



*Sulie & Pearl*  
**Harand Camp**  
*of the*  
*Theatre Arts*

## Instruction Booklet 2023

**(Updated May 11, 2023)**

### 2023 Camp Dates

1-Week Session: 06/18/23 - 06/24/23

First Session: 06/18/23 - 07/09/23

Second Session: 07/10/23 - 07/30/23

Full Session: 06/18/23 - 07/30/23

Please read all information regarding Summer 2023 and return forms in a timely manner. The contents of this book will answer most of your questions and help you prepare for the summer. Be sure to stay tuned regarding any updates due to COVID-19. Documents are available at [harandcamp.com/forms-docs](http://harandcamp.com/forms-docs). Your preparation will help ensure an amazing summer for all!

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**PLEASE SAVE THIS BOOKLET FOR FUTURE REFERENCE**

### HARAND CAMP CONTACT INFORMATION

EVANSTON - Phone: 847-867-1356

CARTHAGE - Phone: 262-551-2140 (6/13 to 8/1)

Email: [harandcamp@gmail.com](mailto:harandcamp@gmail.com) ~ Website: [harandcamp.com](http://harandcamp.com)

# INSTRUCTION BOOKLET 2023

## CHECK-IN AND TRANSPORTATION TO/FROM CAMP

**CHECK-IN/BUS TO CAMP:** We will not have a bus to camp in 2023. Families will be given a specific arrival time and location at Carthage College. Please stay tuned for additional details and instructions.

**ARRIVAL DATES:** Sunday, June 18<sup>th</sup> (First Session) and Monday, July 10<sup>th</sup> (Second Session)

**LOCATION & TIME:** Carthage College (Straz Center), 2pm-5pm (Times To Be Announced!)

**CAMPERS FLYING IN FOR CAMP:** Campers flying in for camp must plan to arrive at Milwaukee's Mitchell International Airport between 9 a.m. and 12 p.m., on Sunday, June 18<sup>th</sup> (First Session) or Monday, July 10<sup>th</sup> (Second Session). They will be met by Harand staffers at Baggage Claim and taken to Carthage. Please have your camper wear a Harand shirt so they are easy to identify. Our staff member will do the same. Parents must submit their travel plans for approval by May 30<sup>th</sup>. Please note there is a \$40 airport pick-up / drop-off fee (each way).

**DEPARTURE:** Returning home after camp and airport departures are the responsibility of your family. If a Parent/Guardian will not be attending Visiting Day and you need transportation assistance to the airport, this may be arranged with Harand Camp for a \$40 fee. Please note we can only assist with airport departures during a short timeframe on Sunday, July 9 and Sunday, July 30. We are unable to help with transportation on Saturdays. Contact us asap to make arrangements and coordinate flights.

## LUGGAGE

**CHICAGOLAND BAGGAGE INSTRUCTIONS:** Please use NSM Camp Luggage Services to transport your baggage to camp. They will pick up at your home and deliver to Carthage College. Jim & Allison Larkin, owners of NSM, will contact you via email 1-2 weeks before camp starts with your exact pick-up date. Rate is \$95 for one-way transportation per child for pick-up, and \$95 per child for return delivery (if needed). NSM is not responsible for fans or musical instruments. Checks should be made payable to NSM Camp Luggage Services. **Contact Information:** 847-890-3869 or [campluggagesvc@aol.com](mailto:campluggagesvc@aol.com)

**OUT OF TOWN LUGGAGE:** If your area is not served by NSM Camp Luggage Services, we recommend UPS or FedEx. You can ship to: Harand Camp, c/o Carthage College, 2001 Alford Park Drive, Kenosha WI, 53140-1994. Please allow 7 business days for delivery. Please call UPS directly at 1-800-742-5877.

**Please avoid bringing luggage with your child to Check-In.** If there is a problem with sending luggage in advance, please contact the camp office prior to arrival at camp. Smaller items (such as backpacks, bedding, medications & instruments) may be brought to Check-In.

Please provide your own luggage tags. Harand Camp must be printed large on one side of the tag and the camper's name must be attached securely on the outside of the luggage. Please include on each tag: your child's name and address, and Harand Camp, Carthage College, 2001 Alford Park Drive, Kenosha WI, 53140-1994. Otherwise, address the luggage on the outside of the footlocker or box. Bring an envelope containing your camper's luggage keys (labeled with your child's name).

