



American Youth Foundation
Merrowvista
147 Canaan Road, Ctr. Tuftonboro, NH 03816
603-539-6607 • 603-539-7504 (fax)
www.ayf.com

American Youth Foundation's Camp Merrowvista

Camper and Family Handbook

My own self, At my very best, All the time.



2019



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Welcome to Merrowvista!

Dear Campers and Parents,

Welcome to Camp Merrowvista 2019! Thank you for choosing to spend your summer with us on the shores of Dan Hole Pond. We have been busy planning fun, quality programs, hiring talented staff, and fine-tuning the Four Trails adventure trips. With so many great plans in place, this could be our best summer yet!

A key part of the preparation for summer is a review of **Camper Information Forms**. In recent years we have simplified this process by providing most of the forms in an online format. The online forms can be accessed at the Merrowvista Camps page of our website, www.ayf.com, and by following the detailed instructions found on the enclosed page. Printable PDF versions of these forms are also available in the "Parent Resources" section of the Merrowvista Camps page. Please complete and submit these forms as soon as possible, and no later than **April 14, 2019**.

Enclosed in this packet are the **Health Memorandum and Letter to Leader forms**. The Health Memorandum **must be completed and signed by your child's physician**, verifying that your child has had a physical exam within 24 months of their attendance at camp and that they are prepared to participate in the camp program. The letter to leader is completed by your camper/s.

It is essential that our staff members review the information on the forms prior to Opening Day. This allows them to prepare for your camper's arrival, creating a smooth transition into the camp community. In addition, having all of your forms completed by April 14th will make the Opening Day Registration process faster for everyone! Thank you in advance for your work on these forms.

We want to call your attention to the following important information:

- This year parents will complete the Health History information as a part of the CampBrain online forms and continue to complete the Health Memorandum on paper, signed by your camper's physician.
- Every camper needs a complete Health Memorandum signed by a physician each year. If your physician's office is unable to complete the Health Memorandum by April 14th, please submit all other forms and send the health memorandum or updated physical once completed.

If you have any questions, call us at (603) 539-6607. We are excited to see you at camp in just a few months!

Sincerely,

J. Kristopher Light
Director of Camp Programs

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This Handbook provides general information for all campers and specific information for Pioneers and Trailblazers. Enclosed are forms which the parents/guardians must fill out and mail back to the Merrowvista office no later than April 14, 2019.

A supplemental packet describes special equipment, clothing, and conditioning requirements for all Four Trails campers.

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Who We Are

The AYF is a nonprofit youth development organization, whose mission has provided the foundation for all that we do since 1925. Our programs welcome people to discover their own best self, the richness of living a balanced life, and the power of creating inclusive, caring communities. Thousands of youth engage in programs year-round at our beautiful properties in New Hampshire (AYF Merrowvista) and Michigan (AYF Miniwanca). People from across the country and around the world come to our facilities for community and school programs, summer camps and leadership conferences. Our programs inspire individuals and groups to put their best into action and make a difference in big and small ways each day.



Core Values

Inclusion—We seek to build inclusive communities where we awaken, educate and empower our staff and participants to work for equity and social justice.

Safety—We commit to creating safe environments in which all people can boldly take emotional and physical risks as a way to discover more about themselves and their capacities.

Respect—We seek to engage people from diverse cultures, identities, and perspectives, and to impart respect for others by developing cultural competency.

Responsibility—We strive to instill responsibility to act for the good of others and to develop a greater understanding of the impact of our actions on the world around us.

Stewardship—We recognize the interconnectedness of the world’s communities and will strive to be responsible in our use of environmental and human resources.

Our Commitment to Equity and Inclusion

The American Youth Foundation invites all people to be their own best selves, and we seek to create communities where no one should be excluded intentionally or otherwise because of who they are. We enthusiastically welcome staff and participants with diverse backgrounds, experiences and identities. AYF seeks to continually assess our practices through a broad lens of cultural competency and is committed to taking action and changing for the better of all.

We value each person’s right to fully experience our programs free from prejudice and harassment based on race, ethnicity, gender identity and expression, sexual orientation, religious affiliation, or other aspects of their identity. We believe the diversity within our program communities enriches the learning for all, provided all feel safe to be their own best self.

All reasonable efforts will be made to accommodate participants with different conditions, strengths and abilities. Our goal is to include as many participants as possible, however, we are limited in what we can provide in terms of medical care. We partner with families in a thorough medical review process to determine if we can safely serve their child.

Merrowvista Program Goals

The Mission of the American Youth Foundation is to inspire people to discover and develop their personal best, seek balance in mental, physical, social and spiritual living, and make a difference in their communities and the wider world.

At Merrowvista, we want all of our campers to have a fun, safe, quality experience. We believe in order to have fun and learn, children need to be and feel safe. Campers and staff work together to create a safe environment. The Merrowvista camp program is built around achieving the following goals:



Best Self

Our motto is ***“My own self, At my very best, All the time”*** and we strive to help our campers discover and develop their personal best. As a part of “Best Self,” our program seeks to help campers increase their self confidence and value themselves as unique and capable individuals. We intentionally provide opportunities for campers to practice respect for self, and to take responsibility to act for the good of others and the larger community.

Balanced Living

The typical Merrowvista day is built around activities with a balance of physical, mental, social, and spiritual aspects. Campers and staff are encourage to practice living a balanced life as a part of working toward their best self.

Creating Healthy Friendships and a Positive Group Culture

From the moment campers arrive, we will begin helping them build positive friendships. Fun, engaging activities encourage group bonding and provide opportunities for campers to practice skills essential to building lasting friendships. Villages create a “recipe for success,” listing the key ingredients they need from their group to live together and have fun. Regular discussions with campers explore the characteristics of healthy friendships and the qualities of a successful group. Key skills include: trust, cooperation, respect, responsibility, fun, compromise, communication, kindness, and problem solving.



Make a Positive Difference in the Community and Wider World

Campers of all ages will learn to become aware of how they impact each other and the world around them. Younger campers help make a difference in the Merrowvista community by keeping their cabins and community spaces clean, and by helping with community dishes and compost every few meals. As they get older, Four Trails campers are taught to care for the places they travel to and the people that they meet. Campers see first hand that small actions can make a big difference, and we hope to inspire them to look for ways to transfer this lesson to their home communities.

By working toward these programmatic goals, we believe our campers will:

- Approach life with clearly defined goals
- Strive to be their own self, at their very best, all the time
- Act in ways consistent with their values
- Gain cultural competency by practicing equity and inclusion in a diverse community
- Discover and develop their capacity to make a difference in their communities and the wider world

Community Responsibilities

Creating a Fun, Safe Summer

Merrowvista dares campers to be “my own self, at my very best, all the time.” We will strive to create a fun, safe community where individual differences are valued, where people can reach toward new challenges, and where everyone can have fun. Creating such a community requires the commitment of all campers and staff. The guidelines listed below outline the behavior expectations for Merrowvista campers and staff. We ask that they do their best to follow these expectations so that we may achieve our goal of every camper having a fun and safe summer.

