August 1, 2023

Dear Camp Mattakeesett Families:

We are so excited for Camp to finally be here! We have been preparing since last September. This email contains further details and information about Camp.

**Communication**:

Please make sure that you are receiving and reading these emails. Camp Mattakeesett communicates through campdoc email. The sender is “Gaudium Unlimited dba Camp Mattakeesett” via campdoc. Please make sure that they are not getting lost in your junk email folder. Additionally, please verify that your campdoc profile has your best email and phone number as this is the contact information we use to communicate with you.

Also, please frequently check the website for updated information and a map of the drop off process as described herein.

**Drop off:**

 As many of you know, due to Camp Robindel’s new ownership and the accompanying demands of insurance and waiver we have a staggered drop off and pick up system.

In order for drop off to go as smoothly as possible, we need full cooperation and everyone to follow the detailed instructions below**. PLEASE CAREFULLY READ AND FOLLOW ALL INSTRUCTIONS**

**Before camp:**

1. Sign up for a drop off spot if yu are not taking the bus. https://www.signupgenius.com/go/10c0f4daaa822a7f9cf8-camp#/

(Any who do not sign up will be taken at the end of the day and will miss orientation, lunch and activities)

1. Verify all medication orders are current. (We will not be able to accept a camper who is prescribed a new medication if the order is not uploaded in campdoc)
2. Prepare medications: (in a ziplock bag labeled with camper’s name, pack the medications and a typed list to include: name of medication; dosage. Note it is not required to include doctor’s orders in this ziplock but if it is easier for you, please include a copy of the order. Even if you include the order in the ziplock bag, ALL DOCTORS ORDERS MUST BE UPLOADED TO CAMPDOC.
3. Pack like you are going on a plane- meaning no loose items. During drop off, the camper’s luggage will be gathered according to cabin. In order to prevent lost items, all bags need to be sealed shut and labeled with camper’s name and cabin theme. (you will be receiving a letter from your counselor which will include the theme). Please make these tags as visible as possible. Your camper can carry a backpack or small bag that she can manage on her own to go through the check in process.
4. Have your camper wear her swimsuit. After lice check, she will go to the lake for her swim test. She can have her towel in her small backpack, if she wants.

**Arrival at camp**:

1. Arrive during your selected sign-up spot as close to the time as possible. We are on a tight time frame as we are receiving 20 campers in 15-minute increments. However, because of our self-selected staggered arrival approach, we will not be able to accommodate someone who shows up 15 minutes ahead of time. Those people will be sent away to come back during their time slot. Thank you in advance for your understanding, patience and cooperation with this drop off system.
2. Campers with medications will first turn into the large dirt parking lot on the right side of the street, across from Camp Robindel. The camp medical staff will review the medications at drop off. Stay in your car. The camp medical staff will come to you.
3. Campers who have no medications can go directly to the Camp Robindel driveway. Similar to school drop off, campers will hop out of the car on the right side; bring their luggage to the pre-marked spot (check map on website) and head directly to lice check. There will be staff to assist with luggage. Since drop off needs to be fast, please say your goodbyes in the car. Again, we are moving 20 campers through in 15-minute increments, so drop off needs to be fast and efficient. Thank you for your understanding.

**Departure:**

1. After dropping your camper off, please remain in the area for 30 minutes. During this time, your camper is undergoing a headlice check. If you do not receive a call within 30 minutes from the time you dropped off your camper, lice are not an issue and you are free to depart the area. If your camper does have lice, you will have the option of paying a fee to have her treated or you can return to pick up your camper. If you plan on paying for treatment, you do not have to wait the 30 minutes. You will be contacted by the lice company for your credit card information.

**Pick -up Saturday 8/19**

Under separate cover, I will be emailing a a sign up genius for pickup. For planning purposes pickup will be from 12-2 in which 40 campers will be picked up in 30-minute blocks.

**During camp:**

Pictures will be uploaded daily to our Camp Mattakeesett website: <http://www.campmattakeesett.org/>

The password for the photos is: zoo2023

**Bus:**

So far only 34 campers have signed up for the bus which will depart from Montrose School parking lot 29 North St. Medfield, MA at 8:00 am SHARP. Camp will start on the bus with the opportunity to learn campfire songs and make new friends. If there is sufficient interest, we can contract for a larger bus. If you are interested, please register for the bus on campdoc.

**Campdoc:**

If you are experiencing problems with campdoc, please email: **support@campdoc.com**

**Medical:**

Any questions about medical issues, please contact our medical team at nursemattakeesett@gmail.com

Thank you again for your patience, understanding and cooperation.

Sincerely,

Mary Kate D’Souza

Director of Camp Mattakeesett

mattakeesett@gmail.com