

# 2024 Camper Family MiniCamp Answerbook!



[bluelake.org/camperfamilyanswerbook](https://bluelake.org/camperfamilyanswerbook)

This is a resource for students and their families as they prepare for participation at Blue Lake's Mini-Camp program. It provides practical information relating to packing and other preparations, camp life, and what to expect upon arrival and departure. It outlines Blue Lake's policies on uniform, health, safety, communication, and behavioral expectations. Please take the time to review these materials with your student, contact Blue Lake with any concerns or questions, and sign the acknowledgement within your account, indicating you have reviewed this critical material. Download this PDF to save as a reference.

## Helpful Contacts

### Administrative Offices: 231-894-1966 or 800-221-3796

Admissions	<a href="mailto:admissions@bluelake.org">admissions@bluelake.org</a>	Ext. 209
Scholarships	<a href="mailto:scholarships@bluelake.org">scholarships@bluelake.org</a>	Ext. 202
Business Office	<a href="mailto:businessoffice@bluelake.org">businessoffice@bluelake.org</a>	Ext. 314
Health Services	<a href="mailto:healthservices@bluelake.org">healthservices@bluelake.org</a>	Ext. 288
Camp Store	<a href="mailto:thehappycamper@bluelake.org">thehappycamper@bluelake.org</a>	Ext. 219

**What can I take care of through my online account prior to camp?**

Click [HERE](#) to reach handy step-by-step instructions!

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## Preparing for Camp

**Checklist:** 14 days prior to arrival. Complete the following items through your [account](#):

- Complete student health record, then upload your health insurance card and any immunization or vaccination records.
- Upload or update your camper's school photo. If you do not have a school photo, use a simple front-facing head-shot against a plain wall.
- Pay remaining balance.
- Deposit spending money in your camper's store account.
- Review this Camper-Family Answerbook with your student, especially the Camper Pledge, expectations for citizenship, and cell phone policy.

**Checklist:** Complete the following items at any time prior to arrival:

- If you are bringing an instrument with you, make sure it is in good working order. If it belongs to your school, ask your teacher for help!
- Make sure your personal insurance is current, covering instrument and/or valuable items coming to camp.
- Review the [packing list](#). Get dark blue shorts, slacks, jeans, capris, skirts, and other uniform items ready for camp. Bring enough underclothes and socks for 5 days.
- Label all personal belongings and clothes with camper name or initials.
- Does your camper have any medication (prescription or non-prescription) coming to camp? Refer to [Camper Health Information](#) for tips.
- Participants are expected to evaluate their personal health before arrival and contact Health Services at 800-221-3796 x288 for further guidance if there are any symptoms of contagious illness. See [Camper Health Information](#) for more information.

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# Good to Know: Important Camp Policies

## Camper Citizenship

Campers at Blue Lake Fine Arts Camp should arrive at camp eager to learn, make new friends, and have a great time. The staff strives to create a sense of community among students through the cabin environment, unit activities, and daily camp life. Campers are expected to focus on their art by working hard during their classes, and being kind, considerate, and respectful toward all campers, staff, and faculty. Campers are required to follow all camp rules, which are designed to reflect basic expectations of good citizenship and positively contribute to an inclusive community environment. As a part of check-in, students are required to review and endorse a citizenship pledge (below) that addresses behavior standards and expectations.

## Diversity & Inclusion

Blue Lake Fine Arts Camp aims to inspire young artists to achieve their best potential, both artistically and personally. We therefore strive to recognize the unique spirit of each student and eliminate barriers that hinder an individual's growth potential. When students attend Blue Lake, they can be themselves – free of judgment, criticism, or fear. Our campus environment is designed to eliminate racial, religious, sexual, and cultural stereotypes and to foster positive intercultural relationships. Blue Lake does not discriminate on the basis of race, religion, age, gender, national or ethnic origin, sexual orientation, mental or physical ability, or gender expression or identity in the administration of its programs, policies, accommodations, and tuition assistance.

## The Blue Lake Camper Pledge

Campers are required to sign the camper pledge as a portion of their application, and will be asked to re-sign upon check-in. Campers who choose to violate regulations may be expelled immediately from camp. Please review the following camper pledge with your student before arrival at camp:

*"As a camper of Blue Lake Fine Arts Camp, I agree to abide by camp regulations and to cooperate with camp authorities in furthering its ideals. I agree not to use or possess tobacco, vaping products, alcoholic beverages or unauthorized drugs, not to deface camp property, not to participate in bullying, hazing, threats, or violence, not to endanger the safety of myself or others, nor to go out of bounds without permission. I understand that if I violate any camp regulations, I jeopardize my good standing with Blue Lake, my parents will be notified, and I may be expelled immediately from camp."*

Attendance at all classes, activities, and concerts, including the Final Sunday performance or exhibit, is required of all campers. Unexcused absences will not be tolerated: parents/guardians will be contacted immediately, and intentional absence from class is grounds for dismissal from camp. Destruction or defacement of camp property or equipment, including any graffiti, is considered sufficient cause to dismiss a camper from camp. Campers are not permitted under any circumstances to have a car while at Blue Lake, or to drive themselves to camp.

