

SOAR

at

SOAR at Brehm
Parent Handbook
2010





Dear Parents,

We would like to welcome you and your child to SOAR! You are about to embark on a significant adventure with your child, and it is important for you to prepare ahead of time to ensure this is a successful experience for all. You are giving your child a wonderful gift by enrolling them in one of SOAR's programs.

SOAR is accredited by the American Camp Association (ACA). ACA is a group comprised of community and camp professionals who are dedicated to enriching the lives of children and adults through the camp experience. ACA defines "camp" as "a sustained experience that provides a creative, recreational, and educational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of the natural surroundings to contribute to each camper's mental, physical, and social growth."

More specifically, we believe camp is one of the best ways to teach pre-teens and teens to be successful, independent, and self-sufficient in a close cooperative learning community that is supportive of their individual gifts and differences. Our goal is to give campers a wide range of activities, skills, and experiences that will not only challenge them while they are here at SOAR, but will also relate to their experiences at home and in the classroom. After campers return home, parents frequently comment to us about how much their children have grown, not only physically, but in their attitudes and self-esteem. These are important and positive changes we strive to instill in our campers while on their SOAR adventures.

We look forward to providing your camper with a summer of fun, friends, and many unforgettable memories!

Sincerely,

Jonathan Jones
Executive Director

John Willson
Director of AD/HD & LD Programs

ACA Camps Set the Standard

SOAR is Accredited By the American Camp Association (ACA)

ACA Accreditation Means...

- We cared enough to undergo a thorough (over 300 standards) review of our operation.
- Our camp complies with industry-established health and safety standards, recognized by courts of law and government regulators.
- We have a commitment to best practices in the industry.
- We go a step beyond a state's basic licensing requirements.
- We value expert collaboration. ACA collaborates with the American Academy of Pediatrics, the American Red Cross, and other youth-serving agencies to assure that current practices reflect the most up-to-date, research-based standards in camp operation.

"ACA Accreditation means that this camp submitted to a thorough (over 300 standards) review of its operation by the American Camp Association and complied with the highest standards in the industry," Cindy Moore, ACA National Standards Commission.



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CHECKLIST FOR PARENTS:

- Carefully Read ENTIRE Parent Handbook
 - Fax Completed Student Forms Packet to 801-820-3050.
 - Instructions for completing these forms:**
 - **Complete pages 1 – 5, which includes the following sections:**
 - Emergency Contact Information
 - Student Medical History
 - Parent Permission to Treat
 - Student Goals Worksheet
 - Picture Release
 - Acknowledgement of Risk
 - **Have the Parent Permission to Treat section (page 2) notarized.**
 - **Have the Student Physical Form completed (page 6) by your child's physician.**
Note: This form should be signed by your doctor, to indicate a physical has been completed in the past 24 months. Please check with your physician to determine the date of your child's last exam, as your child may not need a new physical.
 - **Submit Course specific Transportation form**
 - **Attach a copy of your child's immunization records**
 - **Attach a copy of your child's insurance card**
 - **Attach a photograph of your child (if applicable)**
 - **Attach copy of flight itinerary (if applicable)**
 - Call SOAR to schedule inbrief/debrief times & confirm travel arrangements.
(see pgs 12 & 13 of Parent Handbook for details)
 - Call (828) 456-3435 (Eastern Standard Time)
- MY INBRIEF TIME: _____ (Central Standard Time)
- MY DEBRIEF TIME: _____ (Central Standard Time)
- Submit Final Payment (Final payment is due no later than June 1st, 2010)
-

For students doing multiple courses:

- Schedule layover days

Time to start gearing up for camp!

This handbook contains information that you will need to be ready for camp. Please take a few minutes to read through everything. It's all-important, and if you are familiar with the information you can save time and questions later on. Keep this information handy so you can refer to it later.

Plan to make camp preparation a joint effort. Spend time as a family discussing camp policies and procedures. Carefully read through all information and forms contained in this packet.

Complete the forms and return them as soon as possible so we can make plans for your camper. We make staffing and trip plans based on the information on these forms, so don't delay in sending them back!

