

# Family Handbook

## Summer 2024

**First Session:** June 18 – July 13, 2024

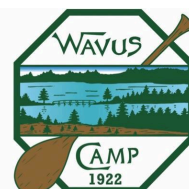
**Junior Session I:** June 27 – July 6, 2024

**Second Session:** July 16 – August 10, 2024

**Junior Session II:** July 25 – August 3, 2024



**KIEVE WAVUS**  
E D U C A T I O N



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## Message from the President

Dear Kieve and Wavus Families,

Here's to another amazing summer on Damariscotta Lake!

The Family Handbook is your resource with lots of helpful information before, during, and after camp. Coming to summer camp is an adventure for both campers and their families. We hope the handbook answers many questions, and we encourage you to reach out to us directly with further inquiries. We're always here to help!

Kindly note that we ask you to confirm under the Family Partnership Agreement section [here for Kieve](#) and [here for Wavus](#) that you have read the Family Partnership Agreement at the end of the handbook. Please do this before camp begins.

You've given your child the ultimate gift: a summer with friends, excellent role models, unforgettable adventures, and a break from technology! We hope they return to you stronger, more confident, and full of stories. Thank you for sharing your kids with us, and welcome to the Kieve Wavus family!

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Kennedy', with a stylized flourish at the end.

Sam Kennedy  
President & Chief Executive Officer  
Kieve Wavus Education, Inc.

## About Us

Kieve Wavus Education is guided by our mission: to empower people to contribute positively to society by promoting the values of kindness, respect for others, and environmental stewardship through year-round experiential programs, camps for youth and adults, and guidance from inspirational role models.

### Our Community

We strive to build an inclusive community that fosters a sense of belonging for each member. With support from our Board of Trustees, we are actively trying to reach new communities near and far so that our programs better reflect our world, enriching every participant's experience.

## Our Team

KWE Leadership	
Sam Kennedy President & CEO <a href="mailto:ssk@kwe.org">ssk@kwe.org</a>	Sam Kaplan Executive Director & COO <a href="mailto:srk@kwe.org">srk@kwe.org</a>
Camp Leadership	
Kate Kaplan Wavus Director <a href="mailto:katekaplan@kwe.org">katekaplan@kwe.org</a>	Caddy Brooks Kieve Associate Director <a href="mailto:caddybrooks@kwe.org">caddybrooks@kwe.org</a>
Hannah Lovejoy Wavus Associate Director <a href="mailto:hannah@kwe.org">hannah@kwe.org</a>	Robby Ford Kieve Associate Director <a href="mailto:robbyford@kwe.org">robbyford@kwe.org</a>
Joy Bengtson Giffen Wavus Registrar & Coordinator <a href="mailto:joy@kwe.org">joy@kwe.org</a>	Nadine Hallisy Kieve Registrar & Coordinator <a href="mailto:nadine@kwe.org">nadine@kwe.org</a>
Healthcare & Risk	
Sarah Kennedy Healthcare & Risk Director <a href="mailto:sarah@kwe.org">sarah@kwe.org</a>	Paige Brooks Associate Healthcare & Risk Director <a href="mailto:paigebrooks@kwe.org">paigebrooks@kwe.org</a>

### Camp Staff

Many of our counselors are alumni and each staff member completes interviews, background checks, and a rigorous training above industry standards. We trust our staff to be inspirational role models who our campers can strive in emulation of.

[Kieve Counselors](#)

[Wavus Counselors](#)



## Kieve Campus Map





# Wavus Campus Map



# Preparing for Camp

## CampMinder

[CampMinder](#) is our online platform for uploading camp details and required paperwork before camp. It is also where we upload camp photos, and families email their campers during camp. **To use CampMinder on the go, download the Companion application in your phone's app store and log in using the same credentials you use for CampMinder. For many, it will make completing paperwork and getting camp updates easier!**



## Required Forms

Following enrollment, the below forms can all be managed in the "Forms & Documents" section of [CampMinder](#) unless indicated otherwise. Please note that forms can be scanned and uploaded directly from your phone.

### Health History Form (Electronic) - Due April 15

- Please complete, electronically sign, and submit this form on [CampMinder](#).
- Returning campers: Please ensure all information is up to date for 2024.
- Please email [sarah@kwe.org](mailto:sarah@kwe.org) if significant health changes occur after you submit this form. These include new medical conditions, medications, allergies, injuries, etc.

### Physical Exam Form (Print & Upload) - Due April 15

- This form differs from the online Health History Form and must be completed and signed by your camper's medical provider.
- We can only accept physicals completed within one year of the start of camp.
- You may use your provider's standard form if it clearly states that your camper can fully participate in camp/school/sports activities.

### Immunizations Record (Upload) - Due April 15

- Upload a copy of your camper's immunization record.

### Health Insurance Card (Upload) - Due April 15

- Upload clear photos of the front and back of your insurance card.

### Demographic Form (Electronic) - Due April 15

- Please complete this form in [CampMinder](#) to help us learn more about and better serve your camper and family.



## Preparing for Camp (cont.)

### **Camper Travel Form (Electronic) - Due June 1**

- Please complete and submit this form via [CampMinder](#). Once the form is submitted, you must contact Nadine Hallisy ([nadine@kwe.org](mailto:nadine@kwe.org)) at Kieve or Joy Bengtson Giffen ([joy@kwe.org](mailto:joy@kwe.org)) at Wavus to make changes.

### **Trip Waivers (for applicable trips) - Due before camp**

- Must be completed and submitted electronically for your camper to go on their wilderness trip.
- All applicable trip waivers will be emailed when cabin lists are distributed. Instructions for how to submit will be provided at that time.

### **Family Partnership Agreement - Due before camp**

- Please digitally sign the Family Partnership Agreement [here for Kieve](#) and [here for Wavus](#).
- By doing so, you're confirming that you and your camper(s) understand the Family Handbook's content and agree to work collaboratively with camp directors should issues arise, trusting that our intent is always to educate your camper while maintaining the safest possible environment at camp.

# Packing Lists

## In-Camp vs Wilderness Tripping Packing Lists

- All Full Session and Junior Session campers go on a wilderness trip during their session. Items on the wilderness trip packing list and the in-camp packing list are required for your camper. You do not need to pack duplicates if an item is listed on both packing lists
- Maine Trails Campers — please note the additional section for required items.