## Cell Phones

Blue Lake Fine Arts Camp does not permit campers to have or use cell phones while on camp. Your acknowledgement on your camper's application has indicated to us that as a parent/guardian, you are able to fully support this camp policy. Please review this policy with your student and make sure they leave their cell phone with you. For more information on phone calls, visit Phone Communication on page 8.

## Who Can Sign Out or Visit Campers?

Custodial parents or legal guardians may give Blue Lake permission for a camper to leave camp or visit with another person who is 21 or older. This permission may be granted by adding an individual as an "Authorized Pick-Up" through your account. All authorized pick-ups will be confirmed by staff on opening day. Staff will check photo I.D. at sign-out, and Blue Lake will not release campers from the premises with other individuals without a custodial guardian's valid permission.

## Visiting Campers

Because part of the camp experience is learning independence, we strongly discourage visits during the session. While at Blue Lake, campers will spend their time in various scheduled and supervised activities. Participating fully in these activities, whether instructional classes, recreational activities, evening events, time with friends, or meals with cabin mates, is what makes the camp experience complete. In a camp setting such as Blue Lake, students have the opportunity to learn and grow as individuals, and time away from family fosters independence and individuality in a structured, educational setting. Because of these reasons, the majority of families and parents choose not to visit during the camp session. However, if family circumstances dictate that visiting is absolutely necessary, we request that you phone the staff prior to arrival to determine the best plan for your camper. Visitors are limited to parents, grandparents, and others indicated as an authorized pick-ups in your account.

## Leaving Camp Temporarily

If special circumstances require that a camper leaves camp temporarily, they must be signed out at the Unit Director's cabin by a custodial parent, legal guardian, or authorized pick-up. Individuals signing out campers must have a valid photo ID, which will be verified at the point of pick-up.

## Early Withdrawal

If circumstances require that a camper leave camp permanently, they must be signed out at the Unit Director's cabin by a parent, legal guardian, or authorized pick-up. Parents are requested to phone the Unit at least 2 hours prior to arrival so that staff can make arrangements for the student's departure. Individuals signing out campers must have a valid photo ID, which will be verified at the point of pick-up.

## Personal Property and Insurance

Make sure your student's name is on all items coming to camp. Campers are responsible for care of their own property. **Blue Lake Fine Arts Camp is not responsible for lost or stolen items and strongly discourages campers from bringing valuable personal items to camp**, such as Apple watches and other wearable technology, expensive cameras, sunglasses, electronic devices, etc. The camp does not insure individual musical instruments or personal property, so as an extra precaution, we strongly recommend that a personal property insurance rider be taken out in connection with your family's rental or home-owners policy, thereby protecting your personal property for risk coverage. If you are borrowing instruments from a school music program, verify the insurance coverage of the instrument with the appropriate school official.

## Lost and Found

Please make sure that all belongings are clearly marked with your camper's name. If an item is discovered missing while the camper is still at camp, they can refer to their counselor for assistance. If an item is discovered missing after a camper's stay at camp, visit [Lost It](#) to update us. We will make every attempt to locate your belongings and return them to you. Limited-value Lost and Found items (perishables, toiletries, undergarments, etc) will be discarded at the conclusion of each session. Other items will be held at the administration building for 30 days. Unclaimed items will be donated to local charities after that time. Blue Lake Fine Arts Camp is not responsible for lost or stolen items.

## "I lost it" Fees

Campers are responsible for keeping track of I.D. Badge, and instrumental music campers are responsible for their music folder. Campers will be charged \$2 to replace a lost badge, \$2 for a lost piece of music, and \$15 for the whole folder. Fees will be deducted from the camper's store account.

## Refunds

Refunds are processed by the business office within 45 days of *written notice* to the Admissions Registrar at [admissions@bluelake.org](mailto:admissions@bluelake.org). To review the Blue Lake refund policy, visit [Mini-Camp](#). For questions, contact the Business Office at [businessoffice@bluelake.org](mailto:businessoffice@bluelake.org) or 800-221-3796 ext. 314.

# Campus Health & Safety

## Health

Blue Lake Health Services provides basic illness and first-aid care, support for off-site care, and emergency care on a 24/7 schedule to those within our camp community. Our staff members work to keep our campus healthy by adhering to standard practices under the supervision of our consulting physicians, our on-site medical professionals, and our Director of Health Services. Participants are expected to do their part in keeping our community healthy by practicing healthy habits such as maintaining good hygiene, staying hydrated and making balanced nutritional choices, monitoring personal health, seeking treatment if needed, and following the expectations outlined below.

## Expectations for Participants

Blue Lake aims to minimize contagious illness by taking appropriate measures for our unique community living environment. Following are expectations and protocols:

- Participants are encouraged to be up-to-date with all routine vaccinations, including flu and COVID-19 vaccinations.
- Participants will be required to complete an online health screening before arrival at camp. Participants are expected to evaluate their personal health before arrival and contact Health Services at 800-221-3796 x288 for further guidance if there are any symptoms of contagious illness.
- Student participants will be expected to complete a brief health questionnaire as part of their daily routine.
- Participants are expected to wash and/or sanitize hands frequently, and to practice good hygiene by showering regularly. Do not share personal supplies (toiletries, make-up, hair brushes, etc).
- Participants who show symptoms of contagious illness will be expected to follow Blue Lake's current treatment guidelines, which may include testing, off-site care, and/or isolation from others for a period of time. Blue Lake may require clearance by a medical professional before returning to participation.
- Individuals who show signs of respiratory illness may be asked to wear a mask in some settings.