Parents, please review these responsibilities with your camper prior to camp and help them understand that breaking this agreement may be grounds for immediate dismissal. These responsibilities are also a part of the Letter to Leader form.

Once camp begins, we take several steps to work with campers to create a community where everyone feels safe and valued. The Camp Director, Kris, will meet with each village to talk about how a fun, safe summer looks, sounds, and feels. We encourage campers to let a staff member know if they are having a problem. Every camper has the opportunity to meet individually with their Leaders, and Coordinators will check in with the Pioneer/Trailblazer villages or its leaders daily. Villages on trail will also regularly check in with Program Coordinators to discuss their group status. All campers complete a “Fun, safe summer” evaluation at the end of their first week to assess their comfort with village leaders, village mates, and of camp to that point.

Please encourage your camper to talk to any staff member if they feel others are not living up to the Community Responsibilities, or if he / she is not feeling emotionally or physically safe. We do our best to prevent issues, and will respond to those that do occur quickly. We depend on our campers to help us create this unique community.

The Merrowvista Community Responsibilities are:

1. Respect for others.

- Respect other people’s ideas and values, even if different from your own. Prejudice and intolerance have no place at Merrowvista. This includes inappropriate humor and language.
- All actions and language should have a positive impact on the people in the Merrowvista community. Any disrespectful behaviors which could potentially harm (physically or emotionally) a camper or staff member are unacceptable in the Merrowvista community and may result in dismissal.



2. Respect for self.

- Take care of yourself by eating balanced meals, getting plenty of sleep, and practicing good hygiene (brushing teeth, clean clothes, showers,...). Lights out is at 9:30 p.m. each evening.
- Make the most of the opportunities at Merrowvista by participating fully in camp activities; be on time; try new things and have a positive attitude. Seek to be “My own self, at my very best, all the time”.

3. Respect for the environment and camp facilities.

- Merrowvista should be a “home” to you while you are here, so please enjoy it and help take care of it. All community members are expected to share in the regular clean-up of personal and community areas, including the eating lodge, BIFFS (bathrooms), cabins, the grounds, and common buildings.
- Be sensitive to the fragile environment of Merrowvista by staying on trails, caring for plant and animal life, recycling, composting, and putting litter in trash barrels.
- The buildings and activity equipment are supplied by Merrowvista for all campers to enjoy. Please care for both in a responsible manner.

Community Responsibilities Continued

4. Respect for health and safety of self and others.

- The possession and use of tobacco, alcohol or illegal drugs is prohibited. Fireworks, firearms and other dangerous weapons are not allowed. Possession of these items may result in immediate dismissal.
- Threats to harm self or other others will be taken seriously and result in dismissal.
- It is important to abide by safety standards provided by the staff, especially in water-related and adventure/challenge experiences.
- We trust that campers will be where they are expected to be, striving to be on-time to assigned activities. This includes being in their cabin or tent by lights out and remaining there until the rising bell rings.



Behavior and Dismissal Policy

What happens if there are behavior issues?

If a camper's actions, statements, or attitudes negatively impact the community, creating issues that compromise safety and fun, Merrowvista staff will intervene. For most issues, parents will be contacted and we will try to work together to create a plan that will help the camper succeed. Program Coordinators will remain in contact with the parents and assess the next step. If the issues continue, the camper will be dismissed. There are certain behaviors that result in immediate dismissal (please see below).

We believe that when we lay out clear expectations for campers and staff, provide opportunities to discuss these expectations, and work to hold each other to them, we can create a community of compassion and respect.

Dismissal Policy—How does Merrowvista decide when a camper should go home?

It is never easy to reach the decision that a camper should be dismissed, and we know it is a difficult thing for parents to hear. **Behaviors that result in immediate dismissal include but are not limited to - threat to harm self or others, possession or use of drugs or alcohol, or possession of a weapon.** If a camper's actions, statements, or attitude negatively impact the village or the wider AYF community, or if a camper is physically, mentally, socially, or emotionally unable to participate in camp activities, they may be dismissed. AYF staff must balance what is best for the group and community with the needs of an individual camper.

When a camper is dismissed, it is essential that parents make arrangements for their child to return home as soon as possible. Parents are responsible for any costs associated with removing a camper from a trip or transportation home.

Refunds and Withdrawals

If your child cannot attend camp after registering

If cancellation is necessary prior to April 1st, any tuition paid above the \$200 registration fee will be refunded. *After April 1st there is no tuition refund.* If, due to illness or injury, a camper must withdraw prior to the beginning of camp, all payments except the registration fee will be returned upon receipt of a written report from a physician. For withdrawals during the camp season due to illness or injury, a refund will be prorated. No refund will be granted in case of dismissal or voluntary withdrawal from camp and the family will be responsible for transportation costs incurred.

If your child must withdraw or is dismissed from camp

If it is necessary for a camper to withdraw from camp due to injury or illness, the family will receive a prorated tuition refund. No refund will be granted in case of dismissal or voluntary withdrawal, including if a camper's actions, statements, or attitudes negatively impact the community, or if a camper is physically, mentally, socially, or emotionally unprepared for camp activities. In all cases the family will be responsible for travel expenses, including those incurred to remove a camper from a trip.

Health at Camp

Medication Management at Camp

If your camper takes daily medications, there are two options for bringing the medication to camp. The safest method for our Health Team is to have all medications pre-packed in multidose envelopes for the dates of your camper's stay, in packaging that looks like this:



We are not requiring you to work with a specific pharmacy partner, but the following services provide multidose packaging for medications: PillPack (www.pillpack.com), SimpleMeds (www.simplemeds.com), and many local CVS and Walgreens pharmacies.

If you are not able to have your pharmacy pre-package your child's prescription, we encourage parents to do so using plastic pill packages that can be purchased from a local pharmacy or Amazon. They are called "ezy dose disposable pill packages". These zipper-seal packages have a write on labelling block, where parents can write the child's name, medication, dosage, and time (ie. morning, lunch, evening, bedtime) Parents should then put all the morning/lunch/evening/bedtime ones in separate zip locks with the prescription or empty original container for all. Again, it is essential that **the original prescription packaging with camper name and prescription details** accompany the pre-packaged medications. For over the counter medication, the empty box can be included.

If you are able to have your camper's medication pre-packaged, you will have extra peace of mind and you'll move more quickly through our registration process on opening day. You will also have our gratitude for helping us manage this area of risk both in camp and on-trail.

If you are not able to have your camper's medication packaged, you may bring prescription medications **in original prescription containers** with the camper's name on them. Please note that we cannot accept prescription medication unless it has the camper's name on the bottle. You may also bring over the counter medications that your camper takes on a daily basis. Our Health Team stocks basic first aid supplies and common medications like Benadryl, acetaminophen, ibuprofen, and Claritin, so you do not need to bring them to camp. If you are unsure about a medication, please contact the Camp Director with any questions.

Please note: It is never appropriate to send medications in your child's belongings with the plan that they will self administer their medication. This poses potential risk to other campers, as well as your own.

Behavior and Mental Health Medications

Campers must be stable on their medication(s) for a minimum of 6 weeks prior to camp. This means there can be no changes to the type or dosage of medication within 6 weeks of camp. The only exception is if a camper requires ADD/ADHD medications in an academic setting but does not take the medication during the summer months.



