers and two times for four week campers. Laundry is not provided for the intro, two week or coed campers except in an emergency. Please pack accordingly for the time that your camper is with us.

Please mark your child's name (not their initials) on each piece of clothing as well as on each laundry bag. A local service does our camper laundry and the fee for this service is charged to the camper's account each time laundry is done. Camp will not be responsible for lost or damaged articles.

Camp Store & Online Store

Supplies can be purchased at the camp store on a limited basis: T-shirts and sweatshirts (usually only one of each), toothbrushes, toothpastes, tennis balls, flashlights, rain ponchos, batteries, stationary/stamps, postcards, activity manuals and song books. Purchases are charged to the camper's account.

Our Online Store is also up and running. You can purchase some camp wear including t-shirts, sweatshirts, polo shirts, shorts, and other camp merchandise. Order early so that your camper can come to camp with some of the special gear. Go to our website (www.lincoln-lakehubert.com) and follow the Online Store link.

Money & Valuables

Money and valuables are not needed at camp and are collected on the first day and kept in the camp office. If spending money is needed for any trips or adventure experiences, an equal amount is drawn for each camper and is charged to his/her account. We encourage campers to lock all valuables (e.g. jewelry, electronics) in the camp office for the duration of their stay at Camp. Camp will NOT be responsible for items not stored in the camp office.

Visiting Camp

We ask that you, as parents, visit camp only on the opening and closing day of each session. There is time to meet with camp staff, tour camp, meet cabinmates and see the camp facilities.

Any adult other than the camper's parent or guardian must have specific permission from the camper's parents and prior Camp approval to visit during the visiting hours listed below.

Often times, a visit during the session creates a greater amount of homesickness and causes any separation anxiety to resurface. It can be difficult for the camper, as well as the rest of the cabin, and therefore we discourage visits outside of opening and closing days.

If you do plan to visit your child during the session, we ask you to do so only once. **The best time is from 1:15 p.m. to 2:15 p.m.**, causing the least amount of disruption in a camper's schedule, and is restricted to central areas of camp. For the same reasons, we ask that you not bring food, pets, care packages, visit the child's cabin or permit the use of cell phones at the time of your visit.

Please contact us in advance so we can make arrangements and advise you if your child is away on a trip.

PRE-CAMP CONVERSATION CHECK LIST ABOUT COMMUNITY AT CAMP

Discuss with your child . . .

- the importance of making new friends, and also talking to their counselors or Camp Director if they encounter any problems.
- the importance of appropriate behavior while at camp and the consequences for inappropriate behavior.
- that there is not a designated visiting day while at camp.
- the importance of making good food choices while at camp, as well as the fact that sodas and sweets are limited while at camp.
- that care packages are not allowed. Make a list of realistic items that your child would like to have at camp to make their stay comfortable (see packing list on pages 23 & 24 for guidelines).
- the importance of inclusive behavior. Making friends at camp is an important aspect of the camp experience **yet** this is best achieved by open interaction with **all campers and staff**.

FUN

Activity Choices

Over 30 land and water activities are offered, giving campers a wide choice of exciting activities to try. Campers attending 2,3 or 4 weeks choose their own activities every 2-3 days and we encourage campers to enjoy as much variety as time allows. Prior to camp, please encourage your child to choose a good variety of activities for a well-rounded summer of fun. If you have some specific program expectations for his/her participation, please discuss this with them as well, and note this on the Camper Details form (online form).

Special Days & Events

In addition to our daily activity program, weekly “Special Days” add excitement, variety, and festivities to our camp life. Special Days give campers a chance to take part in and celebrate a theme such as Western Day, Color Wars, Camp Olympics, or by being in a skit or lip sync performance.

Check out the spring edition of our camp newspaper, “The Railsplitter”, or website in April for what the themes will be this year. It is common for the campers & staff to dress according to the theme, bringing appropriate theme-related clothing to camp.

Campfires & Banquets

Each session begins with an opening campfire and ends with an awards banquet that precedes a farewell campfire. Campfires and banquets allow for a community celebration and recognition of skills learned and goals accomplished.

PRE-CAMP CONVERSATION CHECK LIST ABOUT FUN AT CAMP

Discuss with your child . . .

- what activities they would like to participate in while at camp as well as what activities you would like them to try at least once or not participate in at all. A list of activities is available on the website (www.lincoln-lakehubert.com).
- that while at camp, special activities and events will happen, on average, once a week.
- that they will be recognized for their achievements in activities throughout the session and at the awards banquet.

EXCELLENCE

Accredited Camp

Camp Lincoln and Camp Lake Hubert are accredited by The American Camp Association (ACA). The ACA Accreditation covers over 300 standards in areas such as staff selection, safety rules, program, health & sanitation and administration. Standards are evaluated and updated yearly. The Minnesota Department of Health also licenses and inspects each camp yearly.

Safety At Camp

Safety is given top priority at camp. Facilities and policies have been constructed to provide a thorough and consistent safety program. During Orientation & Staff Development, counselors are trained in safety rules and expectations for all aspects of camp life. Safety regulations are posted and practiced by all campers and staff. Please talk to your campers about the importance of following safety rules and appropriate risk-taking.