## Safety & Security

Blue Lake creates a closed campus environment through employee monitoring and supervision, participant identification, signage, and standard practices for identifying and triaging guests and visitors. The campus is closed to the public with the exception of vendor deliveries, camp check-in days, final presentation days, public evening events, and pre-arranged tours or appointments. Employees are trained in a variety of procedures relating to identifying and reporting unknown visitors or suspicious activity, and managing a range of concerns in a campus environment. Visitors are requested to register at the Administration Building. Campers will not be released from our grounds without written permission from a custodial parent or guardian. Photo I.D.s will be requested by staff during the sign-out process.

# The Blue Lake Uniform

Blue Lake Fine Arts Camp is a uniformed camp. Campers, faculty, and staff members wear the camp uniform with great pride during their time at Blue Lake! The uniform t-shirts are available only through Blue Lake and must be ordered in advance. One t-shirt is included with your tuition. Additional shirts are available for purchase. Mini-Camp participants are also welcome to wear the traditional camp polo/uniform. The remainder of the uniform must be provided by the camper, and must meet the requirements below. *All campers are responsible for bringing the proper uniform items with them to camp.*

## Uniform Policy

### Badges:

Badges are a uniform requirement for all students, faculty, and staff, and are provided by the camp at check-in. They are to be worn on the upper left chest (over your heart!) at all times to help learn names, check out recreation equipment, and for identification at the health lodge, store, housing unit, dining hall, and waterfront area. Campers who lose their badge will be required to pay \$2 for a new one. Take good care of it!

### The Uniform:

For daily wear: Camp uniform shirt (tucked in); badge; solid dark blue slacks, jeans, skirts, skorts, capris, sweat pants, or shorts; solid white socks; substantial athletic shoes (closed toe and heel). No excessively short shorts or cut-offs! Blue Lake sweatshirts or sweaters are optional.

# Camp Life

## Typical Daily Schedule →

### Our Counseling Staff

Our counseling staff are carefully selected through a rigorous hiring process that includes recommendations, interviews, and criminal background checks. Blue Lake camp counselors are college students and young professionals primarily involved in arts and education. They complete an intensive training covering the basics of camp operations, health and safety, emergency procedures, CPR and first aid, youth development, positive behavior support, homesickness, bullying prevention, conflict resolution, camp fun, and more! Camp counselors live with each group of campers; there is one counselor per cabin. Each group of cabins, known as a Unit, is led by an experienced Unit Director. Camp counselors supervise campers throughout meals, recreation and evening activities, and free time. Additionally, counselors serve as class assistants throughout the instructional day, providing support to the faculty and students within the class setting. The counseling staff work to create a welcoming, inclusive environment where campers feel at home. They are consistently available to answer questions, assist with concerns, and make the camper’s stay safe and enjoyable.

### Recreation and Free Time

Blue Lake provides a highly structured instructional day for students. However, during daily recreation and free time, students are welcome to participate in recreational offerings, hang out with friends in Central Park, visit the camper pools, rest in their cabin, visit the Museum, or practice. A complete recreational program is offered, including activities such as: basketball, soccer, volleyball, ga-ga ball, ping-pong, ultimate frisbee, corn-hole, swimming, water games, dance parties, unit activities, cabin games, song fests, and other camp fun.

### Blue Lake’s Environment

**Walking Distances:** Many first-time campers and families are surprised at the size and scope of Blue Lake’s campus. Blue Lake owns approximately 1,600 acres of forest wilderness, with about 400 acres serving as the actual campus with facilities. It is not uncommon for a camper to walk a mile or more each day as they go to/from meals, classes, and events. As such, it is important that campers eat well, stay hydrated, and bring comfortable footwear. Those with larger instruments are strongly encouraged to bring a wheeled luggage cart.

**The Environment:** The environment at Blue Lake is rustic. We are surrounded by beautiful trees, a small lake, foot trails through the woods, and simple buildings. The weather can vary wildly: evening lows can range from 40-65 while day highs can range from 65 – 95. Check the forecast for Twin Lake, Michigan before you come to camp to make sure you’re prepared!