## Prohibited Items

- ✗ Food/candy
- ✗ Drugs/alcohol
- ✗ Weapons
- ✗ Hair dryers/styling tools
- ✗ Headphones/music players
- ✗ Cellphones/tablets
- ✗ Apple/smart watches
- ✗ E-readers
- ✗ Any other electronic devices/game consoles, etc.

## Important Packing Information

- Pack in large duffles, NOT trunks. While in camp, each camper has their own cubby with five compartments to unpack clothing.
- Laundry is sent out bi-weekly in individual laundry bags provided by the camp. Keep this in mind as you consider how many of each item to bring.
- Loss and breakage do happen at camp. Please do not send valuable or fragile items.
- Label all items with your camper's name using sew-on labels, iron-on labels, stamps, or indelible ink.

## Financial Support for Required Gear

- Please contact us if you need assistance obtaining the required gear for your camper:
  - Nadine Hallisy for Kieve (207-563-5172 ext. 209, [nadine@kwe.org](mailto:nadine@kwe.org))
  - Joy Bengtson Giffen for Wavus (207-563-5172 ext. 700, [joy@kwe.org](mailto:joy@kwe.org))

## Where to Shop

- **Shop locally!** KWE has collaborated with our friends at [Maine Sport Outfitters](#) to curate a collection of camp necessities. Maine Sport has selected quality gear that will last way beyond camp at a price point where cost and value meet. The camp collection contains nearly every item on the packing list in one place, done and discounted. If you have any questions about what to purchase, you can use the handy “Moose Chat” on the webpage. Please use **discount code “KieveWavus” for an additional 10% off.**
- [L.L. Bean](#) and [REI Co-op](#) are also great options.

## Support

- Nadine Hallisy for **Kieve** at 207-563-5172 ext. 209 or [nadine@kwe.org](mailto:nadine@kwe.org)
- Joy Bengtson Giffen for **Wavus** at 207-549-5712 ext. 700 or [joy@kwe.org](mailto:joy@kwe.org)

## FULL SESSION CLOTHING & EQUIPMENT - WILDERNESS TRIPS

*\*\*Available at Kieve Wavus camp store*

Synthetic and/or wool fiber clothing is essential on wilderness trips because it maintains the ability to insulate when wet. Cotton clothing and gear will not be taken on wilderness trips.

### Head

- 1 baseball cap\*\* or a brimmed hat
- 1 warm fleece/wool/synthetic hat

### Upper Body Layers

- 2 synthetic/poly blend short-sleeve T-shirts\*\* — no cotton
- 1 synthetic/poly blend long-sleeve base layer top — no cotton
- 2 middle layers: long-sleeve fleece and/or synthetic down
- 1 rain jacket — must be waterproof

### Lower Body Layers

- 6-8 pairs of underwear — synthetic/poly blend
- 2 pairs of synthetic/poly blend shorts — no cotton
- 1 synthetic/poly blend base layer long underwear bottoms — no cotton
- 1 pair of fleece pants
- 1 pair of rain pants — must be waterproof

### Footwear

- 3 pairs of hiking socks: wool or synthetic/poly blend (brands recommended: Smartwool, Darn Tough, REI, etc.)
- 1 pair of trip water shoes (brands recommended: Chacos/Tevas/Keens. Crocs are not acceptable as tripping water shoes but are useful in-camp)
- 1 pair of sturdy closed-toe sneakers — these will get dirty!
- 1 pair of low-/mid-hiking shoes with a thick sole and good tread (brands recommended: Merrell, Oboz, Keen, Asolo, and Salomon, etc.)

### Sleeping Gear

- 1 sleeping bag with compression stuff sack: synthetic, 30-degree rating.
- 1 inflatable sleeping pad (brands recommended: Therm-a-Rest, NEMO, REI, Sea to Summit — the smaller it packs, the better)

### Other

- 2 swimsuits
- 1 65-liter waterproof river duffel/boundary pack/dry bag (brands recommended: SealLine, NRS Bill's Bag). The river duffel keeps everything dry (sleeping bag, sleeping pad, clothing) while out on trip. Maine Trails campers do not need a dry bag.
- 1 day pack — school backpack is fine
- 1 headlamp with extra batteries
- 2 1-liter Nalgene-type, screw-top closure water bottles\*\*
- 1 large quick dry towel\*\*

### Suggested (not required) Items

- 1 buff\*\*
- 1 mosquito head net

## FULL SESSION CLOTHING & EQUIPMENT - WILDERNESS TRIPS (cont.d)

*\*\*Available at Kieve Wavus camp store*

### Maine Trails Campers ONLY

*Backpacks are provided for Maine Trails campers.*

- 1 pair of hiking boots (required)
  - We highly recommend purchasing boots in a store so your camper can try on the boots before purchasing.
  - It is essential that boots are broken in well before camp. This will help prevent blisters.
- 1 pair of campsite shoes — Crocs are excellent lightweight options
- 6-8 pairs of wool or synthetic/poly blend hiking socks (required)
- 6-8 pairs sock liners (required)
- Mess kit bowl, like Sea to Summit's X Bowl (required)
- Mess kit cutlery, like Sea to Summit's Camp Cutlery set (required)
- Small stuff sacks (optional)
- Hiking poles (optional)

## FULL SESSION CLOTHING & EQUIPMENT - IN CAMP

*\*\*Available at Kieve Wavus camp store*

### Required Items

- 2 Kieve/Wavus short sleeved T-shirts\*\*
- 5 short-sleeve T-shirts\*\*
- 2 long-sleeve shirts\*\*
- 1 pair of long pants — hiking, joggers, sweatpants\*\*
- 2 sweatshirts\*\*
- 3 pairs of shorts
- 2 pajamas sets — a lightweight set and a warm set is ideal for Maine's temperature changes
- 6-8 pairs of underwear
- 5 pairs of athletic socks
- 1 pillow
- 2 blankets (fleece and/or cotton) — if cooler at night, kids can add their sleeping bag
- 2 sheet sets with pillowcases — twin/single bed size regular length
- 1 face cloth and hand towel
- 2 bath/beach towels
- 1 toiletry bag
- Toiletries: toothbrush/toothpaste, soap, shampoo/conditioner, hairbrush/comb, nail brush, lip balm w/SPF, sunscreen, insect repellent, and/or other personal hygiene items.
- Prescription medication in original bottles (Please do not repackage. Refer to the Healthcare & Risk section for more information.)
- Stationery and stamps appropriate for envelope size (addressed and stamped is helpful)
- Summer reading/books



