



2026

BISHOPSWOOD

PARENT HANDBOOK

Welcome to Camp Bishopswood!	4
COMMITMENTS	4
Inclusion Statement	4
Land Acknowledgment & Camp History	4
ARRIVAL & DEPARTURE	5
Directions to Bishopswood	5
Pick-Up Forms	5
Arrival & Departure Timing	
Arrival and departure times depend on the type of session. Please find the specifics for each below.	6
Youth Camp	6
Counselors-in-Training	6
Minicamp	6
Session Break	6
Swim Screens	7
Visiting Campers	7
Visiting Counselors-in-Training	7
GENERAL INFORMATION	8
Scholarships	8
Housing & Cabin Assignments	8
Cabin Living	8
Villages	8
Friend Requests	8
Gender Identity	8
Birthdays	9
T-Shirts & Merchandise	9
Laundry	9
Multi-Week Campers	9
CITs	10
Missing Home	10
DEPOSIT, REFUND, AND CANCELLATION POLICIES	10
Deposits & Payments	10
Refunds & Cancellations Prior to April 1st	11
Refunds & Cancellations After April 1st	11
CAMP FORMS	12
General Forms	12
Medical Forms	12
COMMUNICATION	13
Phone Calls	13
Incoming Mail	13

Outgoing Mail	13
Care Package Policy	14
One of the things we love most about Bishopswood is the economic diversity of our camp community. We work hard to make camp a place where all children feel they are on equal footing—no matter their background.	14
Early & Late Mail	14
Photos	15
PACKING FOR CAMP	15
Basics	15
Marking Belongings	16
What Not to Bring	16
Weekly Sheet Requirement (New State Regulation)	16
Packing List	17
Missing Items	18
HEALTH & SAFETY	19
Basics	19
Prior to Arriving at Camp	19
Medications	19
RX Medications	19
Over-the-Counter Medications	20
Vitamins/Supplements/Oils/Melatonin	20
Emergency Medications	20
Skills for Camp	21
Bed Wetting	21
Dietary Concerns	21
Special Diets	21
Religious Needs	22
Lice Policy	22
Why Lice Prevention Matters at Camp	22
What Parents/Guardians Can Do	22
Lice Checks at Camp	23
Final Notes	23
Hand, Foot, and Mouth Disease (HFMD)	24
Hand, Foot, and Mouth Disease (HFMD) FAQs	24
What Are the Symptoms of HFMD?	24
What Is HFMD?	24
What Is the Quarantine Period for HFMD?	24
How Is HFMD Treated?	24
Why Is Quarantine Necessary?	25

Welcome to Camp Bishopswood!

We are so excited about welcoming your child to Bishopswood this summer! We hope this Bishopswood Handbook will serve as a guide to help prepare you for your child's amazing experience at camp. There is a good chance that, if you are reading this handbook, this is your child's first summer at Bishopswood.

For over 63 summers, Bishopswood has been providing children meaningful camp experiences. We are so happy that you have chosen our community. If you ever have a question, feel free to contact Mike, the Director, and he will be happy to help you in any way that he can. You can also contact the registrar, who can help with billing and registration.

Mike's email: mike@bishopswood.org

Registrar email: registrar@bishopswood.org

COMMITMENTS

Inclusion Statement

At Bishopswood, everyone is welcome.

We welcome, affirm, and support young people and adults of all abilities, experiences, races, ethnicities, cultures, socio-economic backgrounds, sexual orientations, gender identities and expressions, religions and non-religion, and citizenship and immigration status. Additionally, Bishopswood enthusiastically welcomes transgender, non-binary, and gender nonconforming children.

Land Acknowledgment & Camp History

Camp Bishopswood has been owned and operated as an arm of the Episcopal Diocese of Maine since the early 1960's. Located on the shores of Lake Megunticook near Camden, Maine, Bishopswood is a beautiful, picture-perfect slice of God's creation – ideal for a children's summer camp!

For thousands of years before the land became Camp Bishopswood or Camp Merestead, the Penobscot Nation lived in this area. They called it "Megunticook," meaning "great swells of the sea," a name inspired by the rolling silhouette of the Camden Hills, best seen on a clear night.

First built for sports and recreation in the mid-30s as Camp Merestead, the facility was a private camp for girls with an emphasis on athletics, water sports, and the performing arts. In the 30s, Merestead boasted the first regulation field hockey field in the state of Maine. In the early 60s, the Merestead facility was purchased by the Episcopal Camp Foundation and began operation as Bishopswood, a traditional church camp. For several years there were separate sessions for girls and boys. Since the early 70s, Bishopswood has been co-ed.