## TUITION AND FEES

**CAMP DATES and FEES:** Tuition includes room and board, all theatre and elective instruction, costumes, supplies, and recreational activities. Personal laundry of up to \$15 per session is also included. Wisconsin sales tax will be charged on taxable items only.

| <u>Session</u>                | <u>Camp Dates</u>   | <u>Tuition</u> |
|-------------------------------|---------------------|----------------|
| <b>One-Week</b> (1 week)      | 06/18/23 - 06/24/23 | <b>\$1500</b>  |
| <b>1st Session</b> (3 weeks)  | 06/18/23 - 07/09/23 | <b>\$3650</b>  |
| <b>2nd Session</b> (3 weeks)  | 07/10/23 - 07/30/23 | <b>\$3750</b>  |
| <b>Full Session</b> (6 weeks) | 06/18/23 - 07/30/23 | <b>\$6500</b>  |

**PAYMENT TERMS:** Non-refundable deposit of \$500 must accompany the application. Second deposit of \$500 due by February 15, 2023. If enrolling after February 15, both deposits (\$1,000) are due with the application. Neither deposit refundable after March 1, 2023. To secure a place in camp, the balance of tuition must be paid in full by May 1, 2023. There are NO REFUNDS if the camper is withdrawn or dismissed for any reason after May 15, 2023. Remit payment to Harand Camp of the Theatre Arts, 1147 Ashland Avenue, Evanston IL, 60202. **We accept Checks (payable to "Harand Camp of the Theatre Arts"), Visa & MasterCard. A 3% fee applies on credit card payments after initial \$500 deposit!**

**COVID TESTING FEE:** Our COVID protocols are still TBD for 2023. Please stay tuned for additional details.

**PERSONAL SPENDING MONEY OR "MINI BANK":** Campers should bring \$65.00 cash or check, per session, which will be deposited in the camp "Mini-Bank." This account is meant to be used for personal spending or personal items such as stamps, souvenirs, or miscellaneous purchases. Mini Bank withdrawal amounts are limited by the Office staff, based on what is needed for the activity. The remaining balance is returned upon check-out.

**LAUNDRY:** Harand Camp will also cover personal laundry charges up to \$15 per session (or \$30 per season). The parents will be obliged to pay any amount over this listed fee.

**BEDDING/LINENS:** Please provide two sets of **Twin XL linens**, a pillow, blanket or comforter, and towels. These will be laundered as part of the camper's personal laundry. If you pack a sleeping bag, it should be able to be fully unzipped and used as a blanket. **There is NO linen rental option for campers.**

**ARTS PROGRAM & SCRIPTS:** Tuition includes costumes, art supplies, scripts, etc. All items must be returned at the end of the session undamaged or there will be a replacement charge of \$50 per script.

**DAMAGE TO HARAND, CARTHAGE, OR PERSONAL PROPERTY:** Parents will be held responsible for any damage incurred and will be billed accordingly.

**BIRTHDAYS:** **There is a \$35 charge for cake & decorations.** We do our best to make this day special. If you would like to arrange a party for your camper's cabin, call in advance to make arrangements. This is your decision and is not required. If you wish to send gifts, please ship them to arrive in time.

## **MEDICAL FORMS AND CARE**

Our policies & procedures will be updated or revised based on evolving information related to COVID-19 and guidance from the CDC, ACA, Federal & State Governments, as well as Carthage College.

**DOCTOR'S CERTIFICATE:** Every parent must complete, update and sign the **HEALTH HISTORY AND IMMUNIZATION** section of the enclosed Camp Health Examination form (page one and the top of page two of the four-page form). **This MUST be signed and sent to our Evanston office by May 30th.**

**NOTE:** Your camper must have been examined by your doctor within the last 24 months prior to camp. The doctor must sign the medical form either way. If we have your signed medical form from last summer, you do not need the medical examination portion filled out by the doctor, only the updated

**HEALTH HISTORY.** Be sure to sign the box on the form that is headed "In case of emergency," which gives our camp doctor the right to take care of your child. It is important that you sign the medical permission section of the form, as most doctors will refuse even minor care unless this section is signed.

