



# Parent & Camper Guide

Dear Parents,

We are excited to have your child camping with us this summer. We hope the experience will be both enjoyable and meaningful. Attending camp can be exciting and challenging for campers and parents. It's natural for your child to be a bit anxious about leaving the comforts of home, adapting to new daily routines and meeting new people. We hope this Parent & Camper Guide will help to familiarize you and your camper with our procedures and minimize "first-day anxiety." If you have any questions or concerns, please contact us.

Our staff works hard to help campers feel comfortable and welcome. To do the best job possible, we need your assistance as well as that of the campers. Respect & Cooperation are top priorities at DuBois Center, and there are expectations for the behavior of each camper and leader. Read more about this on page 8. Thank you in advance for your assistance.

See you soon!

*The DuBois Center Staff Team*

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## Contact Information

**PROGRAM** 618.787.2202  
dcinfo@DuBoisCenter.org  
  
DuBois Center  
2651 Quarry Road, DuBois IL 62831

**REGISTRAR** 618.357.1809  
register@DuBoisCenter.org

Please add both of these email addresses to your contacts to avoid accidental delivery to junk and spam folders.



DuBois Center is the camp and retreat center of the Illinois South Conference of the United Church of Christ.

## Due Dates

**Camper Health Profiles and the family share of the camp fee are both due a minimum of two (2) weeks prior to the start of the camper's session.**

- **HEALTH PROFILE:** Complete ONLINE. Though not ideal or recommended, paper forms will be available upon request from the Camp Registrar or may be downloaded at [www.DuBoisCenter.org](http://www.DuBoisCenter.org). With either option a **Parent/Guardian signature is required.**
- **FAMILY SHARE of the Camp Fee:** Some churches and organizations pay a portion of the camp fee. The part of the fee to be paid by the family (Family Share) is the amount due a minimum of two weeks prior to the camp session. Early payments are welcome.

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## Cancellations

If a registration is cancelled at least 30 days in advance of the opening day of the camp session, the full camp fee (minus the \$50 deposit) will be refunded. **The \$50 deposit is non-refundable.**

When notification is received between 14 and 30 days, up to 75% of the total camp fee will be refunded. No refund is given with 13 or fewer days of notice. In cases of sudden illness, accident or emergency – if space is available – we can transfer your registration to another session. If all sessions are full, a refund may be requested in writing. Details and requests can be emailed to: Register@DuBoisCenter.org or mailed to: DuBois Center, 2651 Quarry Road, DuBois IL 62831.

**If a session has 10 or fewer registrations,** DuBois Center reserves the right to cancel that session 10 days prior to the start date. In that case, parents may select a different session or receive a full refund.

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## Start & End Times

**Check-In** for MOST sessions is from 2:00 - 3:00 p.m. on Sunday afternoon.

**Pick-Up** for MOST sessions is at 2:00 p.m. on either Wednesday or Friday. Please be prompt, but do not arrive early; staff and campers will not be ready. Thanks!

Exceptions to the days and times listed above:

- **Just You & Me Camp** concludes Tuesday at 2:00 p.m.
- **Camp Quest** and **Boy Meets Camp** begin on Wednesday with check-in from 2:00 – 2:30 p.m.
- **Discovery Camp** concludes with a family campfire on Tuesday evening. (Please arrive between 6:30 p.m. and 6:45 p.m. to park and head to the fire circle. The program begins at 7:00 p.m. and concludes no later than 8:00 p.m.)

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## Getting to DuBois Center

Families arrange for their own transportation to and from camp. Directions to DuBois Center are included in this packet on a separate sheet.



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## Camper Check-In

Arrival time for MOST sessions is **2:00 - 3:00 p.m.** on Sunday afternoon. **Please do not arrive early.** Gates will be closed and staff will be preparing for your child's arrival. *Hint: Lines are longest at 2:00 p.m. Consider arriving at 2:30 p.m. for less wait during check-in.*

Our #1 priority at camp is the health and safety of our campers and leaders, so the check-in process is very important. **Please allow 45-60 minutes to escort your camper through the stations.**

When you arrive, you will be directed to the Registrar to double-check registration forms and fees, then on to browse at the camp store and pick up your FREE t-shirt. Next is a health check, during which you will be asked about any updates to the Health Profile since it was submitted, then a precautionary lice check for the camper. *Note: This process is much easier and more effective if the camper's hair is not braided.*

The final step of our screening process will be a short visit with the nurse. Here you will be asked about the camper's current health and turn in any medications. Then you are off to your camper's lodging to meet the counselors and help your camper get settled. Please plan to stay with your camper throughout the entire process.