ARRIVAL & DEPARTURE

Directions to Bishopswood

Camp Bishopswood is located five miles inland from Camden, Maine in the town of Hope. Bishopswood is on the west shore of Lake Megunticook, near the base of Moody Mountain.

From the south, coastal route: (Est. time from Portland: 2 hours) Take I-95 to Exit 44, to I-295. Continue to Exit 24 onto Rt. 196 ("Bath and Rt. 1"). On this bypass you will go through 5 traffic lights before you reach Rt. 1 N. Continue on Rt. 1 for approx. 42 miles to blinking light in Warren. Turn left at light onto Rt. 90. Follow Rt. 90 to Rt. 1 in Rockport. Turn left on Rt. 1. +/- 1 mile into Camden. Watch for signs for Rt. 105 on the left, between downtown buildings. Continue on Rt. 105 for 5.3 miles to Bishopswood sign on right. Proceed slowly down the driveway.

From the north, coastal Route: (Est. time from Belfast: 30 min.) Take Route 1 south to Camden. Watch for signs for Rt. 105 on the right between downtown buildings. Continue on Rt. 105 for 5.3 miles to Bishopswood sign on right. Proceed slowly down the driveway.

From inland/Augusta area: (est. time from Augusta: 1 hr.) Follow Route 17, turn left on Route 235 in East Union. Continue on Rt. 235 over the mountain to the stop sign in Hope (facing the Hope General Store). Turn right. At this point, Routes #235 and #105 join for a short distance (+/- 2 miles). Stay on Rt. 105 (toward Camden) when Rt. 235 again diverges to the left. The entrance to Bishopswood is just beyond the point where Routes #235 and #105 separate. The turn into Bishopswood is a very hard left. Proceed slowly down the driveway.

(NOTE: GPS systems may be misleading. Please follow these directions.)

Pick-Up Forms

It is State of Maine law that to pick up your child you must sign the pick-up form you filled out prior to camp. Your camper's counselors will have these forms during Sunday pick-up. This form releases only the people specified to pick up your child and additionally lists people that should not be allowed to pick up your child. There is a related sign-out process for visiting; see "Visiting Campers". Please email registrar@bishopswood.org if you have any questions or concerns.

Arrival & Departure Timing

Arrival and departure times depend on the type of session. Please find the specifics for each below.

Youth Camp

DROP OFF: Registration is from 2:00 p.m. to 3:00 p.m. on Sunday afternoon. No campers will be checked in before 2 p.m. unless prior arrangements have been made with the Registrar or Director. You will receive an email the week before your camper's youth camp session with specifics on when to arrive based on the alphabetical order of last names. Typically, last names beginning with N-Z will arrive at 2:00 p.m., and A-M will arrive at 2:30 p.m..

PICK UP: Departure is from 9:30 a.m. to 10:00 a.m. on Saturday after a final cinnamon bun breakfast together. This is also when you can pick up your camper to visit.

Please call the Director if other arrangements are necessary or if you are running late for either pick-up or drop-off.

Counselors-in-Training

All the above applies to CITs, except that we would appreciate them arriving at 1:00 p.m. instead.

Minicamp

Minicamp I & III registration is from 2:00 p.m. to 3:00 p.m. on Sunday afternoon. Departure is on 2:00 p.m. on Tuesday.

Minicamp II & IV registration is at 10:30 a.m. on Thursday. Departure is from 9:30 a.m. to 10:00 a.m. on Saturday.

Please call the Director if other arrangements are necessary, or if you are running late for either pick-up or drop-off.

Session Break

All campers need to be picked up during Week 4 departure as that is when Bishopswood has its annual Session Break. They can be dropped off and very quickly checked back in during Week 5 registration. You do not need to wait in the registration line in this case! Administrative staff will be keeping an eye out for you and your returning children.

During this break, staff tidy and prepare camp for the second part of the summer. No campers are allowed on campus during this break – otherwise it wouldn't be a break! They can leave all their belongings in place, but we request you either bring fresh sheets, take your camper's bedding home to

wash, or use the takeaway Laundry Service. Laundry services are available during this weekend, just like any other weekend (see “Laundry” in a later section).

We understand that this can be a hurdle for some parents, especially those from out-of-state. If you have an experienced camper, we recommend chatting with their friends’ parents to see if accommodations can be made for the Saturday night of Session Break.

Swim Screens

We will only be doing swim screens on Sundays for the youngest village. We kindly ask parents not to linger and watch. Most campers are already a little nervous for their screen, and having an audience—even a friendly one—can make things feel even more intimidating, not just for your camper, but for others as well. All other screenings will take place on Monday, after campers have had a chance to settle in and acclimate to Bishopswood.