Health at Camp Continued



Medications on Trail

While in camp, all medications will be stored in a locked cabinet in the Health Center and distributed by the Health Team. While on-trail, leaders will carry and dispense medications to campers.

Immunizations

The American Youth Foundation requires that **Miniwanca/Merrowvista** campers are immunized in accordance with the state of **Michigan/New Hampshire** camp licensing requirements. If during program there is an outbreak of a communicable disease for which a camper is not immunized, parents/guardians are responsible for immediately removing their child from program until AYF determines it is safe for them to return.

Camp Health Care and Insurance

We maintain a modern health center with a registered nurse and assistant health officers in residence, as well as a doctor on call. The hospital is located in Wolfeboro, within 13 miles of camp. If a camper feels sick or is hurt, they may go to the Health Center. Parents will be contacted if an injury or illness -requires outside medical assistance, if your camper spends the night in the health center, or if there is a recurring medical issue. Please make sure your camper's Health History Form contains family health insurance information including a photocopy of your insurance card. If a camper requires a doctor's visit or medications, the family will be responsible for all medical costs.

Medical Review Process

The American Youth Foundation (AYF) aims to be inclusive in the enrollment of participants. All reasonable efforts will be made to accommodate campers with different conditions, strengths and abilities. Prior to participation in any AYF program, our staff will review camper applications to ensure that participants can meet the physical and emotional demands of the program. On occasion, it may be necessary for us to contact you and gather additional information about your child's health or medical history and to consult with our AYF Medical Review Team to make a determination about an applicant's need for accommodations. Our goal is to include as many participants as possible, however we are limited in what we can provide in terms of medical care and we reserve the right to preclude participation based on a condition that we are not able to manage safely.



Parents as Partners

Our goal is for every camper to have a fun, safe, quality summer, and we want to partner with you to help make that happen! A successful experience actually begins with preparation at home, and will continue throughout the summer with open communication between parents and Merrowvista staff.

One of the first steps a parent can take is completing and submitting all forms by April 15th. This not only helps us be better prepared for your arrival, but it provides you with the opportunity to share any tips that will help your child be successful at camp.

Expecting the Unexpected

AYF makes every reasonable effort to ensure a fun, safe camp experience in which campers are encouraged to achieve their personal best. However, it is neither possible to foresee or control every circumstance. Group dynamics, failure to follow instruction, camper misbehavior, inclement weather and other environmental hazards can create unexpected challenges. Our staff is trained to problem solve when the unexpected arises and as a result our unplanned programmatic elements often serve as the greatest catalyst for teaching our participants life skills.

Unforeseen circumstances can provide a valuable learning opportunity for campers in the way of critical thinking and problem solving. Should an incident occur, our first priority is the safety of our campers as well as the quality of the group experience. To this end our course of action may include, but is not limited to addressing the incident with an individual(s) or the entire village, facilitating the village to collaboratively determine next best steps, and/or intentionally adjusting the camp schedule.

In order to maximize the potential both for a positive group and individual experience, it is of the utmost importance that campers come to Merrowvista physically fit, mentally prepared and possessing the correct equipment. Please be sure to follow the specific training and equipment recommendations included in this handbook.

Homesickness

It is natural for most children to experience a degree of homesickness, particularly if this is their first time away from home. It is common for parents to receive a "homesick" letter, only to call camp and learn that homesick feelings have passed and the camper is now having fun.

Merrowvista staff plan the first 48 hours of camp to accelerate the "get to know you" process and help campers feel more comfortable. Village leaders will lead "ice breaker" activities to help campers meet new friends. They will also begin team building activities and create a village "Recipe for Success."

A homesick camper's support system comes from his/her village leaders. If homesickness persists, the Program Coordinators and Camp Director will become involved and may contact you to discuss the situation and seek suggestions. Our experience has taught us that camper phone calls home often increase feelings of homesickness. If the Camp Director and the parents feel a call home is necessary, it is helpful to keep the conversation positive and proactive. The Camp Director and parents will stay in contact and create a plan that best suits the child's needs.



Homesickness continued

How to help prevent homesickness before coming to camp

We have found these strategies to be helpful in reducing or preventing homesickness:

- Before arriving, talk with your child about camp, stressing that it may involve challenges that will help him/her to grow and gain new confidence. Mention homesickness and let them know it is normal to miss the familiarity of home.
- Talk about times they have felt challenged and were successful. What did they do in that situation? Could they do similar things to manage the challenge of homesickness?
- Talk about what they are looking forward to at camp. Focus on things they only get to see or do at camp; things that aren't a part of their day to day life at home, and set a few goals now about activities they hope to try at camp.
- Have younger campers practice managing their daily routine: getting ready for bed, starting the shower, getting dressed, organizing their belongings.
- Involve campers in the process of packing and preparing for camp. Nationally known clinical psychologist Wendy Mogel writes, "A fourth grade teacher told me that she can predict which children will be homesick on the annual four-day nature retreat. 'The ones who can locate their flashlight, sweatshirt, and warm socks in their duffle bag are not homesick. The ones who can't find their stuff are.' She explained that this first group of children have either packed their gear themselves or with a parent's help. The second group, the homesick, has been packed for."
- Encourage your camper to talk with their leaders if they are starting to miss home, or if there are things going on that are making it difficult for them to enjoy camp (group dynamics, food, trouble sleeping, etc...) The staff are trained in a variety of strategies that can help your camper feel more comfortable, address challenges, and work to make camp more fun!
- Evening and bedtimes are when homesickness often arises. Talk with your child in advance about things he/she can do to make bedtime easier. Please let your child's leader know of other bedtime routines that will make evenings easier for your child.
- Write a few letters to your camper before camp begins, and bring them to the office on Opening Day. Since it takes a few days for mail to arrive, this ensures your camper will have letters from home the first couple of days of camp. If you prefer, you can utilize the new one-way e-mail system available online (see page 7 for details).
- When writing letters, be sure to focus on what your camper is looking forward to doing at camp, encouraging them to achieve the goals they set with you, and reminding them to write you a letter telling you about the fun things they are doing at camp. Try to avoid topics that might make them miss home more.
- And finally, one to avoid. The American Camp Association writes: "**Watch out!** The most common mistake parents make is the Pick-Up Deal. It's normal for children to ask, 'What if I feel homesick?' Please never ever say, 'If you feel homesick, I'll come and get you.' This conveys a message of doubt and pity that undermines children's confidence and independence. Pick-Up Deals become mental crutches and self-fulfilling prophecies for children as soon as they arrive at camp." You can read more about strategies to help campers succeed at www.acacamps.org.

Focus on encouraging your camper to enjoy this new experience. We will partner with you to help your child adjust quickly and thrive at Merrowvista.

Staying in Touch with your Camper

Technology at Camp

One of the crucial elements of Merrowvista Summer Camp is to give campers the opportunity to disconnect from phones, computers and video games and focus on being in community and in nature. Because of this we do not allow campers to keep cellphones or any other connected devices with them at camp (digital cameras are okay but we recommend disposable cameras due to the elements!)