Packing for Camp

Beginning on **page 7** you will find the SOAR at Brehm gear list. This gear list can also be found on our website at www.soarnc.org. If you have any questions about gear, please feel free to contact SOAR Admissions at (828) 456-3435 or consult our Gear Guide at <http://www.soarnc.org/gearguides/gearguide.html>. As you begin your planning and packing for camp, keep in mind that storage space is limited. All items on the gear list are required unless stated otherwise. It is essential you purchase all items on the gear list before your child arrives, as there are not many places to purchase gear near our bases. However, don't over pack! We have carefully selected each item on the gear list to ensure your child will have everything he or she needs while on their course. Campers will have a limited amount of space in the dorms to store their belongings.

All activity equipment will be furnished with exception of personal clothing.

Be sure to label all of your child's belongings, including clothing, cameras, gear...everything!

An excellent label source is Campbound.com. While we make every effort to help your child keep track of their belongings, we cannot be responsible for items that are lost.

Do Not Bring:

Cigarettes, drugs, alcohol, sparklers/fireworks, weapons (including knives), hair dyes, expensive or valuable jewelry, skateboards, cell phones, computers, pagers, boom boxes, CD players or radios with speakers, walkmans, Discmans, iPods, MP3 players, or hand held video games. If any of the above items are brought to SOAR, they will be gathered & held until the end of the course. However, SOAR will not be responsible for any lost or damaged items.

Note: SOAR will return labeled items of \$25 value or greater. Items will be mailed C.O.D. SOAR is not responsible for returning items that are not labeled.

Laundry

Students will do their own laundry several times while on course. We feel this is an essential life skill for students to learn. SOAR will provide your child with the quarters and soap necessary to do their laundry. In addition to your large laundry bag, you are welcome to send a small mesh laundry bag that can help keep track of smaller items (socks, underwear, etc.).

Appearance Guidelines

SOAR is dedicated to providing students with meaningful summer experiences, which allow them to learn and grow. To that end, we feel an obligation to ensure each person feels comfortable in his or her attire and is not overly distracted by the clothing of those around them. Therefore, we have formalized our dress and personal appearance code. This dress code takes into consideration the need for self-expression, while also eliminating distractions that might undermine our students' experiences.

Staff and students are not permitted to wear provocative clothing. Male staff and students are not permitted to wear pants that expose their underwear or clothing with rips and tears in inappropriate places. Additionally, shirts are required unless involved in water activities. Female staff and students are not permitted to wear: short-shorts, tube tops, belly shirts or any garment that exposes an excessive degree of cleavage or the midriff area, pants that expose their underwear, or clothing with rips or tears in inappropriate places. Uncovered bathing suits should be reserved for water activities and must be either a one-piece bathing suit or bikini with ½ inch straps. String bikinis are not permitted.

Clothing that depicts violence, drugs, alcohol, or sexualized references is unacceptable. Staff and students are not permitted to wear torn clothing while at base or in public. Large key chains, cell phones, iPods, MP3 players or pagers should be left at home.

Significant appearance changes while at camp are not permitted. These include but are not limited to the following: drastic changes in hair style or color, piercings of any kind, and henna (temporary) tattoos.

We thank you in advance for your cooperation.

SOAR at Brehm Gear List

CLOTHING

- 2 pair long pants or jeans
- 5 pair shorts
- 5 t-Shirts
- 2 swimsuits
- 6 pair socks
- 1 pair tennis shoes
- 1 pair water shoes*
- 6 pairs underwear
- Hat (for sun protection)
- 1 long-sleeved shirt or sweatshirt
- 2 sets sleepwear

GEAR NEEDS

- Bed Linens (Twin Size)
- Pillow/pillowcase
- Headlamp with extra batteries
- Insect repellent (non-aerosol)
- Pen and paper
- Rain Gear
- Day pack
- Sunscreen (maximum protection)
- Sunglasses

PERSONAL NEEDS

- Toothbrush/toothpaste
- Shampoo/conditioner
- Deodorant
- Soap/soapbox
- 2 bath towels
- 1 washcloth
- Prescription medications

ADDITIONAL ITEMS

- Disposable camera (optional)
- Fishing pole (optional)
- Binoculars (optional)

NOTES

1. **All clothing and personal items must be labeled!**
2. Jewelry, valuable watches and radios should be left at home.
3. All knives (other than a table knife) must be left at home.

