



Middlesex County Foundation, Inc.



4-H Camp Middlesex

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www.campmiddlesex.com

Dear Parents/Guardians:

Welcome to 4-H Camp Middlesex. We are excited about the start of another great season! The following information is to help you understand our check-in and checkout procedure.

Overnight Camper Check-in:

1. **Arrival Times:**

To best accommodate the number of families registering at the same time, please arrive at the times listed below:

Teen camper registration: 2:00 – 3:00

Both Teen camper & Junior camper (same family): 2:30-3:30

Junior camper registration: 3:00-4:00

Day campers: Either check-in from 4:00-4:30 on Sunday, or 8:00 on Monday morning.

2. Campers will be greeted at the bridge where they will receive a checklist for the registration process.
3. Campers will leave their luggage in front of the Recreation Hall to be picked up and brought up the hill.
4. Families that still owe a balance are asked to proceed to Erickson Lodge (main office). **WE WILL NOT ACCEPT PERSONAL CHECKS DURING SUNDAY REGISTRATION.** You will need to pay with a credit card or cash.
5. Once in the Recreation Hall, you will check in with the Director and Program Director, and complete any last minute paperwork. Camper families are strongly encouraged to either hold on to their paperwork until Sunday Registration or to bring duplicate copies of their paperwork.
6. From the recreation hall, you will proceed to the camp store, where you will deposit money for the camp store, Wednesday night's band concert, and purchase a cabin photo, if desired. Families may do this ahead of time using the *Camp Store Deposit Form*, and only need to check in to verify.

7. Your next stop will be the infirmary. You will check-in with the nurse, who will do a head and foot check and review medications/health procedures as needed. Families that have registered for more than one consecutive week of camp only need to check-in with the nurse during their first consecutive week registered, unless there is a change of medical condition or are dropping off meds for the week. Also, in order to accommodate the large number of families that need to see the nurse, we will be placing more staff at the infirmary to ensure that check-in runs as quick as possible.
8. The final step of the registration process is to check in at your assigned cabin and meet your cabin counselor.
9. Registration ends promptly at 4:00 pm. If you cannot make it before 4, please call ahead and let us know. Check-in will be in Erickson Lodge (main office) at this time.

Overnight Camper Checkout:

Drama Show: 6:00 – 6:30

Candlelight Ceremony: 6:30-7:00

Pick-up By: 7:00

Parents are encouraged to join in on the drama show and candlelight ceremony, but may opt to just pick up their children at around 7:00pm.

1. Parents should arrive at camp on Friday between 5:45 and 6:00 pm if they wish to watch the Dance/Drama Show. They should arrive at 6:30 for the flag lowering/candlelight ceremony. All closing ceremonies will end around 7:00pm.
2. Bags and camper belongings can be picked up at the Dance Room or Science Room for Junior Campers and Arts & Crafts Room for Teen Campers at the Mill starting at 6:00 pm. **Luggage will be grouped by cabin.** To ensure that all camper belongings are returning, make sure that your camper's name is placed on every piece of luggage that he/she has brought to camp.
3. Once at camp, please **be prepared to show your ID** and sign your child out. You will be presented with a pick-up card. Please present your pick-up card to your child's counselor who will give you a yellow envelope with:
 - a. Camp store balance (if any) and cabin photo (if any)
 - b. Evaluation form
 - c. Miscellaneous paperwork home
4. All families leaving are asked to checkout at the bridge by showing their pick up cards upon leaving camp.

If you have any questions or need additional information, don't hesitate to call the camp office at (978) 386-7704 or e-mail us at: office@campmiddlesex.com.