We do encourage you to stay connected with your camper and we recommend writing a letter or using our one-way email system to stay in touch during your camper's time away from home.

One-Way Email

Merrowvista offers a one-way email service which allows you to send messages to your camper at no charge. Later this spring, we will send you the link to use for sending camper emails. You may share this link with family members, but we ask that you not share too widely, so as not to overwhelm the system with email. We will print and distribute each email that arrives for your camper. Emails will be delivered to campers' cabin mailboxes once each day. We will send you an email closer to the start of camp with further details and instructions.

Care Packages

Parents are welcome to send non-food items such as books, cards, games and stickers in care packages. **Food, candy and gum are not allowed.** We have campers with severe food allergies and our primary concern is for their safety. When packages arrive, campers will open them in the office under the supervision of a staff member. We take great care to prevent accidental exposure to food allergens, so all food items sent in care packages will be disposed of. This rule is strictly observed for camper health and safety. Please share the policy with any friends or relatives who might send a package.

Mailing Letters or Packages

Please address mail to:

Camper Name

_____ Village (Provided on Opening Day)

Camp Merrowvista

147 Canaan Rd

Ctr. Tuftonboro, NH 03816

Blog Access

- 1) Go to www.ayf.com and hover over (do not click) "News & Events" at the top of the page.
- 1) In the dropdown menu that appears, click "Blog."
- 2) Click on the Merrowvista box to read about what is going on at camp!

Photos

We offer free, password-protected access to photos uploaded from camp each day. You will be able to download and print photos as you wish. Details for login will be provided before your camp session begins.



Life at Camp

Cabins/Villages

Your camper's village is their family while at camp. A village consists of 6-12 campers of similar grades and 2-3 leaders. They will sleep in a cabin with up to 5 other campers. A leader sleeps in the same cabin as the 1 & 2 week campers and the younger 3 week Pioneers. As a rule, we try to mix campers from different communities, giving campers the opportunity to meet different people.

Can I request that my camper be in a cabin with another camper?

While we cannot guarantee cabin placement requests, we do take them into consideration. If there is a specific concern about cabin placement (with or without another camper), please communicate that to us through the Camper Information Forms or via phone or email prior to the beginning of camp. We strive to place campers in the strongest possible cabin groups. Having detailed information about each camper is essential in forming these communities.

Village Leaders

Many of our leaders have been campers themselves. Leaders are at least 18 years old and have had an equivalent of one year of college. All leaders are Wilderness First Aid certified, hold current CPR certification, and have completed at least two weeks of staff training. Four Trails Leaders are at least 21 years of age, are Wilderness First Responder Certified, hold current CPR certifications, and have completed three weeks of staff training. Campers should use the Letter to Leader form to tell their leaders about themselves and their hopes for camp.

Emergency Notification

In the event of a national or local emergency, please go to our website www.ayf.com for immediate information regarding campers and programs. You will be contacted individually via e-mail as soon as possible with details and information regarding your camper. We will be using our limited phone lines to communicate with authorities and our off-site trips. Please be patient and we will contact you via phone as quickly as possible.

Contacting Merrowvista in Case of an Emergency

If an emergency arises and you need to contact your camper during business hours, dial (603) 539-6607. Between 5:00 pm-8:00 am, you can activate our emergency phone by dialing (603) 539-6607 and **pressing 3** at any time during the voice mail message. Leave a brief message with your phone number and it will activate our emergency phone system. Someone at Merrowvista will call you back as soon as possible.

Telephones

Due to limited phones and busy schedules, it is impossible to provide campers with phone privileges. If you have questions or concerns, you can call the Merrowvista office, (603) 539-6607. If the office staff cannot answer your question, they will connect you with a staff member who can.

Visiting Camp

Merrowvista does not plan a formal visiting day, and there is no expectation for families to visit. If you would like to visit, we encourage you to contact Merrowvista in advance to get a sense of whether or not a visit to camp would be beneficial, and to ensure your camper will be on site. If you are concerned about homesickness, please know that in our experience a parent visit rarely makes a camper less homesick (sometimes the opposite is true). If you do plan a visit, please keep in mind the days are full of fun activities your camper may not want to miss, and be sure to confirm that your camper is not out of camp on an overnight trip.

Release Policy

Campers will not be permitted to leave camp unless we receive written permission from guardians. State law requires written permission listing the names of persons with whom the camper may leave.

Life at Camp Continued

Lice Prevention

Please check your child's head for lice before camp.

Lice is easily spread in a camp environment. The Health Officers conduct lice checks on the first day of camp. If your camper is found to have lice, we will contact a professional head lice treatment company, such as Nits End, to treat the camper.

Families are responsible for all fees related to treatment. To learn more about fees and treatment, visit www.nhliceremoval.com.

To help prevent this inconvenience and the expense, we will send all camp families a “Head Check Checklist” in the spring. The checklist will provide you with specific dates to check for lice, allowing for plenty of time to treat prior to camp opening day, as well as preventative steps you can take. We strongly encourage you work with a lice treatment professional if your child has lice before camp to insure they are lice free when they arrive. Thank you.

Laundry and Clothing

Clothes worn at camp receive hard wear – avoid bringing costly items and be sure that clothes and swimsuits are comfortable and functional for an active, outdoor lifestyle. Also please note that clothing should reflect our camp values by leaving clothes with inappropriate slogans or images at home. 2 week campers will have their laundry done once, 3 and 4 week campers in the Pioneer and Trailblazer programs will have their laundry done twice. All clothing, equipment, and a laundry bag must be marked with camper's name, and the laundry bag should be washable. We are doing laundry differently this year, so it is important to have a laundry bag that can be washed with clothes. Four Trails campers will do their laundry on site between their trips.

Swimming

Each camper participates in a swim assessment the first day of camp. Red Cross swim lessons are available to all Pioneer, Trailblazer, and Discoverer campers who have not passed out of Red Cross level IV. Parents should indicate on the online forms if they want their camper to be required to take swim lessons, or if they may opt out. If you select “Yes” on the online forms, your camper will be placed in swim lessons without the option of opting out. Selecting “May opt out” means your camper will be placed in swim lessons and then removed if they ask to be taken out of their lessons. “No” means your camper will not be placed in swim lessons. All waterfront staff are Lifeguard certified.

Lost and Found

Campers should check the Lost and Found for any missing items. Items will be returned if the camper's name is clearly marked. Merrowvista is not responsible for valuables left in cabins. Items such as passports, plane tickets, or musical instruments can be stored in the Farmhouse

for safekeeping. Please be sure your camper does not bring cash, and be sure to leave the items on the “Do Not Bring” list at home – **especially MP3 players, cell phones, and other portable electronics.**

Camp Store

Merrowvista has partnered with Summer Camp Supply to offer an online store option for camper families looking to purchase gear for camp. This website is structured around our program packing lists and provides multiple options for the items your child will need for camp. Purchasing from the online store packing lists is not a requirement, but it is a great resource for providing information about necessary equipment and offers logoed apparel such as sweatshirts and t-shirts.