**A Word about the Woods:** We are surrounded by wilderness in every direction; therefore we enjoy a wide variety of bugs and critters out here. During the summer months, most signs of wildlife stay far away from the hustle and bustle of daily camp activities. However, campers should be careful to follow our guidelines for storing snack foods in sealable plastic containers to keep unwanted guests from entering the cabin. Also, make sure to pack and use insect repellent daily while at camp to avoid bites from mosquitoes, ticks, spiders, flies, bees, and other creepy-crawlies

### Camp Store & Account

The Happy Camper, Blue Lake’s camp store, sells official uniform items, sweatshirts, sweatpants, shorts, jackets, and t-shirts. Also available: camp supplies, personal items, musical and instrument repair items, souvenirs, photos, and a whole bunch of other stuff essential for having great fun at camp! The Happy Camper also offers a complete snack bar, serving refreshments, drinks, snacks, hearty and warm options (pizza, hot dogs, etc), ice cream, fresh-baked cookies, popcorn, and a variety of candy. Campers will be able to visit the Happy Camper at least once daily. Parents may also order items online at [The Happy Camper](#) and have items delivered directly to a camper.

Campers may purchase items from the camp store with money in their store account. You can deposit money to your student’s [account](#). Additional funds may be added at any time by selecting “Camp Store” and “Store Deposits” from the navigation menu. The funds you provide to your camper is a personal decision, but we suggest budgeting \$5+ daily to cover basic snacks and incidentals, plus additional funds for any camp supplies, souvenirs, clothing, or other needs.

Mini-Camp Beginning Band Sample
7:15 – 7:50 Breakfast
8:30 – 9:30 Rehearsal
9:40 – 10:20 Camp Style #1
10:30 – 11:10 Technique Class
11:20 – 12:00 Rest & Cabin Announcements
12:15 – 12:50 Lunch
1:07 – 1:50 Music 101
2:00 – 2:20 Cabin Clean-Up
2:30 – 3:40 Rotation: Recreation, Pool, or Practice. Camp store open daily.
3:50 – 4:40 Rehearsal
5:15 – 5:50 Dinner
6:00 – 7:00 In-Unit or early event
8:00 Evening Event

"I lost it" fees will also be deducted from this account. Examples include: \$2 for a replacement badge, \$2 for individual music, or \$15 for a replacement music folder. Remaining balances of \$15 or more will be refunded to the original payment method after camp season. Remaining balances less than \$15 will be considered a donation to Blue Lake's scholarship fund. For questions, contact [businessoffice@bluelake.org](mailto:businessoffice@bluelake.org) or 800-221-3796 ext. 314.

### **Meals at Marek Hall**

Campers enjoy meals with their cabin mates and share in clean-up duties. Dining consists of well-balanced cafeteria-style meals served three times daily, all served by a professional food service staff. In addition to hot entrees and side dishes (regular and vegetarian options available), fresh salads, proteins, fruits, and breads are offered at each meal. Beverage offerings include milk, juice, punch, water, tea, and coffee. See [camper health information](#) for more on managing dietary restrictions at camp.

### **Stay Clean!**

Living in the woods, trekking to/from classes, running around during recreation activities, living in a cabin with others – one can get pretty dirty while camping! Rest room and shower facilities are located within a camper's housing area and are a short walk from the cabin. Campers are encouraged to shower regularly (in the morning, before bed, or during breaks and free time) to stay healthy and clean. Nevertheless, part of camping is being a little dusty now and then, and students should be prepared to manage their cleanliness and hygiene on a daily basis. Expectations for hygiene and cleanliness will be shared with campers during orientation.

### **Laundry**

Each cabin counselor will machine wash and dry campers' uniform items (tops and bottoms) twice during the mini-camp. However, the counselor is not responsible for washing underwear and socks. Bring enough underwear and socks to last two weeks. In order to avoid lost items, mark all clothes, including uniform items, with your camper's name or initials!

### **Campus Cleanliness**

As a part of the long-standing camping tradition at Blue Lake, all campers are expected to help with cabin clean-up, rest room clean-up, dining hall clean-up, and grounds clean-up. Camper cabins and restrooms are inspected daily for cleanliness. Camp dining facilities, instructional facilities, shared equipment, and restrooms are cleaned daily by Blue Lake's support staff team.

### **Mail and Packages**

We encourage family and friends to send mail or packages to campers – but do it early! Blue Lake recommends that you allow plenty of time for mail to reach your camper. Mail that arrives after a camper has departed will be returned to sender. Mail is delivered to Blue Lake Monday – Saturday. Mail that arrives by 5:00pm is distributed to campers on the same day. Items arriving after 5pm are distributed the next day. Blue Lake cannot be responsible for mail and packages that are not addressed correctly.

### **Address your camper's mail to...**

#### **Mini Camp Campers:**

[First Name, Last Name]  
Blue Lake Fine Arts Camp:  
[Housing Unit] – [Cabin Name]  
300 East Crystal Lake Road  
Twin Lake, MI 49457

### **Email Messages and Care Packages**

Looking for a quick way to get an encouraging note to your camper? Log in to your [account](#), select "Message Center" in the navigation menu, then select "Email a Camper" to purchase email credits. Emails are printed and delivered daily! *Only emails sent through this portal will be delivered to campers.* Emails are one-way, and campers may reply via an old fashioned mailed letter. This is a great way to get a quick message to your camper! Blue Lake care packages are also available through pre-orders, and will be delivered to your camper's cabin within the first several days of camp.