Visiting Campers

Visits are best planned for Saturday afternoons. All youngest village campers go on a trip Saturday morning and return by 2 p.m. You will receive an email on Wednesday giving you more details about the weekends. If you would like your child not to go on the trip, you will need to respond to that email.

All guests must check in at the Camp Office immediately upon arrival. If you wish to take your camper out of camp, they must be signed out and back in upon their return by a staff member. The only people that can take a camper off camp are the ones listed on their Camper/CIT Pick Up Form.

Visiting Counselors-in-Training

Working on the weekends is part of being a staff member, and thus is partially part of being a CIT. CITs, unless permission is obtained from the Director (usually prior to camp), only have visiting time during the Session Break between Week 4 and Week 5. During this time they need to be off-campus like other campers.

GENERAL INFORMATION

Scholarships

If you would like information about scholarship assistance, please check the corresponding box on your application. Once your camper is officially enrolled, a scholarship form will appear in the *Forms and Documents* section of CampInTouch (our online registration portal).

After we receive your completed form, we'll begin the allocation process.

Bishopswood is committed to doing everything we can to help make camp possible for your child.

If you are a member of an Episcopal church, most parishes have scholarships available. Check with your priest for additional help.

Housing & Cabin Assignments

Cabin Living

Campers and their counselors live in rustic cabins with bunk beds and limited space for personal belongings. Cabins are assigned by camper age. Cabin groups are decided based on the needs of the whole camp community.

Villages

Campers are split into three different villages: youngest, middle, and oldest. Each village has 3-4 cabins, 6-12 counselors, and a village leader on the administrative staff. Villages do several activities together each week including dining and large games. During day-to-day activities, campers will interact with campers from all villages.

Many counselor pairs or trios, as well as CIT placements, are mixed-gender.

Friend Requests

Requests for cabin mates can be made only if they are 1) mutual and 2) one of the children is new to camp. They will also need to have the same housing preferences (e.g. both interested in a same-gender or gender-inclusive cabin). We will do our best to honor these but cannot make promises. Please email registrar@campbishopswood.org if you have questions about this. Cabin changes cannot be made on registration day.

Gender Identity

Camp Bishopswood [aims to serve every child as best they can](#). Please reach out to us if your trans, non-binary, or gender nonconforming camper would be more comfortable in a specific

cabin. We have a gender-inclusive cabin running all summer for our middle age group and hope to expand this offering in future summers.

Please reach out to the registrar for any name or pronoun updates for your child.

Camp Bishopswood is an LGBTQ+ inclusive camp and does not tolerate any sort of hate.

We have installed changing rooms or changing tents in many cabins to make it easier for campers to change comfortably regardless of gender.

Birthdays

A camper's birthday is very special. If your child will celebrate a birthday while at camp, please mention it to the Director and cabin counselor when you bring your child to camp. The cabin traditionally prepares a cake or other treat to share among the group.

T-Shirts & Merchandise

Bishopswood t-shirts can be **preordered during registration** and will be waiting in your child's cabin when they arrive.

Parents can also shop in person during our **Bishopswood Boutique hours**, which are limited to **registration and departure times** (Saturday morning and Sunday afternoon). The boutique is **not open during the week**, so there is no need for campers to bring money to camp—**with the exception of CITs** (see "Laundry" section for more info).

The boutique offers t-shirts, sweatshirts, sweatpants, mugs, and more!

Laundry

Campers do not have access to on-site laundry. Please see below for the laundry options we offer.

Multi-Week Campers

For campers staying multiple weeks, a **laundry service is available**. Laundry is picked up on **Saturday morning** and returned **Sunday**.

- The service charges by weight, with an **average weekly cost of \$20–\$36**.

- Fees will be **billed to your account** and can be paid online or at pick-up.

We recommend talking with your camper **ahead of time** about laundry plans, so everyone is on the same page.

Please let your camper's **counselors know at check-in** if you'd like us to send out laundry during their stay.

CITs

CITs will be going to the laundromat as a weekly trip with their trainers. Please send your CIT with pocket money (at least \$12-20/week if possible) for this. Please contact the registrar or CIT trainer if this is a hardship.

Missing Home

Campers don't often stay missing home for very long at Bishopswood; they are too busy! You can help in the following ways:

- Assure your child that you want them to be able to go to camp because you love them so much and they are going to have a great time.
 - Let your child know ahead of time that they will be at camp for the whole week (or however long). Please never say, "you can just try for a few days." It encourages missing home if you say you will come get your child if they do not like camp.
 - Write cheerful letters. News of what is happening to you is okay; talking about how much you miss your child or what your child is missing by being at camp is not a good idea.
 - Please don't write to your child to report family tragedies.
 - Please call if you have any questions or concerns during the time your child is at Bishopswood.
-

DEPOSIT, REFUND, AND CANCELLATION POLICIES

Our #1 goal is to get as many kids to camp as possible. If you need to cancel your camper's registration, please let us know as soon as you can.