We will no longer open a physical camp store on-site, or sell trip gear and miscellaneous items. This means that it is especially important that care is taken when packing as campers will not have an opportunity to purchase last minute items they may be missing during camp. Please double check the enclosed packing list, paying special attention to safety items such as raincoats, fleeces, and polypropylene tops and bottoms. If you have any questions about items on the packing list, feel free to call Merrowvista or visit the online store which displays examples of all packing list items. Because the store will not be open during the camp session, families do not need to set up store accounts for each camper. Logoed apparel and other items are also available for purchase year-round on our website.

Merrowvista Food Program

Food Program Goals

At the AYF, we intentionally design our Food Program to support campers in being their best self by offering healthy, balanced meal options. Our Food Program is guided by 4 Principles:

- **Inspire respect and reverence for food**, understanding the blessing and value of the food that we have and the knowledge that many in our world will go to bed hungry.
- **Reduce** the **carbon foot print** of our **food programs**, both in getting food to our tables and reducing our waste.
- **Educate** and **empower participants** and **staff toward action**. Spend time talking about what and why we are eating, why we compost and weigh our ORT. We will be mindful of the link between how we fuel our bodies and development of our Best Self.
- **Develop menus that provide a variety of healthy options** for our participants and staff. We will seek to offer “premium fuel” menu options including whole grains, fresh fruit and vegetables.

Each morning begins with a hot breakfast, as well cold cereal and fresh fruit. Our salad bar is extensive and wherever possible we will buy locally grown produce, including from our own gardens! We offer healthy beverage options including water, milk, pure orange juice, and choose not to serve soda or drinks that are overly high in sugar. Healthy snack food and fruits are available throughout the day in the Eating Lodge.

We encourage campers to take what they can eat to avoid waste, and to consider how our food choices impact ourselves and our world. Campers are involved in our composting system, and share in the care of the eating lodge by rotating through table setting, clearing, sweeping, and 15 minutes of “dishroom fun.” We begin each meal with a moment of gratitude. We believe that these intentional activities encourage campers to be healthy, productive and engaged members of our camp community.

Food Allergies & Dietary Needs

Merrowvista’s standard menu offerings do not include tree nuts. A vegetarian option is offered at each meal, as are rice and soy milk. It is essential that we have detailed information regarding any special dietary needs well in advance to determine if the Merrowvista Food Program staff can meet your child’s needs, what foods Merrowvista will provide and what, if any, foods we may need the family to provide.

AYF Peanut Protocol

Beginning in 2009, the American Youth Foundation and its facilities became “peanut aware” communities. Our kitchens do not serve food containing peanuts, peanut butter or peanut oil in their ingredient listings during meals. However, some snacks and desserts that we serve may contain trace amounts of peanuts, or they may have been manufactured in a facility that processes peanuts. We will not serve peanut butter in our eating lodges, but we will provide a camper friendly sandwich substitute. Our goal in this process is to provide the safest experience possible for all of our campers.

Peanuts and Four Trails

Four Trails trips may include peanut butter, food containing traces of peanut products, and food manufactured in a facility that processes peanuts as a component of the on-trail menu. For specific information regarding our Four Trails trips we ask that you contact our Program Directors or Four Trails Coordinators directly.



Camp Merrowvista Daily In-Camp Schedules 1 Week Discoverer Program

A Day in the Life of a 1 Week Discoverer

- 7:30** **Rise and Shine**
- 7:45** **Go-Getters** – Optional but encouraged, campers have the opportunity to begin their day with a run, walk, yoga, swimming, or other energizing activity.
- 8:40** **Flag Raising & Morning Reflection** – Each village has the opportunity to pick a theme and share their thoughts with the community, followed by a few minutes of quiet reflection.
- 9:00** **Breakfast** - Meals are served “family style,” where villages eat together. Meals are an integral part of the camp experience, and we put a special emphasis on our food program. We encourage campers to eat well, and there is a salad bar available at lunch and dinner on top of the meal served from the kitchen.
- 9:45** **KCISP**, which stands for "Keep Camp In Shape Please," is a time to organize personal belongings and sweep out the cabin before the “Lone Inspector” arrives!
- 10:15** **Interest Group #1** - These are our daily activity blocks. Campers choose their own interest groups based on the activities offered during each Interest Group Rotation. Rotations last 2 days in length, and there are 2 rotations during the 1 week session. Discoverer Sailing campers spend all 4 Interest Groups sailing.
- 11:15** **Interest Group #2**
- 12:15** **Assembly** – The whole camp gathers as a community for singing, laughter, and the Village Inspection Report.
- 12:45** **Lunch**
- 1:30** **Easy Time** – Everyone to their bunks for reading, letter writing, and relaxation.
- 2:30** **Village Time** – Each village meets to spend time together. Activities include waterfront fun, the climbing tower, arts & crafts, archery, hiking, and more!
- 3:30** **Interest Group #3**
- 4:30** **Interest Group #4**
- 5:15** **Your Time** - Play basketball, go swimming, make friendship bracelets – campers’ choice!
- 6:15** **Dinner**
- 7:30** **Night’s Doings** – Each night brings a different all-camp activity such as Capture the Flag, Gold Rush, and more!
- 8:30** **Village Insight** – Villages gather separately for a group discussion where campers can honestly explore ideas and values.
- 9:30** **Lights Out**

Other things to look forward to as a Discoverer

Crazy Dinner: dress in your wackiest outfit and come witness the craziest night Merrowvista has to offer! Wear bright colors, backwards clothing, or something even wilder—nothing is too crazy for Crazy Dinner!



Camp Merrowvista Daily In-Camp Schedules 2, 3, and 4-Week Pioneers and Trailblazers

A Day in the Life of Pioneers and Trailblazers

- 7:30** Rise and Shine
- 7:40** Go-Getters – Optional but encouraged, campers have the opportunity to begin their day with a run, walk, yoga, swimming, or other energizing activity.
- 8:40** Flag Raising & Morning Reflection – Each village has the opportunity to pick a theme and share their thoughts with the community, followed by a few minutes of quiet reflection.
- 9:00** Breakfast - Meals are served “family style,” where villages eat together. Meals are an integral part of the camp experience, and we put a special emphasis on our food program. We encourage campers to eat well, and there is a salad bar available at lunch and dinner on top of the meal served from the kitchen.
- 9:45** KCISP - which stands for "Keep Camp In Shape Please," is a time to organize personal belongings and sweep out the cabin before the “Lone Inspector” arrives!
- 10:15** Interest Group #1 - These are our daily activity blocks. Campers choose their own interest groups based on the activities offered during each interest group rotation. Rotations last 2-3 days in length, and there are 3-4 rotations per session (depending on program length).
- 11:15** Interest Group #2
- 12:15** Assembly – The whole camp gathers as a community for singing, laughter, and the Village Inspection Report.
- 12:30** Lunch
- 1:30** Easy Time – Everyone to their bunks for reading, letter writing, and relaxation.
- 2:45** Interest Group #3
- 3:45** Village Time – Each village meets to spend time together. Activities include climbing tower, team challenge, orienteering, waterfront time, arts & crafts, ice cream making, & occasionally a shower!
- 5:00** Your Time - Play basketball, go swimming, make friendship bracelets – Campers’ choice!
- 6:00** Dinner
- 7:30** Night’s Doings – Each night brings a different all-camp activity such as the talent show, camper leader hunt, capture the flag, scavenger hunts, and more!
- 8:30** Evening Reflection – The community comes together to quietly end the day. Villages share their thoughts, sing, and enjoy a bit of reflection time.
OR Village Insight – Villages gather separately for a group discussion where campers can honestly explore ideas and values.
- 9:30** Lights Out