Dedicated Camp Counselors & Staff

Camp Lincoln and Camp Lake Hubert carefully select the men and women of our staff for their interest and commitment to working with children. Each staff member meets a high standard of dedication and skill. Staff members attend an intense 10 day orientation which emphasizes counseling skills, group dynamics, safety procedures and activity skills. Our counselors form a strong, committed team with a single focus: A safe summer filled with fun, learning, and growth opportunities for each camper. Camp policy does not allow “tipping” or “gratuities” for any staff member. Your cooperation is greatly appreciated.

Contact From Camp

Your child will be encouraged to write home at least twice a week. Parents of our two, three & four week campers will receive a "How's Your Camper Adjusting" e-mail several days after your camper arrives, and a final letter after the end of camp. Parents of three & four week campers will also receive a mid-session “update” letter. **Email updates will be sent to both you and your spouse’s Login/Email address associated with your online camp account (CampInTouch).** If you would like to change your login email address, you can change it under “Update Addresses/Phone Numbers” and “Login Details”. If you feel it necessary to call camp, a message will be taken and a staff member will call you back after the next meal.

PRE-CAMP CONVERSATION CHECK LIST ABOUT EXCELLENCE AT CAMP

Discuss with your child . . .

- how important safety is at camp.
- how to address an envelope when writing to you.
- that the staff will be writing you periodically to share their progress while at camp.

QUALITY RELATIONSHIPS & COMMUNICATION

Partnering With Parents

We pledge open and honest communication while your child is with us and ask that you do the same in disclosures before camp and a willingness to work with our staff to make your child's experience a success.

We ask that you offer encouragement to your child around issues concerning the camp community, adjustments or conflicts, should they develop. If you have any questions, contact a director or your child's staff immediately.

Address Update & Camper Details Form

Please login to your online camp account (CampInTouch) and click on the "Update Addresses/Phone Numbers" link under "Your Family". Your camper's staff will use this information to send you updates and contact you should they have any questions. Email updates will be sent only to your Login/Email address as well.

The Camper Details Form is also located online (under the "Forms & Documents" link in CampInTouch). This form will be reviewed directly by your camper's counselor. Goals, expectations, program requests and comments serve as a guide for your child's experience. Specifics you share are a valuable resource allowing your child's counselor to get to know him/her better.

Letters Are Important!

Please send cheerful letters with a focus on camp, *not* what they are missing at home. So that they will have mail waiting for them when they arrive, write a letter to your child before they leave home at the address below minus the cabin name which will be known after arrival. **Please write your child at least 2 or 3 times a week!** For more information on writing quality letters to your camper, read Dr. Chris Thurber's "Summer Camp Handbook."

Cabin name will be known after your camper arrives at camp. Please add this information for letters sent after your camper has arrived at camp.

Write to:

CAMPER'S NAME
CABIN NAME (will be known after arrival)
CAMP LINCOLN/CAMP LAKE HUBERT
P.O. Box 1308
Lake Hubert, MN 56459

Faxing To And From Camp

Faxes are delivered with the regular mail usually the next day. Remember to put your camper's first & last name as well as their cabin on each page.

Our fax number is:

218-963-2447

E-mail to Campers

CampInTouch has an optional feature allowing parents to send a one-way email to their campers.

CampInTouch also has an optional feature that allows campers to send eLetters home via an “emailed PDF”, using a special bar-coded form that you can print off prior to camp and send with your camper. The form may also be added to and delivered with your emails that are sent to your camper through CampInTouch. CampInTouch does charge a fee for all incoming emails and outgoing eLetters. Please keep in mind that campers are busy having fun and learning new skills, and may not write as often or as quickly as you might wish.

Friends and relatives can be invited to use the CampInTouch email system as well. Once logged on to your CampInTouch account, click Guest Accounts (toward the bottom of the list) and enter their information. They will receive an email with instructions for completing the signup process. Guests will only have access to Photos, Emails, and any News posted to CampInTouch. They will not have access to your account details.

Telephone Contact

Once your child has arrived at camp, they will place a phone call home to tell you that they have arrived safely and where they will be living while they are at camp. If you are not available, they will leave a message. Other than to call you when they arrive at Camp, we do not allow campers to use the telephone or to call home except in case of emergency.

Should you wish first hand information about your child, we encourage you to call the camp office and we will be happy to take a message and have your camper's staff return the call usually after the next meal. If your camper's staff member is unavailable, a member of the leadership team will contact you.

UPS/FedEx Shipping Address

If you would like to send something via a service instead of the United States Postal Service, please send it to:

Camper Name, Cabin (if known)
Camp Lincoln or Camp Lake Hubert
23416 Camp Lincoln Road
Lake Hubert, MN 56459

Cell Phones

In today's society, cell phones are a common part of daily life. We recognize that parents and campers may rely on a cell phone for comfort while traveling to and from camp. We require that these be turned into us upon their arrival so that they may be securely locked and stored in the Camp Office. Cell phones turned into the office will be charged and returned for the trip home.

Camper are not allowed to have or use cell phones while at camp. If a camper is found in possession of a cell phone at any time, it will be collected and mailed home to the parents. We ask that you please support us in our decision to not allow cell phones and discuss with your camper the importance of this policy so there is no misunderstanding when they arrive at Camp. Should you have questions on this policy, please contact our office.