Deposits & Payments

- A **one-third deposit** is due when registering. This can be refunded prior to **April 1st** (*see refund policy below*).
- A **second one-third nonrefundable payment** is due on **April 1st**.

- If payments or payment arrangements are not made or received by April 1st and there is a **waitlist**, your camper will be replaced with a camper from the waitlist. *(You will be notified by email if this action needs to be taken.)*
 - A **final nonrefundable payment** is due **four (4) weeks before your camp session begins**.
 - If you choose our alternative **six (6) month payment plan** or **individual payment plan**, payments made prior to **April 1st** can be refunded. Payments made **after April 1st** are **nonrefundable**.
-

Refunds & Cancellations [Prior to April 1st](#)

We hope if this summer doesn't work, next summer will!

Payments made prior to April 1st will be refunded minus:

- A **\$25 administrative fee** per child, per week.
 - A **5% processing fee** if payment was made via credit card.
 - Refunds will be processed within **14 business days** of the cancellation request via **mailed check**.
-

Refunds & Cancellations [After April 1st](#)

After April 1st, **all payments are nonrefundable**, with the following exceptions:

- If **someone is on the waitlist** and we are able to replace your camper, all fees can be refunded **minus a \$25 administrative fee and a 5% credit card processing fee** (if paid by credit card).
- If **camp reaches full capacity and a waitlist forms**, all fees can be refunded **minus a \$25 administrative fee and a 5% credit card processing fee** (if paid by credit card).
- If a camper is registered for multiple weeks but cancels some of their weeks, **the same refund policy applies to the canceled weeks**.
 - You are welcome to **switch weeks** as long as space allows.
- We recognize that **exceptional circumstances** may arise. These will be reviewed on a **case-by-case basis** by the camp director. Exceptions are considered but not guaranteed.
- If your camper is **dismissed from camp**, tuition is **nonrefundable**, including but not limited to **behavioral issues or failure to comply with camp policies**.
 - If my camper needs to be picked up from camp for any reason—including medical issues, behavioral concerns, or circumstances beyond the camp's control (e.g., acts of God)—I am responsible for arranging pickup within six (6) hours of initial contact from the camp.
- If a refund is granted after April 1st, it will be processed **within 14 business days via mailed check**.

- **Force Majeure:** If camp must be canceled due to a pandemic, natural disaster, or other circumstances beyond our control, we will do everything we can to refund your tuition. Refunds or credits will be determined based on the specific circumstances at the time.
-

CAMP FORMS

General Forms

Below is a list of forms that need to be completed before your camper arrives at camp. Ideally, these should be submitted at least a month in advance. Completing them ahead of time is greatly appreciated, as it helps ensure a smooth check-in process. Any missing forms will need to be completed upon arrival.

If you have any questions, need assistance, or would like to request a paper copy of the forms by mail, please email the registrar.

You can access these forms on [CampInTouch](#):

<https://bishopswood.campintouch.com/v2/login/login.aspx>

- **Pick-Up Form:** In order to ensure the safety of your camper, we legally cannot allow anyone to pick up your child for a visit or after their session if their name is not listed on this form.
 - **Camper Expectations:** Please read and digitally sign this with your camper. Camp Bishopswood is a place of respect.
 - **Letters to the Counselor:** These are very helpful to let counselors know what both you and your children are hoping to get out of their camp experience and how we can best serve them.
-

Medical Forms

These are also available on CampInTouch.

- **Health History:** This form allows our weekly nurse to know about your child's specific health needs and which OTC medications they can administer. (You can skip listing immunizations on the Health History if you upload those separately.)
- **Physician's Exam:** You may use our form or any record, note, etc. that is signed by a doctor and includes a clause about a passing well child check or being allowed to participate in school sports. **If your child has medications, they must be listed on this form or otherwise communicated on a note signed by a doctor with names and dosages.**
- **Immunizations:** A list of your child's immunization records.
- **Emergency Medical Form:** This is optional. Please only fill this out if your child requires an EpiPen, asthma inhaler, or other sort of rescue medication. We discourage campers from carrying their own rescue medications, but please see "Health & Safety" later in the Handbook for more details.

COMMUNICATION

Phone Calls

The camp phone and email are used for business only.

Campers cannot make or receive phone calls or send/receive emails. If you have questions or concerns, please speak with the Director. Should you need to talk with your child, in cases of an emergency or special occasion, please call or email first to arrange it with the Director.