Other things to look forward to as a Pioneer

- Crazy Dinner:** dress in your wackiest outfit and come witness the craziest night Merrowvista has to offer! Wear bright colors, backwards clothing, or something even wilder—nothing is too crazy for Crazy Dinner!
- 50s Dinner:** Wear your favorite 50s outfit—jeans, a white t-shirt, and slicked back hair are all you need to get in and dance the night away to your favorite “oldies” tunes!
- Village overnight trip:** At the end of your first week at camp, your village will go for a short hike on the Merrowvista site and camp out overnight. You’ll set up a tent, cook dinner over a campfire, and chat under the stars before going to bed in your cozy tent with your villagemates.

Other things to look forward to as a Trailblazer

- Overnight trips:** Your village hiking trip will take you through the Ossipee Mountains, where you will sleep in tents and cook your meals over a campfire for 3 days together. On your canoe trip, you will canoe to the middle of Newfound Lake, spend the night together under the stars, and canoe back the next day having faced new challenges as a team together.
- Beach Party:** After returning from your first overnight trip, come back into camp and relax with some waterfront fun!

All 3 and 4-Week Campers

- Four Fold Tournament:** In the last week of the session, camp creates 6 teams to enjoy some friendly competition, where you will push all four folds to learn more about your very best self. Participate in classic challenges like the Water Carnival, the Four Fold Relay, and Merrowvista’s signature game, Camp Conquest!

Opening Day Schedule

All campers should arrive between 12:30 pm-3:30 pm. Registration begins no earlier than 12:30 pm. Group and cabin activities will begin shortly after 4:00 pm, so please ensure your arrival gives enough time to get your camper settled in the cabin and ready to begin activities on time.

Registration process

- Upon arrival drive up and meet our staff at the entrance to camp. Here camper temperatures will be taken, and anyone with a fever will need to return home until they are fever free for 24 hours. We encourage families to take temperatures at home prior to departing for camp.
- Luggage will be dropped at a central location to be delivered to your child's village.
- If you have **as needed or daily medications**, be sure to bring them to registration in the Eating Lodge to be turned into the Health Center Staff. For **daily medications**, please see the Camper Medications section on of the handbook for requirements.
- Registration begins on the Eating Lodge porch. When you first check in, you will receive a copy of your emergency contact information we have on file. We will ask you to review and update this information. You will also receive directions as to which stations you will need to visit to complete the registration process.
- **If all forms have been received and are complete, and if all payments are made, you will have very few stops in the registration process!**
- Registration ends with an opportunity to meet one of the senior staff who will be overseeing your child's experience, and directions to your child's village where their leaders will be waiting to welcome them.

Opening Day Tips

- At 4:00pm all campers will join their Village for "Get to know you" activities. If you are worried about separating from your camper, or feel that they may be homesick, arrival at 2:30 limits the "down time" between check in and the beginning of formal activities.
- Campers may request top or bottom bunks before arriving to camp in their Letter to Leader form and do not need to arrive early to ensure a certain bunk.



Family pets are not permitted on camp grounds on opening and closing days.

Thank You

Closing Day Schedule

Closing Day is a time of celebration and reflection. The morning allows villages to bring closure to the weeks they have spent together, for leaders and campers to take time for closing interviews, and to physically prepare for good bye (packing, cleaning, returning trip gear). We invite families to join us in the afternoon for a buffet dinner and closing council. This closing ceremony will allow you to hear and experience some of the Merrowvista Magic that has taken place during your child's stay at camp.

This year, we've made some changes to the 3 and 4-week closing day schedules in response to feedback we've received in recent years. Please note the closing schedule for all sessions below.

<p style="margin: 0;">2:30 Parents Begin Arriving</p> <p style="margin: 0;">3:00 Summer Slideshow and Light Refreshments</p> <p style="margin: 0;">4:30 Grand Council</p> <p style="margin: 0;">5:30 Goodbyes</p>

Travel Dates and Information

The primary responsibility for the camper's travel to and from camp lies with the individual family. Merrowvista does try to assist whenever possible to ensure a safe and convenient trip. We also encourage families to carpool whenever possible in order to help us reduce our carbon footprint.

It is important that Merrowvista knows the means of transportation and expected arrival and departure times. Please inform Merrowvista of any changes in travel plans to avoid unnecessary concern if a camper does not arrive as scheduled. Please indicate your plans in the Transportation Section of the online forms.

2019 Merrowvista Travel Dates

SESSION A

<u>Program</u>	<u>Domestic US Flight Arrivals</u>	<u>International Flight Arrivals</u>	<u>Grand Council Ceremony</u>	<u>Transport to Airport</u>
2-Week A	Sunday, June 30th	Saturday, June 29th	Friday, July 12th	Saturday, July 13th
3-Week A	Sunday, June 30th	Saturday, June 29th	Thursday, July 18th	Friday, July 19th

SESSION B

1-Week B	Sunday, July 21st	Sunday, July 21st	Friday, July 26th	Saturday, July 27th
4-Week B	Sunday, July 21st	Sunday, July 21st	Thursday, August 15th	Friday, August 16th
2-Week B	Sunday, July 28th	Sunday, July 28th	Friday, August 9th	Saturday, August 10th
3-Week B	Sunday, July 28th	Sunday, July 28th	Thursday, August 15th	Friday, August 16th

Overnight Accommodations Near Merrowvista

Early reservations are recommended

Mount Whittier Motel, Center Ossipee, NH	www.mountwhittiermotel.biz
Piping Rock Resort, Wolfeboro, NH	www.pipingrockresort.com
Sunset Lodges, Mirror Lake, NH	www.sunsetlodges.com
Wakefield Inn, Wakefield, NH	www.wakefieldinn.com
Wolfeboro Inn, Wolfeboro, NH	www.wolfeboroinn.com

The following accommodations are a little farther away from Merrowvista and offer many opportunities for those looking to explore the area for a few days:

Center Harbor Inn, Center Harbor, NH	www.centerharborinn.com
Comfort Inn & Suites North Conway, North Conway, NH	www.northconwaycomfortinn.com
Days Inn Tamworth, Tamworth, NH	www.wyndhamhotels.com
The Jonathan Beede House Bed & Breakfast, Center Sandwich, NH	www.jonathanbeedehouse.com
Maple Leaf Motel, North Conway, NH	www.mapleleafnconway.com
TownePlace Suites Gilford, Gilford, NH	www.marriott.com