## FULL SESSION CLOTHING & EQUIPMENT - IN CAMP (cont.d)

*\*\*Available at Kieve Wavus camp store*

### Suggested (not required) Items

- Bandana\*\*
- Crazy Creek chair\*\*
- Fleece/synthetic down vest
- Sunglasses with a float band — please do not send expensive sunglasses as they can be lost or damaged
- Small notebook or journal with pen/pencils
- Disposable or digital camera — be sure to label
- Allagash, Long Voyage, and Maine Trails Campers — it's acceptable to bring an all-purpose tool like a Leatherman
- 1 nice outfit for Jewelliano's (Wavus campers only)

## JUNIOR SESSION PACKING LIST - WILDERNESS TRIP

*\*\*Available at Kieve Wavus camp stores*

Synthetic and/or wool fiber clothing is essential on wilderness trips because it maintains the ability to insulate when wet. Cotton clothing and gear will not be taken on wilderness trips.

### Head

- 1 baseball cap\*\* or brimmed hat to cover ears

### Upper Body Layers

- 2 synthetic/poly blend short-sleeve T-shirts\*\* — no cotton
- 1 synthetic/poly blend long-sleeve base layer top — no cotton
- 2 middle layers: long-sleeve fleece and/or synthetic down
- 1 rain jacket — must be waterproof

### Lower Body Layers

- 2 pairs of underwear — synthetic/poly blend is best
- 1 pair of synthetic/poly blend shorts — no cotton
- 1 synthetic/poly blend base layer long underwear bottoms —no cotton
- 1 pair of fleece pants
- 1 pair of rain pants — must be waterproof

### Footwear

- 1 pair of hiking socks: wool or synthetic/poly blend hiking socks (brands recommended: Smartwool, Darn Tough, REI, etc.)
- 1 pair of trip water shoes (brands recommended: Chacos/Texas/Keens. Crocs are not acceptable as tripping water shoes but are useful in-camp)
- 1 pair of sturdy closed-toe sneakers — these will get dirty!

### Sleeping Gear

- 1 sleeping bag with a compression stuff sack: synthetic, 30-degree rating. Must be lightweight and be able to be packed down
- 1 sleeping pad (brands recommended: Therm-a-Rest, NEMO, REI, Sea to Summit)

## JUNIOR SESSION PACKING LIST - WILDERNESS TRIP (cont.d)

*\*\*Available at Kieve Wavus camp stores*

### Other

- 2 swimsuits
- 1 day pack — school backpack is fine
- 1 headlamp with extra batteries
- 2 1-liter Nalgene-type, screw-top closure water bottles\*\*
- 1 large quick dry towel\*\*

### Suggested (not required) Items

- 1 65-liter waterproof river duffel/boundary pack/dry bag (brands recommended: SealLine, NRS Bill's Bag). This keeps everything dry (sleeping bag, sleeping pad, clothing) on the trip. This item is highly recommended and is used every year at camp.
- 1 buff\*\*
- 1 wool or fleece hat

## JUNIOR SESSION PACKING LIST - IN CAMP

*\*\*Available at Kieve Wavus camp stores*

### Required Items

- 1 Kieve/Wavus short-sleeve T-shirt\*\*
- 5 short-sleeve T-shirts\*\*
- 1 long-sleeve shirt\*\*
- 1 pair of long pants — hiking, joggers, sweatpants\*\*
- 2 sweatshirts\*\*
- 2 pairs of shorts
- 2 pajamas sets — a lightweight set and a warm set is ideal for Maine temperature changes
- 5 pairs of underwear
- 5 pairs of athletic socks
- 1 pillow
- 1 blanket (fleece or cotton) — if it is cooler at night, kids can add their sleeping bag
- 1 sheet set with pillowcase — twin/single bed size regular length
- 1 face cloth and 1 hand towel
- 2 bath/beach towels
- 1 toiletry bag
- Toiletries: toothbrush and toothpaste, soap, shampoo/conditioner, hairbrush/comb, nail brush, lip balm w/SPF, sunscreen, insect repellent and/or other personal hygiene items
- Prescription medication in original bottles (Please do not repackage. Refer to the Healthcare & Risk section for more information.)
- Stationery and stamps appropriate for the size of the envelope (addressed is helpful)
- Summer reading/books

## JUNIOR SESSION PACKING LIST - IN CAMP

*\*\*Available at Kieve Wavus camp stores*

### Suggested (not required) Items

- Bandana\*\*
- Crazy Creek chair\*\*
- Fleece/synthetic down vest
- Sunglasses with a float band — please do not send expensive glasses as they are prone to breakage or loss
- Small notebook or journal with pen/pencils
- Disposable or digital camera —please be sure to label

## PACKING LISTS - ADDITIONAL INFORMATION

### Suggested Eco-Friendly Toiletry Brands

- Sunscreen and Insect Repellent: [Native](#), [Badger](#), [All Good](#), [Kinfield](#), [Murphy's Naturals](#), [Frenchies' Natural Products](#).
- Shampoo/Conditioner and Soap: [Native](#), [Dr. Bronner's](#), [Acure](#), [Ethique](#), [Tom's of Maine](#).
- Toothpaste: [Bite](#), [Tom's of Maine](#).

### Gear Donations

- Interested donors can visit our [Wish List Registry at Maine Sport Outfitters](#) to purchase gear and clothing for campers receiving financial aid. All purchases receive a **10% discount with the code KIEVEWAVUS**.
- If you want to donate items to KWE directly, please contact
  - Hannah Lovejoy (207-563-5172 ext. 28, [hannah@kwe.org](mailto:hannah@kwe.org)).

### Kieve and Wavus Camp Stores

- [Camp store](#) purchases are charged to your account and billed at the end of the camp session. Please discuss limits with your camper before they arrive.
- You may purchase items online before camp, and we can either ship them home or deliver them to your camper's bunk.

## Arrival Day

**Camper arrival for Kieve and Wavus is between 10 a.m. and 2:30 p.m. on Opening Day.**

Staff will greet you to unload luggage, and we encourage families to help their camper settle into their bunks. This is also the time to drop off any medications at our health centers and connect with health center staff if you have any questions.