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## Camper Pick-Up

Pick-up for MOST sessions is **2:00 p.m.** on either Wednesday or Friday. **Please do not arrive early as your child WILL NOT be ready to leave.** The last activity of each session is usually some kind of closing circle. This is a meaningful time for many campers, so we try to keep interruptions to a minimum.

When you arrive, a greeter will provide further instructions.

**A Pick-Up Authorization Form** is required for all youth campers, even those being picked up by a parent. List **ALL** individuals who might pick up your camper – **include yourself.** Then **bring the completed form** to camp on check-in day. Campers will only be released to a person who is authorized on the form.

The pick-up person will need to present a **photo ID**, such as a driver's license, to the camper's counselor.

If plans change, and someone not listed on this form must pick up the camper, call the Program Office at 618.787.2202 and send signed **WRITTEN PERMISSION** with the person picking up the child.

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## Health Profiles

**Health Profiles are required annually for ALL campers** – including adults. This includes a review of current and past conditions and illnesses, an immunization record and permission to treat.

You can help us provide a safe and healthy environment for your child by **submitting his/her Health Profile a full two weeks prior to the start of their session**. Our health care providers need time to review the forms before your child's arrival. Submitting medical forms in advance also helps to speed up the check-in process on the first day of camp.

A physical exam is not required. Instead, the Health Profile includes a few additional questions and **requires parent/guardian signature** and insurance details.

**Health Profiles can again be completed online.** If you registered online, you will be able to log into your Campwise account and complete a Health Profile. It can be found on your camper's dashboard. If you registered by mail, but would like to complete the Health Profile online, call the Registrar at 618.357.1809 or email: register@DuBoisCenter.org.

We highly encourage you to try the online system. It will even work from your smart phone! But if online doesn't work for you, contact the Registrar to have one mailed to you.

If you must use a paper Health Profile, please MAIL it to **DuBois Center, 2651 Quarry Road, DuBois IL 62831**, instead of faxing, scanning or sending electronically. Original forms are clearer and easier to review and process.

**Campers cannot be admitted to camp without a completed Health Profile including a signed permission to treat.**

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## Medications

We stock a number of over-the-counter medications, so it is not necessary to send these items. A list of stock medications can be found on the Health Profile.

Be sure to fully complete the medication sections of the Health Profile in detail. **ALL medications brought to camp must be in ORIGINAL PACKAGING or PRESCRIPTION CONTAINER.** Prescription containers must include the camper's name, dosage, frequency and times of administration. ALL MEDICATIONS, including ibuprofen, vitamins, etc., must be turned in to the Health Care Staff when checking in on the first day of camp. **Do not pre-pull medication or pack it in the camper's luggage.** Put all medications in a sturdy zip-lock bag labeled with the camper's name.

It is our policy that INHALERS be kept in the Health Center. However, if a parent requests in writing that the inhaler be kept with the camper, we will honor that request, provided the camper demonstrates responsibility for the use and possession of the inhaler. Any misuse or misplacement of the inhaler during the camp session will be cause for it to be kept by a leader or in the Health Center.

All unused medications will be returned at the end of camp session. **Please be sure to retrieve medication from the Nurse/Health Care Provider when picking up your camper.**

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## Medical Care

We strive to provide a healthy environment and prevent the spread of contagious diseases. If, within the 24 hours prior to camp, the camper has an undiagnosed rash or open sores, a temperature at or above 101°, nausea, vomiting, diarrhea, a persistent cough or cold, he/she must remain at home until healthy. An elevated temperature must be **back to normal for 24 hours** before a child comes or returns to camp. Transferring to another session may be a possibility.

A trained health care provider is in residence at camp and arrangements for emergency care have been made with local facilities and transportation units. The camper's personal insurance provides primary coverage. The medical payment insurance provided by camp is an Excess (or secondary) Plan, which means any claims must first be filed through the camper's primary insurance.