Campers should not bring cell phones to camp. If you want them to have a phone for travel purposes after their camp stay, please turn it in to the office during registration. We will lock it away until the end of their stay.

Incoming Mail

Letters from family and friends are always welcomed. Parents' letters to campers should be cheerful and not upsetting. You may even want to send a letter a day or two before you drop your camper off at Bishopswood, especially if you are from out of state. No matter how many times children have been to camp, it is hard for campers not to get mail when their cabin mates do.

Mail to campers should be addressed as follows:

CAMPER'S NAME
Camp Bishopswood
98 Bishopswood Rd.
Hope, ME 04847
Cabin Name (if you know) in lower left corner

Outgoing Mail

Campers are encouraged to write letters; in fact, they are required to write at least one letter each week. We collect these at breakfast on Tuesday so that they can be sent out that morning. Please send your child with a reasonable supply of postage stamps, stationery, and envelopes. If your child does not know how to address an envelope, please send them with pre-addressed and pre-stamped envelopes.

Care Package Policy

One of the things we love most about Bishopswood is the economic diversity of our camp community. We work hard to make camp a place where all children feel they are on equal footing—no matter their background.

Over the years, one challenge we've encountered is the visible difference between campers who receive care packages and those who do not. These disparities are noticed and felt by both campers and staff, and can unintentionally create stress or exclusion.

To support a more equitable experience, we ask that families **please do not send care packages** to camp. Any care packages received will be held and returned to you at check-out; they will not be delivered to campers.

We completely understand that if your camper is staying for multiple weeks—and especially if you're unable to visit on weekends—you may need to send essential supplies. In those cases, **please email our Registrar** at registrar@campbishopswood.org to let us know a package is coming.

You can send supply-only packages to:

CAMP REGISTRAR
Camp Bishopswood
98 Bishopswood Rd.
Hope, ME 04847
Camper Name in lower left corner

We'll open these packages, check their contents, and then pass them along to your camper. **If you do not follow these steps, we cannot guarantee your camper will receive the contents before their departure.**

Thank you for helping us create a more inclusive and thoughtful camp environment for everyone!

Early & Late Mail

The office manager will do their best to manage mail that arrives early or late. We are a small camp with a single office person on-site who handles this, so late mail may not be forwarded for a week or two.

Late packages will be handled on a case-by-case basis. If we ship your items, we expect that you will cover the cost.

Photos

New to 2025: All camp photos will now be posted exclusively to the **Companion App**, rather than in bulk to Facebook. This transition comes with many benefits, including improved digital safety for our camper families.

If you don't have the app on your phone yet, follow these steps:

- [Download the Companion app](#)
- Use your CampInTouch Account email address and password to login on to your phone

We'll be sharing photos all summer long, and Companion's **facial recognition technology** automatically searches for campers and tags them for you to view in the app. This saves you time sifting through hundreds of photos.

Once you've logged in, **you'll see an option to upload a training photo of your child**. This enables the technology to identify your campers and receive notifications whenever they appear in camp photos. (This is separate from the photo you uploaded during registration.)

Please note: **Each summer, training photos are deleted**, so you'll need to upload a new one each year to ensure the best match.

We'll continue sharing **highlight photos** on our [Facebook](#) and [Instagram](#) pages, and the **weekly slideshow** will be available on [YouTube](#).

We're not one of those camps that hires a full-time summer photographer—but we do our best to capture and share special moments whenever we can. To stay connected, be sure to like our Facebook page!

PACKING FOR CAMP

Basics

When preparing to bring your child to camp, please remember that camp life is simple and *space is minimal*. Clothing, basic toiletries, and a few specific personal items are all that are necessary. Clothing should be casual, durable, suited to layering for variations in temperature, and comfortable. Closed-toed shoes that fit securely are best for camp. Campers are discouraged from lending and/or borrowing others' clothing. The camp has extra clothes to lend to campers if necessary.

Marking Belongings

A lot happens in a camp week! Your camper will be changing multiple times a day in a small cabin with up to nine other children. We highly recommend that you mark your camper's belongings with their initials to help yourself, counselors, and kids all sort things out throughout the week. This can also help our laundry service, just in case!