### **Phone Communication**

A part of Blue Lake's philosophy centers on allowing a camper to focus – without outside distraction – on their own growth and self-improvement, whether artistic or personal. In fact, this is a long-standing tradition within many American residential youth camps. Therefore, Blue Lake does not permit students to use land lines or personal cell phones while at camp. Campers should plan to leave their phones with parents/guardians, and parents/guardians are expected to fully support this camp policy. We know this may be a particularly difficult transition for some students and recommend having your child prepare for this by intentionally spending increasing amounts of time without their phone or other devices in the weeks leading up to camp.

Part of a child's personal growth is learning to trust other caring adults and solve some of their own challenges, and summer camp is a perfect environment to learn these skills. In our 57 years of experience, we have recognized that phone calls home are most often disruptive to your camper's experience and do more to foster homesickness than independence. When your camper contacts you by phone call or text message, it prevents our staff from assisting them with problems and addressing their concerns promptly. As you prepare your camper for camp, please let



them know that you trust Blue Lake and trust your camper to use their resources at camp by communicating openly with the camp staff to work through problems.

Of course, the camp staff will contact parents with questions or concerns as necessary, and parents are welcome to call the camp's main number (231) 894-1966 to communicate with administration, staff, health lodge, and/or the camper as needed. Please note that phone calls often cause disruption in a camper's day i.e. your camper may be in a class or at a meal when you call, and staff may suggest better times within the schedule for calls to limit disruption.

## Camper Health Information

### **Your Camper's Health Record: *Due 14 Days Prior to Arrival***

All campers must have a health record on file with Blue Lake prior to arrival. Log in to your [account](#), select your camper, and select "My Forms" to complete or update the Camper Health Record. Visit the Document Center to complete the record to upload your health insurance and immunization records at least 14 days prior to your camp session. Campers will not be permitted to check in without a completed Camper Health Record.

### **Pre-Arrival Health Check: *Just Prior to Arrival***

Participants are expected to evaluate their personal health before arrival. If your camper is experiencing any symptoms of contagious illness or has been recently diagnosed with a contagious illness, contact Health Services at 800-221-3796 x288 for further guidance. To ensure you are COVID-free before arrival, we recommend that you complete an at-home test one to two days before camp.

### **Vaccinations**

We strongly encourage campers to be up-to-date with all recommended pediatric vaccinations, including flu and COVID-19 vaccines and any eligible boosters. All vaccination or immunization records, including the COVID-19 vaccination record, should be uploaded to the Document Center in your camper's [account](#) prior to camp and will be retained along with the camper's health records.

### **Opening Day Health Screening**

To ensure a healthy start to camp, staff will review a health screening with students at check-in. We will email you a link to the screening just prior to Opening Day. Upon arrival, you will be directed to your camper's housing unit where a staff member will request your camper's check-in screening confirmation. Please complete the online screening prior to arrival. Do not come to camp with any symptoms of contagious illness.

### **Camper Medication Check-In**

The State of Michigan requires that children's camps review, store, dispense, log, and otherwise manage all campers' prescription and nonprescription medications. All medications (prescription and over-the-counter) will be checked in with health staff on opening day. In order to prepare for a faster check-in, please have all necessary medications accessible upon arrival, and enter everything in your camper's [account](#) under "Manage Medications." Medication must be in the original containers and matching the dosage/frequency information submitted with the camper's health record. Make sure that medications do not expire during camp and that there is enough medication to last the entire session. Please note: Blue Lake cannot accept any medications (including prescriptions, over-the-counter medications, vitamins, and supplements) that are not in original containers, are expired, or do not match information submitted on the health record. Medications may not be split between siblings.

**To update your camper's medication information, look for the Medications section in your camper's [account](#) and choose "Manage Medication" to add or update information. Confirm its accuracy prior to arrival to expedite your check-in.**

### **Don't Bring Basic First-Aid Items!**

Blue Lake stocks many basic first-aid items and over-the-counter medications for students, such as cough drops, Tylenol, Advil, bandages, Neosporin, Benadryl, etc. The basics are listed on the Camper Health form. Because we are required by law to check in *all* medications brought to camp, including over-the-counter items, it will save you time during your check-in process if you do not bring these basic items to camp.

### **Medication Storage While at Camp**

All medications (with the exception of certain emergency rescue medications) will be kept in Blue Lake's locked medical facilities or unit first-aid stations. Daily medications are stored and dispensed from the centrally located Health Lodge. In rare cases, medications may be stored and dispensed from the camper's unit. The Blue Lake staff will give you detailed information upon arrival. If you have questions prior to arrival, please contact Health Services at (231) 894-1966 ext. 288 or [healthservices@bluelake.org](mailto:healthservices@bluelake.org). Information about medication storage is also included on the camper health form.

### **Daily Health Questionnaire**

Counseling Staff will do an individual symptom screening and temperature check with each camper daily. Any symptoms of illness or temperature over 100.0°F will be reported immediately to Health Services and the camper will be seen at the Health Lodge to determine the next steps based on our health service policy.