### Ticks & Mosquitoes

Ticks are common in Illinois and, though rare, some may carry Lyme Disease or Rocky Mountain Spotted Fever. If your camper has unexplained symptoms such as a rash, sore throat, nausea, head or muscle aches, and you have reason to suspect a tick bite, please see your doctor. If treated early, serious issues can be avoided.

Ticks are easier to spot on light-colored clothing with solid colors or simple patterns. Bringing bug spray is recommended, but please send pump spray or lotions and not aerosols.

We ask campers **not** to remove their own ticks, unless they can "flick" them away. This ensures they are removed properly, the area is disinfected, and the bite is logged. We keep all "logged" ticks in our Health Center for 6-12 months, just in case they are needed for testing.

Current data on mosquito-borne West Nile virus indicates that healthy children and youth are at lower risk, and, if infected, show minor or no symptoms. If the mosquito-borne infection concerns you, send your child with non-aerosol insect repellent, and talk about its use beforehand, as well as when it might be appropriate to wear long-sleeved shirts and pants. If you think the camper might be at higher risk, please indicate this on the Health Profile.



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## Homesickness

Homesickness can be a typical reaction, especially for first-time campers and those with little experience being away from home overnight. Our staff is trained to handle these types of situations in loving and constructive ways.

You can help before your child's camp session even begins. Please **DO NOT SUGGEST** to your child that he/she may call home or return home early if they are homesick. Many children never forget such a statement, and – in all honesty – it often leads to a child becoming more homesick, rather than less. It serves to keep them from fully engaging, which is key to a successful week at camp. This is one of many reasons campers are not allowed cell phones at camp.

It can be helpful to have a pre-camp conversation about homesickness, but it is important not to dwell on the subject. Encourage and support your child; let them know that you are **CONFIDENT** that they will do just fine. Send encouraging letters; ask about the activities and your camper's new friends, without dwelling on how much you miss the camper. For example, avoid phrases such as, "We are **SO SAD** here without you." or "Your cat misses you so much, she isn't eating and just wanders the hallway all night."

Campers who are able to work through a case of homesickness often develop a new sense of independence and self-confidence. We have received many calls and cards from parents thanking us for the patient nurturing that helped their child overcome this hurdle. On the other hand, we have also seen children who have left camp too soon, without having the opportunity to work through their homesickness. This can result in lower self-esteem and the camper feeling defeated.

Please know that in the case of an emergency or even significant homesickness, you will be contacted. If you have questions or concerns, please call DuBois Center at 618.787.2202.

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## Visiting Camp

Families are welcome to schedule a visit prior to the camper's session. You are also encouraged to spend time when checking in on the first day of camp to tour the facility and meet the staff. We have an open door policy for parents; however, visits during the camper's session are highly discouraged.

Please take into consideration that a visit may promote homesickness in your child and other campers. If you have concerns about separation, please contact DuBois Center at 618.787.2202.



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## Cabin Buddies

For **TWO** children to be considered for lodging in the same cabin or cottage, they must a) be registered for the same session, b) be within one year of age and c) both indicate each other on their **CAMP REGISTRATION FORMS**.

All written requests are considered, but not guaranteed. It's great to share a week at camp with friends, and it may be easier for first-time campers to come with a buddy. However, we believe that camp provides an opportunity to make new friends and build new relationships. **Note:** We avoid putting more than two friends together because it can be overwhelming for the rest of the cabin – especially for those who come without a buddy. It is our responsibility to assign campers in the way we feel is in the best interest of the total camp community.

Campers are encouraged to recruit their friends (and receive a discount for their efforts). However, if a camper recruits several friends, they will likely not all be in the same cabin. There will be numerous opportunities for friends in different cabins to spend time together.

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## Camper Accommodations

If your camper requires special accommodations for a successful camp experience, please contact DuBois Center a **minimum of three weeks in advance** of the first day of your camper's session. This allows time for us to strategize together.

We make every effort to serve campers with special needs who are within the scope of our training and staffing capabilities. Because we are a "general" camp, as opposed to a "specialized" camp, we do not have the benefit of extra staff to serve as inclusion specialists.

Within our cabin and activity groups, we maintain a minimum of one leader per six younger campers, and one leader for each seven or eight older campers. To have a successful summer camp experience at DuBois Center, campers must be able to function within this type of staffing structure.

