

# Beyond Akeela Parent Handbook



Summer 2019

Dear Parents,

Welcome to Beyond Akeela! We hope you will read this handbook thoroughly as you prepare your child for camp.

Beyond Akeela is a very intentional program, with a robust itinerary and lofty goals. The experiences our teens have during these three weeks will help them develop confidence and independence in all areas of their young adult lives. Our staff will encourage them to push themselves and try new things in order to grow and develop as people. They foster a sense of community based on kindness, friendship, participation and acceptance.

One of the ways you can help support our goals is by adhering to our rules and policies -- and ensuring that your camper understands them as well.

As the summer approaches, questions are sure to arise, so don't hesitate to contact us at any time with questions or concerns.

Yours in camping,

A handwritten signature in black ink that reads "Kristin". The signature is written in a cursive, flowing style.

Beyond Akeela Directors

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# BEYOND AKEELA - SUMMER 2019 CALENDAR

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**Day, May 15**.....ALL forms due  
**Monday, June 24**.....Session 1 Begins  
**Friday, July 12**.....Session 1 Ends  
**Monday, July 15**.....Session 2 Begins  
**Friday, August 2**.....Session 2 Ends

*\* NOTE: The May 15th forms deadline does not apply to campers who enroll close to or after that date. We ask that those families complete their camp forms as soon as reasonably possible.*

## ABOUT AKEELA

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At Camp Akeela, our mission is simple: to provide our campers with the most incredible, life-changing summer experience on the planet. In particular, we believe in...

- **FRIENDSHIP.** Camp Akeela facilitates social growth and helps campers develop meaningful, life-long friendships.
- **COMMUNITY.** The Camp Akeela community accepts, values and celebrates each camper and staff member.
- **GROWTH.** Camp Akeela fosters the personal growth of each camper by supplying safe and supported opportunities for choice and challenge.
- **PRIDE.** Akeela campers develop and experience competence and are encouraged to take pride in their accomplishments.
- **FUN.** Above all, Camp Akeela provides campers with lasting memories of summers filled with spirit and FUN!



# CAMPER TRAVEL, LUGGAGE AND SPENDING MONEY

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Please let us know your child's travel plans by completing the online Transportation Form.

## TRAVEL TO CAMP

### AIR TRAVEL:

Beyond Akeela campers traveling by air on Opening Day should plan to arrive at Chicago O'Hare airport as close as possible to 11:00am. Beyond Akeela staff can meet teens at their gates or in their baggage claim area, whichever your family prefers.

**Please check with our office before making any flight reservations.**

### AIRPORT HOTEL VAN:

Beyond Akeela staff members will meet and greet you at 10:30am in the Hilton Garden Inn parking lot at 2930 S River Road in Des Plaines, IL near O'Hare airport. Vans will depart for camp at 11:00am

*\*\*If you would prefer to drop your camper off at camp, please reach out to Kevin to discuss the timing of drop off. With the number of campers coming into O'Hare airport, all of the Beyond Akeela staff will be at the airport and Hilton Garden Inn until mid-afternoon on Opening Day.*

## TRAVEL FROM CAMP

### AIR TRAVEL:

For campers flying home on their own, please schedule a departure from Chicago O'Hare Airport as close as possible to - but no earlier than - 11:30am. **Please check with our office before making any flight reservations.**

### PARENT PICK-UP AT O'HARE AIRPORT:

Parents who would like to pick up their campers by car, or who will be flying home with them, can meet them at Chicago O'Hare Airport. The specific airport meeting time and location will be determined once we know everyone's travel preferences. However, parents can anticipate a late morning timeframe.

## LUGGAGE INFORMATION

All of your camper's belongings should come with him/her on Opening Day. For this program, soft duffels or large backpacks are preferable to hard-sided, rolling luggage. We have found that campers travelling with two medium sized duffels prefer that option as compared to one very large bag. Please see the page 6 for other very important packing tips!

## SPENDING MONEY

Beyond Akeela is an all-inclusive program; campers will never have to pay for their own meals or activities that are part of the Beyond Akeela schedule. There will be opportunities for buying souvenirs or gifts during camp, and we recommend sending your teen with **no more than \$200** for such purchases. Teens will be responsible for managing and budgeting their spending money, and Beyond Akeela staff will support them in this. Some families have found it helpful to send their camper with a prepaid Visa gift card to reduce the risk of loss.