What Not to Bring

- Electronic devices such as cell phones, tablets, iPods, electronic games, kindles, e-books, and the like are NOT allowed at camp.
- If a camper must keep their cellphone at camp for travel/logistical reasons, we can keep it in a lockbox in the program office. Campers are never allowed to use their devices during the camp session.
- Vitamins, supplements, oils, melatonin – these can be given to the nurse instead but can only be administered with a doctor's note.
- Food: e.g. candy, gum, chips, soda, baked goods, and other things. These will invite insects and rodents into the cabin!
- Money: None is needed. The Boutique is only open during registration and pick-up. (CITs are an exception to this – please see "Laundry".)
- Weapons, tobacco, alcohol, marijuana & unmarked drugs are not permitted at Bishopswood, and possession of any of the above on or in the belongings of any camper will result in the camper being sent home immediately.
- Pets: Please don't bring pets with you during registration, pick-up, or while visiting campers. There is a lot going on during these times, and we want to make sure all the attention is on the campers.
- Valuable personal belongings.

The camp and staff are not responsible for the care and oversight of camper belongings.

Weekly Sheet Requirement (New State Regulation)

The State of Maine now requires that all campers have **clean sheets each week** (laundered once per week) while at camp. To help us meet this health and safety regulation, we ask that:

- **Multi-week campers** bring at least **two sets of sheets** (twin size). If your camper is bringing a sleeping bag, a **bottom sheet** is sufficient instead of a full set. This ensures they have fresh bedding available when laundry is sent out over the weekend.
- **Single-week campers** do **not** need to bring a second set of sheets.

Thank you for helping us stay in compliance and keep every camper healthy and comfortable!

Packing List

This is a general list of things to bring. Let common sense be your guide when packing for camp. Please do not go to great expense to buy items needed only for camp. We have extras of many items at camp that may be borrowed. In general, space is very limited and less is more in the big picture.

Clothing:

- Shorts, shirts, long pants, changes of underwear
- Pajamas & bathrobe
- Warm sweater/sweatshirt
- Windbreaker/jacket raincoat/poncho
- Boots or foul weather footwear
- Shoes that tie (a must-have at camp!)
- Sandals/flip-flops
- Socks (to protect feet)
- Bathing suits

Other Necessities:

- Swim towels (not used for showering)
- Towels & wash cloth (for showering)
- Sleeping bag for campouts
- Blanket & 1 fitted sheet (if using sleeping bag nightly)
 - You'll need **2 fitted sheets** if staying **multiple weeks**, per the new State Regulation
- 2-3 blankets & 2 sheets (1 flat & 1 fitted, if not using sleep bag nightly)
 - You'll need **2 sets** if staying **multiple weeks**), per the new State Regulation
- Pillow/pillowcase

Toilet items:

- Toothbrush & toothpaste
- Soap
- Shampoo
- Brush/comb
- Deodorant

Miscellaneous:

- Laundry bag
- Flashlight/headlamp
- Pens/pencils
- Reading book, magazine
- Stationary, envelopes, & stamps
- Day pack for trips
- Water bottle (like everything, with their name on it!)

Non-Essential:

- Inexpensive camera
- Photos of family & pets
- Fishing pole & tackle
- White t-shirt for craft projects
- Dressy clothes (only for chapel)

Please know that while some staff and campers enjoy dressing up for Friday night chapel, it is not required, and many people wear their everyday camp clothes.

Missing Items

It's important to bring everything home that you brought! When picking up your camper, we ask that you check the following places:

- Clothesline (on the side of or behind cabin)
- Under their bunk bed
- In their cubbies
- Lost & found (either brought to the check-out table or on the big back porch)

If for some reason you leave an item behind, you are welcome to come to camp and try to find it. Please just call ahead first. You can also email registrar@bishopswood.org and we will put a note in a cabin's mailbox to keep an eye out. Usually, there's only about a 50-50 chance we'll find it.

If we do find an item and you are not able to pick it up in person, we will ask for a \$25 service fee + shipping.

The best ways to prevent missing items is to put your camper's name on everything and to check your child's cabin thoroughly during pick-up!

HEALTH & SAFETY

Basics

We have an outstanding team of health care providers to keep everyone healthy and safe. We hope that your child never needs to experience our Health Hut. But, if they need us, we are here to help them get back on their feet. Bishopswood always has a registered nurse on duty 24 hours a day and we have access to Pen Bay Medical Center a short drive away in Camden.

We are committed to calling you if there is ever an issue that affects your child's camp experience. This would include: if your camper spends the night at the Health Hut, needs a prescription medication, needs additional health care off-camp, or your child has a fever over 102.5 degrees.

Prior to Arriving at Camp

Please contact us to discuss any health concerns. Make sure we have your child's Health History and Physician's Exam at least four weeks prior to arrival. This allows our nurses to look through all the forms before camp starts.

Do not bring your child to camp if they have had:

- A fever or illness in the last 24 hours
 - Currently have lice or nits
-

Medications

Campers are not allowed to keep ANY prescribed or over the counter medications in their cabins. Medications brought to camp will be stored and administered by the nurse or their designee in the Health Hut. As such, please bring all medications to the Health Hut or nurse's desk during registration.