* See Gear Guide for details.

** See Gear Guide for description of rash guard.

***Bring your own if you have them. If you do not have these, part of the spending money will be utilized for renting them.

Communication & Phone Policy

Information, our current camp newsletter and brochure can always be found online at www.soarnc.org. Important information will be sent to parents before and after camp through mail and e-mail (if available).

During camp, parents may call the following numbers if they need to speak with a director:

- Call SOAR at Brehm at (618) 457-0371 between the hours of 8:30 a.m. – 4:30 p.m. (Central Standard Time).
- After hours: An emergency pager or cell number will be provided upon arrival at camp.

SOAR programs are designed to provide students with an opportunity to develop greater independence and self-reliance. With this goal in mind, only students on base between courses will be provided with the opportunity to call home. Upon arrival, parents can request an update during the course. Due to the busy nature of our program, staff are limited in terms of the updates they can provide. This opportunity to build student autonomy is an integral part of the SOAR experience.

The Alternative!



We encourage mail through the U.S. Postal Service. Our campers love it! It is the most dependable way to communicate with your camper. Mail is collected and sorted daily. E-mails and faxes are checked between the hours of 8:30 a.m. – 4:30 p.m., Central Standard, Time, Monday through Friday.

Please address mail to your camper in the following manner for SOAR at Brehm courses:

Child's Name
Brehm Preparatory School
1245 East Grand
Carbondale, IL 62901

You can send an occasional fax to your camper at (618) 529-1248.

Parents and family members can also send e-mails to their camper. While campers are unable to check their own e-mail addresses, you are welcome to send an e-mail to brehm@soarnc.org. SOAR office staff print and sort e-mails daily, just like regular mail. **PLEASE make sure to include your child's full name in the subject line.**

Packages

Packages **should not** be sent to campers while they are on course. There simply is not enough room to store items sent in packages. **DO NOT SEND FOOD TO CAMP.** Please share with relatives and friends not to send food in the mail. The food served at camp is wholesome and abundant. We will do our best to accommodate your child's eating preferences.

Birthdays at Camp

If a camper has a birthday during camp, the cook will bake a special cake for the dinner meal, and we'll sing happy birthday.

Food at Camp

Brehm Preparatory School offers a great food service. We will accommodate vegetarian and non-orthodox kosher diets; however, students are ultimately responsible for their own food choices.

Health & Personal Well-Being

The number one concern for SOAR is the health and well-being of our community. All SOAR instructors are certified in first aid and CPR, and they receive training in all adventure activities. All swimming activities are staffed by certified lifeguards. You will be notified if your child is ill or injured and needs to be taken to the hospital. Health checks are completed by a SOAR Course Director at least once a week.

All campers are required to turn in a medical form and physical form signed by a doctor before attending camp. Campers must have a physical exam within 24 months of the start of camp. It is important for you to communicate any physical limitations your child may have with the staff prior to the course.

Parent Notification of Injury and/or Illness

Parents will be notified of student injuries and illness under the following circumstances:

1. When the injury or illness requires medical care beyond the scope of staff certification.
2. When the student is to be seen by anyone other than SOAR staff for medical care.
3. When an illness or injury results in the student being separated from the group for a significant length of time (i.e., more than one day).
4. When an illness or injury requires a student be removed from the course.
5. To obtain permission for administration of over-the-counter medication not included in SOAR's first aid kit (i.e., cough or cold medication).

Medication

Proper administration of prescription medication, over-the-counter drugs and vitamins is critical, and we need your assistance. If your child will be on any prescription medication during the course, please send each medication in the **original prescription container** (no pill dispensers please). Include only a two-day surplus. *Note: Each medication should be listed separately on the Medical Information Form.* Please notify SOAR if you will be initiating changes to your child's medication schedule during the four weeks prior to the course. If your child will be flying to SOAR, please **do not** put their medications in checked baggage.