PRE-CAMP CONVERSATION CHECK LIST ABOUT QUALITY RELATIONSHIPS & COMMUNICATION AT CAMP

Discuss with your child . . .

- your plan for keeping in touch with them while they are at camp (how often will you write letters, faxes, e-mails, etc.).
- that they will not be able to call home while they are staying with us and how they can stay in touch with you while they are away.
- that cell phones are not allowed at camp.

PERSONAL GROWTH AND DEVELOPMENT

Campers Missing Home

Missing home and family (even pets) is natural for children. Our staff are trained in working with children and helping them to deal with missing their family.

It is common that the first letters you receive may indicate a trace of sadness. **Ninety-five percent of campers experience a short adjustment period during the first few days of camp.** Soon, campers get caught up in the excitement of new friends, activities & camping adventures. Your support of this normal process is critical to your camper's success.

How can you help your child adjust to being away from home?

- Start while your camper is still at home and help them be proud of being independent and ready for camp. Review our camp video with them and reinforce their excitement/interest about camp.
- Set the goal of staying the whole session. **Please do not tell your child that they can come home or that you will pick them up if they are homesick – it sets them up for failure instead of success.**
- Practice overnights with family/friends to help first time campers get used to being away.
- Send pictures of family & friends with your camper.
- At camp, send upbeat, cheerful letters that focus on how much fun he or she is having and less on what they are missing at home.

What About When You Miss Your Child?

We know it is difficult for parents to be away from their child during camp - that is normal. We want to work together to make the experience positive for you and your child! Here are some tips, from other camp parents, on what you can do:

- Before your camper leaves, make a list of things you are going to accomplish while they are enjoying their camp experience (things you have not gotten around to before now!).
- Write your child an encouraging letter, e-mail or fax.
- Remind yourself about why you chose our camp – try watching the DVD again to remind you of the growth, development and independence you want for your child.
- Talk with another parent who has experienced the same feelings when their child left for the first time.
- Take time for yourself! Just like your camper is trying new things and experiencing personal growth, be sure you do the same so you can be reenergized when they arrive home with all of their stories.

Spirituality

Spiritually, our camps are Christian oriented, but we maintain a nonsectarian approach to our Sunday Services and spiritual programs. We have children of many faiths at camp and we respect individual beliefs. Campers and staff plan and present these programs and all are expected to attend all such functions. Themes of the services focus on our core values of community, excellence, fun, personal growth and development and quality relationships.

Catholic Campers are transported (with staff) by bus to a church nearby for Mass on Sundays, **unless** camp is notified by parent/guardian that attendance at the camp's regular chapel service is acceptable in place of mass. A bus fee is charged for this additional service.

Camp Lake Hubert Campers wear all white clothing to chapel. This includes sweatshirts, if needed.

PRE-CAMP CONVERSATION CHECK LIST ABOUT PERSONAL GROWTH & DEVELOPMENT AT CAMP

Discuss with your child . . .

- what they are going to do when they feel homesick while at camp and how they are going to work through this situation should it arise.
- the importance of being at camp to try new things.
- the camp philosophy on Spirituality.

ELECTRONICS

In a continued effort to maintain a more “unplugged” atmosphere, camp is a place to play outdoors and connect with fellow campers and staff. Therefore, we don’t recommend that electronic devices be brought to camp. They tend to be expensive and fragile and bringing valuable items is done at your own risk. Camp is not responsible if they become lost, stolen or damaged.

Certain electronic devices are prohibited. Electronic games and devices capable of the following **are prohibited**:

- 1) viewing or storing videos,
- 2) communicating via the internet,
- 3) operating as a cell phone, or connecting to cell towers.

These devices can be brought to camp for use during travel but will be placed in the camper’s valuable envelope while they are at camp.

Please note: CD/MP3 Players/iPods (non-video models), if brought to camp, are restricted to cabin use only.

E-Readers will be permitted based on model type. E-Readers permitted cannot have cellular internet access. They cannot have the ability to access apps, movies, or games during the camp session. The approved E-Readers list:

- Nook Simple Touch
- Nook Glowlight
- Kindle Basic
- Kindle Paperwhite (wifi only)
- Kindle Voyage (wifi only)
- Sony eBook Reader Tablet E Ink Pearl
- Kobo eReader Touch

Each approved model must be the version without cellular (3G, 4G, etc.) connectivity. Camp Directors reserve the right to make any changes or adjustments to the E-Reader policy in order to have it comply with our mission, policies and expectations. Should an E-Reader be used improperly or become a distraction, it may be restricted or removed by camp staff.

PRE-CAMP CONVERSATION CHECK LIST ABOUT ELECTRONICS AT CAMP

Discuss with your child . . .

- the importance of being at camp to try new things and that most electronic equipment will be stored in the camp safe.
- the camp’s electronic/technology policies.

TRAVELING TO CAMP

BASIC TRAVEL INFORMATION

Travel Form (Online Form)

We need a Travel Form for EVERY camper who attends Camp Lincoln or Camp Lake Hubert this summer – even if you are driving to/from camp. This allows the camp to know exactly when, where and how to expect your child's arrival and departure and to make appropriate arrangements.