## Travel

### Travel by Car

We strongly encourage all families to arrive by car if possible.

Kieve	Wavus
42 Kieve Road Nobleboro, ME 04555	88 Wavus Point Road Jefferson, ME 04348

### Travel by Air

Airport shuttles are available for campers at Portland International Jetport (PWM) and Boston Logan International Jetport (BOS). Please book flights between the following times; we cannot offer airport shuttle services outside of these times.

- Flights arriving on Opening Day between 8:30 a.m. and 2:30 p.m.
- Flights departing on Closing Day between 8 and 11 a.m. from PWM or between 9 a.m. and noon from BOS

Taking an airport shuttle costs \$250 per camper/each way to Portland, Maine (PWM) and \$350 per camper/each way to Boston, Mass. (BOS).

### Inbound Unaccompanied Minors

Each airline defines unaccompanied minors at different ages. Please fill out the unaccompanied minor documentation with your airline carrier (using Kieve's Nadine Hallisy or Wavus's Joy Bengtson Giffen as chaperones) and pay any required fees beforehand. We will provide you with a final chaperone's name and contact information a few days before camp starts, and you must update the airline with this information before travel.

### Outbound Unaccompanied Minors

Kieve Wavus does not escort unaccompanied minors for outgoing flights. Please make alternative travel arrangements for your camper's return home.

### Travel by Bus *(Note: For full-session campers only. Not available for the junior session.)*

We charter a bus service from Cyr Bus Lines, chaperoned by Kieve Wavus staff members, that brings campers to camp on Opening Day. Four stops exist: Plymouth Meeting, PA; Woodbridge Township, NJ; Darien, CT; and Lexington, MA. Cost per camper is \$300.



## Travel (cont.)

### Travel by Bus (cont.)

Campers traveling by bus should bring a backpack and a bagged lunch as we avoid stops to ensure camper safety and that we get to camp on time. Full-session campers should ship all other luggage to camp as the bus will be at capacity, and space under the bus is limited.

### Early Departure

Should you need to pick up your camper prior to Closing Day, let Nadine Hallisy ([nadine@kwe.org](mailto:nadine@kwe.org)) at Kieve or Joy Bengtson Giffen ([joy@kwe.org](mailto:joy@kwe.org)) at Wavus know as soon as possible so the camp staff can coordinate the departure.

### Cabin Assignments

Cabin lists are emailed approximately **10 business days** before campers arrive.

### Cabin Requests

We try to honor cabin requests and balance a number of factors when determining the best fit for each camper. Please make requests on your application. If we do not honor a request, or if we make a change from prior years, we ask for your trust that it is because we sincerely believe the cabin placement will lead to the best experience for your child.

## Closing Day

**Camper departure is between 9 a.m. and noon, with closing ceremonies beginning shortly after 9 a.m. All campers must depart on this day.**

Wavus ceremonies are staggered to begin after Kieve ceremonies, so there is time for us to boat families with siblings across the lake (see [pg. 28](#)). Shuttles are available back and forth all morning so that you may park at either campus. Staff will help load cars and can direct you to shipping stations on each campus to mail camper luggage. Please confirm any medications are packed, and check lost and found before departing! Any items found and in good condition will be mailed up to a week after camp concludes.

# Camp Communications

Part of the magic of camp is the independence it provides. Our goal is to help campers navigate challenges with the guidance of inspirational role models and without the pitfalls of social media and technology.

As parents and educators ourselves, *we know it's hard*. There will be rainy days, skinned knees, friendship bumps and bruises, and even some failure (although plenty of opportunities to try, try again!). We want your camper to leave here with greater confidence in their own ability to be a resilient problem-solver and achieve what once seemed out of reach. Those lessons will certainly transcend their time here on Damariscotta Lake.

Please remember that *no news is good news!* We will contact you if there is a significant issue, and we encourage you to reach out to the camp director if you receive a concerning letter home from your camper. We value the opportunity to partner with you to ensure that camp is one of the hallmark learning experiences of their childhood.

## During Camp

- Mail
  - CampMinder emails are printed Monday to Saturday and passed out at rest hour.
  - Please remember that packages are NOT allowed in camp or on resupply.
- Photos
  - In-camp photos post to CampMinder on Mondays, Wednesdays, and Fridays.
  - Wilderness trip photos post the Monday, Wednesday, or Friday after the group's return to camp.
  - We also periodically post photos to our social media feeds.
- Sunday Director Notes
  - Camp directors will post a Sunday Note about camp happenings each week.
- Resupply Updates
  - If your camper has a wilderness trip with a resupply, you can expect to receive a brief update via email with a group photo the day after the resupply.
- Mid-Session Update
  - We will send an update about the cabin's experience and a reflection from your camper.

## After Camp

- End-of-Session Letter
  - Your camper's Head Bunk Counselor will reflect on the group experience and share notes about your camper's growth throughout the session.
- Camp Survey
  - Your feedback is important to us, and we appreciate you completing this form!

## Mail & Shipping

### Mail

To write letters to your camper, please address them using the following format. Please do not send packages during camp. Reach out to us if your camper needs an essential item:

<b>Kieve</b>	<b>Wavus</b>
<i>Camper Name, Session, Cabin Name</i> Camp Kieve P.O. Box 169 Nobleboro, ME 04555 207-563-5172	<i>Camper Name, Session, Cabin Name</i> Wavus Camp P.O. Box 350 Jefferson, ME 04348 207-563-5172

### Shipping Luggage

You are welcome to ship your camper's luggage ahead of time. Please wait to ship any luggage until two weeks prior to camp. Confirm with your shipping agent that it will arrive by Opening Day, and record your tracking number.

**You must ship via UPS, FEDEX, or DHL.** Please use our physical camp addresses:

<b>Kieve</b>	<b>Wavus</b>
<i>Camper Name, Session</i> 42 Kieve Road Nobleboro, ME 04555 207-563-5172	<i>Camper Name, Session</i> 88 Wavus Point Road Jefferson, ME 04348 207-563-5172

Please be sure to:

- label the outside of the bag with camper name, session;
- place address label inside in case outside label goes missing; and
- keep record of tracking numbers.