Be sure that your physician tells our medical staff about any **allergies or special problems**. We must also know about **previous illness or problems**. Please consult the Camp Nurse before sending your child if they have been ill within 14 days of camp. All information is vital to the safety of all Haranders.

***If your child has been exposed to or recovered from a contagious disease or infestation recently, please let us know (examples: COVID-19, Strep Throat, Chicken Pox, Head Lice, Influenza, etc.)***

**All campers must have received measles inoculation before camp. Campers are also urged to get the influenza vaccination to reduce the risk of the flu and keep COVID-19 symptoms more recognizable.**

**COVID VACCINATION:** Harand Camp requires ALL campers and staff to be fully vaccinated against COVID-19, ensuring they have completed their vaccine regimen at least two weeks prior to their arrival on campus. Proof of vaccination required and a copy of the Camper's vaccination card had to be included with your health forms and also brought to check-in. Unvaccinated campers can apply for a medical or religious exemption with proper documentation and a letter from your medical provider or religious/spiritual leader. Requests should be sent to [harandcamp@gmail.com](mailto:harandcamp@gmail.com) and will be reviewed on a case-by-case basis. If you have already enrolled and do not wish to vaccinate or apply for an exemption, we will refund your payments.

**MASK POLICY:** The Mask Policy for 2023 is TBD. In 2022 we had a "mask optional" environment for a majority of the Season. Masks were required indoors for the first 3-4 days of each session when interacting outside cabin cohorts, allowing us time to identify any breakthrough cases before they could spread widely throughout camp. Masks were also required for ALL at Check-In/Out, on Visiting Days (when indoors), for audiences at performances, and for off-campus trips (which will be limited to lower-risk activities). This 2023 policy will be based on case numbers and official recommendations.

**COVID TESTING:** The COVID Testing program is TBD for 2023. In 2022 we required a PCR Test within 72 hours of arrival (regardless of vaccination status), On-site Arrival Screening using Rapid Antigen Tests on Day 1 (at check-in), Weekly Camp-wide Surveillance Testing using Rapid Antigen Tests, and Diagnostic Testing using Rapid Antigen Tests in response to potential cases and exposures. At minimum, we will be requiring Rapid Antigen Tests at check-in.

**INSURANCE:** Complete all the information on the health & insurance form. **All campers must have health and accident insurance.** This coverage is your normal family health coverage. Fill in the section completely and sign and return it to us by May 30th. Be aware of your insurance coverage. Co-payments must be paid and parents need to deal with physician billing promptly.

**MEDICATION FORM:** A medication form is also included within the health form. It is imperative that you fill out and sign the form if your child is on any medication. Return it to us with other medical forms and the insurance information by May 30th. Photocopy and include both sides of the insurance card.

**PARENTAL NOTIFICATION OF MEDICAL CARE:** In a medical emergency, parents will be notified as soon as possible. In a non-emergency situation, parents will be notified if a camper needs to stay overnight in the health center or see a doctor for any reason.

**BE SURE TO SIGN AND RETURN ALL MEDICAL & INSURANCE FORMS – including the Health History and Examination Form, Parent Authorization Form, Carthage Camp and Conference Form, and the Medication Form. Include a photocopy of your INSURANCE CARD.**

**CAMPER MEDICINES:** Please be sure that ANY medicines that are to be taken at camp, as well as their instructions for use, are kept in their respective bottles and properly marked by the pharmacy with the camper's name, dosage and times specified. Unlabeled medication will not be dispensed. Medications are to be given to a staff member at check-in. This includes over-the-counter medications. If you wish to send any medicines to the camper, send them directly to the Camp Director and be sure they are properly marked. ALL drugs and medicines are kept by the Camp Nurse at the medical center and dispensed to the camper, as he or she needs it. With written permission, campers will be allowed to keep life sustaining items such as EpiPens and inhalers. **Under no circumstances should a camper keep any medication in his/her private possession or distribute to other campers. Please communicate this rule to your child as it is for the safety of all campers.**

**HEALTH CENTER / MEDICAL NEEDS** will be handled by the Camp Nurse during infirmary hours. Should there be an emergency, there is a nurse on campus at all times. Additionally, First Aid Kits are available in all buildings, and physicians, Urgent Care, and the hospital are 10 minutes from camp.