Please inform us of your child's finalized travel plans at least 30 days prior to your camper's arrival.

A reminder email from camp confirming return plans (including date, time, bus or flight/airline) will arrive a few days before the session ends. Please contact us immediately if this information is not accurate.

Requests to arrive or depart on days other than the scheduled arrival and/or departure day, will need the prior approval of a Camp Director. Camp Director approval is also needed if you wish to pick up your camper for an event during the camp session. Please submit requests at your soonest convenience, and at least 30 days prior to the camp session. Failure to gain approval may cause the cancellation of the registration, subject to our cancellation policy.

Baggage Shipping Tags

Blue baggage tags will be included with the Parent Handbook mailing. Whether you fly, drive or use the camp bus, attach tags to ALL bags, suitcases, carry-on bags, duffels, and every item shipped or carried. Blue Tags allow camp and airport baggage handlers to easily recognize camp luggage as well as identify lost baggage. Extra tags are available – Call Us!

PLEASE REMOVE ALL OTHER TAGS – INCLUDING PAST CAMP TAGS.

DRIVING INFORMATION

If Driving
Check-In on Arrival Day to Camp
1:00 p.m. – 5:00 p.m.

Check-Out on Departure Day from Camp
8:00 a.m. – 11:00 a.m.

Please note that most campers have left camp via the buses or their parents have picked them up by 10:00 am. If your child will be picked up at camp or met by someone other than a parent, written permission from you must be provided to camp. There is an “Authorization” field to list this person’s name and phone number on the Travel Form (online form).

Camp Addresses for Driving (please do not use to send letters):

Camp Lincoln
23416 Camp Lincoln Road
Lake Hubert, MN 56459

Camp Lake Hubert
6244 Nashway Road
Lake Hubert, MN 56459

We are aware that some GPS systems might not be accurate. Please see below for additional driving directions.

Directions to Camp

From the Twin Cities or South, Take I-94 West to Clearwater (exit 178) and turn Right on Hwy 24. Go East on Hwy 24 about 5 miles to Hwy 10. Turn Left onto Hwy 10 and take Hwy 10 North through St Cloud, past Little Falls. Continue north on Hwy 371, and take the 371 Baxter Bypass. From the 371 and 210 intersection, continue north on Hwy 371, about 10 miles. Turn Right on Nashway Road (just after Round Lake at mile marker #42)...

From the East or West, Take Highway 210/10 to Brainerd. From the 371 and 210 intersection, continue north on 371, about 10 miles. Turn right on Nashway Road (just after Round Lake at mile marker #42)...

After turning onto Nashway Road...

To Camp Lake Hubert, continue on Nashway Road for about 1 mile to the Camp Lake Hubert entrance sign on the left.

To Camp Lincoln, after turning right on Nashway Road, take a left at the first blacktop road (Camp Lincoln Road). Travel about 1 mile and the Camp Lincoln entrance is on the right.

FLIGHT INFORMATION

How Many Bags Can We Pack?

We suggest not more than 2 duffel bags or suitcases per camper and need to be no more than 50 pounds per bag to avoid surcharges on most airlines. If a 3rd bag is required, it is often more economical to send it via UPS/Fedex. Please make sure each bag has a blue CL/CLH tag attached to it with your camper's name.

If we are required to pay for your camper's checked luggage for return flights, the charge will be added to your expense deposit. Currently, Southwest Airlines does not charge baggage fees.

Any special arrangements with regards to baggage should be sent or faxed to the camp office 30 days prior to travel.

Important Air Travel Information

Be sure that each bag and carry-on has a blue camp tag. We suggest each camper bring only one backpack carry-on that your child can carry comfortably, especially for miscellaneous items for returning home.

We will meet your camper at the gate on arrival and take them to the gate and remain with them until the plane leaves on departure. This supervised escort is part of the airport service and care of each camper traveling to and from camp.

If your child is to be met at our group location at the Minneapolis/St. Paul Airport or at your home airport by someone other than their parent/guardian, written permission from you must be provided to camp. There is an "Authorization" field to list this person's name and phone number on the Travel Form (online form).

Airport Arrival/Departure

Plan to **ARRIVE** at the Minneapolis/St. Paul Airport between **9:00 a.m. and 2:00 p.m. on Opening Day.**

Plan to **DEPART** from the Minneapolis/St. Paul Airport between **12:00 p.m. (Noon) and 4:00 p.m. on Closing Day.**

Requests to arrive or depart outside of these times, or on days other than the scheduled arrival and/or departure day, will need the prior approval of a Camp Director. Camp Director approval is also needed if you wish to pick up your camper for an event during the camp session. Please submit requests at your soonest convenience, and at least 30 days prior to the camp session. Failure to gain approval may cause the cancellation of the registration, subject to our cancellation policy.

Ticket Purchases

You may purchase tickets on your own, or use the services of our Travel Agency, Travel One.

Travel Information from Travel One is included with this booklet. They have pre-selected specific flights from most major cities. This document is found on the webpage under Downloads. This may mean that campers from the same city will travel together. Other benefits include seating together (when possible), special baggage handling service in the Minneapolis airport, a coordinated communication plan with camp and any available reduced price fare up to 30 days before the flight. Travel One will also assist with Unaccompanied Minor (UM) Forms with your tickets.