## Health Care and Services

Blue Lake operates a Health Lodge 24 hours a day to provide first aid care and assist with any emergencies that may occur. Our staff consists of registered nurses, first responders, camp health officers, and other trained personnel who work closely with a physician and medical center located minutes away. Ambulance and hospital care are available 15 minutes from the camp. Blue Lake is not responsible for costs associated with medical services provided outside of camp, such as emergency room visits, area medical clinics, or prescriptions. Any medical expenses incurred while at camp will be billed directly from the provider.

## Health Concerns and Accommodations

Blue Lake works to accommodate students with a variety of needs, such as medical conditions, dietary restrictions, and social/emotional concerns. All campers should be able to manage their personal care and live cooperatively in a cabin setting. Arrangements for enrolling children with significant physical limitations, medical/mental health concerns, recent hospitalization, or cognitive or behavior disabilities must be made prior to submitting the camp application. This includes but is not limited to diabetes, life-threatening allergies, injectable medications, mobility concerns, mood disorders, and autism spectrum disorders. For further information, contact the Director of Health Services at [healthservices@bluelake.org](mailto:healthservices@bluelake.org) or 800-221-3796 x239.

## Dietary Restrictions

While Blue Lake accommodates a wide variety of food allergies and dietary restrictions, there is not a separate gluten-, dairy-, peanut/tree nut-, or otherwise allergen-free menu. If your child is not able to consume menu items due to a significant health restriction, such as a life-threatening allergy or serious gastrointestinal disorder, you may supplement our menu with personal food or beverage. Some limitations apply. For further details and menu information, contact the Director of Health Services at [healthservices@bluelake.org](mailto:healthservices@bluelake.org) or 800-221-3796 x239.

# Arrival & Opening Day

## Traveling to Blue Lake

See [how to get here](#) for directions to camp. Allow plenty of time for travel and summer road construction.

### **Navigation users!**

As crazy as it sounds, some navigation software gives incorrect directions to Blue Lake! *Our only entrance is at 300 E. Crystal Road, which is off of Russell Road, just north of White Lake Drive and just south of Holton-Whitehall Road.* If you are on a dirt road at any point, or within the village of Twin Lake, you are not in the right place. If you have questions, please call 800-221-3796.

### **Families with RVs or Camping Trailers!**

Please avoid bringing RVs and camping trailers within the small dirt roads of our campus. If necessary, contact us for parking instructions at 800-221-3796. Blue Lake's campus is not designed to accommodate large recreational vehicles or camping trailers, especially on opening and closing days when we are managing lots of traffic and parking. It is not possible to park RVs near student housing units.

## Arrival at Camp

Plan to arrive at Blue Lake at 12:00pm (eat lunch before you arrive) and proceed directly to your assigned housing unit. The Blue Lake staff will welcome you, check your health screening, confirm your camper's health record, collect medication, and direct you to your camper's housing unit. Upon arrival at the cabin, staff will help your camper move in. Pre-ordered uniform shirts will be provided to the campers upon arrival.

## Uniforms and Store Account

Families have the option to pre-order uniform shirts and deposit money in the store account prior to arrival. All transactions happen through your [account](#). Pre-ordered uniform shirts will be waiting for you at your cabin, and your child's store account will be ready to go on opening day. You can also purchase items on opening day. If you have any concerns, please contact our office 800-221-3796 and we will be happy to help.

## Checklist: Opening Day

- Complete online health screening. Link will be sent just prior to arrival.
- Arrive at 12:00pm (eat lunch prior to arrival—the first meal is dinner at 5:15pm)
- Turn in any prescription or non-prescription medications to the health staff (Have it handy!)
- Proceed to your camper's assigned housing unit and cabin. The staff will verify your online health screening, lead you through check-in, answer questions, and help your student move in. Please remain with your vehicle.
- Parents receive the following items from Blue Lake staff:
  - o Mini-Camp Schedule
  - o Camp Contact Information
- Campers receive the following items from your cabin counselor:
  - o Badge

- Camp Map
- Pre-ordered uniform items

- Make sure all personal belongings, instrument, clothes, and uniforms are labeled with camper name or initials!
- Address any concerns or needs with the staff
- Will your camper be signed out by anyone other than a parent/guardian during or at the conclusion of the camp session? Your cabin counselor will confirm any authorized individual(s) for your student. You can add an authorized adult to your account if necessary.
- Are Sunday travel arrangements clear with camper & staff?
- If you did not deposit funds in your camper's store account prior to arrival, you may do so online by logging in to your [account](#).
- Have a safe trip home. See you at the end of the session!

## Early Arrival

### Early Arrival

If your student must arrive prior to 12:00pm on Wednesday, August 7, please contact Admissions or the Director of Student Services for arrangements at 800-221-3796.

## Check-Out & Final Sunday

### Camper Check-Out

Plan to arrive at 9:45am, at your camper's housing unit.

### Final Demonstration

A camper's stay at Blue Lake culminates with their participation in a final demonstration. This participation is an essential part of the camper's experience and something many students and families look forward to with great anticipation. Parents, family members, extended family, and friends are welcome to attend! All campers are *required* to participate – every member is an essential part of the group.