# Healthcare & Risk

## Our Team

KWE's Healthcare & Risk Director Sarah Kennedy, FNP-BC, lives onsite, overseeing the Kieve and Wavus Health Centers and all healthcare in consultation with Minda Gold, MD. Each center is staffed by a director with a supporting staff. The healthcare team is available 24/7 for needs that arise at camp and on trips. Sarah also leads a KWE risk management team that meets regularly and proactively works to mitigate risk and respond to incidents that occur.

## Camp Staff and Training

All trip leaders are CPR, AED, EpiPen, and Wilderness Advanced First-Aid certified. Kieve and Wavus have full lifeguard staff, and all counselors must complete training on camp healthcare, risk, staff standards of behavior, mandated reporting, and mental, emotional, and social health (MESH). We train staff to recognize and prevent bullying, harassment, and abuse of any kind among campers and between campers and staff. Parents can help lay this groundwork by talking about respecting boundaries and speaking up if something feels unsafe.

## Staff Standards of Behavior

KWE has standards of behavior for conduct and relationships with all youth participants, year-round, on and off KWE property. These standards apply to all adults interacting with youth participants, including employees, contractors, volunteers, parents, and any other third party interacting with youth participants in connection with our programs.

- Roles: Adults must maintain clear and appropriate roles when interacting with children.
  - Serve as a role model.
  - Act consistently with your appropriate adult role, such as counselor, educator, staff, coordinator, director, or other representative of KWE.
  - Avoid acting as a peer or alternative parent.
- Boundaries: Set and promote awareness of appropriate boundaries in all relationships with children.
  - Establish and maintain healthy boundaries to ensure safe, healthy, and positive interactions with children.
  - Be alert to the comfort zones of different children and how culture and identity might affect perceptions of boundaries.
  - When possible and practicable, adult and youth interactions should be within hearing or sight range of another adult.
- Power: Use your influence and authority to promote the healthy development of children.
  - Be alert to the imbalance of power between adults and children.
  - Use your influence to promote the healthy development of children.
  - Put the well-being and emotional needs of the children before your own.
- Accountability: Be accountable for your own and other adults' interactions with children.
  - Always act in the best interest of children.
  - Take responsibility for the impact of your actions on children and others.
  - Seek and accept assistance for personal issues before they impact children.
  - Actively support others in the efforts to meet these Standards of Behavior.
  - Promptly address or report concerns about adherence to these Standards of Behavior to your supervisor, the Healthcare & Risk Director, the Executive Director, or the President.



# Healthcare & Risk

## Illness and Injury

Our focus is on preventing illness and injury. Teaching your child about the importance of frequent hydration, adequate sun protection, and good hygiene ahead of camp is important. Our health centers treat illness and injury as they arise and consult with our local physician's office (Full Circle Direct Primary Care) and local hospital (Miles Campus-Lincoln Health) as necessary.

On wilderness trips, each head bunk counselor is certified in wilderness first aid and carries a Garmin inReach satellite texting device to consult and communicate with camp directors in case of a medical issue or incident. We will contact you if your child experiences significant illness or injury, needs to stay overnight in the Health Center, or requires outside medical attention.

## Mental, Emotional, and Social Health

It is essential to share all mental, emotional, and social health challenges your camper may experience before camp begins. Overnight camp and wilderness tripping can exacerbate symptoms of mild or past mental health conditions, and talking through these potential symptoms and effective coping mechanisms will allow us to serve your child at camp better.

While we can manage many mental health challenges, we are not a therapeutic camp and may be unable to support some campers with more acute needs adequately. If our team decides that camp is not a safe place for your child, we will work with you to facilitate an early departure.

Please refer to the chart below with examples of what we usually can and cannot provide, and contact us if you have concerns about your camper's readiness.

Camp Can Usually Provide	Camp Cannot Safely Provide
Strategies for coping with symptoms of anxiety and depression	Therapeutic treatment or care for campers experiencing significant or recurring distress (ex. frequent panic attacks, severe depressive episodes, suicidal ideation, etc.)
Care for campers who have engaged in non-suicidal self-harm in the past but are now in remission	Care for campers actively engaging in non-suicidal self-harm at camp
A supportive environment for campers with a history of disordered eating or whose eating disorder is well-managed	Care for campers currently struggling with severe eating disorders
Prescheduled phone calls with a camper's therapist from home when not on a wilderness trip	Contact with therapeutic providers on demand
Supervision and redirection for campers who may need short breaks from group settings	1:1 behavioral support to function in group settings

## Healthcare & Risk (cont.)

### Medications

- **Camper medications must be listed on each camper's Health History Form on CampMinder by April 15, 2024.**
  - This includes prescriptions, over-the-counter medications, and emergency medications such as inhalers and EpiPens.
  - If a new medication is prescribed after this date, please update your camper's Health History Form on CampMinder and contact Sarah Kennedy at [sarah@kwe.org](mailto:sarah@kwe.org).
- Each medication **must include the camper's name, dosage, and frequency.** Please send more than enough of each medication for the session.
- All non-prescription medications, including vitamins, melatonin or other supplements, eye drops, nasal sprays, and homeopathic remedies, **must be accompanied by written, signed instructions from your camper's medical provider.** Please consider leaving non-necessary vitamins and supplements home during their short time with us.
- If a medication is to be administered on an as-needed basis, please state this clearly.
- We administer medications before meals and at bedtime. If your child needs medication outside of these time frames, please ensure these instructions are clear and communicate proactively with Sarah Kennedy at [sarah@kwe.org](mailto:sarah@kwe.org).
- Medications and supplements are securely stored in the Health Center, and our staff are trained to distribute them. On wilderness trips, they are stored in med kits and distributed by the head bunk counselor.
- It is unnecessary to pack common over-the-counter medications, as our health centers and med kits are stocked with medications that may be administered in the case of illness or injury. The full list of these medications is in the over-the-counter section of the Health History Form on [CampMinder](#). Please indicate if there are any over-the-counter medications we should not administer in this section of the form.
- If a camper has an emergency medication like an inhaler or EpiPen, they may be allowed to carry it and self-administer when needed. If an inhaler or EpiPen is required, please send two of each. **To comply with Maine State Law, your child's medical provider must also authorize self-administration on their Physical Exam Form.**

### Med Kits

Each cabin's medical kit contains the supplies necessary for counselors to utilize their first-aid training to manage common illnesses and injuries on wilderness trips.