The more information we have about the circumstances, the better able we are to provide appropriate support. **Again, please contact us in advance!**

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## Packing for Camp

We recommend bringing older, less expensive clothing and gear – items that your child recognizes as their own, not new ones they won't remember as theirs. It's best to **LABEL EVERYTHING** since found items that are identifiable are easier to return.

Please leave clothes that are too short, tight or revealing at home; they are not appropriate for church camp.

To avoid cuts and other injuries to feet and ankles, campers wear **sturdy shoes with closed-toes** at all times, except at the beach or in the cabin and shower areas. Sturdy shoes also make walking and hiking safer and more enjoyable. **See the attached packing list for details.**

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## Lost & Found

Please **LABEL EVERYTHING** and help us defeat the "Lost & Found Monster." Items found after campers depart will be held until September 10, and will then be donated to a charitable organization. If you are missing an item, check with DuBois Center by calling 618.787.2202 or by email at [dcinfo@DuBoisCenter.org](mailto:dcinfo@DuBoisCenter.org).



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## What NOT to Bring

The items listed below detract from the camp experience and Christian community we work to build. Prohibited items brought to camp will be collected and returned at the end of the camper's stay.

### **Leave sandals, wedge / platform & flimsy shoes at home.**

Flip flops may be worn as shower/beach shoes only. "Crocs" may only be worn at designated times.

### **Do not bring valuable, breakable or dangerous items.**

This includes guns, knives, weapons of any kind, matches, lighters, fireworks, illegal substances, smoking and vaping products, or any items containing alcohol, cannabis or tobacco.

**Do not bring candy, soda, gum or food.** The bugs love it all. Snacks are provided each afternoon and evening, so there is no need to send additional food. The exception to this is in the case of medical and dietary issues, for which supplies will be kept in the Health Center for appropriate distribution.

**Aerosols** are not allowed at camp. Insect repellent, sunscreen and deodorant must be in the form of lotion, wipes or pump spray. Aerosols are safety hazards in faces and eyes, and around campfires and candles.



### **ALL ELECTRONIC DEVICES should be left at home.**

This includes (but is not limited to) electronic games, cell phones, i-pods, tablets, e-readers and cameras. Bad attitudes can be left behind as well. Camp at DuBois Center is joyful, LOW-TECH fun. This is the perfect time and place to unplug from electronic technology and connect face to face with people.

**NO CELL PHONES.** At DuBois Center the safety of your child(ren) is our first priority. This is the primary reason campers are not allowed to have or use cell phones while at camp. While this might sound backward, even our insurance company recommends such a policy. Cell phones can be used as a safety tool, but they can also be used to contact potentially negative influences outside of camp (non-custodial parents, boyfriends and girlfriends, etc.). Phones can be used to take inappropriate pictures and post them on platforms such as Snapchat, which leaves little trace, but can cause significant damage.

We understand concerns about the use of cell phones for emergencies, however, when weighing all the safety factors – we have decided against campers having them at camp. If you have questions about this policy, please contact DuBois Center at 618.787.2202.

**NO CAMERAS.** Again, at DuBois Center safety is our first priority. Sometimes young people make decisions without considering the consequences. In addition, cameras can get lost or broken. Each family group will have a camp camera to capture great memories. We'll collect the pictures regularly and post the best ones to Facebook.

**NO SPENDING MONEY.** There are no additional fees for activities or snacks, so spending money is not needed. The Camp Store is only open on the **FIRST DAY** of each camp session during the check-in process while parents are present. It carries a variety of clothing items, stuffed animals and other logo items.

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## Lodging

DuBois Center has three distinct lodging areas for summer campers:

**Main Camp:** Four cottages near the dining hall in Oak Lodge. Each cottage has a common room between two sleeping rooms. Each sleeping room has bunk beds for 8 and a bathroom with shower.

**Rustic Village:** Eight cabins split between two units with one centrally located shower house. Cabins have screened windows and doors, a ceiling fan, electricity, and sleep 8 in bunk beds.

**Hickory Lodge:** A lodge in main camp near the dining hall in Oak Lodge. Hickory has hotel-style sleeping rooms, bathrooms off the hallways and a meeting/activity room.

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## Mail

Campers LOVE to receive mail and it is important for them to receive letters from home. Please send cheerful, upbeat notes. Avoid mentioning how much you miss your child. Statements like this can encourage homesickness.