**ORTHODONTIST:** Emergency orthodontia is available in Kenosha. All work can be coordinated with your own orthodontist. To facilitate the necessary communication, please add the name and phone number of your orthodontist to the Health Form. This will be for emergencies only. Please do not schedule regular check-ups or visits during the 2023 Camp Season.

## **CAMP LIVING**

**Living / Rooms:** Upon arrival, campers will be divided into cabin groups by age and reside together in the dorm (2-3 per room). Single rooms will not be available for the 2023 Season unless additional COVID-19 protocols need to be put in place. Triples are very rare and will be limited to cabins with an odd number of campers or floors with extra-large dorm rooms.

**Roommates:** Roommate requests are optional & MUST BE MUTUAL! Room / Roommate Requests should be noted on the Camper Information Form and set to [harandcamp@gmail.com](mailto:harandcamp@gmail.com).

**Meals:** Meals are served three times a day in the dining hall and include many options. Please notify us of any restrictions (ex: celiac, vegan, vegetarian) or allergies (ex: nuts, fish).

**Schedule:** Campers spend half the day in theatre classes and the other half in electives of their own choosing. Evenings and Sundays include a rotating schedule of rehearsals, cabin nights, and all-camp events and games. Electives will be selected the first night of camp. All campers are required to participate in the arts program and activities. Elective classes may be changed after the first week.

## **CAMP RULES & REGULATIONS**

To facilitate communication and avoid misunderstanding, please read and discuss this information with your camper PRIOR to arrival at camp.

- **Camp is SCREEN FREE. Cell phones are NOT permitted** and, if brought, will be stored in our safe until the end of camp. This includes cell phones used as personal music players with or without active SIM cards.
- All medications (including aspirin) will be stored in the Camp Health Center for distribution by our camp nurses (as per state law). Campers may not self-medicate or share any medication with other campers. This is for the safety of all.
- All campers will participate in daily clean-up of rooms for inspection.
- Campers are not allowed to use the internet or computers located on campus.
- Campers are expected to refrain from inappropriate behavior and language - especially when participating in activities off campus and around our younger campers.
- We support freedom of expression, however, attire depicting explicit or offensive images or language is not allowed.
- Cabin in-times must be followed (we don't want you to be exhausted and getting sick!)
- Campers are not allowed in dorm areas/floors of other cabins without permission from the Staff.
- All Campers must follow the COVID Rules put into place by Harand Camp. Being part of the Harand Camp Family, living under the ideals of "No Man is an Island," means that each of us must take extraordinary steps to protect (and defend) each other. While we are putting safety protocols in place, we ask that ALL Campers and Staff also take responsibility for their own health to keep the entire community safe and prevent the spread of COVID-19.
- The following may result in dismissal from camp:
  - Leaving campus without camp director approval.
  - Smoking, use, or storing of alcohol, marijuana, or any non-prescribed drug/illegal substance
  - Violence or threats against anyone (Harand or Carthage staff, campers, yourself, etc.)
  - Continuous disruptive or destructive behavior
  - Defacing or destroying camp or Carthage property
  - Purposely and maliciously disobeying COVID rules put into place by Harand Camp
  - We do not tolerate bullying!

## **COMMUNICATION - CALLS, LETTERS and EMAILS**

**Address:** Harand Camp c/o Carthage College, 2001 Alford Park Dr., Kenosha, WI, 53140-1994

**Phone:** 262-551-2140

**Email:** [harandcamp@gmail.com](mailto:harandcamp@gmail.com)

**PHONE CALLS:** No calls to campers will be allowed during the first full week of each session, except for emergencies or special occasions. If necessary, you may call the Camp Directors to check on your child. After the first week, please limit your calls to one per 3-week session. The campus is large and your camper is always involved in some scheduled activity, so please leave a message with the office and your camper will return your call. The office is available to take messages for your camper from 10 am to 5 pm, Monday-Saturday, though we can be reached at off-hours in case of emergencies. Campers will only return calls 1:30pm-2:30pm, 5pm-5:30pm, and 6:30pm-7pm. Calls will be limited to a maximum of 5-10 minutes. We only accept calls from parents or legal guardians. No calls on Sundays.