# CLOTHING, LAUNDRY AND ELECTRONICS

## PURCHASING CAMP CLOTHING

Camp Outfitters by Lands' End is our official camp supplier. To make your camp shopping more convenient, you can visit Akeela's Camp Outfitters page online: [business.landsend.com/store/campakeela](http://business.landsend.com/store/campakeela)

They recommend that you order by calling them directly so they can help you with your shopping. Also, feel free to look at the general Lands' End website if there is an item you can't find on the Akeela page. Lands' End will be happy to put the Beyond Akeela logo or your teen's monogram on any of their (applicable) items for you. Please keep in mind that purchasing items from Lands' End is strictly optional except for the one white or grey Beyond Akeela t-shirt.

Please allow 5-7 days fulfillment of your orders. ORDER EARLY TO INSURE ON-TIME DELIVERY! Please don't hesitate to call the Camp Outfitters at Lands' End directly with any questions about camp clothing: 800-995-8711

## LAUNDRY

As you see below, we ask you to pack just under one week's worth of clothing. The Beyond Akeela staff will help campers do their own laundry at regular intervals along the way. Please pack a laundry bag, as they will not be provided by camp.

## ELECTRONICS POLICY

One of the ways we provide positive experiences for our campers is by limiting electronics in our camp environment, thereby encouraging our campers to socialize through traditional camp activities. We thank you in advance, for your cooperation with and support of these policies.

Any item that makes phone calls, accesses the internet, or has screen content of any kind (games, videos, etc.) is not permitted at camp. Examples of permitted and not permitted electronics:

### YES

- ✓ iPod Shuffle or Nano, or other screenless music player (e.g. Sony NWE393 Walkman MP3 Player or SanDisk Clip Sport Plus MP3 player, both available for approximately \$50 on Amazon)
- ✓ E-Reader (Kindle, Nook, etc.) - without video or game content
- ✓ Disposable Camera
- ✓ Digital Camera

### NO

- ✗ Cell Phone
- ✗ Any electronic device that contains games or video content
- ✗ DVD Player
- ✗ Laptop Computer
- ✗ Handheld video gaming systems
- ✗ Video Camera
- ✗ Apple Watch, or any other "smart" watch
- ✗ iPad or other tablet



### NOTES:

1. We recognize that many digital cameras have the ability to record videos. We will ask campers and staff to refrain from taking videos inside of the dorm rooms.
2. Camp is not responsible for replacing electronic devices brought to camp, which may be damaged or lost.
3. If any of the items not permitted are brought to camp, we will collect them and return them at the end of camp.
4. We recognise that cell phones are important for teens to have if they are travelling independently to camp. Teens are permitted to have their phone until they have safely met with a counselor at the airport.

# PACKING LIST

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While travelling at the end of the Beyond Akeela session, campers will be packing and transporting their own luggage to several locations; **please do your best to follow our suggested packing list and avoid over-packing!** Of course substitutions can be made for individual preferences. We recommend sending your camper with a list of everything you've packed. This will help him/her keep track of things throughout the session.

All items brought to camp must be clearly marked with the camper's name. We highly recommend LabelDaddy products for this purpose. Akeela is not responsible for any lost property.

## **CLOTHING:**

- 1 white or grey Beyond Akeela t-shirt (ordered through Lands' End)
- 6 additional short sleeved t-shirts
- 2 long-sleeved t-shirts
- 1 sweatshirt or light fleece
- 1 medium weight jacket or fleece
- 4 pairs of shorts
- 2 pair pants (sweatpants, jeans, etc.)
- 6 pair underwear
- 8 pair athletic socks
- 1 bathing suit (GIRLS: one-piece suits only!)
- 1 pair pajamas

## **SHOES:**

- 1 pair of sneakers, sturdy enough for light hiking
- 1 pair rain boots or waterproof shoes
- 1 pair of sandals, comfortable for walking

## **CAMPING GEAR:**

- 1 camping pillow (e.g. compressible foam)
- 1 sleeping bag, rated approximately 30°
- 1 compression stuff sack (to minimize size of sleeping bag)
- 1 thin camping sleeping pad (self-inflating or foam)
- 1 small, lightweight flashlight

## **TOILETRIES:**

- Shampoo/Conditioner
- Soap or body wash
- Toothbrush and toothpaste
- Deodorant
- Hair brush or comb
- Electric razor (or manual razor with shaving cream)
- 2 washcloths
- 2 thin bath/pool towels

## **PROTECTION FROM THE ELEMENTS:**

- 1 hat with brim
- 1 hooded rain jacket/poncho (lightweight, rolls easily into small bundle)
- Sunglasses
- 1 bottle insect repellent
- 1 bottle sunscreen