Avoid writing about all the fun you might be having on vacation or at home while your child is at camp, and don't dwell on negative happenings either. You can discuss real problems in person with your camper when he/she returns home.

It is tempting to send lots and lots of notes. This can be tough on campers who receive little or no mail. A letter per day is a great compromise. Mail is generally distributed at lunchtime.

- Letters may be left at the **"Mail Station"** while checking-in on the first day of camp. This method works very well and is preferred by many parents. Letters are distributed throughout the week. You can even number your letters or write the day of distribution on the envelope, for example – "Monday."
- If you plan to mail your letters via the **USPS**, send your first letter a day or two before your camper's session begins to ensure delivery, and your last letter no later than Tuesday for full week sessions. Mail can sometimes take 3 to 4 days to be delivered. If mail is received after the camper leaves, it will be forwarded when possible.

Address Mail To:      Camper's Full Name  
                                    SESSION NAME  
                                    DuBois Center  
                                    2651 QUARRY ROAD  
                                    DUBOIS, IL 62831

*(There are multiple sessions in camp each week.)*

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## Meals & Dietary Concerns

Most meals are prepared and served in Oak Lodge. Some sessions do have cook-outs or special meals in different areas of camp as part of their program. Campers are offered three hearty meals a day, plus snacks. Fresh fruits and veggies are served daily. There is plenty of food and usually enough options for even the pickiest eater. Please do not send any extra food with your camper **UNLESS** arrangements have been made in advance with the Program Office. Supplemental foods will likely be stored in the Health Center and distributed by the Health Care Provider, (ie: gluten-free desserts).

**Dietary Restrictions:** We are able to accommodate **SOME** special dietary needs. Please contact the Program Office at 618.787.2202 or email [dcinfo@DuBoisCenter.org](mailto:dcinfo@DuBoisCenter.org) **at least three weeks in advance** of the camper's arrival, to discuss special dietary needs.

**NOTE:** The postal service charges extra postage for letters that are not flat – even if they are the proper weight for the amount of postage. **Please do not send treats such as pieces of candy or gum in your letters.** They are not allowed and slow down the delivery process.

- You may also send messages to your camper **via email** at [dcinfo@DuBoisCenter.org](mailto:dcinfo@DuBoisCenter.org). In the "Subject" line, type "for" and then your **camper's full name and session name**. We can't guarantee same-day delivery because our office is often very busy, but emails received by 10:00 a.m. will most likely be delivered the same day.

**NO CARE PACKAGES?** Packages from home are intended to be symbols of love. For DuBois Center, however, they create problems. Eating and storing food in the cabins and cottages attracts insects and critters. In addition, campers not receiving such treats can feel left out. Please send letters instead. If packages are sent, in most cases, they will be held until the end of the session and sent home with the camper.

### LETTERS HOME

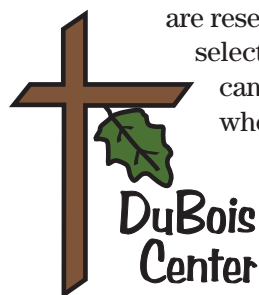
Campers will be encouraged (but not required) to write a letter home. Don't be alarmed if letters are brief and sporadic – campers are busy while at camp. Be aware that a letter you receive early in the week could sound somewhat negative, but usually by the time you receive it, the camper has adjusted and has often even forgotten what he/she wrote. If you are concerned, please call DuBois Center at 618.787.2202.

*Hint: You are more likely to receive mail from your camper if you pack pre-addressed, stamped postcards or envelopes.*



## Our Program

Days at DuBois Center are filled with fun, laughter and a variety of activities. Our camp sessions have lots in common, including many classic camp activities. A number of these can be adapted for different age groups. Some however, such as archery and canoeing, are reserved for older campers. Activities are selected to provide a progression, ensuring campers experience new challenges whether it's their first or fifth time at camp.



DuBois Center is the camp and retreat center of the Illinois South Conference of the United Church of Christ.

We serve campers from a variety of denominations and backgrounds and many who do not have a church home. We strive to be a welcoming place of faith without imposing a specific set of beliefs.

Campers participate in faith-based programming each day. B.L.A.S.T. (Bible Learning And Spirit Time) and evening vespers are centered on the summer's theme. The focus for each day is a specific Bible passage or story. We explore how each lesson relates to and impacts our lives today. The curriculum is developed by the National Council of Churches and provides an ecumenical approach.