Remember to pick up those medications at the same place during pick-up!

RX Medications

Any and all prescription medications brought to camp **MUST** be in the original container from the pharmacy, labeled and dated within the last 12 months, and which details exactly how it is to

be administered. Inhalers, creams, eye & ear drops, and nasal sprays must come with the box they came in if that is where the prescription label is located.

Any changes from said labeling must be in writing from the physician and dated within the last 12 months. Sample packaging of prescription medications will not be accepted.

- Camp may not be the best time to give your child a “holiday” from their medication.
- Our nurse is happy to administer your child’s prescribed medication at morning medication time and during the day if needed.
- Many children take medications at camp for a variety of reasons so there is no need to worry about other campers knowing what your child is taking or why.

Over-the-Counter Medications

There is no need to bring OTC medicines to camp as we have these in the Health Hut and will administer only the ones you checked off on the Health History when needed. Other OTCs not included on our list require a physician’s order. All such OTCs must be brought to camp in original packaging with a licensed physician’s written order, usually a PRN order, dated within the last 12 months.

Vitamins/Supplements/Oils/Melatonin

These will be administered to your camper ONLY if accompanied by a prescription or doctor’s order. These also need to be brought to camp in original labeled containers and brought to Health Hut during registration.

Emergency Medications

Under certain circumstances, parents may opt for their camper to carry certain prescribed emergency medications, such as an EpiPen or asthma rescue inhaler on their person. Upon arrival at camp, the nurse must evaluate your camper’s ability to be responsible for the medication 24/7 and to self-administer the medication appropriately.

The State of Maine requires:

- A written order for this medication from the child’s health care provider.
- A note from the health care provider stating that your child is trained and able to self-administer the medication. (Please see our Emergency Medication Policy & Permission Form to read more about this.)

Every camper who comes to camp with a rescue inhaler or EpiPen and their parent/guardian must read the aforementioned policy and sign the form indicating their choice, even if the decision is made not to self-carry. These forms are available in your online portal. To speed up your check-in process, you may want to print out these forms then read and discuss them with your camper ahead of time. Make sure to bring them with you!

We would also like you to bring any action plans your child may have for emergency medications.

Skills for Camp

We want your child to have a wonderful camp experience. For that to happen your child will need certain skills. While your child will undoubtedly be quite physically active at camp, camp is still a place where children frequently need to listen, follow instructions, focus, and keep themselves organized.

If you have concerns or suggestions on how to best support your child, please include that on your Letter to the Counselor on CampInTouch. You may also send an email to the registrar who will share that information with the camper's village leader.

Bed Wetting

Please be sure that the camp staff is aware that a camper may wet the bed. We are happy to assist your child in any way we can and to make it as much of a non-event as possible. It is important that the camper has several sets of bedding so that linen changes can occur quickly and easily. Though your child will need a sleeping bag for their campout, it is recommended you also bring traditional bedding for your child if you know they are prone to wetting the bed.

We would greatly appreciate it if you could contact Mike prior to camp if your child has a history of wetting the bed so we can come up with a plan to best serve both camp and your child.

Sometimes campers of any age wet the bed unexpectedly, especially during a chilly night in a new environment. We have laundry machines and linens to take care of this. However, they are limited. This is why we ask you to provide additional linens if you know your child has a history of bedwetting, even if it hasn't happened for a few months.

Dietary Concerns

If dietary needs are extensive, complicated, and/or severe, it is your responsibility to call the Director as soon as possible to be sure the camper's needs can be met at camp. Common dietary needs such as vegetarianism, common allergies, etc. are not a problem once the staff is aware of the situation. Usually, this is done through the Health History form. In addition, campers are expected to be mature enough to take responsibility for their own needs in making food choices.

Special Diets

We do our best to provide as many options as possible. If your child will be eating a vegan or gluten-free diet at camp, we ask that you provide the supplemental food necessary for them.

Religious Needs

Bishopswood is more than willing to accommodate your child's religious dietary needs, including the timing of meals. If your camper is willing, this is a great opportunity for others to learn about their practices and culture. Please contact the Director before camp starts to discuss how to best serve your child.

Lice Policy

At Camp Bishopswood, we are committed to creating a safe and healthy environment for all campers. While lice do not spread illness or disease, they can be easily transmitted in close-contact settings like camp. A mild case can quickly escalate, making prevention and early detection essential.

Why Lice Prevention Matters at Camp

Campers form close friendships, often engaging in activities that involve head-to-head contact — the primary way lice spreads. Although lice cannot live on bedding or furniture and do not originate from unclean environments, they can still disrupt the camp experience if not managed properly.