## **OTHER:**

- 1 small daypack/backpack
- 1 water bottle or canteen
- 1 laundry bag
- Book or other reading material
- Camera (optional)

*Please be aware of the risks involved in sending any expensive and/or fragile possessions. Camp Akeela is not responsible should these items be lost or broken during the summer.*

## **PROHIBITED ITEMS**

Also, please do not send or allow your camper to bring any of the following items to camp:

- Any type of toy gun (including foam, water, dart)
- Knives (including Swiss Army or Boy Scout types) or any other type of weapon
- Any type of tobacco product, drugs or alcohol
- Items prohibited by the Electronics Policy on the previous page

# COMMUNICATION

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## CAMPER MAIL

Should you need to mail anything to your camper, please address all mail as follows:

[Camper Name]  
Beyond Akeela  
c/o Lawrence University  
711 E. Boldt Way  
Appleton, WI 54911

### **E-MAIL:**

In addition to writing letters, campers will be able to communicate with you through a Beyond Akeela email account during the summer. Beyond Akeela staff will do their best to coordinate regular computer access for campers to read and respond to parent emails. Please keep in mind that due to the nature of the program, the group will not have access to internet in all locations. This will make access to email challenging on some days.

Please use **BAcampers@campakeela.com** to email your camper and include his/her name in the subject of the email. Your camper will be able to respond to your emails from this account.

### **REGULAR WEBSITE UPDATES:**

To keep you as current as possible with all that's going on at camp, we will regularly update our website. Updates will include news from camp, announcements of special events & trips, pictures and videos. These can all be accessed through the Parent Log In link on Beyond Akeela's website, [beyondakeela.com](http://beyondakeela.com).

### **PACKAGE POLICY:**

In an effort to reduce unnecessary competition among campers and constant pressure on parents to send packages, Beyond Akeela has a NO PACKAGE POLICY. Campers may receive flat envelopes only, up to 11x14 inches in size. Larger packages will not be delivered. *Please inform all family members of our package policy.*

## CAMPER PHONE CALLS

Parents who choose to do so may coordinate with the Beyond Akeela Director to schedule a brief phone call with their teen. We ask that you wait approximately 5 days after the start of the camp session. This time allows teens to acclimate to Beyond Akeela before calling home, which we find makes calls easier for everyone involved!

## PARENT COMMUNICATION

We believe strongly in partnership and open lines of communication with parents. The Beyond Akeela Directors, Kevin & Kristin Trimble, will be your primary point of contact during the camp session. In addition to regular updates they will provide you, you should feel free to check in with them with any frequency that makes you feel comfortable. Kristin and Kevin will best be reached on their cell phones: 920-896-2769 (Kristin) & 650-269-9656 (Kevin).

### **COMMUNICATION AFTER CAMP:**

In September, you will receive a brief report from us summarizing our staff's feedback of your teen's time at Beyond Akeela. We will also be inviting you to participate in a survey to collect any input you have for the camp.

One of the wonderful outcomes of Akeela is lasting friendships. We would love for your teen to be able to keep in touch with his/her friends from this summer. At the end of each session, we will print out the names, home phone numbers and addresses for each camper. In addition, we will list the parent email address that you have used to be in touch with us. (We use parent emails because not all families are comfortable having their teen's email without their knowledge; if you prefer to have your teen use a personal email address, please feel free to pass that information along to your teen's friends after camp.) If you do not want to have your family's information shared with the other families in our community, please let us know before the end of your teen's camp session.

# HEALTH CARE

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We are fortunate to have a wonderful nurse working hard to provide the best camper and staff medical care and to be responsive to parent inquiries and concerns.

## MEDICATIONS

We want our campers to be as successful as possible at Beyond Akeela. If your child takes medication during the school year, we feel that it is imperative that he/she maintains the same routines at camp. If you have any questions or concerns about this camp policy, please contact us as soon as possible.

All medications, prescription or "over the counter", must be held by the Beyond Akeela nurse. Campers are not allowed to administer their own medication without prior approval from our medical staff.

### **REQUIRED - CAMPMEDS:**

In our on-going commitment to meet the needs of our campers as well as comply with strict state regulations, we will once again be working with CampMeds, a pre-packaging medication program founded by a former camp nurse over 15 years ago. **Our policy and procedure for dispensing and administering medicine requires camp families to have ALL of your teen's daily medicine dispensed by CampMeds and sent to camp prior to their arrival.** There is a \$55 fee for this service.