### Check for your items before you go!

After you have picked up your camper, take a few moments to check for all of your belongings before you leave our campus! Did you have medications checked in to camp? They will be returned at check-out. Medications requiring refrigeration can be picked up at the Health Lodge in Central Park. If you are missing an item, visit the administration building to file a report. Any forgotten items will be stored at the administration building lost-and-found area for 30 days after the conclusion of your session.

### Your Store Account

Your child's store account will be automatically closed at the end of your their session. Remaining funds of \$15 or more will be refunded to the original payment method after the camp season. Accounts with less than \$15 will be transferred to the Blue Lake Scholarship Fund. For questions, contact: [businessoffice@bluelake.org](mailto:businessoffice@bluelake.org) or 800-221-3796 ext. 314.

## Checklist: Final Sunday

- Meet your camper at their housing unit at 9:45am. Allow extra travel time for any road construction, traffic, and parking. You will be asked to present photo I.D.
- Retrieve medications from staff in unit. Refrigerated medications can be picked up at the Health Lodge.
- Check for all personal belongings! If you are missing something, file a report at [Lost It!](#)
- Did you order a group photo? Photos will be mailed after camp. Contact the Camp Store if you have questions: 231-894-1966 x219 or [thehappycamper@bluelake.org](mailto:thehappycamper@bluelake.org)
- Attend your camper's final presentation! Participation is required for all campers.
- Have a safe trip home! 😊

# Packing List

## Checklist: What to Bring

When packing for camp, take a moment to consider the environment in which you'll be living. Blue Lake Fine Arts Camp is located in a forest, filled with beautiful trees...and bugs, critters, dust, dirt, and lots and lots of sand! You'll be living in a very rustic cabin filled with new friends...and all of their stuff, too! Below is a guide to help you pack. Items marked with an asterisk are also available at the camp store if you forget! *Make sure that you label all personal items with your full name or initials prior to arrival. Leave valuables at home.*

<input type="checkbox"/> Sleeping Bag	<input type="checkbox"/> Disposable or Digital Camera ( <u>no phones!</u> ) *	<input type="checkbox"/> Clothes (all uniform items, and other items)
<input type="checkbox"/> Pillow & Case; twin sheet set	<input type="checkbox"/> Your Instrument (unless you're selecting at camp)	<input type="checkbox"/> Navy blue slacks, skirt, or skort for formal camp events (review the uniform list)
<input type="checkbox"/> Extra Blanket *	<input type="checkbox"/> Portable Music Stand *	<input type="checkbox"/> Socks and Underclothes (pack enough for the whole session)
<input type="checkbox"/> Towel(s) & Washcloth (and a beach towel if you plan to visit the pools) *	<input type="checkbox"/> Costumes or Props (if desired, for cabin skit night)	<input type="checkbox"/> Shoes (comfy ones, good for walking, closed toe-closed heel)
<input type="checkbox"/> Toiletry Items *	<input type="checkbox"/> Rain Gear *	<input type="checkbox"/> Jammies! Comfy Clothes! Something to wear to/from the restroom building
<input type="checkbox"/> Shower Caddy (to transport your toiletries to/from the restroom)	<input type="checkbox"/> Flashlight *	<input type="checkbox"/> Non-uniform Shirt *
	<input type="checkbox"/> Bug Repellent & Sunscreen*	<input type="checkbox"/> Activities (Stationery, book to read, stuff to do during free time) *
<input type="checkbox"/> Plastic bin with lid (for snack storage)	<input type="checkbox"/> Swim Suit	<input type="checkbox"/> Bottled Water (of course we have water, but bottled water is handy at camp!) *
	<input type="checkbox"/> Watch *	<input type="checkbox"/> Refillable Water Bottle for daily use (also available at the camp store) *
		<input type="checkbox"/> Positive Attitude!

*\*items marked with an asterisk are also available at The Happy Camper, Blue Lake's camp store, if needed*

## Do Not Bring These Items!

- ⊗ Cell phones, Apple watches, air pods, wearable technology, laptops, netbooks, chromebooks, ipads, tablets, etc.
- ⊗ Dust-sensitive electronic equipment, expensive cameras or recording devices, hand-held gaming devices, etc
- ⊗ Expensive sunglasses, or other expensive items that are easy to lose
- ⊗ Roller blades, skateboards, rip sticks, bikes, scooters, etc.
- ⊗ Pocket or camping knives; any form of weapon
- ⊗ Battery operated toys, toys that resemble any type of weapon, walkie-talkies
- ⊗ Fireworks, sparklers, fire crackers, etc.
- ⊗ The Fire Marshall prohibits the use of extension cords and electrical appliances in the cabins
- ⊗ Any item that disrupts camper events, creates a nuisance, or is considered potentially harmful to other individuals will be placed in the custody of the Unit Director until Final Sunday.
- ⊗ Remember that the camp provides basic over-the-counter first aid items for campers, so there is no need to pack things such as band-aids, Tylenol, cough drops, etc.

## Unique Items for Mini Camp

**Mini-Camp Beginning Band Campers: Bring these items, unless you are being fitted for an instrument at Blue Lake**

- Your instrument in a case; percussionists – bring your percussion kit

- Folding music stand
- Pencil

If you have any questions about what musical supplies to bring, please contact the Program Office at 800-221-3796 x267.