SOAR staff receives training on all aspects of medication administration, including information about the common types taken by LD and AD/HD youth, their purpose and contraindications, and a standard protocol for administering the medication. SOAR instructors will review your child's medication information during the inbrief process.

Insurance

If an accident or injury does occur, your child will be transported to the nearest medical facility. Any charges for sickness related to doctor or hospital visits or prescription medications will be the sole responsibility of the parent. Family health insurance information must be written on the camper's medical form, and a copy of your insurance and prescription card (if applicable) must be on file with SOAR.

Visiting Camp

Parents will not be permitted to visit their children while they are on course. We welcome parents and campers to meet our staff before attending camp. SOAR directors give numerous presentations at national and regional conferences throughout the year. We would love for you to stop by and say hello if you are also attending the conference. Contact SOAR and watch your e-mail for specific dates and locations.

Participant Discontinuation of the Program

There are occasional instances when SOAR students may need to leave or may be asked to leave from a SOAR course.

These instances include, but are not limited to:

1. Illness or injury.
2. The student's profile and behavior upon arrival are inconsistent with information presented in application materials.
3. The student requires an inordinate amount of one-on-one attention from SOAR staff.
4. The student displays continual aggressive behavior toward other students, self, or staff.
5. The student displays inappropriate sexual behavior.
6. The student uses illegal drugs, alcohol or tobacco products.

SOAR reserves the right to remove students from the program due to these and other issues deemed appropriate to maintain the safety of SOAR students and staff and the integrity of the program. SOAR also recognizes that families may need to remove students from the program due to family emergencies, etc. Please review the cancellation policy for important information regarding participant discontinuation.

Transportation Policies and Procedures

To keep families abreast of SOAR's continued commitment to the safety of students during transport, we have posted SOAR transportation policies and procedures online at www.soarnc.org under the "General Info" page under the "FAQs" tab. If you have any questions regarding protocols, feel free to contact us.

Financial Information

Registration Fee:

Prior to June 1, families will be required to submit a \$250, **non-refundable registration** fee along with their application for admission. We accept check, money order, MasterCard, Visa and Discover. The registration fee will be refunded only if the camper is not accepted. If a camper must cancel a course, the registration fee may be used for another course during the current season or during the next season. After that, the deposit will become unavailable for use.

Fee Payment:

When completing your online application, you will be required to submit payment information for all future billing, including tuition balances and additional expenses that may occur. For any registration received prior to June 1, the balance of all tuition fees is due no later than June 1st.

After June 1st, payment must be received *in full* for the student to be confirmed for the course. On June 1st, any remaining balances will be automatically charged to the payment selected during the application process. If paying via an alternate source (i.e. check from family member, DSS, or other) payment must be received prior to June 1st to prevent your card from being automatically billed. Tuition payments made via credit card or e-check, prior to June 1st, may be completed by phone or online by logging into your account at www.soarnc.org/login.html.

Additional Expenses:

Your child may incur additional expenses while at camp. This includes prescription medication costs if your child gets sick, damage fees for intentional damage done to SOAR property, or additional airline expenses. Airline expenses may include, but are not limited to, airline baggage fees, airline escort / unaccompanied minor fees, flight change fees due to missed flights, etc. In the event any additional fees occur, SOAR will charge the payment method selected for future billings, and will notify you of the amount charged your credit card on file.

Cancellations:

Upon cancellation, the tuition balance (excluding the registration deposit) will be refunded on the following schedule:

- | | |
|--|-------------|
| ▪ 61 days or more from course start date | Full refund |
| ▪ 31 – 60 days from course start date | 50% refund |
| ▪ 16 – 30 days from course start date | 25% refund |
| ▪ Within 15 days of course start date | No Refund |

SOAR reserves the right to cancel a course due to insufficient enrollment. If a student is removed from course for any reason, there will be no refund. This includes injury, illness, behavior, or any other reason.

