

# Beyond Akeela Family Handbook



Summer 2020

Dear Families,

Welcome to Beyond Akeela! We hope you will read this handbook thoroughly as you prepare your teen 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 young adults. 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 2020 CALENDAR

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**Friday, May 15**.....ALL forms due  
**Monday, June 29**.....Session 1 Begins  
**Friday, July 17**.....Session 1 Ends  
**Monday, July 20**.....Session 2 Begins  
**Friday, August 7**.....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.**

We love it when campers fly together to camp and find it leads to a smooth transition to camp. Let us know if you're interested in this option and we'll do our best to connect you with other families in your area.

### 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.**

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

Families 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, families can anticipate meeting their campers in the late morning.

## LUGGAGE INFORMATION

Your camper should come with their belongings on Opening Day. For this program, soft duffels or large backpacks are preferable to hard-sided trunks without wheels. We have found that campers travelling with two medium sized duffels prefer that option as compared to one very large bag. Please see page 6 for other very important packing tips!

## SPENDING MONEY

One of the goals of Beyond Akeela is to help campers manage their money independently. We recommend campers bring spending money with them for personal purchases, such as souvenirs or gifts for family. We suggest families send their teen with no more than \$200 in camper spending money. Some families prefer to send their camper with a prepaid debit card rather than cash to mitigate the risk of loss. We also suggest not sending your camper with a credit or debit card with access to more than \$200. All meal and activity expenses for the summer will be covered by Beyond Akeela.

# 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.

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 in the packing list, we ask you to pack just under one week's worth of clothing. Campers are responsible for doing their own laundry at regular intervals during the summer, and will have the support of Beyond Akeela staff as needed. 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 structured and unstructured 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:

- |                                                                                                                                                                                       |                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| ✓ 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) | ✗ Cell Phone                                                 |
| ✓ E-Reader (Kindle, Nook, etc.) - without video or game content                                                                                                                       | ✗ Any electronic device that contains games or video content |
| ✓ Disposable Camera                                                                                                                                                                   | ✗ DVD Player                                                 |
| ✓ Digital Camera                                                                                                                                                                      | ✗ 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 recognize 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

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 your teen keep track of their belongings 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 pair 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 of sandals, comfortable for walking

## **CAMPING GEAR:**

- 1 sleeping bag, rated approximately 30°
- 1 compression stuff sack  
    (to minimize size of sleeping bag)

*Optional:*

- 1 camping pillow (e.g. compressible foam)
- 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 twin XL set of sheets (flat, fitted, pillowcase)
- 1 small daypack/backpack
- 1 water bottle or canteen
- 1 laundry bag
- Book or other reading material
- Watch
- Camera (optional)

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

## **A NOTE ABOUT LINENS**

**PLEASE PACK:** One twin XL set of sheets (flat, fitted, pillow case) and two thin bath towels. Bed size at Lawrence University is 36"W x 80"L x 7"H. Campers will launder linens half-way through each camp session.

**CAMP PROVIDES:** One blanket, a pillow, two bath towels, and a washcloth (while at Lawrence University). All towels are refreshed once a week. All bedding is provided for campers during the last week of travel.

## **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 their personal email account during the summer. Beyond Akeela staff will do their best to coordinate regular computer access for campers to read and respond to emails from family and friends. Please keep in mind that due to the nature of the program, the group will not have access to internet at all times. This will make access to email challenging on some days.

### **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 Family 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 families 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

Families 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!

## FAMILY COMMUNICATION

We believe strongly in partnership and open lines of communication with families. 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 August, 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 their 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 family email address that you have used to be in touch with us. (We use parent/guardian 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/guardian 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 they maintain 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 - PackMyRx:**

In our on-going commitment to meet the needs of our campers as well as comply with strict state regulations, we will be working with PackMyRx, a pre-packaging medication program founded by a former camp nurse and pharmacy outlet. **Our policy and procedure for dispensing and administering medicine requires camp families to have ALL of your teen’s daily medicine dispensed by PackMyRx and sent to camp prior to their arrival.** There is a \$50 fee for this service.

- PackMyRx 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 PackMyRx 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 PackMyRx from families with campers who will take daily medication. If your camper does not take daily medication, you do not need to register with PackMyRx.

If there is a specific brand that you require for your child, you can send it IN ADVANCE to PackMyRx 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 PackMyRx 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 PackMyRx 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 PackMyRx, along with an FAQ, on your family’s online Forms Dashboard (accessible through the Family Log In on Akeela’s website). If you have any questions about PackMyRx, you can reach them at 888-598-6337 and [www.packmyrx.com](http://www.packmyrx.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:

#### **PAIN MEDICATIONS**

- Advil (Ibuprofen) – pills and liquid
- Tylenol (acetaminophen) – pills, liquid and chewable
- Midol or Aleve (Naproxen)

#### **COUGH/COLD**

- Sudafed
- Cough Syrup

#### **GI HEALTH**

- Immodium (antidiarrheal) and Pepto Bismol
- TUMS
- Mylanta

#### **ALLERGY**

- Benadryl (antihistamine)

#### **TOPICAL CREAMS**

- Bacitracin & Triple Antibiotic Ointment
- Calamine, Caladryl & Anti-itch cream
- Aloe gel sun-burn cream

#### **OTHER**

- Throat lozenges and throat spray
- Dramamine
- Swimmer’s ear drops

If your teen 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 PackMyRx.**

## **COMMUNICATION ABOUT HEALTH ISSUES**

We understand the importance of keeping you informed about health issues affecting your teen. 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 teen has a medical emergency, we will generally not leave a message on 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. Teens may not attend camp until they have recovered. Our health center staff completes a thorough health screening of each teen before they are allowed to join our camp community.

### **HEAD LICE:**

Your teen should be inspected for the presence of head lice three weeks prior to departure and again immediately before camp begins. If your teen had head lice or was exposed to it (family member, friend, schoolmate, etc.) within four weeks of their arrival to camp, please notify us. We will check for the presence of lice while your teen 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 teen to a local orthodontist to resolve the problems and keep your teen comfortable. We are unable to provide ongoing orthodontic care.

### **EYEGASSES:**

If your teen 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 that our campers are so welcoming to new campers. Our goal is to 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/guardians 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.
- Recognize my responsibility in maintaining a safe space for all community members. I will do this by respecting the physical and emotional boundaries of each individual.
- 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)

# 2020 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 Family Log In Link at [beyondakeela.com](https://beyondakeela.com)

- Additional Information** (Important details about forms and more!)
- 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)
- PackMyRx Information** (If camper takes daily meds of any kind)
- Parent Authorization Form** (Including insurance card copies and back-up payment info; Upload to Forms Dashboard)
- Parent/Guardian Update** (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 Family Handbook

- Land's End Clothing Flyer** (All clothing purchases are optional)
- 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)