## What can I take care of through my [account](#) prior to camp?

### Through your account, you can...

- Make a payment or set up a payment plan
- Complete your child's health record, upload immunization records, and enter medication information
- Add money for your child's spending account
- Upload your child's photo for use as verification at the camp store
- Purchase email credits

## **Communication, Contacts, and Student Information:**

### How can I ensure I will receive communications and contacts from the camp?

- Make sure your account is not set up using your child's contact information (child's cell or email).
- Make sure that your email provider has @bluelake.org and @ultracamp.com indicated as safe senders in your "whitelist". This may need to be adjusted in your email settings. Use your favorite search engine to look for instructions on how to use your whitelist with your email provider.
- Make sure you have fully completed both Primary and Secondary contact fields, including multiple phone and email contacts
- Both Primary and Secondary contacts may be selected for email notifications
- *Contact our office with any questions!*

### My spouse isn't getting camp emails. How can I fix this?

If your spouse is listed as a secondary on the Account Dashboard, you may have selected a default of using the primary email only. To change this:

- Log into your account
- At the Account Dashboard, select the "secondary contact" name
- Select the "Edit my bio information" button
- Scroll to the Email address and select "CC on all correspondence"
- Click the "Save" button

### How do I upload my child's school picture? And why do you need it, anyway?

Blue Lake uses your child's photo as ID verification at the Camp Store. This allows the store staff to confirm a student before initiating a transaction.

- Log into your family's account
- Select your camper's name
- Select Edit My Bio Information
- Scroll toward the bottom of the screen. You can upload a picture under Additional Information

### What is an *Alternate Contact* for my child, and where do I add these contacts?

An alternate contact is an individual Blue Lake will contact in the event that the Primary or Secondary contacts are unreachable during an urgent matter. Blue Lake will always attempt to reach the Primary or Secondary contacts first, before proceeding to an alternate contact.

- Log into your account
- At the Account Dashboard, scroll to the bottom and select Alternate Contacts then "add a contact"

### What is an *Authorized Pick-Up* for my child, and where do I add these contacts?

An authorized Pick-Up is an adult (21+) who is permitted to sign-out and transport your child off of camp. Your authorized pick-up representatives do not need to be alternate contacts. However, some families reference the same support individuals in both places.

- Log into your account.
- At the Account Dashboard, scroll to the bottom and select Pickup Authorization, then "Edit Authorizations."
- To add someone who is on the account, click "Edit Authorizations." *The Secondary contact is not automatically granted pickup authorization.* You can select any of your contacts with the "Edit Authorizations" button.
- To add someone who is not on the account, click "Add Non-Account Member."

## **Health Form and Medications:**

### **How do I complete the Health Form? (for first-time campers)**

- Log into your account
- Select your camper's name or the Document Center
- Look for a big red bar alerting you to complete the health form and any other outstanding forms

### **How do I edit/update the health form (or any other form) I have already completed?**

- Log into your account
- Select your camper's name
- Select My Forms
- Select the form name. Update necessary fields. You will be asked to verify and submit at the end of the form

### **How do I enter medications?**

- Log into your account
- Select your camper's name
- Select Medications
- Select Manage Medications
- Select +New Medication
- Don't forget to verify and submit at the bottom of the page

### **How do I change/update medications?**

- Log into your account
- Select your camper's name
- Select Medications
- Select Manage Medication
- Find the medication you want to change or update, then select Edit
- Don't forget to verify and submit at the bottom of the page

### **Where do I upload my child's vaccination record?**

- Log into your account
- Select Document center
- Under Sumer Camp(gr 5-12), select Immunization Record

### **Where do I upload my child's health insurance information?**

- Log into your account
- Select Document center
- Under Sumer Camp (gr 5-12), select Health Insurance Information

## **Other Transactions:**

### **How do I make a payment or set up a payment plan?**

- Log into your family's account
- Select the menu on the upper left (3 dashes)
- Select *Make a Payment*
- Follow the prompts to make a payment or schedule future payments

### **How do I see my payment history and my scheduled payments? How do I print a statement or manage my payment accounts on file?**

- Log into your family's account
- Select the menu on the upper left (3 dashes)
- Click on *My Account*
- Click on *Finances*
- Select from the options provided
- Follow the prompts

### **How do I add money for my child's store account?**

- Log into your account
- Select the menu in the upper left (3 dashes)

- Select Camp Store
- Camper Bank, follow the prompts

#### **How do I purchase email credits?**

- Log into your account
- Select the menu in the upper left (3 dashes)
- Select Message Center
- Select “E-mail a Camper” button
- Select the “purchase email credits”
- NOTE: please be aware that ONE block is TEN emails
- Follow the prompts

#### **How does a family member purchase email credits?**

- Log into your account
- Select the menu in the upper left (3 dashes)
- Select Message Center
- Click on the “Friend Accounts” button
- Follow the prompts to send a link invitation

#### **What happens to a credit balance on my account at the end of the summer?**

Any amount over \$15 left on an account will be refunded at the end of Camp Season. Please check your account for the incoming refund before contacting the business office.

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