Local Restaurants

- Bayside Grill & Tavern, Wolfeboro, NH
- Garwoods Restaurant, Wolfeboro, NH
- Wolfe's Tavern, Wolfeboro, NH
- The Wolfetrap Grill & Rawbar, Wolfeboro, NH
- Nolan's Brick Oven Bistro, Wolfeboro, NH
- Sea Bird, Wolfeboro, NH
- East of Suez, Wolfeboro, NH
- El Centenario, Wolfeboro, NH
- El Mariachi, Moultonboro, NH
- Bucky's Restaurant, Moultonborough, NH
- Hobbs Tavern, West Ossipee, NH



Airport Travel Information

- **Manchester, NH Airport (MHT) is our primary airport.** The fare for transportation from Manchester airport to camp is \$70 round trip.
- Please ensure that your travel arrangements are made well in advance so our Transportation Coordinator may plan airport pick ups.
- **Please arrange flights for dates specified - we will not be able to make special trips on unscheduled days.**
- **We will pick up and drop off at the Airport only.** If your camper will need transportation to another location, you will be responsible for getting them from the airport to that location.
- We strongly recommend that you contact your airline to set up the service for unescorted minors.
- Unaccompanied minor fees need to be taken care of with airlines before camp begins.

International campers

Please contact Lisa, the Registrar, at lboucher@ayf.com before booking your flight. Since we have several campers that need Merrowvista transportation to and from camp, it's important that you follow these guidelines when making your flight arrangements so we can accommodate everyone. Thank you in advance for your help.

International flights ONLY may arrive into **Logan Airport in Boston.** From Logan, the transportation to camp is \$80 round trip.

Arrival (airport)

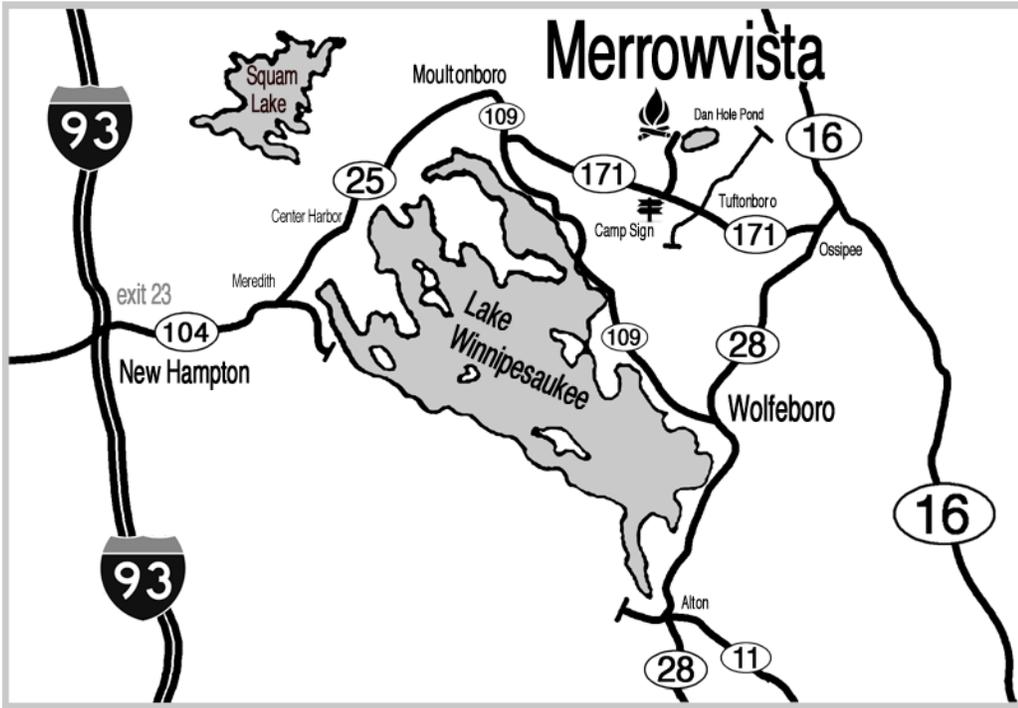
- **Please arrange flight arrivals between 10:00 am and 3:00 pm.** A Merrowvista staff member wearing a staff t-shirt will meet each camper at their gate.
- If there are any problems, campers should remain at the gate until a staff member arrives or call camp collect at (603) 539-6607.
- Once your child is with a Merrowvista Transportation staff member, they will be with our staff until they arrive at camp. They will be oriented to travel safety procedures before departing the airport.

Departure (airport)

- Campers leaving via Merrowvista transportation stay overnight after Grand Council and depart approximately by 7:00 am the following morning.
- **Please arrange flight departures between 10:00 am and 3:00 pm.**
- *Most airlines prohibit an unaccompanied minor from taking the last flight of the day.* Please check with your airline when making travel arrangements.

Changes in Arrival or Departure—If there are any changes to your child's flight times for arrival, please contact Merrowvista with updated information. If your child's departing flight is delayed or changed, Merrowvista staff will contact you via phone to inform you.

How do I get to Merrowvista?



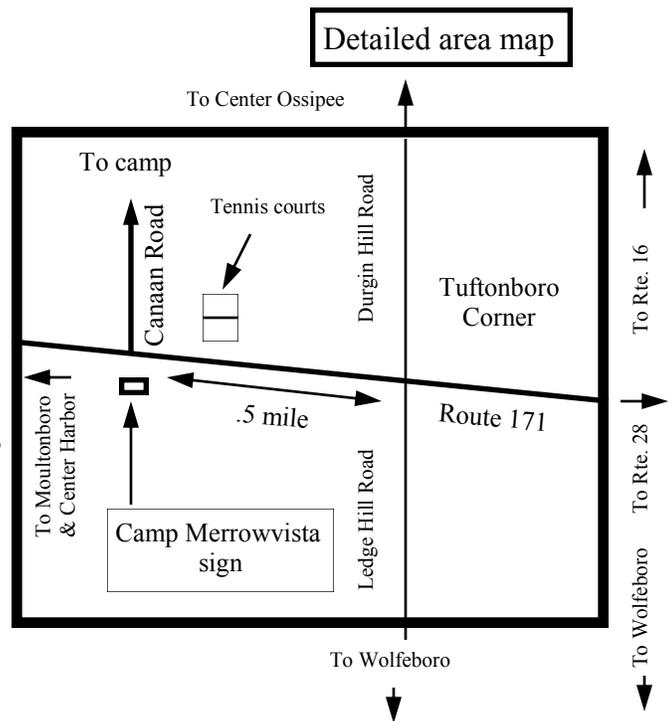
Please Note: Do not depend solely on GPS to guide you to Merrowvista, as they do not always have accurate directions. The directions given by Google Maps are correct.

From Boston, Massachusetts: Take I-95 North to Portsmouth, NH. Proceed North on the Spaulding Turnpike and Route 16 to Ossipee, NH. Turn left onto Route 171 West. Continue on Route 171 through Ossipee, across Route 28, approximately 8 miles to rural crossroads (Tuftonboro Corner). Continue straight .5 mile downhill to the camp sign on the left. Turn right onto Canaan Road and follow the paved and gravel road 2.1 miles.