**MAIL FROM YOU: Please write often! Keep letters happy and upbeat.** Campers look forward to mail and getting recognition of their achievements. Write at least once a week (or daily!). Mail is delivered Monday-Friday only. Send to: Name & Cabin, Harand Camp c/o Carthage College, 2001 Alford Park Dr., Kenosha, WI, 53140-1994.

**E-MAIL FROM YOU: Emails must be sent to [harandcamp@gmail.com](mailto:harandcamp@gmail.com) and have the camper's name written in the subject line. Please do not include attachments or photos.** Emails are printed at 11 a.m. and delivered to campers with mail call (after lunch) Monday-Saturday. Campers will not be able to reply via email. We encourage friends and other relatives to use email or regular mail.

**PACKAGES FROM HOME:** Campers are well fed by Parkhurst Food Services, with three meals a day and desserts! If you must send food treats, please understand that they will be shared with the entire group. The counselor will assist in distributing treats equally and safely! Remember that the entire group will be sharing packages with your child to eliminate hurt feelings, so please send enough for all. Do not send perishable foods, sparklers or fireworks, or dangerous or destructive items. Please limit packages to one per session. Please remember: NO PERISHABLE FOOD ITEMS or PRODUCTS CONTAINING NUTS.

**MAIL FOR YOU:** Campers are encouraged to write letters home at least once a week. Stamped post cards already addressed to you and others are excellent to include when packing - especially for younger campers. Campers could even start addressing their cards now! Send plenty of stamps.

## **VISITING DAYS, PERFORMANCES AND CHECK-OUT**

We are planning to have regular Visiting Day and Performances in 2023. If this changes due to COVID-19 and we need to proceed virtually we will alert you as soon as possible.

In 2022, visitors, campers and staff were required to wear a mask at all times when indoors interacting with those outside the camp bubble. Parents were allowed in the dorms\* (masked!) during Visiting Days and Check-Out, but had to limit the time spent in the dorm. Masks were required for audiences during shows, but optional for performers.

Visits are not allowed other than the times listed below! Further detailed instructions regarding Visiting Days and Performances will be sent to you while camp is in session.

Important dates are as follows:

### **ONE-WEEK (WORKSHOP)**

**It is strongly advised that if your 1-week camper has elected to stay for the full 3-week session, parents should NOT attend the workshop and instead attend Visiting Day and Pageant on July 8th.**

#### **Workshop Performance: Saturday evening, June 24 at 7pm**

The Workshop is exclusively for families of one-week campers only! You will be seated separately from our campers and must be masked!

#### **1-Weeker Check-Out: Saturday, June 24 after the Workshop performance**

- One-week campers will check-out immediately following the workshop performance.
- \*Parents/Family of one-week campers will not be allowed into the dorm
- 1-weekers will have their luggage & belongings brought to the Straz Center/Theater for pick-up

## **FIRST SESSION (PAGEANT)**

### **Visiting Days: Saturday, July 8 at 10:15am & Sunday, July 9, 9:30am-Noon**

- Following introductions and demonstrations on July 8th, Campers may leave campus with their families after notifying the Harand Staff. In 2022 we asked that all families exercise caution off campus and that they elect to eat outside and wear a mask indoors! This was especially important for our 6-week campers who continued on at camp for three more weeks. Best practice: Take a Rapid Test before Visiting Day (optional)!
- Campers must return to their cabins by 4pm so they can get ready for the Pageant!
- Families will not be allowed in the dorm after 4pm! Visitors should leave campus for dinner before returning to line up outside the theatre around 6:30pm.
- The Pageant Production will begin at 7:15pm.
- Detailed Visiting Day Instructions will be emailed by the beginning of Week 2 (week of June 26).

### **Pageant Performance: Saturday evening, July 8 at 7:15pm**

### **1<sup>st</sup> Session Check-Out: Saturday, July 8 after Pageant OR Sunday, July 9, 9:30am-Noon**

- First session campers may check-out on Saturday night, July 8th following the Pageant performance OR on Sunday, July 9th from 9:30am to 12pm.

## **SECOND SESSION (MUSICALS)**

### **Visiting Day and Performances: Saturday, July 29 starting around 9:30am**

- Shows will run all day on Saturday. Campers and families are welcome to attend all shows.
- A performance schedule will be distributed during the Second Session

### **2<sup>nd</sup> Session Check-Out: Saturday, July 29 following your show OR Sunday, July 30, 9:30am-Noon**

- Campers may check-out following their show on Saturday, July 29th or on Sunday, July 30th from 9:30am to 12pm.