Our nurses are extensively trained in identifying lice and nits (lice eggs) and in administering treatment options. Bishopswood follows prevention and treatment protocols recommended by the **Centers for Disease Control and Prevention (CDC)**, adapting them as needed to protect our community.

What Parents/Guardians Can Do

- **Two weeks before camp:** Please check your camper's hair for lice or nits.
- **Immediately before camp:** Conduct a second check before your child departs.
- **If lice exposure occurred within 4 weeks of camp** (e.g., through a family member, friend, or schoolmate), please notify us by phone or email **a few days before your camper's session begins**.

Lice is a common condition and not a reflection of cleanliness. It cannot survive long without a human host, so any lice present at camp are introduced by individuals — not by the environment.

For more information, we recommend the following resources:

- ACA's educational site on lice: www.acacamps.org/knowledge/health/diseases/lice
- CDC: www.cdc.gov/parasites/lice

- Kids' Health: http://kidshealth.org/parent/infections/common/head_lice.html
- Mothers Against Head Lice: www.mothersagainstheadlice.org

Lice Checks at Camp

At check-in, all campers will be asked if they are experiencing any symptoms of head lice, as required by the **American Camp Association**. If lice or nits are discovered during the session, families will be contacted and given two options:

Option 1: Professional Treatment

- We'll bring your camper to a specialist for treatment, with your permission.
- You are responsible for the cost of treatment.
- An additional **\$50** fee will be added for transportation and laundering all clothing and bedding.
- Your camper will be temporarily isolated from the general camp population until treatment is complete.

Option 2: Pick Up and Return

- You may choose to pick up your camper for treatment off-site.
- Before returning, they must be examined by our healthcare provider and be **lice- and nit-free**.
- If your child leaves **before lunch on Monday**, we will do our best to reschedule them into a different session, based on availability.
- If no openings are available, we will credit the paid tuition to the **following summer**.

Final Notes

- Cabin mates and close contacts will be checked if a case of lice is discovered, and their families will be notified.
- The **Executive Director reserves the right** to determine if a camper needs to leave or be checked, in the interest of protecting the camp community.
- Because of limited staffing and the intensity of treatment, Bishopswood cannot provide in-house lice treatment beyond the steps outlined above.

We strongly encourage you to share this policy with your camper so they understand the process and expectations in case treatment is needed.

Please don't hesitate to contact us with any questions or concerns.

Hand, Foot, and Mouth Disease (HFMD)

If we suspect your child has Hand, Foot, and Mouth Disease:

- We will contact you and ask your permission to bring them to the walk-in clinic for diagnosis.
- If you do not want your child to be seen by a professional, we will isolate your child, and they must be picked up within 8 hours. Before your child can be readmitted to camp, they will be checked by our health care provider and must be fever free and blisters completely healed over.
- If the clinic confirms your child has HFMD, we will isolate your child, and they must be picked up within 12 hours.
- If your camper is presenting with a sore throat and has had a fever for more than 24 hours, your child will be isolated and must be picked up within 12 hours.
- If your child leaves before lunch on Monday, we will do everything we can to get them into another session based on availability. If there is no availability that same season, we will credit the paid tuition amount to the following summer.

To ensure everyone's safety, the Executive Director can decide at any time if a camper needs to leave or be checked by camp staff.

Hand, Foot, and Mouth Disease (HFMD) FAQs

What Are the Symptoms of HFMD?

Symptoms typically develop **3 to 6 days** after exposure and may include:

- Fever
- Sore throat
- Decreased appetite
- Fatigue
- Headache
- Painful red blisters in the mouth
- Red rash on hands and the bottom of feet

A fever and sore throat are usually the first symptoms, followed by a rash and blisters on the hands, feet, mouth, and buttocks.

What Is HFMD?

HFMD is a viral disease that causes a rash or blisters on the hands, feet, and mouth. It can also appear on the elbows, knees, or buttocks.

What Is the Quarantine Period for HFMD?

- Campers or staff with HFMD may need to stay home for 7 to 10 days, depending on symptoms.
- Symptoms usually appear 4 to 6 days after exposure.

How Is HFMD Treated?

- HFMD usually resolves on its own within 7 to 10 days.

Why Is Quarantine Necessary?

- HFMD is highly contagious and spreads through saliva, fecal matter, respiratory particles, and contaminated surfaces.
- To prevent the spread, individuals with HFMD should stay away from camp until they:
 - Feel well
 - Have been fever-free for at least 24 hours
 - Have all blisters completely healed
- Most individuals need to avoid contact with others for at least 7 days to prevent transmission.

HFMD is a very contagious viral illness, and taking these precautions helps ensure a safe camp environment for all.