### Med Minute

Med Minute is a nightly check-in for counselors to have 1:1 conversations with their campers to evaluate their health and well-being, from bumps and scrapes to social dynamics within the cabin. Med Minute notes are reported to healthcare staff the following morning.

### Immunization Requirements

All campers must be current on all standard vaccinations to attend Kieve or Wavus.

### Allergies and Food Preferences

Please use the Health History Form to communicate all allergies and dietary restrictions before camp. KWE staff is trained to manage allergies and anaphylaxis. EpiPens are available around campus and in wilderness trip med kits.

## Healthcare & Risk (cont.)

### Allergies and Food Preferences (cont.)

The dining halls are nut-free, and our kitchens can accommodate reasonable dietary restrictions. Meals on wilderness trips are planned based on the group's specific needs, and certain foods will be omitted if a severe allergy is present.

### Hygiene

Good hygiene is crucial for maintaining camper health. Each cabin creates a shower schedule so that all campers can bathe each day while in camp. Please help prepare your camper by reviewing the importance of frequent showering (and changing into clean clothing!) to prevent infection. The bacteria that cause the common skin infection [impetigo](#) can spread easily in communal settings, especially in the presence of sweat, scratched bug bites, and warm, humid weather. Small cuts, scrapes, and bug bites can quickly become skin infections without good hygiene. Our healthcare staff will contact you if your child develops a skin infection like impetigo or if they come in close contact with an active infection.

### Sun Safety

We emphasize sun safety and have sunscreen readily available throughout camp. Please send your child with their own supply of broad-spectrum sunscreen and teach them to apply it independently before camp. This is especially important for campers going on longer trips. If your camper has sensitive skin, please consider sending them with a UV-blocking sun shirt and a wide-brimmed hat.

### Tick Safety

Ticks are an unfortunate reality in Maine. To mitigate risk, we organically treat highly frequented campus areas and regularly mow grass areas. When practical, we encourage long pants and long-sleeved shirts and discuss tick checks every evening during the daily Med Minute. If a tick is found attached, we remove it, document the time and location, and contact families. If the tick is estimated to have been attached for 36 hours or longer, we will recommend treating it prophylactically with a dose of doxycycline. We follow CDC guidance for tick bite prophylaxis, found [here](#). Repellent and prevention treatments to consider before camp can be found [here](#).

### Lice

We check every camper for lice on the first evening of camp. If lice are found, we contact you and treat them with over-the-counter shampoo or give you the option to have them treated at the Nits End in Portland, Maine. Please thoroughly clean all personal items, such as blankets and sleeping bags, before coming to camp.

### Browntail Moth

Our campuses are treated to prevent infestation of browntail moth, an invasive species found on the coast of Maine. Direct exposure to caterpillar hairs may cause a rash similar to poison ivy. The risk of rash decreases in mid-summer.

### Bedwetting

If your child experiences bedwetting, it is important to include details in the Health History Form, including severity and any strategies your child may use to minimize occurrence or effect. Our staff is trained to manage bedwetting respectfully and discretely. Communicating with us beforehand will help us select the appropriate bunk and have a plan in place.

## Healthcare & Risk (cont.)

### Ear Care

All bodies of water have the potential to carry harmful bacteria and parasites. To help prevent swimmer's ear, we administer ear squirts, a 1:1 mixture of white vinegar and isopropyl alcohol after lake swimming.

### Periods

Wavus is well-equipped to help campers feel comfortable during periods. Our counselors and tripping directors teach campers about appropriate hygiene and proper disposal of supplies while on a trip. Please pack your child with pads or tampons if a period is expected, but know that we have plenty available.

### Homesickness

Every camper at one point or another will experience homesickness. Leaving home, disconnecting from daily comforts, living in a shared space, and having more independence can be hard. Please remember that homesickness is normal!

If you ever receive the S.O.S. letter, it is important that you contact us so that we can partner with you to help your child turn the corner. At some point, we may set up a conversation on the phone but know that that is rarely, if ever, going to be our first solution. We know when and how to intervene, and persevering through homesickness without family intervention is arguably one of the most transformative experiences a child can have at camp.

[Here's a great resource](#) from the American Camp Association on homesickness.



# In-Camp

Daily in-camp life is designed to foster relationships, provide healthy risk-taking opportunities, and strengthen independence. We don't wear uniforms or keep score often, and our traditions are both silly and serious. The strength of in-camp life comes from the creativity of our counselors. After a busy and programmed school year, we push campers to try new things and have fun. In-camp memories will color your camper's stories for the rest of their lives.

## Activities

The following activities are offered regularly at camp:

- Arts and Crafts
- Pottery
- Woodworking
- Swimming
- Sailing
- Paddleboarding
- Kayaking
- Canoeing
- Tennis
- Archery
- Riflery
- Ropes Course
- Nature
- Sports

Each night, the counselor in charge of the day plans an activity for the entire camp. Examples of some of our favorite evening activities include:

- Capture the Flag
- Boulder Dash
- Air Guitar
- Casino Night
- Kickball
- Olympics
- Relay Races
- Open Hill

## Daily Schedules

<b>7:30 a.m.</b>	Morning Bell
<b>8 a.m.</b>	Flag
<b>8:10 a.m.</b>	Breakfast
<b>9:15 a.m.</b>	Gathering Circle
<b>9:30 a.m.</b>	1st Morning Activity [assigned by cabin]
<b>10:30 a.m.</b>	2nd Morning Activity [assigned by cabin]
<b>11:45 a.m.</b>	General Swim
<b>12:30 p.m.</b>	Lunch
<b>1:30 p.m.</b>	Rest Hour
<b>2:30 p.m.</b>	Gathering Circle
<b>2:45 p.m.</b>	1st Afternoon Activity [camper choice]
<b>3:45 p.m.</b>	2nd Afternoon Activity [camper choice]
<b>4:45 p.m.</b>	General Swim
<b>5:15 p.m.</b>	Free Time
<b>6 p.m.</b>	Dinner
<b>7 p.m.</b>	Evening Activity
<b>8 p.m.</b>	Evening Flag
<b>8:15 p.m.</b>	Showers, Cabin Meetings, Med Minutes, Flashlight Reading before bed

## In-Camp (cont.)

### Sunday Schedule

Siblings and cousins can get together for lunch on Sunday afternoons. We alternate between campuses.

