

# North Star Camp Spring Mailing 2017

While the summer of 2017 is still several months away, we're doing lots of planning to make camp ready. Obviously there are things for you to do ahead of the summer as well and we'll do our best to walk you through the "preparing for camp" process. We believe that our mailing will take you through the steps necessary in a way that makes this process relatively painless.

## Important Deadlines

- ▶ March 3rd - Professional Tennis Lessons sign-ups open (optional)
- ▶ May 15th - Final tuition payment due
- ▶ May 20th - Deadline for Camp Meds prescriptions and forms for 1st session & 8 week campers
- ▶ June 1st - Health, Camper Profile, & Transportation Forms due. Canadian materials due for Pine Manor Campers
- ▶ June 15th - Deadline for all Camp Meds prescriptions and forms for 2nd Session campers

We know how busy you are in your daily lives, but we do ask one thing of you; that you take the time to read these materials. From the forms that we need everyone to fill out to the policies that we need all campers and families to be aware of, our summer will run smoother if we're all on the same page.

A big part of getting ready for the summer involves filling out forms. Once again our forms will be online via the Campintouch system, which can be accessed directly at this link: <https://northstarwi.campintouch.com/> or by going to the North Star website, [www.northstarcamp.com](http://www.northstarcamp.com) and clicking the "log-in" link in the upper right hand corner of the website. You will use the email address you received this at to log in. If you do not remember your password or have not used the system before, you will see a "retrieve password" link to help you log in. The Campintouch system will help you keep track of which forms have and have not been completed.

Once you log in, you'll click the link for "forms and documents".

Forms will either be online submissions or print and fax forms. If you do not have access to a fax, you can submit them by mail. If you have any issues with completing these forms, please contact us at [office@northstarcamp.com](mailto:office@northstarcamp.com) and someone will get back to you. These forms are NOT for Counselors in Training. CITs will fill out staff forms.

## Preparing for Camp

- ▶ Read the "Preparing for the Summer of 2017" Packet  
This will provide you with all the information you need to help you prepare for the summer. It includes camp policies we need you to be aware of, some more detail on forms, and info on "Life at North Star". The packet can be found here: <http://bit.ly/nsc2017prep>
- ▶ Additional information, including the **camper equipment list**, where to get labels and other resources can be found on our website at <http://bit.ly/nsc2017eq>

## Forms to Complete

- ▶ Camper Profile (Online submission via Campintouch)  
We ask that all parents complete the online Camper Profile. This information will enable us to provide better camping services for your son(s) and help his counselors get to know him before he gets to camp. This form will remain confidential at camp. While we already know returning campers, kids change a lot from summer to summer and family and personal situations may have arisen. We will once again ask you to fill out this form completely.

## Important Note on Fax Forms!

Fax forms have a unique barcode at the bottom, including your son's name. Its important that you complete the entire fax form and send the form in its entirety so it processes correctly. Please make sure if you have two sons that you fill out the form meant for each of them! The fax system is very specific, so please make sure that you use the form at it asks.

▶ The Basic Health History Form (Online submission via Campintouch)

Every year, campers need to have a complete and updated medical history filled out. Included is immunization dates. If you do not have these dates, please complete the Immunizations Form.

▶ Immunization Form (Fax submission or upload via Campintouch)

If you do not enter immunization information on the Basic Health History Form, please fax in or upload the completed immunization form. You may also fax or upload up to date immunizations records from your doctor or school records, but we ask that you use the immunizations form as a cover sheet so that Campintouch recognizes the the form and it ends up in your son's records. If you choose to do this, you do not need to complete this cover sheet, just enter your son's name at the top of the form as well as the number of pages being submitted for this form.

▶ Immunization Certification (Online via Campintouch)

This short online form allows us to track overall camp immunization information.

▶ The Parent Authorization & Insurance Card Submission Form (Fax submission or upload via Campintouch)

This form will walk you through the process of submitting your insurance card to camp. Please do not just send a copy of your insurance card. You must send in a signed copy of the front page of this sheet as it allows us to provide medical care to your child in case of emergency.

▶ The Medical Recommendation Form (**Optional**, Fax form, found on Campintouch)

It is for those campers who have chronic illness i.e. asthma, diabetes etc, or have had a hospitalization in the last year. Have your doctor fill out this form if you think the camp would benefit from more information from your doctor on your campers health. **This form is not mandatory.**

▶ Camp Meds Information (External website, Info on Campintouch)

If your son is on medications, please read over the Camp Meds information. All scheduled camper medications must be provided by Camp Meds. Please register your son at <http://campmeds.com/>

▶ Transportation form - (Online submission via Campintouch)

Its vital that we know exactly how your son is getting to and from camp, including the specific flight details. If you live outside the Chicago area, there is some additional info to help you through the travel process <http://bit.ly/nsc2017travel>

▶ Private Tennis Lessons - (**Optional**, Online submission via Campintouch)

If you are interested in private tennis lessons for your son, print and return this form ASAP. Lessons are available on a first come, first serve basis and will fill up. We will confirm your son's spot once we receive it.

## For 1st session & 8 Week Pine Manor Campers (current 9th Graders)

▶ The Canadian Permission Slip – (Fax Form, found on Campintouch)

We will need a signed permission slip from all parents in order to help get all campers across the Canadian and United States borders. We will also need either your son's passport OR a copy of his birth certificate (copies of passport are NOT acceptable).

▶ Pine Manor Trip Guide - includes Canadian Equipment List – (Found on Campintouch)

This has additional information to help you and your son prepare for the trip. We also encourage you and your son to learn more about the Canadian and Quetico Provincial Park at <http://www.canoeCanada.com>, the webpage of our outfitter.

### Parents of First Time Campers

The "Preparing for Camp" section of the North Star website has several resources to help you and your son prepare for his first summer at North Star. This includes the "New Camper Handbook" and other articles. Here is a direct link to this page: <http://bit.ly/NSC1st>