Individual air travel arrangements are handled by Travel One using Delta Airlines Flights (which are preferred). They will also issue tickets on Southwest and other airlines if you prefer. Travel One's knowledge of our needs and Delta's service benefits (i.e. special baggage handling, group seating when possible, etc.) provide maximum convenience, service and safety for our campers.

Travel One has an **online request form**. You can access the form at: www.lincoln-lakehubert.com/travelone

800-245-1111

866-508-4007 (fax)

Contact: Cyndie Taylor (ctaylor@traveloneinc.com)
 Donna Hoiem (dhoiem@traveloneinc.com)

Unaccompanied Minor (UM) Requirements

Depending on the airline, campers in general cannot fly on the last flight of the day to any destination **AND** those campers 11 & under can fly on a direct flight BUT generally cannot fly by themselves on connecting flights. Most airlines require that a child flying under the age of 15 or 12, without an adult escort, must fly as an unaccompanied minor (UM). This requires the completion of a UM form (a separate form for arrival and departure) giving details about who is meeting the camper on each end of the trip. When coming to camp, please list the name of the person to release the camper to as: "Bill Jones or Sam Cote" (on the first line) and a "Camp Lincoln/Camp Lake Hubert Staff" (on the second line). **Please prepay this fee both ways for each camper.** When filling out the return UM form, please make sure to use your name as the person meeting the flight – not the camps. If we are required to pay for this service at the airport for return flights, the charge will be added to your expense deposit.

Most airlines will allow up to four campers on one UM form and this a great way to save some travel costs; however, on the return home flight only one parent can be listed on the form to meet the flight at the gate.

Campers 15 years & older will need a government issued photo ID showing age, and may serve as chaperones for younger campers on some airlines. Please check with your airline to confirm their rules.

If you have any questions about UM requirements, please contact us.

Minneapolis/St. Paul Airport

Camp chaperones will be at Terminal #1 (formerly Lindbergh Terminal) and Terminal #2 (formerly Humphrey Terminal) on opening and closing days. Chaperones will meet all campers at the gate and be wearing a camp staff shirt, and holding a sign for Camp Lincoln & Camp Lake Hubert.

Please be sure to fill in the Travel Form with Airline, Flight Number and Arrival /Departure Time so our chaperone can be at the proper gate for your child's arrival/departure. Please complete the Travel Form (online form) at least 30 days prior to travel.

In the unlikely event that a camp chaperone is not at the arrival gate, please tell your child to stay at the gate area and have an Airline Representative page a Camp Lincoln/Camp Lake Hubert representative.

Flying With Your Camper

If you are dropping your camper off at the Minneapolis/St. Paul airport or have flown in with them on a flight and are not driving them to camp but dropping them off at our airport meeting area, please inform us of this so we can plan on their arrival/departure and make a reservation on our chartered bus.

Tickets & Passports Safety

All tickets, e-ticket confirmation numbers and passports are collected by the chaperones at the airport and are kept in the camp safe. This allows the Transportation Director to coordinate all return travel and verify all details for your camper. **Please include a copy of your child's itinerary in the ticket folder as well as the UM Form for the return flight and receipt for prepaid return luggage and/or UM Fee (Please pay the UM fee and baggage fees round trip).**

If your child is not using his/her return ticket, please inform the camp and give us your specific plans.

Travel Money

We suggest you send \$30 total (\$15 each way) with your child for airport travel money (food, beverages, etc.).

Airport Chartered Bus Service

For the trip to and from camp, all campers who we are meeting on arrival or taking to the gate on departure have a guaranteed reservation on our chartered bus, so no additional reservation is needed.

Charges for the bus trip from the airport to camp and/or return is \$50.00 each way.

Return Trip to Airport

Campers return via chartered bus to the Minneapolis Terminal, where chaperones escort them to their reserved flight.

Private Plane

If you arrive via private plane, the Brainerd Airport is most convenient – 13 miles from Camp. Rental cars or taxis are available from the Brainerd Airport. If notified in advance, we can also arrange to pick-up/drop-off campers at the Brainerd Airport.



Questions?
Call us!
800-242-1909

TWIN CITIES BUS INFORMATION

Minneapolis/St. Paul Pick-Up

Bus service is available for Minneapolis/St. Paul and nearby communities from Wooddale Church – Eden Prairie (a Minneapolis suburb) – located off Hwy 212 near the intersection of Hwy 169 and Hwy 62 (Crosstown). Charge for this bus service to/from camp is \$50.00 each way and will appear on your final statement.

Directions to Wooddale Church

Driving from the South

Take Freeway 494 to Hwy 212 heading Northeast. Drive about 2 miles & Exit at Shady Oak Road. Turn Left onto the Shady Oak Road. Wooddale Church will be on the left side of the road just past Bryant Lake Drive.

Please park in the last two rows of the **South Parking lot**.

Driving from the North

Take Freeway 494 to Hwy 62 (Crosstown). Turn Left onto Hwy 62 heading East. Drive about 2 miles & Exit at Shady Oak Road. Turn Right onto Shady Oak Road. Wooddale Church will be on the right side of the road about a mile up the road.