Kieve Sunday Schedule		Wavus Sunday Schedule	
<b>8 a.m.</b>	Morning Bell	<b>8 a.m.</b>	Morning Bell
<b>8:30 a.m.</b>	Breakfast	<b>8:30 a.m.</b>	Breakfast
<b>9:15 a.m.</b>	Cabin Inspection Prep	<b>9:15 a.m.</b>	Cabin Inspection Prep
<b>10:30 a.m.</b>	Chapel*	<b>10:30 a.m.</b>	Pine Whispers
<b>11:30 a.m.</b>	Cabin Inspections	<b>11:30 a.m.</b>	Cabin Inspections
<b>12:30 p.m.</b>	Lunch	<b>12:30 p.m.</b>	Lunch
<b>1:30 p.m.</b>	Rest Hour	<b>1:30 p.m.</b>	Rest Hour
<b>2:30 p.m.</b>	Gathering Circle	<b>2:30 p.m.</b>	Gathering Circle
<b>2:45 p.m.</b>	1st Activity Period	<b>2:45 p.m.</b>	OD's Activity
<b>3:45 p.m.</b>	2nd Activity Period	<b>4 p.m.</b>	General Swim
<b>4:45 p.m.</b>	General Swim	<b>5 p.m.</b>	Free Time
<b>5:15 p.m.</b>	Free Time	<b>6 p.m.</b>	Dinner
<b>6 p.m.</b>	Dinner	<b>7 p.m.</b>	Sunday Sparks Campfire
<b>7 p.m.</b>	Evening Activity	<b>8 p.m.</b>	Evening Flag
<b>8 p.m.</b>	Evening Flag		

*\*Sunday Chapel is a non-religious Kieve tradition — just like Wavus' Pine Whispers — run by the campers for the campers. It's a time to slow down, reflect, and share stories, thoughts, poems, and songs.*

# Wilderness Tripping

Wilderness trips are the core of each camper's experience. Every camper will spend at least one night out in the woods away from camp with their cabin. As campers grow older, their trips become more extensive and demanding; the youngest are away for one or two nights, and the oldest spend up to 22 days canoeing or hiking in the most beautiful and remote parts of Maine. These trips build a deep appreciation for the natural world and grit and resilience beyond what can be learned in the comforts of home.

## [Kieve Wilderness Trips](#)

## [Wavus Wilderness Trips](#)

### Staff Training

Every cabin at Kieve and Wavus has a certified Maine State Camp Trip Leader and counselors with certifications in Wilderness Advanced First Aid, Swiftwater Rescue, and/or lifeguarding. There is also significant in-camp training.

### Trip Preparation at Camp

- **Cabin Trip Talk** — A tripping director reviews the itinerary and maps with campers, goes over relevant skills, and answers any questions.
- **Counselor Trip Talk** — A tripping director reviews the itinerary, maps, and emergency action plans with the head bunk counselor.
- **Menu Planning** — Counselors submit a menu prior to departure for review by our tripping directors.
- **Health Center Meeting** — The head bunk counselor meets with the Health Center director prior to their trip to review their med kit, camper medications, and all medical concerns.
- **Canoe Clinic** — All campers who are scheduled to go on paddling trips complete a canoe clinic with our tripping directors to cover the following skills:
  - Parts of the canoe
  - Canoe strokes
  - T-rescues and capsizing
  - Navigating white water and lake paddling
  - Basic knots
- **Final Gear Check** — A tripping director does a final gear check with the head bunk counselor before the group departs.

### Communication Protocols

Every cabin carries a Garmin inReach satellite device on their trip. These devices allow counselors to text camp directors in case of emergency and to confirm each evening that they have reached their campsite and all is well.

### Evacuation Protocols

Counselors are trained to communicate via their inReach device if an evacuation due to injury, illness, or mental, emotional, or social health is necessary. Our priority is camper safety. Due to the isolated nature of our trips, any incident that escalates to an evacuation request leads to a collaborative risk assessment between our camp directors, healthcare & risk director, and wilderness tripping directors. In the event that we believe the safest course of action is to evacuate a camper, we will communicate with families and coordinate the next steps.

# After Camp

## Closing Day

Kieve		Wavus	
<b>9 a.m.</b>	Arrival	<b>9:30 a.m.</b>	Arrival
<b>9:30 a.m.</b>	All-Camp Closing Ceremony	<b>10:30 a.m.</b>	All-Camp Closing Ceremony
<b>10 a.m.</b>	Cabin Group Ceremonies	<b>11 a.m.</b>	Cabin Group Ceremonies
<b>11:30 a.m.</b>	Final Flag	<b>12:00 p.m.</b>	Final Flag

*\*Boat shuttles run all day between Kieve and Wavus so please park at the most convenient campus. Lunch is not served on this day.*

## Shipping Luggage

A shipping station will be available outside the Wavus Main Office and the back porch of Innisfree at Kieve. Shipping forms require a credit card and complete address information. Shipping forms are available on your [CampMinder](#) "Forms & Documents" dashboard.

## Camp Survey

After camp we will send you the link to our Post-Camp Survey and Feedback Form. Your family and your camper's feedback is invaluable, and we appreciate you taking the time to submit it.

## Healthcare & Risk Concerns

If a healthcare concern arises within ten days of camp, please contact Sarah Kennedy [sarah@kwe.org](mailto:sarah@kwe.org). It's important for us to identify patterns and communicate issues to other families if necessary. Checking for lice and reporting rashes and other illnesses will help keep our community healthy.

If you have any questions or concerns about your child's experience at camp due to behavioral issues, please contact the camp director to discuss. We don't tolerate anything but kindness and respect for others and want to partner to address any inappropriate behavior.

## Lost & Found

If your camper left something behind, we will do our best to get it back to you if labeled and in reasonable condition. Expect any items to be mailed up to a week after camp. Unmarked lost items will be donated.

## Off-Season Communication

Kindness and respect are our guiding principles, and we expect campers to honor this with each other outside camp. This includes their communication through text and social media.

We coach our staff to maintain healthy boundaries in their contact with campers after camp, adhering to our Staff Standards of Behavior. You can always contact a camp director to schedule a check-in with a favorite counselor during the school year.

## After Camp (cont.)

### Enrollment for Next Summer

Enrollment for Kieve and Wavus fills FAST — often as soon as open enrollment begins in mid-October.

