

## **COMMUNICATION GUIDELINES**

### **POSTED LETTERS**

Getting mail from home is an anticipated part of camp. Mail to camp should be labelled clearly with your camper's name along with our full summer mailing address. Incoming mail often arrives within a few days and is distributed to campers daily after dinner.

#### **Sending letters to camp**

If you want your child to receive mail within the first few days of camp, try mailing a few letters before campers depart. Another option is to pre-write letters in numbered envelopes and leave them with the counsellor to distribute them with camper mail in the order they are numbered.

#### **Receiving letters from camp**

Make sure campers have a list of names and addresses for everyone they want to write to from camp. Printed labels or pre-addressed and stamped envelopes can make the process easier.

Due to the limitations of rural post offices, outgoing mail can sometimes take more than a week to arrive.

### **HOW & WHEN WE CONTACT PARENTS**

#### **RECEIVING A CALL ABOUT AN ACCIDENT OR ILLNESS**

We seek to ensure a safe and healthy stay at camp, but in the case of an unexpected accident or illness a director will contact you to inform you of any significant medical situations that have occurred at camp. Some examples of this include the doctor prescribing oral antibiotics or other medications, any situation requiring a visit to the hospital, an unusually long illness, or continuing homesickness.

For minor medical issues we do not contact the camper's family. These matters may include: the dispensing of some oral medications such as antihistamines, topical creams or lotions; minor cuts and scrapes; homesickness that lasts for short periods of time; minor colds or short term illnesses that do not require medication.

Should we need to contact you, we will make several attempts to reach you directly and will leave a detailed message on voice mail if necessary. Please make sure to provide the camp with your most up to date contact information.