Scholarship Fund:

A limited number of scholarships are available to students based on financial need. Applicants are encouraged to contact SOAR early for necessary forms. SOAR's scholarship fund is raised from donations made by parents of current and former campers. If you are interested in contributing to this worthwhile fund, please speak to us! Your contributions are tax deductible.

Spending Money:

Spending money in the amount of \$150 for all course days will be added to your invoice. **We have carefully evaluated the amount of spending money appropriate for the course and ask you not to send more money beyond the invoiced amount.** SOAR will not be responsible for any money sent over the recommended amount. Approximately \$15.00 of your child's spending money will be held aside for a celebratory dinner near the end of their course. Any remaining money may be used by the student for souvenirs or necessary personal items during the course. Unspent money from purchases will be returned during the debrief. If requested, the staff will keep track of student spending through receipts, which may be returned to parents. This may be used to help teach financial accountability.

Tipping:

This practice is NOT permitted at SOAR. Please share your appreciation in person or send a note to those persons you wish to thank. Some parents choose to contribute to the SOAR scholarship fund as a way of expressing extra thanks.

Web Site Pictures

The course director will carry a digital camera throughout each course and take pictures of the students participating in the various activities. These pictures will then be added to our Web site for you to enjoy and share with others. It usually takes 2 – 3 weeks after the course ends for the pictures to be added to the site.

Inbrief & Debrief Process

The inbrief and debrief meetings are crucial to all SOAR programs. If you are driving your camper to SOAR at Brehm, the times you schedule your inbrief and debrief will serve as your arrival and departure times. Please do not plan on arriving earlier than your scheduled time.

This process typically takes about 30 minutes, but it could take up to one hour, so please take this into consideration when making your travel plans.

During the inbrief, you will meet with one of your child's counselors to review their medications and goals for the program. During this time, you may also ask any last minute questions. The counselors will use the information gathered during the inbrief to complete a student achievement plan, which will help them facilitate your child's SOAR experience and will be the foundation for the written evaluation you will receive at the end of the course.

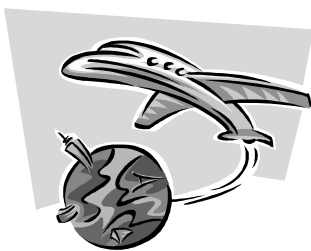
During the debrief, you will review your child's experience on the course and will receive a written evaluation. If your child will be flying to camp, we will be happy to conduct an inbrief via the telephone. Phone inbriefs are generally conducted earlier in the day so staff will not need to leave the group to conduct an inbrief. Likewise, phone debriefs will be conducted after the students leave the course. While it is crucial for your child to participate in this process, you may call the admissions office to request time alone with your child's counselors.

Please review the available inbrief and debrief times below and contact the admissions office as soon as possible to schedule your meetings. Time slots are on a first-come, first-serve basis, so call early to ensure a convenient time.

Inbrief Times: 12 – 2 pm (phone inbriefs only), 2 – 3 pm, 3 – 4 pm and 4 – 5 pm (Central Time)
Debrief Times: 10 – 11 am, 11 am – 12 pm and 12 – 1 pm (Central Time)

Travel to Camp

If your child will be flying to SOAR at Brehm, it is required to clear airline dates and times with SOAR Admissions before purchasing your ticket. A copy of the itinerary should be sent to SOAR as soon as possible. Most airlines require a photo ID for children 16 years and older.



NOTE: Students who are 13 years or younger and flying alone are required to pay an unaccompanied minor fee to the airline to and from their destination. Please make arrangements with your airline to pay these fees as you purchase your tickets, as this is ultimately your responsibility. If the

airline escort fee is unpaid for the return flight, you may pay this fee by credit card via telephone. Call your airline for any questions, as escort fees and restrictions vary for each airline. Due to scheduling issues that may arise, SOAR cannot guarantee the name of the person picking up and dropping off your child sooner than one week prior to the flight. We apologize for any inconvenience this may cause.