Bus Schedules for Twin Cities Chartered Bus

Please plan to arrive 15 minutes prior to the times listed below for arrival and departure days.

On Arrival Day (the first day of camp session), the bus will **depart at 12:00 pm (Noon)**.

On Departure Day (the last day of camp session), the bus will **arrive at 11:30 am** – give or take a few minutes before or after depending on traffic.

We will email/text you if the bus is expected to be more than 15 minutes outside the scheduled time.

Driving Directions are listed on page 21.

Wooddale Church
6630 Shady Oak Road
Eden Prairie, MN 55344



Please park in the last two rows of the **South Parking** lot.

Wooddale Church
Parking Lot Map

6630 Shady Oak Road
Eden Prairie, MN 55344

(Hwy 212 &
Shady Oak Road)



PACKING LIST

Toiletries

- brush/comb
- toothbrush/paste
- soap/soapbox/shampoo
- sunscreen/lip balm
- 3 bath or beach towels
- toiletries case/basket (optional)

Clothes

- 2-3 pajamas/1 robe
- 2 long sleeve cotton shirts
- 2 sweatshirts/sweaters
- 5 pr jeans/pants/sweatpants
- 10 short sleeved t-shirts
- 5 pr shorts
- socks (enough for two weeks)
- underwear (enough for two weeks)
- 1 nice outfit for awards banquet & special events**
- white shorts, shirt & sweatshirt for chapel – Camp Lake Hubert ONLY
- rain gear/poncho
- jacket/windbreaker
- 2 swimsuits
- 2 pr tennis shoes/athletic
- 1 pr Teva type sandals/Aqua sox
- special day clothes/props (optional) – see Spring Railsplitter for themes

Bedding & Sleeping Bags

- 2 blankets***
- 4 sheets (flat)***
- 1 pillow and 2 pillow cases***
- sleeping bag

Miscellaneous

- hat or visor
- insect repellent
- sunglasses
- flashlight & extra batteries
- stationery/stamps/pen/address list
- water bottle
- backpack (carry-on)
- 2 laundry bags
- 1 pr riding shoes/boots with heels*

PACKING LIST (continued)

Optional

- small fan
 - ball glove
 - reading material/books
 - battery operated alarm clock
 - camera (we suggest a disposable one)
 - playing cards/board games/non-electronic games
 - Camp Lake Hubert ONLY – Crazy Creek style stadium chair
 - fishing pole
 - tennis racket
 - musical instrument
 - sailing gloves
- * A shoe with a heel (like a hiking boot, riding boot, etc) is helpful for horseback riding. Athletic shoes with an indentation will also work.
- ** Outfits are generally dresses, skirts, pants, blouses for girls; shirts with a collar and nice shorts for boys.
- *** Rent Camp Bedding or pack your own. See Bedding & Sleeping Bags on following page.

Intro Camp Packing List

For Intro Camp, the packing list above is designed for campers attending for two, three and four weeks. Please use the list as a starting point for your camper and make the necessary adjustments as to the number of items needed for your camper's five days of camp. If you have any questions, please call the camp at 800-242-1909.

Mark Your Clothing & Equipment

Please mark each piece of equipment and clothing sent with your child.

Flyers from name tag and equipment companies that have worked well for campers in the past are available on the website under downloads.

Mark the article of clothing so that the camper's name will be visible when the article is folded. The collar or waistband of most clothing articles and inside hats/shoes works well. For towels, sheets, pillow cases, sleeping bags and laundry bags place two name tapes on opposite corners. Mark names clearly on items such as tennis rackets, cameras, teddy bears, fishing poles, and flashlights. Don't forget duffel bags, too! We ask that you please use full names (no initials).

At camp, some clothing/items may be misplaced, left at camp, or packed into another child's bag. Thus, proper "ID" on equipment and clothing will greatly assist in the return of articles to their proper owner. In the fall, unmarked/unclaimed items are donated to charitable groups.

Any personal equipment brought to camp must be in compliance of the American Camp Association and the State of Minnesota Safety Standards.

Pack In Duffel Bags

Duffel Bags are the preferred camp luggage - easy to carry and easy to store. Remember to put the child's name on duffel bags using the camp provided tags.

Clothes To Have Fun In!

Please, send clothing items that campers can really play in. Campers will get involved in a “hands-on” way and their clothing may show the wear & tear. Please, do not send expensive clothing to camp. **Camp will NOT be responsible for lost or damaged articles – this includes sports/activity equipment.**

Toiletries

For safety reasons, plastic, rather than glass containers are recommended. A toiletries case or basket is helpful in carrying toiletries to the shower facilities. **Also, please review the Airline Carry-on Policies by visiting the Transportation Security Administration website (www.tsa.gov) for up-to-date information if flying.**

Bedding & Sleeping Bags

For health and safety reasons, we require the use of sheets (top & bottom), pillow cases and blankets for beds at camp. See Packing Lists for suggested quantities. Wool blankets, sheets, pillows/cases may be rented at camp. Rental is \$8.50 per week. This can also save second bag fee if flying. Please make bedding requests on the Camper Details Form (online form).