CampMeds will fill:

- Prescription medication in pill or liquid form (daily)
- Prescription nose sprays, eye/ear drops, inhalers and creams/ointments
- Non prescription items (OTC) such as allergy medication (daily)
- Vitamins and supplements (call CampMeds to confirm they can provide)

The exceptions are: Accutane, growth hormone, insulin, injections, & birth control pills.

We want to be clear that we do expect 100% participation in CampMeds from families with campers who will take daily medication. If your camper does not take daily medication, you do not need to register with CampMeds.

If there is a specific brand that you require for your child, you can send it IN ADVANCE to CampMeds so they can pack it for you. You'll need to do that in the early spring – please do not wait until June. In addition, please remind the doctor who writes the prescription to do so with as much detail as possible. For example, if a physician writes a prescription as "2 times a day", it will be given at breakfast and dinner. If there are specific times when a medication should be given, it needs to be written as such on the prescription! Please call us or CampMeds if you have any questions.

Any other medication (i.e. non-prescription medications administered daily or on an "as-needed" basis or those listed above as CampMeds exceptions) must be mailed to camp in its original packaging one week prior to your camper's arrival. Please call the office to notify us if medications will be arriving by mail. It is camp policy not to accept any medication (including vitamins, supplements, etc.) on Opening Day.

You will find details about how to enroll in CampMeds, along with an FAQ, on your family's online Forms Dashboard (accessible through the Parent Log In on Akeela's website). If you have any questions about CampMeds, you can reach them at 954-577-0025 and [www.campmeds.com](http://www.campmeds.com).

### **OVER-THE-COUNTER MEDICATIONS:**

Our Health Center stocks basic over-the-counter medications. The following is a partial list of items we stock and which do not need to be sent with your camper.

The following is a partial list of items we stock in the Health Center. Please do not send any of these items with your camper:

- Advil (Ibuprofen) – pills and liquid
- Midol or Aleve (Naproxen)
- Sudafed
- Throat lozenges and throat spray
- TUMS
- Dramamine
- Calamine, Caladryl & Anti-itch cream
- Swimmer's ear drops
- Tylenol (acetaminophen) – pills, liquid and chewable
- Benadryl (antihistamine)
- Cough Syrup
- Immodium (antidiarrheal) and Pepto Bismol
- Mylanta
- Bacitracin & Triple Antibiotic Ointment
- Nebulizer, associated equipment & solution
- Aloe gel sun-burn cream

If your child takes any medications on an "as needed" (PRN) basis which are NOT listed on page 8, please list them on the required Physician's Exam Form.

**THESE MEDICATIONS SHOULD BE MAILED TO OUR WISCONSIN CAMP ADDRESS IN THEIR ORIGINAL PACKAGING A WEEK BEFORE YOUR CAMPER'S ARRIVAL.**

**As a reminder, all daily meds (even vitamins or OTC medications) must be pre-packaged through CampMeds.**

## **COMMUNICATION ABOUT HEALTH ISSUES**

We understand the importance of keeping you informed about health issues affecting your child. Our medical staff follow the guidelines below and respond to you as quickly as time allows.

- We generally will not contact you if your child is seen by the Beyond Akeela nurse for routine problems, i.e. minor skin abrasions, headache, cold, etc.
- If the nurse contacts a doctor on your child's behalf or if your child requires any outside medical attention, we will call you. The phone numbers you provide on your child's Health/Emergency Form will be used to contact you. Unless your child has a medical emergency, we will generally not leave a message on an a voicemail. Such messages can often be misinterpreted and be unnecessarily alarming.

## **MEDICAL CHARGES**

The camp tuition covers all medical services provided by camp staff. All medical bills from providers outside of camp will be processed by the provider through your health insurer. Any applicable payments or copays will be charged to the credit card that you provide to the camp for this purpose.

## **OTHER HEALTH CONCERNS**

### **COMMUNICABLE DISEASE:**

If your child has been exposed to any communicable disease within three weeks of camp, please notify the camp immediately. Children may not attend camp until they have recovered. Our health center staff completes a thorough health screening of each child before they are allowed to join our camp community.

### **HEAD LICE:**

Have your child inspected for the presence of head lice three weeks prior to departure and again immediately before camp begins. If your child had head lice or was exposed to it (family member, friend, schoolmate, etc.) within four weeks of her arrival to camp, please notify us. We will check for the presence of lice while your child is at camp. If lice is discovered, you will be charged \$75 for the treatment.