Please note our application dates and visit our website to read our full enrollment policy. If you know of a prospective camper family, please refer them to [kwe.org](https://kwe.org) for more information and to submit a formal application.

### 2025 Applications Open on August 20, 2024.

*Priority enrollment for returning campers and their siblings before October 14, 2024*

### 2025 Enrollment for New Families Begins on October 14, 2024

*New families are enrolled in age groups with available spaces or placed on our waitlists.*

### Supporting Kieve Wavus Education

Kieve and Wavus are part of Kieve Wavus Education, Inc., a nonprofit organization that provides year-round experiential and education programs for building healthy, resilient, and engaged communities of teachers and learners.

Beyond summer camp, KWE creates innovative education opportunities through The Leadership School, various events, and community outreach. Gifts to the Annual Fund are used in real-time, ensuring exceptional summer camps and programs that empower people to contribute positively to society by promoting the values of kindness, respect for others, and environmental stewardship.

You can make a gift at [kwe.org/give](https://kwe.org/give) and through Venmo @kieve-wavus.

### Networking

Our counselors are remarkable young people. We would love to connect you with our staff for professional mentorship, internships, or entry-level employment opportunities.

Each year, a cohort of our camp leaders participates in The Leadership School's Management Training Program, designed to provide career skills and spring internships to enable our counselors to do one more summer on Damariscotta Lake.

Please reach out to President & Chief Executive Officer Sam Kennedy at [ssk@kwe.org](mailto:ssk@kwe.org)

### Staying Connected

Follow us on Instagram @kieviewavus and like us on Facebook.



# Camp Policies

Our number one rule is that everyone has the right to be treated with kindness and respect, and this guides all behavior expectations at camp.

## Harassment and Bullying

We train our staff to identify harassment, bullying, and any unkind or disrespectful behavior and report it to camp directors. We work together through the lens of kindness and respect to empower affected campers while appropriately holding the other camper(s) accountable. We will always communicate with you when we believe the poor behavior of your camper or another camper is meaningfully impacting the camp experience.

If your child has experienced bullying — defined as the repeated and targeted mistreatment of someone who is vulnerable — or mistreatment of any kind, please communicate with us. Before camp, encourage your camper to use their evening Med Minute check-in to share how they are doing. Please reach out if we may be missing context or behavior that was hidden from view.

## Prohibited Items

- Drugs (*including tobacco and nicotine*)
- Alcohol
- Weapons (*Allagash, Long Voyage, and Maine Trails campers can bring an all-purpose tool like a Leatherman and must let their counselor know they have it.*)
- Technology (see above and packing list)

## Technology

Camp is screen-free for campers. That means no social media, phones, tablets, smartwatches, or anything that can connect to WiFi or wireless data. Old-fashioned books and basic cameras and watches are best. Campers who travel without their families will turn in their devices when they arrive at camp so we can securely store those valuables for the session.

## Email

Family and friends may send emails to campers through their [CampMinder](#) account. Emails are printed Monday through Friday by 10 a.m. Mail and emails are given to campers at Rest Hour after lunch. **Please note that you do not need to purchase “Camp Stamps” through [CampMinder](#) in order to send emails** (the “Camp Stamps” are simply for design purposes and are not required for sending plain text emails).

Parents can create guest accounts for family and friends so they can email your camper. When you log-in, click the “My Account” menu. From there, scroll down to the “Online Community” section and select “Guest Accounts.”

## Gratuity

It is Kieve Wavus Education’s policy that our staff decline gratuity. We encourage a gift in their name to our Annual Fund.

## Camp Policies (cont.)

### Packages

We have a no-package policy at Kieve Wavus.

- Packages are **not permitted** to your camper in-camp or on resupply.
  - The exception is birthdays! You may send your camper a package for their birthday, but please do not send food items. We ensure our campers and their cabins get a special treat for their birthday at camp!
- If your camper forgot a necessary item or needs something, please call the camp office and let us know. We will get them what they need or may ask you to send.
- Unannounced packages with non-essential items are returned at the end of the session.

### Phone Calls

Campers cannot make phone calls, and unless it is an emergency, we will strongly discourage any request to speak to your child; it almost always exacerbates homesickness. We have one standard exception to our phone call policy; you can set up a call if your camper has a birthday during camp.

Camp can be challenging, so if you receive a difficult letter or want an update, please contact the camp directors.

### Photos

With the rise of social media and the pervasiveness of smartphone cameras, we are making a concerted effort to limit photographs of campers. You can always contact us for an update, but it is essential that our staff focus on caring for your children rather than documenting their experience — especially on their wilderness trips.

We regularly take photos of camp activities and post them on social media and to [CampMinder](#) on Mondays, Wednesdays, and Fridays. We hope to capture every camper, but there is no guarantee that we do so. You can expect to see photos from your camper's wilderness trips on the Monday, Wednesday, or Friday after they return. If your camper is on Penobscot/Bank, Allagash, Long Voyage, or Maine Trails, you will receive an email update with a group picture after their resupplies.

Photos may be purchased via your [CampMinder](#) account, and you may allow friends and family to view the photos by sending them a guest invitation via [CampMinder](#).

### Photo-Use Agreement

Please note that by submitting your camper's application, you agreed to the following:

*The images we capture during summer camp are used in Kieve Wavus Education's promotional materials and are posted to social media and our website. By submitting this application, you agree to allow Kieve Wavus Education to use these images of your child in camp brochures and promotional materials.*

Please contact the camp director with any questions or concerns regarding our Photo-Use Agreement.

# Family Partnership Agreement

We cherish the responsibility of caring for your camper this summer, and we know that a healthy working partnership between Kieve Wavus Education and every family is required to make this experience successful.

While disciplinary issues leading to dismissal from camp are unusual, it is important that each family understands that bullying, substance use or possession, and significant violations of our policies that lead to an unsafe environment at camp may lead our directors to decide that your camper take one or more summers away.

To that end, we are asking that you:

- read this Family Handbook to familiarize yourself and your camper with camp, our expectations, our educational philosophy, and our policies;
- trust that when we do not communicate proactively, it is to protect the privacy and well-being of every camper involved in an incident and
- agree to work collaboratively with camp directors when issues arise, trusting that our intent is always to educate your camper and provide everyone with the safest possible camp experience.

**Thank you for entrusting us with your child.  
We are so excited for the summer!**