If flying to SOAR at Brehm via Lambert-St. Louis International Airport:

- Arrival flights should be scheduled 11 am – 2 pm (Central Time) on the first day of the course.
- Departure flights should be scheduled 10 am – 12 pm (Central Time) on the last day of the course.
- SOAR staff will meet the student at the gate on the first day of the course and will return the student to the gate on the last day of the course. Parents will be called upon arrival and departure of their child.

If driving to SOAR at Brehm:

- Arrivals are scheduled for the first day of the course 2 – 5 p.m. (Central Time).
- Departures are scheduled for the last day of the course 10 a.m. – 1 p.m. (Central Time).
- Please contact the SOAR office at (828) 456-3435 as soon as possible to reserve an arrival time that is most convenient for your family.

Driving Directions to SOAR at Brehm, Illinois

FROM LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT & POINTS WEST:

Take I-70 East out of St. Louis to I-64 East. Continue on I-64 East for about 50 miles. Take Exit 50 (Nashville, Illinois exit) to follow 127 South. Continue on 127 South for about 50 miles. Upon entering Murphysboro, take Route 13 East. Continue on Route 13 East for about 6 miles into Carbondale. Still on Rt. 13 E (now Walnut Street), you will pass through several stoplights (Oakland, University, Illinois, Washington). Turn right onto South Wall Street. Follow Wall Street to the stoplight at Grand Avenue. Turn left onto Grand Avenue. Continue following Grand Ave. through the stop sign at Lewis Lane. Turn onto Brehm Lane (first street on your right). Take the second entrance on your left. The Administration building is on your right.

FROM POINTS EAST (e.g., Louisville, KY):

Take I-64 West to I-57 South. Continue on I-57 South to Exit 54B for Carbondale/Morgan Ave. Merge onto IL-13 West and continue for about 15 miles. Turn Left onto North Giant City Road. Continue for about one mile and turn Right onto East Grand Avenue. Turn onto Brehm Lane. Take the second entrance on your left. The Administration building is on your right.

FROM POINTS SOUTH (e.g., Memphis, TN):

Take I-55 North to I-57 North. Continue on I-57 North to Exit 25 toward Anna/Carbondale and US-51 North. Continue on US-51 North for about 25 miles. Turn right onto West Grand Avenue. Turn onto Brehm Lane. Take the second entrance on your left. The Administration building is on your right.

FROM POINTS NORTH (e.g., Chicago, IL):

Take I-57 South to Exit 54B for Carbondale/Morgan Ave. Merge onto IL-13 West and continue for about 15 miles. Turn Left onto North Giant City Road. Continue for about one mile and turn Right onto East Grand Avenue. Turn onto Brehm Lane. Take the second entrance on your left. The Administration building is on your right.

When You Arrive at SOAR

A staff member will be waiting to greet when you at Brehm Preparatory School. You will be shown where to park and will be led to the registration area. A staff member will sign you in and ensure you have all necessary forms turned in. There will also be a chance for you to grab a quick snack before beginning your inbrief process. Once you are checked in, you will meet with one of your instructors. During the inbrief, you will review your camper's medication (if applicable), discuss goals for the course, and talk about any last minute questions. After the inbrief is completed, you will be led to your child's dorm room where they can store their gear. Parents will then say goodbye as their campers meet with their group for some awesome games before dinner.

On the first night, all campers will meet together for dinner, and a first night ceremony. Each student will be presented with a gift that represents the number of SOAR courses they have completed. This will be a great chance to get to know the other people in the group, and review what will take place over the next few days. This will also be the time when each group will form a "Full Value Contract," which details the group guidelines for the duration of the course.

The next several days are exciting! Your child will have the chance to try out all kinds of awesome and fun activities. It will be an adventure they will never forget!

The last night of the course, each group will have an ice cream celebration and see a slideshow of pictures taken throughout their course and selected pictures from other courses. This allows each student to preview the variety of courses SOAR offers. These pictures will be available online for you to view. See the Web site pictures section for more details.

Thank you for your cooperation and patience with all of these details! Getting ready for camp is a huge task. The more you can do ahead of time the better. If you have questions, please feel free to e-mail admissions@soarnc.org or call 828-456-3435. Thank you so much for your consideration. We look forward to meeting you and your child soon!