Sleeping bags are needed for overnight trips – on and off camp. All two week campers will take an overnight trip on camp, and three & four week campers will have a variety of trip opportunities while at camp. For those taking an off-camp trip (2 nights), a sleeping bag that stuffs into a sack is ideal. When not on trips, rectangle sleeping bags may also be unzipped and used as a bed comforter as needed. Camp has a limited number of sleeping bags that may be borrowed for a cleaning charge of \$7.50.

CAMP HEALTH INFORMATION

Health Form & Medical Form (Paper Forms)

It is important that we have a complete and detailed health history on each child. ***Please return the completed Health & Medical Forms by May 1st.*** If enrolling after May 1st, please return as soon as possible. Your child may not attend camp without their completed Health Form. Required Information:

1. Health Form – all sections completed by parent or legal guardian.
2. Medical Form – to be completed by your physician/nurse practitioner.

Please notify the camps if the camper is exposed to any communicable disease within 21 days prior to camp and also if health conditions change after the date on which the Health Form is signed.

There are three supplemental forms – Anaphylaxis, Asthma, and/or Diabetes – available online if applicable to your camper. You may also call camp at 800-242-1909 to request any of these forms.

Camp Health Service

The camp health center is overseen by 2-3 health care staff at each camp and an on-site licensed doctor (M.D.) serves both camps. Camp is just 20 minutes from the nearest hospital and other medical clinic services, if needed. General care and first aid supplies are available at camp. Expenses of physician and health care providers employed by the camp are provided as part of your regular tuition. Prescriptions, special medications, clinic/hospital illness related charges or other items not covered by our insurance policy, and trips to town (if needed) are charged to your child's account and/or your personal insurance coverage.

Campers who show flu-like symptoms, and/or have a fever, require constant attention, or are in need of a private bathroom will be isolated in the Health Center. Once the camper's condition improves (either by meds or rest), they are allowed back into the program and their cabin according to Doctor's orders.

If your child stays overnight in the camp health center, is prescribed prescription medication, or should otherwise need any emergency care, the camp doctor or health care staff will call you.

Medications & Prescriptions

All medications (brought or sent to camp) must be kept in the health center and will be administered by our health care staff. Medications must be clearly labeled with the camper's name, the physician's instructions, the name of the medication, and the dosage. If medication is for an international camper, all information must be translated into English before camp. **The instructions and dosage on the container must match any parent or physician notes made on the health form.** Please have your physician/pharmacist correct the instructions on the container if the dosage has changed. **If your child is on behavioral medications, please continue this medication while at camp.** As with all medications, please send enough for the entire time that they are with us.

Keep all medications, prescriptions, and/or vitamins in their original packaging. Place inside a Ziploc bag with your camper's name written on the outside. This will be collected on arrival day and stored in the Health Center.

Repeat these instructions on the Health Form. **If you send medication in your child's baggage, please instruct your child to give this medication to the cabin staff or the camp health care staff upon his/her arrival.**

The Health Center is stocked with multiple types of typical over-the-counter medications. There is no need to send these items unless your camper is on a doctor-prescribed regimen. For the safety of all campers, no medications, vitamins, or supplements are allowed in the cabins except emergency medications pre-approved by a camp director (i.e., inhalers).

Accident Insurance Policy

A Group Accident Reimbursement Policy is provided as an added service to camp families at no additional cost. Camp Lincoln/Camp Lake Hubert exercises the greatest care and supervision for all campers.

Covered

The Group Accident Reimbursement Policy covers your child:

1. Anywhere on the campgrounds;
2. While traveling under supervision with other campers to and from scheduled and approved camp activities.
3. While traveling directly between home and camp within 48 hours directly before or after the camp session.

Accident Medical Coverage has a maximum benefit of \$2,500.00 per camper. The camp will administer this coverage for the convenience of parents.

Not Covered

This accident insurance policy does not cover: eyeglass replacement or prescriptions, sickness or illness, self-inflicted injuries, war or act of war, preventative medicines or medical examinations not incident to treatment, dental work or dental treatment on natural teeth, pregnancy, pre-existing conditions, cosmetic or plastic surgery except as necessary for repair or alleviation of damage due to injury.

Any expenses for services by a clinic or hospital regarding non-covered services will be billed directly to parent or parent's health care coverage policy. Please list your family health insurance information on the Health Form and send a copy of the front & back of your insurance card.

EXPENSE DEPOSIT

Expense Deposit For Miscellaneous Expenditures

An additional deposit for Miscellaneous Expenditures, paid in advance, is required for your child's stay at camp. Items charged against this account may include: chartered bus from Minneapolis to camp and return, store purchases, laundry, bedding rental, yearbook (sent in November), cash withdrawals, local or special trips, transportation to/from Catholic Mass, medical prescriptions & illness expenses, golf fees and club rental, etc. The first statement will include the estimated deposit necessary for the session in camp (explained on your enrollment agreement).

Campers who write or draw on the cabin walls will be charged a \$25 fee for removal each time their name or drawings appear.

Campers who participate in some of our adventure trips (kayaking, rafting, chartered sailing, climbing, special day, etc.) can expect an additional charge per trip which could cause expenses to exceed the expense deposit. Trip charges may vary from \$75 to \$150, and up to \$350 for the Lake Superior chartered sailing experience. For more details, please see our Trips & Adventures page on the webpage under Programs.