### Classic camp activities include:

horseback riding, crafts, archery, 9-square-in-the-air, Ga-ga, goofy songs, nature discoveries, campfires, night hikes, faith chats, teams course, cook-outs, swimming, beach fun, water mat, fishing, canoeing, creek walks, crazy skits, camp-style worship, team-building activities, B.L.A.S.T.

## Horses

No doubt about it, our horses are the most popular kids in camp. Spending time with "the ponies" is a favorite activity for many. Campers receive instruction in basic barn etiquette and how to safely lead, mount, dismount and ride a horse. Our riding instruction is based on safety and recreation. It is not intended as instruction for horse shows or for competition.

Weather permitting, part-week campers have the option of riding once during their two- or three-day stay at camp. Campers attending week-long sessions have the option of riding twice during their stay. The first ride consists of time in the arena to get comfortable with the horse and practice basic skills. A short trail ride may also be included – if time permits. The second ride is usually a longer trail ride.

Rides are cancelled whenever there are heavy rains, storms, lightning or the heat index reaches 100° degrees. If rides are cancelled, we do our best to reschedule whenever possible.

Horse Campers spend significantly more time around the barn working on grooming and horse care, as well as riding daily. They also help feed the horses in the morning and muck out the stalls at the end of the day.



**What if the camper does not want to ride?** At DuBois Center, we believe in "challenge by choice" – the camper's choice. While no one is forced to participate in any activity, each is encouraged to try at least a first step. In the case of the equestrian program, this might mean petting a horse with a leader nearby. **SUCCESS!** Often small steps lead to a child being more willing to try riding.

Alternatives for those choosing not to ride include: spending time with a small group and a leader and cheering on their family group; working on a craft or other horse-related project; or perhaps joining the riding staff in the arena and "assisting" with instruction. For those with significant allergies, check with your doctor regarding appropriate options.

**SAFETY FIRST!** Our summer barn staff have significant training and experience working with horses and young people. They know our trails and our horses. The safety of your child is their first priority.

Helmets, specifically designed for horseback riding, are required for all riders, as are long pants that are not slick (preferably jeans) and proper footwear, including **SOCKS**. DuBois Center supplies helmets and boots, and we have some pants available; however, campers are encouraged to bring their own jeans. Also, pack one or two pairs of taller/crew-height (above the ankle) socks since boots can rub on bare ankles. **Horse Campers should bring extra pairs** of jeans and long socks because theirs may get quite dirty and smelly.

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## Respect & Cooperation

Each week of the summer, a primary focus for camp leaders is creating an environment in which everyone feels safe and secure – campers and leaders alike. RESPECT is Rule #1 and COOPERATION is one of our primary goals.

To help us achieve this goal, we ask each camper to:

- follow camp guidelines and rules,
- remain in supervised, designated areas,
- refrain from harmful or hurtful behavior, such as name calling, bullying, verbal or physical aggression toward self or others, using inappropriate language, sexual harassment or sexual behavior, and
- refrain from the use of alcohol, tobacco products, or any illegal substances or items, and report the use or possession by others.

Please understand that if a camper is unable to live within these guidelines and a positive resolution cannot be reached, the camper will be sent home.

Our leaders work hard to create a special place that is “removed” from many of the stressors and distractions of everyday life. Many of the items campers are asked not to bring are items that can detract from the achievement of our goals and the Christian community we work to build.

We ask for your assistance. In addition to talking to your child about Respect and Cooperation, please ensure that all items on the DO NOT BRING list are left at home.

Thank you for helping to make DuBois Center a safe and special place for all our campers – a place to unplug, slow down, laugh and enjoy being a kid.

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## FAQ Frequently Asked Questions

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## In Case of an Emergency:

DuBois Center/Program 618.787.2202  
Emergency Cell 815.627.0595  
*(The cell number is for significant after-hours emergencies.)*

We check voice mail in the office on a regular basis, so if we are out, please leave a message.

Please do not ask your child to call home. Such calls often promote homesickness. In the case of an emergency or significant issue, we will contact you. If you have concerns, please contact DuBois Center.



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## Final Words of Wisdom

Your camper will likely be tired after their adventures at camp and may need additional rest after their stay. Try to ensure a lighter schedule for the next day or two after they return home.