### **ORTHODONTURE:**

If orthodontic problem occurs at camp, we will notify you. With your concurrence (most times home orthodontists want to be consulted as well), we will take your child to a local orthodontist to resolve the problems and keep your child comfortable. We are unable to provide ongoing orthodontic care.

### **EYEGASSES:**

If your child wears eyeglasses, we ask that you send an **extra pair** for our staff to keep safe in case the first pair is lost or broken.

# CAMPER CODE OF CONDUCT

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One of the unique and wonderful things about Beyond Akeela is the type of campers and families that choose Akeela as their summer home. We pride ourselves on being a warm, open and accepting camp community. We love the fact that our campers are so welcoming to new campers. Our goal is maintain this culture as our camp family evolves from year to year.

Of course, whenever people live and travel together, some interpersonal issues will arise. We train our staff to recognize and effectively deal with any inappropriate behaviors, in order to maintain an emotionally safe environment where every camper can experience camp life to the fullest. We quickly and directly address any incidents of meanness, excluding or bullying so that our campers and their families know this type of behavior is unacceptable at Akeela.

As you know, most – if not all – of our campers have been on the receiving end of bullying behaviors at school or other youth programs. At Beyond Akeela, things are different; campers and staff feel truly accepted and embraced by their peers. We feel strongly that every camper must be protected from behaviors that disrupt their ability to have a successful summer in a safe environment.

Any behavior deemed by the Beyond Akeela Director to be inappropriate and/or unmanageable may result in any or all of the following:

- Meeting directly with the Beyond Akeela Director to discuss behavior
- A telephone call home to the parent/guardian to discuss behavior
- Missing out on activities
- Dismissal from the Beyond Akeela program

We are asking all campers and parents to sign the following Camper Code of Conduct. It is one of the forms you'll find in our online forms dashboard.

As a Beyond Akeela Camper I will:

- Show respect to other Campers, and treat them as well as I would like to be treated.
- Respect the rights and beliefs of others, and treat others with courtesy and consideration.
- Communicate in an appropriate manner, which means I must not use foul language or gestures, harsh words or harsh tone of voice.
- Communicate directly with another camper if a problem arises, rather than talking to others and spreading rumors.
- Conduct myself responsibly. I understand that unwelcome teasing or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to others. I understand that pushing, kicking, hitting or fighting are not acceptable and will not be tolerated.
- Respect the property of others; which includes not stealing, damaging property, making graffiti or vandalism.
- Be fully responsible for my actions and understand that irresponsible behavior will result in disciplinary action or dismissal from camp.
- Know and follow the rules of camp.
- Let an adult know if someone is teasing or bullying me. (Reporting is confidential.)
- Let an adult know if I witness someone else being bullied. (Reporting is confidential.)

# 2019 FORMS CHECKLIST

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PLEASE SUBMIT ALL FORMS BY MAY 15<sup>TH</sup>

Camper's will not be able to participate in activities until we receive all the required forms.  
*(Additional waiver and permission forms required for select activities may be required and will be sent as soon as they become available.)*

## Forms Found Through the Parent Log In Link at [beyondakeela.com](http://beyondakeela.com)

- Additional Information** (Important details about forms and more!)
- CampMeds Information** (If camper takes daily meds of any kind)
- Camper Code of Conduct** (Complete online)
- Camper Photo** (Complete online)
- Emergency Contact Form** (Complete online)
- Health History Form** (Complete online)
- Immunization History Form** (Print, complete & upload to Forms Dashboard; Equivalent form from physician acceptable)
- Letter to My Advisor** (For returning families only)
- Parent Authorization Form** (Including insurance card copies and back-up payment info; Upload to Forms Dashboard)
- Update From Parents** (For returning families only)
- Physician's Examination Form** (To be completed by a physician, then uploaded to Forms Dashboard)
- Transportation Form** (Complete online)

## Forms Mailed To You With This Parent Handbook

- Land's End Clothing Flyer** (Only the 1 white or grey camp t-shirt is required)
- LabelDaddy Flyer** (The best way to label your camper's belongings)



**WINTER (September - May)**

314 Bryn Mawr Avenue, Bala Cynwyd, PA 19004

**SUMMER (June - August)**

711 E. Boldt Way, Appleton, WI 54911

**PHONE & FAX**

phone: (610) 660-0300 • fax: (866) 462-2828

**WEBSITE & EMAIL**

[www.beyondakeela.com](http://www.beyondakeela.com) • [kevin@campakeela.com](mailto:kevin@campakeela.com)