From Wolfeboro, New Hampshire: Take Route 28 North 9.6 miles to Route 171. Turn left onto Route 171 West and proceed 6.4 miles to rural crossroads (Tuftonboro Corner). Continue straight .5 mile downhill to the camp sign on the left. Turn right onto Canaan Road and follow the paved and gravel road 2.1 miles.

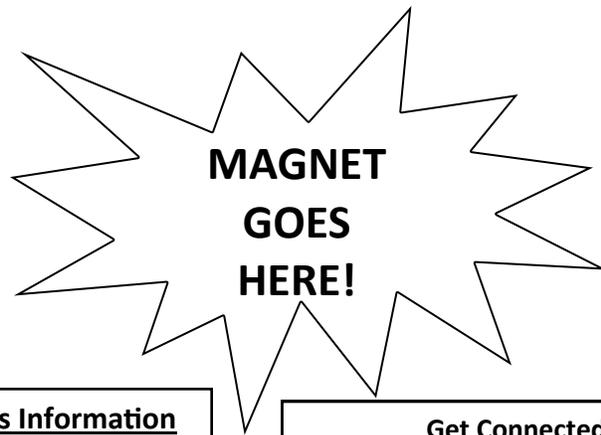
From Western New Hampshire and Vermont:

Exit off I-93 at New Hampton and take Route 104 East to Meredith. When 104 comes to a T in Meredith at the traffic light, go left on Route 3 to Meredith. At the next traffic light go right on Route 25 to Moultonboro. Take Route 109 East, on your right, 2.3 miles. Then bear left on Route 171, proceeding 7.1 miles to the camp sign on your right. Turn left onto Canaan Road and follow the paved and gravel road 2.1 miles.



Helpful Hints

Post this on your fridge to help you and your camper prepare for camp!



Contact Information

147 Canaan Rd.
Center Tuftonboro, NH 03816

(603) 539-6607
www.ayf.com
merrowvistacamps@ayf.com

Emergency Access Information

- During business hours, dial **(603) 539-6607**.
- Between 5:00pm-8:00am, dial (603) 539-6607, at any time during the voice mail message, press 3.
- You can leave a brief message that will be immediately checked. You will be contacted within 15 minutes.

Get Connected!

- Follow us on Facebook at facebook.com/merrowvista/ or Instagram @merrowvista
- Come to Volunteer Weekend, May 17-19 to help us get ready for the summer!
- Visit our website and watch our camp video!

Helping your child prepare for camp

Here are a few simple steps parents and children can take together to prepare for a successful camp experience.

Talk together about the opportunities your child will have at camp and set some goals.

What new activities would they like to try? Set 1 or 2 goals together, and be sure to share them with the camp staff so your child is sure to be placed in those classes. If you need more information about these opportunities, call Merrowvista. They will be happy to share information on special events as well as interest group options. This also will give you something to ask your child about in your letters.

Discuss what your child is most excited about and what makes him/her a bit nervous.

Again, this is great information to share with the Merrowvista staff in advance to help them make the first few days of camp easier.

Follow the “What to Bring” list and the “What to Leave At Home” list in your packing.

We try to be very specific about what a camper will need to be physically healthy and prepared for the camp experience, AND in what items should not come to camp, so packing accordingly will set your child up for success. If your child doesn't understand why the Gameboy has to stay at home, just give us a call and we'll help them understand. Food items attract animals and insects, so be sure to leave the candy and gum at home! Be sure to pack a few favorite “comfort” items to help your child feel comfortable – a favorite stuffed animal or pillow. Envelopes with your home address already printed on them might help encourage a few letters home!

Continued on back...

Helpful Hints continued

Have campers help pack for camp.

Campers who know what they have and where things are feel more prepared for life at camp, which helps reduce anxiety during the first few days away from home!

Complete all forms and return to Merrowvista prior to summer.

This not only helps us be better prepared for your arrival, it also provides you with the opportunity to share any tips on helping your child succeed. For example, if you know your child is hesitant to try new things because he is worried he won't be successful, and the best way to help him is to talk with him one on one before the activity, let the staff know! We want to partner with you to help your child be successful at Merrowvista and appreciate as much information in advance as possible.

Write a couple letters before camp starts.

Mail takes a few days to travel, and the first couple days of camp can be the most challenging for new campers. You can mail letters before your child even leaves for Merrowvista, so they will get mail on the first day. Or, it's even easier if you write the letters in advance and drop them off in the Farmhouse office after you complete registration. You can specify which letter you'd like delivered on which day, and rest easy knowing your child will have mail for the first few days of camp!

For younger campers, practice their camp morning and bedtime routine so they feel more prepared for those first few days.

This includes having future campers make their bed, brush their teeth, wash up, and keep track of their personal belongings. If you usually read a book at night, be sure to pack a few favorites.

Let your camper build his or her own meals to encourage healthy eating.

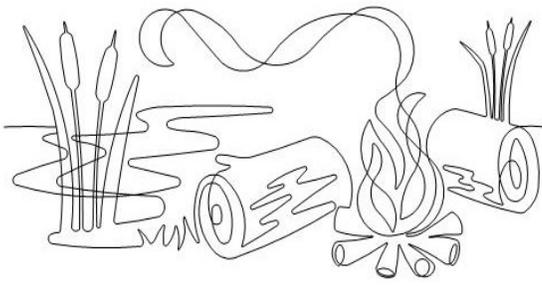
At Merrowvista, we try to encourage healthy food choices and inspire respect and reverence for food. Having campers build their own balanced plates at meals before going to camp lets you guide them to make good choices once they're away. It is important for campers to think about what they put in their bodies so they feel good and have lots of energy!

Practice "unplugging" in the weeks leading up to camp.

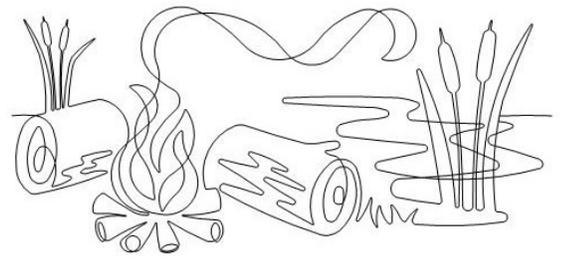
Campers will not be able to use electronics during their stay at camp. For some this can be an abrupt change to their daily routines and behaviors. Practicing unplugging prior to camp can help prepare campers for the transition and be more present in a non-digital setting.

The training schedule included for Four Trails Campers is a tool to build physical stamina before the trip, so be sure to follow the recommendations.

Feeling physically prepared for trips will reduce anxiety as camp approaches. Feeling physically prepared also increases confidence and reduces pre-trip jitters, both of which increase the fun. This also will help reduce injuries.



Notes





See you this summer!

If you have any questions, contact Merrowvista at

Phone: (603) 539-6607

Fax: (603) 539-7504

merrowvistacamps@ayf.com

Kris Light, Camp Director

ext. 2031

Shelby Witheford, Assistant Camp Director

ext. 2052

Lisa Boucher, Registrar

ext. 2011

AYF—CAMP MERROWVISTA
147 Canaan Road
Center Tuftonboro, NH 03816
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