Only services actually used or items purchased will be charged. Any balance remaining will be refunded, or an overdraft will be billed. A Final Statement summarizing all charges and credits for the camp session is sent in mid to late September.

PAYMENTS & CANCELLATIONS

Payment Of Camp Fees

Camp Fees are payable in advance. An invoice for 2/1, 4/1 and 5/15 payments will be mailed and/or emailed approximately two weeks prior to the date due.

Tuition Payments:

Registration Deposit & Payment Schedule		
Month of Enrollment	2 through 8 Week & Coed Camps	Intro, Golf, Tennis & Family Camps
August 1 to January 31	\$500 deposit. Remaining balance will be split equally and due on 2/1, 4/1 and 5/15.	\$250 deposit. Remaining balance will be split equally and due on 2/1, 4/1 and 5/15.
February 1 to March 30	\$1500 deposit. Remaining balance will be split equally and due on 4/1 and 5/15.	\$500 deposit. Remaining balance will be split equally and due on 4/1 and 5/15.
April 1 to May 14	\$2000 deposit 2/3/4 \$1500 Coed. Remaining balance due 5/15.	\$500 deposit. Remaining balance due 5/15.
May 15 to August 11	Full Tuition due	Full Tuition due

A \$75.00 daily fee for any interim days will be added to the fee for campers combining sessions. Payment Plan Options are outlined on our webpage under Payments, Cancellations and Expense Deposit.

Cancellation:

Cancellation Schedule & Fee		
Time of Cancellation from date of Enrollment	2 through 8 Week & Coed Camps	Intro, Golf, Tennis and Family Camps
Within 2 weeks or prior to December 1	No Fee	No Fee
After 2 weeks to January 31	\$250 Fee	\$125 Fee
February 1 to April 30	\$500 Fee	\$250 Fee
May 1 to 30 days prior to the start of your camp	50% of Tuition Fee	50% of Tuition Fee
Within 30 days of the start of your camp	Full Tuition Fee	Full Tuition Fee

Cancellations within 30 days of the start of the selected session will forfeit full tuition. Cancellations within 30 days of the start of a session due to medical conditions that prohibit camp participation (with doctor's confirmation) will result in forfeit of one-half tuition.

No reduction of fee is made for late arrival, early departure or dismissal.

CAMP DATES

CHECK-IN TIMES IF DRIVING

1:00 P.M. TO 5:00P.M.

CHECK-OUT TIMES IF DRIVING

8:00 A.M. TO 11:00 A.M.

Please note that most campers have left camp via the buses or their parents have picked them up by 10:00 am.

8 WEEK:

Wednesday, June 14 – Wednesday, August 9

4 WEEK:

(4 Week 1) Wednesday, June 14 – Tuesday, July 11
(4 Week 2) Thursday, July 13 – Wednesday, August 9

3 WEEK:

Wednesday, June 21 – Tuesday, July 11

2 WEEK:

(2 Week 1) Wednesday, June 14 – Tuesday, June 27
(2 Week 2) Wednesday, June 28 – Tuesday, July 11
(2 Week 3) Thursday, July 13 – Wednesday, July 26
(2 Week 4) Thursday, July 27 – Wednesday, August 9
(Coed) Friday, August 11 – Monday, August 21

INTRO CAMP:

(Intro 1) Wednesday, June 14 – Sunday, June 18
(Intro 2) Friday, August 11 – Tuesday, August 15

FAMILY CAMP:

Friday, August 11 – Wednesday, August 16

GOLF CAMP:

(Golf Boys Only) Friday, August 11 – Wednesday, August 16

TENNIS CAMP:

(Tennis 1 – Coed) Friday, August 11 – Wednesday, August 16

CAMP TOURS

If you have friends interested in seeing camp, we provide tours from 9:30 – 11:00 a.m. and 2:30 – 4:00 p.m. Please call in advance to set up an appointment so we may have a tour guide available.

**Other Cote Family Owned Places to Stay
While Your Child is at Camp or anytime:**

GRAND VIEW LODGE

Resort, Golf Course & Tennis Club

Grand View Lodge is Minnesota's premier resort for golf and tennis. The historic log lodge overlooks beautiful Gull Lake - near Brainerd, MN, and offers delightful cabins, a Glacial Waters Aveda Spa, heated indoor water park & Jacuzzi, tennis courts and golf on the 9 hole Garden Course, The Pines (a magnificent 27 hole championship course), and The Preserve (18 hole championship course). The atmosphere is restful, friendly and informal and just a few miles from the camps.

800-432-3788
www.grandviewlodge.com

While Your Family is in Tucson, Arizona

TANQUE VERDE GUEST RANCH RESORT

Tanque Verde Ranch is one of America's old time cattle and guest ranches with an authentic history of pioneering, cattle rustling and legends. Relax in a spacious patio casita with beautiful mountain views. Western Riding, western atmosphere, swimming pools, saunas, exercise room, tennis, mountain biking, golf nearby, spa and gourmet food are featured. A delightful touch of the West!

800-234-3833
www.tvgr.com