**RESTRICTIONS:** Parents may not take the campers from the camp property at any time during the camp season other than visiting weekend. It is imperative even at that time that the parents officially advise us of their plans, for obvious security reasons. Please remember that visiting day is a special time for you and your camper. Please: Family members only on visiting days.

**CAMP REGULATIONS:** Parents can be of great assistance in maintaining camp discipline during visiting days by not encouraging any violations of camp rules. Parent suggestions that are contrary to camp rules create a conflict for their child. Carthage has the following rules while on campus: NO Smoking within 25 feet of buildings, NO Chewing Gum, and NO Pets.

## **PACKING FOR CAMP**

**PACKING LISTS:** Please see the Packing and Costume Lists [on our website](#) for recommended items! The Clothing List should be used as a guide, while the Costume List should be followed closely! Remember, most items can be found in the camper's wardrobe.

**HARAND-WEAR:** Campers need a white Harand t-shirt and plain white or blue shorts for camp pictures. To purchase Harand t-shirts in various styles and colors, please visit [harandtheatre.annarbortees.com](http://harandtheatre.annarbortees.com).

**PROTECTIVE ATHLETIC EQUIPMENT:** We do not provide personal athletic protective equipment for sports and activities. You may send along these items at your discretion.

**IMPORTANT:** Please do not send more than the packing list recommends. No camp can supply enough space for excess items and it may stay packed up for the entire season. Remember, we have laundry service twice a week. Send at least 10 hangers! Do not send expensive or easily damaged clothing, jewelry or equipment. Lost or stolen items are not our responsibility. We support freedom of expression but attire depicting explicit or offensive images or language is not allowed.

**NAME TAGS:** All items of clothing and personal property must have name tags secured to them. For clothing, name tags or indelible pen may be used. Name tags should be placed where the laundry staff can easily find them. An itemized list of what is packed should be secured to the inside of the luggage, so we can help keep track of the camper's possessions. **LABEL EVERYTHING.**

**Lost and Found:** *Check for everything, items left behind may be donated to charity.*

**ELECTRONICS:** Music devices are okay, but please mark the camper's name on all items. Music must be in good taste. No vulgar or suggestive material allowed. Parental discretion is advised. **We try to be screen-free and do not allow TVs, cell phones, tablets, laptops or other personal electronic devices.** If brought to camp, they will be placed in our office safe and returned at the end of camp. No electric irons or knives of any kind. **Please NO expensive equipment. We are not responsible for loss or damage.**

**INSTRUMENTS & HOBBIES:** We encourage your child to bring their own camera, instruments, hobby and art supplies. Guitar classes may be available but campers must bring their own guitars.

**CAMPER CONCERT:** If your child is planning to perform in one of our camper concerts, please have them bring along sheet music or accompaniment.

**MUSIC LESSONS:** Upon request, lessons and practices under staff supervision can be arranged. Private instruction requires an extra fee decided between the parent & instructor. Call to make arrangements.

**TUTORING:** For special academic interests or upon the recommendation of your child's school, tutoring can be arranged. Fees will be determined between the parent and staff member tutoring the camper. If tutoring is desired, send books and lesson plans with your camper.

**SWIMMING:** Parent approval is required for campers to participate in swimming or using the pool. This must be noted on the Camper Application.

## **“We Are Family”**

We consider your camper to be “our child” for the summer. We want these weeks to be meaningful, and it is up to all of us to contribute to the camper's health, happiness and development. Please write often, encourage progress, and be loyal and interested in camp and your camper's activities.

If you have any questions or concerns, please call us 847.867.1356, or email [harandcamp@gmail.com](mailto:harandcamp@gmail.com). Additional information and forms may also be found on our website at [harandcamp.com/forms-docs](http://harandcamp.com/forms-docs).

Thank you for sharing your family with us!

Yours for a summer of happiness and fun,  
*The Harand Family*

**PLEASE SAVE THIS BOOKLET FOR FUTURE REFERENCE**

**FIND MORE DOCUMENTS AND FORMS ON [OUR WEBSITE](#)**